

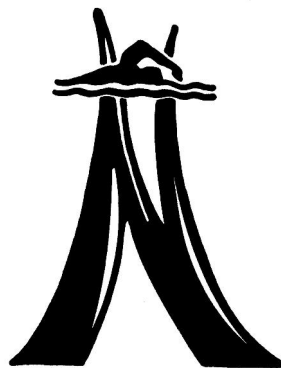
# Alamo Area High School Swimming League Policies and Procedures



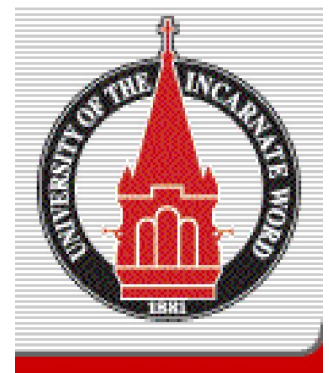
# 2009 - 2010



Josh Davis Natatorium



Block Aquatics Center  
Northside Natatorium



Barshop Natatorium

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# Alamo Area High School Swimming

## High School Meet Policies and Procedures

### November 2009

#### Section One - Introduction

- I. The Alamo Area High School Swimming League (AAHSSL) is an amalgamation of more than fifty high school swimming teams in what may generally be characterized as the Greater San Antonio Metropolitan area and slightly beyond. It encompasses virtually all of the teams in Bexar County as well as several in nearby counties, plus the cities of Austin and Victoria.
- II. The AAHSSL is organized, managed, and operated under the auspices of the Alamo Area Aquatic Association (AAAA). The AAAA is an umbrella organization of six educational organization-affiliated USA Swimming (USA-S) competitive swimming teams. It is incorporated as a non-profit organization under Texas Law and the Internal Revenue Service Code. The organization functions within a set of formal By-Laws for the betterment of competitive swimming and is governed by a set of duly elected and / or appointed officers.

#### Section Two – League Membership Requirements

- III. High schools with teams, who wish to participate in the AAHSSL, must meet the following requirements:
  - A. Schools must be a member of a League or Association which has a season ending, culminating, or championship meet; such as the University Interscholastic League's (UIL) District, Regional or State Meets, the Texas Association of Private and Parochial School's (TAPPS) Championship Meet, and the Texas Catholic Interscholastic League (TCIL) Championship Meet.
  - B. Schools that are not members of the UIL, TAPPS, TCIL, etc. i. e. private or parochial schools, home schools, etc.; must provide a certificate of Liability Insurance with a minimum limit of \$300,000 per occurrence bodily injury coverage and \$100,000 per occurrence property damage insurance, which lists host facilities and districts as being additionally insured.

#### Section Three - Facility Standards

- I. In order to host AAHSSL dual, double dual, triangular, quadrangular, combined duals, and / or divisionally scored meets; facilities must meet the following minimum standards:
  - A. Availability of at least (6) competitive lanes, all meeting the minimum depth standards proscribed by the Federation.
  - B. Availability of at least two (2) 25-yard warm-up / cool down lanes.
  - C. A fully functioning automatic timing system including non-slip touchpads, console, backup buttons, and an electronic scoreboard.
  - D. Availability of at least one hand timer per lane, plus the necessary digital stopwatches to support them.
  - E. Well-trained, competent, and experienced timing system operators.
  - F. Hy-Tek's™ Meet Manager for Windows®, version 3.0, operated by competent and experienced personnel, and running on an appropriate computer.
  - G. A full version (4.0 or higher) of Hy-Tek's™ Team Manager for Windows®, operated by competent and experienced personnel, and running on an appropriate computer.
  - H. A properly maintained and fully operational aquatic facility, meeting all current local and state health and safety requirements.

## Section Four - General Policies and Procedures

- I. Overall direction of High School swimming in the Converse-Judson (JD), North East (NE), Northside (BL & NS), San Antonio (SA) Boerne (BO) Independent School Districts, the TMI Episcopal School of Texas (TMI), the Alamo Community College District (PA) and the University of the Incarnate Word (IW) be provided by the respective District or Institutional Aquatic Directors, Coordinators, Athletic Directors or Head Coaches.
- A. In **PA, NE, and SA** the Aquatic Coordinators / Directors will also manage the competitive program in their respective facilities.
  - B. In **NISD**, the Block Aquatics Center (loop 410-BL) and the Northside Natatorium (Loop 1604-NS), the facility Operations Managers will manage the competition in the District's pools.
  - C. At **IW**, the Head Swimming Coach will manage the competition in the Barshop Natatorium
  - D. **BO, JD, and TMI** do not currently have competitive facilities that conform to League Facility Standards.
  - E. Inputs from teams outside these entities who participate in the AAHSSL and may be scheduled to compete at any one of the five venues are solicited, encouraged, welcome and will be considered.
- II. Each high school that chooses to participate in the AAHSSL will be assigned to one of four leagues ("A," "B," "C," or "D"), based primarily on team size, but consideration will also be given to previous year(s) performance, logistics and, to a lesser degree, school preferences.
- A. At the beginning of each season, for scheduling purposes only, each team **may** then be ranked within each of the four League Divisions.
    - 1. The Rankings are primarily based on NISCA Team Power Points earned at the previous year's UIL Regional Championship Meets.

**The USA Swimming Whistle Start Procedures will be in use at all AAHSSL Meets!**

- III. **Commonly Scheduled Meets.** Each season, there are three or four dual, double dual, triangular, quadrangular, specially formatted, or divisionally scored meets scheduled prior to the UIL District Meets and held at each of five venues in the city on common weekends.
- A.
    - 1) Josh Davis Natatorium (**NE**)
    - 2) Block Aquatics Center on Loop 410 (**BL**)
    - 3) Northside Natatorium on Loop 1604 (**NS**)
    - 4) Palo Alto College (**PA**) Natatorium
    - 5) San Antonio Natatorium (**SA**)
    - 6) Barshop Natatorium (**IW**)
- IV. The **Commonly Scheduled Meets** (CSMs) are held on coinciding weekends, on Thursday afternoon, Friday afternoon, Friday evening, Saturday morning, Saturday afternoon, and / or Saturday evening, depending on the venue.
- A. Efforts are made to orchestrate the schedule in order to maximize the opportunities for media coverage, competition, and the availability of officials.
  - B. A consolidated meet schedule is prepared, and normally posted on the AAAA Web Site ([www.aaaa-sa.org](http://www.aaaa-sa.org)), accessible from the High School Swimming Page early in prior to the start of school.
- V. During the 2009 – 2010 season, on CSM weekends the six venues will host meets as follows:
- A. **Davis Natatorium (NE):** )  
**Block Aquatics Center on Loop 410 (BL)** )all have  
**Northside Natatorium on Loop 1604 (NS)** )eight lane pools  
**Barshop Natatorium (IW)** )

1. Two or more teams from the “A” Division competing in standard Federation dual, triangular, quadrangular, double-dual meets, or divisionally scored meets in one or more of those formats.
  - a. At **NE, BL, NS and IW** each team is allowed four entries per event in all “A” League Meets.
    - 1). In triangular, quadrangular, and double-dual meets that are not scored by divisions, two heats of each event will be seeded by time and swum fastest to slowest, i. e.; the slower heat will always swim last.
    - 2) In divisionally scored meets, except double duals, six to ten teams are entered, swimmers seeded by time only, events swum slowest to fastest, and scored by previously designated divisions which may be dual, triangular, quadrangular, etc.
    - 3) Double dual meets are managed by division, but seeded and scored separately as single duals.
    - 4) At **NE, BL, NS and IW** all eight lanes will be used for all meets.
  - b. Three or four teams from the “B” Division competing in modified Federation triangular, quadrangular, double-dual, or divisionally scored meets in one or more of those formats.
    - 1) Each team is allowed four entries per event.
    - 2) Two heats of each event will be seeded by time and swum slowest to fastest, i. e.; the slower heat will always swim first.
    - 3) At **NE, BL, NS and IW**, all eight lanes will be used for all meets.
  - c. Meets at **NE** are normally held on Saturday morning beginning at 8:30 A.M.
    - 1) Changes to the start times may sometimes be necessary to avoid parking conflicts with other activities within the Blossom Athletic Center.
  - d. Meets at both Northside (**BL and NS**) facilities are normally held on Saturday afternoon and / or evening, beginning as early as 2:00 P.M.
    - 1) Changes to the start times may sometimes be necessary to avoid parking conflicts with other activities within the NISD Athletic Complexes.
  - e. Meets at Incarnate Word (**IW**) may be held on Friday evening, Saturday afternoon or Saturday evening; depending on other activities scheduled on campus and in the Barshop Natatorium.

**B. Palo Alto College Natatorium (PA):**

1. “D” Division teams competing in specially formatted meets, scored by previously defined Divisions, and seeded by time.
2. All teams are combined in timed final events.
  - a. Opponents are normally designated at the annual “D” Division organizational meeting in the early fall (please see 5.2.4 below).
  - b. Hy-Tek Ltd.’s Meet Manager<sup>®</sup> is then utilized to separate and score them within the previously defined Divisions.
3. Meets at Palo Alto are normally held on Friday afternoon beginning at 6:00 P. M. Warm-ups usually begin at 5:00 P. M.
4. A pre-season Divisional organizational meeting is scheduled in late September or early October.

- a. Each Division Member Team is required to be represented at the organizational meeting.

C. **San Antonio Natatorium (SA):**

1. "C" Division teams competing in specially formatted meets, scored by previously defined Divisions and seeded by time.
  - a. The teams will be placed in their respective Divisions not than October 15th.
  - b. Meets at SAISD are normally held on Friday afternoon beginning at 5:00 P. M. Warm-ups usually begin ninety minutes earlier.
  - c. Because of some year around school calendars, it is sometimes necessary to schedule meets for Thursday afternoons.

VI. **Entry into CSMs:**

- A. Entries into all CSMs will be in accordance with UIL and National Federation Rules; i. e. a competitor shall be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events (Federation Rule 3, Section 2, Article 1).
- B. **In all CSM and other AAHSSL Competition an individual competitor or relay team is not considered to be officially entered into an event until actually stepping up on the block or into the water, as the case may be.**
  1. The entry policy stated in ¶ 6.B. above, applies to all AAHSSL dual, triangular, quadrangular, double-dual, and divisionally scored meets; to the AAHSSL County and City Invitationals; to the NE and NS Pentathlons (when scheduled); and to the Relay (when scheduled) and Class Meets.
    - a. **It DOES NOT apply to the South Zone TISCA Championships.**
  2. Nevertheless, as lanes are or may be assigned in advance, thus allowing the publication of heat sheets, meet hosts require that schools provide entries not later than 48 hours prior to the actual scheduled start time of the meet.
- C. For all AAHSSL Division Meets, entries must be in the hands of the facility's designated Meet Director not later than 48 hours prior to the scheduled start time of the meet.
  1. This entry deadline does not apply to the South Zone TISCA or the AAHSSL County / City Meets as they will each have specified entry deadlines.
- D. Failure to meet the entry deadlines imposed at any CSM venue may result in:
  1. The offending team being required to forfeit, at the discretion of the Meet Director.
  2. Inaccurate, incomplete, or missing heat sheets.
  3. Seeding and / or lane assignments may not be as the coach(s) wished or in some way be inaccurate, incorrect, or incomplete.
- E. Entries to all AAHSSL Meets, including South Zone TISCA may be made ONLY via Hy-Tek Commlink disk or file
  1. Entries by FAX WILL NOT, under any circumstances, be accepted.
  2. Entries may be submitted in person or via e-mail.
    - a. Regardless of the mode of submission, entries will **ONLY** be accepted via Commlink File.

**VII. CSM Exhibition swims.**

- A. **At NE, BL, NS and IW** exhibition swims are permitted in “A” Division meets ONLY, and are restricted to the 50- and 100-yard freestyle events; and then only to the extent of creating but a single additional heat.
1. In “A” Division meets, each team may enter four (4) exhibition swimmers in the 50- and 100-yard freestyle events.
  2. The scoring heat will always be swum first in any event with exhibition swimmers.
  3. Exhibition swimmers must be clearly indicated within the team’s entry.
  4. An exhibition swim shall count as one of the four (4) allowed entries, does not score, may count as a qualifying time, and is subject to disqualification (Federation Rule 3, Section 2, Article 1. Paragraph [a]).
- B. Exhibition swims are permitted in “D” Division meets at **PA**.
1. Swimmers from any Division may enter exhibition competition in any event at **PA**.
    - a. However, Swimmers from the “A,” “B,” or “C” Divisions who choose to enter in exhibition status at the “D”: League Meets may the NOT then participate in the normally scheduled dual meet of their own Division the same weekend. To do so would be a violation of UIL Rules.
    - b. In addition,, the 48 hour entry deadline specified in Section VI.C. must be observed, i. e., by 5:00 PM the previous Wednesday.
- C. Exhibition swims are permitted in “C” Division meets at **SA**, in the 50- and 100-yard events and then only to the extent of filling existing heats, i. e., and no additional heats will be created to accommodate exhibition swims.
- D. Exhibition swims are not permitted in triangular or quadrangular meets at any venue under any circumstances.

**VIII. Scoring of CSMs (Federation Rule 7, Article 2):**

A. **At NE, BL, NS and IW:**

Meet Type	Individual Events	Relay Events*
Dual / Double-Dual	8-6-5-4-3-2-1-0	10-5-3-0*
Triangular	7-5-4-3-2-1	14-10-8-6-4-2*
Quadrangular	20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1	40-34-32-30-28-26-24-22*

\* **NOTE: Only two (2) relay team from each school may score in Dual, Triangular, Quadrangular, or Divisionally Scored Meets at Davis and / or Northside!**

B. **At PA:**

The scoring scheme for the Combined Dual Meets at **PAC** will be determined at the beginning of each season and outlined at the at the annual “D” Division organizational meeting held in late September or early October.

C. **At SA:**

Meet Type	Individual Events	Relay Events
Seeded Dual	9-7-6-5-4-3-2-1	18-14-12-10-8-6-4-2

**IX. CSM Lane assignments**

- A. For Dual Meets (single, double, Triangular or quadrangular....) at **NE, BL, NS and IW**, The team listed first in the AAHSSL posted schedule ([www.aaaa-sa.org](http://www.aaaa-sa.org)) will swim in odd numbered lanes and the opposition, listed second, in the even numbered lanes.
- B. For triangular, quadrangular, double-dual, and divisionally scored Meets at **NE, BL, NS and IW**, swimmers will be seeded by time.
  - 1. Swimmers entered without a time (NT) will be seeded last by lot.
  - 2. There may be two heats if necessary.
    - a) All eight lanes must be utilized.
  - 3. The slower heat will always swim last.
  - 4. Federation dual, triangular, and quadrangular meet scoring will apply. Please refer to ¶ VIII. above.
- C. Meets at **PA** and **SA** will be seeded by time and scored as separate Divisions by Meet Manager.

**X. Other AAAA / AAHSSL Meets**

**A. NEISD Relay Meet (¶ VI. B. applies)**

- 1. When scheduled, is hosted by NEISD at the Davis Natatorium early in October.
  - a. Not scheduled every year.
  - b. Open to all High School Teams – Timed finals – No qualifying times.
  - c. When scheduled, detailed Meet Information will normally be available on the AAAA Web Site by the time school starts in the fall.

**B. North East Pentathlon (¶ VI. B. applies)**

- 1. Open only to UIL District 26-5A High Schools
- 2. Early fall, but not scheduled every year – Timed finals – No qualifying times.

**C. Northside Pentathlons (¶ VI. B. applies)**

- 1. Open only to NISD High Schools
- 2. Normally scheduled early in every year – Timed finals – No qualifying times.

**D. Class Meet (¶ VI. B. applies)**

- 1. Three meets on the same weekend, hosted by NE, NS and PA.
- 2. Open to all High School Teams – Timed finals – No qualifying times
- 3. Detailed Meet Information will normally be available on the AAAA Web Site by the time school starts in the fall.

**E. AAHSSL County and City Meets (¶ VI. B. applies)**

- 1. Hosted by **NE, BL and PA.**
  - a) County Meets in November or December.
  - b) City Meets in January.
- 2. In order to control the size of these meets and to ensure a more uniform level of competition, there will be three completely separate meets at three different venues on the same weekend.

- a. Criteria have been developed that will allow League Teams to be assigned to compete at the three venues in such a manner as to achieve a balance in the number of teams.
- b. The assignments will be posted on the AAAA Web Site as a part of the applicable Meet Information and are not negotiable.
- 3. There are minimum Qualifying Times for several events.
- 4. There are maximum qualifying times (South Zone TISCA) for all events.
- 4. Timed Final Format.
  - a. Standard High School events and 50-yard stroke events – no relays. – not scored.
    - 1) Some events have minimum cut off times.
    - 2) All events have maximum cut off times.
  - b. Open to all high school teams.
  - c. Detailed Meet Information will normally be available on the AAAA Web Site by the time school starts in the fall for the County Meets and by early-December for the City Meets.

F. **South Zone TISCA Championships / ¶ VI. B. DOES NOT apply!)**

- 1. Traditional (30+ years) San Antonio Meet held on a Friday and Saturday the late fall each year.
- 2. Hosted by **NE** at the Davis Natatorium
  - a. Championship format
    - 1) Modified FINA World Cup Event Order
    - 2) Minimum qualifying times for **ALL** events, including relays
      - a) Time standards are revised each year in order to control the size of the meet and the level of competition.
      - b) USA Swimming Scratch Rules
      - c) Approved for Observation by USA Swimming
- 3. All entry times must be pre-proved.
- 4. Open to all TISCA Member High Schools, within and without the State of Texas
- 5. Detailed Meet Information is posted on the AAAA Web Site in the spring of each year.

**XI. E-mail entry addresses**

- A. North East                      djohns1@neisd.net
- B. Block Aquatics Center      nisdswim@gaggle.net
- C. Northside Natatorium      coachpeteh@gaggle.net
- D. Palo Alto                        pestrada@alamo.edu
- E. SAISD                            dmw15479@aol.com
- F. UIW                                padavis@uiwtx.edu

## XII. Using HY-TEK's Team Manager

- A, In order for Team Manager to be mutually useful and beneficial to Teams and Meet Managers alike, there are several matters that require standardization. ***Please*** comply with the following requirements when setting up your Team's database in Team Manager:
1. Schools **MUST** use their actual Team / School Name (John Marshall High School, Episcopal School of Texas, etc).
  2. Team mascot names, e.g. "Mavs," "Warriors," etc. and LSC names **MUST NOT** be used in any Entry Field in Team Manager.
  4. In Team Manager please ensure the following items are entered or left blank as noted:
    - Team Name Your School's actual and complete name (no mascot names please!).
    - Team short name The name your Team normally uses, e.g., "Clark or Reagan" (no mascot names please!).
    - Type of Registration Leave Blank or select "Other."
    - Type of Team Leave Blank.
    - Under Mailing Information please be certain the "LSC" field is left BLANK**
  5. *In Team Manager, a date of birth and year in school for every swimmer MUST be included.*

## XII. Meet Results, Scores, and Commlink Files

- A. As soon as possible after the conclusion of each meet at **all six AAHSSL** venues, the Meet Director is required to submit a SwmmBkup File from the meet or each meet as the case may be, to the Alamo Area Aquatic Association Webmaster.
- B. There is only one file required from each meet, which is generated from the Meet Manager Main Menu.
1. Click on File, then Backup and follow the prompts.
    - a. The file produced will be named by default: "Swmmbkup...0#" where "#" may be any digit from 1 to 9.
- C. Attach the File saved in XII. B. 1. above to an e-mail message and send it to: [aaaa-sa@satx.rr.com](mailto:aaaa-sa@satx.rr.com).
- D. Each of the High School venues is also responsible for e-mailing Results and Scores from each and every meet to the Express News Sports Department.
1. The necessary files are generated from the Reports Menu.
  2. Results are normally prepared in the AP News Standard Format with commas and semi-colons.
  3. Scores should be submitted as Microsoft Word or text Documents. The latter is preferable.
  4. Attach both files to an e-mail message and send to: [sports@express-news.net](mailto:sports@express-news.net).
    - a. Depending on the reporter assigned, additional copies may need to be sent to a secondary e-mail address specified by the reporter.