Operations Procedures and Rules of the Lynchburg Aquatic League (LAL)

(updated March 2026)

Section I Rosters

A roster of all eligible and paid swimmers must be submitted to the Treasurer prior to the first scheduled meet. The Treasurer sets the exact date. This roster must include the name, birth date, and age of each swimmer by age group and sex. The swim fees must also accompany the roster. The roster can be updated at any time by simply submitting the roster information and swim fees for new swimmers to the Treasurer 24 hours prior to the swimmer's first meet.

Section II Fees

The swim fee is decided on each year by the LAL governing body and is dependent upon the financial needs of the LAL. Currently, the fee is $17 per swimmer. This fee was set in 2026.

Section III Schedule

A. The LAL governing body decides upon the swim meet schedule. The Chairperson-elect submits a tentative schedule to the LAL for approval per Section VII of Article III. The meet schedule is based as closely as possible on the League A and B Championships order of finish from the previous year.

B. The following guidelines should be followed as closely as possible in making the meet schedule in the following priority:

1. The most competitive meet should be at the end of the season (1 v. 2, 3 v. 4)

2. A-Meet results are weighted twice as much as B-Meet results in establishing rankings.

*Example: Team X places 2nd in the B meet and places 1st in the A meet. For the purpose of establishing season ranking, Team X would have a final score of 11+(2*12)=35. In the event of a tie, A-meet results should be used to break the tie.*

3. Number of home meets should balance with number of away meets or within one.

4. A team swum away one year should be swum at home the next year.

Section IV Age Group Classifications

A swimmer's age as of June 1st will determine his or her age group:

8 & under

9 and 10

11 and 12

13 and 14

15 and older *

* Refer to Bylaw Article II Section V

Section V Championship Meet Schedule

The member clubs of the LAL will host the City A and B Championship Meets on a rotating basis according to the following schedule:

Year	A Meet	B Meet
2024	Farmington	Wildwood
2025	Bedford Y	Peakland
2026	Hill City	Farmington
2027	Oakwood	Bedford Y
2028	Wildwood	Hill City
2029	Peakland	Oakwood
2030	Farmington	Wildwood

NOTE: The A and B meets must be held in a 6-lane pool. The pool may require conversions if necessary. Pools that do not have 6 lanes will host the M & M Relays (if held).

Section VI Dual Meets

A. *Eligibility*

Swimmers must meet the requirements outlined in Article II, Section IV & V and may not swim in a meet unless they have previously registered with the Treasurer and paid the fees.

B. *Order of Events*

1. See attached sheets. (The order of events may be changed by mutual consent of both clubs' coaches prior to the start of the meet; i.e. heats may be combined if there are fewer than 6 swimmers in a heat.)
2. The fastest heat will be the final heat of any event.

C. *Relays*

Relay teams may be mixed male and female swimmers.

D. *Swim Ups*

Swimmers may swim up in relay events in dual meets only.

E. *Event Entries*

1. The top two (2) times per team will score in each individual event.
2. Each team can place in relay events barring disqualifications, i.e. no team can sweep 1st and 2nd place earning points for both places.
3. Each swimmer entered may swim a maximum of four (4) events per meet. A designated relay alternate is considered one of these four events. If a swimmer is in 5 events, the last

individual event is dropped. If the swimmer has already swum the last individual event when the mistake is discovered, and he/she scored in that event, his/her score is dropped from the score sheet and the event is rescored.

F. *Meet Day and Time*

Dual meets will usually be held on Monday evenings starting at 6:00 p.m. by the referee's watch, except when otherwise specified by the approved schedule. The final event of the meet will be started no later than 10:30 p.m. as indicated by the referee's watch. If Monday is a legal holiday, dual meets will be held on Tuesday, if possible.

G. *Inclement Weather*

Postponement of Dual Meet due to Inclement Weather will be determined:

1. Prior to meet warm-up by the host club
2. After warm-up by the meet referee
3. The lifeguard on duty can close the pool at his discretion
4. All meets delayed by 90 minutes (cumulative) will be rescheduled or called as decided by the referee with input from the coaches.
5. For rescheduled meets: the home team's pool will be given preference, but if it is not available the next night, the visiting team's pool will be used, if available.

H. *Rain Date*

This will be decided by the referee and coaches, subject to pool availability. The rain date should be scheduled as soon as possible after the original meet and prior to the next scheduled dual meet.

I. *Dual Meet Scoring*

12 & Under

Place	Points	Relays
1	5	7
2	3	3
3	2	
4	1	

Note: One team cannot sweep both relays

13 & Over

Place	Points	Relays
1	4	7
2	2	3
3	1	

Note: One team cannot sweep both relays

J. *Awards*

The LAL will purchase ribbons and will be distributed to the team representatives before the first dual meet of each season. Each team shall be responsible for giving ribbons to their swimmers after each dual meet. Ribbons will be awarded for 1st through 4th places.

Heat Winner ribbons are awarded to 10 & under swimmers who win their heat.

K. *Entries*

1. Visiting coaches shall submit their entries to the Home coach by Saturday at 6:00 pm prior to the Monday night dual meet unless the coaches mutually agree upon a different time. Final scratch information must be submitted to the Home coach by 2:00 p.m. of the meet day. Heat sheets should not be copied before the 2:00 p.m. meet day deadline. The host team will prepare 25 copies of the heat sheet for the meet.

2. Alternates for relays must be designated and will be considered as one of the four entries allowed for each swimmer.

3. Swimmer event cards (index cards) will be used. Entry labels will be printed by the host team, attached to index cards, and placed on clipboards by lane.

4. The host club will provide disqualification slips. DQ slips will be purchased by the LAL and will be distributed to the team representatives along with the ribbons prior to the first meet of the season.

5. The following requirements are preferred for any pool hosting an LAL swim meet:

   a. Backstroke flags

   b. Lane stripes on the bottom of the pool

   c. End of pool marks at both ends of each lane

   d. Minimum of 25 yards per lane

   e. Minimum of four (4) lanes per pool

   f. Underwater lights

   g. Outdoor lighting

   h. Starting blocks

   i. Lane ropes

   (The LAL board has the right to waive any of the above requirements.)

L. *Host Head Scorer*:

The Host Head Scorer will provide each participating coach and the League Recorder with meet results. Times for all swimmers will be recorded on result copies, as well as all disqualifications. Dual meet scoring must be done electronically by using LAL-approved software. Beginning in 2011, this software will be Team Manager and Meet Manager. Future upgrades will be determined by the League Recorder as needed. In the event of electronic failure, hand scoring is an acceptable method.

M. *Officials*

The following minimum number of officials are recommended for each dual meet (The Starter and Referee must be two individual people):

1 Starter	1 Referee	1 Announcer	1 Head Timer	
2 Timers per lane	4 Stroke and Turn Judges		4 Place Judges	2 Scorers

N. *Certifications*

Stroke and turn judges, starters, and referees must be qualified by the LAL every two years. If you have been active for two years, you will be required to re-test, in-person class will not be required for recertification. USA Swimming, YMCA and VHSL certifications are valid substitutes for the LAL certification. USA Swimming Officials will remain eligible to officiate for one calendar year after their official certification expires. The meet referee must be a certified stroke and turn judge and starter/referee. The list of trained officials will be maintained by the Officials' Chairperson and will be distributed by this person at the March meeting each year. An updated version after league training has occurred will be provided to each team.

O. *Rules*

1. Rules: USA short course rules for swimming the strokes will be used except as listed herein, or otherwise agreed to by all clubs.

   a. Backstroke turns shall be judged using the Virginia High School League rules.

   b. As USA Swimming releases rule interpretations, the Officials Coordinator shall make the LAL Board (or coaches, if during the active season) aware of these changes and interpretations for concurrent use during the current season or defer to the next season for implementation.

2. Stroke and Turn judges are to note all infractions of stroke and turns to the referee on the disqualification (DQ) slips. No disqualified swimmer shall be awarded points or awards. The scorer's table will provide coaches with their swimmers' DQ slips.

3. Times: All times shall be taken and recorded as per USA Swimming Code.

4. False Starts: Any 8 & under, 9-10, or 11-12 swimmer who has committed two (2) false starts in an individual event will be disqualified. Intermediate and Senior swimmers, if charged with a false start, will not be allowed to swim in that event. (No False Starts Rule)

5. Coaches shall have 24 hours from the receipt of meet results to challenge or protest the results. Photo/Video evidence shall not be used as a basis for disputing any results, including disqualification.

Section VII "B" Championship Meet

The "B" Championship meet shall have the same events scheduled as the dual meets. Each swimmer may swim three (3) individual events and two (2) relays. Each swim team can enter only two (2) relay teams per relay event.

A. *Qualifications for the B Championship Meet*

1. The swimmer must have recorded a non-disqualified time in that event obtained in a dual meet. No swimmer can enter an event with a "No Time" designation.

2. A swimmer with only one (1) non-disqualified target time (A time) may compete in the B meet. He may not swim the target time event as an individual event or in the relay.

B. *Qualifications from the B Meet to the A Meet*

All swimmers who meet or better the A time for an event in the B Meet will qualify to swim that event in the A Meet. Also see section VIII. A. 4.

C. *Scoring for B Championship Meet*

Places 1 through 7 will score points (12 & under) and places 1 through 6 will score points (13 & over).
Individual events will be scored as follows: (Individual event point will be doubled for relay events.)

12 & under	13 & over
1st place 8 points	1st place 7 points
2nd place 6 points	2nd place 5 points
3rd place 5 points	3rd place 4 points
4th place 4 points	4th place 3 points
5th place 3 points	5th place 2 points
6th place 2 points	6th place 1 point
7th place 1 point	

D. *Awards*

1. Medals will be awarded to places 1 through 3, ribbons to places 4 and 5.
2. Heat winner ribbons will be awarded in all 10 & Under events.
3. Team trophies will be awarded to the top three (3) teams based on cumulative team points.

E. *Rules*

The Dual Meet rules apply to the "B" Championship Meet except as noted below: 1.

Relays: No "swimming up" (swimmers may not swim on a relay in an older age group). 2.

Swimming Participation—same as A meet Rule VIII. C. 3.

3. "B" Meet entries deadline will be 6:00 pm on the day following the last dual meet of the season.
4. Any changes to the psyche sheet after it has been issued to the League by the League Recorder will be considered Exhibition for the purposes of scoring points (i.e. the swimmer will still be eligible to win, place, or officially break a record, but will not score points for his or her team.)

F. *Responsibilities for Providing Workers for Championship Meets*

1. The host team shall provide the following key people: Announcer, 3 Head Timers (one per timing shift), Head of Hospitality, Head of Clerk of Course, parking attendants, concessions workers, and volunteer check-in person.
2. The League Chairperson will arrange for 2 referees, 2 starters, a Recorder, a Timing Judge, and a CTS Operator. The Recorder will arrange for two assistants to help at the scoring table. All 9 of these officials will work the entire meet and will be provided with breakfast, lunch, and VIP parking passes.
3. The other participating teams will provide stroke & turn judges, runners, timers, clerk of course workers, place judges, hospitality workers, and workers to place labels on award ribbons.

Section VIII "A" Championship Meet

A. *Eligibility*

1. A swimmer must have swum in at least two dual meets during the summer season.

2. A swimmer who has attained just one (1) non-disqualified target time may only swim that event in the "A" meet. A swimmer who has had such times in two (2) or more events automatically qualifies to swim any event in which he or she has a recorded non- disqualified time. No swimmer may enter an event with a "No Time", except that a coach may make an appeal to permit a swimmer to compete with a "No Time" for extenuating circumstances. The appeal shall be reviewed and a decision reached by the Appeals Committee, as defined in the League By-Laws, Section XVI.

3. All swimmers who have swum in at least two dual meets are eligible to swim in the relays, whether they qualified for the individual events or not.

4. A swimmer who wins his/her individual event at the "B" Championship meet shall be eligible to swim that event in the "A" Championship meet. Winning a "B" meet event does not qualify as an "A" time; therefore, a swimmer with one "A" time and one "B" meet win does not meet the standards for eligibility in rule VIII. A. 2 above. (In other words, the swimmer may only swim those 2 events in the "A" meet, not 3 events as in rule VIII.A.2.)

5. A swimmer who achieves an "A" time in the "B" meet is eligible to swim that event in the "A" meet.

6. Any swimmer in the Top 12 of an event according to the Top 12 report generated by the League Recorder at the conclusion of the "B" meet is eligible to swim that event in the "A" meet. This does not qualify as an A time; therefore, the swimmer does not meet the standards for eligibility in rule VIII. A. 2 above. (In other words, a swimmer who qualifies into the "A" meet with two Top 12 times that are not "A" times may only swim those 2 individual events in the "A" meet, not 3 individual events as a swimmer who has earned 2 "A" times is eligible to do.

B. *Target Times*

Target times will be set for each individual event. Target times will be established by taking the average 12th-place time for each event over the past 3 seasons. New target times will be established every 3 years and will be voted on for approval by the LAL board. The most recent target times were established in **2022** for use in the **2022, 2023, and 2024** seasons.

C. *Rules*

Dual meet rules apply to "A" Championship Meet except as noted below:

1. Seeding: Meet shall be pre-seeded unless voted on by LAL Board.

2. Relays: No "swimming up" (swimmers may not swim on a relay in an older age group).

3. Swimmer Participation: Each swimmer may enter three (3) individual and two (2) relay events. Each swim club may have two entries in each relay event. If a swimmer is listed in too many events, he will be removed from the last individual event.

4. A-meet entries deadline will be 6:00 p.m. on the Tuesday following the completion of the "B" meet.

5. All relays must include at least one A-Meet qualified swimmer.

6. Any changes to the psyche sheet after it has been issued to the League by the League Recorder will be considered Exhibition for the purposes of scoring points (i.e. the swimmer will still be eligible to win, place, or officially break a record, but will not score points for his or her team.)

D. *Awards*

1. Medals will be awarded to places 1 through 3, ribbons to places 4 and 5.
2. Heat winner ribbons will be awarded in all 10 & Under events.
3. Team trophies will be awarded to the top three (3) teams based on cumulative team points.

E. *Responsibilities for Providing Workers for Championship Meets*

1. The host team shall provide the following key people: Announcer, 3 Head Timers (one per timing shift), Head of Hospitality, Head of Clerk of Course, parking attendants, concessions workers, and volunteer check-in person.
2. The League Chairperson will arrange for 2 referees, 2 starters, a Recorder, a Timing Judge, and a CTS Operator. The Recorder will arrange for two assistants to help at the scoring table. All 9 of these officials will work the entire meet and will be provided with breakfast, lunch, and VIP parking passes.
3. The other participating teams will provide stroke & turn judges, runners, timers, clerk of course workers, place judges, hospitality workers, and workers to place labels on award ribbons.

F. *Scoring*

Places 1 through 7 will score points (12 & under) and places 1 through 6 will score points 13 & over).
Individual events will be scored as follows: (Individual event point will be doubled for relay events.)

	12 & under	13 & over
1st	place 8 points	place 7 points
2nd	place 6 points	place 5 points
3rd	place 5 points	place 4 points
4th	place 4 points	place 3 points
5th	place 3 points	place 2 points
6th	place 2 points	place 1 point
7th	place 1 point	

Section IX Inclement Weather Policy for Championship Meets

A. An Inclement Weather Committee should consist of:

1. Coaches' representative (1)
2. Site pool manager or designated representative
3. Meet director (1)

4. LAL Chairperson

5. Meet Referee

B. This committee shall determine if weather is a prohibiting factor in the safe or successful completion of a championship meet. The meet director, in conjunction with the site pool manager, should establish if—in the case of inclement weather—the meet should be held or postponed until the following day.

C. Any modifications in the meet necessitated by the weather will be determined by the Inclement Weather Committee.

D. The coaches' representative to the Inclement Weather committee shall be the coach with the longest tenure in the LAL.

Section X Ethical Behavior of Coaches

A. As members of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the swimmers, and to all those with whom they come into contact. All coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times.

B. In order to fulfill these responsibilities, a coach must:

1. Establish firm standards of ethical conduct

2. Place the safety and welfare of others ahead of winning and personal prestige

3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating, or baiting of opponents, officials, or the media is not acceptable from a coach, swimmer or parent.)

4. Teach and model for swimmers and parents a strict adherence to the rules and regulations of the LAL.

5. Recognize, accept and teach to the team and the parents that their public behavior projects an image of the program and the team they represent. Therefore, behavior should be appropriate and honorable at all times.

6. Failure to do so could result in ejection from the meet by the referee and/or additional disciplinary action by the LAL.

Section XI Reimbursement for Championship Meets

A.The League will reimburse the host team of the Championship Meet for budgeted and approved expenses related to hosting the meet. Reimbursement [requests] will be made within sixty (60) days after the meet. All receipts and documentation for necessary, non-revenue-generating expenses must be submitted to and approved by the League Treasurer."