

**GREATER
RICHMOND
AQUATIC
LEAGUE**

**2010
HANDBOOK**

(Revised 6-20-2010)

TABLE OF CONTENTS - 2010

Statement of Purpose	1
Len Everett Sportsmanship Award	2
Greater Richmond Aquatic League Software License	2
Greater Richmond Aquatic League Bylaws	3
Greater Richmond Aquatic League Rules	8
Code of Conduct	8
I General Information	8
II Dues, Registration and Insurance	9
III Pool Requirements	10
IV Classification of Swimmers for Regular Season Meets	10
V Scheduling	12
VI Meet Entries	13
VII Meet Procedures	13
VIII Meet Scoring and Awards	14
IX Meet Audits	14
X Meet Results	15
XI Division Committees and Responsibilities	15
XII Club Representatives and Responsibilities	16
XIII Meet Officials Responsibilities and Training Requirements	17
XIV Personnel and Equipment Needed for Meets	22
XV Grievance Procedure	23
XVI Championship Meet Rules and Information	23
XVII Conversions for Yards to Meter & Meters to Yards	25
XVIII Calculations for Determining Division Awards for Regular Season	25
XIX Calculations for Determining League Divisions for Next Swim Season	25
XX Determination for Time Standards	26
Club Divisions and Abbreviations	26
Order of Events for Regular Season	27
GRAL Officers and other Club Contacts	28

STATEMENT OF PURPOSE

The Greater Richmond Aquatic League (GRAL) is an organization of swimmers, coaches, and parents whose aim is to promote and participate in the sport of summer swimming. GRAL provides an opportunity for young people to compete against others of similar ability, in an atmosphere of fair play, good sportsmanship and safety.

LEN EVERETT SPORTSMANSHIP AWARD

The Len Everett Sportsmanship Award was established by GRAL to honor the memory of a man who was instrumental in the founding and structuring of the League. Leonard Everett, from Hungary Creek Recreation Association, stood for the highest ideals of fair competition and good sportsmanship. A plaque is awarded every year to one Club in each division whose swimmers, coaches, and parents have best exhibited these qualities. The Board Representative from each club submits a first and second choice for this award (voting only for clubs within their own division, excluding themselves) to the League President. The votes are tallied, and awards are announced at the annual Championship meet.

Former recipients of the Len Everett Sportsmanship Award:

Division 1	Division 2	Division 3	Division 4	Division 5
2009 (West) Colonies (East) Pebble Creek	(East) Old Church (West) Tuckahoe Village West			
2008 Ashland	Pebble Creek	Antioch		
2007 Colonies	Ashland	Battlefield Green		
2006 Church Run	Chestnut Oaks	Rockville	Antioch	
2005 Ashcreek & Wellesley	Chestnut Oaks	Tuckahoe Village	Hanover Country Club	
2004 Church Run	FoxHall	Chestnut Oaks	Rockville	Old Church
2003 FoxHall	Ashland	Rockville	Old Church	
2002 FoxHall	Ashland	Tuckahoe Village West	Dolphin Club	
2001 Colonies	Chestnut Oaks	Tuckahoe Village West & Hermitage	Mechanicsville	
2000 Hungary Creek	Wembly & Wyndham	Chestnut Oaks	Hermitage	Pebble Creek
1999 Rain Tree & Kings Charter	Ridgetop	Chestnut Oaks	Milestone	
1998 Ridgetop	Ashland	Rockville	Old Church & Chestnut Oaks	
1997 Wembly	Mechanicsville	Ashland & Chestnut Oaks	Old Church	
1996 Wembly & Colonies		Chestnut Oaks	Short Pump	
1995 Colonies	Chestnut Oaks	Antioch	Ashland	
1994 Antioch	Wembly	FoxHall		
1993 Wembly	Rockville	Old Church		
1992 Ridgetop	Rockville	Church Run		
1991 Tuckahoe Village	Hanover CC	Wellesley		
1990 Chestnut Oaks	Old Church	Wellesley		
1989 Chestnut Oaks	Ridgetop	Rockville		
1988 Ridgetop	Hanover CC	Dolphin Club		
1987 Chestnut Oaks	Rockville	Hermitage		
1986 Canterbury	Rockville	Old Church		
1985 Wembly				
1984 Hungary Creek				

Excellence in Coaching

Division 1	Division 2	Division 3	Division 4	Division 5
2009 (West) Church Run (East) Ashland	(East) Old Church (West) Rockville			
2008 Hungary Creek	Milestone/ Pebble Creek/ Tuckahoe Village West	Rockville		
2007 Foxhall	Ashland			
2006 Church Run & Twin Hickory	Foxhall	Tuckahoe Village West	Mechanicsville	

GREATER RICHMOND AQUATIC LEAGUE SOFTWARE LICENSE**ATTENTION: ALL GRAL MEMBERS (PARENT REPS, BOARD REPS, COMPUTER REPS)**

GRAL has a license to use software from Hy-Tech to run swim meets during the summer swim season. This software license only authorizes GRAL Clubs to use this software for GRAL summer meets.

Any modifications made to this software or a copy made for uses other than GRAL summer swim meets violates our software license. Violations could result in financial penalties and criminal charges.

All club representatives are expected to enforce the GRAL software license agreement and protect this software from unauthorized use and report any suspicious use to a member of the Executive Board.

Any team that requires annual Hy-Tech software must contact the Computer Coordinator for a copy. Each spring the GRAL Computer Coordinator will distribute any updated information for the summer swim season.

GREATER RICHMOND AQUATIC LEAGUE BYLAWS

ARTICLE I

The name of this organization shall be Greater Richmond Aquatic League (GRAL).

ARTICLE II – PURPOSE

The purpose of this organization shall be to afford all member clubs swimming the benefits of organized competition in the Novice, Junior Varsity, Varsity, and Senior Varsity levels of competence in accordance with United States Swimming Rules and Regulations.

ARTICLE III – MEMBERSHIP

Section 1

Members of this League shall be organizations (herein after “Member Club” or “clubs”) that sponsor an age-group swimming program for their members and families who are elected to membership in accordance with the bylaws of that organization.

Section 2

Written application of new Member Club to GRAL shall be received no later than the January Board meeting. This application will be voted on at the April meeting or the next scheduled meeting, and the Member Club may be eligible to participate in that season’s swim schedule.

Section 3

A Member Club may be removed from GRAL membership at any time by a majority vote of the Board Representatives for all member clubs when it is considered to be in the best interest of GRAL.

ARTICLE IV - BOARD OF DIRECTORS

Section 1

The affairs of this Organization shall be conducted by the Board of Directors, consisting of the Board Representative from each Member Club and the elected officers, herein referred to as the Executive Board. If the Board Representative is absent, the Parent Representative listed in the GRAL Handbook or other designated Member Club Representative may vote for the member club. In any voting matter, there shall be only one vote per Member Club, plus one vote per Executive Board Member and immediate past President.

Section 2

Each Board Member shall be a member in good standing of a Member Club and shall have been selected and designated by the Member Club to serve on the GRAL Board of Directors.

Section 3

The Executive Board shall be the elected officers and are empowered to conduct necessary business in the intervals between regularly scheduled Board meetings. The Executive Board shall not change a motion of business previously voted on by the Board of Directors unless a special meeting of the Board of Directors is called, as provided in the bylaws, or the motion is further discussed at the next regular scheduled board meeting.

Section 4

Each Member Club’s designated representative must be present at all League meetings. If a Member Club representative fails to attend two (2) consecutive Board Meetings, the Executive Board is empowered to take action.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1

Elected Officers of this League shall be President, First Vice President-Clinics, Second Vice President-Supplies, Third Vice President-Champs, Secretary, Treasurer and Registrar. The Immediate Past President shall also serve as a voting member of the Executive Board.

Section 2 Elections

- a. Elected Officers shall be elected by majority vote of the Board of Directors at the annual meeting, with the exception of the Immediate Past President position. If no one is nominated for a vacant position at the time of the annual meeting, the Nominating Committee will continue the search until a suitable nominee is identified. The Board of Directors will then be asked to vote by electronic mail or telephone. A majority vote will still be required.
- b. The officers shall assume their duties at the close of the annual meeting and shall serve for a term of one year.
- c. No officer shall be eligible to serve more than two consecutive terms in the same office, with the exception of the Registrar, who shall be able to serve a total of five (5) consecutive years. Exceptions shall be allowed by a majority vote of the Board. No exceptions shall be allowed for the same position in consecutive years. No exception shall be made for the position of President.
- d. No one shall be eligible for the office of President unless he/she has served on the Board of Directors.

Section 3 - Nominating Committee

A Nominating Committee with one representative from each division who shall be elected by the Board and two at-large appointments made by the President will be announced by the Executive Board at the March meeting.

- a. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the annual meeting, at which time additional nominees may be made from the floor.
- b. If the Nominating Committee does not identify a suitable nominee for a vacant position by the annual meeting, this committee will continue the search until an appropriate nominee is identified.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for an elected office.
- d. An attempt will be made to have representation from all divisions among the officers.

Section 4 - Removal of an Officer

An officer may be removed at any time by a two-thirds (2/3) vote of all eligible voting members of the GRAL Board, if said removal is deemed in the best interest of GRAL.

Section 5 - Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a Member Club Representative elected by a quorum (A 2/3 majority of Member Club Representative plus at least four (4) Executive Board members) vote either in person, by electronic mail or by telephone of the Board, notice of such election having been given in a timely manner. In case a vacancy occurs in the office of President, the First Vice-President shall serve for the remainder of the unexpired term of the President.

ARTICLE VI - DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the GRAL Board of Directors and of the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 2

The Vice-Presidents shall act as aids to the President and shall, in their designated order, perform the duties of the President in the absence of that officer. In addition:

- a. The First Vice President shall organize all training clinics and serve as coordinator of GRAL officials.
- b. The Second Vice President shall maintain and distribute supplies necessary for the swimming season. This shall include ordering and maintaining records of all supplies.
- c. The Third Vice President shall organize and serve as chairman of the Champs meet.

Section 3

The Secretary shall keep a complete and accurate record of all proceedings of the meetings of the League and Executive Board. The Secretary will be responsible for notifying all Board members prior to each meeting. Board notification shall be at least one week prior to the meeting, and may be either written on the previous month's minutes, or by phone or by electronic mail.

Section 4

The Registrar or his designee shall be responsible for receiving registration from each Member Club. The Registrar will maintain the official record of all swimmers and their times by weekly acquiring and importing all meet results. The Registrar will maintain and publish all official Championship records and all official season records. In preparation for Champs Registration, the Registrar shall prepare and distribute all Registration materials, prepare the Pre-Qualified Champs registration packet for all clubs that pre-qualify, receive and process all Champs Pre-Registration using the computer program, notify all clubs that pre-qualify, and set up the Champs Registration site.

Member Clubs will not be allowed to swim in any meet if the Club has not paid its annual League dues as designated by the Board of Directors by February (Rules, Item II, 1).

Section 5

The Treasurer shall have custody and collection of all funds of the League, keep a full and accurate account of records and expenditures, and make disbursements as authorized by the President. The Treasurer will prepare for Board approval an annual budget to be presented at the February meeting. The Treasurer shall present a financial statement at every meeting and at other times as requested by the Executive Board, and shall make a full report at the meeting at which new officers assume their duties. The Treasurer's accounts shall be examined annually by an auditor outside of the GRAL Board or an Audit Committee consisting of three members appointed by the President. The auditing shall be completed by and approved at the January meeting of the following year.

Section 6

The Immediate Past President shall serve in an advisory role to assist the current Board with voting privileges, unless his/her vote causes the Executive vote decision to end in a tie.

Section 7

All officers shall perform the duties outlined by these bylaws and those assigned from time to time. Upon expiration of the term of office (or resignation), each officer shall turn over to the President without delay all records, books, and materials pertaining to the office and shall return to the Treasurer without delay all funds pertaining to the office.

Section 8

If an issue comes up involving an Executive Board member(s) home club the affected member(s) will not be allowed to vote.

ARTICLE VII - COMMITTEES

Section 1

The Executive Board may create such standing committees as it deems necessary to carry on the work of the League.

Section 2

The power to form special committees and appoint their members rests with the Executive Board.

ARTICLE VIII - MEETINGS

Section 1

Meetings for the Board of Directors shall be held monthly January through July and in September. Dates of said meetings shall be determined by the Executive Board and announced at the annual meeting in September.

Section 2

Special meetings may be called by the President or at the request of three Board of Director members. The call for a special meeting must state the business to be transacted, and no business shall be transacted except that specified in the call. Notice shall be attempted to each Board member either at least seven days by mail, two days by telephone or two days by electronic mail prior to the date of the meeting.

Section 3

The Executive Board shall be empowered to transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the League. A full report of all such transactions must be given at the next scheduled board meeting. (See also Article IV Section 3)

Section 4

The annual meeting of the GRAL Board of Directors shall be on the 3rd Sunday in September of each year at such place as designated in the notice of the meeting.

Section 5

The GRAL fiscal year begins January 1st of each year and ends December 31 of the same year.

Section 6

Election of officers shall be at the annual meeting.

Section 7

A 2/3 majority of Member Club Representative plus at least four (4) Executive Board members shall constitute a quorum for the transaction of business at any meeting of the GRAL Board of Directors. A quorum of the Executive Board shall be a simple majority.

ARTICLE IX - ELIGIBILITY OF SWIMMERS

Section 1

Each Member Club shall deliver an alphabetical roster of all swim club members to the Registrar prior to the first swim meet. The roster shall contain a certification by the President or Membership Chairman of the Member Club that all swimmers on the roster are members in good standing of the member club. A swimmer is a member in good standing if the swimmer has full use of the swimming facilities of the club and has been admitted to membership, paid all applicable dues and fees, and complied with all rules and regulations of the member club, association, or organization.

Section 2

No one will be allowed to swim in a regular season meet that is not listed on the member club's roster or has not paid the GRAL registration fee at the appropriate time.

Section 3

A swimmer may represent only one Member Club for the purpose of competition in a GRAL meet.

Section 4

A swimmer may not transfer during the current summer season from one Member Club to another without the approval of the Executive Board.

Section 5

Any person paid to coach or assist in coaching a club, or be otherwise employed by a pool facility or its management company, within our league is not eligible to swim in any GRAL meet for the duration of that calendar year, unless an exemption is approved by the Board or the Executive Board in a timely manner prior to the first meet of the season. A swimmer/employee must have at least one year prior swim club participation as a qualifying swimmer with the hiring swim club to be considered for an exemption. See Article IX Section 1 for definition of a qualifying swimmer. Serving as Head or Assistant Coach does not represent qualifying swim club participant. A swimmer seeking such an exemption may also petition the Board or Executive Board if his/her employment or swimming status changes during the swim season.

ARTICLE X – SALARIED EMPLOYEES**Section 1**

The Executive Board shall hire a Computer Coordinator and/or Webmaster at the annual meeting in September. The Executive Board shall review the GRAL budget and recommend appropriate annual compensation, to be included in the annual budget approval process at the February meeting.

Section 2

The Computer Coordinator shall be responsible for setting up the software for each season and ensuring that it gets delivered to each club. The Computer Coordinator supports the software during the season and provides training as needed to support the software. The Computer Coordinator shall make recommendations to the Board each September for software changes that need to be considered for the following swim season. The Computer Coordinator shall research cost impacts of both hardware and software for any recommendation made.

Section 3

The Webmaster shall be responsible for setting up and maintaining and updating in a timely manner the GRAL webpage.

ARTICLE XI - REGULATIONS GOVERNING MEETS

All swim meets shall be conducted in accordance with the most recently published edition of the United States Swimming Rules and Regulations, except to the extent such rules and regulations have been modified or amended by the Board of Directors.

ARTICLE XII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these bylaws

ARTICLES XIII – AMENDMENTS**Section 1**

These bylaws may be amended at any regular meeting of the Association provided that notice of proposed amendments shall have been given at least 30 days prior to the meeting at which the amendment is voted upon and that a quorum has been established. Bylaw amendments require two-thirds (2/3) vote of the Member Club representatives and the Executive Board.

Section 2

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the Board of Directors, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE-XIV – DISSOLUTION

In the event of dissolution of the GRAL, the remaining assets of the League will be divided equally among the Member Clubs after payment of all outstanding debts, collection of all owed money and successful completion of necessary audit.

GREATER RICHMOND AQUATIC LEAGUE

2010 RULES

CODE OF CONDUCT

Good sportsmanship is of primary importance. Respectful behavior on the part of swimmers, coaches and parents should be displayed at all times and places. Club membership is both an honor and a responsibility and unsportsmanlike conduct will not be tolerated.

- The Coach is responsible for the behavior of his/her club.
- The Board Representative, or Parent Representative in his/her absence, is responsible for the behavior of the coaches and club parents.
- The Referee has the authority to suspend a swim meet for unsportsmanlike behavior.

Any individual who cannot uphold the standards of good behavior may be denied further participation in league activities.

Remember, this swim league exists for the sport of swimming and the enjoyment of our children. Please strive as parents, coaches and swimmers to focus on this fact and encourage an enjoyable experience for all.

I. GENERAL INFORMATION

1. Meets will be run in accordance with the most recent United States Swimming Rules except as noted below:
 - a. GRAL does not recognize split times and lead-off swimmer's times.
See Rules Section IV: Classification of Swimmers, Item 5.
 - b. A swimmer will not be disqualified until he/she is charged with a second false start in the same event.
2. Exhibition swimming is not allowed, including participation in relays.
3. Intentional and obvious swimming below a swimmer's ability will be grounds for disqualification of that swimmer in that event. Disqualification shall be made by the Referee.
4. No person officiating or working a GRAL swim meet shall be allowed to partake of OR be under the influence of ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS during the meet. After being warned by the Referee of the infraction, the offending member club must comply or may be asked to FORFEIT the MEET.
5. NO SMOKING is permitted on the deck or in common-use swim meet areas during a GRAL swim meet. After being warned by the Referee of the infraction, the offending member club must comply or may be asked to FORFEIT the MEET.
6. Requests for exemptions to Bylaw Article IX, Section 5, must be presented in writing to the Board of Directors or the Executive Board prior to the start of the swim season or to the Board of Directors or the Executive Board if the swimmer's employment or swim club status changes during the swim season. Each request will be read and voted on individually by the Board of Directors. The approved exemption will apply to the approved swimmer as long as he/she remains a swimmer for the requesting club.

The Member Club making the request shall be the club that anticipates hiring the swimmer/employee. This club shall supply the Board of Directors or Executive Board with a completed Swimmer/Employee Exemption form on each swimmer to be considered. A \$100.00 penalty/fine for each swimmer/employee exemption rule violation will be imposed and collected from Member Clubs prior to Champs Registration.

II. DUES, REGISTRATION AND INSURANCE

1. Annual dues of \$200.00 for each Member, Club's membership are due by the February board meeting. If annual dues are not received by the February Board meeting, a \$25 penalty will be assessed.
2. A registration fee will be assessed for each swimmer registered for GRAL competition and is payable at the time of registration. The fee of \$5.00 is due for every swimmer, and the failure to pay the fee eliminates the swimmer's eligibility.
3. If a Member Club's initial registration is not properly completed and submitted on time, a late registration penalty of \$50 will be assessed.
4. The Registrar will distribute packets prescribing the registration process and will announce the date that member clubs registrations are due. Club registration must be accompanied by a check for the initial registration money.
5. All swimmers who have also earned non-GRAL (USS or YMCA) times between June 1 of the previous year and May 1 of the current year must submit these times with their club's registration. Swimmers who have only swum events at longer distances during the non-GRAL season a "divided" time shall be used when entering their times. (i.e. a swimmer has only swum a 100 fly but should have a time entered for 50 fly for purposes of proper seeding and classification a "divided" time shall be used.)
6. Any club registering a swimmer and not reporting his/her non-GRAL (USS or YMCA) times or times from other GRAL member clubs will be subject to fines as defined below.

NOTE: High School League swim times are exempt from this requirement. There are two types of fines.

 - a. If a swimmer is registered with the Registrar on the announced Registration Date without their non-GRAL times or times from another GRAL club, the club will incur the following: At the time it is discovered that the swimmer's time(s) has not been submitted to the Registrar, the club shall pay the League a fine of \$50 per swimmer in which the swimmer has times that should have been reported. It is recommended that these swimmers not be registered with the initial registration. Once these times are received, these swimmers will become part of the 20% registration rule.
(See Rules Section II item 9)
 - b. If a swimmer is registered after the Registration Date and these times are not submitted to the Registrar, the club will pay a fine of \$50 per swimmer who has times that should have been reported. All fines will be collected at Champs Registration.
 - c. These fines will be tracked by the Registrar and collected at Champs Registration.
 - d. The Computer Rep will provide a report of non-GRAL (USS or YMCA) times or times from other GRAL swim club to the Registrar with the initial registration. Each swimmer with non-GRAL (USS or YMCA) times or times from other GRAL clubs added after the initial registration must fill out the League form, and it must be submitted with the registration for that swimmer. A copy of this form needs to be given to the GRAL Computer Rep, for the club to ensure that they are entered into the computer (Meet Manager). If the meet information has already been given to the home club Computer Rep. for the meet, it is the responsibility of the visiting club Computer Rep. to bring a floppy disc or memory stick to ensure that the home club Computer Rep has all necessary, new information to input into Meet Manager before the meet starts. These fines will also apply if the computer person does not enter these times into the computer before the meet (or if the forms are not given to the home Computer Rep to input at the beginning of the meet) and the child swims any events.
 - e. These fines are not for swimmers whose seed time does not get entered from a hand written card on the night of the meet. These data entry errors should be corrected by the Computer Rep.

7. All swimmers must be certified as members in good standing of the club by the President or Membership Chairman of that club. (See Article IX, Section 1 of the bylaws.)
8. A club that has a special-needs swimmer with any disability may petition in writing to the Board for a change in swimmer classification. If approved, the exemption is valid for the current swim season only.
9. To swim the first meet, the majority of swimmers must be registered with GRAL before the start of the summer season. Additions to the initial roster cannot exceed 20% of that initial roster, or ten, whichever is larger, for the first meet. All swimmers must be registered before they may swim a GRAL meet. All clubs' additional registration forms must accompany results delivered to the Registrar. (Additional late registration fees are collected at CHAMPS Registration)
10. A Certificate of Insurance, documenting liability coverage for each Member Club's pool and pool area, must be submitted to the GRAL Secretary by the May meeting. Member Clubs will not be permitted to register for GRAL competition until this Certificate of Insurance is submitted.

III. POOL REQUIREMENTS

1. All clubs must designate the length of their pool as 25 yards, 25 meters, or other specified distance, such as 26 yards. Differences in length are not to be considered, and no conversion of times due to pool length for league records or qualification for Championship meets will be allowed. Any clubs requesting to join GRAL must certify that their pool is either 25 yards or 25 meters. It is strongly recommended that new clubs admitted to GRAL have a pool with at least SIX lanes.
2. Starting blocks should be in compliance with current United States Swimming rules. In pools with water depth less than 4 feet at the starting end, the swimmer must start from within the water. In pools with water depth of 4 feet or more at the starting end, the front edge of the starting platform should be at least 1 foot, 8 inches and no more than 2 feet 1/2 inches above the water surface for meter pools, while the front edge of the starting platform should not be higher than 2 feet 6 inches above the water surface in yard pools. Should a visiting club find that the home club's starting blocks are not in compliance, the visiting club may request that their swimmers start from the side of the pool, rather than the blocks, provided that a valid claim is made to the Referee prior to the scheduled start time of the meet. Each individual swimmer shall have the option to use the block or enter the water from the deck (backstroke not included) unless required by *USS* rule to start from within the water.

IV. CLASSIFICATION OF SWIMMERS FOR REGULAR SEASON MEETS

1. Definition of a **NOVICE SWIMMER (N)**
A Novice swimmer is any swimmer with no time in a given event or who has not achieved a valid Junior Varsity, Varsity, or Senior Varsity time in that event in the age group in which the swimmer is competing.
2. Definition of an **ADVANCE SWIMMER (ADV)**
An Advance swimmer is any swimmer who has achieved a valid Advance time and has not achieved a valid Junior Varsity time in that event in the age group in which the swimmer is competing.
3. Definition of a **JUNIOR VARSITY SWIMMER (JV)**
A Junior Varsity swimmer is any swimmer who has achieved a valid Junior Varsity time and has not achieved a valid Varsity or Senior Varsity time in that event in the age group in which the swimmer is competing.

4. Definition of a **VARSITY SWIMMER (V)**
A Varsity swimmer is any swimmer who has achieved a valid Varsity time and has not achieved a valid Senior Varsity time in that event in the age group in which the swimmer is competing.
5. Definition of a **SENIOR VARSITY SWIMMER (SV)**
A Senior Varsity swimmer is any swimmer who has achieved a valid Senior Varsity time in that event in age group in which the swimmer is competing.
6. Classification of a **ADVANCE RELAY**
All swimmers entered in a Novice relay must be classified as Novice or Advance in the Stroke that they are scheduled to swim. All points earned for the relay will Be awarded in the Advance Relay category. Advance relays are limited to Novice and Advance Swimmers and may be comprised of single sex relay clubs and/or mixed sex relay clubs.
7. Classification of a **SENIOR VARSITY RELAY**
A relay is classified as Senior Varsity when at least ONE swimmer is Classified as JV, Varsity, or SV in the stroke he/she is scheduled to swim. The SV Relay must be mixed sex (to contain at least one boy and one girl). All points earned for the relay will be awarded in the Senior Varsity Relay Category.
6. Valid times for classification of swimmers shall be any time obtained in ANY GRAL MEET (or USA Swimming times or YMCA league times) and shall be utilized for classification in all subsequent GRAL meets. The time used shall be from June 1 of the previous year (i.e., for the 2008 summer season, you would use the swimmer's best time made after June 1, 2007 including Champs times). The use of split times or times of the lead swimmer in a relay at a GRAL meet is not acceptable for league records or qualification for Championship meets.
7. **AGE GROUPS** - Governing day will be June 1st (i.e., if a swimmer turns 9 on June 1st, he/she will swim as a Midget).
 - a. Mini-Mites: age 6 & Under
 1. There will be a category for age 6&U that will be awarded points/ribbons only in 25 yard/meter Freestyle and Backstroke, separately from 7-8 mites.
 2. A Mini-mite 6&U may swim all events. He/she will be scored separately only in 25 y/m Freestyle and Backstroke.
 3. The swimmer will swim at the same time as and be mixed in with the 8&U Mites.
 4. Time standards will be the same as for 8&U Mites.
 5. Qualifiers will swim at Championships as 8&U Mites.
 - b. Mites: age 8 & under
 - c. Midgets: age 9 & 10
 - d. Juniors: age 11 & 12
 - e. Intermediates: age 13 & 14
 - f. Seniors: age 15 through 18

V. SCHEDULING

1. **SCHEDULE OF MEETS**

- a. All swim meets are scheduled to begin NO LATER THAN 6:30 pm. Division 1 and 2 clubs are encouraged to begin meets at 6 pm in order to complete their meets in a timely fashion. Pool use limitations and restrictions (i.e. Meet start and finish times, home meet conflict dates, etc.) must be submitted in writing to GRAL President by the February meeting of every year. NOTE: At the beginning of each season, each club is to reserve its pool for a make-up date for each of its home meets (preferably the next day).
- b. All clubs will swim the last meet of the season on Tuesday using the same starting time as listed above. Swimming on Tuesday will give clubs a rain make-up date on Wednesday and allow ample time for clubs to prepare for Champs registration.
- c. Clubs wishing to move the first meet of the season to an alternate date MUST submit their request in writing via electronic mail, by all affected Member Clubs Parent Reps, to the President, by the May meeting. If no request is received, the meet must be swum on the scheduled league specified date. If the affected clubs cannot agree on a date, they may petition the Executive Board to help find a solution.

2. **WEATHER SITUATIONS**

- a. At the first sound of thunder or sighting of lightning, the pool and deck must be cleared of people and secured. It is the responsibility of the Meet Director, the Parent Representatives, and Pool Management to ensure that this is done. The home club is responsible for issuing instructions for that pool's weather safety procedure. In order to compete in the current season, each club shall file with and have approved by the Executive Board, a weather safety procedure for their club. This is due by the March meeting.
- b. Postponements are to be decided by the Meet Director, Pool Management, and Parent Representatives (one from each club) after a 30-minute delay. A 30-minute waiting period is to be enforced before swimmers may begin to swim after the last sighting of lightning or sound of thunder.
- c. The League encourages clubs to wait out the storm delay and finish the meet. Information on storms in the area and the remaining time necessary to complete the meet should be taken into consideration.
- d. Meets must be rescheduled at the earliest possible date acceptable to all clubs. If there are questions, the home club Parent Rep will contact a GRAL Executive Board member before leaving the pool.
- e. In case of postponement, the home club's Clerk of Course retains possession of all Meet Programs including coaches' Meet Programs, as well as all unused timer event/lane sheets.
- f. In the event of a second postponement of the same meet, creative alternative Solutions need to be discussed in order to complete the meet. These can include finishing the meet on Saturday morning, changing pool location, etc. All individual events MUST be completed in all cases. Relay alternatives shall be approved by a GRAL Executive Board member prior to leaving the meet.
- g. Meets must be completed in the scheduled sequence to avoid giving an unfair advantage to any club(s).
- h. In the event of a rain postponement, and restart of the meet on another day, already registered GRAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events. If the meet is restarted on another day, additional relays and changes in classifications of relays is permitted, provided that all Meet Programs are returned to the Home Clerk of Course once the meet is postponed. These additions and changes MUST be submitted to the Home club computer rep prior to the restart of the meet.

VI. MEET ENTRIES

1. **If new swimmers are to be added to a Club's roster for an upcoming meet, and Additional Swimmer Form (including all top times) report MUST be sent to the opposing Club's Computer Rep., and Coach(es), and also to computer@gralva.com at least 24 hours prior to the start of the meet. If the electronic delivery is not completed by the designated time, the new swimmer cannot swim that meet. Offending Clubs may be fined or penalized as determined by the Executive Board.**
2. **The Visiting team must deliver their meet entries to the Hosting Club's Computer Rep. no later than 1 hour prior to the start of the meet.**
3. **Opposing Club's entries SHALL NOT be reviewed by anyone other than either club's Computer Rep before meet programs are printed and delivered to the appropriate individuals (as outlined in the Computer Handbook).**
4. Changes to individual events or classification of relays cannot be made after the start of the meet; no swimmer may be added to the meet after the start of the meet.
5. An individual swimmer may not enter more than three individual events plus one relay per meet. In the event of a rain postponement, and restart of the meet on another day, already registered GRAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events. If the meet is restarted on another day, additional relays and changes in classifications of relays are permitted. Provided that all Meet Programs are returned to the Home Clerk of Course once the meet is postponed. These additions and changes MUST be submitted to the Home club computer rep prior to the restart of the meet.

VII. MEET PROCEDURES

1. All EVENTS are to be seeded FASTEST to SLOWEST.
2. Senior Varsity relays with at least one swimmer with a Junior Varsity or better time are to be mixed with any combination of swimmers, as long as both sexes are represented. Novice swimmers may be moved up to swim Senior Varsity relays. Novice and Senior Varsity relay time cards must denote the order in which they will swim during the relay. Novice relays and Senior Varsity relays may be printed on any color cards.
3. The swimmer-classified Relay cards for Midgets, Junior, Intermediates, and Senior, must be delivered to the Clerk of Course prior to Event 44. Change of swimmers and/or position in relay swim can be made at the Clerk of the Course up until that event is on the block. Relay Swim classifications may be verified by the opposing member club representative prior to the start of the meet. Swimmer classifications must be written on the relay card prior to the swim. Errors in a swimmer's classification will result in the disqualification of that relay.
4. All meets shall be swum using the Order of Events as specified by the League
5. Flyover Starts will be used for 9-10 and older for all traditional in water starts.
6. Relays will not be held if EVENT 44 (50 Free 9-10 Girls) is not in the water by 10:30pm. Mite Relay scores will not be included if all relays are not swum. The Home and Visiting Club's Parent Representatives will agree to the Official Clock to abide by.

VIII. MEET SCORING AND AWARDS

1. **SCORING** - Points toward the club score shall be awarded as follows:
 - a. Individual events: 7-5-4-3-2-1
 - b. Relay Events (Novice Advance and Senior Varsity): 14-10-8-6-4-2. Points are awarded to the Novice Advance Relay or the Senior Varsity Relay category
2. **SCORING FOR END-OF-YEAR TROPHIES**
 - a. First place club in each meet (N, ADV, JV, V, SV, N ADV Relay and SV Relay) is awarded 5 points.
 - b. Second place club in each meet (N, ADV, JV, V, SV, N ADV Relay and SV Relay) is awarded 3 points.
 - c. Third place club in each meet (N, ADV, JV, V, SV, ADV N Relay and SV Relay) is awarded 1 point.
 - d. Points will be awarded by ability level (N, ADV, JV, V, SV, N ADV Relay and SV Relay)
3. **AWARDS**
 - a. Ribbon labels are awarded for the category in which the swimmer entered the event, not in the category of the time they achieved. (For example, a child enters a JV event and swims it in a Varsity time. The label will be a JV ribbon for that race. The next time the child swims that event, he/she will be a Varsity swimmer.)
 - b. Individual Events - Ribbons: Novice, Advance, Junior Varsity, Varsity and Senior Varsity - first six places (dual or tri-meets).
 - c. Relay Events - Ribbons: Novice Advance and Senior Varsity - first six places (dual or tri-meets).
 - d. Club Awards - Club Awards will be given at the end of the regular season to the 1st place (highest point) club and 2nd place (runner-up) club in each Division by ability classification (Novice, Advance, Junior Varsity, Varsity, Senior Varsity, Novice Advance Relay and Senior Varsity Relay). However, if there is a tie for first place with identical scores, no attempt will be made to dissolve the tie. Two first place trophies will be awarded, and no 2nd place award will be given. If two or more clubs tie for runner-up, duplicate awards will be given.
 - e. Len Everett Award scoring: The President and two other officers shall tally up all votes. If there is a tie for 1st place in a division, the designated official shall evaluate 2nd place votes. The tied 1st place club with the most 2nd place votes will be awarded the Len Everett award for that division. All votes shall be reviewed and audited by the Executive Board.

IX. MEET AUDITS

The purpose of auditing is to ensure that the results and times are correct for our swimmers. At the meet, after the results for each event have been printed, an audit **shall** be performed to check the results against the Lane/Timer Sheets for correct time entries. The audit **shall** also check the validity of DQ's (heat and lane number), **Additionally, each relay card shall be inspected to ensure each relay team is in compliance with the classification requirements as outlined in Rule IV. Any cards found not to be in compliance shall be brought to the attention of the Referee for Disqualification. The Head Table Worker shall be responsible for overseeing these audits.**

The day following the meet an audit of the score sheets may be performed to check the score sheet and results. If an error is found after the Referee has signed the score sheet, the Club's Parent Rep finding the error will contact the other Club Parent Rep. The error shall be discussed and an agreement reached before any changes made. It is the home club Parent Rep's responsibility to coordinate and verify that the errors have been corrected.

X. MEET RESULTS

1. The Hosting Computer Rep. shall ensure the following are sent to computer@gralva.com within 24 hours of the close of the meet:
 - Meet Cover Sheet
 - Meet Manager backup file
 - Meet Results reported in pdf format
 - Triple and Quad Winners for EACH Club in the meet
2. The Hosting Computer Rep. shall provide the following to the visiting club(s) at the end of the meet:
 - Meet Manager backup file
 - A printed copy of the meet cover sheet (if requested)
 - A printed Meet Summary Report (if requested)
 - Participation Labels (if requested)
3. The home club must keep all Lane/Timer Sheets until the GRAL Board's Annual meeting in September.

XI. DIVISION COMMITTEES AND RESPONSIBILITIES

The Greater Richmond Aquatic League (GRAL) has formed Division Committees to assist in carrying on the week-to-week business of the League. It is comprised of a Chairperson and may include representatives for Clinics, Champs, Equipment and Supplies and Computer. These positions generally parallel the functions of the Executive Board, and in this way, assist the Executive Board in carrying out its functions.

1. The Chairperson shall work with the President of the League as requested on any issues that may arise. The Chairperson shall ensure that each of the positions for the Division Committee is filled. The Chairperson shall call any meetings of the Division Committee that may be required. The Chairperson shall be the first person to be called in the event of a grievance within their division. See Section XV: Grievance Procedure.
2. The Clinic Rep and the Champs Rep shall work with the First Vice President and Third Vice President, respectively, to set up the training Clinics and the Championship meet.
3. The Equipment and Supplies Rep shall work with the Second Vice President to help purchase, assemble, repair, and distribute the League equipment and supplies.
4. The Computer Rep shall work with the League Computer Coordinator to put together the training program and assure that each club in the division has an adequate complement of personnel to conduct computer operations at the meet. In addition, the Division Computer Rep should be the first point of contact for clubs in that division should any difficulties arise in computer operations.
5. The Division Committees were created to work directly with the clubs assigned to their division. Clubs should work first with their Division Committee but will always have access to the Executive Board, should the need arise.
6. The Division Committees shall be selected anew each season at the January GRAL Board Meeting. Note that divisions are rearranged on an annual basis.

GRAL retains only one set of Bylaws and Rules that will govern the conduct of all clubs. Certain decisions will be left up to the Division Committees on an annual basis but in no case will the Bylaws and Rules of the League be superseded by the decisions of the Division Committees.

XII. CLUB REPRESENTATIVES AND RESPONSIBILITIES

1. **Board Representative** - (Refer to GRAL Bylaws Article IV - Board of Directors). The Board Representative shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Board Rep shall:
 - a. Be the officially designated League Representative of the Member Club to the GRAL Board of Directors.
 - b. Attend GRAL Board meetings and vote for his/her club on issues presented before the membership.
 - c. Present issues for discussion identified by his/her club at the GRAL Board meetings.
 - d. Submit initial dues and pool certificate of insurance for the clubs at dates as specified by the GRAL Bylaws and Rules.
 - e. Report back to the club, Parent Rep, Computer Rep, and Coach about the proceedings at the GRAL Board meetings. The Board Rep is the first line of communication between the club and GRAL board.
 - f. The Board Rep shall have a copy of the current USS Rules book available, and bring the GRAL Handbook to each meet.
 - g. Identify the official club member attending Champs who will represent the club.
 - h. Report to the Division Chairperson and/or Grievance Committee as the official representative of the club in the event that a grievance is filed. See Section XV: Grievance Procedure.
 - i. Work with the Division Committee and Executive Board of GRAL to resolve any questions or issues related to League Rules and procedures that may arise during the season.

2. **Parent Representative**. The Parent Rep shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by each club are at the discretion of each club. The Parent Rep shall:
 - a. Be the officially designated Parent Representative of the Member Club to GRAL.
 - b. Pursuant to the GRAL Bylaws Article IV - Section 1, the Parent Rep shall act on behalf of the Board Rep for business conducted at the GRAL Board meetings including voting for the Member Club if the Board Rep is absent.
 - c. Be sure that club registration information and monies are submitted to the League, as set forth in the Bylaws and/or as stated by the Registrar. This would include regular season initial registration of swimmers, mid-season additional registrations, and Championship registrations and any money owed to GRAL to be paid at CHAMPS Registration.
 - d. Coordinate the distribution of supplies and equipment from the Division Committee to the club. Assure that an adequate supply of League-provided materials is on hand for the conduct of the home meets (e.g. ribbons, cards, electronic starter, etc.)
 - e. Make sure the club has an adequate number of trained officials to conduct a swim meet. GRAL provides training for selected meet officials. See Section XIII: Meet Officials Training Requirements.
 - f. Schedule the home meets and the following day rain dates with the Pool Management prior to the start of the regular season. Any scheduling conflicts with the Pool Management should be identified to the Division Committee for resolution prior to the start of the season.
 - g. Act as the liaison between the clubs to resolve scheduling questions such as the scheduling of the first swim meet or the rescheduling of a rain-delayed meet. In all cases, the rules regarding scheduling and weather policy shall be enforced.
 - h. Contact the visiting club(s) Parent Rep(s) at least two days before the meet and notify them of the time to report to the pool, the start of the meet, the weather policy, location for positive check-in and parking information (if required). At this time, the home club should specify the parent volunteers that will be required of the visiting club(s). Both

- parent reps should also exchange names of swimmers/employees that have been approved by the league under the swimmer/employee exemption rule.
- i. Meet with both Parent Rep(s) prior to the start of the meet. The home Parent Rep should explain the layout of the deck regarding club seating, introduce the visiting club Reps to the Meet Director and Referee, answer any questions the visiting club(s) may have. The visiting Parent Rep(s) should be available during the meet to assist the Meet Director in the resolution of issues concerning their club when appropriate.
 - j. Remain aware of the conduct of the meet to assure that League Rules and procedures are being followed. Issues that arise should be brought to the attention of the Referee or the Meet Director as appropriate. The Parent Rep should bring a copy of the current GRAL Handbook to each meet.
 - k. Carry out the duties assigned to the Parent Rep in the League Rules and ensure an accurate positive check-in list is provided to the home computer person no less than 30 minutes prior to the start of the meet. Also, specific responsibilities are assigned to the Parent Reps in the event of bad weather. See Section V: Scheduling, item 2b.
 - l. Resolve any questions related to the audited results of the meet. Note: Until the meet has been signed off and approved by the Referee, the Referee and Meet Officials are responsible for producing the correct results for the meet.
 - m. Assure that all the information from the completed meet is correctly distributed by the home club to visiting clubs and to the Registrar as set forth in the Rules
3. **Computer Representative.** The Computer Rep shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Computer Rep shall:
- a. Be the officially designated Computer Rep for the club to the GRAL.
 - b. Attend any meetings or training sessions of the Computer Reps that may be called by GRAL.
 - c. Receive diskettes, manuals, and information that pertain to the computer operations of the League. The League has purchased licensed software. The Computer Rep will be the custodian of this software and shall assure that use of the software is consistent with the license agreements.
 - d. Assure that the club has sufficient hardware and software to carry on the conduct of the season.
 - e. Assure that sufficient people are trained and available at the meets to support computer operations.
 - f. Work with the Division Computer Rep and League Computer Coordinator as required to resolve any issues related to computer operations.
 - g. For home meets, load the newly-registering swimmers for home and visiting clubs into the computer prior to the meet and make sure any qualifying times are noted so the child will swim in the correct classification.
 - h. Run the computer operations of the meet in accordance with the training and direction provided by the League.
 - i. **Provide reports, data, files...as required by the League to other clubs and to the League (as outlined in the GRAL Computer Handbook).**
 - j. Prepare club registration for Championships and provide accurate reports to the League for swimmers attending Championships.

XIII. MEET OFFICIALS RESPONSIBILITIES AND TRAINING REQUIREMENTS

This section of the Rules identifies selected Meet Officials, enumerates the League's expectations for the conduct of the job, and specifies certification and training requirements, when applicable to each of these jobs. Where USS Rules describe the requirements of a specific job, it is noted under each job description. GRAL Rules take precedence in any event where there is a difference in the job description. In general, USS Rules provides detailed job descriptions which are to be followed by GRAL officials. A complete listing of all personnel

and equipment required by the League to run a meet can be found in Section XIV: Personnel and Equipment Requirements. These expectations are written with regular season meets in mind, but to the extent that the Championship meet mirror the regular season, the expectations for these officials at Championship meet remain basically unchanged.

Meet Officials include those identified in this section plus all other adult volunteer workers such as Timers, Runners, Table workers, etc. that are required to conduct the meet. It does not include club tasks, i.e., Mite Parents or Snack Bar Workers. The League expects Meet Officials to keep their focus on the assigned task at the meet. Children should not be on deck with Meet Officials. Meet Officials shall remain impartial during the conduct of the swim meet. Any position listed below that requires passing a written exam is referred to as a Certified Official. Certified Officials shall pass a GRAL (or National or State) written exam (with an 80% pass rate) such written exam to be taken on a timetable as required by GRAL for each certified position.

(GRAL training is waived for State/National Certified Starters, Referees and Strokes & Turns Judges. *The individual should provide a copy of his/her National/State certification to the First Vice President-Clinics by June 1st of each season*). *Officials may not do two jobs at the same meet at the same time (e.g. Referee in Charge and Strokes & Turns Judge).*

The term “walking a meet” is used for some of the training listed below. This term refers to the practice of working side by side with a Certified Official at a regular season meet. Unless otherwise specified, a meet is a full meet, not a half meet. It is possible to work the first half at one meet and the second half at a different meet in order to make up one full meet. Walking must involve seeing every stroke at the meet. Anyone who walks to fulfill training requirements must have his/her name listed on the Meet Cover Sheet in order to receive credit from the League. The First Vice President – Clinics shall keep an updated list of all certified officials and trained volunteers, including completion date for the “walking” requirement and this list will be available on the web page.

1. **Meet Director (Trained):** A responsible person designated by the Home Club. He/she shall arrange seating for spectators and designate areas for each Club’s swimmers. The Meet Director is responsible for seeing that all required equipment and materials are available before the meet, including arrangements for the pool, pool deck, deck officials, Announcer, Clerk of Course, computer area, club Positive check-in tables and the Table workers. Adequate lighting is a necessity. See Section XIV: Personnel and Equipment, item 2.
 - a. During the course of the meet, the Meet Director shall make sure that all certified and trained personnel required to run the meet are accounted for, and on hand when required. The Meet Director will work with the Parent Reps to make sure all positions are filled. See Section XIV: Personnel and Equipment Requirements, items 1 & 3.
 - b. The Meet Director shall enforce the individual club warm-up times and communicate this to the Parent Reps and/or Coaches. Typically, the home club warms up first.
 - c. The Meet Director or designee shall complete the cover sheet listing individuals working certified positions as well as those individuals who are training or walking, and include the Water Depth measured prior to warm-ups.
 - d. The Meet Director, along with the Parent Reps and Pool Management, shall work together in accordance with League rules to resolve any weather-related meet delays.
 - e. The individual clubs may assign other duties to the Meet Director beyond those listed here. However, the League strongly advises against additional duties during the meet. ***TRAINING*** –*Training for this position is the responsibility of each club. Each club must have a Meet Director who has been trained using GRAL approved guidelines and information.*

2. **Referee (Certified)**: See USS Handbook for duties. The League recommends that the Referee be fully cognizant of the job responsibilities and rules governing the performance of the Clerk of Course, Starter, Strokes & Turns Judges, Table workers, and computer functions. The Referee shall be aware of any concerns that arise during the conduct of the meet in any of these areas and be prepared to intervene to resolve those concerns.
- a. The Referee shall meet with the Head Table worker, Head Computer Operator, Clerk of Course, Head Timer, Runners for DQ cards from Strokes & Turns Judges prior to the start of the meet to assure that all is in order for the meet.
 - b. The Referee shall meet with the Coaches for every club prior to the start of the meet. This provides an opportunity for instructions and establishes the authority for running of the meet, giving the Referee an opportunity to make any statements regarding the conduct of the meet and coaches a chance to ask any questions they may have.
 - c. The Referee shall meet with the Starter and the Strokes & Turns Judges to review the pool's layout meet procedures, specific stroke and/or turn technical review and record the names of the officials including the "walkers." In the event that more than one Referee will work the meet, there is only ONE **Referee in Charge** on Deck at any time with authority for the meet. If an additional Referee is on deck, his/her only job is to assist the **Referee in Charge** of the meet. The additional Referee may be asked to assist other Meet officials. ONLY the **Referee in Charge** of the meet has the authority to question and sign DQ cards. It is not the job of any additional referee to write DQ cards unless he/she is substituting for an absent Strokes & Turns Judge. **The Referee in Charge** has final authority on any questions that need to be resolved. The Referee signals the Starter to start the next heat.
 - d. The Referee shall remain keenly aware of events in the pool to assure the meet is being conducted in accordance with USS Rules and GRAL Rules. As such, the Referee should have a copy of both documents on hand during the meet and be familiar with their content.
 - e. The Referee must remain on deck through the course of the meet and must signal the Starter that the competition can begin before each heat. The Referee shall confirm any false start calls with the Starter.
 - f. The Referee shall spot check the seeding of the swimmers as they arrive at the block.
 - g. The Referee shall review and approve with his signature or initials all disqualifications from the Strokes & Turns judges prior to the DQ cards going to the Table workers.
 - h. The Referee shall sign the Training Record Sheet and Meet Cover sheet to signify any Walkers during the meet and whether they worked a full meet or a partial meet (e.g. 1st half or 2nd half).
 - i. The Referee shall have final say in all disputes. Therefore, the Referee shall remain until the last event has been scored. In the event a primary referee must leave, a mutually agreed upon GRAL certified referee shall continue the referee duties. If a replacement is unavailable, the meet will be postponed and continued at a later date before the next scheduled meet if this occurs in Meets 1 – 5 or results of the last meet are due prior to Champs registration. The Referee shall sign the cover sheet with the final scores to signify that the meet has been successfully completed.

TRAINING - (Prerequisite - The Referee candidate must have worked four full meets as a Strokes & Turns Judge prior to becoming a Referee.)

Beginning in 2008 the Referee must complete the GRAL training courses and pass all tests in Table worker, Clerk of Course, Starter, Strokes & Turns Judge, and Referee during the first year of training OR if certification is NOT continuously maintained. Referees must attend a stroke and turns clinic every year. Referees are required to take the appropriate certification exams every other year.

A New Referee Trainee shall walk at least half of a meet as a Starter and half of a meet as Clerk of Course unless he/she is already certified in either one of these two positions. The New Referee

Trainee shall also walk at least one full meet as a Referee to successfully complete the training qualifications as a Referee.

Note that the test and walking requirements for Strokes & Turns are taken care of by the prerequisites for becoming a Referee.

3. **Strokes & Turns Judge (Certified):** See USS Handbook for duties. The Strokes & Turns Judge evaluates each swimmer to insure that the designated strokes and turns for the event are being performed in accordance with USS rules. Four or more qualified adults shall serve as Strokes & Turns Judges at all regular season meets. A Strokes & Turns Judge must raise his/her arm when an infraction is seen. Strokes & Turns Judges must sign or initial each disqualification card, specifying the infraction.

TRAINING – Beginning in 2008 the Strokes and Turns Judges must complete the GRAL training courses and pass the written test during the first year of service, then every other year thereafter. To complete League training requirements, applicants are required to walk ONE entire meet AND one additional HALF meet thereby viewing ALL events and ALL relays. The League also strongly encourages these volunteers to be supervised for another entire meet by a certified Strokes & Turns judge prior to working completely alone

4. **Clerk of Course (Certified):** The individuals for the Clerk of Course work together to get the swimmers seeded in heats and lanes. All classifications of swimmers may be combined to fill the heats. Individual swimmers will be placed according to seed time, fastest to slowest in lane groups 3&4, 2&5, 1&6. (If swimming in a 5-lane pool, lane groups are 3, 2&4, 1&5 and in an 8 lane pool 4&5, 3&6, 2&7, 1&8.) Heats will be swum slowest first and fastest last. The League will conduct pre-seeded meets that are seeded after an accurate Positive check-in has been turned into the Home Club Computer Rep 30 minutes prior to the start of the meet. The swimmers should be allowed to swim with the fastest competition available. In a pre-seeded meet, empty lanes may occur in any heat if there are scratches. SV and N relays will be treated as a SINGLE event when it is necessary to combine them, with the option of creating an extra heat, or not having the fastest heat completely full. This is to treat relays the same way as all other events are run, with fastest lanes going to fastest swimmers.
- a. The visiting and home clubs must provide to the home Computer Rep. (or meet Computer operator) a list of all scratches and changes no less than 30 minutes prior to the start of the meet.
 - b. With pre-seeding, every effort shall be made to allow all swimmers registered for that meet to swim even if they are late arriving to Clerk. The Referee will be notified if a swimmer has shown up to swim after his/her assigned heat is in the water. The late swimmer may be placed in an empty lane in a later heat. The timers involved in the change will be notified of the late swimmer's name. The Referee must be consulted if there are additions to an event or if an event needs to be skipped in order to combine heats.
 - c. The Clerk of Course shall keep the Starter and Referee informed of any changes to the number of heats for each event.
 - d. The Clerk shall work with the Announcer to give swimmers a first call, second call, and final call for each event.

TRAINING – Beginning in 2008 the Clerk of Course must complete the GRAL training courses and pass the written test during the first year of service OR if certification is NOT continuously maintained. To complete the certification process, the trainee must walk a half meet and all relays as Clerk.

5. **Starter (Certified):** See USS Handbook for duties. The Starter is in control of the meet from the sound of the Referee's whistle until a successful start is completed. There will be a certified Starter at each meet. Electronic Starters will be used at all GRAL meets. Each club is responsible for having a Starter's gun with blanks or a whistle available for backup.
TRAINING: It is each Club's responsibility to train its Starters. Only a Referee or a Certified Starter can teach this position and only a Certified Referee can approve that the New Starter certification is completed. Beginning in 2008 the Starter must complete the GRAL approved training course and pass the written test during the first year of service OR if certification is NOT continuously maintained. New Starter shall walk one full meet prior to completing the League training requirements. New Starter's written Test must be turned into the First Vice President-Clinics before he/she work a meet
6. **Head Computer Rep (Trained):** This individual will be required to oversee the accurate entry of meet information, and record the results as they come in, print final reports, export all files as required, and make appropriate backups. Each Member Club has a Computer Rep who shall ensure that the individuals at the computer have been trained. The Computer Rep will notify the Referee, Clerk of Course, Timer, and BOTH Coaches of any valid changes made prior to the START of the meet.
TRAINING - The League offers training to the Computer Reps each year. The Member Club Computer Rep shall ensure that anyone who will act as a Head Computer Operator has taken the League training.
7. **Head Table worker (Trained):** The Table workers receive the Timer event/lane sheets from the runners and process the information through posting of results. Tasks may include receiving and sorting Timer event/lane sheets, computer input reports, labeling ribbons, DQ envelopes, and posting results and scores.
TRAINING – Training for this position is the responsibility of each club. Each club must have a Head Table Worker who has trained using GRAL approved guidelines and information.
8. **Head Timer:** The Head Timer will assign one timer per lane to record Times on the swimmer's event/lane Sheet. He/she will insure that the timers have proper event/lane sheet sheets before an event is started. He/she must make sure the runners receive the event/lane Sheets as soon as possible after the race. There shall be three adult timers per lane, and each club should be represented on each lane. All timers (including the Head Timer) should start their watches whether or not they are timing a swimmer. The Head Timer should occasionally review the results of the three times in a lane to make sure the timers are staying close together on the recorded times.
TRAINING – None
9. **Announcer:** The League requires the Announcer read the Weather Policy for that club prior to the start of the meet and once the Meet Director has cleared the pool for a weather delay. The Announcer should tell the Meet Director, Pool Management, and the Parent Reps where to meet in the event of a weather delay.
- a. Working with the Clerk of Course, the Announcer should make a first call, second call, and final call for each event.
 - b. The Announcer must be careful not interfere with the Referee or Starter from the time of the Referee's whistle until a successful start has been completed.
 - c. These are the League requirements. Individual clubs may assign other duties as deemed necessary.
TRAINING – None

XIV. PERSONNEL AND EQUIPMENT REQUIREMENTS

1. Personnel Needed for Meets

- a. Meet Director
- b. Referee
- c. Head Timer with an Assistant Head Timer from the visiting club along with three (3) timers per lane.
- d. Clerk of Course - 1 certified and 2 assistant (visiting club shall provide one (1) COC Volunteer to assist in locating and identifying visiting club swimmers at COC)
- e. Starter
- f. Strokes & Turns Judges – a minimum of four (4) required with two (2) recommended from the visiting club.
- h. Announcer
- i. Runners (2 or more as needed)
- j. Computer Operator (1) and Computer Caller from visiting club(s)
- k. Table workers: Sorter (1 from each club), Caller (1 from each club), Ribbon Writers (1 from each club).
- l. False Start Rope Holder

2. Equipment Needed for Meets

- a. Starting blocks
- b. Lane markers
- c. Starting equipment (electronic starter and additional speaker provided by the League must **BOTH** be used; starter's gun and blanks or whistle provided by the home club for backup)
- d. Whistle (for Referee)
- e. USS Rule book and GRAL Handbook
- f. Public Address system
- g. Three (3) watches per lane (visiting club to provide its own watches) plus at least 6 extra watches per club and two (2) watches for each club's Head Timer.
- h. Table and chairs
- i. Pencils: 40 for officials and table workers; 4 red pencils
- j. Paper clips, rubber bands, scotch tape
- k. Computer and printer with paper and labels for ribbons
- l. Extension cords as needed
- m. Score Sheet (3) and Cover Sheets (3)
- n. Backstroke Flags
- o. Lights for Timers, Clerk of Course, and Table workers
- p. Clipboards for all officials (sufficient number to conduct a meet)
- q. Calculator for Table workers
- r. Typed copies of the Order of Events marked with spaces for 10 heats per event (at least 20 per meet)
- s. Appropriately marked measuring device for measuring and recording pool water levels as required by GRAL rules
- t. Disqualification (DQ) cards
- u. Diagrammed layout of Pool, indicating positions for Starter and Stroke & Turns Judges.

3. Every effort should be made to have equal club representation on each lane for Timers. Two (2) Strokes & Turns Judges should be from the visiting club, if possible. However, a meet must be conducted with a minimum of four (4) Certified Strokes & Turns Judges at all times regardless of club affiliation. Table workers should also consist of representatives from each club.
4. If assigned workers do not report no less than 15 minutes prior to the start of the meet or at their assigned time, then EACH club is responsible for filling the vacant positions. The home club shall notify visiting clubs of the number and type of workers that are needed prior to the day of the meet. Copies of the Order of Events should be given to the Timers, Table workers, Strokes & Turns Judges, Clerk of Course, Announcer, and

Starter. Completed DQ (Disqualification Cards) and ribbons shall be given to the coaches at the end of the meet.

5. Equipment used in GRAL and Championship meets shall conform to specifications outlined in the current USS handbook. Violations shall be reported to the President of the GRAL for review. Watches that record times 1/100 of a second must be used. Spare watches and batteries should be available. If 8 & Under start at the opposite end of the pool from the regular starting end, the starting device should be moved to this opposite end or a starting pistol or whistle shall be used in order to conform to the USA swimming rule 102.14.2 Preparation – “The Starter shall stand within 10 feet of the starting end of the pool...”

XV. GRIEVANCE PROCEDURE

Any club that has a grievance (or protest) that cannot be worked out between the individual clubs needs to notify GRAL in writing of the issues pertaining to the grievance within 48 hours of the completion of the meet in question. If notice is not filed with 48 hours of the completion of the meet in question, this particular grievance procedure can not be implemented.

The GRAL Grievance Committee will consist of the GRAL President, as Chair, and any two (2) Officers selected by the President for that grievance. No GRAL officer shall serve on the Grievance Committee if his/her home club is involved in the grievance, unless the grievance involves a league-wide issue. The GRAL President may delegate this responsibility (Grievance Committee Chair) to another GRAL Officer if necessary. The President must notify all Division Chairs if he/she chooses to delegate the responsibility of the Grievance Committee Chair for any period of time during the season.

The Board Rep (or designee) should send the written grievance to the President and the Division Chairperson. The Division Chairperson should try to resolve the grievance within 48 hours after receiving the grievance. The Division Chair shall talk with the President, or the Officer delegated that responsibility, before notifying the clubs of the decided outcome. The Division Chair needs to notify the President or that delegated officer if he/she will be unavailable for any period of time during the swim season.

If the grievance is not resolved within 48 hours, the Grievance Committee will step in and resolve the grievance before the next swim meet (or within 48 hours, whichever comes last). The President, or the Officer delegated that responsibility, can decide to handle any grievance by the Grievance Committee instead of allowing the Division Chair to try to resolve it. This may be done because the issue is one that other divisions are trying to resolve, the issue requires a new rule or a bylaw to be presented to the League, or the issue could have a great impact on the League as a whole.

The Board Reps for all involved clubs will be contacted regarding any grievance. All grievances will be given a response in writing by the Division Chair or the Grievance Committee.

XVI. CHAMPIONSHIP MEET RULES AND INFORMATION

1. The PLACE, DATE, and TIME of Championships will be announced by the President as soon as the information becomes available. In order to bid for Championships, pools must be permanently marked at both ends.
2. Entries

- a. Championship meet entries will be qualified by the Time Standards supplied to each club prior to the first regular season meet. Any swimmer who qualifies with a minimum time may enter.
- b. Swimmers must swim the event and make a qualifying time during the current regular season in order to qualify for individual events at Championships. The competitive level at Champs will be based on the best time achieved during the current season AND/OR on the previous season's Champ's time for that event.
- c. An individual swimmer may not enter more than a total of four (4) events plus two (2) relays for the Championship meet.
- d. Registration for Championships will be done according to the prescribed directions in the Championship registration packets. A due date and time will be determined by the GRAL Executive Board. All outstanding fines and fees must be paid by the Member Club prior to successful completion of Champs Registration or that Member Club will not be allowed to participate in CHAMPS.
- e. A swimmer with a qualifying time for a particular event for Senior Varsity Championships may not swim that event as a Varsity, or Junior Varsity swimmer. Similarly a swimmer who has a qualifying time for a particular event for a Varsity event may not swim that event as a Junior Varsity swimmer.

Intermediate and Senior Swimmers:

- With six (6) Senior Varsity qualifying times in six (6) different events cannot swim in any Varsity or Junior Varsity events, excluding relays.
- With six (6) Varsity times in six (6) different events cannot swim in any Junior Varsity event, excluding relays.
- With a combination of six (6) Senior Varsity and Varsity times in six (6) different events cannot swim in any Junior Varsity events, excluding relays.

Mites, Midgets, and Juniors:

- With four (4) Senior Varsity times in four (4) different events cannot swim in any Varsity or Junior Varsity events, excluding relays.
- With four (4) Varsity times in four (4) different events cannot swim in any Junior Varsity events, excluding relays.
- With a combination of four (4) Senior Varsity or Varsity times in four (4) different events cannot swim in any Junior Varsity events, excluding relays.

- f. Each club will be allowed three (3) relay clubs per event regardless of classification. Each swimmer must have swum his/her relay stroke in the current season. Championship relays for each age group will be a single event based on a club's relay combined entry time using a maximum qualifying time for Junior Varsity, a range of qualifying times, minimum and maximum, for Varsity and a minimum qualifying time for Senior Varsity. The time may be a valid time from a relay in which the same swimmers swam in a regular season meet (intact relay) or a total of the best times for each swimmer entered in the relay. Relays must be mixed with any combination of boys and girls. Medals will be awarded based on the Junior Varsity, Varsity and Senior Varsity qualifying times.
- g. Only Swimmers who were omitted or swimmers with events omitted by oversight/mistake on the part of adults involved including coaches will be allowed to be added to the meet under the following conditions:
 - a.) Notify Registrar of additions by 5:00 p.m. the following Tuesday (may do so as soon as the mistake is found).
 - b.) Late fee assessed of \$25.00 per swimmer entered after Champs' Registration ends on Saturday.
 - c.) Swimmer will be placed in the first heat or first available lane with no regard to swimmer's entry time.
 - d.) Coaches will be notified on Friday at the Coaches Meeting at CHAMPS of additional swimmers.
 - e.) Notification of Officials will be prior to the beginning CHAMPS on Saturday.

3. AWARDS

- a. Medals will be given for as many lanes as are available at the home pool in each classification.

- b. Club points will be awarded for individual events in the same manner as regular season. Relay points will not be included in the club point tally (TO BE CHANGED). Relay medals will still be awarded for all places for each division. Trophies will not be awarded for the Champs meet. Junior Varsity, Varsity, and Senior Varsity final point totals and overall club point totals will be posted on the GRAL webpage when available.
4. **ENTRY FEEA** \$2.50 per event and \$10.00 per relay fees must accompany registration.

5. **LATE ENTRIES**

Only Swimmers who were omitted or swimmers with events omitted by oversight/mistake on the part of adults involved, including coaches will be allowed to be added to the meet under following conditions:

- a. Notify registrar of additions by 5:00 p.m. the following Tuesday (may do so as soon as mistake is found)
- b. A Late fee will be assessed of \$25.00 per swimmer entered after Champs' registration ends on Saturday and must be paid to the GRAL Treasurer by 5:00pm the following Tuesday.
- c. Swimmer will be placed in the first heat or first available lane with no regard for swimmer's entry time
- d. Coaches will be notified on Friday at the Coaches meeting at CHAMPS of additional late entries and of any Event Heat/Lane changes. It is the Coach's responsibility to pass this information to his/her team.
- e. Notification of Officials will be prior to the beginning of each CHAMPS session.

XVII. CONVERSION OF TIMES FOR YARD TO METER AND METER TO YARD

A conversion may not be used to change a swimmer's level. Conversions will be made with a multiplier of "1.11." To convert any yard time to the corresponding meter time, multiply the yard time by "1.11." Note that if a time exceeds ONE MINUTE (60 seconds), you must first convert the time to SECONDS.

The following are given as examples:

YARD TIME

30.3 seconds
1:09.8 (69.8 seconds)
2:05.3 (125.3 seconds)

METER TIME

33.63 seconds
1:17.48 (77.48 seconds)
2:19.08 (139.08 seconds)

XVIII. CALCULATIONS FOR DETERMINING DIVISION AWARDS FOR THE REGULAR SEASON.

1. In each division, the club winning the meet is awarded five (5) points in each swim classification (N, ADV, JV, V, SV, N ADV Relay and SV Relay). The club winning second place at each meet is awarded three (3) points in each swim classification (N, ADV, JV, V, SV, N ADV Relay and SV Relay). These points will be tallied at the end of the regular season to calculate divisional awards. The Registrar is in charge of keeping track of all points earned and determining divisional first and second place winning clubs for the regular season.

XIX. CALCULATIONS TO DETERMINE LEAGUE DIVISIONS FOR THE NEXT SWIM SEASON

1. Total the club points, including relays, scored for each meet. Divide this number by the total league points. Multiply this figure by 100. To this figure, add total club number of swimmers divided by total league number of swimmers multiplied by 100. This final figure is called the "Point/Swimmer Results." To calculate the ranking number to be used in determining the next season's club divisions, multiply the current year's Point/Swimmer results by .75 and the previous year's Point/Swimmer result by .25, and add these two figures together. This gives you the ranking number to be used for next season's divisions:

$$\frac{\text{Total Club Points}}{\text{Total League Points}} \times (100) + \frac{\text{Club \# Swimmers}}{\text{League \# Swimmers}} \times (100) = \text{Point/Swimmer Results}$$

$$[(\text{Current year's Point/Swimmer Results}) \times .75] + [(\text{Previous year's Point/Swimmer Results}) \times .25] = 2 \text{ year weighted average Ranking Number used for determining next season's club divisions}$$

XX. DETERMINATION FOR TIME STANDARDS

1. At the annual meeting, the president will form a Time Standards committee. This committee will meet prior to the following January Board meeting. At the January meeting, the committee will present its report to revise or let stand the approved time standards currently in use all changes shall be approved by the Board of Directors once the Committee has presented its report. It is strongly recommended that time standards be adopted for a two (2) year period without significant changes.
2. Reports such as the Champs Meet Entry report, the Champs Meet Results report, and Top Times from previous years, may be used to establish time standards for the new swim season.
3. Time Standards will be developed to provide equal representation of swimmers per gender per event per classification (a “20-20-20” guideline will be used for determining regular season JV, V, and SV time standards to accomplish approximately two heats per classifications per event).

2010 CLUB DIVISIONS AND ABBREVIATIONS

Division I West

Canterbury.....	CRA
Church Run	CRR
Colonies.....	CSC
Dominion Club.....	DOM
FoxHall.....	FH
Hungary Creek	HCRA
Twin Hickory	TH
Wyndham	WSRC

Division I EAST

Ashcreek.....	AC
Ashland	ASH
Kings Charter	KC
Mechanicsville	MRA
Milestone.....	MS
Pebble Creek	PC

Division II

Antioch.....	ANT
Atlee.....	ARA
Battlefield Green.....	BG
Chestnut Oaks.....	CORA
Dolphin Club	DC
Dominion Club	TDC
Hanover Country Club	HCC
Old Church.....	OC
Raintree	RSRC
Rockville.....	RKVL
Tuckahoe Village West	TVW
Wellesley.....	WELL
Wembly.....	WEM

Order of Events - Weeks 1, 3, and 5

Event #	Event Name	Event #	Event Name
1	Mixed 8 & Under 100 Freestyle Relay	28	Girls 8 & Under 25 Freestyle
2	Girls 9-10 100 Freestyle	29	Boys 8 & Under 25 Freestyle
3	Boys 9-10 100 Freestyle	30	Girls 13-14 100 Breaststroke
4	Girls 11-12 100 Freestyle	31	Boys 13-14 100 Breaststroke
5	Boys 11-12 100 Freestyle	32	Girls 15-18 100 Breaststroke
6	Girls 8 & Under 50 Freestyle	33	Boys 15-18 100 Breaststroke
7	Boys 8 & Under 50 Freestyle	34	Girls 8 & Under 25 Butterfly
8	Girls 13-14 100 Freestyle	35	Boys 8 & Under 25 Butterfly
9	Boys 13-14 100 Freestyle	36	Girls 9-10 50 Butterfly
10	Girls 15-18 100 Freestyle	37	Boys 9-10 50 Butterfly
11	Boys 15-18 100 Freestyle	38	Girls 11-12 50 Butterfly
12	Girls 8 & Under 25 Backstroke	39	Boys 11-12 50 Butterfly
13	Boys 8 & Under 25 Backstroke	40	Girls 13-14 50 Butterfly
14	Girls 9-10 50 Backstroke	41	Boys 13-14 50 Butterfly
15	Boys 9-10 50 Backstroke	42	Girls 15-18 50 Butterfly
16	Girls 11-12 50 Backstroke	43	Boys 15-18 50 Butterfly
17	Boys 11-12 50 Backstroke	44	Girls 9-10 50 Freestyle
18	Girls 13-14 50 Backstroke	45	Boys 9-10 50 Freestyle
19	Boys 13-14 50 Backstroke	46	Girls 11-12 50 Freestyle
20	Girls 15-18 50 Backstroke	47	Boys 11-12 50 Freestyle
21	Boys 15-18 50 Backstroke	48	Girls 13-14 50 Freestyle
22	Girls 8 & Under 25 Breaststroke	49	Boys 13-14 50 Freestyle
23	Boys 8 & Under 25 Breaststroke	50	Girls 15-18 50 Freestyle
24	Girls 9-10 50 Breaststroke	51	Boys 15-18 50 Freestyle
25	Boys 9-10 50 Breaststroke	52	Mixed 9-10 200 Freestyle Relay
26	Girls 11-12 50 Breaststroke	53	Mixed 11-12 200 Freestyle Relay
27	Boys 11-12 50 Breaststroke	54	Mixed 13-14 200 Freestyle Relay
		55	Mixed 15-18 200 Freestyle Relay

Order of Events Weeks 2, 4, and 6

Event #	Event Name	Event #	Event Name
1	Mixed 8 & Under 100 Medley Relay	28	Girls 8 & Under 25 Freestyle
2	Girls 9-10 100 IM	29	Boys 8 & Under 25 Freestyle
3	Boys 9-10 100 IM	30	Girls 13-14 50 Breaststroke
4	Girls 11-12 100 IM	31	Boys 13-14 50 Breaststroke
5	Boys 11-12 100 IM	32	Girls 15-18 50 Breaststroke
6	Girls 8 & Under 100 IM	33	Boys 15-18 50 Breaststroke
7	Boys 8 & Under 100 IM	34	Girls 8 & Under 25 Butterfly
8	Girls 13-14 100 IM	35	Boys 8 & Under 25 Butterfly
9	Boys 13-14 100 IM	36	Girls 9-10 50 Butterfly
10	Girls 15-18 100 IM	37	Boys 9-10 50 Butterfly
11	Boys 15-18 100 IM	38	Girls 11-12 50 Butterfly
12	Girls 8 & Under 25 Backstroke	39	Boys 11-12 50 Butterfly
13	Boys 8 & Under 25 Backstroke	40	Girls 13-14 100 Butterfly
14	Girls 9-10 50 Backstroke	41	Boys 13-14 100 Butterfly
15	Boys 9-10 50 Backstroke	42	Girls 15-18 100 Butterfly
16	Girls 11-12 50 Backstroke	43	Boys 15-18 100 Butterfly
17	Boys 11-12 50 Backstroke	44	Girls 9-10 50 Freestyle
18	Girls 13-14 100 Backstroke	45	Boys 9-10 50 Freestyle
19	Boys 13-14 100 Backstroke	46	Girls 11-12 50 Freestyle
20	Girls 15-18 100 Backstroke	47	Boys 11-12 50 Freestyle
21	Boys 15-18 100 Backstroke	48	Girls 13-14 50 Freestyle
22	Girls 8 & Under 25 Breaststroke	49	Boys 13-14 50 Freestyle
23	Boys 8 & Under 25 Breaststroke	50	Girls 15-18 50 Freestyle
24	Girls 9-10 50 Breaststroke	51	Boys 15-18 50 Freestyle
25	Boys 9-10 50 Breaststroke	52	Mixed 9-10 200 Medley Relay
26	Girls 11-12 50 Breaststroke	53	Mixed 11-12 200 Medley Relay
27	Boys 11-12 50 Breaststroke	54	Mixed 13-14 200 Medley Relay
		55	Mixed 15-18 200 Medley Relay

GREATER RICHMOND AQUATIC LEAGUE – 2010

OFFICERS

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REGISTRAR	Lisa Harrar (AC)	Registrar@gralva.com
PAST-PRESIDENT		

*Make up the Grievance/Rules Committee

Other Club Contacts

Division Chairpersons

Division I West: Chris Layton (CRA) *
Division I East: Russ Boyle (ASH)*
Division II: Peg Galston (DC)*

Nominating Committee

Division I West:
Division I East: Scott Farrar (MRA)
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