

Jefferson Swim League Procedure Manual Appendices for Section III - Revised June 1, 2012
JEFFERSON SWIM LEAGUE PARENT VOLUNTEER ROSTER **APPENDIX A**
(Revised June 1, 2006) **(Revised 2006)**

Day of Meet _____
 Date of Meet _____
 Starting Time of Meet _____

Location of Meet _____
 Opponent _____
 * indicates needed for HOME MEETS ONLY

<u>POSITION NEEDED</u>	<u>PARENT VOLUNTEER</u>		<u>ARRIVAL TIME</u>	
Meet Director	_____		_____	
Referee	_____		_____	
	(Begin)	(Relief)	(Begin)	(Relief)
Starter/Announcer	1) * _____ / _____ *		_____ / _____	
Clerk-of-Course	1) _____ / _____		_____ / _____	
	2) _____ / _____		_____ / _____	
Stroke-&-Turn Judges	1) _____ / _____		_____ / _____	
	2) _____ / _____		_____ / _____	
	3) * _____ / _____ *		_____ / _____	
Sweep Judges	1) _____ / _____		_____ / _____	
	2) _____ / _____		_____ / _____	
Head Timer	1) * _____ / _____ *		_____ / _____	
Lane Timers	1) _____ / _____		_____ / _____	
(Number needed	2) _____ / _____		_____ / _____	
varies with number	3) _____ / _____		_____ / _____	
of lanes in pool;	4) _____ / _____		_____ / _____	
total = 3/lane)	5) _____ / _____		_____ / _____	
	6) _____ / _____		_____ / _____	
	7) _____ / _____		_____ / _____	
	8) _____ / _____		_____ / _____	
	9) _____ / _____		_____ / _____	
	10) _____ / _____		_____ / _____	
	11) _____ / _____		_____ / _____	
	12) _____ / _____		_____ / _____	
	13) _____ / _____		_____ / _____	
	14) _____ / _____		_____ / _____	
	15) _____ / _____		_____ / _____	
	16) _____ / _____		_____ / _____	
	17) _____ / _____		_____ / _____	
	18) _____ / _____		_____ / _____	
	19) _____ / _____		_____ / _____	
	20) _____ / _____		_____ / _____	
	21) _____ / _____		_____ / _____	
	22) _____ / _____		_____ / _____	
	23) _____ / _____		_____ / _____	
	24) _____ / _____		_____ / _____	
False Start Rope	1) * _____ / _____ *		_____ / _____	
Head of Table	1) * _____ / _____ *		_____ / _____	
Sorter	1) _____ / _____		_____ / _____	
	2) _____ / _____ *		_____ / _____	
Computer Operator	1) _____ / _____		_____ / _____	
Computer Assistant	2) _____ / _____		_____ / _____	
Backup checker	1) _____ / _____		_____ / _____	
	2) _____ / _____ *		_____ / _____	
Awards	1) _____ / _____		_____ / _____	
	2) _____ / _____		_____ / _____	
Refreshments	1) * _____ / _____ *		_____ / _____	
Runners	1) * _____ / _____ *		_____ / _____	
	2) * _____ / _____ *		_____ / _____	
Meet Marshal	1) * _____ / _____ *		_____ / _____	

JEFFERSON SWIM LEAGUE MEET PROGRAM

Jefferson Swim League 1:00 PM 05/28/2001 Page 1

FCC@BHSC - 07/19/2000

Meet Program - Wednesday Evening Event

1P Mixed 6 & Under 100 SC Meter Freestyle Relay

Lane	Team	Relay	Seed Time
Heat 1 Finals			
1	FCC-VA	B	NT
2	BHSC-VA	A	NT
3	FCC-VA	A	2:01.24
4	FCC-VA	C	NT
5	BHSC-VA	B	NT

Event 3 Boys 9-10 100 SC Meter IM

Lane	Name	Age	Team	Seed Time
Heat 1 Finals				
2	Dittmar, Will	10	FCC-VA	NT
3	Tungate, Robert M	9	BHSC-VA	NT
4	Graham, Kyle C	9	BHSC-VA	NT
Heat 2 Finals				
1	Snyder, Jeffrey A	9	FCC-VA	NT
2	Thomasson, Jack	10	FCC-VA	NT
3	Wells, Carter L	10	FCC-VA	1:44.46
4	Cooke, David F	9	FCC-VA	2:02.53
5	Haar, Fred H	9	FCC-VA	NT
Heat 3 Finals				
1	Graff, Simon	9	BHSC-VA	1:41.78
3	Spinosa, Michael D	10	BHSC-VA	1:32.98
4	Timko, Matthew O	9	FCC-VA	1:36.29
5	Luck, William A	10	BHSC-VA	1:40.71
6	Kessler, Kyle D	10	FCC-VA	1:44.40

Event 4 Girls 9-10 100 SC Meter IM

Lane	Name	Age	Team	Seed Time
Heat 1 Finals				
2	Turner, Caroline R	9	BHSC-VA	NT
3	Johnson, Jeanie A	10	BHSC-VA	NT
4	Wright, Alice E	10	FCC-VA	NT
Heat 2 Finals				
2	Graham, Scout C	10	BHSC-VA	NT
3	Wilson, Lauren	10	BHSC-VA	NT
4	Schwartz, Mary F	9	BHSC-VA	NT
5	Blackwell, Brooke A	9	BHSC-VA	NT
Heat 3 Finals				
1	Kennedy, Jamie	10	FCC-VA	NT
2	DeBUTTS, Sunny	10	FCC-VA	1:49.20
3	Little, Liza S	9	FCC-VA	1:40.63
4	Thomas, Brea	9	BHSC-VA	1:45.27
5	Nicholaou, Effie L	9	BHSC-VA	2:03.63
6	Brightwell, Elizabeth K	9	FCC-VA	NT

JEFFERSON SWIM LEAGUE SESSION REPORT

Licensed To: Jefferson Swim League 05/28/2001 Page 1

FCC@BHSC - 07/19/2000**Session Report** Session: 1 Wednesday Evening

Day of Meet: 1 Starts at 05:00 PM Heat Interval: 45 Seconds

Round	Event	Entries	Heats	Starts at	
Finals	1Mixed 6 & Under 100 Freestyle Relay	5	1	05:00 PM	_____
Finals	3 Boys 9-10 100 IM	13	3	05:03 PM	_____
Finals	4 Girls 9-10 100 IM	13	3	05:11 PM	_____
Finals	5 Boys 11-12 100 IM	6	1	05:18 PM	_____
Finals	6 Girls 11-12 100 IM	12	3	05:21 PM	_____
Finals	7 Boys 13-14 100 IM	6	1	05:28 PM	_____
Finals	8 Girls 13-14 100 IM	11	2	05:30 PM	_____
Finals	9 Men 15-18 100 IM	7	2	05:35 PM	_____
Finals	10 Women 15-18 100 IM	2	1	05:40 PM	_____
Finals	11 Boys 8 & Under 100 Medley Relay	4	1	05:42 PM	_____
Finals	12 Girls 8 & Under 100 Medley Relay	4	1	05:44 PM	_____
Finals	13 Boys 9-10 200 Medley Relay	3	1	05:47 PM	_____
Finals	14 Girls 9-10 200 Medley Relay	5	1	05:51 PM	_____
Finals	15 Boys 11-12 200 Medley Relay	2	1	05:55 PM	_____
Finals	16 Girls 11-12 200 Medley Relay	4	1	05:58 PM	_____
Finals	17 Boys 13-14 200 Medley Relay	2	1	06:02 PM	_____
Finals	18 Girls 13-14 200 Medley Relay	2	1	06:06 PM	_____
Finals	19 Men 15-18 200 Medley Relay	3	1	06:10 PM	_____
Finals	20 Women 15-18 200 Medley Relay	2	1	06:13 PM	_____
Finals	21P Boys 6 & Under 25 Freestyle	20	5	06:17 PM	_____
Finals	22P Girls 6 & Under 25 Freestyle	14	4	06:22 PM	_____
Finals	21 Boys 8 & Under 25 Freestyle	19	5	06:27 PM	_____
Finals	22 Girls 8 & Under 25 Freestyle	38	8	06:32 PM	_____
Finals	23 Boys 9-10 50 Freestyle	22	5	06:42 PM	_____
Finals	24 Girls 9-10 50 Freestyle	24	6	06:50 PM	_____
Finals	25 Boys 11-12 50 Freestyle	5	1	06:58 PM	_____
Finals	26 Girls 11-12 50 Freestyle	27	5	07:00 PM	_____
Finals	27 Boys 13-14 50 Freestyle	7	2	07:07 PM	_____
Finals	28 Girls 13-14 50 Freestyle	11	2	07:10 PM	_____
Finals	29 Men 15-18 50 Freestyle	13	3	07:13 PM	_____
Finals	30 Women 15-18 50 Freestyle	4	1	07:17 PM	_____
Finals	31 Boys 8 & Under 25 Butterfly	8	2	07:18 PM	_____
Finals	32 Girls 8 & Under 25 Butterfly	12	2	07:21 PM	_____
Finals	33 Boys 9-10 50 Butterfly	9	2	07:24 PM	_____
Finals	34 Girls 9-10 50 Butterfly	11	2	07:27 PM	_____

JSL DISQUALIFICATION CARD

JSL "DQ" CARD

ORIGINAL TO TABLE (© June 1, 2011) COPY TO COACH

(PLEASE PRINT CLEARLY)

SWIMMER B. Asinboy

TEAM BHSC EVENT # 31

HEAT # 1 LANE # 2

JUDGE BAK, Jr

REFEREE FLB

INDIVIDUAL MEDLEY (Events 3-10)

ILLEGAL STROKE - noted in stroke section

ILLEGAL START / FINISH - (Note under Stroke) Fly-to-Bck ___ Bck-to-Brst ___ Brst-to-Free ___

OUT OF SEQUENCE (Fly,Bk,Brst,Fr = OK)

MEDLEY RELAY (Events 11-20)

EARLY TAKE-OFF, Swimmer # _____

ILLEGAL STROKE - noted in stroke section

OUT OF SEQUENCE (Bk,Brst,Fly,Fr = OK)

SHORT FREESTYLE (Events 21-30)

HEAD DIDN'T BREAK SURFACE by 15m

NO TOUCH at TURN

OTHER _____

BUTTERFLY (Events 31-40)

DURING Start ___ Swim ___ Turn ___ Finish ___

KICK - Alternate ___ Breast ___ Scissors ___

ARMS - Non Sim ___ Undrwtr recovery ___

TOUCH - 1-hand ___ Non-Sim ___ No ___

BODY- NOT TOWARD BREAST OFF WALL

HEAD DIDN'T BREAK SURFACE by 15m

OTHER _____

FALSE STARTS, OTHER

FALSE START

DELAY OF MEET

DID NOT FINISH

DECLARED FALSE START

OTHER _____

BACKSTROKE (Events 41-50)

DURING Start ___ Swim ___ Turn ___ Finish ___

TOES OVER LIP OF GUTTER AFTER START

HEAD DIDN'T BREAK SURFACE by 15m

NOT ON BACK OFF WALL

NO TOUCH at TURN

PAST VERTICAL AT TURN

Delay initiating arm pull ___

Multiple strokes ___

Delay initiating turn ___

SHOULDERS PAST VERTICAL

COMPLETELY SUBMERGED PRIOR TO Turn ___ or Finish ___

OTHER _____

BREASTSTROKE (Events 51-60)

DURING Start ___ Swim ___ Turn ___ Finish ___

KICK - Alternate ___ Fly ___ Scissors ___

ARMS - Non Sim ___ Not on Same Horz Pl ___ Hands past Hips ___ Two Strokes Under ___

ELBOWS-RECOVERED OVER WATER

CYCLE - Kick before pull ___ Double pull ___ Double kick ___ Head not up ___

TOUCH - 1-hand ___ Non-Sim ___ No ___

HEAD - NOT ON SURFACE BY WIDEST PART OF PULL BEFORE RECOVERY

FEET - NOT TURNED OUT

BODY-NOT TOWARD BREAST OFF WALL

OTHER _____

LONG FREESTYLE (Events 61-70)

HEAD DIDN'T BREAK SURFACE by 15 m

NO TOUCH at TURN # ___

OTHER _____

FREE RELAY (Events P1 & 71-80)

EARLY TAKE-OFF, Swimmer # _____

HEAD DIDN'T BREAK SURFACE by 15 m

NO TOUCH at TURN

OTHER _____

(Printed on yellow/white pressure sensitive paper)

JSL RELAY TAKE-OFF SLIP

The Relay Take-Off Slip is used by the Take-Off Judges to record relay take-offs. An "O" is used to record a legal take-off and an "X" is used to record an early take-off. The slip below shows that all swimmers had legal take-offs except swimmer number 3 in lane 5. It is important to note that the Take-Off Judge's slip must agree with the Referee's slip before a team can be disqualified for an early take-off.

Jefferson Swim League Relay Take-Off Judging			
Event #	<u>11</u>	Heat #	<u>1</u>
	<u>Swimmer Number</u>		
<u>Lane</u>	2	3	4
#1	<u>O</u>	<u>O</u>	<u>O</u>
#2	<u>O</u>	<u>O</u>	<u>O</u>
#3	<u>O</u>	<u>O</u>	<u>O</u>
#4	<u>O</u>	<u>O</u>	<u>O</u>
#5	<u>O</u>	<u>X</u>	<u>O</u>
#6	<u>O</u>	<u>O</u>	<u>O</u>
#7	---	---	---
#8	---	---	---
#9	---	---	---
#10	---	---	---
(Key: O = Legal Takeoff X = Early Takeoff)			
Judge	<u>RAG, Jr.</u>		
Referee	<u>FLB</u>		

(Printed as White Slip)

JEFFERSON SWIM LEAGUE BOYS EVENT TIMERS CARD

SORTER ONLY - CIRCLE
 1st 2nd 3rd 4th 5th 6th 7th 8th 9th
 10th 11th 12th 13th 14th 15th 16th
 HW JD TIE DQ EXHIB
 RIBBON ONLY RIBBON & POINTS

**JEFFERSON SWIM LEAGUE
 BOYS EVENT TIMERS CARD**
 (Revised, June 2011©)

EVENT # HEAT # LANE #

25 50 100 200 M Y

IM MR FREE FLY BACK BREAST FR

MITE MIDGET JR INT SR
 6&U 8&U 9-10 11-12 13-14 15-18

SWIMMER _____

TEAM _____

Home M.D. LATE ENTRY OK EXHIBITION ONLY Visiting M.D.

TIMERS ONLY MIN : SEC. . Hundredths

INITIALS _____ : _____ . _____
 _____ : _____ . _____
 _____ : _____ . _____

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR SORTER USE ONLY
 to mark official place or other information by circling appropriately

Note that "EXHIB" is only used if an exhibition card is not available

FOR CLERK-OF-COURSE USE ONLY
 if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER
 The seeding sticker is normally placed over this information, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team.

FOR MEET DIRECTORS ONLY
 Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY
 Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY
 If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Light Blue Card)

JEFFERSON SWIM LEAGUE BOYS EXHIBITION TIMERS CARD

EXHIBITION ONLY

JEFFERSON SWIM LEAGUE BOYS EVENT TIMERS CARD

(Revised, June 2011©)

EVENT #	HEAT #	LANE #	
25	50	100	
200	M	Y	
IM	MR	FREE	
FLY	BACK	BREAST	
FR			
MITE	MIDGET	JR	
INT	SR		
6&U	8&U	9-10	11-12
		13-14	15-18

SWIMMER _____

TEAM _____

Home M.D.	LATE ENTRY OK EXHIBITION ONLY	Visiting M.D.
-----------	----------------------------------	---------------

TIMERS ONLY MIN : SEC. . Hundredths

INITIALS	_____ :	_____ :	_____ .	_____
	_____ :	_____ :	_____ .	_____
	_____ :	_____ :	_____ .	_____

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR EXHIBITION USE ONLY

FOR CLERK-OF-COURSE USE ONLY

if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER

The seeding sticker is normally placed over this information, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team.

FOR MEET DIRECTORS ONLY

Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY

Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY

If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Light Blue Card)

JEFFERSON SWIM LEAGUE GIRLS EVENT TIMERS CARD

SORTER ONLY - CIRCLE

1st 2nd 3rd 4th 5th 6th 7th 8th 9th
 10th 11th 12th 13th 14th 15th 16th

HW JD TIE DQ EXHIB
 RIBBON ONLY RIBBON & POINTS

**JEFFERSON SWIM LEAGUE
 GIRLS EVENT TIMERS CARD**
 (Revised, June 2011©)

EVENT # HEAT # LANE #

25 50 100 200 M Y

IM MR FREE FLY BACK BREAST FR

MITE MIDGET JR INT SR
 6&U 8&U 9-10 11-12 13-14 15-18

SWIMMER _____

TEAM _____

Home M.D. LATE ENTRY OK EXHIBITION ONLY Visiting M.D.

TIMERS ONLY MIN : SEC. . Hundredths

INITIALS _____ : _____ . _____
 _____ : _____ . _____
 _____ : _____ . _____

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR SORTER USE ONLY
 to mark official place or other information by circling appropriately

Note that "EXHIB" is only used if an exhibition card is not available

FOR CLERK-OF-COURSE USE ONLY
 if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER
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FOR MEET DIRECTORS ONLY
 Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY
 Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY
 If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Light Pink Card)

JEFFERSON SWIM LEAGUE GIRLS EXHIBITION TIMERS CARD

EXHIBITION ONLY

JEFFERSON SWIM LEAGUE GIRLS EVENT TIMERS CARD

(Revised, June 2011©)

EVENT #	HEAT #	LANE #				
25	50	100	200	M	Y	
IM	MR	FREE	FLY	BACK	BREAST	FR
MITE	MIDGET	JR	INT	SR		
6&U	8&U	9-10	11-12	13-14	15-18	

SWIMMER _____

TEAM _____

Home M.D.	LATE ENTRY OK EXHIBITION ONLY	Visiting M.D.
-----------	--	---------------

TIMERS ONLY MIN : SEC. . Hundredths

INITIALS	_____ :	_____ .	
	_____ :	_____ .	
	_____ :	_____ .	

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR EXHIBITION USE ONLY

FOR CLERK-OF-COURSE USE ONLY
if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER
The seeding sticker is normally placed over this information, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team.

FOR MEET DIRECTORS ONLY
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FOR TIMERS ONLY
Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY
If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Light Pink Card)

RECOMMENDED TIMING PROCEDURES FOR JEFFERSON SWIM LEAGUE

In dual meets there **MUST** be three timers in each lane **PLUS** the designated head timer(s) otherwise the event can't be swum. Beginning with the 2005 season, the official times are the primary determination of place (finish position) with sweep judges as secondary. The Head Timer organizes timers prior to the meet, gives out watches, gives instructions, answers questions, assigns lanes, and serves as a backup timer.

Beginning in 2007, a new method of timing and recording was developed using **TWO** watches (one blue and one green) per timer. This is commonly known as "dive-over starts" and is used in all but the mite age groups. The timer starts one watch (e.g. blue) for heat #1 and that watch is stopped, but not cleared, at the end of the heat. The following heat #2 is then started on the other cleared watch (e.g. green). Once that heat #2 is in the water, the times from the previous heat #1 are recorded from the blue watch and that watch is cleared. When the following heat #2 is complete, the green watch is stopped, but not cleared. The next heat #3 is started on the cleared blue watch. Once that heat #3 is in the water, times from heat #2 are recorded from the green watch and that watch is cleared. This process continually repeats itself throughout the meet with the timers not recording times from heats until the following heat is started with another watch. Timers must keep one cleared watch available at all times so as not to delay the start of any heat.

1. One timer in each lane should have a small clipboard and a pencil. This timer takes the timing card from the swimmer and verifies name, event, heat and lane and initials the card in the upper right-hand corner to confirm this information. In addition, this timer will record all times given by each timer at the end of the race and initial the "Initials" box verifying the accuracy of those times.
2. All timers should clear their watches after the time has been recorded and pay attention to the Starter. If you are not prepared to time or cannot see the CTS start system when the Starter asks, "Timers and Judges ready?" you should raise your hand and attract the starter.
3. All timers should concentrate on the strobe light of the CTS starting system and not rely on the sound.
4. Start your watch from the flash of the strobe light (or flash of the gun, if used). As stated above, you should not rely on the sound as a partial second will be lost. If you miss the start or your watch is not running properly, you should call for the head timer to take your place. It is not possible to guess time missed at the start.
5. Stop your watch at the end of the race when any part of your swimmer's body touches the end wall OR passes over the edge of the pool or gutter. Keep in mind that many races are multi-lap events – do not stop your watch until the completion of the last lap.
6. Remember that times are not given to the time recorder until **AFTER THE BEGINNING OF THE NEXT HEAT**. Do **NOT** clear your watch until all of the times are recorded. Obviously common sense must prevail if a swimmer has finished well before the end of the heat, times may be recorded prior to the start of the next heat.
7. Times should be given to the timer holding the swimmer's card by calling out readings completely (e.g. "2 minutes, 8 seconds, and 34 hundredths. Do not clear your watch until all times are recorded. You may tell a swimmer his/her time, but be certain to say that it is unofficial.
8. The timer holding the swimmer's card must initial the card and give it to the runner.

USA Swimming Rules & Regulations
Regarding Automatic Officiating Equipment

(Altered (*in Italics*) & Abridged for JSL, consult current USAS Rule Book for full text)

102.24 TIMING RULES

.1 Requirements for Official Time

B Timing Resolution — ...Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding.

C System Requirements for Specific Purposes

(2) A backup time adjusted for timing system differences as described in 102.24.4 may be used as an official time.

D Backup Timing System Requirement — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to reswim a race due to equipment failure which results in unrecorded or inaccurate time or place....

E Use of Secondary and Tertiary Times — Secondary and tertiary times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results.

.2 Timing Systems — Every race in a swimming competition shall be timed with one or more of the following systems, listed in their preferred order of use:

A Automatic — A timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad.

B Semi-Automatic — A timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer.

C Manual — A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer as described in 102.17.3. Only hand-held, battery-powered, digital read-out type watches designed for timing purposes shall be used.

.3 Timing System Designation — Timing systems shall be designated in the order in which results are used as follows:

A Primary System — The primary system shall determine the official time of each swimmer unless a comparison of the primary with secondary and/or tertiary system times indicates a malfunction of the primary system. A primary system shall always be in place and shall consist of one of the following, listed in their preferred order of use:

(1) Automatic Timing.

(2) Semi-Automatic, with three (3) or two (2) buttons per lane, each operated by a separate timer.

(3) Manual, with three (3) watches per lane, each operated by a separate timer.

B Secondary System — If manually operated watches are not the primary system, a secondary system of precedence equal to or lower than the primary system must be used. The secondary system may be:

(1) Stationary overhead video cameras recording 100 images per second. The cameras must be fully integrated with the primary timing system.

(2) Semi-Automatic with one (1), two (2), or three (3) buttons, each operated by a separate timer.

(3) Manual with one (1), two (2) or three (3) watches per lane, each operated by a separate timer

C Tertiary System — Unless the primary system consists of manual watches or the secondary system is a fully integrated video system or includes at least one (1) manual watch per lane, a tertiary system of at least one (1) manual watch per lane shall be provided.

.4 Determining Official Time

- A Automatic Timing** — When recorded by properly operating automatic timing equipment, the pad time shall be the official time.
- B Semi-Automatic and Manual Timing** — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:
- (1) If two of the three button or watch times agree, that shall be the time for that timing system.
 - (2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
 - (3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.
 - (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system provided it is supported by other information.
- C Primary Timing System Malfunction** — A malfunction may have occurred if:
- (1) The difference between the time obtained by the primary system and the back-up system(s) is more than .30 second; or
 - (2) It is reported the swimmer missed the pad or had a soft touch.
- D Adjustment for the Timing System Difference** — When the Referee determines that there is a malfunction of the primary timing system, the back-up time(s) shall be adjusted for the timing system difference prior to integrating them with accurate primary times in establishing the official times and determining the results. The adjustment for timing system difference may be incorporated into the automatic or semiautomatic system by design or may be determined by calculating the consistent average difference between the valid primary and backup systems used at that meet.
- E Adjustment for Malfunction on a Lane** — When a malfunction is confirmed on a lane, the back-up times for that lane shall be adjusted by calculating the average difference between valid primary and valid back-up times of the other lanes in that heat, or if necessary, using times from heats immediately preceding and/or following the heat. This shall be done by adding, or subtracting when appropriate, that average difference to the valid back-up time of the lane where the malfunction occurred. (See Appendix 1-A on page 42)
- F Adjustment for Malfunction Equally Affecting an Entire Heat** — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swimmers is accurate, the times of the primary system shall be adjusted by calculating the average difference between the primary times and the valid back-up times and adding, or subtracting when appropriate, that difference to the primary times of every lane in that heat. (See Appendix 1-B on page 43)

.5 Determining Results

- A Place and Ranking** — The results shall be by integration of official times including those times adjusted in accordance with 102.24.4.
- B Ties** — official times identical to the hundredths shall be ties,
- C Judging** — Judging shall only be used to change the results produced by ranking the Official Times if:
- (1) The swimmers competed in the same heat,
 - (2) Times obtained from properly operating automatic timing equipment are not available, and
 - (3) The Place Judges both observed a different relative order of finish and made a written record of their observation immediately following the conclusion of that heat.
- Note:** A different relative order of finish means there is agreement that a different swimmer finished ahead of another swimmer; there need not be agreement on their exact placement within the heat.
- D Impact of Judging on Order of Finish** — If judging changes the results:
- (1) In timed finals meets and the finals of preliminaries and finals meets, such placement by judges decision (JD) shall be indicated in the meet results.
 - (2) In the preliminaries of preliminaries and finals meets, in no case may a swimmer with a faster time displace a swimmer who was judged to have placed ahead of him within a heat according to 102.24.5C. If this should result in disputed qualifications all swimmers having times tied or within the disputed times shall swim-off for the disputed places in accordance with 102.5.2

JSL Guidelines for Special Needs Swimmers

The Jefferson Swim League has a long history of accommodating swimmers with special needs. In fairness to these swimmers and the other swimmers who participate, the following guidelines were adopted by the JSL Board at its April 3, 2005 meeting:

Under Article VI of the JSL Bylaws:

13. The Meet Director has the authority to modify the rules for the swimmer with a disability using the guidelines under Article 105 of USA Swimming Rules and Regulations. Additional modifications may not be made unless the swimmer swims as exhibition. *(Revised, 2005)*

The Board confirmed that the following additional modifications beyond those allowed by Article 105 of the USA Swimming Rules and Regulations will result in the swimmer being classified as exhibition:

- Obtaining physical assistance (e.g., kickboard, flotation device, etc)
- Obtaining personal assistance (e.g., another swimmer assisting the swimmer in the water during the race)
- Swimming down in a lower age group (e.g., a 9-year old swimming as a mite)
- Swimming a shorter distance (e.g., swimming 25m in a 50m race)

Additionally the Executive Committee (via email to the President) must be notified of the child and the special needs of that child. That information will be communicated to the full Board.

Swimmers who have been granted additional modifications beyond those allowed by Article 105 of the USA Swimming Rules and Regulations are eligible for time improvement or super swimmer ribbons, but not place ribbons or points. The coach is responsible for ensuring that the swimmer is entered as exhibition and that an exhibition timing card is used. These swimmers are also eligible to swim in the Championship provided they have swum in at least two League meets. It is important to note that special needs swimmers who are only granted accommodations as described under Article 105 of the USA Swimming Rules and Regulations are fully eligible for all awards and points and are, of course, eligible to swim the Championship provided they have swum in at least two League meets.

Coaches are responsible for notifying the appropriate officials (Referee, Meet Directors, Starter, Head Stroke-&-Turn Judge, etc) of the name, team, and accommodation of any special needs swimmers prior to the start of the meet. This will prevent unnecessary embarrassment to the swimmer or officials due to inappropriate disqualifications.

Procedure for Entering Special Needs Swimmers

The swimmer must be registered with his/her correct birth date with the JSL.

The President of the JSL must be notified via email of the swimmer's name, team, and special accommodation prior to the first meet of the season.

The team entering the special needs swimmer(s) must notify the team hosting the meet so that the swimmer(s) can be appropriately placed in the proper event.

The swimmer(s) must be entered by his/her team in an event in the meet so that the swimmer(s) will be on the Meet Entries file submitted to the JSL by the appropriate meet entry deadline.

The entering team must inform the host team which event the swimmer(s) should be entered into and remind the host team to seed the swimmer(s) into an outside lane if desirable. This can be done in a word for windows document that can be submitted at the time of meet entries.

The person who is responsible for the pre-meet work in Meet Manager must do the following:

1. Locate the swimmer(s) in the Meet Manager database.
2. At the top of the screen a section called "entries" can be seen.
3. Select "All entries". This selection will allow the swimmer(s) to be entered in any event regardless of event age.
4. Make sure that the swimmer is removed from the event in which he/she was originally entered.
5. When entering the swimmer in the desired event, make sure that the swimmer is entered as an exhibition swimmer if any accommodations are made which exceed those in Article 105 of the USA Swimming Rules.
6. Exhibition swimmers are always seeded last (in the slowest heat), but the event will have to be adjusted to ensure that the swimmer is seeded into an outside lane if so desired by the entering team.
7. If the swimmer is entered in any event **other than the short free**, that swimmer counts toward the team's total entry for that event. If the swimmer is swimming out of age group or receives any accommodations which exceed those in Article 105 of the USA Swimming Rules, he/she must be entered as exhibition.

It is the coach's responsibility to notify the referee and all appropriate officials of swimmers who are receiving any special accommodations before the start of the meet.

Please direct any questions to Jessica Simons at jrsimons@comcast.net or 295-1582

IMPORTANT NOTE: Beginning with the 2005 season this form should only be used when there are three timers in less than half of the lanes. If there are three timers in half or more of the lanes, the times will be the primary determination of place (order of finish), not the sweep judges, and balloting is not necessary.

JSL BALLOT FORM					
EVENT# _____			HEAT # _____		
LANE NUMBER	JUDGE 1 PLACEMENT	JUDGE 2 PLACEMENT	TIME PLACEMENT	TOTAL POINTS	JUDGE'S DECISION

EXAMPLE:
 Both Sweep Judges say Lane 3 is first, Lane 6 is 5th, and Lane 1 is 6th. Lanes 3, 6, and 1 will not be involved in the ballot. The judges disagree on Lanes 2, 4, & 5 (2nd, 3rd, & 4th) and a ballot is required. Use the blank form above and list the lanes involved in balloting in the left column and corresponding position placements in the proper columns. Add all placements across and put total in "Total Points" column. Rank is determined as LOWEST number of points is the highest place finish in ballot, etc. down to highest number of points is the lowest place finish in ballot. If two totals are equal, it is a tie for that place.

<u>Judge 1 Card</u>	<u>Judge 2 Card</u>	<u>Timers Card</u>	
1st = Lane 3	1st = Lane 3	1st = Lane 3 (29.20)	Sweep Judges agree
2nd = Lane 4	2nd = Lane 2	2nd = Lane 4 (31.00)	Must Ballot
3rd = Lane 2	3rd = Lane 5	3rd = Lane 5 (31.10)	Must Ballot
4th = Lane 5	4th = Lane 4	4th = Lane 2 (31.15)	Must Ballot
5th = Lane 6	5th = Lane 6	5th = Lane 6 (32.65)	Sweep Judges agree
6th = Lane 1	6th = Lane 1	6th = Lane 1 (34.80)	Sweep Judges agree

LANE NUMBER	JUDGE 1 PLACEMENT	JUDGE 2 PLACEMENT	TIME PLACEMENT	TOTAL POINTS	JUDGE'S DECISION
2	3	2	4	9	3rd
4	2	4	2	8	2nd
5	4	3	3	10	4th

Actual order of finish for example heat is:
 1st = Lane 3 (Mark card as first)
 2nd = Lane 4 (Mark card as 2nd and Judges Decision "JD")
 3rd = Lane 2 (Mark card as 3rd and Judges Decision "JD")
 4th = Lane 5 (Mark card as 4th and Judges Decision "JD")
 5th = Lane 6 (Mark card as 5th)
 6th = Lane 1 (Mark card as 6th)

(Printed as Lt. Blue 8 1/2" x 11")

JEFFERSON SWIM LEAGUE AWARD LABEL

Individual Event Label

Examples

(one for each swimmer 1st – 16th)

Place: 1st Time: 1:29.96
#3 Boys 9-10 100 SC Meter IM
Spinosa, Michael D 10
Boar's Head Swim Team – 07/19/2000
FCC@BHSC

Place: 2nd Time: 1:35.62
#3 Boys 9-10 100 SC Meter IM
Timko, Matthew O 9
Farmington Country Club – 07/19/2000
FCC@BHSC

Place: 3rd Time: 1:37.71
#3 Boys 9-10 100 SC Meter IM
Luck, William A 10
Boar's Head Swim Team – 07/19/2000
FCC@BHSC

Relay Event Label Examples

(1 label for each swimmer, 4 / team)

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Von Quillfeldt, Anniken H 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
White, James J 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Satterfield, Calvin 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Lesemann, Katie 5
Farmington Country Club – C 07/19/200
FCC@BHSC

NOAA RADIO INFORMATION AND GUIDELINES

(adopted by the JSL Board at its June 1, 2008 meeting)

JSL provides all teams with a First Alert WX-150 Radio for use during swim meets. This radio displays National Oceanic and Atmospheric Administration (NOAA) civil and emergency alert text messages on its LCD screen. When an alert is received, a siren sounds and the radio automatically switches to voice broadcast. Messages are identified by one of three color-coded LED lights as follows: "Advisory" (yellow), "Watch" (orange), or "Warning" (red). Meet Directors are expected to be familiar with its operation and have the radio on and fully operational during arrival, warm-ups, swim meet, and the period immediately following the meet. A complete User's Manual has been distributed along with the radios and is also attached as Appendix M. As with other equipment, the radios remain the property of JSL and repair or replacement is the responsibility of the individual team.

The NOAA Radio will be properly programmed and must be tuned to Weather Band Channel 3 (162.450 MHz) to receive NOAA broadcasts for most of the areas where there will be JSL Swim meets. For teams outside of Albemarle County, a different channel may have to be selected if the NOAA Radio is not properly receiving the broadcast. There are also Specific Area Message Encoding (S.A.M.E. or FIPS) codes which enable the radio to receive messages relevant to the specific area for all JSL home meet locations. JSL will preset each team's radio based on the expected needs and location of home meets, however teams may choose to add more "SAME" or "FIPS" codes to cover more of their surrounding areas. A complete list of all Radios and pre-programmed codes is on the following page.

Meet Directors weather-related decisions are still governed by JSL Bylaws under Article VI, #17 and #18. The radio is used to supplement, but not replace, the normal common sense clues that there is a weather condition approaching which may be potentially dangerous for swim meet participants. Additionally the radio may be helpful in deciding whether to cancel a meet or wait for a storm to pass over. As always, these decisions should be made with the safety of the swimmers and participants as the main determining factor.

1. The Host Team's NOAA Radio must have working batteries installed (battery warning light off) and plugged into a working power outlet at poolside (specifically the scoring table) where a number of officials would be able to monitor & hear any alert sirens. The radio should always be accessible to the Visiting Team Meet Director and Coach.
2. The Host Team's NOAA Radio must be turned on, have the antenna extended, and be fully operational during arrival, warm-ups, swim meet, and the period immediately following the meet until the participants have generally left the area.
3. The Host Team Meet Director must push the "Listen" button to confirm that a signal is being received and adjust the antenna for maximum signal. (The "listen" button may be pushed again to cut the voice broadcast off during the meet.)
4. Immediately after the sound of any alert siren, the Meet Directors must be notified and listen to any voice alerts.
5. Depending on the nature of an alert or current weather observations, *"The Host Team Meet Director shall be responsible for making and implementing all decisions regarding weather issues"* (Article VI, #17). These decisions include, but are not necessarily limited to:
 - a. when to stop the meet in the event of thunder or lightning
 - b. how long to stop the meet after the observation of thunder or lightning or rain hard enough to obscure the bottom of the pool (minimum 15 minutes after thunder or lightning)
 - c. where to direct participants when the pool area needs to be cleared
 - d. when to resume the meet after a weather delay

Note that host pools may have stricter policies which must be followed regarding the above.

6. In the event that a meet may not be able to continue, *"The Home Meet Director in conference with the Visiting Team Meet Director(s) will decide when a meet shall be suspended due to inclement weather or other circumstances"* (Article VI, #18).
7. It is expected that the Meet Directors will jointly reach the best decision for the safety of the meet participants based on all available information, not just the NOAA Radio.
8. It is recommended that visiting teams always take their NOAA Radios to away meets to serve as a backup.
9. Although the NOAA Radios have been specifically issued for use at JSL swim meets, the JSL Board does not discourage further use of the radios on the team's premises for other functions such as daily practices, etc.



NOAA Radios, Codes & Serial Numbers

Team	Unit Serial No	Home Meets County / City	Weather Band Channel	SAME - FIPS Code	SAME - FIPS Code 2	SAME - FIPS Code 3	SAME - FIPS Code 4
ACAC	071012558	Albemarle	3	051540	051003	-	-
BHSC	071012559	Albemarle	3	051003	051540	-	-
CGST	071012053	Albemarle	3	051003	051540	051820	-
CITY	071012547	Charlottesville	3	051540	051003	-	-
ELKS	071012629	Albemarle	3	051003	051540	-	-
FAST	071012584	Louisa	3	051109	051003	051065	051029
FCC	071012565	Albemarle	3	051003	051540	-	-
FLST	070709885	Albemarle	3	051003	051540	-	-
FSBC	071012552	Charlottesville	3	051540	051003	-	-
FV	071012587	Albemarle	3	051003	051540	-	-
GCC	071012350	Albemarle	3	051003	051540	051065	051029
GHG	070709880	Greene	3	051079	051003	051137	051540
HM	071012588	Albemarle	3	051003	051540	-	-
KWC	071012551	Albemarle	3	051003	051540	051109	-
LG	071012349	Louisa	3	051109	051003	051137	051540
LMST	071012361	Fluvanna	3	051065	051003	051029	051540

<u>F.I.P.S./ S.A.M.E. Codes</u>		<u>FREQUENCY</u>	
Albemarle	051003	162.450	
Augusta	051015	162.450	162.400
Buckingham	051029	162.450	162.550
Charlottesville	051540	162.450	
Fluvanna	051065	162.450	162.475
Greene	051079	162.450	
Louisa	051109	162.450	162.475
Orange	051137	162.450	162.550
Staunton	051790	162.450	162.400
Waynesboro	051820	162.450	162.400

Weather Band Channel 3:

Coveseville - Frequency 162.450 MHz

Richmond - Frequency 162.475

Originally Prepared by Farid Jazouli

2012 JSL Gold Time Standards								
Event #	Boys			Age/Distance/Stroke	Girls			Event #
	Gold Times				Gold Times			
	25 Y	25 M	50 M		50 M	25 M	25 Y	
3	1:34.01	1:44.35	-	9-10 100 IM	-	1:41.49	1:31.43	4
5	1:19.95	1:28.75	-	11-12 100 IM	-	1:27.48	1:18.81	6
7	1:10.68	1:18.46	-	13-14 100 IM	-	1:21.24	1:13.19	8
9	1:01.38	1:08.13	-	15-18 100 IM	-	1:18.07	1:10.33	10
210	25.68	28.50	28.50	6 & Under 25 Free	27.85	27.85	25.09	220
21	17.83	19.79	19.79	8 & Under 25 Free	20.29	20.29	18.28	22
23	35.56	39.47	40.27	9-10 50 Free	40.44	39.64	35.71	24
25	31.47	34.94	35.74	11-12 50 Free	35.12	34.32	30.92	26
27	27.82	30.88	31.68	13-14 50 Free	32.66	31.86	28.70	28
29	24.35	27.03	27.83	15-18 50 Free	31.51	30.71	27.66	30
31	22.55	25.03	25.03	8 & Under 25 Fly	23.53	23.53	21.20	32
33	43.23	47.98	48.68	9-10 50 Fly	47.79	47.09	42.42	34
35	36.65	40.68	41.38	11-12 50 Fly	39.71	39.01	35.15	36
37	32.29	35.84	36.54	13-14 50 Fly	36.34	35.64	32.11	38
39	27.32	30.33	31.03	15-18 50 Fly	35.25	34.55	31.13	40
410	29.75	33.02	33.02	6 & Under 25 Back	31.93	31.93	28.77	420
41	23.08	25.62	25.62	8 & Under 25 Back	25.38	25.38	22.86	42
43	43.01	47.74	48.34	9-10 50 Back	48.99	48.39	43.60	44
45	37.74	41.89	42.49	11-12 50 Back	41.73	41.13	37.06	46
47	33.65	37.35	37.95	13-14 50 Back	39.04	38.44	34.63	48
49	28.95	32.13	32.73	15-18 50 Back	36.96	36.36	32.76	50
51	25.07	27.83	27.83	8 & Under 25 Breast	27.91	27.91	25.14	52
53	49.17	54.58	55.58	9-10 50 Breast	53.45	52.45	47.25	54
55	41.77	46.36	47.36	11-12 50 Breast	46.60	45.60	41.08	56
57	36.32	40.32	41.32	13-14 50 Breast	43.18	42.18	38.00	58
59	31.54	35.01	36.01	15-18 50 Breast	41.04	40.04	36.07	60
61	41.42	45.98	46.78	8 & Under 50 Free	48.30	47.50	42.80	62
63	1:21.51	1:30.48	1:32.08	9-10 100 Free	1:33.48	1:31.88	1:22.78	64
65	1:10.36	1:18.10	1:19.70	11-12 100 Free	1:19.60	1:18.00	1:10.27	66
67	1:02.66	1:09.55	1:11.15	13-14 100 Free	1:13.36	1:11.76	1:04.65	68
69	53.57	59.47	1:01.07	15-18 100 Free	1:09.46	1:07.86	1:01.13	70

Prepared by Chip Grobmyer

JSL Sportsmanship Rating Form

APPENDIX O

(Revised June 4, 2003)

(Revised, 2004)

Good sportsmanship has always been a core value of the JSL. As part of an ongoing effort to recognize and reward good sportsmanship within the Jefferson Swim League, both visiting and host Meet Directors are required to independently fill out the following form at the conclusion of each swim meet. This should reflect a fair, honest, and objective appraisal of the opposing team's conduct prior to, during, and following the swim meet. You also will rate your own team in the last section, although those scores will NOT count towards the end-of-season JSL Sportsmanship Awards. **You will be notified via email and given a password to access this form on www.jsl.org.** ONLY If you are unable to access the internet, please complete, fold correctly, tape closed, and mail to the current webmaster within 24 hours using this form. Print clearly, circle appropriate scores, and don't forget to apply the required first class postage.

This form completed by _____ **Team** _____

Meet Date _____ **Host Team** _____ **Visiting Team(s) #1** _____ **#2** _____

Rating for opposing Team _____	Disagree	Neutral	Agree
The opposing team treated our team fairly and respectfully.	1 2	3 4	5
The opposing team helped make this meet a rewarding experience for our swimmers.	1 2	3 4	5
The opposing team was gracious in winning/losing.	1 2	3 4	5
The opposing team adhered to JSL rules and regulations without stretching boundaries.	1 2	3 4	5
The opposing team provided a healthy and challenging experience for our swimmers.	1 2	3 4	5
Our team really enjoyed swimming against this opposing team.	1 2	3 4	5

If this was a tri-meet, rate the other opposing team

Rating for opposing Team _____	Disagree	Neutral	Agree
The opposing team treated our team fairly and respectfully.	1 2	3 4	5
The opposing team helped make this meet a rewarding experience for our swimmers.	1 2	3 4	5
The opposing team was gracious in winning/losing.	1 2	3 4	5
The opposing team adhered to JSL rules and regulations without stretching boundaries.	1 2	3 4	5
The opposing team provided a healthy and challenging experience for our swimmers.	1 2	3 4	5
Our team really enjoyed swimming against this opposing team.	1 2	3 4	5

Rate your own team (score does not count)

Rating for your own Team _____	Disagree	Neutral	Agree
Our team treated the opposing team(s) fairly and respectfully.	1 2	3 4	5
Our team helped make this meet a rewarding experience for the opposing team's swimmers.	1 2	3 4	5
Our team was gracious in winning/losing.	1 2	3 4	5
Our team adhered to JSL rules and regulations without stretching boundaries.	1 2	3 4	5
Our team provided a healthy and challenging experience for the opposing team's swimmers.	1 2	3 4	5
The opposing team(s) really enjoyed swimming against our team	1 2	3 4	5

Tidbits for the Referee

(Contributed by Kevin Hogan)

Appendix P

(Added June 1, 2006)

1. Know the rules, know the interpretations, know them cold.
If you are unsure of what something means, find out before you need to know.
2. Coaches aren't stupid.
But coaches don't always know the rules either. See #1 above. Knowledge is power.
3. Referees aren't god (god on deck).
Power is tempered with responsibility.
4. Questions of S&T Judges should be in the context of the "three questions."
What was your jurisdiction?
What did you see?
What rule was violated?
5. Use rule-specific descriptions and not "short-hand" to describe a violation.
It is illegal to finish the backstroke leg of the IM on stomach; it is not illegal to perform a flip turn at the back-to-breast transition. Saying that someone was disqualified for performing a flip turn under such circumstances is wrong, they should be disqualified for not finishing the backstroke leg on their back.
6. Almost illegal IS legal.
Let it go. Pushing the limits of the rules is okay as long as the action is within the rules.
7. Coaches are paid to be advocates for their athletes.
Expect and allow coaches to be passionate advocates. Passion should not, however, translate into tirades, abuse, or other disrespectful behavior.
8. Listen, repeat, explain.
Listen and focus on what the coach is saying.
Repeat back the gist of what was said.
Explain your ruling in the context of the rules.
Do NOT be dismissive.
9. Treat every discussion with a coach as a unique encounter.
Some argue less, some argue more, but each problem should be handled in the context of its own merits.
10. If you make a mistake, admit it, fix the problem, and move on.
Wrong and stubborn doesn't make you a better Referee.
If you learn from your mistakes you'll grow as an official.
11. Be proactive, not reactive.
A problem prevented is an issue that doesn't have to be fixed later.
12. If it isn't prohibited by the rules it is legal.
Unless the rules specifically prohibit something that is new, novel, different, unexpected, etc., it is legal. See also #5 above.

Stroke and Turn Judge Guidelines

(Contributed by Kevin Hogan)

APPENDIX Q

(Added June 1, 2006)

Philosophy of Officiating

- The rules “are designed to provide fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer shall obtain unfair advantage over another.”
 - Judging should be consistent among different officials at a meet
 - Judging should be consistent at different meets
 - All of the rules are enforced, we don’t individually choose to enforce some rules and ignore others
 - The rules are enforced across all age groups and levels of ability
 - Officials should be neutral in their enforcement of the rules; don’t favor your team over teams, don’t favor your child over other children
- The benefit of the doubt always goes to the swimmer
 - Rule infractions don’t result in a loss of yardage, foul shots, time in a penalty box, time penalties, etc.; they result in disqualification
- Call what you see, not what you don’t see
- Ugly ain’t (necessarily) illegal
- If it isn’t specifically prohibited by the rules, it is legal
- Know the rules; review the rules before meets

Dress

- White shirt/blouse
- Blue shorts/pants/skirt
- White socks and shoes, or sandals

Placement, Jurisdiction and Rotation

- Will be determined by the Referee or Head Stroke & Turn official at meet

- Stroke judge has flag-to-flag jurisdiction
 - 1 on each side of pool, each covering the lanes on that side of the pool
 - Walk flag-to-flag, generally lagging behind the slowest swimmer
- Turn judge has wall-to-flag jurisdiction
 - Cover 2-4 lanes as assigned
 - Stand at the middle of the lanes being covered
- Rotation is determined by the Referee or Head stroke & turn official, but generally occurs after each girls event and in a clockwise direction
- Equal time should be spent observing each of the swimmers within your jurisdiction
 - If one or more lanes are empty, an equal amount of time should be spent on the empty lane(s)
 - Observe similar aspects of the swim
- When working, your full attention should be on the swimmers when they are within your jurisdiction
- Don’t wonder off when you’re suppose to be working

Disqualifications

- Most disqualifications will be for violations of the technical rules governing the basic strokes, although additional DQs include the following:
 - Not starting and finishing in the same lane (otherwise any portion of the swim may be completed in a different lane)
 - Obstructing another swimmer by swimming across or interfering with them
 - Grasping the lane dividers to assist forward motion
 - Standing on the bottom is prohibited in any race except freestyle, and the swimmer may not walk or spring from the bottom

- Raise hand overhead on observing a violation of the rules that occurs within your jurisdiction
 - If you're hesitant in raising your hand, the call was probably too close to make, the benefit of the doubt goes to the swimmer, therefore no call
 - If you raise your hand and then decide that it was not an infraction, you do not have to make the call
 - Serves to notify the Referee and coaches that a call has been made
- After signaling a DQ, continue to observe all swimmers until they are no longer within your jurisdiction as additional violations by the same or a different swimmer may be observed
- Fill out DQ slip and note swimmers name (if at all possible), event #, heat #, lane #, infraction, and your name
- Confirm the name of the swimmer with the seed card (if possible)
 - Do not have to explain DQ to swimmer
- At meets without a Referee the DQ slips should be left with the timer or a runner
- At meets with a Referee all potential disqualifications must be reported to the Referee who will either accept or deny the disqualification
 - Be prepared to report: (1) your jurisdiction; (2) what you saw; and (3) what rule was violated
 - If your call is questioned by the Referee, please remember that it is not personal; the Referee is doing his/her job

- If your call is overturned, take it as a learning experience
- Disagreements over calls
 - Coaches should dispute a call, not parents
 - When it does not interfere with your ability to judge swimmers within your jurisdiction, you may explain the rule and your call to anyone who is being reasonable
 - Anything other than a simple inquiry should be directed to the Referee or the Host Meet Director (meet without a Referee) who have the authority to uphold or overturn disqualifications
 - Listen, you might learn something
 - Don't be afraid to withdraw a disqualification if you made a mistake, but don't feel the need to back down from a call that you believe was made correctly

Relay Takeoff Judging

- Dual confirmation is used in which two officials, preferably from different vantage points, observe the relays for early takeoffs
- When the toes of the outgoing swimmer leave the blocks, look down to determine if the incoming swimmer has touched the wall
- If you observe an early takeoff, mark the corresponding swimmer and lane number
- At the end of the race, compare your observations with the observations of the other official covering the same lanes
- If both officials agree that the same swimmer took off early, it is a disqualification, if only one official observed an early take off, it is not a disqualification
- When dual confirmation is being used to judge takeoffs, the hand is not raised on observing an early takeoff

Good Starting Procedure

(Contributed by Kevin Hogan)

Appendix R

(Added June 1, 2006)

- Work with the Referee and Clerk of Course to ensure a steady flow of swimmers
- Speak in a conversational tone (“take your mark” should be said with the same emphasis as “shut the door”)
- Invite the swimmers to swim, do not command them
- For the forward start, the feet can be anywhere on the block prior to “take your mark”, but at least one foot must be at the front of the block after the “take your mark” command has been given
- The forward start may be from the block, the deck, or in the water (for the latter start at least one hand must be in contact with the wall or starting platform)
- For the backstroke start, the hands must be placed on the gutter or on the starting grips
- For the backstroke start the toes must not be over the lip of the gutter before or after the start
- Before the start, the starter is responsible for toes not being over the lip of the gutter, after the start the turn judge is responsible for toes over the gutter
- When the swimmers are stationary, give the starting signal (note: “stationary” not “motionless”)
- Do not attempt to “catch” swimmers on their starts
- A swimmer accidentally falling off the blocks prior to the “take your mark” command should not be penalized with a false start
- If one or more swimmers are slow to take their mark, or are otherwise unstable, say “stand” (forward starts) or “relax” (backstroke starts) and allow the swimmers to regroup.
 - If the heat is stood up again for the same problem, issue a generic warning, for example “please respond promptly to my command and remain motionless for the start”
 - If the heat is stood up a third time for the same problem, warn the individual swimmer if it is the same person, for example “lane 3, please....”
 - Additional problems with the same swimmer may result in a delay of meet disqualification
- If a swimmer leaves their mark early and the starting signal is subsequently given, the heat must be recalled by activating the recall horn (note that the Referee may also initiate a recall by blowing his/her whistle)
- If a heat is recalled for a false start:
 - Determine if there is a dual confirmation; if not, no false start has occurred
 - Swimmers 13-&-over are DQ'd after one false start. If it is a 12-&-Under swimmer's second false start, the swimmer is DQ'd and may not swim.
 - Step the swimmers back up/in and if there was a false start announce “false start, lane #”, and restart as usual
- If a swimmer leaves their mark prior to the sounding of the starting signal
 - Stand the heat
 - Determine if there is dual confirmation that a false start has occurred (slipping off the block, for example, is not a false start)
 - Swimmers 13-&-over are DQ'd after one false start. If it is a 12-&-Under swimmer's second false start, the swimmer is DQ'd and may not swim.
 - step the offending swimmer back up/in if it is their first false start (or not a false start), announce “false start, lane #”, and restart as usual
- If a swimmer leaves their mark early in reaction to the movement of another swimmer, or in reaction to the “stand” or “relax” command, that swimmer may be relieved of a false start
- False starts are called on the individual swimmer, not on the field
- If a swimmer is charged with two false starts in the same heat, the swimmer is disqualified and may not swim in the race
- A swimmer who deliberately enters the water early (for example, before the “take your mark” command is completed) may be disqualified for delay of meet (this is NOT a false start and only has to occur once for a DQ)

Whistle Starts
(Contributed by Kevin Hogan)

Appendix S
(Revised June 1, 2008)

General

The Referee should stand next to the Starter, with the Starter given first preference as to where he/she is positioned. The Referee controls the flow of the meet and is responsible for getting the swimmers onto the blocks. The Starter is responsible for ensuring that all swimmers get a fair start.

Verbiage

With the exception of making needed meet announcements (for example, events to report to Clerk of Course), the Starter should try to limit any verbiage to that given below. Routine use of "step up" for example generally results in swimmers ignoring the whistle commands.

The announcement of event #, gender, distance, and stroke should immediately follow the 4-5 whistle chirps. Use the singular for distance (yard, not yards; meter, not meters). Use the complete event name, not an abbreviation (Individual Medley, not IM; Freestyle, not Free; Breaststroke, not Breast; Backstroke, not Back; Butterfly, not Fly or Butter).

Closing the Heat

When all the swimmers in a heat have stepped onto the blocks/into the water, the Referee fully extends his/her arm (the one closest to the Starter) towards the Starter which then gives control of the heat to the Starter. It is then the Starter's responsibility to ensure a fair start for all the swimmers.

Once the Referee's arm has been fully extended towards the Starter the heat is said to be closed. Swimmers stepping onto the blocks/into the pool after this point can be disqualified for a delay of meet. For this reason it is extremely important that the Referee not rush this procedure if all the expected swimmers are not immediately on the blocks/in the water. Waiting a reasonable amount of time is all it usually takes for the missing swimmer to show up. In practice, unless a swimmer arrives after the Starter has begun saying "take your mark", it is best to keep moving. Also, we don't penalize swimmers for mistakes made by officials. If a swimmer is told the wrong heat number by a timer, blocked in their ability to get to the block (three large adult timers, exiting swimmers, runners, etc. can all be intimidating roadblocks for a six year old) etc., the swimmer should be allowed to swim, even if it means swimming them in a different or extra heat.

Common sense should prevail, particularly as we implement this new starting procedure. Everyone would prefer that the swimmers swim rather than miss their heat. The bottom line is that unless a swimmer is willfully ignoring the starting signals or is otherwise involved in extracurricular activities behind the blocks, it is best to let them swim. If a delay of meet disqualification is made (or not made), however, it is important that any similar circumstances be treated the same way throughout the meet.

False Starts

False starts should be recalled, and the recall can be initiated by either the Referee or Starter. Dual confirmation by both the Referee and Starter is required to charge a swimmer with a false start. The Referee and Starter should independently mark their heat sheets as to the lane(s) false starting and a false start should be called only if there is agreement between the two officials. No discussion should take place, there is either agreement or there isn't.

A 12-& Under swimmer must false start twice to be disqualified for a false start. Swimmers who are 13-&-Over are DQ'd after one false start. False starts are charged to the individual swimmer and not to the field, thus more than one recall could occur without a swimmer being disqualified for a false start.

Delay of Meet vs. False Start

A swimmer who delays the start by entering the water "just for the fun of it" (for example, purposely dives in before the Starter finishes saying "Take your mark") can be disqualified for "delay of meet." This is not the same as a false start and does not require two instances for it to be a disqualification. The Referee must be certain that this was a case of "hot dogging" and not a legitimate false start.

Whistle Start Protocol
(Contributed by Kevin Hogan)

Appendix T
(Revised June 1, 2008)

<i>For the first heat of an event:</i>	
Referee:	4-5 whistle chirps (modulate volume as needed and appropriate). <i>The whistle blasts signify that it is time for the next heat to get ready to step onto the blocks or into the water. These should generally occur about the time the slowest swimmer in the water is crossing under the backstroke flags at the start end of the pool. If the last heat of an event is swimming the blasts can come a little earlier so that the Starter has more time to announce the event number, gender, distance, stroke and heat number.</i>
Starter:	"Event (<i>number</i>), (<i>gender</i>), (<i>distance</i>), (<i>stroke</i>). Heat 1."
Referee:	1 long whistle (modulate volume as needed but must be loud enough to be heard). <i>This is the signal for the swimmers to step onto the blocks or into the water. This whistle should occur when the slowest swimmer in the water finishes.</i> Additional long whistle if backstroke or medley relay. <i>This is the signal for the swimmers to return to the wall and to position their feet. You shouldn't wait until all the swimmers are at the wall; it doesn't mean place your feet, it means get to the wall and get ready to swim.</i> When all the swimmers are on the blocks/at the wall, fully extend your arm towards the Starter. <i>This signals that the heat is closed and the swimmers are now under the control of the Starter.</i>
Starter:	"Take your mark." When all the swimmers become stationary, sound the starting signal "BEEP".
	Swimmers swim...

<i>For subsequent heats of the same event number (note that italicized comments above apply to the corresponding signals below):</i>	
Referee:	4-5 whistle chirps.
Starter:	"Heat (<i>number</i>)." <i>Starting with heat 2, only the heat # is announced. Do not announce gender, distance, or stroke.</i>
Referee:	1 long whistle. Additional long whistle if backstroke or medley relay. When all the swimmers are on the blocks/at the wall, fully extend your arm towards the Starter.
Starter:	"Take your mark." Starting signal.
	<i>Swimmers swim....</i>
<i>Continue in this pattern until all heats of this event have been swum.</i>	
<i>After all heats of a given event have been swum, recycle back to the instructions for the first heat of the next event.</i>	

**USA Swimming Rules & Regulations
Changes and Interpretations for 2012**

Appendix U
(Revised June 1, 2012)

Effective Date of Rules Changes

The 2012 USA Swimming Rules & Regulations went into effect 1 May 2012.

Significant Rules Changes

There have been no significant rules changes.

Interpretations

BREASTSTROKE INTERPRETATION

SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

Interpretation

The first arm stroke begins with the separation of the hands.

SW 7.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

Interpretation

A pause after the separation of the hands is not a violation of the rule.

PROTESTS

In swimming, as with any sport, there may occasionally be differences of opinion concerning official's calls and rulings as well as rulings by the JSL Board, its Officers, or the Parliamentarian. JSL defers to USA Swimming Rules regarding protests which may occur at a swim meet if the situation is not otherwise covered by JSL Bylaws. The USA Swimming rules for protests are outlined in Section 102.23 in the current copy of the USA Swimming Rulebook. What follows below is an attempt to apply the various paragraphs in that section to JSL rules and procedures.

It must be noted that it is never appropriate and may be considered as unsportsmanlike conduct for a parent or swimmer to question a ruling directly with any official. Rather, questions regarding rulings should be directed to the swimmer's coach who may then ask for a clarification or possibly file a protest with the referee.

102.23 PROTESTS

.1 Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final.

This means that a protest against a JUDGMENT decision can only be taken to the Referee and the Referee will make the final decision. This decision cannot be appealed to anyone including the JSL Board, its officers, or the Parliamentarian. Examples of "judgment" decisions include disqualifications based on observing the swimmer's technique, etc. by any of the above named officials. JSL Bylaws contain this exact same wording for regular season swim meets as well as for the Championship.

.2 For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom shall be a coach and one an athlete.

A meet jury is not used in JSL as the Bylaws designate the Parliamentarian to have "...sole authority in rules and Bylaw interpretations...". In this example, the protest may be brought directly to the Parliamentarian for a ruling. Decisions by the Parliamentarian may be appealed to the JSL Board and "...may be overturned by a majority of the full Board".

.3 Protests made prior to the race contesting the eligibility of a swimmer to compete or to represent an organization shall be made to the Referee in writing. If a protest is not resolved, the Referee or the meet jury shall allow the swimmer to compete under protest and it shall be so announced before the race.

Ideally, this situation should be resolved well before the meet begins and the President of the League in conjunction with the Registrar should be able to determine eligibility. However, if the situation occurs at the meet, the previous procedure under ".2" should be followed realizing that there are potential penalties for swimming a non-eligible swimmer.

.4 All other competition-related protests, including protests concerning eligibility and representation, must be made to the Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.

The above procedure should be followed and email is considered "in writing". Copies should also be sent to the League President and Parliamentarian. In this example, the Referee's ruling could be appealed to and confirmed or overturned by the Parliamentarian. The Parliamentarian's ruling could be further appealed and "...overturned by a majority of the full Board".

PROTESTS (continued)

.5 Except as provided in 102.23.1, the Referee's or the meet jury's ruling may be appealed as follows: A Protests concerning interpretation of the rules in Part One and Part Seven of the USA Swimming Rules and Regulations shall be submitted in writing within ten (10) days to the Chairman of the USA Swimming Rules & Regulations Committee who shall issue a ruling within five (5) days from the date of the receipt of such protest. This ruling shall be final and binding on all parties.

B All other protests, together with the Referee's or the jury's written decision, shall be submitted to the General Chairman, or designee, of the sanctioning LSC or, in the case of a National Championship or trials class meet, to the National Board of Review, in accordance with Part 4 of the USA Swimming Rules and Regulations.

As noted previously, JSL Bylaws designate the Parliamentarian as having "...sole authority in rules and Bylaw interpretations..." so any appeals go first to the Parliamentarian. Decisions by the Parliamentarian may be appealed to the JSL Board and "...may be overturned by a majority of the full Board".

.6 The official results of any protested race shall not be announced, the affected awards shall not be given, and points scored shall not be allocated until the protest is resolved or is withdrawn in writing.

JSL follows this procedure on its web page by not posting the meet results or by noting that the results are under protest. Because of normal time constraints, it is possible that results may be posted before it is realized that a protest has been filed.

All participants in JSL must realize that JSL is a summer swim league and its meets are administered and run by non-paid volunteers doing the best they can under sometimes difficult situations. No one in JSL wants to see anyone treated unfairly, but enforcement of applicable rules is necessary for success and enjoyment of the sport. As noted in the first sentence, we realize that there may be occasional differences of opinion, but all of those involved are expected to resolve any issues in a polite and respectful manner.

(Approved by the JSL Board, May, 2011)

INSTRUCTIONS FOR JSL COACHES BACKGROUND CHECKS APPENDIX W

(Added June,1, 2011)

For online directions go to www.jsl.org, "Support", "Coaches", "Background Checks", & select "Start Background Check" or use these printed directions and go to <http://mybackgroundreport.com>. Both ways will take you to a secure site which takes about 10-15min to complete. Enter Partner Code **AISS7132** Select "I am a New User" or login with user name and password if previously registered.

Create your new account using "Jefferson Swim League" as the business name. Complete all personal information using your permanent home address, telephone number (no dashes), and an email address that you will check often. Company ID is your last name You do NOT have to enter a fax #.

Check to receive final report by Email
Create a login and password

Read and accept agreement

APPENDIX W
(continued)

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ADVERSE action processing

As per the Fair Credit Reporting Act, Section 604.b.3.a, any employer, who takes an adverse action (denial of employment, promotion or assignment) based in whole or in part from information obtained through a Consumer Reporting Agency, must follow these steps:

1. Communicate to the applicant with a "Pre-Adverse Action Notice" (see sample) that information has been obtained that may disqualify the applicant
2. Provide the applicant with a copy of the report
3. Provide the applicant with a "Summary of

[Pre-Adverse Action Letter - Click Here](#)
[Adverse Action Letter - Click Here](#)
[Summary of Rights - Click Here](#)

I have read and understand the adverse action processing procedure. I agree to follow this process on any action I may decide to take as a result of the background investigation(s) requested.
 I do not agree to comply with the adverse action process.

SUBMIT

Read and accept adverse action processing procedure.

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Update my profile > Sample Release >

CHILIN TRAN
Jefferson Swim League

BACKGROUNDS requested

[Order a Background Report >>](#)

Name	Address	Entered On	Paid
** No employees or sub-contractors on file for your Account ** Click on the 'Order a background report' link above to request backgrounds			

Select "Order a Background Report".
This is located directly below "CHILIN TRAN" "Jefferson Swim League"

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Jefferson Swim League

ORDER selection

<input type="radio"/> BASIC EMPLOYMENT VERIFICATION	\$12.00
<input type="radio"/> EDUCATION VERIFICATION	\$12.00
<input type="radio"/> CRIMINAL BACKGROUND REPORTS	\$36.00
<input checked="" type="radio"/> CRIMINAL BACKGROUND PLUS	\$45.00
<input type="radio"/> CIVIL RECORD REPORTS	\$12.00
<input type="radio"/> WORKERS COMPENSATION REPORTS	\$14.50
<input type="radio"/> FEDERAL RECORD CHECK	\$15.00
<input type="radio"/> PROFESSIONAL LICENSE VERIFICATION	\$12.00
<input type="radio"/> CRIMINAL BACKGROUND PLATINUM	\$55.00
<input type="radio"/> GLOBAL WATCHLIST	\$5.00
<input type="radio"/> OIG/HCA SEARCH	\$5.00
<input type="radio"/> OFAC SANCTION SEARCH	\$5.00
<input type="radio"/> SEX OFFENDER REGISTRY CHECK	\$15.00
<input type="radio"/> NATIONAL CRIMINAL ACCESS SEARCH	\$15.00
<input type="radio"/> SSNT	\$10.00
<input type="radio"/> NATIONAL CRIMINAL ACCESS + SSNT	\$23.00
<input type="radio"/> PLATINUM PLUS FEDERAL	\$77.00
<input type="radio"/> BASIC TRUSST+EMP+EDU	\$55.00
<input type="radio"/> BASIC TRUSST +EMP	\$46.00

SUBMIT

Select "Criminal Background Plus" which is the fourth one from the top. This is a very important step to get the correct background check for JSL. The cost is \$45 and it is the only one listed for \$45. It is also known by Acxiom as the "Criminal Background Plus with Trusst".

APPENDIX W
(continued)

ACXION INFORMATION SECURITY SERVICES

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Jefferson Swim League

ORDER information

First** Middle: Last** SSN** DOB** Maiden:
 Your First Name Your Last Name 999999999 01/01/1991 Maiden Name
 House # Street: Apt City: State: Zip:
 999 Your Street Your City VA Zip Code
 Phone: 4349999999 Email: youemail@server.com

CRIMINAL BACKGROUND PLUS Order Price: \$45.00

Pkg	Product	Reference
9929	5011: TRUSST	
9929	1160: National Access Search	

[Add Another One >>](#) [Submit and Pay >>](#)

Note: If a New York Criminal Record check is needed, there will be a \$65.00 fee added to the cost of the standard fee. If a Puerto Rico Criminal Search is needed, there will be a \$17.00 fee added to the cost of the standard fee. If either fee applies, you will be notified of these additional charges and you will be required to authorize the payment of this fee before you will be charged and/or the background report is released.

Complete all personal information.

Note that your social security number and phone number are numbers only, no dashes. Note that your birthdate is in the mm/dd/yyyy format.

The bottom of the screen should look like this and the order price should be \$45.00.

If not, you have selected the wrong background check and must go back and correct.

ACXION INFORMATION SECURITY SERVICES

Confirmation Report Back to Order Home

Request ID: 10037290 Order Price: \$45.00

Applicants: SSN: DOB:

Requested Services

1)	9929	5011: TRUSST
2)	9929	1160: National Access Search

Order Total:	\$45.00
Additional Fees:	\$0.00
Order Total:	\$45.00

[SUBMIT](#)

Your info should appear here
Double check Applicant, SSN, and DOB

The bottom of the screen should look like this and the price should be \$45.00. If not, you have selected the wrong background check and must go back and correct.

ACXION INFORMATION SECURITY SERVICES

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Jefferson Swim League

BILLING information

Please note that ALL of your billing and payment information provided below needs to match EXACTLY how it appears on your credit card/debit card statement or an error will occur.

Check here if same as name/address on file:

Name*: Your Name as it appears on credit card
 Address 1*: Your Address
 Address 2:
 City*: Your City State*: VA Zip*: Zip Code

PAYMENT information

Credit Card Type* Mastercard
 Credit Card Number* 5466999999999999 Numbers only, no spaces or non-numeric characters
 Expiration Date* December 2021
 Security Code* 999 What is this?

Please charge order price of \$45.00 to my account [SUBMIT](#)

This may take a few moments. DO NOT click Submit more than once!
Each click on the submit button initiates a charge to your credit card.

Enter Credit Card Information.
Make sure information matches your credit card information exactly.

Once all information is entered correctly, select "SUBMIT"; your credit card will be charged and you will receive your results via your Email in normally 3 to 7 days.

You must present your results to the person responsible for your hiring or as directed by your team.