



C.A.R.A.

Colorado Association of Recreational Athletics

Swimming & Diving Bylaws

Effective Date: May 6, 2021

C.A.R.A. Board Representatives

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The C.A.R.A. Philosophy ~

The C.A.R.A. program was created and designed to be a program for the non-ranked, non-sanctioned participant and focuses on the recreational aspect of swimming and diving teams. Competition does have its place in the program however it must be emphasized that the competitive nature is of secondary importance. The primary objective is the development of skills and sportsmanship, while encouraging all participants to do their best and assuring each swimmer and/or diver experiences some degree of success.

Goals and Objectives ~

- To ensure that all participants on a C.A.R.A. team have fun and enjoy their experience.
- To ensure the participation of all team memberships during swim meets.
- To develop a strong sense of sportsmanship and fair play in each participant.
- To teach the basics of competitive swimming and swim meet rules and regulations.
- To ensure that Recreation and its philosophy govern the coaching methods, attitude, and overall objectives of coaches and teams.
- To support The Colorado Parks and Recreation Association (CPRA).

How to become a C.A.R.A. Member ~

All teams wishing to join the C.A.R.A. league must complete and/or adhere to the following:

1. Teams must first apply to join the league. Applications requests may be emailed to any of the Board reps or the application can be found online at www.cpra-web.org. Completed applications may be submitted to the league chairs or to the administrative support. Once received, the application will be reviewed by the Board and teams will be notified of their status within 30 days.
2. All C.A.R.A. agencies must have a current membership with CPRA or become a member within 30 days of being accepted to the C.A.R.A. league. The C.A.R.A. Swim program is a part of CPRA and, as such, is funded and supported by CPRA Administration. In addition to helping to fund for this administrative support, including website registration and payment processing, CPRA membership is only method of communication sharing meet schedules, meeting dates and locations and contacts. Billing & payments can only be accessed on the C.A.R.A. page, which requires a member sign in. Failure to become a CPRA member will result in teams not being able to compete in a meet until membership is established. To become a CPRA member, visit CPRA's website at www.cpra-web.org.
3. Maintain current and on time status of all C.A.R.A. league fees. Outstanding balances will result in teams not being able to participate until all unpaid dues have been paid for. Further information on fees and due dates can be found on page 4.
4. Attend all mandatory team meetings (up to 3 per year). Meeting information, including dates and subject content, can be found on page 4.

~ Participation Guidelines ~

The C.A.R.A. league is a year round league, offering meets seasonally in Winter/Spring (*January - May*), Summer (*June - August*), and Fall (*September - December*). Teams have the option to participate in meets year round or for the summer only. A CPRA membership is required regardless of year round or summer only status. Teams may participate in 4 meets per season. Hosting teams may choose to host up to 4 meets per season but are not required

to do so. Hosting teams receive a discount in their cost per swimmer. Further information on fees, meetings, the meet selection process, and billing and payments is provided below.

- Age Groups for Swimming:
 - 8 & under, 9 & 10, 11 & 12, 13 & 14, 15 – 18
 - The age of the swimmer/diver on January 1st of the year of the swim season will determine the age group in which they swim.

- Non-Eligible Swimmers
 - Any swimmer holding a current U.S.S. individual swimming membership may not participate in any C.A.R.A. swim meets. U.S.S. restricts their swimmers from swimming in non-sanctioned U.S.S. meets.
 - Any swimmer who has placed in the top six places of the U.S.S. "C" level meet (or participates in higher levels) may not participate in any C.A.R.A. meet.
 - NOTE: The above guidelines are or coaches to use to help eliminate high caliber swimmers from competing in C.A.R.A. that have competition swimming opportunities with other agencies.

Billing and Payments

Due dates for payments and rosters submissions are dependent upon whether teams are year round or summer only. Please be aware that late payments will be assessed a late fee and failure to submit rosters may result in teams being placed on probation or unable to participate.

- Year Round Teams:
 - Rosters for all three seasons are due to the CARA Swim Chair and CPRA Staff, Jillian Strogis (jillians@cpra-web.org) no later than October 15th. A \$25 late fee will be assessed for rosters submitted after the due date.
 - Fees are due no later than November 30th of each year. A \$50 late fee will be added to your account if fees are not paid by the due date.

- Summer Only Teams:
 - Rosters are due no later than June 15th of each participation year. A \$25 late fee will be assessed for rosters submitted after the due date.
 - Fees are due no later than July 15th. A \$50 late fee will be added to your account if fees are not paid by the due date.

Once rosters have been submitted, an invoice will be generated and sent to each teams invoicing contact for payment. Once the invoice has been received, teams may pay the bill by either sending in a check or calling the CPRA office to pay over the phone via credit card.

- Mail-in payments may be sent to:
 - CPRA – P.O. Box 1037. Wheat Ridge, Co. 80034
- For over the phone payments, please call 303-231-0943.
- Contact Jillian Strogis (jillians@cpra-web.org) with any issues or questions.

The Meet Selection Process:

Meets for the summer season are selected on the 3rd Tuesday in January. Meets for the Fall and Winter/Spring seasons are selected on the 3rd Tuesday in August. The meet selection process is a “silent shopper” type of process, where teams email in their hosting dates and then subsequently, their top choices of away meets they wish to attend. Teams are required to send in their away meet selections in order of priority and must list at least 8 meets. Deadlines and a further explanation are listed below.

Summer Meets:

- Beginning in November, teams will be emailed a meet submission form. Those that wish to host a meet (or meets) during the summer, will be required to complete it and send it in by the 1st Tuesday in January.
- A meet schedule will be created and sent out to all participating teams.
- Teams are placed into seeding order on a first come, first served basis. This means that forms received the earliest will be given higher priority in selecting meets for the season. Meet selection goes through 4 rounds, so each team will have an opportunity to select an away meet until they have reached their max amount of meets for the season.
- On the 3rd Tuesday of the January, The C.A.R.A. board members will meet together as a meet selection committee and place teams into meets based of the choices that were submitted. Once all 4 rounds are complete, a final schedule will be created, emailed to all participating teams, and posted on the C.A.R.A. page on the CPRA website.
- ***Please note that the meet selection committee will not over book a meet so PLEASE, be as honest and accurate as possible amount the amount of swimmers you will allow at your facility for swim meets.***

Fall and Winter/Spring Meets:

- Beginning in June, teams will be emailed a meet submission form. Those that wish to host a meet (or meets) during the fall or winter/spring seasons will be required to complete it and send it in by the 1st Tuesday in August.
- A meet schedule will be created and sent out to all participating teams.
- Teams are placed into seeding order on a first come, first served basis. This means that forms received the earliest will be given higher priority in selecting meets for the season. Meet selection goes through 8 rounds (4 rounds for Fall and 4 for Winter/Spring), so each team will have an opportunity to select away meets until they have reached their max amount of meets for the season.
- On the 3rd Tuesday of August, The C.A.R.A. board members will meet together as a meet selection committee and place teams into meets based of the choices that were submitted. Once all 8 rounds are complete, a final schedule will be created, emailed to all participating teams, and posted on the C.A.R.A. page on the CPRA website.
- ***Please note that the meet selection committee will not over book a meet so PLEASE, be as honest and accurate as possible amount the amount of swimmers you will allow at your facility for swim meets.***

Fees:

C.A.R.A. fees are determined by the amount of swimmers on each team. The cost per swimmer depends on whether a team hosts any meets throughout the year. Fees are subject to annual updates.

	Virtual Only	In-Person Only	Virtual & In-Person
Host 0 in-person	3.50/Swimmer	4.00/Swimmer	4.50/swimmer
Host 1-2 in-person	3.50/Swimmer	3.50/Swimmer	4.00/Swimmer
Host 3+ in-person	3.50/Swimmer	3.00/Swimmer	3.50/Swimmer

Meetings:

Throughout the year, there will be 2 dates that a representative from participating teams must attend. These meetings are held for coaches as well as other team representatives to obtain information, provide feedback on C.A.R.A., its process and over all experience, review any updates or changes, and for host teams to receive ribbons for their events.

- **May Meeting**
 - This meeting is the mandatory coaches meeting for all teams. The main purpose of this meeting is to educate coaches on the rulebook, how to host swim meets, how to fill out event cards, and to provide any other information needed. Ribbons will also be passed out to host teams. Date is TBA and will be sent out via email from the C.A.R.A Swim Chair.
- **September Meeting**
 - At this time, the Board will accept/discuss any rule revisions or issues within C.A.R.A and ribbons for the Fall and Winter/Spring season will be available for pick up as well.
 - Rule revisions requests will be taken under consideration by the C.A.R.A. Board and approved at the November CPRA Aquatic Section meeting. All C.A.R.A. swimming rule revisions will be in effect for the following year. Failure to present rule revisions in October will cause the previous year's rules to remain in effect for the following year.

~ Responsibilities and Duties ~

The C.A.R.A. Board

- **General:**
 - Embrace the C.A.R.A. swimming philosophy.
 - Schedule approximately 60+ events annually.
 - Manage 40+ teams/ 3000 annual participants.
 - Oversees new team admittance.
 - Enforces C.A.R.A. rules and guidelines.
 - The C.A.R.A. Board shall enforce these bylaws with a verbal notice, followed by a written notice to supervisor.
 - The C.A.R.A. Board specifically reserves the right to enforce probation or suspension for a coach / supervisor / team. Suspension from the contest area shall result in the coach / supervisor case being heard and settled by the C.A.R.A. Board.
 - Responds to feedback and or problem solve for the league.
 - Compiles a year-end report due in December
 - Responsible for providing the CPRA Aquatic Section body with a short summary at each committee meeting.
 - Responsible for maintaining comprehensive files, which will be passed on to each consecutive Board member.
 - A responsibility to help the host organizations keep their meet numbers to a reasonable, appropriate volume.
- **C.A.R.A. Chairs (Swim and Dive):**
 - Enforce rules and best practices
 - Responsible for confirming agency eligibility with CPRA prior to participation
 - Answers and responds to any and all questions
 - Responsible for presenting to the CPRA body proposed rules or regulations at the end of the summer swim season. Proposals for changes to rules and/or regulations will define the present

rule, state specifically what is to be changed and express the proposed language to be included in the following year's C.A.R.A. swim book.

- Prepare and host 3 meetings annually.
 - August: Recap summer season, re-visit rulebook, clarify rules, Q & A, vote on any modifications for new season, give out ribbons, and update contacts. Schedule fall/winter, and spring meets.
 - January: Schedule summer swim meets, Q&A, schedule coaches meeting, update contacts.
 - May: Educate coaches by providing information such as the rulebook, how to host swim meets, how to fill out event cards, and any other information needed. Will also give ribbons to hosts and update the contact list.
- **Administrative Support:**
 - Maintains website information
 - Prepares seasonal meet schedules and distributes to teams
 - Calculates, orders, packages and distributes ribbons for all meets/events.
 - Maintains, updates and distributes team contact information and host locations
 - Takes minutes at C.A.R.A. swim meetings and posts on web site
 - Sends out email notification reminders for upcoming roster submission and billing and payments deadlines.
 - Attempts to assist in debt collection for outstanding balances of C.A.R.A. fees through email and phone communications with team representatives.
 - Works with CPRA staff members for online billing and payment tracking

Team Representative/Supervisor:

- Ensure that the team has a current CPRA membership
- Ensure that CPRA Waiver has been signed prior to participating.
- Ensure payment of C.A.R.A. fees are paid on time.
- Submit team rosters on or before the due date.
- Ensure your team is represented at all mandatory meetings.
- Provide current contact information to the Administrative Support.
- Communicate all C.A.R.A. swimming information to team coaches and parents.
- Maintains current knowledge of all information contained in the C.A.R.A. Bylaws and Rule Book.
- One (1) week prior to a scheduled swim meet at your facility, send out an informational email to the C.A.R.A. Board and attending team Supervisors and Coaches
 - Include the following information:
 - Facility address
 - Names of the teams you are expecting
 - Contact person and phone number who can be reached the day of the meet.
 - Warm up teams with lanes and assignments
 - Start Time
 - Any facility information needed
- Must demonstrate good sportsmanship, leadership, and above all, respect to all other C.A.R.A. supervisors, participants, parents, board members, and CPRA representatives. Failure to do so will result in a 1 year suspension from the league.

Coaches:

- It is highly recommended that all C.A.R.A. Swim coaches have current certifications in CPR, First Aid, Lifeguarding, or the American Red Cross Safety Training for Coaches.
- Adheres to the “Coaches Code” found on page 8.
- Attend mandatory coaches meetings, or send a representative in your absence.
- Knowledge of swimming rules, regulations and competitive swimming skills.
- Communicates all information concerning practice times, meet times and locations to swimmers and parents.
- Knowledge of all information contained in the C.A.R.A. Swimming Rule book.
- Knowledge of C.A.R.A. swimming eligibility requirements.
- Knowledge of age groups and cut off dates.
- Be aware of participant safety and know basic emergency procedures.
- Provide assistance to host teams when needed.
- Have parents on standby to help at swim meets at host locations.
- No team scores will be kept.
- Give awards to participants
- Hand out this Manual to all parents & participants.
- Set a positive example by having a fair and positive attitude toward swimmers, parents, officials, and fellow coaches. Remember your actions and words will set an example for others.
- Efficiently organizing and scheduling practices and meets.
- Strive to have a good Supervisor-Coach relationship by keeping the communication lines open.
- Treat all participants equally.
- Be responsible for swimmer, parent, and spectator behavior at all meets.

Hosting:

- Hosting teams should have:
 - 25 yard/meter pool
 - 6 lanes preferred, however less can work
 - Backstroke flags
- Host a minimum of 1 swim meet per year unless facility does not meet competition guidelines.
- If unable to host a swim meet at your facility, volunteer to co-host at another facility.
- Host teams must provide Lifeguards during warm up and during the meet competition.
- Hosts have the discretion to cap their swim or dive meets at whatever number is appropriate for their facility. Host may exceed their capacity if they agree to.
- Host teams may also choose to charge an admittance fee for their events. Fees are determined by the host agency.
- Hosting agency has the option to use cards or swimmingly to run their meet.
- The host supervisor / host director shall have complete charge of the event. All situations not specifically covered in C.A.R.A. rules shall be acted upon by the host supervisor; all decisions shall be final.
- Each host is required to designate a Meet Director. Meet Directors are required to be present during their C.A.R.A. swim meets. The Meet Director’s responsibility is to facilitate the effective and efficient operation of the swim meet.
- It is the host teams responsibility to provide volunteers for their meet. This includes but is not limited to runners, starters, an announcer, heating and seeding personnel, concessions stand volunteers, and timers.
- Starters should use a whistle, bullhorn, or electronic horn for start signal and not use a starter gun.
- Minimum water depth for racing starts during competition and practice:
 - All persons entering the pool with water depths less than 3’6” must start from within the pool.

- In pools with water depth of 4' or more at the starting end, starting platforms shall be no more than 18" above the water surface.
- If swimmers are afraid to jump or dive into the pool, they may start in the water.
- If a hosting agency has the capacity to add additional team(s) to a meet they must be contacted by the CARA Board or Chair. CARA Supervisors and Coaches should not be contacting Hosting Agencies directly to schedule meets. Hosting agencies: If another team contacts you directly asking to be added to your meet, please direct them to contact the CARA Chair or CARA Board. If the requesting team is in good standing, every effort will be made to find meets for the swimmers.

Virtual:

- Teams should have:
 - 25 yard/meter pool
 - 6 lanes preferred, however less can work
 - Backstroke flags
- All virtual teams participating must have a Swimmingly kit. This can be purchased through www.swimmingly.app
- Teams must publish their results to their swimmingly Clubhouse by 11:59p.m. on the final day of the meet range.
- If a team does not plan to participate in a meet they must inform the Chair no later than three weeks prior to the meet so that they can be removed from the list of participants.

~ Participant and Coaching Expectations ~

Swimmers Code:

- No swimmer shall: At any time lay a hand upon, shove, strike, or threaten the starter, coaches, hosts and or other swimmers or spectators.
 - Minimum penalty: Host Supervisor is required to suspend swimmer immediately.
 - Maximum penalty: the C.A.R.A. Board shall determine penalty later.
- No swimmer shall: Refuse to abide by an official's or host supervisor's decision.
 - Maximum penalty: Removal from further events.
- No swimmer shall: Be guilty of obscene gestures or objectionable demonstration of dissent at officials' or host supervisor's decisions.
 - Minimum penalty: Warning by the official, and report such person to the host supervisor.
 - Maximum penalty: Removal of swimmer from further events.
- No swimmer shall: Be guilty of an abusive verbal attack upon any swimmer, official, or host director.
 - Minimum penalty: Host Supervisors are required to suspend person from further meet participation.

Coaches Code:

- No coach shall: At any time lay a hand upon, shove, strike, or threaten an official, swimmer, other coaches or spectators.
 - Minimum penalty: Suspend coach immediately from the contest area for the duration of the meet. Written notification shall be sent to the coach's supervisor.
 - Maximum penalty: Immediate suspension, letter to supervisor and the case shall be referred to the C.A.R.A. Board.

- No coach shall: Be guilty of obscene gestures or objectionable demonstration of dissent at official's decisions.
 - Minimum penalty: Verbal warning by the official, and report such person to the host supervisor.
 - Maximum penalty: Removal of coach from contest area.
- No coach shall: Refuse to abide by an official's or host supervisor's decision.
 - Maximum penalty: Removal of coach from contest area.
- No coach shall: Be guilty of an abusive verbal attack upon any swimmer, official, or host director.
 - Minimum penalty: Officials are required to suspend person from further meet participation.
- No coach shall: Appear in the contest area under the influence of alcohol or drugs.
 - Minimum penalty: Immediate suspension from contest area, letter to supervisor and referral to C.A.R.A. Board.
- The coach and team: Are responsible for the conduct of spectators.
 - Minimum penalty: Verbal warning to the coach regarding spectator behavior.
 - Maximum penalty: Removal of spectator from the contest area.
- The coach shall: Be the ONLY team representative who may discuss a decision with the officials.
 - Minimum penalty: Verbal warning to the coach regarding spectator behavior.
 - Maximum penalty: Removal of spectator from the contest area.
- The host supervisor's decisions are final. Judgement calls may not be protested.

Enforcements:

- Warning methods: verbal and written notices.
- A verbal notice shall be followed up by a written notice to supervisor.
- Suspended coach / supervisor: Suspension from the contest area shall result in the coach/s case being heard by the C.A.R.A. Board.
- A suspended coach/supervisor must remove themselves immediately for the confines of the contest area as defined by the host director.
- If a suspended coach does not remove themselves from the confines of the contest area, the host supervisor shall call the authorities.
- The host supervisor shall be responsible for suspending coach(es) from the contest area.
- The C.A.R.A. Board may suspend coach or supervisor from further participation in C.A.R.A. Swimming program.
- Host Supervisor: Any enforcement procedures, which are not stated herein, may be provided by the host supervisor as is necessary to provide for the recreational enjoyment of swimmers, coaches, and spectators.

~ General Meet Guidelines ~

Meet Information:

- Warm-ups for ALL meets begin at 7:00 a.m. unless otherwise specified by the hosting facility. All meets will start 1 hour after warm-ups begin. During the summer, Fall/Winter/Spring, these times can change with prior approval by all teams representatives.
- Swimmers may swim in three (3) individual and two (2) relays per meet. All relays (girls, boys and mixed - boys and girls combined) must swim in the age group of the oldest swimmer. Each swimmer may represent only one agency/team.
- Participants are strongly encouraged to swim within their respective age groups; however, a coach may give a swimmer or swimmers permission to swim up an age group. Swimming in a lower age group is not

allowed in individual or relay events. During a swim meet, a swimmer may swim up in any or all events; they can also swim in their proper age group in any or all events.

- Swimmers will be heated at random, there will be no times submitted by the coaches. The host agency will mix up the teams so swimmers from the same team will not compete against each other (as much as possible).
- Hosting agencies must award ribbons to the top 8 times in each event. Awards will be as follows: 1st-6th place or 1st-8th place ribbons (if the facility has 8 lanes or if meet is virtual). Coaches or starter should give an explanation to a swimmer and/or their coach why he or she was disqualified.
- Relays: 1st-6th (-8th) place ribbons shall be awarded separately to:
 - Boys Relays – relay team must be comprised of all boys
 - Girls Relays – relay team must be comprised of all girls
 - Combined Relays – any combination of swimmers that includes at least one member of the opposite sex (i.e. 3 females & 1 male = combined, 2 males & 1 female = combined, etc.)
- A minimum of three participants may swim in relays. A participant may swim 2 lengths of a relay, but they cannot swim back to back. For example in the Medley Relay, the swimmer that swims butterfly cannot swim backstroke in that same relay. These combinations of relays may be placed in the same heat as necessary in order to expedite the meet and offer some competition. For mixed teams when filling out the C.A.R.A. cards, in the event box write both numbers for the girls and boys event and an “M”. Example: Event: 11&12 = 15-18 year old Mixed Relay for 200 Medley Relay.
- No league standings or meet scores will be kept for the C.A.R.A. Aquatics league.
- Each team participating in a C.A.R.A. Aquatics meet must furnish two (2) stopwatches and two (2) volunteers.
- In person:
 - The participating Agency/ Club must sign and return the CPRA participation waiver in advance of event. Waivers are to be returned to the C.A.R.A. Swim Chair.
 - All event cards are due into the heat table 30-45 minutes prior to the start of the meet. Event cards must be turned into the heating table in numerical order from first event to last. Coaches are encouraged to make necessary changes to the event cards after they are turned in.
 - Coaches are required to submit names of swimmers who do not show up for the meet to the heat table within ½ hour after the start of the meet. If names of relays are changed, it is encouraged that coaches make the changes on their sheets and not pull the cards from the heating table. All changes should be done as early as possible with the Clerk of Course.
 - To assist the ribbon table in accuracy, all even numbered (boys) events must be printed on blue card stock paper, all odd numbered (girls) events must be printed on pink card stock paper, and all combined relays must be printed on yellow card stock paper. For the event number on combined relays the assigned event number should be the age group for the oldest swimmer using both event numbers and adding an “M” beside the numbers. Example: For a combined (both boys and girls) 200 Freestyle Relay with the oldest swimmer being 11 years old, the event number should read 45/46M.
 - Teams using Swimingly must have their swimmers entered into swimingly and their meet line-up completed 24 hours prior to the start of warm-up.
- Virtual:
 - The participating Agency/ Club must sign and return the CPRA participation waiver in advance of event. Waivers are to be returned to the C.A.R.A. Swim Chair.
 - All swimmers must be entered into Swimingly and meet line-up must be completed a minimum of 24 hours prior to the 1st day of the meet range

- All results must be published in their Swimmngly Clubhouse prior to 11:59p.m. on the last date of the meet range to be counted toward that meet.

Stroke Infractions/Disqualifications:

- Definition: Any child with a stroke infraction/disqualification will swim and receive a last place ribbon.
- Any violation of stroke technique during competition can be grounds for disqualification. However, judges should be reminded that C.A.R.A. competition is a learning experience, and if a child is honestly attempting to do the stroke, he/she should not be disqualified, unless the person is taking an unfair advantage of another swimmer by using an illegal stroke or technique.
- Unsportsmanlike conduct is defined as any disruptive or intimidating behavior of a physical or verbal nature. Unsportsmanlike conduct can be sufficient grounds for barring a swimmer, coach, or spectator from further participation that day.
- Any swimmer committing two (2) false starts in a row will be disqualified. Swimmer shall swim, but receive only a last place ribbon.
- Any swimmer swimming back to back in a relay (1st and 2nd, 2nd and 3rd, or 3rd and 4th).
- A swimmer turning over onto their stomach and touching the wall on backstroke (unless it does not affect the outcome of the race).

C.A.R.A. AQUATICS

~ HOW TO RUN A SWIM MEET ~

Swim Meet Personnel Needs:

- 1-Starter**
- 6-12 timers for 6 lane pool, 8-16 timers for 8 lane pool
- 2 Clerk of Course**
- 1 helper to run the bull pen and call names
- 1-2 Heaters (depending on the distance between the seating area/Bull Pen and the pool)
- 2-4 Runners** (this can be eliminated with the use of Swimmingly)
- 1-Announcer/Score Keeper
- 1-2 Ribbon table

*****The Starter, Clerk of Course, and runners are the most important positions. They will dictate how efficient and smooth your meet will run.***

*****For teams using Swimmingly software, please refer to the most up-to-date version of the swimmingly Help Guide for specific instructions on how to run your meet.***

Event Procedures:

1. The Starter starts each heat by saying: "Swimmers step up. Take your mark", then blows the whistle or sounds the horn. The Starter should enunciate and be consistent in the time between speaking and the whistle to avoid any false starts. Obvious false starts, where a swimmer or swimmers have gotten a significant head start, should be called back. If you call back a race, let the swimmers rest for one heat & start them again. If a swimmer is about to fall in, start the race as if there was no false start. If a swimmer false starts twice, they should receive a last place ribbon.

2. The Clerk of Course calls for all C.A.R.A. cards 30-45 minutes prior to the start of the meet. Coaches should have the cards in numerical order but scan the stack to be sure. Last call for cards is before the end of warm-ups. The Clerk of Course will randomly select swimmers from different teams and assign them to lanes. Do not put kids from the same team in lanes next to each other if possible. Try not to place swimmers in a lane without other swimmers in the lanes beside them. All lanes should be utilized to make for an efficient meet when practical. Lanes should be full and swimmers should be evenly distributed in all of the heats for an event. Therefore, if you have 10 swimmers for an event with a 6-lane pool, you would do 2 heats of 5. If you have 14, you would have 2 heats of 5 and one of 4, etc. The Clerk of Course or Announcer should give at least 2 more last calls for all event cards.

3. Heaters - Working closely with the Clerk of Course are the Heaters. This Heater calls the swimmers names on the cards and directs them to their assigned chair. If there are swimmers that are not in the heating area, ask teammates if the swimmer is a no-show to the meet or announce the missing name if possible. This Heater can combine heats if there are no-shows (be careful that there is space for possible late comers) and bump kids to a lane with a neighbor if needed. This Heater will need to be loud and organized to keep the heats running smoothly. Another Heater will take the swimmers from the heating area to the lanes. For relays, two Heaters are helpful for each heat to take the younger kids to the proper lane and side of the pool.

4. It works best to have the number of seats correspond to the number of lanes in your pool. Have several rows of chairs so several heats can be seated at one time. Six rows should be the minimum, with 8 or more optimal. This way you can seat at least two relay heats and put the swimmers in the order that they are to swim. These chairs can be either at the heating area or at the pool lanes.

5. To help the meet run efficiently, as Heat 1/Event 1 is in the water. Heat 2/Event 1 or Event 2 (depending upon the number of swimmers) should be sitting in chairs placed at the end of the lanes. The next several heats should be seated in the seating area or lanes, ready to move up and swim. The number of heats sitting at the lanes would depend upon the location of the seating area from the pool area. The general rule to follow would be the farther away the seating area from the pool, the more chairs you would need closer to the lanes.

NOTE: The Medley Relay is a 3-4 swimmer event. The proper order is Backstroke, Breaststroke, Butterfly, and Freestyle. The I.M. is an individual event with the order of Butterfly, Backstroke, Breaststroke, and Freestyle.

6. When the swimmers get to their lane, they give their C.A.R.A. card to the timer. Ideally, there will be six timers at both ends of the pool so the meet will run more quickly. Each team should bring two stopwatches with the teams name on the watches. (there is no need for cards if using Swimmingly)

7. It works well to have two-four Runners. One-two Runners will take the cards from the swimmer to the timers at the other end of the pool for 25-yard events. Another Runner takes the C.A.R.A. cards from the timers to the ribbon table. One option is to assign one runner for all even events and another to odd numbered events. (this step can be completely eliminated with the use of Swimmingly)

8. The Ribbon Table - person (or people) take the event cards from the Runners and give ribbons according to heats. Therefore, the fastest person in Heat 1 would get a first place ribbon, the next fastest, a second place ribbon and so on. In the next heat, the fastest person would get a first place ribbon and so on. DO NOT have your ribbon people wait for all the heats to finish before deciding the placement of the ribbons. Ribbons are given by HEATS not EVENTS. There are times when events are combined into one heat (for instance, 15-18 and 13-14 boys and girls butterfly might be combined into one heat to go quicker) but ribbons should still be given based on event. If there are three 15-18 year olds and two 13-14 year olds then first-third ribbons will be given to the 15-18 group and first and second place ribbons to the 13-14 group.

9. Every swimmer should get a ribbon for every event they swim (up to 5). Relay CARDS SHOULD GET A RIBBON FOR EACH SWIMMER (3-4 RIBBONS) NOT JUST ONE FOR THE GROUP! The Ribbon people should be given a big envelope for each team. After the ribbons have been stapled to the C.A.R.A. event card, the ribbon and cards should be put into the teams' envelope. When the meet is done, the coaches pick up their envelope.

Coaches Duties:

1. Come to the meets with your cards filled out. If host team is using swimmingly; Have your meet line-up finalized in the Swimmingly Clubhouse 24 hours prior to the meet.

2. Do not attempt to fill out cards before or during the meet—there is not enough time and you will be holding the meet up. Prior to copying your C.A.R.A. event cards, pre-fill any spaces you can, like team name.

3. It is REQUIRED to have the cards in numerical order; it helps the Clerk of Courses job go faster.

4. A coach must be present and at the lane during warm-up. Swimmers cannot be left unattended in the water during warm-up. During the coaches meeting, usually during warm-up, another coach, or parent must supervise the swimmers.

5. Call or email the teams you are hosting a week in advance. If you are short, supplies ask for assistance. Remind them if you are an indoor or outdoor pool, if you have starting blocks, the number of lanes at your pool, what seating is like, and, of course, if you are having a bake sale or other concession possibilities.

Event cards:

- Blue cards are for boys
- Pink cards are for girls
- Yellow are for boy/girl mixed relays ONLY! If the relay is all girls or all boys use the appropriate color card.

Equipment Needs for Meets:

- 10-16 stop watches (not needed with swimmingly, times will use their cell phones).
- Starting whistle or horn (starting guns are not allowed)
- Lane lines, backstroke flags
- Clipboards and pen or pencils for starters (6-12 depending on the number of lanes) along with a copy of the events schedule for each timer (not needed with Swimmingly)
- Heating table, ribbon table, announcer's table
- P.A. system or bullhorns
- Extra copies of event schedule
- Sunscreen and water are nice to have for all of the volunteers. Food is always a welcome bonus.
- Big envelopes to put ribbons in
- Extra pens and pencils
- Chairs for volunteers and heated swimmers

CARA Swim Event ORDER			
(in yards or meters depending on pool size)			
Boys	Age Group	Event	Girls
1	15-18	50 Butterfly	2
3	13 & 14	50 Butterfly	4
5	11 & 12	25 Butterfly	6
7	9 & 10	25 Butterfly	8
9	8 & under	25 Butterfly	10
11	15-18	200 Freestyle Relay	12
13	13 & 14	200 Freestyle Relay	14
15	11 & 12	100 Freestyle Relay	16
17	9 & 10	100 Freestyle Relay	18
19	8 & under	100 Freestyle Relay	20
21	15-18	200 Individual Medley	22
23	13 & 14	200 Individual Medley	24
25	11 & 12	100 Individual Medley	26
27	9 & 10	100 Individual Medley	28
29	8 & under	100 Individual Medley	30
31	15-18	50 Freestyle	32
33	13 & 14	50 Freestyle	34
35	11 & 12	25 Freestyle	36
37	9 & 10	25 Freestyle	38
39	8 & under	25 Freestyle	40
41	15-18	50 Backstroke	42
43	13 & 14	50 Backstroke	44
45	11 & 12	25 Backstroke	46
47	9 & 10	25 Backstroke	48
49	8 & under	25 Backstroke	50
51	15-18	200 Medley Relay	52
53	13 & 14	200 Medley Relay	54
55	11 & 12	100 Medley Relay	56
57	9 & 10	100 Medley Relay	58
59	8 & under	100 Medley Relay	60
61	15-18	50 Breaststroke	62
63	13 & 14	50 Breaststroke	64
65	11 & 12	25 Breaststroke	66
67	9 & 10	25 Breaststroke	68
69	8 & under	25 Breaststroke	70
71	15-18	100 Freestyle	72
73	13 & 14	100 Freestyle	74
75	11 & 12	50 Freestyle	76
77	9 & 10	50 Freestyle	78
79	8 & under	50 Freestyle	80