



**Rules and Recommendations for
IGLA Championships and
Gay Games Aquatics Competitions**

2012-13

Contains modifications made through May 2012.

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Rules and Recommendations for IGLA Championships and Gay Games Aquatics Competitions

IGLA Championships are run in non-Gay Games years. The Gay Games occurs every four years. Both are international events.

It cannot be stressed enough that a Gay Games host city should host a meet at least one year prior to the Games as a “dry run.” This will help determine trouble spots in the most interesting and unbelievable areas. It is especially important that such a “dry run” be made using the computer and software intended to be used at the Games.

PART I - GENERAL RULES

IGR 1 GENERAL CONSIDERATIONS

IGR 1.1 Inclusion Policies

IGR 1.1.1 IGLA requires meet organizers to make reasonable efforts to ensure that the leadership of meets and IGLA sponsored events include women.

IGR 1.1.2 IGLA encourages meet organizers to make reasonable efforts to attract women to participate in IGLA sponsored events.

IGR 1.1.3 To encourage participation by novice participants, the Board, with the cooperation of the host, may wish to conduct a series of sport-specific clinics to be run in conjunction with the IGLA Championships. The details for such clinics will be determined between the Board and the host.

IGR 1.1.4 The host will accept all participants as long as it does not violate any rules established by the host NGB, including transgender and intersex competitors.

IGR 1.2 Size and Scheduling of the Competition

IGR 1.2.1 The host team should not place a limit on the number of competitors allowed in the competition. If time and/or space is limited, the host should limit the number of events a person may swim, limit relays, or seek extra venues to accommodate the number of entries.

IGR 1.2.2 Attention should be paid to scheduling the water polo medal round games and women’s all-star game so that they form an integral part of the conclusion of the overall aquatics competitions. Whenever possible, these games should be scheduled at the facility hosting the swimming meet.

ISW 1.2.3 If there are different venues for swimming, water polo, diving, synchronized swimming and open water swimming, transportation between the different venues should be provided or at least be easily accessible.

IGR 1.3 Sharing of Participant Information with IGLA

IGR 1.3.1 The IGLA Championships host shall share participant information with IGLA. Personal information is defined as: name, postal address, e-mail address, date of birth, gender, membership NGB, and membership aquatic team. This should happen within 30 days of the end of the meet.

IGR 1.3.1.1 Sharing of personal information is automatic unless the participant opts out of sharing such information.

IGR 1.3.1.2 Sharing of personal information must comply with local privacy regulations.

IGR 1.3.2 Participant information shall be transmitted electronically to the IGLA Secretary, in a file format specified by the Secretary.

IGR 1.3.3 Before sending the file of personal information, the host city will remove the names and personal information of any participants who chose not to share their information with IGLA.

IGR 1.3.4 Personal information will be shared with IGLA as defined in IGLA’s Policies &

Procedures Manual, unless the participant “opts out” of sharing the information, as described above.

IGR 1.3.5 Participant’s personal information shall not be sold or shared with commercial firms for marketing purposes by IGLA or any host committee, past, present or future. It may be used by IGLA to promote meets or events of similar non-profit organizations. Examples are the Federation of Gay Games and the European Gay and Lesbian Sports Federation.

IGR 1.3.6 IGLA receives personal information for all participants, including name, and e-mail address from the championship host. This information is used to conduct a post-competition evaluation and, occasionally, to notify participants about IGLA sponsored events. IGLA does not share personal information with anyone outside the IGLA Board of Directors. Any participant who does not wish to have his or her personal information shared with IGLA may indicate so on the IGLA Championships registration form.

IGR 1.3.7 See section 3.5 in IGLA’s Policies and Procedures Manual for other rules governing privacy.

IGR 1.4 Standards of Conduct

IGR 1.4.1 IGLA members, participants, and spectators shall respect and protect the privilege of athletic participation in IGLA events and conduct themselves in a sporting manner.

IGR 1.4.2 The privileges of membership and participation may be withdrawn or denied if the conduct of a member, participant or spectator acts inconsistently with the mission of IGLA or the best interest of the sports and those who participate in them.

IGR 1.4.3 IGLA will not tolerate at the site of an IGLA-sponsored event any conduct deemed unlawful in the jurisdiction in which an IGLA sponsored event is taking place.

IGR 1.4.4 Individuals conducting themselves in an unsportsmanlike manner or participating in an unlawful act may be expelled from the event and may be barred from participation in any future IGLA events. Unsportsmanlike manner may include threatening or exclusionary language or gestures, nonconsensual physical contact, or any conduct that is detrimental to the image or reputation of IGLA or LGBT athletics.

IGR 1.5 Protests

IGR 1.5.1 Until final action is determined, official results of any competition conducted under protest, or of any protested competition, shall not be announced and no awards for that competition shall be presented or scoring of points allowed unless the protest is officially withdrawn.

IGR 1.5.2 A protest committee should be formed before competition to handle protests on a daily basis. This can turn into a major problem, affecting the results and awards, if it is not set up ahead of time.

IGR 1.5.3 The protest committee will consist of the following people:

1. Meet director or his/her representative;
2. Representative from the IGLA Board;
3. Representative from the IGLA Championship Rules Committee;
4. The chief referee; and
5. One other official not involved in the dispute.

IGR 1.5.4 A protest committee should consist of individuals from various countries, provided they are qualified.

IGR 1.5.4.1 A member of the protest committee may participate in discussions but not vote in any dispute which involves his/her own team.

IGR 1.5.5 Protests should be written on a specific form and kept for further consultation. *(See attached sample.)*

IGR 1.5.6 Protests against judgment decisions of Starters, Stroke and Turn Judges, and Relay Take-Off Judges may only be considered by the Referee of the meet.

IGR 1.5.7 Protests concerning the registration/affiliation of a swimmer or water polo player must be made in writing to the Championship Meet Director within 30 minutes after posting of results for the event protested, and shall be adjudicated by a protest committee assembled by the Championship Meet Director in accordance with the masters rules governing the Championship

Meet. Affiliation of the competitor will reflect the decision of the protest committee, except that team size classification will not be affected by such decision.

IGR 1.5.8 Protests affecting the eligibility of an individual or a team to compete, or protests arising from the competition itself, shall be handled by the above-mentioned protest committee. This committee shall be chaired by the Representative from the IGLA Championship Rules Committee. Protests shall be submitted in writing, heard by the panel, and decisions rendered no later than the end of the session. Both the party lodging the protest and the party charged shall be afforded a chance to be heard.

IGR 1.5.9 Individuals of IGLA teams may appeal the decision of a Championship Meet Protest Committee in writing to an IGLA Co-Chair. Such an appeal shall be delivered personally to a Co-chair, e-mailed or mailed to the Co-chair with a postmark within 10 days of the conclusion of the IGLA Championships and Gay Games. The Co-chair will then send copies of the appeal to the other members of the Board of Directors. Members of the IGLA Board of Directors who are not affiliated with the teams involved in the appeal are eligible to vote on the appeal, and will return their individual decisions to the Co-chair, who will tally the results of the appeal and notify any affected teams within 90 days of the results of the appeal. The appeal shall be upheld upon a majority vote of the eligible members of the IGLA Board of directors. In the event of a tie vote, the appeal shall not be upheld.

IGR 1.5.10 Any protests made following the close of competition shall be directed to the Co-Chairs of the IGLA Championship Rules Committee for resolution.

IGR 1.6 Medical Considerations

IGR 1.6.1 Accidents at the Competition

IGR 1.6.1.1 Swimming, Open Water Swimming and Synchronized Swimming

An accident/incident report must be filed with appropriate authorities. Keep a copy of the report with the records of the meet. The incident report should be filled out by the Meet Director or the Meet Referee — not the injured party.

IGR 1.6.1.2 Water Polo

An accident/incident report must be filed with the sanctioning body. As a general rule, this may be filed by either the injured athlete or the tournament director, but should include the tournament director's name, address, and signature. If the injury occurs during a refereed game, it should include the names of the certified referees; if during a practice session, the name of the certified coach of the team. The report, along with a doctor's report or statement and any medical bills should be sent to the appropriate authorities. In certain countries, athletes should have a doctor fill in the appropriate insurance forms and send them directly to the national or provincial sanctioning federation. It shall be the responsibility of the tournament director for any tournament to advise teams and athletes of local policies concerning medical insurance coverage and medical claims procedures as part of the registration information. Since insurance coverage for tournaments in certain countries covers only athletes from the host country, athletes competing outside their home countries should provide for their own insurance coverage.

IGR 1.6.2 Medical Services/Massage Services

Proper medical services for the size of the meet should be provided. This includes emergency medical services for both serious and non-serious injuries or occurrences.

IGR 1.6.2.1 A physician should be named for all competitions. This physician will be responsible for medical arrangements for the competition.

IGR 1.6.2.2 Massage services are very popular at the larger meets. If this service is offered at no charge, a time limit per person shall be consistently upheld. A sign-up process needs to be set up and strictly monitored to assure fairness and equal access.

IGR 1.7 Holding Area for Athletes

IGR 1.7.1 It is important in outdoor events that the athletes have a covered area to wait for their events. It is also advised that there be an adequate public announcement system in the holding area so that athletes can anticipate their next event.

IGR 1.8 Spectator Seating

IGR 1.8.1 There should be adequate spectator seating so that both aquatics competitors and their friends can watch the events.

IGR 1.8.2 Aquatics competitors should not be charged to watch aquatics events/games.

IGR 1.9 Sponsorship/Fundraising

IGR 1.9.1 There are many ways to raise funds. Suggestions include: raffles, event sponsors, private parties at local clubs, program advertising.

IGR 1.9.2 Create a guideline and a marketing plan.

IGR 1.9.3 The IGLA Championships host is bound by any/all sponsorship contracts entered into by the IGLA Board.

IGR 1.9.4 Any money forwarded to a championships host from the IGLA Board as a result of sponsorship arrangements will be subject to terms and conditions set by the IGLA Board.

IGR 1.9.4.1 The portion of money forwarded to a host will be determined by the Board.

IGR 1.9.5 All sponsorship deals made by an IGLA host must conform to policies set forth by the FINA-affiliated NGB in the country where the championships are held. This includes but is not limited to participation by alcohol and tobacco companies.

IGR 1.10 IGLA Issues

IGR 1.10.1 Organizational Meetings: The scheduling of the IGLA Executive Committee Meeting and the IGLA General Meeting needs to be coordinated with the IGLA Board. The IGLA General Meeting needs to be in a facility that can accommodate close to 100 people. The IGLA Executive Committee Meeting takes place before the IGLA General Meeting and needs a facility that can allow for about a dozen participants. The Executive Committee Meeting and the General Board Meeting each run about 4 hours. Ideally they should both be in the same general facility. About 2 hours needs to be left between the two meetings to allow for preparation for the IGLA General Meeting. Members of the Executive Committee should have access to a computer and copying facilities for use during or between these meetings.

IGR 1.10.1.1 The IGLA meetings should be held on a day separate (usually prior) to the actual competition. This is necessary because, with the size of the events, it has become impossible to find a time-slot during competition where neither a swimmer, water polo player, synchronized swimmer nor diver would be adversely affected.

IGR 1.10.1.2 It is the responsibility of the IGLA Co-Chairs to set the time of the meeting and to work with the host city on the meeting location.

IGR 1.10.1.3 It is the responsibility of the host to provide the meeting rooms for both the IGLA Executive Committee Meeting and the IGLA General Meeting.

IGR 1.10.2 Hosted Housing: Attending an IGLA Championships meet may be a financial burden for some participants. The host team should attempt to make as much hosted housing available as possible. For reference, please contact the Championship Rules Committee Co-Chairs for examples from previous hosts.

IGR 1.10.3 Ticketing: The decision to charge spectators is left to the discretion of the host-team.

IGR 1.10.4 Policies and Procedures for Products and Promotion

IGR 1.10.4.1 Any group wishing to use the IGLA name or logo for any purpose must have the written permission of the Board. Proposals for this use should include artwork, and no deviations from this proposed use would be allowed without further written permission from the Board. The only exception to this policy would be use of the IGLA name on meet programs and in meet advertising by the host of the IGLA Championships or IGLA Series competitions.

IGR 1.10.4.2 Any entity selling merchandise with the IGLA name and/or logo on it will submit, as part of the Financial Summary, profit and loss statements for that merchandise to the Board and the IGLA treasurer within 60 days of the event at which the merchandise was sold. The selling entity will submit to the IGLA treasurer a check equal to 15% of the gross proceeds, also within 60 days of the event at which the merchandise was sold.

IGR 1.10.4.3 In keeping with IGLA's non-discrimination policy, no selling entity shall be granted permission for use of the IGLA name and/or logo for any product that blatantly discriminates against any person or group.

IGR 1.11 Social Events

IGR 1.11.1 Former hosts have found social events to provide an atmosphere for interaction amongst participants from different cities.

IGR 1.11.2 At gatherings where both men and women are present, entertainment should be balanced so both are included as a part of the event.

IGR 1.11.3 Any social gathering that allows smoking should have separate areas for smoking and non-smoking attendees.

IGR 1.11.4. Hosts have found organizing an event to distribute championship information prior to the start of competition to be helpful.

IGR 1.11.4.1 Registration packets have been used to distribute information regarding the city, the host team, the local gay community and gay businesses, championship sponsors and sponsor products, heat sheets, tournament schedules, merchandise, ID badges, and commemorative items. Care should be taken to assure the appropriateness of items included in the packet.

IGR 1.11.4.1.1 If items in the packet are gender specific, care should be taken so that they are only distributed to that gender. Items in both packets should be of similar interest and scope.

IGR 1.12 Participation Awards

All officially registered competitors in swimming, diving, water polo and synchronized swimming at the IGLA Championships will receive a participation award.

IGR 1.12.1 The award should be the same quality and unit expense as the 1st-3rd medals.

IGR 1.12.2 The host will have complete creative control of design.

IGR 1.12.3 The host may choose any type of participation award.

IGR 1.12.4 The host will submit three examples of the participation award to the IGLA Archives.

IGR 1.13 IGLA Archives

IGR 1.13.1 The host will provide the following to the representative of the Archive Committee:

- A complete set of individual awards from the championships.
- Souvenir items created for the championships that are given or sold to participants including, but not limited to, pins, t-shirts, caps, ID badges, programs, heat sheets, etc.
- Available artwork (e.g., logos) created for the championships or examples of the artwork in use (e.g., posters or banners created to advertise the championships).
- Photographs and video from the championships and anything that may be downloaded to be used for display through the IGLA website. These items should identify the event, persons involved and credit the photographer or videographer. The host should be sure IGLA has clearance for use on our website. This may also include coverage from local media.

IGR 1.14 Post Competition Considerations

IGR 1.14.1 IGLA Representatives' Post-Meet Evaluation

IGR 1.14.1.1 The Championship Rules Committee will distribute the IGLA Participant's Post-Competition Evaluation at the IGLA General Meeting with the return address and deadline date printed on the form. The Championship Rules Committee may choose to conduct the post-competition evaluation electronically using contact information provided by the host team.

IGR 1.14.1.2 The IGLA Participant's Post-Competition Evaluation must be completed and sent to the Championship Rules Committee within 30 days following the IGLA Championships.

IGR 1.14.1.3 The information from these questionnaires will then be taken into consideration and, if possible, incorporated into the meet guidelines, in order to help future host teams. A copy of this form is included in this packet.

IGR 1.14.2 Self-Evaluation and Statistical Report

IGR 1.14.2.1 The host team will also do a Self-Evaluation and Statistical Report of the championships and forward it to the IGLA Championship Rules Committee. A copy of this form is included in this packet. The statistical report should include at least the following data:

- Total number of participants;
- Total number of participants in each of the offered sports;
- Total number and percentage of women;
- Number of registered athletes of each gender who registered for each of the swimming events (e.g., 50 free men/350, 50 free women/117...);
- Number and percentage of athletes who confirmed their registration at events requiring a positive check in (generally, 400, 800, 1500 free and 400 IM);
- Approximate total time of each swimming event, separated by gender (e.g., 50 free men/ 1 hour 38 min.; 50 free women/ 48 min.);
- For each of the social events, number and percentage of participants who pre-bought tickets with the registration;
- For each of the social events, number and percentage of participants who bought tickets on site, during the Championships weekend;
- Number of participating IGLA teams;
- Number of participating non-IGLA teams;
- Number of participants in each sport from each team;
- Number of "local participants" and number of local participating teams;
- Number and percentage of participants who requested hosted housing;
- If an official IGLA hotel is designated, number of rooms and nights confirmed;
- Number of volunteers belonging to the host team;
- Number of volunteers not belonging to the host team;
- Number of items of each merchandise article (t-shirts, hats, etc.) purchased by the host team;
- Number of items of each merchandise (t-shirts, hats, etc.) that were sold on site, during the Championships weekend;
- Number and percentage of registrations received 5, 4, 3, 2 and one months before the event; and
- If offered, number and percentage of participants registered via the Internet.

IGR 1.14.2.2 The IGLA Championships Host Self -Evaluation form must be completed and sent to the Championship Rules Committee within 60 days following the meet.

IGR 1.14.2.3 The Self Evaluation Surveys will be kept on record by the Championship Rules Committee Co-Chairs and by the IGLA Secretary and will be made available to future hosts upon request.

IGR 1.14.3 Financial Summary

IGR 1.14.3.1 A financial summary will be provided to the IGLA Board within 60 days following the meet. A standardized form is included in this packet.

IGR 2 THE BID PROCESS

IGR 2.1 How to Bid for the IGLA Championships

IGR 2.1.1 The IGLA Championships will be hosted in both the Atlantic and Pacific regions, at least once, in each three-year cycle between Gay Games.

IGR 2.1.2 Intent to Bid: Any team intending to bid on the IGLA Championships must file an "Intent to Bid" (see attached form) with the Board at least six weeks prior to the IGLA General Meeting, two years prior to the event.

IGR 2.1.3 If no "Intent to Bid" documents are filed six months prior to the IGLA General Meeting, two years prior to the event, the IGLA Board must actively solicit bids from teams regardless of region.

IGR 2.1.4 If no "Intent to Bid" documents are filed six weeks prior to the IGLA General Meeting, two years prior to the event, only bids solicited by the IGLA Board will be considered.

IGR 2.1.5 If no team bids to host the IGLA Championships at the IGLA General Meeting, the Board shall select a deadline date and actively solicit bids from interested teams. After reviewing the bids, the Board shall decide which team shall be awarded the championships.

IGR 2.1.6 The formal bid to the IGLA membership shall consist of two parts, the "bid packet" and the "bid presentation." All costs associated with producing the bid packets and presentations will be the responsibility of the bidding team(s).

IGR 2.1.6.1 The bid packet will be in writing and should include:

- team experience and background;
- facilities;
- location and conditions of open water swim location, if offered;
- dates of competitions;
- proposed schedule of events;
- proposed social activities;
- local/tourist attractions;
- gay and lesbian community history and support;
- letters from local authorities offering support;
- transportation information;
- hosted housing information.

IGR 2.1.6.1.1 The IGLA secretary will forward a copy of mailing labels to bidding cities if requested.

IGR 2.1.6.1.2 Bid packets should be ready for distribution at least one month prior to the IGLA General Meeting. A common date for their release will be established with the bid coordinator. The IGLA Board may request hard copies of the bid packet.

IGR 2.1.6.2 The bid presentation will be no more than a 10 minute presentation to the IGLA membership at the annual IGLA General Meeting. It may include multi-media and should include the information most pertinent to the prospective host's bid.

IGR 2.2 How a Bid is Awarded by IGLA

IGR 2.2.1 Once the "Intent to bid" documents have been filed, a member of the Championship Rules Committee will be assigned to act as liaison between IGLA and all the bidding teams. He or she will act as the "bid coordinator." This person may not be a representative of any bidding team. If no one from the Championship Rules Committee steps forward to perform these duties, the Board may assign someone to fulfill this position. It is ultimately the Board's responsibility to make sure this process works effectively.

IGR 2.2.1.1 The duties of the bid coordinator will include, but may not be limited to:

- Coordinating a common release date for all bid packets including posts to team websites.
- Coordinating the equipment needs of the bidding teams with the IGLA hosts and making sure all equipment is available for a rehearsal period prior to the IGLA

General Meeting. If certain equipment is to be used by more than one team, the bid coordinator will establish a cost share plan.

- Answering questions throughout the bid process and resolving any issues between bidding teams. If a mutual agreement is not readily available, the bid coordinator will ask the board to resolve the issue.
- Coordinating the order of the bid presentations and the process that will be followed at the IGLA General Meeting. This includes the Q & A and discussion following the presentations.

IGR 2.2.2 A question and answer period shall follow the bid presentations.

IGR 2.2.3 An open discussion shall follow the Q & A period. Members of the bidding delegation shall be allowed to remain in the room during the discussion. They will not make comments unless there needs to be clarification of an issue.

IGR 2.2.4 At the completion of the discussion, a vote shall be taken by the IGLA membership to choose the site of the IGLA Championships. A majority vote must be established. If more than two cities are bidding and a majority is not established on the first vote, the city receiving the lowest number of votes will be eliminated and another vote will take place. This process shall continue until a majority vote is established.

IGR 2.2.5 The team that is awarded the IGLA Championships will present an update to the Board at the IGLA Executive Meeting which takes place the year prior to the meet. The Board may also request the future host to provide an update to the IGLA membership at the IGLA General Meeting.

IGR 2.3 IGLA Fees for Championships

IGR 2.3.1 Once a bid has been accepted by the IGLA Board, the selected host city must post a Performance Bond of US \$1000. This must be submitted to the IGLA Treasurer 30 days after acceptance. The Performance Bond will be refunded, in part or in whole, upon completion of the IGLA Championships and all accompanying documentation (including: financial summary, various IGLA fees) subject to evaluation by the IGLA Board.

IGR 2.3.1.1 Submission of the Performance Bond reflects the host's intentions to follow IGLA guidelines for hosting the IGLA Championships as outlined in this Rules & Regulations manual.

IGR 2.3.1.2 Upon completion of the IGLA Championships and submission of all accompanying documentation, including IGLA fees, the Championship Rules Committee Co-Chairs have 30 days to conduct an evaluation and summary. This will include a complete summary of the IGLA Participant's Post Competition Evaluations with a numeric breakdown and commentary. A full list of specific comments from the evaluations should be attached as part of this report. This evaluation will make recommendations to the Board regarding which portion of the performance bond is to be refunded to the host.

IGR 2.3.1.3 The Board will, within 30 days of receipt of the Evaluation Summary, then vote whether to accept the recommendations of the Championship Rules Committee Co-Chairs.

IGR 2.3.1.4 The treasurer will forward a check to the host following the decision of the Board if a refund is forthcoming.

IGR 2.3.2 Cities hosting the IGLA Championships will collect a participant's fee from athletes paying individual entry fees which is due 60 days following completion of the competition and will be given to the IGLA Treasurer. This fee is 5% of the registration fee, but will not be less than US \$1 nor exceed US \$5 per participant.

IGR 2.3.3. The participants' fee for athletes paying team fees will be 5% of the team entry fee but will not be less than US\$ 5 per team.

IGR 3 THE REGISTRATION PROCESS

IGR 3.1 GENERAL INFORMATION

IGR 3.1.1 Approval of IGLA Championships Entry Forms

IGR 3.1.1.1 The entry forms for IGLA Championships must be approved by the IGLA Board to assure compliance with IGLA policies. The entry forms submitted must include all parts of the registration packet.

IGR 3.1.1.2 An IGLA Championships host may request exemption from specific rules as stated in this Rules & Recommendations booklet by petitioning the Board.

IGR 3.1.1.2.1 All requests for waivers must be made at least nine months prior to the IGLA Championships (i.e., three months prior to the release of the registration packet).

IGR 3.1.1.2.2 Any exemption item that is requested by the host must receive a 2/3 majority of the Board to be accepted.

IGR 3.1.1.3 The Board and the Championship Rules Committee Co-Chairs must receive the entry form 30 days prior to mailing or posting (7 months prior to the meet) to allow adequate time to respond with feedback, allow for revisions, printing, and then be distributed to the prospective participants.

IGR 3.1.1.4 The Board may fax or e-mail its approval to the host city.

IGR 3.1.1.5 If the IGLA Board does not respond in a timely manner, approval may be obtained from the two acting presidents. Otherwise a consensus or a majority is needed for approval.

IGR 3.1.1.6 The entry form should be available 6 months before the championships.

IGR 3.1.2 Entry Fees

The host team may present its own fee rates, which must be approved by the IGLA Executive Committee, 30 days prior to opening registration. The host team must submit an estimated itemized budget to the Board at the time of fee approval.

IGR 3.1.2.1 Consideration should be given to allowing various payment methods, including credit cards, to facilitate payment of entry fees from abroad.

IGR 3.1.3 Distribution of Entry Forms, Advertising and Information Material

IGR 3.1.3.1 The entry forms, as well as any other registration material, any document advertising the IGLA Championships or the Gay Games or any documents bringing complementary information pertaining to the IGLA Championships or Gay Games aquatics competitions must be sent to all the teams and individual swimmers listed on the IGLA Roster and on the IGLA Promotions List.

IGR 3.1.3.2 The IGLA Roster and the IGLA Promotions List will be made available to the host team by the IGLA Secretary.

IGR 3.1.3.3 If the host wants the entry form printed in various publications, it is important to know their deadlines.

IGR 3.1.3.4 The host team assumes the cost of advertising the meet through ads and distribution of the entry forms.

IGR 3.1.3.5 The Internet may be considered a primary channel of communication to circulate any information regarding the IGLA Championships or Gay Games aquatics competitions. Traditional mail, phone and fax should still be available to participants as a secondary mode of communication.

IGR 3.1.3.6 Mailing labels will be made available to the host team from the IGLA secretary.

IGR 3.1.3.7 If traditional mail is used to distribute the entry form, the number of entries mailed to an IGLA team will be based upon the IGLA membership size.

IGR 3.1.4 Suggested Procedure for Processing Entries

IGR 3.1.4.1 Open the mail each day promptly. If a return card has been enclosed, date it, sign it and mail it back (indicate any problems).

IGR 3.1.4.2 Remove the check, entry card(s) and copy of Swimming Federation registration card. Verify that the check is signed and dated.

IGR 3.1.4.3 Verify that the correct name, Swimming Federation registration number birth date (age) and club code is on the entry card. Staple the copy of the registration card to the back of the entry card.

IGR 3.1.4.4 Check that the participant signed the "Waiver of Liability" on the entry card.

- IGR 3.1.4.5** Count the number of events entered. Visually check entry for obvious errors or missing information.
- IGR 3.1.4.6** Compare the amount owed to the amount paid. Take the following steps if there is an error in the amount that was paid:
- IGR 3.1.4.6.1** Record the error on the entry card.
 - IGR 3.1.4.6.2** Record the information on a separate “Trouble Sheet” (note: previous teams have found this to be absolutely essential for keeping track).
 - IGR 3.1.4.6.3** Clip problem checks to the “Trouble Sheet” for reference at the meet.
- IGR 3.1.4.7** Check with your computer service on how the entry cards are to be arranged (i.e., alphabetically, age group, etc.); rearrange if necessary.
- IGR 3.1.4.8** Submit all entry cards to computer service.
- IGR 3.1.4.9** Verify registration of all participants in aquatics (swimming, water polo, diving, synchronized swimming).
- IGR 3.1.4.9.1** The copy of a valid registration card from a FINA recognized NGB will probably suffice, unless there is no expiration date on the card.
 - IGR 3.1.4.9.2** Prepare an alphabetical list of unverified participants. Have a procedure for dealing with this problem well in advance.
- IGR 3.1.4.10** Request a total participant count in each sport and a total number of individual entries from the computer service.
- IGR 3.1.4.11** Entries failing to meet the postmark or walk-in deadline must be returned promptly. Keep the envelope and attach it to the entry to show the late postmark.
- IGR 3.1.4.12** The entry deadline should not be more than 35 days prior to competition.

IGR 3.1.5 Entry Confirmation and Deadlines

- IGR 3.1.5.1** It is mandatory that the host send a complete team roster of confirmed entrants to a designated team representative (an IGLA representative for IGLA teams) not later than 3 weeks prior to the event. Teams should receive the roster free of charge. International mailings of the rosters should be sent as a way to assure the reps receive it in a timely manner. E-mail will allow for faster communication if the team has a reliable e-mail address.
- IGR 3.1.5.1.1** The rosters should include names and contacts of the hosts for individuals who have requested hosted housing.
- IGR 3.1.5.2** Individuals requesting a confirmation of their personal entries by ordinary mail should include in their registration package a self-addressed envelope.
- IGR 3.1.5.2.1** To cover the postage expenses for the mailing of individual confirmations of local entrants (entrants from the same country as the host team), the host committee may require including a Self-Addressed Stamped Envelope (SASE).
 - IGR 3.1.5.2.2** To cover the postage expenses for the mailing of individual confirmations of international entrants, the host committee may include an optional line in the registration fees table.
- IGR 3.1.5.3** Confirmations may be sent over the Internet for those individuals who, at registration, opted to receive information via e-mail or through a designated team representative. Confirmations may also be posted over the Internet on a Web page chosen by the host.

IGR 3.2 ENTRY FORMS

IGR 3.2.1 Items to be Included on the Entry Form for All Participants

[m]= mandatory [s]=suggested

IGR 3.2.1.1 The registration form must contain the following notice:

“Your name and personal information will be shared by the host committee with IGLA and may be used to inform you of future meets. Your name and personal information will be kept confidential. It will not be sold or shared with other organizations. However, your results may be made public. If you request it, your name and personal information will not be shared with IGLA.” [m]

IGR 3.2.1.1.1 The registration form must contain a check box which will, when checked by the participant, indicate that he or she does not want his or her

personal information shared with IGLA. [m]

IGR 3.2.1.2 Waivers National Governing bodies have very specific wording which is required on its waivers. The host-team needs to know which wording is required for the competitions to be covered by insurance. [m]

IGR 3.2.1.2.1 The participant registration form will contain the following section of the waiver, in addition to any other information required by the NGB, this document, or the host city:

“By signing this waiver, you agree to allow IGLA to take and use photographs or video during the Championships that may contain your image for promotional purposes. IGLA will make every effort to identify you and request your permission before using your image, but this is not always possible.” [m]

IGR 3.2.1.3 Gender Participants must indicate which gender they will compete in. [m]

IGR 3.2.1.3.1 When a participant’s identity on legal documents is consistent with gender stated on the registration, no further requirements need be met.

IGR 3.2.1.3.2 When a participant’s identity documents record their gender to be different from the one in which the person wishes to participate, he or she will be allowed to participate under their chosen or self-identified gender if one of the following two conditions are met:

- A letter from a medical practitioner is provided stating that the participant has been actively involved in hormone treatment for a minimum of two full years.
- Proof of the participant living as the self-identified gender for a minimum of one year.

IGR 3.2.1.3.2.1 The definition of “actively involved” means uninterrupted treatment over the period up to and including the beginning of the IGLA Championships or Gay Games unless there is a medical reason that may have resulted in short breaks from that treatment. Any breaks in treatment should be outlined in the medical practitioner’s letter.

IGR 3.2.1.4 Statement that the IGLA Championships and Gay Games are open to all teams and individuals with no distinction based on IGLA membership although only IGLA teams are eligible for IGLA Trophies. [m]

IGR 3.2.1.5 Information regarding potential scheduling conflicts for athletes competing in multiple aquatics events. [m]

IGR 3.2.1.6 As the IGLA Championships and Gay Games continue to expand as international events, host teams should be prepared to translate the entry form into multiple languages. [s]

IGR 3.2.1.7 If more than one venue is being used, information regarding distance and transportation options shall be included. [m]

IGR 3.2.1.8 Summary Checklist of necessary items to include for completing the entry form:

IGR 3.2.1.8.1 Name and e-mail address (if available) of Meet Director/ Tournament Director and individuals in charge of registration, housing and the Pink Flamingo for pre-competition questions. [m]

IGR 3.2.1.8.2 For participants paying individual fees, list specific fees for individual events, relays, and team events. [m]

IGR 3.2.1.8.3 For participants paying team fees team, the amount shall be clearly indicated. [m]

IGR 3.2.1.8.4 Options for payment of fees shall be clearly indicated. [m]

IGR 3.2.1.8.5 Address for receipt of entries. [m]

IGR 3.2.1.8.6 Entry deadline date. [m]

IGR 3.2.2 Items to be Included on the Swimming Form

IGR 3.2.2.1 Spaces indicating both masters swimming team affiliation and the IGLA team affiliation as well as a space to indicate the athlete’s registration number assigned by his or her national governing body and a method for verification of registration (mail, fax, proof of registration at check in, via the Web). The Championships Meet Director

will determine team size classification based upon the affiliation indicated by a swimmer on his/her official entry form. [m]

IGR 3.2.2.2 An accurate list of events. [m]

IGR 3.2.2.3 Complete directions to the pool. Be sure to include street names as well as route numbers and any unusual characteristics of the route. If the directions differ for the return trip it should be stated. [s]

IGR 3.2.2.4 Starting times for all sessions. [m]

IGR 3.2.2.5 Any exceptions or restrictions (i.e., number of events total, number of events per day, number of relays allowed) on standard meet procedures. [m]

IGR 3.2.2.6 If there is team scoring, then the rules must be on the entry form. [m]

IGR 3.2.2.7 Relay Entries - Timelines

IGR 3.2.2.7.1 It should be clear from the entry form when relay entries are due. Once a decision has been made and is clearly expressed on the entry form, the host team should stick by its decision. [s]

IGR 3.2.2.7.2 For scheduling purposes, at the moment of registration, the host team may require team reps/coaches to indicate the number of relays they plan to enter for each event, including sex (male, female, mixed) and age group. [s]

IGR 3.2.2.7.3 In the relay registration process, different relay teams from the same Masters team shall be distinguished by the age group. If several relay teams are entered in the same age group by a single Masters team, an additional letter will be used to distinguish them. [m]

IGR 3.2.3 Items to be Included on the Water Polo Form

IGR 3.2.3.1 Spaces indicating national, provincial or regional Federation team name, and Federation-registered coach's name. Suggested language: "Players may affiliate with a team entered in the tournament or request assistance from the Host team in finding a team." [m]

IGR 3.2.3.2 A chart for the master roster, including spaces for the athlete name, athlete's Federation registration number, signature signifying the individual athlete's agreement to the waiver, and any other needed information. [m]

IGR 3.2.3.3 Information about the number of players allowed per team roster, per game, and substitutions at half-time (see **IWP 2.2**). The information should be clear, complete, and detailed. [m]

IGR 3.2.3.4 Deadline for submission of master rosters, and final master rosters (see **IWP 2.2.2**). Suggested language: "A final master roster must be completed and submitted to the Tournament Director at least one week prior to the start of the tournament." The date should be clearly listed. The entry form will clearly state where the final roster can be sent. [m]

IGR 3.2.3.5 The host must request a copy of each player's current Federation membership card. It shall be clear in the form instructions that it is the responsibility of the team to make sure that their Federation registrations are in order. [m]

IGR 3.2.3.6 An accurate tournament schedule, including the times during which games will be played (e.g., 9 a.m. – 5 p.m. Friday and Saturday; a final schedule cannot be developed until all team entries are received). [m]

IGR 3.2.3.7 A schedule and information for the women's tournament and the women's all-star game should be included, if planned. [s] **See IWP 2.8 and IWP 2.9.**

IGR 3.2.3.8 Directions to pool. [m]

IGR 3.2.3.9 Any exceptions or restrictions on standard tournament procedures. [m]

IGR 3.2.3.10 Tournament Registration

IGR 3.2.3.10.1 Each team must register with the tournament director on only one entry form. Each player must be listed on the roster and must sign the entry form. A copy of each athlete's current Federation registration must accompany the team entry form. Additionally, each athlete is responsible for registering individually as a participant in the IGLA Championships or Gay Games. Being listed on the team entry form is not sufficient to register for the

entire event. [m]

IGR 3.2.3.10.2 Tournament Pre-Registration. To allow for athletes who are competing in more than one sport to plan in advance which events they will enter, the host city is encouraged to create a water polo pre-registration deadline which is at least TWO WEEKS (14 days), or more, before the general deadline. [s]

IGR 3.2.3.10.2.1 If the host team decides to allow pre-registration for polo teams, it must create a draft water polo schedule, which will be widely distributed prior to the general registration deadline, as soon as possible after the registration deadline. This draft schedule should be marked "Subject to Change" and "Draft." It should be posted on the Host City's Web site and widely circulated by e-mail. [s]

IGR 3.2.3.10.2.2 The Water Polo Chairperson and committee members will work with the host teams of future championships to develop a system to make pre-registration work. The system shall be evaluated and modified as needed. [s]

IGR 3.2.4 Items to be Included on the Diving Form

IGR 3.2.4.1 Platforms

It is preferable to have 5 m., 7.5 m. and 10 m. platforms available. However, the presence of only one of the three is acceptable if the divers are notified in the registration packet.

Remainder to be completed

IGR 3.2.5 Items to be Included on the Synchronized Swimming Form

IGR 3.2.5.1 Spaces to indicate masters synchronized swimming team affiliation, IGLA team affiliation, coach's name, registration number from athletes national governing body and date of birth. [m]

IGR 3.2.5.2 List and schedule of events: Solo, Duet, Trio, and Team and space to designate teammates by event (duet, trio, and team). As well as an awards ceremony schedule. [m]

IGR 3.2.5.3 Complete information about competition venue including size of competition area, depth of water in competition area, whether the venue is indoors or outdoors, advance practice and day of warm up times and locations, and complete directions to the venue(s). [m]

Remainder to be completed

IGR 3.2.6 Items to be Included on the Open Water Swim Form

IGR 3.2.6.1 Spaces indicating both masters swimming team affiliation and the IGLA team affiliation.

IGR 3.2.6.2 Full disclosure of all rules which will be enforced at the event. See the Open Water Swim Section (Part VII) for further information regarding what rules are at the host's discretion.

IGR 3.2.6.3 Complete directions to the race location, including the location of check-in for the event. Be sure to include street names as well as route numbers and any unusual characteristics of the route. If the directions differ for the return trip it should be stated.

IGR 3.2.6.4 Date and times for race-day check-in (open, and close), as well as the time for all race starts.

IGR 3.2.6.5 Escort craft information, if allowed by meet organizers.

PART II - FACILITIES

IFR 1 GENERAL GUIDELINES

IFR 1.1 Facilities must meet current international standards. These standards are set out in the FINA Rules, Part IX: Facilities Rules.

IFR 1.2 If the venue for swimming is different from those for water polo, synchronized swimming, diving, and open water swimming, transportation between the venues should be provided or at least easily accessible.

IFR 1.3 No Smoking Signs No smoking indoors or outdoors shall be permitted in any area designated for competitors, including spectator seating, standing, and eating areas, and signs shall be so posted.

IFR 1.4 Agreements

Agreements with the facility (school, private, parks and recreation, county, state, etc.) should be in writing and secured well in advance of the competition. The agreement should include:

IFR 1.4.1 Hours of use.

IFR 1.4.2 Cost — including personnel costs (lifeguards, janitorial services, facility managers).

IFR 1.4.3 Parking — if the facility parking is inadequate, a secondary parking site should be available and transportation accessible.

IFR 1.4.4 Equipment — i.e., tables and chairs.

IFR 1.4.5 Lane lines and extensions — correct length and number.

IFR 1.4.6 Backstroke flags and poles — correct height and length.

IFR 1.4.7 False start rope.

IFR 1.4.8 Water polo goals, clocks, and game benches or chairs for water polo teams during games.

IFR 1.4.9 Open water swimming course markers, start/finish gate, timing equipment, tables/chairs (for registration, nourishment stations, and recording stations), and accompanying boats.

IFR 1.4.10 Public address system.

IFR 1.4.10.1 It may be a good idea to hear the PA system in action during an actual event before the Games or IGLA Championships meet. This way any difficulties in sound quality can be worked out ahead of time.

IFR 1.4.10.2 It is important that the PA system be in place for the Pink Flamingo event. Can the PA system at the facility handle the demands (i.e., both tapes and microphones) of the Relay? A back-up system may also be advised.

IFR 1.4.11 Locker rooms, toilets and toilet maintenance — if not enough available toilets, can portable ones be used?

IFR 1.4.12 Clean up — included in the cost?

IFR 1.4.13 Amount of time required to set up/take down course (i.e., changing from swimming to polo or diving).

IFR 1.4.14 Concessions.

IFR 1.4.14.1 Must the host team use the food concession stand at the pool? May the host team make requests for particular food items to be stocked (i.e., more healthful choices than are commonly offered)?

IFR 1.4.14.2 May the host team bring its own concessions or merchandise for sale?

IFR 1.4.15 Be aware of any restrictions on use of the facility, especially regarding the Pink Flamingo event. The pool may have restrictions on nudity, swimming with costumes, etc.

IFR 1.4.16 Pool staff should be trained/experienced in changing the pool from swimming to polo formats and vice-versa, if applicable. They should not try to do it for the first time just before the start of the first games. This should be a contract item with the facility.

IFR 1.4.17 Remember: most facilities require an advance deposit.

IFR 2 SWIMMING

IFR 2.1 IGLA Championships and Gay Games swimming competitions must be held in long course meters or short course meters distances.

IFR 2.2 Other Considerations

IFR 2.2.1 Lap swimming facilities should be provided for participants arriving one or two days before the event. These facilities should preferably be free and easily accessible.

IFR 2.2.2 Adequate warm-up lanes during the competition.

IFR 2.2.3 Kickboards and pull-buoys available.

Note: Also see “warm-up” **ISW 3.6**.

IFR 3 WATER POLO

IFR 3.1 If more than one facility is being used for water polo, all facilities must meet similar standards.

IFR 3.2 Course Dimensions

IFR 3.2.1 The distance between goal lines will not be less than 20 meters and not more than 30 meters. The width of the course will be between 10 and 20 meters. The boundary of the field of play at each end will be .3 meters behind the goal line.

IFR 3.2.2 Pool depth should be 2 meters or greater throughout. Minimum depth is 1.8 meters.

IFR 3.3 Game Equipment

Proper and complete equipment must be provided. Back-ups in case of malfunction should also be available. It is the responsibility of the host team to know what polo equipment is necessary.

IFR 3.3.1 Goals: Whether floating or fixed, goal width is to be 3 meters from inside post to post and 0.9 meters from the surface of the water to the underside of the top post.

IFR 3.3.2 Balls

IFR 3.3.2.1 #5 balls will be used for men’s and open games.

IFR 3.3.2.2 #4 balls will be used for women’s games.

IFR 3.3.2.3 At least 3 properly sized balls will be available at each game.

IFR 3.3.2.4 All balls for the tournament must be new and meet FINA requirements.

IFR 3.3.3 Clocks: A game clock capable of displaying time left in the period to the participants is required. A minimum of two possession clocks shall also be present and in opposing corners of the pool. All water polo equipment, particularly possession and game clocks, should be double-checked.

IFR 3.3.4 Caps One team shall wear white caps and the other team shall wear caps of a contrasting color, other than solid red, as approved by the referees, but also to contrast with the color of the ball. The other team may be required by the referees to wear blue caps. The goalkeepers shall wear red caps. All caps shall have ear protectors. Ear protectors of a team shall be the same color provided that the goalkeeper may have red protectors. Caps shall be numbered on both sides in accordance with the FINA rules.

IFR 3.3.5 Flags The scoring table will have 3 flags: one red, one white, and one blue, for officiating purposes.

IFR 3.3.6 The pool shall be marked as indicated by the FINA rules.

IFR 3.3.7 Game Scoreboard A game scoreboard is required, and must be placed in unobstructed view of both the team benches and the field of play. The scoreboard may be either electronic or manual, but must clearly designate which score belongs to which team. “Home” and “Away,” for example, would not be appropriate designations, while either team names or cap colors would be fine. If possible, the scoreboard should be easily visible from the spectator area as well.”

IFR 4 OPEN WATER SWIMMING

IFR 4.1 The facility used for the Open Water Swim is ideally a FINA or National Governing Body accredited open water course within one hour of the host hotel.

Examples of ideal venues are:

- A well-known open water course in an ocean or lake, with a history of successful open water events.
- An international 1000 meter rowing course. This allows for 2500 meters per circuit and would have advantages from a safety and administrative point of view.

IFR 4.2 Transportation to the facility must be provided if not easily accessible by public transit.

PART III - SWIMMING

ISW 1 SANCTIONING

ISW 1.1 Sanctioning of the Meet

Swimming at the IGLA Championships and Gay Games must be sanctioned by the National Federation which is directly affiliated to FINA or by the appropriate organization authorized by the National Federation to sanction competitions in that location.

ISW 1.2 Registration of Swimmers

ISW 1.2.1 A Masters club is an organization or group of permanent character that is registered with its country's national governing body (FINA affiliated) either directly or through a recognized local subsidiary of that body, and that actively promotes and/or participates in Masters Swimming.

ISW 1.2.2 An IGLA team may either be a masters club or a group of individuals within an officially recognized masters club. All members of an IGLA team must belong to the same masters club.

ISW 1.2.3 All athletes entered in the swimming competition at the IGLA Championships meet shall be currently registered in accordance with the regulations governing masters swimming in their country.

ISW 1.2.4 Swimmers must include a copy of their current master's registration when they enter a meet. This is applicable for all countries that issue individual cards.

ISW 1.2.5 For countries that compile lists of registered masters swimmers it is the responsibility of the participating individual or team to supply this list when registering for the meet. This list must be verified by the National Federation and must include expiration dates.

ISW 1.2.6 Swimmers not including a photocopy of their current registration with their entry shall be required to present their current registration card/travel permit upon registration at the meet. Athletes whose entries have been accepted but who have not provided proof of current masters registration will be allowed to register with the masters swimming governing body under whose jurisdiction the meet is conducted, if this is allowed by the local governing body. Such registration will reflect a team affiliation of "unattached" unless the athlete is representing a team recognized where the meet is conducted.

ISW 1.2.7 Final results submitted to official national governing bodies will only reflect Masters clubs affiliations and not IGLA team names.

ISW 1.3 Insurance

ISW 1.3.1 Teams hosting the Gay Games and IGLA Championships must contact their local sanctioning body regarding insurance.

ISW 1.3.2 Competitors who are not covered by insurance through their national association should carry private insurance.

ISW 1.4 FINA Rules as They Apply to Masters Swimming Are to Govern the Meet

ISW 1.4.1 Where there is a conflict between FINA rules as they apply to Masters swimming and local rules, which rule is governing the meet should be explicitly stated on the entry form.

ISW 1.4.2 It is very important that the host city be familiar with and publicize the differences between the host country's rules and FINA rules on the entry form so that Europeans, Australians, Americans, Canadians, etc. know the rules.

ISW 1.4.3 FINA rules may change from year to year, so it is important that the host team be familiar with the current rules.

ISW 1.4.4 It is also important that the meet officials know which set of rules are to govern, and what the differences mean. The host cannot assume that they know.

ISW 1.4.5 FINA rules can be obtained for US \$15 by contacting:

FINA
Avenue de Beaumont 9
CH-1012 Lausanne
Switzerland
Phone: 41-21-312-6602
Fax: 41-21-312-6610

They are available in French and English. They are also available on the Internet at www.fina.org.
ISW 1.4.6 The 18-24 age group for individual events is allowable by all national governing bodies, and must be included in all IGLA Championships and Gay Games meets.

ISW 2 ISSUES REGARDING SIZE OF THE MEET

ISW 2.1 Number of Competition Days — Scheduling Events

ISW 2.1.1 It is recommended that the number of Gay Games competition days not exceed 5-1/2 days.

ISW 2.1.2 A rest day is recommended after the third full day of competition.

ISW 2.1.3 Given the size of the Gay Games swimming competition, it is advisable to run multiple swimming courses.

ISW 2.1.4 If the facility can accommodate the number of entrants to allow participants to swim in both distance events (800/1500), they may do so. If adding a sixth half-day accomplishes this goal, it should be allowed.

ISW 2.1.5 Include on the entry form that, due to time constraints, the 800/1500 M freestyle events may be swum two swimmers per lane. Swimming one-to-a-lane must remain an option but may be scheduled at a less desirable time.

ISW 2.1.6 Consideration should be taken in planning competitions so that they end at a reasonable hour.

ISW 2.1.7 We suggest that swimming events not exceed 8 hours per day.

ISW 2.2 Number of events a person can enter/qualifying times

ISW 2.2.1 Gay Games and IGLA have traditionally encouraged participation; therefore, limiting the amount of people who can enter swimming is not in the spirit of the events.

ISW 2.2.2 Swimmers should be able to compete in a maximum of 5-6 individual events, depending on what the facility can accommodate.

ISW 2.2.3 The Gay Games and all IGLA Championships will include the following individual events for both men and women:

50, 100, 200 Backstroke
50, 100, 200 Breaststroke
50, 100, 200 Butterfly
50, 100, 200, 400, 800, 1500 Freestyle
100*, 200, 400 IM

And the following relays for men, women and mixed:

200, 400, 800 Freestyle
200, 400 Medley

*Only required for short course meets.

ISW 2.3 Relays

ISW 2.3.1 Swimmers may compete in a maximum of five relays total during the meet. It is up to the swimmer/team which particular relays to enter. The number of relay entries per swimmer may be limited to no less than three, at the discretion of the meet host, if necessary for timeline restrictions.

ISW 2.3.2 Relay teams must consist of swimmers registered with the same registered masters swimming team.

ISW 2.3.2.1 Only members of the same IGLA team (which would, by definition above, be the same masters club) may swim on a relay together.

ISW 2.3.3 There shall be no limit to the number of relay teams (quadruplets) that a Masters

team may enter in a relay event.

ISW 2.3.4 If individuals from teams with fewer than four participants in the meet wish to participate in relays, they may form exhibition relays but will be ineligible for points, awards, or recognition by any national governing bodies.

ISW 2.3.5 Relay Entries The host team will allow deck entry for relays and allow modifications to relay composition.

ISW 2.3.5.1 Deck entry for relays should be done 3-4 hours prior to or the morning of the event.

ISW 2.3.5.2 Relays must be seeded 2 hours before the event.

ISW 2.3.5.3 Modifications to relay composition should be allowed up until the relay is called to the starting blocks.

ISW 2.3.5.4 Relay entry deadlines must be made clear.

ISW 2.3.5.5 Enough time needs to be left after distribution of the cards for coaches to notify the swimmers prior to the beginning of the race.

ISW 3 RUNNING THE MEET

ISW 3.1 Computer Systems

ISW 3.1.1 Most importantly: Meet processors must be intimately familiar with the computer software they are using for a meet.

ISW 3.1.2 Multiple terminals may be necessary to run the meet.

ISW 3.1.3 It is important to have a backup terminal, in case one malfunctions.

ISW 3.1.4 The timing system should feed directly into the computer system for printout and should collect both splits and final time.

ISW 3.1.5 Ideally, computer input operators would be rotated every 1-1/2 hours.

ISW 3.1.6 Computer services should provide at least the following:

ISW 3.1.6.1 Receipt of entries.

ISW 3.1.6.2 Pre-meet reports and preparation of entries, such as seeding the meet.

ISW 3.1.6.3 Deck seeding for events that require it.

ISW 3.1.6.4 Result reports (individual and by team).

ISW 3.1.6.5 Post-meet results and reports.

ISW 3.1.7 Other details that must be worked out between the meet director(s) and the computer service include:

ISW 3.1.7.1 Deadlines (i.e., when the computer service needs to receive the entry forms).

ISW 3.1.7.2 What the service sends back to the meet director(s) (i.e., original entry cards, etc.).

ISW 3.1.7.3 What time the service will arrive at the meet.

ISW 3.1.7.4 What the host team is expected to provide (number of volunteers, data input operators, tables, extension cords, electrical outlets, canopies).

ISW 3.1.8 A written agreement covering cost and all the above-mentioned items is advised.

ISW 3.1.9 It is our recommendation that the meet processors have used the particular system and setup multiple times before a championship meet or Games.

ISW 3.2 Multiple Swimming Courses

ISW 3.2.1 If the meet is run on multiple courses, each course should be of similar standards (e.g., depth). If there is a difference, one course should be used for odd numbered heats, the other for even numbered heats.

ISW 3.2.2 All courses should run at the same pace. If one course finishes an event, officials should wait until the other course has finished before starting the first heat of the next event. This may be waived if the events being run are 400 meters or longer.

ISW 3.2.3 If one course is significantly ahead of the other, the host may schedule warm up time in that course until the other has caught up.

ISW 3.3 Seeding System

FINA rules do not make exceptions to championship seeding except in the cases of 400 IM and 400, 800 and 1500 free. Some countries make exceptions subject to the host's discretion. This is a prime example of what is described in **ISW 1.4.2** (differences between FINA and local governing bodies). The following guidelines are suggested as a way to consolidate the meet while staying within the rules of host countries that allow other than championship seeding.

ISW 3.3.1 Championship seeding is required for IGLA Championships and Gay Games. This type of seeding is by sex, age, and time — swimmers are competing in the pool against others of the same sex and in the same age group.

ISW 3.3.1.1 Those age groups that do not have enough swimmers entered in a particular event to fill one full heat may be combined for seeding purposes.

ISW 3.3.2 Seeding should be done from older to younger swimmers and from the slowest to fastest.

ISW 3.3.3 For events requiring check-in, seeding should be slowest to fastest, sex-separate and ages combined.

ISW 3.3.4 Deck seeding is usually done for events that require check-in (400 IM, 400 free, 800 free, 1500 free) and for all relays.

ISW 3.3.4.1 Check-in events should be confirmed 3-4 hours prior to or the morning of the event, and then seeded 2 hours before the event. Check-in times should be clearly published.

ISW 3.3.5 Two-to-a-Lane Seeding In Distance Freestyle Events

ISW 3.3.5.1 General Principles of Seeding Two-to-a-Lane

ISW 3.3.5.1.1 Options to Swim Two-to-a-Lane

ISW 3.3.5.1.1.1 At the discretion of the meet director, competitors in the freestyle events over 400 meters may be required to swim two-to-a-lane when only one course is available for the event. Registration materials shall state the criteria under which such events are to be swum two-to-a-lane.

ISW 3.3.5.1.1.2 When competitors have an option of swimming two-to-a-lane, the heats with two competitors per lane will be completed before the heats with a single competitor per lane.

ISW 3.3.5.1.1.3 If, in the final heat, there are not enough swimmers to fill the lanes with two swimmers each, those swimmers may be seeded one-to-a-lane.

ISW 3.3.5.1.2 Heat Designations Heats shall be numbered consecutively without using alphabetical characters (i.e., no "A" and "B" heats). Heats shall be referred to as "odd" or "even" numbered heats. Odd and even heats shall be paired when seeding two-to-a-lane.

ISW 3.3.5.1.3 Reporting to the Clerk of the Course Swimmers in both odd and even heats shall be asked to report to the clerk of course (or to the starting area) at the same time.

ISW 3.3.5.1.4 Starting Procedure The Starter shall call the odd heat to the starting block first. As soon as the odd heat is underway, swimmers in the even heat shall be called to the starting blocks. The even heat shall be started as soon as practical after the odd heat.

ISW 3.3.5.1.5 Lane Etiquette

ISW 3.3.5.1.5.1 The Starter shall instruct the swimmers to swim on one side of the lane during the entire race (i.e., no "circle" swimming).

ISW 3.3.5.1.5.2 Obstructing another swimmer by swimming across or otherwise interfering shall disqualify the offender, subject to the discretion of the Referee, and the disqualified offender shall immediately be removed from the lane.

ISW 3.3.5.1.6 Timing Separate timing will be required for each swimmer.

ISW 3.3.5.2 Methods of Seeding Two-to-a-Lane (either method is acceptable)

ISW 3.3.5.2.1 Swimmers of Similar Speed in the Same Heat

ISW 3.3.5.2.1.1 Heat and Lane Assignments Lanes shall be assigned

in order of submitted times (fastest to slowest) in accordance with the following pattern:

Ten Lanes: 5-6-4-7-3-8-2-9-1-10
 Nine Lanes: 5-4-6-3-7-2-8-1-9
 Eight Lanes: 4-5-3-6-2-7-1-8
 Seven Lanes: 4-3-5-2-6-1-7
 Six Lanes: 3-4-2-5-1-6
 Five Lanes: 3-2-4-1-5
 Four Lanes: 2-3-1-4

ISW 3.3.5.2.1.2 Pairing of Heats After lanes are assigned, heats shall be arranged in pairs beginning with either the slowest or fastest heats at the meet director's discretion. The fastest heat within each pair shall be designated as the odd heat and the next fastest as the even heat. In the following example, for a 6-lane pool, "1" refers to the fastest swimmer, "2" to the next fastest swimmer, etc.

Heat:	L1	L2	L3	L4	L5	L6
Odd Heat:	5	3	1	2	4	6
Even Heat:	11	9	7	8	10	12

ISW 3.3.5.2.2 Swimmers of Similar Speed in the Same Lane Create groups of swimmers equal in number to twice the number of lanes of the pool (e.g., groups of 12 swimmers for a 6-lane pool). Each group of swimmers shall be divided into odd and even heats. The fastest swimmer in each group shall be assigned to a middle lane in the odd heat. The second-fastest swimmer shall be assigned to a middle lane in the even heat. The remaining swimmers shall be assigned to lanes in accordance with item ISW 3.3.5.2.1.1. In the following example, for a 6-lane pool, "1" refers to the fastest swimmer, "2" to the next fastest swimmer, etc.

Heat:	L1	L2	L3	L4	L5	L6
Odd Heat:	9	5	1	3	7	11
Even Heat:	10	6	2	4	8	12

ISW 3.4 Event Order

ISW 3.4.1 General Suggestions for Planning a Meet Schedule

ISW 3.4.1.1 There should not be a 200 of any stroke immediately before or after the 400 IM or the 400 medley relay.

ISW 3.4.1.2 There should not be a 100 of any stroke immediately before or after the 200 IM.

ISW 3.4.1.3 Traditionally, breaststrokers are often IMers and consideration should be taken when scheduling.

ISW 3.4.1.4 The 50 and 100 free are often used as buffers in the middle of the meet. They are relatively quick to recover from and the overall event takes a fair amount of time.

ISW 3.4.1.5 If the meet is not run on a split schedule (see **ISW 2.1.4**) relays should be the first or last event of a swimming session, excluding distance events, or immediately before the scheduled break.

ISW 3.4.1.6 The 800 and the 1500 free will be scheduled at the host city's discretion. It has been suggested that they be split up and running one event at the beginning of one day and the other at the end of another day.

ISW 3.4.1.7 Pink Flamingo should be scheduled so that it most easily fits in with the flow of the meet. This will usually be at the end of a day of swimming.

ISW 3.4.2.1 For a Two or Three Day Schedule:

ISW 3.4.2.1.1 With back, breast, and fly, the distances should be split. For example: the 50 and 200 should be on one day and the 100 on the other day. Many people are stroke specialists, swimming all three distances of one stroke, or IM.

ISW 3.4.2.1.2 On a day when both the 50 and 200 of a particular stroke are being swum, enough recovery time must be planned for stroke specialists.

ISW 3.4.2.1.3 With freestyle, the 50 and 200 should be held on one day, and the 100 and 400 on the other (that is if the 400 is not being run on a completely separate day).

ISW 3.4.2.2 For a Four or More Day Schedule:

No two events of fly, back, or breast or IM should be on any one day, and only the 50 and 400 free may be scheduled on the same day.

ISW 3.5 Heat Sheets

ISW 3.5.1 Swimmers appreciate having the heat sheets ready for them when they arrive to sign in for the IGLA Championships or Gay Games meet. Any changes in the heats should be posted and announced.

ISW 3.5.2 Heat sheets should include the following information: name, age, club, seed time, heat and lane assignments for pre-seeded events, and entry lists by time for deck seeded events. Heat sheets shall be made available to all swimmers at the time of in-person registration.

ISW 3.5.2.1 If deck seeding or deck modifications for relays are allowed, the relay heats do not have to be included in the heat sheets. Whenever possible, the heat sheets will include the expected number of heats and the expected running time per each relay.

ISW 3.5.2.2 A heading should appear at the top of each page and should include event name and number.

ISW 3.5.2.3 The age of the swimmer should be listed in each event entered.

ISW 3.5.3 Heat sheets may be synonymous with the official program.

ISW 3.5.4 Any printed material requires a certain amount of lead-time, so contact your printer for that information.

ISW 3.5.5 Heat sheets should be posted on a wall in an easily accessible space (i.e., away from the announcer's stand). If heat sheets are posted near the locker area of one gender, they also need to be posted near the locker area of the other gender.

ISW 3.5.6 The announcer, timing system operator, computer operator, and starter should have copies of the heat sheets. Since several events are deck seeded, this necessitates having a copy machine available at the swimming venue. It is also necessary to plan on having runners to post the heats as well as results.

ISW 3.6 Warm-up Procedures

ISW 3.6.1 Warm-up periods should be 60 to 90 minutes, depending on the size of the facility and the number of swimmers.

ISW 3.6.2 It is an important safety measure that swimmers enter the water feet first with one hand on the wall (or *sit and slide*). This should be announced and observed. The no diving rule needs to be strictly enforced. We suggest block covers or cones as well as a monitor at each end of each course to assure the safety of all swimmers in the pool.

ISW 3.6.3 Unregistered swimmers are not allowed to swim during the warm-up.

ISW 3.6.4 Lanes should be marked as to whether they are general warm up or sprint lanes.

ISW 3.6.5 No kickboards (except in "kicking lane"), hand paddles, and other equipment in the warm-up pool. Lanes should be assigned by speed.

ISW 3.6.6 Sprint lanes should be made available at least 20 minutes prior to the end of the warm-up period

ISW 3.6.6.1 These lanes allow diving and are one-way only.

ISW 3.6.6.2 At least one lane will be designated for sprints for every four (4) lanes in the competition pool.

ISW 3.6.7 A pace clock within sight of one end of the pool should be running.

ISW 3.6.8 A secondary warm up site should be considered if a continuous warm-up area is not available on sight. The secondary sight should be easily accessible, and shuttle services should be available.

ISW 3.6.9 The continuous warm up area should meet certain minimum standards.

ISW 3.6.9.1 Temperature should be 72° to 82° F or 22.2° to 27.8° C.

ISW 3.6.9.2 Length should be at least 25 meters.

ISW 3.6.9.3 Depth should be at least 1 meter.

ISW 3.6.9.4 Lane width should be at least 2 meters.

ISW 3.6.10 If no warm-up pool is available at the facility, at least one lane per course must be kept open for warming up and cooling down.

ISW 3.6.11 A list of easily accessible warm-up facilities should be made available for those registered swimmers arriving one or two days before the meet.

ISW 3.6.12 When possible, it is suggested that during general warm up that one lane be designated for senior athletes or participants swimming significantly slower than the average speed of the rest of the pool.

ISW 3.7 Announcers and Announcing Guidelines

ISW 3.7.1 Announcers should refrain from announcing when the starter is setting off a heat.

ISW 3.7.2 Announcers should be made aware of any records that are being attempted and should encourage crowd participation. It is the responsibility of the host team to supply the announcer with a complete list of relevant records. Participating teams should be encouraged to inform the announcer when one of their athletes is going for a record. This is especially true for swimmers attempting national records.

ISW 3.7.3 Announcers should also announce when a very old or exceptional swimmer is about to compete, as this also encourages crowd participation.

ISW 3.7.4 The announcer should be given heat sheets, any changes in heat sheets, an explanation of abbreviations (such as club names), and any other pertinent information.

ISW 3.7.5 The announcer should also be familiar with announcements to be made in case of an emergency. The announcer should make safety announcements as necessary.

ISW 3.7.6 To keep the meet moving, it is helpful if announcements are periodically made as to which heat is in the water and which one is on deck, and how many heats are in the current event.

ISW 3.8 Meet Officials The National Governing Body of the host shall determine the number of officials, subject to the approval of the respective regional or international authority where appropriate.

ISW 3.8.1 The host team is responsible for arranging properly certified deck officials. These include:

- Referee;
- Starter;
- Stroke and turn judges.

ISW 3.8.2 The Meet Referee must be FINA certified.

ISW 3.8.3 All officials must be certified.

ISW 3.8.4 National or international meets generally have a non-starting meet referee along with the required deck crew. Other deck officials may be assigned by the Meet Referee.

ISW 3.8.5 Certified deck officials may be in demand, so it is important to make your request early. It is always a good idea to double check with them two to three weeks before the meet and verify meet dates, sites, and times.

ISW 3.8.6 In some countries meet officials are paid, in others they are not. This should be taken into consideration when planning a budget.

ISW 3.8.7 Arrangements to feed both the officials and volunteers should be made in advance. Time should also be allotted so that both officials and volunteers can eat.

ISW 3.9 Meet Officials/Coaches Meeting

ISW 3.9.1 A meeting should be called each day prior to competition to discuss recent rule changes and any other questions from the coaches. One should also inform the teams of this in

advance, in order to insure good attendance. The responsibility to chair the meeting is shared between the Meet Referee and the representative from the Meet Director. One representative of the IGLA Board and one representative of the IGLA Championship Rules Committee should always attend these meetings, preferably the representatives serving on the protest committee.

ISW 3.9.2 The team representatives and/or coaches from all teams should participate.

ISW 3.10 Scoring/Results

ISW 3.10.1 Team scoring is based on the number of lanes used or course size; i.e. a six lane course scores to six places, a ten lane course scores to ten places.

Individual events:

4-lane pools: 5 - 3 - 2 - 1

5-lane pools: 6 - 4 - 3 - 2 - 1

6-lane pools: 7 - 5 - 4 - 3 - 2 - 1

7-lane pools: 8 - 6 - 5 - 4 - 3 - 2 - 1

8-lane pools: 9 - 7 - 6 - 5 - 4 - 3 - 2 - 1

9-lane pools: 10 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1

10-lane pools: 11 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1

ISW 3.10.1.1 If different course sizes are used (i.e., number of lanes), state explicitly which scoring system will be used either on the entry form or on the heat sheet.

ISW 3.10.2 Individual point values shall be doubled for relays.

ISW 3.10.3 Gay Games is not an IGLA Championships. It is up to the host team of the Games to determine if they want to use team scoring.

ISW 3.10.3.1 IGLA Championships are a team-scored event.

ISW 3.10.3.2 Winners of the IGLA Championships Large, Medium and Small Team Trophies must be IGLA member teams in good standing prior to the commencement of the competition.

ISW 3.10.3.2.1 The definition of "good standing" means they are currently an IGLA member team, registered with the IGLA Secretary, and with dues paid.

ISW 3.10.4 Results

ISW 3.10.4.1 Results should be posted within one hour after an event is swum. Results should be posted in a low traffic area and in an area that is easily accessible to both men and women (i.e., if they are posted near one locker area they should be posted near the other locker area).

ISW 3.10.4.2 Final results should be mailed to the teams and all those requesting results within 30-60 days. All IGLA teams with competitors at the event should receive one copy of the results free of charge and mailed to an IGLA representative. A hard copy of the results does not need to be mailed if complete results are available via the Internet.

ISW 3.10.4.3 IGLA records and top ten times will be compiled and recorded each calendar year with results from the IGLA Championships and Gay Games. The host is responsible for sending the results to the IGLA Records/Top Ten Times Committee. The coordinator of the Host Committee will submit complete results of the meet to the IGLA Records/Top Ten Times Chairperson within 90 days of the IGLA Championships. They must be provided in the format requested by the Records chair.

ISW 3.10.4.4 Meet results submitted for consideration will contain the following information:

- For Individual and relay events: Results will be recorded by and separated by sex, event (distance and stroke), and age group.
- For individual events: Results will indicate the swimmer's name, age, and time.

ISW 3.10.5 Awards Procedures

ISW 3.10.5.1 Awards will be given to the top three finishers in each event for every age group recognized by the host's NGB, regardless of the number of entrants in the event.

ISW 3.10.5.2 Because of the amount of time involved, individual

medals/ribbons are much more easily handled by having recipients pick them up at a table.

ISW 3.10.5.3 The IGLA team trophies should be awarded at an event linked to the IGLA Championships (e.g., a brunch). Preferably, this will be the most highly attended social event organized in the context of the Championships.

ISW 3.10.5.4 Presentation of the IGLA Championships trophies will be made by representatives of the IGLA Board or their designees and will be coordinated with the host committee.

ISW 3.10.5.5 During the awards ceremony, at least the top three swim teams of each category and the top three water polo teams will be announced.

ISW 3.10.5.6 Custom medals require artwork and can take 12 to 14 weeks to produce. Remember to get an accurate count for awards. Also remember that medals are quite expensive. Consider this when doing a budget!

ISW 3.10.6 The IGLA Championship Trophies

ISW 3.10.6.1 Three team championships for swimming will be awarded at each IGLA Championships meet. Large, Medium and Small Team championship trophies will be awarded to the IGLA member team in each classification which accumulates the highest point total.

ISW 3.10.6.2. The IGLA Championships host committee shall, after the official entry deadline has passed, send a numeric breakdown of the number of swimmers entered from each IGLA member team to the IGLA Board. This breakdown will include the number of swimmers from a team, but not the team name.

ISW 3.10.6.2.1 For a team to be eligible for team awards at the IGLA Championships, they must have paid their IGLA dues by the close of registration.

ISW 3.10.6.3 The IGLA Board shall, upon receipt of the numeric breakdown, determine the size classification for each IGLA team according to the IGLA policy on registration/affiliation.

ISW 3.10.6.3.1 Team classifications will be posted on the Internet one week prior to competition and circulated at the IGLA General Meeting. It is the host team's responsibility to make sure that a designated representative of each participating team is informed of the team classification before the start of the meet.

ISW 3.10.6.4 Protests concerning the classification of a team must be made in writing to the Meet Director within 30 minutes after the start of the swimming competition, and shall be adjudicated by a protest committee assembled by the Meet Director in accordance with the master's rules governing the Championship Meet.

ISW 3.10.6.5 Team classification shall be determined by the number of swimmers entered in the competition. A Large Team will not be reclassified as a Medium or Small Team if the number of competitors who actually participate in the meet drops.

ISW 3.10.7 Traveling trophies The host team needs to contact the previous team winners to assure that the IGLA traveling trophies are at the meet (see *P&P 9.1.1.11*). The host team may request the assistance of the IGLA Board in this process.

ISW 3.10.7.1 At least 30 days before the Championships, the Board shall remind the host committee to contact the previous team winners and make arrangements in order to have the trophies available (see *P&P 9.1.1.12*).

PART IV - WATER POLO

IWP 1 SANCTIONING

IWP 1.1 Sanctioning the Tournament

The water polo competition must be sanctioned by the national, provincial, state or regional federation, whichever is appropriate in the host country.

IWP 1.2 Governing Rules

FINA water polo rules will govern unless otherwise stated below.

IWP 1.3 Federation Registrations

IWP 1.3.1 All teams must be registered and in good standing with their national, provincial, state, or regional federations, whichever is appropriate for their country. Teams traveling internationally are reminded that it is their responsibility to acquire any international travel permits which may be required from that federation.

IWP 1.3.2 Each athlete must be registered and in good standing with the appropriate federation. It is the athlete's responsibility to have current registration cards available at the beginning of the tournament if a copy of the card was not sent in with the entry form.

IWP 1.3.3 Each team's coach should be registered and in good standing with the appropriate federation. A team is not required to have a formal coach in attendance in order to play in the tournament.

IWP 1.3.4 It shall be the primary responsibility of the Tournament Director, and the host team, to verify national federation registration for the purpose of ensuring insurance coverage. It shall be the duty of the Chairperson of Water Polo Committee to make sure the Tournament Director and host team verifies team and athlete registration. The Chairperson of the Water Polo Committee may perform spot checks, to make sure coverage has been checked.

IWP 1.4 Tournament Registration

IWP 1.4.1 Tournament Pre-Registration. To allow for athletes who are competing in more than one sport to plan in advance which events they will enter, the host team is encouraged to create a water polo team pre-registration deadline which is at least TWO WEEKS (14 days), or more, before the general deadline.

IWP 1.4.1.1 If the host team decides to allow pre-registration for polo teams, it must create a draft water polo schedule, which will be widely distributed prior to the general registration deadline, as soon as possible after the registration deadline. This draft schedule should be marked "Subject to Change" and "Draft." It should be posted on the Host City's Web site and widely circulated by e-mail.

IWP 1.4.1.2 The Water Polo Chairperson and committee members will work with the host teams of future championships to develop a system to make pre-registration work. The system shall be evaluated and modified as needed for future championships.

IWP 2 TOURNAMENT FORMAT

IWP 2.1 Tournament Formats IGLA Championships and Gay Games shall be run as a pre-seeded tournament, using the IGLA Water Polo Standings Chart to determine the seed.

IWP 2.1.1 Seeding for IGLA Championships and Gay Games will be done prior to the tournament by the IGLA Water Polo Committee. This seeding will be the "IGLA Water Polo Standings Chart." If more than two squads are sent from one team, the stronger squad shall be designated "A," the next strongest squad shall be designated "B," the next "C" and so on for seeding purposes.

IWP 2.1.2 Standing will be determined by a team's most recent finish in the IGLA Championships or Gay Games.

IWP 2.1.3 If a team does not attend the most recent IGLA Championships or Gay Games, that

team would take the place behind all teams that did attend, but in their previous standing order.

IWP 2.1.4 New teams will be assigned the remaining positions randomly by the IGLA Water Polo Committee of the tournament organizing group.

IWP 2.1.5 Final results of each tournament with scores of all games will be sent to all participating teams. The current "IGLA Water Polo Standings Chart" will be sent as part of the final results and will be the responsibility of the IGLA Water Polo Committee.

IWP 2.1.6 A water polo team must be registered with IGLA to be placed on the water polo standings chart.

IWP 2.2 Team Rosters

IWP 2.2.1 The team roster must include at least 7 players, and may include up to 19 players.

IWP 2.2.2 A team's master roster must be completed and submitted to the Tournament Director at least one week prior to the start of the IGLA tournament. The host team should add information on the tournament entry form indicating where this final master roster should be sent. The host team should make arrangements to accept the roster by fax, e-mail, and regular mail. The host team should transmit copies of all final master rosters to the Water Polo Chairperson prior to the beginning of the event.

IWP 2.3 The schedule of games both within the tournament and in relation to the Championship as a whole should not be finalized without discussion with the Chairperson of the IGLA Water Polo Committee.

IWP 2.4 The final game schedule, with seedings, must be distributed prior to the first day of the tournament. The host team should make every effort to distribute it widely, using e-mail, fax to team captains/contacts, and posting on the host team's event Web site.

IWP 2.5 Water polo players may compete for any team in the tournament, without geographic restriction, as long as they have registered in advance (on the roster submitted at the deadline, or on the final master roster). If any individual is found not to be appropriately registered or listed on the roster, he or she shall not be allowed to play in any games. It shall be the responsibility of the Chairperson of the Water Polo Committee, in conjunction with the Tournament Director, to monitor and enforce this provision. Note that women may play on more than one team, if there is a separate women's tournament (but they shall also register appropriately in advance).

IWP 2.6 At IGLA Championships, each team will play a minimum of four games. At Gay Games, each team will play a minimum of five games. Host teams are strongly encouraged to schedule no more than two games each day per team but may schedule up to three. Teams must be given at least one hour between each of their games.

IWP 2.7 If there are more than 12 teams registered for a tournament, the teams may be split into an "IGLA Trophy" and "IGLA Cup" divisions, at the Tournament Director's discretion, but not without consultation with the Chairperson of the IGLA Water Polo Committee and the affected teams. This bracketing would be run as a round robin style tournament, with the top two performing teams playing in the gold medal game and the third and fourth teams competing in the bronze game. If more than 16 teams register, then separate "IGLA Trophy" and "IGLA Cup" divisions should be created. There should be at least 5 teams in each division.

IWP 2.7.1 Each team entered in the tournament should be able to decide in which division they want to play.

IWP 2.7.2 The top ten teams from the previous year's tournament will be automatically entered in the IGLA Trophy division. The winner of the IGLA Cup division from the previous year has the option to play in the IGLA Trophy division. The final team will be available to a new or returning team to the tournament that wants to play in the IGLA Trophy division.

IWP 2.7.3 In the event that the number of teams that want to play in one division leaves fewer than 5 teams in the other division, a single preliminary game shall determine who plays in which division. (Example: 17 teams entered, 13 want to play in IGLA Trophy division, and 4 want to play in the IGLA Cup B division. The 12th and 13th seeded teams shall play one game with the

winner playing in the IGLA Trophy division and the loser in the IGLA Cup division.)

IWP 2.8 Women's Tournament If there are at least three women's teams in any IGLA Championship or Gay Games, separate divisions known as "Women's" and "Open" should be adopted. "Open" would be any mix of men and women on a team. Women may compete under both divisions as long as they pre-register with the tournament director for both teams.

IWP 2.8.1 In the event that both "Open" and "Women's" divisions are held, it shall be the responsibility of the Chairperson of the Water Polo Committee to publicize this as widely as possible and to facilitate the registration of women who may want to play with one of these teams, but who are not on the rosters.

IWP 2.9 Women's All-Star Game If there is no women's tournament but enough women are registered to allow the formation of two all-star teams, the tournament director is strongly encouraged to schedule a women's all-star game. All women registered for the tournament shall be invited to play. The women shall divide themselves into two even teams. This game should be scheduled prior to the conclusion of the "Open" tournament.

IWP 3 RUNNING THE TOURNAMENT

IWP 3.1 Multiple Venue Sites

IWP 3.1.1 Any tournament of over 6 teams for IGLA Championships and over 10 teams for Gay Games should have two facilities available for "pool play" games, one for each pool. The second facility can be used for consolation bracket games later on, with the primary facility being used for medal games. The decision of whether to use one or two facilities for water polo must be discussed in advance of any final planning with the Chairperson of the Water Polo Committee.

IWP 3.1.2 If more than one facility is being used for water polo, all facilities must meet similar standards.

IWP 3.2 Scheduling Water polo should begin at reasonable times whenever possible.

IWP 3.3 Game Length

IWP 3.3.1 For each division (open competition, open recreational and women's) the duration of the game shall be four periods, each of six minutes actual play (i.e., stop time). The time of possession of the ball shall be 35 seconds following FINA Masters Water Polo rules. There shall be a two-minute interval between the first and second periods and between the third and fourth periods and a five-minute interval between the second and third periods. Tournament organizers may change to five minute quarters for the women's division with agreement from all participating teams.

IWP 3.3.2 Should the scores be level at full time in any game for which a definite result is required, such as a semi-final or final game, any continuation into extra time shall be after an interval of five minutes. There shall then be played two periods each of three minutes actual play with an interval of one minute for the teams to change ends. If at the end of the first two periods of extra time the score is equal, there shall be an interval of one minute. A third period of extra time shall begin and the game shall end when a goal is scored.

IWP 3.3.3 When a tied score occurs in a game where no definite outcome is required, such as a preliminary game, one overtime period shall be played after a two-minute break. The game will end when a goal is scored. Advancement in the bracket will be decided by overall wins in the bracket. If there is no clear winner from the comparison of win/loss records then goal differential shall decide advancement. The maximum differential per game to be used in calculating the total goal differential shall be +/- 10 goals. If goal differential is even, the team with the fewest number of major penalties shall advance. This shall prevent teams from intentionally running up scores against weaker teams and is intended to foster better sportsmanship.

IWP 3.4 Referees

IWP 3.4.1 All tournament referees must be registered and in good standing with their appropriate federation.

IWP 3.4.2 Two referees and at least one qualified table worker must be available to officiate each game.

IWP 3.4.3 All efforts shall be made to find referees rated under FINA or the host NGB. In instances where rated referees are not available to officiate the game, participating teams will be briefed on the rules governing the tournament prior to the start of the games.

IWP 3.4.4 Referees should not officiate a game in which the team they belong to is participating.

IWP 3.5 Tournament Committee

IWP 3.5.1 The Water Polo Tournament Committee is comprised of one member of the IGLA Water Polo Committee, one member of the IGLA Championship Rules Committee, the Tournament Director, the head referee, and one other individual (coach or referee). This committee is to be established prior to the start of the competition. Its decisions may be appealed to the protest committee.

IWP 3.5.2 If a referee abandons a game, calls a brutality foul, or removes a coach, team official, or player from the precincts of the pool, he/she must write a summary of the incident immediately after the game and submit it to the Tournament Committee.

IWP 3.5.3 The Tournament Committee will decide, on the basis of the written summary and any other sources of information they deem appropriate, to impose sanctions. For an abandoned game, they may forfeit the game for one or both teams (so that one or both team will not accumulate any points for advancing in the tournament due to that game) or to exclude one or both teams from the competition. For a coach, team official, or player who is removed from the precincts of the pool, the committee may impose no additional sanction, suspension of one or more additional games, or exclusion of that individual from further participation in the competition. For a brutality, the committee will impose sanctions as described in **IWP 3.8**.

IWP 3.6 Coaches Meeting A water polo coaches' meeting with the referees will be held prior to the start of the tournament.

IWP 3.7 Warm-Up

IWP 3.7.1 If possible, a warm-up area separate from the competition pool will be provided prior to each tournament game. If there is no available space, at least 15 minutes of warm-up time will be provided prior to each game.

IWP 3.7.2 At least 5 minutes of time in front of the goal must be allowed between games.

IWP 3.7.3 Each team should have a 30-minute half-court warm-up period available the day before the beginning of the tournament, preferably in the late afternoon or early evening.

IWP 3.8 Brutality

IWP 3.8.1 Any person ejected for brutality shall be suspended for a minimum of one additional game. Additional suspensions may be imposed by the Tournament Committee. If the offense was committed "away from the ball," the person shall be suspended for the entire competition.

IWP 3.8.2 If more than one brutality occurs as a result of any one incident, the person(s) involved shall be suspended for the entire competition. If more than one person on a team is involved, the tournament committee may forfeit the game. If the offenses were committed "away from the ball," the person(s) involved shall be suspended for the entire competition and for any IGLA-sanctioned competition in the current year or the following calendar year.

IWP 3.8.3 The tournament committee may decide to forfeit the game for one or both teams involved in the incident. If more than one person on a team was involved in an incident, the tournament committee may eject the team from the event.

IWP 3.8.4 If a brutality was committed by person(s) on the bench (coach, players on the bench, other team official on the bench), the team will be ejected from the event.

IWP 3.8.5 All brutalities may be reviewed by the IGLA Water Polo Committee. The Committee may impose additional sanctions including, but not limited to, additional suspension of individual player(s) and suspension of the team(s) involved from IGLA sanctioned events.

IWP 3.8.6 Depending on circumstances, a greater penalty may be imposed on any player or team compared to any other player or team involved.

IWP 3.9 Awards

IWP 3.9.1 An IGLA Water Polo Championships plaque will be awarded to the IGLA member team which places highest in each division (IGLA Trophy, IGLA Cup, Women's Division) at the IGLA Championships Water Polo Tournament. An IGLA Water Polo Championships pennant shall be awarded to the top three teams in each division.

IWP 3.9.2 If there are not enough teams to field an IGLA Cup Division of a Women's Division in a given year, then previous winners will hold the awards until the following year.

IWP 3.9.3 If an "all-star" game is held instead of a full Women's Division, then a representative from the winning team should receive the plaque and first place pennant while the second place team should receive the second place pennant. The awards can be transferred during the year to members of the team, as long as the Water Polo Chairman is informed of its location, so that it can be passed on the following year. The third place pennant can be transferred the next year a full Women's Division tournament is held.

IWP 3.9.4 Host teams are encouraged to reduce or eliminate funds spent on awards and increase funds for equipment (i.e., regulation clocks) and officials.

IWP 3.9.5 Presentation of the Water Polo Championship plaque or any other awards will be made by a representative of the IGLA Board or their designee.

IWP 4 SUMMARY OF RESPONSIBILITIES

IWP 4.1 Responsibilities of the Tournament Director

IWP 4.1.1 All arrangements concerning facilities, including scheduling pool time, contracts, and equipment.

IWP 4.1.2 All arrangements concerning tournament personnel, including referees, table workers, and volunteers.

IWP 4.1.3 Clearing the scheduled pool time with the Water Polo Committee Chairperson before times and contracts are finalized.

IWP 4.1.4 Adapting and finalizing entry forms with the IGLA Board.

IWP 4.1.5 Sending copies of the team registration forms with all attachments to the Water Polo Committee Chairperson as early as possible.

IWP 4.1.6 Securing the tournament sanction from the appropriate governing body. This must be done at least 30 days in advance.

IWP 4.1.7 After receiving the team registration forms, verify athlete and team registrations with their National Governing Body.

IWP 4.1.8 Work with the Water Polo Committee Chairperson to help players who don't have a regular team to find one.

IWP 4.1.9 Schedule the games within the pool time available. This should be done in conjunction with the Water Polo Committee Chairperson.

IWP 4.1.10 It shall be the primary responsibility of the Tournament Director, and the host team, to verify national federation registration for the purpose of ensuring insurance coverage.

IWP 4.1.11 Send final master rosters to the Water Polo Chairperson prior to the beginning of the tournament.

IWP 4.1.12 We advise checking medical insurance coverage for those teams visiting from outside the host country.

IWP 4.1.13 Final results, including all game scores and statistics, should be mailed or e-mailed to the Water Polo Committee Chairperson within 30 - 60 days following completion of the tournament. They can also be made available via the Internet.

IWP 4.2 Responsibilities of the Water Polo Committee Chairperson

IWP 4.2.1 Seeding the tournament.

IWP 4.2.2 Work with the Tournament Director to help players who don't have a team to find one.

IWP 4.2.3 It shall be the duty of the Water Polo Committee Chairperson to make sure the Tournament Director and host team verifies team and athlete registration. The Water Polo Committee Chairperson may perform spot checks, or contact the national federation, to check coverage or make sure coverage has been checked.

IWP 4.2.4 Determining the goal differential for advancement during the tournament.

IWP 4.2.5 Certifying the medal winners prior to the presentation of awards.

IWP 4.2.6 Updating the Water Polo Standings Chart and including it with final results in a mailing to all participating teams.

IWP 4.2.7 Establishing a Protest Committee in advance of the tournament. This should include the tournament director and the head referee.

IWP 4.2.8 Serve as liaison between the Tournament Director and athletes.

IWP 4.2.9 Serve as liaison with governing bodies.

IWP 4.2.10 Working with the IGLA Championship Rules Committee and the IGLA Board on any issues involving water polo at the particular tournament.

PART V - DIVING

IDI 1 SANCTIONING

IDI 1.1 Sanctioning of the Meet

Competitions for diving at the IGLA Championships and Gay Games must be sanctioned by the National Federation which is directly affiliated to FINA or by the appropriate organization authorized by the National Federation to sanction competitions in that location.

IDI 1.2 Registration of Divers

Divers must include a copy of their current master's registration when they enter a meet. It is the athlete's responsibility to present his or her current registration card at the beginning of the competition if a copy of the card was not sent with the entry form. Failure to do so may cause the participant to be disqualified from the competition.

IDI 1.2.1 For countries that do not issue individual registration cards, it is the responsibility of the participant to provide documentation that may be verified by the National Federation of the participant and must include expiration dates.

IDI 2 RUNNING THE COMPETITION

IDI 2.1 Score Sheets should be filled out in triplicate: one for the diver, one for the competition organizers and one for the sanctioning body.

IDI 2.1.1 Items to be Included on the Score Sheets:

- Name [m]
- Age [m]
- Club [s]
- Event (1m, 3m, platform) [m]
- Number of each dive [m]
- Description of each dive [m]
- Position of each dive [m]
- Degree of difficulty for each dive [m]
- Platform height for each dive (for platform event) [m]
- Space for judge's scores for each dive [m]
- Space for total for each dive [m]
- Space for event total [m]
- Space for diver's signature [m]
- Space for meet organizer's signature [s]
- Space for head judge's signature [m]

IDI 2.1.2 Number of dives

IDI 2.1.2.1 For individual events, divers will perform the number of dives as indicated in the FINA Masters regulations.

IDI 2.1.2.2 Synchronized Diving

For Synchronized diving, teams will perform a series of 4 rounds with the degree of difficulty determined by adding the individual degree of difficulty of each dive, dividing by two and rounding up to the nearest tenth of a point.

IDI 2.1.2.2.1 In the four rounds of dives, the following shall be performed :

IDI 2.1.2.2.1.1 At least one round consisting of forward facing take-off by both divers;

IDI 2.1.2.2.1.2 At least one round consisting of backward facing take-off by both divers;

IDI 2.1.2.2.1.3 At least one round with a combination of forward and backward facing take-off.

IDI 2.1.3 Entry Deadline

Score sheets must be signed by the participant and handed in at least 30 minutes prior to the competition.

IDI 2.2 FINA Rulebook

The FINA Rulebook should be readily available before and during the competition.

IDI 2.3 Diving Number Designations and Degree of Difficulty

Extra copies of these sheets should be made available at least an hour before registration closes in order for the divers to fill out their score sheets.

IDI 2.4 Warm-Ups

A minimum of thirty minutes of uninterrupted time should be allocated for every eight divers entered in the competition for diving warm-ups.

IDI 2.5 Announcing

Before each dive, the referee or the official announcer shall announce in the language of the host country the name of the diver and the dive which is to be executed. In competitions where different platforms are used, the height of the platform shall be announced.

IDI 2.6 Judges

IDI 2.6.1 Either 5 or 7 judges shall be used for individual events and 5, 7 or 9 judges for synchronized diving events.

IDI 2.6.2 For synchronized diving, the judging will be performed as follows:

IDI 2.6.2.1 Five Judges : 3 shall judge the synchronization, 1 shall judge the execution of one diver, 1 shall judge the execution of the other.

IDI 2.6.2.1 Seven Judges : 3 shall judge the synchronization, 2 shall judge the execution of one diver, 2 shall judge the execution of the other.

IDI 2.6.2.1 Nine Judges : 5 shall judge the synchronization, 2 shall judge the execution of one diver, 2 shall judge the execution of the other.

IDI 2.7 Secretaries

IDI 2.7.1 A minimum of three secretaries should be available with the following assignments:

IDI 2.7.1.1 Number one will enter scores into the computerized diving program.

IDI 2.7.1.2 Number two will enter the scores on the diver's score sheet.

IDI 2.7.1.3 Number three will write the number and position of the dive on the indicator board.

IDI 2.7.2 It is also good practice to have a backup secretary to either enter the scores into a backup computer or calculate the scores by hand to verify the computerized diving program.

IDI 2.8 Disturbances

Flash bulbs, loud noise and other distractions can disrupt the diver's concentration and lead to serious accidents. Flash bulbs should be forbidden in the diving area and organizers should attempt to limit noise during the execution of dives.

IDI 2.9 Awards

Prizes shall be awarded to the divers placed first, second, third, fourth, fifth and sixth place. If there are fewer than six divers in that age group, only the first three medals shall be awarded.

IDI 2.9.1 All-Star awards may be awarded to the top three divers, regardless of age group, competing in all three diving events. The scores will be determined by the cumulative total in the three diving events.

IDI 2.10 Facilities

IDI 2.10.1 Water Agitator

It is difficult for a diver to calculate the distance to the surface of water that is calm and transparent. The diving well should be equipped with a hose or pipe providing a light spray for slightly agitating the water beneath the diving board or platform to prevent this problem.

IDI 2.10.2 Public Announcement System

A PA system is not mandatory, but it is a good idea to have one available in order to announce

the divers and their dives. It can also be used for crowd control purposes if necessary.

IDI 2.11 Equipment

IDI 2.11.1 Indicator Board

The number of the dive to be performed and the manner of execution shall be displayed on an indicator board visible to both divers and judges. It is recommended to use a 40cm by 60cm white writing board with erasable black pens. One or two extra pens should be available as a back up. The dive on the board shall take precedence over the verbal announcement of the dive. However, the list of dives on the score sheet takes precedence over the indicator board and the verbal announcement.

IDI 2.11.2 Judge's Score Cards

A set of scorecards ranging from 0-10 in intervals of 0.5 should be made available to each judge for scoring each dive.

IDI 2.11.3 Computers

Organizers should use computerized diving programs to calculate results. An MS Excel-based diving program is available on the IGLA Dive site.

IDI 2.11.3.1 Backup Scoring System

If a second computer is not available, organizers should have a calculator available as a backup.

IDI 2.11.4 Scoring Synchronized Diving

In order to establish a comparable score obtained in competitions when there are 5, 7 or 9 judges, the score shall be calculated as follows:

IDI 2.11.4.1 Five judges: The secretaries shall count all scores.

IDI 2.11.4.2 Seven judges: The secretaries shall cancel the highest and lowest awards given for execution.

IDI 2.11.4.3 Nine judges: The secretaries shall cancel the highest and lowest awards given for execution and the highest and lowest awards for synchronization.

Example : Diver A: 103B, Degree of difficulty 1.7
 Diver B: 203B, Degree of difficulty 2.3
 Combined degree of difficulty = $(1.7 + 2.3) / 2 = 2.0$

A = Diver A , B = Diver B, S = Synchronization

5 judges awards (A – B – S – S - S) :

$8 - 7 - 7 - 7 - 6.5 = 35.5$

$35.5 \times 2.0 = 71$

7 judges awards (A – A – B – B - S - S - S) :

$8 - 7 - 7 - 6.5 - 7 - 7 - 6.5 = 34.5$

$34.5 \times 2.0 = 69$

9 judges awards (A – A – B – B – S – S – S - S - S) :

$8 - 7 - 7 - 6.5 - 8 - 7 - 7 - 7 - 6.5 = 35$

$35 \times 2.0 = 70$

IDI 2.11.5 Chairs and Tables

IDI 2.11.5.1 Organizers must provide at least one large table and enough chairs for the secretaries, the announcer and their equipment.

IDI 2.11.5.2 Enough chairs should be provided for the five to nine judges. Chairs for the judges and the referee should be equally distributed on either side of the diving well.

PART VI - SYNCHRONIZED SWIMMING

ISS 1 SANCTIONING

ISS 1.1 Sanctioning the Meet Competitions for synchronized swimming at the IGLA Championships and Gay Games must be sanctioned by the National Federation which is directly affiliated to FINA or by the appropriate organization authorized by the National Federation to sanction competitions in that location.

ISS 1.2 Registration of Swimmers

ISS 1.2.1 A Masters club is an organization or group of permanent character that is registered with their country's national governing body (FINA affiliated) either directly or through a recognized local subsidiary of that body, and that actively promotes and/or participates in Masters Swimming.

ISS 1.2.2 An IGLA team may either be a masters club or a group of individuals within an officially recognized masters club. All members of an IGLA team must belong to the same masters club.

ISS 1.2.3 All athletes entered in the synchronized swimming competition at the Championships Meet shall be currently registered in accordance with the regulations governing masters synchronized swimming in their country.

ISS 1.2.4 Swimmers must include a copy of their current master's registration when they enter a meet. This is applicable for all countries that issue individual cards.

ISS 1.2.5 For countries that compile lists of registered masters swimmers, it is the responsibility of the participating individual or team to supply this list when registering for the meet. This list must be verified by the National Federation and must include expiration dates.

ISS 1.2.6 Swimmers not including a photocopy of their current registration with their entry shall be required to present their current registration card/travel permit upon registration at the meet. Athletes whose entries have been accepted, but who have not provided proof of current masters registration will be allowed to register with the masters synchronized swimming governing body under whose jurisdiction the meet is conducted, if this is allowed by the local governing body. Such registration will reflect a team affiliation of "unattached" unless the athlete is representing a team recognized where the meet is conducted.

ISS 1.2.7 FINA rules as they apply to Masters synchronized swimming are to govern the meet.

ISS 1.2.8 Where there is a conflict between FINA rules as they apply to Masters synchronized swimming and local rules, the rule governing the meet should be explicitly stated on the entry form.

ISS 1.2.9 It is very important that the host city be familiar with and publicizes the differences between the host country's rules and FINA rules on the entry form.

ISS 1.2.10 FINA rules may change from year to year, so it is important that the host-team be familiar with the current rules.

ISS 1.2.11 It is also important that the meet officials know which set of rules are to govern, and what the differences mean. The host cannot assume that they know.

ISS 1.2.12 FINA rules can be obtained for US \$15 by contacting:

FINA
Avenue de Beaumont 9
CH-1012 Lausanne
Switzerland
Phone: 41-21-312-6602
Fax: 41-21-312-6610

Available in French and English. They are also available on the Internet at www.fina.org.

ISS 2 ISSUES REGARDING SIZE OF THE MEET

ISS 2.1 Number of Competition Days - Scheduling Events

ISS 2.1.1 It is recommended that the number of Gay Games competition days not exceed 3 days.

ISS 2.1.2 Consideration should be taken in planning competitions so that they end at a

reasonable hour.

ISS 2.1.3 We suggest that synchronized swimming events not exceed 8 hours per day.

ISS 3 RUNNING THE MEET

ISS 3.1 Facilities

ISS 3.1.1 A minimum area of 12 meters by 25 meters is required, within an area of which 12 meters by 12 meters must have a minimum depth of 2.5 meters. The depth of the remaining area shall be 1.8 meters minimum.

ISS 3.1.2 At least one end of the pool should be free from all obstructions such as starting blocks, chairs and cabling.

ISS 3.2 Equipment

ISS 3.2.1 The host team is expected to verify that the appropriate number of tables, chairs, extension cords, electrical outlets, and canopies are available to run the competition. This includes the following as a minimum:

- Table and chairs for the recorders, timers and announcer;
- Tables and canopies (if outdoors) for the electronic equipment;
- Electrical outlets, extension cords and cables for the computers, printers and sound equipment;
- Score sheets for the recorders;
- Flash cards from 0 to 10 at intervals of 0.1 for the judges;
- Score sheets for the judges;
- Pen and paper for the officials;
- Elevated chairs for the judges.

ISS 3.3 Computer Systems

ISS 3.3.1 Most importantly: recorders must be intimately familiar with the computer software they are using for a meet.

ISS 3.3.2 It is strongly recommended to use computer software for the scoring.

ISS 3.3.3 It is important to have a backup terminal, in case one malfunctions.

ISS 3.3.4 Computer services should provide at least the following services:

- Receipt of entries;
- Scoring for the technical and free programs;
- Competition results by age group;
- Printouts of the individual solo, duet, trio and team results;
- Printout of the competition results by age group;
- A printer should be available for posting the results.

ISS 3.3.4.1 Printers should be tested for compatibility with the terminals before the meet.

ISS 3.3.4.2 A hand-held calculator should be available in case the need arises for manual calculation of scores.

ISS 3.3.4.3 It is our recommendation that the meet organizers use the particular system multiple times before a championship meet or Games.

ISS 3.4 Sound Equipment

ISS 3.4.1 The sound equipment must be in conformance with FINA Facilities Rule FR 13.

ISS 3.4.2 The Sound Center Manager shall be responsible for securing and properly presenting the accompaniment for each routine.

ISS 3.4.3 Competitors are responsible for labeling tapes and/or discs (Mini disc or CD, or DAT) as to speed, name of the competitor and country. Each competitor is entitled to a trial test of a part of his or her music accompaniment prior to competing in order to adjust the volume and speed. In case the tapes, Mini disc, CD or DAT are sent before the competition at the final entry date to the Management Committee, the Sound Center Manager will be responsible for correct execution of the music.

ISS 3.4.4 A microphone should be available for the announcer during the competition and for the team coaches during the rehearsals.

ISS 3.5 FINA Rule Book

ISS 3.5.1 The latest edition of the FINA Rule Book should be available before and during the competition.

ISS 3.6 Entry Forms

ISS 3.6.1 The entry form shall provide spaces for the names of the soloists, the names of the duet members and reserves, and the names of the team members and a maximum of two reserves per team.

ISS 3.7 Score Sheets

ISS 3.7.1 A hard copy Score Sheet will be registered for each routine in case of technical problems with the electronic scoring system. Sample Score Sheets can be found on the FINA site at http://www.fina.org/synchroswimrules_appVII.

ISS 4 OFFICIALS AND PERSONNEL

ISS 4.1 The minimum required officials shall be:

- One Referee.
- One assistant referee for routines and one assistant referee for each panel of judges in figures.
- A panel of judges which shall consist of five (5) or seven (7) FINA certified judges.
- A Chief Recorder who will perform the following duties:
 - Draw for order of appearance for all sessions.
 - Distribution of start and result lists to all concerned.
 - Record changes of competitors prior to a session.
 - Check the electronic scoring system.
 - Ensure accuracy of recording the scores.
 - Check computer results.
 - Oversee preparation of result lists for distribution.
- Three (3) timers to monitor time limits for deck movement and total routine.
- Clerk of course responsible for retrieving the written scores from the judges.
- Two (2) scorers.
 - The scorers, individually, shall record the marks and make the necessary computations. The recorder on each panel shall immediately inform the Referee or designated official in case of technical problems.
- Sound Center Manager.
 - The sound center manager is responsible for controlling the proper order, the start, finish and correct sound levels of the music and announcements.
 - The sound center manager must have a clear view of the pool, the referee and the announcer.
- An Announcer.

ISS 5 WARM-UPS AND PRACTICE SESSIONS

ISS 5.1 Time Limits

ISS 5.1.1 The pool should be made available to all teams for warm-ups at least one hour prior to the start of the technical and free routines.

ISS 5.1.2 Each solo, duet, trio, team and combination routine should be allowed enough time to practice their routine with their own music prior to the free routines. We suggest from 5 to 10 minutes per routine depending on the number of routines.

ISS 5.1.3 The team host is responsible for scheduling and strictly enforcing the time limits for the practice sessions.

ISS 5.2 Practice sessions

ISS 5.2.1 A section of the pool should be reserved for the practice sessions.

ISS 5.2.2 The order of the practices should follow the order of the free routine competition.

ISS 5.2.3 The team captain should be provided with a means of communicating with the sound center manager. Usually a microphone, it is used to advise the manager to start and stop the music.

ISS 6 COMPETITION

ISS 6.1 Events

ISS 6.1.1 Events will be held for Solo, Duet, Trio, Team and Combination competitions.

ISS 6.1.2 Teams shall consist of a minimum of four (4) members and a maximum of eight (8) members. Combinations shall consist of a minimum of four (4) members and a maximum of ten (10) members.

ISS 6.1.3 Each competitor may enter no more than three (3) routine events.

ISS 6.1.4 Both competitors in each duet must be representatives of the same club.

ISS 6.1.5 All three competitors of each trio must be representatives of the same club.

ISS 6.1.6 All competitors for each entry in the team division and in the combination must be representatives of the same club.

ISS 6.2 Routines

ISS 6.2.1 Each participant will perform a technical and free program in the events they have entered.

ISS 6.2.1.1 The Technical Routine shall be performed for Solos, Duets, Trios and Teams, to music as described in Appendix 1 of the MSS Rules, with the required elements selected by the Masters Technical Committee every four (4) years, subject to approval by the FINA Bureau. Technical Routines have to include all required elements. Music selection is optional and may be the same as the music used in the Free Routine.

ISS 6.2.1.2 There are no restrictions as to choice of music, content or choreography for the free routine.

ISS 6.3 Scoring

ISS 6.3.1 Technical Routines Judges will award two sets of scores for the technical routine: Execution and Overall Impression.

ISS 6.3.1.1 Secretaries will cancel the highest and lowest awards. The average of the remaining scores will be multiplied by 5 for a maximum of 50 points

Example:

Technical Routine

Execution

~~7.4~~ ~~7.7~~ 7.7 7.6 7.5

$(7.7 + 7.6 + 7.5) / 3 = 7.6$

Score for execution = 7.6 * 5 = 38.00

Overall Impression

7.8 7.9 ~~8.0~~ 8.0 ~~7.7~~

$(7.8 + 7.9 + 8.0) / 3 = 7.9$

Score for Overall impression = 7.9 * 5 = 39.50

ISS 6.3.1.2 The Score for the Technical Routine will be the sum of the scores for Execution and Overall Impression:

Score for Technical Routine = 38.00 + 39.50 = 77.50

ISS 6.3.2 Free Routines Judges will award two sets of scores for the Free Routine: Technical Merit and Artistic Impression.

ISS 6.3.2.1 Secretaries will cancel the highest and lowest awards. The average of the remaining scores will be multiplied by 5 for a maximum of 50 points.

Example:

Free Routine

Technical Merit

8.0 ~~7.9~~ 7.9 8.2 ~~8.3~~

$(8.0 + 7.9 + 8.2)/3 = 8.067$

Score for Technical Merit = 8.067 * 5 = 40.33

Artistic Impression

8.3 ~~8.1~~ 8.2 8.3 ~~8.5~~

$(8.3 + 8.2 + 8.3)/3 = 8.267$

Score for Artistic impression = 8.267 * 5 = 41.33

ISS 6.3.2.2 The Score for the Free Routine will be the sum of the scores for Technical Merit and Artistic Impression:

Score for Free Routine = 40.33 + 41.33 + 81.66

ISS 6.3.4 The Final score shall be the average of the Technical Routine and the Free Routine:

Final Score = (77.50 + 81.66)/ 2 = 79.58

ISS 6.3.3 Final results shall be calculated on the basis of 50% Technical Routine, 50% Free Routine for a maximum score of 100.

ISS 6.3.4 Competitors will perform the technical and free routines within the time limits established in the FINA Masters Synchronized Swimming rules MSS 6.

PART VII - OPEN WATER SWIMMING

Open Water Swimming is an optional part of the IGLA Championships. If the Open Water Swim is included, it is to be held in accordance with the guidelines below.

Note that open water competitions are more challenging from a safety perspective than pool events: cooler water, currents, foreign objects (e.g., jellyfish, submerged logs, errant power craft, etc.), dark/unclear water (e.g., a swimmer in sudden difficulty – cramp, chest pain etc. – will quickly disappear below the surface). Ensuring a safe event should be the top priority for organizers.

IOW 1 SANCTIONING

IOW 1.1 Sanctioning the Meet

Open Water Swimming must be sanctioned by the National Federation which is directly affiliated to FINA or by the appropriate organization authorized by the National Federation to sanction competitions in that location.

IOW 1.2 Registration of Swimmers

IOW 1.2.1 All rules outlined in section ISW 1.2 will also apply to Open Water Swimming.

IOW 1.3 Insurance

IOW 1.3.1 Teams hosting an Open Water Swim must contact their local sanctioning body regarding insurance.

IOW 1.3.2 Competitors who are not covered by insurance through their nation association must carry private insurance.

IOW 1.4 FINA Rules as They Apply to Masters Open Water Swimming are to Govern the Open Water Swim

IOW 1.4.1 All rules outlined in section ISW 1.4 will also apply to Open Water Swimming.

IOW 1.4.2 Exceptions to the FINA rules are noted in section IOW 2 below.

IOW 1.4.3 FINA's Open Water Rules for Masters competitions are the combination of the rules found at:

fina.org/rules/english/openwater.php; and
fina.org/rules/english/masters.php.

IOW 2 OPEN WATER SWIM COMPETITION GUIDELINES

IOW 2.1 Scheduling the Open Water Swim

IOW 2.1.1 It is recommended that the open water swim be the day before, or the day after, the swimming competition. It is preferable that there be a rest day between the open water swim and both of the 800 and 1500 Free events. The open water swim is not to be held on a day when the 800 Free or 1500 Free are scheduled.

IOW 2.1.2 Consideration should be taken in planning the open water swim so that it starts and ends at a reasonable hour.

IOW 2.1.3 Age groups and genders may start the event together or separately at the host's discretion, on the basis of the number of participants. It is recommended that age and gender groups be differentiated by cap colors.

IOW 2.2 Race Length(s)

IOW 2.2.1 The recommended race length is 5 km. Other distances may be considered upon submission to the IGLA board.

IOW 2.2.2 If a second length is offered, it is suggested that it be a novice length, such as 2-3 km.

IOW 2.3 Escort Craft

IOW 2.3.1 Separate escort craft for each swimmer is unnecessary for our recommended

distance of 5 km. It is, however, up to the organizer to ensure that sufficient escort craft and safety personnel are used to uphold the highest safety standards at all times.

IOW 2.3.2 The host shall clearly indicate in all communications whether escort craft are required, optional, or prohibited.

IOW 2.4 Wet Suits

IOW 2.4.1 Swimmers will be permitted to wear wet suits. It is to be clearly communicated, however, that swimmers who wear wet suits for the open water competition shall be designated as exhibition-only participants.

IOW 2.4.2 Swimmers who wear set suits will not be published in the official results, and are not eligible for IGLA records.

IOW 2.4.3 Swimmers who wear set suits and who complete the race will be presented with a participation/completion award.

IOW 2.5 Cut-Off Time and Inclement Weather

IOW 2.5.1 A cut-off time is to be established in accordance with FINA Master's rules, following their recommended guideline of 30 minutes per kilometer.

IOW 2.5.2 The cut-off time for each race length is to be clearly announced on the entry form, website, and program.

IOW 2.5.3 After expiry of the designated time limit the referee may order any or all swimmers not in compliance from the water. It is acceptable, even after the expiry of a stated time limit, to permit a swimmer to complete the course if they are within a short distance from the finish. The final decision rests with the Referee.

IOW 2.5.4 If the Referee orders swimmers not in compliance with a cut-off time from the water, designated escort safety craft shall collect the swimmers, starting at the rear of the course.

IOW 2.5.5 During the competition, if the conditions degrade such that safety is threatened (i.e., high winds, an imminent violent electrical thunderstorm, etc.), then the referee can decide to immediately cancel the event. It is at the discretion of the meet organizers whether to re-attempt the event on another day.

IOW 2.5.6 If, for any reason, a competition is abandoned after 50% of the allotted course has been completed by the leading swimmers, positions shall be awarded either by position, at the time of swimmers being taken from the water, or by their position at a manned turning point passed prior to the abandonment.

IOW 2.6 Timing Technology

IOW 2.6.1 Timing chips may be used, but are not required.

IOW 2.6.2 Video systems may be used at the host's discretion at the finish line, with or without slow motion/recall facilities.

IOW 2.7 Results

IOW 2.7.1 When the last swimmer has left the water or on expiry of the time limit, the Chief Judge shall ensure that his master copy of the placing and times for all swimmers has been accurately recorded and prepared for printing by the Recorder.

IOW 2.7.2 Once satisfied that the Recorder's Official Results List is correct, the Chief Judge will present them to the Referee for signing. The Referee shall then sign them and they shall become the Ratified Results of the Event.

IOW 2.7.3 Copies of the Ratified Results List shall be posted or distributed to all swimmers within one hour of the expiry of the time limit, or the last swimmer's finish.

IOW 2.7.4 Final results should also be made available via the internet.

IOW 2.7.5 IGLA records and top ten times will be compiled and recorded each calendar year with results from the open water swim. The host is responsible for sending the results to the IGLA Records/Top Ten Times committee. The coordinator of the host committee will submit complete results of the meet to the IGLA Records/Top Ten Times Chairperson within 90 days of the IGLA Championships. They must be provided in the format requested by the records chair.

IOW 2.8 Awards Presentation

IOW 2.8.1 Where practical, a presentation ceremony should take place at the finish site after expiry of any time limits.

IOW 2.8.2 Awards will be given to the top three finishers in each event for every age group recognized by the host's National Governing Body, regardless of the number of entrants in the event.

IOW 2.8.3 Participation and completion awards will be distributed at the discretion of the host.

PART VII - PINK FLAMINGO

IPF 1 The host teams need to remember to keep the Pink Flamingo event fun and to emphasize this when planning the rules. Without advocating censorship, the host team should encourage good taste.

IPF 1.1 The name "Pink Flamingo" is registered with the USPTO as a service mark belonging to IGLA and its member teams. Any IGLA member team is encouraged to freely use the event to promote their team, their event, and IGLA.

IPF 2 Fees

IPF 2.1 The host team will not charge a fee to participants in the Pink Flamingo.

IPF 2.2 At both the IGLA Championships and the Gay Games, the host team may at its discretion charge a fee to spectators to watch the Pink Flamingo. However, there will be no charge to registered participants in aquatics (swimming, water polo, diving, open water swimming and synchronized swimming).

Furthermore, IGLA participants will receive first priority to seating over paying spectators.

IPF 2.3 IGLA may license the use of "Pink Flamingo" to non-IGLA affiliated parties for a fee of \$1 USD. This acknowledges that the host will strive to follow the structure and spirit of Pink Flamingo as it has been developed by IGLA members over the years.

IPF 3 Music

IPF 3.1 The host should indicate whether music should be on cassette or CD, and whether or not a live microphone will be available.

IPF 3.2 Cassettes must remain an option for the time being. Teams often mix music in ways not possible on CD alone.

IPF 4 The host-team should allow enough time for the set-up of the Pink Flamingo event; this includes the sound system and visual aids. A dry run for this event may also be advised.

IPF 5 The teams participating in this event need very specific guidelines, especially regarding time allowed per skit, nudity, sturdiness of the costume in the water (e.g., glitter can dirty a pool and be a major hassle to clean).

IPF 6 We suggest that the Pink Flamingo event be scheduled at the end of a competition session or the end of the meet, but this is left to the discretion of the host-team.

IPF 7 It is important that the public address (PA) system be in place for the Pink Flamingo event. Can the PA system at the facility handle the demands (i.e., both tapes and microphones) of the event? A back-up system may also be advised.

IPF 8 Be aware of any restrictions on use of the facility, especially regarding the Pink Flamingo event. The pool may have restrictions on nudity, swimming with costumes, etc.

IPF 9 Although there is no official IGLA trophy for the Pink Flamingo event, host teams are encouraged to give at least an award for the best performing team. Some hosts have awarded the top three teams or given out awards by category (choreography, costumes, audience success, actual relay, etc.). Pink Flamingo awards do not need to be expensive and could even be handmade, as long as they reflect the fun character of this event.

IPF 10 The composition of the jury that judges the Pink Flamingo is up to the host team. The most commonly adopted solution has been to have one member per participating team to sit in the jury. Other hosts have chosen to have local VIPs not involved with IGLA judge the Pink Flamingo.

PART IX - IGLA ONLINE SERIES

IOS 1 GENERAL

IOS 1.1 The IGLA Online Series is a competition in which participants swim events at a place of their choice and send the times to a central location for tabulation.

IOS 2 ELIGIBILITY

IOS 2.1 Any individual member of IGLA, or a member in good standing of a currently registered IGLA team, is eligible to submit entries to the IGLA Online Series.

IOS 2.2 Each participating team may identify only one meet each calendar year as their IGLA Online Series meet.

IOS 2.2.1 The selected meet must be in the course not being swum at that year's IGLA Championships or Gay Games (for example: the 2009 IGLA Championships were in long course Meters, so only swims done in short course meters were eligible for the IGLA Online Series in 2009).

IOS 2.2.2 If the selected meet is a multi-day event, all days of the meet are eligible.

IOS 2.2.3 The total number of eligible swims will be determined by the entry limits of the meet selected.

IOS 2.3 To be eligible for individual and team awards and/or IGLA records, the selected meet must be sanctioned by that locality's national governing body or FINA-affiliated entity.

IOS 2.4 To be eligible for individual and team awards and/or IGLA records, the swimmer must be a currently registered member of a FINA-affiliated National Governing Body.

IOS 3 SUBMITTING RESULTS

IOS 3.1 Each individual or team entering the IGLA Online Series shall be responsible for submitting their entries in the format required by the IGLA Online Series host.

IOS 3.1.1 For team entries, a single team representative shall be designated as entry coordinator. S/he will compile and submit times and entry fees. S/he will also receive and distribute any awards that team members might be awarded.

IOS 3.2 A copy of the official results and the meet entry information from the selected meet must also be submitted to the IGLA Online Series host.

IOS 3.2.1 If meet entry information and official results are posted online, a Web link to that information and results may be an acceptable format for providing official results to the IGLA Online Series host.

IOS 3.2.3 If meet entry information and official results are not available online, the submitting team is responsible for obtaining a printed copy of both the entry information and the official results and mailing them to the IGLA Online Series host.

IOS 3.3 Results must be submitted within 30 days of the completion of the swims, or December 31st of that year, whichever is earlier.

IOS 3.4 The meet director of the IGLA Online Series shall have the discretion to request additional verification of completion from any entrant and may refuse to accept any entry that appears to contain erroneous information.

IOS 4 SCORING AND AWARDS

IOS 4.1 At the close of entries, all eligible swims will be divided and ranked by gender, age group and time.

IOS 4.1.1 The IGLA Online Series will recognize Male, Female, Transgender (male) and Transgender (Female) as four distinct categories. Athletes may enter the category they identify with, following **IGR 3.2.1.3**.

IOS 4.1.2 Transgender swimmers should follow the appropriate FINA or local National Governing Body rules at their competition site, but may choose to enter Transgender (male) and Transgender (female) when submitting times to the IGLA Online Series.

IOS 4.2 Individual results shall be tabulated electronically by gender and age group in order of finish. For each swimmers, the following information must be reported:

- Last name;

- First name;
- Gender;
- Birthdate (dd/mm/yyyy);
- IGLA team;
- FINA recognized team (if different from IGLA team);
- Name of meet;
- Location of the meet;
- Sanctioning body of the meet;
- Sanctioning number for the meet;
- Date(s) of swims;
- Course – 25 SCM or 50 LCM;
- Event(s);
- Time(s) MM:SS:00:00.

IOS 4.3 Relay results shall be tabulated electronically by gender and age group in order of finish. For each relay, the following information must be reported:

- First and last name of all four relay members;
- Gender (male, female, mixed);
- Cumulative age of the four relay members;
- IGLA team;
- FINA recognized team (if different from IGLA team);
- Name of meet;
- Sanctioning body of the meet;
- Sanctioning number for the meet;
- Date(s) of the swims;
- Course: 25 SCM or 50 LCM;
- Event(s);
- Time MM:SS:00:00.

IOS 4.4 Scoring is always based on a ten place system.

Individual events: 11 – 9 – 8 – 7 – 6 – 5 – 4 – 3 – 2 – 1

Relays: 22 – 18 – 16 – 14 – 12 – 10 – 8 – 6 – 4 – 2

IOS 4.5 For the purposes of team scoring, four divisions will be recognized: small, medium, large and very large. Team scoring will be based upon that team's IGLA registration dues for the year. As there are four IGLA team sizes (2-5, 6-10, 11-25, 50+) there will be four team awards, one for each team size. Teams will be automatically entered in the team size for which they are registered for the year, unless more members compete in their IGLA Online Series meet than the team size. In that case, they will be moved to the appropriate category. For example, if DCAC is registered as a very large team (50+) but has only 9 members participate, they will compete in the very large team category. However, if New Zealand is registered as a small team, but has 24 people compete, they would be moved to the 11-24 member category.

IOS 4.6 To be eligible for the very large, large, medium and small team awards, the team must be IGLA member team in good standing prior to the commencement of their chosen competition.

IOS 4.7 An IGLA Online Series Champion patch shall be awarded to each individual member of a championship team.

IOS 4.8 An IGLA Online Series Champion patch will be given to the top finisher in each individual event for every age group recognized by FINA, plus the 18-24 year old category, regardless of the number of entrants in the event.

IOS 4.9 An IGLA Online Series Champion patch will be given to the first place team in each relay event for every age group recognized by FINA, plus the 72-99 year old category, regardless of the number of relay entrants in the event.

IOS 4.10 IGLA records and top ten times will be compiled and recorded each calendar year with results from the IGLA Online Series (in addition to the IGLA Championships and Gay Games – see ISW 3.10.4.3). The host of the IGLA Online Series is responsible for sending the results to the IGLA Records/Top Ten

Times committee. The coordinator of the host team will submit complete results of the IGLA Online Series to the IGLA Records/Top Ten Times Chairperson by March 31st of the following year. The results must be provided in the format requested by the records chair.

IOS 4.11 Full results of the IGLA Online Series should be compiled by the host and posted online by January 30th following the close of entries.

IOS 5 IGLA SERIES HOST TEAM SELECTION

IOS 5.1 Bids shall be due, in writing, to the IGLA Championship Rules Committee chair no later than 30 days prior to the annual meeting.

IOS 5.2 The IGLA Online Series shall be awarded by the vote of the IGLA Board with the recommendation of the Championship Rules Committee.

IOS 5.3 The bid packet should include:

- team experience and background;
- data collection vehicle (via mail, website, or e-mail);
- data collection format (via website entries, Excel spread sheets, Hytek files, or other);
- entry fees;
- awards;
- proposed budget.

IOS 5.4 The host team which is the successful bidder for an IGLA Online Series event shall post a performance bond of US \$200 to be paid to IGLA. All or a portion of the US \$200 performance bond shall be returned to the sponsoring IGLA team based upon successful completion of and publication of the IGLA Online Series results.

IOS 5.5 The host team shall agree to underwrite the full meet expenses, including but not limited to the following:

- Costs associated with the meet (publicity, website hosting, etc.);
- Cost of all IGLA Online Series awards, including shipping;
- A fee of \$1USD per individual entrant in the series to be paid to IGLA; and
- Any other costs that may be incurred during the “run” of the meet.

IOS 5.6 Complete financial statements shall be forwarded to the IGLA Board after completion of the event in accordance with the championship forms provided.

IOS 5.6.1 Entry Fees Entry fees for the IGLA Online Series are at the discretion of the host team, but shall not exceed US \$300 per team or US \$10 per individual. Exceptions may be made only with prior approval of the IGLA Board.

IOS 5.6.2 Entry Forms Entry forms shall be reviewed by IGLA Board for content and approval prior to being published.

IOS 5.6.2.1 Entry forms should include:

- Format for submitting entries;
- Entry deadline date;
- Options for payment of fees shall be clearly indicated;
- Address for receipt of entries;
- Name and e-mail address of IGLA Online Series meet director.

IOS 5.6.2.2 It is suggested that host teams try to translate the entry form into multiple languages when possible.

IOS 5.6.2.3 The registration form must contain the following notice:

“Your name and personal information will be shared by the host committee with IGLA and may be used to inform you of future meets. Personal information will not be sold or shared with other organizations. However, your results may be made public. If you request it, your name and personal information will not be shared with IGLA.”

IOS 5.6.3 Financial Summary A financial summary will be provided to the IGLA Board within 60 days following the posting of the results.

MEET PREPARATION TIME LINE

2 1/2 years before the meet (for IGLA Championships)

- Begin the bid process: Submit "Intent to Bid" with the Board.

2 years before the meet

- Make a formal bid at the IGLA Championships.
- 30 days after acceptance of the bid, a US \$1000 performance bond is sent to the IGLA Treasurer.

1 year before the meet

- Secure the facility and open water swim location.
- Meet announcement in IGLA newsletter.
- Present an update at the Executive Committee meeting.
- Present an update to the membership at the IGLA General Meeting if requested by the Board.

9 months before the meet

- Request any waivers from the Board for changes to IGLA guidelines.

8 to 6 months before the meet

- Entry form approval from IGLA and other national governing bodies – events must be determined by this time, as well as scoring, fees, etc.
- Water polo scheduled times must be cleared with the Chairperson of the IGLA Water Polo Committee.

6 months before the meet

- Entry form distribution.

120 or more days before the meet

- Written agreement with the facility.
- Secure appropriate insurance.
- Secure sponsorships, organize raffles, etc.
- Talk to printer about meet program/heat sheets.

90 - 120 days before the meet

- Secure a computer service with a written agreement.
- Hire meet/deck officials.

60 days before the meet

- Complete arrangements with the facility, including any equipment (watches, flags, etc.).
- Administrative supplies.
- Confirm delivery date of awards.

3 -5 weeks before the meet

- Send the IGLA representatives a team roster, listing their entrants 3 weeks prior to the meet and tournament.
- Send a roster listing all teams entered in the meet and the number of entrants per team to the Board after the entry deadline so they may determine team size classification.

30 days before the meet — Pre-meet Paperwork

- “Psyche” sheets, heat sheets.
- Alphabetical printout of swimmers.
- Check-in sheets.
- Swimmer and entries count printouts.
- Individual event cards (if used) or timer sheets (if not using event cards).
- Entry cards.
- Finalize water polo game schedule with the Chairperson of the IGLA Water Polo Committee. Mail final version to all entered teams.

One day before the meet

- The physical setup of the facility should be done before the meet.
- All equipment should be checked:
 - batteries for watches;
 - tapes for timing system;
 - backstroke flag poles located and positioned correctly;
 - backstroke flags hung at the correct height;
 - tables and chairs on site;
 - extra bathroom supplies available;
 - electrical outlets (properly grounded, GFI, extension cords needed);
 - first aid kit (emergency phone available) —> are emergency medical services available?;
 - lane lines in place (tightening wrench available);
 - lap counters;
 - blocks in place and adjusted;
 - public address system tested;
 - shade canopies on site and ready;
 - signs made to direct and inform the participants;
 - All water polo equipment, particularly 35 second and game clocks, double-checked.

30 days after the meet

- IGLA Representatives’ Post Meet Evaluation due to the Championship Rules Committee.

60 days after the meet

- Financial summary due to IGLA Treasurer.
- Check equal to 15% of the proceeds from IGLA merchandise due to the Treasurer.
- IGLA Championships Host Self-Evaluation due to Championship Rules Committee.
- Participants’ fees due to the IGLA Treasurer.

ADDENDA

Sample Intent to Bid Letter

Dear IGLA Executive Board:

This signifies that the team representing _____ from the city of _____ (city, state, country) formally intends to bid for the IGLA Championships in _____ (year).

Events included in these Championships will be swimming, diving, water polo, synchronized swimming, open water swimming, other _____ (circle all that apply).

Possible sites for the event include _____.

Other information pertinent to our bid includes:

Proposed dates:

Proposed facilities:

Other events proposed:

Sincerely,

Representative of _____ (team)

Address:

Phone:

E-mail:

Sample Budget

EXPENDITURES

	Budget	Actual
Facility		
Application fee		
Pool (cost/hr. x number of hours)		
Open water venue cost		
Timing equipment		
Officials		
Vendor fee		
Sound equipment		
Cleaning		
New water polo balls		
Administration		
Sanction fee		
Governing body fees		
Insurance		
Meet processing/computer services		
Computer software		
Supplies		
Printing		
Postage		
Phone		
Officials/volunteer food		
Advertising		
Cost of merchandise		
Party/banquet (deposits)		
Miscellaneous costs		
Awards		
Medals		
Ribbons		
Pink Flamingo		
Total Expenditures		

INCOME

Entry fees		
Community/private donations		
Program advertising		
Concessions		
Event sponsors		
Ticket sales		
Raffles/other fundraising		
Event party		
Merchandise sales		
Other		

Jury Record

Date: _____

PROTEST:

**DAY OF EVENT:
SESSION:**

JURY OF APPEAL:

1.

2.

3.

WITNESS:

**DISQUALIFICATION
MAINTAINED**

DISQUALIFICATION REJECTED

REASONS

JURY OF APPEAL

MEET DIRECTOR

TEAM NAME

DATE

PERSON FILING

PHONE

IGLA Championship Host Evaluation/Statistical Report

Please describe any problems regarding the following issues.

Listed after some of the items are specific areas you may want to address.

Please complete and forward to the IGLA Sanctions Committee within 60 days after completion of the IGLA Championships.

Scheduling

Did all of the events fit into 2 to 2¹/₂ days?

Did the availability of the facilities affect your scheduling?

Timeline

Did you have sufficient time to get approval from the facilities?

Did approval of your entry forms and budget from the IGLA board occur in a timely manner?

Were announcements made in the IGLA newsletter and did this help raise awareness of the championships?

Did participants return their entries on time and did you have enough time prior to the meet to process them?

Financial

Did entry fees cover the cost of holding the IGLA Championships?

What type of expenses did your team incur prior to receipt of entry fees?

What extra expenses occurred that were not expected or budgeted?

Host housing

Were you able to meet the requested need?

Which groups did you approach for help?

Awards

Did they arrive on time?

Was the order correct?

Volunteers/Community Support

Was there adequate support?

Which groups did you approach for support?

Officials/Officiating Body

Did you have any difficulty receiving a sanction or insurance?

Did you have any difficulty finding qualified officials?

Administrative

Were there any unforeseen problems associated with computer services, printing or postage?

Facilities

Did you experience any problems with the management?

Were there any problems associated with Pink Flamingo? (E.g., costumes that left debris in the pool or presentations that may not have been appropriate.)

Was there adequate spectator seating and parking?

Was the water an appropriate temperature?

Were the physical facilities in proper working order?

Please list any innovations or changes incorporated into your championships. Would you recommend including these innovations in future competitions?

Please list the social functions included as part of the IGLA Championships. Which functions succeeded best and why?

List any problems associated with specific social functions.

Did any injuries occur during the championships?

Please summarize by sport.

Please list any other information or suggestions you would like the Championship Rules Committee to consider for future IGLA Championships and Gay Games.

- Total number of participants;
- Total number of participants in each of the offered sports;
- Total number and percentage of women;
- Number of registered athletes of each gender who registered for each of the swimming events (e.g., 50 free men/350, 50 free women/117, etc.);
- Number and percentage of athletes who confirmed their registration at events requiring a positive check in (generally, 400, 800, 1500 free and 400 IM);
- Approximate total duration of each swimming event, separated by gender (e.g., 50 free men/ 1 hour 38 min.; 50 free women/ 48 min.);
- For each of the social events, number and percentage of participants who pre-bought tickets with the registration;
- For each of the social events, number and percentage of participants who bought tickets on site, during the championships weekend;
- Number of participating IGLA teams;
- Number of participating non-IGLA teams;
- Participants breakdown by team;
- Number of "local participants" and number of local participating teams;
- Number and percentage of participants who requested hosted housing;
- If an official IGLA hotel is designated, number of rooms and nights confirmed;
- Number of volunteers belonging to the host team;
- Number of volunteers not belonging to the host team;
- Number of items of each merchandise article (t-shirts, hats, etc.) purchased by the host team;
- Number of items of each merchandise (t-shirts, hats, etc.) that were sold on site during the championships weekend;
- Number and percentage of registrations received 5, 4, 3, 2 months and one month before the event;
- If offered, number and percentage of participants registered via the Internet.

You may attach additional pages to this form if you need more space to elaborate.

Financial Statement

INCOME	EXPENDITURES
Entry Fees	Administrative Costs
Community/private donations	Program printing, copying, copy machine
Program advertising	Supplies
Concessions	Mailing/postage
Event sponsors	Phone
Raffles/other fundraising	Merchandise
Event party	Social event expenditures
Merchandise (t-shirts)	Fundraising expenditures
Other	Other
Total Income	Total Administrative Costs
	Venue Costs
	Rental
	Staff
	Timing equipment
	Officials
	Food (officials/volunteers)
	Sound equipment
	Computer equipment
	Computer software/company
	Awards
	Cleaning
	IGLA fees (to be determined)
	Other
	Total Venue Costs
	Total Expenditures

IGLA Participant's Post-Competition Evaluation

Name

Team

Sport (circle one) Swimming Diving Water Polo Synchronized Swimming Open Water Swimming
 (Note: If you represent more than one sport, please fill out a separate form for each sport.)

Please complete and return to the Championship Rules Committee. This will help us understand the needs of your team and aid us in refining the sanctions guidelines for championship meets.

Please rank the following items on a scale from 1-5, 1 meaning poor and 5 meaning excellent. Your comments are welcome regarding any or all of the issues. Use the back of this form if necessary. Circle NA if you have no opinion or it is not applicable.

ENTRIES

Entry forms easy to understand?	1	2	3	4	5	NA
Directions to the pool	1	2	3	4	5	NA
Relay instructions	1	2	3	4	5	NA
Fees	1	2	3	4	5	NA

HOUSING: HOST or HOTEL (circle one)

Adequate housing available	1	2	3	4	5	NA
Quality of accommodations	1	2	3	4	5	NA
Accessibility to facilities	1	2	3	4	5	NA
Cost	1	2	3	4	5	NA

CHAMPIONSHIPS

Facilities	1	2	3	4	5	NA
Warm-up	1	2	3	4	5	NA
Length of sessions	1	2	3	4	5	NA
Event Order	1	2	3	4	5	NA
Program	1	2	3	4	5	NA
Volunteers	1	2	3	4	5	NA
Awards	1	2	3	4	5	NA
Results	1	2	3	4	5	NA

SOCIAL FUNCTIONS

Registration party	1	2	3	4	5	NA
Party	1	2	3	4	5	NA
Awards Ceremonies	1	2	3	4	5	NA

OTHER

Pink Flamingo	1	2	3	4	5	NA
Merchandise	1	2	3	4	5	NA
Medical Provisions	1	2	3	4	5	NA
Massage Services	1	2	3	4	5	NA

What was the highlight of the championships?

What improvements or changes would you suggest for future championships?

Championship Rules Committee Responsibilities and Timeline

Ongoing Responsibilities

- Request submissions from Championship Rules Committee members for changes and amendments to the IGLA Championships Rules & Regulations handbook. Distribute to the committee for discussion and compile proposals for changes and amendments.
- Submit articles quarterly to the Secretary for publication in the newsletter.
- Work as a liaison with the IGLA Championships Host Committee to help resolve any issues regarding the championships. Remind the host of certain responsibilities and follow up on them (e.g., the Performance Bond of US \$1000 should be submitted to the treasurer upon acceptance of the bid).
- Work with the co-chairs of the Policies and Procedures Committee to make sure all proposed changes to the R&R and P&P handbooks do not create conflicting policies. Whenever possible, use the same wording in both handbooks for issues covered by both committees to prevent confusion.
- Work as liaison with the chairs of all committees and request amendments or changes to the R&R handbook regarding issues covered by their committees.

8 months before the IGLA Championships

- Write an article for the current issue of Wetnotes soliciting teams to bid on the IGLA Championships.

6 months before the IGLA Championships

- Assign a Bid Coordinator to work as a liaison for teams bidding at the next IGLA General Meeting. (See guidelines in Section IGR 2.)

3 months before the Annual IGLA General Meeting

- Submit a list of proposed changes and amendments to the Executive committee. Make a request for comments by two months prior to the meeting.

1 month before the Annual IGLA General Meeting

- Submit a list of proposed changes and amendments to all IGLA reps. Make a request for items to be placed on the agenda for discussion at the IGLA General Meeting.

At the IGLA Championships or at the Gay Games Aquatics Meet

- Distribute IGLA rep evaluation forms with return address and date at the IGLA General Meeting.
- Distribute IGLA host self-evaluation forms with return address and date at the executive committee meeting.
- Coordinate volunteers to serve on the Performance Bond Evaluation Committee and distribute copies to them.
- Create the protest committee for all sports prior to the start of competition.
- Place all proposed changes and amendments to a vote at the annual meeting.

Championship Rules Committee Responsibilities and Timeline

Following the IGLA Championships or the Gay Games Aquatics Meet

- Arbitrate any protests made after the completion of the competition. Make a recommendation to the Board.

30-60 days after the IGLA Championships or the Gay Games Aquatics Meet

- Compile results of IGLA rep evals including numeric averages, full list of comments and a summary of the evaluations. Distribute copies to host, the Board and the next host of the IGLA Championships.
- Request Host Self Evaluation within 60 days of the IGLA Championships.
- Make sure all other accompanying documentation is submitted to the Board including the financial summary (60 days) and participants' fees (60 days).

60-120 days after the IGLA Championships or the Gay Games Aquatics Meet

- Incorporate all approved changes into the text of the R&R handbook and create copies for distribution.
- Submit three new copies of the R&R handbook yearly to the Federation of Gay Games Sports Committee. This may be done through the FGG Delegate or Alternate.

120-180 days after the IGLA Championships or the Gay Games Aquatics Meet

- Compile results of the evaluations including numeric averages, full list of comments and a summary of the evaluations. Distribute copies to the Board with a recommendation regarding reimbursement to the host.
- Upon completion of the evaluation summary, and subsequent vote by the Board, advise the treasurer to forward pertinent or applicable portions that are due to the host. Forward copies of the evaluations, the numeric breakdown and the summary to the host. When the host of the next IGLA championships has been selected, forward a copy to them as well.