

PLANET SWIM FIRST COAST SUMMER SWIM LEAGUE

Established 1997



2026 Version

I. OBJECTIVE

The First Coast Summer Swim League (FCSSL) was initially formed in 1997 to provide the youth of North Florida communities and clubs an opportunity to learn and participate in organized competitive swimming during the summer.

In 2024, FCSSL merged with Planet Swim to form the Planet Swim First Coast Summer Swim League (FCSSL). This merger aims to build upon the solid foundation established by FCSSL, while continuing to promote and enhance the sport of swimming in our community. This partnership leverages our unique strengths and resources to deliver a more comprehensive and impactful swimming experience for the athletes and families. The merger facilitates the pooling of resources, grants access to two professional competition aquatic facilities, and broadens the participant base to include diverse backgrounds from Northeast Florida, specifically in Clay, Putnam, St. Johns, and Southern Duval counties. With operations streamlined to align with USA Swimming guidelines, FCSSL expects to enhance efficiency and provide more significant sponsorship opportunities.

This consolidation not only builds on the legacy of FCSSL, but also boosts its legitimacy and visibility through unified branding and messaging strategies, an active public relations campaign, and increased community engagement efforts. By embracing the USA Swimming model, FCSSL guarantees uniform development and safety standards, which enhances its credibility and influence, and offers enhanced support for scholarships, events, and community programs.

II. ELIGIBILITY

Team Eligibility: For a team to join the league, there must be a majority vote by all existing teams. The membership qualification is based on the individual club membership policies. In general, the league looks at “how open” their membership is to the general public. The athletes of each team must be a member of the team that they are on, according to their club rules, i.e.: you must be a member of set club or community before you may join that swim team.

Individual Eligibility: To participate and compete in this league an athlete must be a member in good standing on their respective FCSSL team.

Additional eligibility determinants:

- A. Eligibility for an age group is determined by the individual’s age as of June 1st of the current year.
- B. Eligibility for Championship participation is that a swimmer must compete in one-fourth or 2 (two) of the team’s completed league meets.
- C. If a meet is canceled due to weather, and an athlete was entered in that canceled meet, that meet counts as a completed meet for that athlete for Champs eligibility purposes. Documentation should be sent to the League Representative one week before the Championship meet.
- D. A League Fee per swimmer will be due for expenses for the summer season. This includes the Championship meet, awards, pool rental, supplies, tent/chair rentals, and other league expenses. Revenues and expenses are accounted for in budget

- reports presented by the League Treasurer and approved by the League President.
- E. Each team must turn in their league fees by May 15th of the current year to the League Representative with a final roster.
 - F. A team that does not turn in the league dues on time may forfeit membership or standing with the league. The FCSSL Board will vote on each case as necessary.
 - G. Each team must have a current copy of Hy-Tek compatible team management software and Meet Manager.
 - H. It is strongly encouraged that athletes swim each event/stroke at least once each season.

III. MEET EVENTS

- A. Length of course by age group is as follows:

6 & Under:	Free, Back, Breast, Fly – 25 Yards
7 & 8:	Free, Back, Breast, Fly – 25 Yards
9 & 10, 11 & 12, 13 & Over:	Fly, Back, Breast, Free – 50 Yards
10&U, 12&U, 13 & Over:	100 Free (100 yards)
10 & Under, 11 & 12, 13 & Over:	Individual Medley 100 yards
8 & Under	Free Relay – 100 Yards (4x25 Yards)
9 & 10, 11 & 12, 13 & Over:	Free Relay – 200 Yards (4x50 Yards)
10 & U:	Medley Relay 100 Yards (4 x 25 Yards)
11&12, 13 & Over:	Medley Relay 200 Yards (4 x 50 Yards)

- B. Order of Events (See Appendix A for Details) All Events Alternating, Girls then Boys.
- C. A Swimmer may enter a maximum of four (4) events per meet, including the Championships meet. This can include 3 Individual Events & 1 Relay OR 2 Individual Events & 2 Relays (A swimmer may also do fewer events).

IV. RELAY INFORMATION

- A. All relays must be comprised of four (4) athletes or that relay will be disqualified and not receive an official time.

Freestyle Relay: All four swimmers swim freestyle

Medley Relay:
1st Swimmer – Backstroke
2nd Swimmer - Breaststroke
3rd Swimmer - Butterfly
4th Swimmer - Freestyle

- B. During regular season meets, teams may enter as many relays as they can fill. It is customary to fill the fastest heat with the top relays from each team, regardless of seed time.
- C. Teams may swim an athlete up to fill a relay if an older age group only has 3 athletes and the older group needs an additional swimmer. The athlete that is swimming up would remain in their own age group for their individual events. This is designed to allow smaller teams to field a relay, not for teams to field “B” and “C” relays.

- D. The above athlete may not have just done their own age group's relay or get out and do another relay. Also keep in mind the four (4) event rule still applies.
- E. During the Championship meet, a team's entire age group for each relay is an alternate, as long as they are eligible according to the "1/4 of the league meets conducted" rule.

V. ENTRIES

- A. Entry Cards or Heat Sheets: The home team prints out ALL the heat sheets for both teams. It is strongly recommended that each team publish their meet results on Meet Mobile to allow for online heat sheets and live results.
- B. Entries Due Date: Entries with a roster file should be emailed in Hy-Tek format to host team by 12 noon 2 days prior to the meet. If there is a problem, contact that host team. For example: if your meet were scheduled for a Thursday, the entries would be due to the host team by the Tuesday at noon. If you cannot meet the specified deadline, you must contact the host team and make other arrangements.
- C. Order of Events: (Refer to Appendix A) The order of events is established in Hy-Tek format. Only if it is crucial during a specific meet and BOTH coaches are in agreement can changes be made to the event list, but the events must align with the correct number that is in Appendix A AND in your computer program.

VI. SEEDING

All entry lists, heat sheets, and/or seeding cards will have the child's fastest time on it. Relay times can be calculated by adding times together. No times (NT) are allowed at regular season meets, but NOT allowed at the Championship meet. If you have a fast swimmer and want them to be seeded accordingly at a dual meet, a time should be entered.

The meet will be seeded so that the heats progress from slowest to fastest. The last heat should be composed of the fastest submitted times. If a swimmer is a last-minute addition, they will be put in a heat and lane, if there is availability, as the host team will have already seeded the meet.

The computer program will seed the meet for you in Hytek Meet Manager.

VII. SCORING

Scoring during regular season meets will be as follows:

Individual Events:

- 1st Place – 5 points
- 2nd Place – 3 points
- 3rd Place – 1 point

Relay Events:

- 1st Place – 6 points
- 2nd Place – 4 points
- 3rd Place – 2 points

- A. As of 2024, the league is purchasing the ribbons for regular season meets.
- B. Heat winner ribbons or prizes will be purchased and provided by the host team.
- C. If an athlete or relay team has a stroke infraction, they are not eligible to score or receive an overall place ribbon (1st through 8th Place). The stroke and turn officials should be noting the stroke infractions on DQ slips.

- D. At the meets, the two teams may decide to not score their meet. If one team wants to score, then the meet **MUST** be scored. This must be decided prior to the commencement of the meet. The program scores the meet, but if you don't want it announced, discuss this with both teams' coaches.
- E. It is league policy for each team to upload their full meet data to Meet Mobile.
- F. Results files including the importable results file, the pdf results file, and the ribbon label pdf file should be sent to the visiting team within 24 hours of completing the competition.
- G. The results pdf should be sent to the League Webmaster within 24 hours of completing the competition.

VIII. SCRATCHES

Scratches are welcome to be reported to the Hytek computer up to 30 minutes prior to the beginning of the meet.

IX. CHAMPIONSHIP MEET

- A. Who Participates: All FCSSL member teams in good standing.
- B. Entries: The 4-event **MAXIMUM** rule applies, also Relay times **MUST** be submitted.
- C. When & Where: As Determined.
- D. Qualifications: Athletes must be in good standing with their team and have participated in 1/4 of their team's regular season meets.
- E. Duties: Each team will be assigned certain volunteer positions as determined by the meet director.
- F. Scoring: Score Places 1-16, according to the Meet Manager standard scoring.
- G. Assign Meet Director: The league president or their designee may serve as the meet's meet director for the Championship meet, as appropriate.

X. STROKE INFRACTIONS

This league takes stroke development and the rules governing stroke infractions seriously. The league understands the importance of proper technique while building athlete confidence and demonstrating grace as we apply the rules.

- A. Each team should have trained stroke and turn officials who can assist at regular season meets.
- B. There should be judges from both teams, and both judges should provide impartial feedback regarding stroke infractions to both teams.
- C. There will be stroke and turn officials at the Championship Meet and stroke infractions will be enforced.
- D. A stroke infraction will result in no points and no official time for the swim.
- E. Stroke and Turn Officials **MUST** write on the DQ Slip regarding what the stroke infraction was on the approved DQ slip.
- F. Computer input volunteers must look for these notations and award the infraction accordingly.

XI. PROTESTS

In the event of a protest situation that arises during a regular season meet, the Head Coaches and Team Representatives will discuss.

For all other issues, please reach out to the FCSSL Board so they can discuss and review. The best way to do this is to reach out to the league president by text or telephone and follow it up by sending an email with the details to sondra.m.santana@gmail.com.

XII. GRIEVANCES

If athletes, parents, or swim coaches demonstrate unsportsmanlike conduct the following will apply: The complaint must be brought to the attention of the Coach and Team Representative. If the grievance warrants further discussion, a letter must be written by the Team Representative and submitted to the FCSSL Board.

This letter will be on file and will serve as a warning to the team of the complaint. A copy of the letter will be sent to the team of complaint and the complaining team. If a particular team has 2 or more warnings, they must demonstrate the ability to comply before being allowed to remain in the FCSSL. Consideration will be brought before the board for a decision.

XIII. DELAY / MEET POSTPONEMENT

In the event of inclement or dangerous weather, Coaches and Team Representatives will decide when and if to start the meet or, if necessary (and if possible), to reschedule it.

If the host pool has problems, the Coach or Team Representative must contact the visiting team to make other arrangements, or to decide if, or when it is possible to reschedule.

If both teams show up and the weather prevents the meet from occurring, it will be considered "a meet conducted" and athletes who were entered into the meet/on the heat sheet count as participating.

XIV. MEET PERSONNEL & DUTIES

Home Team:

1 Announcer/Starter
1 Timer per Lane
1 Head Clerk of Course
2 or More Ready Bench
Helpers
2 Runners
1 Stroke and Turn Judge
1 Head Computer Person
1 Heat Winner Ribbon
Person
-Home Team to Provide
DQ Slips
Set Up/Clean Up Crew

Visiting Team:

1 Timer per Lane
2 or More Ready Bench
Helpers
1 Stroke and Turn Judge

**Each Team provides own place ribbons based on the results after the meet.

- A. **Announcer:** The announcer makes first, second, and final calls for each event, working closely with the starter to keep the meet running smoothly. This role requires anticipating the flow of the meet based on the number of swimmers, the stroke, the event distance, and the swimmers' ages. *Training is required for this position.*
- B. **Starter:** Starts each event with the announcement of the age and stroke and the words "TAKE YOUR MARKS", pauses to make sure that all swimmers are motionless, and then starts the race using the electronic starting device. *Training is required for this position.*

Verbiage and Guidelines for Starting Races (Must Speak Words in Quotations):

1. Starter: - "Timers ready?" (Timers raise watches to signal they are ready.)
 2. Starter: Announces the event. Example:"This is the 6 and Under 25-yard freestyle, one length of the pool."
 3. Referee or Starter: Gives a series of short whistles to signal swimmers to step onto the blocks or to the starting area.
 4. Starter: "Take your marks"– Pause to ensure swimmers are motionless
 5. , then give one long whistle to start the race.
 - o In the event of a recall, the starter can push the recall button in on the electronic starting device and hold it in continuously to have the swimmers return to the blocks and restart the race.
 6. (Optional) During the race, you may announce upcoming events or Ready Bench notifications if time permits.
 7. After all swimmers finish, announce: "Good job, swimmers! Swimmers, step out."
- C. **Timer:** There will be 2 timers in each lane, preferably one from each team. One timer will have a clipboard and pencil to record times on the lane timer sheet and should quickly verify each athlete's name before the race. Both timers start their watches at the starting signal and stop them when the swimmer touches the wall. BOTH times should be recorded on the lane timer sheet. **A Head Timer** is advisable in case a lane timer experiences a timing failure, though it is not required during regular meets.

**The home team supplies the clipboards, pencils, and official timing devices.

- D. **Head Clerk of Course:** This is the person is responsible for gathering swimmers in their age group, staging them in correct order based on their heat & lane assignment, and moving them to the blocks for their races. This person will attend the Scratch Meeting and remove scratched swimmers and enter any additional swimmers. The Ready Bench Helpers will crowd control the children. Any deck adds will be entered on a space available basis.
- E. **Ready Bench Helpers:** Ready Bench Helpers assist the Head, Clerk of Course at the ready bench area. Responsibilities include seating swimmers, helping locate athletes, and maintaining crowd control. Each team should have at least two volunteers at the beginning and end of the meet, especially during relays. These volunteers will escort swimmers to the starting end of the pool and ensure they remain in order.

Ready Bench Area Overview and Explanation: The ready bench in developmental swimming is essential for organization, preparation, efficiency, safety, and providing a positive learning experience for young swimmers. It arranges athletes by heat and lane, ensuring events run smoothly and on time. This process streamlines transitions between races, improves meet efficiency, and ensures the safety of swimmers by preventing them from wandering or missing their events. It also helps new swimmers learn meet procedures, follow instructions, and understand event flow, fostering a structured and supportive competitive environment.

FCSSL has many 10 and Under swimmers who are new to competitive swimming. Each host team should provide: A **check-in table** at the beginning of the meet for all athletes and a **ready bench** for 10 and Under swimmers

- F. **Computer Operator:** You need to KNOW the Hytek Meet Manager and the rules regarding using backup or manual times to run the meet. FCSSL uses Hy-Tek Team Manager and Meet Manager.
- G. **Runners:** These people gather DQ slips, pull manual times as appropriate, and deliver them to the computer operator for input. One runner can also help deliver water to volunteers.
- H. **Set-Up and Take Down Crew:** Volunteers from the home team set up for the meet before the visiting team arrives so areas are defined for visitors. There may also be a designated take down or clean-up crew.
- I. **Stroke & Turn Official:** Responsible for ensuring that swimmers comply with the rules related to the mechanics of swimming, including the start, stroke, turn, and finish of each race. They observe swimmers during the competition to ensure all movements adhere to the governing body's regulations and make calls on any infractions. Stroke and turn officials are expected to be impartial and may make calls for infractions on any athlete/team. *This individual must be trained for this position.*

XV. POOL FACILITY RECOMMENDATIONS

- A. To Host a Meet: A Team **MUST** have Lane Lines
- B. Starting Blocks are preferred, but not required.
- C. Backstroke Flags are preferred as they provide a reference for finishes and turns. Here are the specifications for different pool lengths:
 - 1. Meter Pools – 5 Meters (16 ft. 5 in.) from each end of the pool and a minimum of 5 ft. 11 in. to a maximum of 8 ft. 3 in. above the water surface
 - 2. Yard Pools – 15 Feet from each end of the pool and 7 Feet above the water surface

XVI. GOOD SPORTSMANSHIP POLICY

A swimmer may be asked to leave a meet if his or her conduct towards others is consistently demeaning or unsportsmanlike. Two (2) adults must witness the behavior and report it to the Coach. A warning from that Coach must be given to the swimmer. If the behavior continues, the swimmer must leave the meet. (Also see Grievances.)

XVII. LEAGUE MEETING SUGGESTED SCHEDULE

Suggested meetings, held annually, beginning with the end of the season:

- A. August / September – League Board and Swim Coaches to discuss any meet changes or additions.
- B. September / October – League Representatives, Team Representatives, League Board Members, and Coaches to discuss any league updates on an as needed basis.
- C. January / February – Board Members set scheduling meeting for after Spring Breaks and discuss anything not resolved (may not have this meeting - if not, the League Rep will set the scheduling meeting date and e-mail all teams.)
- D. March – League Board, Coaches AND Team Representative(s) to schedule meets.
- E. April – League Board, Team Representative(s) and/or Coaches to review Championship Meet information
- F. July/Championships – Team Representative(s) and / or Coaches at Championship location to set-up the team areas and prepare the meet. ALL teams must be represented.

XVIII. PSFCSSSL Board Members Titles & Duties

- A. League President:
 - Oversee League Guidelines and Bylaws
 - Organize, Schedule & Conduct League Meetings
 - Receive & Address League Grievances
 - Oversee Championship Meet
- B. League Vice President:
 - Assist League President in League Meetings
 - Assist League President in League Grievances
- C. League Treasurer:
 - Assist League in Accounting of Funds with Monthly Statements
 - Recommend Purchases for League Needs
- D. League Secretary:
 - Keep the minutes of the FCSSL meetings
 - Send out notification of meetings to members
- E. Parliamentarian:
 - Advisor who helps ensure meetings follow proper rules and procedures
 - Send out notification of meetings to members as necessary
- F. League Advisor:
 - Provides oversight and input to the league
- G. All League Board Members:
 - Provide additional support & league roles as needed for the success of the league, including but not limited to assigning duties, approving purchases, and adding league teams.

APPENDIX A – FCSSL ORDER OF EVENTS

EVENT#	FCSSL Meet Events List 2026	EVENT#
Girls		Boys
1	6 & Under 100 Freestyle Relay	2
3	7-8 100 Freestyle Relay	4
5	9-10 200 Freestyle Relay	6
7	11-12 200 Freestyle Relay	8
9	13-14 200 Freestyle Relay	10
11	15-18 200 Freestyle Relay	12
13	10 & Under 100 IM**	14
15	11-12 100 IM	16
17	13-14 100 IM	18
19	15-18 100 IM	20
21	6 & Under 25 Freestyle	22
23	7 & 8 25 Freestyle	24
25	9-10 50 Freestyle	26
27	11-12 50 Freestyle	28
29	13-14 50 Freestyle	30
31	15-18 50 Freestyle	32
33	6 & Under 25 Backstroke	34
35	7 & 8 25 Backstroke	36
37	9-10 50 Backstroke	38
39	11-12 50 Backstroke	40
41	13-14 50 Backstroke	42
43	15-18 50 Backstroke	44
**** BREAK ****		
45	8 & Under 100 Medley Relay	46
47	9-10 100 Medley Relay	48
49	11-12 200 Medley Relay	50
51	13-14 200 Medley Relay	52
53	15-18 200 Medley Relay	54
55	6 & Under 25 Breaststroke	56
57	7 & 8 25 Breaststroke	58
59	9-10 50 Breaststroke	60
61	11-12 50 Breaststroke	62
63	13-14 50 Breaststroke	64
65	15-18 50 Breaststroke	66
67	6 & Under 25 Butterfly	68
69	7 & 8 25 Butterfly	70
71	9-10 50 Butterfly	72
73	11-12 50 Butterfly	74
75	13-14 50 Butterfly	76
77	15-18 50 Butterfly	78
79	10 & Under 100 Freestyle**	80
81	11-12 100 Freestyle	82
83	13-14 100 Freestyle	84
85	15-18 100 Freestyle	86

APPENDIX B – STROKE INFRACTION REPORT



**PLANET SWIM FIRST COAST
SUMMER SWIM LEAGUE
DISQUALIFICATION REPORT**

Swimmer:_____ Team:_____

Event:_____ Heat:_____ Lane:_____

BUTTERFLY

KICK: Alternating(1A)____ Breaststroke(1B)____
Scissors(1C)____

ARMS: Non-Simultaneous(1E)____
Underwater Recovery(1F)____

TOUCH: One Hand(1J)____ Non-Simultaneous(1L)____
Turn____ Finish____

BACKSTROKE

No Touch at Turn(2A)____
Shoulders Past Vertical Towards Breast *Except*
Approaching Turn(2L)____

BREASTSTROKE

KICK: Alternating(3A)____ Butterfly(3B)____
Scissors(3C)____

ARMS: Past Hipline(3D)____ Non-Simultaneous(3E)____

TOUCH: One Hand(3J)____ Non-Simultaneous(3L)____

CYCLE: Double Pulls or Kicks(3S)____

FREESTYLE

No Touch at Turn(4A)____

INDIVIDUAL MEDLEY

Stroke/Turn Infraction(5A)_____

Out of Sequence(5B) FL-BA-BR-FR:____

RELAYS

Early Take-Off Swimmer(6F-H): #2____ #3____ #4____

Swimmers Out of Order(6L) BA-BR-FL-FR:____

OTHER

False Start(7A):____ Did Not Finish(7C)____

Pulling on Rope(7T)____

Using Bottom or Sides for Propulsion(7T)____

JUDGE:_____

NOTIFIED: Swimmer____ Coach____

Revised 5/26

Appendix C

League Board Members

The First Coast Summer Swim League is a not-for-profit corporation in the state of Florida. The document number of this corporation is N10000003911.

The board members for the FCSSL are as follows:

President – Sondra Santana
4028 Timuquana Road
Jacksonville, FL 32210
Phone: 904-718-0663
Email: sondra.m.santana@gmail.com

Vice President – Walt Bartman
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Secretary – Gus Calado
300 Davis Park Road
Ponte Vedra, FL 32081
Phone: 904-285-7545
Email: gmc@planetsswim.org

Treasurer – Jacob MacGibbon
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