

**CHESAPEAKE AND POTOMAC SWIMMING LEAGUE**  
**RULES OF COMPETITION AND MEET PROCEDURES**

- These rules were established by an ad-hoc committee during the summer of 1979 and discussed, revised and approved at a General Meeting called for that purpose on September 30, 1979. Revised May 4, 1980, revised October 15, 1981, revised May 16, 1982, revised September 16, 1984, revised September 15, 1985, revised September 28, 1986, revised September 20, 1987, revised October 2, 1988, revised September 24, 1989, revised September 30, 1990, revised September, 1992. Designation of team acronyms added by league meeting action September 1994. Revised September 1996. Revised Sept. 1997.
- A major revision of the rules was undertaken to include the mandatory use of computer aided scoring and meet administration, and a corresponding reorganization of the competitive events in 1999.
- Revised and updated by C. LaBerge, 8/25/2005.

**CHESAPEAKE AND POTOMAC SWIMMING LEAGUE**

**RULES OF COMPETITION AND MEET PROCEDURES**

**ARTICLE I GENERAL RULES**

**Section 1.** All persons associated with the YMCA competitive Swimming Program are to comply with the spirit and intent of the “Rules That Govern YMCA Competitive Sports” as published by the National Board of the YMCA.

**Section 2.** General Swimming Rules - Competition will be governed by the current revision of the Official NCAA Swimming Rules, including interscholastic provisions, plus such rules as are set forth herein. In the event of conflict of ambiguity, the rules herein will prevail.

**Section 3.** Eligibility of Swimmers

- (a) The current season is defined as September 1 to May 1,
- (b) In order to compete in a C&P League dual or tri-meet an individual may not have represented another team in open and closed competition during the current season, subject to the following exceptions:
  - (i) Swimmers may represent their high school in closed interscholastic competition
  - (ii) Other exceptions as may be granted on petition to the President of the League
- (c) All competitors must comply with the provisions of “Rules That Govern YMCA Competitive Sports”.
- (d ) All competitors must be listed on the current team roster at the time of their first competition.

**Section 4.** Eligibility of Teams - All League member teams shall be eligible for League competition.

**Section 5.** Protest of Swimming Rules - Protests claiming any violation of League rules must be made, in writing or by e-mail, to the League Vice President within 72 hours of the alleged violation. If e-mail is used, copies shall be sent to the President and Secretary as well. The Vice President shall resolve all protests in accordance with the procedure set forth in Appendix 1.

**Section 6.** Penalties

- (a) Competition by an ineligible swimmer will result in forfeiture of the swimmer’s points for that meet and all preceding meets in which the swimmer was ineligible.
- (b) A swimmer may swim under protest. However, if the decision of the Appeals Committee goes against the swimmer, the points earned by that swimmer will be forfeited according to Section 6(a) above.
- (c) Any team that is found to be in violation of the NCAA, YMCA or C&P League Rules shall forfeit all the dual meets in which such violations occurred.

**Section 7.** False Starts - At all meets, there shall be both a starter and a referee, who are distinct persons . In a dual meet, if one club does not supply one of these officials, the other club must. Concurrence between both the starter and referee is required for any false start disqualification.

**Section 8.** Meet Administration — All C&P meets will be administered and scored using the

MeetManager software from Hytek.

## **ARTICLE II CATEGORIES OF COMPETITION**

### **Section 1. Age Groups**

(a) Age groups for League competition will be: 15-18 years, 13-14 years, 11-12 years, 9-10 years and 8 years and under.

(b) There will be separate age group competition for boys and girls.

**Section 2. Age for Competition** - Age groups for League competition will be based on the swimmer's age as of December 1, regardless of the starting date of the League season.

**Section 3. Age Group For Competition** - Each swimmer must compete in his or her correct age group.

### **Section 4. League Divisions**

(a) The League will consist of a number of divisions to be decided at each Fall meeting.

(b) Divisional alignment shall be determined by the membership at each Fall meeting.

(c) The League Invitational Meet will be held without regard to the Divisional separation.

## **ARTICLE III ENTRIES**

### **Section 1. Number of Entries Per Swimmer**

(a) In a dual meet, each competitor may be entered in four (4) events, regardless of team size. If a competitor is entered in four events, at least one must be a relay

(b) In tri-meets, each competitor may be entered in three (3) events.

(c) League Invitational Meet participants will be allowed to enter up to three "scored" events, as determined by Article IV. If three "scored" events are entered, at least one must be a relay. Participation in "open" events is not limited, but should be subject to coaches discretion regarding the appropriateness of the competition.

(d) If, by mistake, a swimmer is entered in more than the allowed number of "scored" events the swimmer must swim in the first event for which he or she is listed on the official line-up, within the provision of Article III, Section 1(a) or 1(b), above.

(e) Any swimmer not reporting for or competing in a scheduled event shall not be penalized, but the event missed will be counted as a completed event.

**Section 2. Official Swimmers** - In all dual meet or tri-meet competition, all swims shall be counted for the purpose of compliance with III.1(a) and (b). A coach may declare any swimmer in any event as "exhibition", but exhibition swims shall still count toward the limits of III.1(a) and (b). Exhibition swims shall be clearly indicated in the Meet Manager entries by means of an "X" next to the seed time. Exhibition swims shall not count toward the team score.

### **Section 3. Entry Procedures**

Chesapeake & Potomac Swimming League Rules of Competition

- (a) Meet entries shall be prepared in advance using MeetManager or TeamManager and shall be exported using Hvttek Commlink or the embedded export feature of MeetManager.
- (b) Meet entries shall be exchanged electronically, by disk or e-mail, by 7:30 PM on the second day before the meet (7:30 PM Thursday for a Saturday meet). With the agreement of both coaches, a later exchange is permissible. The purpose of early submission is to permit heat sheets to be prepared for distribution or sale to parents and spectators.

*Recommendation: Line-ups can be sent to home team e-mail by Wed. at 6 PM with any final changes by 7:30 PM on Thursday evening. This will allow home team to arrange their entries to multiples of the number of competition lanes early in preparation of Program. THIS IS IMPORTANT for a fast meet.*

- (c) All Entries submitted under III.3(a) and III.3.(b) must conform to the requirements of 1III.1 at the time of submission.
- (d) A completed heat sheet and meet roster shall be provided to the visiting team by 7:30 PM Friday. This heat sheet and roster shall form the basis for any last minute changes prior to Saturday's meet.
- (e) Unless mutually agreed by the coaches, changes on Saturday shall be limited to scratches only.

**ARTICLE IV SWIMMING EVENTS**

**Section 1.** Order of Events — The standard order of events shall be shown in Table 2. All events except 85 and 86 shall be scored. Home teams may choose to offer time trials in any other events in lieu of or in combination with Events 85 and 86.

<u>Event No. (Boys)</u>	<u>Event</u>	<u>Event No. (Girls)</u>
1	15-18 400 Medley Relay (200 MR Opt)	2
3	13-14 200 Medley Relay	4
4	11-12 200 Medley Relay	6
7	9-10 200 Medley Relay	8
9	8&U 100 Medley Relay	10
11	15-18 200 Free	12
13	13-14 200 Free	14
15	11-12 200 Free	16
17(2 heats)	15-18 50 Free	18 (2 heats)
19 (2 heats)	13-14 50 Free	20(2 heats)
21 (3 heats)	11-12 50 Free	22 (3 heats)
23 (3 heats)	9-10 50 Free	24(3 heats)
25 (3 heats)	8&U 25 Free	26 (3 heats)
27	15-18 200 IM	28
29	13-14 200 IM	30
31	11-12 200 IM	32
33	9-10 100 IM	34
35	15-18 100 Fly	36
37	13-14 100 Fly	38
39	11-12 50Fly	40
41	9-10 50 Fly	42
43	8&U 25Fly	44
45	15-18 100 Free	46
47	13-14 100 Free	48
49	11-12 100 Free	50
51	9-10 100 Free	52
53	8&U 50 Free	54
55	15-18 100 Back	56
57	13-14 100 Back	58
59	11-12 50 Back	60
61	9-10 50 Back	62
63	8&U 25 Back	64
65	15-18 100 Breast	66
67	13-14 100 Breast	68
69	11-12 50 Breast	70
71	9-10 50 Breast	72
73	8&U 25 Breast	74
75	15-18 400 Free Relay (200 FR optional)	76
77	13-14 200 Free Relay	78
79	11-12 200 Free Relay	80
81	9-10 200 Free Relay	82
83	8&U 100 Free Relay	84
85	13-18 500 Free (Optional-no points)	86

**Section 2.** Alternative Sequence of Events - With the joint agreement of both coaches, the dual meet order of events may be altered as shown in Table 2:

*Note: The expanded age groups have been chosen to match the events for the East Field Regional Swim Championships.*

**Section 3.** Scored Events for Alternate Sequence - For the purpose of computing a team score for dual meets, the events shall be scored as shown in Table 2. Scoring shall be as determined in Article IV.

**Section 4.** Entry Limitations — Participation in any unscored event may be limited in order to achieve a MeetManager predicted time line of no longer than 4 hours, or less by mutual agreement of the coaches, not including Events 42-44. If necessary, entry limitations shall be imposed on the longer distance events first. Coaches shall be notified of any entry limitations at when the Heat Sheets are prepared.

Chesapeake & Potomac Swimming League Rules of Competition

**Table 2: Alternative C&P Swim League Order of Events and Scoring Matrix**

Event No.	B/G Mix	Age Group	Distance	Event	Age Group (x = scored event)				
					8 & U	9-10	11-12	13-14	15-18
101/102	B/G*	13-18	200/400	R-Medley					x
103/104	B/G	13-14	200	R-Medley				X	
105/106	B/G	11-12	200	R-Medley			x		
107/108	B/G	9-10	200	R-Medley		x			
109/110	B/G	8 & Under	100	R-Medley	x				
5	B	11 & Over	200	Free			x	x	x
6	G	11 & Over	200	Free			x	x	x
7	B	9 & Over	50	Free		x	x	x	X
8	G	9 & Over	50	Free		x	x	x	X
9	B	8 & Under	25	Free	x				
10	G	8 & Under	25	Free	x				
11	B	9 & Over	200	Medley			x	x	X
12	G	9 & Over	200	Medley			x	x	X
13	B	7-12	100	Medley	x	x			
14	G	7-12	100	Medley	x	x			
15	Mix	12 & Over	200	Fly					
16	B	9 & Over	100	Fly				x	X
17	G	9 & Over	100	Fly				x	X
18	B	7 & Over	50	Fly		x	x		
19	G	7 & Over	50	Fly		x	x		
20	B	8 & Under	25	Fly	x				
21	G	8 & Under	25	Fly	x				
22	B	9 & Over	100	Free		x	x	x	X
23	G	9 & Over	100	Free		x	x	x	X
24	B	8 & Under	50	Free	x				
25	G	8 & Under	50	Free	x				
26	Mix	12 & Over	200	Back					
27	B	9 & Over	100	Back				x	X
28	G	9 & Over	100	Back				x	X
29	B	7 & Over	50	Back		x	x		
30	G	7 & Over	50	Back		x	x		
31	B	8 & Under	25	Back	x				
32	G	8 & Under	25	Back	x				
33	Mix	12 & Over	200	Breast					
34	B	9 & Over	100	Breast				x	X
35	G	9 & Over	100	Breast				x	X
36	B	7 & Over	50	Breast		x	x		
37	G	7 & Over	50	Breast		x	x		
38	B	8 & Under	25	Breast	x				
39	G	8 & Under	25	Breast	x				
201/202	B/G*	13-18	200/400	R-Free					X
203/204	B/G	13-14	200/400	R-Free				X	
205/206	B/G*	11-12	200	R-Free			x		
207/208	B/G*	9-10	200	R-Free		x			
209/210	B/G*	8 & Under	100	R-Free	x				
301	Mix	Open	500	Free					
302	Mix	Open	400	IM					
303	Mix	Open	1650	Free					

**Notes to Table 2**

B/G Relays are swum with Boys relay teams and Girls Relay Teams in the Same Heat. In a six lane pool, during Medley Relay events, the Visiting Team may enter 2 teams of Boys and 2 Teams of Girls. For Free Relay, the Home Team may enter 2 teams of Boys and 2 Teams of Girls. In a five lane pool, the Visiting Team may enter 3 Medley Relays (total) to the Host Team's 2, with the Host Team entering 3 Free Relays (total). One additional heat may be swum in events 101-108 and 201-208 upon agreement of the coaches. The 101/102 and 201/202 age grouping of 13-18 is intended to allow small teams to have relays. The intent is that 13-14 swimmers may participate in *either* 101/102 or 103/104, or in either 201/202 or 203/204.

## **ARTICLE V PROCEDURE FOR MEETS**

### **SECTION 1. General Procedures**

(a) Two weeks prior to the date of the first scheduled League Meet, each team must distribute to all other teams and the League Treasurer/Statistician a complete team roster of male and female swimmers, listing, by age group and sex, the name and birth date of each eligible swimmer. Additions to the roster must be submitted in writing to the opposing team at least fifteen (15) minutes before the start of the meet in which a new swimmer competes. Roster additions must be attached to the results (score sheets) of the first meet in which a new swimmer competes and distributed to all other teams and the League Treasurer/Statistician. Swimmers deleted from the official roster may not be re-added during the current season without the express written permission of the League President.

(b) In the event that any team cannot provide the proper number of timers, judges, workers or qualified officials, its team representative should notify the corresponding team representative(s) 72 hours prior to the scheduled start of the meet, so that proper action can be taken.

### **Section 2. Meet Procedures**

(a) All meets shall be administered and scored using the HyTek Meet Manager software. Entries and results shall be exchanged using HyTek Commlink software or the embedded export functions of Meet Manager.

(b) The host team shall prepare and provide at no charge a minimum of twelve (12) copies of the meet heat sheets for use by the visiting team. Copies should be distributed at least 30 minutes prior to the start of the meet.

*Recommendation: It is recommended that the MeetManager Lane/Timer Sheets be used to record times during the meet. If time constraints prevent use of Lane/Timer Sheets. Heat Sheets may be used.*

(c) All events shall be swum and completed as scheduled unless extraordinary conditions or situations prevent it. In the event that a meet must be rescheduled or completed at another time, it shall be rescheduled by mutual agreement of the League Representatives. In case of a dispute over rescheduling, the League Presidents decision will prevail. Failure to comply will result in forfeiture for both teams.

(d) Place finishes in dual meets shall be determined on the basis of time. Three timers shall be assigned to each lane to record three (3) watch times on Lane/Timer or Heat Sheets, as appropriate. Backup timers are recommended to ensure that three (3) watch times are recorded. A maximum of three (3) watch times shall be recorded on any event card; backup times shall not be recorded unless required to achieve the three (3) desired times. If fewer than three (3) are available, record all available watch times.

The referee and starter, or judges designated by the referee, shall both record a sweep order of finish for each event. Sweeps shall be written on sheets provided for the purpose of recording an entire meet's orders of finish.

The official time shall be determined as follows:

1. Three times - the middle time; timers circle the middle time on the card;
2. Two times - the scoring table will average the two times; the average time becomes the official time;
3. One time - the single time recorded by the timer.

If only one time is available for any swimmer in a given event, the referee's and starter's sweeps shall be used to determine order of finish. Both sweeps shall also be used to resolve a disputed finish. In the event that sweeps must be used to determine the order of finish or to resolve a disputed finish, the Modified Ballot System shall be used. The Modified Ballot System is described in the NCAA Men's and Women's Swimming & Diving Rules, Rule 4, Section 24, Article 4.

(e) For meets using electronic timing, the following procedures must be followed:

1. For all events in which the electronic timing can be used, the official time shall be determined in accordance with the NCAA Men's and Women's Swimming & Diving Rules. In a typical situation, these will be all events of 50 yards/meters or greater.
2. For events in which the electronic timing cannot be used (e.g. 25 yard events), the timing and scoring shall be per Article V, Section 2, Paragraph (c) using three (3) manual watches per lane.
3. When touch pads are not utilized, there must be three (3) electronic push buttons and one (1) manual watch per lane. The electronic buttons will have priority over the manual watch time. If one or more of the electronic buttons does not record a time, the watch time will be included in determining the order of finish as per Article V, Section 2, Paragraph (c).
4. Electronic times may be automatically transferred to MeetManager.

(f) At the conclusion of the meet, the host League Representative or Meet Manager is responsible for mailing a copy of the Meet Manager Meet Results Report, signed by the Referee, to the League Treasurer/ no later than the Tuesday following the meet. Meet results shall include all swimmers in all events competed during the meet.

(g) At the conclusion of the meet, the host League Representative or Meet Manager shall provide the visiting League Representative or Coach with an electronic copy of the complete meet results in electronic form using Commlink software or the embedded functions of Meet Manager.

(h) At the conclusion of the meet, the host League Representative is responsible for e-mailing a text version of the HyTek MeetManager Event Results Report to the designated "Results" mailing list.

## **Section VI**     Infrastructure

### **Section 1.**

- (a) All league competitions shall take place in pools that are 25 yards in length, have a minimum of 4 lanes (6 or more preferred), have starting blocks in all competition lanes, and have a minimum of 5 feet water depth under the starting blocks.
- (b) Electronic timing devices may be used if available.
- (c) Beginning November 1,1999, all league meets shall be conducted with computer processing of event and meet results in accordance with V.2(a) and IV.2

### **Section 2.**

(a) Computer Hardware — Except by mutual agreement between the competing teams, the host team shall provide the computer hardware necessary to administer and score the meet. The hardware shall include an IBM compatible computer, printer, and 3.5 inch disk drive.

(b) Computer Software — Except by mutual agreement between the competing teams, the host team shall provide the computer software necessary to administer and score the meet. The league-standard software shall include HyTek Meet Manager, version 7.10 or higher, and HyTek Commlink, version 6.1 or higher.

(c) Infrastructure Failure — In the event that the computer hardware or software failures during the conduct of the meet, timing results shall be collected on paper for the duration of the meet. It shall then be the responsibility of the host team to enter the data, tabulate and print the results, and forward a paper and electronic copy of the meet results along with all ribbons and awards to the visiting team no later than seven days after the date of the meet. Failure to comply with this schedule shall be grounds for forfeiture of the meet by the host team.

## **ARTICLE VI MEET SCORING**

### **Section 1. Dual Meet Scoring**

- (a) Scoring will be done on an event and age-group basis in accordance with Table 1.
- (b) Scored events will be scored 5-3-1 respectively for first (1st), second (2nd) and third (3rd) places. No team will be credited with more than eight (8) points per event. No team will be credited with less than one (1) point in an event in which it has a qualified swimmer.
- (a) Relay events will be scored 7-0.

### **Section 2. Tri-Meet Scoring**

- (a) Tri-meets among teams may be set up by mutual agreement among coaches.
- (b) Scoring shall be done on an event and age-group basis in accordance with Table 1.
- (c) Individual events shall be scored 6-4-3-2-1 respectively for first (1st), second (2nd), third (3rd), fourth (4th), and fifth (5th) places.
- (d) Relay events shall be scored 8-4-0.

## **ARTICLE VII STANDINGS**

**Section 1. Team Division Standings** - The team with the best won-lost record in their Division. In case of a tie the teams will become Co-Champions.

**Section 2.** For the purpose of League Standings, the team finishing first in a Tri-Meet conducted between three teams in the same division shall receive credit for two wins, the team finishing second shall receive credit for one win and one loss, and the team finishing third shall receive two losses. If only two teams from a division participate, the higher placing team shall receive one win and the lower one loss. If the meet is an inter-divisional meet in accordance with Article X, Section 5, the Tri-Meet results shall not affect the standings.

### **ARTICLE VIII TEAM AWARDS**

**Section 1.** Overall Team Division Awards - The team with the best won-loss record in each Division shall receive a suitable award.

**Section 2.** Team Age/Group Awards - Suitable awards may be given to winning teams in other categories as determined by the membership.

**Section 3.** Team awards, if any, shall be presented at the Individual Championship Meet.

### **ARTICLE IX C&P Invitational Meet**

**Section 1.** General - At the end of the scheduled Dual Meet (and/or Tri-Meet) season, C&P Invitational Meet will be held with events corresponding to the regularly conducted Dual and Tri-meets. The host organization will be determined at the League Fall Meeting. The same sponsoring YMCA organization shall not host the Individual Championship Meet for two consecutive years, unless there are no other available hosts.

**Section 2.** Schedule and Location — The meet shall be scheduled on a weekend after the last dual/tri meets, and before the District Meet. The facility shall have sufficient capacity to handle 600 swimmers and corresponding spectators. The pool shall be 25 yards in length, have a minimum of 6 lanes, and have a minimum of 5 feet water depth under the starting blocks. Electronic timing devices shall be used, along with computer processing of event and meet results. The host team is not required or expected to obtain a YMCA Sanction for the C&P Invitational..

**Section 3.** Events — Events shall correspond to the regularly scheduled events in the Dual and Tri meets. In addition, the 13-18 500 Free will be an official event. Meet record ribbons will be awarded for the Individual Championships.

**Section 4.** Scoring and Awards — This meet shall not be scored. Awards shall be provided for all regular events, excluding open events.

**Section 5.** Open Events — Host teams are encouraged but not required to include opportunities for the following additional competition opportunities in the C&P Invitational. Age 9-12 100 Back, 100 Breast, 100 Fly and 100 IM, 13 & over 200 Back, 200 Breast, 200 Fly, and 400 IM. Optional events may be competed as mixed Girl/Boy events. Optional events shall be scheduled so as to permit competition in both the regular event and the optional event. For example, 13 & Over 200 Breast should be scheduled at a separate session than 13-14 100 Breast. Open events shall not count toward the participation limits of Article III, Section 1 (b).

**Section 6.** Eligibility - Only swimmers who have competed in at least two (2) Dual or Tri-Meets are eligible for the Individual Championship Meet. Swimmers who met the qualifying time for the YMCA East Field Championships in any individual event as defined in Article IV shall not be eligible to compete that event at the Individual Championships. All swimmers shall be eligible to compete as members of relay teams, regardless of their East Field Championship qualifications.

**Section 7.** Entries and Fees — Each eligible swimmer may enter 2 individual events and 1 relay event. Open events are not included in this limit. A meet notice with entry forms and instructions shall be mailed to all associations at least 5 weeks prior to the entry deadline. All entries must be submitted on electronically.

The host organization shall establish the entry fees as part of their proposal. The host association shall use entry fees to pay for awards, equipment and facility rental expenses, administrative expenses, and hospitality expenses. The host organization shall include proposed fees to be paid to the League. All other funds raised or spent are the sole responsibility of the host association.

**Section 8.** The host association shall post results in a timely fashion at the meet, and shall send the League and each participating team a copy of meet results within a week after the meet.

## ARTICLE X LEAGUE SCHEDULE

**Section 1.** Competition Season — The C&P League Competition Season shall extend from the second Saturday in November through the second Saturday in February. The C&P Invitational shall be scheduled after the conclusion of the Competition Season. Adjustments in this season may be made by consensus of the Teams at the Fall meeting.

**Section 2.** Holidays — The League shall not schedule competition on Thanksgiving weekend or on two consecutive Saturdays bracketing the Christmas and New Year's holidays.

**Section 3.** Competitive Ranking — Competitive rankings shall be determined by the order of finish in the previous competitive season. In the event of a tie, the ranking shall be determined at random among the tied teams.

**Section 4.** Dual Meet Schedule - The League shall schedule five competitive Dual/Tri Meets distributed as evenly as possible throughout the competitive season. The competitive ranking shall determine the schedule of Dual/Tri meets in accordance with the following table:

First Meet	1-6	2-5	3-4
Second Meet	1-5	2-4	3-6
Third Meet	1-4	2-3	5-6
Fourth Meet	1-3	2-6	4-5
Fifth Meet	1-2	3-5	4-6

**Section 5.** Tri-Meet Schedule — Tri-meets may be scheduled in lieu of dual meets by mutual consent of the affected coaches.

**Section 6.** Scheduling — The location and time of the Dual and Tri-Meet schedule shall be determined by the team representatives at the Fall Meeting.

**Section 7.** Other Competition – Teams are permitted to establish other dual meets as their schedule permits.

## APPENDIX 1

Procedure for handling protests filed under ARTICLE I, Section 4.

When the Vice President receives a protest which does not involve his or her home team, the following procedure shall be followed.

1. The Vice President shall determine if the protest notice bears a postmark or e-mail delivery date, if mailed within 72 hours of the claim violation on, if delivered by other means, if it was received within 72 hours of occurrences. If the notice is found to be untimely, the Vice President shall notify all teams involved that the protest notice has been rejected.
2. If the notice is proper, the Vice President shall appoint two League Representatives from two different teams, other than his own team or a team involved in the protest, to serve with the Vice President as a three member protest committee. In selecting these two representatives, the Vice President shall, where consistent with convenience of location, seek to appoint persons representing teams from the division not involved in the protest (one from each division if the protest arises from inter-divisional competition).
3. The Vice President shall set the time and place of the protest hearing, making reasonable efforts to accommodate the convenience of the involved parties.
4. The Vice President shall preside at the protest hearing, and shall determine the hearing procedure to be followed.
5. The protest shall be decided by vote of the protest committee, majority ruling, and shall not be subject to appeal.
6. The Vice President shall give written notice of the final decision to all teams involved, and to the President.

When the Vice President receives a protest which involves his or her home team, the following procedure shall be followed

1. The Vice President shall immediately forward all notices received to the President, together with any postmarked envelopes and advice as to the time and date received, the President shall perform the review described in "1" above and shall reject the protest if it is found to be untimely, unless the team of the President is also involved in the protest.
2. The President shall appoint a representative from a team not involved in the protest to perform all of the duties of the Vice President set forth above, including the review for timeliness, if the team of the President is involved, and the appointment of the protest committee members.

A protest may be decided on the basis of written statements of position submitted by the involved parties, but only if it is found suitable for such determination by the Vice President AND if the teams involved in the protest agree to such procedure.

