

## **St. Charles County Summer Swim League By-Laws (Approved 05/17/2018)**

Representatives of the league will coordinate and organize swim team competition for summer swim teams in St. Charles County. The goal of the league is to provide the opportunity for St. Charles County Children to participate competitively while experiencing the awareness of team spirit and individual growth.

Each member team will provide two league members. Each member team will send one or more representatives to scheduled league meetings. The regular team representative shall be someone other than the team coach, however, the team coach can represent and vote for the team at the monthly league meeting if no other representative is available. Although teams may have more than one representative, each team is allowed only one vote. Changes to the following rules and regulations will be made by majority vote of those in attendance at scheduled meetings.

Abstentions will not count either for or against a motion. (Example: A vote of 4 yes, 3 no, with 4 abstentions, would pass.) The League Director will be the tiebreaker in the event of a tie. Scheduled meetings will be once a month from March through August.

The league is governed by the Executive Board made of the following positions: League Director, Assistant League Director, All County Meet Director, Assistant All County Meet Director, League Secretary, and League Treasurer. The Executive Board will have the Assistant League Director and the Assistant All County Meet Director move into the Director's positions the following year. League Secretary and League Treasurer Positions will be a two-year term.

These positions will be rotated through the teams. The League Director will call pre-season meetings and be available for coordination purposes during the season. The Assistant League Director will be supportive of the League Director and be in training for the League Director's position. The All County Meet Director coordinates this event with all the league representatives. The Assistant All County Meet Director will be supportive of the All County Meet Director and be in training for the League All County Meet Director position the following year. The League Secretary will take minutes of all meetings and update the list of league Representatives. League meeting minutes and other pertinent information will be posted on the league web site. The League Treasurer is responsible for all league financial transactions and shall obtain three quotes for purchases larger than \$1000.00 unless transaction is approved by majority vote of the League Representatives. League representatives are chosen by each team.

The Executive Board will have the right to enforce monetary and participation sanctions on a team if the board position and/or team responsibilities are not met in accordance with the rules of the St. Charles County Swim League. These sanctions could include monetary and possible exclusion from the league the following year.

Executive Board and league representatives will serve without compensation

The league is divided into (2) divisions. Each division will be reviewed in alternating years based on team size from the previous years' roster and as teams are added or subtracted.

Divisions will be set at the end of the two-year cycle using the following criteria:

- The Lewis Division will consist of the 8 or 7 teams with the largest roster sizes from the previous years' team roster.
- The Clark Division will consist of the 8 or 7 teams with the smallest roster sizes from the previous years' team roster.
- In the event the league consists of 15 teams, the league members will vote to determine which division will have 7 teams, and which will have 8 teams.

Exemptions to this bylaw may be petitioned to the Executive Board.

## SWIMMING RULES AND REGULATIONS

### 1. Swimmers Regulations

- A. All competitors 18 and under must be members for the team for which they are competing with full dues paid to that team. Coaches 18 and under may compete if their duties are covered at that time. Any lifeguard must pay the swim team fee required by that team and be listed on the team's roster to be allowed to swim in any meets.
- B. The age of the competitor on June 1<sup>st</sup> of the current year will be the age status for the season.
- C. Swimmers may swim in a higher age group at any time, but not in a lower age group.
- D. The maximum number of events for each swimmer will be determined by the size of the team (See section L under Meet Regulations)
- E. Events #5, 10, 27, and 32 can be gender mixed or be same gender. Selection of the number of boys or girls is left up to each team to determine and does not have to match the other team's selections.

### 2. Meet Regulations

- A. A separate team area must be provided for each team. Swimmers should stay in their area during the meet.
- B. Use of a bullpen is mandatory.
- C. There will be 3 timers per lane (meet can start with 2 timers if necessary). There should be a backup timer. The stopwatch time will be the official time. Timers are not to judge where swimmers place in an event. With 3 times, the middle of the three times is used. With 2 times, the average of the two times will be used. In the event only one time is recorded, that time will be the official time.
- D. Meets will start at the time designated by the pool at which the meet is being held.
- E. Lightning Delay/Cancellation: League representatives' call. If the teams have completed more than ½ of the meet event, it will be considered an official meet. The teams may reschedule a makeup meet for incomplete meets by agreement of both league representatives. Makeup meets will restart from event #1 or, by agreement of both league representatives, be restarted from the last completed event. New swimmers on the roster at the time of the restart can swim in the

makeup meet. If a mid-meet restart is used, no swimmer can swim more than the total events normally allowed in a meet.

- F. Host teams will provide drinks for all meet workers throughout the meet.
- G. Workers are requested to report ½ hour before the scheduled start for the meet. Each team is to provide 50% of the workers for a dual meet, 33% of workers for a tri-meet. Workers include:
  - i) Starter (host team) - The starter will start each event and judge false starts. The starter meets with the timers, judges, and officials prior to the start of the meet.
  - ii) Announcer (host team) - The announcer will call events for the bullpen and assist the starter.
  - iii) Stroke Judges-
    - (a) Each team must have a minimum of two stroke judges.
    - (b) The stroke judges shall not be coaches.
    - (c) Stroke judges must attend the league stroke judge clinic to gain certification valid for three years provided the stroke judge judges at least one meet per swim season.
      - (i) Stroke Judge Certification is awarded when an individual takes the class from a certified Stroke Judge Trainer.
        - 1. Stroke Judge Training Certification is awarded when a Certified Stroke Judge has been Stroke Judging for 3 consecutive years and has taken the Stroke Judge Training Certification Class.
      - (ii) Both Certifications must be renewed every 3 years.
    - (d) If a stroke judge is deemed rude or unprofessional, a formal written complaint must be issued by the team making the claim. The league director will follow up with the accused stroke judge. If a second written complaint is issued to the league in the same swim season from a different team regarding the same stroke judge, there will be a hearing by the Executive Board and the accused stroke judge. If the complaints are deemed valid, the accused stroke judge's certification will be reviewed and possibly revoked.
    - (e) All disqualifications must have a reason written on the card, and the initials of the Stroke Judge that made the call.
    - (f) The only areas of dispute with the stroke judges are regarding interpretation of the rules, or assigning a disqualification to the wrong lane. Disputes should not involve what the stroke judge did or did not see, only how they applied the rule. Disputes or questions must be handled by the league representatives, and not parents, swimmers or coaches.
    - (g) Video cannot be used to argue a call.

- (h) Navy bottoms and white tops are required to be worn by all stroke judges. Exceptions will be made for substitute stroke judges the night of the event; in the case a scheduled worker is not present.
    - (i) The minimum age for stroke judges is 18.
  - iv) Awards- Each team should provide 2 or more workers to assist scorers and to write ribbons. The awards table is the responsibility of the host team. The host team should be sure to have enough ribbons to cover the meet.
  - v) Bullpen- This requires several workers who will assign swimmers to lanes and inform the starter of the number of heats or of a combination of events. Each team is to provide workers in the bullpen.
  - vi) Timers- It is mandatory that each team be represented with timers and their own stopwatches. (Each lane should have at least one timer from each team.)
- H. Awards will be presented for 1st through 6th place, with participation ribbons given to those swimmers not placing in any event in the meet. Awards should be given to the appropriate team representatives to be passed out to their team members.
  - i) The League will provide 1 ribbon purple per swimmer per season based off of the previous years' team roster.
- I. Disqualification will abide by short course guidelines and will be defined and set by those attending the stroke judge clinic. It is the responsibility of each team's stroke judges to fully inform their team of the guidelines before the first meet of the season. All coaches may attend the stroke judge clinic. Be sure that a written copy of the guidelines is posted where all swim team members and families can read them.
  - i) Stroke technique- the swimmer must swim with the correct stroke for an event for the entire race.
  - ii) Assisted swimmers, including those using any type of flotation device, are not eligible to earn points. They are to be designated as "exhibition" swimmers, and this must be indicated on their heat cards. The heat cards for exhibition swimmers must be white.
  - iii) If a swimmer swims more events than allowed, the swimmer forfeits all points he/she accrued, including those for any relays he/she swam in.
  - iv) Swimmers violation (NO TOLERANCE RULE). Any display of vulgarity or unsportsmanlike conduct directed at another swimmer or any meet/league official will mean automatic disqualification from the meet- no loss of points already earned.
  - v) Parents/adults violation (NO TOLERANCE RULE). Verbal abuse or vulgarity:
    - a. Removal of person from premises
    - b. Team disqualification
- J. Protests must be presented to a league representative and not the starter, stroke judge, timer, or scorer. The league representatives will meet with the stroke judge and discuss the ruling in question. A refusal to complete the meet will result in automatic forfeiture by that team.

- K. A team roster must be presented to the awards table at the start of each meet. Rosters must include names, ages, and sex of each swimmer. Use of team manager software is recommended. Also, a legible copy of the team roster must be sent to the League Director at least two days before the team's first league meet. Swimmers will remain on the roster unless the team receives a written letter from the swimmer's parents withdrawing them from the team.
- L. Team size is that of the roster of paid members on the team, not the number participating in any given meet. Based on team size, swimmers may enter the following number of events:

<u>Team Size</u>	<u>Total Events Allowed</u> (individual & relays)
Up to 40	6
41 to 80	5
81 & Up	4

M. Scoring:

<u>Place</u>	<u>Individual Events</u>	<u>Relay Events</u>
1 <sup>st</sup>	7 points	14 points
2 <sup>nd</sup>	5 points	10 points
3 <sup>rd</sup>	4 points	8 points
4 <sup>th</sup>	3 points	6 points
5 <sup>th</sup>	2 points	4 points
6 <sup>th</sup>	1 point	2 points

- i) Ribbons will be awarded to all swimmers for 1st through 6th place.
  - ii) The stopwatch time will be the official time. The timers are not the judge where a swimmer places in an event.
  - iii) When a heat card indicates two times that are exactly the same, that time will be used, not the third time that may be higher or lower. (Example: Times of 1.17, 1.17, 1.28 are recorded, the official time would be 1.17)
  - iv) When two swimmers in an event have duplicate official times, both will be awarded the same points and the same place ribbons, but no ribbons or points will be awarded for the next place in sequence. (Example: Two swimmers share 1st place, then no second place ribbons or points would be awarded for 3rd through 6th place.)
  - v) Carbons are to be used for result sheets so that at the end of each meet each team may take home a copy. This may not apply to the All County Meet. Scores must be posted as they become available.
  - vi) The only people allowed to approach the awards table are the league representatives and the meet director for that meet.
- N. Starting Rules-Saint Charles County Summer Swim League will follow the 2008 National Association of State High Schools' (NFHS) rules for starting depths. Minimum water depth for racing starts during practice and competition shall be measured for a distance 3'3 1/2" (1.0 meter) to 16'5" (5.0 meters) from the end wall.

Starting requirements for each swimmer, including relay swimmers, and the height of the starting blocks shall be:

- i) In pools with water depth less than 3'6" at the starting end, the swimmer must start within the water.
- ii) In pools with water depth 3'6" but less than 4 feet (1.22 meters) at the starting end, the swimmer must start from the pool deck or within the water.
- iii) In pools with water depth 4 feet (1.22 meters) or more at the starting end, deck starts are permitted. Starting platforms may be used and shall meet the height requirement of 2'6" (30 inches) above the surface of the water.

O. Meet Cut-off Time

- i) No events may be started after 11:30pm, unless agreed upon by the league representatives from both teams. Any events underway at 11:30 pm may be completed. The scores at the time the meet is stopped, included those for the event underway at the time of the meet cessation, will be considered the official meet score.

*IF THE HOST POOL HAS MORE STRINGENT RESTRICTIONS, THEY WILL TAKE PRECEDENCE OVER THIS RULE.*

P. Electronic Meets (transition year 2018; completely electronic 2019)

- i) Home team responsibilities:
  - a. Will provide meet files to visiting teams at beginning of season
  - b. Will provide copy of entries to visiting team 72 hours prior to meet
  - c. Will provide the heat sheets, reports and labels document to away team no less than 48 hours prior to meet day unless otherwise mutually agreed upon by both teams.
- ii) Away team responsibilities:
  - a. Will provide entries 72 hours prior to the meet unless mutually agreed upon by both teams.
- iii) Adding new swimmers 72 hours and less is not permitted.
- iv) Scratches and updates to relay teams/individual events due to no shows will be allowed until meet start. Be aware that scratches will not be reflected on the heat sheets. Exceptions can be made as long as agreed upon by both teams.
- v) For 2018, Host teams will have the option to use software to run an electronic meet in which away teams must provide a file to participate in an electronic meet.
- vi) At the start of the 2019 season, teams will all use software to run an electronic meet along with timing sheets behind the blocks. Even if the visiting team brings cards, they can be used and collected at the bullpen before swimmers go to the blocks.
- vii) Example of Meet Entries Deadlines:
  - a. For a Meet on Monday Evening: Friday prior would be the last day for entries for both teams- Home Team would send Visiting team heat sheets, reports and labels on Saturday.

- b. For a Meet on Saturday Morning: Wednesday prior would be the last day for entries for both teams- Home Team would send Visiting team heat sheets, reports and labels on Thursday.

### 3. Dues and Fees

- A. The annual league dues will be determined each year by the league representatives. A \$2 per swimmer participation fee will be assessed. Cost of ribbons and medals will be based on the percentage of swimmers from the previous year's roster. All new teams will pay at a 3% flat rate for the first year.
- B. New teams joining the league must be able to host meets.
- C. League Account Balance Management - The League General Funds should be managed to be within a specified balance range as defined in subparagraph 3.C.i. When league balances are outside of these defined ranges corrective action should be initiated and implemented by the League Board as defined in paragraph 3.C.ii.
  - i) Acceptable League Balance Range - The league cash position account balances plus outstanding receivables less outstanding bills) should be no less than \$5,000 and no greater than \$8,000. This analysis should be reviewed annually during the February Board Meeting.
  - ii) Corrective Action Process - In the event that the balance is outside the established boundaries the following steps should occur:
    - a. In the event that the balance exceeds the upper threshold, the league will develop a team expense subsidy plan to reduce the league balances to \$5,000. Team subsidy allocation will be determined based on the current number of teams and the previous season roster sizes. One-third of the total subsidy pool will be distributed equally to all teams. Two-thirds of the total subsidy pool will be distributed by on roster sizes from the previous season. *The Treasurer will be responsible for implementing a process for subsidy reimbursement to teams for current season expenses. Approved expenditures are defined by the Treasurer. By the final league meeting of the season, credits are to be used. Failure to do so will result in credits being placed back in the general league fund. Exceptions may be made by the approval of the Board.*
    - b. In the event that the balance is below the minimum threshold, the Board will evaluate the root cause of the cash reserves decline and recommend a fiscal recovery plan to the league for implementation. The plan requires a two-thirds approval by the league representatives to be implemented.

### 4. All County Meet

- A. The all county Meet is a meet in which all swimmers in the league may compete at the end of the regular season.
- B. All teams are REQUIRED to use Team Manager Software for meet entries.
- C. All teams are required to provide workers for this meet.
- D. Swimmers must pay an individual fee to participate in this meet. This fee will be determined each year prior to the meet.

- E. The league will determine the basis of the awards annually.
- F. A swimmer must compete in three or more season meets to compete in the All County Meet.

#### **5. Corrective Action Process for Infractions to League Rules**

- A. For those teams choosing not to buy suits from the official league and All County vendor, a \$5 per rostered swimmer fine will be levied against the above team.  
Fines are to be paid in 60 days of when the fine was levied. Failure to do so may result in suspension from the league until the fine is paid. Failure to pay the fine before the next season's schedule is made may result in suspension for that swim season.
- B. All teams must provide two league representatives. Each team is to provide one league representative or a delegate from their team at all league meetings. Teams missing three or more meetings may be subject to probation and will be re-evaluated at the end of the swim season and may be subject to possible suspension from the league.
- C. Teams not providing a member to their designated Board position will be subject to probation and will be evaluated at the end of the swim season and may be subject to possible suspension from the league.
- D. Meet discrepancies, including a shortage of workers, scoring issues, disqualifications, etc. should be reported to the SCCSSL board. The board will review the complaint and continue to track all complaints. The board will have a closed meeting if there are significant numbers of complaints against a team to determine if a team should be placed on probation or possibly be removed from league.
- E. At the end of each season, all money owed to the league must be paid by January 15<sup>th</sup> of the following year. If the past due balance is not paid in full by January 15<sup>th</sup>, another vote will be held in order to determine if (and at what capacity) the team will be able to participate in the upcoming season. The league vote will stand if are 2/3's of the teams present at the vote, and the vote passes by 51%. Each team will be allowed a single vote. Ribbons will not be distributed to teams with outstanding funds due to the league.
- F. If the past due balance is not paid in full by January 15<sup>th</sup>, another vote will be held in order to determine if (and at what capacity) the team will be able to participate in the current season.
- G. When all past due money is paid in full, the team will be readmitted to the league. For every 30 days the balance is past due a 1% fee will be added until the bill is paid in full. If the past due balance is not paid in full by January 15<sup>th</sup>, another vote will be held in order to determine if (and at what capacity) the team will be able to participate in the current season.