

## TRI-COUNTY LEAGUE BY-LAWS

Revised 2005

The intent of the Tri-County Swim League is not to create Olympic swimmers, but rather to maintain a healthy spirit and to establish pride in all participants.

### Section A—GENERAL

1. The league board shall meet as often as necessary prior to the swim season. There shall be a meeting held as soon as possible at the conclusion of the swim season.
2. Each team is required to have two voting representatives at all meetings. Coaches are strongly encouraged to attend all league meetings.
3. The league shall conduct its business following a simplified parliamentary procedure based on Robert's Rules of Conduct.
4. Officials at meets are required to wear some kind of identification. Each pool shall strive to use the most experienced and objective officials possible.
5. Each pool will strive to start all meets on time. Two hours should be allowed for diving and three hours for swimming. The only legitimate reason to cancel a scheduled meet is for bad weather, pool conditions, or an act of God. Cancellation will be by mutual agreement of both coaches.
6. The date, time, and place of league meets and championships shall be decided by a vote of the board during the spring meeting.
7. May 31 is the deadline for age-group cutoff. Qualification for the 15 and over age group shall be determined by the age of the swimmer on May 31 each year. High school graduates reaching their 19th birthday during the competition year shall be entitled to compete in the age group for that season only. Early graduates may swim during the summer following the graduation of their high school class. A participant may swim up in an event but may not compete in the same event in different age groups.
8. The meet referee and the two coaches will determine fair play. In case of an unresolved problem, the league president shall be notified within a reasonable time following the meet and shall, at the earliest convenience, call a protest board consisting of one voting member (preferably the head coach) from each team other than the two teams involved in the controversy. The opposing coaches and the meet referee and/or starter must be present

to supply the facts. The president of the league will chair the committee unless he is directly involved in the protest, then the vice president will take the chair. The chair will vote only to break a tie. Secret ballot will be used.

9. In order to swim or dive in the league championships, swimmers must participate in at least two league meets prior to the championships. The coaches are honor bound to see that this requirement is met. Exceptions must be ruled on by the eligibility committee made up of the coach of the teams not requesting the special consideration.
10. The eligibility of participating swimmers is as follows:
  - A. Private Clubs: To participate on the swim/dive team of a private club, the swimmer must be a member of the club, a member of a family who holds a membership in the club, or be eligible for membership privileges through employment or other pool stipulations. A membership eligibility statement must be filed with the league by each club prior to May 1.
  - B. Municipal Pools: To participate on the swim/dive team of a municipal pool, the swimmer must be a member of the pool or reside within the boundaries of the tax structure which supports the pool. Employees who meet these requirements are eligible.
  - C. Any eligibility dispute will be reviewed within 10 days after the committee receives a written or verbal request from a team, coach, or voting parent representative of the team. The committee's decision will be the final word on requests made between May 1 through the league championship meet. An appeal may be filed with the league regarding decisions made during the off season. The appeal will be reviewed at a regular meeting or, if necessary, a special meeting of the league board prior to May 1.
11. The Tri-County Swim League is a summer league whose teams are required to compete in both swimming and diving.
12. A board established membership fee is collected from each team annually to cover expenses of the league.
13. Each year the league will determine by vote whether or not it will be composed of flights for the purpose of flight championships.
14. Each team must attempt to swim all meets as scheduled by the league.
15. The official NCAA rulebook for swimming will govern all problems not clarified by these by-laws. The USS rulebook for diving will govern all problems not clarified by these by-laws. In all cases, league rules supersede NCAA or USS rules.

16. Any relay team must include at least two swimmers who are of the same age as the group they are competing. A full four-person relay cannot be composed of all swimmers out of their age group.
17. Each swimmer may participate in no more than three individual events and two relays events.
18. Once a swimmer has swum up in an age group for an individual event, they must swim up for all individual events. Once a swimmer has swum up in an age group for relay events, they must swim up for all relay events.
19. In all events girls will compete first and then boys.

### **Section B--DUAL MEET SWIMMING**

1. The home team will swim in even-numbered lanes, and the visiting team will swim in the odd-numbered lanes.
2. All swimmers entered in an event are swimming for score. However, only two places per team per event may score. This eliminates the possibility of a three-place sweep by a team.
  - A. Extra heats will be swum for exhibition only. If the home team plans to run exhibition heats, the visiting coach **MUST** be notified at least 24 hours prior to the meet.
  - B. Exhibition heats always follow regular heats.
3. A team roster must be presented to the scorer's table prior to each meet. Team rosters are to be used at the score table to aid in the spelling of names for ribbons and score sheets.
4. For swimmers age and eligibility requirements, refer to Section A.
5. The pool--25 yard or 25 meter. (See Addendum 3.)
6. The home team is responsible for organizing all workers.
7. A minimum number of workers are required to work at each meet, and if the home team cannot supply the workers, the visiting coach may be asked to suggest people to help.

### **OFFICIALS NEEDED TO RUN A MEET**

ONE (1) Meet Referee

This person will be the coaches' and officials' contact for any questions or problems arising during the meet.

ONE (1) Announcer (optional)

ONE (1) Starter (may also serve as referee)

ONE (1) False start flag person

THREE (3) Timers per lane or 1 timer and one backup timer for pools with automatic timing.

One timer at each lane must be from the opposing team.

ONE (1) Recorder per lane (may also serve as a timer)

TWO (2) Stroke Judges (one on each side of the pool)

TWO (2) Runners

FOUR (4) Touch and Turn Judges

May not duplicate as Stroke Judges, but may be responsible for the relay takeoffs. These judges are responsible for what is on the wall. Locations of jurisdiction should be established in cooperation with the Referee and Stroke Judge so there is no overlapping of responsibility. (In four lane situations, two judges may work IMs and relays.)

THREE (3) Scorers or 2 if meet is computerized

8. All swimmers' names and times must appear on the score sheet. Relay team may be designated by A, B, and C. Individual names need not be recorded for relays only. Each coach must receive a complete copy of the score sheet at the end of the meet.

9. Ribbon names and times are to be written in pencil. Rosters should be returned to the visiting coach along with the score sheets.

10. Scoring and Ribbon Procedures:

In a three-timer format, the middle time is used in determining the swimmer's finish. If two times are identical, then that is the swimmer's official time. All other procedures for manual timers will be in accordance with the NCAA rulebook. In the event an automatic timing system is used, it shall be in accordance with league rules as adopted.

All individual swimming events are scored as follows:

1st--5 pts   2nd--3 pts   3rd--1 pt   4th--0 pts

All relay swimming events are scored as follows:

1st--7 pts 2nd--0 pts

11. Scorers are asked to designate pool records on the score sheets.
12. Ribbons are to be awarded to the four swimmers who actually finish first, second, third, and fourth in the race, even if they are from the same team, but for points, a team may score only two of the three places. If a competitor is disqualified in a race, that competitor may not receive points or a ribbon.  
  
In relays, the 8-and-under age group will receive first and second place ribbons, but points will be awarded for first place only. All other age groups receive ribbons for first place only.
13. All age groups are subject to the same criteria of disqualification, including the 8-and-under age group.
14. Warm ups--To ensure the safety of all swimmers, the following guidelines are to be adhered to at all warm-up sessions:
  1. At least one coach should be on the deck supervising during warm ups.
  2. Feet first entry only unless there is a structured spring session or a designated sprint lane.
  3. Swimmers should enter at one end of the pool only.
  4. Swimmers must circle swim.
  5. One lane can be designated as an open sprint lane.
  6. At dual meets, the home team will get the first 15 minute warm up period and visitors the second 15 minute period.
  7. At all other meets, the host team shall prepare a warm up schedule with two to three teams sharing pool space.
15. Pool Depth--The host pool should establish the policy of whether diving will be allowed at the shallow ends for relays. The host pool must inform the visiting team within a reasonable amount of time prior to the meet in order that the swimmers can be prepared.

## **Section C--LEAGUE CHAMPIONSHIP SWIMMING**

1. All teams compete in the league championships for swimming and diving. The date, which will be at the conclusion of the season, is to be determined by the league board at its spring meeting.
2. Each team is asked to supply officials for both sessions of the meet. It is expected that these officials have had previous meet experience in their positions.
3. Each team is allowed four swimming entries and two relay entries per event in an eight lane pool.
4. Scoring will be for eight places.

Individual event scoring:

1st--9pts, 2nd--7pts, 3rd--6pts, 4th--5pts, 5th--4pts, 6th--3pts, 7th--2pts, 8th--1pt

Relay event scoring:

1st--18pts, 2nd--14pts, 3rd--12pts, 4th--10pts, 5th--8pts, 6th--6pts, 7th--4pts, 8th--2pts

5. Medals will be awarded for first through eighth places. Heat ribbons will be awarded.
6. B Championships will be held for those swimmers identified by the coaches based on criteria provided by coaches for swimmers with limited possibility of scoring at A Championships. (See Addendum 2.)
7. Awards will be given annually to the teams finishing first, second, and third. One overall award will be given for the highest point total for diving and swimming combined. A spirit award will be given (by vote of the coaches) to the team exhibiting the best character and enthusiasm at the league championships.
8. Electronic timing will be used in the championship meet. A recall starter will be required at championships. The manual time will be used only in the case of mechanical failure of the electronic system. It is the swimmer's responsibility to touch the pad firmly enough to activate the timer. Coaches should advise their swimmers of the need for a firm touch.
9. Coaches should be notified as soon as possible of a disqualification during the championship meet.
10. Positions of Referee, Head Timer, Starter, and Recall Starter may be filled on a volunteer basis or by vote or appointment. Other club work assignments for championships are as follows: Seeding and programs, awards, meet results, official and worker assignments, scoreboard, master score and individual event score sheets, head scorer and scoring table, and set up and clean up of physical facility.

11. Nearby teams will warm up one hour prior to the start of the meet. Distant teams will warm up one-half hour prior to the start of the meet.
12. A coaches' meeting will be held one and a half hour prior to the start of the meet.
13. Each team is allowed four entries per individual event and two in relay events. Coaches must submit seed times on forms provided to be used in seeding. These must be submitted on a date which will be established by the league board each year. Failure to turn in forms at the specified time results in outside lane assignments. Please be NEAT! Write only in the space needed so that the forms can be used for recording additional information.
14. Substitution of swimmers in the league championships shall be due to illness, injury, or any other extenuating circumstances to be decided by a majority vote of the coaches at the scratch meeting prior to the championship meet. Any other changes during the meet must be approved by the meet Referee.
15. An unofficial award presentation will take place at the conclusion of the swimming championships. The official results will be validated one week following championships by the Meet Director. This will allow all coaches the opportunity to check their results for errors. Any coach finding a discrepancy must first notify the Meet Director and then notify the other coaches. Any corrections to the final results will be made by the Meet Director and will be final.

## Addendum 2

### TRI-COUNTY B SWIMMING CHAMPIONSHIPS

#### Order of Events

<b>Girls</b>		<b>Boys</b>
1	8 & Under Medley Relay	2
3	9-10 Medley Relay	4
5	11-12 Medley Relay	6
7	8 & Under 25 Freestyle	8
9	9-10 25 Freestyle	10
11	11-12 25 Freestyle	12
13	8 & Under 25 Breast	14
15	9-10 50 Freestyle	16
17	11-12 50 Freestyle	18
19	8 & Under 25 Butterfly	20
21	9-10 25 Butterfly	22
23	11-12 25 Butterfly	24
25	8 & Under 25 Backstroke	26
27	9-10 25 Backstroke	28
29	11-12 25 Backstroke	30
31	9-10 100 IM	32
33	11-12 100 IM	34
35	9-10 25 Breaststroke	36
37	11-12 25 Breaststroke	38

39	8 & Under 100 Free Relay	40
41	9-10 100 Free Relay	42
43	11-12 100 Free Relay	44

Coaches' meeting for card seeding will begin at 4:30 p.m. Warm ups will be at 5:30, and the meet will start at 6:15. All coaches will need to help seed cards in order for the meet to start on time.  
(See Addendum 1.)

Host team is to provide rubber bands and paper clips for the cards.

Host team is in charge of running the bullpen, but each team needs to have someone who knows the kids to help get them seated. Each team must bring four timers with watches for the entire meet.  
Each team must also bring their own ribbon writers. Two are recommended.

### **Addendum 3**

#### **COACHES' RESPONSIBILITIES AND CONDUCT**

1. All coaches should make every effort to attend league meetings.
2. Coaches and representatives are responsible for informing their workers of league procedure.
3. In order to begin the meet on time, all coaches and team members should arrive promptly at the designated time.
4. Coaches should set a good example for their swimmers and parents with an attitude that is professional and sportsmanlike.
5. The home team coach should introduce the visiting team coach to the Meet Referee and Diving Referee.
6. Visiting teams and coaches are guests of the home team and should act accordingly, which includes cleaning up the team area following the competition.
7. Any questions or problems that arise should first be taken to the Meet Referee.