



Rules & Bylaws Governing Town & Country District YMCA Swimming

Revised September 2011

SECTION 1: JURISDICTION

1.01 The Town & Country District ("District") YMCA Swimming Championships and other District matters are conducted under the jurisdiction of the Illinois/Missouri Area YMCA Swim Committee ("Area Committee") and the Town & Country District YMCA Swim Committee ("District Committee"). District Championships and other District matters are governed by rules and policies contained in this document as well as the following:

- a. YMCA of the USA "Rules That Govern YMCA Competitive Sports"
- b. YMCA Competitive Swimming Black Book ("Black Book")
- c. Illinois/Missouri Area YMCA Swimming Rules & Bylaws ("Area Rules")
- d. USA Swimming Technical Rules, to the extent not inconsistent with the aforementioned documents

These Rules Governing Town & Country District YMCA Swimming ("District Rules") are intended to supplement the Area Rules. To the extent that these District Rules conflict with the Area Rules, the latter shall prevail.

SECTION 2: DISTRICT MEMBERSHIP & COMPOSITION OF COMMITTEE

2.01 The Town & Country District is currently comprised of teams representing the following YMCAs:

YMCA Name	Team Code	Association #
B.R. Ryall YMCA (Northwestern DuPage)	BRRY	1843
Elgin YMCA	ELY	1757
Fox Valley Family YMCA	FV FY	1849
Greater Joliet Area YMCA	JETS	1785
Heritage YMCA Group (Naperville)	NAPY	1835
Kankakee Area YMCA	KKEE	1793
West Cook YMCA (Oak Park)	TOPS	1556

2.02 To become a member of the District, a YMCA association must:

- a. meet all requirements for inclusion within the Illinois/Missouri Area (refer to Area Rules)
- b. be designated by the Area Committee as a member of the District

2.03 The District Committee shall consist of a District Chair, a Staff Designate, and one voting representative from each team within the District. Each voting representative of the committee must be either a coach or other staff person with the YMCA he/she represents, a currently certified official with the team he/she represents, or a full-privilege member of the YMCA who has been given written authorization from the Executive Director of the YMCA in question. In any case, from time to time, each YMCA within the District may be asked to designate its voting representative via written authorization from the Executive Director.

2.04 The District Chair shall be elected by majority vote for a term of one year, may serve an unlimited number of terms, no more than four of which may be consecutive terms. The District Chair shall not have a vote on the District Committee. In cases when the District Committee is deadlocked on an issue, the District Chair will have the deciding vote. The District Chair shall be responsible for the following duties:

- a. schedule dates of the District Committee meetings
- b. facilitate District Committee meetings
- c. collect team rosters and forward them on to the Area Committee (refer to Section 5.02)
- d. attend all Area Committee meetings as a voting representative for the District Committee



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- e. appoint a substitute designate to attend an Area Committee meeting in the case of a vacancy
- f. establish subcommittees, as needed, to investigate issues or carry out other responsibilities
- g. supervise and control all other business and affairs of the District Committee

2.05 The Staff Designate shall be elected by majority vote for a term of one year, may serve an unlimited number of terms, and may duly serve as the voting representative on the District Committee from the YMCA he/she represents. The Staff Designate shall be responsible for the following duties:

- a. collect coaches certifications, verify eligibility, and forward them on to the National YMCA Group Representative
- b. collect and distribute an up-to-date list of pertinent contact information for all District teams
- c. maintain an e-mail distribution list in order to forward on information received from the National YMCA Group Representative to all other members of the District Committee

2.06 In the case of an unforeseen vacancy by the District Chair, the Staff Designate shall contact all members of the District Committee to initiate a vote via e-mail or teleconference to elect an Interim District Chair. In the case of an unforeseen vacancy in the position of Staff Designate, the District Chair shall appoint an Interim Staff Designate based on a poll of members of the District Committee.

SECTION 3: DISTRICT GOVERNANCE & AREA REPRESENTATION

3.01 The District Committee shall be responsible for the management of all District affairs, including but not limited to the following:

- a. swimmer and coach eligibility
- b. enforcement of the rules referred to in Section 1.01 in all YMCA swimming competition involving District teams
- c. conducting the annual District Championships and Junior District Championships
- d. election of representatives to the Area Committee (refer to Section 3.02)
- e. support of the Area Committee

3.02 The District Committee shall elect up to four voting representatives (and any non-voting representatives) to the Area Committee. These voting representatives shall consist of the District Chair and 3 other representatives, elected by majority vote, who meet the conditions specified in the Area Rules.

SECTION 4: DISTRICT MEETINGS

4.01 The District Committee shall meet at least two times per year. Unless otherwise determined by the Committee, these meetings shall be held one or two weeks prior to the Area Committee meetings in the spring and fall. The Committee may hold other meetings as needed and as called for by the District Chair.

4.02 The District Committee meetings shall be headed and facilitated by the District Chair. If such person is not present, he/she shall designate an Acting Chairperson.

4.03 Two-thirds of the District Committee shall constitute a quorum for the purpose of conducting any District business which requires a vote.

4.04 When a quorum is present, a majority vote of the District YMCAs present shall be necessary to take action on behalf of the District Committee with respect to all matters except for changes in rules or bylaws. In the case of rule or bylaw changes, an affirmative vote of two-thirds of those present shall be required. Each YMCA present shall have one vote, to be cast by the



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person designated pursuant to Section 2.03 of these rules. Voting shall be by secret ballot if requested by any YMCA within the District.

- 4.05** The agenda for the spring District Committee meeting shall include, but not be limited to:
- a. approval of minutes from the previous meeting
 - b. a report on the previous District Championship, given by a member of the host team
 - c. selection of host and dates for the next District Championships
 - c. a review of the previous fall Area Committee meeting, given by the District Chair
 - d. discussion of proposed changes to District or Area Rules
 - e. discussion of topics to bring forward at the upcoming spring Area Committee meeting
 - f. new business

The agenda for the fall District Committee meeting shall include, but not be limited to:

- a. approval of minutes from the previous meeting
- b. finalization of host and date selection for the next District Championships
- c. setting the qualifying times for the next District Championships
- d. election of District Chair, Staff Designate and District representatives
- c. a review of the previous spring Area Committee meeting, given by the District Chair
- d. discussion of proposed changes to District or Area Rules
- e. discussion of topics to bring forward at the upcoming fall Area Committee meeting
- f. new business

SECTION 5: TEAM REGISTRATION & ROSTERS

- 5.01** At the District Committee meeting each fall, the Staff Designate shall collect updated team contact information for each team. This data shall then be compiled in an electronic file and distributed to every team in the District, in addition to the Area webmaster for inclusion on the Area website.
- 5.02** By December 1 of each year, every team within the District must submit a full team roster to the District Chair. The roster must include each swimmer's full name, birth date, and membership expiration date or indication of bank draft status. Instructions on how to export rosters via Team Manager can be found on the Area website.
- 5.03** By November 15 of each year, all teams must complete the online team registration process. Questions regarding team registration should be addressed to the National YMCA Group Representative.

SECTION 6: COACH REGISTRATION & CREDENTIALS

- 6.01** All District coaches must be in compliance at all times with the coaching certification requirements found in the YMCA Black Book, in addition to any other requirements found in the Area Rules or set by the Area Committee or District Committee. If a coach is found to have expired certifications, or be in violation of any rules, he/she will be prohibited from the pool deck at YMCA meets.
- 6.02** By November 15 of each year, all current coaches should complete the online coach registration process. Coaches will not receive a YMCA deck pass if they do not register. Additional coaches who are hired mid-season may receive a deck pass if they register and submit their credentials in advance of the District or Area Championship. Questions regarding coach registration should be addressed to the National YMCA Group Representative.

SECTION 7: DISTRICT & JUNIOR DISTRICT CHAMPIONSHIPS

- 7.01** RULES: The annual District and Junior District Championships shall be conducted in accordance with the Area Rules.



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- 7.02** HOST: The host of the District and Junior District Championships shall be selected by the District Committee by majority vote during the fall meeting held approximately 18 months prior. By best practice, the host of the District Championships each year should be rotated cyclically through each team within the District who is willing and able to host the meet. This rotation is Naperville, Elgin, Joliet, Oak Park, BR Ryall, Fox Valley, Kankakee. Any change to this rotation shall require majority vote by the District Committee. If a team declines or does not receive an agreeable vote to host, the opportunity will shift to the next team in the rotation.
- 7.03** DATES: The meet shall not be held on a legal or major religious holiday. Both the District and Junior District Championships shall be contested on one day. The date of the meet, unless otherwise determined by the District Committee, shall be the Sunday immediately following the IHSA Boys State Championship meet.
- 7.04** FACILITY: The meet shall be held in an 8 lane pool with a minimum depth of 5 feet at the starting end. Spectator seating capacity shall be a minimum of 150.
- 7.05** FORMAT: The District and Junior District meets shall be combined into a single day championship meet. All girls events shall be contested in the morning session and all boys events in the afternoon session. All District and Junior District Championship events shall be conducted as timed finals with positive check-in.
- 7.06** EVENTS: The District Championships event list shall be identical to that of the Area Championships. The Junior District Championships event list shall offer individual events for 8 & Under, 9-10, and 11-12 age group swimmers, and shall not offer relay events.
- 7.07** QUALIFYING TIMES: District Championships qualifying times shall be established by the District Committee. Individuals entering the District Championships must have met or surpassed the qualifying time for each event entered. Acceptable qualifying times are those that may be proven using the USA Swimming times database and any times achieved at YMCA dual meets or invitational meets. "No Time" entries will not be accepted.
- 7.08** ENTRIES: Individual swimmers may be entered in up to four events, no more than three of which may be individual events. Swimmers are eligible to enter any Junior District event in their age group in which they have not achieved a District Championship qualifying time during the current season. A swimmer's individual events may consist of a combination of Junior District and District events, as long as the swimmer's total number of events does not exceed the four event limit, with no more than three events being individual events. Each team may only enter one relay per event. Seed times do not need to be proven, however, it is the responsibility of each coach to be able to provide proof of time at the meet should any protest arise.
- 7.09** ENTRY FEES: The entry fees shall not exceed the limit imposed by the Area Rules. There shall be no swimmer surcharge, unless otherwise determined by the District Committee. A facility surcharge may not exceed \$2 per swimmer.
- 7.10** MEET PACKET: The meet information packet shall be distributed by the meet host to all teams at least four weeks before the meet. Once the meet information has been distributed, there shall be no changes in the rules and procedures for the conduct of the District and Junior District Championships without approval of the District Committee. It is the responsibility of each YMCA to have their coach, or other team representative, thoroughly review all entry information to avoid any contestants losing his/her eligibility to compete. The information shall contain:
- Names, addresses and phone numbers of the meet director, entry chairperson, and head referee.
 - Location of the meet venue along with directions to the pool.
 - Warm-up times and meet start times.
 - Entry information and official entry forms.



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- 7.11** TIMING & PLACEMENT: All timing and placement procedures shall comply with current USA Swimming Technical Rules, and all automatic, semi-automatic and back-up equipment are subject to the approval of the District Committee.
- 7.12** AWARDS: Championship medals will be awarded for the top twelve finishers in each individual event, both for the District and Junior District entries. Trophies will be given for the first, second and third place teams, for both the boys and girls meets. Only swimmers entered in District events will be scored, and each team is limited to the top four scoring swimmers per event. Additionally, if a swimmer competes in a Junior District category, he/she will be awarded as a Junior District swimmer even if he/she achieves a District time. A District swimmer who does not achieve a District time will still be awarded in the District division. The 13-14 and 15-21 age groups will be seeded and swam as combined events in the District Championships, but will be awarded and scored separately per their age group.
- 7.13** SCORING: Junior District events shall not be scored, even if a swimmer achieves a District time during the event. The District events will be scored using NCAA rules as follows:
- Individual Events: 16 – 13 – 12 – 11 – 10 – 9 – 7 – 5 – 4 – 3 – 2 – 1
Relay Events: 32 – 26 – 24 – 22 – 20 – 18 – 14 – 10 – 8 – 6 – 4 – 2
- 7.14** OFFICIALS: The meet referee shall be a current Level II YMCA swimming official, and all other deck officials shall be appointed by the referee. They shall be YMCA swimming officials, with the exception of timers.
- 7.15** COACHES & OFFICIALS MEETINGS: A coaches meeting shall be held prior to the competition to review rules and procedures for the conduct of the meet. All participating teams shall have a coach and/or team representative in attendance. A meeting for deck officials and timers shall be held prior to the competition to review rules and procedures for conduct of the meet.
- 7.16** RESULTS: Final results shall be available and distributed to coaches and members of the District Committee at the conclusion of the meet. A hard copy and Meet Manager backup shall be sent immediately to the Area Championship meet host within the timeframe established in the Area Championship meet packet. In addition, a Meet Manager backup shall be sent to the Illinois Swimming office, along with any other required forms to ensure that swimmers registered under USA Swimming will have their times entered into the USA Swimming times database. A Meet Manager backup shall also be sent to Tom Warrick of the YMCA National Committee to ensure that times achieved at the District Championship will be considered for YMCA Top 16 recognition. A hard copy shall be mailed to all coaches upon request. Results shall contain a complete listing of all contestants, including disqualified swimmers. Final times are to be listed with any record setting performance so noted. Swimmers qualifying for the Illinois/Missouri Area Championships by time or by place shall be indicated. A scoring report by team for both boys and girls shall be included.
- 7.17** SANCTIONS: The host team for the District Championships shall obtain a meet sanction from the YMCA National Committee. Meet results shall be promptly mailed to the National YMCA Group Representative in order for the meet sanction issued by the National Committee to be valid. In addition, the host team shall obtain a valid meet sanction from Illinois Swimming and follow any additional procedures required to ensure that swimmers registered under USA Swimming will have their times entered into the USA Swimming times database.
- 7.18** CHAMPIONSHIP MEET REPORTS & FEES: The host YMCA shall cover the cost of the medals that are purchased for the meet. After the meet, the host team shall submit a meet financial report to the District Chairperson before the next District Committee meeting. Copies of meet information, entry forms, programs, heat sheets, final results, along with any other information that may be of use to future hosts of the District Championships shall be retained and be made available to the next District Championship host.
- 7.19** PROTESTS: The meet protest committee for both the District and Junior District Championship shall be the District Committee. Any protest of eligibility or officiating shall be made in writing by the team coach to the meet protest committee, and must be made in a



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timely manner for the protest to be considered. Circumstances may warrant a contestant being permitted to compete while under protest. In the event this situation should occur, all awards and points for the event in question shall be held until the protest is resolved.

SECTION 8: CHANGES TO RULES & BYLAWS

- 8.01** Any proposal to amend or otherwise change these District Rules must be made in writing by a District YMCA representative and presented to the District Chairperson at a District Committee meeting. The proposal shall be discussed at the meeting and then tabled until the following District Committee meeting for further discussion and a vote.