

CCSDA CONSTITUTION AND BY-LAWS

(LAST REVISION: March 8, 2022)

ARTICLE I

MEMBER CLUBS

Section 1.

This organization shall be known as the COUNTRY CLUB SWIMMING AND DIVING ASSOCIATION ("CCSDA") (03/08/22) and consists of the following charter members:

- Belle Haven Country Club
- Bethesda Country Club
- Chevy Chase Country Club
- Columbia Country Club
- Congressional Country Club
- The Edgemoor Club (2/14)
- Kenwood Country Club
- Manor Country Club
- Washington Golf and Country Club

Section 2.

Active member clubs, in addition to charter members include:

- Argyle Country Club (Admitted July 29, 1953)
- Army Navy Country Club (Admitted May 27, 1957)
- Lakewood Country Club (Admitted April 10, 1962)
- Montgomery Country Club (Admitted March 24, 1970)
- Norbeck Country Club (Admitted June 8, 1998)
- The Swim Club at Avenel (Admitted October 20, 2001)

ARTICLE II

PURPOSE

Section 1.

The objectives of this Association are:

- A. To promote competitive swimming, diving and water polo between the various member clubs in the Washington Metropolitan area. (4/6/2011)
- B. To foster amateur swimming, diving and water polo among member clubs and to encourage good sportsmanship.
- C. To protect and promote the mutual interest of its members and participants.

ARTICLE III

MEMBERSHIP

Section 1.

Membership in the Association shall be open to any club in the Washington Metropolitan area upon its expression of sincere desire to actively compete with other member clubs of this organization in competitive swimming and diving meets according to the CONSTITUTION AND BY-LAWS, and its agreement to foster and maintain competitive swimming and diving will be

engendered and maintained. Election to membership shall be by vote of sixty (60) percent of the Board of Governors. (5/19/2005)

Section 2.

Associate members may be invited to participate as member clubs on an annual basis by a vote of sixty (60) percent of the Board of Governors. Associate members are eligible to participate in CCSDA dual or tri-meets and the Divisional Relays. Associate members are not eligible to participate in Divisional Championship or the Championship Meet or host CCSDA meets (05/18/20)

ARTICLE IV

DUES

Section 1.

Dues shall be established each year by vote of the Board of Governors. Failure to pay dues as prescribed shall be sufficient cause for expulsion of any member club. Expulsion may be at any regular or special meeting of the Board of Governors. (5/2/68). Dues for Associate members shall be 50% of the dues for the other member clubs. (05/18/20)

Section 2.

The treasurer shall collect, disburse, and account for all funds prescribed in the Constitution and By-Laws. (2/10/81)

Section 3.

Accounts of all funds shall be rendered to the Board of Governors at their request. (2/10/81)

Section 4.

All moneys owed by member clubs will be in the hands of the treasurer not later than June 30. (3/22/83)

ARTICLE V

OFFICERS AND BOARD OF GOVERNORS

Section 1.

All affairs of this Association shall be governed by a Board of Governors. The Board of Governors shall be composed of one duly delegated representative of each member club. Each club is to notify the Association Secretary by February 1st the name of the duly delegated representative. (5/2/68)

Section 2.

The Board of Governors shall elect a President, Vice President for Swimming, Vice President for Diving, Vice President for Water Polo, Secretary and Treasurer for one year terms at the October meeting every year. A special election will be used to fill any vacancies occurring before a term of office is fulfilled. (4/6/2011)

Section 3.

The three most recent past Presidents of the Association shall be Representatives-at-Large and shall be non-voting members.

Section 4.

Chairmen of the standing committees shall be appointed by the President.

Section 5.

An annual report shall be prepared by the treasurer covering the finances of the Association for the preceding calendar year and shall be mailed to the duly delegated representative of each member club by the last meeting of the year, the original being preserved in the permanent records of the Association. (2/15/83)

Section 6.

The Secretary shall keep Association records pertaining to By-Laws, minutes of meetings, and correspondence. The Treasurer shall keep Association records pertaining to financial matters.

The Records Chairman shall keep Association records pertaining to Championship Meet performance records established by individual competitors. (2/10/81)

ARTICLE VI

MEETINGS

Section 1.

There shall be five regular meetings of the Board of Governors each year, the first to be held during January or February; the second to be held during March or April, the third to be held during the month of May (a dinner meeting if possible); the fourth to be held only as a scratch meeting prior to the Championships by the Vice-President for Swimming; and the fifth to be held during the month of October. The place of the meetings shall be selected by the President. (3/7/78)

Section 2.

Special meetings may be called by the President, the Secretary or at the request of sixty (60) percent of the member clubs upon twenty-four hours' notice.

Section 3.

A quorum shall exist provided a majority of all member clubs are represented. (3/24/70)

ARTICLE VII

AMENDMENTS

Section 1.

Amendments to this Constitution may be made at any regular meeting of the Board of Governors by two-thirds of the representatives present and voting, provided that a copy of the proposed amendment shall be submitted in writing to the board members by regular or electronic mail ten days prior to the meeting. (5/19/05)

ARTICLE VIII

DUTIES OF THE BOARD OF GOVERNORS AND OFFICERS

Section 1.

All activities shall be authorized and supervised by the Board of Governors or delegates with proper authority to appropriate committees.

Section 2.

A quorum shall be a majority of all member clubs and all decisions shall be rendered by a majority of those present except as otherwise provided. (3/24/70)

Section 3.

A proxy vote will not be accepted on any matter brought before the Board of Governors. (2/82)

Section 4.

Officers will fulfill the customary duties of their offices.

- A. The President shall preside at all meetings of the Board of Governors; appoint Chairmen of Standing Committees or other committees deemed necessary and shall perform any other duties commensurate with such office.
- B. The Vice President for Swimming shall preside at meetings in the absence of the President; shall serve as Chairman of the Swimming Championships Meet Committee and as Meet Manager, and shall perform any other duties as the President may deem necessary. A written record of duties and detailed report on the handling of the Championship Meet shall be passed to the next Vice President. (2/15/83)
- C. The Vice President for Diving shall preside at meetings in the absence of the President and the Vice President for Swimming. The Vice President for Diving shall serve as the Diving Championship Meet Committee Chairman and of the Diving Committee as prescribed in Article XV, Section 8. (2/15/83)
- D. The Vice President of Water polo will be responsible for preparation of schedules and registration of member clubs participating in water polo. Vice President of water polo shall chair a committee of member clubs participating in the CCSDA water polo program. (4/6/2011)
- E. The Secretary shall record the minutes of all meetings; shall send same to all member clubs following each meeting; shall send notices regarding meetings to be held; maintain up-to-date records of names, addresses, home and office phone numbers and e-mail addresses of all representatives and coaches; provide a composite schedule of the year's meets; keep records of all trials and finals of Championship meets; and shall perform other duties necessary to keep membership informed of Association matters. (5/19/05)
- F. The Treasurer shall be custodian of Associations funds; bill each club representative for annual dues and other expenses; collect dues; disburse funds in accordance with the needs of the Association; and make reports on the balance of expenditures at each meeting of the Board of Governors. (2/10/81)

Section 5.

Board meetings shall be called by the President or the secretary or by joint action of at least sixty (60) percent of the member clubs and will be presided over by the officers in the order indicated in Article VIII, Section 4B and C of the CONSTITUTION AND BY-LAWS.

ARTICLE IX
COMMITTEES

Section 1.

Standing committees shall be appointed at the first meeting of each year as follows: A. Rules; B. Champs; C. Diving; and D. Nominating;. (5/18/20)

Section 2.

Each committee shall have a minimum of three members to assist in the operation of the Association. (5/24/67) The Rules Committee shall have its members selected such that, in addition to the Chairman, there is another member of the Committee from at least one club within each of the designated swimming divisions. (3/12/96)

Section 3.

One member of each committee shall be appointed Chairman by the President.

Section 4.

Vacancies may be filled by the Chairman of each committee.

ARTICLE X
SWIMMING PARTICIPATION AND RULES

Section 1.

Age groups shall be as follows:

- A. 8 years & Under, 10 years & Under, 12 years & Under, 14 years & Under, 18 years & Under
- B. In the individual events, contestants may swim in one or more events in the correct age group or a higher age group, but may compete only once in a given stroke. In the relay events, contestants may compete in the correct age group or a higher group without regard to stroke. (5/19/05)

Section 2.

The age of all swimmers shall be as of June 1.

Section 3.

Each home club shall furnish locker room space and all equipment necessary (except towels) for each meet without financial remuneration from the other club. (5/19/05)

Section 4.

Swimmers must swim in three CCSDA meets to participate in the Swimming Championships. These meets must be either officially scheduled dual swimming meets as defined in Article XI between CCSDA member clubs or the Divisional Championship meet described in Article XIV.

Regularly scheduled meets of three or more member clubs shall count as one meet, however, the President and Vice President for Swimming may make exceptions for meets rescheduled due to weather. The Divisional Relay meet or invitational meets (under Article XII) are not a qualifying meet for the purposes of this Section. Clubs shall produce and submit a report of swimmer participation along with their Swimming Championship entries to verify swimmer eligibility. Any requests for exemptions must be submitted no later than forty-eight hours prior to the Scratch Meeting and shall only be granted by the President and Vice President for Swimming in exceptional circumstances. (2/14) (05/18/20)

Section 5.

Each swimmer shall be a member of a dues paying family whose membership is on an annual (12 month) basis and in good standing in the club, except for children of families who have been on a bona fide waiting list and have been given summer privileges for the current year. (4/17/79) Children qualifying under this exception will be permitted to compete in all Association events. As to the foregoing, it is required that clubs having such members competing submit a list to the Association, certified by an appropriate club official, of members who have been granted privileges. This list must be submitted by July 1st, if requested by the President. (2/82)

Section 6.

Swimmers shall compete for the same club all season in dual meets, and that club shall be the one for which the swimmer first competed in the season, except that if the contestant's family resigns membership in the club, such child shall be eligible to swim for any other club in which his family is a resident member.

Section 7.

It is the responsibility of the host team to prepare and send out meet announcements for the divisional championships, divisional relays, and invitational meets at least one week prior to the meet. The meet announcement shall include information on warm-up times, starting time, entries, entry change procedures, lane assignments per event, and officials' assignments. (5/18/99)

Section 8.

Articles 101 and 102 of the current USA Swimming Rules will govern meets except as noted as follows (5/18/2004):

A. Backstroke:

(1) The turn requires that some part of the swimmer's body contact the end of the wall. After the swimmer's head has passed the backstroke flag, the swimmer's upper shoulder may (but is not required to) rotate past the vertical toward the breast before the touch is completed provided such rotation is accompanied by the initiation of the turning action or continuation into the wall.

The initiation of the turning action shall be accomplished by a single arm or simultaneous double-arm pull, or in the absence of such pulls, by a downward, underwater movement of the head.

After the initiation of the turning action, no additional arm pulls may be started; however, kicking and gliding actions are permitted.

The swimmer shall assume a position on the back before the feet leave the wall.

(2) The finish requires completion of the required distance and contact with the finish end or the finish pad by any part of the swimmer. (3/9/99)

Any Referee, Starter, Stroke and Turn Judge or Chief Judge (individually a “Meet Official, and collectively “Meet Officials”) must be qualified to officiate in that capacity in the USA Swimming or sanctioned by this association that year. If a club is unable to provide any such qualified official, then the official shall be selected by mutual agreement. The Rules Committee shall publish and furnish a list of qualified persons to all clubs prior to the start of the season and thereafter throughout the season shall publish and distribute updates to this list. Decisions of the Referee shall be final and not subject to review unless contrary to the prevailing U.S. S. rules or in conflict with the Association Constitution and By-Laws. (5/19/05)
(03/08/22)

Section 9.

Schedules made by Board of Governors’ representatives at the scheduling meeting are commitments between two teams. Any changes must be made in writing to the Secretary within 30 days of publication of the Master Schedule or by June 1, whichever comes first. At that time, the schedule becomes official (including inter-divisional meets). Any club which unilaterally cancels or fails to appear for a swimming or diving meet after this date shall automatically be fined \$100.00. This amount shall be placed in the league treasury and must be paid before the conclusion of the Championship Scratch Meeting, otherwise Championship entries cannot be accepted. If the club feels there were extenuating circumstances concerning the canceled meet, they may appeal the fine to the Rules Committee.

Section 10.

The starting protocol for USA Swimming is used. (2/14)

ARTICLE XI

DUAL SWIMMING MEETS

Section 1.

The following events will be contested in the order listed below:

Girls Event #	Boys Event #	Age Group and Stroke
1	2	Junior Individual Medley
3	4	Senior Individual Medley
5	6	8 & Under Freestyle
7	8	10 & Under Freestyle
9	10	12 & Under Freestyle
11	12	14 & Under Freestyle
13	14	18 & Under Freestyle
15	16	8 & Under Backstroke
17	18	10 & Under Backstroke
19	20	12 & Under Backstroke

21	22	14 & Under Backstroke
23	24	18 & Under Backstroke
25	26	Junior Medley Relay
27	28	Senior Medley Relay
29	30	8 & Under Breaststroke
31	32	10 & Under Breaststroke
33	34	12 & Under Breaststroke
35	36	14 & Under Breaststroke
37	38	18 & Under Breaststroke
39	40	8 & Under Butterfly
41	42	10 & Under Butterfly
43	44	12 & Under Butterfly
45	46	14 & Under Butterfly
47	48	18 & Under Butterfly
49	50	Graduated Freestyle Relay

- A. One length for all 8 and 10 year age group events. Two lengths for all 12, 14 and 18 age group events.
- B. Junior Individual Medley: 4 lengths (1 Butterfly, 1 Backstroke, 1 Breaststroke, 1 Freestyle in the order named) for 12 & under
- C. Senior Individual Medley: 4 lengths (1 Butterfly, 1 Backstroke, 1 Breaststroke, 1 Freestyle in the order named) for 18 & under
- D. Junior Medley Relay: 4 swimmers, 1 length each. (1 Backstroke, 1 Breaststroke, 1 Butterfly, 1 Freestyle in the order named). One swimmer 8 & under, one swimmer 10 & Under, one swimmer 12 & Under, one swimmer 14 & Under; strokes of each swimmer to be determined by the coach
- E. Senior Medley Relay: 4 swimmers, 1 length each. (1 Backstroke, 1 Breaststroke, 1 Butterfly, 1 Freestyle in the order named). One swimmer 10 & Under, one swimmer 12 & Under, one swimmer 14 & Under, one swimmer 18 & Under; strokes of each swimmer to be determined by the coach
- F. All Ages Graduated Freestyle Relay: 5 swimmers, 1 length each for swimmers 8 and 10, and 2 lengths for each swimmer 12, 14 and 18. The term “graduated” shall mean that the swimmers participate in order of age, youngest to oldest. (5/12/96)

Section 2.

A swimmer shall be permitted to compete in three individual events, one medley relay, and the All Ages Graduated Freestyle Relay. (3/1/72)

Section 3.

- A. Unlimited heats of freestyle and one heat of all other strokes are allowed unless modified by agreement between the Club representatives in accordance with Article XI, Section 6. With regard to the Freestyle events, the swimmers with the fastest times, regardless of heat, shall score. (2/14)
- B. An even number of lanes equally divided between contesting clubs shall be made available in each heat. The home team shall be assigned odd numbered lanes and visiting team even numbered lanes (4/6/2011).

Section 4.

- A. The point count shall be: 5-3-1 for all individual events. One club may win all three places and score for each.
- B. Point count for Relays shall be: 8-4-2-0 for Medley Relays, 10-5-2-0 for All- Ages Relays. (2/25/75) No third relay team can score for any club. If a third team is entered, "A" and "B" teams must be designated. (3/30/76)

Section 5.

- A. The home club shall provide the following Meet Officials: Referee, Chief Timer, Announcer, Clerk of Course, Scorekeeper, two Stroke and Turn Judges and at least half of the required Timers for each lane and a Ribbon Writer. (1/28/84, 05/18/20, 03/08/22)
- B. The visiting club shall provide the following Meet Officials: Starter, Clerk of Course, Scorekeeper, two Stroke and Turn Judges and at least half of the required Timers for each lane, and a Ribbon Writer. (4/17/79, 2/81, 2/82, 5/12/96, 05/18/20, 03/08/22)
- C. A minimum of four Takeoff Judge (one Judge at each of the four corners of the pool, assigned to the lanes closest to them) will be assigned. Both Judges at the same end of the pool must call an illegal takeoff before a DQ can take place. (4/6/2011, 05/18/20)
- D. Registration of club swimmers shall be provided to the home club prior to the start of any meet.
- E. A protest may only be registered by an official CCSDA Swim Representative of the individual team involved. All discussions with Meet Officials will be limited to one official CCSDA Swim Representative from each club. All protests will conform to the guidelines laid out in Article XVIII. (03/08/22)

Section 6.

All preceding sections of Article XI may be waived by mutual consent of person in charge of the competing teams. If mutual consent cannot be obtained, interpretation of the By-Laws as written shall decide the issue. (4/6/2011)

Section 7.

Awards in dual meets shall be limited to ribbons or other appropriate awards. (It is suggested that ribbons be given to all placing relay members and winners of freestyle heats.)

Section 8.

No alcoholic beverage shall be permitted on the working deck used by Meet Officials during a dual meet. (2/1/71, 03/08/22)

Section 9.

In case of inclement weather, the Referee has the authority to call or postpone any meet once started. Duly qualified representatives of each club should consult and endeavor to agree to a date to continue this meet, unless the score at the time when the meet is called is such that in any event one team will be the winner of the meet. If at the time the meet is called, thirty-eight (38) events have been completed the meet shall be considered complete. If less than thirty-eight (38)

events are completed the meet shall resume with the event following the last completed event.
(4/6/2011)

ARTICLE XII

INVITATIONAL COMPETITION

Section 1.

Purpose: This is an optional program designed as a supplement to the regular dual meet program of the Association to encourage competition among swimmers who normally do not have an opportunity to compete with others of similar ability. (5/18/99)

Section 2.

Eligibility: Any swimmer of a member club who has not placed first, second or third in regular dual meet competition, excluding relays, during the current year and has not previously qualified during finals of the event in the CCSDA Championships.

Section 3.

The following is a suggested order of events:

First Meet

Girls Event #	Boys Event #	Age Group and Stroke
1	2	7 & Under Freestyle
3	4	8 & Under Freestyle
5	6	9 & Under Freestyle
7	8	10 & Under Freestyle
9	10	11 & Under Freestyle
11	12	12 & Under Freestyle
13	14	13-18 Freestyle
15	16	7 & Under Backstroke
17	18	8 & Under Backstroke
19	20	9 & Under Backstroke
21	22	10 & Under Backstroke
23	24	11 & Under Backstroke
25	26	12 & Under Backstroke
27	28	13-18 Backstroke
29	30	Freestyle Relay (A) (B) (D)

Second Meet

Girls Event #	Boys Event #	Age Group and Stroke
1	2	11 & Under Individual Medley (B)
3	4	12 & Under Individual Medley (B)
5	6	13-18 Individual Medley
7	8	7 & Under Breaststroke
9	10	8 & Under Breaststroke

11	12	9 & Under Breaststroke
13	14	10 & Under Breaststroke
15	16	11 & Under Breaststroke
17	18	12 & Under Breaststroke
19	20	13-18 Breaststroke
21	22	7 & Under Butterfly
23	24	8 & Under Butterfly
25	26	9 & Under Butterfly
27	28	10 & Under Butterfly
29	30	11 & Under Butterfly
31	32	12 & Under Butterfly
33	34	13-18 Butterfly
35	36	Medley Relay (B) (C) (D)

- A. Free Relay - 7, 8, 9, 10 & Under swim one length; 11 & Over swim two lengths.
- B. Swim Individual Medley; Medley Relay and Freestyle Relay as in Article XI, Section 1.
- C. Medley Relay – One swimmer each from 8 & Under, 9 & Under, 10 & Under and 12 & Under
- D. More than one relay from each club may be entered.(03/08/22)

Section 4.

Awards: For first six places in individual events and three places for relays. Participation awards for all other competition in individual events.

Section 5.

Officials: Two Timers for each lane as well as one other official provided by each club to assist in conducting the meet. The host club is responsible for organizing officials.

ARTICLE XIII

CHAMPIONSHIP SWIMMING MEET

Section 1.

- A. The Girls Freestyle Relay shall be known as the “Founder’s Cup Relay”, for which a perpetual rotating trophy shall be awarded each year to the winning team.
- B. The Boys Freestyle Relay shall be known as the “George W. Neville Memorial Relay”, for which a perpetual rotating trophy shall be awarded each year to the winning team.
- C. A permanent rotating trophy to be known as the “Verdin Trophy” will be awarded to the winner of the Girls Junior Medley Relay. (1/16/79)
- D. A permanent rotating trophy known as the “Mary Dowling Trophy” will be awarded to the winning Girls Senior Medley Relay and a permanent rotating trophy known as the “Tom Dolan Trophy” will be awarded to the winning Boys Senior Medley Relay. (3/20/79, 03/08/22)
- E. A permanent rotating trophy will be awarded to the winner of the Boys Junior Medley Relay. It shall be known as the “Jim McCarthy Trophy”.

- F. Permanent rotating trophies shall be awarded to the teams scoring the 1st, 2nd and 3rd highest point totals. (5/8/90)

Section 2.

The following events shall be contested for both girls and boys, in the order listed below for the finals:

Girls Event #	Boys Event #	Age Group and Stroke
1	2	Junior Individual Medley
3	4	Senior Individual Medley
5	6	8 & Under Freestyle
7	8	10 & Under Freestyle
9	10	12 & Under Freestyle
11	12	14 & Under Freestyle
13	14	18 & Under Freestyle
15	16	8 & Under Backstroke
17	18	10 & Under Backstroke
19	20	12 & Under Backstroke
21	22	14 & Under Backstroke
23	24	18 & Under Backstroke
25	26	Junior Medley Relay
27	28	Senior Medley Relay
29	30	8 & Under Breaststroke
31	32	10 & Under Breaststroke
33	34	12 & Under Breaststroke
35	36	14 & Under Breaststroke
37	38	18 & Under Breaststroke
39	40	8 & Under Butterfly
41	42	10 & Under Butterfly
43	44	12 & Under Butterfly
45	46	14 & Under Butterfly
47	48	18 & Under Butterfly
49	50	Graduated Freestyle Relay

- A. Individual events limited to two entrants from each club in each age group event. (2/29/72)
- B. One length for all 8 and 10 year age group events. Two lengths for 12, 14 and 18 year age group events.
- C. Junior Individual Medley: As outlined in Article XI, Section 1 B
- D. Senior Individual Medley: As outline in Article XI, Section 1 C
- E. Junior Medley Relay: As outlined in Article XI, Section 1 D
- F. Senior Medley Relay: As outlined in Article XI, Section 1 E
- G. All Ages Graduated Freestyle Relay: as outline in Article XI, Section 1 F

Section 3.

- A. The current USA Swimming rules shall govern Championship meets, except as otherwise noted herein.
- B. Relay take-off shall be assigned by the Referee and shall stand so that they can clearly see both the feet of the departing swimmer(s) as they leave the starting platform and the touch of the incoming swimmer(s), and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool. Place of the take-off judges will be at the discretion of the attending Referee based on pool design and best viewing advantage points. (5/17/13)
- C. If dual relay take-off judging is used, the lane and side sweep judges shall independently report infractions in writing to the Referee without the use of the infraction hand signal. A relay will be disqualified only if the lane take-off judge has reported an infraction and the assigned sweep judge has confirmed the same infraction. (5/17/13)
- D. Individual events will be scored as per USA Swimming rules. Relay events will be scored by doubling the points of the individual events. (2/10/81)

Section 4.

- A. All swimmers participating in the Championships of this Association shall be registered by the certification form supplied by the secretary.
- B. A swimmer may compete in two individual events, one medley relay and the freestyle relay. The swimmer may also compete in diving and still be eligible to compete in the four swimming events. The swimmer does not have to swim all the events in the same age group. In the individual events the contestants may swim in one or more events in the correct age group or a higher age group, but may compete only once in a given stroke. In the relay events contestants may compete in the correct age group or a higher age group without regard to stroke.
- C. There will be no penalty to a swimmer for missing an event.
- D. There shall be two alternate swimmers designated for each individual event for the finals. They shall be designated "first alternate" and "second alternate". Coaches are responsible for notifying the Meet Manager of scratches from the finals at the earliest possible moment. When the Meet Manager is notified of a scratch within 30 minutes of the conclusion of that day's trials, the Meet Manager shall notify the alternate swimmer(s), re-seed the entire event and modify the official program.

When the Meet Manager is notified of a scratch after this 30 minute period, and provided it does not result in a delay of the meet, the Meet Manager shall notify the alternate swimmer(s) and fill the vacant lanes in the championship final by moving up the fastest qualifying swimmer(s) from the consolation final. Vacant lanes in the consolation final shall be filled with the fastest qualifying alternate(s). (5/90)

MORNING PRELIMINARY TRIALS

Girls Event #	Boys Event #	Age Group and Stroke
5	6	8 & Under Freestyle
7	8	10 & Under Freestyle

15	16	8 & Under Backstroke
17	18	10 & Under Backstroke
29	30	8 & Under Breaststroke
31	32	10 & Under Breaststroke
39	40	8 & Under Butterfly
41	42	10 & Under Butterfly

AFTERNOON PRELIMINARY TRIALS

Girls Event #	Boys Event #	Age Group and Stroke
1	2	Junior Individual Medley
3	4	Senior Individual Medley
9	10	12 & Under Freestyle
11	12	14 & Under Freestyle
13	14	18 & Under Freestyle
19	20	12 & Under Backstroke
21	22	14 & Under Backstroke
23	24	18 & Under Backstroke
33	34	12 & Under Breaststroke
35	36	14 & Under Breaststroke
37	38	18 & Under Breaststroke
43	44	12 & Under Butterfly
45	46	14 & Under Butterfly
47	48	18 & Under Butterfly

Section 5.

- A. At the Scratch Meeting, which shall be held at least two days prior to the trials, there shall be presented by each club an electronic file with meet entries by name and event and a team roster. A hard copy of all documents is also presented. All swimmers shall be seeded according to times. Times must be from this season in a CCSDA meet. If the swimmer does not have a qualifying seed time, they can be entered with No Time (NT) and seeded after all swimmers who have a seed time. All relay seed times must be actual times from a CCSDA meet. No conversions, times from previous years, or aggregate times from individual races are acceptable. After the names of the swimmers are submitted, no changes are permitted except that a club may scratch a swimmer from an event and substitute that club's alternate for that event. (2/14, 05/18/20)
- B. The Referee, Starter, Timers and Judges for the meet shall be selected by the President and Vice President for Swimming. The President and Vice President for Swimming may also appoint a Meet Referee. The Referee (or Meet Referee if appointed) shall be in complete charge of the meet and be sole judge of all issues, being guided by the Constitution and By-Laws. (05/18/20)
- C. No protest may be registered by anyone other than an official CCSDA Swim Representative of the individual team involved. All discussions with officials of the

meet will be limited to one official CCSDA Swim Representative from each club.
(05/18/20, 03/08/22)

- D. The qualifiers for finals shall be determined by taking the fastest times in the trials. Should there be a tie for the final position in either a championship or a consolation heat, a "swim-off" will be held for those swimmers who are tied. There shall be at least thirty (30) minutes between the qualifying heats and the swim-off. (5/19/05)
- E. No alcoholic beverage shall be permitted on the working deck used by the officials during the Championship Meet. (4/17/79)

Section 6.

Prizes shall be awarded to all contestants in the finals, with awards to be determined each year by the Champs Committee. In the event of a tie in the finals, the place shall be declared a tie, with duplicate awards being given. (5/19/05)

Section 7.

Consolation finals may be swum for each individual swimming event immediately preceding the Championship final of that event. The Consolation and Championship Finals will have an equal number of contestants. USA Swimming rules shall prevail. (2/90)

ARTICLE XIV

DIVISIONAL SWIMMING COMPETITION (1/23/73)

Section 1.

Separate divisions shall be established for member clubs to compete against teams of comparable ability based on relative placement during the previous year. (5/19/05, 05/18/20)

Section 2.

Intra-divisional dual meet competition shall be conducted in compliance with the dual swimming meet program set forth in Article XI between member clubs of the same division in accordance with the schedule adopted by the Association. (5/19/05)

Section 3.

Ribbons shall be awarded at intra-divisional dual meets for the first three places in each individual and relay event.

Section 4.

- A. Each division shall conduct a Divisional Championship, preferably during the week before the Championship Swim Meet, following the rules for dual meets except that enough heats to allow two (2) swimmers per club will be permitted in each event other than relays, which shall be limited to one entry per club. Each event shall be seeded as a timed final in accordance with Article 102.5 of the rules and regulations of USA Swimming. Entry times must be from a CCSDA meet as defined in Article X from the current season and are subject to verification. If the swimmer does not have a qualifying seed time, they can be entered with No Time (NT) and seeded after all swimmers who have a seed time. All relay seed times must be actual times from a CCSDA meet. No conversions, times from previous years, or aggregate times from individual races are acceptable. The participating clubs shall submit entries for the

Divisional Championship meet to the meet manager at a predetermined time. After submission, entries may not be changed except to substitute for a swimmer who is not able to participate in the meet. Previous entries may not be changed to accommodate the substitution. Only the entries for the event in which the non-participating swimmer was entered may be changed. (4/1/2008, 5/18/20)

- B. No protest may be registered by anyone other than an official CCSDA Swim Representative of the individual team involved. All discussions with Meet Officials will be limited to one official CCSDA Swim Representative from each club. All protests will conform to the guidelines laid out in Article XVIII. (03/08/22)

Section 5.

Divisional Championships should be conducted in pools corresponding to the length selected that year for the CCSDA Championships.

Section 6.

All awards in Divisional Championship and Divisional Relays shall be provided by CCSDA as follows:

- A. All medals shall be awarded for the first three places in individual events and to first place in relays. (11/1/77)
- B. Ribbons shall be awarded for 4th, 5th and 6th places in individual events and for 2nd and 3rd place in relays. (5/8/90)

Section 7.

All divisions shall score to 6 places. Scoring shall be 7-5-4-3-2-1 in individual events and 14-10-8-6-4-2 in relay events. (5/8/90)

Section 8.

DIVISIONAL RELAYS

Order of Events

1	8 & Under Girls Medley Relay	1 length each
2	8 & Under Boys Medley Relay	1 length each
3	10 & Under Girls Medley Relay	1 length each
4	10 & Under Boys Medley Relay	1 length each
5	12 & Under Girls Medley Relay	2 lengths each
6	12 & Under Boys Medley Relay	2 lengths each
7	14 & Under Girls Medley Relay	2 lengths each
8	14 & Under Boys Medley Relay	2 lengths each
9	18 & Under Girls Medley Relay	2 lengths each
10	18 & Under Boys Medley Relay	2 lengths each
11	8 & Under Girls Freestyle Relay	1 length each
12	8 & Under Boys Freestyle Relay	1 length each
13	10 & Under Girls Freestyle Relay	1 length each
14	10 & Under Boys Freestyle Relay	1 length each
15	12 & Under Girls Freestyle Relay	2 lengths each
16	12 & Under Boys Freestyle Relay	2 lengths each
17	14 & Under Girls Freestyle Relay	2 lengths each

18	14 & Under Boys Freestyle Relay	2 lengths each
19	18 & Under Girls Freestyle Relay	2 lengths each
20	18 & Under Boys Freestyle Relay	2 lengths each
21	Girls All Ages Crescendo Relay	(A)
22	Boys All Ages Crescendo Relay	(A)

- A. CRESCENDO RELAY: One swimmer from each age group; any age may swim any distance; event must be swum in the following order: 1 length - 2 lengths - 4 lengths - 2 lengths - 1 length
- B. Scoring for the Divisional Relays shall be in accordance with the relay scoring in Section 7 of this Article (14-10-8-6-4-2).
- C. PARTICIPATION: A swimmer may only swim in one freestyle relay, one medley relay and the crescendo relay. (4/1/2008)
- D. The Referee, Starter, Chief Judge and Chief Timer shall be furnished by different clubs if qualified officials are available. The remaining officials shall be distributed as equally as possible among the participating clubs.
- E. No protest may be registered by anyone other than an official CCSDA Swim Representative of the individual team involved. All discussions with Meet Officials will be limited to one official CCSDA Swim Representative from each club. All protests will conform to the guidelines laid out in Article XVIII. (03/08/22)

Section 9.

- A. A divisional championship trophy shall be awarded to the club with the highest number of points earned during divisional competition. The points for divisional competition shall be awarded as follows:

Intra-division Dual Meet		
Win: 6 points	Tie: 3 points	Loss: 0 points

Divisional Relay Meet				
1 st : 8 points	2 nd : 6 points	3 rd : 4 points	4 th : 2 points	5 th : 1 point

- a. For a 6 team division the scoring shall be (10, 8, 6, 4, 2, 1)
- b. For a 4 team division the scoring shall be (6, 4, 2, 1)

Divisional Championship Meet				
1 st : 16 points	2 nd : 12 points	3 rd : 8 points	4 th : 4 points	5 th : 1 point

- c. For a 6 team division the scoring shall be (20, 16, 12, 8, 4, 1)
- d. For a 4 team division the scoring shall be (12, 8, 4, 1) (5/20/2008)
- B. If there is a tie for 1st place in the division, the tiebreaking procedure is as follows:
 1. Results at the Divisional Championship Meet
 2. Results of the Intra-Division Dual Meet
 3. Results of the Divisional Relay Meet
 4. If still tied, co-champions will be declared (03/08/22)
- C. Ties for any place other than 1st will remain tied. (03/08/22)

Section 10.

No alcoholic beverage shall be permitted on the working deck used by the Meet Officials during the Divisional Championship or Divisional Relay Meets. (5/18/20, 03/08/22).

ARTICLE XV

DIVING (04/2016)

Section 1.

Members: All member clubs are eligible to participate in the CCSDA diving program. Clubs intending to enter teams must state their intentions by the September Diving Committee meeting. These teams will be included in the schedule and will be assessed their share of the diving dues. Clubs which are unsure of their diving status may request to participate on an informal basis. Participation of their Divers in dual meets shall be worked out with the Diving Committee. Such teams and individual team membership shall not be eligible for Diving Championships. (2/5/2009)

Section 2.

Diving Committee: The CCSDA Diving Committee shall consist of one voting representative from each participating club. The Chairman of the Diving Committee shall be the CCSDA Vice President for Diving. The Diving Committee shall nominate and select one of its members via majority vote for the position of Vice President for Diving. The nominee's name shall be submitted to the CCSDA Nominating Committee for approval. This recommendation should be decided upon at the September Diving Committee meeting in the year in which an election is held. (2/5/2009)

Section 3.

Meetings: There shall be three (3) regular meetings of the Diving Committee each year. The place and time of the meeting shall be determined by the Diving Committee Chairman. Special meetings may be called by the Diving Committee Chairman or at the request of a majority of the participating clubs. A quorum shall consist of a majority of participating clubs. Member clubs are entitled to only one vote and that must be made by a club member. (2/5/2009)

Section 4.

Participants: Age groups shall be as follows: 8 & Under, 10 & Under, 12 & Under, 14 & Under and 18 & Under. Participants may dive in their actual age group or a higher age group. The age of all Divers shall be as of June 1. Each Diver shall be a member of a dues paying family whose membership is on an annual (12 month) basis and in good standing in the club, except for children of families who have been on a bona fide waiting list and have been given summer privileges for the current year. Children qualifying under this exception will be permitted to compete in all Association events. As to the fore-going, it is required that clubs having such members competing submit a list to the Association, certified by an appropriate club official, of members who have been granted summer privileges. This list must be submitted by July 1st if requested by the President. Divers shall compete for only one club all season, except that if a Diver's family resigns membership in the club, such Diver shall be eligible to dive for any other club in which his family is a member. (3/9/99)

Section 5.

Dual Meet Organization:

- A. Each home club shall provide a Meet Manager who may also fill any additional position, an Announcer, a Scorer, a Checker, a Ribbon Writer, a Referee and three Judges. The visiting club shall provide a Referee, a Scorer, a Checker, a Ribbon Writer and three Judges. The Meet Manager shall be a Club member and shall have full charge of the organization of the official table. The Meet Manager shall have authority to delay or cancel the meet in case of inclement weather in consultation with the visiting club's diving representative. In the event of meet cancellation due to inclement weather, a meet will be considered official at the completion of the 12 & Under Boys event. If the Diving Representative from both Clubs so desire, the meet may be completed at a mutually agreed upon date. The Meet Manager shall be responsible for checking the degree of difficulty, required dives and order of dives listed on the entry sheets. The Referee can be the diving coach. Decisions of the referee shall be final. (10/22/96)
- B. Each Referee shall referee half of the meet. Each meet shall have five Judges. Three of the five Judges shall be provided by the home team for half of the ten events. Three of the five Judges shall be provided by the visiting team for half of the ten events. The home Referee in consultation with the visiting Referee shall determine the placement of all Judges. All Judges should be qualified to judge by the CCSDA Diving Committee by attendance at a judge's clinic conducted by the Association during the current year. The Association shall furnish a list of qualified persons to all clubs prior to the start of the season. All Judges should be 14 years of age or older. Qualified adults should judge. If qualified adults are not available, qualified Divers should judge. Coaches should judge only when there are no other judges available. Weekday meets should start at 6:00 p.m. with the visiting team warm-ups at 5:30. Weekend meets should start at 9:00 a.m. with the visiting team warm-ups at 8:30 a.m. Times may be changed by mutual consent of both diving team representatives and coaches.
- C. Effective with the 2010 Dive Season, the E-Dive on-line scoring system will be used. Each home club must provide a computer and printer along with labels and other supplies to run the E-Dive scoring system. The visiting club should transfer their Divers' data electronically by 2pm on the day of the meet. If technical difficulties arise, the visiting team must notify the home team by 2pm and deliver a flash drive 1 hour prior to the start of the meet. In addition, each team must have the dive sheet information on paper and a team roster with gender and birthdates. (2/25/2015)

Section 6.

DUAL MEETS: All registered Divers are eligible to participate in and earn points for their team in a dual meet, with the exception of those who are exhibition Divers.

- A. All Divers must be registered in the computer prior to the start of the meet. If both team representatives are in agreement, a Diver may be added to the meet after its start, but the Diver can only dive exhibition status. As an exhibition Diver, they will not earn points for their team, nor will it be considered a qualifying meet for Champs. (4/2017)
- B. A Diver can only be entered in one event. Entry in more than one event will lead to forfeiture of the official status of that Diver. (4/2016)
- C. Provided both dive representatives agree, a Diver who arrives after the start of their event may dive exhibition in that event. It will not count towards one of the three meets used for Championships qualifications. Provided that Diver scratches from his/her originally entered events, that Diver can choose to dive exhibition status in the next age group, and

although no team points will be earned, the meet will count as a qualifying meet for Championships. (4/2017)

- D. Once a meet has started, a Diver may not change his/her status from unofficial (exhibition) to official, however a Diver may change from official to unofficial (exhibition) during a meet. (4/2016)

Changes to dives:

- A. If a coach sends dive changes electronically or on paper prior to the start of the meet, and those changes do not appear in the computer, those changes may be made after the meet starts as long as there is acceptable evidence that these changes were submitted prior to the start of the meet. (4/2016)
- B. A Diver may change position for any dive while on the board, and the DD will be changed to reflect the difference. The change must be clearly stated, announced with the new DD, and the computer scorer must confirm that the change has been entered appropriately. (4/2016)

Scoring:

The point count for dual meets shall be 5-3-1. Any Diver who is diving who fails two dives is disqualified from the meet. Awards shall be limited to CCSDA ribbons. In the event of a tie, duplicate ribbons will be awarded with no award given to the place below the tie. Points for tied place shall be added to the points for the place below the tie and divided equally between the teams. (3/9/99)

Order of Events

<u>Girls Event #</u>	<u>Boys Event #</u>	<u>Age Group</u>	<u>Required Dives</u>	<u>Optional Dives</u>
<u>1</u>	<u>2</u>	<u>8 & Under</u>	<u>Forward Dive</u>	<u>One</u>
<u>3</u>	<u>4</u>	<u>10 & Under</u>	<u>One</u>	<u>Two</u>
<u>5</u>	<u>6</u>	<u>12 & Under</u>	<u>Any two from Different Groups</u>	<u>Any two from different groups</u>
<u>7</u>	<u>8</u>	<u>14 & Under</u>	<u>Any three from different groups</u>	<u>Any two from different groups</u>
<u>9</u>	<u>10</u>	<u>18 & Under</u>	<u>Any three from different groups</u>	<u>Any three from different groups</u>

All dives must be executed in the order listed. Required dives must be selected from different groups of dives. No two required dives may be selected from the same numbered group. Optional dives must also be from different numbered groups. Required dives may be used as optional dives so long as the same numbered groups are not repeated. CCSDA recognizes these dives as "Required Dives" - 101, 201, 301, 401 and 5111. (10/22/96)

For clarification and in accordance with USA Diving Rules, if the announcer says the incorrect dive and the Diver does it, and the mistake is discovered at any time during the event, the Diver is allowed to re-do the correct dive. If the announcer says the correct dive and the Diver does a different dive, the dive is failed. (2/25/2015)

Section 7.

CHAMPIONSHIPS

Beginning with the 2016 season, the rules for Diving Championships have been changed to reflect the Committee's decision to do away with preliminary cuts in each group, as well as changing the number of additional dives required for Senior divers from two to one. (4/2106)

A. The following format of events shall be contested on the First Day of the Championships.

<u>Girls Event #</u>	<u>Boys Event #</u>	<u>Age Group</u>	<u>Required Dives</u>	<u>Optional Dives</u>
<u>1</u>	<u>2</u>	<u>8 & Under</u>	<u>One forward dive</u>	<u>Two optional dives</u>
<u>3</u>	<u>4</u>	<u>10 & Under</u>	<u>Two required dives</u>	<u>Two optional dives</u>
<u>5</u>	<u>6</u>	<u>12 & Under</u>	<u>Two required dives</u>	<u>Three optional dives</u>

The following format of events shall be contested on the Second Day of the Championships:

<u>Girls Event #</u>	<u>Boys Event #</u>	<u>Age Group</u>	<u>Required Dives</u>	<u>Optional Dives</u>
<u>7</u>	<u>8</u>	<u>14 & Under</u>	<u>Three required dives</u>	<u>Three optional dives</u>
<u>9</u>	<u>10</u>	<u>18 & Under</u>	<u>Three required dives</u>	<u>Four optional dives</u>

- B. Optional dives must be selected from varying groups of dives. No two optional dives may be selected from the same numbered group. Contestants may choose optional dives from groups that were required in earlier dives. Contestants may not repeat the same numbered dive even if in a different position. CCSDA recognizes these dives as "Required Dives" 101, 201, 301, 401, and 5111. (10/22/96)
- C. A maximum of two Divers from each age group of girls and boys will be permitted to enter the championships from any member club. One additional Diver per club (WILDCARD) will be permitted to enter the Championships in any one event. Dive 002 is not an eligible dive for the Championships. If the WILDCARD cannot dive, an alternate can replace him/her as long as the replacement Diver has been listed as an alternate for that event. (2/5/2009)
- D. Divers must dive in at least three scheduled CCSDA dual meets, or in at least two scheduled CCSDA dual meets and the "B" meet to participate in the Championships. In the event that a meet is canceled due to inclement weather after the completion of the Boys 12 & Under event (when the meet becomes official), all 14 & Under and 18 & Under Divers who were present and scheduled to dive in the cancelled meet may count the cancelled meet toward the required three dive meets for participation in Champs. (2/25/2015)
- E. All dives are to be executed in the order listed above. After the scratch meeting, if the dive sheet is approved by two people, one of whom must be a coach, the dive sheet will be official. However, if a referee finds an error, prior to the execution of the dive, the referee will require the Diver to change the dive to conform to the rules. Failure to do so will result in a failed dive. If the error is not found until after the completion of the dive, the scores will remain and the dive will be considered legal. (2/5/2009)
During Championships, a Diver may revise his/her dive sheet prior to the start of his/her age appropriate event as long as the revised dive sheet is approved by the referee as being in compliance with the league rules.
- F. The current USA Diving Rules shall govern the meet, except as otherwise noted herein.

- G. The point count is 14-10-8-6-5-4-3-2-1 for the nine final places. Total points scored in the meet will determine the order of finish of the participating member clubs. In the event of a tie, duplicate prizes will be awarded with no award going to the place below the tie. Points for the tied place shall be added to the points for the place below the tie and divided equally between the teams. Any Diver who fails two dives is disqualified from the meet. (2/25/2015)
- The Referee shall be selected by the CCSDA Diving Committee. The Diving Committee Chairman, in coordination with the host club, shall have full charge of the organization of the official table. The judging panel shall consist of a minimum of seven or preferably a maximum of nine judges. Five judges shall be used in scoring. Scoring judges shall be rotated evenly through each competing age group. Rotation to be determined by the Referee. All scoring by the judges and rulings by the referee are binding and final. (2/5/2009)
- H. All Divers who do not participate in either Junior or Senior Champs will be eligible to participate in All-Stars. The All-Stars event will be held the Saturday following Junior and Senior Champs. The meet will run using the same guidelines as those followed at a dual meet except that judges for the All-Star meet will be diving coaches from the participating club. (5/17/2013)
- I. It is the responsibility of the CCSDA Diving Chairman, in coordination with the host club, to prepare and send out, at least one week prior to the Championship Meet, the announcement including time and date of the scratch meeting, warm-up times, and starting times. All documentation required for Champs will be due at the Scratch Meeting. The sheets due at the Scratch Meeting shall include the names of all Divers and alternate Divers per event along with their individual dive sheets. These dive sheets will remain active until the Champs Events start. (6/18/2010)
- J. It is the responsibility of the CCSDA Diving Chairman to coordinate the production of a meet program and final results.
- K. There shall be a diving team Championship Trophy awarded to the Club who earns the most points over the two days Championship events (Junior and Senior Champs) each year. This trophy shall be held by the winning Club until the conclusion of the following year's Championship events at which time it will be awarded to the current year's champion. (2/5/2009)
- L. It is the responsibility of the CCSDA Diving Chairman to coordinate the diving publicity and awards.
- M. The Diving Clubs shall nominate one team each season for the Sportsmanship Award. Each Club will have one vote. The Sportsmanship trophy will be awarded to the team who receives the most votes. The award will be given to the team that exemplifies the characteristics of good sportsmanship – fair, generous, a good loser and a gracious winner. The trophy will remain with the winning Club until the following year's vote when it will move to the new recipient. (2/5/2009)

Section 8.

Additional Diving Events and Meets: The Diving Committee may conduct additional diving events and meets with the approval of the Board of Governors. (2/27/90).

Section 9.

In order to make any change to the existing diving By-Laws, 5 out of the 7 diving clubs must agree to the proposed change. The Diving Committee will present their changes to the CCSDA Board and all CCSDA representatives/teams reps for a final vote. Each club will have one vote. In order to make any change to the existing CCSDA Diving Rules Book, 5 out of the 7 diving clubs must agree to the proposed change. Each club will have one vote. (4/2017)

Section 10.

A protest may only be registered by an official CCSDA Dive Representative of the individual team involved. All discussions with Meet Officials will be limited to one official CCSDA Dive Representative from each club. All protests will conform to the guidelines laid out in Article XVIII. (03/08/22)

ARTICLE XVI

WATER POLO

Section 1.

Specific objectives of the water polo program include: promoting the interest in water polo in the Washington Metropolitan area; fostering amateur water polo among member clubs and to encourage good sportsmanship; and to provide an additional aquatic athletic experience for member clubs as a supplement to the established swimming and diving programs.

Section 2.

Membership shall be open to any member upon its expression of sincere desire to actively compete with other member clubs in instructional and competitive water polo according to the constitution and By-Laws, and its agreement to foster and grow the sport of water polo.

Section 3.

Water Polo Committee: There shall be regular meetings of the water polo member clubs each year. The place and time of the meetings shall be determined by the Vice President for Water Polo, who shall serve as the committee chair. A quorum shall consist of a majority of participating clubs. Member clubs are entitled to only one vote and that must be made by a club member.

Section 4.

Dues shall be established each year by a vote of the Board of Governors. The dues will be the responsibility of the individual participant. Failure to pay dues as prescribed shall be sufficient cause for disqualification of participation. The Vice President for Water Polo shall collect all dues prior to the season and provide them to the Treasurer of the Board of Governors, who shall disburse and account for all funds. All monies owed by the individual participant will be in the hands of the treasurer no later than June 30.

Section 5.

Member clubs shall provide an appropriate venue for water polo. Based on pool dimensions; the following member clubs are approved venues: Congressional Country Club, Kenwood Country Club, Army Navy Country Club and Washington Golf Country Club. Additional member clubs shall also be considered for hosting water polo and approved by the Water Polo Committee.

Section 6.

Participation in water polo shall be limited to rising high school freshman and older. Participants must be 18 years and under. Age shall be as of June 1.

Section 7. It is the responsibility of the host Club to provide 2 hours of pool time during either Sunday or Monday evening. Water polo is scheduled to avoid conflict and not interfere with swimming and dive meet schedules. Each home club will provide pool time without financial remuneration from the other clubs or participants. Proper equipment to include; caps, balls and goals will be made available each week by transporting them to that week's club from the previous week.

Section 8. The Vice President of water polo will prepare and send out clinic/game announcements prior to the start of the season as to location and times for each week's clinic/games.

Section 9.

The schedule will be finalized by June 1 unless changes are made by the Board of Governors. If the schedule is interrupted due to weather, all attempts will be made to schedule a make-up date but due to the limited time restraints this may not be possible. The schedule will consist of an 8 week schedule beginning June 1. The season will end the weekend prior to the CCSDA Championships.

ARTICLE XVII

SAFE SPORT (05/20/20)

CCSDA's top priority is keeping our athletes safe. No form of abuse will be tolerated by CCSDA. Member clubs are required to implement USA Swimming Safe Sport guidelines or other appropriate policies, including related to one-on-one interactions with athletes, electronic communications, travel, and locker rooms.

ARTICLE XVIII

PROTEST (03/08/22)

All issues and/or protests shall be raised by an official CCSDA Swim or Dive Representative with the meet Referee. The head coach and other Meet Officials may raise an issue or question with the Referee; however, the Referee shall determine when the issue is discussed, and such discussion shall be between the official CCSDA Swim or Dive Representative from the protesting club and the Referee. The Referee may consult with a CCSDA Officer if there is a rule interpretation and guidance is needed.

Any issue that arises during a meet that can be corrected after the meet should be raised in the "Post Meet Protest Period". The Post Meet Protest Period is defined as the 30 minutes following the conclusion of the final race of the meet. For example, concerns about a swimmer's or diver's eligibility (e.g., age, membership, and eligibility for the Championship Meet) or disqualification shall be raised within the Post Meet Protest Period only. An issue should only be raised during a meet if it cannot be corrected after the meet. For example, an issue involving an official making improper calls or a timing malfunction may be raised during the meet.

Any concerns of parents or swimmers or divers shall be raised with their own team Head Coach and/or Representative. Under no circumstances, absent risk of physical harm to a swimmer, should a parent approach another team's Coach, Representative, or Meet Official and communicate concerns about the meet. Coaches should not communicate in an official capacity with Meet Officials on deck while working during the meet regarding, for example by not limited to, swimmers or any determinations of the Meet Officials. All such questions must be addressed to the Referee.

ARTICLE XVIII

CODE OF CONDUCT (03/08/22)

The CCSDA shall adopt applicable codes of conduct for coaches, officials, representatives, parents, swimmers and divers. In order to participate in any CCSDA Swim or Dive meet, each coach and official must review and acknowledge the required applicable code of conduct. Each Member Club shall determine and be responsible for obtaining compliance with this Article. The Code of Conduct shall be posted at the entrance to the meet and clearly visible to all persons in attendance.

When a violation of a code of conduct provision occurs and is reported to a CCSDA officer, the following will be the applicable progressive disciplinary approach annually:

- The first (1st) confirmed violation will result in a written warning addressed to the person with a copy to the team Head Coach, Swim or Dive Representative, and Club Management. A copy of the warning will be retained in the CCSDA records. This written warning shall be determined by the VP Swim/VP Dive unilaterally.
- The second (2nd) confirmed violation will result in that person receiving a one meet suspension to be applied to the next meet. The suspension shall be determined by a vote of the President, VP Swim/VP Dive, Treasurer, and Secretary with a 75% affirmative vote required.
- The third (3rd) confirmed violation will result in that person receiving a suspension for the remainder of the season and any divisional or championship meets. The suspension shall be determined by a vote of the President, VP Swim/VP Dive, Treasurer, and Secretary with a 75% affirmative vote required.

If a violation of the Code of Conduct is severe in nature, the CCSDA Officers may impose an immediate season long ban as a result of a unanimous vote. Examples of a severe violation would be physical altercations, verbal abuse, or threats.

An appeal can be submitted to the CCSDA Officers within three (3) days of such a decision if there is compelling evidence or information that may change the decision.

It is the Member Club's responsibility to make sure each Coach, Team Representative, Official, Parent, Swimmer, and Diver has reviewed and acknowledged the CCSDA Code of Conduct or has been made aware of it as required. The Codes of Conduct can be found in Appendix A.

APPENDIX A

CCSDA Code of Conduct for Swimmers, Divers, and Parents

The purpose of a code of conduct for athletes and parents is to establish a consistent expectation for athletes' behavior. Parents, please go over this with your child(ren) as appropriate with regard to age and make sure they understand what is being asked of them before they sign.

By signing this code of conduct, I agree to abide and be bound by the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will be respectful and courteous to rival team members and coaches.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Sexist, racist, harassing, bullying or otherwise inappropriate behavior is strictly prohibited.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Any complaints of a swimmer, diver or parent violating this code of conduct will be subject to the disciplinary actions outlined Article XIX of the CCSDA By-Laws.

Printed Name: _____

Signature: _____

Club: _____

Parent 1 Name: _____

Signature: _____

Parent 2 Name: _____

Signature: _____

Date: _____

CCSDA Code of Conduct for Coaches, Officials, and Team Representatives

The purpose of this code of conduct for coaches, officials and team representatives is to establish common expectations for all adults assisting with swim and dive teams within the CCSDA. It is to be used as a guide to promote a positive team environment and good sportsmanship. By signing this code of conduct, I agree to abide and be bound by the following statements:

- I will set a good example of respect and sportsmanship for participants and fans to follow and will enforce good sportsmanship among our youth athletes.
- I will act with professionalism and dignity.
- I will respect officials and their judgment and abide by the rules of the event.
- I will officiate fairly without giving preference to one team or individual athlete over another.
- I will treat opposing coaches, participants, and spectators with respect. I will encourage athletes to treat rival teams with respect. Respectful cheering is encouraged, but using foul or slanderous language is prohibited.
- I will be respectful of my team members' feelings and personal space. Sexist, racist, harassing, homophobic, transphobic, or otherwise inappropriate behavior is strictly prohibited.
- I will instruct participants in sportsmanship and demand that they display good sportsmanship.
- I will coach in a positive manner and not use derogatory comments or abusive language.
- I will win with humility and lose with dignity.
- I understand that only an official CCSDA Swim or Dive Representative of a team involved in a meet may make a protest during a meet to the Referee per the CCSDA By-Laws.
- I will treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- I will always place the well-being, health, and safety of swimmers above all other considerations, including developing performance and winning.
- I will continue to seek and maintain their own professional development in all areas in relation to coaching, teaching, and serving as a referee for children.
- I will always maintain a professional separation between coach/official/rep and athlete and adhere to SafeSport guidelines.

Any complaints of a coach, official or team representative violating this code of conduct will be subject to the disciplinary actions outlined in Article XIX of the CCSDA By-Laws.

Printed Name: _____

Role (Coach / Official / Rep): _____

Signature: _____

Club: _____ Date: _____