

Chapel Hill Summer Swim League, Ltd.

Bylaws July 2017

These are the bylaws for Chapel Hill Summer Swim League, Ltd. doing business as the Chapel Hill Summer Swim League (CHSSL).

ORGANIZATION

The Chapel Hill Summer Swim League LTD (CHSSL) is a tax exempt organization under internal Revenue Code Section 501 (C) (3). As such, CHSSL can accept contributions from third parties which the donors can treat as tax deductible, effective May 15, 2014.

PHILOSOPHY

The purpose of the Chapel Hill Summer Swim League, LTD, (CHSSL) is to sponsor organized age group swimming competition during the summer for teams comprised of swimmers from the league's member clubs.

It is the philosophy of the CHSSL to allow maximum participation in swimming competition in an environment that encourages and teaches:

- 1. Improvement of swimming skills in an enjoyable atmosphere**
- 2. Understanding that healthy competition is fun and that good sportsmanship is emphasized**
- 3. Contact, team spirit, and friendship among swimmers of all skill levels.**

The guiding principle of the league is that the best interests of the swimmers competing are paramount. Officials in all CHSSL sanctioned meets should be knowledgeable about the Chapel Hill Summer Swim League Bylaws. While CHSSL generally applies USS guidelines and rules, **it is the league's philosophy that these swim meets are held for the children, first for fun and second to determine a winner.**

Winning should always be secondary to good sportsmanship. The best interest of the swimmers involved is the top priority.

PURPOSE

The purpose of this document is as follows:

- 1. To provide guidance** to parents, league officers, and coaches for the consistent administration of league-sanctioned swim activities;
- 2. To ensure that the philosophy of the league is understood and applied** in every situation where there is not specific guidance in the rules; and
- 3. To provide a reference for rules** to be followed in judging and scoring swimming events conducted as part of league-sanctioned meets.

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I. TEAM MEMBERSHIP

The CHSSL needs a strong membership base to remain viable. New clubs should be readily accepted into the CHSSL, and current member clubs should encourage and facilitate the organization of new clubs. The following guidelines will apply to club membership in the CHSSL.

- A. MEMBERS will remain in good standing as long as:
 - 1. dues and fees to the CHSSL are current, or if not, their non-current status has received the prior approval of the board
 - 2. no violations of league rules or changes in the club status have occurred which causes the club’s membership in the CHSSL to be suspended or revoked.
 - 3. members have (or have access to) a pool capable of hosting a meet
- B. VOTING ON MEMBERSHIP. Acceptance of new members, or a change in status of current, including, but not limited to, revocation of membership and mergers or division of current members in CHSSL, will be by a majority vote of the parent representatives on the board.
- C. TEAMS. Each CHSSL team is associated with a primary sponsor swim club which is affiliated with CHSSL. Each team may or may not include additional private clubs affiliated with CHSSL. Agreements between the sponsor club and affiliated private clubs are not governed by CHSSL except as regards membership in a participating club (see Swimmer Eligibility).

II. SWIMMERS

A. ELIGIBILITY

To be eligible to participate in swimming meets as a CHSSL team member, each swimmer must conform to all eligibility rules below.

- 1. To be eligible to participate in CHSSL sponsored swimming meets a swimmer must be an unrestricted member of an individual club affiliated with the CHSSL. If a club wishes to have swimmers with restricted membership eligible to swim in CHSSL-sponsored swimming meets they must receive prior approval from the CHSSL board. In considering these requests the board will attempt to balance any concerns regarding recruiting of swimmers with the desirability of greater access to the CHSSL. This by-law does not apply to teams sponsored by public swimming pools (i.e. the Chapel Hill Community Center, etc.), but only to teams sponsored by private clubs.

2. To be eligible, a swimmer must have a membership in one of the clubs participating in the CHSSL. A swimmer declares membership on a team by paying dues to belong to a specific team and by swimming for that team in dual meet competition). Membership on more than one CHSSL team is not permitted, even if the swimmer is a member of more than one club.
3. To remain eligible once membership in a club team is declared, the swimmer must remain with that club for the entire summer unless:
 - a) The child's family changes club membership, a request for change of team is brought up before the CHSSL Board, and the request is approved; or
 - b) Any other special case develops which is brought up before the Board for special consideration, and the change is approved.
4. Until Board approval for a team change is granted, the swimmer is not eligible to swim for scoring purposes for the new team in either dual meets or in the Championship Meet.

B. AGE GROUPS

1. Age groups shall be, 6 and under, 7-8, 9-10, 11-12, 13-14, and 15-18.
2. Any eligible swimmer may swim in the age group which corresponds to his/her age as of June 1 of that year. In any meet, a swimmer may swim events in only one age group, except as allowed by section IVA, 3e and in certain events designated as 8&U, 10&U, etc. to which his age corresponds.

C. USS/NCS, YMCA, HIGH SCHOOL, AND COLLEGIATE SWIMMERS

1. All otherwise eligible swimmers may swim in their natural age group, regardless of registered swimming times posted during the previous winter season, or their competitive status in the scholastic or other organized swimming programs.
2. All swimmers wearing swim caps during a meet must wear either their CHSSL team cap or a plain cap (however, a violation of this provision shall not be a disqualifying infraction).

D. COACH ELIGIBILITY

Swim team coaches at the individual club pools are eligible to participate and score points for that club in individual events and relays in the CHSSL sponsored swimming meets for their teams, only if they fully meet all league eligibility requirements as stated in the bylaws. Eligibility shall include full unrestricted membership to their club and in all cases, a coach must be 18 years of age or younger before June 1 of the summer swim season.

E. LIFEGUARD ELIGIBILITY

Regardless of the policies of the individual clubs, employment as a lifeguard does not confer eligibility to participate in CHSSL swimming meets. CHSSL does not recognize employment as conferring an unrestricted membership.

III. STROKE and TURN / DISQUALIFICATIONS

A. STROKE AND TURN

See attachment #1 for stroke and turn judging criteria.

B. JUDGES

Stroke and turn judges officiating at any meet must have been certified by the CHSSL. The league will provide a stroke and turn clinic each year prior to the start of the season. All new stroke and turn judges must complete a scheduled CHSSL training at the beginning of the season, and should have apprenticed for AT LEAST 1 MEET with a seasoned

judge (at least 1 prior year of experience in CHSSL or US Swimming certification) prior to stroke and turn judging individually at a dual meet.

C. DISQUALIFICATIONS

1. All disqualifications will be documented by the official stroke and turn judges on the appropriate DQ slips – see attachment #2 or with the electronic system being used by the league.
2. DQ slips will be written in duplicate if paper copies are used. One copy will go to the scorers; one copy will be given at the meet to the coach of the offending swimmer.

IV. DUAL MEETS

A. EVENTS

1. Shall be conducted according to the Order Of Events in Schedule One.
2. Exhibition swims are prohibited
3. Relays
 - a) One heat per age group
 - b) Boys and girls races shall be swum simultaneously if possible.
 - c) So as to allow more swimmers to participate in relay events at every meet, mixed relays can be swum as boys relays if the following conditions are met.
 - d) Mixed relays shall be swum officially only in the absence of four qualified boys in that age group. If a team has four boys entered in individual events in the meet, that team may not enter a mixed relay for scoring in the meet. Exceptions must be brought to the host meet director for approval.
 - e) All mixed relays must have at least one boy who qualifies for that particular age group.
 - f) If a team has four qualified swimmers in an age/sex group, these are the swimmers to be used for the relay. Only when a team does not have four qualified swimmers in a given age group can they move a swimmer up from a lower age group to fill out the relay. No stair stepping (example: robbing from the 13-14 group to fill 15-18 group and moving 11-12 to the 13-14 group) will be allowed.
 - g) Each club may enter two official relays only.
 - h) Mixed relays are to be scored as boys relays.
4. Individual Events
 - a) Each individual swimmer shall be allowed to swim a maximum of three individual events and two relays (one free and one medley). If possible each swimmer shall be entered in a minimum of two events including relays in each dual meet. If a swimmer swims more than three individual events he or she will be disqualified from the meet.
 - b) Events swum outside of a swimmer's age group count toward that swimmer's maximum allowed events.
 - c) A swimmer may only swim one individual event per stroke. For example, a swimmer age 10 and under may swim the 25 meter freestyle or 50 meter freestyle, but not both.
5. Every effort should be made to minimize the number of heats.
6. Heats will be arranged fastest to slowest.
7. Even numbered lanes shall be assigned to the home team and odd numbered lanes shall be assigned to the visiting team for all dual meets, however, the Clerk of the Course shall have discretion to combine heats and/or events into single heats as he/she sees fit in the interest of time.

B. TIME

- 1) All meets will be swum according to the schedule set by the CHSSL board prior to the swim season, unless changed by prior agreement between coaches, and confirmed two days in advance of the meet.
- 2) Warm-ups will be held from 4:00 to 5:00 p.m for evening meets and 8-9a for Sat morning meets.
- 3) Weekday meets begins at 5:00 p.m.; Saturday morning meets begin at 9am.
- 4) Day or time may only be changed when:
 - a) All teams agree to a rescheduling ahead of time.
 - b) The meet is rained out and a rain date is set.

C. EARLY TERMINATION/RESCHEDULING OF A DUAL MEET

- 1) In the case of inclement weather (i.e. lightning, thunder, etc.) the host coach is responsible for removing all swimmers from the water to wait for a break in the weather. The pool manager, in consultation with the parent representatives of the two teams, will jointly decide if the meet should be called on account of weather. Every effort will be made to delay rather than cancel the meet. If the meet is called for weather it will be rescheduled in accordance with the rules below.
- 2) If a dual meet has completed Event 44 and the meet is called off for any reason, a winner must be declared based on the score at that point in that meet.
- 3) If a dual meet is called off for any reason prior to the completion of Event 44,
 - a) The meet shall be rescheduled and
 - b) Competition shall resume at the point of termination and
 - c) The rescheduled meet will be held at a mutually available time jointly agreed upon by at least one parent rep from each team.
- 4) If a rescheduling is not possible for a dual meet called before Event 44, no winner will be declared.

V. CHAMPIONSHIP MEET

A. Eligibility

Any swimmer who meets regular season requirements and has swum in two CHSSL regular meets.

1. Exceptions must be approved by a majority of the coaches at the time of the seeding.
2. Substitution of one swimmer for another in a given event is permitted **only after** receiving permission from the Meet Referee/ Meet Director, and approval must be received **prior to the start of the session**. It is the responsibility of the team's Head Coach to communicate the necessary changes. Additional swimmers may be deck entered **only at the discretion** of the Meet Referee/ Meet Director.
3. In the event that a dual meet is canceled or postponed due to bad weather, such meet will count toward the Championship Meet eligibility requirement for all swimmers who were present and actually swam or were otherwise ready to swim in such meet, regardless of whether such meet is rescheduled, and any times swum in a meet that is terminated early due to bad weather will count for purposes of seeding for the Championship Meet.
4. All 8U swimmers must have completed at least one LEGAL length of breast, fly or back in a dual meet prior to entry for that specific stroke at Championship meet.
5. **B. ORDER OF EVENTS**

Events shall be conducted according to the Championship Order of Events that will be determined by the CHSSL annually.

C. ENTRY LIMITS

Each club may enter only one "A" relay per event to swim for points. Additional heats will NOT be added beyond those necessary to accommodate the "A" relays.

D. ENTRY TIMES

Entry times must have been achieved in dual meet competition during the regular swim season. Entry times must be in yards, or converted to yards in accordance by multiplying the yard time by the conversion factor 1.11 (Meet Manager default). This factor is to be used for all age groups and events. A swimmer may be entered into an event for the Championship Meet with a No Time (NT), EXCEPT as required in Section V. Championship Meet, A. Eligibility, 4.

E. MAXIMUM AND MINIMUM ENTRIES

These shall be the same as the regular season.

F. SEEDING

All entries shall be seeded by the CHSSL Board representative prior to the meet.

G. RULES

All other regular season rules shall apply for this meet.

H. HOST TEAM ORDER

When a new team is added, it will be inserted at the end of the rotation (see section XI)

VI. SCORING

A. DUAL MEETS

1. Individual events- places shall be scored as 5 points for 1st place, 3 points for 2nd place, and 1 point for 3rd place.
2. Sweep – If either team sweeps an event by taking 1st, 2nd, and 3rd places, that team shall receive 8 points and the remaining point be awarded to the opposing team unless:
 - a) the opposing team did not enter a swimmer in the event, or
 - b) all swimmers entered by the opposing team were disqualified.
 - c) Under either of these circumstances, the 9th point is not awarded.
3. Relay events – No team shall receive points for more than one relay in each relay event. Places shall be scored as 7 points for 1st place and 2 points to the opposing team unless:
 - a) the opposing team did not enter a relay team in the event, or
 - b) all teams entered by the opposing team were disqualified.
 - c) Under either of these circumstances, the 2 points are not awarded.
4. Scores shall be announced at the discretion of the coaches involved.
5. Three timers per lane will be used. The middle time will be the official time. If only two times are recorded the average of the two times will be the official time when stop watch timing is used.
6. Beginning in 2015 Meet Central/HydoXhere times will be used and accepted.

B. CHAMPIONSHIP MEET

1. If touch pads are used, there will be two manual backup timers per lane. Touch pad timing will prevail in determining winners, if the system has functioned properly.
2. As of 2013, points will be scored using the Meet Manager defaults which are as follows:

Individual		Relay	
Place	Points	Place	Points
1 st	20	1 st	40
2 nd	17	2 nd	34
3 rd	16	3 rd	32
4 th	15	4 th	30
5 th	14	5 th	28
6 th	13	6 th	26
7 th	12	7 th	24
8 th	11	8 th	22
9 th	9		
10 th	7		
11 th	6		
12 th	5		
13 th	4		
14 th	3		
15 th	2		
16 th	1		

VII. AWARDS

A. RIBBONS

CHSSL ribbons shall be used only for league meets and shall be awarded as follows:

1. Dual Meet Ribbons

1. Individual events – ribbons shall be awarded for 1st through 6th places in dual meets.
2. Dual Meet Relays – ribbons shall be awarded to each member of the 1st through 4th place relay teams.

2. Championship Meet Ribbons

1. Championship individual events - ribbons shall be awarded for 1st through 16th places. Ribbons are awarded on the basis of actual finish order, regardless of the assignment of points scored in an event.
2. Championship relays – ribbons shall be awarded each member of the 1st through 9th place for 12 and under relay teams will receive a ribbon; ribbons shall be awarded to each member of the 1st through 3rd place for 13 and up relay teams.

B. CHAMPIONSHIP MEET PLAQUE

There will be a rotating team plaque awarded to the winner of the Championship Meet each year. The plaque is kept for one year then re-awarded.

C. DUAL MEET CHAMPIONSHIP PLAQUES

There will be rotating team plaques for the boy's team dual meet champion and the girl's team dual meet champion each year. The plaques will be kept for one year then re-awarded. The boys and girls dual meet champions shall be determined based on the respective league dual meet season win/loss records of each boys and girls team. In the event of a tie based on win/loss record, the champion will be determined

based on head to head competition between the tied teams. In the event that the teams tied in their head to head competition, co-dual meet champions will be named.

D. MEDALS

Medals will be awarded for record breakers in the Championship Meet.

E. PLAQUES

Plaques will be awarded for both boys and girls team age group high point winners. Point scores are determined by adding all points for each age group for each team.

VIII. OFFICIALS AND EQUIPMENT

A. PERSONNEL

Each Club will provide for dual meets:

1. 1. Home Club: 2 timers per lane; visiting club 1 timer per lane
2. 1 stroke judge
3. 1-3 scorers
4. 1-2 runners
5. 1 starter from home team
6. 2 Clerk of Course officials

B. CHAMPIONSHIP MEET PERSONNEL

Each Club will provide officials for the Championship Meet as determined by the Championship Chairperson.

C. EQUIPMENT

1. Each club will provide:
 - a. watches for the clubs timers
 - b. entry cards accurately filled out for each swimmer
 - c. place ribbons and participant for own swimmers
2. Home clubs will provide:
 - a. power horn or speaker
 - b. refreshments for meet workers and coaches
 - c. score sheets

IX. FEES

A. RIBBONS

Ribbons and printing fees will be approved by the Board and then equally divided among the league member clubs.

B. FEES

All fees will be paid by each league member to the league Treasurer by the date set by the board. As of 2013, a fee of \$5/swimmer on the team roster will be assessed to each team.

C. ADDITIONAL FEES

Any additional fees must be considered and approved by the board.

X. ADMINISTRATION

A. BOARD REPRESENTATION

The CHSSL Board will consist of one or two representatives from each member team. Ex-officio non-voting members may be appointed by the president with approval of the board.

B. VOTING

Each fee-paying team will have two votes. Unless otherwise noted, to be binding, votes must be majority votes of a quorum of the Board.

C. QUORUM

A meeting quorum is defined as at least two thirds of the member teams represented and attendance by at least one officer. In the absence of an officer, a pro tempore presiding officer will be elected.

D. REQUIRED NOTICE OF MEETINGS

At least four days advance notice to all Board members is required before a meeting may be scheduled and held. Notice may be by mail, email or phone.

E. MEETINGS.

The schedule below is a guideline for scheduling regular meetings.

- Jan/Feb Parents Administrative issues
- Mar/April Parents Administrative issues
- May Parents/Coaches Swim season matters
- June Parents/Coaches Swim season matters
- July Parents/Coaches Championship Meet seed meeting
- August/September Parents Proposed changes for next season
- October Parents Administrative Issues

F. EMERGENCY MEETINGS

Emergency meeting (those without a four day advance notice) may be called by a three-quarters majority of all Board Members. A quorum must be present for all binding votes at emergency Board meetings.

G. TIE VOTES

In all cases of a tie, the presiding officer will be given a tie breaking vote.

H. ELECTION OF OFFICERS

Prior to the beginning of each season, the CHSSL will elect a Treasurer by majority vote. The President is a parent representative from the host team of the championship meet of the previous swim season. The Vice President is a parent representative from the current year host team of the championship meet.

I. PRESENTATION OF GRIEVANCES

Grievances shall be presented to the President of the CHSSL Board, who then may bring the matter to the Board if he/she deems it necessary. Any disciplinary action must be by a majority decision of the Board.

J. GOVERNING RULES.

In all situations not specifically covered or excepted by the rules of the CHSSL, the CHSSL will observe current USS Short Course Age Group swimming rules.

K. TELEPHONE/EMAIL SURVEY.

Swimmer eligibility, team changes and other variances may be decided by a telephone/email poll of a majority of the Board.

L. RIBBONS

The following duty will rotate through the teams in the same order as Champs, with Ribbon duty occurring the year BEFORE Champs hosting.

1. Orders and distributes swim cards, score sheets and DQ slips to the teams.
2. Orders and distributes the regular season Dual Meet and Championship Meet ribbons for the season

M. DUTIES OF OFFICERS

1. President

- a. Presides over all meetings and arbitrate disagreements.
- b. Schedules and provides official notification of meetings, and distributes minutes.
- c. Updates Championship Meet Records for the previous season and changes as necessary. He/she also adds new age group winners. She/he may delegate this task.
- d. Encourages local media to cover CHSSL events.
- e. Keeps an official copy of the names and addresses and phone numbers of all Board members and posts this on the CHSSL website.
- f. Keeps an official copy of the CHSSL rules with all amendments.
- g. Keeps an official copy of all dual meet results of the current season until the end of the Championship meet for that year.

2. President-"Elect" (for the next season)

- a. Hosts the Championship Heat Sheet seeding meeting.

3. Past President

- a. Presides over meetings in the President's absence.

3. Treasurer

- a. Collects all monies and pay all debts for the CHSSL.

4. Secretary

- a. Takes minutes of all meetings
- b. Provides copies of all minutes and other necessary materials to the President.
- c. rotates in the order of the Champs hosting at each meeting. If a team is unable to attend a meeting, then it is the responsibility of the team to find another person to take the minutes for that meeting.

XI. ORDER OF TEAMS

Team

Summer	Ribbons (pre Champs)	CHAMPS (President Elect)	President (post Champs)	Meet Schedule (Past president)
2015	FARMY	HR	SVGC	EXCH
2016	CHCCR	FARMY	HR	SVGC
2017	TCST	CHCCR	FARMY	HR
2018	H3AC	TCST	CHCCR	FARMY
2019	SportsPlex	H3AC	TCST	CHCCR
2020	EXCH	SportsPlex	H3AC	TCST
2021	BC	EXCH	SportsPlex	H3AC
2022	SVGC	BC	EXCH	SportsPlex
2023	HR	SVGC	BC	EXCH

****Note that the President role switches to the next team at the first post Championship meeting of the CHSSL board.**