

# BY-LAWS OF THE WILLIAMSON COUNTY SWIM LEAGUE

## ARTICLE I

### Management:

1. The affairs of the WCSL shall be governed by a majority vote of the active membership at any properly called meeting at which there is a quorum present.
2. Each member club shall be entitled to one (1) vote in the affairs of the League. This shall be the responsibility of the Team Representative or their designated alternate.
3. The Executive Board shall have the authority to act for the League in all matters.
4. The Executive Board shall consist of:
  - a. President
  - b. Vice-President-Elect and Assistant Vice-President
  - c. Divisional Vice-Presidents
  - d. Recording Secretary
  - e. Treasurer
  - f. President Ex-Offio
  - g. USS/WCSL Swimming Rules Interpreter
  - h. Divisional Coach Representatives
5. At the discretion of the membership, offices of the League may be combined as a single responsibility.
6. Duties of the Officers:
  - A. President
    1. Preside at all meetings of the board and general membership meetings. Vote only in case of a tie.
    2. Coordinate the running of the Williamson County Swim Championship (WCSC) with the Vice President Elect (WCSC Meet Director).
    3. Be responsible for the investigation and outcome of protests and eligibility requirements.
    4. Handle all inquiries from Divisional Vice-Presidents.
    5. Appoint all committees and be an ex-officio member of those committees.
    6. Negotiate and sign contracts (in conjunction with WCSC Meet Director).
    7. Order or appoint others to order and distribute all supplies necessary for the running of the League and WCSC meet.
    8. May be a co-signor on bank accounts for the WCSL.
  - B. Vice-President Elect
    1. Shall be designated WCSC Meet Director, who will be:
      - a. Responsible for assuring that all clubs supply workers for the WCSC as outlined in the Miscellaneous Rules, Article V, Section 7-a.

- b. Secure Head Timer(s) and SES/USS Certified Officials for the positions of Head Starter, Head Stroke and Turn Judge, Meet Referee and Meet Marshall.
  - c. Prepare appropriate opening ceremonies for each of the days of the WCSC Meet.
  - d. Coordinate the operation and running of the WCSC with the Administrative Organization (s).
  - e. Assume the office of President if the current President is unable to complete term of office
  - f. Conduct the affairs of the League should the current President be unable to comply.
  - g. May be a co-signor on bank accounts for the WCSL.
- C. Assistant Vice President
  - 1. Will assume position of Vice President Elect for the following season.
  - 2. This is a study position with no Board vote.
- D. Divisional Vice-Presidents
  - 1. Act as liaison between President, Executive Board, and Team Representatives for the purpose of relaying information and requests.
  - 2. Set Schedules for Dual/Tri Meet Season for their respective divisions.
- E. Recording Secretary
  - 1. Keep minutes of all board and membership meetings
  - 2. Handle all correspondence for League activities.
- F. Treasurer
  - 1. Keep all records of income and expenses.
  - 2. In conjunction with Executive Board, establish budget for next fiscal year.
  - 3. Send out dues statements to each individual club.
  - 4. Collect all moneys due/owed to the league.
  - 5. Make all disbursements in conjunction with League business.
  - 6. Keep a checking and/or savings account in the League name in an accredited institution.
  - 7. May be a co-signor on bank accounts for WCSL.
- G. USS/WCLS Swimming Rules Interpreter
  - 1. Be at least SES certified and deck trained as a Referee.
  - 2. Advise the Executive Board on rules pertaining to USS Swimming and WCSL Rules and advise when there is changes made that would affect the running of the League's Dual/Tri Meet season or City Meet.
  - 3. Be responsible for scheduling and conducting (or appointing conductors) of Certification Clinics for all summer League parents and coaches.
  - 4. Be a member of any committee that studies and/or changes Novice/Open eligibility rules.
- H. Divisional Coach Representatives
  - 1. Act as liaison between coaches and Executive Board.
  - 2. Assist President at coaches meeting before the Dual/Tri Meet Season.
- I. The Executive Board shall have the authority to elect members to fill the un-expired terms of any of the above offices left vacant.

- J. The membership may remove from office by two-thirds (2/3) vote, any member of the Executive Board who shall be negligent in the performance of his/her responsibilities to the League.
- K. Team Responsibilities
  - 1. Pay all dues within 30 days of invoice or be subject to a fine of \$50.00 for each 1-30 day period late (no pro-rating).
  - 2. Have enough adults certified to officiate properly at Dual/Tri meets.
  - 3. Send in team rosters by due dates with check attached.
  - 4. Check all equipment required for running a Dual/Tri meet, (starting blocks, ropes, timing equipment, etc.).
  - 5. Secure all supplies necessary to host a home meet (entry cards, DQ slips, starting gun/horn, etc.).
  - 6. Pay any assessments by the due dates as stated by the League Treasurer.
  - 7. The day before a meet, check to be sure all workers and supplies are secured.
  - 8. Coordinate with your coach to be sure WCSC Coaches Meeting is attended and WCSC Meet Entries are completed and turned in on time.
- L. Team Representatives
  - 1. Act as liaison with Executive Board establishing good communication between teams, coaches, and Board.
  - 2. Attend all General and called meetings of WCSL and one WCSL clinic.
  - 3. Keep Divisional Vice-Presidents current on names and addresses of Coaches and Team Representatives.
  - 4. Be familiar with the Constitution/By-Laws/Miscellaneous Rules of the WCSL and basic US Swimming Rules.
  - 5. Call Team Representative of visiting team to confirm starting times five (5) days prior to Dual/Tri Meet.
  - 6. The host team must fax meet results by the designated deadline.
- M. Coaches:
  - 1. Maintain discipline at all events of the League.
  - 2. Make recommendations to the League for a more effective and efficient operation of its event and other affairs.
  - 3. Home teams are responsible for the time of the meet and will set a designated time for the first and second session to begin. Host Coach shall contact Visiting Coach five (5) days prior to the meet with these times. Starting time for all meet events must be no later than 3p.m. unless mutual agreement by coaches from all teams involved in the meet. Divisional VP must be made aware of the time change in the meet. All coaches are reminded to discuss the proper meet format with Visiting Coach (one session or two session format). If teams cannot agree, the matter is to be referred to the WCSL Review Committee via the WCSL President.
  - 4. Coaches should bring a list of events that have no swimmers to each meet. There should be three (3) lists, one each for the Clerk of Course, Meet Referee and Starter.
  - 5. Coaches and assistant coaches MUST attend the designated Coaches Clinic.

6. Coaches may not act as Clerk of Course at any Dual/Tri Meet.
7. Coaches shall ensure that each and every swimmer on their team adheres to all eligibility requirements as stated in the Constitution.

## **ARTICLE II**

### Meeting and Elections:

1. The fall meeting of the WCSL will not be required unless the Executive Board feels such meeting is necessary. The meeting will be held at a date and time set by the Executive Board.
2. Special meetings of the WCSL (January meeting, Spring Organizational meeting, WCSC Meet Coaches Meeting, etc.) may be called at any time by the Executive Board or by the written request of at least two-thirds (2/3) of all active members of the League and announced to the membership at least five (5) days prior to its date. Failure to attend a meeting designated as mandatory by the Board will result in a 100-point penalty at the next Championship Meet.
3. Officers of the League shall be elected for a period of one (1) year, or until their successors are elected.
4. Half of the membership at any properly called meeting shall constitute a quorum. One-half (1/2) of the Executive Board shall also constitute a quorum for that body.
5. In the event of a tie of a vote by the membership, the League President shall vote to break the tie, regardless of the President's status as Team Representative.
6. Prior to any general meeting of the League, each member organization shall designate a voting representative to the meeting (should be the Team Rep., but in the event they cannot attend an alternate may vote.)
7. In June of each year prior to the Fall Meeting, the President shall appoint a chairman of the Nominating Committee. There must be at least one representative from each Division of the League on the committee to nominate officers of the League at the Fall Meeting. The Nominating Committee shall contact each team for nominations for the offices of the Executive Board and inform, in writing at least fifteen (15) days before the Fall Meeting, each team of the proposed slate of officers.
8. The selection of nominees for office and/or member of the Executive Board shall not be limited to the voting representatives of the member organization.
9. The officers shall be elected by a simple majority of the votes cast at the first meeting subsequent to the WCSC and these officers shall serve until their replacements are elected.

## **ARTICLE III**

### Dues and Assessments:

1. The dues and assessments shall be determined by a majority vote of the membership of the League.

2. The fiscal year of the WCSL shall extend from January 1 through December 31.

#### **ARTICLE IV**

Amendments:

These By-Laws may be amended only by two-thirds (2/3) vote of the League membership.

### **MISCELLANEOUS RULES OF THE WILLIAMSON COUNTY SWIM LEAGUE**

#### **ARTICLE I**

General Rules:

1. United States Swimming rules will govern meets unless changed by these rules.
2. The decision of the referee in matters of judgment is considered final for the purposes of the given meet. However, final interpretation of rules of eligibility of swimmers will be the responsibility of the WCSL Review Committee. Protests or Notices of appeal must be made in writing within three (3) days to the League President with copies to the Divisional Vice-President and Team Rep against whose team the protest or appeal is being made. Should the referee encounter conditions during the meet necessitating disciplinary measures, they shall inform the League President within three (3) days of the circumstances.
  - a. The WCSL does not recognize video play as evidence in a formal protest.
3. If a swimmer swims illegally, the following penalties will apply:
  - a. If the infraction is discovered before the swimmer competes in an event/meet:
    - i. If ineligible the swimmer may not participate. The swimmer will be permitted to swim under protest according to section 102.11 of U.S. Swimming Rules.
    - ii. If entered in the wrong events, the swimmer shall be re-entered into the proper event subject to lane availability. No heats to be added.
    - iii. The coach and Team Rep shall receive a written notice of warning.
  - b. Any infraction discovered after the swimmer competes in an event/meet must be contested in writing within seven (7) days and at their discretion, the Executive Board may:
    - i. Require all awards to be returned and points and awards be redistributed to the correct swimmer and teams.
    - ii. Put the Team on probation for a period of one (1) year.
    - iii. Ban the coach involved from participation for one (1) year.
4. Coaches and teams who consistently disregard the By-Laws/Rules of the WCSL will be placed on probation by the board. A team and/or Coach may be suspended by a two-thirds (2/3) vote of the league members.
5. In order to assure the safety of all swimmers the following depths shall be taken into consideration. If these conditions are not met, no swimmer will be allowed to start from blocks.
  - a. Any pool with a depth (at starting end) of LESS than 3'6" shall not be allowed to use starting blocks. Swimmers must start from the pool deck.

- b. Any pool with a depth (at starting end) of LESS than 3'3" shall not allow swimmers to start from the deck; they must start from a standing position in the water. Backstroke will use the standard start.
  - c. Any pool with a depth (at starting end) of 4' shall have their starting blocks no higher than 18" from the pool deck.
6. All alcoholic beverages, controlled substances, tobacco product and profane language are prohibited in the swim meet area during meets. Anyone violating this rule will be asked to leave the area immediately by either the Meet Referee or the Meet Marshall.
7. Backstroke Turns – 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.
8. Starts – The WCSL will use whistle starts as described in the USS handbook, with the following modification: after 3 whistles warning, the starter will announce the heat number.
9. All warm-ups in dual meets and the championship meet (WCSC) need to follow US Swimming warm-up rules.

## **ARTICLE II**

### Participation:

1. Eligibility:
  - a. Eligibility for participation in the activities of the WCSL shall be limited to members and employees of the individual organizations.
  - b. If eligibility is based on employment by the member organization, employee must work an average of 20 hours per week. The employee must be a minimum of 14 years of age in accordance with Tennessee State Employment Laws.
  - c. A club member is defined as: A person or family who has club privileges at a member club (i.e. a club who offers summer swimming memberships must allow those members access to the pool all summer – not just for swim team participation.)
  - d. A club member is also defined as: A member of a swim team sponsored by a community organization (i.e. YMCA, Community parks and Recreation, etc.)
  - e. Coaches who are not otherwise qualified as club members must work an average of five (5) paid hours per week and have a W-4 on file to be eligible to compete.
2. A child's age as of June 1 determines their competitive age group for the remainder of the season.
3. Coaches who are otherwise qualified as club members under Paragraph 1 (above) will also be eligible to enter as competitors.
4. A Team Roster listing all swimmers must be sent to the League Treasurer within 24 hours of the first swim meet accompanied by one check at \$5.00 per swimmer. Complete and updated rosters should be sent weekly within 24 hours of the meet to the League Treasurer. Additional Swimmers may be added at any time by sending their names and

other information as required with \$5.00 each to the League Treasurer within 24 hours of their participating in their first WCSL meet.

5. Swimmers are not eligible to swim for more than one summer league club (either within or outside of the WCSL) during the year. This rule can be subject to appeal to the WCSL Review Committee under exceptional circumstances.
6. Out of town swimmers coming into the area for the purpose of furthering their swimming skills at our local SES clubs will not be permitted to participate in the WCSL.
7. League meets are open only to members of participating clubs. A swimmer who belongs to one member club and joins a second member club for advanced coaching or under a 'scholarship' type situation may not swim with the second club in WCSL competition.
8. A member club shall conduct all practices and host meets at a single pool location. Exceptions to this section, for the purpose of developing a new team for future participation in the league, may be approved by the board under the following conditions:
  - a. The secondary location or facility has a membership relationship (ex. Reciprocal membership privileges) with the original team.
  - b. The number of swimmers practicing at the secondary pool does not exceed 25 swimmers.
  - c. The developmental period may extend no more than 3 seasons.

### **ARTICLE III**

#### Dual/Tri Meets:

1. If, during the course of a meet or within thirty minutes after a meet, it is discovered that a swimmer has competed in more than two individual events and an individual medley, all their individual points will be subtracted from the team total. Further, if a swimmer swims in more than two relays, all relay points scored by these relay teams will be subtracted from the team total. NO RIBBONS will be withdrawn, but new ribbons will be awarded. Points will be redistributed.
2. All publicity and reports of meet results will be coordinated by the League Publicity Chairman (appointed by the President). No club or parent should phone results to the media. WCSL Dual/Tri meet result should be e-mailed to the designated person and the WCSL Webmaster, immediately following a meet by the home team.
3. Any participant is considered entered in the meet unless 'scratched' before the meet starts. Cards for 10 and under events are to be turned in to the Clerk of Course before the start of the second session. If the meet is a One Session Meet, all cards are to be turned in before the start of the meet. NO CHANGES OR ADDITIONS will be made once the cards are turned in to the Clerk of Course.
4. Times must be taken on all swimmers in all events.
5. DUAL MEETS: Visiting teams are to use lanes 1,3,5 and home teams are to use lanes 2,4,6. When using an 8-lane pool, Visiting teams are to use lanes 1,3,5,7 and home teams are to use lanes 2,4,6,8. When using a 5-lane pool, the home team shall use lanes 2 & 4; visiting teams shall use lanes 1,3, 5. TRI – MEETS: Visiting teams in tri-meets are

to use lanes 1 & 4 and 2 & 5, position to be assigned by the home team at least three days before the meet. The home team will use lanes 3 & 6.

6. DUAL MEETS: The fastest swimmers will be in the middle lanes (3 & 4) and in the first heats.

TRI-MEETS: The fastest swimmers will be assigned lanes 3, 4, & 5 and will be in the first heats.

7. DUAL MEETS: Warm-ups will be thirty (30) minutes long. Home teams will use lanes 1-6 for the first 15 minutes and visiting teams will use the same lanes for the second 15 minutes. Warm-ups may be combined upon agreement of the coaches.

TRI-MEETS: warm-ups will be no longer than forty-five (45) minutes with each team having no longer than 15 minutes. Warm-ups may be combined upon agreement of the coaches.

8. DUAL MEET WORKERS:

The host and visiting teams will be expected to furnish the following:

POSITION	HOME TEAM	VISITING TEAM
Meet Director	1	0
Meet Referee***	1	0
Starter***	1	0
*Stoke & Turn	2	2
Head Timer	1	0
Timers	6	6
Scorer's Table	3	3
Clerk of Course****	1	1
Runners	2	0
Water Server	1	0
Announcer	1	0

\*Must be certified SES/USS or WCSL Clinic

\*\*\*Starter and Referee may not be the same person

\*\*\*\*None of the above may be a coach.

9. TRI-MEET WORKERS:

The host and Visiting Teams will be expected to furnish the following:

POSITION	HOME TEAM	VISITING	VISITING
Meet Director	1	0	0
Meet Referee***	1	0	0
Starter***	1	0	0
Stroke & Turn*	2	1	1
Timers**	4	4	4
Scorer's Table	3	3	3
Clerk of Course****	1	1	1
Runners	2	0	0
Water Servers	1	0	0
Announcer	1	0	0

\*Must be certified SES/USS or WCSL Clinic

\*\*\*Starter and Referee may not be the same person.

\*\*\*\*None of the above may be a coach.

10. Host team is responsible for providing all meet supplies and equipment necessary to run the meets. Each team supplies their own entry cards, watches, and score sheets. All ribbons are the responsibility of the home team.
11. If opposing teams desire an 'impartial' referee to preside over their meet, this referee must be an SES/USS certified and deck trained. Teams are responsible 48 hours prior to the meet for any arrangement concerning these referees. USS Rules Interpreter must be notified 48 hours prior to meet of final arrangements.
12. Meet referees, Stroke & Turn Judges and Starters must be WCSL OR USS certified. The meet referee and started must attend a WCSL referee/starter clinic. If a team cannot provide certified workers for these positions, said team may be penalized 25 points per position per session (application for waiver of penalty should be made to WCSL Review Committee within 48 hours prior to meet). Certification may be obtained through US Swimming or one of the clinics provided by WCSL. Timers must be 12 years old or older. Certified personnel may not serve dual roles. WCSL Review Committee will any penalty provided written agreement signed prior to the meet by the coaches stating no penalty would be imposed if requirements could not be met.

### 13. Scoring

- a. Points will be awarded on the basis of seven (7) for 1<sup>st</sup>, five (5) for 2<sup>nd</sup>, four (4) for 3<sup>rd</sup>, three (3) for 4<sup>th</sup>, two (2) for 5<sup>th</sup>, and one (1) for 6<sup>th</sup>. If only one swimmer enters an event, only first place points will be awarded. If two swimmers enter an event, only first and second place will be given. The same rules apply for relays, except point values are twelve (12) for 1<sup>st</sup>, eight (8) for 2<sup>nd</sup>, and two (2) for 3<sup>rd</sup>. Meets shall allow unlimited heats of Freestyle Relays and Medley Relays.
  - i. Ribbons shall be awarded for 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> place in individual events, but no points shall be awarded or scored. Ribbons shall be awarded for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> place in relays but no points shall be awarded or scored.
  - ii. Each team should keep a running score, either computer or hand written, at each meet, and have final results signed by each team's coaches.
- b. Team standings will be decided on the following basis:
  - i. Tri-Meets
 

3 points for winning
2 points for second
1 point for third
  - ii. Dual Meets
 

3 points for winning
2 points for second
  - iii. Forfeits
 

0 points will be awarded
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- c. Division Champions will be based on total points for the season. In case of a tie, after totaling the points described in b. above, the winner of the respective division will be the team that won the regular dual meet competition. If the dual meet season was a tie or the tie involves more than two teams, then the team with the highest total score from their dual/tri meet competitions will be the winner of the affected division. If, after totaling the individual teams aggregate score, a tie still remains, it shall remain a tie.
- d. Division placement for the coming season will be determined by the following criteria:

- i. Total number of swimmers on the team.
    - ii. Team profile
    - iii. Total number of points scored by each team during the season.
    - iv. Total number of points scored against each team during the season.
    - v. Championship meet points scored.
    - vi. Point differential of each team.
  - e. Dual/Tri Meet Outstanding Swimmer shall be any swimmer (male and female) who wins two (2) individual events plus the IM within the same age group. 6 & Under Outstanding Swimmer must win both the 6 & Under freestyle and backstroke events.
14. Regular season Dual/Tri meet awards will be presented to the teams finishing in first and second place in their respective divisions. These trophies will be presented at the WCSC Meet.
15. A Swimmer Must swim an event to win a ribbon. If just one (1) swimmer is entered in an event, to help speed the meet, this heat should be combined with the next heat that has an open lane to let the swimmer swim and be judged correctly. MAKE SURE that the event and length coordinate. (i.e. do not swim a 50 yd. Backstroke with a 25 yd. Butterfly.)
16. Event Participation:
- a. Dual Meets shall be limited as follows: However additional heats may be added upon agreement by the coaches as exhibition only:
 

FREESTYLE –		
All age groups	Unlimited Heats	Unlimited Swimmers
BACKSTROKE –		
All age groups	Unlimited Heats	Unlimited Swimmers
BREASTSTROKE, BUTTERFLY, & INDIVIDUAL MEDLEY –		
All age groups	4 heats	12 Swimmers for Team
RELAYS –		
All age groups	2 Heats	Unlimited Swimmers
  - b. Tri Meets shall be limited as follows: however additional heats may be added upon agreement by the coaches as exhibition only:
 

FREESTYLE –		
All age groups	Unlimited Heats	Unlimited Swimmers
BACKSTROKE -		
All age groups	Unlimited Heats	Unlimited Swimmers
BREASTSTROKE, BUTTERFLY, & INDIVIDUAL MEDLEY –		
All age groups	4 heats	8 swimmers per team
RELAYS –		
All age groups	2 heats	Unlimited Swimmers
  - c. Each child may swim in two (2) different strokes plus the IM plus two relays.
  - d. A club may move up one swimmer per relay one age group to compete in the Medley and Freestyle relays. However, no swimmer may swim more than one (1) Medley or One (1) Freestyle relay in one swim meet. This procedure applies only to relays and does not conform to US Swimming rules. A swimmer may not move up an age group to swim an individual event.

- e. Swimmers cannot move down an age group to swim in any individual event or relay. If violated, total points scored by that swimmer will be lost, including relay points. No ribbons will be withdrawn, but new ones will be awarded. Points will be redistributed.

17. Forfeiture Rules:

- a. A club may forfeit a meet only by giving notice through their team representative. This notice of forfeiture must be in written form and be in the hands of the respective Divisional Vice-President and the opposing team representative within twenty four hours prior to the time and date of the scheduled and published meet. The said notice of forfeiture must contain the reasons for the intended forfeiture. The WCSL Review Committee of the Executive Board in session will determine the legality of any forfeiture within five (5) days after the date of the forfeiture. Only extraordinary reasons as interpreted by the Committee will be considered a legal or valid justification for forfeiture. Summary or 'no-show' forfeitures will be considered illegal except under very extraordinary conditions (Acts of GOD) when prior justification as stated above is impossible.
- b. Any swimmer scheduled to swim for the team forfeited to will be considered to have participated in said meet for purposes of eligibility to participate in the WCSC Meet. It will be the responsibility of the Executive Board to determine the eligibility of the swimmers of the team forfeiting based on the justification of the forfeiture.
- c. In case of forfeiture, the forfeiting team will receive zero (0) points. The team forfeited to will receive three points for a Dual Meet and teams forfeited to in a Tri Meet will split five (5) points with three (3) points going to the winner and two (2) points to the second place team. If two teams forfeit in a Tri Meet, the forfeiting teams receive zero (0) points and the remaining team receives three (3) points.

18. Postponements:

- a. If a meet must be stopped for any reason and the teams cannot agree upon a solution, then the teams must wait for one hour. After one hour a meet committee consisting of a representative from each team, a coach from each team and the Meet Referee will confer and vote to re-schedule or take other action. Cards must stay at the facility unless both teams mutually agree that they may be taken and re-seeded. Any swimmer scheduled to swim in a meet which was postponed who cannot swim in another make-u meet will be considered to have participated in said meet for their purposes of eligibility to participate in the City Meet IF THEIR ENTRY CARDS ARE SENT TO THE LEAGUE SECRETARY IMMEDIATELY FOLLOWING THE POSTPONED MEET.

19. Swimmers may not be aided in any way by artificial means nor may they be joined in the water by a coach or other person.

20. Swimming rules may be adapted for disabled swimmers. This will be the responsibility of the Meet Referee. Coaches must inform the Meet Referee prior to the start of the meet.

21. The following form is to be filled out and mailed within 24 hours of conclusion of the scheduled meet:

- a. Updated and complete roster and fees sent to Treasurer.

#### **ARTICLE IV**

##### Meet Manager Scoring Guidelines

- 1. Meet Manager may be used by teams to run a meet, and if used correctly, can improve the efficiency of the meet. If used incorrectly, the meet can quickly become a nightmare.

There are a number of guidelines, which should be adhered to in order to achieve a good outcome.

- a. Entries: Due by 6:00pm the night before the meet. This will allow the necessary time to import entries and prepare cards and heat sheets for the meet. Both teams are required to send a copy of the entry file to the rules and officials interpreter by this deadline. These files will be kept to ensure that no changes in the lineups are made subsequent to the deadline. This will replace the cards as the official meet entries. Failure to submit the file by the deadline will result in a 150-point penalty to the offending team.
  - b. Meet Format: Because of the inherent difficulties with running a card-less meet, the meet will be run with cards.
    - i. One set of cards will be printed as usual for events longer than 25 yards.
    - ii. Two sets of cards should be printed (or alternatively 1 set of cards and 1 set of timer sheets) for any 25-yard events.
    - iii. One set of cards will go to the swimmers and one set to the timers. This will eliminate the need for runners running cards to the opposite end for 25-yard events.
    - iv. If the timer sheets are used, it will be necessary to wait until the end of the event to begin scoring it.
    - v. In addition to the cards, a heat sheet should be printed for the officials (6 copies), Clerk of Course (3 copies), and each team (2 copies per team).
    - vi. It should not be necessary for swimmers to come to Clerk of Course to get their lane assignments, however, it is the swimmer's responsibility to be in the correct lane when the heat steps up.
  - c. Scoring with Meet Manager:
    - i. Meet Manager will keep score of the meet, however it will only be as accurate as the data that is entered. (Garbage in = Garbage out).
    - ii. Times from each heat will be entered into the appropriate spaces in the grid. In order to ensure accuracy, two people from each team will be assigned to input data.
      1. One person from the visiting team will read the times to the person from the home team who will key them in.
      2. The second person from the home team will double check the cards as they are read and the second person from the visiting team will check the computer to see that the times were entered correctly.
2. Recommended Procedures for Using 8 Lanes
- a. Any meets that are held in an 8 lane course be subject to the following guidelines:
    - i. The meet shall be run without the use of place judges and based on times.
    - ii. The home team must supply any extra timers and watches required in the event that the visiting team is unwilling or unable to.
    - iii. 3 timers per lane. The visiting team would be responsible for 9 and the home team 15.
3. WCSL Anti-Recruiting Policy:
- a. Active recruiting – the solicitation of an athlete of one WCSL member club by another WCSL member club – is contrary to the best interests of WCSL.
  - b. WCSL member clubs shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another WCSL member club to leave his or her existing member club to join the soliciting club. This anti-recruiting policy prohibits a WCSL member club officer, employee, or coach from directly or

- indirectly initiating contact with an athlete from another WCSL member club or the athlete's family, with the intent that the athlete joins the soliciting club.
- c. The intent of this anti-recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of one WCSL member club to leave his or her member club to join the other member club. It is not the intent of this anti-recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another member club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete or family by that member club. Not is it the intent of this anti-recruiting policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective WCSL member clubs, or incidental contact, such as may occur at a competition when a coach, parent, or athlete of one club offers to congratulate an athlete from another club. However, any such activities which are shown to have been promoted, encouraged or facilitated by a WCSL member club officer, employee, or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and or its coach to the sanctions of this anit-recruiting policy.
  - d. Nothing in this anti-recruiting policy shall prevent a WCSL member club from conducting self-promotional activities such as general advertising, team tryouts, or camps for the purpose of recruiting athletes, as long as there is no direct solicitation of athletes of another member club or targeted advertising. In this context, general advertising shall include any information that is distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not currently members of the WCSL. Targeted advertising shall include any advertising to a restricted population where there is a reasonable expectation that the majority of the population are current members of WCSL.
  - e. Violation of this anti-recruiting policy may be reported to the WCSL Board, which, upon review of the complaint, may conduct hearings under the By-Laws of WCSL. Any WCSL member club or WCSL member coach found to have violated this anti-recruiting policy may be sanctioned by the Board, up to and including suspension from WCSL for up to one year for a first offense and for up to two years for a second or subsequent offense. Suspension of a member coach for a violation of this anti-recruiting policy shall prohibit that coach from being on deck for any WCSL competition during the period of suspension.

## **ARTICLE V**

### **WILLIAMSON COUNTY SWIM CHAMPIONSHIP:**

1. The Meet is open only to swimmers who have participated in at least two (2) WCSL swim meets during the current year.
2. Seeding will be on the basis of the best competing times accomplished in a 25-yard pool. Times attained in other than 25-yard pools should be converted to 25-yard times. NO ENTRIES will be accepted without a time. The administrative organization is authorized to adjust obviously erroneous or inconsistent times without explanation.
3. Entries:

- a. Relays: all relays will be seeded together by time, but scored and awarded separately by division. Swimmers are limited to participating in only one (1) Freestyle and One (1) Medley Relay event.
  - b. Individual Events: Swimmers are limited to a maximum of four (4) individual entries in the Championship Meet.
  - c. Relay and Individual entry cards and/or forms must be properly filled out before being submitted to the Administrative Organization for the Championship Meet. Relay cards must show the following items:
    - i. Swimmer's Name
    - ii. Swimmer's Position
    - iii. Swimmer's computer number – This must be done before they are turned in on the day specified by the Championship meet director. Alternates must be noted on the relay cards with computer ID numbers.
  - d. Late Entries – Teams will be returned to the coaches after entries are submitted. Coaches will have 24 hours from receipt of entry report to review their entry, enter any omitted swimmers, and submit any corrections. (League or League designee input errors only). After this 24-hour period, late entries will be allowed on a lane available basis only, subject to approval of the meet entry chairperson. Late entries will be charged \$5.00 per event, \$12.00 per relay, and a \$10.00 swimmer surcharge. Late entry fees must be paid prior to the start of the Championship meet or the swimmer will not be allowed to swim. NO late entries will be accepted after the deadline set by the Championship Meet Director. (No psych sheets or heat sheets will be available until after the late entry period closes)
4. Awards:
- a. Team trophies will be awarded to 1<sup>st</sup> and 2<sup>nd</sup> place teams scoring the most points (relay and individual events combined) in each division.
  - b. Age group high point trophies will be awarded to swimmers (male and female) in each age group who have scored the most points and 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> most points in the four (4) or less individual events entered in the meet.
  - c. Relay awards: Medals – 1<sup>st</sup> – 8<sup>th</sup> place and Ribbons – 9<sup>th</sup> – 16<sup>th</sup> place
  - d. Individual Awards: Medals – 1<sup>st</sup> – 16<sup>th</sup> place and Ribbons 17<sup>th</sup> – 32<sup>nd</sup> place.
5. Fees: Will be established by the Executive Board subject to approval of the General Membership.
6. Scoring: Points will be scored as follows:
- a. Individual events: 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1
  - b. Relay events: 24-20-17-14-11-8-5-2
7. Duties of the Member Clubs at Championship Meet:
- a. It shall be the responsibility of each club to have the required number of workers from their club at all times for any position as determined by the Meet Director. It is preferable to have experienced or certified personnel. Each club must turn in the form provided by the Meet Director with worker's names for the Championship Meet at the designated time set by the Meet Director.
8. Any club not supplying its full complement of workers shall be penalized 25 points per position and fined \$100.00.
9. All protests of eligibility on any swimmer shall be handled with the Meet Director before 7:30am on the first day of the Championship Meet.
10. All protests at the Championship Meet must be filed within 30 minutes of the conclusion of the meet and the posting of all events.
11. At the conclusion of the Championship Meet, if any errors or discrepancies are found, then the Executive Board of the WCSL has the right to change any records that may have been obtained under conditions that broke WCSL RULES.

### **ADMENDMENTS**

These miscellaneous rules of swimming may be amended by a majority vote of the representatives at any duly called meeting of the member clubs of the Williamson County Swim League.