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## SOUTH WIND CONFERENCE BY-LAWS

### Article I. Name

The name of the conference shall be South Wind Swim Conference (SWSC). SWSC shall be a league member of AAU Arkansas Association.

### Article II. Purpose

The purpose shall be to provide organized swimming competition, which should be wholesome and fun. While at the sale time providing all participants an insight to the sport of swimming. In this environment, we will be dedicated to honesty, integrity, and good sportsmanship. Through this we hope to achieve quality training and a healthy social environment and to encourage peer and family participation.

### Article III. Meeting

Each member team shall be represented at the following meetings. If a team is not represented, it is ineligible to compete in the Finals meet that season unless it is excused for an emergency absence by the Rules Committee. The following meetings shall be held at a location to be announced by the president of SWSC. These meetings may take place on a Saturday or Sunday. The meeting shall be held at allocation set by the president with each member team given at least twenty-one (21) days' notice.

- A. Spring Delegate Meeting shall be held in the 2<sup>nd</sup> weekend in April but no later than the 1<sup>st</sup> weekend in May.
- B. Spring workshops shall be held prior to the first meet of the season.
- C. Fall Delegate Meetings shall be held the 1<sup>st</sup> Sunday in October but no later than the 2<sup>nd</sup> weekend in October.
- D. Winter Delegate Meeting shall be held on the 2<sup>nd</sup> weekend in January but no later than the first weekend in February. This meeting is only to be held in an emergency situation (4/18/09)
- E. And any additional meetings may be called by the President or two-thirds of the Executive Committee (President, President Elect, Secretary, Treasurer) as deemed necessary upon two weeks notification to all designated team delegates.

### Article IV. Team Membership

- A. Membership shall be open to any team whose goals and objectives conform to SWSC purpose.
- B. A membership fee of \$100 (10/4/08) shall be due to the SWSC treasurer on or before the day of the Spring Delegate Meeting.
- C. If team payment of dues is not received ON or BEFORE the Spring Meeting that there will be a team fee of \$150 instead of \$100. (10/13/18)

#### Team payment of dues

- D. To join the conference, a team must apply for membership to the conference President. A majority vote of the Delegate Assembly is required to admit a team to the conference. However, to compete in the upcoming season the team needs to apply at least a week prior to that season's Spring meeting.
- E. Each member team shall have two voting delegates, each shall have one vote. Delegate changes shall be made following the Fall Delegate Meeting. It is recommended that each team have delegates serve a two-year alternating term in order to maintain continuity within SWSC.
- F. In order to abide by the AAU Code, proof of club (team) membership for the current year (AAU year is September 1<sup>st</sup> through August 31<sup>st</sup>) must be provided on or before the day of the Fall Delegate meeting.
- G. Teams must keep current email and phone contacts with the Secretary and President to receive current information on time.

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- H. June 15<sup>th</sup> is deadline to submit roster and payment of \$5 per athlete to South Wind Treasurer. Roster is based on June 1<sup>st</sup> of current year. (4/2/16)

## Article V. Officers and Officer Duties

The following officers shall be elected at the Fall Delegates Meeting.

- A. President shall call and preside at SWSC meetings, represent SWSC at AAU Arkansas Association, appoint committees when necessary (Rules, Workshop, Scheduling, etc..) and serve on the rules committee for the following year.
- B. Secretary shall assist the Conference and the President when needed and preside over meeting in case of President's absence for any reason.
- C. Treasurer shall collect SWSC dues and Finals meet entry fees, pay SWSC membership fee to AAU Arkansas Association in order for membership to remain active, keep accurate records of monies, pay bills as directed, and report financial standing at winter, spring and fall meetings.
- D. A unanimous vote of the President, President Elect, Treasurer (10/20/07) is required to approve an expenditure of more than \$150 for any item other than AAU fees and Finals meet expenses.
- E. All officers shall serve a term of two (2) years and at the end of this term new officers shall be elected at Fall meeting. The new officers can be all new or a combination of existing officers although they must serve in a different capacity as elected by majority vote.

## Article VI. Committee

The following committee shall be elected at the Fall delegate meeting.

- A. Rules Committee shall be elected as follows:
  - 1. Three members
  - 2. The conference shall determine at Fall meeting whether it is necessary for the President to go on Rules Committee the following year.
  - 3. Chairman shall be designated as such on ballot. The function of this committee is to interpret and enforce the by-laws and rules of SWSC and handle all grievances and protests should they arise. It shall assist the Workshop Committee with the officials' certification. Three members shall make a quorum.
- B. Workshop Committee: Chairman and members shall be appointed. It shall plan and carry out the Spring Workshop training and SWSC officials' certifications.
- C. Scheduling Committee: Chairman and members shall be appointed. Questionnaires requesting information necessary for scheduling shall be sent to all teams in early spring. Completed questionnaires shall be returned to the Scheduling Committee. Tentative meet schedules shall be mailed to each team. Meet schedules indicating date, teams and approximate time shall be finalized at the Spring Delegate Meeting.
- D. Awards Committee: Committee shall be as follows, with the chairman appointed.
  - 1. SWSC Treasurer
  - 2. Past Preliminary/Finals Meet Representative
  - 3. Upcoming Preliminary/Finals Meet Representative

The committee shall be responsible for ordering and overseeing the awards for the Preliminary/Finals Meet as outlined in SWSC Rulebook/Meet Procedures.

## Article VII. Swimmer Eligibility

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- A. A swimmer may choose the team on which he/she wishes to compete. Once a swimmer is officially listed on a team roster for a reason, that swimmer may change teams but not score points for the new team unless he/she has changed school districts.
- B. The following shall be eligible as exhibition swimmers only and shall not compete for awards or points in SWSC meets.
  - 1. Non-member of SWSC team – defined as any swimmer who has not met the requirements (attendance, dues, etc.) as set by that team.
  - 2. A swimmer may be allowed to swim up in the next available age group to participate in events not offered in their own age group following the subsequent guidelines. (a). Such swims must be offered in their age group at Junior Olympics; (b) such swims must be pre-entered and labeled as exhibition and (c) such swims are counted as part of their individual event limit. (10/2/10).
- C. A swimmer's age as of June 1 shall determine the age group he/she will swim all season. However, should a swimmer wish to swim up an age group, he/she must submit the name and birth date to the SWSC President by the swimmer's first meet of the season. Once this decision is made, it cannot be changed.

#### Article VIII. SWSC Meet Requirements

Every team member shall:

- A. Participation
  - 1. Host two meets. If a team hosts less than two (2) meets and one or both of meets are co-hosted with another SWSC team, then an additional meet is required which may also be co-hosted, but no more than three hosted/co-hosted meets are required of a team. Hosting the state AAU meet (in SWSC season) will count as hosting two meets. (10/04). Only meets hosted by a SWSC team may be counted as one of the three (3) meets required to swim in the SWSC conference finals. If the 3 meet criteria is met, then any time achieved at a sanctioned AAU meet during the current season can be used as a qualifying time for the SWSC finals (4/14/12). The responsibilities &/or cost of running a swim meet will be shared by the hosting and co-hosting team as mutually agreed upon by both teams. (4/13/13).
  - 2. Host teams may decide the number of individual events (3-5) and relays (up to 2) that they will allow a swimmer to participate in at regular meets (4/18/09).
  - 3. All swimmers must be Race Start Certified per USA Swimming rules and each team is responsible for tracking it. Swimmers must perform in-water starts until they are certified (4/9/11).
- B. Awards (required minimum)
  - 1. Host team shall pay cost of meet.
  - 2. Ribbons shall be given as follows:
    - a. Individual events: 1<sup>st</sup> thru 6<sup>th</sup> place
    - b. Relay events: 1<sup>st</sup> thru 3<sup>rd</sup> place ribbon to each member of the relay.
    - c. Heat ribbons for each heat winner of every event.
    - d. Participation for 6 & under exhibition swims
- C. Rules and Requirements
  - 1. Shall be according to SWSC By-Laws, Rulebook/Meet Procedure and USA Swimming as it applied to SWSC. Double asterisks \*\* indicate procedure may be deviated; suggestions are in parentheses ()..
  - 2. Permitted deviations shall be made only upon unanimous agreement of all participating teams prior to meet information being sent.

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3. Emergency deviations necessary after meet information has been mailed shall be made by unanimous agreement of all teams involved. For example: weather cancellations, pool malfunction, etc.
4. In case of weather cancellation, the meet will count toward the swimmers Preliminary/Finals meet eligibility requirements as long as event numbers are turned in by the host team's deadline and signed by the coaches.
5. Cancellations shall be written 7 days prior to meet schedule date.
6. Grievances and protests shall be filed in writing to the SWSC Rules Committee Chairperson within 3 days of the incident.
7. Failure to comply the Rules Committee ruling with result in suspension from SWSC until reapplication is accepted. Reapplication will be reviewed within seven days of receipt by SWSC President, and a full delegate meeting called.
8. A Red cross certified lifeguard will be on duty at all swim meets. (10/04)

## Article IX. Preliminary/Finals Meet

- A. Meet shall float among member teams with a standard size short course pool. (Location to be decided upon at the Fall meeting).
- B. Entry fees shall be paid to SWSC to cover cost of awards. The fee is \$5 for each individual and \$10 for each relay event. (10/4/08).
- C. The conference will not be granting allowances for teams hosting the Preliminary/Finals meets.
- D. Officials
  1. Meet officials shall be SWSC certified. Certification shall be obtained at Spring workshops or specially scheduled workshops.
  2. Each team shall provide timers, etc. as requested by the host team. No one under the age of 16 shall be allowed to time and no meet participants will be allowed to time, regardless of age.
  3. All Teams shall have a minimum of 2 or more certified stroke and turn judges that can be counted on for attending meets.
- E. Rules: Meet procedures, order of events, and scoring shall be followed as outlined in the SWSC Rules/Meet Procedures.
- F. Preliminary/Finals Meet
  1. Shall be held close to the third Saturday in July and before Junior Olympics.
  2. Host team shall be decided at Fall Delegate meeting for the following year.
  3. Eligibility
    - a. Swimmers shall participate in at least 6 events (10/4/08) at the minimum of three (3) SWSC meets prior to the Preliminary to be eligible to enter. The Arkansas AAU Junior Olympics qualifying meets shall count as one of the three required meets.
    - b. A swimmer's age on June 1 shall determine age group entry.
  4. Seed times
    - a. Short course times shall be submitted (meters if in 25 meter pool and yards if in 25 yard pool).
  5. Awards (There was a rule about giving heat winner ribbons which was moved).
  6. Any prelim event that has eight or fewer entries will automatically qualify for the finals and will be swum at finals.
- G. Finals Meet
  1. Entries
    - a. Individual events: Conference finals will not be limited to just the top 16 swimmers & there will not be a qualifying time in order to participate. (10-4-14).

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- b. Relays are timed finals and will be swum during the meet session. The relay teams with the top four finishes from each Prelims meet will advance to the Finals Meet (10/04). Any team member may swim relays at Finals. Only 2 relays will be allowed per event by a team. (10/04/08).
- 2. Awards
  - a. Individual Events: Medals shall be awarded 1<sup>st</sup> through 8<sup>th</sup> place. High point trophies shall be awarded in each age group, boy and girl, to the swimmer who accumulates the highest number of points.
  - b. Relays: For each relay team member. Medals shall be awarded 1<sup>st</sup> thru 4<sup>th</sup> place, and ribbons for places 5<sup>th</sup> through 8<sup>th</sup> for each relay event.
  - c. Heat winner ribbon will be given to the winner of every heat of every event at the Preliminary meet.
  - d. Team Awards: Banners will be given to the 1<sup>st</sup> place team in each of the two divisions; large teams and small teams. The team size divisions will be determined by the team rosters submitted to Prelims and will be of equally number of teams in each division. In case there are an odd number of teams entered in prelims, the large team division will have an extra team. If there is a tie in entries, the original roster number sent in June shall determine the tie breaker. If those rosters are a tie, then there will be a coin toss prior to commencing the meet. Notice of a tie shall be sent the Thursday before the meet by the meet host. (4/2/2016). The host team will announce the team divisions before the Preliminary meet begins. The Rules Committee will resolve any complaints or requested deviations from the above division of teams before the Preliminary meet begins. An award will be given to the most improved team (based on points from prior year). High point teams will not be considered. (10/4/08)

#### Article X. Penalty and Fines or Suspension (P.F.S)

It is the goal of everyone in this conference to abide by these by-laws since PFS can only be based on circumstance and may or may not warrant such intervention. We must work together and communicate properly with the elected officials and in most cases meet directors and referee. Communication can resolve 90% of all problems. Respect for each team's hard work in putting meets together must be strongly considered. Deviations from standard practice meet requirements and attending meetings shall be addressed by Rules Committee and their decision whether it is fines, suspension, or penalty will be administered according to the facts leading to the issue. The Rules Committee shall act independently of all teams. If an infraction occurs, the Rules Committee will determine by unanimous decision if and what kind of PFS is appropriate. If a consensus cannot be reached the President shall make the final decision on any PFS. Our objective and goals are not to reprimand teams. However if there is a lack of effort and/or consideration for these by-laws and the Rules and Regulations set forth by USA Swimming as they apply to our conference then Penalty, Fines and Suspension will be in order.

#### Article XI. Amendment

Amendments to the SWSC By-laws and Rulebook/Meet Procedure shall be acted upon at the Spring, Winter and Fall meetings only, and shall require a simple majority vote. Any proposal voted on at a SWSC meeting cannot be changed until it has been tried for one season. Any amendment must be in writing and submitted to the President two weeks prior to a delegated meeting.

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