

# Foothills Swimming Association

## **Bylaws**

(REVISED 6/5/2011)

### **ARTICLE I – Name**

#### **Section I**

The organization shall be known as the Foothills Swimming Association, a nonprofit organization, herein called FSA.

### **ARTICLE II – Purpose**

#### **Section I**

The objectives of FSA shall be:

- a) To promote and encourage competitive aquatics.
- b) To promote good sportsmanship in competitive aquatics.
- c) To provide an opportunity for summer club swimmers to compete.

### **ARTICLE III – NRPA Membership**

#### **Section I**

FSA shall be a member of the National Recreation and Parks Association (NRPA), and shall pay an annual league membership fee.

#### **Section II**

Each swimmer must have current NRPA insurance to be eligible to swim in any league meet.

### **ARTICLE IV – Membership and Meetings**

#### **Section I**

Membership shall be limited to summer club teams in Jefferson County except by special consideration of Council. A summer club team is defined as one that practices and competes as one team between May 15 and the last FSA competition, that does not hold practice more than once a week between September 1 and May 15, and that does not compete in any events between September 1 and May 15. Practice is any team sponsored swimming activity. Membership shall not exceed sixteen teams, except by vote of Council.

#### **Section II**

Members must comply with League requirements and pay the League fee upon acceptance for membership.

#### **Section III**

Council meetings may be attended by any interested parties and will hold meetings on a regular basis at a place and on a date and times as shall be determined periodically by the Board of Directors. Other Council meetings may be called by the President of the League. Any member team failing to have a representative at three meetings during the season may face suspension from FSA. The Secretary of the League will give both written and verbal notification after a team has missed its' second meeting. If the team fails to comply and misses another meeting without representation, suspension from the League may take place upon a vote of the membership.

#### **Section IV**

Executive Board meetings shall be called by the President, or by a simple majority of Council petitioning the President. The Executive Board shall act upon any alleged infraction of FSA Bylaws. The alleged infraction shall be submitted in writing. Any member clubs involved shall be informed of, and may send representation to, the Executive Board meeting.

#### **Section V**

Membership in FSA is contingent each year upon receipt of the "**Code of Ethics Agreement**" signed by all coaches and a parent representative of each team. Failure to sign and return this agreement will cause suspension from FSA. A copy of the "**Code of Ethics Agreement**" is attached to the Bylaws as *Appendix A*. The "**Code of Ethics Agreement**" shall be submitted to the treasurer by the first FSA meeting in June.

### **ARTICLE V – Council**

Section I

The representatives to the Council shall be designated by each Member Club by the second meeting of the year. Any person named as a club representative on the official FSA roster is eligible to serve as a club representative at any Council meeting. During the June, July, and August meetings, a coach from each team needs to be present unless the league approves otherwise.

Section II

Each Member Club shall have only one vote in Council meetings.

Section III

A quorum shall consist of a simple majority of Members of Council.

Section IV

Simple majority of the Members present and voting is required to carry a motion.

Section V

- A. Council shall have the responsibility to conduct all business and adopt or amend the bylaws.
- B. Council shall have complete authority to act upon all membership applications.

**ARTICLE VI – Dues**

Section I

Annual dues shall be determined by a vote of Council and paid to the Treasurer by the second meeting of the year.

**ARTICLE VII – Officers and Duties**

Section I

Officers of FSA shall be President, Vice-President, Secretary, and Treasurer. They shall be elected annually in the spring. Nominations shall come from the floor. Offices are assumed upon election. These officers shall constitute the Executive Board. Should a vacancy occur, the Executive Board will make a recommendation to the Council concerning a replacement. If any office is unfilled, the President will make an appointment.

Section II

Candidates for office must be qualified representatives as outlined in Article V, Section I.

Section III

- A. Duties of the President shall be as follows:
  - 1. Preside at all FSA meetings and perform other duties incumbent upon a presiding officer.
  - 2. Appoint and disband all committees, except those specified in these bylaws.
  - 3. Be in charge of scheduling weekly meets and league meets.
  - 4. Shall make an appointment if any office is unfilled.
- B. Duties of the Vice-President shall be as follows:
  - 1. Perform the duties of the President in his/her absence or his/her inability to serve.
  - 2. Chairman of the ribbon committee.
  - 3. Distribute and collect all ribbons.
  - 4. Manage the annual ribbon printing budget, entry cards, and Master Entry Forms.
  - 5. Buy awards for all FSA sponsored meets (medals, ribbons, and trophies) including the FSA Championship meet.

**ARTICLE VII, Section III (continued)**

- C. Duties of the Secretary shall be as follows:
  - 1. Keep a record of all FSA meetings and shall be responsible for all correspondences.
  - 2. Be responsible for notification of meetings.
  - 3. Be responsible for producing and distributing written league information for each team.
  - 4. Provide a copy of the bylaws at the second meeting to all clubs for revision.
  - 5. Compile a roster of member clubs, managers, coaches, and league meets.
- D. Duties of the Treasurer shall be as follows:
  - 1. Be responsible for collection of all dues.
  - 2. Pay all bills as approved by the Executive Board.
  - 3. Present a proposed budget and financial statement at the first and last meetings of the swim season.

4. Be responsible for all administrative duties pertaining to NRPA and insurance registration.
5. Maintain and update the Treasurer's handbook.
6. Keep copies of all meet results.
7. Keep a file containing "**Code of Ethics**" agreements.

**ARTICLE VIII – Individual Meets**

**Section I – Weekly Competition**

A. All meets shall be conducted under FSA and CSSCSA rules.

B. When the number of teams in the league is such that triangular meets are deemed to be necessary, all teams must be willing to participate in such meets.

**Section II – Age Groups**

Divisions for competition shall be 8 year olds and under, 9 and 10 year olds, 11 and 12 year olds, 13 and 14 year olds, 15 and 16 year olds, and 17 and 18 year olds. The 15-16 and the 17-18 year old age groups shall be combined into a 15-18 age group for relay events. The events of competition shall be designated by vote of Council.

**Section III – Scoring**

Scoring shall be as follows:

<b><u>Individual Events</u></b>	<b><u>Relay Events</u></b>
<u>Dual, Triangular, or Quad Meets in a 5, 6 or 7 lane pool:</u>	
1st place – 6 points	1st place – 12 points
2nd place – 4 points	2nd place – 8 points
3rd place – 3 points	3rd place – 6 points
4th place – 2 points	4th place – 4 points
5th place – 1 point	5th place – 2 points
6th place – 0 points	6th place – 0 points
<u>Dual, Triangular, or Quadrangular meets in an 8 lane pool:</u>	
1st place – 8 points	1st place – 16 points
2nd place – 6 points	2nd place – 12 points
3rd place – 5 points	3rd place – 10 points
4th place – 4 points	4th place – 8 points
5th place – 3 points	5th place – 6 points
6th place – 2 points	6th place – 4 points
7th place – 1 point	7th place – 2 points
8th place – 0 points	8th place – 0 points

- **ONLY TWO (2) RELAYS PER TEAM MAY SCORE POINTS IN EACH RELAY EVENT**

**ARTICLE VIII (continued)**

**Section IV – Number of events and entrants**

The number of events a swimmer may enter for points and ribbons shall be three (3) individual and two (2) relays for all meets except odd event meets.

1. Dual meets in a 5 lane pool, Triangular meets in a 5 or 6 lane pool, and Quadrangular meets in an 8 lane pool: Each team may enter two (2) contestants in individual events and two (2) entries in relay events.
2. Dual meets in a 6 lane pool: Each team may enter three (3) entries in individual events and three (3) entries in relays but only two (2) relays are for points.
3. Dual meets in an 8 lane pool: Each team may enter four (4) entries in individual events and four (4) entries in relays but only two (2) relays are for points.
4. Exhibitions in individual events and relays depends upon space. They must conform to rules governing those competing for points and must be designated as exhibition swimmer (EX) on entry cards.
5. The number of swimmers entered in the short Freestyle and Backstroke events in all age groups is unrestricted and all contestants may swim for points. These events shall be heated as timed finals.
6. Variations in the number of team entries per event will be allowed upon unanimous agreement of

coaches involved.

#### Section V – Ribbons

Ribbons shall be provided by FSA and shall be awarded as follows:

*Odd Event Meets* - Odd Event Championships – Medals 1st through 6th place

*Last Chance Meets* – Regular ribbons 1-12

*Developmental Meets* – Ribbons in all events. Regular ribbons 1-12 for those swimmers who swim faster than the qualification time for the developmental meet in which they are swimming, but do not surpass the next higher developmental qualification time. Qualifier ribbons are given to all swimmers who achieve qualification times for higher developmental levels than that in which they are competing.

*Dual, Triangular, and Quadrangular Meets* –

- a) Individual events – ribbons 1st through 6th place
- b) Relay events – ribbons 1st through 3rd place
- c) Participation ribbons to all 8 & Under swimmers in both short Freestyle and Backstroke events who do not place 1st through 6th.
- d) No ribbons for Exhibition swimmers.

#### Section VI – Meet obligations

EACH TEAM will provide a proportionate share of timers, as reasonably determined by the host team.

The HOST TEAM shall furnish the following:

- A. Qualified Officials who are properly identified and attired with a white shirt
- B. Starting system and sounding device
- C. Starting blocks with lane numbers
- D. Backstroke flags
- E. Lap counters
- F. Personnel to manage the heating, ribbon, and result table.

Each HOST TEAM shall provide a minimum of three (3) officials (referee, starter, stroke and turn judge) adequately trained by the Foothills Swimming Association. Failure to meet this requirement could lead to suspension from the Foothills Swimming Association.

Additional requirements may be established by vote of council in any given season.

The HOST TEAM will furnish each participating team a copy of the meet results, along with ribbons and entry cards within one hour of completion of the meet. The HOST TEAM will furnish the Treasurer of FSA a copy of the meet results by 12:00 p.m. on the Tuesday following the meet. Failure to comply with this bylaw will result in a \$5.00 fine per occurrence payable to FSA.

Schedules and additional or specific needs shall be given by the host to visitors by noon of the preceding Wednesday.

#### Section VII – Protests

Any protests shall be presented to a member of the Executive Board no later than 24 hours after the ending time of the meet from which the protest is originating. The council shall act on the protest at the next regularly scheduled meeting.

#### Section VIII – Eligibility and Exclusions

See ARTICLE X, Section VIII.

### **ARTICLE IX – Odd Events Championships**

#### Section I

Each year, the Foothills Swimming Association will sponsor an Odd Events Championship meet.

#### Section II

Swimmers must have at least a League “B” time in the closest corresponding event in order to enter the Odd Events Championship meet.

#### Section III

All swimmers must have an entry time on the entry card for each event. Entry time is the best time swum in the closest corresponding event.

#### Section IV

Swimmers will be seeded by entry times. Events may be combined when possible.

#### Section V

Exhibition swimming is NOT permitted in the Odd Events Championship meet.

#### Section VI

Swimmers may enter any number of events for which they qualify in their age group.

#### Section VII

Swimmers entered in the 800 freestyle and 1500 freestyle shall combine those events in one swim. Such swimmers must have two entry cards, one for each event. Such swimmers should be ready to provide their own timers & lap counters.

#### Section VIII

In order to expedite the meet, some or all swimmers entered in the 400, 800, and 1500 freestyles may be required to swim with two swimmers per lane. (This depends on factors such as time, number of entries, pool configuration, etc.) In such cases, all swimmers in those events shall start in the water at the starting end. When there are two swimmers in a lane, each swimmer shall swim on one side of the lane, and the corresponding lap counter will be stationed on that side of the lane at the turning end of the pool. Swimmers, coaches, officials, timers, etc. will all have to work together to make these procedures work.

### **ARTICLE X – League Championships**

#### Section I

The League Championship meet shall be conducted under FSA and CSSCSA rules.

#### Section II – Meet Director

The Meet Director shall have the responsibility for submitting to the Executive Council the plans for

#### **ARTICLE X, Section II (continued)**

conducting the League Meet no later than the designated FSA meeting in June. They shall pass out the printed league meet information no later than the next scheduled FSA meeting. The Meet Director shall also provide each participating team and the Treasurer of FSA with copies of the meet results within two (2) hours of the completion of the League Meet.

#### Section III – Awards and Scoring

Awards for the League Swimming Championship shall be:

- a) Individual Events – Medals 1st through 6th place; ribbons 7th through 12th place.
- b) Relay Events – Medals 1st through 6th place; ribbons 7th through 12th place
- c) Trophies – Each team will receive a trophy with respect to their finish within their division.
- d) Scoring – Individual events 16/13/12/11/10/9/7/5/4/3/2/1  
Relay Events 32/26/24/22/20/18/14/10/8/6/4/2

#### Section IV – Officials

Each participating team shall supply personnel and stop watches as designated by Council and the Meet Director. The starter, referee and stroke/turn judges must be qualified officials approved by Council.

#### Section V – Number of Events and Entrants

A swimmer may enter a total of three (3) individual events and two (2) relay events in the League Championships. As many entrants that make qualification times may be entered in an individual event. Each team is allowed unlimited relay entries, any of which is eligible to score.

#### Section VI – Qualifying Times

Qualifying times shall be determined by a vote of Council for each new swim season. Qualifying times shall be determined through consideration of a four (4) year average of the 18th place finish time for each event.

#### Section VII – Qualifying Entrants

All competitors must meet the qualifying times during the designated swim season. In addition, all competitors must be bona fide members of their team; that is, they must have swum in at least two (2) regularly scheduled FSA approved

meets at least 6 days apart. To be designated as a regularly scheduled FSA approved meet, all three criteria listed below must obtain. The meet must:

- a. include at least two different teams. For example, intrasquad meets DO NOT meet the requirement. (Nonetheless, qualifying times CAN be achieved in intrasquad meets. Times thus achieved can be used for the league meet, if the swimmer adheres to the two meet requirement listed above.)
- b. include standard individual events for which the qualifying time standards apply. For example, the Ken Caryl Invite and the Pentathlon meet the requirement. The Applewood Relays and Odd Events meets DO NOT meet the requirement.
- c. Have prior approval of FSA. This would include all dual, triangular, and multi-team meets within our league, as well as the Ken Caryl Invite and the Pentathlon. Meets outside the league (such as dual meets with teams from other leagues) meet the requirement, if prior approval is granted.

Section VIII – Eligibility and Exclusion

- A. A swimmer's age as of May 15th of each season shall determine the age group in which he/she competes during the season. For clarification, please refer to the following three examples:
  - a. If a swimmer's 11th birthday is on May 14, then that swimmer competes in the 11–12 age group.
  - b. If a swimmer's 11th birthday is on May 15, then that swimmer competes in the 11–12 age group.
  - c. If a swimmer's 11th birthday is on May 16, then that swimmer competes in the 9–10 age group.
- B. For a swimmer to represent an FSA club in any meet during the summer season (defined as May 15th through the last scheduled FSA competition), he/she cannot practice or compete with any team other than their designated summer club team during the summer season defined above. The above rule can be waived by the Executive Board on an individual basis.
- C. Notwithstanding the above, a swimmer may practice or compete after May 15 interscholastically or intercollegiately without losing his/her FSA eligibility.
- D. Swimmers must comply with all CSSCSA rules.

Section IX – Protests

Any protests shall be presented to the Meet Director in writing within thirty (30) minutes after the results of the event in question are posted. The protest will be acted upon by the Protest Committee which shall consist of the Meet Director, the Referee, and three (3) representatives from neutral teams selected by the Meet Director.

Section X – Host Team

Each year, prior to the finalization of the selection of a team to host the League Championships, the Council shall set the amount of compensation to be paid to the host team. Said compensation is intended to be used by the host team for the rental of the pool and facilities at the site of the League Championship swim meet or to cover other expenses at the host team's discretion. There shall be no other compensation paid to the host team by FSA.

**ARTICLE XI – Amendments and Revisions**

Section I

These bylaws may be amended or revised by two-thirds majority vote of Council.

"APPENDIX A"

**FOOTHILLS SWIMMING ASSOCIATION  
CODE OF ETHICS AGREEMENT**

As coaches and representatives of FSA teams, we realize that our jobs exceed merely motivating our swimmers. The participants look to us as role models, consequently, we should endeavor to do everything possible to be POSITIVE regarding honesty, courtesy, trust, discipline, and sportsmanship. We shall be held accountable for not only our actions as coaches and representatives, but also for our management of the swimmers and parents participating on our teams.

Furthermore, we agree that recruiting among FSA teams is not acceptable by coaches or by parents and swimmers on behalf of a coach. Recruiting is defined as contact initiated by a coach, at any time during the year, with a swimmer or the swimmer's parents committed to another FSA team, for the purposes of coercing that swimmer to change teams. This contact can be verbal or written. Teams are permitted to advertise winter and summer programs in any way, providing these advertisements are not directed toward individuals.

Therefore, we the undersigned agree to adhere to the current FSA bylaws in their entirety. Failure to adhere to the aforementioned bylaws will result in a fine of \$100.00 payable to the league. Any subsequent infractions will result in an additional \$100.00 fine and possible suspension. All alleged infractions will be reviewed by the FSA Executive Council prior to any disciplinary action.

FSA membership and privileges are contingent upon this agreement being signed prior to the start of competition.

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_