

CONSTITUTION

TRI-COUNTY SWIM LEAGUE

ARTICLE I – NAME AND PURPOSE

The organization shall be called the Tri-County Swim League. The purpose of the League shall be to promote amateur swimming for young people, to provide the opportunity for competition at all levels, and to encourage excellence and good sportsmanship. Swimmers representing a Tri-County team should make every effort to attend team practices to promote team unity.

ARTICLE II – MEMBERSHIP

Membership in the League is open to any summer swim club (a summer club that has an organized program) that meets the following requirements:

- A. Annual dues as set by the Board of Directors, which are to be paid at the Coaches' meeting no later than July 31
- B. Written application to the League prior to the May meeting
- C. Swimming facilities:
 1. Lane lines and backstroke flags
 2. Adequate deck space
 3. Starting blocks
 4. Adequate lighting
 5. Adequate spectator area
 6. Adequate sound system
 7. Adequate ready area
- D. The Board of Directors, after review of the applicant's qualifications, may either:
 1. Approve entry subject to one summer season, during which the applicant shall be required to exhibit organizational competence. Final approval or rejection shall be given by the Board at the November meeting.
 2. Reject the application
- E. Any club not fielding a full team will be placed on probation. Fielding a full team is defined as having a minimum of 75 official entries each meet for the full season. An official relay shall count as four entries.
- F. Any team desiring to withdraw from the League must do so by notifying the League in writing by the March meeting.

ARTICLE III – OFFICERS AND DUTIES

Terms of office shall be for one year beginning at the January meeting.

SECTION I – PRESIDENT

- A. Shall preside at all meetings of the Board of Directors.
- B. Shall coordinate all functions relating to the operation of the League.
- C. Shall appoint all standing and special committee chairpersons and be responsible for seeing that these committees fulfill their duties.
- D. Shall be chairperson of the protest committee.
- E. Shall be ex-officio member of all committees.

- F. Shall only be permitted to vote in the event of a tie.

SECTION II – SECRETARY

- A. Shall give notification to appropriate Tri-County members of meetings of the Board at least 10 days prior to meeting date.
- B. Shall record minutes of the Board meetings.
- C. Shall execute and distribute all Tri-County Swim League correspondence, including the following:
 - 1. Maintain and publish a directory of all League pool representatives and coaches.
 - 2. Arrange for printing and distribution of all League documentation such as score sheets, constitution, and protocol.
- D. Shall preside over meetings in the absence of the President and may appoint someone to record minutes.
- E. Shall assume the office of the President in the event of the resignation or inability of the President to fulfill his/her term.

SECTION III – TREASURER

- A. Shall keep the accounts of the Tri-County Swim League, collect its revenue, and pay bills as approved by the Board.
- B. Shall deposit all funds of the Tri-County Swim League in such depository as may be approved by the Board.
- C. All checks drawn on the funds of the Tri-County Swim League shall bear the signature of the President or the Treasurer.
- D. Shall provide the League with records for audit to be presented at the March meeting.

SECTION IV – DIRECTOR OF SCORING

- A. Shall receive and track all team rosters and changes to rosters.
- B. Shall generate software file templates for all meets.
- C. Shall receive all meet results, review the results for accuracy, and publish official results.
- D. Shall generate meet entry files for championship meets.
- E. Shall track and publish League records.

SECTION V – WEBMASTER

- A. Attend Tri-County Board meetings
- B. Coordinate and work with Director of Scoring for file templates, etc. for website
- C. Publish on the Tri-County website each team's roster
- D. Work with league secretary to ensure updated information to be posted on website (Constitution, score sheets, league protocol, etc.)
- E. Publish a Directory on Tri-County website
- F. Publish Meet Entry Files for invitationals and championship meets
- G. Publish Official Results of dual meets by end of the day following a meet.
- H. Publish championship results within 24 hrs. of completion.
- I. Publish League Records

ARTICLE IV – BOARD OF DIRECTORS

SECTION I – MEMBERSHIP

- A. The Board of Directors shall be composed of the following:
 - 1. One representative and one alternate from each club, selected by their respective clubs, neither of whom may be a coach.
 - 2. The president, elected by a majority of the total possible number of representatives.
 - 3. One additional representative, to be selected by the club from which the President was elected, if the President is a current pool representative.

4. The pool representatives, designated at the September meeting or their designated alternates, shall be the only voting members of the Board of Directors. These designated pool representatives, if present, shall each have a vote. The alternates, also named at the September meeting, may vote in the absence of the designated pool representatives.

SECTION II – MEETINGS

- A. Regular meetings shall be held in January, March, May, September, and November. Coaches are optional for regular meetings.
- B. A coaches' and representatives' Championship meeting shall be held in July.
- C. Special meetings are called by the President.
- D. A rules committee meeting with coaches shall be held no later than one week prior to the first scheduled meet. Attendance is mandatory for coaches.

SECTION III – DUTIES

- A. Adopt a budget for the current year no later than the January meeting.
- B. Act on recommendations of the Board and standing and special committees.
- C. Act on membership applications.
- D. Conduct an election at the November meeting to select the President, Secretary, and Treasurer from among current or prior League representatives for one-year terms.

SECTION IV – QUORUM

A majority of the voting representatives plus the President shall constitute a quorum for the conduct of business.

ARTICLE V – DISPUTE COMMITTEE

A dispute committee shall consist of the League President, plus one Board member from each team.

- A. The President of the Tri-County League serves as chairperson.
- B. No member of the committee from a team involved in a dispute shall sit to rule on the dispute except for the chairperson, who shall preside over all meetings and shall vote to break a tie.
- C. Protests shall be made in writing to the chairman (League President) within 48 hours following the disputed meet citing the specific area of protest. Only the designated pool representative or team coach may submit a protest.
- D. When a protest is filed with the League in accordance with the existing rules, the opposing team has 48 hours after notification to review and file a counter protest, if a violation is discovered.
- E. The chairman shall call a meeting of the committee within five days after the protest is received, and then the clubs shall be notified of the meeting date so that they may appear to present their case, or the meeting can be conducted electronically and facilitated by the Board President.
- F. Immediately upon the conclusion of the hearing, the committee will review the information available and take one or more of the following actions:
 1. Issue a warning indicating a penalty for recurrence.
 2. Disqualify the swimmers involved and make appropriate adjustments to the score of the meet.
 3. Declare a forfeiture of the meet by either or both teams involved.
 4. Declare that one or both clubs involved is suspended or expelled from the League or placed on probation.
 5. Sustain or overrule the referee's decision on the interpretation of the rules.
 6. Dismiss the protest.
 7. Administer proper disciplinary action.
- G. In all cases of formal protest, the clubs shall be notified in writing of the decision and action taken by the Dispute Committee.

- H. Accurate records of protests and disciplinary action taken shall be kept and forwarded to the League Secretary.

ARTICLE VI – COMPOSITION OF THE LEAGUE

All teams in the Tri-County Swimming League will swim a round-robin schedule as designated by the scheduling committee. Home and away meets will be alternated on a yearly basis. The schedule shall be approved no later than the January meeting. The scheduling committee will be responsible to present the following:

- A. League starting date
- B. Meet dates
- C. Championship dates
- D. Tri-County Swimming League sponsored invitationals
- E. Rain dates

ARTICLE VII – AMENDMENTS

The constitution, general rules, and rules and regulations for championship and dual meet swimming may be amended by a two-thirds vote of all voting members of the Board present, provided that written notice of such proposed change is to be sent to each designated pool representative at least 14 days before such action is taken. A designated pool representative must initiate the proposed amendment. A new rule change requires a simple majority, and it will be on trial for that season. To make it a permanent rule change, it must be voted upon again and will require a two-thirds majority to become a permanent rule.

ARTICLE VIII – RULES AND REGULATIONS

- A. The rules as outlined in the current edition of the U.S.A Swimming Rules and Regulations shall govern all meets, except as outlined in the League rules and with the following exceptions:
 - 1. All meets shall follow short course rules.
 - 2. Two false starts disqualify a swimmer.
 - 3. The meet Referee may also assume the position of Starter.
 - 4. A minimum of 4 stroke and turn judges are required for all meets.
 - 5. Dual confirmation is not required for false starts.
- B. ELIGIBILITY
 - 1. For a swimmer to transfer from one team to another within the League between sessions, a written release must be obtained from the previous team's parent representative.
 - 2. A swimmer may not compete with any other summer-only team between the period beginning on the day of the coaches' meeting and ending on the day of the swimmer's age group championship.
 - 3. Age of swimmer is determined by the swimmer's age as of **June 1** (The official start of the season).
 - 4. The final season of eligibility is the summer following the swimmer's final year of high school.
 - 5. Coaches shall be eligible to compete (provided they meet all the other eligibility requirements).
 - 6. Clubs shall file, at the coaches' meeting, a complete team roster one week prior to the first scheduled meet to all teams. A copy should be submitted in Team Manager format to the Director of Scoring so that it can be uploaded to the League's website. Additions to the roster may be made up to and including on July 1. After the start of the season and before the final roster deadline, any coach **MUST** call the opposing coach if a coach has **MORE** than 3 additions to the original roster. If unable to contact the opposing team's coach, the coach making the roster changes must contact the League Secretary with the additions. A team not providing a list of roster additions to the opposing coach prior to the start of the meet, regardless of the

number of additions, will be assessed a 25-point penalty for that meet. NO ADDITIONS WILL BE ALLOWED AFTER JULY 1.

7. Rosters must contain swimmer's name (first and last), date of birth, and swimmer's age as of June 1. Additionally, rosters must be grouped by age.

C. RAIN OUTS

1. All regular season dual meets are scheduled to start at **6:15 PM**.
2. Meets shall begin promptly and on the dates chosen by the scheduling committee. Meets shall begin rain or shine. If, prior to its commencement, unusual or severe weather or other conditions preclude the possibility of safely and effectively conducting a meet, the referee may delay the start or postpone the meet in accordance with VIII.C.4. Should a meet have commenced, and in the judgment of the Referee cannot safely and effectively continue because of weather conditions, or for some other compelling reason, the Referee, in his/her sole discretion, may suspend the meet until conditions warrant continuance. If circumstances do not warrant continuance, the Referee may declare the meet complete in accordance with VIII.C.3 or postponed in accordance with VIII.C.4, whichever is applicable.
3. On rainouts, if all live butterfly events have been completed, the meet is considered over. The score is tallied and FINAL.
4. If the meet has not passed the end of the butterfly, then every effort should be made to continue the meet prior to the next scheduled meet. If there is a conflict with the use of the pool, then the home team coach must contact the League President for rescheduling.
5. In the event of a rainout, or other postponement, the LINE-UP in effect at the time of the originally scheduled meet will be in effect for the remaining part of the meet and will be held by the meet referee. Any rostered swimmer may be added or scratched by using change slips to existing line-up.

D. MEET REQUIREMENTS/OFFICIALS

1. Each team shall be responsible for an adequate number of clerks and scorers. There will be no forfeit for violation of this rule.
2. The home team shall supply a certified Referee (USA-S, YMCA, or other organization which follows USA-S rules and regulations). The home team shall appoint an adequate number of judges, timers, etc., to conduct the meet.
3. The visiting team shall furnish half of the officials and 2 stroke and turn judges for all dual meets.
4. Both the Tri-County Swimming League Constitution and the current U.S.A. Swimming Rules must be made available by the home team.
5. Proper starting equipment with an audible and visual starting signal shall be provided by the home team at all meets.
6. An adequate public-address system shall be provided at all meets by the home team.
7. Fly over starts shall be used for all events over 25 yards/meters and for ages 9 and over.
8. Use of personal electronic devices, including mobile phones, are prohibited on deck (and scoring table) by all meet personnel. If a call cannot wait, the person shall find a replacement for their position and step away from the pool deck to use the device.
9. The home team shall provide team areas pursuant to Section VIII.F.
10. All protests (including improper line-ups) must be submitted (in writing) to the Dispute Committee Chairperson within 48 hours of a meet.
11. Recourse to the Dispute Committee Chairperson is permitted under the rules only if the Referee's decision cannot be accepted after due consideration.
12. Dispute Committee's decision is FINAL.

REFEREE

1. May also assume Starter position.

2. Has final authority over all officials.
3. Instructs all officials of League protocol and any unusual details concerning host pool.
4. Is responsible to have a copy of current U.S.A. Swimming rules, League Constitution, and current protocol at scoring table.
5. Uses discretion when combining events. Makes sure each event is in sequential lanes so that those events are not mixed up.
6. Can disqualify any participant for any violation or unsportsmanlike conduct he/she personally observes.
7. Can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action, that the Referee has personally observed.
8. Follows U.S.A. Swimming whistle protocol at the start of each heat as follows:
 - A series of short blasts signaling the swimmers to get ready and stand in their respective lanes behind the starting platform.
 - The short whistles are followed by a long blast signaling the swimmers to take position on the starting platform, deck, or in the water.
 - For backstroke and medley relays, swimmers enter the water on the Referee's first long whistle; the Referee shall then blow a second long whistle signaling the swimmers to assume the starting position.
 - Once the swimmers are in the starting position, the Referee shall turn over control of the swimmers to the Starter.
9. The decision of the Referee in any dispute at a given meet shall be final.

STARTER

1. Checks watch and electronic starting system prior to start of the meet.
2. Conducts a timer meeting prior to start of the meet.
3. Announces the Event and Heat number at the beginning of each event and announces the heat number for each subsequent heat.
4. Has control of the swimmers upon signal from Referee.
5. Prepares and conducts fair starts. It is the starters responsibility to correct improper foot placement in backstroke prior to giving the start signal. Once the signal is given, there shall be no disqualification for improper foot placement prior to the start.
6. The starter judges false starts pursuant to the following:
 - Dual confirmation is not required.
 - The recall signal is given for the 1st false start. Once the swimmers have adequate rest and are ready, the heat shall be started again.
 - If the same swimmer is charged with a 2nd false start, the race shall continue without recall and the Starter shall write up the disqualification.
 - A raised hand is not necessary for a false start that results in a disqualification.

CHIEF JUDGE (optional)

1. Shall be an experienced stroke and turn official.
2. Confirms disqualification observed by stroke and turn official is an infraction.
3. Collects disqualification slips from stroke and turn officials.
4. May assist writing disqualification slips, stroke and turn official verifies and signs slip.
5. Confirms all disqualifications with meet Referee.
6. May fill in for stroke and turn judge.
7. Cannot make disqualifications unless filling in for a stroke and turn judge.
8. May also assume position of Chief Place Judge.

STROKE AND TURN JUDGES

1. Adhere to U.S.A. Swimming rules.
2. Shall have League approved training.
3. Raise hand with open palm to signal disqualification (**No signal, No disqualification**).
4. Stroke and Turn officials from the same team must work opposite positions of the pool.
5. Both the visiting and home teams must provide 2 Stroke and Turn Judges.
6. The Stroke and Turn Judges are the relay take off judges. Relay take offs are judged by the following:
 - The judge observes all lanes.
 - No disqualification signal is given for relay take offs.
 - The judge marks the observed early take off on the relay take off sheet.
 - The Referee collects and compares the relay take off sheets. If a disqualification is confirmed the Referee writes up the disqualification slip.

TIMERS

1. Lane timer sheet must have club, swimmer, lane, place, and times. Timers shall verify proper swimmer is in their lane.
2. Watch must start at flash of starting device, not on sound.
3. Automatic and Semi-automatic timing systems start automatically when the starting signal is depressed.
4. Watch/button must be stopped when any part of swimmer's body touches the wall. It is NOT the timer's duty to determine if a legal touch is made.
5. All manual watch times shall be recorded on the time sheet to the 1/100th second.
6. When only manual timing systems (stopwatches) are used the following applies:
 - Timers MUST calculate the time for a lane; it is NOT the duty of the scoring table to calculate times.
 - All times are to be recorded on the timer sheet.
 - If two watches are used, the timer should average both times and circle the average.
 - If three watches are used, timers should circle middle time or use duplicate time from two or more watches.
7. If a watch or calculation results in a time to the 1/1000th second, the time is not rounded (the last digit is dropped).
8. Back-up timers must be available to fill in as necessary.

OTHERS

1. Home team provides announcer.
2. Home team provides two scorers, and visiting team provides one.
3. Each team is to have at least one marshal to line up swimmers for events.
4. Home team supplies runner(s) to collect lane timer sheets.
5. Home team provides drinks and snacks for all swimmers, coaches, and officials at the end of the meet.
6. Away team provides extra timers, so that each lane can have 3 timers per lane.

E. LINE-UPS

The line-up shall be ready and available on a Team Manager file from both coaches and filed with the scorers at 5:15pm or 1 hour before the scheduled starting time at the pool site on the night of a meet. If line-ups are not received on time that team may be assessed a 25-point penalty for that meet. THE EXHIBITION SWIMMERS MUST BE INDICATED ON THE TEAM MANAGER FILE. Coaches must submit changes in the line-up at least (2) TWO EVENTS prior to the event being changed. Changes to the first two events must be submitted 15 minutes prior to the start of the meet. Line-up changes must be

submitted in writing, on the official line-up change card. A coach or his/her representative may only approach the scoring table to deliver the line-up changes and must leave the scoring table immediately thereafter. It is recommended that the scoring table is located in an isolated area.

F. TEAM AREAS

The home team shall provide a marshaling area and a ready area. Each coach shall have at least one marshal (preferable more) to assist him/her and have the next event contestants in the ready area just prior to the event. It shall be the marshal's duty, with the help of the coach, to keep his/her team within the marshaling area.

G. CONTESTANT PARTICIPATION

1. A swimmer's age group for a meet is determined by the oldest age group that he/she is entered in any individual event, and he/she may not compete in any events in a younger age group. For example, a 10 & Under swimmer entered in the 12 & Under butterfly is considered to be an 11 or 12 year old for that meet and may not compete in any 10 & Under events.
2. All swimmers may swim up to four events with at least one event being a relay.
3. Exhibition swimmers must be included on Team Manager file and indicated as such (EX), and announced as exhibition so that meet officials know the exhibition swimmers.
4. One swimmer, per relay event, may be temporarily moved up one (1) age group (from 10's to 12's, but not from 10's to 14's, etc.). The same swimmer cannot be moved up for two relays, and may move back to their age group for their remaining eligible events.
5. If an individual swimmer swims illegally, by eligibility, he/she shall lose all points he/she has scored in the meet, and all other swimmers will be moved up accordingly, and the points will be redistributed.
6. Tech suits are prohibited.

H. UNSPORTSMANSHIPLIKE CONDUCT

Unsportsmanlike conduct shall not be tolerated. Flagrant actions may result in disqualification and/or expulsion from the meet. This will be at the discretion of the Referee.

I. FORFEITS

1. If one team elects to forfeit a suspended meet, the final score is calculated at the point of forfeit.
2. Age group awards are also at stake in addition to team score.
3. Deck areas must be kept clear of non-competitors (for each event), coaches, and spectators. The offending team will be disqualified for the event in progress.

J. MEET RESULTS

At the conclusion of the dual meet, the announcer will announce the winner of the meet, without the score. The coach or person designated by the coach or pool representative of the **home team** shall report electronically **by 12:00PM the following day** the results of the meet (with scores) to the President, League Secretary, Director of Scoring and Webmaster. The Age Group Point Summary Sheet should be completed and emailed to League Secretary. Except in the event of the last meet of the season, the results of this meet (Age Group Point Summary Sheet) should be emailed to the League Secretary the next day, so that the overall winner and age group winners can be determined before championships.

K. AGE GROUP AND EVENTS

Boys will swim first, then girls.

1.	8 & Under	100 y/m	Medley Relay
		25 y/m	Freestyle
		25 y/m	Backstroke
		25 y/m	Breaststroke
		25 y/m	Butterfly
2.	10 & Under	100 y/m	Free Relay
		100 y/m	Medley Relay
		50 y/m	Freestyle
		25 y/m	Backstroke
		25 y/m	Breaststroke
3.	12 & Under	25 y/m	Butterfly
		100 y/m	Free Relay
		200 y/m	Medley Relay
		50 y/m	Freestyle
		50 y/m	Backstroke
4.	14 & Under	50 y/m	Breaststroke
		50 y/m	Butterfly
		100 y/m	Individual Medley
		200 y/m	Free Relay
		200 y/m	Medley Relay
5.	18 & Under	100 y/m	Freestyle
		100 y/m	Backstroke
		100 y/m	Breaststroke
		100 y/m	Butterfly
		100 y/m	Individual Medley
		200 y/m	Free Relay

All meets are to begin at 6:15 PM, with warm-ups beginning at 5:30 PM.

L. SWIMMING LANES

The visiting team will have the following lanes at the mentioned pool:

- Bellewood – lanes 1, 3 & 5
- Hillside – lanes 3 & 5
- Laurelwood – lanes 1, 3 & 5
- Nine Oaks – lanes 1, 3 & 5
- North End – lanes 2 & 4
- Skipack – lanes 2, 4 and 6

In five (5) lane pools (Hillside and North End), one lane shall be designated as an exhibition lane for the entire meet unless it is used to combine events. All legal lanes are live unless designated as exhibition on the Scorer's time sheet. Only one heat in any event can be considered to be live. For 6 lane pools, Individuals will score in the top 5 lanes of the live heat. For 5 lane pools, Individuals will score in the top 4 lanes of the live heat. Relays will score in the top 3 lanes of the live heat (no sweep allowed).

M. CHAMPIONSHIPS

1. Championships will be held in the following fashion: 8 & Under, 10 & Under, and 12 & Under "A" Championships; 8 & Under, 10 & Under, and 12 & Under "B" Championships; and 14 & Under and 18 & Under Championships.
2. Each swimmer must have competed in 2 League dual meets, except when the rostered swimmer is unable to fulfill the participation requirements (for championships) due to a physical disability. He/she shall be permitted to participate in championships under the following terms:
 - i. The coach must provide proof in writing that said participant has been under a doctor's care and the swimmer has now been released to resume competing.
 - ii. This release must be received by the League President at the championship meeting.
3. A meeting of all pools involved should be held at a designated League pool. If possible, officials should be decided on at least ten days prior to championships. The starting time of the meets will be decided at this meeting.
4. Line-ups must be turned in at the Championship Meeting for any Championship being held on Saturday and by 12:00PM on the Friday before Championship week to the Director of Scoring. No new entries will be permitted after this date. Line-ups must be submitted in Team Manager format. Line-up additions are not allowed during the pre-meet/scratch meeting. In order to swim an event in championships, swimmers need to have an official time from a League dual meet or League sanctioned invitational meet during the current season for that event. No "NT" times will be allowed. For 14 & Under and Senior age groups, each team may enter unlimited entries for each individual event and three (3) relays per relay event. For 8 & Under, 10 & Under, and 12 & Under age groups, each team may enter unlimited entries for each individual event base on "Cutoff Times" for each age group. No "A" times will be permitted at "B" championships. Times may be achieved at any League meet starting on June 1st of the current season. Each team may enter three (3) relays per relay event. Four (4) alternates may be designated for each relay.

5. AWARDS

Individual events:

Short Rosettes	1-3 place	"A"s and "B"s
Ribbons	4-12 place	"A"s and "B"s

Relays:

Short Rosettes	1-3 Place	"A"s and "B"s
Ribbons	4-6 Place	"A"s and "B"s

Outstanding male and female swimmers will be recognized in Seniors, A, and B Championships based upon individual and relay swims. To be eligible for Outstanding Male or Female of A and B championships, the swimmer must swim all events in that championship (swimmer cannot swim in A's and B championship).

"B" Championships – All swimmers will receive participation ribbons.

6. All swimmers may only enter four (4) events with at least one event being a relay.
7. Championship fees will be determined each year as part of the budget process. Fees are due at Championship meeting, made payable to Tri-County Swim League. Swimmers will not be eligible to swim at Championships if entry fees are not paid. Fees are nonrefundable.
8. Championship place finishes will be determined by times. In the event of a tie based on times, both swimmers will receive the same place finish (e.g., John X and Tim Y tie for 3rd place, so both receive a 3rd place medal and no 4th place award is given.).

ARTICLE IX – SENIOR RECOGNITION AWARD

In 1995, the Tri-County Swim League and its Officers established a Senior Recognition Award Program, which distributes cash awards each year. Selection criteria and application information for awarding such a Recognition Award are maintained by the Award Committee, composed of League representatives and officials, established each year at the May meeting. The League may elect, based on a two-thirds vote, not to distribute the award in any given year. The value of each award is to be established at the May meeting. The number of awards given to a senior swimmer, at any given year, will be at the discretion of the Board, based on the funds available in the treasury.