

**BVSSL BYLAWS**  
**REVISED MAY 2018**

**NOTE: THERE ARE A COUPLE OF UPDATES TO THE BVSSL BYLAWS WHICH ARE HIGHLIGHTED IN YELLOW. THE BYLAWS HAVE ALSO BEEN REFORMATTED IN ORDER TO SIMPLIFY AND REDUCE REDUNCANCY.**

**BELOW ARE THE ARTICLES:**

**ARTICLE I – NAME**  
**ARTICLE II – PURPOSE**  
**ARTICLE III – TEAM MEMBERS**  
**ARTICLE IV – LEAGUE SWIMMERS**  
**ARTICLE V – LEAGUE OFFICERS**  
**ARTICLE VI – LEAGUE MEETINGS**  
**ARTICLE VII – PROTESTS AND PENALTIES**  
**ARTICLE VIII – SWIM MEETS**  
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**APPENDIX A – BVSSL SWIMMER ELIGIBILITY FORM**  
**APPENDIX B – PARENT CODE OF CONDUCT FORM**



## **BOULDER VALLEY SUMMER SWIM LEAGUE BYLAWS** **ADOPTED MAY 2018**

### **ARTICLE I: NAME**

The name of the organization shall be the Boulder Valley Summer Swim League, hereinafter referred to as the BVSSL, or the League. The organization shall be noncommercial, nonsectarian and nonpartisan. The principal address of the organization is 538 Manorwood Lane, Louisville, CO. The fiscal year for BVSSL shall begin after the post-season meeting – September 1 to August 31.

### **ARTICLE II: PURPOSE**

The purpose of the BVSSL is to provide a safe, healthy, competitive and fun swimming experience to all summer swimmers 18 years old and younger. The BVSSL promotes self-discipline, individual achievement and teamwork. The League is predicated on kids learning proper swimming techniques and sportsmanship in a fun and competitive environment. Above all, the BVSSL is dedicated to summer swimmers and their excellence in the sport of swimming.

### **ARTICLE III: TEAM MEMBERS**

**Section 1. *Membership.*** Membership of the BVSSL is to be composed of country clubs, private clubs, and recreation departments offering swimming programs. The League is limited in size to 16 teams. To maintain 16 teams in the League, new teams will be considered for inclusion in the League only as another leaves. The current membership of the BVSSL is as follows:

Boulder Parks & Rec (Barracudas), Boulder  
Boulder Country Club, Boulder  
Boulder Elks Swim Team, Boulder  
Broomfield Swim & Tennis Club, Broomfield  
Fox Hill Country Club, Longmont  
Lafayette Parks and Recreation, Lafayette

Louisville Dolphins Swim Team, Louisville  
Meadowglen, Arvada  
The Meadows Club, Boulder  
Mesa Swim Team, Boulder  
Ranch Country Club, Westminster  
Rock Creek Flyers Swim Team, Superior

**Section 2. *Dues.*** Membership dues shall be \$450.00 per year, payable to the BVSSL, at or before the pre-season BVSSL meeting of each swim season. If paid after July 1<sup>st</sup>, a late fee of \$50 will be assessed- to be strictly enforced; non-complying teams will be billed. Dues will increase as necessary. Other reasonable assessments may be applied as required to meet the needs of the BVSSL. Assessments must have a 2/3 approval of the official representatives of the League. Dues and all monies of the BVSSL shall be used for the following: awards for dual meets; officials, awards, venue and other expenses for the championships; and all other reasonable expenses by the BVSSL in furtherance of their goals and purpose.

**Section 3. *Insurance.*** Each team must carry liability insurance with minimum coverage of \$2,000,000 aggregate and \$1,000,000 individual incident. A copy of the Certificate of Insurance must be given to the BVSSL President at the preseason meeting.

**Section 4. *Financial.*** No member of the BVSSL shall receive at any time any of the net earnings or pecuniary profit from the operation of the BVSSL in the position of official representative or Officer.

**Section 5. *New Members.*** Teams may enter a written application for consideration of approval by the existing BVSSL teams at the post-season meeting. The application shall include: a summary of the general facility, pool facilities, and coaching staff, a brief history of their swimming team, a statement of intent to apply for BVSSL membership by that team's swimming board or committee, Board of Directors or such appropriate body; and, any other pertinent information about the team. There is a \$150 application fee due at the time of application. Applications for membership must receive 2/3 approval of the official representatives of the League at the post-season meeting. The first year after acceptance into the League is probationary. At the post-season meeting, a vote will be taken to determine if the team can permanently join the League.

## **ARTICLE IV: LEAGUE SWIMMERS**

**Section 1. Registration.** To represent a team in a dual meet, a swimmer must be registered in writing or be on that team's roster and met the team's financial obligations. A swimmer may represent only one team in the BVSSL in any one season. Once a swimmer competes in one dual meet, team membership is determined for that swim season. Eligibility does not preclude a team offering financial assistance on an as needed basis.

**Section 2. Swimmer Eligibility Form.** A BVSSL Swimmer Eligibility form (Appendix A) must be signed or e-signed by a swimmer's parent/guardian and given to the team representative prior to their participation in the first meet. Team Manager Rosters- including birth dates- are to be turned in at the pre-season meeting. This will be the evidence that the forms were signed by each swimmer/parent. Revised/updated rosters (both pdf and Hy-Tek TM format) must be emailed to the president & the treasurer within the week following the 2<sup>nd</sup> dual meet. Any further revisions to the roster must be turned in no later than the heating meeting.

**Section 3. Age Divisions.** There are ten divisions, five each for boys and girls, as follows: 8 & under, 9-10, 11-12, 13-14, and 15-18. The age for each swimmer is determined for the season by the age of the swimmer on May 15th of that swim season. A swimmer may not swim in a younger age group than their age. Furthermore, a swimmer's age group is determined by the age group he or she swims for points during their first dual meet.

**Section 4. Championship Meet.** A swimmer must compete in two (2) dual meets to be eligible to compete in the championships. Each team must electronically submit a roster to the League President at the same time that prelim entries are submitted.

**Section 5. Eligibility.** Swimmers may work out on their own at any time during the year. A swimmer may swim with a year round team and compete in meets from the end of BVSSL season through October 31st of that same year. From November 1 through the end of BVSSL season, unrestricted coached swimming is allowed three days per week but competing with teams outside of BVSSL teams is not permitted. The only exception is that school swimmers may swim and compete with their school team during the regular school swim season without restriction. Swimmers may also participate in other water sports. A swimmer who competes in swimming at college after October 31 (as a club or team sport) is not eligible to return and swim in the BVSSL. Violations of this section will cause a swimmer to be ineligible to compete (other than as exhibition) in BVSSL the following summer.

**Section 6. Recruiting.** Coaches, team representatives, and board members may not initiate contact with any swimmer who has swum for another BVSSL team the previous season with the intent to recruit.

**Section 7. Parent Code of Conduct.** By enrolling swimmers into the league, parents agree to abide by the BVSSL parent code of conduct as laid out in Appendix B and posted on the BVSSL website.

## **ARTICLE V: LEAGUE OFFICERS**

**Section 1. Officer Positions.** Officers of the BVSSL shall consist of a President, a Secretary and a Treasurer. There shall be no less than three (3) Officers. Officers must be associated- past or present- with a BVSSL team in some form. Officers will have the general supervision of the BVSSL, shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the BVSSL. The business and property of the BVSSL shall be managed and controlled by the Officers.

**Section 2 Officer Election.** Officers will be elected at the annual post-season meeting by a majority of the representatives present by secret ballot except where there is only one nominee for an office. A vacancy occurring with the Officers shall be filled by a vote of the majority of the representatives present of the League.

**Section 3. Term of Office.** Officers shall serve for a term of one year or until their successors are elected. Their term of office shall commence after the election. Any Officer may resign at any time by giving written notice to the other Officers.

**Section 4. Officer Removal.** Officers may be removed from office by 2/3 approval of the official representatives of the League by secret ballot. Election of Officers shall immediately follow the removal and the new Officers shall serve out the remainder of the term of office.

Section 5. **Duties of the Officers.**

**A. President Shall:**

1. call and preside over all meetings of the BVSSL and Officers; arrange for a proper meeting place; prepare and distribute the meeting agenda for the BVSSL and Officers **two days prior to the meeting with significant voting items highlighted;**
2. act as the official representative of the BVSSL; coordinate all work of the Officers and all committees; arrange for all personnel, paid or volunteer, for the championships; coordinate the collection of the Certificates of Insurance from all teams at the pre-season meeting; and, coordinate the BVSSL Swimmer Eligibility waivers prior to the first dual meet.

**B. Secretary Shall:**

1. record the minutes of all BVSSL and Officer meetings including: all motions, decisions, major topics of discussion and business of the BVSSL. Motions are to include the person's name and team making the motion, and the person's name and team seconding the motion; the tally of the vote shall be recorded for all votes; and, compile a permanent record of the minutes of all BVSSL and Officer meetings; all mailings from the BVSSL or entity therein, are to be emailed to a designated coach and team representative for each team.
2. arrange for the distribution of meeting minutes to all official representatives of the League; arrange for the printing and distribution of all necessary forms; handle correspondence as delegated; keep copies of all written committee reports; shall make available meeting minutes to any official representative of a BVSSL team; shall distribute revised Bylaws as amendments are made; prepare and distribute the dual meet schedule; and, make arrangements for all awards for BVSSL dual meets and championship meets;

**C. Treasurer shall:**

1. receive all monies of the BVSSL to include: dues, late fees, ribbons, championship programs, BVSSL apparel sales, entry fees, sponsor fees, ad fees, and all other reasonable fees;
2. keep accurate reports of receipts/expenditures; distribute funds as authorized by the BVSSL or Officers; be prepared for an audit of the books at any time; present a written summary of financial activity at the pre- and post-season meetings; at the post-season meeting present a budget for the following swim season which is to be voted on at that meeting; budget approval takes 2/3 of the official representatives of the League.

Section 6. **Officer Authority.** The Officers may appoint agents and representatives of the BVSSL with powers and to perform acts and duties on behalf of the BVSSL as the Officers see fit, so far as it may be consistent within these Bylaws, to the extent of the law. Officers may authorize any Officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the BVSSL; such authority may be general or confined to specific instances.

**ARTICLE VI: BVSSL MEETINGS**

Section 1. **Regular meetings** of the BVSSL shall be held once prior to the swim season, a "preseason" meeting, and once after the swim season, a "post-season" meeting. The day, hour and place for meetings will be established at the post-season meeting for the following swim season. Amendments to those dates can occur with email notification 14 days in advance of the meeting. A \$50 fine will be assessed & teams will be billed if they are not in attendance at all of the following meetings/clinics, except as noted.

**A. *Preseason Meeting.*** Preseason meeting of the BVSSL is to be held each year in May, to be scheduled at the prior end of season meeting. The purpose of this meeting is as follows:

1. collection of yearly membership dues, Certificates of Insurance, and team rosters (with birthdates);
2. reception of financial report;
3. task assignments for each team for championships; verify venues for championships
4. determine the Championships Meet Coordinator and Officials;
5. consideration and vote of bylaws amendments and changes in the League organization;
6. proposal of new team applications;
7. review league calendar of meetings and verify dates of any additional meets;
8. consideration of business necessary for furtherance of the BVSSL.

**B. *Post Season Meeting.*** A post-season meeting of the BVSSL is to be held each year within one week of Finals. The purpose of this meeting is as follows:

1. review of the past competitive season;
2. reception of financial report; review and vote on a budget for the following swim season;
3. report of each teams' ribbon count;
4. consideration and vote on new teams;
5. consideration and vote of bylaws amendments and changes in the League organization;
6. election of Officers;
7. any other business necessary for the furtherance of the BVSSL.

**C. *League Clinics.*** Scheduled the week prior to first dual meet. Stroke Judge Clinic - attendance by at least one coach from each team is mandatory; Scoring/Heating Clinic - attendance by at least one team representative is optional.

**D. *Championship Heating Meeting.*** See Article VIII, Section 3B.

**Section 2. Additional Meetings.** In addition to the pre- and post-season meetings, stroke judge clinic, and scoring clinics each season, other meetings may be held when, in the opinion of the President or a majority of the official representatives of the BVSSL, there are matters of concern or importance requiring a meeting. Notification of this meeting shall be emailed & posted to the BVSSL website.

**Section 3. Voting Members.** Each swim team is allowed two voting representatives, referred to as the official representatives, at meetings. Official representatives from each team are comprised of one coach and one other person, not a coach, who is associated with the swim team, and is referred to as the team representative. A coach, paid or unpaid, is a person who runs or oversees workouts or swim meets of a BVSSL team. Each team is entitled to two votes, one from the coach and one from the team representative, on all matters requiring a vote. Each vote is to be cast by the official representatives of the team. In addition to the official representatives, each team may send a maximum of two non-voting representatives to meetings. These representatives may participate in discussion, but may not vote. This excludes Officers and Officials. Voting shall be by voice or a show of hands on all matters except election, removal of Officers, and protests. Amendments to the Bylaws of the BVSSL shall require a 2/3 approval of the official representatives of the League. Amendments can be made at either the pre- or the post-season meeting.

**Section 4. Special Committees.** No committee shall be created without the consent of the Officers. The President shall be, *ex officio*, a member of all committees. Committees shall be comprised of a chairperson and as many other members as are interested in participating with no more than two participants from the same team. Committee members may volunteer or be appointed by the Officers. Special committees may be appointed by the President and the Officers when necessary. Each standing and special committee shall make reports to the Officers and shall submit a written report of its activities to the Secretary. A committee chairperson may volunteer or be appointed. The chairperson shall provide to the Officers information regarding the committee's progress and also provide to the Secretary a list of persons participating on each committee and/or assisting with the project or event.

#### **Section 5. Parliamentary Authority**

- A. **Rules.** The rules in the current edition of *Robert's Rules of Order* shall govern the BVSSL in all cases to which they are applicable, where they are not inconsistent with these Bylaws and any special rules of order the BVSSL may adopt.
- B. **Proposal.** The President will present for vote any motion that is in order when debate on the proposal has ended, or the motion has been called to question by a voting representative. A proposal that BVSSL take a certain action must be presented as a motion by one of the voting representatives. A motion must be seconded by another voting representative. A motion which has been made and seconded is subject to debate and one or more of the following actions by the BVSSL:
- C. **Voting Decisions.** Approval - voted acceptance of the motion; Defeat - voted denial of the motion; amendment - alteration of the originally stated proposal; Deferment - motion tabled until a future date; Call to question - request by a representative that discussion cease and voting begin; or, withdrawal - proposed request that debate cease and no vote be taken.
- D. **Authority.** All other rules and regulations concerning BVSSL shall be established by decision of the BVSSL. The BVSSL shall not be bound by any rules and regulations of any other group or association unless specifically adopted by the BVSSL.

## **ARTICLE VII: PROTESTS AND PENALTIES**

**Section 1. Intent.** It is the intent of the BVSSL to work out differences between teams and coaches at the grass roots level. The filing of a protest is the last resort when both parties have seriously and diligently attempted to reconcile the conflict. The BVSSL will not consider any protest unless such action has been taken by the interested parties.

**Section 2. Formal Protest.** If the above mentioned steps have been undertaken and a conflict is still not resolved, an emailed protest by the coach or team representative is to be submitted to the BVSSL President with and all other Officers no later than five (5) days after the last effort to resolve the conflict. The protest should include who, what, where, when, why and a proposed resolution.

**Section 3. League Protocol.** The BVSSL President will then: appoint a review committee of five (5) League members comprised of an Officer, coaches and team representative not from either team involved in the protest. Committee members cannot be from the same team; schedule a meeting time and place within ten (10) days for both parties to present their side of the story. Testimony may be given by no more than five (5) people per party, refer to; cross examination can occur from and to both parties and their witnesses; the committee will then retire for deliberation and take a secret vote, by majority; and, return to the meeting to announce their ruling in the protest. The decision on the Board is final and binding to all parties. In a time sensitive case, as determined by the BVSSL President, the case must be heard and voted upon within 24 hours; a full report of the protest and outcome is to be prepared by the BVSSL President and distributed to each team representative and coach within one (1) week of the vote.

**Section 4. Penalties.** The review committee determines penalties. The worst penalty is being out for next season; penalty given to the individual in violation, not their team.

## ARTICLE VIII: SWIM MEETS

### Section 1. League Rules for all Meets: Pool, Meet Officiating, Swimsuits

- A. **Pool.** The Bylaws of the BVSSL refer to the current National Federation of State High School (NFHS) Association Swimming Diving and Water Polo Rulebook as the source and basis for its rules with exceptions. It should be stated that in some cases, the BVSSL deviates from the hard line stances that the rule book takes on issues such as dimensions and specifications of a facility at which a swimming event may occur, except where a swimmer's safety is concerned. Pool depth must reflect current standards and regulations; if pool water is not at least 4'-0" in depth 12" out from the starting end wall, swimmers must start in the water. Starting blocks can be no more than 30" above the water level measured from the front edge of the starting surface. Pools must be marked for 15 meters for all meets. The League takes a relaxed approach to checking and enforcing the NFSHSA specifications in the following areas: necessary personnel for swim meets - rarely are all these officials used; penalties for variances in pool design and layout; penalties for swimmers missing an event, other than having that event count as an entry for that competition; incomplete entry cards; and jewelry.
- B. **Swimsuits.** Swimsuits shall be constructed of a woven/knit textile permeable material. They may not have zippers or other fastening systems and not aid in buoyancy. Style/shape of the suit for males shall not extend above the waist or below the knee and for females only a classic tank style is permitted. Wearing more than one swimsuit is not permitted. Speedo Aquablade & TYR Fusion swimsuits are permitted but nothing more recent in material technology. A swimmer competing in an unapproved swimsuit (must be seen competing by an official or coach & talked to immediately following the event) will be disqualified from that event. In general, suits and caps must have a decent appearance and not have a message derogatory of an opposing team and/or individual(s).
- C. **Officials.**
1. **Referee.** The Referee is the head official responsible for making decisions on matters not specifically covered by the rules, setting aside application of a rule during a meet or ordering a race re-swum when there is obvious unfairness. The Referee shall have general supervision of other officials and shall meet promptly with them in order to make a ruling on any situation. The Referee's decisions are final. At least 30 minutes before the meet, the Referee shall be available to: see that all equipment necessary for proper conduct of the meet is in the proper place and condition; see that the pool is properly marked; assign or delegate duties to officials as necessary for proper meet management and review responsibilities with each. During the meet the Referee shall: order an event to start without delay when a contestant fails to report promptly; be in position & carry a sounding device to assure a fair start & notify each swimmer who is DQ'ed for a false start; resolve any disagreement in a race in a timely manner; see that the meet progresses without delay; assure that all competition is conducted according to the rules; signal by raising one hand over head with open palm immediately upon discovering any violation; prohibit the use of any bells, sirens, horns or artificial noisemakers during the meet.
  2. **Starter.** Each meet must have a Starter to start each race. The Starter is also considered the referee in the case of a protest to a disqualification (DQ). The starter cannot be a Stroke Judge unless agreed upon by both teams. The Starter shall: announce the event; carry out the provisions of a fair start; assume full control of swimmers until a fair start is achieved; can also be the Referee & Place Picker; and instruct timers on proper protocol. **A double whistle is to be used to signal swimmers to step up on the starting block and to take mark.**
  3. **Stroke Judge.** A Stroke Judge must be 19 years of age or older. A Stroke Judge must follow the current National Federation of State High School Association Swimming Diving and Water Polo Rulebook and as outlined in the "BVSSL Stroke Judges Clinic Notes." Stroke Judges should attend the preseason officials' stroke judges' clinic sponsored by the BVSSL. Each stroke judge should have a copy of the rules & meeting notes with them when officiating. Stroke Judges will observe swimmers in lanes nearest the side of the pool from which they are stationed, from the start of the race, examine the swimming stroke, from end wall to end wall; during takeoffs, the judge shall be positioned on each side of the pool to judge the takeoff lanes in their nearer half of the pool at the starting end; examine the last stroke prior to the turn, the turn, the exit from the turn until completion of the first full stroke and the finishes of the competitors in their assigned lanes; signal by raising one hand overhead with open palm immediately upon discovering a violation of the legal swimming stroke, kick or body position; report the violation- mark heat, lane, event # and infraction; turn in with cards to scoring table at the end of the heat or event.
- D. **Starts.** Follow the high school rules of one false start for all swimmers, no call back false start for any age group. If the starter does call back, and the swimmers raced more than half the length of the pool, they will be allowed a 5 minute break before re-starting the race. Other heats will swim during this time.
- E. **Warmup Guidelines:**
1. A designated supervisor shall be on the deck during the entire warm-up period;
  2. Swimmers shall enter the water feet first except for starts which are limited to specific lanes;
  3. Place a cone marker or similar sign on starting platforms in lanes not specified as one-way sprint lanes;
  4. Specify center lanes for circle swimming (two lengths of the pool beginning at the starting end of the pool);
  5. May specify lanes for relay practice during the last 15 minutes of the warm up;
  6. Coaches should stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
  7. Swimmers are not allowed on a starting platform when a backstroker is executing a start in the same lane.

**F. Events & numbers- Dual meets & Championships**

Boys#	Event	Girls#	Boys#	Event	Girls#
1	8 & under 100 Medley Relay	2	47	13-14 100 Backstroke	48
3	9-10 200 Medley Relay	4	49	15-18 100 Backstroke	50
5	11-12 200 Medley Relay	6	51	8 & under 50 Freestyle	52
7	13-14 200 Medley Relay	8	53	9-10 100 Freestyle	54
9	15-18 200 Medley Relay	10	55	11-12 100 Freestyle	56
11	8 & under 100 Freestyle	12	57	13-14 100 Freestyle	58
13	9-10 200 Freestyle	14	59	15-18 100 Freestyle	60
15	11-12 200 Freestyle	16	61	8 & under 25 Breaststroke	62
17	13-14 200 Freestyle	18	63	9-10 50 Breaststroke	64
19	15-18 200 Freestyle	20	65	11-12 50 Breaststroke	66
21	8 & under 25 Freestyle	22	67	13-14 100 Breaststroke	68
23	9-10 50 Freestyle	24	69	15-18 100 Breaststroke	70
25	11-12 50 Freestyle	26	71	8 & under 100 IM	72
27	13-14 50 Freestyle	28	73	9-10 100 IM	74
29	15-18 50 Freestyle	30	75	11-12 100 IM	76
31	8 & under 25 Butterfly	32	77	13-14 200 IM	78
33	9-10 50 Butterfly	34	79	15-18 200 IM	80
35	11-12 50 Butterfly	36	81	8 & under 100 Freestyle Relay	82
37	13-14 100 Butterfly	38	83	9-10 200 Freestyle Relay	84
39	15-18 100 Butterfly	40	85	11-12 200 Freestyle Relay	86
41	8 & under 25 Backstroke	42	87	13-14 200 Freestyle Relay	88
43	9-10 50 Backstroke	44	89	15-18 200 Freestyle Relay	90
45	11-12 50 Backstroke	46			

Conversions: yards to meters = time (in seconds) x 1.11; meters to yards = time (in seconds) x .901  
 Example: yard time of 1:25:67; change to 85.67 x 1.11 = 95.094= 1:35.09

**Section 2. Dual Meets - Schedule, Coordination, Number of Heats, & Requirements**

**All parts of Article VIII, Section 1 apply. In addition, dual meets adhere to the following:**

- A. **Schedule.** A schedule is published by the League for dual meets indicating the weeks that two teams are to meet and which team is to host the meet. It is to be strictly adhered to as related to which teams swim whom which week. Teams may submit one schedule request to the League Secretary no later than September 1. Meets are to be held on Saturdays unless amicable prior arrangements are made by both teams.
- B. **Coordination.** On the Monday prior to a meet, a hosting coach will contact the visiting team coach to confirm time, location, pool restrictions, events, number of heats, officials needed, whether pink and blue heating cards will be used, whether the visiting team will provide a stroke judge and other items necessary for their meet. The visiting team is responsible for emailing Team Manager meet entries & team roster to the host team sometime between noon on Thurs. & noon on Fri before the meet. The home team swims in the odd lanes, the visiting team swims in even lanes **(exceptions: if the even lanes are “less than ideal” due to pool deck, lane-line, pool depth, slide, diving board, etc. issues then the host team takes the even lanes.** The fastest three swimmers per team score; three relays score with a maximum of two relays scoring per team. A coaches meeting should be held at the heating table a minimum of 10 minutes prior to the start of the meet to make coach, starter, stroke judge introductions, provide meal coupons & discuss any pertinent info. The home team must provide an adequate location for the visiting team to assemble, set up their tents, etc. They shall provide an area on deck/poolside for the visiting coaches with chairs & shade or inform the visiting team that they will need to bring chairs/tents. They shall also provide a hospitality area for coaches or provide coupon for food item from grill/concessions along with drinks. Alcoholic drinks are not permitted at any BVSSL swim meet. Smoking at any BVSSL swim meet is prohibited.
- C. **Entries.** Only registered swim team members may swim during a dual meet. Each swimmer may swim in a maximum of three individual events and two relays in any dual meet for points. In six and eight lane pools, during dual meets, two heats of each individual event may be swum, except for unlimited heats of the sprint frees (events 21-30) and one heat of relays (three relays for six lanes and four for eight lanes). In a four lane pool, there may be three heats for individual events and two for relays. If a team would like to swim more than specified heats in any event, they can request additional heats. If both teams are not in agreement, it defaults back to two heats. Extra heats can be swum after the meet has concluded - time permitting. If an additional relay heat swims, only the first relay heat scores (two for a four lane pool). Prior to the start of the meet, coaches shall give a copy of their line up with hand-written revisions to the Clerk of the Course & the scoring table/computer.
- D. **Officials - Place Pick.** The home team must have at least one person to place pick every race in dual meets- that

person cannot be a stroke judge. Place pick determines order of finish over times, unless the times on the cards are .3 or more different, in which case the times will over-rule the PP; if times do not agree with the place pick, write "PP" on the event card and record in the results. The Place Picker records the order of finish of all swimmers in each event in accordance with the judging procedure operative for the meet.

- E. **Officials – Stroke Judges.** The home team shall have at least two stroke judges available if the visiting team does not wish to provide one. The visiting team may provide a Stroke Judge at away dual meets - they will inform the host team of their intent during the initial email contact for meet planning. The stroke judges will rotate to the other side of the pool after every ten events. The host team shall provide a copy of the rules. If an individual swimmer or relay is disqualified, "DQ" should be written in the 'place' box on the front of the event card, and the infraction is to be noted on the BVSSL DQ sheets provided at the beginning of the season and the USA DQ code must be entered into Meet Manager. All age groups will be subject to disqualifications during the first meet of the season for illegal strokes - there is no "bye" week for DQ'ing of any age group.
- F. **Timers.** A minimum of two timers per lane are to be used for each dual meet. The official time, if two watches are used, shall be the average of those two times. When three watches are used, the official time is the middle one, however, if two watches record the same time, that time is official. There should be someone at the scoring table averaging the times. A chief timer shall instruct each timer before the meet on how to time a race, read a watch, when to reset the watch and how to determine the official time. A head lane timer shall be assigned to each lane - this person shall record the times for the assigned lane and make the time card available for the runner to retrieve. In meets where only manual timing is used to determine official times, there shall be a minimum of two timers per lane with the chief timer being a back-up timer for all lanes.
- G. **Heating.** The home team must provide a clerk of course/heating area & 3-6 heating area volunteers to heat swimmers prior to their events. They must post & announce first call and last call for heating. Heating WILL combine heats wherever possible; combining boys with girls and/or different age groups together is acceptable & encouraged. Use of heating cards is optional for dual meets - discuss in the Monday email. If heating cards are not used, timer sheets must be used to document times. If heating cards are used, pink is for girls and blue is for boys. Event cards should be filled out completely (preferably using a Hy Tek label) for that swimmer's team, prior to the meet and shall include the team, swimmers name, age-group, event number, heat & lane. If a swimmer or relay is exhibition, it should be indicated boldly on the event card. Each team is responsible for having its swimmers at the heating area well in advance of their event, to have their event card (if cards are being used) and be prepared for the Clerk of the Course to heat the event. Clerk of Course shall ensure that swimmers are ready at least three heats prior to their event; shall check each entry card to assure that swimmers are in place for the proper event. Each respective team is responsible for passing out their swimmer's event cards prior to being heated.
- H. **Scoring & Ribbons.** Seeding will be from fastest to slowest. Heat one will be the "fast" heat though any swimmer from any heat can score in individual events with scoring by times not heat. NFHS scoring guidelines will be followed: 6-4-3-2-1-0 for Individual events. 8-4-2-0 for relays. Three maximum individual swimmers and two relays from each team can score. If competing in an 8 lane pool, teams CAN (if BOTH team agree) follow NFHS 8-lane pool scoring guidelines: 8-6-5-4-3-2-1-0 with four maximum scoring per team; relay points 10-5-3-0; still maximum two scoring per team. If they choose to follow 6 lane scoring, there's no need to declare "exhibition" swimmers for the extra 2 lanes. The home team is responsible for scoring the meet using Hy Tek Meet Manager software and for providing a Meet Manager backup file, results for Team Manager, results pdf & hard copy of results, including final team scores, to the visiting team within 20 minutes of the completion of the meet. The home team is responsible for labeling the ribbons for both teams. Ribbon labels will be printed after every 10 events, and ribbons will be created & sorted by the host teams' volunteers as soon as those labels are available. Ribbons will be available to the visiting team within 20 minutes of the completion of the meet- in a box, large baggie or rubber-banded...some type of organization. Along with results & ribbons, all event cards (with DQ sheets) should be returned to the respective teams. The Scorer shall: enter the official time for the swimmer using Hy Tek Meet Manager; make available ongoing scores throughout the meet using MM to "score" after each 10 events; make available a final score for each team within 20 minutes of the meets' completion. All host teams are required to submit results for Team Manager to the League President by Wednesday following the Saturday meet. These results will be made available to all teams each week.

### Section 3. The Championships – Schedule, Organization, Heating, and Award

**All parts of Article VIII, Section 1 apply. In addition, the championship meets adhere to the following:**

- A. **Schedule.** Finals are held on Saturdays following Prelims. 9-10s & 11-12s are in the same session on the Wednesday prior; 8 & under swimmers have Prelims in the morning session on the Thursday prior followed by 13-14s & 15-18s in the same session. 13-14s and 15-18s have warm ups immediately following the completion of the 8 & under prelims.
- B. **Heating Meeting.** The heating meeting will be held Monday before the start of prelims, at 6:00 PM. The purpose of the heating meeting is to discuss plans for the Championship meet sessions, submit volunteer



schedules for prelims, provide payment for entries, and other business related to Prelims & Finals. Fines of \$50 will be assessed for each of the following: not submitting prelim volunteer schedules by the end of the Heating Meeting, not submitting Finals volunteer schedules by noon on the Friday before Finals, and not paying prelim entry fees before the start of Finals.

- C. **Entries.** Entry fees are \$3.50 per individual entry; \$7.00 per relay entry. Entries are due in Team Manager & pdf format- via email to the league president by 6:00 PM on Sunday evening prior to the Championship meets. Any team not in compliance will be assessed and billed a \$50 fine. Each teams' psych sheet will be sent to them no later than noon on Monday. Any error corrections must be emailed before 6:00PM on Monday, prior to the start of the heating meeting. Without exception, only registered swim team members submitted on the team roster, having signed (e-signed) a BVSSL Swimmer Eligibility waiver and having swum in two dual meets may swim for points at the championships. Each swimmer may swim in a maximum of three individual events and two relays in the championships. No changes to lineups will be allowed once the heating meeting begins. Each team may enter only one relay team per relay event per age group & gender in the championships; up to eight names may be listed for each relay and only those listed may swim in Finals. Relays will officially be declared at the coaches/heating/scoring/officials/scratch meeting at Finals. Changes to the declarations can be submitted later, but must be submitted prior to the start of the event. No late entries for the championships will be accepted for any reason. Exception: a swimmer can compete in prelims with a late entry, but only in an already empty lane in heat one of an event and they will swim as exhibition. Eligible swimmers from any team in the League may enter Prelims. Exhibition swimmers ARE allowed to compete in prelims & be seeded with entry times. They will not be seeded in the final three heats or be allowed to advance to Finals. Seed times are to be submitted by coaches in yards. The final three heats will be the fastest seed times and "barrel" seeded.
- D. **Coach Meeting.** A coaches meeting will be held a minimum of 30 minutes prior to the start of each Prelim session. The purpose of this meeting is to declare false start (DFS), scratch, & any other announcements pertaining to that championship meet. A declared false start (DFS) is the withdrawal of a competitor from a specific event. A scratch is the withdrawal of a competitor from the remainder of their events in the meet. Volunteers from each team are mandatory to run championship meets. This is not a time for other business not related to Finals. The head official, starter, head of scoring, & head of heating will also attend with a meet program.
- E. **Volunteers.** All teams contribute to the hospitality area for coaches and officials.
- F. **Events.** Relays will only swim in Finals; the first event will be the distance freestyle, using normal event #'s.
- G. **Heating.** Prelims and Finals will use ten lanes, except for 8&U prelims which will be run in eight lanes. Each team is responsible for having its swimmers at the heating area well in advance of their event. Heats & lanes are seeded by Meet Manager based on times swum at Prelims. The fastest times per heat swim in the middle and the next fastest outside of that and so-on. The slowest times in each heat will be in the outside lanes. In the event that a swimmer in the Championship Heat is unable to compete, the coach needs to inform the scoring table immediately, then the coaches of the 11<sup>th</sup> & 21<sup>st</sup> swimmers. The 11th place swimmer moves up from heat one to heat two & an alternate is added to heat one. Both heats will be completely re-seeded. If a Championship Heat swimmer does not show up to heating, the heating personnel will move swimmers into position like this: top seed from Consolation Heat goes into the empty lane in heat two. The first alternate (who should be in heating on stand-by) goes into the empty lane from heat one. Heating will immediately inform the scoring table/computer folks of the change. In the event a swimmer in the Consolation Heat is unable to compete or moves into the Final round, the first alternate is added to the consolation heat. The coach needs to inform the scoring table/computer folks immediately, then the coach of the 21<sup>st</sup> swimmer. The alternate swimmer moves into the 20th place. In this case, only the Consolation Heat will be re-seeded. If the swimmer who is unable to swim was in an outside lane (1 or 10) then the alternate will move into that empty lane. If the swimmer was in lanes 2 or 9, then the Consolation finalist from the neighboring outer lane (1 or 10) will move to the empty lane & the alternate goes in their place. If the swimmer who is unable to swim was in lanes 3-8, the entire heat will be re-seeded. If a heat 1 swimmer does not show up to heating, the heating personnel will move swimmers into position like this: the first or second alternate (who should be in heating on stand-by; if 1<sup>st</sup> alt. doesn't show, 2<sup>nd</sup> alt. swims) goes into the empty lane from heat 1. Heating will immediately inform scoring table/computer folks of the change.
- H. **Timing.** Two (2) watches per lane are to be used as back-up. Electronic times will be considered official. Touch pad times are official. In the event there is a touchpad failure, times are determined by the electronic backup button (pickle). If the pickle & pad have a difference of .3 or more, times will be validated (looking at watch times, pickle times & pad times). If the pad malfunctions, pickle times will be used but validated against watch times. If both electronic times fail, the average of the 2 watch times will be used. Any other problems that arise are solved with contingencies prepared by the scorers or by the meet committee. Exception: for 8 & unders, two pickles/hand-held will be used at each end. One will act as the main electronic time. The 2<sup>nd</sup> will be the back-up. Same rules apply when using back-up times, stop-watches, etc. Touch pad times are official. In the event that there is a touchpad failure, times are determined by the electronic backup button (pickle). If the pickle & pad have a difference of .3 or more, times will be validated (looking at watch times, pickle times & pad times). If the pad

malfunctions, pickle times will be used but validated against watch times. If both electronic times fail, the average of the two watch times will be used. Any other problems that arise are solved with contingencies prepared by the scorers or by the meet committee. Exception: 8 & unders. 2 pickles/handheld will be used at each end. One will act as the main electronic time. The 2<sup>nd</sup> will be the back-up. Same rules apply from section 9 when using back-up times, stop-watches, etc. During Finals, the electronic official time is sufficient to establish a BVSSL record. It is advisable that at least two coaches from teams other than the swimmer making the attempt, each using a stop watch, provide backup times. No record is established if the electronic system is not used & there are not coaches timing to obtain an official back up time. If a lead-off swimmer on a relay is making a record attempt, the touch-pad split will be official (exception for 8 and Under relays). There should be 2 watches getting hand times in all cases, in the event of a pad malfunction.

- I. **Scoring.** Prelims are timed but not scored. No awards are given for Prelim results except heat winners in the 8 and under, 9-10, and 11-12 age groups. The fastest 20 swimmers plus two alternates for each event from Prelims will advance to Finals. If a swimmer scratches or DFS's from an event, they cannot re-enter that event. In the event of a tie for 10<sup>th</sup> or 20<sup>th</sup> place, there will need to be a swim-off. This will occur within 20 minutes of the completion of that preliminary session. The swim-off will be observed by at least two officials, the starter & 2 timers per swimmer. Finals heat placement will be determined by the swim-off times- electronic or watch. A swimmer can be disqualified in an event at any championship session and the infraction must be indicated on the officials DQ card & in the official results. The fastest 20 swimmers for each event from Prelims advance on to Finals- 2 alternates will be listed and should be in heating in case a swimmer does not show up. Swimmers in the 11th through 20th places will swim first in the Consolation Finals- heat 1. Swimmers in the 1st through 10th places will then swim in the Championship Finals- heat 2. Swimmers in Consolation/heat 1 cannot place higher than 11th place overall. Once a swimmer or relay has scratched or DFS'ed from an event, they cannot re-enter that event. Relays will only compete in Finals- not prelims. Scoring for Individual events: Swimmers in heat 1 can't score above 11<sup>th</sup> place, regardless of their time. Swimmers in heat 2 can't score below 10<sup>th</sup> place, regardless of their time. Championship Finals/Heat 2: 24-21-20-19-18-17-16-15-14-13 Consolation Finals/Heat 1: 11-9-8-7-6-5-4-3-2-1 Scoring for Relays: These events will be scored as "timed finals"- teams place based on their time, regardless of their heat. Relay Points: double individual points 48-42-40-38-36-34-32-30-28-26 22-18-16
- J. **Awards.** Medals will be awarded for 1st through 20th place for individual and relay events. Trophies will be awarded to teams for all places. High Point plaques will be awarded to teams for 1st, 2nd & 3rd place in each of five age groups. In the event of a tie in an individual or relay event, all points are added and split evenly between the contested places. Medals will be awarded for the highest place of the tie (example- tie for 5<sup>th</sup>, each swimmer gets a 5<sup>th</sup> place medal; no 6<sup>th</sup> place medal is awarded). Individual High Point plaques will be awarded to the boy and the girl in each age group who has accumulated the most individual points (1st, 2nd and 3rd places). In the event of a tie, additional plaques or trophies will be awarded. If there's a tie for 1<sup>st</sup>, no 2<sup>nd</sup> place trophy will be awarded; if there's a tie for 2<sup>nd</sup>, no 3<sup>rd</sup> place trophy will be awarded; trophies will be awarded to all places if there is a tie for 3<sup>rd</sup> place.

## **ARTICLE IX: DISSOLUTION OF BVSSL**

In the event of the dissolution of the BVSSL, a committee will be formed to create a plan to distribute any assets or liabilities.



**BOULDER VALLEY SUMMER SWIM LEAGUE ELIGIBILITY AND REGISTRATION FORM – (INPUT YEAR)**

TEAM: \_\_\_\_\_

Swimmer's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age as of May 15, (INPUT YEAR): \_\_\_\_\_

Parents' Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The eligibility rules for the BVSSL are stated in the following paragraphs. Please read them carefully and make sure that you qualify to swim in the BVSSL – violations of any of the following rules will cause a swimmer to be ineligible to compete in BVSSL swim meets. Please fill out and submit one form per athlete.

1. **Registration.** To represent a team in a dual meet, a swimmer must be registered in writing or be on that team's roster and met the team's financial obligations. A swimmer may represent only one team in the BVSSL in any one season. Once a swimmer competes in one dual meet, team membership is determined for that swim season.
2. **Age Divisions.** There are ten divisions, five each for boys and girls, as follows: 8 & under, 9-10, 11-12, 13-14, and 15-18. The age for each swimmer is determined for the season by the age of the swimmer on May 15th of that swim season. A swimmer may not swim in a younger age group than their age. Furthermore, a swimmer's age group is determined by the age group he or she swims for points during their first dual meet.
3. **Championship Meet.** A swimmer must compete in two (2) dual meets to be eligible to compete in the championships.
4. **Eligibility.** Swimmers may work out on their own at any time during the year. A swimmer may swim with a year round team and compete in meets from the end of BVSSL season through October 31st of that same year. From November 1 through the end of BVSSL season, unrestricted coached swimming is allowed three days per week but competing with teams outside of BVSSL teams is not permitted. The only exception is that school swimmers may swim and compete with their school team during the regular school swim season without restriction. Swimmers may also participate in other water sports. A swimmer who competes in swimming at college after October 31 (as a club or team sport) is not eligible to return and swim in the BVSSL. Violations of this section will cause a swimmer to be ineligible to compete (other than as exhibition) in BVSSL the following summer.

We have read the above and are not in violation of the BVSSL By-Laws. Date: \_\_\_\_\_

Swimmer Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## APPENDIX B



### BVSSL Parent Code of Conduct

I acknowledge that as a parent of a swimmer on the Boulder Valley Summer Swim League (BVSSL) I agree to and understand the following Parent Code of Conduct for the entire duration of membership to this league. The BVSSL Parent Code of Conduct is in accordance with recommendations made by USA Swimming and the American Swim Coaches Association. Ultimately, the goal of such a code is to ensure a positive learning environment for the development of all swimmers and to ensure a productive and encouraging team & league atmosphere.

- Avoid offering advice on technique or race strategy, as this is the coach's job. Avoid paying or otherwise rewarding your child for performance. This will only serve to confuse your child concerning the reasons to strive for excellence and will weaken the swimmer-coach bond. Be a supportive observer and offer words of encouragement regardless of the outcome of a race.
- Avoid discussing issues concerning your swimmer with any member of the coaching staff during scheduled practice time or during a meet (excluding emergency situations). Communicate via email or make arrangements to meet in person at another time instead.
- Conduct yourself appropriately at all times, including displaying good sportsmanship, being safety-conscious, and respecting the facilities we use and the property of others.
- Treat all coaches, officials, board members, facility staff, and other swimmers and parents with courtesy and respect. Avoid foul or offensive language, including negative or derogatory comments.
- Avoid criticizing the coach or stroke judges in the presence of your child.
- Avoid imposing your own ambitions on your swimmer.
- Avoid removing your swimmer from practice or competition early due to dissatisfaction with his/her performance or a disagreement with a coach or official.
- Avoid focusing solely on winning. Celebrate the process instead, and encourage your child to race against the clock and learn from mistakes.
- When registering a complaint, wait 24 hours from the incident before bringing it to the attention of the coach, or board member. This will provide a "cooling off period" for all parties involved. Communicate within the chain of command, starting directly with the person with whom you have an issue before moving on to the head coach or a board member. Work within your team first- last resort is to reach out to the BVSSL President.
- While attending a BVSSL practice, function, or meet, unlawful possession or abuse of alcohol, drugs, or other contraband may constitute immediate dismissal from the BVSSL.

All parents of participants of the Boulder Valley Summer Swim League agree to the rules and guidelines as set forth in the Code of Conduct. Furthermore, BVSSL coaches or board members reserve the right to impose the following steps if adherence is not met:

**First Violation:** The parent will receive a written warning from the Board requiring a signature from the parent.

**Second Violation:** The parent will undergo one month's suspension from the League. The parent will not be allowed to go on deck during practice or attend any meets during this time with no refund of dues or fees.

**Third Violation:** The parent's case will be presented to the BVSSL board with the recommendation of immediate dismissal from the League and no refund of dues or fees.

Swimmer Name: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_