

MARIN SWIM LEAGUE BY-LAWS

Mission Statement

The Marin Swim League (MSL) is a summer league dedicated to providing and preserving quality amateur competitive swimming events for its subscribing membership. The MSL fosters and promotes the ideals of good sportsmanship, fair play and good fellowship for participants of all ages and abilities in an environment that nurtures self-esteem in all the children it serves.

Subscribing Member

A Subscribing Member (also referred to as a "Team") is any club, recreation center or recreation association approved by a two-third majority of League subscribers.

Each subscribing member shall have one vote.

Any team wishing to join the Marin Swim League must petition the League before September 1 of the preceding year.

All new swim teams are accepted for membership on a one-year provisional basis. At the end of one year, upon approval of a two-third majority of the member teams, full membership is granted.

The Marin Swim League season ends in July and begins 19 or 20 weeks earlier, in early to mid-March, depending upon the necessity of a BYE week.

If a subscribing member shall change facilities for any reason, they shall still be considered the same entity upon a simple majority vote at a Marin Swim League meeting.

Subscribing Member Delegates:

Each team shall send one delegate to each Marin Swim League meeting with the power to vote for their respective team.

It is the responsibility of the delegate to represent the opinions and intentions of their teams in all matters.

Bearing in mind the need for continuity in Marin Swim League actions, it is recommended that delegates from each team serve for at least two years.

League Officers:

All league officers must be delegates from teams that have been Subscribing Members for at least two Marin Swim League seasons. League Officers shall preside for one year without remuneration from October through September.

President: It shall be the function of the President, or representative from their team, to preside over all MSL meetings. The President shall coordinate the Meet Schedule of the coming season by the November meeting. The schedule shall be set utilizing the championship results of the preceding season and according to the guidelines set forth in the Dual Meet Rules. The President shall serve as Meet Director of the Championship Meet at the end of the Dual Meet Season.

Vice President: It shall be the function of the Vice President to coordinate the All-Star Meet and serve as Meet Director.

Treasurer: It shall be the function of the Treasurer to handle all financial matters for the Marin Swim League and to safeguard any surpluses.

Secretary: It shall be the function of the Secretary to take minutes and distribute the same to Marin Swim League delegates.

League Publicity Representative: It shall be the function of the League Publicity Representative to receive Dual Meet information from team representatives, report results to media representatives and assure that all deadlines are met.

Rotation of League Offices:

The President, Vice President, Treasurer, Secretary and Publicity Representative shall be rotating positions in the following order:

2008 Strawberry	2013 Novato
2009 Terra Linda	2014 Swimarin
2010 Lucas Valley	2015 Rolling Hills
2011 Scott Valley	2016 Sleepy Hollow
2012 Tidalwaves	2017 Marinwood

This rotation can be modified upon a two-thirds majority vote of the Subscribing Member teams one year proceeding the term in question.

General Duties:

It is the duty of all Subscribing Members to be represented at all Marin Swim League meetings. All members must adhere to the bylaws and to Dual Meet Rules as voted upon by the members.

Rules of Procedures:

The meetings of the Marin Swim League will be conducted and governed in accordance with the abridged edition of Robert's Rules of Order.

Dual Meet Rules:

The Marin Swim League is governed by the Dual Meet Rules in effect. Any changes of these rules must be completed between September 1 and March 15. Adoption of new rules or changes of these rules requires a two-third-majority vote of the Subscribing Members.

Dual Meet Rule Categories:

Eligibility - 1 through 8

Dual Meet Format - 9 through 25

General Regulations - 26 through 28

All-Stars – 29

Championships - 30

MARIN SWIM LEAGUE DUAL MEET RULES

ELIGIBILITY

1. Membership: A swimmer must be a registered member of his/her team.

2. College Swimmer: No swimmer who has competed in college swimming will be allowed to swim in the Marin Swim League (MSL) unless such a swimmer was an active member in the MSL on the same team for two of the three previous seasons.

- 3a. In-Season Workout: A person is ineligible to swim in any Marin Swim League (MSL) Meet (Dual, All-Star, Championship) if that person practices with or competes as a member of any swimming entity other than a MSL Team or High School or College (subject to Rule 2) team after the last day of scheduled competition of the USS Far Western Championships or May 1st, whichever comes first. High School swimmers are exempt from this rule and may practice, as a member of any swimming entity until their last high school competition is completed but not compete in an MSL Meet (unless Unattached),. MSL Swimmers may swim unattached in competitions outside the MSL provided their MSL Team does not have a meet that day. MSL Swimmers may attend swim camps without jeopardizing their eligibility.

- 3b. A high school swimmer may be deck seeded after the MSL seeding deadline for the first MSL meet only (see 25f) following his/her final high school season competition if that competition occurred after the MSL seeding deadline.

4. Age Groups: Eight & Under; 9 - 10; 11 - 12; 13 -14; and 15 - 18.

5. Birthdays: Swimmers move up on their birthday except for All-Star and Championship Meets for which they can swim at their age in last scheduled League Dual Meet used for seeding purposes.

6. Breaking Age Group: Swimmers may swim up out of their age groups, but then must swim the entire meet in the higher age group, including relays. A time recorded by a swimmer swimming up will be allowed in the swimmer's actual age group as a team record time or as a qualifying time for the All-Star or Championship Meet. Such a time shall also be allowed as a pool record time for that specific event in that pool. Such a time will NOT be allowed as a pool record time in that swimmer's actual age group since that swimmer did not swim that exact event. (For clarification purposes, pool records are considered event records and team records are considered age-group records.)

7. Changing Teams: Any Swimmer who swam for a member team in the MSL the previous year cannot change team affiliation after March 31, unless the change is approved in writing by the President of the League.

8. Meet Events: Each Dual Meet shall include all events listed in Section 9; even if one team does not have entries in all events.

DUAL MEET FORMATS

9. Strokes: The events in a Dual Meet shall be freestyle, backstroke, breaststroke, butterfly, individual medley, and freestyle and medley relays.

10. Distances - Individual Events: 8 and under - 25 yards or meters; 9 and over -- 50 yards or meters, except the 15-18 freestyle event, which shall be 100 yards or meters. All Individual Medley events shall be 100 yards or meters.

11. Event Limits: Each swimmer may be seeded in only three individual events plus either or both relays. If a swimmer swims in an additional individual event(s) then those event(s) must be exhibition and pre-approved by both team coaches.

12. Point System: Five points for first place; three points for second place; one point for third place in individual events; seven points for first place; three points for second place; one point for third place in relay events. Ties: four points each for first place; two points each for second place, and one-half point each, for third place. If first place ties, there is not second place; if second place ties, there is no third place. Points awarded for individual events shall not exceed nine points. Only two swimmers per team may score in any individual event. A swimmer may score from any heat unless entered as a complimentary or exhibition swimmer.

13. Event Completion: An event is completed when all heats are finished.

14. Lanes: In the first heat with a five-lane pool, the fifth lane goes to the host team. In a second heat, the fifth lane goes to the visiting team, and alternates thereafter. Representatives from both teams must agree upon any changes to the above lane assignment rules prior to seeding.

15. Schedule: The Dual Meet schedule should be set up according to the following guidelines:
- a. Upper/Lower Halves. All teams in the upper/lower half of the final standings from the Championship results shall swim the majority of the meets against teams in the same half of the following year. The standings from the Dual Meet season shall be used as the tie breaker. The "middle" team in the standing will swim the majority of meets against upper teams.
 - b. Byes. All bye meets shall be from the opposite half of these standings, if necessary.
 - c. Rotating Byes. If a bye meet is needed, the bye meet should be rotated among teams each year so no team has more meets than any other two years in a row.
 - d. Home/Away. When possible, the teams alternate home versus away meets with each other every other year.
16. Ribbons: Host team is to provide ribbons for first, second and third place for all individual events, including all heats, and first place ribbons for the four (4) members of the relay teams. Although it is not mandatory, most member teams furnish pool record ribbons.
17. Pool Records: All teams shall have available at Dual Meets the existing or current pool records.
18. Reporting Results: The host team is to report the results to the League Publicity Representative. Reports shall be made to the League Publicity Representative by the home team by 6 o'clock Saturday evening following the meet. League Publicity Representative will receive information and report results to media representatives and assure that deadlines are met.
19. Host/Guest Workers:
- a. Deck Workers. The Host team must provide: meet director, referee, starter, clerk of the course, announcer, stroke and turn judge, relay takeoff judge, head timer, and timers with watches. Three timers shall be provided for each lane. Teams with Colorado Timing Systems will provide one (1) watch per lane. Guest teams must provide: timers for each official lane and appropriate number of stroke and turn and relay takeoff judges. Timers are arranged so that each team provides one timer per lane and an additional timer in their opponent's lane.
 - b. Desk Workers. The following list of workers are recommended for the Desk at each Dual Meet. (See 19 (d) for clarification regarding Desk Worker functions for teams with Automatic Timing Systems.):

- I. Official Time Checkers (Host Team and Guest Team)
 - Ensure there are timer forms for each lane, in lane order
 - Circle official time; if three times, select middle time; if two times, calculate the average
 - Verify swimmer name on DQ slips; attach to timer forms
- II. Data Input (Host Team)
 - Input times and disqualifications into computer
 - Organize DQ slips and make them available to each team after entering them
 - Print results for each event
- III. Heat Checkers (Host Team)
 - Compare printed results with timer forms
 - Report error to Rover/Poster
- IV. Rover/Poster (Host Team)
 - Verify error reported to data input team
 - Post event results
- V. Records Checker (Host Team)
 - Check printed results for team and pool records
 - Notify Desk Runner of new records and prepare ribbon
- VI. Ribbon Labelers (Host & Guest Team, as deemed appropriate)
 - Take labels from Heat Checker and affix to proper ribbon
 - File ribbons for each team
 - File DQ slips at end of meet
- VII. Desk Runner (Host Team - may be combined with Rover)
 - Take records to Announcer from Records Checker
 - Take scores from Meet Scorer to Announcer
 - Take DQ slips from judges to referee and data input group.

c. Desk functions with Automatic Timing Systems.

Automatic Timing Systems. An automatic timing system may be fully automatic (pads & buttons) or semi-automatic (buttons only). Both systems will be connected to the starting systems giving an automatic start. These systems will have three buttons and a watch per lane. A watch is always required in case there is a failure to start the timing system or in the event the timing system is started late. In the latter case the watches may be used to calculate the actual start and then the button times can be adjusted. This will allow three button times per lane to be used for the swimmer's time.

If the timing system flags that the pad time for a lane was much slower (greater than .3 seconds, settable by the timing system) than the button time, the button times will be used.

The Event Package. This is a hard copy record of each event. The Timing System can print out the details of each race. This printout should be attached to the timer sheets. The event package should contain the Timer Sheets, the DQ sheets, the Timing System printouts and any referee notes. After the event has been entered into the computer and checked the result should be attached.

d. Desk Workers with an Automatic Timing System.

The following list of job functions is recommended for the Desk at each Dual Meet running with an Automatic Timing System:

- I. Colorado (One person - all the time - Home Team)
 - Set next event or heat
 - Monitor-adjust active lanes, arm/disarm buttons/pads
 - Check early button times at end of each race and compensate
 - Store/print each race
 - Mark off heat sheet and make any adjustments on race printout.
 - Write the race number from Colorado on current event/heat on heat sheet
 - Change finish from pad (automatic) to buttons (manual) for 8&Us and reset at end of 8 & under events

- II. End of Event (One person - Visiting Team)
 - Assemble event package
 - Attach Colorado printouts
 - Verify and add disqualifications
 - Collate timer sheets. (It is useful to copy race number from heat sheet to first page of timer sheet and to indicate if there have been any lane changes or disqualifications.)
 - Check to see timer sheets match Colorado printouts **

** Timer Forms will be checked against event results in "IV" below

- III. Data Entry (One person - Home Team)
 - Work on Event
 - Get times for heat
 - Change/move swimmer if necessary
 - Print results
 - Make corrections if errors found by Record Checker
 - Print checked ribbons

- IV. Check Results (One person - Visiting Team)
 - Check correct heat/lane reassignments

- Use stopwatch times to validate times for heat and swimmer
- Attach results to event package

20. Rule Book: The host team will have on hand a current copy of U.S. Swimming Rules. The MSL will supply at least one current copy to each team annually.

21. Swim Rules: All U.S. Swimming Rules apply to conduct of the meet and swimming, the strokes, turns, starts and finishes and land disqualifications. In addition, in regard to the backstroke turn rule (101.3.3), the MSL will interpret a continuous turning action to include kicking into the wall without an arm pull and thus allow flotation into the wall. A swimmer is disqualified upon a second false start in any event. However, in 8 & under events for a swimmer who is not scoring and not swimming an All Stars qualifying time, a performance which would otherwise be disqualifying shall result in an advisory mark to coach and swimmer in lieu of disqualification.

22. Relay Take-Off Judges – Also referred to as Dual Confirmation Judges

- a. Relay take-off judges shall be assigned by the Referee and shall stand so that they can clearly see both the touch of the incoming swimmer(s) and the feet of the departing swimmer(s) as they leave the starting platform, and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.
- b. The take-off judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified ONLY if both take-off judges report an infraction AND the referee confirms the infraction with a relay exchange slip.
- c. Protest against the judgment decisions of relay take-off judges can only be considered by the Referee and the Referee's decisions shall be final.

23. Schedule of Events: Mixed medley relays, freestyle, backstroke breaststroke, butterfly, individual medley and mixed freestyle relays. Within each age group, girls events precedes boys. Other heats must be swum following the main heat.

24. League Forms/Copies:

- a. League Forms. Member teams must use timer forms and heat sheets generated by the League-sanctioned computer program.
- b. Event Results. Member teams must post event results as soon as available from the computer.
- c. Meet Results. Guest teams shall receive an e-mail or a diskette and a printout of the meet results, at the end of the meet.

25. Line-Ups:

- a. Heat Make-up. The line-ups shall list the appropriate number of swimmers per event according to the size of the pool (Rule 14). Swimmers may score from any heat. There will be no changes after the meet starts.
- b. Changes/Time Limit/Illness. Scratches and entry changes can be submitted up to ten minutes before the meet is scheduled to begin. Should a swimmer in the first heat become unavailable during a meet, a swimmer from a lower heat may be placed in the first heat with the notification of desk personnel. If no swimmer is available from a lower heat, another swimmer may be removed from another event, but only after approval of both coaches and notification of the desk personnel. The unavailable swimmer may only swim in a subsequent previously scheduled event for that meet.
- c. Relay Changes. All swimmers in the original line-up shall be considered alternates for relays and may be substituted at any time prior to the start of the relay.
- d. Change Restrictions. A swimmer not listed in the original line-ups may not score points during that meet. The swimmer not in the original line-ups must be entered as a complimentary or exhibition swimmer.
- e. Exchanging Line-Ups. The host team computer representative will call the guest team computer representative five to six days (Sunday or Monday) before the meet to coordinate the exchange of line-up information.
- f. Deadline. Line-ups shall be exchanged no later than 6:00 PM, Thursday before the meet unless agreed upon by both teams, at a place designated by the host team, or electronically. All changes should be incorporated at this time. Additional changes should be kept to an absolute minimum on the day of the meet. (See exception for high school swimmers in 3b.)
- g. Line-Up Copies. The host team must provide four (4) copies of the heat sheets to the guest team, no later than one-half hour before the scheduled meet.
- h. Scratch Copies. The host team is responsible for providing final heat sheets to the Announcer, Meet Scorers, Stroke and Turn Judges and the Official Time Recorder.

GENERAL REGULATIONS

26. Pool Problems: If the host team has a pool problem, it should notify the visitors immediately. All efforts should be made to correct the problem, move the meet or reschedule. If nothing can be worked out, the meet will be canceled and not counted in the MSL standings.

27. Throwing/Pushing: Throwing or pushing any individual into the pool before or during a meet is prohibited.

28. Dual Meet Rules Violation: If a Marin Swim League (MSL) team contends that a Dual Meet Rule has been violated, then that team can protest the alleged violation and the following actions shall take place:

a. The President of the protesting team shall submit in writing to the President of the MSL a description of the circumstances and nature of the alleged violation including date, venue, time of day and/or event number, if applicable, and the specific rules or rules violated. Accompanying the written submission shall be a \$100 filing fee in the form of a cashier's check made payable to the Marin Swim League.

b. The President, Vice President, Treasurer, and the representative of the past President's team of the MSL (the "Executive Committee") shall review the written description of the alleged violation and determine if there is sufficient evidence to warrant the formation of a Grievance Committee. A three-fourths vote of the Executive Committee will be required to form a Grievance Committee.

c. If the Executive committee determines that there is not sufficient evidence to warrant the formation of a Grievance Committee, then the matter will be dismissed and the filing fee retained by the MSL. The Executive committee may, at its sole discretion, return the filing fee to the protesting team.

d. If the Executive Committee determines that a Grievance Committee should be formed to consider the alleged violation, then the Grievance Committee will be comprised of the following members:

1) Members: A member of the team that last held the presidency of the MSL, the current MSL president, and a member of the team that is next in line for the MSL presidency.

2) Alternates: If any of the above members of their team(s) are involved with the alleged violation, the second president-elect team shall provide a member to serve and so on down the line in order of succession until an impartial committee is formed.

The Grievance Committee shall review the written description of the alleged violation and shall at a minimum interview the Presidents of both the protesting and offending teams. After a full review, if the Grievance committee unanimously agrees that a violation did occur, then the Grievance Committee may determine and impose a penalty.

Penalties shall be commensurate with and appropriate to the offense and can include:

- For violations related to pool, equipment or facility problems, fines not to exceed \$500, payable to MSL;
- For violations of eligibility rules, suspension for a meet or meets of the offending swimmer(s);
- For any sportsmanship offense, forfeiture of the meet.

The filing fee will be returned to the protesting team if the Grievance Committee determines that a violation has occurred.

In the event that the Grievance Committee unanimously agrees that a violation did not occur, then the protest will be dismissed and the protesting team will forfeit the filing fee.

If the Grievance Committee cannot unanimously agree that a violation occurred, the full MSL Board will then consider the matter. Both Team Presidents will be allowed to make a presentation to the MSL Board to argue their cases. The MSL Board will then determine if a violation occurred. A three-fourths vote of the MSL Board will be required to impose a penalty for any violation.

In any season a team who has had a penalty imposed for a rule violation is the subject of a second protest, then the full MSL Board will consider the second protest without review by the Executive Committee or creation of a Grievance Committee. In the event the MSL Board determines that a violation occurred, a penalty shall be imposed or the team may be suspended from the MSL and/or forfeit meets.

- A three-fourths vote of the MSL Board will be required to suspend a team from the MSL or impose the forfeiture of meets.
- A suspended team must petition the MSL for reinstatement as a MSL member.
- A three-fourths vote of the MSL Board will be required for a team to be reinstated.

e. Protests of rule violations for All-Star and Championship Meets shall follow the above procedures.

f. There shall be no appeal of any decision by the Executive committee, or of any rule violation determination, or penalty, suspension, or meet forfeiture imposed by a Grievance Committee or the MSL Board, provided the above procedures have been followed.

g. A summary of all details, correspondence, and information regarding the grievance will be provided, in confidence, to the MSL Board by a representative of the Grievance Committee.

29. All Stars Special Rules:

- a. Requirements. Swimmers must have participated in at least two Dual Meets in the current season, except High School Swimmers need participate in only one Dual Meet in the current season
- b. Seeding. Entry times must be from a Dual Meet in the current season. Any unverifiable time will result in the swimmer being scratched from that event.
- c. Event Limits. Each swimmer may participate in only three individual events plus either or both relays.
- d. Qualifying "Q" time formula. The goal of the "Q" time formula is to come as close as possible to 16 swimmers per event. The average of the previous year's All-Star "Q" times and the 18th place championship time may be used as a starting point. Subscribing Members will determine the "Q" times prior to the start of the current swim season.

30. Championship Meet Special Rules:

- a. Number of Entries. There is no limit to the entries each team may send except each team may enter only one relay team per age group event.
- b. Event Limits. Each swimmer may participate in only three individual events plus either or both relays.
- c. Requirements. To be eligible to compete in the Championship Meet, a swimmer must have participated in at least three scheduled Dual Meets in the current season.
- d. Age Grouping. If a swimmer's birthday falls between the last Dual Meet scheduled (League-wide) and the Championship Meet, the swimmer has the choice of swimming the Championship in the same age group as he/she was at the end of the Dual Meet season, or that same swimmer can move into the new age group for the entire meet.
- e. Seeding. Swimmers will be seeded in the heats according to their submitted times. The slower swimmers shall swim in the first heats. Individual times entered must have been established in a regular Dual Meet or All-Star Meet in the current season and are subject to verification. If time cannot be verified, swimmers may swim the event in the slowest heat to get a time, and may score points as individuals or for their team.
- f. Heats. All heats are timed finals.
- g. Point System.

Individual Events:

First = 20; Second = 17; Third = 16; Fourth = 15; Fifth = 14; Sixth = 13; Seventh = 12; Eighth = 11; Ninth = 9; Tenth = 7; Eleventh = 6; Twelfth = 5; Thirteenth = 4; Fourteenth = 3; Fifteenth = 2; Sixteenth = 1.

Relays:

First = 40; Second = 34; Third = 32; Fourth = 30; Fifth = 28; Sixth = 26; Seventh = 24; Eighth = 22; Ninth = 18; Tenth = 14; Eleventh = 12.

- h. Trophies. Trophies are awarded to top three high point swimmers at each age group, boys and girls, based on the points scored in individual events.
- i. Medals. Medals are awarded to the first through eighth place finishers. Place ribbons will be awarded for 9th through 16th place. Heat winner ribbons will be awarded following the top 16 finishers. In relays, first place finishers shall receive four medals.
- j. Ties. There will be no swim-offs; duplicate awards will be given in case of ties.

31. Code of Conduct.

Any member or prospective member of MSL swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time, fined or expelled if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 305.3 or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

The following shall be considered violations of the USA Swimming Code of Conduct:

1. Violation of the right to compete provisions set forth in Sections 301.1 through 301.4.
2. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, sex or natural origin.
3. Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.

4. Any sexual contact or advance directed towards an athlete by a coach, official, or trainer or other person who is in a position of authority over that athlete.
5. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
6. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
7. The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who is in a position of authority over that athlete.
8. Physical abuse of an athlete by any person who, in the context of swimming is in a position of authority over that athlete.
9. Any act of fraud, deception or dishonesty in connection with any MSL related activity.
10. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with an MSL swimming event.

February, 2008