

CONTRA COSTA VALLEY SWIM CONFERENCE STANDING RULES (REVISED 11/09/2006)

ARTICLE I. PURPOSE. The purpose of the Contra Costa Valley Swim Conference is to establish, organize and hold meets for summer recreational competitive swimming within its membership.

Recreational swimming assumes the full participation of swimmers in the context of friendly competition between member teams. Where there is doubt as to the meaning of a Standing Rule or where a situation arises which does not seem to be covered by a Rule, action taken shall be that which fosters participation, sportsmanship and fair play.

CCVSC encourages good sportsmanship in all league activities. Any and ALL un-sportsmanship like activities, including all raids on other teams, is expected to be dealt with appropriately by every team. Failure of any team to deal with un-sportsmanship like conduct appropriately will result in a hearing by the CCVSC Board and possible exclusion of the swimmer and/or coach from Conference events.

ARTICLE II. MEMBERSHIP.

1. A member shall be a non-profit operating pool organization within the area, which has been accepted by the Board of Directors.
2. The membership may be increased with the unanimous approval of all members of the Board of Directors.
3. Any member Team may withdraw from the Conference by notifying the Board of Director in writing prior to the October meeting for the following year.

ARTICLE III. BOARD OF DIRECTORS.

1. Each Team shall appoint two representatives to serve on the Board of Directors. The term of service for representatives will be for one year, from September 1 to August 31.
2. Each member Team shall have only one vote on any issue put before the Board. If the two representatives of any one Team cannot agree on their vote, it will not be counted.
3. A quorum shall consist of at least six of the member Teams. A simple majority of those present shall decide issues, unless otherwise specified. No absentee or proxy voting shall be allowed.

ARTICLE IV. OFFICERS. Members of the Board of Directors shall serve as officers which shall be President, Vice President and Publicity Director, Secretary, Treasurer, Meet Director, Assistant Meet Director, and Director at Large. No member Team shall have more than one officer. These officers shall rotate yearly in such a fashion that after a member Team has served in an office, it shall not serve in that office again until all member Teams have held the office. A Board representative from each member Team shall serve with the Meet Director on the Conference Championship Meet Committee.

See CCVSC Standing Rules Attachment #1 for a description of officer duties and the rotation scheme.

ARTICLE V. MEETINGS. Conference meetings shall be held each year during February, May, September and any date the President requests. There will be a meeting of coaches and officials for the Championship Meet prior to the Championship Meet to make final arrangements for the Meet.

ARTICLE VI. FINANCE.

1. Each member of the Conference shall share expenses of the Conference equally.
2. The Board of Directors shall establish a budget after the end of each swim season to plan expenditures of the Conference for the coming year. The Board of Directors shall determine the dues for the coming year and request this amount in writing from each Team, which shall be paid by the first meeting of each new swim season.
3. No refund will be made to withdrawing members. If the Conference is dissolved, the remaining funds will be equally distributed to the members.

ARTICLE VII. SCHEDULE of the CONFERENCE. A tentative meet schedule shall be completed and distributed by July 15th of each year. The meet tentative meet schedule shall be modified as necessary and approved by the Board of Directors by the end of the Championship Meet of each year.

ARTICLE VIII. RULES and REGULATIONS. The rules set forth below are to establish competition in a fair manner for all competitors. A change of any of the Rules requires a majority consent of all Conference members present at a Conference meeting. No Rules or events shall be changed between the regular May meeting and the last Meet of each season. Conference Rules and Regulations are divided into three parts, which cover general rules, rules for conducting dual meets and rules for conducting the Championship meet.

SECTION 1. GENERAL RULES (APPLY TO CONDUCTING BOTH DUAL AND CHAMPIONSHIP MEETS)

1. A roster of all swimmers, alphabetically listed with age, sex and birthday must be submitted to the Conference Secretary prior to the first dual meet. Additions and deletions to this list may be made during the season and should be submitted to the Conference Secretary at least one week prior to the Championship meet.
2. Except for members of High School and College scholastic teams, swimmers who have trained with a USA Swim Team after December 31 are ineligible for the next summer season. High School and College swimmers may train with a USA Team until February 15 but may only compete as "unattached" between January 1 and February 15. Any swimmer may compete "unattached" in USA meets starting April 15. Conference swimmers must meet County eligibility rules and may participate in off season clinics as outlined by those rules.
3. Swimmers may not represent more than one team and must be a bona fide member of the swim team represented.
4. No swimmer may swim below his age group and his age will be as June 15, in any swimming season.
5. Current USS Short Course Swimming Rules will be used, with the following exceptions: 1) 6 & Under swimmers shall be required to swim 100% correctly, 70% of the time, and 2) Scoring will be as outlined in these by-laws. Agreement among all teams on any exception is required before the start of the swim season. *Eligibility rules pertaining to County Championship Meet will be followed. (Note: Head Coaches are ineligible to swim in any CCVSC meet)*

6. Age groups for girls and boys for all events except the Individual Medley (IM) shall be 0-6, 7-8, 9-10, 11-12, 13-14, and 15-18. Age groups for girls and boys for the IM shall be 0-8, 9-10, 11-12, 13-14, and 15-18.

7. Events will be swum in the following order: Medley Relay, IM, Freestyle, Breaststroke, Butterfly, Backstroke and Free Relay.
8. All Conference meets shall be held in a 25-yard pool.
9. Distances for individual events are as follows:
 - ages 8 & Under will swim 25 yards
 - ages 9- 14 will swim 50 yards
 - ages 15-18 will swim 100 yardsFor the IM, all ages will swim 100 yards (25 yards of each stroke).

Distances for relay events, except 15-18 Boys Free Relay will be as follows:
 - ages 8 & Under will swim 100 yards, 25 yards each swimmer.
 - ages 9 & Up will swim 200 yards, 50 yards each swimmer.
 - 15-18 Boys Free Relay will swim 400 yards, 100 yards each swimmer.
10. Boys will compete against boys and girls against girls in all events.
11. During any one meet a swimmer may swim in one age group only; the swimmer's actual age group or the next older age group. In a "B" Meet, no "B" swimmer shall be denied the opportunity to swim in his age group in individual events or relays because of a swimmer swimming up. If there are four (4) or more "B" swimmers in a specific age group, they shall have first consideration in relays over the swimmer swimming up. *In a "B" Meet, the individual swimming up shall not have achieved a time equivalent to a conference "A" time in the older age group for the event contested. Failure of a team to comply with SECTION 1, 11. and subsequent validation will result in a penalty. The penalties include event point forfeiture and possible suspension of the Head Coach for their next dual league meet. Violations should be reported to Meet Referee for evaluation. Teams shall have upon request, copies of Team Swim Log for verification of "best times". The body of the CCVSC board representatives not directly involved in this dispute will hear final arbitration. Each uninvolved team will have one representative and their decision will be final.*
12. An entrant may swim in a maximum of three individual events and two relays for points.
13. Each team may enter only one relay team per event for points or awards.
14. All meets must have a Referee. The CCVSC strongly encourages each member team to provide a separate Referee and Starter. However, if it is not possible to provide both officials, the same person may act as both Referee and Starter. The Meet Referee shall have full authority over all officials, enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by CCVSC and/or USS Rules.
15. Protests - All protests or complaints should be directed to the Referee for resolution.
 - a. Protests against judgment decisions of the starter or stroke and turn officials can only be considered by the Referee of the meet.
 - b. Protests of the Referee's decisions which do not involve start and stroke and turn judgments must be made in writing and delivered to the Scorer's table within thirty (30) minutes of the conclusion of the meet. The protest shall be delivered by the member Team's Conference Representative (or a delegate appointed by the

Representative or Team President).

- c. The CCVSC President will arbitrate any protest. If the President's team is involved in the protest, the responsibility will fall to the first officer whose team is not involved according to the following order: Vice President, Secretary, Treasurer, Meet Director, Assistant Meet Director, and Director at Large. The arbitrator must respond with his written decision within two weeks of receiving the protest and may call upon members of the CCVSC Board and request their opinions concerning the protest if he feels that it is necessary. Copies of his decision will be sent to the teams involved in the protest and to the CCVSC Secretary to be included in the CCVSC official correspondence.
- d. Any appeal of the arbitrator's decision must be made in writing to the CCVSC President within two weeks of receiving the arbitrator's decision. The President shall promptly call a meeting of the CCVSC Board of Directors to consider the appeal. The decision of the majority of the Board of Directors shall be binding. The representatives of the teams involved in the protest may be present at the meeting to present their side of the disagreement but shall not be allowed to vote on the issue.

SECTION 2. RULES PERTAINING to DUAL MEETS. Conference dual meets will be governed by USS Short Course Rules and CCVSC Standing Rules listed in Section #1 above. In addition the following rules shall apply:

1. Each team shall swim two dual meets with every other team; both an "A" meet and a "B" meet. "A" meets in general will see the best swimmers from each team compete.

"B" meets will not include swimmers in any individual event or relay stroke who have achieved the Conference "A" time for their age group in that event or stroke. Consideration that should be considered for "B" meets are:

- a. swimming experience in a current conference year dual meet or invitational,
- b. current year time trials,
- c. experience from a prior year,
- d. recent high school experience.

Swimmers may swim up one age group provided that they do not have an "A" time in that event for the higher age group or a county time in that event for their own age group. Additionally, a swimmer swimming up may not violate the provisions of Section 1.11.

All meets will be scored and the won-lost results of the "A" meets will determine the Dual Meet "A" Conference Champion and similarly the won-lost results of the "B" meets will determine the Dual Meet "B" Conference Champion.

2. Individual events will be scored as follows: 1st= 5 points, 2nd= 3 points, 3rd= 1 point. Relay events will be scored: 1st= 8 points, 2nd= 4 points.

In case of ties, add together the points for the places involved and divide by the number involved in the tie.

3. Awards Policy. The minimum number and types of ribbons to be awarded shall be as follows:

for "A Meets"

Individual Events will be awarded 1st, 2nd, and 3rd place ribbons

Relays Events will be awarded 1st and 2nd place ribbons

Extra Heats will be awarded heat winner ribbons

8 & under swimmers who do not place will be awarded participation ribbons

for "B Meets"

Same as "A" Meets except that 4th, 5th, and 6th place ribbons will be awarded for individual events.

5. Only swimmers competing in the first heat of individual events may earn points.

In a six lane pool, the Home Team may score points for swimmers competing in lanes #2, #4 and #6. The Visiting Team may score points for swimmers competing in lanes #1, #3 and #5.

In an eight lane pool, the Home Team may also score points in lane #8 and the Visiting team may also score points in lane #7.

6. Boys and girls relay events may be swum concurrently. With the concurrence of the Meet Referee, complementary relays may swim in lanes not reserved for those teams competing for points and awards.

Under all circumstances, only those teams swimming in lanes #2 and #3 for girls teams and lanes #4 and #5 for boys teams will be allowed to score points.

7. Additional heats in Dual meets may be swum if agreed to by both Teams prior to the meet.

8. The Meet Referee shall designate the early take-off judges as needed. Said judges should be the Referee and Starter for the take off end when they are available. Early take-off judges must agree for a disqualification to take place.

For 8 & Under medley relay events, each team will designate one person to observe the distant end of the pool for early take offs by the second and fourth legs of the relay team. For 8 & Under free relay events, the Stroke and Turn Officials will observe the distant end of the pool for early take offs by the second and fourth legs of the relay team.

9. The Meet Referee shall be the Starter unless otherwise designated by the Home team. The Meet Referee shall preside over a meeting of the Stroke and Turn Judges, 8 & Under early take off judges, and at least one coach from each team prior to the start of the meet.

10. Meets shall start at 9:00 am on Saturdays and 6:00 pm on week nights unless both teams agree to a change prior to the meet.

11. Responsibilities of the Home and Visiting Teams. See CCVSC Standing Rules Attachment #2 for a detailed listing of the responsibilities of the Home and Visiting Teams at Conference dual meets.

12. First, second and third place trophies will be awarded to winners of both the "A" and the "B" dual meet competitions. In the event of ties, duplicate trophies will be awarded.

13. Some pools have strict time limits of 3 hours. Coaches need to communicate the number of desired heats prior to the meet. The home team is responsible to contact the visiting team to verify the number of heats. The home team has the final determination regarding the number of heats. A meet with combined relays, 1 heat of IMs, and 2 heats of the remaining events lasts

about 3 hours. Time limitations are determined by the home team.

Computer entries are due by Tuesday at 6:00 PM for a Wednesday Meet, and by 5:00 PM on Friday for Saturday Meet. Computer entries submitted just prior to the start of a meet may be subject to having additional heats eliminated.

Coaches will be supplied with a time line estimate spread sheet and need to utilize this to plan the number of heats. If the number of heats excluding IM and relays exceeds 90 for a B meet or 100 for an A meet the referee needs to be contacted prior to the start of the meet.

If late determination discovers that the meet cannot be completed on time, the referee shall inform both teams that additional heats cannot be held. First heats in all individual events must be held. Relay event cancellations can only occur with the agreement from both teams.

Should there be a requirement to cancel an individual event, or a relay without mutual consent, the visiting team shall be declared the dual meet winner.

SECTION 3. RULES PERTAINING to the CHAMPIONSHIP MEET. The Championship Meet shall be held after the completion of the Conference dual meet schedule. One representative to the Board from each Team will serve with the Meet Director on the Championship Meet Committee. The member Teams are to share the duties for the Championship Meet and the committee members are to coordinate their team's specific responsibilities. The duties may be divided in any reasonable fashion providing all normal functions are taken care of. These include facilities, entries and seeding, awards, food, programs and advertising and meet operating personnel. The Championship Meet will be governed by current USS Short Course Rules and CCVSC Standing Rules listed in Section #1 above. In addition the following rules shall apply:

1. The Championship Meet will include both an "A" Championship and a "B" Championship division which will occur at the same time and place. Swimmers will be entered into "A" and "B" events depending on the times that they have achieved in each stroke during the swim season.
2. Each Team may have unlimited entries in each individual event, but is limited to one entry in each relay event.
3. Entrants will designate on their entry cards whether they are competing in the "A" or "B" division.
 - a. "A" Division: Swimmers who have equaled or surpassed the Conference "A" time for an event on or before the date entries are due may only be entered in the "A" Division for that event. All relays shall be entered in the "A" Division.
 - b. "B" Division: Swimmers who have equaled or surpassed the Championship Meet qualifying time, but have not reached the Conference "A" time, for an event, may only be entered in the "B" Division for that event.
 - c. "A" Division Finals: The eight fastest times in the trials from "A" Division entries shall qualify for the "A" Division finals. "A" Division finalists may be **only** "A" Division entries.
 - d. "A" Division Alternates: The ninth and tenth fastest times in the trials shall qualify as the first and second alternates, respectively, for the "A" Division finals. These alternates may be

only "A" Division entries.

- e. "B" Division Finals: The eight fastest times in the trials from "B" Division entries shall qualify for the "B" Division finals. "B" Division entries shall swim only in the "B" Division finals, even if they swam a Conference "A" time in the trials.
- f. "B" Division Alternates: The ninth and tenth fastest times in the trials from the "B" Division entries shall qualify as the first and second alternates respectively, for the "B" Division finals.

4. Score totals for the "A" and "B" Divisions shall be kept separately. In case of ties for individual or relay events, add together the points for the places involved and divide by the number involved in the tie.

a. Final individual events shall be scored: 1st= 9 pts, 2nd= 7 pts, 3rd= 6 pts, 4th= 5 pts, 5th= 4 pts, 6th= 3 pts, 7th= 2 pts and 8th= 1 point.

b. Final relay events shall be scored: 1st= 16 pts, 2nd= 12 pts, 3rd= 10 pts, 4th= 8 pts, 5th= 6 pts, 6th= 4 pts and 7th= 2 points.

5. Awards shall be as follows:

AWARD	"A" DIVISION *	"B" DIVISION *
Individual Events 1st -3rd	Medals	Medals
Individual Events 4th -8th	Rosette Ribbons	Rosette Ribbons
Relay Events 1st - 3rd	Medals	Medals
Relay Events 4th - 8th	Rosette Ribbons	Rosette Ribbons
Record Breakers	Record Breaker Rosette Ribbons	N/A
Age Group Awards -High Point	Trophy	Trophy
Team Awards 1st - 3rd Place	Trophy	Trophy

* "A" Division and "B" Division medals and ribbons will be identical

- a. In the event of ties, the highest award will be given to all involved.
- b. Record breaker ribbons shall be awarded to each swimmer who breaks a Championship Meet record. A ribbon shall be awarded each time the record is broken (even if broken twice by the same swimmer). A new record shall be considered as established as soon as it is swum. If it is broken in a subsequent heat, both swimmers shall receive record breaker ribbons.
- c. The age group award shall be given to a boy and girl in every age group. The swimmer who scores the highest number of points in the "A" Division and "B" Division individual events in each age group shall be awarded the trophy.
- d. Team awards shall be based on points scored in "A" Division and "B" Division events respectively.
- e. Except for the 3 fastest (circle-seeded) heats, heat-winner ribbons will be awarded in all trials/finals events – freestyle, breaststroke, butterfly, and backstroke. Heat-winner ribbons will also be awarded in IM heats except for the fastest (last) heat. The ribbons will be awarded at the conclusion of each heat.

6. Individual swimmers must swim in at least one Conference Dual meet during the season to be eligible for the Championship Meet.

7. There will be no Conference Meet qualifying times for freestyle and backstroke. There will be Conference Meet qualifying times for breaststroke, butterfly and individual medley (to be set by the Board of Directors prior to the first dual meet). Individuals must have attained a Conference Meet qualifying time to be eligible for that event in the Championship Meet. Individuals need not attain a Conference Meet qualifying time to swim on a relay.
8. All Championship Meet entries submitted at the seeding meeting, held approximately 10 days before the Meet, will be final. No changes or further entries will be allowed except:
 - 1) If there are empty lanes, a swimmer may be added to an event for "comp" only (not allowed to score) if they are not already entered in the maximum-allowed 3 individual events. Heats will not be added to accommodate any comp entries.
 - 2) If a swimmer has been entered in the wrong event(s), they may withdraw from those event(s) with no penalty (e.g., forced to scratch from subsequent event(s)).
 - 3) If the gender of a swimmer has been incorrectly entered, that swimmer can enter the equivalent event(s) of the correct gender with the same seed time(s) and be allowed to score in those events. Such change(s) will be subject to lane availability.
9. Permanent Championship Meet records shall be kept of all record breakers.

Attachment #1

ARTICLE I. OFFICE AND RESPONSIBILITIES

1. President
 - a. shall call and preside over all Board Meetings
 - b. set meeting agenda
 - c. ensure adherence to all Conference rules
 - d. arbitrate all protests fairly and swiftly
 - e. coordinate all special functions such as: stroke & turn clinics, swim team organizational workshops etc.
2. Vice President and Publicity Director
 - a. shall assume the duties of the President when absent or unable to serve.
 - b. receive, validate and retain all dual meet results
 - c. establish the winners of the dual meet competition
 - d. propose the Meet Schedule for the next year.
 - e. provide Championship Meet Results and other publicity to the news media.
3. Secretary
 - a. shall keep minutes of all Board Meetings
 - b. be responsible for all correspondence among member Teams and between the Conference and others
 - c. maintain member Team eligibility requirements and rosters
 - d. maintain all other records or information of use to the Conference.
4. Treasurer
 - a. shall collect and disburse all Conference moneys properly using two signatures required with the second signature being the second Board representative from the same team.
 - b. prepare a preliminary Financial Statement in time for the September meeting and a final Financial Statement for the year ending December 31 in the February Meeting
 - c. present financial status at any other Board Meeting as necessary
 - d. propose a preliminary budget for the next year at the September Board Meeting, and a final budget in the February Board Meeting.
 - e. shall ensure that account signature authorization is transferred to the new treasurer prior to the February Board Meeting
5. Meet Director
 - a. shall chair the Conference Championship Meet Committee (composed of one representative to the Board from each Team) which will plan, organize and see through completion the Conference Championship Meet.
 - b. shall be the Meet Director at the Conference Championship Meet
6. Assistant Meet Director - shall assist the Meet Director
 - a. shall manage the Clerk of the Course
7. Director at Large - shall act as a consultant to the Meet Director
 - a. shall be responsible for proposing changes to the Conference Qualifying Times and Conference "B" times
 - b. will provide common supplies for all member Teams
 - c. will run Hospitality for the Conference Championship Meet

ARTICLE II. Succession of CCVSC Officers. Officers will rotate according to the following scheme:

President shall become Treasurer
 Vice-president shall become President
 Secretary shall become Vice-president
 Director at Large shall become Secretary
 Meet Director shall become Director at Large
 Assistant Meet Director shall become Meet Director
 Treasurer shall become Assistant Meet Director

Table of Succession

Office	2006	2007	2008	2009	2010
President	ADS	WST	PS	VV	Dolphins
Vice-President	WST	PS	VV	Dolphins	FP
Secretary	PS	VV	Dolphins	FP	YW
Director at Large	VV	Dolphins	FP	YW	ADS
Meet Director	Dolphins	FP	YW	ADS	WST
Asst. Meet Director	FP	YW	ADS	WST	PS
Treasurer	YW	ADS	WST	PS	VV

Attachment #2

ARTICLE I. Responsibilities of the Home Team

1. Furnish Backstroke flags posted 5 yards from each end of the pool.
2. Furnish the following personnel:
 - a. 1 Referee
 - b. 1 Starter
 - c. 1 Head Timer
 - d. 2 Stroke and Turn Judges
 - e. Half of needed Timers
 - f. Half of needed Recorders
 - g. 1 Early Take Off Judge for 8 & Under Medley Relays
 - h. 1 Announcer
 - i. Computer & Scoring personnel as needed
 - j. Runners as needed
 - k. Ribbon Writers as needed
3. Provide ribbons
4. Provide recorder slips for each lane for recording swimmers time and meet sheets to record the official time and place of each swimmer. Record all times to hundredths.
5. Announce 1st and 2nd calls for all events.
6. Post an individual entrant sheet prior to the start of the meet.
7. Record official results and times on all swimmers and calculate team scores. A copy of the meet scores shall be delivered to the Conference Vice President by Wednesday of the next week.
8. Supply a copy of all official results, times and the team scores to the visiting team by noon the next day.

ARTICLE II. Responsibilities of the Visiting Team

1. Furnish the following personnel:
 - a. 2 Stroke and Turn Judges
 - b. 1 Desk Assistant
 - c. Half of needed Timers
 - d. Half of needed Recorders
 - e. 2 Ribbon Writers
 - f. 1 Early Take Off Judge for 8 & Under Medley Relays

2. Post an individual entrant sheet prior to the start of the meet.
3. Verify the accuracy of the official results, times and team scores as recorded by the Home Team.