



**Chicago Suburban District  
YMCA Swimming Handbook**



**CHICAGO SUBURBAN DISTRICT  
YMCA SWIMMING HANDBOOK**

Last Revised: 1/10/2026



## **Chicago Suburban District YMCA Swimming Handbook**

### **ARTICLE I: RULES**

- 1.01 The Chicago Suburban District ("District") YMCA Swimming Championships and other District matters are conducted under the jurisdiction of the Illinois YMCA Swim Committee ("State Committee") and the Chicago Suburban District YMCA Swim Committee ("District Committee"). District Championships and other District matters are governed by rules and policies contained in this document ("District Rules") as well as the following:
- a. YMCA of the USA "Rules That Govern YMCA Competitive Sports"
  - b. YMCA of the USA "Swimming Addendum to the Rules That Govern YMCA Competitive Sports"
  - c. Illinois YMCA Swimming Rules & Bylaws ("State Rules")
  - d. USA Swimming Technical Rules, to the extent not inconsistent with the aforementioned documents
  - e. Robert's Rules of Order, in all applicable cases to the extent not inconsistent with rules above

In the circumstance that any changes to the above-mentioned rules create a conflict with these District Rules, the higher rules will prevail.

### **ARTICLE II: DATES FOR DISTRICT CHAMPIONSHIPS**

- 2.01 The Chicago Suburban District & Junior District Championship Meet ("District Championships") shall be held no less than one week before the Illinois YMCA Swimming State Championships ("State Championships"). Dates shall be determined by the District Committee after the dates for the State Championships have been determined.
- 2.02 The District & Junior District Championships shall be conducted as girls in the AM session and boys in the PM session, on the same day.

### **ARTICLE III: HOSTS FOR DISTRICT CHAMPIONSHIPS**

- 3.01 The District Championships shall be hosted by the District Committee and the eligible teams within the District that make up the committee. It is recommended that the host facility be secured no later than March 31st of the prior year.
- 3.02 The Summer Championship bid will be due at the January meeting with the final awarding taking place at the April meeting. Teams that submit bids should be prepared for a facility walkthrough between submitting the bid and the final approval, should the District Committee desire.
- 3.03 In the event of a tie vote to determine the host for the Summer Championship, the bid shall be awarded to the team that has not hosted that particular meet in the longest amount of time.

### **ARTICLE IV: AGE CLASSIFICATIONS**

- 4.01 The swimmer's age shall be determined by their age on the first day of the meet for all meets.
- 4.02 Events will be categorized to reflect the State Championships event program. Event age groups will be:
- a. 21 & Under (District Division Only)



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- b. 14 & Under (District Division Only)
- c. 12 & Under
- d. 10 & Under
- e. 8 & Under

### **ARTICLE V: EVENTS FOR DISTRICT CHAMPIONSHIP MEETS**

- 5.01 By the Fall meeting, the District Committee will decide if a YMCA sanction is required for the District meet.
- 5.02 The swimming events and the order in which they are swum for each age group will be determined by the District Committee.
- 5.03 All individual events specified for the District Division shall be offered for the Junior District Division with the exception of the 500 freestyle.
- 5.04 The District & Junior District Championships shall be conducted in Timed Finals format.
- 5.05 The District Division and Junior District Division will be swum together in the same session.

### **ARTICLE VI: ELIGIBILITY REQUIREMENTS**

- 6.01 During the current season, defined from September 1 – April 30 of the following year, any competitor who, after representing his or her YMCA, represents another organization in open competition shall immediately become ineligible for participation in District & Junior District Championships for that season. Note: A swimmer may compete in open competition unattached, or may represent their school/scholastic entity but may not represent any team other than his or her local YMCA at any time during the current season after representing his or her YMCA.
- 6.02 YMCA Membership requirements for competition:
  - a. Dual, Triangular and Invitational Meets - 30 days
  - b. District, State, Regional and National Championship Meets - 90 days
- 6.03 To be eligible for entry in the District & Junior District Championships, a competitor must have represented his/her association in closed YMCA competition at least two times during the current season. Note: Double dual is not acceptable as two meets. Representation in competition must be in a scheduled meet with an opposing team in a mutual pool.
- 6.04 Entrants in District Division events must have met or surpassed the District Qualifying Time in the designated event in a YMCA, Observed High School, or sanctioned USA meet by March 1st of the previous year.
  - a. At the District Championships, in order for a 12 & Under swimmer to compete in an older age group, they must have a District qualifying time in that event for their actual age group.
  - b. Verification of having met or surpassed the District Qualifying Time will be verified via a times recon versus the ILSWYMS Database. All entry times into the District & Junior District Championship meet must be in the database.
- 6.05 Swimmers are eligible for the Junior District Division in any event in their age group in which they have not achieved a District Qualifying Time.



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- 6.06 A seed time must be submitted for each swimmer for all events entered. "No Time" (NT) entries will be refused.

### **ARTICLE VII: DISTRICT CHAMPIONSHIP ENTRIES**

- 7.01 Each team in the District must submit their team roster to the Secretary / Treasurer of the District Committee by February 1st of the current swim season.
- The roster is to include everyone on the team's practice roster as of February 1st of the current swim season.
  - The roster must be in an Excel spreadsheet with the following information in separate columns:
    - Swimmer's last name
    - Swimmer's first name
    - Swimmer's date of birth
    - Swimmer's gender
    - Team Code
  - The District Secretary will combine all team rosters into one District roster and submit to the Illinois YMCA State Secretary by February 3rd of the current season.
  - The District Secretary will provide the District Committee a report showing the participation history of
    - Male athletes
    - Female athletes
    - Combined athletes
- 7.02 A YMCA may score a maximum of four swimmers in each individual event. Only two relays from each YMCA may score in each relay event, one in the District division and one in the Junior District division.
- 7.03 Each team is allowed to enter 2 relays per relay event, one that swims in District Division and one that swims in Junior District Division.
- 7.04 Contestants may swim in a maximum of three individual events. Each team shall be allowed to enter four contestants in each relay, with any swimmer being able to be listed as an alternate on that relay provided they meet the eligibility requirements and were included in the team roster.
- 7.05 Entries must be submitted to the Entry Chair by the entry deadline. Any team with a late entry will be fined \$50.00. Official entry for the District Championships shall be submitted electronically via a Hy-Tek compatible file, and must include the Waiver & Summary Entry Form, a pdf copy of the entry, and YMCA Sanctioned Championship Meet Declaration Form.
- 7.06 Each year the District Committee will determine the District Championship meet entry fees.

### **ARTICLE VIII: SUPERVISION OF DISTRICT CHAMPIONSHIPS**

- 8.01 The District Championships are held under the general supervision of the Chicago Suburban District Swim Committee and the District Chairperson. The District Chairperson shall appoint and notify, one week prior to the District & Junior District Championship, a Protest Committee of at least five (5) persons from various associations. The committee membership should be an odd number and include the Meet Director, the Meet Referee, Athlete Representative and other individuals knowledgeable about swimming (such as a Coach and the District Official Coordinator) with the



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provision that no association be over represented. Any irregularities, protests or unforeseen situations calling for deviations from the rules shall be decided by this Protest Committee.

### **ARTICLE IX: OFFICIALS**

- 9.01 All officials from the District are eligible to work the District Championships. The District Officials Coordinator, with approval from the District Chair, should select the Meet Referee for the District Championship by March 1st the prior year. Officials job assignments will be determined by the Meet Referee and the District Officials Coordinator.

### **ARTICLE X: SCORING**

- 10.01 For the purpose of determining final team standings in each of the age groups at the District Championships, the scoring system shall be in accordance to that listed in the most current USA Swimming Rule Book, except that consolation finals will not be held and that it will be scored to 16th place regardless of the facility.
- 10.02 The District & Junior District Championships will be scored separately for each gender and "Division" (District / Junior District).
- 10.03 The District Division will score full points, the Junior District Division will score half points.
- 10.04 Athletes with disabilities will score full points in their classification.

### **ARTICLE XI: AWARDS**

- 11.01 Awards for the District & Junior District Championships shall be approved annually by the District Committee. Medals will be awarded to 16th place regardless of the facility for the District Division and ribbons will be awarded to 16th place for the Junior District Division. A banner shall be given to the YMCA scoring the greatest number of points in each of the age group divisions by gender. A banner shall be awarded to the six highest scoring teams.
- 11.02 All individual events will be awarded for both District and Junior District Divisions.

### **ARTICLE XII: DISTRICT HOST**

- 12.01 Each team within the District will be responsible to provide workers for a District-run District & Junior District Championship Meet.
- 12.02 Meet Responsibilities:
- The following areas of responsibility must be covered by teams attending the meet:
    - Heat Sheets / Admissions
    - Hospitality
    - Marshals
    - Concessions (dependent on facility)
    - Runners
    - Awards
    - Announcing



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viii. Bullpen

ix. Timers

- b. The District Chair will randomly draw the order for which teams shall select their area of responsibility at the Fall Meeting. In turn, each team will have the option to pick a responsibility or pass. Any responsibilities not selected shall be offered to all teams. Any responsibilities not selected by any teams shall be assigned by the District Chair.

- 12.03 Teams that do not take one of the areas of responsibility may be required to provide 10% of their team's roster size in workers for the entire meet.
- 12.04 All money made from the District Championships will be used to pay the expenses of the meet. Once all expenses are paid, the District will keep \$5000. Any money left over after meet expenses and the District's \$5000 shall be divided up amongst the teams that met their worker commitment for the meet.
- 12.05 If the District Championships do not make enough money to cover the expenses of the meet, the District Fees collected for that year will be used to make up the difference. If there are still outstanding expenses, each association that competed will be responsible for an equal share.
- 12.06 The Meet Director of the District Championships is responsible for:
  - a. Distributing the Meet Packet to all eligible associations.
  - b. Ensuring that the results will be transmitted via a meet backup to the ILSWYMS database.
  - c. Distributing final results to all competing teams via a meet backup, result file, as well as a pdf file of the results. The final results will give preliminary and final times, a list of any records established, team scores, and age division high point teams.
- 12.07 A financial report shall be made to the District Chairperson within 90 days of the District Championships. This report will be presented to the District Committee at the first District meeting after receipt of the report.

### **ARTICLE XIII: DISTRICT QUALIFYING TIMES**

- 13.01 The District Committee will evaluate the previous year's District Championship results and propose qualifying times for the following year prior to September 1 of each year. The guidelines for changing qualifying times are:
  - a. To ensure that approximately 15 swimmers are available in each event
  - b. Yearly changes do not exceed +/- .50 seconds per 25 yards
- 13.02 Qualifying times will be presented at the Spring District Committee meeting, after the District Championships.
- 13.03 Swimmers who meet or surpass the qualifying times in the designated event in a YMCA meet, a sanctioned USA meet, or an observed high school meet during the qualifying period of February 1st of the previous year to the entry deadline shall be eligible to swim in the District Championships, subject to the conditions of Rule 6 above.
- 13.04 District qualifying times will be established for all individual events in the 8 & Under, 10 & Under and 12 & Under age groups, as well as the 14 & Under and 21 & Under 500 Freestyle.



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### **ARTICLE XIV: DISTRICT FEES**

- 14.01 Each year, each association within the District must remit a District fee to the Chicago Suburban District, to be determined by the District Committee.
- 14.02 A late fee of \$25 will be charged if the District fee is not received by September 30th.
- 14.03 Any association that fails to pay this fee will be ineligible to compete in that year's District Championship and will lose their voting privileges for the following year.
- 14.04 The Chicago Suburban District shall pay for training fees for YMCA Officials from the Chicago Suburban District, if fees exceed the amount that the State Committee covers, but not to exceed the national class registration fee.

### **ARTICLE XV: DUAL / TRIANGULAR / INVITATIONAL MEETS**

- 15.01 AWARDS: Teams hosting YMCA dual/triangular/invitational meets are encouraged to award ribbons through at least 6 places.
- 15.02 OFFICIALS: Dual/triangular/invitational meets should have the following officials: Starter, Referee, two Stroke & Turn judges, and an Administrative Official. At dual/triangular meets, the Referee and Starter may also act as Stroke & Turn officials. The Meet Referee must be a YMCA Level 2 Official. These are minimum requirements.
- 15.03 In order to submit a request to host an invitational, a YMCA must have a Level 2 official listed on the application as the Meet Referee. That person must be present to work the swim meet.
- 15.04 HOSPITALITY: Teams hosting YMCA dual/triangular/invitational meets are encouraged to supply water and snacks to officials, coaches and volunteers for meets lasting less than 4 hours and lunch for meets lasting longer than 4 hours.

### **ARTICLE XVI: DISTRICT SWIM COMMITTEE**

- 16.01 The Chicago Suburban District Swim Committee ("District Committee") consists of the Executive Committee and representatives of eligible associations within the Chicago Suburban District.
- 16.02 Each eligible Association within the Chicago Suburban District shall be represented on the committee by one authorized representative and one athlete representative. Both the authorized representative and the athlete representative will have a vote on the committee.
- 16.03 The Executive Committee shall consist of the Chairperson, the District Secretary/Treasurer, and others appointed by the Chairperson with consent and approval of the representatives of eligible associations within the Chicago Suburban District.
- 16.04 Executive Committee members will serve a one-year term beginning September 1st and concluding on August 31st of the following year. Additional terms are at the discretion of the appointing body.
- 16.05 The District Chairperson and Secretary/Treasurer will be elected by the District Committee at the Fall District meeting, with each association getting two votes, one from the authorized representative and one from the athlete representative.



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- a. **DISTRICT CHAIRPERSON:** Elected by the District Committee at the Fall District meeting, with each association having two votes, one from the authorized representative and one from the athlete representative. The duties of the District Chairperson include but are not limited to:
  - i. performing the functions of the Chairperson specified in the Illinois YMCA Swimming Rules and Chicago Suburban District rules,
  - ii. presiding over District Committee and Executive Committee meetings,
  - iii. receiving District Committee correspondence, including all bills, and coordinating the payment of all expenditures with the custodian of the District account,
  - iv. appointing, with the consent and approval of the District Committee, additional members to the Executive Committee to assist operations.
- b. **DISTRICT SECRETARY / TREASURER:** Elected by the District Committee at the Fall District meeting, with each association having two votes, one from the authorized representative and one from the athlete representative. The duties of the District Secretary / Treasurer include but are not limited to:
  - i. presiding over District Committee meetings in the temporary absence of the Chairperson,
  - ii. keeping records of the District Committee activities, including minutes of all meetings and record of attendance,
  - iii. coordinating with the custodian of the District account the collection of all fees due to the District Committee; maintaining a record of the District Committee accounts and coordinating disbursements as directed by the Executive Committee; accounting for all receipts and disbursements and reporting the status of accounts at District Committee meetings.
- c. **OFFICIALS COORDINATOR:** The Officials Coordinator shall be appointed by the District Chairperson with approval by the District Committee and will serve a one-year term beginning September 1st and concluding on August 31st of the following year. Additional terms are at the discretion of the appointing body. The duties of this position shall include but are not limited to:
  - i. maintaining a list of currently certified officials in the Chicago Suburban District, and the level at which they are certified,
  - ii. coordinating at least two training sessions annually for District members wishing to become officials,
  - iii. clarifying rules, rule changes and rule interpretations for officials and coaches in the Chicago Suburban District.

### **ARTICLE XVII: AMENDING RULES**

- 17.01 These District Rules can be amended at any meeting of the Chicago Suburban District Swim Committee providing that two weeks written notice to the membership was given and that such amendments are submitted in writing to the District Chairperson and Secretary/Treasurer at least thirty days prior to a meeting where such a vote will take place. A 2/3 majority of members present at the meeting where such a vote takes place will be needed to ratify an amendment.

### **ARTICLE XVIII: AMENDMENTS**