



Heartland Area YMCA Swimming

Bylaws & Rules
August 2016

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1. NAME

- 1.1 The name of this body shall be the Heartland Area Swimming. The Area exists by and under the overview of the Area Committee.
- 1.2 The committee was established in 2013. The area was formed to provide a structured environment where YMCA swim teams may come together and enjoy equal opportunities and fair play in competitions

2. OVERVIEW

- 2.1 The Committee seeks to provide member teams with healthy competitions founded on the philosophy that character development is an essential element of the sport , including the YMCA's four core values...Caring ...Honesty....Responsibility ...and Respect. The Committee will seek to operate in accordance with the YMCA of the USA's Rules that Govern YMCA Competitive Sports, and the Competitive Swimming Black Book, as well the current USA Swimming Technical Rules.

3. AREA MEMBERSHIP

Each YMCA must:

- 3.1 Be recognized as a member of the Heartland Area for purposes of competitive swimming.
- 3.2 Have paid its current fee to the Group area representative.
- 3.3 Be recognized by the YMCA of the U.S.A. Competitive Swimming and Diving Advisory Committee as a member in good standing eligible to participate in Area competitive swimming.
 - 3.3.1 Each eligible YMCA shall have one vote on the Area Committee. (Cumulative voting shall not be permitted.)
 - 3.3.2 Each eligible YMCA shall designate a person authorized to vote for such YMCA on Area Committee matters.
- 3.4 Each team must submit a yearly team roster and payment of \$1 per team roster member by December 1 of the current swim season. Proof of payment must be received by December 31 of the current swim season or a late fee of \$100 will be assessed. Rosters and proof of payment are to be emailed to the Heartland Area Secretary. The team roster is to be submitted in Microsoft Excel format and is to include:
 - Swimmer's name
 - Date of birth
 - Age as of December 1
 - Swimmer's gender
 - Current YMCA membership number and membership expiration date
 - Notation if swimmer is a graduating swimmer

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- 3.5 Familiarize themselves with the by-laws and the YMCA of the USA's Rules that Govern YMCA Competitive Sports, and the Competitive Swimming Black Book, as well the current USA Swimming Technical Rules.

4. AREA GOVERNANCE

The Area Committee shall be responsible for the governance of all YMCA Area competitive swimming matters, including:

- 4.1 Developing YMCA competitive swimming in the Area
- 4.2 Training YMCA swim officials in the Area
- 4.3 Supervising YMCA swimmer eligibility and discipline in the Area
- 4.4 Credentialing of YMCA swim coaches in the Area.
- 4.5 Updating, printing and distributing the Rules Governing Heartland Area Swimming
- 4.6 Enforcing the National YMCA "Rules That Govern YMCA Competitive Sports" and the Rules in all swimming competition within the Area involving Area YMCA teams in dual YMCA, invitational YMCA, as well as qualifying and Area Championship meets
- 4.7 Setting criteria for conduct of the annual Area Swimming Championship, awarding the right to host such Meet, supplying deck officials for such Meet, maintaining records of Area Swimming Championship competition.

5. AREA EXECUTIVE COMMITTEE

- 5.1 The officers of the Area Committee shall be the Chairman, the Vice Chairman, the Treasurer, the Secretary, and the Coaches Representative. The officers shall be elected by the voting members of the Area Committee from among the area members of the Committee and the Area Officials.
- 5.2 Vacancies may be filled at any meeting of the Area Committee. Each officer shall hold office for two years or his or her successor shall have been duly elected.. Any officer elected by the Area Committee may be removed by a two-thirds vote of the Area Committee whenever in its judgment the best interest of Area competitive swimming would be served thereby.
- 5.3 The Chairperson shall be the principal executive officer of the Area Swimming Committee. Subject to the direction and control of the Area Committee, the Chairperson shall in general supervise and control all of the business and affairs of the Area Committee. Except as otherwise provided herein, he or she shall preside at all meetings of the Area Committee. The Chairperson shall also represent the Area Committee in all matters with the YMCA of the U.S.A. Competitive Swimming and Diving Advisory Committee. The Chair needs to be a Level 2 official with 5 or more years of experience.
- 5.4 The Vice Chairperson shall assist the Chairperson with the operation of the area as needed and help in the training of officials and set the dates for such trainings. As well as stand in for the Chair in their absence.
- 5.5 The Treasurer shall be the principal accounting and financial officer of the Area Committee. He or she shall a) have charge of and be responsible for the maintenance of adequate books of account for the Area Committee; b) have charge and custody of all funds for the Area Committee, and be responsible therefore, and for the receipt and disbursement thereof; and c) perform all the duties incident to the office of treasurer and

such other duties as from time to time may be assigned to him or her by the Chairperson of the Area Committee.

5.6 The Secretary shall a) record and timely distribute to Area Committee members the minutes of the meetings of the Area Committee; b) see that all notices are duly given in accordance with the provisions of these Bylaws; c) timely distribute to Area Committee members copies of any changes to these Bylaws or the Rules; d) be a custodian of the Area Committee records; e) keep a register of the e-mail address as the primary contact and post office address as secondary contact of each member of the Area Committee which shall be furnished to the secretary by such member; and f) perform all duties incident to the office of the secretary and duties as from time to time may be assigned to him or her by the Chairperson of the Area Committee.

5.7 The officers of the Area Committee shall, in each case, be elected for a term of two years, for a period not to exceed two consecutive two-year terms. The Chair, Secretary, and Coach Representative shall be elected in odd years, and the Vice Chair and Treasurer shall be elected in even years.

6. AREA COMMITTEE MEETINGS

6.1 The Area Committee will have two mandatory meetings each year, once in April and the second in August usually the last weekend. The Area Committee may meet any time it has a need to. Notice of meetings shall be set before adjournment of current meeting or at least 2 weeks in advance of meetings determined necessary between the mandatory meetings.

6.2 The Area Committee may also act without a meeting if consent in writing (via email) providing a majority is available. No bylaws changes or removal of officers may be done by this type of meeting.

7. AREA COMMITTEE AGENDAS

The April meeting agenda shall at minimum include:

- a) Approval of prior meeting's minutes
- b) An Area Committee financial report
- c) An operating and financial review of the Area Swimming Championship meet held the preceding spring
- d) Setting of the event format for the next Area Swimming Championship meet
- e) Setting of qualifying times for the next Area Swimming Championship meet
- f) Election (in appropriate years) of the officers of the Area Committee
- g) Updating of records of Area Swimming Championship competition
- h) Discussion of (and when appropriate action on) any proposed changes to these Bylaws or the Rules Governing Heartland Area Swimming for competitions.

The August Meeting Agenda shall at a minimum include:

- a) Approval of prior meeting's minutes
- b) An Area Committee financial report
- c) Review of criteria for hosting the Area Swimming Championship
- d) Selection of date, host and entry fees for the Area Swimming Championship meet to be held in the succeeding year
- e) Review of standards and procedures for credentialing YMCA coaches in the Area

- f) Review of safety procedures for Area swimming competition
- g) Discussion of (and when appropriate action on) any proposed changes to these Bylaws or the Rules
- h) Discussion of changes in USA SWIMMING Men's' and Women's' Swimming Rules.

8. AREA COMMITTEE PROCEDURES

- 8.1 Area Committee meetings shall be chaired by the Area Chairperson. If such person is not present, the Area Vice-Chair shall preside. A majority of the Area Committee's voting representatives shall constitute a quorum for the purpose of conducting any and all Area business, provided that if less than a majority of the Area Committee voting representatives are present at said meeting, a majority of the voting representatives present may adjourn the meeting to any other time without further notice.
- 8.2 Once a quorum is present, a majority vote of the Area Committee's voting representatives present shall be necessary to take action on behalf of the Area Committee with respect to all matters, except Bylaw and Rules changes and removal of an Area Committee officer. In the case of changes to these Bylaws or the Rules changes or removal of an Area Committee officer, an affirmative vote of two-thirds of those voting members present shall be required.
- 8.3 Each voting representative present shall have one vote. Voting shall be by secret ballot if requested by any voting representative. Cumulative voting shall not be permitted. No voting by proxy or absentee ballot shall be permitted.

9. AMENDMENTS TO RULES AND BY LAWS

- 9.1 Proposed amendments to these Bylaws may be presented in writing at any meeting of the Area Committee at which a quorum is present. The proposed amendment shall be read, discussed and then tabled for any further action until the next meeting of the Area Committee at which a quorum is present. At the following meeting the proposed amendment shall be subject to further discussion and a vote. To be effective, a proposed amendment should receive approval of 2/3rds of the voting members present. The same procedure should be followed by the Committee to change the rules as well. After the amending is approved the change should be immediately included on the website and notice to all teams should be sent.

10. SUB COMMITTEES

- 10.1 The establishment of sub committees shall be directed by the Chair or the Area Committee directly as they deem necessary (e.g. officials committee, swimmer activities committee, protest committee both Regional and Area).

11. SWIMMERS ELIGIBILITY

- 11.1 A swimmer must be a YMCA member in good standing for the past 30 days in order to be eligible to participate in YMCA dual, triangular or invitational swim meets; and for the past 90 days to be eligible to participate in the Area or National Swimming Championships.
- 11.2 A swimmer may compete in open competition unattached but may not represent any team other than his or her local YMCA at any time during the current season after representing his/her YMCA). This rule shall in no event, however, prohibit an Area

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swimmer from representing either the state of Illinois or the state of Missouri and Kansas in a multi-state competition, where such swimmer is clearly representing the state in such competition and not any specific club or association.

- 11.3 A swimmer must represent his/her team in a minimum of one closed YMCA competition to be eligible for the Regional Championships. A swimmer, with one exception, must represent his/her association in closed YMCA competition at least three times in the competitive season to be eligible for the Area Championships. A double dual meet is not acceptable as two meets. Swimmers participating in high school swimming will be allowed to participate in the Area Championships if they have participated in two closed YMCA meets in the competitive season.
- 11.4 If a YMCA does not sponsor a swim team, an eligible athlete from that YMCA may participate in the District Championships, and in the Area Championships if he/she qualifies, provided the Chairperson of the Area Committee or his/her designee approves the entry.
- 11.5 Age groups are as follows:
- 8 and Under
 - 9-10
 - 11-12
 - 13-14
 - 15-21

(The age of a swimmer is determined by YMCA currently as of December 1st)

12. COACHES ELIGIBILITY

The Area Committee urges all member YMCA's who participate in competitions to:

- 12.1 Require each and every swim coach which it employs have the following four certifications:
- CPR
 - First Aid
 - Red Cross Safety Training for Swim Coaches or YMCA / Red Cross Life guarding
 - YMCA Principles of Swimming & Diving
- 12.2 Take the steps necessary to ensure that such coaches' certifications are current at all times during the competitive season. The primary responsibility for obtaining such certifications lies with each individual coach and the YMCA that employs the coach.
- 12.3 To assist Area YMCAs and their coaches in obtaining such certifications, the Area will use its best efforts to see that there is at least one trainer in the Area and to publish on the Area website the dates for certification classes.
- 12.4 The Group Area Designate will issue such certification cards in a prompt manner and, if possible, before any upcoming Area championship meet. If overnight delivery

service is required, the coach requesting the certification shall pay the charge for such service.

- 12.5 No Area coach will be allowed on deck during an Area championship meet without a current National certification card. At the Area championships, each coach will also be required to have a deck pass to be on deck. Deck passes will be issued to YMCAs participating in the Area championships by the Area meet host, based on the total number of swimmers entered in both days of such championship meet.
- 12.6 In the event there is no Group Area Representative, the local staff designate will hold that position. It will be the responsibility of the Chair to select a Representative if none of the afore mentioned options are available.

13. ENTRIES AND ENTRY CHANGES

- 13.1 In Area Championships a swimmer may participate in up to seven (7) events for the entire meet –not to exceed three (3) individual events and two (2) relay events per day. For events where the swimmers can compete in both prelims and finals, swimmers can compete in up to six (6) individual events (3 prelims and 3 finals) and two (2) relay events in a single day.
- 13.2 There shall be a limit of Six (6) entries per association in the Area Championship in any individual event.
- 13.3 No YMCA shall be allowed to enter more than one relay team per relay event in the Area Championships.
- 13.4 No qualifying times are required for relay events at a Championship meet.
- 13.5 In order for a swimmer to participate they must obtain the area qualifying time during a dual sanctioned meet. If the times are not forwarded to the ADC within the week the times will not be entered into the database and verification of times will not occur. (A sanctioned dual meet is one with five (5) officials: two level 2s acting independently as Starter and Referee, an Administrative Official, and two level 1s or level 2s acting as Stroke and Turn Officials.)
- 13.6 Any swimmer listed on a team roster that meets Area eligibility and participation rules will be accepted as an alternate in a relay for the Area Championship.
- 13.7 Exhibition swimming is prohibited at all Championships.
- 13.8 Events at Area Championships to be swam as timed finals include:
- all 8 and under events
 - 10 and under 100 Fly, 100 Back and 100 Breast
 - 13 and over 200 Fly, 200 Back and 200 Breast
 - Distance Events (500 Free, 1000 Free, 1650 Free) and the 400 IM which will be swam in the order of fastest to slowest.
- 13.9 The 200 Free and 200 IM will be swum as prelim/finals. The 11-12 200 Free and 200 IM will be swum on Friday night.
- 13.10 To ensure eight (8) finalists in Area Championships, two alternate qualifiers will be specified for the finals. In the event an alternate swims in the finals, previous points earned by the alternate in such event are lost from the meet. An alternate shall not be penalized for a "NO SHOW" if called upon to participate in finals.
- 13.11 Time trials will be offered following the completion of each day's Championship session for events with a distance of 500 yards or less.

14. QUALIFYING FOR AREA CHAMPIONSHIP

- 14.1 In order for a swimmer to participate they must obtain the area qualifying time during a dual meet. As described above in 13.4
- 14.2 There shall be a minimum of three heats in the Area Championships preliminaries in each event. If three full heats (24 swimmers) do not qualify by place or time in an event, the Area host YMCA shall notify the coaches to submit the swimmer(s) with the next fastest times that they are eligible to enter the Area Championships. The Area host YMCA shall not notify any qualifiers beyond that number necessary to fill three heats.
- 14.3 In distance events, there will be no call ups unless it is necessary to fill one heat or complete a second heat with the minimum of three (3) swimmers.
- 14.4 All competitors who qualify in one or more event will be given one bonus swim, not to exceed the daily and meet entry limits. The 400 IM, 500 Free, 1000 Free and 1650 Free are all excluded from the bonus swims.
- 14.5 All competitors who qualify by performance or by finishing first in their event shall be automatically entered in the Area Championships.
- 14.6 Qualifying meet results must be submitted by the Meet director of the Area host YMCA by the entry deadline. The Area Committee shall determine the entry deadline. The meet packet will identify the method of meet entry confirmation with the expectation that an electronic vehicle be made available. Further, the meet entry fee shall be paid in full to the host team at any time prior to the meet.

15. FEES

- 15.1 Fixed fees, including any entry fees, admission fees, surcharges, parking fees, and heat sheet charges, shall be part of the area champ meet bid. The bidding team is also to provide a pro-forma income/expense statement for the bid, which should include all anticipated sources of revenue and expense.

16. AWARDS

- 16.1 Awards shall be identical for boys and girls at the Area Championships.
- 16.2 Medals shall be awarded for the 16 places in each event.
- 16.3 Awards will be presented to the top 8 swimmers behind the blocks upon completion of the B final. The Area host team will provide a published award schedule regarding the time and location of all other finals award presentations.
- 16.4 Trophies shall be given to the three teams scoring the most points in each competitive age group in each of the boys and girls Area Championships.
- 16.5 High point trophies shall be awarded to the three teams scoring the highest, second highest and third highest total number of points in each of the boys and girls Area Championships.
- 16.6 High point Individual Awards shall be identical for boys and girls at Area Championships.
- 16.7 Trophies will be awarded in both the large and small team categories.
- 16.8 Host YMCAs are responsible for the cost of all awards (medals) and trophies.

17. SCORING

- 17.1 The number of places scored shall be twice the number of available lanes for the Area Championships. The scoring shall follow the Rule for Scoring as indicated by the USA Swimming Technical Rules, including the consolation finals. When 16 places are scored in the Area Championship shall be determined by the preliminary times.

18. CONDUCT OF THE CHAMPIONSHIP

- 18.1 The Area Championships shall be held under the supervision of the Area Committee, headed by its Chairperson.
- 18.2 A Coaches and Officials' meeting shall be held prior to the beginning of the Area meet to make final and detailed plans for the conduct of the meet.
- 18.3 The Official's Committee shall select the Meet Referee for each day of the Area Championship Meet.
- 18.4 The Meet Referees shall assign all other officials their duties, using officials from a list submitted by the instructors of the Area. All deck officials, other than timers, must be certified YMCA swim officials.
- 18.5 Automatic or semi-automatic timing devices shall be used for the Area Championships; subject to the approval of the Area Committee. All timing and placement shall comply with the USA Swimming Technical Rules.
- 18.6 25 yard pools are to be used for qualifying meets and may qualify contestants for the Area Championships. However, any times acquired in 25 meter pools must be accompanied by their equivalent 25 yard time in the meets final results. It is the responsibility of the meet Director to convert meter times to yard times, using the USA Swimming Technical Rules meter to yard conversion tables.
- 18.7 Final results (including all competitors) of qualifying and Area Championships must be available at the conclusion of each meet.

- 18.8 Qualifying meets are encouraged to have YMCA closed competitions use 'flyover' starts. Area champs shall be run using 'flyover' starts for all events except finals during a prelim/final format meet.
- 18.9 A no show at a preliminary or timed final event will result in no penalty. A no show in a finals event shall result in the swimmer being ineligible for subsequent competition in the meet.

19. RECORDS

- 19.1 Area Championship records are to be kept by the Area Committee. Records shall be kept to the hundredth of a second.

20. CHAMPIONSHIP MEET REPORTS

- 20.1 A Meet Manager report for qualifying meets will be sent immediately to the ADC so that the database will be updated properly so that the swimmers times will be provable for entry into Area meet.
- 20.2 Final results of the Area Championships shall be sent to members of the Area Committee, all competing teams, and the Group Representative for Competitive Swimming. The final results will give preliminary and final times and list any records established.
- 20.3 All final results of Area Championships MUST be sent to the Group Representative for Competitive Swimming, immediately following the meets in order for their sanctions from the National Committee to be valid. The Area Chairperson will have the name and address of the Group Representative for Competitive Swimming.

21. ORDER OF EVENTS - Record Holders - Qualifying Times (See attached schedules)

22. INFORMATION FOR THE AREA COMMITTEE

- 22.1 Each Team representative shall send and or update their contact information to the area secretary on or before the August mandatory meeting . At which time all teams will have their representative present in order for their teams to able compete to in the upcoming season.

23. RESPONSIBILITIES OF THE SELECTED HOST

- 23.1 Attend a pre-meeting with the HEARTLAND Area Committee to review and to receive approval of Meet plans and communications, including a complete draft Meet packet with prices for admission and heat sheets.
- 23.2 90 days prior to the Meet, post on the Area website and mail to all Area YMCA's appropriate information on meet location, directions to meet site, location of meet headquarters, and a list of area lodging and restaurant facilities – with distance to pool and room/parking rates.
- 23.3 45 days prior to the Meet, post on the Area website detailed Meet information, request for timers and entry forms.
- 23.4 30 days prior to the Meet, email the foregoing detailed Meet information, request for timers, and entry forms to Area YMCA's and Area Committee members.
- 23.5 Remit \$200 host fees for each the boy's and girl's meets to the Area Treasurer.
- 23.6 Provide all awards (medals/trophies) as required by these Rules
- 23.7 Upon receiving the awards, it is the responsibility of the Host to receive and inventory all awards, and repost any discrepancies to the Area Chair.

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23.8 Provide meeting room on Friday evening at pool or Meet headquarters (capacity 100) for coaches and Area Committee meetings.

23.9 Provide during entire Meet the following personnel:

- EMT available at the meet
- Marshalls to supervise warm-ups before both the preliminary and finals sessions
- Head timer, back-up timers, and stand-by timers to cover for teams failing to provide timers as requested
- Security as needed for pool, locker room, concession, and parking areas
- Bullpen
- Computer/Automatic timing system operation
- Concessions
- Awards, including assistance to Area Chairperson during presentation ceremony
- A minimum of two lifeguards per available pool. More may be necessary depending upon the venue.

23.10 Provide hospitality area and food for coaches and officials.

23.11 Provide timing equipment as follows:

- Fully automatic touch pad(s) in each lane for primary system
- Two semi-automatic buttons per lane for secondary system
- Two manual watches per lane for tertiary system
- Automatic scoreboard showing time by lane and place.

23.12 Provide appropriate signage/maps relative to:

- Nearest medical facility
- Parking areas
- Locker rooms
- Team areas
- Bullpen
- Swimmer and spectator circulation patterns
- Coaches' seating
- Spectator seating
- Hospitality area
- Locations and times for meetings (officials/coaches/timers).

23.13 Provide (for sale) appropriate heat sheets prior to both preliminary and finals sessions.

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- 23.14 Provide appropriate opening ceremony on both days prior to preliminaries (welcome, prayer, national anthem).
- 23.15 Provide final results to all participating teams on website within 8 hours of completion of each of the finals' sessions. (Provide disk copy to teams providing disk prior to start of the day's preliminary session).
- 23.16 Conduct time trials on Saturday for both boys and girls including all events included in the YMCA National format, the Sunday time trial shall be limited to the Area Order of events. Include time trial results in final Meet results.
- 23.17 File post Meet reports as required by Rule 12 of these Rules.
- 23.18 Optional Items:
- Photographer at finals sessions
 - Meet t-shirts
 - Heat winner awards
 - Flowers for event champion
- 23.19 The Area Committee will provide/assign the following:
- Meet Protest Committee
 - Referees
 - Starters
 - Stroke Judges
 - Turn Judges
 - Head Lane Judges (Level II certified)
 - Take off Judges
 - Warm up Referee to supervise warm-ups before both the preliminary and finals sessions.