

Chapel Hill Summer Swim League, Ltd.

By-laws

(As amended February 2025)

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## ORGANIZATION

The Chapel Hill Summer Swim League LTD (CHSSL) is a tax-exempt organization under Internal Revenue Code Section 501 (C) (3). As such, CHSSL can accept contributions from third parties which the donors can treat as tax deductible, effective May 15, 2014.

## PHILOSOPHY

The purpose of the Chapel Hill Summer Swim League, LTD, (CHSSL) is to sponsor organized age group swimming competition during the summer for teams comprised of swimmers from the league's member clubs.

**It is the philosophy of the CHSSL to allow maximum participation in swimming competition in an environment that encourages and teaches:**

- 1. Improvement of swimming skills in an enjoyable atmosphere**
- 2. Understanding that healthy competition is fun, and that good sportsmanship is emphasized**
- 3. Contact, team spirit, and friendship among swimmers of all skill levels.**

**The guiding principle of the league is that the best interests of the swimmers competing are paramount.** Officials in all CHSSL sanctioned meets should be knowledgeable about the Chapel Hill Summer Swim League Bylaws. While CHSSL generally applies USA guidelines and rules, **it is the league's philosophy that these swim meets are held for the swimmers, first for fun and second to determine a winner.**

**Winning should always be secondary to good sportsmanship.** The best interest of the swimmers involved is the top priority.

## PURPOSE

The purpose of this document is as follows:

- 1. To provide guidance** to parents, league officers, and coaches for the consistent administration of league-sanctioned swim activities;
- 2. To ensure that the philosophy of the league is understood and applied** in every situation where there is not specific guidance in the rules; and
- 3. To provide a reference for rules** to be followed in judging and scoring swimming events conducted as part of league-sanctioned meets.

## **I. TEAM MEMBERSHIP**

The CHSSL needs a strong membership base to remain viable. New clubs should be readily accepted into the CHSSL, and current member clubs should encourage and facilitate the organization of new clubs. The following guidelines will apply to club membership in the CHSSL.

1. MEMBERS will remain in good standing as long as:
  - a. dues and fees to the CHSSL are current, or if not, their non-current status has received the prior approval of the board
  - b. no violations of league rules or changes in the club status have occurred which causes the club's membership in the CHSSL to be suspended or revoked.
  - c. members have (or have access to) a pool capable of hosting a meet
2. VOTING ON MEMBERSHIP. Acceptance of new members, or a change in status of current, including, but not limited to, revocation of membership and mergers or division of current members in CHSSL, will be by a majority vote of the parent representatives on the board.
3. TEAMS. Each CHSSL team is associated with a primary sponsor swim club which is affiliated with CHSSL. Each team may or may not include additional private clubs affiliated with CHSSL. Agreements between the sponsor club and affiliated private clubs are not governed by CHSSL except as regards membership in a participating club (see Swimmer Eligibility).

## **II. SWIMMERS**

### ***A. ELIGIBILITY***

To be eligible to participate in swimming meets as a CHSSL team member, each swimmer must conform to all eligibility rules below:

1. A swimmer must be an unrestricted member of an individual club affiliated with the CHSSL. If a club wishes to have swimmers with restricted membership eligible to swim in CHSSL-sponsored swimming meets they must receive prior approval from the CHSSL board. In considering these requests the board will attempt to balance any concerns regarding recruiting of swimmers with the desirability of greater access to the CHSSL. This by-law does not apply to teams sponsored by public swimming pools (i.e., the Chapel Hill Community Center, etc.), but only to teams sponsored by private clubs.
2. To be eligible, a swimmer must have a membership in one of the clubs participating in the CHSSL. A swimmer declares membership on a team by paying dues to belong to a specific team and by swimming for that team in dual meet competition. Membership on more than one CHSSL team is not permitted, even if the swimmer is a member of more than one club.
3. To remain eligible once membership in a club team is declared, the swimmer must remain with that club for the entire summer unless:
  - a. The child's family changes club membership, a request for change of team is brought up before the CHSSL Board, and the request is approved; or
  - b. Any other special case develops which is brought up before the Board for special consideration, and the change is approved.
4. Until Board approval for a team change is granted, the swimmer is not eligible to swim for scoring purposes for the new team in either dual meets or in the Championship Meet.

## ***B. AGE GROUPS***

1. Age groups shall be as follows: 6 and under, 7-8, 9-10, 11-12, 13-14, and 15-18.
2. Any eligible swimmer may swim in the age group which corresponds to his/her age as of June 1 of that year. In any meet, a swimmer may swim events in only one age group, except as allowed by section IV, A, 3d Who and in certain events designated as 8&U, 10&U, etc. to which his age corresponds.

## ***C. USAS/NCS, YMCA, HIGH SCHOOL, AND COLLEGIATE SWIMMERS***

1. All otherwise eligible swimmers may swim in their age group, regardless of registered swimming times posted during the previous winter season, or their competitive status in the scholastic or other organized swimming programs.
2. All caps and suits worn during a meet must be either the swimmer's CHSSL team cap/suit or a cap/suit containing no other team logos or team names.
3. Tech suits of any kind, including ones allowed by USA swimming for under 13 swimmers, may not be worn during CHSSL meets.
4. Swimmers in violation of the above provisions may be barred from the competition venue until they comply. However, any swimmer who competes in an event wearing swimwear in violation of these provisions shall not be subject to disqualification.

## ***D. COACH ELIGIBILITY***

Swim team coaches at the individual club pools are eligible to participate and score points for that club in individual events and relays in the CHSSL sponsored swimming meets for their teams. A coach must be 18 years of age or younger before June 1 of the summer swim season.

## ***E. LIFEGUARD ELIGIBILITY***

Regardless of the policies of the individual clubs, employment as a lifeguard does not confer eligibility to participate in CHSSL swimming meets. CHSSL does not recognize employment as conferring an unrestricted membership. Any requests for exceptions to this policy must be presented to the board prior to the team's second dual meet of the season.

## ***F. SWIMMER AND PARENT/GUARDIAN CODE OF CONDUCT***

It is the philosophy of the CHSSL to allow maximum participation in swimming competition in an environment that encourages and teaches swimming skills in an atmosphere of fun, positive sportsmanship and with team spirit for swimmers of all levels. As such, we expect that all swimmers and parents/guardians abide by our league-wide code of conduct and any swimmer or parent/guardian who engages in conduct that is inconsistent with the league's mission/philosophy is subject to dismissal from the league. Swimmers and parents/guardians may not engage in inappropriate behavior. This behavior includes: any form of harassment toward a coach, parent/guardian or teammate, use of rude language, gestures or remarks, unsportsmanlike conduct, or participating in activities which result in harm or violence to any person. This also includes any kind of sexual harassment towards other swimmers or coaches, including (but not limited to) unwanted touching, remarks, or other unwelcome attention. Swimmers and parents/guardians may not engage in any kind of digital harassing behavior toward other swimmers or coaches, e.g. texts, emails & social media. Digital harassment can include, but is not limited to, hostile language, unsolicited photographs, bullying, and sexual harassment. Swimmers and parents/guardians will show respect for all CHSSL facilities and other property used during practices, competitions, and team activities. Swimmers, coaches, and parents/guardians will not engage in photography or videography behind the blocks at a meet. If not otherwise specified in the league bylaws, CHSSL defers to USA Swimming code of conduct and U.S. Center for SafeSport Code Section IX. If you notice a violation of the code of conduct, please talk about this with your coach or parent representative. Violations of this code of

conduct will be managed at the discretion of the head coach(es) in consultation with the Parent Organizing Committee (or similar) of each team. Disciplinary action may involve parent/guardian meetings, suspension, or removal of the swimmer from the team. If a swimmer has been removed from a team in CHSSL, they may not swim or coach for another CHSSL team that season or any subsequent year without approval from the CHSSL Board. The CHSSL Board reserves the right to remove any swimmer from the CHSSL who violates the Code of Conduct. The CHSSL Board reserves the right to ban a parent/guardian from CHSSL events who violates the Code of Conduct. Reinstatement requires approval from the member team and CHSSL Board.

The CHSSL requires all participants (e.g., coaches, parents/guardians, swimmers) to adhere to the League Code of Conduct. Each club is responsible for securing acknowledgment of this Code of Conduct from each registered swimmer/family.

### **III. STROKE and TURN / DISQUALIFICATIONS**

#### **A. *STROKE AND TURN***

See [Appendix A](#) for stroke and turn judging criteria.

#### **B. *JUDGES***

Stroke and turn judges officiating at any meet must have been certified by the CHSSL. The league will provide a stroke and turn clinic each year prior to the start of the season. All new stroke and turn judges must complete a scheduled CHSSL training at the beginning of the season and should have apprenticed for AT LEAST 1 MEET with a seasoned judge (at least 1 prior year of experience in CHSSL or USA Swimming certification) prior to stroke and turn judging individually at a dual meet.

#### **C. *DISQUALIFICATIONS***

1. All disqualifications will be documented by the official stroke and turn judges on the appropriate DQ slips or with the electronic system being used by the league.
2. DQ slips will be written in duplicate if paper copies are used. One copy will go to the scorers; one copy will be given at the meet to the coach of the offending swimmer.
3. If the meet is using league sponsored software, then all disqualifications should be documented through the software instead of duplicate copies DQ slips.

### **IV. DUAL MEETS**

#### **A. *EVENTS***

1. Shall be conducted according to the Order Of Events. See [Appendix B](#).
2. Exhibition swims are prohibited
3. Relays
  - a) One heat per age group
  - b) Boys' and girls' races shall be swum simultaneously if possible.
  - c) To allow more swimmers to participate in relay events at every meet, mixed relays can be swum as boys' relays if the following conditions are met:
    - i. Mixed relays shall be swum officially only in the absence of four qualified boys in that age group. If a team has four boys entered in individual events in the meet, that team may not enter a mixed relay for scoring in the meet. Exceptions must be brought to the host meet director for approval.
    - ii. All mixed relays must have at least one boy who qualifies for that particular age

group.

- d) If a team has four qualified swimmers in an age/sex group, these are the swimmers to be used for the relay. Only when a team does not have four qualified swimmers in a given age group can they move a swimmer up from a lower age group to fill out the relay. No stair stepping (example: robbing from the 13-14 group to fill 15-18 group and moving 11-12 to the 13-14 group) will be allowed.
- e) Mixed relays are to be scored as boys relays.

#### 4. Individual Events

- a) Each individual swimmer shall be allowed to swim a maximum of three individual events and two relays (one free and one medley). If possible, each swimmer shall be entered in a minimum of two events including relays in each dual meet. If a swimmer swims more than three individual events he or she will be disqualified from the meet.
- b) Events swum outside of a swimmer's age group count toward that swimmer's maximum allowed events.
- c) A swimmer may only swim one individual event per stroke. For example, a swimmer age 10 and under may swim the 25 meter freestyle or 50 meter freestyle, but not both.

5. Every effort should be made to minimize the number of heats.

6. Heats will be arranged fastest to slowest.

7. Even numbered lanes shall be assigned to the home team and odd numbered lanes shall be assigned to the visiting team for all dual meets, however, the Clerk of the Course shall have discretion to combine heats and/or events into single heats as he/she sees fit in the interest of time.

### ***B. TIME***

- 1. All meets will be swum according to the schedule set by the CHSSL board prior to the swim season, unless changed by prior agreement between coaches, and confirmed two days in advance of the meet.
- 2. Warm-ups will be held from 4:00 to 5:00 p.m for evening meets and 8-9a for Sat morning meets.
- 3. Weekday meets begin at 5:00 p.m.; Saturday morning meets begin at 9am.
- 4. Meet date or time changes may be made as follows:
  - a. Time changes may be made by the home team, based on pool availability. Any changes must be communicated to the visiting team at least one week ahead of the meet. Warm-up may start no earlier than 7 am.
  - b. Date changes will only be considered if the meet is rained out and a rain date is set, barring any unforeseen circumstances, and as agreed upon by both teams.

### ***C. EARLY TERMINATION/RESCHEDULING OF A DUAL MEET***

- 1. In the case of inclement weather (i.e. lightning, thunder, etc.) the host coach is responsible for removing all swimmers from the water to wait for a break in the weather. The pool manager, in consultation with the parent representatives of the two teams, will jointly decide if the meet should be called on account of weather. Every effort will be made to delay rather than cancel the meet. If the meet is called for weather, it will be rescheduled in accordance with the rules below.
- 2. If a dual meet has completed Event 44 and the meet is called off for any reason, a winner must be declared based on the score at that point in that meet.
- 3. If a dual meet is called off for any reason prior to the completion of Event 44,
  - a. The meet shall be rescheduled and
  - b. Competition shall resume at the point of termination and
  - c. The rescheduled meet will be held at a mutually available time jointly agreed upon by at least one parent rep from each team.



4. If a rescheduling is not possible for a dual meet called before Event 44, no winner will be declared.

## **V. CHAMPIONSHIP MEET**

### **A. *ELIGIBILITY***

Any swimmer who meets regular season requirements and has swum in two CHSSL regular meets.

1. Requests for exceptions must be presented by a coach or club representative at the time of seeding and require approval by a majority of the board.
2. Substitution of one swimmer for another in a given event is permitted **only after** receiving permission from the Meet Referee/ Meet Director, and approval must be received **prior to the start of the session**. It is the responsibility of the team's Head Coach to communicate the necessary changes. Additional swimmers may be deck entered **only at the discretion** of the Meet Referee/ Meet Director.
3. In the event that a dual meet is canceled or postponed due to bad weather, such meet will count toward the Championship Meet eligibility requirement for all swimmers who were present and actually swam or were otherwise ready to swim in such meet, regardless of whether such meet is rescheduled, and any times swum in a meet that is terminated early due to bad weather will count for purposes of seeding for the Championship Meet.
4. All 8U swimmers must have completed at least ONE LEGAL length of fly or back or TWO LEGAL lengths of breast in a dual meet prior to entry for that specific stroke at the Championship meet. Coaches may petition the board for exceptions to this rule at the time of seeding.
5. All 9-10 swimmers must have completed at least TWO LEGAL lengths of breast, back or fly in dual meets prior to entry for these events at the Championship meet. A 50 yard/meter event counts as two lengths. Coaches may petition the board for exceptions to this rule at the time of seeding.

### **B. *ORDER OF EVENTS***

Events shall be conducted according to the Championship Order of Events that will be determined by the CHSSL. See [Appendix C](#).

### **C. *ENTRY LIMITS***

Each club may enter only one "A" relay per event to swim for points. Additional heats will NOT be added beyond those necessary to accommodate the "A" relays.

### **D. *ENTRY TIMES***

Entry times must have been achieved in dual meet competition during the regular swim season. Entry times must be in yards, or converted from meters to yards in accordance by dividing the meter time by the conversion factor 1.11 (Meet Manager default). This factor is to be used for all age groups and events.

A swimmer may be entered into an event for the Championship Meet with a No Time (NT), EXCEPT as required in Section V. Championship Meet, A. Eligibility, 4 and 5.

### **E. *MAXIMUM AND MINIMUM ENTRIES***

These shall be the same as the regular season as presented in IV.A.3 and 4.

### **F. *SEEDING***

All entries shall be seeded by the CHSSL Board representative prior to the meet.

## **G. RULES**

All other regular season rules shall apply for this meet.

## **VI. SCORING**

### **A. DUAL MEETS**

1. Individual events- places shall be scored as 5 points for 1st place, 3 points for 2nd place, and 1 point for 3rd place.
2. Sweep – If either team sweeps an event by taking 1st, 2nd, and 3rd places, that team shall receive 8 points and the remaining point be awarded to the opposing team unless:
  - a) the opposing team did not enter a swimmer in the event, or
  - b) all swimmers entered by the opposing team were disqualified.
  - c) Under either of these circumstances, the 9th point is not awarded.
3. Relay events – No team shall receive points for more than one relay in each relay event. Places shall be scored as 7 points for 1st place and 2 points to the opposing team unless:
  - a) the opposing team did not enter a relay team in the event, or
  - b) all teams entered by the opposing team were disqualified.
  - c) Under either of these circumstances, the 2 points are not awarded.
4. Scores shall be announced at the discretion of the coaches involved.
5. If stopwatch times must be used because the timing software is malfunctioning, three timers per lane should be used. The middle time will be the official time. If only two times are available, the average of the two times will be the official time.
6. Beginning in 2015, the current software being used by CHSSL times will be used and accepted.

### **B. CHAMPIONSHIP MEET**

1. If touch pads are used, there will be two manual backup timers per lane. Touch pad timing will prevail in determining winners, if the system has functioned properly.
2. As of 2013, points will be scored using the Meet Manager defaults which are as follows:

| Individual |        |  | Relay |        |
|------------|--------|--|-------|--------|
| Place      | Points |  | Place | Points |
| 1st        | 20     |  | 1st   | 40     |
| 2nd        | 17     |  | 2nd   | 34     |
| 3rd        | 16     |  | 3rd   | 32     |
| 4th        | 15     |  | 4th   | 30     |
| 5th        | 14     |  | 5th   | 28     |
| 6th        | 13     |  | 6th   | 26     |
| 7th        | 12     |  | 7th   | 24     |
| 8th        | 11     |  | 8th   | 22     |
| 9th        | 9      |  |       |        |
| 10th       | 7      |  |       |        |
| 11th       | 6      |  |       |        |
| 12th       | 5      |  |       |        |
| 13th       | 4      |  |       |        |
| 14th       | 3      |  |       |        |
| 15th       | 2      |  |       |        |
| 16th       | 1      |  |       |        |

## **VII. AWARDS**

### **A. *RIBBONS***

CHSSL ribbons shall be used only for league meets and shall be awarded as follows:

#### **Dual Meet Ribbons**

1. Individual events – ribbons shall be awarded for 1st through 6th places in dual meets.
2. Dual Meet Relays – ribbons shall be awarded to each member of the 1st through 4th place relay teams.

#### **Championship Meet Ribbons**

1. Championship individual events - ribbons shall be awarded for 1st through 16th places. Ribbons are awarded based on actual finish order, regardless of the assignment of points scored in an event.
2. Championship relays – ribbons shall be awarded each member of the 1st through 8th place for all relay teams.

### **B. *CHAMPIONSHIP MEET TROPHY***

There will be a rotating team trophy awarded to the winner of the Championship Meet each year. The trophy is kept for one year then re-awarded.

### **C. *MEDALS***

Medals will be awarded for record breakers in the Championship Meet.

### **D. *HIGH POINT CHAMPIONSHIP MEET AWARDS***

Awards will be given to the high point winner in each individual age group, by gender, for the Championship meet. Points from relays are not included.

## **VIII. OFFICIALS AND EQUIPMENT**

### **A. *PERSONNEL***

Each Club should provide for dual meets:

1. Home Club: 2 timers per lane; visiting club 1 timer per lane
2. 1 stroke judge
3. 1 scorer
4. 1 runner
5. 1 starter from home team
6. 1-2 Clerk of Course

### **B. *CHAMPIONSHIP MEET PERSONNEL***

Each Club will provide officials for the Championship Meet.

### **C. *DUAL MEET EQUIPMENT & RIBBONS***

1. Each club will provide:
  - a. place ribbons and participant for own swimmers
  - b. heat sheets, as desired
2. Home clubs will provide:
  - a. power horn or speaker
  - b. refreshments for meet workers and coaches
  - c. scorekeepers iPad
  - d. stopwatches

- e. heat winner ribbons
- f. concessions, if available

## **IX. FEES**

### **A. *RIBBONS***

1st through 6th place ribbons and Championship ribbons and medals will be provided by and paid for by the CHSSL. Heat winner, participant, and best time ribbons will be ordered by the league but must be paid for by individual teams. The treasurer will invoice each team for their order.

### **B. *FEES***

All fees will be paid by each league member to the league Treasurer by the date set by the board. As of 2024, a fee of \$7/swimmer on the team roster will be assessed to each team.

### **C. *ADDITIONAL FEES***

Any additional fees must be considered and approved by the board.

## **X. ADMINISTRATION**

### **A. *BOARD REPRESENTATION***

The CHSSL Board will consist of representatives from each member team. Ex-officio non-voting members may be appointed by the president with approval of the board.

### **B. *VOTING***

Each fee-paying team will have two votes, regardless of the number of board representatives present from a team. Unless otherwise noted, to be binding, votes must be majority votes of a quorum of the Board.

### **C. *QUORUM***

A meeting quorum is defined as at least two thirds of the member teams represented and attendance by at least one officer. In the absence of an officer, a pro tempore presiding officer will be elected.

### **D. *REQUIRED NOTICE OF MEETINGS***

At least four days advance notice to all Board members is required before a meeting may be scheduled and held. Notice may be by mail, email or phone.

### **E. *MEETINGS***

The schedule below is a guideline for scheduling regular meetings.

- Jan/Feb – Parents – Administrative issues/Approve meet schedule
- Mar/April – Parents – Administrative issues/Schedule for stroke & turn clinic(s)
- May – Parents/Coaches – Swim season matters (go over relay rules, stroke & turn rules, safe sport, lifeguard eligibility)
- June – Parents – Swim season matters
- July – Parents/Coaches – Championship Meet seed meeting
- August/September – Parents – Proposed changes for next season

- October – Parents – Administrative Issues/Draft next season meet schedule

**F. EMERGENCY MEETINGS**

Emergency meetings (those without a four-day advance notice) may be called by a three-quarters majority of all Board Members. A quorum must be present for all binding votes at emergency Board meetings.

**G. TIE VOTES**

In all cases of a tie, the presiding officer will be given a tie breaking vote.

**H. ELECTION OF OFFICERS**

The officer positions include President, Vice President, Secretary, and Treasurer. Board members may self-nominate or nominate another Board member for a position. If there is more than one candidate for a position, a majority vote of the Board will determine the winner. This vote will occur at the first meeting following the Championship meet. Newly elected officers will begin their duties at the following meeting. In the event that a position has no nominees, the Board member with the most years of service to the CHSSL will be asked to step in and fill that role. All officers will have a term limit of 2 years unless there are no other nominees for that position. Approved at the discretion of voting members.

**I. PRESENTATION OF GRIEVANCES**

Grievances shall be presented to the President of the CHSSL Board, who then may bring the matter to the Board if he/she deems it necessary. Any disciplinary action must be by a majority decision of the Board.

**J. GOVERNING RULES.**

In all situations not specifically covered or excepted by the rules of the CHSSL, the CHSSL will observe current USA Short Course Age Group swimming rules.

**K. EMAIL SURVEY.**

Swimmer eligibility, team changes and other variances may be decided by an email poll of the majority of the Board.

**L. RIBBONS**

Ribbons will be ordered and distributed by the acting Vice President. Each team should submit their ribbon orders by March 15th. The league ribbon order should be placed by April 1st.

**M. DUTIES OF OFFICERS**

**1. President**

- a. Presides over all meetings and arbitrates disagreements.
- b. Schedules and provides official notification of meetings and distributes minutes.
- c. Updates Championship Meet Records for the previous season and changes as necessary. He/she also adds new age group winners. She/he may delegate this task.
- d. Encourages local media to cover CHSSL events.
- e. Keeps an official copy of the names of all Board members and posts this on the CHSSL website.
- f. Keeps an official copy of the CHSSL rules with all amendments.
- g. Keeps an official copy of all dual meet results of the current season until the end of the Championship meet for that year.

## **2. Vice President**

- a. Presides over meetings in absence of the President.
- b. Orders and distributes ribbons (as noted above).
- c. Creates dual meet schedule with approval from league teams.
- d. Take minutes of all meetings in the absence of the Secretary.

## **3. Treasurer**

- a. Collects all monies and pays all debts for the CHSSL.

## **4. Secretary**

- a. Takes minutes of all meetings
- b. Provides copies of all minutes and other necessary materials to all board members.

# **XI. ORDER OF TEAMS**

Please refer to [Appendix D](#) for responsibilities regarding the Championship meet.

# **XII. DISSOLUTION**

In the event of dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation to such an organization organized and operated exclusively for charitable, educational, or scientific purposes and qualified as an organization under Section 501(c)(3) of the Internal Revenue Code (or corresponding sections of any future United States Internal Revenue law), with a preference to other student swim league organizations. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the Registered Office of the Corporation is located, exclusively for such purpose or to such an organization as said court shall determine.

# **XIII. AMENDMENT OF BYLAWS**

Amendments to these bylaws may be proposed by any active member in good standing of the Board of Directors. No such action may change the purposes of the Corporation so as to impair its rights and powers under the laws of the State of North Carolina nor waive any requirement of bond or any provision for the safety and security to the property and funds of the Corporation or its Directors. A proposed amendment to these bylaws shall be approved by a two-thirds (2/3) majority vote of the active membership. Each team is represented by two active members. Upon submission of an amendment proposal, an Officer shall provide notice to all active members at least 14 days prior to the scheduled vote. This notice shall include the proposed amendment, the date of the vote, and the rationale for the amendment. All amendments to these bylaws shall be recorded in the official minutes of the organization, and a copy of the amended bylaws shall be made available to all active members within 7 days of approval. Any approved amendment to these bylaws shall take effect immediately upon approval unless otherwise specified in the amendment.

**APPENDIX A**  
**CHSSL Stroke and Turn Judging Criteria**  
June, 2006

All stroke and turn officials are recommended to attend a S&T clinic held prior to the start of the season.

All new officials and returning officials that have not worked the previous season must attend the clinic. After attending the S&T clinic, it is expected that new officials apprentice with an experienced S&T official for one meet prior to officiating independently.

**1. Freestyle**

- a. Start - The forward start shall be used.
- b. Stroke - In an event designated freestyle the swimmer may swim any style, except that in a medley relay or individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point, the head must have broken the surface of the water.
- c. Turns - Upon completion of each length the swimmer must touch the wall.
- d. Finish - The swimmer shall have finished the race when any part of his/her person touches the wall after completing the prescribed distance.

**2. Backstroke**

- a. Start - The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Toes may be above the water line but standing in or on the gutter or curling the toes over the lip of the gutter is not permitted at any time before the start.
- b. Stroke - The swimmer shall push off on his/her back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point, the head must have broken the surface of the water.
- c. Turns - Upon completion of each length, some part of the swimmer must touch the wall. During the turn, the shoulders may turn past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn. The swimmer must have returned to a position on the back upon leaving the wall.
- d. Finish - Upon the finish of the race, the swimmer must touch the wall while on the back.

**3. Breaststroke**

- a. Start - The forward start shall be used.
- b. Stroke - From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. The swimmer is not permitted to roll onto the back at any time. Throughout the race, the stroke cycle must be one arm stroke and one leg kick in that order. The arms shall move simultaneously and in the same horizontal plane without any alternating movement. The hands shall be pushed forward together from the breast, on, under, or over the water. The elbows shall be under the water except for the final stroke before the turn, during the turn and the last stroke at the finish of the prescribed distance. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hipline, except during the first stroke after the start and each turn. Some part of the swimmer's head shall break the surface of the water at least once during each complete cycle of one arm stroke and one leg kick, in that order, except after the start and each turn the swimmer may take one

arm stroke completely back to the legs and one leg kick while wholly submerged. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

- c. Kick - After the start and after each turn, a single downward butterfly kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous. The feet must be turned outward during the propulsive part of the kick movement. A scissors, flutter, or downward butterfly kick is not permitted. Breaking the surface with the feet shall not merit disqualification unless followed by a downward butterfly kick.
- d. Turns - At each turn, the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete cycle preceding the touch. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the form prescribed in (b) above must be attained from the beginning of the first arm stroke.
- e. Finish - At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete stroke cycle preceding the touch.

#### 4. **Butterfly**

- a. Start - The forward start shall be used.
- b. Stroke - After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring him/her to the surface. It shall be permissible for the swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.
- c. Kick - All up and down movement of the legs and feet must be simultaneous. The position of the legs or feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kick movement is not permitted.
- d. Turns - At each turn, the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
- e. Finish - At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, over, or below the water surface.

#### 5. **Individual Medley** – The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

- a. Start – The forward start shall be used.
- b. Stroke – The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.
- c. Turns – Intermediate turns within each stroke shall conform to the turn rules for that stroke. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
  - i. *Butterfly to backstroke* – the swimmer must touch as prescribed above. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves



- the wall.
- ii. *Backstroke to breaststroke* – the swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed armstroke form must be attained prior to the first arm pull.
- iii. *Breaststroke to freestyle* – the swimmer must touch as described above. Once a legal touch has been made, the swimmer may turn in any manner.
- d. Finish – The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

### **False Starts**

- A. After the command "Take your mark" and before the starting sound, the starter may release the swimmers from the starting position with the command "Stand up". This allows each swimmer in the forward start to move away from the front edge of the starting platform and, if desired, to step off the platform. In the backstroke start, each swimmer is also released from the starting position but must remain in the start area.
- B. After the command "Take your mark", all swimmers entering the water or otherwise leaving their marks, before the starting sound or before being released from the starting position, shall be charged with a false start. All other swimmers must be released immediately from the starting position by the starter.
- C. Swimmers entering the water or otherwise leaving their marks, in reaction to the command "Stand up", subject to the discretion of the referee and/or starter, shall not be charged with a false start.
- D. When the starting sound has been given and an unfair advantage has been obtained by one or more swimmers, all swimmers shall be recalled at once with a pistol shot and/or electronic sound device by the starter, recall starter or referee. The starter, recall starter and/or referee then shall indicate the swimmer(s), if any, to be charged with a false start. Swimmers not obtaining an unfair advantage, even though they have entered the water, shall not be charged with a false start.
- E. In championship meets, dual confirmation is required to confirm a false start. A swimmer may be charged with a false start only if the violation is observed and confirmed by at least two of the following officials: starter, recall starter, referee. Dual confirmation of false starts is recommended for non-championship meets whenever there are an adequate number of officials.
- F. In the Chapel Hill Summer Swim League the first false start will be charged to field. Any subsequent false start shall be charged to the swimmer or swimmers who, in the judgment of the starter, committed the false start and this shall result in immediate disqualification.

### **Relays**

- 1. Freestyle relay – Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
- 2. Medley relay- Four swimmers on each team, each to swim one-fourth of the prescribed distance continuously in the following order: first, backstroke; second, breaststroke; third butterfly; and fourth freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
  - c) Other rules pertaining to relays
    - a. No swimmer shall swim more than one leg in any relay event. Additionally, no swimmer may participate in more than *one free* and *one medley* relay during each meet.
    - b. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all swimmers of all teams have

finished the race.

### **Relay takeoffs**

Each succeeding swimmer (i.e. swimmer 2, swimmer 3 and swimmer 4) shall take off using a forward dive from a starting position having at least one foot in contact with the front edge of the starting platform. All momentum for the start must be generated after the swimmer steps onto the platform. The swimmer may be in motion when the preceding swimmer finishes; however, if the swimmer leaves the starting mark before the previous swimmer on his or her relay team finishes a leg of the race, that relay team shall be disqualified.

### **Relay Takeoffs (100 yd relays)**

Swimmers starting from the shallow end of the pool (depth less than 4 feet) shall start in the water. A diving start will not be allowed. The swimmer must start with one hand on the wall. If the swimmer leaves the starting mark before the previous swimmer on his/her relay team finishes a leg of the race, that relay team shall be disqualified.

The above rules are the normal USS swimming stroke and turn regulations. This Board has chosen to modify these rules with regard to specific age group requirements. The modifications are listed below. Coaches are asked to teach swimmers of all age groups to compete using the normal rules. The following guidelines are to be distributed to each team for use by the officials during meets.

### **Common infractions that apply to ALL age groups:**

1. relay takeoff infractions
2. wrong stroke
3. failure to finish race independently.
4. push off on bottom of pool or pulling on lane rope to advantage
5. failure to touch wall on a turn

Remember: Disqualification for false starts on individual events and at the start of relay events is the responsibility of the starter – not the stroke judge. The starter is responsible for the judging of the relay takeoffs from the start end of the pool.

### **Swimmer ages 6 and under**

1. The 6 and under can turn to their breast during the backstroke to check wall location but must return to their back and complete the race on their back.
2. During all 6 and under events, the swimmer can hang on lane rope for rest or adjusting goggles. However, they cannot pull on the lane rope to advance themselves.

### **Swimmer ages 10 & under**

Do not DQ for poor/illegal flip turns on 50 Back for this age group unless more than one freestyle stroke is taken after turning over onto the breast. We do not want to penalize these swimmers for trying to do this difficult turn.

### **Swimmer 11 and up**

No exceptions to the stroke and turn rules.

**Reminder: Judges must see** an infraction to disqualify a swimmer. Other observers may not “report” illegal swims for disqualification. If you do not see an infraction or you are not completely confident that an infraction has occurred – do not disqualify the swimmer.

These modifications to the normal Stroke and Turn rules were discussed and approved by the coaches of the CHSSL for the 2010 swim season. The coaches and the CHSSL Board ask that these standards be enforced at each swim meet so that we can assure each child an equal opportunity to succeed at every meet. With the exception of flexibility on backstroke flip turns, we ask that the standard Stroke and Turn

rules be enforced for swimmers age 6 and older.

**Additional USS Rule Clarifications:**

1. A disqualification can be made only by the official within whose jurisdiction the infraction has been committed. Except for relay take-off judges when dual confirmation relay take-off judging is used, the Referee, stroke, turn, or relay take-off judge, upon observing an infraction, shall immediately raise one hand overhead. If the official does not do so, there shall be no disqualification.
2. A swimmer must start and finish in the same lane.
3. Standing on the bottom during a freestyle race shall not disqualify a swimmer, but a swimmer must not leave the pool, or walk or spring from the bottom. Standing on the bottom during any other stroke shall result in disqualification.
4. Dipping goggles in the water or splashing water on the competitors face or body prior to an event shall not be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
5. No swimmer is permitted to wear or use any device or substance to help his/her speed, pace or buoyancy during a race. Goggles may be worn and rubdown oil applied if not considered excessive by the Referee.
6. Grasping lane dividers to assist forward motion is not permitted.

**APPENDIX B**  
**CHSSL Dual Meet Order of Events**

| Event Number (Girls/Boys)   |                                      |
|---|--------------------------------------|
| 1/2   | 11-12 Girls/Boys 100 IM              |
| 3/4   | 13-14 Girls/Boys 100 IM              |
| 5/6   | 15-18 Girls/Boys 100 IM              |
| 7/8   | 6 & under Girls/Boys 25 Freestyle    |
| 9/10  | 7-8 Girls/Boys 25 Freestyle          |
| 11/12   | 9-10 Girls/Boys 25 Freestyle         |
| 13/14   | 10 & under Girls/Boys 50 Freestyle   |
| 15/16   | 11-12 Girls/Boys 50 Freestyle        |
| 17/18   | 13-14 Girls/Boys 50 Freestyle        |
| 19/20   | 15-18 Girls/Boys 50 Freestyle        |
| 21/22   | 6 & under Girls/Boys 25 Backstroke   |
| 23/24   | 7-8 Girls/Boys 25 Backstroke         |
| 25/26   | 9-10 Girls/Boys 25 Backstroke        |
| 27/28   | 10 & under Girls/Boys 50 Backstroke  |
| 29/30   | 11-12 Girls/Boys 50 Backstroke       |
| 31/32   | 13-14 Girls/Boys 50 Backstroke       |
| 33/34   | 15-18 Girls/Boys 50 Backstroke       |
| 35/36   | 6 & under Girls/Mixed 100 Free Relay |
| 37/38   | 7-8 100 Girls/Mixed Medley Relay     |
| 39/40   | 9-10 Girls/Mixed 100 Medley Relay    |
| 41/42   | 11-12 Girls/Mixed 200 Medley Relay   |
| 43/44   | 13-14 Girls/Mixed 200 Medley Relay   |
| <b><i>**Meet counts as complete from this point on (in case of inclement weather)**</i></b> |                                      |
| 45/46   | 15-18 Girls/Mixed 200 Medley Relay   |
| 47/48   | 8 & under Girls/Boys 25 Breaststroke |
| 49/50   | 9-10 Girls/Boys 25 Breaststroke      |

|       |                                   |
|-------|-----------------------------------|
| 51/52 | 11-12 Girls/Boys 50 Breaststroke  |
| 53/54 | 13-14 Girls/Boys 50 Breaststroke  |
| 55/56 | 15-18 Girls/Boys 50 Breaststroke  |
| 57/58 | 8 & under Girls/Boys 25 Butterfly |
| 59/60 | 9-10 Girls/Boys 25 Butterfly      |
| 61/62 | 11-12 Girls/Boys 50 Butterfly     |
| 63/64 | 13-14 Girls/Boys 50 Butterfly     |
| 65/66 | 15-18 Girls/Boys 50 Butterfly     |
| 67/68 | 7-8 Girls/Mixed 100 Free Relay    |
| 69/70 | 9-10 Girls/Mixed 100 Free Relay   |
| 71/72 | 11-12 Girls/Mixed 200 Free Relay  |
| 73/74 | 13-14 Girls/Mixed 200 Free Relay  |
| 75/76 | 15-18 Girls/Mixed 200 Free Relay  |

**APPENDIX C**  
**CHSSL Championship Meet Order of Events**

| Event number (Girls/Boys)             |                                      |
|---------------------------------------|--------------------------------------|
| 1/2                                   | 13-14 Girls/Mixed 200 Medley Relay   |
| 3/4                                   | 15-18 Girls/Mixed 200 Medley Relay   |
| 5/6                                   | 13-14 Girls/Boys 50 Free             |
| 7/8                                   | 15-18 Girls/Boys 50 Free             |
| 9/10                                  | 13-14 Girls/Boys 50 Back             |
| 11/12                                 | 15-18 Girls/Boys 50 Back             |
| 13/14                                 | 13-14 Girls/Boys 100 IM              |
| 15/16                                 | 15-18 Girls/Boys 100 IM              |
| 17/18                                 | 13-14 Girls/Boys 50 Breast           |
| 19/20                                 | 15-18 Girls/Boys 50 Breast           |
| 21/22                                 | 13-14 Girls/Boys 50 Fly              |
| 23/24                                 | 15-18 Girls/Boys 50 Fly              |
| 25/26                                 | 13-14 Girls/Mixed 200 Free Relay     |
| 27/28                                 | 15-18 Girls/Mixed 200 Free Relay     |
| <b>**END FRIDAY EVENING SESSION**</b> |                                      |
| 29/30                                 | 6 & under Girls/Mixed 100 Free Relay |
| 31/32                                 | 7-8 Girls/Mixed 100 Medley Relay     |
| 33/34                                 | 6 & under Girls/Boys 25 Free         |
| 35/36                                 | 7-8 Girls/Boys 25 Free               |
| 37/38                                 | 6 & under Girls/Boys 25 Back         |
| 39/39                                 | 7-8 Girls/Boys 25 Back               |
| 41/42                                 | 8 & under Girls/Boys 25 Breast       |
| 43/44                                 | 8 & under Girls/Boys 25 Fly          |

|   |                                    |
|---|------------------------------------|
| 45/46                                   | 7-8 Girls/Boys 100 Free Relay      |
| <b>**END SATURDAY MORNING SESSION**</b> |                                    |
| 47/48                                   | 9-10 Girls/Mixed 100 Medley Relay  |
| 49/50                                   | 11-12 Girls/Mixed 200 Medley Relay |
| 51/52                                   | 9-10 Girls/Boys 25 Free            |
| 53/54                                   | 10 & under Girls/Boys 50 Free      |
| 55/56                                   | 11-12 Girls/Boys 50 Free           |
| 57/58                                   | 9-10 Girls/Boys 25 Back            |
| 59/60                                   | 10 & under Girls/Boys 50 Back      |
| 61/62                                   | 11-12 Girls/Boys 50 Back           |
| 63/64                                   | 11-12 Girls/Boys 100 IM            |
| 65/66                                   | 9-10 Girls/Boys 25 Breast          |
| 67/68                                   | 11-12 Girls/Boys 50 Breast         |
| 69/70                                   | 9-10 Girls/Boys 25 Fly             |
| 71/72                                   | 11-12 Girls/Boys 50 Fly            |
| 73/74                                   | 9-10 Girls/Mixed 100 Free Relay    |
| 75/76                                   | 11-12 Girls/Mixed 200 Free Relay   |

## APPENDIX D

### CHSSL Champs Duties and Rotation Schedule

(approved November 2023)

#### ROTATION SCHEDULE:

|      | CHAMPS<br>Chair --<br>Lead | CHAMPS<br>Chair --<br>Assistant | Volunteer/<br>Officials --<br>Lead | Volunteer/<br>Officials --<br>Assistant | Hospitality | Heat<br>Sheets | T-shirts | Concessions |
|------|----------------------------|---------------------------------|------------------------------------|---|-------------|----------------|----------|-------------|
| 2024 | BC                         | SVGC                            | EXSC                               | HRST                                    | FARM        | CHCCR          | TCAT     | H3AC        |
| 2025 | SVGC                       | EXSC                            | HRST                               | FARM                                    | CHCCR       | TCAT           | H3AC     | BC          |
| 2026 | EXSC                       | HRST                            | FARM                               | CHCCR                                   | TCAT        | H3AC           | BC       | SVGC        |
| 2027 | HRST                       | FARM                            | CHCCR                              | TCAT                                    | H3AC        | BC             | SVGC     | EXSC        |
| 2028 | FARM                       | CHCCR                           | TCAT                               | H3AC                                    | BC          | SVGC           | EXSC     | HRST        |
| 2029 | CHCCR                      | TCAT                            | H3AC                               | BC                                      | SVGC        | EXSC           | HRST     | FARM        |
| 2030 | TCAT                       | H3AC                            | BC                                 | SVGC                                    | EXSC        | HRST           | FARM     | CHCCR       |
| 2031 | H3AC                       | BC                              | SVGC                               | EXSC                                    | HRST        | FARM           | CHCCR    | TCAT        |

#### **Champs Chair**

- Communicates with Koury regarding schedule and logistics
- Ensures each team is completing their Champs duty in a timely manner
- Obtains event insurance policy for Champs
- Ensures all paid positions receive payment
- Is present for Friday afternoon set up
- Creates Lifeguard schedule and send to teams
- Creates warm-up schedule and assignments and communicates to teams
- Creates team seating assignments and sends to teams

#### **Volunteer/Officials Coordinator**

- Creates volunteer document/spreadsheet and evenly divides jobs by team



- Creates document/spreadsheet for officials/specialty roles and shares with parent reps. *\*Only qualified individuals will be asked to fill these roles. Not evenly divided by team.*
- Compiles volunteers and specialty roles into one document per session for check-in
- Creates volunteer name tags
- Runs volunteer check-in desk at Champs meet

### **T-shirts**

- Designs Champs t-shirt (with approval from CHSSL board)
- Creates t-shirt ordering form and shares with parent reps
- Places t-shirt order (additional shirts should be ordered to sell at Champs meet)
- Provides parent reps/officials t-shirts in a different color
- Provides volunteers to sell t-shirts at Champs

### **Heat sheets**

- Provides info to parent reps for purchase of heat sheet advertisements
- Sends heat sheets to printer on Monday before Champs
- Include order for coaches/officials session heat sheets
- Picks up heat sheets and brings to Champs
- Provides volunteers to sell heat sheets at Champs

### **Concessions**

- Purchases concessions for upstairs concessions stand at Champs
- Provides volunteers to sell concessions at Champs

### **Hospitality**

- Purchase food/drinks for hospitality at all sessions of Champs (within budget)
- Provides volunteers to staff hospitality area at Champs
- Runs lifeguard check-in (in hospitality room)