

By-Laws of the Greater Seattle Summer Swim League (2017)

**No changes from 2016 version*

Article I: Purpose

The purpose of the Greater Seattle Summer Swim League (known here forward as the GSSSL or league) is to provide swimmers of all levels, recreational and competitive, the opportunity, through member clubs, to achieve social and athletic goals in a team and an individual environment.

Article II: Mission

The mission of the GSSSL is to foster the athletic development of members through teamwork, cooperation and friendly competition. All parties should take away a positive experience, in and out of the water.

Article III: Membership

Membership in the GSSSL is based on clubs being in good standing to the organization. Those member clubs shall not be affiliated with U.S. Swimming.

Article IV: Dues and Rights

Dues:

- A. The dues are to be established by the GSSSL Board and presented at the Spring Meeting.
- B. The dues are to be paid to the Treasurer of the GSSSL on or by June 1. Dues paid in full constitute a member club being in good standing.

Rights:

- A. The GSSSL retains the right to exclude any member club from participating in all league sponsored activities based on the financial standing of said club.
- B. Each member club, in good standing, shall have one vote in all league matters.

Article V: Eligibility

- A. All the contestants in league-sponsored activities must be full members of the club they represent and share all of the rights that full membership allows within the member club. This shall include full use of the entire club for the complete summer by the entire family.
- B. Children of a member club manager or head coach are eligible for participation in league sponsored activities. Children of other employees of member clubs must petition the league for inclusion. This is a one-time petition unless the employment situation changes.
- C. *Houseguests of club members who wish to participate in any GSSSL competition must stay with that family for a minimum of six (6) consecutive weeks during the GSSSL season. The season will end with the All City meet and be no later than August 7th. The coach of the team wishing to use a houseguest must notify, in writing, the GSSSL by June 15th of each houseguest participant.
- D. *Inconsistent membership policies will require full disclosure to the GSSSL Board by the clubs and coaches prior to the start of the season.
- E. Small team provisions are allowed in accordance with Appendix A.

Article V: Eligibility (continued)

- F. Competitor's age for competition shall be their age as of June 15th of that season.
- G. Competitors may swim in GSSSL meets through the summer following their senior year in high school if he/she is no older than 19 years of age.
- H. All teams, coaches, swimmers and families must complete and provide the mandatory GSSSL Participation Forms (contained in the Appendix to the By-Laws) before taking part in their club's swim team program. The Appendix includes, B: Team Code of Conduct, C: Participation Form (physically in paper form or electronically accessible), D: Participation Form Certification and E: Concussion Information Sheets. Each club will return a letter certifying that all members have a Participation Form (Appendix C) on file with the club. The Certification Form (Appendix D) is to be signed by the Head Coach, Pool Manager and the Team Representative and submitted to the GSSSL by June 15th. These signees will be responsible for making sure that the Participation Forms are complete and up to date. It is recommended that each club use the standard Concussion Awareness Form (Appendix E).
- I. Competitors may only represent one GSSSL member club during a season. If a family has a membership in more than one club, individual swimmers from that family may compete with any club the family has a membership. Once the swimmer begins participation with any of the member clubs, in workouts or competitions, they will be ineligible to participate in the same activity with for another club during that season. Family members can be split between teams as long as they meet the above-mentioned criteria.
The Board has the right to rule on any individual situation.
- J. Any club in violation of the eligibility rules will forfeit the meet in question, individual or club awards won during the time of the violation. The GSSSL Board has the right to request information from the club to determine proof of eligibility of the swimmer or swimmers.
- K. The GSSSL Board has the right to suspend offending clubs, coaches or individuals until a hearing of the clubs, coaches, individuals and the Board of Directors can be heard and ruled upon. Board decisions may include reinstatement, probation or expulsion. Appeals and protests to these decisions will be heard at a mutually agreed upon time and date and will include members of the Board of Directors as well as members of an Appeal and Protest Committee as assembled by the GSSSL President. All decisions of the Appeal and Protest Committee will be final. Appeals and Protests will be filed in writing to the GSSSL and must be accompanied by a \$50 filing fee. If the appeal or protest is upheld, the \$50 filing fee will be refunded. If the appeal or protest is denied, the \$50 filing fee will go into the GSSSL treasury.
- L. Clubs, coaches or individuals placed on probation or expelled the previous season will petition the GSSSL Board of Directors during the off season for re-instatement. The reinstatement process will include but not be limited to, letters of reference, phone and or face-to-face interviews with all of the parties involved in the previous season's actions.
- M. Medical release forms are required to be provided by a licensed physician for medical issues that limit the participation of athletes and coaches for any GSSSL sanctioned activity. The release form must state the condition and the effective date of the release.

Article VI: League Meetings

- A. It is recommended that all member clubs endeavor to attend all meetings of the GSSSL in force, including head coach, team representative and manager, in order to guarantee proper administration and organization of the GSSSL. Full attendance will foster ideas from clubs, coaches, team representatives and managers to the GSSSL. It is the right of all to enter into constructive discussions and topics presented at the meetings.
- B. Voting will be done in accordance with Article IV/Dues and Rights/B and allow for one (1) vote per club.

Article VI: League Meetings (continued)

C. Fall Meeting to be held no later than November 1st

1. Election of League Officers
2. Presentation and Review of the Operating Plan for the upcoming season by the Board of Directors
3. Update of the League Contact List
4. Suggestion of changes to By-Laws, if necessary
5. Suggestion of changes to the Operating Plan, if necessary
6. Establish Subcommittee's, if necessary
7. Review protests and appeals from the previous season, if necessary
8. Review suspended or expelled clubs, coaches or members, if necessary
9. Any other business deemed necessary for the operation of the GSSSL

D. Spring Meeting:

1. Held no later than March 20th
2. Approval of the Operating Plan for the upcoming season
3. Update of the League Contact List
4. Present, review and approve of changes to the By-Laws, if necessary
5. Present, review and approve of changes to the Operating Plan, if necessary
6. Present, review and approve upcoming season Dual and Championship Meets schedules
7. Establish dates for spring computer training
8. Distribute League Time Standards
9. Review and vote on protest and appeals, if necessary
10. Review and vote on suspended or expelled clubs, coaches or members, if necessary
11. Distribution of By-Laws, Operating Plan and Rule books
12. Establish the upcoming membership dues and team fees
13. Any other business deemed necessary for the operation of the GSSSL
14. Budget review and approval for the upcoming season

E. Coaches Meetings:

1. To be held before each Post Season meet including B-Champs, Preliminaries, Divisions and All City
2. Will be attended by at least one coach from each member club in attendance
3. Will be adjourned at least a half an hour prior to the start of each meet
4. Will discuss scratches, meet operation and line-up changes

F. Subcommittee Meetings:

1. Will be established when necessary and will include at least one member of the Board of Directors, one team representative from each division and one coach from each division
2. Will gather all information that pertains to the issue or issues presented
3. Will consolidate and condense the information for presentation to the Board of Directors
4. Will suggest direction on the issue or issues presented for the Board of Directors

G. Appeals and Protest Sub-Committee Meetings:

1. Will include at least three Board members
2. Will only accept appeals or protest in writing, and must receive them within 48 hours of the incident
3. Will include written copies to all parties involved through the GSSSL Contact List
4. Will be governed by the By-Laws, Operating Plan of the GSSSL, U.S. Swimming, NFHS and WIAA Rule books
5. Will not include any member of a club or coaching staff involved in the appeal or protest
6. Results and rationale will be made public at the next scheduled League meeting
7. All decisions are final

Article VII: Board of Directors

- A. Shall be composed of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, one (1) North Division Rep, one (1) South Division Rep and one (1) Coaches Rep
- B. Shall appoint replacement Board members to fill vacancies, if necessary
- C. *Shall not be held liable in any legal proceedings or judgments against the league. This should extend to any league, club, team or individual activity associated with the GSSSL.

Article VIII: Duties of Officers

A. President:

- 1. Preside at all League and Board meetings
- 2. Establish time and place for all League and Board meetings
- 3. Appoint Sub-Committees
- 4. Participate in Sub-Committee meetings and discussions, if necessary
- 5. Provide agendas for Fall and Spring meetings
- 6. Collect and manage League Forms

B. Vice President:

- 1. Act for President in his/her absence
- 2. Attend all League and Board meetings
- 3. Participate in Sub-Committee meetings and discussion, if necessary
- 4. Be involved in Sub-Committees as necessary

C. Secretary:

- 1. Attend all League and Board meetings
- 2. Participate in Sub-Committee meetings and discussions, if necessary
- 3. Maintain minutes from all League and Board meetings
- 4. Record attendance at all League and Board meetings
- 5. Maintain League documents including By-Laws and Operating Plan of the GSSSL
- 6. Maintain and update League records
- 7. Collect and distribute Contact List for the GSSSL
- 8. Notify Board members, clubs, coaches and team representatives of League and Board meetings
- 9. Distribute revised By-Laws and Operating Plan to all member clubs, coaches, managers and team representatives after changes have been made

D. Treasurer:

- 1. Attend all League and Board meetings
- 2. Participate in Sub-Committee meetings and discussions, if necessary
- 3. Maintain books of accounts accurately reflecting all receipts and disbursements
- 4. Receive and deposit all League Fees
- 5. Receive, hold, return or deposit all Fees involving protests and appeals
- 6. Provide copies of bank statements to the Board of Directors
- 7. Notify clubs of outstanding fees, fines and overall financial standings
- 8. Present financial reports at all League meetings

E. Division Reps:

- 1. Attend all League and Board meetings

Article VIII: Duties of Officers (continued)

2. Participate in Sub-Committee meetings and discussions, if necessary
3. Represent the GSSSL at Post Season meets, including B-Champs, Preliminaries, Divisions and All City
4. Act on behalf of the league on final rules decisions and applications.

F. Coaches Rep:

1. Attend all League and Board meetings
2. Participate in Sub-Committee meetings and discussions, if necessary
3. Represent the GSSSL at Post Season meets, including B-Champs, Preliminaries, Divisions and All City

Article IX: Insurance Requirements for All Clubs

1. All clubs who participate in any GSSSL sponsored activity must provide a Certificate of Insurance with a Minimum coverage of \$1,000,000.00 in Liability Coverage for the activities in which they want to participate. This Certificate of Insurance must be submitted to the GSSSL no later than June 15th in the year in which the activities occur.
2. The Certificate of Insurance must list the GSSSL as an Additional Insured entity. The level of insurance should be the same as the Liability Coverage.

Article X: Amendments

1. Amendments to these By-Laws can be made:
 - a. At any regular or special meeting when:
 1. Proposed amendment is given to all members in good standing at the time and adequate notice, two weeks minimum, of a meeting and proposed change is given
 2. Fifty percent of the members in good standing are present at the meeting
 - b. At any regular or special meeting when two-thirds of the members in good standing approve such proposed amendments

Article XI: Closing

- A. It shall be the responsibility of the Board of Directors to act on all matters not specifically covered by the By-Laws and Operating Plan of the GSSSL.
- B. National Federation of State High School Associations (NFHS) and WIAA rules will be followed unless specifically addressed within the GSSSL Operating Plan or By-Laws.

References:

2016 SSSL Operating Plan

2013 Midlakes Swim League By-Laws

2013 Midlakes Swim League Operating Plan