

# **By-Laws of the Greater Seattle Summer Swim League (updated 2018)**

## **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 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. Inconsistent membership policies will require full disclosure to the GSSSL Board by the clubs and coaches prior to the start of the season.
- B. Children of a member club manager and/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 7<sup>th</sup>. The coach of the team wishing to use a houseguest must notify, in writing, the GSSSL by June 15<sup>th</sup> of each houseguest participant.
- D. Small team provisions are allowed in accordance with Appendix A.
- E. Competitor's age for competition shall be their age as of June 15<sup>th</sup> of that season.
- F. 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.

- G. 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 15<sup>th</sup>. 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).
- H. \*Competitors may only represent one GSSSL member club during a season. If a family has a membership in more than one club, individual swimmers must choose one club to compete with. 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 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.
- I. 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.
- J. The GSSSL Board has the right to suspend clubs, coaches or individuals for participation violations 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 of any suspensions 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 for violations 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.
- K. Clubs, coaches or individuals placed on probation or expelled the previous season will petition the GSSSL Board of Directors during the off season for reinstatement. 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.

#### **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.
- C. \*Fall Meeting to be held no later than November 1, Agenda and supporting docs sent out 2 weeks prior.
  - 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 Subcommittees, if necessary
  - 7. \*Review DQ protests and appeals from the previous season, if necessary
  - 8. Review suspended or expelled clubs, coaches or members, if necessary
  - 9. \* Establish budget for the next season \*
  - 10. Any other business deemed necessary for the operation of the GSSSL

D. Spring Meeting:

1. Held no later than March 20<sup>th</sup>
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 suspended or expelled clubs, coaches or members, if necessary
10. Distribution of By-Laws, Operating Plan and Rule books
11. Confirm the upcoming membership dues and team fees as established in the fall.
12. Any other business deemed necessary for the operation of the GSSSL
13. Present prior year financial report and upcoming season budget

E. 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

F. Appeal of Suspension 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 receipt of notice of suspension
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 and (1) at large Rep. Additional board members may be appointed if needed to complete board duties, such as protest committee. All members of the Board are eligible to vote. Club representation on the Board shall not exceed two members from any one club.
- 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**

### **1. 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. \*Communicate with all clubs prior to First dual meet and again before B-Champs
7. \*Promotion and Advancement of the League within the larger community

### **2. 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
5. Computer training

### **3. 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, including attendance
4. Maintain League documents, including records, and post on website
5. Distribute updates to membership and add to website
6. Collect and distribute Contact List for the GSSSL
7. Notify Board members, clubs, coaches and team representatives of League and Board meetings
8. Collect and manage League Forms

### **4. 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
9. Order rule books, trophies and medals in January
10. Pay all league bills
11. Keep current all Licenses & IRS Non-Profit Status

### **5. Division Reps:**

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
4. Act on behalf of the league on final rules decisions and applications.

### **6. 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
4. Act on behalf of the league on final rules decisions and applications.

**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 15<sup>th</sup> 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:
    - i. 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
    - ii. 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:** 2017 GSSSL Operating Plan; 2016 Midlakes Swim League By-Laws; 2016 Midlakes Swim League Operating Plan

Last Amended: 2/17/18