

MIAMI VALLEY SWIMMING ASSOCIATION

BY-LAWS



AUGUST 2006

TABLE OF CONTENTS

ARTICLE I – GENERAL	1
SECTION 1 – LEAGUE NAME	1
SECTION 2 – MEMBERSHIP	1
SECTION 3 – ENTRANCE REQUIREMENTS	1
SECTION 4 – MASTER SCHEDULE	2
ARTICLE II – POLICY AND RULES	2
SECTION 1 – LEAGUE POLICY	2
SECTION 2 – LEAGUE COMPETITION RULES	2
ARTICLE III – SWIMMING	2
SECTION 1 – AGE GROUPS	3
SECTION 2 – LIMITATIONS	3
SECTION 3 – MEET RESULTS	3
SECTION 4 – MEET WORKERS	3
SECTION 5 – MEET REQUIREMENTS	4
SECTION 6 – ORDER OF EVENTS	5
SECTION 7 – AWARDS	6
SECTION 8 – EXHIBITIONS	6
SECTION 9 – REQUIREMENTS FOR LEAGUE CHAMPIONSHIPS	6
SECTION 10 - LEAGUE CHAMPIONSHIPS	7
ARTICLE IV – FINANCIAL	7
SECTION 1 – TEAM FINANCING	7
SECTION 2 – LEAGUE FINANCING	8
ARTICLE V – MANAGEMENT	8
SECTION 1 – LEAGUE OFFICERS	8
SECTION 2 – OFFICER’S DUTIES	8
SECTION 3 – MEETINGS	8
SECTION 4 – ELECTIONS	9
SECTION 5 – VOTING	9
SECTION 6 – GRIEVANCE AND APPEALS COMMITTEE	9
SECTION 7 – FORFEIT PENALTIES	9

ARTICLE I – GENERAL

SECTION 1 – LEAGUE NAME

The league name shall be called the Miami Valley Swimming Association (MVSA).

SECTION 2 – MEMBERSHIP

- a. The membership of the MVSA shall be composed of swimming pool organizations located within the Miami Valley area. Continued membership in the MVSA is by annual invitation.
- b. A league membership review shall be conducted by league officers and representatives at the annual April business meeting. The purpose of this review is to determine whether member swimming pool organizations have followed the MVSA by-laws. League officers and representatives shall have the authority to withhold membership invitations or take corrective action.
- c. Membership invitations in the form of the announcement of the scheduling meeting shall be sent two (2) weeks prior to the scheduled meeting. Invited teams shall show their intent to continue in the MVSA by attending the May scheduling meeting.

SECTION 3 – ENTRANCE REQUIREMENTS

Application for entrance into the MVSA shall be made in writing to the President, MVSA. This application shall contain, as a minimum, the following information:

- a. Swimming pool organization's name, address, and telephone number.
- b. Swimming team(s) to be entered into league competition.
- c. Name(s) of team representative(s).
- d. A statement that a parent's organization has been formed and will actively function to aid in the scheduling, supervising, organizing, transporting, planning, officiating, and competing of their team(s) in league competition.
- e. A description of their physical facility, i.e., pool dimensions and shape, number of lanes, stripes on the bottom of the pool, pool depth, etc.
- f. A statement that basic swim meet equipment (such as lane markers, PA system, starting blocks, backstroke flags (2), a starting gun, and stop watches sufficient to conduct the meet) will be provided by the host pool for home meets.

This application shall be reviewed at a regularly scheduled meeting by the league officers and representatives. Approval of the applicant's request requires a majority vote of the league representatives. A representative from the pool applying for membership shall attend the business meeting when their application is reviewed to answer questions about their application and to provide more information if necessary.

SECTION 4 – MASTER SCHEDULE

- a. A master schedule of meet dates and locations will be prepared by the league vice president after the spring scheduling meeting and sent to the team representatives.
- b. Once this schedule has been published, the schedule may be changed only if the teams involved in the change, along with the vice president, are in agreement. Failure to comply will invalidate the meet.

ARTICLE II – POLICY AND RULES

SECTION 1 – LEAGUE POLICY

All member pool organizations shall be required to have their own parent's organization. The parents organization shall actively function to aid their swimmers compete in league swim meets. This includes, but is not limited to, supervising and transporting swimmers, scheduling, planning, and conducting swim meets.

SECTION 2 – LEAGUE COMPETITION RULES

- a. Each member swimming pool organization may enter one swim team into league competition.
- b. League competition shall be composed of teams of girls and boys.
- c. To be eligible for league competition, a child must be a registered member of the team which he/she represents.
- d. The current United States Swimming (USS) rules along with the rules outlined in the current Ohio Swimming Handbook shall govern any MVSA League and Championship meet except for the following modifications: *<amended Apr 2004>*
 1. One false start shall be allowed.
 2. For backstroke turns, after the upper shoulder rotates beyond the vertical, a single arm-pull or simultaneous double arm-pull may be used. Continuous kicking or floating is permitted without any other arm-pull.
 3. For 10 & Under relay starts, swimmers 2 and 4, will start in the water, except for meets at PAC and Championships. Swimmers must have at least one hand on the wall. The swimmer may leave the wall after the preceding swimmer touches the wall. *<added May 1998><amended Apr 1999><amended Apr 2003><amended Aug 2006>*
- e. All swimmers entered in a meet must be able to complete at least one length of the pool (25 meters). The team and coach shall not allow assisted swimming (with the assistance of another individual). Violations of this paragraph may subject the team's coach to removal from the meet by the referee. The only exception to this would be a handicapped swimmer who requires modifications as stated in US Swimming rules. *<added Jul 1999>*
- f. A meet will be considered official after event #40 is completed. *<added Aug 2006>*

ARTICLE III – SWIMMING

SECTION 1 – AGE GROUPS

- | | | |
|----------------|---------|---------|
| a. 6 and Under | 9 – 10 | 13 – 14 |
| 8 and Under | 11 – 12 | 15 – 18 |
- a. The age group of a boy or girl is determined by his/her age as of June 1. A swimmer may never compete in an age group lower than his/her actual age group.
 - b. All swimmers must swim all individual events in the same age group throughout an entire meet.
 - c. Swimmers may move up or stay in their actual age groups for relays.

SECTION 2 – LIMITATIONS

- a. Each swimmer may swim only three (3) individual and two (2) relay events in each meet.
- b. Each team may enter up to two (2) relay teams per event for points.

SECTION 3 – MEET RESULTS

- a. The host team will be responsible for sending a legible copy of meet results to the vice president within seven (7) days after the meet.
- b. Meet results shall be handed to the visiting coach(es) as soon as practical after the conclusion of the meet.

SECTION 4 – MEET WORKERS

- a. Each meet must have at least a minimum of workers which includes: one head timer, one timer per lane, two place judges, one clerk of course, one starter, two stroke-and-turn judges, a person designated as referee, two scorers, and a ribbon writer. A clerk of course may be established at the discretion of the host team. Notification of clerk of course must be made to visiting team prior to the meet <added Apr 01>
- b. The visiting team may provide up to three timers, a stroke-and-turn judge, a place judge, and a person for clerk of course.
- c. As outlined in the USS rule book, place judges shall determine the finish order that swimmers place in all meets where automatic timing equipment is not used. Times shall be used only when the place judges do not agree on the finish order and then the ballot system or modified ballot system shall determine placing.

SECTION 5 – MEET REQUIREMENTS

- a. The host pool should provide the following information to the visiting team(s) at least three (3) days prior to the meet. A \$5 fine will be imposed for not complying with this requirement. *<amended August 1997>*
 1. Confirm the date, warm-up time (5:20 pm—preferred time), and start time (6:00 pm—preferred time).
 2. Specify pool dimensions and number of lanes.
 3. Designate lanes for visiting team(s) and any change in order of events.
 4. State if exhibitions will be allowed and heat ordering.
 5. State what meet workers are needed from the visiting team.
- b. If a meet is cancelled and/or rescheduled, the vice president must be informed or the rescheduled meet will not be considered official.
- c. Standard league event cards shall be filled out by each team prior to the scheduled start of the meet. The league event card shall be developed by the vice president. Sufficient copies shall be given to each team at the spring scheduling meeting for their season.
- d. Meets must be scored on standard league scoring sheets provided by the league.
 1. Scoring – dual meets

Individual events:	5 – 3 – 1 – 0
Relays:	7 – 0
 2. Scoring – tri-meets

Individual events:	6 – 4 – 3 – 2 – 1 – 0
Relays:	8 – 4 – 0
- e. Minimum meet equipment shall be lane markers, starter's gun, PA system, two (2) backstroke flags, starting blocks, and stop watches. In addition to the equipment, a copy of the current by-laws and a current US Swimming rule book shall be provided by the home team for use at the meet.

SECTION 6 – ORDER OF EVENTS

1. 9 – 10 Girls 50 Freestyle	41. 9 – 10 Girls 100 I.M.
2. 9 – 10 Boys 50 Freestyle	42. 9 – 10 Boys 100 I.M.
3. 11 – 12 Girls 100 Freestyle	43. 11 – 12 Girls 100 I.M.
4. 11 – 12 Boys 100 Freestyle	44. 11 – 12 Boys 100 I.M.
5. 13 – 14 Girls 100 Freestyle	45. 13 – 14 Girls 100 I.M.
6. 13 – 14 Boys 100 Freestyle	46. 13 – 14 Boys 100 I.M.
7. 15 - 18 Girls 100 Freestyle	47. 15 - 18 Girls 100 I.M.
8. 15 - 18 Boys 100 Freestyle	48. 15 - 18 Boys 100 I.M.
9. 8 & U Girls 100 Medley Relay	49. 8 & U Girls 25 Breaststroke
10. 8 & U Boys 100 Medley Relay	50. 8 & U Boys 25 Breaststroke
11. 9 – 10 Girls 100 Medley Relay	51. 9 – 10 Girls 25 Breaststroke
12. 9 – 10 Boys 100 Medley Relay	52. 9 – 10 Boys 25 Breaststroke
13. 11 – 12 Girls 200 Medley Relay	53. 11 – 12 Girls 50 Breaststroke
14. 11 – 12 Boys 200 Medley Relay	54. 11 – 12 Boys 50 Breaststroke
15. 13 – 14 Girls 200 Medley Relay	55. 13 – 14 Girls 50 Breaststroke
16. 13 – 14 Boys 200 Medley Relay	56. 13 – 14 Boys 50 Breaststroke
17. 15 - 18 Girls 200 Medley Relay	57. 15 - 18 Girls 50 Breaststroke
18. 15 - 18 Boys 200 Medley Relay	58. 15 - 18 Boys 50 Breaststroke
19. 8 & U Girls 25 Butterfly	59. 6 & U Girls 25 Freestyle
20. 8 & U Boys 25 Butterfly	60. 6 & U Boys 25 Freestyle
21. 9 – 10 Girls 25 Butterfly	61. 8 & U Girls 25 Freestyle
22. 9 – 10 Boys 25 Butterfly	62. 8 & U Boys 25 Freestyle
23. 11 – 12 Girls 50 Butterfly	63. 9 – 10 Girls 25 Freestyle
24. 11 – 12 Boys 50 Butterfly	64. 9 – 10 Boys 25 Freestyle
25. 13 – 14 Girls 50 Butterfly	65. 11 – 12 Girls 50 Freestyle
26. 13 – 14 Boys 50 Butterfly	66. 11 – 12 Boys 50 Freestyle
27. 15 - 18 Girls 50 Butterfly	67. 13 – 14 Girls 50 Freestyle
28. 15 - 18 Boys 50 Butterfly	68. 13 – 14 Boys 50 Freestyle
29. 6 & U Girls 25 Backstroke	69. 15 - 18 Girls 50 Freestyle
30. 6 & U Boys 25 Backstroke	70. 15 - 18 Boys 50 Freestyle
31. 8 & U Girls 25 Backstroke	71. 8 & U Girls 100 Free Relay
32. 8 & U Boys 25 Backstroke	72. 8 & U Boys 100 Free Relay
33. 9 – 10 Girls 25 Backstroke	73. 9 – 10 Girls 100 Free Relay
34. 9 – 10 Boys 25 Backstroke	74. 9 – 10 Boys 100 Free Relay
35. 11 – 12 Girls 50 Backstroke	75. 11 – 12 Girls 200 Free Relay
36. 11 – 12 Boys 50 Backstroke	76. 11 – 12 Boys 200 Free Relay
37. 13 – 14 Girls 50 Backstroke	77. 13 – 14 Girls 200 Free Relay
38. 13 – 14 Boys 50 Backstroke	78. 13 – 14 Boys 200 Free Relay
39. 15 - 18 Girls 50 Backstroke	79. 15 - 18 Girls 200 Free Relay
40. 15 - 18 Boys 50 Backstroke	80. 15 - 18 Boys 200 Free Relay

SECTION 7 – AWARDS

- a. Ribbons must be provided by the host pool for all dual and tri-meets.
- b. Ribbons will be awarded to the first three (3) finishers in the individual events. In relays, first and second place ribbons will be awarded in both dual and tri-meets.
- c. Ribbons, marked for swimming, must be awarded for all swim meets.

SECTION 8 – EXHIBITIONS

Allowing exhibitions will be determined by the host pool. Exhibition events shall be designated prior to the swim meet. Exhibition events will be considered as an individual event. Exhibition heats will be run immediately after the regulation heat. *<added April 2003>*

SECTION 9 – REQUIREMENTS FOR LEAGUE CHAMPIONSHIPS

An individual must swim in at least two (2) league meets to qualify to compete in league championships. A tri-meet does not constitute more than one (1) meet.

SECTION 10 - LEAGUE CHAMPIONSHIPS

- a. Each participating team in the league championships shall provide manpower as determined by the needs of the meet and the league representatives.
- b. A swimming pool shall be selected one year in advance, but no later than the August meeting.
- c. Each year the league representatives shall select a person to organize the championship meet. Preferably this shall be done one year in advance, but no later than the August meeting.
- d. The Person organizing championships shall review with the league representatives the following items at a special league championship meeting:
 - 1. The functions that are needed for running the meet and recommend which teams shall perform them.
 - 2. The number of persons to be supplied by each team entered.
 - 3. Entry fees and the date entries need to be submitted.
 - 4. Competition rules, any special pool rules, and other administrative details.
- e. League representatives shall vote, majority rules, on accepting the recommendations made in Section 10 (d) and have the right to change or modify them.
- f. The special meeting shall be called at least thirty (30) days prior to the scheduled date of the meet. Attendance by a league representative and the swim coach from each team is mandatory. If a team is not represented, the organization can be prohibited from participating in the meet.
- g. No entries shall be accepted later than the date and time determined by the league representatives. All fees must accompany entries, or the team shall not be entered in the meet.
- h. A report shall be prepared for the August meeting detailing the money collected from entries, sales of T-shirts and heat sheets, along with a list of expenses for awards, pool rental, and scoring supplies by the treasurer or a person designated by league representatives.

ARTICLE IV – FINANCIAL

SECTION 1 – TEAM FINANCING

- a. Financing of the teams shall be done by the individual swimming pool organization, the swimmers, or the team's parent organization.
- b. League fees, as determined by the league representatives, will be paid by each member swimming pool organization and be in the hands of league officers on or before the scheduling meeting.
- c. Member swimming pool organizations not having paid dues by the time scheduling is accomplished will not be eligible to schedule their meets.

SECTION 2 – LEAGUE FINANCING

All bills shall be submitted to the league secretary/treasurer by November 1 and shall be paid by December 1, so that an audit can be performed as of December 31.

ARTICLE V – MANAGEMENT

SECTION 1 – LEAGUE OFFICERS

- a. The officers of the league will be the president, vice president, secretary, and treasurer. These officers will serve for a term of one (1) year and shall comprise the board of directors.
- b. No person can hold the same office for two (2) consecutive years without league approval.
- c. No two officers can be elected from the same club without league approval.
- d. In the event of the death or disability of a league officer, the president shall appoint a league member to fill the vacancy until the next regular scheduled election. If the president is unable to perform this function, then the appointment shall be made by (1) the vice president and (2) the secretary, in that order.

SECTION 2 – OFFICER'S DUTIES

- a. President: The president conducts league meetings, prepares correspondence, serves on the board of directors, and purchases league materials.
- b. Vice President: The vice president's primary duties are to be in charge of the league championships as well as monitoring the eligibility of swimmers participating in championships. He/she will be responsible for preparing an annual swim report to be presented at the fall meeting and will also serve on the board of directors. Ideally, the vice president shall become the president the following year.
- c. Secretary: The secretary will be responsible for recording notes of all league meetings and sending out all league correspondence including league meeting notices to team representatives at least ten (10) days in advance of a meeting. The secretary will also serve on the board of directors.
- d. Treasurer: The treasurer will be responsible for handling all league monies and should pay bills promptly. A financial report will be presented at each scheduled meeting and an annual financial report will be presented at the fall meeting. The treasurer will also serve on the board of directors. The checkbook and an eligible signer shall be present at league championships to pay bills.
- e. In the absence of the president, the vice president will chair the meeting; 2nd, secretary; 3rd, treasurer.

SECTION 3 – MEETINGS

The president shall schedule a minimum of four meetings: a meeting in April for conducting new business; a meeting in May for scheduling league meets; a meeting in late June to discuss championships; and one after championships, usually in August, to review the season.

SECTION 4 – ELECTIONS

Election of officers shall be held at a regularly scheduled meeting.

SECTION 5 – VOTING

- a. Each swimming pool organization that is a member in good standing shall have one (1) vote in all matters of league importance and in all elections. This authority may be delegated to any member of the organization.
- b. A voting quorum will consist of not less than three (3) swimming pool organizations, majority rules.

SECTION 6 – GRIEVANCE AND APPEALS COMMITTEE

The grievance and appeals committee will be made up of the president, vice president, and three (3) other uninvolved league representatives. The committee shall be chaired by the president. Appeals must be submitted in writing to the president within seven (7) days after the meet in question. A decision shall be made within ten (10) days of receipt of the grievance.

Note: Judgement calls at the meet can only be considered by the referee and cannot be appealed. The only appeals that can be considered are the jurisdiction of the official, his/her interpretation of the rule, the position of the official, and the eligibility of a swimmer.

SECTION 7 – FORFEIT PENALTIES

- a. Any scheduled team not showing up after the courtesy call by the host pool shall forfeit the meet and shall pay a \$10.00 forfeit penalty charge (payable to the offended pool) for the first offense. A team may be declared a “no-show” after a minimum of forty-five (45) minutes. Any delay beyond this time is at the discretion of the offended pool.
- b. For a second offense, the team will be brought before the board of directors
- c. No team will be held responsible for a forfeit through any act of God or nature.