

**RESTATED BYLAWS  
OF  
NORTHERN CALIFORNIA SWIM LEAGUE**

A California Nonprofit Public Benefit Corporation

AS AMENDED January 24, 2018

(Previously amended June 22, 2016)

2019



## **TABLE OF CONTENTS**

### **ARTICLE I. PURPOSES AND LIMITATIONS**

Section 1.01	General Purposes.....	1
Section 1.02	Specific Purposes .....	1

### **ARTICLE II. OFFICES**

Section 2.01	Principal Office .....	2
Section 2.02	Other Offices .....	2

### **ARTICLE III. MEMBERS**

Section 3.01	Classes of Membership and Rights .....	2
Section 3.02	Qualifications .....	2
Section 3.03	Admission.....	3
Section 3.04	Fees, Dues, and Assessments.....	4
Section 3.05	Termination of Membership by Resignation. ....	4
Section 3.05.1	Rights on Termination.....	4
Section 3.05.2	Reinstatement .....	5
Section 3.06	Suspension and Expulsion .....	5
Section 3.07	Transferability of Membership.....	7
Section 3.08	Right to Inspect Records.....	7

### **ARTICLE IV. LEAGUE MEETINGS**

Section 4.01	Place.....	8
Section 4.02	Regular Meetings .....	8
Section 4.03	Special Meetings .....	8
Section 4.04	Notice .....	8
Section 4.05	Contents of Notice .....	8
Section 4.06	Consent of Absentees.....	9
Section 4.07	Quorum.....	9
Section 4.08	Adjournment for Lack of Quorum .....	9
Section 4.09	Loss of Quorum .....	9
Section 4.10	Voting.....	9
Section 4.11	Conduct of Meetings.....	9

## **ARTICLE V. DIRECTORS**

Section 5.01	Qualifications .....	10
Section 5.02	Election.....	10
Section 5.03	Terms of Office.....	10
Section 5.04	Powers .....	10
Section 5.05	Compensation .....	11
Section 5.06	Vacancies .....	11

## **ARTICLE VI. OFFICERS**

Section 6.01	Qualifications.....	12
Section 6.02	Number of Titles .....	12
Section 6.03	Nomination and Election.....	12
Section 6.04	Compensation .....	13
Section 6.05	Removal .....	13
Section 6.06	Vacancies .....	13
Section 6.07	Duties of President.....	13
Section 6.08	Duties of Vice President.....	14
Section 6.09	Duties of Secretary .....	14
Section 6.10	Duties of Treasurer .....	14
Section 6.11	Duties of Registrar.....	15
Section 6.12	Duties of League Commissioner of Records.....	15
Section 6.13	Duties of Past President.....	16
Section 6.14	Duties of Vice President/League Championship Coordinator.....	16

## **ARTICLE VII. COMMITTEES**

Section 7.01	Power to Appoint.....	17
Section 7.02	Standing Committees.....	17

## **ARTICLE VIII. EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

Section 8.01	Execution of Instruments.....	18
Section 8.02	Checks and Notes.....	18
Section 8.03	Depositing Funds .....	18

## **ARTICLE IX. BYLAWS**

Section 13.01	Realignment .....	24
Section 13.02	Championship Meets .....	24

Section 13.03 Appointment of Championship Chairperson .....	24
 <b>ARTICLE XIV. PROTESTS</b>	
Section 14.01 Protest Committee.....	24
Section 14.02 Protest Between Teams - Appointment of Mediator.....	25
Section 14.03 Hearing on Protest.....	25
Section 14.04 Protests Submitted in Writing.....	25
Section 14.05 Subjects of A Protest and Manner for Handling .....	25
Section 14.06 Strict Adherence to Protest Criteria Required .....	26
 <b>ARTICLE XV. COACHES ADVISORY COMMITTEE</b>	
Section 15.01 Option to Form Coaches Advisory Committee.....	27
 <b>ARTICLE XVI. CONSTRUCTION</b>	
Section 16.01 Rules of Construction .....	27
 <b>EXHIBIT A</b>	
<b>NORTHERN CALIFORNIA SWIM LEAGUE DUAL MEET RULES</b>	
I. General Principles.....	28
II. Events .....	28
III. Entries .....	29
IV. Entries Procedures.....	30
V. Scoring .....	31
VI. Deviations from USS Rules Governing Starts, Strokes, and Turns .....	32
VII. Records.....	32
VIII. Protests .....	33
IX. Officials.....	33
X. Conduct of the Meet .....	33
XI. Miscellaneous Provisions .....	34
Schedule I Dual Meet Order of Events .....	35

## **EXHIBIT B**

### **NORTHERN CALIFORNIA SWIM LEAGUE CHAMPIONSHIP MEET RULES**

I.	Organization and Responsibility .....	36
II.	Staging of Championship Meets. ....	36
III.	Championship Events and Age Groupings .....	36
IV.	Entries and Eligibility .....	36
V.	Seeding.....	37
VI.	Scoring .....	37
VII.	Failure to Swim a Final Event After Qualifying.....	38
VIII.	Medals and Trophies .....	38
IX.	Authority to Adopt Other Rules.....	38
Schedule II	Championship Order of Events .....	39

**RESTATED  
BYLAWS  
OF  
NORTHERN CALIFORNIA SWIM LEAGUE  
A California Nonprofit Public Benefit Corporation  
AS AMENDED June 22, 2016**

**ARTICLE 1. PURPOSES AND LIMITATIONS**

**Section 1.01. General Purposes**

The Northern California Swim League (hereinafter the "League") is organized exclusively for charitable and educational purposes, and to foster national or international amateur sports competition, all within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these Bylaws, the League shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the League, and the League shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law.

**Section 1.02. Specific Purposes**

The specific purposes of the League are as follows:

- (a) To establish, operate and promote a regularly scheduled summer recreation age group swimming program in the Sacramento Valley/Sierra Foothills area.
- (b) To be basically recreational in nature and to promote good sportsmanship, physical fitness and team spirit.
- (c) To promote the participation during the course of the swim season of all swimmers, regardless of swimming proficiency, thereby enabling the maximum number of swimmers to enjoy a well-rounded, recreational program.
- (d) To recognize the need for, and seek to maintain to the maximum extent possible, competitive parity among the teams participating in the League.

## **ARTICLE II. OFFICES**

### **Section 2.01. Principal Office**

The principal office of the League for the transaction of its business shall be as designated from time to time by the League Board of Directors.

### **Section 2.02. Other Offices**

The League may also have offices at such other places where it is qualified to do business, as its business may require and as the Board of Directors may from time to time by resolution designate; provided, however, that the Board shall incur no financial liability on behalf of the League in obtaining other offices without the prior approval of a majority of the Teams of the League.

## **ARTICLE III. MEMBERS**

### **Section 3.01. Classes of Membership and Rights**

- (a) There shall be one class of membership, as follows: Member organizations hereafter called "Teams." The league shall be limited to an appropriate number of Teams, and the membership, voting and other rights, interests and privileges of each Team shall be equal and as more fully set forth hereafter. Each Team shall elect a representative to serve as a Director each year and to attend League meetings. Each Team shall have ONE vote. The vote shall be delegated to the member of the League Board of Directors representing said Team. Each Team shall communicate to the League their designated member of the Board of Directors and alternates, which shall all be individuals other than coaches and the League President. Each Team shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.
- (b) The League may be a member of U.S. Swimming or similar organizations. The member Teams of the League, at their discretion, can be members of U.S. Swimming or similar organizations.
- (c) The League may refer to persons or entities associated with it as "members", even though those persons or entities are not voting members as set forth in paragraph 3.01(a) of this Article III, but no such reference shall constitute anyone a member within the meaning of Section 5056 of the California Corporations Code unless that person or entity shall have qualified for a voting membership under paragraph 3.01(a) of these Bylaws.

### **Section 3.02. Qualifications**

Qualifications for membership shall include:

- (a) Established swim program;
- (b) Competitive number of swimmers;
- (c) An adequate facility for dual meets;
- (d) Organized coaching program;
- (e) Demonstrated parental support;
- (f) Adequate insurance.



The Teams in the League are:

Amador Polar Bears\*  
Arden Hills Otters\*  
Arden Park Dolphins\*  
Carmichael Beavers  
Del Norte Dolphins\*  
Dixon Dolphins  
Elk Grove Piranhas\*  
Fair Oaks Dolphins  
Folsom Tiger Sharks  
Fulton El Camino Stingrays\*  
Galt Gators  
Glen Oaks Sea Lions\*  
Gold River Stingrays\*

Johnson Ranch Barracudas  
Laguna Creek Gators  
North Highlands Dolphins  
Rio Del Oro Rapids\*  
Rio Linda-Elverta Aqua Knights  
Rio Vista Sharks  
Rocklin Wave  
Rollingwood Rockets  
Sac Town Tsunami  
Sunrise Sharks  
West Sacramento Dolphins  
Woodcreek Seawolves  
Woodland Wreckers

\* Founding Teams of the League

### **Section 3.03. Admission**

Admission of a new team for membership in the League shall be as follows:

- (a) Upon application for membership in the League by a new team, the President shall appoint, subject to the approval of the League, a committee consisting of three Directors to review and screen all prospective team applicants for membership in the League and make an appropriate recommendation to the Board of Directors at the earliest opportunity. A Committee will submit information to the League at a League Meeting and attend the meeting to be available for questions. A vote will be taken at the next League Meeting.
- (b) New teams may be added to the League by a two-thirds vote of the member Teams. If a new team petitions the League for membership and receives the required two-thirds vote of the member Teams, the new team shall be admitted to the League on a probationary basis for one swim season. A team on probationary status will not have a vote at League meetings, but must be represented. At the September League Board meeting following the conclusion of the probationary swim season, the then permanent member Teams shall vote on whether the new team shall be admitted as a permanent League member Team. If the new team receives the required two-thirds vote of the permanent member Teams, the new team shall become a permanent member of the League.
- (c) All votes on either probationary or permanent admission of a new team to the League shall be taken via secret ballot. The results of all votes taken on the probationary or permanent admission of a team petitioning for membership in the League shall be recorded in the minutes of the Board of Directors and communicated in writing to the applicant.
- (d) A team admitted on a probationary basis shall be required to pay the initiation fee (see Section 3.04(a) of this Article III) and will be subject to all of the rules and regulations governing Teams in the League.

#### **Section 3.04. Fees, Dues, and Assessments**

- (a) Teams joining the League shall pay an initiation fee, which includes membership in the League and dues for the first year. This sum is due on the fifteenth day of May of that year or within 30 days after approval of membership, whichever date is later.
- (b) League dues shall be payable by no later than the fifteenth day of May each year.
- (c) There shall be an annual fee for League registration for each individual participant swimmer to be paid by each individual participant or sponsoring Team at the time of registration.
- (d) Annual registration fee for each Team's individual participants shall be paid by the participant through the league's online registration system. Late registrations not requiring a Board decision on eligibility must be in the possession of the League Registrar at least 24 hours before the swimmer is eligible to swim in a League meet.
- (e) The dollar amount of the initiation fee, annual League dues and the individual participant registration fee will be set each year by the Directors of the League.
- (f) Dues (and assessments) paid to the League become the property of the League and any severable or individual interest of any Team therein terminates on such payment.

#### **Section 3.05. Termination of Membership By Resignation**

- (a) The membership of any member Team of the League shall automatically terminate on its written request for such termination delivered to the President or Secretary of the League personally or by United States mail, such membership to terminate when the request is received; provided, however, that such termination shall not relieve the member of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.
- (b) The membership of any Team that fails to pay its dues or assessments when they become due and within 30 days thereafter shall automatically terminate at the end of such 30-day period, provided it was given written notice delivered to the Team's representative on the Board of Directors personally or by United States mail within ten days before the due date that such dues or assessments were due and payable as of said due date. In the event that such written notice is not given as herein required, then such membership shall automatically terminate for non payment of dues or assessments only if they are not fully paid within 30 days after such written notice is eventually given and delivered to the Team's Representative on the Board of Directors in person or deposited in the United States mail, postage prepaid at his address as it appears in the League's records.

### **Section 3.05.1. Rights on Termination**

- (a) All rights and interests of a Team in the League shall cease upon termination of membership as herein provided.

### **Section 3.05.2. Reinstatement**

- (a) Any Team whose membership is terminated as provided in this Section may have its membership reinstated on such terms as the Board of Directors may deem appropriate by filing a written request therefore with the President or Secretary of the League or with any Director and on approval of the request by a majority of Directors present at the meeting at which the request is considered, provided that such request shall not be considered at any meeting at which a quorum is not present.

### **Section 3.06. Suspension and Expulsion**

- (a) The Board of Directors is authorized as herein provided, to censure either privately or publicly, suspend from membership for a period of time of not more than one year, or to both censure and suspend and fine, or expel from membership any Team, participant, coach, official or other representative of this League for good cause. The term "member" as used in the remainder of this Section 3.06 shall mean any of the persons or entities named in this paragraph 3.06(a).
- (b) "Good cause," as used in this section, means:
  - (i) Any willful failure or refusal to abide by the Articles of Incorporation, Bylaws or Rules of this League;
  - (ii) Any willful failure or refusal to abide by the terms of an award in any arbitration proceeding under the terms of this Article after having agreed in writing to do so and after having received notice of the award;
  - (iii) Any willful failure or refusal to pay any assessment levied pursuant to the provisions of this Article; or
  - (iv) Any conduct which, in the opinion of the Board of Directors, is prejudicial to the League's welfare, good order and discipline therein or violates the purposes for which this League is formed.
- (c) Definitions:
  - (i) A "private reproof" is a reproof in letter form, signed by the President of the League and sent to the subject member by certified or registered mail, return receipt requested. A copy of the letter and the return receipt shall be filed with the minutes of the Board meeting imposing discipline.
  - (ii) A "public reproof" is the same as a private reproof except that in addition to sending a letter to the subject member and filing a copy thereof, together with the return receipt,

- with the minutes of the Board meeting imposing discipline, a copy of the letter is read to the membership at the next following regular meeting at which a quorum is present.
- (iii) A "suspension" requires compliance with subparagraph (ii) hereof, and in addition, all voting and other rights of the member during the term of its suspension are terminated, provided, however, that such member shall not be relieved of any liability for payment of dues or assessments falling due or levied during the period of suspension.
  - (iv) An "expulsion" requires compliance with subparagraph (ii) hereof, and in addition thereto, the membership of the member in this League is immediately and conclusively terminated, provided, however, that such member shall not be relieved of any liability for the payment of dues and assessments accruing prior to the hearing on the charges against it as herein provided.
  - (v) A "fine" may be imposed separately, in which case compliance with subparagraph (i) hereof is required, or it may be imposed in addition to a public reproof or suspension.
- (d) Procedure:
- (i) Proceedings against a subject member may be initiated by resolution of the Board of Directors adopted at any meeting at which a quorum is present.
  - (ii) On adoption of the resolution, the President, or if he is unable or refuses to act, the Vice President, shall schedule the matter to be heard by the Board of Directors at the next regular or special meeting held not less than 20 days nor more than 40 days after the date the resolution is adopted as the case may be. The Secretary, or other person appointed by the President for the purpose, shall deliver at least ten days prior to the date of the hearing a copy of the resolution, together with a notice of the time and place of the hearing, to the subject member either in person or by United States mail addressed to it at its address as it appears in the League records. Should the person whose duty it is to serve the notice fail or refuse to do so, such copy and notice may be delivered as herein provided by any Director of the League, and in such event the matter shall be heard at the next regular or special meeting of Directors at which a quorum is present held not less than ten days after the copy and notice are personally delivered or deposited in the United States mail. If a quorum fails to attend such meeting, the matter shall be heard at the next succeeding regular meeting or special meeting, provided, however, that if a quorum fails to attend such next succeeding regular or special meeting, the matter against the subject member shall be dismissed. Such dismissal shall be automatic and final, except that the alleged conduct of the subject member giving rise to the proceeding may be considered in any subsequent proceedings under this section based on future alleged misconduct.
  - (iii) Notwithstanding any other provision in these Bylaws, notice of the meeting at which the hearing is first scheduled or subsequently scheduled shall be given to all Directors as required by these Bylaws for special meetings of Directors.

- (iv) The hearing shall be informal and the rules of evidence and rules of judicial procedure need not be observed. The hearing shall be presided over by the President of the League who shall (1) read the charges against the subject member; (2) require that the charges be verified by the testimony of the person or persons making them; (3) hear any other witnesses against the subject member; (4) allow the subject member to cross-examine each witness; (5) allow the subject member to make a statement in its own behalf, (6) allow the subject member to call witnesses in its own behalf, (7) allow the Directors present, when and as recognized by the chair, and subject to the control of the chair, to question witnesses; and (8) rule on the admission and exclusion of evidence and on questions of hearing procedure.
- (v) After the hearing has closed, the Directors shall vote on whether to impose discipline or dismiss the matter. If they vote to impose discipline but cannot agree on the nature and extent thereof, the discipline shall be a private reproof as herein provided. The vote imposing discipline or dismissing the matter shall in either event be final.
- (vi) An expelled member shall not be eligible for readmission to the League prior to the expiration of one year from the date of its expulsion.
- (vii) All rights of the subject member in the League or in its property shall cease on its expulsion.

### **Section 3.07. Transferability of Membership**

Membership in this League is nontransferable and non-assignable.

### **Section 3.08. Right to Inspect Records**

All records of this League shall be open to inspection on the written demand of any Team at any reasonable time for a purpose reasonably related to its interests as such.

## **ARTICLE IV. LEAGUE MEETINGS**

### **Section 4.01. Place**

Meetings of the League shall be held at one of the member Team's facilities or at such other place as may be designated from time to time by the President.

### **Section 4.02. Regular Meetings**

Regular League meetings shall be held on the fourth Wednesday of each month at a time set at the previous meeting. Each Team shall have an official representative (Director or designated alternate) at all League meetings. The Board of Directors shall have the authority to change the date of a monthly meeting and to cancel the July, November and or December meetings.

### **Section 4.03. Special Meetings**

Special League meetings may be called by the President or Secretary or any three Directors of the League and held at such times and places as may be ordered by resolution of the Board of Directors.

### **Section 4.04. Notice**

"Written notice of the time and place of meetings shall be delivered personally to each Director or sent to each Director by e-mail, or by United States mail, postage prepaid, at least seven days prior to such meeting."

Written notice of the time and place of meetings shall be delivered personally to each Director or sent to each Director by e-mail or by United States mail, postage prepaid, at least seven days prior to such meeting.

### **Section 4.05. Contents of Notice**

Notice of League meetings not hereby dispensed with shall specify the place, the day, and the hour of the meeting and, in the case of special meetings, the general nature of the business to be transacted.

### **Section 4.06. Consent of Absentees**

The transactions of any League meeting, however called and noticed, are as valid as though had at a meeting duly held after regular call and notice if a quorum, as hereinafter defined, is present and if, either before or after the meeting, each of the Teams entitled to vote but not present signs a written waiver of notice or a consent to the holding of the meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the League and made a part of the minutes of the meeting.

### **Section 4.07. Quorum**

A quorum shall consist of two-thirds of the member Teams.

#### **Section 4.08. Adjournment for Lack of Quorum**

In the absence of a quorum, no business shall be transacted. A special meeting may be called if there is League business, which cannot wait until the next regular meeting. (See Section 4.03 on calling special meetings.)

#### **Section 4.09. Loss of Quorum**

The Teams present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment notwithstanding the withdrawal of enough Teams to leave less than a quorum.

#### **Section 4.10. Voting**

Voting shall be by voice vote, provided, however, that election of officers and approval of membership for applicant teams shall be by secret ballot. Teams shall not be permitted to vote or act by proxy, and cumulative voting shall not be authorized. All League matters, other than Bylaws amendments and admission of new Teams to the League, shall be decided by a majority vote.

#### **Section 4.11. Conduct of Meetings**

- (a) League meetings shall be presided over by the President of the League, or in the President's absence, by the Vice President, or in the absence of both, by a chairperson chosen by a majority of the Directors present. The Secretary of the League shall act as Secretary of all meetings, provided that in the Secretary's absence the presiding officer shall appoint another person to act as Secretary of the meeting.
- (b) Meeting shall be governed by ROBERTS RULES OF ORDER, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this League, or with law.
- (c) Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, and hence of the League, unless the Articles of Incorporation, these Bylaws or law requires a greater number or otherwise provides.
- (d) In addition to League Directors (and alternates) and Officers, each Team in the League may, as a matter of right, have one additional Team member present at all League meetings. This additional member shall not be entitled to vote on matters, and may be a Team coach. Any other individuals beyond those specified in this Section 4.11(d) seeking to attend a League meeting must obtain the permission of the League President in advance of the meeting.

## **ARTICLE V. DIRECTORS**

### **Section 5.01. Qualifications**

- (a) Any member of a Team is eligible to be a Director of the League; provided, however, that:
  - (i) A Director may not also be a Team coach; and
  - (ii) At the time of the individual's designation as a Director, the individual must be a parent, grandparent or guardian of at least one child (all hereafter collectively defined as "Children") actively participating in the League. If a Director thereafter ceases to have any Children actively participating in the League, said individual may continue to serve as a Director for no longer than one year thereafter.
- (b) The requirements of this Section 5.01 may be waived by the Board of Directors upon petition made by any Team demonstrating that no individuals complying with the requirements of Paragraph 5.01(a) are available to act as the Team's representative on the League Board.

### **Section 5.02. Election**

The Director representing a Team shall, subject to the requirements of Section 5.01, be elected by the Team pursuant to said Team's individual rules.

### **Section 5.03. Terms of Office**

Subject to the limitations set forth in these Bylaws, each Director shall serve at the pleasure of the Team the Director represents and until his successor is appointed.

### **Section 5.04. Powers**

- (a) Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or Bylaws, the League's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.
- (b) Without prejudice to the general powers set forth in paragraph 5.04(a) of these Bylaws, but subject to the same limitations, the Directors shall have the power to:
  - (i) Employ such officers, agents and employees, including but not limited to a League manager, as the Board may deem proper and appropriate; prescribe powers and duties for them consistent with law, the Articles of Incorporation and these Bylaws; fix their compensation and require from them security for faithful performance of their duties; and supervise them to assure that their duties are properly performed.
  - (ii) Change the principal office or the principle office in California from one location to another; cause the League to be qualified to conduct its activities in any other state, territory, dependency or country and conduct its activities within or outside California; and designate any place within or outside California for holding any meeting of



members.

- (iii) Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.
- (iv) Borrow money and incur indebtedness on behalf of the League and cause to be executed and delivered for the League purposes, in the League name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

#### **Section 5.05. Compensation**

Directors shall serve without compensation.

#### **Section 5.06. Vacancies**

- (a) Vacancies in the Board of Directors shall exist (i) on the death, resignation or removal of any Director; (ii) whenever the number of Directors authorized is lawfully increased; and (iii) when an individual ceases to meet the qualifications of a Director as outlined in these Bylaws.
- (b) The Board of Directors shall declare vacant the office of a Director (i) if he is declared of unsound mind by an order of court, or is finally convicted of a felony; (ii) if within 60 days after notice of his election he does not accept the office either in writing or by attending a meeting of the Board of Directors; (iii) he ceases to meet the qualifications of a Director as set forth in Section 5.01; or (iv) he is suspended or expelled from the League pursuant to Section 3.06.
- (c) Each Team shall promptly fill any vacancies the Team has on the Board of Directors.
- (d) Persons chosen to fill vacancies as in this Section provided shall hold office for the unexpired terms of their predecessors or until their removal or resignation as in these Bylaws provided.
- (e) Each Team may designate to the League one or alternative Board members who shall be entitled to act and vote as the Board member representing said Team in the absence of the Team's regular Board member.

## **ARTICLE VI. OFFICERS**

### **Section 6.01. Qualifications**

Any member of any Team in the League is qualified to be an officer hereof, subject to the following limitations:

- (a) The President of the League must comply with qualifications established for Directors set forth in subparagraph 5.01(a)(ii) of these Bylaws.
- (b) An officer may not also be a Team coach,
- (c) Members of the League's Board of Directors may also hold any League office other than President.

### **Section 6.02. Number of Titles**

The officers of the League shall be as follows:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Registrar
- (f) League Commissioner of Records
- (g) Vice President/League Championship Coordinator
- (h) Past President

The offices of Registrar and League Commissioner of Records may be combined at the discretion of the Board of Directors. The League may also have, at the discretion of the Board of Directors, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers at the Board of Directors may from time to time appoint. League officers shall attend League Board meetings, but shall not, with the exception of the President, be entitled to vote on any Board matters except to the extent that the holder of an office is also serving as a member of the League's Board of Directors pursuant to Article V of these Bylaws. The League President shall be entitled to vote at League Board meetings only in those instances where such action is required to break a tie vote of the Board of Directors.

### **Section 6.03. Nomination and Election**

A nominating committee of not less than three Directors shall be appointed at the August Board of Directors meeting of each calendar year by the President to present nominations for officers at the September Board of Directors meeting of each calendar year. Those individuals being considered for nomination must give their consent to serve, if elected, prior to being nominated. These officers, with the exception of the Past President, shall be elected by the Board at the September meeting of each calendar year and shall take office in October of that year, with the exception of the Treasurer who shall assume the office at the January meeting. The Past President shall automatically accede to his office upon completion of his term as President.

#### **Section 6.04. Compensation**

Officers shall serve without compensation.

#### **Section 6.05. Removal**

Any or all officers may be removed from office at any time by the vote of a majority of Teams in the League. In the case of the removal of any officer, a new officer shall be elected to serve the unexpired portion of the term of his predecessor at the meeting at which the officer is removed.

#### **Section 6.06. Vacancies**

- (a) The Board of Directors shall declare vacant any of the offices created or established by Section 6.01 in the following situations:
  - (i) The office holder resigns or dies;
  - (ii) The office holder is removed pursuant to Section 6.05;
  - (iii) The office holder is suspended or expelled pursuant to Section 3.06;
  - (iv) The office holder is convicted of a felony or declared of unsound mind by order of a court of competent Jurisdiction;
  - (v) The office holder does not, within 60 days after notice of his election, accept the office in writing or by attending a meeting of the Board of Directors;
  - (vi) The office holder ceases to meet the qualifications of an officer as set forth in Section 6.01.
- (b) Officer vacancies shall be filled by the Board of Directors at the next regular or special meeting following the vacancy at which a quorum of Directors is present.
- (c) Officers elected to fill vacancies shall hold office for the unexpired term of their predecessor, or until their removal or resignation as provided in these Bylaws.

#### **Section 6.07. Duties of President**

The President shall be the chief executive officer of the League and shall, in general, subject to the control of the Board of Directors, supervise and control the affairs of the League. He shall perform all duties incident to his office and such other duties as may be required by law or which may be assigned to him from time to time by the Board of Directors. Specifically, the President shall preside over all meetings of the League; shall act jointly with the Treasurer to administer the finances of the League; shall appoint committees and designate their chairpersons and duties; and shall serve as League liaison to the Team or Teams hosting championship swimming meets.

#### **Section 6.08. Duties of Vice President**

In the absence of the President, or in the event of his inability or refusal to act, the Vice President shall perform the duties of President, and when so acting shall have all the powers of, and be subject to all restrictions on, the President. The foregoing notwithstanding, an individual who holds the office of Vice President and is also a member of the Board of Directors does not lose his right as a Board member to vote on Board matters while temporarily performing the President's duties. He shall have such other powers and perform such other duties as may be prescribed by law, by the Constitution of this League, or by these Bylaws or which may be assigned to him from time to time by the Board of Directors. Specifically, the Vice President shall conduct all meetings of the League in the absence of the President; shall act as the chairperson of the Annual Review Committee; and shall be responsible for all League forms and awards.

#### **Section 6.09. Duties of Secretary**

The Secretary shall:

- (a) Certify and keep at the principal office of the League the original or a copy of its Bylaws as amended or otherwise altered to date, and keep at said office the original or a copy of the Articles of Incorporation as amended to date;
- (b) Keep at the principal office of the League a book of minutes of all League meetings, recording therein the time and place of holding, whether regular or special, and if special, how authorized, notice thereof given, the names of those present at said meetings and the proceedings thereof, and shall disburse these to the League's Directors and officers after each meeting;
- (c) Shall write all correspondence on behalf of the League and distribute an annual roster of the League's Teams, Officers, Directors and alternates, and coaches;
- (d) See that all notices are duly given in accordance with the provisions of these Bylaws or as may be required by law;
- (e) Be custodian of the records of the League;
- (f) Exhibit at all reasonable times to any Director or elected Officer of the League, or to his agent or attorney, on request therefore, the Articles of Incorporation, Bylaws, roster and minutes of the proceedings of League meetings;
- (g) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this League or by these Bylaws, or which may be assigned to him from time to time by the Board of Directors.

#### **Section 6.10. Duties of Treasurer**

The Treasurer shall:

- (a) Have charge and custody of, and be responsible for, all funds and securities of the League and deposit all such funds in the name of the League in such banks, trust companies or other depositories as shall be selected by the Board of Directors.

- (b) Receive, and give receipt for, monies due and payable to the League from any source whatever;
- (c) Disburse or cause to be disbursed the funds of the League as may be directed by the Board of Directors, taking proper vouchers for such disbursements;
- (d) Keep and maintain adequate and correct accounts of the League's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (e) Exhibit at all reasonable times the books of account and financial records to any Director or elected officer of the League's, or to his agent or attorney, on request therefore;
- (f) Render to the President and Directors whenever requested an account of any or all of his transactions as Treasurer and of the financial condition of the League;
- (g) Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report to member Teams;
- (h) If required by the Board of Directors, give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine;
- (i) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of this League or by these Bylaws, or which may be assigned to him from time to time by the Board of Directors. Specifically, he shall keep an accurate record of all revenues and expenditures of the League; receive and disburse funds on behalf of the League and jointly administer the finances of the League with the President. The Treasurer shall jointly administer the finances of the League serve as chairperson of the Budget Committee and present to the Board of Directors by the January meeting a budget for the current season for Board review and approval.

#### **Section 6.11. Duties of Registrar**

The Registrar shall keep an accurate record of all registrants with the League and determine the eligibility of registrants for League participation and competition.

#### **Section 6.12. Duties of League Commissioner of Records**

The League Commissioner of Records shall:

- (a) Keep an accurate record of all individual and relay swimming records for the League and each league conference;
- (b) Verify all League and conference records broken at all official League meets, identifying the event, name of the record holder(s), time, Team affiliation and date of the record-setting swim;
- (c) Publish and distribute to each Team in the League at intervals specified by the Board of Directors a consolidated updated listing of all conference and League swimming records;

- (d) As directed by the Board of Directors, prepare and distribute certificates of achievement to conference and league record holders;
- (e) Supervise the preparation of Championship meet statistical summaries at the end of the swim season for each conference.

**Section 6.13. Duties of Past President**

The Past President shall act in an advisory capacity to the League.

**Section 6.14. Duties of Vice President/League Championship Coordinator**

The Vice President/League Championship Coordinator shall:

- (a) Be responsible for developing methods for the selection and training of officials for the League's competition; and,
- (b) Oversee and act as a liaison between the Conference Championship Committees, and shall chair any meetings involving more than one Conference Championship Committee.

## **ARTICLE VII. COMMITTEES**

### **Section 7.01. Power to Appoint**

The President, as provided for under his duties and elsewhere in these Bylaws, shall appoint various standing and other temporary committees as needed to conduct the business and activities of the League.

### **Section 7.02. Standing Committees**

The standing committees to be appointed by the President are:

- (a) Nominations. The duties and make-up of the Nominations Committee are described in Section 6.03 of these Bylaws.
- (b) Budget. The Budget Committee shall be chaired by the League Treasurer, and shall consist of the Treasurer and at least two other individuals. The duties of the Budget Committee are as set forth in Section 6.10(i) of these Bylaws.
- (c) Review. The Annual Review Committee shall be composed of at least one representative from each League conference and shall in no event consist of less than three members. Members of the Annual Review Committee shall be appointed by the President in September of each year for the purpose of reviewing the operations and actions of the League during the preceding season, and recommending to the Board on an on going basis any changes, modifications or additions to the League Bylaws, rules or operating procedures that the Committee feels are necessary and appropriate as a result of such review. The Annual Review Committee shall report to the Board not later than the November meeting with a summary of its review and any recommendations.
- (d) Protest. The duties and make-up of the Conference Protest Committees are described in Article XIV of these Bylaws.
- (e) Championship. A Conference Championship Committee shall be appointed for each League conference. Each Conference Championship Committee shall be formed by no later than the February Board of Directors meeting, and shall include at least one member from each Team competing in the conference. Subject to the ultimate review and approval of the Board of Directors, each Conference Championship Committee shall be responsible for planning, staging and supervising the championship meet for its conference. Each Conference Championship Committee shall be chaired by the applicable Conference Championship Chairperson elected pursuant to Article VI of these Bylaws.
- (f) Audit. The Audit Committee shall be composed of the Treasurer-elect and two other Directors who are not current League office holders. Such committee shall audit the League's financial records between the October general meeting and the January general meeting and report to the Board on the League's financial condition at the January general meeting.

## **ARTICLE VIII. EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **Section 8.01. Execution of Instruments**

The Board of Directors, except as otherwise expressly provided in the Articles of Incorporation of this League or in these Bylaws, may by resolution authorize any officer or agent of the League to enter into any contract and deliver any instrument in the name of and on behalf of the League, and such authority may be general or confined to specific instances.

### **Section 8.02. Checks and Notes**

Except as otherwise specifically determined by resolution of the Board of Directors as provided in Section 8.01, or as otherwise required by law, by the Articles of Incorporation of this League, or by these Bylaws, checks, drafts, promissory notes, orders for the payment of money and other evidences of indebtedness of the League shall be signed by the Treasurer or Assistant Treasurer and countersigned by the League President.

### **Section 8.03. Depositing Funds**

All funds of the League shall be deposited from time to time to the credit of the League in such banks, trust companies or other depositories as the Board of Directors may select.

## **ARTICLE IX. BYLAWS**

### **Section 9.01. Adoption and Amendment**

These Bylaws shall become effective when adopted by the vote or written consent of a majority of the Teams of this League, and except as elsewhere specifically stated otherwise in these Bylaws, may be amended or repealed, in whole or in part, and new Bylaws adopted by the vote or written consent of a two-thirds majority of the Teams of the League. Bylaws shall be defined to include the League's Dual Meet Rules and the League's Championship Rules. Amendments shall be presented at one meeting and voted on at the following regular meeting, with all Teams being notified in writing that an amendment is to be voted on.

### **Section 9.02. Certification and Inspection**

The original or a copy of the Bylaws, as amended or otherwise altered to date, certified by the Secretary of the League, shall be recorded and kept in a book which shall be kept in the principal office of the League, and such book shall be open to inspection by any Team at all reasonable times during office hours.



## **ARTICLE X. REPORTS, FISCAL YEAR, INSIGNIA AND SEAL**

### **Section 10.01. Financial Statement and Proposed Budget**

The Board of Directors shall cause a written financial statement and proposed budget to be prepared and submitted to the Teams in January of each year. The report shall summarize the League's activities for the preceding year and activities projected for the forthcoming year; the financial statement shall consist of a balance sheet as of the close of business of the League's fiscal year, contain a summary of receipts and disbursements, be prepared in such manner and form as is sanctioned by sound accounting practices and be certified by the Treasurer or a public accountant.

### **Section 10.02. Fiscal Year**

The fiscal year of the League shall be the calendar year beginning January 1 each year.

### **Section 10.03. Insignia and Seal**

The Board of Directors may adopt, use, alter or cancel a League insignia or seal, or both, and by rule shall prescribe the time, manner and place in which such insignia may be worn or used. No insignia or seal adopted by or used by the League shall be used without the prior express written consent of the League.

## **ARTICLE XI. ELIGIBILITY OF PARTICIPANTS**

### **Section 11.01. Registration and Release of Liability**

All participants shall be registered with the League and may also be registered with other national, regional or local swimming organizations. A liability release form containing terms and conditions approved by the Board shall be executed by a parent or legal guardian of each participant and filed with the League each year prior to the participants competing in any official League meet.

### **Section 11.02. Eligibility**

- (a) Eligibility for registration shall be limited to bona fide Team members.
- (b) Each Team shall have on file with the League a statement of its membership policies defining "bona fide Team members." Such statements shall be reviewed and verified each year at the March meeting. A new statement needs to be filed with the League only if such membership policies have been changed by a Team.
- (c) Any participants desiring to register with the League who are exceptions to Section 11.02(a) and 11.02(b) above shall have their names presented to the League for approval prior to being registered with the League.

### **Section 11.03. Events Causing Ineligibility**

- (a) If, between the time period commencing on February 1 and continuing through the completion of all four conference championship meets, an individual:
  - (i.) Swims in any United States Swimming-sanctioned meet; or
  - (ii.) Participates in any stroke-and-turn clinic in February or which does not comply with Section 12.06; or
  - (iii.) Practices with, or competes for, any swimming team other than the swimmer's Team; then said individual shall be ineligible to register and participate (or continue participating, as the case may be) in the League swimming season occurring in said calendar year.
- (b) For the period commencing February 1 and ending March 31 an individual shall be ineligible if that individual participates in any swim practice at the direction or supervision of any coach. For purposes of this section "direction" or "supervision" shall include any oral or written directions given by a coach to a swimmer
- (c) Sections 11.03(a) and (b) notwithstanding, an individual will remain eligible to participate in a League swimming season if the individual participates on any of the following teams at any time between February 1 and the end of the League's swimming season:
  - (i.) High school swimming teams;
  - (ii.) Intercollegiate (junior college, community college, college or university) swimming teams;
  - (iii.) Water polo or synchronized swimming teams;
  - (iv.) Another Team of this League provided that either the individual's participation is limited to attendance at stroke-and-turn clinics sponsored by said other member Teams or the individual complies with Section 11.04 of these Bylaws;
  - (v.) A team which is a member of another recreational league, provided that said team has not practiced during the time period commencing on February 1 and running through March 31, and further that the individual complies with Section 11.05 of these Bylaws.
- (d) A participant who becomes ineligible after the League swimming season commences shall immediately cease participation in all League swimming meets remaining in the season. All points scored by the participant prior to the date of his ineligibility shall remain valid and in full force and effect. If a participant competes in a League meet while ineligible, all points scored by the participant and any relay of which the participant was a member shall be rendered null and void, and the participant shall be deemed disqualified from all said events.

#### **Section 11.04. Changing Teams After Registration**

After a participant commences practicing with, or registers to swim with, a Team for a particular League swimming season, said participant may not swim during that season for any other Team unless the approval of the Board of Directors is first obtained. If a participant so changes Teams, said participant shall be subject to a penalty period of ineligibility of at least one League conference meet of the Team to which the participant has transferred, commencing with the date the Registrar receives the applicants' new application. The purpose of the penalty period shall be to discourage "Team hopping" or recruiting of registered participants. In no event shall the penalty be applied in situations where the participant has changed Teams as the result of a change in the participant's place of official residence.

#### **Section 11.05. Changing Leagues After Registration**

If, for a particular swimming season, an individual has already registered with or commenced practicing with a Team competing in another recreational league, said individual may not register or participate with any Team in the League unless the approval of the Board is first obtained. Board approval shall be given so long as the individual demonstrates to the satisfaction of the Board that he has ceased participating in the other recreational league and that the policies and rules of said other recreational league are in substantial conformity with those of this League.

#### **Section 11.06. Evidence of Birth Date Process**

Individuals applying for League registration shall provide a legal document of birth for the Registrar of the individual team they are registering with. It is the team's responsibility to validate birthdates of their swimmers. By submitting a league registration form on behalf of a swimmer, or a team roster with a swimmers name on it, the team is representing they have verified the age of the swimmer and would be able to prove the age within one week if requested.

##### **Section 11.06.1. Registered Age Challenge**

A team can challenge the age of a registered swimmer from another team by having the league representative of the challenging team submit a written challenge to the league representative of the team being challenged. The team being challenged has one week to provide a copy of a legal document proving the age. If the team is unable to produce this documentation, the challenged team forfeits all meets that the challenged swimmer participated in, including Championship Meets. League President and Registrar should be made aware of a challenge within 48 hours.

#### **Section 11.07. Responsibility to Review Registration**

Teams shall be responsible for reviewing registration applications and advising applicants of definite or tentative penalty periods to be confirmed by the Registrar.

#### **Section 11.08. Ineligibility to Swim During Penalty Period**

No participant who joins a Team under circumstances subject to the penalty period as determined by the Board may participate in any League meet prior to the termination of the applicable penalty period.

### **Section 11.09. Waiver for Clerical Error**

The Registrar may recommend to the Board the approval of an applicant for dual or championship meet competition whose registration applications were not properly filed due to human and/or clerical error, and who, in the judgment of the Registrar, complies with all other provisions of the eligibility provisions contained in this Article XI. The Board shall take immediate action by the most expedient means to rule on the eligibility of the applicant. A majority vote of the Board shall be required for approval of the recommendation.

### **Section 11.10. Relief**

If it is discovered that a swimmer has participated in a dual meet or meets without being registered with the League, the swimmer will not be penalized providing all other eligibility criteria have been met. Points scored by the swimmer in League swim meets while unregistered shall be dealt with in accordance with the League Dual Meet Rules and League Championship Meet Rules.

### **Section 11.11. Financial Need**

To discourage recruiting and “Team hopping”, fees assessed by individual Teams may not be waived nor non swim Team job offers be made during the participant’s first year with that Team, unless the Team has determined a financial need exists to offer such scholarship, or if the participant changes Teams as a result of a change of the participant’s place of official residence. Such determination of financial need shall be consistent within the Team. If a participant accepts a non-needs financial scholarship during the first year with the Team, the participant will be subject to the penalties assessed in Paragraph 11.04 above.

## **ARTICLE XII. COMPETITIVE PROGRAM**

### **Section 12.01. Adoption of Rules for Dual Meets and Championships**

The League shall maintain an adopted list of rules and regulations governing the conduct of League dual meets and League championship meets. The initial Dual Meet Rules and Championship Meet Rules for the League are attached to these Bylaws as Exhibits A and B, and are hereby incorporated into these Bylaws by reference.

### **Section 12.02. Application of U.S. Swimming Rules**

U.S. Swimming rules governing age group swimming shall apply to all League swimming meets with the exception of any modifications contained herein or in the Dual Meet Rules or Championship Meet Rules

#### **Section 12.02.1. Water Depth for Racing Starts**

In pools with water depth 3 feet 6 inches or more at the starting end, it shall be permitted for swimmers ten years and younger to perform racing starts directly from the pool deck provided the pool deck is no more than 1 foot above the water surface.

#### **Section 12.02.2. Lane Width**

Minimum lane width for competitive swimming shall be no less than 6 feet 6 inches. Any team that has been a member of Northern California Swim League and competing in the same home pool continuously since 1/1/2018 is exempt from this minimum width in dual meets provided the lane width during competition is no narrower than it existed on 1/1/2018.

#### **Section 12.02.3. Water Temperature**

Water temperature 77 degrees Fahrenheit or above shall be maintained for competition. The home team shall notify the visiting team by 12:00 noon the day preceding the meet if the water temperature is expected to exceed 85 degrees Fahrenheit during competition.

#### **Section 12.02.4. Floating Lane Dividers**

Floating lane dividers are not required to be provided outside the outermost lane being used if the side of the pool runs parallel to the lane for full length of the pool and minimum lane width is maintained between the pool wall and the closest floating lane divider.

#### **Section 12.03. Determination of Age Group**

A participant's age as of June 15th of a League swim season shall determine the age group that a participant competes in during the entirety of that League swim season. A participant who will attain the age of 19 on or before June 15th of a League swim season shall not be eligible to compete in said League swim season, or any season thereafter. Notwithstanding Article IX of these Bylaws, this Section 12.03 shall not be amended, modified or changed except by the vote or written consent of a three-fourths majority of the Teams of the League.

#### **Section 12.04. Establishing Dual Meet Schedules**

The League schedule of dual meets for each season shall be established by no later than the January Board meeting preceding the season being scheduled.

#### **Section 12.05. No Practice Between February 1 and March 31**

No Team shall conduct practice during the time period commencing February 1 and extending through March 31 of any calendar year. A Team found to be in violation of this Section 12.05 shall not be eligible to participate in the next scheduled League championship meet. As used in these Bylaws, the term "practice" means any workout for the purpose of which is to build up and increase the physical conditioning and endurance of the swimmer. The term does not encompass stroke-and-turn instruction the focus of which is to promote improved swimming technique and which complies with Section 12.06.

#### **Section 12.06. Permitted Stroke-And-Turn Training Programs and Swimming Lessons.**

Notwithstanding Section 12.05 an individual shall not be ineligible to participate during a League swimming season if the individual participates in a stroke-and-turn training program or swimming lessons during the month of March provided that:

- (a) The focus of said programs or lessons is to develop stroke technique and not for building up and increasing the physical conditioning and endurance of the swimmer, and shall be limited as follows:
  - (i.) Each swimmer may participate no more than 60 minutes in one day;
  - (ii.) Each swimmer may participate no more than three (3) days in a week, and
  - (iii.) Each swimmer shall swim no more than 50 yards without stopping for instruction.

#### **Section 12.07. Coaching Other Teams**

Any coach of a Team is entitled to also coach other non-member teams such as high school, college and United States Swimming teams: provided, however, that all team practices for the Team must be conducted completely separate and apart from the practices the coach conducts for the non-member team.

## **ARTICLE XIII. CONFERENCES**

### **Section 13.01. Realignment**

In order to better promote competitive parity among the Teams in the League, the League shall at all times attempt to align teams into conferences based upon the strength of the swimmers on each team. All teams and conferences shall be reviewed each year based upon the times from each conference championships. The Board of Directors will review this data every year and may choose to realign the conferences annually or occasionally skip realignment for a maximum of one year.

Any conference realignment deemed by the Board to be necessary shall be effectuated and carried out by the Board. The conference review and analysis process shall be undertaken based on objective criteria and standards to be developed by the Board. Such objective criteria shall include at least the following and may include such other criteria as the Board from time to time deems appropriate: (Listed in order of priority)

- (a) Competitiveness based upon Championship Preliminary and Final Times;
- (b) Location;
- (c) Teams' facilities and resources.

### **Section 13.02. Championship Meets**

During any swimming season that the League operates with more than one conference, a championship meet for each conference shall be planned and held.

### **Section 13.03. Appointment of Championship Chairperson**

Each Conference shall appoint a Championship Chairperson. The Championship Chairperson for a conference shall be responsible for planning and supervising all aspects of that conference's championship meet or meets that are scheduled to occur during his tenure as Conference Championship Chairperson. Each Conference Championship Chairperson shall preside over and chair his conference's Conference Championship Committee, and shall report to the League Vice President/Championship Coordinator regarding conference championship meet planning, staging and supervision matters.

## **ARTICLE XIV. PROTESTS**

### **Section 14.01. Protest Committee**

A Protest Committee for each Conference shall be appointed by the League President, prior to the start of the dual meet season each year. Protest Committees shall consist of three members from each Conference, preferably a member who is familiar with the objectives of the League, League Rules and Bylaws, and swimming rules pertaining to meets, both dual and championship. Each Conference Protest Committee shall oversee the resolution of protests for a Conference other than their own. Assignments shall be on a rotating basis, i.e., Comstock Conference resolves for the Mother Lode Conference; Mother Lode Conference resolves for the Gold Rush Conference; Gold Rush Conference resolves for the Eureka Conference, and Eureka resolves for the Comstock Conference.

### **Section 14.02. Protest Between Teams - Appointment of Mediator**

In the event of a protest between teams, a Mediator will be appointed by the League President to attempt to resolve the protest. The Mediator can be a fellow League Representative, a League Board Member, or someone associated with the League as a parent or official who the League President feels capable. The Mediator shall meet with the League Representatives from each team within two days of the protest, in an attempt to solve the issue. The Mediator's ruling/decision would be a non-binding decision, unless both parties agree to it. If both parties still do not agree, the protest will then be forwarded to the appropriate Protest Committee.

### **Section 14.03. Hearing on Protest**

The Protest Committee will hold a hearing on the matter within five days of receipt. The Protest Committee would then accumulate as many facts pertaining to the protest as possible, prior to holding a hearing with the teams in question. This hearing can be held in person or via conference call. A decision would then be given within two days of the hearing. Both teams would be notified, and a report given to the Board of Directors at the next regularly scheduled meeting. The decision of the Protest Committee will be final and binding.

### **Section 14.04. Protests Submitted in Writing**

All protests to the League must be submitted in writing to the League President within 48 hours of the infraction being protested. The written protest must be in detail, as specific as possible. Items to be identified in the written protest include the teams and individuals involved, and the general facts and circumstances surrounding the dispute. Where applicable, the rulings and rule interpretations of officials, and the rulings and rule interpretations of the Meet Referee should be included.

### **Section 14.05. Subject of A Protest and Manner for Handling**

There shall be three areas in which a protest can be filed:

- 1) League rule/bylaws interpretations or application;
- 2) Dual meet rules and procedures, their interpretation or application;
- 3) Championship Meet rules, procedures, or swimmer eligibility, their interpretation or application.



Protests in Area 1 of the above will be handled as specified above. Only rule interpretations or infractions can be protested. Board decisions, votes, and rulings cannot be protested.

Protests in Area 2 will be handled as follows:

During a Dual Meet, the Meet Referee will have complete control of the conduct of the meet. The Meet Referee shall not assume any other duties or assignments other than those ordinarily assumed by the Meet Referee at any dual meet. Any disputes or questions regarding judgment calls by officials, entries, dual meet procedures or the operation of the meet will be decided by the Meet Referee, whose decisions will be final. Only in the event of a misinterpretation of a rule or rule infraction, or of a League rule or guideline that is not followed, may a protest be filed in a dual meet situation. Examples include: ineligible swimmer, or unsafe conditions of the pool or pool area. The previously mentioned procedures to file a protest must then be used.

Protests in Area 3 will be handled as follows:

As in a Dual Meet, the Meet Referee shall have complete control of the meet. Protests, questions, or disputes of judgment calls by meet officials, competition procedures, etc. shall be directed to the Meet Referee by the League Director or coach from each team. The Meet Referee's decisions will be final.

Protests involving a qualifying heat must be lodged within 30 minutes after the race in which the protested call took place, with the exception being that the protest shall be accepted no later than ten minutes after the conclusion of the days qualifying heats. Protests involving a finals heat must be lodged within 30 minutes after the race in which the protested call took place. Again, no protests will be accepted later than ten minutes after the conclusion of the day's finals events.

If a protest cannot be resolved by the Meet Referee, in a situation involving League Rules, a Protest Committee consisting of the League Directors from each team will meet to decide on the protest, with majority rules in effect. In the case of a tie vote by the members of this committee, the decision of the Meet Referee will stand. The decision of the Protest Committee will be final, and cannot be appealed to the Board of Directors.

Protests concerning a swimmer's eligibility to swim or other issues not related to the conduct of the competition phase of the meet will also be decided by the aforementioned Protest Committee, provided that the protest procedures established earlier in this section have been followed. If the eligibility of a swimmer is raised at the meet, and the Protest Committee cannot make a ruling based on a lack of League registration documents, the swimmer shall be allowed to compete under protest. After the meet, should the swimmer be found to be ineligible, the swimmer will be disqualified from any finals event they may have participated in, including relays, and the events and the meet will be rescored that the protest procedures established earlier.

#### **Section 14.06. Strict Adherence to Protest Criteria Required**

If any of the criteria set forth in this Section XIV are not met, there can be no protest.

## **ARTICLE XV. COACHES ADVISORY COMMITTEE**

### **Section 15.01. Option to Form Coaches Advisory Committee**

By majority vote, with the coaching staff of each Team entitled to one vote, the coaches of the Teams in the league may elect to form a Coaches Advisory Committee. The purpose of the Coaches Advisory Committee shall be to provide an organized forum for the coaches of the League to discuss League matters, disseminate information of interest to coaches, and formulate recommendations regarding the League for transmission to the League Board of Directors.

The Coaches Advisory Committee shall be entitled to designate a coach to officially represent the Coaches Advisory Committee at Board meetings. The preceding sentence shall in no event be construed or interpreted to prohibit coaches from attending Board meetings pursuant to Subsection 4.11(d) of these Bylaws.

## **ARTICLE XVI. CONSTRUCTION**

### **Section 16.01. Rules of Construction**

As used in these Bylaws:

- (a) The present tense includes the past and future tenses, and the future tense includes the present.
- (b) The masculine gender includes the feminine and neuter.
- (c) The singular number includes the plural, and the plural number includes the singular.
- (d) The word "shall" is mandatory and the word "may" is permissive.
- (e) The words "Directors" and "Board", used in these Bylaws in relation to any power or duty requiring collective action, mean "Board of Directors."

**EXHIBIT A**  
**NORTHERN CALIFORNIA SWIM LEAGUE**  
**DUAL MEET RULES**

**I. General Principles**

- A. Except as specifically provided otherwise in these Rules or in the League Bylaws or the League Championship Meet Rules, the League shall operate in accordance with the rules published by United States Swimming, Inc. ("USS").
- B. Except as specifically provided otherwise in these Rules or the League Bylaws or the League Championship Meet Rules, these Rules shall govern all League meets.

**II. Events**

- A. Swimmers shall be grouped in the following age groups for event purposes:

- 1. 6 and under
- 2. 7 and 8
- 3. 9 and 10
- 4. 11 and 12
- 5. 13 and 14
- 6. 15 through 18

Within age groups, girls will swim first, then boys; the youngest age groups will swim first, proceeding through the oldest age groups.

- B. Official events, event distances, and the dual meet order of events are set forth on Schedule I Dual Meet Order of Events of these rules. The events shown on Schedule I Dual Meet Order of Events shall be run in the order shown; provided, however, that the Meet Director may, in the interest of conducting the meet expeditiously, combine events after proper notification to the coaches, Head Scorer, Starter and Clerk of the Course.
- C. In dual meets, there shall be only one scored heat per event.
- D. Additional heats can be scheduled for a meet provided that:
  - 1. They are scheduled prior to the beginning of the meet.
  - 2. Each Team shall be entitled to schedule no more than eight (8) additional heats per event per meet; provided, however, that upon mutual agreement reached in advance of the day of the meet between the coaches, additional non-scored heats may be scheduled.
  - 3. Non-scored heats of an event shall be run immediately after the official (scored) heat of the same event.

### III. Entries

- A. A swimmer may enter no more than three individual events and two relay events in any dual meet, whether in a scoring or non-scoring heat.
- B. Except as otherwise provided in Section III.C. below, each Team may enter up to three official (scoring) entries per race in both individual and relay events.
- C. Five-lane Pools:
  - 1. If a dual meet is held in a five-lane pool, there shall be a maximum of only two scored entries per Team for each individual and relay event.
  - 2. In a five-lane pool, competing Teams may, by prior agreement, enter three entries on an alternating basis in each individual and relay event. The third entry shall compete on a non-scoring basis and shall compete in lane 1.
- D. A swimmer may move up one age group in individual events during a meet provided that:
  - 1. The swimmer must stay in that age group for the remainder purposes of both relay and individual events;
  - 2. The swimmer does not "bump" an eligible swimmer already in the older age group who would otherwise be available to swim an individual event; and
  - 3. The swimmer does not end up swimming the same event in two different age groups. For example, a swimmer may not compete in the individual backstroke event in two different age groups during the same dual meet.
- E. A swimmer may move up one age group in one relay event and then revert to the swimmer's own age group for subsequent events if all of the following conditions are met:
  - 1. The swimmer swims in an overall maximum of only two relay events during the meet. Subject to this limitation, it shall be permissible for the swimmer to swim in the same relay event in two different age groups, provided that the swimmer meets the other conditions of this Section III.E.
  - 2. The swimmer does not "bump" an eligible swimmer already in the older age group who would otherwise be available to swim the relay event; and
  - 3. The older age group relay team contains at least two swimmers who belong in the older age group.

When moving up to fill out a medley relay team, a 6-and-under may swim any stroke.

- F. In the 6-and-under co-ed free-style relay, the relay may consist of any combination of swimmers without regard to sex.

#### IV. Entries Procedures

Prior to each Team seeding a meet, but not later than 6:00 p.m. on Monday before a scheduled meet, the coaches of each Team must meet or confer, and agree on the number of any extra heats which may be scheduled. The Home Team shall initiate the meeting or conference.

The minimum responsibilities for the Home Team and Visiting Team shall be as set forth below:

##### A. ENTRIES AND SEEDING

<b><u>HOME TEAM</u></b>	<b><u>VISITING TEAM</u></b>
Seed Swimmers, Run Validation Check, Import Visiting Team Seedings, Prepare "Meet Sheets," and other reports needed to run the Ready Bench.	Seed Swimmers, Run Validation Check, Print Ready Area Report (Optional), and Export Seedings to Home Team by 6:00 PM on the second day before the meet unless otherwise agreed to by both League Representatives.

##### B. SCRATCH PROCEDURES

Both Home Team and Visiting Team must participate in a scratch/add meeting which shall be held at a reasonable time immediately before the commencement of the meet and not later than 30 minutes before the start of the meet, so as not to delay the start of the meet.

##### C. MEET PROCESSING

<b><u>HOME TEAM</u></b>	<b><u>VISITING TEAM</u></b>
Provide two computer persons at scoring table to alternate between tasks of reader, data entry, and verification of times. Printing of ribbon labels for both teams.	Provide one computer person at scoring table to alternate between tasks of reader, data entry, and verification of times.

The "scoring table" responsibilities will be as follows:

- I. Entry of event results;
- II. Entry of disqualification slips;
- III. Verification of results;
- IV. Scoring of the meet;
- V. Printing ribbon labels;
- VI. Identifying possible broken records

#### D. MEET COMPLETION

<b><u>HOME TEAM</u></b> Compiling and completing meet results and transferring the results onto disk or other media for transfer to the Visiting Team. Transferring the meet results on disk or other media to the Commissioner of Records by 6:00 PM of the day following the meet.	<b><u>VISITING TEAM</u></b> Bring necessary disks or other electronic media to the meet for receipt of meet results from the Home Team.
---	--

#### V. Scoring

Scoring in pools with more than 5 lanes will be done across the first heat. In a 5 lane pool the first and second heat will be scored. Points will be awarded at all League dual meets for each official heat of individual and relay events as follows:

<u>Place</u>	<u>Individual Event</u>	<u>Relay Event</u>
1	5 Points	7 Points
2	3 Points	0 Points
3	2 Points	0 Points
4	1 Points	0 Points
5	0 Points	0 Points
6	0 Points	0 Points
7	0 Points	0 Points
8	0 Points	0 Points

- A. Ties will be scored as follows in individual events:
1. First place tie--four points each, no second place;
  2. Second place tie--two and one-half points each, no third place;
  3. Third place tie--one and one-half points each, no fourth place;
  4. Fourth place tie--one-half point each.
- B. A first place tie in a relay event results in each Team being awarded three and one-half points.
- C. No points will be awarded to a swimmer who has been disqualified.
- D. A swimmer who has not registered with the League is considered an illegal swimmer for the entire meet and all points scored by said swimmer, and any relay team upon which the swimmer participated, will be withdrawn and slower swimmers and/or relays will be awarded appropriate points.

- E. If a swimmer during a meet swims more than the maximum number of events allowed by these rules, the swimmer shall be automatically disqualified from all events in which the swimmer participated, and any relay teams upon which the swimmer competed during the meet shall also be automatically disqualified. Point reallocation in such an instance will occur as described in Section V above.

All entries from a Team entered in each first heat of an individual or relay event shall be eligible to score points for a maximum of 3 places.

## **VI. Deviations from USS Rules Governing Starts, Strokes, and Turns**

There will be one false start per event allowed any swimmer for age groups 6 and under, 7- 8 and 9-10.

## **VII. Records**

- A. The League's Commissioner of Records shall maintain League and Conference records for each League swimming event. Unless the Board of Directors of the League decides otherwise, each time a record is tied or bettered, the League Commissioner of Records shall issue a Certificate of Record in recognition of the achievement.
- B. If more than one swimmer betters a League record in the same race, both will be awarded Certificates of Record for bettering the previous record. The swimmer with the fastest time, however, shall be the new record holder.
- C. The home Team Head Computer person shall scan and email the following information to the Commissioner of Records no later than 6:00pm Sunday evening following the meet in which the record was broken for the Commissioner to verify new/tied record performances:
  - 1. Results Report, which must include the button backup times, generated from Meet Manager or Lane Timer Sheets with the recorded manual times; and
  - 2. POP Forms generated from Meet Manager as written evidence of the record time signed by the Meet Referee.
  - 3. Meet Manager Backup File from the meet.
- D. In the event the Home Team Head Computer person is unable to scan the documents described in C., he or she must email the following information to the Commissioner of Records no later than 6:00 pm Sunday evening following the meet in which the record was broken and mail the signed documentation on that following Monday to the Commissioner of Records:
  - 1. Name of Record Holder
  - 2. Event
  - 3. Time
  - 4. Team Affiliation
  - 5. Date of record setting swim
  - 6. Meet Manager backup file of the event

- E. Digital signatures on the Record / POP Form will be accepted as the original signature.
- F. In order to establish a League record, there must be three official times recorded. In order to establish a League record, there must be three official times recorded.
- G. Swimmers can break a record in nonconference meets; however, the only record that the swimmer can break is in their own conference and the league not the other team's conference record.
- H. The Commissioner of Records shall update the records and post the updated record file to the League website no later than 6:00 pm Wednesday evening during the season.
- I. It will be the responsibility of team Head Computer Operators to check the league's website for an updated League and/or Conference record file after 6:00pm every Wednesday for the current meet.

### **VIII. Protests**

- A. Any protests concerning a ruling by any official at a meet shall be made to the Meet Referee by the League Board member, or alternate, of the Team making the protest. If neither the League Board member nor an alternate is present at the meet, the protest may be made by a Team coach. In no event shall protests be lodged with any meet official other than the Meet Referee. The Meet Referee's decision is subject to appeal pursuant to Article XIV of the League Bylaws.

### **IX. Officials**

- A. Each Team will be responsible for providing the following officials to conduct the meet, in sufficient numbers depending on the number of pool lanes available for the meet:

<u>Home Team</u>	<u>Visiting Team</u>
Meet Referee	Stroke-and-Turn Judges (2)
Stroke-and-Turn Judges (2)	Lane Timers (half of required)
Starter	Computer Person (1)
Clerk of the Course	Ribbon Clerk
Head Timer	Ready Area Coordinator
Lane Timers (half of required)	Lane Writers (half of
required) Lane Writers (half of required)	
Announcer	
Head Computer and Reader	
Runners (2)	
Ribbon Clerk	

- B. All meet officials must be identified by a badge, which indicates the official's name and job title.



## **X. Conduct of the Meet**

All provisions relating to meet conduct, including but not limited to responsibilities of the home Team, responsibilities of the visiting Team, pre-meet preparation, meet operation, qualifications of officials, individual rewards, etc., shall be promulgated and adopted by the League's Board of Directors and added to these Rules by no later than the February Board meeting.

## **XI. Miscellaneous Provisions**

- A. The use of starter pistols in lieu of Colorado System starter horns shall be allowed at all League meets.
- B. Trophies shall be awarded to the Teams placing first, second and third in each League conference during the dual meet season.
- C. Unless otherwise agreed to by the Teams participating in a Saturday morning dual meet, the first event of the dual meet shall commence at 8:30 AM.

**Schedule I  
DUAL MEET  
ORDER OF EVENTS**

<b>Event No.</b>		<b>Age Group</b>	<b>Event</b>
1	<b>Coed</b>	6&U	100 Free Relay
	<b>Girls</b>		
2	<b>Boys</b>	7-8	100 Medley Relay
4		9-10	100 Medley Relay
6		11-12	200 Medley Relay
8		13-14	200 Medley Relay
10		15-18	200 Medley Relay
12		9-10	100 IM
14		11-12	100 IM
16		13-14	100 IM
18		15-18	100 IM
20		6&U	25 Free
22		7-8	25 Free
24		9-10	25 Free
26		11-12	50 Free
28		13-14	50 Free
30		15-18	50 Free
32		6&U	25 Back
34		7-8	25 Back
36		9-10	25 Back
38		11-12	50 Back
40		13-14	50 Back
42		15-18	100 Back
44		7-8	50 Free
46		9-10	50 Free
48		11-12	100 Free
50		13-14	100 Free
52		15-18	100 Free
54		7-8	25 Breast
56		9-10	25 Breast
58		11-12	50 Breast
60		13-14	50 Breast
62		15-18	100 Breast
64		7-8	25 Fly
66		9-10	25 Fly
68		11-12	50 Fly
70		13-14	50 Fly
72		15-18	50 Fly
74		7-8	100 Free Relay
76		9-10	100 Free Relay
78		11-12	200 Free Relay
80		13-14	200 Free Relay
82		15-18	200 Free Relay

## **EXHIBIT B**

### **NORTHERN CALIFORNIA SWIM LEAGUE CHAMPIONSHIP MEET RULES**

#### **I. Organization and Responsibility**

As set forth in the League Bylaws, the League Championship Committee for a League conference shall be primarily responsible for planning and staging the championship meet for that conference. The Committee shall consist of a representative from each Team in the conference, and shall be subject to the Board's oversight and supervision.

#### **II. Staging of Championship Meets**

A championship meet shall be planned and staged for each League conference.

#### **III. Championship Events and Age Groupings**

- A. Events and age groupings for championship meets shall be the same as for dual meet competition. The order of events for championship meets shall be as set forth on Schedule I, attached.
- B. On each day of a championship meet, the qualifying heats for that day's events shall be held **first**, followed after a short break by the finals for each of said events.

#### **IV. Entries and Eligibility**

- A. A League participant must swim in at least two individual events in at least two League dual meets during the regular season to qualify for participating in a championship meet. For purposes of complying with this requirement, it does not matter whether the swimmer swam in a scored or non-scored heat of an event. For purposes of this Section IV.A., the term "League dual meet" is defined as any dual meet occurring on a Saturday between two teams as defined in Article 3 of these bylaws. In addition to the foregoing requirement, a copy of a Northern California Swim League Application For Swimmer Registration for each League participant must be submitted to the League Registrar by the League participant's Team no later than June 15 of the then current regular season to qualify for participating in a championship meet.
- B. In order for a swimmer to enter an event, the swimmer must have a seeding time taken from either a League meet, a practice meet or a time trial conducted by a Team official or coach. The swimmer's best-recorded time in each event must be utilized for championship seeding purposes.
- C. A swimmer may enter all of the individual events in his age group, and may participate in one freestyle relay and one medley relay. A swimmer may move up one age group in a relay event. Championship relay teams must also adhere to the dual meet team formation rules, specifically Exhibit A, Section III. Entries, subsections D, E and F

- D. Each Team may enter no more than two relay teams per event. There shall be no limit upon the number of swimmers each Team may enter in the individual events at a championship meet unless, in the reasonable opinion of the Championship Committee and the Board of Directors, some form of limitation is necessary to allow the championship meet to be conducted on schedule over the two-day meet weekend. In the event a limitation on individual entries is required for scheduling purposes, the form of said limitation shall be developed and agreed upon by the League Board of Directors. The policy of the League is to allow as many swimmers as possible to compete in championship meets.
- E. The swimmers who participate on a relay team in championship finals competition need not be the swimmers who participated on said relay for purposes of establishing a championship meet seeding time. Relay events in League championship meets will be conducted as timed Finals without qualifying heats.
- F. No swimmer shall be eligible to compete in any championship event unless the Team for which that swimmer is registered shall have paid all of its registration fees not later than such time as designated by each conference as the last date upon which swimmers may be seeded for championship.

## V. Seeding

Seeding for a championship meet will follow current USS procedures and will be based upon the seeding times submitted by each Team at the time of entry deadline.

## VI. Scoring

Scoring at a championship meet shall be in conformity with USS Rule 102.7.3 as it pertains to meets conducted without consolations and championship finals. Team points will be awarded in final events only. Conferences, at their discretion, and by majority vote of conference Teams, may score and medal up to ten lanes at championships, with the additional costs added to their championship budget. Points will be awarded as follows:

<b><u>8 Lane Pool</u></b>			<b><u>10 Lane Pool</u></b>		
<b>Place</b>	<b>Individual Event</b>	<b>Relay Event</b>	<b>Place</b>	<b>Individual Event</b>	<b>Relay Event</b>
1	9 points	18 points	1	11 points	22 points
2	7 points	14 points	2	9 points	18 points
3	6 points	12 points	3	8 points	16 points
4	5 points	10 points	4	7 points	14 points
5	4 points	8 points	5	6 points	12 points
6	3 points	6 points	6	5 points	10 points
7	2 points	4 points	7	4 points	8 points
8	1 point	2 points	8	3 points	6 points
			9	2 points	4 points
			10	1 point	2 points

Additionally, Conferences, at their discretion, and by majority vote of conference Teams, not later than two weeks prior to Championships, may choose alternate scoring method for Relays.

## **VII. Failure to Swim a Final Event After Qualifying**

Any swimmer who qualifies for the Finals in an event and who fails to swim in the final event without the permission of the Meet Referee shall be barred from competing in any other events during the championship meet, and the next qualified swimmer will take the barred swimmer's place.

## **VIII. Medals and Trophies**

All finals participants, unless disqualified, shall receive place medals. A high-point trophy will be awarded to the high-point boy and girl in each age group. Team trophies shall be given to the Teams placing first, second and third at a championship meet.

## **IX. Authority to Adopt Other Rules**

The Board of Directors shall adopt such other championship rules, as it deems necessary to carry out championship meets.

## **X. Miscellaneous Provisions**

It is the policy of this League that Swimmers entering pool for warm-ups and warm-downs during the meet will execute a feet first entry. All dives will be under coach supervision in designated areas.

**Schedule II  
CHAMPIONSHIP  
ORDER OF EVENTS**

**Saturday**

<b>Event No.</b>	<b>Age Group</b>	<b>Event</b>
1-2	9-10	100 yd IM
3-4	11-12	100 yd IM
5-6	13-14	100 yd IM
7-8	15-18	100 yd IM
9-10	6 & Under	25 yd Free
11-12	7-8	25 yd Free
13-14	9-10	25 yd Free
15-16	11-12	50 yd Free
17-18	13-14	50 yd Free
19-20	15-18	50 yd Free
21-22	6 & Under	25 yd Back
23-24	7-8	25 yd Back
25-26	9-10	25 yd Back
27-28	11-12	50 yd Back
29-30	13-14	50 yd Back
31-32	15-18	100 yd Back
33 COED	6 & Under	100 yd Free Relay
34-35	7-8	100 yd Medley Relay
36-37	9-10	100 yd Medley Relay
38-39	11-12	200 yd Medley Relay
40-41	13-14	200 yd Medley Relay
42-43	15-18	200 yd Medley Relay

**Sunday**

44-45	7-8	50 yd Free
46-47	9-10	50 yd Free
48-49	11-12	100 yd Free
50-51	13-14	100 yd Free
52-53	15-18	100 yd Free
54-55	7-8	25 yd Breast
56-57	9-10	25 yd Breast
58-59	11-12	50 yd Breast
60-61	13-14	50 yd Breast
62-63	15-18	100 yd Breast
64-65	7-8	25 yd Fly
66-67	9-10	25 yd Fly
68-69	11-12	50 yd Fly
70-71	13-14	50 yd Fly
72-73	15-18	50 yd Fly
74-75	7-8	100 yd Free Relay
76-77	9-10	100 yd Free Relay
78-79	11-12	200 yd Free Relay
80-81	13-14	200 yd Free Relay
82-83	15-18	200 yd Free Relay

