

BY-LAWS of the CABANA CLUB SWIM LEAGUE 2025

Cabana League Mission Statement

The Cabana League is more than just a place for competition - it's an active community where families come together building lifelong friendships, kids of all ages learn and grow, and cherished memories are made through spirited competition and shared experiences. We are committed to creating a safe and welcoming environment that nurtures teamwork, sportsmanship, and camaraderie. At the heart of the Cabana League is a deep sense of community that embraces fun, encouragement, and mutual support for one another both in and out of the water.

(Revised May, 2025)

TABLE OF CONTENTS

ARTICLE ONE – MEMBER TEAMS

ARTICLE TWO – SWIM MEET AND LEAGUE SCHEDULE

ARTICLE THREE – SWIMMER ELIGIBILITY

ARTICLE FOUR – SWIMMER AGE GROUPS

ARTICLE FIVE – EVENTS

ARTICLE SIX – DISTANCE

ARTICLE SEVEN - EQUIPMENT

ARTICLE EIGHT – STARTING SEQUENCE

ARTICLE NINE– SCORING AND AWARDS

ARTICLE TEN– DUAL MEET AND CHAMPIONSHIP MEET STANDING RULES

ARTICLE ELEVEN – MEET OFFICIALS

ARTICLE TWELVE – STROKE AND TURN JUDGING

ARTICLE THIRTEEN – GENERAL LEAGUE REGULATIONS AND INFORMATION

ATTACHMENT A – SWIMMER EXCEPTION REQUEST FORM... A-1

1 – MEMBER TEAMS

1.1 - The member teams of the Cabana Club Swim League are:

Almaden, Dolphins

Creekside, Cudas

Crossgates, Gators

Pinehurst, Piranhas

Santa Teresa, Sea Otters

Shadow Brook, Sharks

2 – SWIM MEET AND LEAGUE SCHEDULE

2.1 - Dual meets will be held with a championship meet closing the season. The schedule of meets for each season, documenting the dates of each meet and order of competition, shall be established at a meeting of the League Board of Directors to be held no later than January.

2.2 - The CHAMPS seeding meeting shall be held on or before the second Wednesday prior to the day of Champs.

2.3 - Official start time of dual meets is 8:30 a.m., unless both teams mutually agree to an alternative time in advance.

3 - SWIMMER ELIGIBILITY

3.1 - Swimmers must be members of their respective cabana clubs, meeting all normal requirements for membership and pool rights of their cabana clubs. There is no league cap to the number of club members joining any swim team.

3.2 - Rosters must be exchanged among member teams prior to the first meet of the season. Rosters may be updated as necessary during the season and redistributed to all teams. More than one roster change for the same individual must be approved by a majority vote of the League Board of Directors. All roster changes must be forwarded to the League Commissioner prior to the next scheduled dual meet. Failure to comply may result in forfeiture of the meet.

3.3 - Rosters must include names, ages, and birth dates.

3.4 - Eligibility for the championship meet requires swimming in at least one (1) individual event in at least three (3) dual meets of the current year as a registered member of his/her respective swim team. This requirement will only be waived for the special circumstances of major illness, injury, or death in the immediate family. The exemption is done by a majority of silent votes cast by parent representatives at the annual seeding meeting. The team requesting the waiver is not eligible to vote, thus eliminating the possibility of a tie. Attachment A – Swimmer Exception Request Form should be submitted 48 hours prior to the seed meeting to all the member teams' parent reps. Exceptions Requests Forms may be filled out and submitted at the Seeding Meeting. If the form is not filled out, no vote will be held at the seeding meeting.

3.5 - In all meets, a swimmer must swim in at least one (1) individual event to be eligible to swim a freestyle relay and/or a medley relay.

3.6 - The league carries insurance specific to our activity, which is swimming on a swim team. We are not a swim to learn program (swimming lessons), which would carry different coverage, so it is important that all the swimmers know how to swim. Each team needs to test their swimmers by the end of the second week of practice. Each swimmer should be able to swim the width of the pool. If the swimmer cannot swim the width of the pool, UNAIDED, then they cannot be allowed to participate on the swim team.

3.7 - All registered athletes must complete or have a legal guardian complete all team and league liability waiver forms.

4 - SWIMMER AGE GROUPS

4.1 - The swimmer age groups are:

6 and under

7 and 8

9 and 10

11 and 12

13 and 14

15 to 18

4.2 - A swimmer's age is determined by his/her actual age on May 31st of each year. Swimmers may swim up one age group, but must compete at that age level for the entire meet, except 6 and under, who may swim 8 and under fly and breast and still remain 6 and under for the remainder of the meet.

4.3- To be eligible to swim for a season including the championship meet, swimmers must be 18 or under as of May 31st of that season.

4.4 - If a club does not have four swimmers listed on their current roster in a given age group (not counting scratches), a swimmer may swim up one age group for that relay event without having to swim up all events.

5 - EVENTS

5.1 - The events and eligible age groups are as follows;

Event Numbers	Event Description (Girls and Boys)	Eligible Age Group	Comments
1-10	Medley Relays	8U, 9/10, 11/12, 13/14, 15-18	Order of strokes: Backstroke, Breaststroke, Butterfly & Freestyle
11-20	Butterfly	8U, 9/10, 11/12, 13/14, 15-18	A 6U swimmer may enter in the 8U group
21-32	Backstroke	6U, 7/8, 9/10, 11/12, 13/14, 15-18	
33-42	Breaststroke	8U, 9/10, 11/12, 13/14, 15-18	A 6U swimmer may enter in the 8U group
43-54	Freestyle	6U, 7/8, 9/10, 11/12, 13/14, 15-18	
55-65	Freestyle Relays	6U, 7/8, 9/10, 11/12, 13/14, 15-18	6U relay may be mixed boys & girls

6 - DISTANCE

6.1 - Distances for individual events and relays:

6 & under	One (1) length per swimmer – 25 yards
7 and 8	One (1) length per swimmer – 25 yards
9 and 10	One (1) length per swimmer – 25 yards
All others	Two (2) lengths per swimmer – 50 yards

7 - EQUIPMENT

7.1 - Backstrokes flags must be provided by host team & placed exactly 15 feet from each end of the pool.

7.2 - All teams are required to maintain all starting blocks in a safe and non-slip condition. Towels or similar may not be used to cover the surface of the starting block to aid the start of the swimmer. The Meet Referee and a coach from both teams will inspect all blocks after the warm-up period and prior to the first heat. Where the Referee and coaches agree the blocks to be appropriately non-slip, towels may not be utilized during that meet. Where the Referee and coaches agree the blocks to be slippery, towels may be used during that meet at the discretion of the individual swimmer. The offending team is also then on notice to correct the slippery condition by replacement or repair of the blocks as necessary, as quickly as possible; a report will be made by the Referee to the League Commissioner who will ensure all other teams are advised of the notice. Where the Referee and coaches agree the blocks to be unsafe, possible postponement of the meet should be discussed. The offending team **must** correct the unsafe condition by replacement or repair of the blocks as necessary, prior to the next scheduled League meet.

7.3 - Rules on swimsuits shall conform with USA Swimming Rules on what suits are acceptable in accordance with the age group the swimmer participates in (i.e. if a swimmer turns 13 yrs old on June 2 but who still swims as an 11/12 - they can't wear a suit meant for 13 & overs)

8 - STARTING SEQUENCE

8.1- The starter will allow up to one false start per swimmer per event. A swimmer will be disqualified on a second false start.

8.2 - After the initial start on relays, false starts will be determined by assigned judges who will position themselves so that they may observe both the touch of the finishing swimmer and the feet of the starting swimmer. Where a judge determines a false start to have occurred, he/she must not raise his/her hand. For a false start to be officially registered, the false start must be noted separately and without conference by two independent judges.

9 - SCORING AND AWARDS

9.1 - DUAL MEETS

9.1.1 - With the exception of the first dual meet, all dual meets will have two team winners. For the first dual meet, the team with the highest point total, based on the point system in sections 9.1.2 and 9.1.3, will be determined as the winner of the dual meet for highest point. Beginning with the second dual meet, there will be two winners of each dual meet. The winner of the highest points will be one winner, and the team with the highest percentage of individual improved times as determined in section 5 will be determined as the winner of the dual meet for team improvement.

9.1.2 Individual Events

Place	Points	Ribbon
First	5 points	Blue ribbon
Second	3 points	Red ribbon
Third	1 point	White ribbon
Fourth through Sixth	0 points	Host team may decide ribbon color

9.1.3 Relay Events:

Place	Points	Ribbon
First	4 points	Blue ribbon to each swimmer
Second	0 points	Red ribbon to each swimmer

9.1.4 - A swimmer winning a heat will receive a "heat winner" ribbon. Each swimmer participating in at least one (1) event will receive one (1) participation ribbon for the meet.

9.1.5 - Team improvement will be determined by dividing the number of individual swims with an improved time by the number of swims by that team (Splashes) plus No Shows. A swim by a

swimmer with a No Time (NT) will not count toward the improvement percentage, but does count as a splash. Relays will not count toward the team improvement percentage.

Formula: Number of improved times / (Splashes + No Shows)

9.1.6 - In the event that the two teams have the same percentage improvement when calculated to the .01, the teams will be tied for team improvement.

9.2 - CHAMPIONSHIP MEET

9.2.1 - Two team awards will be given out at the Championship meet. One will be given to the team with the highest point total as determined by the point schedule in Section 9.2.2 and 9.2.3. The other will be given out to the team with the highest percentage of individual swimmers with an improved time based on the formula in Article Seven, Section 5. Team improvement percentage will be calculated to the .01. In the event that the two or teams have the same percentage improvement, the teams will be tied for team improvement at the Championship meet. Tied teams will be awarded a Championship Team Improvement trophy. A swimmer missing an event (NS) or a disqualification (DQ), will count toward the divisor number in this calculation for team improvement.

9.2.2 - Individual Events:

Place	Points
First	9 points
Second	7 points
Third	6 points
Fourth	5 points
Fifth	4 points
Sixth	3 points
Seventh	2 points
Eighth	1 point

9.2.3 - Relay Events:

Place	Points
First	18 points
Second	14 points
Third	12 points
Fourth	10 points
Fifth	8 points
Sixth	6 points

9.2.4 - Design of awards and medals will be determined each year by the host club. At a minimum, first through eighth place finishers will receive medals or ribbons. If there are additional lanes run at Champs, the total number of ribbons will match the number of lanes. A swimmer winning a heat will receive a "heat winner" ribbon. Each swimmer participating in at least one (1) event, will receive one (1) participation ribbon for the meet.

9.3 - DUAL MEET CHAMPIONSHIP TROPHIES

9.3.1 - Two Dual Meet Champion trophies shall be awarded at the conclusion of the Championship Swim Meet. One trophy will be awarded to the Dual Meet Champion for scoring based on the point system laid out in Article Seven. The other will be the Team Improvement Dual Meet Champion based on the system laid out in Article 7, section 5.

9.3.2 - The dual meet champion shall be the team with the most dual meet wins based on points. In case of a two-way tie, the champion shall be the team winning the dual meet between the tied teams. In case of a three-way tie, the champion shall be the team scoring the greatest total number of points against the other two tied teams.

9.3.3 - Team Improvement Dual Meet Champion shall be the team with the most dual meet wins based on team improvement. In the case of a two-way tie, the champion shall be the team with the higher team improvement percentage in the dual meet between the two clubs. In the case of a three-way tie, the champion shall be the team with the highest improvement percentage for the dual meets against the two other clubs that tied.

9.3.4 - The team hosting the championship meet will purchase the Dual Meet Champion trophies, and the Commissioner will award them at the final meet.

9.4 - CHAMPIONSHIP TROPHY

9.4.1 - The Championship trophy for the highest scoring team based on points is perpetual; and shall be presented to the winning team by the prior year's Championship team. The name of the winning team shall be added to the trophy plaque by the winning team. In addition to the perpetual trophy, the Host Team will purchase a Championship Trophy that shall be kept by the Championship Team.

9.4.2 - A Championship trophy for the team with the highest team improvement percentage at Champs shall be given to the winning team. The host team will provide this trophy.

10 – DUAL MEET AND CHAMPIONSHIP MEET STANDING RULES

10.1 - DUAL MEETS

10.1.1 - All required events will be swum; optional events will be decided at a coaches meeting prior to the meet. Optional events will hold no point value for the meet.

10.1.2 - A listing of the individual participants and relay entries by age and event must be provided to the host team on or before 9:00 p.m. the Wednesday evening preceding the day of the meet unless another time is mutually agreed upon. (The host team entry files may be requested by the visiting team.) Only scratches may be submitted after this time; no additions or other changes may be made. Failure by either team to provide the entries file on time (or by a mutually agreed upon time), will result in forfeiting the upcoming meet. If there is a dispute between the two participating teams, the dispute shall be settled by the Commissioner if requested on or before 9:00 p.m. the Friday before the meet.

10.1.3 - Sign-ins for the meet will be accepted up until 45 minutes prior to the start of the meet. If someone is signing in a swimmer other than themselves, they will sign their initials instead of the initials of the swimmer they are signing in. If a swimmer does not sign-in and is scratched from all events, however eventually comes to the meet, a swimmer can be reinstated prior to the start of the preceding stroke. Sign-ins for the backstroke will be accepted up until the start of the first butterfly event. Sign-ins for the breaststroke will be accepted up until the start of the first backstroke event. Sign-ins for the freestyle will be accepted up until the start of the first breaststroke event.

10.1.4 - Relay assignments may be made prior to the start of the relays. A listing of relay participants by event must be provided to the host team prior to the start of the event. Relay lane assignments are predetermined by team, not relay seed time. Lane assignments will be followed according to the graphic below, based on a five lane or six lane pool.

Five Lane Pool

<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>1</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>2</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>3</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>4</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>5</u>
H o s t B	A w a y B	H o s t A	A w a y A	H o s t C

Six Lane Pool

<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>1</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>2</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>3</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>4</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>5</u>	<u>L</u> <u>a</u> <u>n</u> <u>e</u> <u>6</u>
H o s t B	A w a y B	H o s t A	A w a y A	H o s t C	A w a y C

10.1.5 - There will be no limit on number of heats.

10.1.6 - A relay must have four (4) different swimmers to be official and count for points.

10.1.7 - Only one relay per age group shall be official. This relay must be designated before the event is swum.

10.1.8 - A swimmer does not lose the right to participate in the remainder of the meet by missing any of the scheduled events; except that one (1) individual event must be swum to establish eligibility for swimming the freestyle relay.

10.1.9 - The maximum number of events per swimmer will be three (3) individual events plus two (2) relays. One (1) individual event must be swum to be eligible for the freestyle relay and/or medley relay at dual meets.

10.1.10 - Using a timed finals format, the order of heats shall be slowest swimmers to fastest swimmers; with the heat of the slowest swimmers swum first.

10.1.11 - All heats are official for individual events.

10.1.12 - Swimmer placement shall be determined by three timers per lane plus a head (or roving) timer. The head timer's time shall be official in a lane only if an assigned timer has missed the start of a heat or in the event of equipment malfunction.

10.1.13 - Place judging shall not be used for swimmer placement in dual meets.

10.1.14 - With three times available, the median time shall be recorded as the official time. If, due to a malfunction, only two times are available, the average of the two remaining times shall be official. The referee's decision shall be final in case of a dispute.

10.2 CHAMPIONSHIP MEET

10.2.1 - The guidelines and procedures used for Champs are described within the By-laws of the Cabana League Swim Club.

10.2.2 - All required events will be swum; optional events will be decided at the seeding meeting prior to the meet. Optional events hold no point value.

10.2.3 - Entries for individual and relay events, using swimmers' current seasonal best times will be submitted to the host team by 9:00 pm Saturday evening of the final dual meet.

10.2.4 - In order to be eligible to swim an event at Champs, swimmers must have a seed time. Seed times must come from a dual meet in the current season. Times from Time Trials or No Time (NT) are not acceptable.

10.2.5 - There will be no limit on the number of heats. All heats will be official with the swimmers pre-seeded in accordance with their fastest competitive times achieved in accordance with Section 3 above.

10.2.6 - The maximum number of events per swimmer per meet shall be three (3) individual events plus two (2) relays. One (1) individual event must be swum to be eligible for the freestyle relay and/or medley relay.

10.2.7 - Using a timed finals format, the order of heats shall be slowest swimmers to fastest swimmers; with the heat of the slowest swimmers swum first.

10.2.8 - A swimmer does not lose their right to participate in the remainder of the meet by missing any of their scheduled events; except that one (1) individual event must be swum to establish eligibility for swimming the freestyle relay.

10.2.9 - All heats are official for individual events.

10.2.10 - Only one relay per age group shall be entered.

10.2.11 - A qualified swimmer for Champs may only be able to scratch out of the entire meet, and not individual events, the day of the meet.

10.2.12 - A qualified swimmer for Champs may not be able to make changes to their strokes the day of the meet, even if it was the mistake of the swimmer, parents, coaches, or team computer person submitting the entries.

10.2.13 - A qualified swimmer for Champs that was missed being entered by the person submitting entries to the hosting team will only be added to Champs in the strokes in which they are qualified, if there is an open lane for that specific event. There will be no re-seeding of the event. Proof of the entry error, and the swimmer's qualification in the events must be provided by the representing team to the hosting team in order for the swimmer to be added. These requested changes must be submitted by the morning parent rep/champs coordinator meeting, or 45 minutes prior to the start of the meet.

10.2.14 - Swimmer placement and official times will be the same as dual meets. An electronic timing system may be used in place of manual timing.

10.2.15 - With the electronic timing system, the official time is started with the starting horn and is manually stopped by three timers per lane. Official placement and times are automatically recorded. Each lane will also have one manual time recorded to be used only in case of a malfunction to the automatic timing system.

11 - MEET OFFICIALS

11.1 - DUAL MEETS

11.1.1 - Starter – Provided by host team

11.1.2 - Stroke and Turn judges – Two provided from each team on deck at all times

11.1.3 - Three (3) timers per lane, shared from each team, plus Head Timer provided by the host team. All lanes' ratio of timers is 2:1. (see attachment) Home/host team provides two timers in all odd lanes and away team provides two timers in all even lanes. The home/host team provides recorders in even lanes and the away team provides recorders in odd lanes. Five lane pools have the same set-up minus lane 6. In order to facilitate this set-up, the home/host team should label the chairs at set-up, numbers 1 through 18. A master schedule will be posted for each shift that shows the volunteer and lane assignment. The visiting team can write in volunteer names on the morning of the meet or provide the home/host team the information beforehand if known. All the teams should make lane and chair pre assignment clear to volunteers prior to the meet.

11.1.4 - Lifeguard Duty, as required, provided by the host team.

11.1.5 - Recorders – Provided by each team as defined in Section 3 above. The visiting team is encouraged to provide at least one helper to aid in identification of swimmers.

11.1.6 - Computer Scoring – Computer and operators provided by the host team.

11.1.7 - Runners – Provided by host team.

11.1.8 - Announcer – One (1) for each meet provided by the host team.

11.1.9 - Referee – One (1) provided by the host team. The referee must be a leader whose natural inclination is to serve. To serve others means to understand and be aware of the athletes, officials, coaches, parents and others. The referee leads by example in showing respect, honesty, fairness, integrity and responsible behavior that characterizes authentic sportsmanship. The referee:

a. must remain impartial;

b. together with the coaches from each team shall inspect all blocks after the

warm-up period and prior to the first heat (pursuant to Article 7.2 of these by-laws);

c. shall observe the finish of each heat and at a minimum, write down the finish order on his/her heat sheet for the final heat;

d. heat sheets shall be kept for one week to settle any disputes that may arise after the swim meet, and

e. must sign-off DQ slips correctly.

Protests against judgment decisions of starters, stroke and turn judges, place and relay takeoff judges can only be considered by the referee of the meet. The referee shall have the final decision in the event of disputes involving infractions or interpretation of USA Swimming rules.

11.1.10 - If there are not enough qualified personnel and it is necessary to combine functions, a procedure will be decided before the first event of the meet.

11.2 - CHAMPIONSHIP MEET

11.2.1 - Required officials shall be requested by the host club, in accordance with the Champs Meet Organization and Operations, and defined at the January league meeting.

11.2.2 - Timer/recorder seating – the number of timers/recorders per team should be calculated similar to the dual meets, but utilizing all six teams. The hosting team will prepare the set- up for each lane and provide each team a breakdown of the timers and recorders in each lane that each team needs to provide a volunteer for. Each team is responsible for the individual chairs at the shift changes.

12 - STROKE AND TURN JUDGING

12.1 - Stroke and Turn judging will follow the current United States of America Swimming (USA Swimming) rules. It is the responsibility of each team to ensure that the individuals designated by them as stroke and turn judges are qualified and competent. Clubs shall encourage judges to attend USA Swimming training clinics annually.

12.2 - Each swimmer must make an attempt to swim the proper stroke. Each coach has the responsibility to train each swimmer to do the strokes and turns properly.

12.3 - Interference with another swimmer, breaking stroke (one complete odd stroke) or the second false start constitutes a disqualification. Crossing lanes shall constitute a disqualification only if there is interference with another swimmer. In the event of interference, the event will be terminated and rescheduled after a reasonable rest period. Disqualified swimmers will not swim in the re-scheduled event. Deliberate use of the lane lines, pool sides, or bottom of the pool to gain advantage constitutes a disqualification.

12.4 - In backstroke, it is permissible for an individual, not competing in that particular event heat, to place one hand flat against the wall at or below the waterline to prevent swimmers 8 years old and under from striking their head against the wall at finish.

13 - GENERAL LEAGUE REGULATIONS AND INFORMATION

13.1 - Each team will provide a disclaimer on their registration form stating names of athletes might be published via electronic, print or other media.

Suggested disclaimer for Cabana Team registration forms:

By registering for the INSERT TEAM NAME swim team, the athlete or his/her guardian consents to the publication, via electronic, print or other media, information and/or imagery related to their participation this season. Such information and imagery may include, but is not limited to; photographs, video, newsletters, team website, social media sites, print media, heat sheets and live or on-line meet results.

13.2 - All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots are NOT to be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs are NOT to be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs are NOT to be taken in locker rooms or bathrooms.

13.3 - Each team will provide a team Code of Conduct stating that team members and family will abide by the conduct expectations in order to be a participant on the team and in the league. Each team will create their own Code of Conduct, but will include the following required components:

- Parents/Guardians of the swimmer(s) are physically and financially responsible for their swimmer's behavior and actions while participating in any League sponsored activity. Any non-participating guest at a league event is expected to follow the same code of conduct and will be the responsibility of the adult who brought the minor to the activity.
- Dishonesty, theft, and/or vandalism will not be tolerated.
- All swimmers and parents will follow photography League By-laws. When posting photos from League events to social media the utmost respect and consideration will be used.

Violating any League code of conduct By-law may result in a League consequence. If the violation occurs during Champs or another League sponsored event, the consequence will be voted on by the League Board. If the violation occurs during a dual meet, the two teams involved will coordinate resolution of the issue.

13.4 - Each member team shall name one Parent Representative to the League Board of Directors. Each team shall have one vote and the Parent Representative of each team shall cast the vote. Where the named Representative is unable to attend any Board meeting, that team's vote shall be cast by the team's designated alternate, by written proxy to the league commissioner, or by another team's Representative via written proxy.

13.5 - The Board of Directors shall prepare and update the league by-laws, maintain the league membership, establish and publish the meet schedule and be responsible for the efficient conduct of all league activities.

13.6 - The position of League Commissioner shall be held by the Meet Director of the previous year's Championship Meet or by another Parent Representative of the club which hosted the previous year's Championship Meet. The Championship Meet is directed by each club in turn and on a rotation basis as follows: Creekside, Crossgates, Santa Teresa, Almaden, Shadow Brook, and Pinehurst.

13.7 - The Commissioner shall preside over the Board of Directors, be responsible for the execution of all Board decisions and shall arbitrate (with assistance of the Board) all member disputes. Disputes must be submitted in writing to the Commissioner within 48 hours of the occurrence of the event causing dispute.

13.8 - The Commissioner shall cast the deciding vote, in matters before the Board, when the votes cast for a motion are equal to the votes cast against a motion.

13.9 - The position of Secretary shall be held by the current League Commissioner. The Secretary shall be responsible for taking minutes at any League meeting. The minutes will be distributed no later than 2 weeks after each meeting. The minutes will be voted on by the Board at either the next scheduled League meeting or by email prior to the distribution of the Approved By-laws as discussed in Section 8 below.

13.10 - Potential changes to the By-laws must be proposed and seconded by two different member teams. This can occur at either a scheduled League meeting or by email prior to a League meeting. Changes proposed prior to the January League meeting shall be discussed and may be voted on at the January League meeting. Changes may be proposed after the January meeting, by email or at any special meeting, but must be proposed no later than four weeks prior to the season's first dual meet to allow adequate time for League discussion. All changes to the By-laws shall be agreed by a majority vote. To enable a clear majority decision, the team representative proposing the change will be excluded from the formal vote. The five remaining teams shall vote as described in Section 2 above. The League Commissioner shall maintain the By-laws document. An updated draft copy with agreed changes included should be distributed to each team for review no later than six weeks before the season's first dual meet. The draft By-laws document must be approved by a majority vote. Approved By-laws for that season should be published no later than three weeks before the season's first dual meet. The front page of the revised document should be dated and indicated to be "Approved."

13.11 - Annual insurance premium is submitted in one total payment by the league each year. The team who hosted the Championship Meet the previous year will submit the total payment on behalf of the league, with all other teams paying their respective portion to the paying team. Insurance premiums per team are determined by team size (total fee divided by league swimmers, multiplied by the number of swimmers on each team's roster on May 31st).

13.12 - An estimate of the Championship Meet costs for that year will be reported by the host team no later than the January league meeting. Total cost may include, but are not limited to, swim center usage fee, staff charges, cleaning fee, timing system, ribbons & awards, etc. The team who hosted the Championship Meet will provide details of the total costs to each team in the league. Championship Meet costs per team are determined by team size (total fee divided by league swimmers, multiplied by the number of swimmers on each team's roster on May 31st). Each team will submit their payment to the host team within two weeks of receiving cost details of the Championship Meet.

13.13 - All Head Coaches must hold the following certifications:

- a) CPR and
- b) First-Aid and
- c) Safety Training for Swim Coaches or lifeguard certification

Assistant Coaches are not required to hold the same certifications as Head Coaches. Assistant Coaches who are not certified as above may not, at any time, supervise or coach swimmers in the water without the Head Coach or a certified Lifeguard also being present on deck.

ATTACHMENT A: SWIMMER CHAMPS EXCEPTION FORM

TEAM: _____ **SWIMMER NAME:** _____

AGE: _____ **GENDER:** Male / Female (circle one)

Form to be submitted to your team's Parent Reps before the CHAMPS Seed Meeting.
Voting will take place at the Seed Meeting and your Parent Rep will inform you of the outcome.

MEETS ATTENDED:

MEET	MEET # 1	MEET # 2	MEET # 3	MEET # 4	MEET # 5
YES or NO					

REASON FOR CHAMPS EXCEPTION:
