

Colorado State Summer Club Swimming Association

Bylaws

Approved: September 30, 2007

Article I: Name

Section A:

The organization shall be known as the Colorado State Summer Club Swimming Association, a nonprofit organization, herein called CSSCSA.

Article II: Purpose

Section A:

The objectives of CSSCSA shall be:

- 1) To organize and conduct a State Summer Club Swim Meet each year on or about the last weekend of July.
- 2) To promote and encourage competitive aquatics.
- 3) To promote better sportsmanship in competitive aquatics.
- 4) To provide an opportunity for qualifying swimmers to compete against each other.
- 5) To foster further aquatic opportunities for all competing swimmers.

Article III: Membership and Meetings

Section A:

Membership shall be limited to summer club swim teams in the state of Colorado, except by special consideration of the Board. A summer team is defined as one that practices and competes as one team between May 15 and July 31, that does not hold practice more than once a week between September 1 and May 15, and that does not compete in any events between September 1 and May 15. Practice is any team-sponsored swimming.

Section B:

Members must agree to pay CSSCSA fees upon acceptance for membership. Dues shall be remitted annually with entries to the State Summer Club Swim Meet.

Section C:

The Board shall consist of the President, Vice-President, Secretary, and Treasurer; the representatives elected or appointed by each member league (one per league); and the chairs of any standing committees (one per committee). An individual may serve on the Board in more than one capacity (for example, the representative of a member league may also serve as Secretary, etc).

Section D:

The Board will be responsible for planning, coordinating, and conducting the State Summer Club Swim Meet in cooperation with the host team.

Section E:

Teams which participate in the State Summer Club Swim Meet, but which do not belong to any member league, may send representation to Board meetings. Such representatives shall have voice but no vote.

Section F:

Board meetings may be attended by any interested parties. Meetings shall be tentatively scheduled for September, April, and July of each year. Other meetings may be called by the President of the Board, or by a simple majority of the Board petitioning the President. All Board members shall receive adequate notice of each meeting.

Section G:

At each September meeting, the representatives of the member leagues shall elect a President, Vice-President, Secretary, and Treasurer for the coming year. League representatives are eligible to also hold any of these State offices. Offices are assumed upon election. If a vacancy occurs during the year, the Board may elect a replacement.

Section H:

The Board may appoint standing committees or ad hoc committees as circumstances warrant. Current standing committees are the Rules Committee and the Qualification Times Committee.

Article IV: Voting and Responsibilities

Section A:

Each Board member shall have only one vote, even if that individual serves on the Board in more than one capacity.

Section B:

A quorum shall consist of those members present and voting.

Section C:

A simple majority of Board members present and voting is required to carry a motion.

Section D:

The Board's responsibilities shall include, but are not limited to, the following:

- 1) To conduct all business.
- 2) To adopt or amend the bylaws, qualification times, and Competition Rules and Meet Guidelines.
- 3) To determine league and team membership.
- 4) To select the host team for the State Summer Club Swim Meet each year.
- 5) To determine annual dues.
- 6) To act on recommendations by standing or ad hoc committees.
- 7) To determine which events and distances are contested by which age groups.
- 8) To approve preliminary State Meet plans including fee structure.
- 9) On or before January 1st, adopt Bylaws, Rules, Qualification Times and Division Breakdown for the coming summer.
- 10) To set aside any of these bylaws when obvious unfairness would result.

Article V: Officers, Duties and Committees

Section A: President

Duties of the President shall be as follows:

- a) Preside at all CSSCSA and Board meetings and to perform all other duties incumbent upon a presiding officer.
- b) Appoint and disband all committees, except those specified in these bylaws.
- c) Be in charge of scheduling the State Summer Club Swim Meet.
- d) Keep copies of all the State Summer Club Swim Meet results.
- e) Call meetings and handle communications in various formats (such as telephone, email, fax, etc.).

Section B: Vice-President

Duties of the Vice-President shall be as follows:

- a) Perform the duties of the President in his absence or his inability to serve.
- b) Coordinate all aspects of management of the State Summer Club Swim Meet including, but not limited to, insurance, awards, entries, and logistics.
- c) Be responsible for providing all meet material to each team in cooperation with the host team of the State Summer Club Swim Meet.
- d) On or before October 1st, provide details from the previous State Meet to assist the Meet Director for the next State Meet.

Section C: Secretary

Duties of the Secretary shall be as follows:

- a) Keep minutes of all CSSCSA meetings and be responsible for all correspondence.
- b) Provide a copy of the rules and bylaws to all Board members.
- c) Compile a roster of member clubs, leagues, managers, coaches, and winter contacts.

Section D: Treasurer

Duties of the Treasurer shall be as follows:

- a) Be responsible for collection of all dues.
- b) Pay all bills as approved by the Board. This includes association fees for the State of Colorado.
- c) Present a proposed budget and financial statement at the annual fall meeting.

Section E: Qualification Times Committee

Each year, the Qualification Times Committee shall determine the qualification times for the State Summer Club Swim Meet for the succeeding year. The qualification times shall be based on factors such as a 3-year average of the 18th place entry and finish times of the State Summer Club Swim Meet. Qualification times shall be expressed to the 1/100th of a second.

Section F: Rules Committee

Each year, the Rules Committee shall review the bylaws and competition rules and meet guidelines for possible revisions. The committee shall submit its recommendations to the Board for final decisions.

Article VI: State Summer Club Swim Meet

Section A:

The State Summer Club Swim Meet shall be governed by the current swimming Rules and Meet Guidelines as adopted annually.

Section B: Member League

- 1) During the State Summer Club Swim Meet, each member league shall inform the Board of their representative for the coming year. Also, each member team shall inform the Board of pertinent team information, including winter contacts.
- 2) The host team, meet location, meet director and meet dates for the following year shall be tentatively announced at the state meet. The host team will notify the board of any changes.

Section C: Meet Director

The Meet Director shall submit to the Board tentative plans for conducting the State Summer Club Swim Meet at the April meeting. Such plans are subject to approval by the board. The Meet Director shall also be responsible for sending out entry materials to all member teams at least 30 days before the meet. He shall furnish each participating team and the President with two typed or printed copies of the meet results within two weeks after the State Summer Club Swim Meet. The Meet Director and or Host team/League shall present at the September CSSCSA Board meeting a summary of the state meet financials and State Meet preparation book information. The financial summary shall include reconsolidation of entry fees to meet conduct expenses. The State Meet preparation book information shall include meet conduct procedures and details, facility preparation information, equipment logistics and lessons learned and recommendations in the preparation and running of the state meet to be passed on to the next host.

Section D: Awards and Scoring

Awards for the State Summer Club Swim Meet shall be as follows:

- 1) Individual Events – Medals for 1st through 6th place and ribbons for 7th through 12th place. A club may enter as many individuals as have made qualification times.
- 2) Relay Events – Medals for 1st through 6th place and ribbons for 7th through 12th place. A club may enter an unlimited number of relay teams in any event. However, only 2 such relay teams may score points. Medals and ribbons will be awarded without regard to the limit of 2. For example, if a club's relays placed 1st, 3rd, and 10th, the club would score points for the 1st and 3rd places only. However, the club would receive medals or ribbons for 1st, 3rd, and 10th places. The team in 11th place would get 10th place points and 11th place ribbons. The team in 13th place would get 12th place points but no ribbons.
- 3) Trophies – Will be awarded to the top 4 teams in each of three divisions. Division I will be the teams scoring approximately in the upper one third of the points in the previous year's Summer Club Swim Meet; Division II will be the teams scoring approximately in the middle one third of the points in the previous year's Summer Club Swim Meet; Division III will be the teams scoring approximately in the lower one third of the points in the previous year's Summer Club Swim Meet, as well as all new teams to the Summer Club Swim Meet. The Board may change team classifications as circumstances warrant. The Board may expand or reduce the number of teams in each division receiving trophies.
- 4) Scoring – Individual Events 16/13/12/11/10/9/7/5/4/3/2/1
Relay Events 32/26/24/22/20/18/14/10/8/6/4/2

Section E: Officials

CSSCSA is responsible for the hiring of qualified officials for the State Summer Club Meet. If possible, all officials should be members of the Colorado Association of Swimming Officials (CASO). Any non-CASO officials must be qualified officials approved by the Board. A minimum of 6 officials is highly recommended.

Section F: Number of Events and Entrants

A swimmer may enter a total of three (3) individual events and two (2) relays in the State Summer Club Swim Meet. As many entrants that make qualification times may be entered in an event including relays.

Section G: Qualifying Entrants

All competitors must meet the qualifying times during the designated swim season as a member of their designated summer club team, and all swimmers must swim in at least two meets prior to the State meet as a member of their summer club team.

Section H: Eligibility and Exclusions

- 1) A swimmer's age as of May 15 of each season shall determine the age group in which he/she competes that season. For clarification, please refer to the following three examples:
 - a) If a swimmer's 11th birthday is on May 14, then that swimmer competes in the 11–12 age group.
 - b) If a swimmer's 11th birthday is on May 15, then that swimmer competes in the 11–12 age group.
 - c) If a swimmer's 11th birthday is on May 16, then that swimmer competes in the 9–10 age group.
- 2) On or after May 16 of the swimming season, a swimmer may practice only with their summer club swim team and compete only in their summer club swim team's meets in order to be eligible for the State Summer Club Swim Meet. A swimmer who is found violating this rule will be disqualified and all points, medals, and ribbons will be denied the swimmer. The team found violating this rule will be denied the swimmer's points. The balance of the team's points, ribbons, medals, and trophies will be denied the team until the team has paid a fine of one hundred dollars (\$100.00).
- 3) Notwithstanding the above, a swimmer may practice or compete on or after May 16 interscholastically or intercollegiately without losing their eligibility for the Summer Club Swim Meet.
- 4) A swimmer is required to swim in his or her age group, as defined by Section H 1), for the State Summer Club Swim Meet.

Section I: Protests

- 1) Any protests shall be presented to the Meet Director in writing within 30 minutes after the results of the event in question are posted. The protest will be acted upon by the State Summer Club Swim Meet Committee which shall consist of the Meet Director, the Meet Referee (ex officio), and 2 representatives from neutral teams selected by the Meet Director. A valid protest may only be submitted by a member of the coaching staff.
- 2) Any eligibility challenges must be submitted to the Board in writing. Appropriate documentation may be required. Verbal challenges are not acceptable.

Section J: State Meet Management

- 1) CSSCSA Responsibilities include:
 - a) Establish qualification standards published in meters and yards.
 - b) Provide updated Bylaws and Competition Rules and Meet Guidelines for distribution.
 - c) Maintain and provide to the Host team/League Hy-Tek Meet Manager software for the conduct of the State Meet.
 - d) Maintain and provide team conduct list for State Meet information distribution.
 - e) Hire and provide payment for the State Meet officiating crew.
 - f) Maintain and Provide State Meet Records for meter and yard competitions.
- 2) Host team/League responsibilities include:
 - a) Obtaining facilities for the conduct of the State Meet. Facility location requires CSSCSA Board approval.
 - b) Provide meet workers in order to conduct the State Meet. Lane timing responsibilities may be assigned to attending teams based on the number of entries per team during each session of the meet.
 - c) Provide attendees with access for viewing the competition and refreshments.
 - d) Collect entries and input into the Hy-Tek Meet Manager software for the conduct of the State Meet. Each team shall provide state meet entries in a Hy-Tek entry format.