

# BERKS COUNTY SWIMMING ASSOCIATION

## CONSTITUTION ... (updated 4/30/18)

### ARTICLE I ... Name

The organization shall be called the Berks County Swimming Association. The objective of the Association shall be to foster amateur swimming, to promote good sportsmanship, and to improve competitive relations among neighboring communities.

### ARTICLE II ... Membership

**Section 1:** There shall be four classifications of membership in the association.

- A. Pool membership for which the annual dues will be \$25.00.
- B. Contributing Membership for which the annual dues will be \$10.00. This membership entitles the member to an annual results yearbook.
- C. Social membership for which the annual dues will be \$6.00.
- D. Competitors Membership for which the annual dues will be \$6.00.

**Section 2:** Membership period shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

**Section 3:** Pool membership shall be limited to outdoor pools situated within the geographical limits of Berks County

### ARTICLE III ... Amendments

The Constitution, General Rules, Rules and Regulations for Dual Meet League, Rules and Regulations for Diving Meets, and Rules and Regulations for Championship Meets may be amended by a two-thirds vote of all members present, provided that a written notice of such proposed change be provided via email and/or league website to each contributing and social member at least 14 days before such action is taken.

### ARTICLE IV ... Duties of Officers

**Section 1:** The President shall preside at all meetings of the Association and shall, through the Corresponding Secretary, call meetings of the same. The President shall appoint other aquatic Chairman as the need may arise. He shall also support any other committee chairman necessary to conduct business of the Association.

**Section 2:** The Vice President/Swimming Commissioner shall perform the duties of the President in the case of the latter's absence. He shall serve as chairman of the Pool Relations Committee. The Vice-President shall also serve as Swimming Commissioner.

**Section 3:** The Recording Secretary shall perform the following duties: Keep accurate records of all official transactions of the Association and keep a record of the results of all officially recognized contests.

**Section 4:** The Corresponding Secretary shall conduct all official correspondence of the Association and keep a register containing the names and addresses of the members, officers and coaches.

**Section 5:** The Treasurer shall receive and hold all funds of the Association and shall keep a correct amount of all money received and disbursed by the Treasurer.

**Section 6:** Board Officer's positions should be up for re-elections every 4 years at the August meeting. In 2014, the positions of Vice-President, Treasurer, Corresponding Secretary, and Member-at-Large (1) will be up for re-election. In 2016, the positions of President, Secretary, and Member-at-Large (2) will be up for election. This pattern will continue in the future even numbered years. There will be no elections during the odd numbered years. All members in good standing that are considering nomination must be in attendance at the August meeting. Any position vacated for any reason prior to the expiration of the term of office will be filled on an "acting" basis by the Executive Board.

**Section 7:** At no time may the elected Executive Board consist of more than two people representing the same pool.

## **ARTICLE V ... Committees**

**Section 1:** Each committee chairman shall appoint his own committee to consist of no fewer than five members including the chairman.

**Section 2:** Each Committee chairman shall report directly to the Executive Committee and shall be responsible to it for the program of his committee.

**Section 3:** The duties of the Swimming, Diving and other committee chairman shall be to plan, direct and coordinate the complete program of his committee's aquatic activity. All matters as far as possible shall be resolved within the committee structure, subject to review by the Executive Committee.

**Section 4:** The committee shall hold a minimum of two committee meetings a year, one which shall be held between January 1<sup>st</sup> and March 1<sup>st</sup>.

## **ARTICLE VI ... Executive Committee**

**Section 1:** There shall be an Executive Committee, consisting of the Officers of the Association, all Committee Chairmen, and two members elected at large. The Executive Committee shall carry on the business of the Association between meetings.

**Section 2:** A majority of the Executive Committee shall constitute a quorum.

**Section 3:** The Executive Committee shall investigate and decide all complaints in regards to violations of the constitution, or disputes arising within the Association.

**Section 4:** The Executive Committee may, by majority vote, suspend a member for unsportsmanlike conduct or for a violation of the constitution. Any suspended member shall be prohibited from competing in events sponsored by the association for the remainder of the aquatic season.

## **ARTICLE VII ... Meetings**

Regular meetings of the Association shall be called by the President.

**Section 1:** The annual meeting shall be held each year on the last Monday in August.

**Section 2:** That on the last Monday in April, a follow-up is held at which time the swimming program for the coming summer is presented to the membership, to be voted on and approved.

**Section 3:** Notice shall be provided via email and/or league website to all Social and Contributing members announcing the place and time for the meetings at least seven days before scheduled meetings.

**Section 4:** A quorum shall consist of no fewer than 15 members.

**Section 5:** A special meeting shall be called by the President 15 days upon written request by five members in good standing.

**Section 6:** Voting privileges at the general membership meeting of BCSA will be limited to members in good standing of at least 60 days and are at least 18 years of age.

## **ARTICLE VIII ... Basic Policies**

**Section 1:** The association shall only engage in activities related to promoting the purposes of the association.

**Section 2:** Upon dissolution of the association, after paying or providing for any debts and obligations of the association, any remaining assets shall be equally distributed to the currently participating pools.

## **GENERAL RULES**

### **ARTICLE I ... Specific Rulings**

**Section 1:** Residence: Defined in section on Dual Meets and Championship Meets.

**Section 2:** Registration: Every person in any meet must be a member of BCSA. Team Roster Sheets must be filed with the Dual Meet Commissioner the Friday prior to the dual meets in which they are to participate.

**Section 3:** Remittance: Pools must pay their roster fee when rosters are submitted prior to the first dual meet. Any additionally roster swimmers will be separately billed at the County Championships.

**Section 4:** Discrimination: All competitors legally entered in meets shall be allowed to participate regardless of race, creed or color.

### **ARTICLE II ... Misrepresenting Facts**

**Section 1:** Definition: Misrepresentation shall constitute untrue statements of age, residence, team representation, or other fact of eligibility including qualifying times.

**Section 2:** Penalties:

- A. Forfeit of competitors points in the meet, including forfeit of any team trophy.
- B. Forfeit of competitors individual awards, if any, and in the case of a relay, forfeit of all relay team member's awards.

**Section 3:** Age Cutoff: A competitor in any meet shall have his or her age defined as his or her age on July 24<sup>th</sup>.

**Section 4:** Protests: Defined in sections on Dual Meets and Championship Meets.

## **RULES AND REGULATIONS FOR DUAL MEET LEAGUE**

### **ARTICLE I ... Eligibility**

- A. A competitor must be a bona fide member or full time employee of the BCSA club represented. Competitors must represent the same team in both Dual and Championship meets. Bona fide member is defined as a competitor that has full pool privileges. A full time employee is defined as anyone who is paid for a minimum of 7 hours every week.
- B. Any competitor may compete with only one team represented in the league in any given season (this must be the same team represented in the BCSA Championship meets).
- C. BCSA reserves the right to question the eligibility of any competitor.
- D. If an ineligible person competes, his or her team will receive no points for that event. The opposing team shall score as if the swimmers from the offending team had been disqualified.

### **ARTICLE II ... Age Groups**

8 and Under (on July 24)

9 and 10 (on July 24)

11 and 12 (on July 24)

13 and 14 (on July 24)

15 and Over (any one 15 and over on July 24)

Swimmers may move up in age groups, but must swim the entire meet in one age group.

### **ARTICLE III ... Entries**

- A. Four copies of the lineups shall be prepared by each coach for use upon arrival at the pool on the night of the meet.
  - 1. One Copy of this lineup to be retained by the coach.
  - 2. One Copy of each lineup to the clerk of course.
  - 3. Two Copies of each lineup to the announcer.
- B. Copies must be turned in as follows:
  - 1. Event 1- 8 Ten minutes before the meet starts
  - 2. Event 9-18 Anytime before the start of Event # 7
  - 3. Event 19-28 Anytime before the start of Event # 17
  - 4. Event 29-38 Anytime before the start of Event # 27
  - 5. Event 39-48 Anytime before the start of Event # 37
  - 6. Event 49-58 Anytime before the start of Event # 47
- C. Only scratches may be made after the entries are filed.

- D. The swimmers will be staggered in odd and even lanes.
- E. The visitors will have the choice of odd or even lanes.

#### **ARTICLE IV ... Scheduling**

- A. Meets are to begin promptly at the time and date chosen by the scheduling committee.
- B. There will be no change in the date of the meet except for inclement weather. If a meet is postponed, it must be swum on Wednesday. If Wednesday is postponed it must be swum on Thursday. Ultimately, the meet must be swum within the calendar week that it is scheduled. Postponed meets must be agreed upon by both coaches. Both coaches must call the Dual Meet Commissioner to confirm rescheduled date and time.

#### **ARTICLE V ... Events**

- A. A competitor may be entered in three events per meet. Exhibition counts as an event.
- B. A competitor may swim in an additional exhibition relay event if it is mutually agreed upon by both coaches.
- C. In a pool with 6 lanes or more, a team may enter three individuals and three relays per event. In a pool with 5 lanes or less, a team may enter two individuals and two relays per event.

**8 & Under:** 1 lap or 25 meters/yards Butterfly, Freestyle, Backstroke, Breaststroke, 100 free relay.

**9 & 10:** 2 laps or 50 meters/yards Butterfly, Freestyle, Backstroke, Breaststroke, 200 Medley Relay, 200 Free Relay.

**11 & 12:** 2 laps or 50 meters/yards Butterfly, Freestyle, Backstroke, Breaststroke, 200 Medley Relay, 200 Free Relay.

**13 & 14:** 4 laps or 100 meters/yards Butterfly, Freestyle, Backstroke, Breaststroke, 200 Medley Relay, 200 Free Relay.

**15 & Over:** 4 laps or 100 meters/yards Butterfly, Freestyle, Backstroke, Breaststroke, 200 Medley Relay, 200 Free Relay.

#### **ARTICLE VI ... Exhibition Entries**

- A. Individual exhibition swimmers may swim only in exhibition lanes.
- B. Exhibition swimmers names must be listed and marked as such on the entry and score sheets.

## **ARTICLE VII ... Scratches**

May be turned in any time.

## **ARTICLE VIII ... Scoring**

- A. Individual scoring is 5, 3, 1. No team can score all 3 places.
- B. Relay scoring is 7 for first only.

## **ARTICLE IX ... Host Pool**

- A. The home pool shall be responsible for organizing all officials. They shall fill these positions from both their own and visiting team officials.
- B. An announcer and an adequate amplifying system should be provided.
- C. Host pool is responsible for the conduct of the persons in the pool area. All persons who are not officials must be kept at least 6 feet from the edge of the pool. Any interference with the officials in the execution of their duties shall result in a disqualification of the offending team by the referee in the event being swum at the time of the infraction.

## **ARTICLE X ... Visiting Pool**

The visiting team is responsible for the conduct of its competitors and spectators.

## **ARTICLE XI ... Officials**

- A. The host pool shall provide a starter, referee and an announcer.
- B. The following minimum complement of officials shall divided equally between both pools, whenever possible: two stroke and turn judges, three place judges, one or two timers per lane and two scorers.
- C. The duties are to be spelled out by the referee, in accordance with the US Swimming Handbook. It is further recommended that the section from the US Swimming Handbook dealing with stroke definitions be available.
- D. Each swimmer shall be permitted one false start without being disqualified. A second false start by the same swimmer will result in a disqualification. This is an Association rule that overrides the US Swimming handbook Article 101.1 (starts).

E. During the backstroke turn the swimmer is not required to pull with an immediate continuous arm stroke. This is an Association rule that overrides the US Swimming handbook Article 101.4 (backstroke).

### **ARTICLE XII ... Results**

A. The winning coaches must send or deliver Original sheets to the Dual Meet Commissioner within 24 hours of the meet including all times, places and scores.

B. Such results constitute a complete copy of the meet results for both teams and must be signed by both coaches.

C. The visiting coaches must be supplied with a complete copy of the results.

### **ARTICLE XIII ... Protests**

A. In the event of a protest, the referee and the opposing coach must be notified within 30 minutes of the completion of the meet.

B. In addition, a written protest must be filed with the Dual Meet Commissioner within 24 hours.

### **ARTICLE XIV ... Awards**

Permanent Plaques are awarded to the winners of each division.

### **ARTICLE XV ... Site Changes**

The BCSA will not be responsible for any cost developed due to relocation of dual meets, development meets or any other BCSA Age Group Championships.



## **RULES AND REGULATIONS FOR DIVING MEETS**

### **ARTICLE I ... Diving Development Meets**

- A. US Diving rules will govern all diving contests except for BCSA exceptions.
- B. Entries are due 5pm, Sunday prior to each Development meet.
- C. No post entries will be accepted
- D. Entry fee set by BCSA at the Spring Meeting.
- E. Every person entered in any diving meet must be a member of the BCSA and meet all eligibility requirements.
- F. The Diving Chairman, or designated by the Diving Chairman shall have control over all phases of the meet.
- G. Should a diver be unable to perform a dive in a specific category, he or she may take a zero without prejudice and remain in the contest.
- H. Divers must compete in their correct age group.
- I. Entry forms, including the list of the dives, the positions in which they will be performed, and the degrees of difficulty, shall be signed by the diver and the coach when called for.
- J. Diving Coaches will be eligible to compete in the Development Program.
- K. Awards in each Development Meet
  - 1. Points will be given to each diver up to 6<sup>th</sup> place (7, 5, 4, 3, 2, 1) in each development meet.
- L. Your age is determined by how old you are on July 24.
- M. Rosters are due at 5pm Sunday prior to the first Development Meet.
- N. Roster additions close at 5pm Sunday prior to the Development Meet they wish to dive in.
- O. To be eligible for Diving Championships, the diver must have competed in a minimum of one Development meet that season.

## **ARTICLE II ... Championship Diving Meets- Age Group**

- A. Rules A, B, C, E, F, G, H, I, J and L are in effect.
- B. Each team may enter an unlimited number of individuals per event.
- C. If there are more than twelve 12 (or 16 if Counties are held in an 8-lane pool) contestants, all divers will perform the preliminary dives, and the top twelve 12 (or 16 if Counties are held in an 8-lane pool) will compete in the finals.
- D. To be eligible for Diving Championships, the diver must have competed in a minimum of one (1) Development meet that season
- E. Age group diving championship meet shall be titled, announced, and reported as: "BCSA CHRIS HEEBNER DIVING CHAMPIONSHIPS".

## **RULES AND REGULATIONS FOR CHAMPIONSHIP MEETS**

### **ARTICLE I ... Eligibility**

**Team Representation:** All teams in BCSA County Championship Meets must represent member pools of BCSA.

#### **Individual Representation:**

1. A competitor must be a bona fide member, or full time employee of the BCSA club or organization represented. Bona fide member is defined as a competitor that has full pool privileges. A full time employee is defined as anyone who is paid for a minimum of 7 hours every week.
2. Competitors must represent the same team in both Dual Meet and Championship competitions.
3. No unattached swimmers or divers will be allowed to participate in County Championships.
4. Swimmers and divers will be eligible to participate in County Championships once they have competed in at least one BCSA dual meet during the current swimming/diving season.

### **ARTICLE II ... Age Group**

- A. Cutoff date as defined in the General Rules.
- B. The following age groups are defined:
  1. 15 to 19 may compete the summer they graduate.

### **ARTICLE III ... Entries**

**Close:** The closing date and time for all Swimming and Diving entries for the BCSA Championship Meets shall be determined by the Committee chairmen for the current year and distributed with the entry forms of each Championship meet.

**Place:** Entries must be **DELIVERED** (not mailed) to the league commissioner of the BCSA

**Changes:** no changes or additions may be made after the deadline.

## **ARTICLE IV ... Conduct of Meets**

### **SILVER MEET**

1. When
  - a. As advertised by the Board of Directors, and approved by the membership at the April meeting
2. Age groups
  - a. 8 & under
  - b. 9 & 10
  - c. 11 & 12
  - d. 13 & Over
3. Events
  - a. 8 & under ... 25 fly, 25 free, 25 breast, 25 back
  - b. 9 & 10 ... 50 fly, 50 free, 50 breast, 50 back
  - c. 11 & 12 ... 50 fly, 50 free, 50 breast, 100 free, 50 back
  - d. 13 & over... 100 fly, 50 free, 100 breast, 100 free, 100 back
4. Entries
  - a. Team limit per event = none
  - b. Each competitor may swim in a combined maximum of three individual events in both the Silver and BCSA Swimming Championship Meets. Such competitor may also compete in the BCSA Chris Heebner Diving Championships according to the rules stated in **Rules and Regulations for Diving Meets – Articles I and II**
5. Meet Procedure
  - a. Timed Finals for all events
6. Awards
  - a. Medals for places 1-6
  - b. Ribbons for places 7-12
7. Scoring
  - a. 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1
8. Team Award
  - a. The BCSA SILVER TROPHY will be presented to the team that scores the most points in all events combined. This trophy will be a traveling trophy and will need to be returned each year by the team that won it the previous year.

## **SWIMMING & DIVING CHAMPIONSHIP MEET**

1. When
  - a. As advertised by the Board of Directors, and approved by the membership at the April meeting
2. Age groups
  - a. 8 & under
  - b. 9 & 10
  - c. 11 & 12
  - d. 13 & 14
  - e. 15 – 19
3. Events (separated ... by days)
  - a. 8 & under ... diving ... 100 medley relay, 25 fly, 25 free, 25 breast ... 50 free, 25 back, 100 free relay
  - b. 9 & 10 ... diving ... 200 medley relay, 50 fly, 50 free, 50 breast ... 100 IM, 100 free, 50 back, 200 free relay
  - c. 11 & 12 ... diving ... 200 medley relay, 50 fly, 50 free, 50 breast, 200 free ... 100 IM, 100 free, 50 back, 200 free relay
  - d. 13 & 14 ... diving ... 200 medley relay, 100 fly, 50 free, 100 breast, 200 free ... 200 IM, 100 free, 100 back, 400 free, 200 free relay
  - e. 15 – 19 ... diving ... 200 medley relay, 100 fly, 50 free, 100 breast, 200 free ... 200 IM, 100 free, 100 back, 400 free, 200 free relay
4. Qualifying Times
  - a. The set times will be MINIMUM times. You may not enter an event if your time is slower than the qualifying time.
  - b. No qualifying times for relays.
5. Entries
  - a. Team limit per individual event = none
  - b. Team limit per relay event = none
  - c. Each competitor may swim in a combined maximum of three individual events in both the Silver and BCSA Swimming Championship Meets. Such competitor may also compete in the BCSA Chris Heebner Diving Championships according to the rules stated in Rules and Regulations for Diving Meets – Articles I and II
6. Meet Procedure
  - a. Diving will be conducted on a separate day from swimming.
  - b. Timed Finals for all events
7. Awards (6 lane pool)
  - a. Trophies for places 1-6
  - b. Neck Ribbons with medals for places 7-12 (individual events only)

8. Awards (8 lane pool)
  - a. Trophies for places 1-8
  - b. Neck Ribbons with medals for places 9-16 (individual events only)
9. Scoring (6 lane pool)
  - a. Individual ... 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1
  - b. Relay ... 32, 26, 24, 22, 20, 18, 14, 10, 8, 6, 4, 2
10. Scoring (8 lane pool)
  - a. Individual ... 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
  - b. Relay ... 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2
11. Team Awards
  - a. The LARRY HARDINGER TROPHY will be presented to the team that scores the most points in all swimming events combined. This trophy will be a traveling trophy and will need to be returned each year by the team that won it the previous year.
  - b. The DR. LAWRENCE TROPHY will be presented to the team that scores the most points in all swimming and diving events combined. This trophy will be a traveling trophy and will need to be returned each year by the team that won it the previous year.

A. Team and individual representation as defined above

B. **Scratches:** Will be determined by the current US Swimming and Diving Handbook.

C. Date, Time, Order of Events and Qualifying Times will be distributed to all coaches with the entry forms for each Championship meet.

D. Responsibility of Host Pool

1. Pools holding Championship meets must be a minimum of 25 meters in length, six (6) lanes across, with adequate lane dividers, visible lines on the bottom, recall rope provisions, starting blocks and backstroke flags in accordance with US Swimming Rules.
2. Host pool is responsible for the conduct of the persons in the pool area and to have a guard on duty.

## **ARTICLE V ... Protests**

A. Protests must be lodged with the meet director or meet referee within 30 minutes of the infraction and submitted to him in writing, signed by a responsible individual, before the end of the meet. The said meet official shall take the appropriate action.

B. In championship meets, the meet director shall turn the written request over to the Executive Committee of the BCSA within 24 hours after receiving said protest and the Executive Committee shall consider the protest and act accordingly.