

NORTHERN ILLINOIS WINTER SWIM CONFERENCE

RULES AND BYLAWS

2014-2015

PURPOSE:

The purpose of the Northern Illinois Swim Conference is to efficiently and economically provide a swimming opportunity, which is designed to provide wholesome, constructive and enjoyable leisure time experiences that benefit the individual and the participating member agencies.

To meet this purpose the Conference has identified the following to be major components of its organization:

1. The Conference will be designed to promote positive learning experiences that enhance the quality of life.
2. The Conference will emphasize fun, developing new skills, fair play and sportsmanship.
3. The Conference will be conducted with the utmost safety of the participants and spectators in mind.
4. The Conference will be designed to promote positive self-esteem and self-confidence of the participants.

PHILOSOPHY:

The Northern Illinois Swim Conference is a recreational swim conference for youth through 18 years of age. The emphasis of the Conference is placed on learning competitive skills, enjoyment of the sport, and lifelong participation in swimming. The Conference focuses on dual meets and these meets are strictly for experience purposes. The sport of swimming involves competition either as a team or on an individual level. It is the desire of the Conference to keep the intensity of the competition at a recreational level, which stresses fun, learning and the concept that everyone swims.

The Conference recognizes that competition in and of itself is a part of life and if placed in the proper perspective something that an individual learns from. Competition as viewed by the Conference will encourage the participants to strive to be the best they can be. Winning and losing will be de-emphasized whenever possible, with the emphasis placed on participation, learning and enjoyment. In an effort to keep the recreational philosophy and to serve the greatest number of participants, swimming programs should be designed to encourage participation for the beginner and mid-level athlete.

A. Organizational Rules

1. An Administrative Council made up from the administrators or designated representatives of each member agency shall govern the Conference.
2. The Administrative Council shall meet twice a year on the second Wednesday in August and the third Wednesday in April, respectively. The representatives of each agency shall be notified by e-mail as to the time and location of conference meetings at least two weeks in advance.

3. The Administrative Council shall elect three officers: the Council Chairperson, the Treasurer and the Secretary. Each year one Board position will be reviewed at the beginning of the March administrative meeting. Starting in 2014 with the office of the Chairperson, then the following year with the office of Treasurer, and then with the Secretary.
 - a) All interested parties must submit their nominations one month prior to the March meeting, with background information, to the Current Chairperson.
 - b) If you wish to maintain your current position you must submit a request.
 - c) It will be the responsibility of the Secretary to remind the Conference when an office term is up for re-election.
 - d) The office of the Division Record Keepers and its' responsibilities will fall to the hosting team of the Championship meet for the current season.
4. The three elected officers will have the responsibility of conducting the business of the Conference. Individual responsibilities include but are not limited to the following:

Council Chairperson

Decides division alignments

Rules on petitions for out-of-district swimmers

Rules on protests for illegal entries and other violations

Handles correspondence

Treasurer

Orders awards for the Conference

Invoices all member teams by October 1st for the current season

Develops annual budget

Assumes the duties of the Council chairperson in the event that the Council Chairperson is unable to perform said duties

Secretary

Maintains minutes of meetings

Informs member agencies of times and locations of meetings

Moderates yearly election of new officers

Assumes the duties of the Treasurer in the event that the Treasurer is unable to perform said duties

Division Record Keepers/Conference Championship Meet Host Team

Keeps all meet results for all dual meets

Verifies all requirements for swimmers eligible for Conference Championships

Verifies, and keeps all Conference Championships results

Communicate with each other to determine Conference Tee Shirts

5. In the event that the Council Chairperson resigns before the end of his or her term, the Treasurer will assume the position of Council Chairperson immediately. In the event of a vacancy in the Secretary position before the end of his or her term, a new Secretary will be elected at the next fall meeting. In the event both the Council Chairperson and the Treasurer resign, an electronic vote will be held to elect new officers. Exiting officers shall nominate their successors.
6. Each Agency shall designate a representative to the Administrative Council prior to the fall meeting. Only the administrator or designated representative from each member agency will be permitted to vote on rule changes and Conference business. An agency administrator or designated representative may vote by proxy only if the proxy is received in writing by the Council Chairperson prior to the vote.
 - a) Only an Administrative Council representative or the Head Coach from each team shall bring questions, concerns, or disputes to the Chairperson. If in a situation where this is not possible, written communication must be provided by the team's Administrator to the Chairperson prior to a discussing occurring by a second party.
7. Host site for Divisional Championships will be determined at the fall meeting. If there are no volunteers to host the championship meet from a particular division, the host will be determined by lottery of the teams in that division. Teams, which have hosted a championship meet during the previous two seasons, will be exempt from the lottery. The host site must be a 25-yard or 25-meter pool with at least as many lanes as number of teams in the division, up to 6 lanes.
8. Any changes to the Conference Rules and Bylaws shall be proposed and voted on at the fall and spring meetings.
9. Any midseason by-law violations will be brought to the chairperson who will submit an electronic vote to all conference members. All members must vote within 24 hours otherwise their vote will be considered abstained. A majority of votes cast will determine outcome.
10. A quorum of all member agencies must be present or must submit proxies to hold a meeting. A quorum exists when at least 51% of the NIWSC member agencies are represented in person or by proxy at the meeting. If a meeting is canceled due to a lack of a quorum, the Council Chairperson is responsible for setting the date of a new meeting within three weeks of the original date.
11. A \$50.00 fine will be assessed to those teams who do not attend, either by physical presence or by proxy, any administrative meeting. The penalty will be added to the team registration fees. If the fines are not paid, the team will not be allowed to participate in the Conference.

12. New teams wishing to enter the Conference must submit an application including the agency's recruiting boundaries to Council Chairperson by September 1 to be considered for the coming season. New teams may only be added to the Conference by three-fourths vote of all member agencies present or represented by proxy at the fall meeting.

B. Financial Rules

1. The Treasurer will submit a written budget at the fall meeting detailing proposed expenses for the coming season. The budget must be accepted by a simple majority vote of all member agencies present or represented by proxy at the fall meeting.
2. All purchases shall require at least two price quotes. The Treasurer will be responsible for maintaining a record of price quotes and accepted bids.
3. Team registration fees are based on the budget accepted at the fall meeting. All team registration fees and fines for the coming season must be paid by each member agency by November 15th of the current season. An additional \$50.00 fine will be assessed for fees not received by the due date.
4. The two officials, Chairperson or Treasurer, shall have power to make purchases for the conference.
5. The Conference shall maintain a minimum of a \$1500 bank balance from season to season.
6. The Conference shall pay expenses at the time of purchase. Championship awards will be ordered by the Treasurer and paid for by the Conference and distributed prior to the division championships.
7. The Conference shall purchase supplies for only one season at a time.
8. Member agencies that host a Divisional Championship shall be paid a stipend of \$500 to help cover the cost of expenses. These expenses include providing at least two IHSA officials, and coaches' hospitality. This stipend shall be paid only when results from the Divisional Championship meet are turned in to the Division Record Keepers.
9. No member agency or individual may incur debt or make payments in the name of the Conference. Expenses for the Conference may only be paid by the Conference checking account.
10. In the event that a team selects to drop out of the Conference, the registration fee will be forfeited.
11. Teams wishing to suspend their membership may do so for one season by a majority vote. Suspension for more than one season will require teams to petition the conference.

C. Conduct of Competition

1. The Conference shall be divided into divisions as necessary to assure fair and equitable competition between member agencies. The Conference will try to maintain an equal amount of teams in each division.
2. Competition shall be divided into five age groups: 8 & under, 9-10 years, 11-12 years, 13-14 years, and 15-18 years.
3. Interagency meets shall be rescheduled due to weather conditions only by mutual consent of all involved teams. Teams forfeiting within 48 hours of the start of the competition will be assessed a \$50.00 fine by the Conference Chairperson.
4. Except where specifically noted as different, all Conference competition shall be conducted according to the most current rules of the Illinois High School Association.
5. During all Conference competition, a swimmer may enter a maximum of three individual events and one relay or two individual events and two relays.
6. A swimmer may compete in an older age group but may not swim the same event in two different age groups. A swimmer may not compete in a lower age group. A swimmer may not compete in an age group more than two age groups above theirs.
7. A swimmer's age group shall be determined by their age at 11:59 PM on December 1 of the current season. *For example: a swimmer is 10 and will be 11 on December 2nd may swim in the 9-10 age-group through the entire winter season.*
8. The Council Chairperson shall have power to rule on all protests. Any protest must be submitted to the Council Chairperson within twenty-four hours of the end of the meet to be considered.
9. The host team of any competition shall be responsible for procuring two licensed officials necessary to conduct the meet. Licensed officials must be certified by the IHSA or NIWSC. Visiting teams shall be prepared to provide at least three timers and one scorer for each meet.
10. When there are physical restraints at the hosting facility, the coaches from all teams in a competition may agree upon changes in the order and distances of the events.
11. Host teams shall not charge admission for any **regular season** competition.
12. As specified in the Illinois Swimming Pool and Bathing Beach Code, Section 820.300 Personnel, 4) A): At all Conference competitions, the host team shall provide a certified lifeguard to directly supervise the in-water activities. The lifeguard must be in the lifeguard chair and have no other responsibilities.

13. Teams that are currently in the Conference must host interagency meets in order to maintain their standing in the Conference.
14. All divisions will use an 82-event format. See Appendix A for the order of events. A valid dual meet consists of at least fifty percent of the order of events scheduled.
15. Host teams will present a hardcopy of the final results and an electronic copy to the visiting teams at the end of the meet. The electronic copy must be submitted to the visiting team and the Division Record Keeper within 72 hours of the conclusion of the meet. If it is an inter-division meet both North and South Division Record Keepers must receive the results.
16. Each lane will have at least two timers with hand-held watch. All hand-held watch times must be documented on lane/timer sheets.
17. Unless otherwise agreed upon prior to the start of the meet, when an automatic timing system is used and there is less than a .5 second difference between the timing system and the hand-held watches, the timing system time will be the official finish time. When there is at least .5 seconds difference between the automatic timing system and the hand-held watch times, the official time will be determined from the hand-held watches: times are averaged. *For example: If two watches read 1:01.22 and 1:02.09, they will be averaged to 1:01.66.*
18. NIWSC will not enforce the 2-logo NFHS cap rule.
19. Body-writing is not allowed at any NIWSC interagency competition. Events, however, can be written on each swimmer's body.

D. Conduct of Competition – Dual Meets

1. The Conference is a 25-yard or 25-meter course with at least 6 lanes, unless a facility has been grandfathered in by the Conference to host dual meets.
2. Teams must compete with each team in the respective division during the season. Teams must compete in a total of 5 dual or tri meets each season.
3. Each team may enter three individuals or three relays in each event. If a team enters three relays one must be marked exhibition in the meet file.
 - a) Exhibition swims may be added without permission as long as these additions do not alter the number of heats in the meet.
 - b) Additional heats may be added as exhibition, when agreed upon by all participating teams prior to the lineup deadline.
 - c) Each team has the right to use assigned lanes as desired. However, the scoring event must be seeded with the teams alternating every other lane. The scoring race should be the first heat of every event. Adjustments may be made to accommodate combinations.
 - d) Every reasonable attempt should be made to accommodate the needs of all teams.

4. Coaches must designate what swimmers are swimming exhibition in the submitted meet file.
5. Visiting teams must provide a line-up to the host team by the Thursday before a meet. A \$50.00 fine will be assessed to teams failing to submit lineups on the Thursday before a swim meet by 5pm unless prior communication is made with the other team's coach. Second time offenders will be assessed a \$100 fine and will be placed on immediate probation.

Once the meet has begun, changes except scratches can be made to individual events, and relays can be adjusted when swimmers must leave unexpectedly during a meet at the discretion of the host team.

6. A minimum of two licensed officials must be present at every competition. Officials may have either IHSA or NIWSC certifications.
7. The starting time for dual meets shall be based upon the availability of the host facility and mutual consent of the teams involved. At least thirty minutes of warm-up time shall be allotted prior to the start of the meet.
8. Whenever possible, combine events, *for a more efficient meet*. Swimmers entered into events prior to the lineup deadline cannot be removed from events in order to combine events.
9. There shall be no intermission during regular season meets.
10. In an effort to uphold the philosophy of the NIWSC, during dual competitions delays in the meet to announce the meet score or team record breakers will not be accepted.
11. During all interagency dual competitions, events will be scored as follows:

| Place | Points Earned for an Individual Event | Points Earned for a Relay Event* |
|-----------------|--|-------------------------------------|
| | <u>All Divisions</u> | <u>All Divisions</u> |
| 1 st | 6 | 8 |
| 2 nd | 4 | 4 |
| 3 rd | 3 | 2 |
| 4 th | 2 | |
| 5 th | 1 | |
| 6 th | 0 | |

*Only two relays per team can score points during a single event.

E. Conduct of Competition - Divisional Championships

1. The Divisional Championships shall be held on the second weekend in March.

2. Divisional standings shall be determined by the Divisional Championships only. Interagency competition shall not count in determining standings except in the event of a tie at the Divisional Championships.
3. Each team may enter two individuals or one relay in each event.
4. Coaches shall be required to submit electronic Divisional Championship line-ups to include: name, date, location of seed time, original time and converted time to the Divisional Championship host agency. Times should be to the nearest hundredth of a second.
5. Seed times for Divisional Championships must be confirmed by any non-inner-squad meet. All non-conference meet results used for seed times must be submitted to the Division Record Keeper for verification. No entries can be changed after the start of the meet. Relay swimmers must be declared at the scratch meeting and only if the swimmers have already been declared as alternates for the intended relay.
6. The starting time for Divisional Championships shall be based upon the availability of the host facility and mutual consent of the teams involved. At least one hour of warm-up time shall be allotted prior to the start of the meet.
7. During Divisional Championship competitions, events will be scored as follows:

| Place | Points Earned for an Individual Event | Points Earned for a Relay Event |
|------------------|--|--|
| 1 st | 16 | 32 |
| 2 nd | 13 | 26 |
| 3 rd | 12 | 24 |
| 4 th | 11 | 22 |
| 5 th | 10 | 20 |
| 6 th | 9 | 18 |
| 7 th | 7 | |
| 8 th | 5 | |
| 9 th | 4 | |
| 10 th | 3 | |
| 11 th | 2 | |
| 12 th | 1 | |

8. NIWSC will not enforce the High School Rule 3, Section 2, Article 2 penalty of eliminating a competitor from further competition if they miss an event.
9. Swimmers will receive two warnings before being disqualified from the event for failure to appear.
10. Hosts of championship style meets may charge a maximum of \$1.00 per person over 5 years of age at their discretion and all money will remain with the host team.

F. Changes in Meet Schedules

1. An interagency competition may be moved to another location for rescheduled by mutual consent of all involved coaches.
2. An interagency competition may be cancelled or suspended due to adverse conditions by mutual consent of all involved coaches.
 - a) In the event of meet cancellation or suspension, the original lineup, once submitted, becomes official meet entries for determining swimmers' eligibility for Divisional Championship participation.
 - b) If possible, a competition that is called due to adverse conditions shall be made up on an alternate date and location agreed upon by all involved coaches.
3. In the event of a meet forfeiture, the non-forfeiting team(s) line-ups become official meet entries for determining swimmers' eligibility for Divisional Championship participation.

G. Eligibility Rules

1. A swimmer may compete on only one NIWSC team – unless the family moves to another community.
2. No NIWSC team can actively recruit swimmers within another conference team's boundaries
3. Girls and boys competing on any high school swim team are ineligible during their respective high school swim seasons.
4. Swim team members must swim in at least three interagency competitions on three separate dates during the current season in order to be eligible to swim in championship style meets. High school swimmers must swim in a minimum of two meets on two separate dates during the current season to be eligible for championship style meets. One individual event per meet is required.

H. Awards

1. At Divisional Championships, medals shall be awarded for first through sixth place. Medals shall be awarded for first through third place in relay events.
2. Trophies shall be awarded to the first through third place teams at each Divisional Championship for each division consisting of at least 5 teams. Trophies shall be awarded to the first and second place teams at each Divisional Championship for each division consisting of less than 5 teams.

NORTHERN ILLINOIS WINTER SWIM CONFERENCE RULES AND BYLAWS

APPENDIX A: Order of Events

| Girls Event # | Age | Distance | Stroke | Boys Event # |
|---------------|-----------|----------|-------------------|--------------|
| 1 | Open | 200 Yd | Freestyle | 2 |
| 3 | 8 & Under | 100 Yd | Medley Relay | 4 |
| 5 | 9 & 10 | 200 Yd | Medley Relay | 6 |
| 7 | 11 & 12 | 200 Yd | Medley Relay | 8 |
| 9 | 13 & 14 | 200 Yd | Medley Relay | 10 |
| 11 | 15 - 18 | 200 Yd | Medley Relay | 12 |
| 13 | 8 & Under | 25 Yd | Freestyle | 14 |
| 15 | 9 & 10 | 50 Yd | Freestyle | 16 |
| 17 | 11 & 12 | 50 Yd | Freestyle | 18 |
| 19 | 13 & 14 | 50 Yd | Freestyle | 20 |
| 21 | 15 - 18 | 50 Yd | Freestyle | 22 |
| 23 | 8 & Under | 25 Yd | Breaststroke | 24 |
| 25 | 9 & 10 | 50 Yd | Breaststroke | 26 |
| 27 | 11 & 12 | 50 Yd | Breaststroke | 28 |
| 29 | 13 & 14 | 50 Yd | Breaststroke | 30 |
| 31 | 15 - 18 | 100 Yd | Breaststroke | 32 |
| 33 | 15-18 | 500 Yd | Freestyle | 34 |
| 35 | 9 & 10 | 100 Yd | Individual Medley | 36 |
| 37 | 11 & 12 | 100 Yd | Individual Medley | 38 |
| 39 | 13 & 14 | 100 Yd | Individual Medley | 40 |
| 41 | 15 - 18 | 200 Yd | Individual Medley | 42 |
| 43 | 8 & Under | 25 Yd | Backstroke | 44 |
| 45 | 9 & 10 | 50 Yd | Backstroke | 46 |
| 47 | 11 & 12 | 50 Yd | Backstroke | 48 |
| 49 | 13 & 14 | 50 Yd | Backstroke | 50 |
| 51 | 15 - 18 | 100 Yd | Backstroke | 52 |
| 53 | 8 & Under | 50 Yd | Freestyle | 54 |
| 55 | 9 & 10 | 100 Yd | Freestyle | 56 |
| 57 | 11 & 12 | 100 Yd | Freestyle | 58 |
| 59 | 13 & 14 | 100 Yd | Freestyle | 60 |
| 61 | 15 - 18 | 100 Yd | Freestyle | 62 |
| 63 | 8 & Under | 25 Yd | Butterfly | 64 |
| 65 | 9 & 10 | 50 Yd | Butterfly | 66 |
| 67 | 11 & 12 | 50 Yd | Butterfly | 68 |
| 69 | 13 & 14 | 50 Yd | Butterfly | 70 |
| 71 | 15 - 18 | 100 Yd | Butterfly | 72 |
| 73 | 8 & Under | 100 Yd | Freestyle Relay | 74 |
| 75 | 9 & 10 | 200 Yd | Freestyle Relay | 76 |
| 77 | 11 & 12 | 200 Yd | Freestyle Relay | 78 |
| 79 | 13 & 14 | 200 Yd | Freestyle Relay | 80 |
| 81 | 15 - 18 | 200 Yd | Freestyle Relay | 82 |