

CHAMPLAIN VALLEY SWIM LEAGUE

League Handbook

2015

CHAMPLAIN VALLEY SWIM LEAGUE

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CHAMPLAIN VALLEY SWIM LEAGUE

GENERAL RULES OF CONDUCT

1. GENERAL:

All competitions held as part of the Champlain Valley Swim League (CVSL) schedule, as approved annually by the Board, shall be governed by the current United States Swimming (USA Swimming) Rulebook, unless otherwise specified in this Handbook.

2. SPORTSMANSHIP:

Good sportsmanship is an integral part of CVSL swimming. All swimmers, coaches, officials, and spectators shall conduct themselves in an appropriate and respectful manner at all times during CVSL competitions. Acts of unsporting or unsafe conduct will not be tolerated and may subject the responsible individual(s) to ejection from the competition area. Final decision will be made by the Meet Director or the Head Referee. This includes the use of obscene or vulgar language by coaches, athletes, institutional representatives, parents, and others.

3. COACHING:

One coach on deck at CVSL competitions must hold current certifications in American Red Cross Lifeguard and CPR and must file a copy of those certifications with the league Secretary. All other coaches on deck at CVSL competitions must hold current certifications in American Red Cross First Aid and CPR or American Red Cross Safety Training for Coaches and CPR and file a copy of those certifications with the league Secretary. Failure to comply may result in ejection from the pool deck at CVSL competitions.

CHAMPLAIN VALLEY SWIM LEAGUE

DUAL AND TRI MEETS

1. SCHEDULE:

The annual meet schedule will be determined by the Board of Directors at the spring meeting. Dual/Tri meets may be rescheduled at the discretion and mutual agreement of the coaches involved.

2. ELIGIBILITY:

In order for swimmers to be considered eligible to represent their respective team(s) in CVSL dual meet competitions, they must:

- a. Be considered a member in good standing by the team that they will represent.
- b. Have a current, signed medical release form on file with their team.
- c. Swimmers 19 years or older who have recently graduated from high school may petition the CVSL board for permission to compete in dual or tri meets.

3. REPRESENTATION:

- a. Swimmers may represent only one (1) CVSL team in intra-league competition on any given date.
- b. Swimmers may transfer to another CVSL team and be eligible to represent them immediately and without penalty. To represent a team at the CVSL League Championship Meet, a swimmer must satisfy the eligibility requirements, as described in Item 1 – Championship Competition Eligibility on Page 12, in order to compete as a representative of the team with which that swimmer registers for the Championship Meet.

4. PROGRAM:

- a. The suggested official order of events shall be as set forth in Schedule A.
- b. Prior to the commencement of any Dual/Tri meet, events may be changed or altered from meet Schedule A at the mutual consent of both the home and visiting coaches. These events then become the official and scored events of the meet.
- c. Deletion of any event(s) may be made only by the mutual consent of both head coaches.
- d. Unofficial events may be added to the program by the host team, but may only be swum after the competition of all official events. Any addition of unofficial events must be communicated to the visiting head coach prior to the scheduled start of the visiting team's warm-ups.

5. CHANGE OF PROGRAM:

At the Meet Referee's discretion, events may be combined by age, sex, distance, and/or stroke.

6. CANCELLATION OR POSTPONEMENT:

- a. Meets may be canceled or postponed at the mutual consent of both head coaches prior to the start of the meet. If the weather is questionable, coaches should contact each other the day of the meet and decide by 3:00 PM if the team should travel. If there is a chance that the poor weather will pass before the start of the meet, the coaches must decide that the meet will run.
- b. Should the team arrive for the meet and there are questionable weather conditions, head coaches from both teams, along with the Meet Referee, must decide to commence with or postpone the meet within a reasonable amount of time.
- c. Should a meet or event have actually commenced, and in the judgment of the Meet Referee cannot safely be continued due to weather conditions, impending darkness, or other compelling reasons, the Meet Referee may suspend the meet until conditions warrant continuance. Municipal and Club safety rules should be considered and adhered to in these situations by the Meet Referee and the coaches.
- d. In the event that a meet is suspended by the Meet Referee and then resumed, the meet shall continue from the point at which it was suspended.
- e. In the event that a meet is suspended by the Meet Referee and not resumed, it shall be considered officially completed if the first heat of the 30th event has been completed. If the first heat of the 30th event is not completed, the meet shall be considered postponed, rescheduled, and restarted at event #1.
- f. Any decision to cancel or postpone a meet by the Meet Referee will be final.
- g. Postponed meets are to be rescheduled within one (1) week, if possible. Both teams are responsible for making a reasonable effort to reschedule the meet on the makeup day.
- h. Postponed meets may be made up as tri meets, with the concurrence of all three coaches for the teams involved.
- i. A forfeit for any reason will be counted as a loss.
- j. Swimmers who are present when a meet is cancelled due to weather and are unable to attend the makeup meet can have the cancelled meet count as a meet for League entry.

7. LANE ASSIGNMENTS:

The visiting team will have the odd numbered lanes. For Tri meets, the visiting teams will have either lanes 1 and 4 or 2 and 5; the home team will have lanes 3 and 6.

8. EVENT CARDS AND SCORE SHEETS:

- a. Each team must provide event cards for each entry, unless the meet is being run electronically as agreed by all coaches before the meet. These cards must clearly list the swimmer's name, assigned heat, and assigned lane, as well as the event number and description (i.e. #12, 8 & under boys 25 yard butterfly). In the case of

electronic meets, the host teams shall provide electronic results to all teams in the competition.

- b. It is the swimmers' responsibility to present their event card to the lane timers prior to the start of their heat. The CVSL strongly suggests that older swimmers or "team parents" be assigned to help ten and under swimmers with this task.

9. ENTRIES:

- a. Individual - Each swimmer may participate in up to four (4) individual events or up to three (3) individual events and two (2) relays for the entire meet.
- b. Team - Each team shall be allowed any number of official entries per event.

10. AGE DIVISIONS:

- a. The eligibility of a participant for the particular age group shall be determined by his/her age on the day of the meet.
- b. Individual Events - Swimmers may compete in only one (1) age division per stroke or relay event.

11. SCORING: Individual 5-3-1-0

Relays 7-0

- a. Scores will be tabulated from the results of all heats in each event.
- b. No team shall score more than two (2) places per event. In the case where a team places first, second, and third; third place points will be awarded to the opposing team, provided that the opposing team fielded a swimmer in that event.
- c. Tri meets will be scored as three (3) head to head dual meets.
- d. When two or more swimmers tie for any place, duplicate awards shall be given to each tied swimmer. No awards shall be given for the place or places immediately following the tied position. i.e. if two tie for first place, the points to be credited for first and second place shall be added and divided one half and one half to each tied swimmer. No points shall be awarded for second place.

12. MEET ADMINISTRATION:

- a. The following volunteers shall be provided by the HOST TEAM:
 - i. 1 scorer
 - ii. 1 ½ timers PER LANE for dual meets, 1 timer PER LANE for Tri meets
 - iii. 1 backup/head timer
 - iv. one or two "bull pen" organizers.
- b. The following volunteers shall be provided by the VISITING TEAM:
 - i. 1 scorer
 - ii. 1 ½ timers PER LANE for dual meets, 1 timer PER LANE for Tri meets
 - iii. one or two "bull pen" organizers.

13. OFFICIALS:

- a. Officiating a swim meet requires many volunteer officials to conduct a fair

and high quality experience for the swimmers. Officials are present to observe the meet and assure that no swimmer, or team, gains an unfair advantage by failing to comply with the technical rules for swimming as published by USA Swimming and adopted by CVSL. Each competing team should encourage parent volunteers to become CVSL and/or NE Swimming certified officials. A dual or tri-meet should have a quantity of officials sufficient for dual confirmation of false starts, 2 starter/referees and one stroke and turn judge at each end of the pool for every two lanes of competition (6 S&T for 6 lane pool; 8 S&T for 8 lane pool). Starter/Referees may also serve as stroke and turn judges.

- b. Every effort possible should be made to provide officials in accordance with item 13a above.
- c. Effective for the 2015 season and thereafter the minimum number of Qualified Officials to conduct a dual or tri-meet shall be six (6) officials as follows:
 - i. A minimum of one (1) qualified Meet referee/starter shall be provided by or invited by the HOST team
 - ii. A minimum of two (2) qualified stroke and turn judges shall be provided by the HOST team
 - iii. A minimum of three (3) qualified stroke and turn judges shall be provided by the VISITING team
- d. Qualified stroke and turn judges, starters and referees may be CVSL officials or USA Swimming officials as follows:
 - i. **NEW OFFICIALS:** New officials must complete training, testing, and apprenticing requirements in order to become qualified to officiate CVSL meets. Prior to the start of the current season and during the current calendar year, new officials 1) must attend a training clinic sponsored by the CVSL or a Local Swimming Committee of USA Swimming and 2) must take and achieve a passing score on the officials test. After having completed the training and testing requirements, new officials must observe at least four (4) meets during the current season as an apprentice with a Qualified CVSL or Qualified USA Swimming official. Once the training, testing, and apprenticing is completed within one calendar year, the new official is then qualified to officiate CVSL meets. Until a new official has successfully completed the training, testing, and apprenticing requirements, that official shall not be counted in determining whether a team has supplied the required

number of qualified officials for a CVSL meet as set forth in 13ci-iii above.

- ii. **QUALIFIED CVSL OFFICIALS:** Qualified CVSL stroke and turn judges, starters, and referees are officials who do not hold a current, unexpired certification from a Local Swimming Committee of USA Swimming (e.g., Adirondack or New England Swimming) but who have completed the training, testing, and apprenticing requirements of a new official as set forth in 13d1 above. In order to maintain the status of Qualified CVSL Official for purposes of officiating CVSL meets, the official must attend a training clinic sponsored by the CVSL or a Local Swimming Committee of USA Swimming once every two (2) years and shall retest once every two (2) years achieving a passing score.
 - iii. **QUALIFIED USA SWIMMING OFFICIALS:** Qualified USA Swimming stroke and turn judges, starters, and referees are officials who hold a current, unexpired certification from a Local Swimming Committee of USA Swimming (e.g., Adirondack or New England Swimming) and have completed the training, testing, and apprenticing requirements of a new official as set forth in 13d1 above. In order to maintain the status of Qualified USA Swimming officials for purposes of officiating CVSL meets, the official must continue to hold a current, unexpired certification from a Local Swimming Committee of USA Swimming, shall attend a training clinic sponsored by the CVSL or a Local Swimming Committee of USA Swimming once every three (3) years, and shall retest once every three (3) years achieving a passing score.
- e. The CVSL sponsors a free official's training clinic at the start of each season.
 - f. All teams must make it their responsibility to provide their share of volunteers in accordance with the items outlined above for officials and meet administration. In the event that a team is unable to provide the required number of Qualified Officials for a dual or tri-meet as outlined in 13ci-iii:
 - i. The team that is unable to provide the required number of Qualified Officials shall notify the opposing team(s) and the Meet referee/starter appointed by the HOST team no later than 3:00 PM on the day of the meet.
 - ii. The head coaches of the involved teams shall attempt to reach an agreement regarding whether to proceed with the meet as

scheduled or whether to postpone and reschedule the meet to occur at a later date prior to the CVSL Championship Meet. The head coaches may seek the assistance of the Meet referee/starter in reaching such an agreement. Once a decision has been made, the head coach of the team unable to provide the required number of Qualified Officials shall immediately notify the Meet referee/starter of the decision.

- iii. If the head coaches of the involved teams agree to proceed with the meet as scheduled, the Meet referee/starter may request additional Qualified Officials from the compliant team to fulfill the minimum requirements of the noncompliant team. After such request, if the Meet referee/starter has determined that the meet can be conducted fairly with the Qualified Officials present and agrees to begin the meet, there shall be no forfeit. But, if after such request, the Meet referee/starter is of the opinion that a fair meet cannot be conducted due to a shortage of Qualified Officials, the Meet referee/starter shall notify the involved head coaches accordingly and shall determine whether the head coaches will agree to postpone the meet for a later date prior to the CVSL Championship Meet. If the head coaches will not agree to postpone the meet for a later date prior to the CVSL Championship Meet, the noncompliant team shall forfeit the meet.
- iv. If, for whatever reason, a meet postponed due to a shortage of Qualified Officials is not held prior to the CVSL Championship Meet, the postponed dual or tri-meet shall be cancelled and the team initially unable to provide the required number of Qualified Officials shall forfeit the meet.
- v. If a meet must be postponed or forfeited due to a shortage of Qualified Officials, the head coaches and Meet referee/starter may elect and proceed to swim some or all events as a time trial. If the time trial format is utilized, the Meet referee/starter shall notify the scorer(s) of the meet accordingly before starting the time trials. If the time trial format is utilized, only times in properly officiated lanes will stand as qualifying times for the CVSL Championship Meet.

14. FACILITIES:

The following are the required standards for facilities hosting CVSL dual competitions:

- c. A safe and hygienic pool.
- d. Clearly marked lane numbers.

- e. Backstroke flags; at least three (3) pennants of two (2) or more alternating colors shall be suspended over each lane fifteen (15) feet from each end of the course.
- f. Markers on the lane lines and the sides of the pool at 15 meters (16.4 yards) for noting the point at which swimmers must break the surface.
- g. Floating lane dividers shall extend the full length of the course and separate each lane.
- h. Starting system; an electronic horn accompanied by a strobe or a starting pistol are preferred, but a whistle is adequate.
- i. Changing rooms for swimmers.
- j. One and one half (1 1/2) watches per lane.
- k. A pool 25 yards in length.
- l. Optional starting platforms. If starting platforms are provided, they must conform to USA Swimming regulations 103.11.

15. RESULTS:

The host team shall provide a copy of the meet results to the visiting team immediately following the meet.

16. PUBLICITY:

The host team is responsible for reporting the final score of the meet along with the names of all double, triple, and quadruple winners to the Burlington Free Press immediately following the meet.

DUAL/TRI MEET CHECKLIST FOR HOST TEAM COACH

Before the Meet:

1. Call the visiting coach to confirm events, warm-up times, etc.
2. Complete all event cards with team name, swimmer name, event number, event description, heat assignment, and lane assignment.
3. Assign a meet referee, timers, Stroke and Turn Judge(s), and a scorer.
4. Assign a "Team Parent" or older swimmers to help younger swimmers get to the events.
5. Make sure to have enough stopwatches to cover your timing assignment.
6. Make sure that all equipment (backstroke flags, lane lines, starting system, etc.) is in good condition and properly placed.
7. Provide the official score sheet.
8. Supervise warm-ups.

After the Meet:

1. Provide a copy of the official score sheet to the visiting team.
2. Report meet results to the Burlington Free Press.

DUAL/TRI MEET CHECKLIST FOR VISITING TEAM COACH

Before You Leave for the Meet:

1. Call the host coach to confirm events, warm-up times, etc.
2. Complete and post your meet line-up at your pool for swimmers and parents.
3. Complete all event cards with team name, swimmer name, event number, event description, heat assignment, and lane assignment.
4. Assign timers, Stroke and Turn Judge(s), and a scorer.
5. Assign a "Team Parent" or older swimmers to help younger swimmers get to the events.
6. Make sure to have enough stopwatches to cover your timing assignment.
7. Distribute directions and warm-up times.

At the Host Pool:

1. Find the meet referee and introduce yourself.
2. Supervise warm-ups.

After the Meet:

1. Get your copy of the official score sheet from the scorer's table.
2. Make sure that your team area is cleaned up.

Schedule A
Dual or Tri Meets

GIRLS	EVENTS	BOYS
1	8 & Under 100 yd. Medley Relay	2
3	10 & Under 100 yd. Medley Relay	4
5	12 & Under 200 yd. Medley Relay	6
7	14 & Under 200 yd. Medley Relay	8
9	18 & Under 200 yd. Medley Relay	10
11	8 & Under 25 yd. Butterfly	12
13	10 & Under 25 yd. Butterfly	14
15	12 & Under 50 yd. Butterfly	16
17	14 & Under 50 yd. Butterfly	18
19	18 & Under 50 yd. Butterfly	20
21	8 & Under 25 yd. Backstroke	22
23	10 & Under 25 yd. Backstroke	24
25	12 & Under 50 yd. Backstroke	26
27	14 & Under 50 yd. Backstroke	28
29	18 & Under 50 yd. Backstroke	30
31	8 & Under 25 yd. Breaststroke	32
33	10 & Under 25 yd. Breaststroke	34
35	12 & Under 50 yd. Breaststroke	36
37	14 & Under 50 yd. Breaststroke	38
39	18 & Under 50 yd. Breaststroke	40
41	8 & Under 25 yd. Freestyle	42
43	10 & Under 25 yd. Freestyle	44
45	12 & Under 50 yd. Freestyle	46
47	14 & Under 50 yd. Freestyle	48
49	18 & Under 50 yd. Freestyle	50
51	8 & Under 100 yd. Freestyle Relay	52
53	10 & Under 100 yd. Freestyle Relay	54
55	12 & Under 200 yd. Freestyle Relay	56
57	14 & Under 200 yd. Freestyle Relay	58
59	18 & Under 200 yd. Freestyle Relay	60

CHAMPLAIN VALLEY SWIM LEAGUE

CHAMPIONSHIP COMPETITION

1. ELIGIBILITY:

- a. **INDIVIDUAL** - In order for swimmers to be considered eligible to represent their respective teams in the CVSL Championship Meet, they must:
 - a. Be considered a member in good standing by the team that they represent.
 - b. Have competed with the team with which they are entering the championships in at least two (2) CVSL dual meets during the current season (a tri meet counts as two (2) dual meets).
 - c. Have a current, signed medical release form on file with their team.
 - d. Swimmers 19 years or older who have recently graduated from high school may petition the CVSL board for permission to compete in dual or tri meets.
 - e. If a swimmer chooses to wear a swim cap at the Champlain Valley Swim League Championship meet, it must be an official team cap for the swimmer's team.
- b. **TEAM** - Teams must have competed in at least six (6) CVSL meets during the current season and have all league dues/fees paid in full. A tri meet will count as two (2) dual meets.

2. PROGRAM:

The suggested official order of events shall be as set forth in Schedule B.

3. CHANGE OF PROGRAM:

At the Meet Referee's discretion, events may be combined by age, sex, distance, and/or stroke.

4. CANCELLATION OR POSTPONEMENT:

- a. Should the CVSL Championship Meet or any event actually have commenced, and in the judgement of the Meet Director, in conjunction with the meet host, cannot safely be continued due to weather conditions, impending darkness, or other compelling reasons, the Meet Director may suspend the CVSL Championship

Meet until such time as conditions warrant continuance. Municipal and Club safety rules should be considered and adhered to in these situations.

- b. Any decision by the Meet Director to cancel or postpone the CVSL Championship Meet will be final.

5. ENTRIES:

- 1. Individual - Each swimmer may participate in up to four (4) individual events and one (1) relay or up to three (3) individual events and two (2) relays for the entire CVSL Championship Meet.
- 2. Team - Each team shall be allocated a total maximum number of entry points. This number shall be the same for all teams. The team entry limit will be set by the Board at the spring meeting and will be announced and included in the CVSL Championship Meet entry information.
 - a. Individual events will count for one (1) entry point.
 - b. Relays will count as four (4) entry points per relay.
 - c. There is no limit to the number of entries that a team may enter into an event within the confines of its entry point limit.
 - d. Entry points will be tabulated using the official meet entry, not by events swum.

6. AGE DIVISIONS:

- a. The eligibility of a participant for the particular age group shall be determined by his/her age on the day of the meet.
- b. Participants must be no older than eighteen (18) years on the first day of competition.
- c. Individual Events - Swimmers may compete in only one (1) age division per stroke or relay event.

7. SCORING:

- a. Individual 16-13-12-11-10-9-7-5-4-3-2-1
- b. Relays 32-26-24-22-20-18-14-10-8-6-4-2

8. ADMINISTRATIVE CONDUCT OF THE CVSL CHAMPIONSHIP MEET:

- a. Computerization - Entry lists, heat sheets, and final results shall be compiled by computer.
- b. Entry List - An entry list shall be distributed to the head coach of each team or their representative as soon as it is available.

- c. Preliminary Seed Sheets - Preliminary seed sheets for the CVSL Championship Meet shall be made available to all head coaches or their representatives at the pre-CVSL Championship Meet coaches meeting.
- d. Changes of Entry -
 - a. The hard copy entry forms will be the only official form of entry. Computer disk entries may be deemed acceptable by the Meet Director, but must be accompanied by official paperwork.
 - b. No late, deck, or phone entries will be accepted.
 - c. No changes in entry will be allowed after the official entry deadline.
- e. Meetings - Two (2) meetings will be held immediately prior to the start of the CVSL Championship Meet to inform participants of the administrative conduct of the meet. No rules changes may be made at these meetings.
 - i. A mandatory officials meeting will be held prior to the start of competition. This meeting will be administered by the Meet Referee, and will be held away from the pool area.
 - ii. A mandatory coaches meeting will be held on the day of competition prior to the start of the first event. This meeting will be co-administered by the Meet Director and the Meet Referee.
- f. Seeding - All events will be swum as timed finals. See USA SWIMMING Rule 102.5.4.
- g. Warm-up Schedule - A schedule of lanes, times, and warm-up procedures, which must be adhered to, will be distributed to all coaches and/or team representatives no less than 4 days prior to the day of competition.
- h. Protest Jury:
 - i. There shall be a Protest Jury composed of the elected coaches' representative, the Meet Referee, and the Meet Director.
 - ii. All protests made prior to or during the CVSL Championship Meet shall be submitted to the Meet Director.
 - iii. Eligibility protests shall be heard by the Jury and a decision rendered, when possible, before the start of the events of the session in which the swimmer competes, but no later than the start of the following session.
 - iv. Until the Protest Jury renders a decision in a protest of eligibility, the swimmer will be allowed to compete under protest. No announcement will be made to this effect, but the results of any race conducted under protest may not be

announced or posted, nor points scored until the Protest Jury has returned a decision.

- v. Equal opportunities shall be given for both the party lodging any protest and the party or parties charged to be heard by the Protest Jury.
 - vi. The Protest Jury cannot adjudicate judgement by deck officials, which can only be considered by the Meet Referee under Section 102.13 of USA SWIMMING Technical Rules.
 - vii. The decision of the Protest Jury is final.
- i. Final Results: Coaches and team representatives registered at the CVSL Championship Meet will be e-mailed a copy of the final results. A copy shall also be posted to the website.

9. AWARDS:

- a. Team Awards
 - i. Team Champion (highest point total)
 - ii. Team Runner-up (second highest point total)
- b. Individual and Relay Awards:
 - i. Medals will be awarded to the top six (6) finishers in individual events and the top three (3) relay teams in relay events.
 - ii. Ribbons will be awarded to seventh (7th) through twelfth (12th) place individual events.
 - iii. Ribbons will be awarded to fourth (4th) through sixth (6th) place relay events.
 - iv. Where two (2) or more swimmers or relay teams tie for any place, duplicate awards shall be given to each of the swimmers, and in such case, no award shall be given for the place or places immediately following the tied positions.
 - v. Each member of an award winning relay team shall receive an identical award.
 - vi. Each swimmer placing first in a heat shall be awarded a heat ribbon.
- c. Best Record Trophy: At the conclusion of the CVSL Championship Meet, the team with the best overall win: loss record for the regular season will be awarded the traveling trophy.
- d. Most Improved Team Trophy: At the break, each team's head coach and designated representative will be polled as to the most improved team in the CVSL for the year by the Meet Director. The votes will be tabulated and the trophy awarded at the conclusion of the CVSL Championship Meet.
- e. Most Valuable Supporter Award: In memory of Allen Cummings and in recognition of his support for the sport of swimming, an

award for most valuable supporter will be presented each year at the CVSL Championship Meet. Each team will be allowed to nominate an individual (non-coach) who, in the opinion of that team, has contributed significantly to the success of the CVSL. Nominations must be submitted along with the CVSL Championship Meet entry form. The nomination should include a short biography of the nominee and description of the activities of the individual in support of his/her nomination. Officers of the CVSL Board of Directors are not themselves eligible for the award, but will determine the winner from among the list of names submitted.

- f. Coaching Excellence Award (Golden Whistle): The Coaching Excellence Award would be to acknowledge the work output of a coach within the league. The goal of the award is to acknowledge effort put forth to build swimmers, sportsmanship, and good citizenship. Any coach (head or assistant) would be eligible for the award. Each team will be allowed to nominate one individual who, in the opinion of that team, has exemplified excellent coaching. Nominations for the Coaching Excellence Award should include a description of activities of the individual in support of his/her nomination. Nominations would need to be submitted in writing to the CVLS President prior to the Coaches Meeting. The award recipient would be selected by the coaches (one vote per team) at the Coaches Meeting. The CVSL board would have a vote which would only be utilized in the event of a tie.

10. OFFICIALS:

- a. Officials for the championships will be assigned by the Meet Referee.
- b. The following officials shall be required and provided for each session:
 - i. 1 Meet Referee *
 - ii. 1 Starter *
 - iii. 1 Chief Timer
 - iv. 1 Stroke and Turn Official per lane, this is the responsibility of the meet director. *
 - v. 4 Marshals
 - vi. 3 Timers per lane
 - vii. 1 Announcer

* Indicates officials who must be USA Swimming certified.

- c. In addition to the officials listed above, assistant referees may be assigned.
- d. All officials must be currently certified by United States Swimming, or have completed a clinic during the current calendar year and be

working with a certified official, unless otherwise specified in this document.

11. JOB ASSIGNMENTS:

Each participating team will be assigned a team duty by the Meet Managers prior to the meet. Team jobs are to be assigned proportionately based on team entry numbers from Entry Chair. It is the individual team's responsibility to fulfill its assignment for the duration of the meet.

12. FACILITIES:

The required standards for facilities hosting CVSL Championship Meet are as follows:

- a. unless otherwise noted, facilities standards in Article 103 of the US Swimming Rules and Regulations shall apply
- b. solid, vertical walls with non-slip surfaces at least 2 feet 7 inches below the water surface
- c. minimum depth of 3.5 feet throughout pool
- d. 6+ lanes with non-turbulent lane lines of contiguous floats (2-4" diameter) of different color extending 15 feet from either end of lane with concealed ratchets and no exposed cable; each lane 7 feet wide
- e. pool lane bottom markers of dark contrasting color 10" wide down the middle of the lane
- f. end wall target in the shape of a "T", as wide as bottom marker and at least 3 feet 4 inches below the water surface
- g. lanes numbered from starters position, preferably right to left from swimmers viewpoint
- h. starting blocks for each lane (with lane numbers) firmly anchored to the deck, installed in accordance with US Swim regulations for height, position, slope, and backstroke grip
- i. distinctive ribbon/float placed 15M (49' 2.5") from each end of pool on each lane line with a corresponding mark on the deck
- j. backstroke lines holding pennants of alternating color, firmly anchored 15 feet from each end of the pool and 7 feet above the water surface; 3 pennants per lane
- k. protective bumper on outside corners of "L" shaped pools, anchored against wave action
- l. non-recessed ladders within racing course removed during meet
- m. water level maintained in line with gutter overflow rim

Schedule B
CVSL League Championship Meet

Round	Event
Finals	1 Girls 18 & Under 100 Butterfly
Finals	2 Boys 18 & Under 100 Butterfly
Finals	3 Girls 8 & Under 100 IM
Finals	4 Boys 8 & Under 100 IM
Finals	5 Girls 10 & Under 100 IM
Finals	6 Boys 10 & Under 100 IM
Finals	7 Girls 12 & Under 100 IM
Finals	8 Boys 12 & Under 100 IM
Finals	9 Girls 14 & Under 100 IM
Finals	10 Boys 14 & Under 100 IM
Finals	11 Girls 18 & Under 100 IM
Finals	12 Boys 18 & Under 100 IM
Finals	13 Girls 12 & Under 200 Freestyle
Finals	14 Boys 12 & Under 200 Freestyle
Finals	15 Girls 14 & Under 200 Freestyle
Finals	16 Boys 14 & Under 200 Freestyle
Finals	17 Girls 18 & Under 200 Freestyle
Finals	18 Boys 18 & Under 200 Freestyle
Finals	19 Girls 18 & Under 100 Breaststroke
Finals	20 Boys 18 & Under 100 Breaststroke
Finals	21 Girls 18 & Under 100 Backstroke
Finals	22 Boys 18 & Under 100 Backstroke
Finals	23 Girls 14 & Under 200 IM
Finals	24 Boys 14 & Under 200 IM
Finals	25 Girls 18 & Under 200 IM
Finals	26 Boys 18 & Under 200 IM
Finals	27 Girls 8 & Under 100 Medley Relay
Finals	28 Boys 8 & Under 100 Medley Relay
Finals	29 Girls 10 & Under 100 Medley Relay
Finals	30 Boys 10 & Under 100 Medley Relay
Finals	31 Girls 8 & Under 50 Freestyle
Finals	32 Boys 8 & Under 50 Freestyle
Finals	33 Girls 10 & Under 50 Freestyle
Finals	34 Boys 10 & Under 50 Freestyle
Finals	35 Girls 8 & Under 25 Butterfly
Finals	36 Boys 8 & Under 25 Butterfly
Finals	37 Girls 10 & Under 25 Butterfly
Finals	38 Boys 10 & Under 25 Butterfly
Finals	39 Girls 8 & Under 25 Backstroke
Finals	40 Boys 8 & Under 25 Backstroke
Finals	41 Girls 10 & Under 25 Backstroke

Finals	42 Boys 10 & Under 25 Backstroke
Finals	43 Girls 8 & Under 25 Breaststroke
Finals	44 Boys 8 & Under 25 Breaststroke
Finals	45 Girls 10 & Under 25 Breaststroke
Finals	46 Boys 10 & Under 25 Breaststroke
Finals	47 Girls 8 & Under 25 Freestyle
Finals	48 Boys 8 & Under 25 Freestyle
Finals	49 Girls 10 & Under 25 Freestyle
Finals	50 Boys 10 & Under 25 Freestyle
Finals	51 Girls 8 & Under 100 Freestyle Relay
Finals	52 Boys 8 & Under 100 Freestyle Relay
Finals	53 Girls 10 & Under 100 Freestyle Relay
Finals	54 Boys 10 & Under 100 Freestyle Relay
Finals	55 Girls 12 & Under 200 Medley Relay
Finals	56 Boys 12 & Under 200 Medley Relay
Finals	57 Girls 14 & Under 200 Medley Relay
Finals	58 Boys 14 & Under 200 Medley Relay
Finals	59 Girls 18 & Under 200 Medley Relay
Finals	60 Boys 18 & Under 200 Medley Relay
Finals	61 Girls 12 & Under 100 Freestyle
Finals	62 Boys 12 & Under 100 Freestyle
Finals	63 Girls 14 & Under 100 Freestyle
Finals	64 Boys 14 & Under 100 Freestyle
Finals	65 Girls 18 & Under 100 Freestyle
Finals	66 Boys 18 & Under 100 Freestyle
Finals	67 Girls 12 & Under 50 Butterfly
Finals	68 Boys 12 & Under 50 Butterfly
Finals	69 Girls 14 & Under 50 Butterfly
Finals	70 Boys 14 & Under 50 Butterfly
Finals	71 Girls 18 & Under 50 Butterfly
Finals	72 Boys 18 & Under 50 Butterfly
Finals	73 Girls 12 & Under 50 Backstroke
Finals	74 Boys 12 & Under 50 Backstroke
Finals	75 Girls 14 & Under 50 Backstroke
Finals	76 Boys 14 & Under 50 Backstroke
Finals	77 Girls 18 & Under 50 Backstroke
Finals	78 Boys 18 & Under 50 Backstroke
Finals	79 Girls 12 & Under 50 Breaststroke
Finals	80 Boys 12 & Under 50 Breaststroke
Finals	81 Girls 14 & Under 50 Breaststroke
Finals	82 Boys 14 & Under 50 Breaststroke
Finals	83 Girls 18 & Under 50 Breaststroke
Finals	84 Boys 18 & Under 50 Breaststroke
Finals	85 Girls 12 & Under 50 Freestyle
Finals	86 Boys 12 & Under 50 Freestyle
Finals	87 Girls 14 & Under 50 Freestyle

Finals	88 Boys 14 & Under 50 Freestyle
Finals	89 Girls 18 & Under 50 Freestyle
Finals	90 Boys 18 & Under 50 Freestyle
Finals	91 Girls 12 & Under 200 Freestyle Relay
Finals	92 Boys 12 & Under 200 Freestyle Relay
Finals	93 Girls 14 & Under 200 Freestyle Relay
Finals	94 Boys 14 & Under 200 Freestyle Relay
Finals	95 Girls 18 & Under 200 Freestyle Relay
Finals	96 Boys 18 & Under 200 Freestyle Relay

CHAMPLAIN VALLEY SWIM LEAGUE

CHAMPIONSHIP MEET DIRECTOR INFORMATION

Proposed: Edited Introduction to CVSL Championship Meet Section
CVSL

Edits applied as per meeting 5/21/12

CVSL Championship Meet

Held at the conclusion of the regular swim season, during the last weekend of July, with an evening session for distance events and two daytime sessions, one each for younger and senior swimmers.

The meet location will follow a set rotation through teams who have elected to serve as host teams and host sites. The host rotation is as follows:

Vergennes Swim Team
St. Albans Swim Team
Winooski Swim Team
Middlebury Swim Team
Town of Essex Swim Team

The administration for the meet is a three-part team with the CVSL running the events, overseeing all timing, input of data, scoring of the meet, and records for successive CVSL Championship Meets.

The CVSL Technical Team will be responsible for all of the timing and scoring equipment, computers, printers, backup data systems, and results for the CVSL Championship Meet.

The Host Team and Host Director (the previous year's meet director) will handle all parking, facilities, food concessions, insurance coverage, staff, parking, toilet and changing rooms, and lifeguards.

The Meet Director Team and Meet Director (the upcoming year's host team and host director) supports the CVSL technical team and host site team by running the meet. The Meet Director Team will be in charge of assembling the program and delivering it to the host team for printing, clip boards, supplies, job assignments for each team, the bullpen, verifying the safety and facilities checklist at the host site prior to the opening of the

meet, posting of events and results during the meet, and the ordering of trophies, awards, heat ribbons, and award ribbons.

Timeline of Duties for CVSL Coaches and Directors:

Meet Director Team:

May

- Must attend CVSL spring meeting
- Sign Meet Director's Agreement / Letter of Intent and Acceptance
- Gather list of contact names, phone numbers and e-mail addresses of Meet Director Team and Host Director Team for delivery to CVSL Board by June 21.

June / July

- Verify Host Site Team with Host Site Director and review host site requirements
- Inventory left over ribbons from prior year and order ribbons to ensure sufficient ribbons for the current year by the end of June.
- Order meet trophies by end of first week in July
- Collect information and ads for Meet Program for delivery to Host Team at Coaches' Meeting

Week of Meet

- Determine and communicate location for coaches' meeting
- Attend coaches' meeting
- Deliver ads, meet information, and cover art to Host Team at coaches' meeting
- Collect names of workers from each team for assigned jobs (from coaches at coaches' meeting)
- BREATHE

Host Site Team

May

- Must attend CVSL spring meeting with Host Site Director
- Must prepare proposal to host CVSL Championship Meet – prepare and submit proposal in time for voting meeting in June
- Meet Director status is assumed as per Championship Meet rotation. Decision to forfeit Meet Director position will result in ineligibility to serve as following year's Host Team.
- Sign Host Site Director's Agreement / Letter of Intent and Acceptance

June / July

- Review meet packet template and prepare any updates on site, parking, etc... for delivery to CVSL Tech Director no later than the end of the first week in July, or 3 weeks prior to meet date, whichever comes first.
- Provide list of names, phone numbers, and e-mail addresses for members of Host Site Team to Meet Director for delivery to CVSL Board no later than June 21.
- Verify Host Site insurance for meet coverage

Week of Meet

- Provide staff and facilities as per checklist
- Host an inspection of facilities by Meet Director
- Attend coaches' meeting
- Print and sell program (sales revenues go to CVSL, ad revenues for unlimited ad sales by host team go to host team). CVSL will pay costs of printing and retain proceeds from sales of programs unless Host Team chooses to accept both cost of printing and sale proceeds,

CVSL Board Technical liason

June/July:

- Distributes the Meet Packet to teams via agreed upon method (i.e. email) by 2 weeks before the first day of the meet
- Receives all entries submitted by teams by 1 week before the meet
- Determines the team job assignments and warm up assignments based on team size/rosters. These may be adjusted when team entries are received.

Week of Meet:

- Returns an entry list to each team based on their entry file for their review and confirmation before the coaches meeting
- Distributes the team job assignments by the Sunday before the meet
- Distributes the psych sheet to coaches at the coaches meeting
- Distributes the warm-up assignments by the Tuesday before the meet
- Sends the psych sheet, team job assignments and warm-up assignments to the Meet Director for inclusion in the program
- Attends the coaches meeting the week of the meet
- Coordinates the timing table staff during the meet

Coaches / Teams Reps

June

- Prepare roster and CVSL fees for submission by the end of the first week of July.

July

- Maintain roster and verify eligibility of any swimmer planning to compete in the CVSL Championship Meet
- Check for the Meet Packet 2 weeks before the first day of the meet
- Submit a Hy-tek entry file by the entry deadline as stated in Meet Packet

Week of Meet:

- Check, double check, and triple check entries to make sure they are correct, in the right events (check ages!), and make certain that swimmers have not been forgotten
- Pass on Meet Information and updates to team
- Attend coaches' meeting: bring ads for program, any changes to entries, any votes required by CVSL
- Recruit people for team job assignments and make sure that those people report for duty

Submitted for Approval: May 1, 2008
By Deb Alden, Vice President, CVSL

Meet Director's Checklist:

I.) General layout:

- A. 25 yd. pool with adequate deck space
- B. pool house with office and changing facilities
- C. adequate lavatories (additional women's facilities)
- D. pool/deck access controlled
- E. sufficient area near pool to erect team tents (with safe access and egress to pool facilities)
- F. adequate spectator facilities and parking; handicapped accessible
- G. adequate liability insurance (copy of coverage on file with CVSL)

II.) Pool facilities (per US Swim):

- A. unless otherwise noted, facilities standards in Article 103 of the US Swimming Rules and Regulations shall apply
- B. solid, vertical walls with non-slip surfaces at least 2 feet 7 inches below the water surface
- C. minimum depth of 3.5 feet throughout pool
- D. 6+ lanes with non-turbulent lane lines of contiguous floats (2-4" diameter) of different color extending 15 feet from either end of lane with concealed ratchets and no exposed cable; each lane 7 feet wide
- E. pool lane bottom markers of dark contrasting color 10" wide down the middle of the lane
- F. end wall target in the shape of a "T", as wide as bottom marker and at least 3 feet 4 inches below the water surface
- G. lanes numbered from starters position, preferably right to left from swimmers viewpoint
- H. starting blocks for each lane (with lane numbers) firmly anchored to the deck, installed in accordance with US Swim regulations for height, position, slope, and backstroke grip
- I. distinctive ribbon/float placed 15M (49' 2.5") from each end of pool on each lane line with a corresponding mark on the deck
- J. backstroke lines holding pennants of alternating color, firmly anchored 15 feet from each end of the pool and 7 feet above the water surface; 3 pennants per lane
- K. protective bumper on outside corners of "L" shaped pools, anchored against wave action
- L. non-recessed ladders within racing course removed during meet
- M. water level maintained in line with gutter overflow rim

III.) Poolside/Deck:

- A. adequate space behind starting blocks for 3 lane timers and 4 relay swimmers per lane
- B. 3' corridor cordoned off around the deck for meet officials
- C. non-metal seats behind each lane for 'on-deck' swimmers
- D. 3' by 3' table and 2 non-metal chairs, preferably with shade, for starter and meet referee
- E. 4 yard by 13 yard section for coaches, outside officials' area, with chairs

IV.) Bullpen:

- A. 20 foot by 30 foot area, covered by a protective awning, marked out as a controlled area
- B. 8 to 10 rows of benches or chairs, length or number consistent with number of lanes (allow 1.67' per swimmer for benches)
- C. large signs hung over 1 bench designating lane positions (both sides)
- D. 3' by 3' table and 2 non-metal chairs
- E. bullpen personnel: a minimum of four (4) people are required and should be appointed ahead of time

V.) Office:

- A. grounded outlets; at least 4 from 2 different circuits
 - B. at least 1 banquet table and 3 chairs for scorers, computer, and printer
 - C. 1 banquet table and 4 chairs for awards committee
 - D. 1 table for public address amplifier (GFI circuit)
 - E. 2 extension cords (25 feet each)
 - F. pencil sharpener
- VI.) Announcer/public address equipment:
- A. 3' by 3' table and 2 non-metal chairs with shade protection situated in view of the pool deck and bullpen
 - B. loudspeakers with grounded connections, directed to team area, pool/deck, and spectator area
 - C. amplifier in protected area
 - D. radio communications gear for officials, bullpen, and announcer
 - E. announcer: should be appointed ahead of time
- VII.) Miscellaneous facilities/preparations:
- A. adequate bleacher seating, off deck, for spectators
 - B. concession area for tee shirt, swim apparel, and food and program sales
 - C. toilets located near team area, bullpen area, and spectators; at least 3 port-o-lets to supplement permanent facilities
 - D. trash bins and recycling containers near concessions, bleachers, and team facilities (1 per 2 to 3 teams)
 - E. large, visible signs locating first aid, team areas, toilets, concessions, bullpen, results, lost and found, and information
 - F. reserved parking for head scorer and meet director
 - G. concession area for swim suits, food and program concessions, raffles, and tee shirt sales
 - H. first aid station/information/lost and found
 - I. lunch tickets for officials
 - J. water on deck and refreshments for officials during meet
 - K. clipboards, sheets, and pencils for dual confirmation of relay starts
 - L. map of pool facilities with designated traffic patterns and facilities layout
 - M. wall for posting event and meet results
 - N. picnic tables near concession area
 - O. telephone
 - P. officials' ribbons and deck credentials
 - Q. season and meet trophies
 - R. swimming awards
 - S. fruit, candy, soda for diabetics
 - T. handicapped parking, emergency vehicle access
 - U. bull horn for announcer and starter
 - V. lap counters for long events
 - W. clipboards for timers
 - X. sunscreen
 - Y. aspirin

VIII.) Host team personnel

- A. life guards on duty during warm-ups, meet, and lunch break (free swim)
- B. police directing traffic at start of meet and making security patrols during the day
- C. gate marshals
- D. custodian; facilities maintenance and toilet paper supply
- E. bull pen personnel; 2 per shift during meet
- F. food and program concessions as appropriate
- G. Host Director to liaison with Meet Director
- H. security for tents and facilities as appropriate

IX.) Official Program:

An official program will be provided by the host team, which will include a list of the CVSL Championship Meet events, the official entries for the meet by event, the current records and record holders for each event, Officers of the Board of Directors, USA SWIMMING officials for the Meet, a description of scoring procedures for the Meet, and a description of the CVSL awards along with a history of the award winners. With the exception of the home team, which can have as many advertisements as it wishes, each CVSL team may submit up to two (2) full (8 1/2 by 11 inch) pages of advertising no later than the meet entry meeting.

CHAMPLAIN VALLEY SWIM LEAGUE

CHAMPIONSHIP MEET

Day of the meet:

arrival

warm-ups

election of coaches' representative

pre-meet meetings

morning session

lunch break (vote on most improved team)

afternoon session

awards

clean up/post mortem

Champlain Valley Swim League

New Team Application Procedure

Existing or new swim teams wishing to join or rejoin the Champlain Valley Swim League (CVSL) must submit a formal proposal to the CVSL Executive Board signed by the Team Director and Team Representative and/or Head Coach by June 30th of the year preceding entry.

The proposal must demonstrate the team's commitment to the League in the following areas:

1. Facilities – The proposal must include a written agreement from the facility operator or facility authority which commits the facility to practice times and allowing the swim team sole use of the swim facility for the duration of all home meets (roughly 4:30-9:00pm on Tuesdays and Thursdays). In addition, facilities must conform to the guidelines specified in the CVSL handbook and meet general requirements in the following areas:
 - a. Lane width
 - b. Lane lines
 - c. Starting blocks
 - d. Starting system
 - e. Stop watches (a minimum of 2 per lane plus 3 backup watches)
 - f. Adequate deck space
 - g. Certified lifeguards & lifesaving equipment
 - h. Minimum of 1, preferably 2 lifeguards on duty during all meet
 - i. First aid equipment including AED and backboard
 - j. Sufficient gender specific bathrooms
 - k. Sufficient gender specific changing areas
 - l. Adequate lighting for the pool area
 - m. Space for bull pen
 - n. Space for two teams to set up tents and congregating areas
 - o. Sufficient parking
2. Liability & Insurance – proposal must outline the liability insurance coverage offered by the facility. Additionally, the proposal must require every swimmer on the team to sign a liability waiver freeing all teams in the league, the CVSL, and the Vermont Swim

- Association (VSA) from all liability. Swimmers may also be required to sign a photo waiver.
3. Team Content – The team must have a minimum commitment of 30 swimmers for their program. The proposal must comment on how the new team will recruit new members.
 4. Organizational Structure – the team must have an adequate functional organizational structure to oversee and make decisions regarding a summer swim team. There must be a Team Director, Head Coach, and Parent Representative to the CVSL board. The Proposal must outline the names and current contact information for these persons.
 5. Coaches – All coaches must meet the credentials for coaches outlined in the CVSL handbook.
 6. Swim Officials – The team must have 3 certified officials, preferably one certified as a Starter.
 7. Volunteer base – the proposal must outline that the new team has sufficient volunteers to support the team at both home and away meets. For home meets the host team must provide a minimum of:
 - a. 2 timers per lane
 - b. 1 head timer
 - c. 2 scorers
 - d. 2 runners
 - e. 2 bullpen personnel
 - f. 3 trained swim officials – preferably one being a Starter
 8. Computer equipment - The team is required to purchase and use Hy-Tek Team Manager software for creating entries for the CVSL Championship meet and VSA championships. It is recommended that the team have a computer loaded with Hy-Tek Team Manager software and a printer available for ease in participating in the meets.
 9. Financial – The proposal must outline how the team will generate funds to pay the CVSL dues, CVSL Championship meet fees, CVSL program fee, VSA meet fees, and to purchase any necessary equipment for the running of a swim meet.
 10. Handbook – The proposal must contain a statement that the CVSL handbook has been read and will be followed.

The proposal must be submitted to the CVSL Executive board by June 30th of the year prior to joining the League summer season. The proposal will be reviewed and evaluated by the CVSL Executive Board and by the CVSL General Board. Additional information may be requested. The CVSL General Board will vote on the admittance of the team once all necessary information has been received and discussed.

The new team must also agree to abide by all current and future rules and specifications outlined in the CVSL Handbook.

Prior to joining the CVSL, teams may want to shadow existing teams at their meets to learn how swim meets are run.

Teams admitted to the league will be on a two-year probationary basis to assure that the team is sufficiently operating to continue with the CVSL. A vote of the CVSL General Board will be conducted following the second probationary swim season to accept the team as a full CVSL member, continue with a year to year probationary status until officially approved or to discontinue association with the CVSL.

Any questions during the proposal process should be directed to the following CVSL contacts:

Carolyn Hancock - kghancock@comcast.net

Bethe Ogle – bethe_o@yahoo.com

Rob Sinkewicz – rsinkewicz@gmcsvt.com

CHAMPLAIN VALLEY SWIM LEAGUE

BY-LAWS

I. **Purpose, Membership, Governing Body, and Officers:**

- A. The Champlain Valley Swim League, Inc. is organized, and at all times shall be operated exclusively, for educational and charitable purposes, to provide healthful and rewarding recreational and competitive swimming activities in the Champlain Valley. Pursuant to this goal, the League will encourage the activities of its member teams to teach swimming and competitive skills, to promote team and individual participation, and at all times to foster good sportsmanship. The League shall also sponsor and conduct both competitive swim meets (including inter-team meets, specialty meets, and an annual League Championship Meet) and educational clinics for coaches and officials.
- B. League membership shall consist of amateur, private or municipal swim teams who are located in the Champlain Valley of Vermont. Currently, League membership consists of the following teams:

Burlington Country Club, Burlington, VT
Burlington Tennis Club, South Burlington, VT
Middlebury Swim Team, Middlebury, VT
Edge Swim Team, Williston, VT
St. Albans Swim Team, St. Albans, VT
Town of Essex Swim Team, Essex, VT
Vergennes Swim Team, Vergennes, VT
Winooski Swim Team, Winooski, VT

- C. The governing body of the League shall be the Board of Directors, which shall consist of two (2) voting representatives from each member team and a President who shall only vote to break a tie.
1. One team representative shall be a coach or other member of the swimming staff of the team and the other representative, a non-staff parent or swimmer.
 2. In the event that either representative is unable to attend a meeting, the team may appoint alternative representatives who shall have full voting privileges.
 3. An Advisory Board of no more than five (5) members and including the immediate past president may be appointed by the President and approved by the Board to serve a term of one (1) year. The Advisory Board shall not vote and their presence shall not be counted in determining a quorum.

D. Officers of the Board shall include a President, a Vice-President, a Secretary, and a Treasurer, normally chosen from different member teams. Their terms of office shall be one (1) year, and they shall serve until they are replaced or have notified the President or Secretary of their resignation.

E. Duties of the Officers:

1. President:

- a. The calling of and presiding over all meetings of the Board; the preparation of Board meeting agendas.
- b. The preparation of the League's dual meet schedule and its presentation to the Board for its approval.
- c. The appointment of a Championship Meet Director; the organization of the League Championship Meet in the absence of a suitable Meet Director.
- d. The conduct of other duties authorized or assigned by the Board.
- e. Service as a member of the Advisory Board for one (1) year after completion of his/her term as President.

1. Vice-President:

- a. Service in the absence of the President with respect to items I.E.1. a. and b.
- b. Representation of the League at meetings of the Vermont Swim Association and at other swimming-related meetings designated by the Board.
- c. The organization of League specialty swimming meets.
- d. Publicity for the League Championship Meet and any specialty swimming meets.

2. Secretary:

- a. Responsibility for all League correspondence and communications.
- b. The preparation and distribution of minutes of all League meetings to all member representatives.
- c. The maintenance of League records, including the rosters of all swimmers of all League teams, a current list of all team representatives (including names, addresses, and telephone numbers), and the official records of the League Championship Meet. Rosters are to be submitted to the Secretary by the end of the second week of the summer season (shortly after the first dual meet) and will be updated prior to the League Championship Meet. The information in the roster will contain each swimmer's name, age, date of birth, and sex. A \$50.00 fine will be assessed to any teams who do not hand in their team rosters and/or their League fees on time.

3. Treasurer:
 - a. The collection, dispersal, and accounting for all League funds.
 - b. The submission of financial reports to the Board at least once a year and as requested.
 - c. The preparation of an annual budget, in conjunction with the President, for Board discussion at the Spring Planning Meeting.
 - d. The purchase of ribbons and medals for all League meets as authorized by the Board.

II. **Dues and Good Standing:**

- A. Dues shall be determined annually by the Board. Each team must submit a Hy-Tec formatted roster no later than two weeks after the start of the season, or a date set at the Spring Voting meeting of that year. At that point the league will send an invoice to each team with the total bill, team league dues (currently \$100/team), swimmer fees (currently \$1/swimmer), and league meet fees (currently \$100/team, advertising) on one statement. Each team must pay the invoice in full prior to, but no later than the entry due date for the league championship meet to be considered 'in good standing'. When appropriate, the President, in consultation with the other officers, may grant a reasonable extension to a member in paying dues.
- B. A member shall be considered in good standing if it has paid its annual dues on time and is in compliance with all other League By-Laws.
- C. Teams not in good standing shall be so notified, in writing, by the Treasurer or President within two (2) weeks of the start of the summer season.
- D. A team not in good standing after the entry due date for the league championship meet will be fined \$50 and will be permitted a limited number of coaches on deck at the league championship meet.

III. **Procedures:**

- A. The Board shall meet a minimum of three (3) times a year, at times and places agreed to by the Board or as deemed necessary by the President. Normally, there shall be two (2) pre-season meetings during the spring and one (1) post-season meeting.
 1. The first meeting each year shall be devoted primarily to discussion, including topics related to the League competitive schedule for the coming summer, US Swim rules and regulations, the League Championship Meet, League finances, League procedures (as set forth in these By-Laws and the League technical rules), and, as appropriate, the Articles of Association.
 2. The second meeting each year shall be devoted primarily to actions, including the ratification of a schedule of League dual meets, selection of a venue and date for the League Championship Meet and the appointment of a Meet Director, arrangement for educational and safety

clinics for, respectively, volunteer officials and coaches, adoption of an annual budget including membership dues, and, as necessary, modification of the Articles of Association, these by-Laws, and the League technical rules.

3. The final annual meeting shall be scheduled as soon after the League Championship Meet and State meet as possible, normally during August. It shall be primarily devoted to a review of these meets and the summer swim season, and to the election of officers for the coming year.
- B. All Board meetings are open to additional team representatives, but only two (2) may be designated at the outset as voting representatives. Officers from time to time may invite interested parties to attend meetings of the Board.
- C. Board meetings must be announced to members at least two (2) weeks in advance, and, except as noted otherwise, a quorum shall consist of a simple majority of the voting members of the Board.
1. Members shall be considered duly notified of Board meetings and of changes to the Articles of Association, By-Laws, or league technical rules, with the mailing of meeting announcements to the most recent non-staff representative of record.
- D. New teams from time to time may be invited to join the League at the second annual meeting, following a positive vote of two-thirds (2/3) of the members present and voting.
- E. All Board meetings shall be conducted according to Robert's Rules of Order.
- F. All competitive swim meets of the League shall be conducted according to current US Swim rules and as specified in the League technical rules.
- G. Changes in the Articles of Association, By-Laws, or League technical rules:
1. The Articles of Association, By-Laws, or League technical rules may be changed only at a scheduled meeting of the Board.
 2. Proposed changes to the Articles of Association or the By-Laws must be warned and distributed to all league members at least two (2) weeks before a scheduled meeting.
 3. A quorum for the sake of changes to the Articles of Association or the By-Laws shall consist of two-thirds (2/3) of the voting membership in good standing.
 4. A two-thirds (2/3) majority of those present and voting is required to change the By-Laws.
 5. As simple majority of those present and voting is required to change any provision of the technical rules.

6. No change to the Articles of Association or the By-Laws may be construed or voted that would change the nature or the educational or charitable purposes of the League, the ultimate disposition of its assets, or the provisions and general powers, as defined or restricted according to Articles 6, 7, 8, 9, and 10 of the Articles of Association.

H. The official rotation for hosting League Championships is as follows;

Vergennes Swim Team
St. Albans Swim Team
Winooski Swim Team
Middlebury Swim Team
Town of Essex Swim Team

ARTICLES OF ASSOCIATION
of the
CHAMPLAIN VALLEY SWIM LEAGUE, Inc.

1. **Name:** The name of the Corporation shall be the Champlain Valley Swim League, Inc.
2. **Registered Agent and Office:** The registered agent shall be Sue Goetschius, with registered office located at 38 Bobolink Circle, Essex Junction, VT 05452.
3. **Location:** The principle office of the Corporation shall be located in Essex Junction, VT.
4. **Operating Year:** The operating year shall be calendar year, beginning 1 January and ending 31 December.
5. **Duration:** The duration of the Corporation shall be perpetual.
6. **Nature of Organization:** The Corporation shall be organized, and shall exist, as a non-profit corporation under the laws of the State of Vermont (Title 11, Vermont Statutes Annotated, Chapter 19).
7. **Purposes:**
 - a. The Corporation is organized, and at all times shall be operated exclusively for educational and charitable purposes, to provide healthful and rewarding recreational and competitive swimming activities in the Champlain Valley. Pursuant to this goal, the League will encourage the activities of its member teams to teach swimming and competitive skills, to promote team and individual participation, and at all times to foster good sportsmanship. The League shall also sponsor and conduct both competitive swim meets (including inter-team meets, specialty meets, and an annual League Championship Meet) and educational clinics for coaches and officials.
 - b. The Corporation shall have no capital stock and shall be organized exclusively for education, charitable, and athletic purposes, within the meaning of Section 501(c) of the Internal Revenue Code. No part of the assets of the Corporation and no part of any net earnings shall be divided among or inure to the benefit of any officers or directors of the Corporation or any private individual or be appropriated for any purposes other than the purposes of the Corporation as herein set forth. Moreover, no substantial part of the activities of the Corporation shall be the conveyance of propaganda, or other attempts to influence legislation, except to the extent that the Corporation makes expenditures for the purposes of influencing legislation in conformity with the requirements of Section 501(h) of the Internal Revenue Code. The Corporation shall not participate in, or intervene in (including publishing or distributing statements regarding) any political campaign on behalf of any candidate for public office.
 - c. It is intended that the Corporation be entitled to exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code and shall not be a private foundation under Section 509(a) of the Internal Revenue Code.

8. **Disposition of Assets Upon Liquidation or Dissolution:** Upon the liquidation or dissolution of the Corporation, after payment of all the liabilities of the Corporation or due provision therefor, all of the assets of the Corporation shall be disposed of to one or more organizations that are exempt from federal tax under Section 501(c) (3) of the Internal Revenue Code, and in such a manner as to benefit competitive amateur sports.

9. **Provisions Governing Corporation, if a Private Foundation:** In the event that the Corporation is or becomes a private foundation as that term is defined in Section 509 of the Internal Revenue Code, then notwithstanding any other provisions of these Articles of Association or the Bylaws of the Corporation, the following provisions shall apply:

The directors shall distribute the income from each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code.

The directors shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; nor retain any business holdings as defined in Section 4943(c) of the Internal Revenue Code; nor make any investments in such a manner as to incur tax liability under Section 4944 of the Internal Revenue Code; nor make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

10. **General Powers and Restrictions; Construction:**

- a. The Corporation shall have and may exercise all power necessary or convenient to effect any or all of the purposes for which the Corporation is formed; provided that no such power shall be exercised in a manner inconsistent with any chapter of the Laws of Vermont; and provided further, that the Corporation shall not engage in any activity or exercise any power which would deprive it of any exemption from federal income tax which the Corporation may receive under Section 501(c)(3) of the Internal Revenue Code.
- b. All references in these Articles of Association: (i) to the Internal Revenue Code shall be deemed to refer to the Internal Revenue Code of 1986, as now in force or hereafter amended; (ii) to the Laws of Vermont shall be deemed to refer to said Laws as now in force and hereafter amended; and (iii) to particular sections of the Internal Revenue Code shall be deemed to refer to similar or successor provisions hereafter provided.

11. **Membership, Board of Directors, and Officers:**

- a. League membership shall consist of amateur, private or municipal swim teams who are located in the Champlain Valley of Vermont and have paid their membership dues by the time of the first dual meet. In 2002, membership teams consist of;

Burlington Country Club, Burlington VT
Burlington Tennis Club, South Burlington, VT
Middlebury Swim Team, Middlebury, VT

Edge Swim Team, Williston VT
St. Albans Swim Team, St. Albans, VT
Town of Essex Swim Team, Essex, VT
Vergennes Swim Team, Vergennes, VT
Winooski Swim Team, Winooski, VT

- b. The governing body of the League shall be the Board of Directors. The Board of Directors shall consist of two (2) voting representatives from each member team and a President who shall only vote to break a tie. One team representative shall be a member of the swimming staff of the club or team and the other a non-staff parent or swimmer. In the event that either representative is unable to attend a meeting, the team may appoint an alternate representative, who shall have full voting privileges.

- c. The Officers shall include a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected by the Board from amongst its voting members.