

# **Southeast Missouri Swim Conference**



## **By-Laws / Rulebook**

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*(2018 Revisions Are In Blue Font)*

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# Southeast Missouri Swim Conference By-Laws

## Article I: Name

The name of the conference shall be Southeast Missouri Swim Conference (“SMSC”). SMSC shall be a league member of the Ozark Association of the AAU.

## Article II: Purpose

The purpose of the conference shall be to provide organized swimming competition which should be a fun and rewarding experience for each swimmer. Through this experience, each swimmer should not only achieve improvement in the skills of swimming but also experience growth in positive mental attitudes and in sportsmanship.

## Article III: Membership

### A. Teams

1. Membership shall be open to any team whose goals and objectives conform to the purpose of the SMSC.
2. Each SMSC member team must be registered as a team member of the AAU.
3. Each SMSC member team must pay an annual membership fee of \$50.00 to the SMSC treasurer on or before the day of the winter SMSC meeting.
4. To join the SMSC, a team must apply to the conference president for membership. A vote will be taken at the next SMSC meeting to approve the new team’s membership.
5. Each member team shall have two voting delegates; each shall have one vote.
6. Each member team must host two regular (i.e. Saturday) SMSC meets each season. If a team does not possess its own competition pool, it must co-host three regular SMSC meets. [It is considered good form for a team co-hosting a meet to provide volunteer help “above and beyond the usual timer or two.” Furthermore, each co-hosting team is required](#)

to contribute \$150.00 (per meet) to the primary host team on or before the day of the meet, so as to cover the co-host's fair share of the monetary expenses incurred (pool rental, awards, and more) in hosting the meet.

7. The team hosting SMSC Championships is not required to host regular SMSC meets.

#### **B. Athletes**

1. Each athlete must be registered as an athlete member of the AAU.
2. A swimmer may choose the SMSC team on which he/she wishes to compete. Once a swimmer has competed for a team, he/she may not compete for a different SMSC team that season.
3. A swimmer's age as of June 1 shall determine the age group he/she will swim in for the entire season. However, should a swimmer wish to swim their age according to USAS rules, he/she must submit their name and birthdate to the SMSC president by June 1. Once this decision is made, it cannot be changed.

#### **C. Coaches**

1. Each coach must be registered as a non-athlete member of the AAU.
2. Coaches shall behave in a manner consistent with the USA Swimming Code of Conduct (§ 304).

#### **D. Officials**

1. Each official must be (a) USA-Swimming certified or (b) trained by an SMSC team's officials' representative.
2. Each team should have an SMSC officials' representative who supervises the training of SMSC officials according to the technical rules adopted by USA Swimming. The USA Swimming handbook is available at [usaswimming.org](http://usaswimming.org).

## **Article IV: Officers & Committees**

The following SMSC officers and committees will be elected at the Fall Meeting:

#### **A. President**

1. The president shall organize and preside over SMSC Meetings.
2. The president shall represent the SMSC with the Ozark Association of the AAU.

## **B. Secretary**

1. The secretary shall fill in for the President when needed.
2. The secretary shall keep accurate minutes of SMSC Meetings, and submit the minutes to the SMSC delegates and coaches for review.
3. The secretary shall be responsible for keeping the by-laws updated.

## **C. Treasurer**

1. The treasurer shall collect SMSC annual team membership dues and SMSC championship meet entry fees.
2. The treasurer shall pay the expenses of the SMSC, which shall include the following:
  - a. the SMSC league's annual membership fee to the Ozark Association of the AAU.
  - b. the hosting / domain name fees for the SMSC website.
  - c. awards for the SMSC Championship meet (ribbons, medals, high point trophies, coaches' awards, etc.).
  - d. any other expenses necessary to the operations of the league. A majority vote of the Executive Committee is required to approve additional expenditures exceeding \$150.00.

## **D. Officials' Chair**

1. The SMSC officials' chairperson shall be a USA-Swimming certified official.
2. The SMSC officials' chairperson is responsible for ensuring that each member team has an SMSC officials' representative.
3. The SMSC officials' chairperson shall communicate with the officials' representatives to ensure that each team's officials' training process is sufficient to familiarize all officials with the technical rules adopted by USA Swimming.

## **E. Executive Committee**

1. The executive committee shall be the president, the secretary, the treasurer, and the officials' chair.
2. A majority vote of the executive committee is required to approve the treasurer's purchasing power for any expenditure in excess of \$150.00.

## **F. Rules Committee**

1. The rules committee shall consist of the executive committee (4 members) plus three additional at-large members to be elected from among the SMSC delegates.
2. The function of the rules committee is to interpret and enforce the by-laws and rules of the SMSC and to handle all grievances and protests.

## **Article V: Meetings**

Each SMSC member team should send delegates to the following meetings:

- A. **Annual Winter Meeting:** The annual (“winter”) SMSC meeting shall be held in January. The date/location for this meeting shall be finalized no later than October 1. The coming summer’s meet schedule, including the dates of the SMSC Championship and JO Qualifier meets, shall be decided at this meeting. The annual meeting is the appropriate forum for open discussion of any topics pertinent to the operations/business of the SMSC.
- B. Additional SMSC meetings shall be called by the President or by a majority vote of the Executive Committee, as deemed necessary. Two weeks’ advance notice should be provided to all designated team delegates.

## **Article VI: Swim Meets**

### **A. General**

1. All SMSC league meets shall operate in accordance with the technical rules of USA Swimming (§ 101-105 of the USA Swimming rulebook, i.e. the “blue pages”). The USAS rulebook is available at [usaswimming.org](http://usaswimming.org).
2. *Deviation Policy*
  - a. Before a meet, deviations from the prescribed USAS and SMSC rules may be permitted only upon unanimous consent of the attending teams and the meet referee. (Ex: decision to operate meet using timer sheets rather than pink/blue cards; decision to skip medley relays due to inclement weather moving in, etc.)
  - b. Emergency deviations, typically due to inclement weather or pool malfunction, may be necessary even after a meet begins. The decision to cancel any part of a meet that has already begun shall be made by the meet referee and pool staff. Events cancelled due to emergency circumstances will still count toward each swimmer’s eligibility for the SMSC Championships meet.

3. Any grievance or protest shall be filed in writing with the SMSC President within seven days of the incident. The SMSC Rules Committee will examine the relevant circumstances, and issue a final decision in accordance with the league by-laws. Failure to comply with the final decision of the Rules Committee shall be grounds for suspension from the SMSC.
4. *Meet Schedule*
  - a. The summer meet schedule shall be set at the annual “winter” SMSC meeting. Teams not hosting or co-hosting a meet on a given weekend will be assigned to a particular meet to attend.
  - b. The dates, locations, and host teams of the coming year’s SMSC Championship meet and JO Qualifier meet are to be chosen first, and the “regular-season” meet schedule will be determined subsequently.
  - c. Finally, mini-meets may be added to the meet schedule until May 1.
5. *Meet Invitations*
  - a. Teams hosting meets should forward a meet invitation and a TM events file to the conference webmaster no later than 10 days prior to the meet.
  - b. The meet invitation should contain the following:
    - i. Date of meet / location of meet
    - ii. Warm-up times / lane assignments for visiting teams
    - iii. Start times of coaches’, officials’, and timers’ meetings
    - iv. Official meet start time (Event 1)
    - v. Meet director’s contact information
    - vi. Facility restrictions visiting teams should take into account
6. After the conclusion of a meet, the host team should submit an *unlocked Meet Manager backup file* to the conference database administrator for processing. The results should be submitted as soon as possible, but no more than 24 hours following the meet.
7. Teams hosting meets should cooperate with visiting teams to ensure that the meet is staffed with a meet referee, a starter, and several stroke & turn judges. Visiting teams are expected to provide officiating help if at all possible. It is important that each SMSC meet is officiated fairly and competently: the USA Swimming technical rules should be applied with a *consistent* standard of scrutiny at all league meets including the SMSC Championship meet.
8. All SMSC teams should own their own license to Hy-Tek’s *Team Manager* program, and submit their entries for each meet via a TM export file. All SMSC teams hosting meets should own their own license to Hy-Tek’s *Meet Manager* program.
9. All SMSC meets shall provide a bullpen so as to organize swimmers into their proper heat and lane assignments prior to each event. Pink and blue cards shall be used
10. Each SMSC meet shall provide a 15-20 minute warm-up session to each team before the meet begins. The number of warm-up sessions shall be

determined by the number of teams / swimmers attending. Earlier warm-up sessions shall be assigned to nearby teams while later warm-up sessions shall be assigned to teams travelling from farther away. Each team's warm-up session must be supervised by its coach(es).

11. The following meetings shall be held  $\pm$  15 min. before each meet begins:
  - a. Timers' Meeting: The host team's head timer(s) will instruct all timers with regard to the timers' responsibilities during the meet. Visiting teams are expected to provide help with timing (the host team will ask each visiting team to time one or more lanes depending on the size of each visiting team).
  - b. Officials' / Coaches' Meeting: The meet director and meet referee will inform the coaches and officials with regard to any facility restrictions, suggested deviations, etc. not previously addressed in the meet invitation (e.g. the meet referee may opt to run certain multiple events, each with very few entries, in a single "combined" heat so as to shorten the meet timeline).

## **B. Regular-Season Meets**

1. The host team shall pay the cost of the meet (pool rental, awards, etc.) and shall retain any profits earned (concessions, consignments, etc.).
2. Ribbons shall be awarded to all swimmers placing 1st - 8th in each individual event and in each relay event (including 6&U events).
3. Heat-winner prizes shall be awarded (e.g. heat-winner ribbons, Mardi Gras beads, candy, fast-food coupons, etc.).
4. The standard SMSC Order of Events shall be followed. (See: Exhibit A.) The host team may choose whether to offer 6&U relays.
5. The scoring system for all SMSC regular-season meets shall be to 8 places (9 - 7 - 6 - 5 - 4 - 3 - 2 - 1, for individual events). Relay events shall be awarded double points (18 - 14 - 12 - 10 - 8 - 6 - 4 - 2). Although ribbons will be awarded in the 6&U events, the 6&U events shall not be scored. This is because DQs are not assessed to swimmers competing in 6&U events.
6. Each swimmer is limited to five events total, which can be either individual events or relay events.
  - a. A swimmer may compete one age-group higher on a relay, with a limit of two "age-up" swimmers per relay team.
  - b. A swimmer may compete in two age groups for the same relay (e.g. a 10-year-old may compete on a 9-10 medley relay team and then on an 11-12 medley relay team as an "age-up" swimmer).
  - c. A swimmer can compete in a maximum of two relay events per meet.

### C. “Mini-Meets”

1. Teams may add mini-meets to the upcoming summer’s meet schedule after the SMSC winter meeting, but prior to May 1.
2. A team hosting a mini-meet is not required to adhere to the standard SMSC Order of Events. The host team has wide discretion, and may choose to offer unique race distances (e.g. 50y events of each stroke for 13&Os) or age-groupings (e.g. combining 13-14 and 15-18 into a single 13-18 age group). Such discretion shall be determined with a goal of providing worthwhile racing experience to all swimmers competing, yet staying within a reasonable timeline.
3. The scoring system used for mini-meets shall be identical to that used for regular-season meets.
4. A team hosting a mini-meet is not required to provide awards (i.e. ribbons for overall event placing, or heat winner prizes).

### C. SMSC Championship Meet

#### 1. Awards

- a. Awards for the SMSC Championship meet shall be purchased by the league treasurer using league funds. The host team may assist with this process.
- b. Individual Events: Medals shall be awarded for 1st-10th place and ribbons shall be awarded for 11th-20th place.
- c. Relay Events: Medals shall be awarded for 1st-5th place and ribbons shall be awarded for 6th-10th place.
- d. Heat-Winner Awards: Heat-winner awards shall be provided.
- e. High Point Awards: Trophies shall be awarded in each age group, boy and girl, to the swimmer who accumulates the highest number of individual-event points.
- f. Team Awards: A small-division champion and a large-division champion shall be given awards. A team’s assignment to the small-division or to the large-division is based upon the number of swimmers the team enters for the SMSC Championship meet.
- g. Coach’s Award: A “coach of the year” award shall be given to a deserving SMSC coach at the conclusion of the SMSC Championship meet. This person shall be voted on by their peers.

#### 2. Format / Event Lineup

- a. The SMSC Championship meet will be divided into two distinct sessions, each with its own separate warm-ups, timers’ meeting, and coaches’/officials’ meeting. 8&Us and 9-10s will swim in the morning session, while 11-12s, 13-14s, and 15-18s will swim in the afternoon session. (See: Exhibit B.)
- b. The 6&U age group will not be offered. 6&U swimmers are welcome to compete in the 8&U division and are subject to disqualification should they violate a USA Swimming technical rule during a race.

3. A “Meet Committee” shall be appointed so as to promptly settle any protests or grievances that should arise in the course of the championship meet. If a quorum of the SMSC Rules Committee is present at the meet, those members present are a sufficient “Meet Committee.”
4. The member teams of the SMSC shall rotate the responsibility of printing, selling, and supplying the official SMSC Championship t-shirts. Profits made from SMSC Championship t-shirt sales may be retained by the team with the t-shirt responsibilities that year.
 

2016: Poplar Bluff	2021: Blytheville
2017: Scott City	2022: Ste. Genevieve
2018: RCA	2023: Farmington
2019: Castaways	2024: Perryville
2020: Sikeston	2025: Dyersburg
5. Entry fees for the SMSC Championship meet shall be paid to the SMSC treasurer on or prior to the day of the meet. Individual event entries are \$2.00. Relay event entries are \$4.00.
6. Each swimmer may compete in no more than three individual events and no more than two relay events (total of five events maximum).
7. Each team is expected to provide officials and timers. The host team will determine how many timers each team must provide (subject to the number of swimmers entered by each team), and will assign the timers to lanes, rotating each team’s lane assignments periodically so as to ensure complete fairness.
8. Individual events will be scored through the top 20 places. Relay events will likewise be scored through the top 20 places and will be awarded double the points awarded for individual events. A team may enter as many relay teams as it wants in any relay event, but only two of the relay teams entered (i.e. the “A” and “B” team) may score points.
9. *Eligibility*
  - a. A swimmer must compete in a minimum of nine events, within three distinct SMSC meets, in order to enter the SMSC Championship meet. The nine events may be relay events, individual events, or a combination thereof.
  - b. The three SMSC meets required for championship eligibility may consist of SMSC regular-season (Saturday) meets, SMSC mini-meets, the J.O. Qualifier meet, or a combination thereof; so long as all 3 meets are in the same summer preceding the championship meet.
  - c. Under extreme circumstances, the SMSC Executive Committee (by unanimous vote) may allow a swimmer to compete in the SMSC Championships meet even if the swimmer hasn’t met the 3-meets and/or 9-events requirements.

## **Article VII: Amendments**

Amendments to the SMSC By-Laws shall be acted upon at the annual “winter” SMSC meeting, and may be passed upon a simple majority vote.

## Article VIII: Exhibits

### A. SMSC Order of Events (Regular Season)

Girls		Distance*	Boys
	MEDLEY RELAY		
1	8 & Under	100	2
3	9 & 10	100	4
5	11 & 12	200	6
7	13 & 14	200	8
9	15 - 18	200	10
	FREESTYLE		
11A	6 & Under Exhibition	25	12A
11	8 & U	25	12
13	9 & 10	50	14
15	11 & 12	50	16
17	13 & 14	100	18
19	15 - 18	100	20
	BACKSTROKE		
21A	6 & Under Exhibition	25	22A
21	8 & Under	25	22
23	9 & 10	50	24
25	11 & 12	50	26
27	13 & 14	100	28
29	15 - 18	100	30
	BREASTSTROKE		
31A	6 & Under Exhibition	25	32A
31	8 & Under	25	32
33	9 & 10	50	34
35	11 & 12	50	36
37	13 & 14	100	38
39	15 - 18	100	40
	BUTTERFLY		
41A	6 & Under Exhibition	25	42A
41	8 & Under	25	42
43	9 & 10	50	44
45	11 & 12	50	46
47	13 & 14	100	48
49	15 - 18	100	50
	CHAMPIONSHIP FREE		
51	8 & Under	50	52
53	9 & 10	100	54
55	11 & 12	100	56
57	13 & 14	50	58
59	15 - 18	50	60
	INDIVIDUAL MEDLEY		
61	8 & Under	100	62
63	9 & 10	100	64
65	11 & 12	100	66
67	13 & 14	200	68
69	15 - 18	200	70
	FREESTYLE RELAY		
71	8 & Under	100	72
73	9 & 10	100	74
75	11 & 12	200	76
77	13 & 14	200	78
79	15 - 18	200	80

\*\*A team hosting a regular-season SMSC meet may add 6&U relays (i.e. 1A / 2A, 71A / 72A), if desired.

**B. SMSC Order of Events (SMSC Championships)**

**Session 1**

Girls Event #	Event	Boys Event #
1	8&U 100 Medley Relay	2
3	9-10 100 Medley Relay	4
5	8&U 25 Freestyle	6
7	9-10 50 Freestyle	8
9	8&U 25 Backstroke	10
11	9-10 50 Backstroke	12
13	8&U 25 Breaststroke	14
15	9-10 50 Breaststroke	16
17	8&U 25 Butterfly	18
19	9-10 25 Butterfly	20
21	8&U 50 Freestyle	22
23	9-10 100 Freestyle	24
25	8&U 100 Individual Medley	26
27	9-10 100 Individual Medley	28
29	8&U 100 Freestyle Relay	30
31	9-10 100 Freestyle Relay	32

**Session 2**

Girls Event #	Event	Boys Event #
33	11-12 200 Medley Relay	34
35	13-14 200 Medley Relay	36
37	15-18 200 Medley Relay	38
39	11-12 50 Freestyle	40
41	13-14 100 Freestyle	42
43	15-18 100 Freestyle	44
45	11-12 50 Backstroke	46
47	13-14 100 Backstroke	48
49	15-18 100 Backstroke	50
51	11-12 50 Breaststroke	52
53	13-14 100 Breaststroke	54
55	15-18 100 Breaststroke	56
57	11-12 50 Butterfly	58
59	13-14 100 Butterfly	60
61	15-18 100 Butterfly	62
63	11-12 100 Freestyle	64
65	13-14 50 Freestyle	66
67	15-18 50 Freestyle	68
69	11-12 100 Individual Medley	70
71	13-14 200 Individual Medley	72
73	15-18 200 Individual Medley	74
75	11-12 200 Freestyle Relay	76
77	13-14 200 Freestyle Relay	78
79	15-18 200 Freestyle Relay	80