

NORTHERN ILLINOIS SUMMER SWIM CONFERENCE

RULES AND BYLAWS- 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.

1. Organizational Rules

- a. An Administrative Council made up from the administrators of each member agency shall govern the Conference.

- b. The Administrative Council shall meet twice a year on the second Wednesday in April and third Wednesday in September respectively. The representatives of each agency shall be notified by email as to the time and location of conference meetings at least two weeks in advance.
- c. The coaches' meeting will be the first Wednesday in June.
- d. The Administrative Council shall elect three officers, Council Chairperson, Treasurer, and Secretary. Only swim team program administrators of member agencies may serve as appointed officers for the Conference.
- e. One Board position will be reviewed each fall at the Administrative meeting beginning the fall of 2009. We will begin with the president, then the following year the secretary and then the treasurer. All interested parties must submit their nomination one month prior to the fall meeting, with their background information to the chair. All nominees will be placed on the fall agenda for a vote.
- f. The three officers will have the responsibility of conducting business of the Conference. Individual responsibilities include but are not limited to the following:

Council Chairperson

- Schedules meets
- Decides division alignments
- Rules on petitions for out-of-district swimmers
- Rules on protests for illegal entries and other violations
- Handles correspondence

Treasurer

- Develops annual budget
- Invoices member agencies
- Manages the Conference checking account
- Assumes the duties of the Council chairperson in the event that the Council Chairperson is unable to perform said duties
- Orders and maintains inventory of awards and rule books

Secretary

- Maintains minutes of meetings
- Informs member agencies of times and locations of meetings
- Assumes the duties of the Treasurer in the event that the Treasurer is unable to perform said duties

- a. 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.
- b. 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, and legal starting blocks in accordance with current IHSA rules and regulations.
- c. Any changes to the Conference Rules and Bylaws shall be proposed and voted on at the fall and spring meetings.
- d. A quorum of all member agencies must be present or must submit proxies to hold a meeting. A quorum consists of at least 51% of NISC membership. 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.
- e. A \$100 fine will be assessed to those teams who do not attend either by physical presence or by a representative any administrative meeting, for the first occurrence, \$150 for the second missed meeting and \$200 for the third. 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. After the third missed meeting, the board will re-evaluate each team's history. The delinquent team will have 30 days to pay the fines or grieve the decision in writing. Once the petition is received by the board, it will be reviewed and a decision will be made based on the review.
- f. New teams wishing to enter the Conference must submit an application including the agency's recruiting boundaries to Council Chairperson by September 1st to be considered for the coming season. New teams may only be added to the Conference by unanimous vote of all member agencies present or represented by proxy at the spring meeting. Teams wishing to join after the September 1st dead line may be considered if space within the conference allows for it.

2. Financial Rules

- a. The Secretary-Treasurer will submit a written budget at the spring 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 spring meeting.

- b. All purchases shall require at least two price quotes. The Secretary-Treasurer will be responsible for maintaining a record of price quotes and accepted bids.
- c. Team registration fees are based on the budget accepted at the spring meeting. All team registration fees and fines for the coming season must be paid by each member agency by two weeks prior to the first interagency competition. An additional \$50.00 fine will be assessed for fees not received by the due date.
- d. The three officers shall have signature power to sign checks for the Conference. Any check must be signed by at least one of the three officers.
- e. The Conference shall maintain a minimum of a \$500 bank balance from season to season.
- f. The Conference shall pay expenses at the time of purchase. The Conference shall be responsible for ordering dual/triangular meet ribbons, based on the meet schedule or by request of member agencies. The Treasurer will be responsible for distributing and billing the member agencies. Championship ribbons, medals and trophies will be ordered and paid for by the Conference and distributed at the coaches meeting.
- g. The Conference shall purchase supplies for only one season at a time.
- h. Member agencies that host a Divisional Championship shall be paid a stipend of \$300 to help cover expenses. This stipend shall be paid only when results from the Divisional Championship meet are turned in to the Council Chairperson.
- i. Each member agency serving on the board shall be paid a \$300 stipend for the current season. This stipend will be paid at the conclusion of the summer season or at the Fall Administrator's Meeting.
- j. 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 checks.
- k. In the event that a team selects to drop out of the Conference, the registration fee will be forfeited.
 - i. If a team wishes to suspend its membership from the Conference for one season for any reason, they may do so if notice is given in a timely manner without being required to pay the Conference dues. If notice is not provided before the spring administrators meeting the team must pay the Conference dues in order to retain their spot in the Conference.
 - ii. If a team withdraws from the Conference and no dues are paid they may rejoin the Conference by unanimous vote.

3. Conduct of Competition

- a. 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. The first place team in each

Divisional Championship meet shall be moved up to the next division and the last place team in each Divisional Championship meet shall be moved down to the next division. Any team may request to stay in their current division. If such a request is made, the Conference members will determine divisional alignments at the next administrators meeting.

- b. Competition shall be divided into five age groups: 8 & under, 9-10 years, 11-12 years, 13-14 years, and 15-18 years.
- c. Interagency meets shall be held on Wednesdays during the five weeks leading up to the Divisional Championships. The Divisional Championships shall be held on the fourth Wednesday of July.
- d. Interagency meets shall be rescheduled only by mutual consent of all involved teams.
- e. Except where specifically noted as different, all Conference competition shall be conducted according to the most current rules of the National Federation of High Schools.
- f. During all Conference competition, a swimmer may enter a maximum of three individual events and one relay or two individual events and two relays.
- g. 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.
- h. A swimmer's age group shall be determined by their age at 11:59 PM on June 15 of the current season. *For example: a swimmer is 10 and will be 11 on June 16 may swim in the 9-10 age-group through the entire summer season.*
- i. 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.
- j. The host team of any competition shall be responsible for procuring officials necessary to conduct the meet. Visiting teams shall be prepared to provide at least three timers.
- k. 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.
- l. Host teams shall not charge admission for any competition.
 - i. Teams hosting the Divisional Championship Meet may charge admission of no more than \$2.00 per adults. Children under 7 will be admitted at no charge.
- m. 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.

- n. Teams that are currently in the Conference must host interagency meets in order to maintain their standing in the Conference.
- o. All division teams will use an 80-event format See Appendix C order of events list. A valid dual meet consists of at least fifty percent of the order of events scheduled.
- p. Host teams will present a hardcopy of the final results and/or a disc copy to the visiting teams at the end of the meet. The visiting teams must provide a disc if results are desired in this format.
- q. Each lane will have at least two timers with hand-held watches. All hand-held watch times must be documented on seed cards or lane/timer sheets.
- r. Unless otherwise agreed upon: 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 a .5 seconds or more difference between the automatic timing system and the hand-held watch times, the official time will be determined from the hand-held watches: times will be averaged (2 watch times) or the middle time will be used (3 watch times). *For example: If two watches read 1:01.22 and 1:02.09, they will be averaged to 1:01.66. If three watches read 1:01.22, 1:02.09 and 1:01.89, the middle time of 1:01.89 will be the official time.*
- s. Body-writing is not allowed at any NISC interagency competition. Events, however, can be written on each swimmer's hand.
- t. All swim team apparel and equipment containing logos or advertisements other than team name must be required to have 1) sportsmanlike content 2) youth appropriate subject matter.
- u. Meet Manager software is required for all teams in Division A and Division B. Any new team entering Division C or Division D will have one year from acceptance into the Conference to acquire Meet Manager software. As of September 19, 2007, all existing teams must have and actively use Meet Manager.
- v. An individual swimmer can swim up age groups based on what division of the conference their team competes in. For teams in division 'A', swimmers can swim up an indefinite amount of age groups, teams in division 'B', swimmers can swim up two age groups, while teams in division 'C', swimmers can swim up a single age group.

4. **Conduct of Competition – Dual Meets**

- a. 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.
- b. The host team of any competition shall email or other form of contact the visiting team(s) at least four business days prior to the day of the meet. Refer to Appendix B for a checklist of information to provide to the visiting teams.

- c. Coaches must designate what swimmers are swimming exhibition.
- d. Visiting teams must provide written line-ups and rosters by the Friday before a meet no later than 5pm or electronic line-ups by the Monday before a meet no later than 5pm unless other reasonable deadline, as determined by the host team, prior to the meet. Electronic format is defined as a Meet Manager Export file, using the Entries for Meet Manager Merge of Same Meet option, including heat and lane assignments. Team Manager Files are not acceptable electronic file formats. The roster must include first and last name, gender, and birth dates for all swimmers.
- e. By the start of warm-ups, you must submit all necessary changes to the line-up. The changes are at the discretion of the host team. Once the meet has begun, no changes except scratches can be made to individual events. Relays can be adjusted when swimmers must leave unexpectedly during a meet.
- f. Visiting teams must provide a manual roster to the host team by the Monday prior to the meet when the line-up is not provided via electronic format. The roster must include first and last name, gender, and birth dates for all swimmers. The manual line-up must then be provided by 5PM on Tuesday, or other reasonable deadline as determined by the host team, prior to the meet.

The penalty for failing to provide line-ups on time is a disqualification for the first event in which the visiting team has a swimmer entered. Once the meet has begun, no changes except scratches can be made to individual events. Relays can be adjusted when swimmers must leave unexpectedly during a meet.

- a. 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.
- b. It is the responsibility of the host team to start meets on time. Meets should not last longer than 2 ½ to 3 hours.
- c. Whenever possible, combine events, *for a more efficient meet*.
- d. There shall be no intermission during regular season meets.
- e. During all interagency dual competitions, events will be scored as follows:

Points Earned for Place	Points Earned for an Individual Event	Points Earned for a Relay Event*
1 st	6	8
2 nd	4	4
3 rd	3	2
4 th	2	0
5 th	1	0
6 th	0	0

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

1. Conduct of Competition - Divisional Championships

- a. 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. In the event of a tie, the team with the highest average points per meets during the current season will be declared the winner.
- b. Each team may enter two individuals or one relay in each event.
- c. Coaches shall be required to submit legible Divisional Championship line-ups before 5:00pm the Friday before the Divisional Championship or a \$50 fine per day will be added to that team. Line-ups are to include: name, birth date, gender, 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.
- d. Seed times for Divisional Championships must be confirmed by an interagency meet from the current season. Meet results must contain first and last names of swimmers, times and event numbers and be legibly written on the standardized meet score sheet or computer printout. Meet results must be sent to the Divisional Championship host no later than the first Friday following the interagency meet. Seed times must be turned in by the requested date and are subject to validation by meet results sheets turned in to the Divisional Championship host. Seed times that cannot be validated shall be entered as “NO TIME”.
- e. 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.
- f. 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

- g. 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. There will be no exceptions, no arguments, no debates or votes by coaches at scratch meeting.

1. Rainouts and Changes in Meet Schedules

- a. An interagency competition may be moved to another location for rescheduled by mutual consent of all involved coaches.
- b. An interagency competition may be cancelled or suspended due to rain or other adverse conditions by mutual consent of all involved coaches.
 - i. 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.
 - ii. 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.
- c. 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.

2. Eligibility Rules

- a. When a division has 6 teams, swim team members in that division must swim in at least two interagency competitions during the current season in order to be eligible to swim in the Divisional Championships. Prior to the Divisional Championships, 8 and Unders are required to swim in at least one interagency competition. When a division has 5 or fewer teams, swim team members must swim in at least one interagency competition during the current season, prior to the Divisional Championships, in order to be eligible to swim in the Divisional Championships. One individual event per meet is required.
- b. No NISC team can actively recruit swimmers within other conference team boundaries.
- c. A swimmer living in a community that does not have an NISC agency may swim for the NISC agency of his or her choice.

3. Awards

- a. Interagency competitions shall award ribbons for first through fourth place in

individual events and first and second place in relays.

- b. At Divisional Championships, medals shall be awarded for first place and rosette ribbons shall be awarded for second through sixth place in individual events. Medals shall be awarded for first place and rosette ribbons shall be awarded for second through fourth place in relay events.
 - i. In the event that there are 5 teams in a division, awards will be given to 1st-3rd for relays, and 1st-5th in individual events
- c. Trophies shall be awarded to the first and second place team at each Divisional Championship.

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2012**

**APPENDIX A: Information to be provided to visiting teams Friday prior
to meet start**

- What is the host facility's address?
- Will Seed Cards be used, if so does the visiting team need to provide their own?
- What are the lane assignments - odd/even?
- What are the warm-up times, meet start time and projected timeline of the meet?
- Is there spectator seating? Will parents need to bring their own chairs?
- Will there be a concessions stand?
- Entries sent via Meet Manager merger of the same meet?
- What is the facility phone number? What is the coach's cell phone number?

- Are there any peculiarities of host facility (rules, procedures, physical structure, etc.)?
- Any questions?