

# Dutchess Ulster Swim Organization Constitution and By-Laws

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## 1. Organization and Purpose

### 1.1. Name

The Organization name will be: Dutchess Ulster Swim Organization.

### 1.2. Purpose

To make available to the greatest possible number of children a program of competitive age-group swimming. To foster sportsmanship between competitors, coaches and parents.

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## 2. Regulations

### 2.1. Rules

USA swimming rules apply. Exceptions: A swimmer will be disqualified after two consecutive false starts. No Technical Suit may be worn. The most logical and efficient means of identification would be to utilize the FINA approval sticker/logo currently on FINA approved suits.

### 2.2. Conflict

No modification can be made, nor any rule passed, if it in any way conflicts with the purposes of the organization or USA swimming rules.

### 2.3. Philosophy

USA swimming rules will equally apply to all age groups and follow uniform standards to provide fairness in competition.

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## 3. Officers and Duties

### 3.1. Officers

Elected officers will be a President, Vice President, Treasurer, and Secretary.

### **3.2. Duties Of President**

The President will supervise the operations of the league and assure it is conducted in accordance with the prescribed rules and purposes. He/She will schedule and preside at all league meetings. The president will have the authority to appoint committee members, as required.

### **3.3. Duties of Vice President**

The Vice-President will assist the President in proper discharge of his responsibilities. In the absence of the President, he/she will assume their duties. In addition, the Vice President will develop the League dual swim meet schedule following the prescribed formula: the last meet of the prior year will be the first meet of the current year, and each year the teams will swap the home and away positions on the schedule.

### **3.4. Duties of Treasurer**

The Treasurer will handle receipts and disbursements for the league under the direction of the President. They will report on the financial status at each regular meeting and submit a report. They will submit an annual financial statement at the annual meeting. Their league responsibilities will not involve them in the activities of an individual team treasurer.

### **3.5. Duties of Secretary**

The Secretary will attend all meetings, record and distribute minutes and coordinate arrangements for meetings. They will also handle all league correspondence as prescribed for the mutual benefit of the league.

### **3.6. Executive Committee**

The executive committee consists of the President, Vice-President, Treasurer, and Secretary. This committee will formulate policies when time limitations do not permit a general league meeting. Such decisions, however, are subject to review by the entire membership.

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## **4. Election Procedure**

### **4.1. Time**

The election of officers will take place at the annual fall meeting, to be held no later than November 1st.

### **4.2. Nominations**

A quorum, defined as 3/4s of the team representatives, is required to hold nominations. All nominations will be by writing or voice vote. Approval by a majority of members present is required.

### **4.3. Votes**

Each team is allowed only ONE vote. Only one officer may be elected to the League Executive Committee from any one participating team. Executive Committee members cannot be a team representative. The League Executive Committee will have no vote in DUSO matters. In case of a tie, the President will cast the deciding vote.

#### **4.4. Term**

The term of office for all officers will be two (2) years, commencing November 1 through October 31. The President and Secretary will be elected in even number years, Vice President and Treasurer in odd number years. No member can be President for more than four consecutive terms.

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### **5. Committees**

There will be one standing committee, the Rules committee. The President will appoint the chairperson of this committee. The terms will be concurrent with the President's term. They have the authority to appoint special committees as the need arises.

#### **5.1. Rules**

This committee will notify coaches and officials of any rule changes governing competitive swimming and officiating. This committee will act as the initial review board for rule violations. Their findings will be referred to the DUSO Executive Committee and should include recommended action, if any. The rules committee is composed of the Head Official of the DUSO league, and 3 senior DUSO officials. The Head Official or officials will be an appointed position as designated by the DUSO Board. The Head Official must be a USA Swim or YMCA Swim Official, be known for outstanding sportsmanship and fairness to the swimmers.

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### **6. Meetings**

#### **6.1. Schedule**

At least three (3) meetings a year will be held. The fall meeting will be considered the annual meeting for the election of officers and discussion of the summer season, and must be held by October 31. The Executive Committee will determine the dates of the other meetings.

#### **6.2. Special**

The President or Executive Committee may call a special meeting for the consideration of important business. Members are to receive notice and an agenda at least seven (7) days before the meeting. Any club member of the league may submit a request for a special meeting in writing to the Executive Board for consideration of important business. The league officers must consider the request and respond within five (5) days. If the need for a league meeting is agreed upon the requesting member is responsible to distribute notice of the meeting to the other member clubs including the agenda for such meetings at least seven (7) days before the meeting. At any regular or special meeting any number of team representatives may attend, voice their opinions, make suggestions, and put a motion on the floor for a membership vote. Only ONE vote per team will be accepted on matters brought to the floor for a vote. A team representative must be in attendance.

## **7. Requirements for Team Membership**

Any organized swim team demonstrating interest and a willingness to accept the by-laws and constitution of the DUSO league is eligible for membership and the right to compete. Dues payments must be kept current to maintain good league standing. The dues will be determined at the annual fall meeting. To maintain league membership, a team must abide by the Code of Conduct, maintain due payments, and attend all scheduled meetings and a majority of special meetings.

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## **8. Amendments**

### **8.1. Submission**

Any proposed amendment to this constitution or its by-laws must be submitted in writing to the Secretary, who will notify the President and distribute copies to the membership.

### **8.2. Waiting Period**

A minimum waiting period of 30 days after submission of a proposed amendment is mandatory. The proposal must be put on the agenda of the next league meeting.

### **8.3. Required Vote**

A favorable vote of at least three-fourths of the members present at the meeting is required for adoption.

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## **9. Contestant Qualifications**

### **9.1. Age**

A swimmer's age for competition will be as of July 1. The officials' team roster will include each swimmer's age and birth date.

Swimmers will compete in the following age groups:

- 8 years and under
- 10 years and under
- 12 years and under
- 14 years and under
- 18 years and under

All age groups will apply to males and females separately.

Swimmers may compete in their proper age group, in an older group, or change age groups within that range during a meet.

## **9.2. Coaches**

Head coaches will not be allowed to compete in any events.

## **9.3. Membership**

A team member must be a bona-fide member of his home club before he/she can compete. Each team must submit by July 1 to the League Secretary and to the League President an official team roster containing:

1. Name, address and phone number of each coach of the team and team representative.
2. Names in alphabetical order and age as of July 1 of all swimmers on the team.

New members may be added during the season by notifying both the League Secretary and the League President in writing prior to the swimmer participating in a meet. EACH TEAM WILL PROVIDE A COMPLETE ROSTER AT THE SCORING TABLE AT EACH MEET FOR REFERENCE.

## **9.4. Restrictions**

If any child physically moves from one location to another, he/she may join another team in this league without penalty. If a child decides to swim for another team in the league, he/she may change teams only ONCE in a season with the approval of the Executive committee.

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# **10. Code of Conduct**

## **10.1. Decorum**

The purpose of DUSO is to make available to the greatest possible number of children a program of competitive swimming and foster sportsmanship.

DUSO grants the privilege of participation to individuals and teams committed to this purpose. The privilege of participation may be therefore withdrawn or denied at any time, where the Executive Committee (league-designee) determines that a participant's conduct is inconsistent with the purpose of the league and best interest of the swimmers who participate in the sport.

## **10.2. Violations**

Any swimmer, coach, parent and/or spectator may be denied participation, censured, placed on probation, suspended for definite or indefinite period of time with or without term of probation, fined or expelled from the league, if such participants violates the code of conduct or aids or encourages another person to violate the code of conduct.

The USA Swimming Code of Conduct, in its entirety, shall apply for the DUSO league. To summarize, violations of the USA Swimming Code of Conduct include, but are not limited to, instances of bullying, sexual misconduct, harassment, physical abuse, illegal drug and alcohol use, drug and alcohol abuse,

and fraud. The USA Swimming Code of Conduct, in its entirety and in much greater detail, can be found in the USA Swimming Rules book.

The Executive Committee (league-designee) will investigate all Code of Conduct complaints and take appropriate action when needed.

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## 11. Meet Requirements

### 11.1. Facility

The meet facility shall be available a minimum ½ hour prior to the start of the first event. The visiting team and spectators will be provided ample seating space. It is hoped that all clubs will display the American flag during the meet and play the National Anthem at the beginning of each meet.

### 11.2. Equipment

At all facilities backstroke pennants shall be provided seven feet above the pool surface and fifteen feet from each end of the pool. At all facilities, proper and safe starting equipment must be provided, said equipment consists of non-slip starting blocks not more than 30 inches from the water, with provisions for backstroke grips. The home team shall provide suitable lane dividers for each lane. Each lane shall be visibly marked by a number at the end of the starting end of the pool facility.

### 11.3. Entries

The league will use swim software to organize/manage the meets. The host team will provide a meet file and an entry deadline.

### 11.4. Meet Personnel

- **Timers:** **Three (3)** timers are required for each lane when manual timing is used. The timers will record the **three** actual times on the event form (i.e. event card, timer sheet), and the official swim time will be the **middle of the three** times. This number could be less if an automatic timing system is used, or the meet is in jeopardy of being cancelled because of a lack of timers. In that case, two timers with one watch each can be used, per USA Swimming rules, and the two times will be averaged. A timers' meeting will be held prior to the start of the meet.
- **Scorer:** keeps a running tabulation of the official score throughout the meet. The home team supplies the official scorer, assisted by the visiting team.
- **Announcer:** announces the events, heats, and the events that are being seeded.
- **Home Team will supply:** 1 starter, 1 sorter, 2 stroke and turn judge, 1 announcer, 1 ribbon writer, 1 official scorer, 1 seeder, half the timers, lifeguards, the starting system and ribbons.
- **Visiting Team will supply:** 1 referee, 1 sorter, 2 stroke and turn judge, 1 scorer, 1 seeder, 1 ribbon writer and half the timers.

These Responsibilities CAN BE SHARED AND EXCHANGED BY MUTUAL AGREEMENT OF BOTH TEAMS.

## **11.5. Postponements**

Emergency postponements may be necessary. Emergency postponements may include but are not restricted to adverse weather conditions, darkness, or unsafe and or unhealthy conditions at the pool. It is the responsibility of the host facility pool director or designee (head lifeguard) to postpone or cancel a swim meet. In the event of a postponement, the home team coach shall make every effort to call the visiting coach no less than three hours prior to the scheduled start of the meet.

Any meet that is called due to weather conditions or darkness, the score will be tallied up through the last completed stroke. If event 39 has been completed, the meet will be considered an official meet and the score will stand. If a meet should be postponed, a reschedule date MUST be agreed upon within 24 hours and the league Executive committee must be notified.

## **11.6. Protest**

Whenever possible all discrepancies occurring during the meet should be resolved with proper decorum during the meet without causing unnecessary and obvious embarrassment to competitors, coaches, and spectators. The discrepancy MUST be brought to the referee's attention at the point of occurrence or BEFORE the end of the next event. The referee will meet with coaches of both teams and whatever officials are required to resolve the discrepancy. The referee will take a position at that time and indicate the discrepancy and its resolution on the official score sheet. If the referee's position is still not satisfactory to one of the coaches, the objecting coach will indicate on the official score sheet that they disagree with the referee decision and is making an official protest. The referee and both coaches will sign the protest at this time. At the conclusion of the meet, if a protest still stands, only the referee signs the bottom of the score sheet. At this point no other protests, not already recorded on the score sheet, may be made. The protest must be resolved after the meet by the Rules Committee. The Chairperson of the Rules Committee will record on the official score sheet the position of the committee and then sign the score sheet. The signature of the coaches will be obtained.

Any and all protests arising from a league competition must be submitted in writing to the Chairperson of the Rules Committee for review and disposition by the entire committee verbally within 48 hours and electronically within 72 hours

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## **12. Scoring**

### **12.1. Individual Events**

Individual events shall be scored according to best time: 5 points for first, 3 points for second and 1 point for third. Neither team is permitted to sweep all points for an event. If a team would otherwise sweep all points for an event, then the third place point will be awarded to the opposing team, if and only if it has a legal swimmer in the event.

### **12.2. Relays**

All relay events shall be scored according to best time: 10 points for first, 6 points for second and 2 points for third. Neither team is permitted to sweep points in an event. If a team would otherwise sweep all

points for an event, then the third place points will be awarded to the opposing team, if and only if it has a legal entry in the event

### 12.3. Tabulation

Both teams shall provide an official scorer. Where there is a ten points or less difference in score at the end of the meet, there will be a mandatory recount of the score sheets. After the final review of the score sheets, the referee and both coaches will sign it. The score is final and there will be no changes.

### 12.4. Results

Both teams will archive the score sheets, and report the final results to a League officer within five days of the meet.

### 12.5. Dual Meet

A league trophy will be awarded to the team with the best winning dual meet percentage.

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## 13. Officials

### 13.1. Officials

Meet officials shall be certified (USA swimming or League). Officials must attend one official's clinic and pass an exam to be annually certified as a DUSO league official.

New officials shall attend one official's clinic, pass an exam, and successfully shadow for three meets with a certified league official.

- **Referee:** is responsible for the total conduct of the meet from start to finish. The visiting team will supply the referee. The referee has the final authority on any item during the meet and answers only to the Rules committee.
- **Starter:** starts all races and assists the referee in conducting the meet. The home team will supply the starter.
- **Stroke and Turn Judge:** observes strokes and turns in his jurisdiction.

The minimum number of officials required for a dual meet is a referee and a starter. The recommended number of officials for a dual meet is a referee, starter and two (4) stroke and turn judges.

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## 14. Swimming Events

### 14.1. Individual Events

Swimmers may swim three (3) individual events and one (1) relay. Swimmers may only swim one event per stroke. If a swimmer swims in more than three individual events, they will be disqualified in any events



after the first three. Similarly, if a swimmer swims in more than one relay event, that swimmer, and therefore the relay team, will be disqualified in any relay event after the swimmer's first.

All individual events shall comply with current USA swimming rules. Violations of the rules will result in disqualification.

## **14.2. Medley Relay Events**

Each medley relay team must consist of four individual swimmers composed of two (2) boys and two (2) girls of which there must be one (1) swimmer representing the following age groups: 10 and under, 12 and under, 14 and under and 18 and under. The relay will be swum in the prescribed order: backstroke, breaststroke, butterfly, and freestyle (any style other than the previous three). No swimmer may swim more than one leg of the relay event.

## **14.3. Free Relay Events**

Each freestyle relay team must consist of four individual swimmers, two (2) boys, and two (2) girls. No swimmer may swim more than one leg of the relay event.

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# **15. Championship Meet**

The arrangements for the league's Championship Meet are the responsibility of the host team. The prior year's meet director will pass down to the current year's meet director the Championship Meet records.

A swimmer must have participated in two (2) League Dual Meets to be eligible to swim in the championship.

Each swimmer may swim three individual events and one relay. All entries must be submitted to the meet director in the form and by the date identified by the meet director. All entries must correspond with the distance of the pool being used at championships. No additions or changes will be permitted after the date identified by the meet director.

Swimmers with no legal time for an event will not be allowed to swim that event at the championship swim meet. A swimmer may enter only one event of the same stroke.

Swimmers may compete in their proper age groups or in an older age group or change age groups within that range during the meet.

Teams may enter three (3) relay teams in each relay event. Swimmers' names for a relay event will be provided on the days of the meet, by the coaches.

**REMINDER:** Swimmers may only swim in ONE relay event.

The assignment of officials is the responsibility of the League Head Official. The championship committee is responsible for obtaining qualified meet personnel. Two scorers and two sorters are required and different teams must represent each job.

The referee and starter shall act as Finish judges at DUSO championships. In the event of a primary timing system error or dispute, the referee and starter (or their designees), may determine the place of swimmers in that event.

USA Swimming timing rules will apply.

Head Coaches will not be allowed to compete in any events.

Whenever possible all discrepancies occurring during the meet should be resolved with proper decorum during the meet without causing unnecessary and obvious embarrassment to competitors, coaches, and spectators. The discrepancy **MUST** be brought to the referee's attention at the point of occurrence or within a reasonable time. The referee will meet with coaches of all the teams and whatever officials are required to resolve the discrepancy. The referee will take a position at that time and indicate the discrepancy and its resolution on the official score sheet. If the referee's position is still not satisfactory to one of the coaches, the objecting coach will indicate on the official score sheet that the referee's decision is not satisfactory and they are making an official protest. The referee and all coaches will sign the protest at that time. If at the conclusion of the meet a protest still stands only the referee signs the bottom of the score sheet. At this point no other protests, not already recorded on the score sheet may be made. The protests must be then resolved, immediately, after the meet by the Rules Committee. The head of the rules committee will record the positions of the committee on the official score sheet and then sign the score sheet. The signatures of all the coaches will then be obtained.

### **15.1. Date of Meet**

The Championship meet will be held on the first Saturday of August, or a date determined by the League Board of Directors, at a designated pool. If unable to hold the meet or complete DUSO Championships due to weather it will be held on the Sunday of the same weekend. If the meet is unable to be held or completed on that weekend it will be cancelled.

### **15.2. Scoring**

The Championship Meet will be scored:

Individual Events: 16-13-12-11-10-9-7-5-4-3-2-1

Relay Events: 32-26-24-22-20-18-14-10-8-6-4-2

### **15.3. Awards**

Each year the Board of Directors will determine the type of awards to be given for the individual and relay events. Position trophies will be awarded to each team based on the total point score achieved by the teams at the meet.

## **15.4. Changes**

November 2019: Section 2.1: Added rule about tech suits

July 2022: Section 11.4 Reduced number of timers needed from three to two. Time is average of the two times.