



# JUNIPERO SERRA SWIM LEAGUE

## BY LAWS

*Approved by vote of JSSL Board, Feb. 11, 2015*

*Brookside*

*Cupertino Hills*

*Eichler*

*Greenmeadow*

*Laurelwood*

*Saratoga Woods*





*PREAMBLE: The Junipero Serra Swim League is organized to encourage swimmers of all abilities to participate. The only restrictions on eligibility are given in Section A.*

#### **A. ELIGIBILITY**

The swim teams representing the clubs participating in the league (Brookside Club of Saratoga, Cupertino Hills Swim & Racquet Club, Eichler Swim & Tennis Club, Greenmeadow Community Association, Laurelwood Cabana Club and Saratoga Woods Swim Club) shall be comprised of members of the individual clubs. Anyone whose family is not a member of a particular club shall not be eligible for swim team activities. Coaches who wish to compete for any team, must have competed for the team for at least one season before becoming a coach and must also be a member of the club. In the interest of safety, all swimmers should have a minimum competency if they are to compete in swim meets. Minimum competency is defined as the ability to complete the required distance without the continued assistance of the lane lines or the side or bottom of the pool.

#### **B. GENERAL RULES**

1. A roster of the swimmers on the team shall be kept by the data manager of each team using a standard form listing names (alphabetically), sex, birth date, age, and a column to show that an insurance waiver has been signed. An electronic entry file, listed by sex and age group, shall be provided by the visiting team by 6:00pm the evening prior to each dual meet. The entry file will be placed in a jssldata online repository, in the folder of the home team.

A swimmer whose name does not appear on the roster cannot swim in that meet. Should any swimmer not on the roster enter an event, that swimmer will be disqualified.

2. All swimmers must compete in their proper age group. A swimmer's age as of May 31 determines the age group for the full season (e.g., a swimmer whose birthday is May 31, and turns 7 on that day, swims in the 7-8 age group for that swim season). Swimmers will compete in the same age group at the Championship Meet as they competed for that season. The only exception is that swimmers may "swim up" (i.e. swim in an older age group) for the relay events (but are still limited to one relay event per swimmer).

3. Exceptions to the eligibility requirements for all meets will require the unanimous approval of the league representatives prior to the meet in which the swimmer will participate.

4. Ages 7 and over will follow current USA SWIMMING Technical Rules with the following exceptions: (a) two false starts will be cause for disqualification, (b) a swimmer is allowed to start an event or a relay leg in the water, and (c) "head cushioning" is allowed in the backstroke for ages 8 and under. Any other exceptions or interpretation of the USA SWIMMING rules can be found in the JSSL Stroke and Turn document. A swimmer age 6 and under may be disqualified if the rule infraction has given him/her a clear and distinct advantage over the other swimmers in the event. Examples include but are not limited to (a) a stroke other than that for the event is used

(except in the freestyle), and (b) use of the bottom/side of the pool or the lane line to advance the swimmer's position.

5. Each club shall contribute equally to the fund for the Championship trophies, ribbons, medals, and scoring supplies. There will also be a membership fee for each club joining the Junipero Serra Swim League. The fee will be set annually. Ribbons and DQ slips shall be purchased by the League and distributed before the first League-sponsored meet. They will be paid for by each club as per their quantity ordered.

6. The meet director of the host club is responsible for serving as or appointing a referee (who may be from the other club) to act as the ultimate authority at any dual meet. The function of the visiting team Meet Director is to act as spokesperson for visiting team and participate in conferences with the host team meet director and/or referee regarding rules or conduct. For the Championship meet, the Champs Coordinator is the ultimate authority except on the day of the meet when the referee, in accordance with established rules and guidelines, shall be the ultimate authority. The referee must be knowledgeable of meet procedures, JSSL Bylaws, and US Swim rules, and may **not** simultaneously serve as a stroke and turn official. Coaches may not function in an officiating capacity at any meet.

7. Protests must be submitted in writing to the League President with copies to the other teams within five (5) days of the incident. The Board, excluding the two teams involved, will hear both sides and rule accordingly.

### ***C. DUAL MEETS***

1. At the first League Board Meeting of the year, the current season's dual meet schedule will be set and finalized.

2. All swimmers are limited to three individual events and one relay in each dual meet. There will be no unofficial swimmers in any event. Each club may enter as many eligible swimmers as desired. Each club may only enter a maximum of 3 relays teams per age group. The one exception is for the 5 lane pool, the home team will only enter 2 relay teams per age group.

3. Strokes for a dual meet shall be in the following order: Fly, Back, Breast, Freestyle, Relay, Individual Medley\*. There will be one mixed medley relay event per age group. The relay teams must include at least one boy and one girl.

4. Distances for dual meets:

| Age Group                    | Distance (Yards) |       |
|------------------------------|------------------|-------|
|                              | Individual       | Relay |
| 6 and under                  |                  | 100   |
| Fly, Back, Breast, Freestyle | 25               |       |
| 7 and 8                      |                  | 100   |
| Fly, Back, Breast, Freestyle | 25               |       |
| 9 and 10                     |                  | 100   |
| Fly, Back, Breast            | 25               |       |
| Freestyle                    | 50               |       |
| (Individual Medley)          | (100)*           |       |
| 11 and 12                    |                  | 200   |
| Fly, Back, Breast, Freestyle | 50               |       |
| (Individual Medley)          | (100)*           |       |

|                              |        |     |
|------------------------------|--------|-----|
| 13 and 14                    |        | 200 |
| Fly, Back, Breast, Freestyle | 50     |     |
| (Individual Medley)          | (100)* |     |
| <hr/>                        |        |     |
| 15 through 18                |        | 200 |
| Fly, Back, Breast            | 50     |     |
| Freestyle                    | 100    |     |
| (Individual Medley)          | (100)* |     |

\* The Individual Medley is an optional individual event. It will only be swum at dual meets in which the Coaches and League Representatives from both clubs have agreed in advance to the event. If swum, the IM will not be scored and The rule C.2 limiting swimmers to three individual events will not apply. .

5. Officials: The following adult volunteers will be furnished for dual meets:

**Home Team** Meet Director  
Head Timer with 2 watches  
1.5 Timers with watch per lane (i.e. 9 for 6 lanes)  
Starter and starting system  
2 Stroke and Turn Judges  
2 Relay False Start Judges  
3 Desk Workers  
1 Recorder in lanes 2, 4, and 6  
1 Runner

**Visiting Team** Meet Director  
1.5 Timers with watch per lane (i.e. 9 for 6 lanes)  
2 Stroke and Turn Judges  
2 Relay False Start Judges  
3 Desk Workers  
1 Recorder in lanes 1, 3, and 5  
1 Runner

Participating Clubs have the following number of lanes:

|                 |                 |
|-----------------|-----------------|
| Eichler         | 6 lanes 25 yds. |
| Greenmeadow     | 6 lanes 25 yds. |
| Laurelwood      | 6 lanes 25 yds. |
| Brookside       | 6 lanes 25 yds. |
| Cupertino Hills | 6 lanes 25 yds. |
| Saratoga Woods  | 5 lanes 25 yds. |

The Host Club will supply ribbons for first through sixth places (any other ribbons will be purchased by each club for its own swimmers), score sheets, and desk supplies.

Places in each event will be determined on the basis of time only. The head timer provides a backup time only.

The middle of the three times, to the nearest 0.01 second, will be the official time unless the following occurs:

If any time is greater than 0.5 second from the middle time, then that time will be discarded and the official time will be the average of the remaining two times (rounded off to the slower 0.01 second). Note that if two times must be discarded, the official time is again the middle time.

#### 6. Scoring: Dual Meets

| Individual Events |          | Relays                   |
|-------------------|----------|--------------------------|
| 1 <sup>st</sup>   | 5 points | 7 points Winner take all |
| 2 <sup>nd</sup>   | 3 points |                          |
| 3 <sup>rd</sup>   | 1 point  |                          |

In the event of a tie, the following scores will apply:

**Tie for first:** Add first and second place points and award four points to each swimmer. Blue ribbons will be awarded to swimmers tying for first. No second place award. White ribbon for third.

**Tie for second:** Add second and third place points and award two points to each swimmer. Blue ribbon will be awarded first place swimmer. Red ribbons will be awarded to swimmers tying for second. No third place award.

**Tie for third:** Award one-half (1/2) point to each swimmer. Blue ribbon awarded for first. Red ribbon awarded for second. White ribbon to each swimmer tying for third.

In individual events, no team may take more than eight (8) points in one event. If the other team has a swimmer in the event, they will be awarded one point even if they do not place in the top three for that event. If one team sweeps the top three places in an event, and the opposing team does not have a swimmer entered in that event, the third place point will not be awarded. Ribbons will be awarded to actual place winners.

Score sheets will be in duplicate -- one copy for host team and one copy for visiting team.

A change in date for a meet must be requested of the President five (5) days before the scheduled meet date. The President will seek a mutual agreement. In an emergency situation, e.g. breakdown of pool equipment, the League President is to be contacted as soon as possible so that a mutually agreed upon alternate date can be established.

A dual meet championship trophy will be awarded to the team winning the most dual meets. In the event of a tie for the dual meet championship, trophies will be awarded to the clubs which tied for these honors. Presentation of the dual meet championship trophy will be made at the League Championship Meet.

Coaches will seed fastest swimmers in the last heat and from center lanes out. Hosting clubs will swim in even lanes.

#### ***D. CHAMPIONSHIP MEET***

1. By the February League Board Meeting, a host club, date and site for the Championship Meet will be chosen. The host club will appoint a Champs Coordinator who will be responsible for organizing the meet.

2. To participate in the Championship Meet, swimmers must have competed in at least two dual meets.

3. Each swimmer may enter no more than three individual events. These need not be events swum in the dual meet season.
4. An appropriate fee (consistent with the cost of the meet) per club will be established by the League prior to the Championship Meet and is payable to the League Treasurer one week in advance of the Championship Meet.
5. Entries will be on forms provided by the League. Instructions for the filing of these forms will be provided to each club by the hosting club. Seed times must be from one of the five dual meets in the current season. If a swimmer wishes to swim an event for which s/he has no seed time, then the swimmer shall be seeded in accordance with meet operations and MDM policy.
6. The schedule of events will be prepared and submitted to all clubs by the host club.
7. Scoring for all events, including relays, will be 9 points for first place, 7 points for second place, 5 points for third place, 3 points for fourth place, 2 points for fifth place, and 1 point for sixth place.
8. The host club will assign a proportionate number of workers from each participating club to successfully run the meet. Each key position should have a written report detailing the job's responsibilities. A copy of this report should be maintained and updated in a Championship Meet file to be passed to the next host team and also be posted on the league website at JSSL.org. The host club should organize a meeting of the key workers involved in running the Championship Meet no later than the Sunday prior to the Championship Meet.
9. Ribbons will be awarded for the first through twelfth places. An individual high point and runner-up trophy will be awarded in each boys' and girls' age group.
10. The individual club with the highest point total at the Championship Meet will be awarded the Perpetual Championship Trophy. That club will be responsible for having a name plate inscribed with the club's name and date to be attached to the trophy and *will* keep possession of the trophy until the next Championship Meet. If any club should win the Championship Trophy for three consecutive years, the trophy will be awarded to them permanently and a new Championship trophy will be awarded by the League to the next new team to win Champs. It is the responsibility of the League Representative of the club which had won the trophy from the preceding year to have it available at the Championship Meet.

#### ***E. OPERATING PROCEDURE***

1. The League shall meet once monthly from January through the end of July. The term of each position is Jan 1 through Dec 31 of that calendar year. Robert's Rule of Order will apply for the running of these meetings. It will be up to the League Board President to determine when and where these meetings shall take place. At the last meeting in July, the League Representatives will vote on a tentative meet schedule for the following year (including dual meets and champs). The schedule will be proposed to the League by the current year's President. The schedule for the next year will be published as "tentative" until both the schedule and Championship venue are confirmed. It will be published as "final" following the February meeting.
2. Each club shall have one League Representative who is a parent of an active swimmer. The officers of the League Board and the positions of responsibility for the Junipero Serra Swim League will be organized on a rotating basis. Officers' clubs are responsible for the following:

|                                |  |
|--------------------------------|--|
| President                      | Food Concession at Championship Meet, and t-shirt design and sales.<br>Runs league meetings and creates the agenda.<br>Secures league insurance, venue and timing system for Championship meet.<br>Responsible for all contracts signed by the league. |
| 1 <sup>st</sup> Vice President | Organize Championship Meet. Apportion each club's volunteers for the Champ meet based on the number of registered swimmers.<br>Provides the second signature for the league's checking account.  |
| Treasurer                      | Assist Championship Meet. Identify Champs Coordinators for the following season (for training purposes),<br>Maintains financial records and is responsible for the invoicing of teams.<br>Primary signature for the JSSL checking account.             |
| 2 <sup>nd</sup> Vice President | Host Stroke & Turn Clinic  |
| Secretary                      | Order paper goods and ribbons.<br>Responsible for recording the minutes at league meetings and updating all official documents.<br>Moderator of Yahoo group.   |
| Past President                 | Programs and Awards for Championship Meet.<br>Maintains dual meet scores for that swim season.   |

3. The agenda for each League meeting will be determined by the League President. League representatives should notify the President if they wish to place any items on the agenda.
4. A copy of the Secretary's minutes of each meeting should be kept in the electronic group file. It should serve as a guide for organizing the League's meetings to ensure that all appropriate business is disposed of in a timely and efficient manner.
5. A copy of the Treasurer's reports should be kept in the electronic group file to allow analysis of the League's budget from year to year.
6. It is the responsibility of each League Representative to maintain communication between the individual clubs and the Board.
7. These bylaws shall be reviewed at the last meeting of the year. Bylaw change proposals need to be proposed by the February meeting for a vote at the March meeting. The only exception to this procedure; Emergency changes to the Bylaws after the March meeting need to be approved by a minimum of a 5:1 vote. Any amendments will take effect at the following meeting or 45 days later, whichever comes first.
8. In order to maintain uniform standards for all starters, judges, table workers and meet directors, JSSL conducts an annual officials' clinic ("Stroke & Turn Clinic") each year prior to the first dual meet. Rule or procedure changes must be approved by the April Board meeting and distributed to all clubs at least two weeks prior to the officials' clinic. Once information is disseminated at the officials' clinic, any further rules or procedure changes will take effect following the next year's officials' clinic unless there is a unanimous vote of the JSSL board.