

AUSTIN HILLS SWIM LEAGUE BYLAWS

(Revised 02/17/2013)

I. STATEMENT OF PURPOSE

The Austin Hills Swim League (AHSL or “the League”) shall organize swimming competition for the benefit of the young swimmer involved. It shall maintain a summer league program of competitive swimming that shall be designed to allow the participating children to learn how to best seek the personal rewards offered by participating in the sport; to challenge themselves, measure growth of their strengths, and know the satisfaction of accomplishment without having been subjected to destructive pressures; to learn how to think and act in a sportsmanlike fashion; and to belong to a team and enjoy the experience of competitive swimming.

II. THE LEAGUE

- A. The League is organized as a nonprofit association in the State of Texas. The League shall be called Austin Hills Swim League (AHSL).
1. The League is exempt from paying sales tax on purchases it makes using the Texas Taxpayer ID XXXXXX. Individual teams in the League cannot use this number to make tax-free purchases for their own purposes.
 2. The League does not maintain an official mailing address. The mailing address is typically the Treasurer’s home address and should be updated annually.
 3. No part of the earnings from the League shall inure to the benefit of any individual, director, officer, team, or any other individual or entity.
- B. Members of the League are the following swim teams (clubs):
- Austin Country Club (ACC)
 - Barton Creek Country Club (BCCC)
 - Barton Creek West (BCW)
 - Lake Hills (LH)
 - Lake Point (LP), probationary member
 - Lakeway (LW), probationary member
 - Lost Creek Country Club (LCCC)
 - River Place (RP)
 - Rollingwood/Western Hills Athletic Club (RW)
 - Westwood Country Club (WW)
- C. The League may divide itself into divisions by mutually agreed upon criteria.
- D. Additional members may be added to the league, but the total number of teams in the League may not exceed 12. New members will be added as probationary members for their first season. During their probationary period, new members may vote only on matters pertaining to the current swim season. After completing a season as a probationary member, the probationary member is eligible to become a permanent member if approved by a two-thirds vote of the permanent League members. Members may be added or removed if approved by a two-thirds vote of all permanent League members.
- E. If an additional year of probation is required, the AHSL shall stipulate the requirements for permanent membership.
- F. For each swim season, each team shall appoint a board member and alternate and submit those names in writing to the League President prior to the first League meeting each year.

Board members shall hold monthly meetings beginning in September through June of the current fiscal year. Fall meetings will be used to determine change to the existing by-laws, team eligibility and participation matters, as well as other league business as deemed appropriate. The dates, times, and locations of these meetings shall be determined by the current Board and set for the season at the September meeting. At least one League representative from a minimum of five teams must be present for a quorum.

- G. AHSL is a parent and volunteer run organization. Coaches, owners, and administrators employed by member teams or clubs shall not be present at any League meeting unless special circumstances warrant their presence at such meetings. The League President shall approve the presence of a coach, owner or administrator at such meetings.
- H. If a League member leaves the League for any reason, there will be no monetary reimbursement. All outstanding ribbons, medals, and League equipment must be returned within one week of separation. Separation needs to be dated and in writing and sent to the current League President.

III. LEAGUE OFFICIALS

- A. Officers of the League shall be President, Vice President, Secretary, Treasurer, Ribbons, Medals, Bylaws, Computer Training, and Schedule. Officers shall be appointed on a rotating basis. The rotation moves up the following list of positions:
 - 1. President
 - 2. Vice President
 - 3. Secretary/Bylaws
 - 4. Treasurer
 - 5. Ribbons
 - 6. Medals
 - 7. Computer Training
 - 8. Schedule
 - 9. League Website Maintenance
 - 10. Bye
- B. Each club shall designate one parent and one parent alternate to represent the club on the Board. Each member shall be a parent representative of a different swimmer on the member team. Each club shall have one vote on the Board.
- C. The President shall preside over all business meetings of the League, and have all the powers normally delegated to such office and conduct investigations of formal protest. The President will create and maintain a list of League officials from each team and distribute it to the League.
- D. The Vice President shall conduct business for the League as requested by the President, including organizing annual stroke and turn clinics.
- E. The Treasurer shall care for and record all fees and assessments, purchase awards, maintain the League's insurance policy, and provide a detailed accounting of all funds.
- F. The Secretary shall take the minutes of any meetings and send a copy to all members of the League and shall maintain (and revise as necessary) the official league bylaws.
- G. The Ribbons chairperson will order and distribute ribbons to all clubs.
- H. The Medals chairperson will order and distribute medals to clubs hosting medal meets

- I. The Computer Training chairperson shall coordinate a meeting prior to the beginning of the season during which time the designated teacher shall teach members of League clubs how to run a meet using Team Manager and Meet Manager software. The chairperson shall secure the room and a qualified teacher, and establish the date and time for the meeting. The chairperson shall create and maintain a list of computer contacts for each team and distribute the list to all teams.
- J. The Schedule chairperson shall produce a draft of the swim meets to be conducted in the upcoming summer season by collecting information from each team (such as club size and club "blackout dates"). The first draft schedule shall be presented to the Board no later than the January meeting and shall be finalized no later than the February meeting.

IV. FEES AND ASSESSMENTS

- A. A per-swimmer fee will be determined by the March League meeting of the new calendar year. Each club shall pay the amount for each swimmer enrolled on the team to the Treasurer by a deadline to be determined at the March League meeting each year. Each team shall also submit a current team roster to the Treasurer with swimmers' first and last names only with the fees.
- B. The per-swimmer fee will be used to cover the cost of awards (League-provided ribbons and medals), insurance, and other incidental expenses incurred by the League.
- C. Additional assessments, when approved by two-thirds of the League board members, may be made to cover costs of additional awards and League-approved equipment not covered by the per-swimmer fee.
- D. Each team is financially responsible for replacement of any software purchased by the League.
- E. Teams that fail to pay their fees and assessments by the dates set by the Treasurer will not be allowed to participate in any League-sponsored meets or events until full payment has been made.

V. CONDUCT OF SWIMMING MEETS

- A. By the February meeting of the Board, the League board shall establish an agreed upon a schedule of meets for the upcoming season.
- B. In scheduling meets, the following shall be taken into account: size of pool, opportunities to swim 25-yard or 25-meter course, and size of teams.
- C. The first official League meet shall be held in early May. The League season shall include a total of seven (7) official meets and, therefore, the last official League meet shall be conducted in late June. Host Clubs may consult with visiting Clubs and adjust the dates and times of the official meets to comply with Club rules and pool availability. Prior to the first meet each club shall establish seed times through method and time frame of their choosing (time trial, prior season times or intrasquad meet)
- D. If a meet is canceled due to inclement weather, it may be rescheduled by mutual agreement of the affected teams. If not held within two weeks, the meet is canceled. A meet in progress that is canceled for inclement weather and later rescheduled shall start at the point at which the original meet stopped. The decision to cancel a meet is at the sole discretion of the League representative from each of the participating teams.

- E. The home team will seed its relay teams into even-numbered lanes and relay teams for the visiting team into odd-numbered lanes. The fastest team (team A) from each team will be seeded in the center lanes of the pool using the order C B A A B C.
- F. The home team shall provide:
1. Meet director (can also be the starter)
 2. AHSL certified starter and starting equipment
 3. Announcer (may be the same person as the starter)
 4. Official coach for home team
 5. Ten timers and watches plus a head timer with two watches (unless arrangements are made prior to the meet)
 6. Three AHSL certified stroke judges, including the head stroke judge/meet referee
 7. Three computer and ribbon officials and an official computer on which to enter the meet entries and results
 8. One head ready bench official and one ready bench official
 9. At least one day prior to the meet, the hosting team's computer contact will send the Meet Manager database with the final seeded meet entries to the visiting team's computer contact via e-mail attachment. The hosting team shall not make any changes to the Meet Manager database after sending it to the visiting team, with the exception of changes due to deck entries on the day of the meet.
 10. Within 24 hours of the conclusion of the meet, the hosting team's computer contact will send the visiting team's computer contact a copy of the final Meet Manager database with the meet's complete results. By mutual agreement of the visiting and hosting team's computer contacts, the file can be provided at the conclusion of the meet or via e-mail attachment.
- G. The visiting team shall provide:
1. Official coach for their team
 2. Three AHSL certified stroke judges
 3. Eight timers and watches (unless other arrangements are made prior to the meet)
 4. Three computer and ribbon officials
 5. Two ready bench officials
 6. Printed age group and ready bench reports and heat sheets from the Meet Manager database provided in advance by the home team.
- H. Each team will certify at least four stroke judges and two starters at the start and turn clinic prior to the beginning of the swim season. Certification will be accomplished by attending a League sponsored stroke/start clinic given by the League. The Vice President will establish clinic leaders and dates at the first League meeting of each year.
- I. Due to inconsistency of times, starting blocks shall not be allowed for any AHSL member team until blocks are available for all AHSL teams.
- J. Backstroke flags will be provided and placed approximately five yards from the ends of the pool, physical conditions permitting.
- K. Provisions should be made by the home team to keep spectators a reasonable distance from the pool so that meet officials can perform their duties.
- L. Teams are not restricted as to the number of children in each event.
- M. The following are meet entry rules:
1. Swimmers under the age of 11 may be entered in only three individual events plus relays. Swimmers age 11 and up may swim five individual events plus relays. Swimmers must

swim in a designated age group. Age group may be designated per meet (for individual and relay purposes). Swimmers may swim up in age group in relays. Swimmers may not swim down in age group.

2. Relay teams may be entered, not to exceed a total of six teams or one heat per event. Teams must split the available lanes equally unless a team agrees to yield a lane to another team.
 3. Relays will be placed by finish time.
 4. Swimmers will be seeded into individual events by entry times, which will be converted to yards or meters depending on the host pool. When a swimmer does not have a seed time, the swimmer will be seeded in the slowest heat(s) as a no-time (NT) entry, or coaches may estimate the swimmer's time.
 5. Deck entries may be made up to 30 minutes prior to the meet starting time with coaches' approval and lane availability. No new heats will be created to accommodate deck entries.
 6. A swimmer must have attended three practices in a season to swim in a meet.
- N. At any meet, all volunteers shall be alcohol-free during the duration of their meet duties.

VI. ELIGIBILITY

- A. Swimmers shall be members in good standing with the member team.
- B. A swimmer must participate in at least one AHSL sanctioned meet to be eligible for the medal meet. A swimmer must legally swim an individual event at least one time during an AHSL sanctioned meet to swim that individual event in the medal meet. The required intrasquad meet will not be considered a sanctioned League meet.
- C. No ineligible swimmer shall compete in any League meet. There shall be no exhibition swimming during any meet.
- D. An AHSL approved registration form and "Waiver/Release of Liability" from for each swimmer must be submitted to the team five days before a meet in which a swimmer participates. The registration form and waiver must be complete and signed by the swimmer's parent or guardian to be valid. The "Medical Waiver and Release" portion of the registration form will be completed and signed by the swimmer's parent or legal guardian and kept in alphabetical order by each team. The AHSL board member from each team is responsible for bringing these forms to AHSL meets.
- E. A swimmer must have been younger than 18 years of age on May 1st of the current year.
- F. A swimmer's age as of May 1st of the current season will fix the level at which he or she may compete during the season. Swimmers participating in individual events must swim in their fixed age group or may designate an older age group per meet. Swimmers participating in relay events may swim within their fixed age group or move up in age groups. Swimmers participating in relay events may not move down in age group.
- G. A swimmer who has represented an AHSL team in competition is ineligible to represent any other League team for the remainder of the summer, unless he first secures a written release from the League President. The granting of such release shall be at the discretion of the League President.
- H. Rule changes regarding eligibility cannot be made during the season, only before and after the season by a two-thirds vote of the League board.

- I. All age groups are defined as being open to swimmers of that age group only. A swimmer cannot swim in two different levels in the same stroke or relay event.
- J. Swimmers shall compete only against members of their own gender. However, when the AHSL parent representatives of both teams agree, mixed-gender heats are permitted when combining heats will make the meet run more efficiently and provide better competition for athletes. Swimmers shall be given awards based on their correct age group and gender, regardless of the heat in which they swim, unless the swimmer has aged-up for the event.

VII. SCHEDULE OF EVENTS

- A. The listed schedule of events should be followed for League meets.
- B. The events will be held only in the order specified with girls event first and then the boys event, starting with the youngest age group.
- C. Swimmers in each individual event will be seeded by entry time only and those times are to be provided by each participating team in yards and/or meters depending on the host team’s pool. Swimmers with no entry time will be seeded as no-time (NT) entrants in slowest heat(s).
- D. Order of events: Events will be conducted in the following order:
 - 1. Individual Medley
 - 2. Freestyle Relay
 - 3. Freestyle
 - 4. Backstroke
 - 5. Breaststroke
 - 6. Butterfly
 - 7. Medley Relay
 - 8. Parent/Coach Relay (optional; no points awarded)
- E. Events will be scheduled as follows:

<u>Event #</u>	<u>Age Group</u>	<u>Distance</u>	<u>Event Name</u>
1	Girls 7-8	100	Individual Medley
2	Boys 7-8	100	Individual Medley
3	Girls 9-10	100	Individual Medley
4	Boys 9-10	100	Individual Medley
5	Girls 11-12	100	Individual Medley
6	Boys 11-12	100	Individual Medley
7	Girls 13-14	100	Individual Medley
8	Boys 13-14	100	Individual Medley
9	Girls 15-17	100	Individual Medley
10	Boys 15-17	100	Individual Medley
11	Girls 6 & under	100	Freestyle Relay
12	Boys 6 & under	100	Freestyle Relay
13	Girls 7-8	100	Freestyle Relay
14	Boys 7-8	100	Freestyle Relay

15	Girls 9-10	100	Freestyle Relay
16	Boys 9-10	100	Freestyle Relay
17	Girls 11-12	100	Freestyle Relay
18	Boys 11-12	100	Freestyle Relay
19	Girls 13-14	100	Freestyle Relay
20	Boys 13-14	100	Freestyle Relay
21	Girls 15-17	100	Freestyle Relay
22	Boys 15-17	100	Freestyle Relay
23	Girls 6 & under	25	Freestyle
24	Boys 6 & under	25	Freestyle
25	Girls 7-8	25	Freestyle
26	Boys 7-8	25	Freestyle
27	Girls 9-10	25	Freestyle
28	Boys 9-10	25	Freestyle
29	Girls 11-12	50	Freestyle
30	Boys 11-12	50	Freestyle
31	Girls 13-14	50	Freestyle
32	Boys 13-14	50	Freestyle
33	Girls 15-17	50	Freestyle
34	Boys 15-17	50	Freestyle
35	Girls 6 & under	25	Backstroke
36	Boys 6 & under	25	Backstroke
37	Girls 7-8	25	Backstroke
38	Boys 7-8	25	Backstroke
39	Girls 9-10	25	Backstroke
40	Boys 9-10	25	Backstroke
41	Girls 11-12	50	Backstroke
42	Boys 11-12	50	Backstroke
43	Girls 13-14	50	Backstroke
44	Boys 13-14	50	Backstroke
45	Girls 15-17	50	Backstroke
46	Boys 15-17	50	Backstroke
47	Girls 6 & under	25	Breaststroke
48	Boys 6 & under	25	Breaststroke
49	Girls 7-8	25	Breaststroke
50	Boys 7-8	25	Breaststroke
51	Girls 9-10	25	Breaststroke

52	Boys 9-10	25	Breaststroke
53	Girls 11-12	50	Breaststroke
54	Boys 11-12	50	Breaststroke
55	Girls 13-14	50	Breaststroke
56	Boys 13-14	50	Breaststroke
57	Girls 15-17	50	Breaststroke
58	Boys 15-17	50	Breaststroke
59	Girls 6 & under	25	Butterfly
60	Boys 6 & under	25	Butterfly
61	Girls 7-8	25	Butterfly
62	Boys 7-8	25	Butterfly
63	Girls 9-10	25	Butterfly
64	Boys 9-10	25	Butterfly
65	Girls 11-12	25	Butterfly
66	Boys 11-12	25	Butterfly
67	Girls 13-14	50	Butterfly
68	Boys 13-14	50	Butterfly
69	Girls 15-17	50	Butterfly
70	Boys 15-17	50	Butterfly
71	Girls 7-8	100	Medley Relay
72	Boys 7-8	100	Medley Relay
73	Girls 9-10	100	Medley Relay
74	Boys 9-10	100	Medley Relay
75	Girls 11-12	100	Medley Relay
76	Boys 11-12	100	Medley Relay
77	Girls 13-14	100	Medley Relay
78	Boys 13-14	100	Medley Relay
79	Girls 15-17	100	Medley Relay
80	Boys 15-17	100	Medley Relay

VIII. AWARDS

- A. At the beginning of each season, the Board shall discuss and determine the awards to provide at regular and medal meets, and shall determine the vendor to use to provide the awards. The Ribbons and Medals Chairpersons shall be responsible for ordering the awards and distributing them to the each team for prior to the start of the upcoming season.
- B. Each club shall provide all ribbons for their respective team at each meet. The medal meet host shall provide medals for both teams. Those medal may be distributed to the visiting team(s) ahead of the meet if mutually agreed upon. The clubs will receive all awards from the League representative assigned to Ribbons (for a regular meet) and from the League

representative assigned to Medals (for medal meets).

- C. Points will be awarded on the following basis, with zero points awarded to finishes in any other places:

<u>Individual Events</u>	<u>Relay Events</u>
1st place: 7 points	1st place: 14 points
2nd place: 5 points	2nd place: 10 points
3rd place: 4 points	3rd place: 8 points
4th place: 3 points	4th place: 6 points
5th place: 2 points	
6th place: 1 point	

- D. Awards for regular meets will be ribbons provided by the League. Awards for medal meets will be medals provided by the League. Awards will be given as follows:

1. Regular dual meets
 - a. Individual events: 1st through 6th place
 - b. Relay events: 1st through 4th place
2. Dual medal meets
 - a. Individual events: 1st through 8th place
 - b. Relay events: 1st through 6th place
3. Regular tri-meets
 - a. Individual events: 1st through 8th place
 - b. Relay events: 1st through 6th place
4. Medal tri-meets
 - a. Individual events: 1st through 12th place
 - b. Relay events: 1st through 9th place

- E. Personal Best ribbons provided by the League are awarded to swimmers who improve their previously recorded personal best time in an individual event by at least 0.01 seconds. Personal Best ribbons are not awarded to relay teams.
- F. The hosting club shall have one or more volunteers on the finishing end of the pool to award League-provided "Heat Winner" ribbons to the fastest swimmer in each individual event as he or she leaves the pool deck. In the case of a perceived tie by the volunteer, both swimmers shall receive Heat Winner ribbons, even if the stopwatches and/or timing system calculate an actual winner. In the case of heats consisting of swimmers in different age groups and/or swimmers of different genders, the volunteer may award a Heat Winner ribbon for each group if it is possible to do so. When the volunteer is able to determine that a swimmer who finished first has earned a disqualification (DQ) as his or her official time, the volunteer can award the Heat Winner ribbon to the swimmer who earned the DQ and also to the swimmer who finished first with a legal stroke. Relay events shall not be awarded Heat Winner ribbons for finishes.
- G. The official watch times will be used to place the swimmers in order of finish. Three watches will be provided for each lane. If the hosting club uses a Dolphin Timing System or an equivalent electronic timing system, the electronic watch times will be the official watch times. When using an electronic timing system a manual stopwatch will be used in each lane in case of a timing system malfunction. A head timer will also start two watches at each race for back up, in case a lane timer's manual watch malfunctions. When three times are recorded (electronic or not), the middle time of each lane's three times will be the official time. When only two times are recorded, an average of the two will be used as the official time. When two of the three watches agree, the matching times are the official

time. When using an electronic timing system the manual watch time will be used as the official time only when there are no reliable electronic times available.

IX. RULES

- A. Rules for strokes, relays, and general meet requirements shall be determined by the rules of USA Swimming in force on May 1 of the current year.
- B. There shall be no ankle holds or toe curling on backstroke starts. Placing a towel on the pool deck to reduce the possibility of accidents due to slippery surfaces is permitted.
- C. Exceptions
 - 1. Stroke judges, starters, and meet directors/referees will wear a uniform of a white shirt/blouse and blue pants/shorts/skirt. The uniform worn by a stroke judge, starter, or meet director/meet referee shall not have a visible team insignia. Individuals working as stroke judges, starters, and meet directors/referees shall wear a tag identifying their positions.
 - 2. Disqualifications will be written on timer sheets only at the instruction of stroke judge or meet director/referee.
 - 3. Starters shall alert swimmers to the impending start of the race with the signal "Swimmers step up" (or "Swimmers in the water" for backstroke and medley relays); followed by "Swimmers take your mark," followed by the start signal. Starters may forego the signal "Swimmers step up" if all heat participants are already at the edge of the pool and alert to the impending start of the race. When in doubt, the Starter should signal the swimmers to step up.
 - 4. Only starters will be permitted to call false starts; stroke judges may not call false starts. Stroke judges may, however, disqualify relay teams for early starts (other than the first swimmer, who can only be disqualified for a false start by the starter as with all other starts).
 - c. Starters shall have discretion in determining whether to restart a heat when a swimmer false starts, or to disqualify the swimmer.
 - d. Generally speaking, if the swimmer moves or enters the water prematurely but the other swimmers are not affected, the starter shall permit the offending swimmer to retake his position.
 - e. However, if a swimmer leaves prematurely and other swimmers enter the pool appropriately at the start and cannot be easily recalled, the offending swimmer should be disqualified and the race should stand.
 - f. Many situations will not be clear cut, and the Starter has the discretion to disqualify a swimmer or restart a heat in the interest of fairness to the swimmers.

X. ADDITIONAL REQUIREMENTS

- A. League teams shall hold an "Intrasquad Meet" or times trials for the purpose of establishing entry times for each swimmer in each individual event. Swimmers who cannot participate in that meet may have entry times determined by their coaches in a regular workout. Should that not be possible, swimmers will be entered in their first meet as no time (NT) entrants or coaches may estimate their times. Those entry times will become the swimmer's entry time at the first League meet of the year. After a swimmer participates in a League sanctioned meet, the entry time will become the swimmer's fastest official League time.
- B. All entry times will be converted to yards and/or meters depending on the host pool

specifications whereby visiting team or teams are required to convert to host pool specifications for the purpose of seeding swimmers at all meets. Times will be converted by all teams by the Meet Manager or equivalent software.

- C. Coaches employed by or volunteering for teams in the League must maintain current CPR, first aid, and safety training for swim coaches certifications (or the equivalent certifications as required by current USA Swimming rules) during the current season. Before the start of practice, each team shall provide the League Treasurer with copies (front and back) of each coach's certification cards.
- D. The hosting club reserves the right to sell heat sheets at swim meets, provided that the cost does not exceed \$2.00.

XI. FINANCIAL AND ACCOUNTING

- A. All moneys received by the AHSL shall be given the League Treasurer, who shall deposit funds to the credit of the AHSL in the current local financial institution selected by the Board within 14 days of receipt. All disbursements shall be made by check or debit as authorized by the Board.
- B. All checks disbursed from the League's account shall be signed by a designated check signer as established by the Board.
- C. Within 60 days of the end of each fiscal year the current outgoing Treasurer and the incoming Treasurer for the following season shall prepare a list of all transactions for the prior year. A form designated by the Board shall be presented at the November meeting each year with signatures of both the current and outgoing Treasurer certifying the accuracy of the League's financial records.
- D. By October 1st, the outgoing Treasurer shall officially turn over all financial records, ledgers, blank checks, voided checks, and all other financial material for the League to the incoming Treasurer.
- E. The outgoing Treasurer shall pass signatory authority on the League's bank account to the incoming Treasurer before the November League meeting of the current season.
- F. The fiscal year of the AHSL shall begin on the first day August and end on the last day of July.
- G. Upon dissolution of the AHSL and after all outstanding debts and claims have been satisfied, the current Board shall direct the remaining property of the AHSL to another nonprofit entity that maintains the same objectives as set forth herein.

XII. INDEMNIFICATION

- A. Each person who is or was a director, officer, volunteer, coach, or employee of the League (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the League to the full extent permitted by the Texas Non-Profit Corporation Act against any liability cost or expense incurred in the capacity as director, officer, volunteer, coach, or employee, or arising out of the status as a director, officer, volunteer, coach, or employee (including serving at the request of the League as a director, officer, employee, volunteer, coach, or agent of another organization).
- B. The League may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost, or expense.

XIII. AMENDMENTS

- A. These bylaws may be amended, repealed, or altered in whole or in part, by a majority vote at any duly organized meeting of the Board, provided notice of the proposed change is included in the notice of such meeting.
- B. Each team in the League has one vote on the Board. Only those teams in attendance at a Board meeting shall have the right to vote on changes to the bylaws.