



MARIN SWIM LEAGUE BY-LAWS

[Rev. as of October 22, 2014]

Mission Statement

The Marin Swim League (MSL) is a summer league dedicated to providing and preserving quality amateur competitive swimming events for its subscribing membership. The MSL fosters and promotes the ideals of good sportsmanship, fair play and good fellowship for participants of all ages and abilities in an environment that nurtures self-esteem in all the children it serves.

Subscribing Member

A Subscribing Member (also referred to as a "Team") is any club, recreation center or recreation association approved by a two-third majority of League subscribers.

Each subscribing member shall have one vote.

Any team wishing to join the Marin Swim League must petition the League before September 1 of the preceding year.

All new swim teams are accepted for membership on a one-year provisional basis. At the end of one year, upon approval of a two-third majority of the member teams, full membership is granted.

The Marin Swim League season ends in July and begins 19 or 20 weeks earlier, in early to mid-March, depending upon the necessity of a BYE week.

If a subscribing member shall change facilities for any reason, they shall still be considered the same entity upon a simple majority vote at a Marin Swim League meeting.

Subscribing Member Delegates:

Each team shall send one delegate to each Marin Swim League meeting with the power to vote for their respective team.

It is the responsibility of the delegate to represent the opinions and intentions of their teams in all matters.

Bearing in mind the need for continuity in Marin Swim League actions, it is



recommended that delegates from each team serve for at least two years.

League Officers:

All league officers must be delegates from teams that have been Subscribing Members for at least two Marin Swim League seasons. League Officers shall be elected by the MSL Board at its August Meeting and shall preside for two year terms without remuneration serving from October 1st through September 30th or until their successor is elected. No Board Member shall be eligible for re-election to the same office after serving two terms in that office. [Rev. 10/2014]

President: It shall be the function of the President, or representative from their team, to preside over all MSL meetings. The President shall coordinate the Meet Schedule of the coming season by the November meeting. The schedule shall be set utilizing the championship results of the preceding season and according to the guidelines set forth in the Dual Meet Rules.

Vice President: It shall be the function of the Vice President to implement the Safe Kids Policies of the League.

Treasurer: It shall be the function of the Treasurer to handle all financial matters for the Marin Swim League and to safeguard any surpluses.

Secretary: It shall be the function of the Secretary to take minutes and distribute the same to Marin Swim League delegates.

League Publicity Representative: It shall be the function of the League Publicity Representative to receive Dual Meet information from team representatives, report results to media representatives and assure that all deadlines are met.

General Duties:

It is the duty of all Subscribing Members to be represented at all Marin Swim League meetings. All members must adhere to the bylaws and to Dual Meet Rules as voted upon by the members.

Rules of Procedures:

The meetings of the Marin Swim League will be conducted and governed in accordance with the abridged edition of Robert's Rules of Order.

Dual Meet Rules:



The Marin Swim League is governed by the Dual Meet Rules in effect. Any changes of these rules must be completed between September 1 and March 15. Adoption of new rules or changes of these rules requires a two-third-majority vote of the Subscribing Members. However, upon a three-fourths vote of all the subscribing members, the above deadlines to amend the rules may be suspended. [Rev. 3/2011]

Dual Meet Rule Categories:

Eligibility - 1 through 8

Dual Meet Format - 9 through 25

General Regulations - 26 through 28

All-Stars* – 29

Championships - 30

MARIN SWIM LEAGUE DUAL MEET RULES

ELIGIBILITY

1. Membership: A swimmer must be a registered member of his/her team.
2. College Swimmer: No swimmer who has competed in college swimming will be allowed to swim in the Marin Swim League (MSL) unless such a swimmer was an active member in the MSL on the same team for two of the three previous seasons.
- 3a. In-Season Workout: A person is ineligible to swim in any Marin Swim League (MSL) Meet (Dual, All-Star, Championship) if that person either practices with or competes on behalf of any swimming entity other than a MSL Team or High School or College (subject to Rule 2) team after the last day of scheduled competition of the USS Far Western Championships or the first MSL meet of the season, whichever comes first. High School swimmers are exempt from this rule and may practice, as a member of any swimming entity until their last high school competition is completed but not compete in an MSL Meet (unless Unattached). MSL Swimmers may swim unattached in competitions outside the MSL provided their MSL Team does not have a meet that day. MSL Swimmers may attend swim camps, or compete in water sports other than swimming, including without limitation, water polo or diving, without jeopardizing their eligibility. [REV. 2/2010 and 3/2011]
- 3b. A high school swimmer may be deck seeded after the MSL seeding deadline for the first MSL meet only (see 25f) following his/her final high school season competition if that competition occurred after the MSL seeding deadline.



3c. During the MSL Season (as determined by the MSL Board pursuant to the MSL Bylaws), no member of any MSL Team's coaching staff (whether compensated or volunteer) shall coach, train, or otherwise instruct any MSL Swimmers or other swimmers on behalf of any competitive swim team or other organization other than their MSL Team. This rule shall not preclude a member of the coaching staff from coaching a high school swim team, college swim team, swim camps, Masters swim team, or water sports other than swimming, including without limitation water polo or diving. [REV. 3/2011]

4. Age Groups: Eight & Under; 9 - 10; 11 - 12; 13 -14; and 15 - 18.

5. Birthdays: Swimmers move up on their birthday except for All-Star* and Championship Meets for which they can swim at their age in last scheduled League Dual Meet used for seeding purposes.

6. Breaking Age Group: Swimmers may not swim in an older age group at dual meets unless: (a) the swimmer appears in the older age group in the pre-meet line-ups exchanged between the teams pursuant to Rule 25.f; or (b) the swimmer is placed in the older age group prior to the start of the meet provided that each coach consents and the referee is advised of the change. Any swimmer swimming in an older age group as provided by this rule must swim the entire meet in the higher age group, including relays. Notwithstanding the above, a swimmer may not swim in an older age group at an All Stars Meet or Championship Meet. [REV. 12/2011]

A time recorded by a swimmer swimming up will be allowed in the swimmer's actual age group as a team record time or as a qualifying time for the All-Star* or Championship Meet. Such a time shall also be allowed as a pool record time for that specific event in that pool. Such a time will NOT be allowed as a pool record time in that swimmer's actual age group since that swimmer did not swim that exact event. (For clarification purposes, pool records are considered event records and team records are considered age-group records.)

7.0 Transfer of Swimmer Between Teams. Any swimmer seeking to transfer the swimmer's membership between MSL teams must apply for ("Transfer Request") and receive approval ("Transfer Approval") of such transfer from the MSL Board as set forth below. A swimmer is not required to seek such approval where the swimmer has not been a member of any MSL team for the previous two (2) seasons* or is seeking to transfer to a swim team outside of the MSL.

7.1 Transfer Requests Not Requiring MSL Board Review. If a Transfer Request is submitted to the MSL Board as set forth in Rule 7.2.1 before noon on March 31st, and the swimmer is deemed to meet at least one or more of the following



criteria, the Transfer Request will be automatically approved by the MSL Board upon receipt of the Transfer Request.

- The swimmer is under thirteen (13) years of age on March 31st of the current year;
- The swimmer is thirteen (13) years of age or older on March 31st of the current year AND has been a member of his/her current MSL swim team for two (2) seasons or less.
- The Swimmer, regardless of age, has recently moved (within the last 12 months) his or her primary residence to a location that is closer to the MSL team they seeking to transfer OR
- The Swimmer, regardless of age, has not been a member of an MSL team in the twelve (12) months-prior to this Transfer Request.

7.1.1 Transfer Requests requiring MSL Review. If a Transfer Request is submitted to the MSL Board and the swimmer does not meet a condition of Section 7.1.1, OR does not submit a request by 31st March, the Transfer Request application will be evaluated and subject to approval by the MSL Board pursuant to Rule 7.2:

7.2 Submission of Transfer Requests.

7.2.1 Submitted to MSL Board Secretary. All Transfer Requests shall be submitted in writing (email is acceptable) to the MSL Board Secretary who will provide an acknowledgement of the Transfer Request, including the date that the request was received and the date that the Transfer Request will be evaluated by the MSL Board.

7.2.2 Timeliness of Submission. In order for a swimmer is to be eligible to score points in the current swimming season for the swimmer's new (target) team, a Transfer Request must be submitted and received before Noon on March 31st. A Transfer Request made after March 31st, must be submitted and received by the Board Secretary at least fourteen (14) days before the next regularly scheduled MSL Board meeting in order to be reviewed by MSL Board at that meeting. Failure to submit in the designated time may necessitate a delay in the review of that transfer request to the subsequent MSL Board regularly scheduled meeting.

7.2.3 Investigation. The MSL Board may designate a representative to review the Transfer Request. This representative may request and shall be given access to coaches, parents, and swimmers in the process of



evaluating the current Transfer Request. In addition the swimmer's claim that they are living closer to a new team after that swimmer has changed primary residence will be verified.

7.2.4 **Review by the Board.**

7.2.4.1 **Hearing and Voting.** The MSL Board shall review all outstanding Transfer Requests at their regularly scheduled meetings. Failure by the MSL to review the Transfer Request within sixty (60) days of receipt will result in an automatic approval of the Transfer Request. The MSL representatives from each of the teams involved may make presentations to the Board regarding their respective teams' positions on the Transfer Request. Upon the conclusion of such presentations, the MSL representatives from the teams involved in the transfer shall retire from the meeting room and the remaining eight (8) MSL Board members in attendance, shall deliberate and vote on the approval of the Transfer Request. Should a tie vote result on the MSL Board, the transfer request will be approved.

7.2.4.2 **Standard of Review.** The MSL Board may reject or approve a Transfer Request in furtherance of the best interests of the MSL, the member teams, or the well being of the swimmer requesting the transfer.

7.2.4.2.1 **Conditional Approval:** The MSL Board may approve a Transfer Request with conditions. Conditions may include, but are not limited to: limitation of the swimmer to point score for the new team in the current season, set an official target date for transfer to be effective, etc.

The MSL Board is the final decision making body for all Transfer Requests.

7.2.4.2.2 **Communication and Recordation of Transfer Decisions.** All decisions or other dispositions of Transfer Requests shall be recorded in the meeting minutes of the Board and shall be communicated to the swimmer and teams involved within seven (7) days of the Board's decision. The MSL Board will keep a documented record of all transfers in a Transfer Register, maintained by the Board Secretary. This register is to



be made available, at all times, for review by MSL Representatives. [Rev. 2-14]

8. Meet Events: Each Dual Meet shall include all events listed in Section 9; even if one team does not have entries in all events.

DUAL MEET FORMATS

9. Strokes: The events in a Dual Meet shall be freestyle, backstroke, breaststroke, butterfly, individual medley, and freestyle and medley relays.

10. Distances - Individual Events: 8 and under - 25 yards or meters; 9 and over -- 50 yards or meters, except the 15-18 freestyle event, which shall be 100 yards or meters. All Individual Medley events shall be 100 yards or meters.

11. Event Limits: Each swimmer may be seeded in only three (3) individual events plus either or both relays ("Event Limits"). If a swimmer swims in an additional individual event(s) exceeding the Event Limits then those event(s) shall be Exhibition Swims pursuant to Rule 11A.

11A. Exhibition Swims. Exhibition Swims shall only be permitted by the Referee prior to the swimming of an Exhibition Swim under the following circumstances:

- i. The Referee has received the consent of both teams' coaches to proposed Exhibition Swim prior to the event within a reasonable amount of time for the Referee to inform the desk personnel of the status of the swimmer; and
- ii. In the Referee's judgment, the Exhibition Swim will not cause an unreasonable delay in the progress of the meet.

Exhibition Swims shall not: (a) score any points; or (b) be used to set or break any team, pool, or league record. Exhibition Swims may be used: (a) to obtain a qualifying time for the All Stars' meet; and (b) for participation for one of the two Dual Meets required to compete in the Championship Meet as provided for in Rule 30.d. [REV. 3/2013]

12. Point System: Five points for first place; three points for second place; one point for third place in individual events. Seven points for first place; three points for second place; one point for third place in relay events.

In the event of a tie for an individual or relay event (race), the points allocated to the respective places shall be totaled and evenly split between the 2 or 3 tying individuals or relay teams.



Example #1- If there is a tie in an individual event between the first 2 swimmers to finish then these 2 swimmers (or teams) would each be awarded 4 points ($5+3/2=4$).

Example #2- If there is a tie in a relay event between the 2 teams to finish after the first place finisher then these 2 teams would each be awarded 2 points ($3+1/2=2$).

Points awarded for individual events shall not exceed nine points and points awarded for relay events shall not exceed eleven points. Only two swimmers or relay teams per swim team may score in any individual or relay event. A swimmer may score from any heat unless entered as an exhibition swimmer pursuant to Rule 11.A. [REV. 3/2013]

13. Event Completion: An event is completed when all heats are finished.

14. Lanes: In the first heat with a five-lane pool, the fifth lane goes to the host team. In a second heat, the fifth lane goes to the visiting team, and alternates thereafter. Representatives from both teams must agree upon any changes to the above lane assignment rules prior to seeding.

15. Schedule: The Dual Meet schedule should be set up according to the following guidelines:

a. Upper/Lower Halves. All teams in the upper/lower half of the final standings from the Championship results shall swim the majority of the meets against teams in the same half of the following year. The standings from the Dual Meet season shall be used as the tie breaker. The "middle" team in the standing will swim the majority of meets against upper teams.

b. Byes. All bye meets shall be from the opposite half of these standings, if necessary.

c. Rotating Byes. If a bye meet is needed, the bye meet should be rotated among teams each year so no team has more meets than any other two years in a row.

d. Home/Away. When possible, the teams alternate home versus away meets with each other every other year.

16. Ribbons: Host team is to provide ribbons for first, second and third place for all individual events, including all heats, and first place ribbons for the four (4) members of the relay teams. Although it is not mandatory, most member teams furnish pool record ribbons.

17. Pool Records: All teams shall have available at Dual Meets the existing or current



pool records.

18. Reporting Results: The host team is to report the results to the League Publicity Representative. Reports shall be made to the League Publicity Representative by the home team by 6 o'clock Saturday evening following the meet. League Publicity Representative will receive information and report results to media representatives and assure that deadlines are met.

19. Host/Guest Workers:

a. Deck Workers. The Host team must provide: meet director, referee, starter, clerk of the course, announcer, stroke and turn judge, relay takeoff judge, head timer, and timers with watches. Three timers shall be provided for each lane. Teams with Colorado Timing Systems will provide one (1) watch per lane. Guest teams must provide: timers for each official lane and appropriate number of stroke and turn and relay takeoff judges. Timers are arranged so that each team provides one timer per lane and an additional timer in their opponent's lane.

b. Desk Workers. The following list of workers are recommended for the Desk at each Dual Meet. (See 19 (d) for clarification regarding Desk Worker functions for teams with Automatic Timing Systems.):

I. Official Time Checkers (Host Team and Guest Team)

- Ensure there are timer forms for each lane, in lane order
- Circle official time; if three times, select middle time; if two times, calculate the average
- Verify swimmer name on DQ slips; attach to timer forms

II. Data Input (Host Team)

- Input times and disqualifications into computer
- Organize DQ slips and make them available to each team after entering them
- Print results for each event

III. Heat Checkers (Host Team)

- Compare printed results with timer forms
- Report error to Rover/Poster

IV. Rover/Poster (Host Team)

- Verify error reported to data input team
- Post event results

V. Records Checker (Host Team)

- Check printed results for team and pool records
- Notify Desk Runner of new records and prepare ribbon



VI. Ribbon Labelers (Host & Guest Team, as deemed appropriate)

- Take labels from Heat Checker and affix to proper ribbon
- File ribbons for each team
- File DQ slips at end of meet

VII. Desk Runner (Host Team - may be combined with Rover)

- Take records to Announcer from Records Checker
- Take scores from Meet Scorer to Announcer
- Take DQ slips from judges to referee and data input group.

c. Desk functions with Automatic Timing Systems.

Automatic Timing Systems. An automatic timing system may be fully automatic (pads & buttons) or semi-automatic (buttons only). Both systems will be connected to the starting systems giving an automatic start. These systems will have three buttons and a watch per lane. A watch is always required in case there is a failure to start the timing system or in the event the timing system is started late. In the latter case the watches may be used to calculate the actual start and then the button times can be adjusted. This will allow three button times per lane to be used for the swimmer's time.

If the timing system flags that the pad time for a lane was much slower (greater than .3 seconds, settable by the timing system) than the button time, the button times will be used.

The Event Package. This is a hard copy record of each event. The Timing System can print out the details of each race. This printout should be attached to the timer sheets. The event package should contain the Timer Sheets, the DQ sheets, the Timing System printouts and any referee notes. After the event has been entered into the computer and checked the result should be attached.

d. Desk Workers with an Automatic Timing System. The following list of job functions is recommended for the Desk at each Dual Meet running with an Automatic Timing System:

I. Colorado (One person - all the time - Home Team)

- Set next event or heat
- Monitor-adjust active lanes, arm/disarm buttons/pads
- Check early button times at end of each race and compensate
- Store/print each race
- Mark off heat sheet and make any adjustments on race printout



- Write the race number from Colorado on current event/heat on heat sheet
- Change finish from pad (automatic) to buttons (manual) for 8&Us and reset at end of 8 & under events

II. End of Event (One person - Visiting Team)

- Assemble event package
- Attach Colorado printouts
- Verify and add disqualifications
- Collate timer sheets. (It is useful to copy race number from heat sheet to first page of timer sheet and to indicate if there have been any lane changes or disqualifications.)
- Check to see timer sheets match Colorado printouts **

** Timer Forms will be checked against event results in "IV" below

III. Data Entry (One person - Home Team)

- Work on Event
- Get times for heat
- Change/move swimmer if necessary
- Print results
- Make corrections if errors found by Record Checker
- Print checked ribbons

IV. Check Results (One person - Visiting Team)

- Check correct heat/lane reassignments
- Use stopwatch times to validate times for heat and swimmer
- Attach results to event package

20. Rule Book: The host team will have on hand a current copy of U.S. Swimming Rules. The MSL will supply at least one current copy to each team annually.

21. Swim Rules: All U.S. Swimming Rules apply to conduct of the meet and swimming, the strokes, turns, starts and finishes and land disqualifications. In addition, in regard to the backstroke turn rule (101.3.3), the MSL will interpret a continuous turning action to include kicking into the wall without an arm pull and thus allow flotation into the wall. A swimmer is disqualified upon a second false start in any event. However, in 8 & under events for a swimmer who is not scoring and not swimming an All Stars qualifying time, a performance which would otherwise be disqualifying shall result in an advisory mark to coach and swimmer in lieu of disqualification.

22. Relay Take-Off Judges – Also referred to as Dual Confirmation Judges



- a. Relay take-off judges shall be assigned by the Referee and shall stand so that they can clearly see both the touch of the incoming swimmer(s) and the feet of the departing swimmer(s) as they leave the starting platform, and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.
 - b. The take-off judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified ONLY if both take-off judges report an infraction AND the referee confirms the infraction with a relay exchange slip.
 - c. Protest against the judgment decisions of relay take-off judges can only be considered by the Referee and the Referee's decisions shall be final.
23. Schedule of Events: Mixed medley relays, freestyle, backstroke breaststroke, butterfly, individual medley and mixed freestyle relays. Within each age group, girls events precedes boys. Other heats must be swum following the main heat.
24. League Forms/Copies:
- a. League Forms. Member teams must use timer forms and heat sheets generated by the League-sanctioned computer program.
 - b. Event Results. Member teams must post event results as soon as available from the computer.
 - c. Meet Results. Guest teams shall receive an e-mail or a diskette and a printout of the meet results, at the end of the meet.
25. Line-Ups:
- a. Heat Make-up. The line-ups shall list the appropriate number of swimmers per event according to the size of the pool (Rule 14). Swimmers may score from any heat. There will be no changes after the meet starts.
 - b. Changes/Time Limit/Illness. Scratches and entry changes can be submitted up to ten minutes before the meet is scheduled to begin. Should a swimmer in the first heat become unavailable during a meet, a swimmer from a lower heat may be placed in the first heat with the notification of desk personnel. If no swimmer is available from a lower heat, another swimmer may be removed from another event, but only after approval of both coaches and notification of the desk



personnel. The unavailable swimmer may only swim in a subsequent previously scheduled event for that meet.

c. Relay Changes. All swimmers in the original line-up shall be considered alternates for relays and may be substituted at any time prior to the start of the relay.

d. Change Restrictions. A swimmer not listed in the original line-ups may not score points during that meet. The swimmer not in the original line-ups must be entered as an exhibition swimmer pursuant to Rule 11.A.

e. Exchanging Line-Ups. The host team computer representative will call the guest team computer representative five to six days (Sunday or Monday) before the meet to coordinate the exchange of line-up information.

f. Deadline. Line-ups shall be exchanged no later than 6:00 PM, Thursday before the meet unless agreed upon by both teams, at a place designated by the host team, or electronically. All changes should be incorporated at this time. Additional changes should be kept to an absolute minimum on the day of the meet. (See exception for high school swimmers in 3b.)

g. Line-Up Copies. The host team must provide four (4) copies of the heat sheets to the guest team, no later than one-half hour before the scheduled meet.

h. Scratch Copies. The host team is responsible for providing final heat sheets to the Announcer, Meet Scorers, Stroke and Turn Judges and the Official Time Recorder.

GENERAL REGULATIONS

26. Pool Problems: If the host team has a pool problem, it should notify the visitors immediately. All efforts should be made to correct the problem, move the meet or reschedule. If nothing can be worked out, the meet will be canceled and not counted in the MSL standings.

27. Throwing/Pushing: Throwing or pushing any individual into the pool before or during a meet is prohibited.

28. Dual Meet Rules Violation: If a Marin Swim League (MSL) team contends that a Dual Meet Rule has been violated, then that team can protest the alleged violation and the following actions shall take place:



a. The President of the protesting team shall submit in writing to the President of the MSL a description of the circumstances and nature of the alleged violation including date, venue, time of day and/or event number, if applicable, and the specific rules or rules violated. Accompanying the written submission shall be a \$100 filing fee in the form of a cashier's check made payable to the Marin Swim League.

b. The President, Vice President, Treasurer, and the representative of the past President's team of the MSL (the "Executive Committee") shall review the written description of the alleged violation and determine if there is sufficient evidence to warrant the formation of a Grievance Committee. A three-fourths vote of the Executive Committee will be required to form a Grievance Committee.

c. If the Executive committee determines that there is not sufficient evidence to warrant the formation of a Grievance Committee, then the matter will be dismissed and the filing fee retained by the MSL. The Executive committee may, at its sole discretion, return the filing fee to the protesting team.

d. If the Executive Committee determines that a Grievance Committee should be formed to consider the alleged violation, then the Grievance Committee will be comprised of the following members:

1) Members: A member of the team that last held the presidency of the MSL, the current MSL president, and a member of the team that is next in line for the MSL presidency.

2) Alternates: If any of the above members of their team(s) are involved with the alleged violation, the second president-elect team shall provide a member to serve and so on down the line in order of succession until an impartial committee is formed.

The Grievance Committee shall review the written description of the alleged violation and shall at a minimum interview the Presidents of both the protesting and offending teams. After a full review, if the Grievance committee unanimously agrees that a violation did occur, then the Grievance Committee may determine and impose a penalty.

Penalties shall be commensurate with and appropriate to the offense and can include:

- For violations related to pool, equipment or facility problems, fines not to exceed \$500, payable to MSL;
- For violations of eligibility rules, suspension for a meet or meets of the offending



swimmer(s);

- For any sportsmanship offense, forfeiture of the meet.

The filing fee will be returned to the protesting team if the Grievance Committee determines that a violation has occurred.

In the event that the Grievance Committee unanimously agrees that a violation did not occur, then the protest will be dismissed and the protesting team will forfeit the filing fee.

If the Grievance Committee cannot unanimously agree that a violation occurred, the full MSL Board will then consider the matter. Both Team Presidents will be allowed to make a presentation to the MSL Board to argue their cases. The MSL Board will then determine if a violation occurred. A three-fourths vote of the MSL Board will be required to impose a penalty for any violation.

In any season a team who has had a penalty imposed for a rule violation is the subject of a second protest, then the full MSL Board will consider the second protest without review by the Executive Committee or creation of a Grievance Committee. In the event the MSL Board determines that a violation occurred, a penalty shall be imposed or the team may be suspended from the MSL and/or forfeit meets.

- A three-fourths vote of the MSL Board will be required to suspend a team from the MSL or impose the forfeiture of meets.

- A suspended team must petition the MSL for reinstatement as a MSL member.

- A three-fourths vote of the MSL Board will be required for a team to be reinstated.

e. Protests of rule violations for All-Star* and Championship Meets shall follow the above procedures.

f. There shall be no appeal of any decision by the Executive committee, or of any rule violation determination, or penalty, suspension, or meet forfeiture imposed by a Grievance Committee or the MSL Board, provided the above procedures have been followed.

g. A summary of all details, correspondence, and information regarding the grievance will be provided, in confidence, to the MSL Board by a representative of the Grievance Committee.

29. All Stars* Special Rules:



- a. Requirements. Swimmers must have participated in at least two Dual Meets in the current season, except High School Swimmers need participate in only one Dual Meet in the current season
- b. Seeding. Entry times must be from a Dual Meet in the current season. Any unverifiable time will result in the swimmer being scratched from that event.
- c. Event Limits. Each swimmer may participate in only three individual events plus either or both relays.
- d. Qualifying "Q" time formula. The goal of the "Q" time formula is to come as close as possible to 16 swimmers per event. The average of the previous year's All-Star "Q" times and the 18th place championship time may be used as a starting point. Subscribing Members will determine the "Q" times prior to the start of the current swim season.

30. Championship Meet Special Rules:

- a. Number of Entries. There is no limit to the entries each team may send except each team may enter only one relay team per age group event.
- b. Event Limits. Each swimmer may participate in only three individual events plus either or both relays.
- c. Requirements. To be eligible to compete in the Championship Meet, a swimmer must have participated in at least two scheduled Dual Meets in the current season. [Rev. 3/2011]
- d. Age Grouping. If a swimmer's birthday falls between the last Dual Meet scheduled (League-wide) and the Championship Meet, the swimmer has the choice of swimming the Championship in the same age group as he/she was at the end of the Dual Meet season, or that same swimmer can move into the new age group for the entire meet.
- e. Seeding. Swimmers will be seeded in the heats according to their submitted times. The slower swimmers shall swim in the first heats. Individual times entered must have been established in a regular Dual Meet or All-Star Meet in the current season and are subject to verification. If time cannot be verified, swimmers may swim the event in the slowest heat to get a time, and may score points as individuals or for their team.
- f. Heats. All heats are timed finals.
- g. Point System.



Individual Events:

First = 20; Second = 17; Third = 16; Fourth = 15; Fifth = 14; Sixth = 13;
Seventh = 12; Eighth = 11; Ninth = 9; Tenth = 7; Eleventh = 6; Twelfth = 5;
Thirteenth = 4; Fourteenth = 3; Fifteenth = 2; Sixteenth = 1.

Relays:

First = 40; Second = 34; Third = 32; Fourth = 30; Fifth = 28; Sixth = 26;
Seventh = 24; Eighth = 22; Ninth = 18; Tenth = 14; Eleventh = 12.

h. Trophies. Trophies are awarded to top three high point swimmers at each age group, boys and girls, based on the points scored in individual events.

i. Medals. Medals are awarded to the first through eighth place finishers. Place ribbons will be awarded for 9th through 16th place. Heat winner ribbons will be awarded following the top 16 finishers. In relays, first place finishers shall receive four medals.

j. Ties. There will be no swim-offs; duplicate awards will be given in case of ties.

31. Code of Conduct [Revised 1/22/14].

Any member or prospective member of MSL swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time, fined or expelled if such member violates the provisions of the MSL Code of Conduct, set forth below (the "Code of Conduct") or aids, abets or encourages another person to violate any of the provisions of the Code of Conduct.

The following shall be considered violations of the MSL Code of Conduct:

1. Discrimination is Prohibited. Discrimination against any athletes, coaches, trainers, managers, administrators, volunteers, and officials on the basis of race, color, religion, age, gender, sexual orientation, disability, or natural origin.
2. Bullying is prohibited. For the purposes of the Code of Conduct, the term "Bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more MSL swimmers, coaches, officials, volunteers, or parents, ("Members") of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at a swimmer that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the swimmer or damage to the other swimmer's property; (ii) placing the swimmer



in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the swimmer at any MSL activity; (iv) infringing on the rights of the swimmer at any MSL activity; or (v) materially and substantially disrupting the training process or the orderly operation of any swimmer (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member team). The MSL Board shall investigate allegations of Bullying of an athlete by a coach or an official, and all other allegations shall be investigated by the team board of the person accused of Bullying.

3. Sexual Misconduct.

- a. Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature directed towards an athlete by (i) a coach or (ii) any other adult participating in any capacity whatsoever in the activities of MSL swimming.
- b. Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a MSL swimming related activity by any person participating in the affairs or activities of the MSL directed toward any member or other person participating in the affairs or activities of the MSL.

4. Protection of Swimmers.

- a. Inappropriate touching between a swimmer and an adult coach, official, volunteer, or parent, is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
- b. Any rubdown or massage performed on an athlete by an adult coach, official, volunteer, or parent, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any



circumstances.

- c. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
 - d. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.
 - e. Chaperones on overnight trips must have successfully passed criminal background check.
 - f. When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
 - g. All coaches must successfully pass a criminal background check prior to the commencement of each season
 - h. It is every an adult coach, official, volunteer, or parent's responsibility to promptly report any incident regarding sexual misconduct as described under this Code of Conduct to the president of the swimmer's team or the Vice President of the MSL Board. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
 - i. No member shall retaliate against any individual who has made a good faith report under 31.g;
 - ii. Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.
5. **Criminal Conduct.** Conviction of, imposition of a deferred sentence for, or any plea of guilty or no content at any time, past or present or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.
6. **Illegal Drugs.** The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, manager or any other person where the athlete is



under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

7. Provision of Alcohol. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
8. Abuse of Alcohol. The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who is in a position of authority over that athlete.
9. Physical Abuse. Physical abuse of an athlete by any person who, in the context of swimming is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete. Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.
10. Acts of Dishonesty. Any act of fraud, deception or dishonesty in connection with any MSL related activity.
11. Conduct Toward Officials. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with an MSL swimming event.
12. Solicitation of Swimmers. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a Team, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage a swimmer who is already a member of a Team to leave that Team, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the Team from the President of the swimmer's existing Team, or contact is initiated by the swimmer, the swimmer's parent or authorized representative. General advertising includes any information that is:
 - A. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of any MSL Team, or
 - B. Placed in or on any item that is sold.



13. Other Prohibited Conduct. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of the MSL or the sport of swimming.
14. In the event of a violation of this section, a sanction may be imposed against any coach, officer, volunteer, representative or employee of a Team, or against any such Team, or any combination thereof, as appropriate.