

TRI STATE SWIM CONFERENCE
AMENDED AND RESTATED BY-LAWS AND RULES

1. NAME. The name of this unincorporated association shall be the Tri State Swim Conference.
2. MISSION. The mission of the Conference is to provide a competitive age group swimming experience and fair competition and to promote fitness, good sportsmanship, self discipline, dedication and team work.
3. MEMBERSHIP. Membership in the Conference will consist of those community teams admitted through the process specified in these by-laws. There shall be two types of membership, full membership and associate membership.
 - a. *Full Membership*. Teams with full membership shall have full rights to vote on all matters brought before the conference, host invitational meets and the conference championship and to have their swimmers participate in invitational swim meets and conference championships. There shall be twelve full memberships in the Conference. As of the date of this amendment and restatement, the following teams are full members of the conference: (1) Branson Waves, (2) Carthage Aquatic Team, (3) Cassville Water Otters Swim Team, (4) Joplin Swim Team, (5) Lamar Tiger Sharks, (6) Monett Water Thrashers, (7) Nevada Neptunes, (8) Ozark Tiger Sharks, (9) Parsons Dolphins, (10) Pittsburg YMCA Barracudas, (11) Siloam Springs Flyers, and (12) Southwest Aqua Bears. In the event that a team is removed from full membership pursuant to the provisions of these by-laws, the remaining full members may elect another team (which may or may not be an associate member team) to full membership.
 - b. *Associate Membership*. Associate members may be admitted to the conference pursuant to the procedure outlined in Section 4 of these by-laws. Associate member teams shall have all of the rights of full member teams, *except* that associate member teams (i) shall not have a right to vote on matters brought before the conference; and (ii) shall follow full member teams in the rotation for selection of invitational swim meets, regardless of whether the associate member team (or the full member team) has hosted an invitational the previous year.
4. ADMITTANCE. Any team desiring admittance to the conference must petition for admittance at the fall conference meeting. The petition must be presented in person by a representative(s) of the team seeking admittance. The representative shall supply (1) a copy of the team by-laws, (2) a letter requesting admission membership in the conference signed by the team President and/or coach, and (3) a completed application on a form supplied by the conference secretary. A vote of the application will be made at the spring conference meeting. A majority of the then current conference members must vote in favor of the application in order to admit the petitioning team. Upon being admitted into the conference,

a full member team shall have full voting and other privileges and be entitled to participate in the conference championships. An associate member team shall have the privileges of an associate member team and shall be entitled to participate in the conference championships.

5. DUES. Annual dues shall be determined at each fall conference meeting. The conference may determine that the dues for associate members shall be lower than those for full members. Payment of annual dues shall be made to the conference Treasurer by July 1 of each year. A late fee of 300% shall be assessed to any member failing to pay dues by the July 1 payment date. Notice that the annual dues have not been paid and the imposition of the late payment assessment shall be sent no later than July 7 by registered (return receipt) mail to any member which has failed to pay the annual dues by July 1. The membership of any member that has failed to pay all dues and assessments by August 1 shall be suspended.
6. CONFERENCE OFFICERS. There shall be four officers of the conference: President, Vice President, Treasurer and Secretary. All officers shall serve a term of two years. The President and Treasurer shall be elected at the fall conference meeting in odd numbered years. The Vice President and Secretary shall be elected at the fall conference meeting in even numbered years. The officers shall have the following duties:
 - President – The President shall be the chief officer of the conference, and shall preside over all conference meetings. The President shall prepare an agenda for each regular conference meeting as required by paragraph 9. The President shall have the authority to appoint committees as needed.
 - Vice President – The Vice President shall preside over any conference meeting not attended by the President. The Vice President shall be the official record-keeper for the conference, shall determine the division between A and B times for competition, shall maintain the competitor birthday list and shall make the final determination of validity of any time submitted for qualification for the conference championship. The Vice President shall be entitled to compensation as determined at the regular spring meeting.
 - Treasurer – The Treasurer shall maintain a checking account for the conference, and shall be responsible for the collection of all conference dues and other revenues, and the payment of all conference bills and expenditures. The Treasurer shall present a report of the revenues, expenses and balances on hand at each regular spring and fall conference meeting.
 - Secretary – The Secretary shall take minutes of all conference meetings, and shall submit a copy of same to each conference member within three weeks after the date of the meeting. The Secretary shall also maintain copies of all conference meeting minutes, correspondence and other communications.

EXECUTIVE COMMITTEE. The conference officers shall be permitted to act as an Executive Committee to interpret the rules of the Conference or to resolve disputes. Any decision made by the Executive Committee shall be subject to review by the members of the conference at the next succeeding regular conference meeting or a special conference meeting called for the purpose of review.

8. RESIGNATION AND REMOVAL. A conference officer may resign at any time, or may be removed by a majority vote of the conference members. Upon resignation or removal, a regular or special conference meeting shall be held to elect a successor to complete the term of the former officer.
9. CONFERENCE MEETINGS. There shall be two regularly scheduled conference meetings each year: the spring meeting shall be held the first Saturday in May; the fall meeting shall be held the last Saturday in August. The time and site of each meeting shall be determined at the immediately preceding regular meeting. The President shall prepare and mail to each conference member designated representative an agenda for the spring and fall meetings at least 3 weeks prior to the date of the meeting. The agenda shall include as an item "other business as may be presented by a conference member." Special meetings of the conference may be called by the President, or absent a call of the President, by the written request of two thirds of the conference full members; provided that written notice of the time, location, and purpose of the special meeting shall be given to each member's designated representative at least seven days prior to the date of said special meeting. No business other than that specified in the notice may be conducted at a special meeting.
10. VOTING. Each conference full member shall have one vote, which shall be exercised by the designated representative of the member. Conference associate members shall have no voting rights. Each member shall provide the name of a contact person for the purpose of receipt of all conference communications. In the event a full member fails to designate a contact person, the designated representative of the full member at the most recent regular meeting shall be the contact person. Any member not having a designated representative present at a regular spring or fall meeting shall be ineligible to vote, suspended from conference membership and given notice (by registered mail, return receipt requested) of suspension by the conference President. A suspended member may apply for reinstatement by submitting a written request together with an assessment payment equal to three times the regular annual dues then in effect. Upon receipt of a request for reinstatement and payment of the assessment, the suspended member shall be automatically reinstated to its conference membership (of the type previously held by the member). Any suspended member which has not submitted a written request for reinstatement and made payment in full of the assessment by the completion of the roll call of teams at the next regular conference meeting succeeding the notice of suspension shall be removed from conference membership.
11. RULES CHANGES. Motions to change the conference by-laws and rules, including the rules of competition, shall be permitted to be presented and voted upon only at the fall

conference meeting every third year (with the next such date being the year 2007 fall meeting); provided that upon the written request of two-thirds of the full members, a rule change or changes may be presented for a vote at any regular fall meeting.

12. CONFERENCE AND INVITATIONAL MEET SELECTION.

- a. *Conference Championships.* At each fall conference meeting, the host team for the conference championship and the dates for all invitational meets for the next year shall be determined. The host team for the conference championships shall be a full member of the conference unless no full member desires to host the meet. The host team for the conference championship shall be determined by majority vote, and shall not be permitted to host an invitational meet.
- b. *Invitational Meets.* At each fall meeting, the tentative dates and sites for hosting invitational meets shall be determined by rotation. Separate rotation lists shall be maintained for full members and associate members of the conference. Full members will be entitled to select invitational meet dates for the following season in the order of the rotation list. Associate members will be entitled to select an invitational meet date if a date is available after all full members have either selected a date or passed on their right to host an invitational meet the following season.
- c. *Rotation Lists.* If a member hosts an invitational swim meet, it moves to the bottom of its rotation list in the order in which it was entitled to select an invitational meet date. The member that hosts the conference championship meet will be deemed to have selected an invitational swim meet in the order in which it was entitled to select an invitational swim meet for the purposes of the rotation list. See Exhibit A to these by-laws for an example of how the rotation schedule, the selection of teams to host meets and the schedule for the ensuing year. The rotation lists by which the selection of dates shall be made for invitational meets for the next succeeding season shall be included with the minutes of the fall meeting. If the host team for a season's conference championships or an invitational meet are changed after the fall conference meeting, the rotation list(s) shall be changed accordingly.
- d. *Tentative Meet Schedule and Confirmation of Schedule.* The minutes of each fall conference meeting shall state the tentative dates and sites for the next year's conference championship and the invitational meets, all of which shall be subject to final approval at the next succeeding spring meeting.

13. SUSPENDED MEMBER – LOSS OF INVITATIONAL. No suspended member shall be permitted to bid to host the conference championship nor an invitational meet. In the event a member is suspended under paragraph 10 and that member is scheduled to hold an invitational meet in the upcoming season, that member shall lose the right to hold the scheduled invitational meet unless within three business days from the date of notice of

suspension and the loss of the invitational meet by the President (1) all assessments imposed by paragraph 10 are paid in full, and (2) the suspended member advises the President in person or by telephone of its intent to hold the invitational meet as scheduled. If the member does not meet these two requirements and loses the right to hold the invitational meet, the open date shall be made available to other conference members to hold an invitational meet. Should a member elect to host an invitational on that date, the open date created by that member's election shall be made available to other members. Any open dates resulting from the application of this paragraph shall be offered to members in the order of the selection rotation of the previous fall meeting.

14. PARTICIPATION. All conference teams shall be permitted to participate in all invitational meets. Non-conference teams shall be permitted to participate in invitational meets if invited by the host team. Participation in dual, triangular, or other non-invitational meets shall be determined by the host team. Results from all invitational meets shall be acceptable for purposes of qualifying for the conference championship. Results from any non-invitational meet shall be acceptable for purposes of qualifying for the conference championship provided that (1) a certified stroke and turn judge supervises the competition, (2) two qualified stroke and turn judges officiate the competition, and (3) proof of times are provided to the Vice President within seven days after the competition. Non-conference teams shall not be permitted to participate in the conference championship meet. Unattached swimmers shall not be permitted to participate in the conference championship meet.
15. CONFERENCE OFFICIALS. The conference encourages the participation of parents as officials: starters, stroke and turn judges, place judges and timers. The conference shall appoint a head official who should be USA Swimming certified. The head official shall have the authority to interpret and enforce the rules of competition. Each season, the head official shall conduct at least one officials clinic which shall be open to all members, and may conduct additional officials clinics as determined by conference members and the head official. The head official shall be entitled to compensation from the conference for services to the conference as determined at the spring meeting, compensation from the host of all invitational meets and the conference championship as determined by agreement with the host member, and the reimbursement of expenses. To act as a stroke or turn judge during competition, a person must have attended one clinic conducted by or approved by the head official in either the current or immediately preceding season, or be a USA Swimming certified official.
16. COMPETITION ENTRIES, TIME STANDARDS, AND MEET RECORDS.
 - a. Any team hosting an invitational must use a version of Hy-Tek Meet Manager/Commlink computer software acceptable to the Vice President to schedule evens and record the results of competition. After the conclusion of each meet, each participating team and the

Vice President shall be presented with a computer disk of the full results of the competition. The Vice President shall also be provided a hard copy of the full results.

- b. Time standards dividing the competition into an A division and a B division prepared by the Vice President shall be presented, reviewed, and approved at the spring meeting for competition for the next succeeding season.
 - c. Each member shall provide to the Vice President by July 1 of each season a listing by competitor of the birth dates of all competitors of the member. By July 10, the Vice President shall notify any member whose birthday list has not been received in an acceptable form. The member shall have five days to submit a list in acceptable form. Any member which has not submitted a list in an acceptable form by July 15 (or any competitor not included on a member's list by July 15) shall not participate in the conference championship meet for that season.
17. RULES OF COMPETITION. All meets hosted by a conference team and the conference championship meet shall be conducted in accordance with the current rules and procedures of USA Swimming, except as modified by these by-laws or a specific written conference rule.
- a. *Order of Events:* The order of events of competition shall be as specified in the appendix to these by-laws. All invitational meets shall be conducted as timed final events.
 - b. *Age Requirement:* A competitor shall swim in his or her proper age group determined as of the competitor's attained age as of June 1 of each season.
 - c. *Number of Events:* A competitor shall not be entered in more than three individual and two relay events during a one day meet; and shall not be entered in more than four individual and one relay events per day in a two day meet.
 - d. *Jewelry:* A competitor shall not be permitted to wear jewelry of any kind during warm-ups or competition.
 - e. *Time Limit:* Enforcement of the rule limiting competition to eight hours per day shall be at the discretion of the meet referee.
18. SPECIAL RULES FOR CONFERENCE CHAMPIONSHIPS. The following rules shall apply to the conference championship meet.
- a. The conference championship must be held in an indoor facility on the first Saturday/Sunday in August.

- b. During the season for which the championship is being determined, a competitor must have competed in an individual event(s) in at least two invitational meets, and have posted during the season a qualifying A or B time in an event in order to compete in that event at the conference championship meet.
- c. Competitors swimming in B events, but who attain an A time at the conference championship will have points, if any, credited toward the B division team total.
 - (1) Competitors shall be allowed to enter no more than three individual events and one relay event per day.
 - (2) No deck or late entries shall be permitted.
 - (3) A division individual events will be conducted as seeded preliminaries with the six fastest competitors qualifying for the final. B division individual events and all relay events will be conducted as timed finals.
 - (4) An A relay entry must achieve an A relay qualifying time in order to score points toward the championship.
 - (5) Any competitor entered under a non-conforming time shall be seeded last in all preliminary events.

THESE AMENDED AND RESTATED BY-LAWS AND RULES ARE APPROVED THIS 28TH DAY OF AUGUST 2004.

Max McKnight, President

Ginny Fuldner, Secretary

Example of Operation of the Rotation Lists

This example addresses full members only; the separate rotation list for associate members would work similarly.

Suppose the rotation list for the 2005 summer season was as follows: Joplin, Nevada, Branson, Cassville, Carthage, Parsons, Lamar, Siloam Springs, Pittsburg, Ozark, Monett, Springfield. Suppose further that at the fall 2004 conference meeting, team representatives made their selections in order as follows:

Joplin—host a meet on July 9 & 10
Nevada—host a meet on July 23 & 24
Branson—host a meet on June 25
Cassville—bye
Carthage—host a meet on July 16 & 17
Parsons—host a meet on June 18 & 19
Lamar—host a meet on June 11 & 12
Siloam Springs—host the conference championships on August 6 & 7
Pittsburg—bye
Ozark—host a meet on July 2
Monett—host a meet on July 30
Springfield—host a meet on June 4 & 5

Finally, suppose that at the spring 2005 conference meeting, Monett announced that it would not hold a meet and that weekend remained open for the season.

In that case, the rotation order for full members for the selection of invitational meets for the 2006 summer season would be

Cassville
Pittsburg
Monett
Joplin
Nevada
Branson
Carthage
Parsons
Lamar
Siloam Springs
Ozark
Springfield.

TRI STATE SWIM CONFERENCE
ORDER OF EVENTS

Boys' Event Numbers	Event Description	Girls' Event Numbers
1	15-18 200 freestyle	2
3	8 & under 100 medley relay	4
5	10 & under 100 medley relay	6
7	11-100 medley relay	8
9	13-14 100 medley relay	10
11	15-18 100 medley relay	12
13	8 & under 25 freestyle	14
15	10 & under 50 freestyle	16
17	11-12 50 freestyle	18
19	13-14 50 freestyle	20
21	15-18 50 freestyle	22
23	8 & under 25 backstroke	24
25	10 & under 50 backstroke	26
27	11-12 50 backstroke	28
29	13-14 50 backstroke	30
31	15-18 50 backstroke	32
33	8 & under 100 IM	34
35	10 & under 100 IM	36
37	11-12 100 IM	38
39	13-14 200 IM	40
41	15-18 200 IM	42
43	8 & under 25 butterfly	44
45	10 & under 50 butterfly	46
47	11-12 50 butterfly	48
49	13-14 50 butterfly	50
51	15-18 50 butterfly	52
53	8 & under 50 freestyle	54
55	10 & under 100 freestyle	56
57	11-12 100 freestyle	58
59	13-14 100 freestyle	60
61	15-18 100 freestyle	62
63	8 & under 25 breaststroke	64
65	10 & under 50 breaststroke	66
67	11-12 50 breaststroke	68
69	13-14 50 breaststroke	70
71	15-18 breaststroke	72
73	8 & under 100 freestyle relay	74
75	10 & under 100 freestyle relay	76
77	11-12 200 freestyle relay	78
79	13-14 200 freestyle relay	80
81	15-18 200 freestyle relay	82

TRI STATE SWIM CONFERENCE
WARM-UP GUIDELINES AND PROCEDURES

1. Pre Meet Warm-Up Period
 - a. Control and supervise—key to safe warm-up
 - b. Marshals should be actively supervising the warm-up to ensure that proper procedures are followed.

2. General Warm-Up Period
 - a. Allocate the first 20 minutes to general warm-up in all lanes.
 - b. There should be no diving off blocks or side of pool during this time.
 - c. Coaches will be in charge of their lanes at all times.
 - d. Circle swimming only—no diving
 - e. Last ten minutes of warm-up period to be allocated to starts with one-way swimming only.
 - f. Only one swimmer on the blocks at a time and no one will be allowed on blocks while backstrokers are starting.
 - g. If the entire lane is ready for one way swimming, the coach will be allowed to take control of their lane for starts by informing the coaches of adjoining lanes that they will begin starts.
 - h. All starts will begin at the starting end of the pool and the swimmer will swim only one length. At this time only the dive starts will be used.
 - i. Remember to give younger and slower swimmers sufficient lead time before starting older and faster swimmers.

3. Additional Considerations
 - a. Coaches should maintain as much contact with their swimmers as is possible. Verbal and visual contact should be maintained throughout the warm-up period.
 - b. The coach's responsibility to supervise swimmers is the same as when on deck during practice.
 - c. The marshal shall have the authority through the meet director during the warm-up period. A swimmer and/or coach may be removed from the deck or the meet for interfering with this authority.

These guidelines are for everyone's safety. The coaches should be aware of the proper warm-up procedures. It is the responsibility of all meet directors and meet personnel to keep safety awareness first and foremost during the meet.