

DuPage Swim & Dive Conference



Rules, Regulations, and By-Laws

2008 Season

Revised March 1, 2008

DUPAGE SWIM & DIVE CONFERENCE BY-LAWS

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DUPAGE SWIM & DIVE CONFERENCE BY-LAWS

ARTICLES OF INCORPORATION

ARTICLE I. NAME

The name of this organization shall be the DuPage Swim and Dive Conference ("DSDC").

ARTICLE II. PURPOSE

The purpose of the DSDC shall be:

- A. To promote a competitive swimming and diving program for children residing within the member districts.
- B. To promote participation for the maximum number of interested people.
- C. To provide and promote an atmosphere in which the participants can learn good sportsmanship and develop good attitudes with an emphasis on participation as opposed to winning at any cost.

ARTICLE III. MEMBERSHIP

- A. All member districts must be a park district or recreation commission. Some portion of the district must be within DuPage County.
- B. All member districts must have adequate representation and a parent club to fulfill the obligations as outlined in the Rules, Regulations and By-Laws.
- C. Each member district will have one vote in all matters. However, meetings are open to the general public.
- D. New member districts will be admitted on approval of two-thirds of the existing member districts.
- E. Member districts will be expelled on approval of two-thirds of the remaining member districts.
- F. Each member district will furnish the name, address, and phone number of the park district representative and the parent club representative by the first meeting of each year to receive all notices and communications.
- G. The conference shall consist of three divisions comprised of (in descending order) a White, Red, and Blue division. No division will have more than six teams.

ARTICLE IV. MEETINGS

- A. Following the team rotation schedule, a transition meeting will be held between the conference officers of the past year and new officers before January 1 of each year. At this meeting, all supplies and bookkeeping will be transferred to the new officers.
- B. An initial meeting of the DuPage Swim and Dive Conference will be held by January 25th of each year. At this meeting, all Conference representatives will meet to review and clarify Conference rules. A dual meet schedule for both swim and dive teams will be distributed at this meeting for review.
- C. Meetings will occur on a monthly basis after the first meeting, or as deemed necessary by the President, after 10 days notification to the Board Representatives.
- D. *Roberts Rules of Order* will govern all meetings. Conference Officers should familiarize themselves with these procedures before the first Conference meeting in January.
- E. A majority of the member districts constitutes a quorum at any meeting, and a majority vote of those present shall govern except where otherwise specified. The vote shall be by voice except when a roll call vote is requested by one member district.

- F. In the absence of the President, the President will appoint an appropriate presiding officer.
- G. An appeal meeting may be called by the Conference officers to be held the Monday before the seed meeting, if needed, without 10 days notice.
- H. The seed meeting is not an official meeting for transacting any business other than conference seeding. Meetings may be called at any time by the president of the DSDC with a minimum of ten (10) days notice.

ARTICLE V. OFFICERS

A. The DSDC will be administered by five (5) officers: a president, a vice president, a secretary, a treasurer, a dive chairperson, and any additional officers the president deems necessary.

B. The President shall be elected by a majority vote of the member districts in office per the rotation schedule.

C. DUTIES OF THE PRESIDENT:

1. Preside over all meetings including appeal meeting.
2. Appoint the Secretary and Treasurer.
3. Oversee the Secretary and Treasurer.

D. DUTIES OF THE VICE PRESIDENT:

1. The vice president will be a member of the succeeding member district per the rotation.
2. Act as assistant to the President.
3. In the absence of the President preside over all meetings including appeal meetings.
4. Chair Judges and Timers Training Committee.
5. Coordinate scheduling of training classes for judges, timers, starters and referees.
6. Host coaches' meeting at the start of the season.

E. DUTIES OF THE SECRETARY:

1. Responsible for all recording of the official minutes, and supervision of division recorders who handle team rosters and record keeping of the swim meets.
2. Take minutes of each meeting and distribute copies to member districts.
3. Notify member districts of all meetings at least ten (10) days in advance.
4. The Conference Secretary will provide updated records for each division and the conference meet results for each division at the September membership meeting.

F. DUTIES OF THE TREASURER:

1. Responsible for collection of membership swim and dive fees. (Issue invoices by April 1)
2. Responsible for maintaining conference financial records and conference checking account.
3. Responsible for purchase and distribution of all ribbons and trophies.
4. Responsible for purchase and distribution of Event, Finish, and DQ cards.
5. Responsible for the distribution of the "A" Conference Computer Programs to host teams prior to June 1st; responsible for collection of programs by the end of August of that swim season.

G. DUTIES OF THE DIVE CHAIRPERSON:

1. Responsible for receiving and recording dive rosters and dive meet results.
2. Responsible for conducting dive seed meeting.

H. The officers may not, without majority Conference approval:

1. Approve team member transfers
2. Waive penalties
3. Handle protests/appeals

ARTICLE VI. CERTIFICATION OF OFFICIALS

A. Judges and Timers Committee that will consist of the Vice President and two or three other people. With the exception of the Chairperson, the committee members must have DSDC Starter Referee certification. Responsibilities of the committee, under the direction to the chairperson the committee will:

1. Establish a training class schedule for judges, timers, starters and referees.
2. Carry out the training as scheduled.
3. Issue certification badges to all individuals who successfully complete the class and pass a written exam.
4. Keep a record of all individuals who have been certified, the type of certification, and the expiration date of that certification. This record, including those officials whose certification expired the past year, is to be distributed to each team at or before the March meeting. It is the responsibility of each team representative or Meet Director to ensure its' accuracy, submit proof of omissions, and to ensure re-certification as needed. No official will be able to re-certify or to move up to the next level if they are not on the list.

B. Official certification classes will be conducted by the DSDC in the months of May, June, and July. These classes will consist of a lecture (and/or demonstration in the case of Judge) and a test. Upon successful completion of the class, an ID badge will be awarded to be worn at all meets.

C. Officials must work in their certification level for at least one season before progressing to the next level of certification. Certification will be valid until December of the second year, (or the third year, in the case of timer/scorer). During the next season, he/she must either re-certify or move to the next level to be an eligible official for the Conference Meets. If this is not accomplished, he/she will be dropped from the official's list and must attend a future class and pass its' test to be added back onto the listing of certified officials.

D. The fee charged for these certification classes will be established by the Conference.

E. The following documents to be used during certification classes will be included as part of these Bylaws:

- Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Timers and Scorers
- Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Judges and Starter/Referees

All tests administered to prospective officials and reviews for re-certification classes shall be based on this information.

The following documents to be made available to all teams in the conference will also be included as part of these Bylaws:

- Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Clerks of Course and Meet Directors

- Division Recorder Instructions
- F. To be officially certified as a Judge, Starter, or Referee, officials must be at least 21 years of age on the date of certification. To be officially certified as a Timer/Scorer, officials must be at least 18 years of age on the date of certification.
- G. Individuals with ISI Certification will be included in the DSDC Records of Officials, provided that a copy of their current Certification, along with the level of certification (Judge, Starter, Referee) is presented to the DSDC Vice President and that they attend a full or renewal class given by DSDC. A test will not be required. It will then be the individual's responsibility to forward copies of all yearly ISI renewals and advancements in order to remain on the current record of officials. Every two years, re-certification is required by attendance at either a full class or renewal class given by DSDC.

ARTICLE VII. AMENDMENTS

These by-laws may be amended by a two-thirds vote of the member districts. The proposed amendment must be presented at one regularly scheduled meeting, mailed to the member districts, and voted at the next regularly scheduled meeting.

ARTICLE VIII. DSDC OFFICER ROTATION

	<u>SWIM</u>		<u>DIVE</u>
2008	Addison	2008	Lombard
2009	Roselle	2009	Addison
2010	Carol Stream	2010	Elmhurst
2011	Woodridge	2011	Itasca
2012	Bensenville		
2013	Bloomingtondale		
2014	Wood Dale		
2015	Butterfield		
2016	Itasca		
2017	Glendale Heights		
2018	Hanover Park		
2019	Villa Park		
2020	Bartlett		
2021	Lombard		

DuPage Swim & Dive Conference Rules

ARTICLE I. PURPOSE

The purpose of the DSDC shall be:

- A. To promote a competitive swimming and diving program for children residing within the member districts.
- B. To promote participation for the maximum number of interested people.
- C. To provide and promote an atmosphere in which the participants can learn good sportsmanship and develop good attitudes with an emphasis on participation as opposed to winning at any cost.

ARTICLE II. GENERAL CONFERENCE RULES

A. PROPOSED RULE CHANGES

Any team may propose a change. Proposed changes must be made in writing and presented at one meeting and voted upon at the next meeting. Changes are approved by a two-thirds majority of those teams present. Proposed changes must be presented by the March meeting so they can be reviewed by the membership and voted on by the April meeting to be in effect for the current year.

B. CONFERENCE BOARD

1. The Swim and Dive Conference Board shall consist of the Conference officers as specified in the By Laws and one voting member from each Park District. Except in case of ties as specified in the By Laws, only Park District team representatives shall have voting power. The voting member must, in good conscience, represent the views of both the parent organization and the Park District. It shall be the responsibility of the team representative to convey all appropriate information from the DSDC meetings and/or mailing back to the parent organization, the park district and the coaching staff and to bring information from the parent organization, park district and/or coaching staff to the attention of the DSDC board. The Team Representative is the primary conduit for information between the DSDC and the park district, parent organization, coaching staff and any other interested parties.
2. The President will cast his/her vote in case of tie.
3. If penalty points are to be assessed by the Conference Board, the penalized team has the right to a hearing by voting members from the opposite division at an appeal meeting to be held the Monday before the Seed Meeting. Exception to this hearing shall be after the team has received the 25-point penalty in II-C & no hearing allowed for penalty in II-F.

C. TEAM ELIGIBILITY

1. Each team must forward the yearly conference fee to the conference treasurer and be in good standing with the conference to enter the A-Conference. The Treasurer will submit invoices to each team's Park District by April 1.
2. Dues must be paid by May 15. Teams not paying their dues by May 15 will be assessed a \$50.00 late fee. Teams not paying their dues by the first meet will be assessed an additional 25 point penalty at the A-Conference meet. Teams not paying their dues by the seed meeting will be assessed a 50 point penalty at the A-Conference meet. Teams not paying their dues by the A-Conference will not be able to compete in the A-Conference. Teams not paying their dues by 12/31 will be ejected from the DuPage Swim and Dive Conference and will be required to re-apply to participate. The treasurer will provide a report of any teams with unpaid dues at EVERY meeting.

3. All expenses incurred by the teams must be billed to the teams by April 1st of the current swim season. Teams not paying these expenses owed to Conference by May 15th of the current swim season will be assessed a \$50.00 fine. However, if the Board is notified in writing of a Park District's different fiscal year start date for bill payment, it will approve a payment extension date. The treasurer will provide a report of any teams with unpaid expenses at EVERY meeting.
4. New teams waiting to join the conference must provide the board with a detailed resume at any regular conference meeting. Final approval or rejection will come at the next conference meeting that year. The resume will help determine qualifications. New teams will be assigned to the Blue division.

D. SWIMMER ELIGIBILITY

1. When a family first joins DSDC, they may select to join any team in the conference, regardless of any Park District, town or school district boundary. Subsequently, all swimmers in that family must join the same selected team.
2. Team members may not transfer member teams unless permanent residency changes. (This conference does not sanction coach following).
3. Any family changing residency has the option to remain with the former team or to join the new member team with notification to the conference.
4. A swimmer may compete on one conference team only. A diver may compete on a different dive team if his or her home team or currently approved park district has no dive team.
5. Head coaches cannot swim for any conference team.
6. The age classification for a swimmer is determined by his/her age as of the first day of June. If anyone is challenged and found guilty of swimming down, that team shall be penalized in the following manner.
 - a. For the first offense, that team will be penalized all points accumulated by that swimmer earned by swimming in the wrong age group.
 - b. The team will also be assessed a 25 point penalty at the dual meet where the infraction occurred. This penalty plus the point deduction will be subtracted from the team dual meet score to reflect a dual meet winner.
 - c. If a team is guilty of a second offense, said team will be assessed a 50 point penalty at the Conference Championship Meet. Every offense after the second offense will also be assessed a 50-point penalty for each offense at the Conference Championship Meet. There will be no appeal after the first offense. Challenges are to be directed to the referee by the swim coach or the conference record keepers. Swimmers may swim up, but may not swim the same event in more than one age group.
7. Age classification:
 - a. Age grouping is as follows: 8 & Under, 9-10, 11-12, 13-14, and 15-18.
 - b. A swimmer will continue to be eligible to swim in the Conference for the summer season immediately following graduation from high school or until he/she exceeds age 19, whichever comes first. (The intent of this rule is not intended to penalize special cases such as double promotions, etc. Any special case should be brought to the conference in writing for ruling.)
 - c. Exceptions for emergencies may be made by the President and Vice-President of the Conference Board. Their decision is final.

E. TEAM REQUIREMENTS

Each conference team must submit, to the conference secretary, and the respective division recorder, a Team Manager export file (via e-mail or on CD) of their team's roster including first and last names, addresses with park district indicated, age, birth date, and sex, a minimum of 24 hours before the first meet. Out of district members with prior approvals should be footnoted. No first dual meet may take place unless these rosters have been received. Dive roster must be submitted on a separate list to the Conference Dive Chairperson and not combined with the swim roster. An updated list must be sent periodically with any additions to the rosters. If too close to a meet, a call to the division recorder for swim or the Dive Chairperson for dive can be made 24 hours prior to the meet so that a child may swim or dive, whichever the case may be. Otherwise, a child can swim exhibition only. Failure to comply will result in first a warning via telephone to the team coach and a letter to the Conference representative, then graduated point penalties of 10, 25, 50 points at the Conference Championship Meet. Once reaching the 25-point penalty, the penalty shall not be waived.

ARTICLE III. MEET REQUIREMENTS

A. SCHEDULING

1. Dual Meet Scheduling

- a. Each team shall have one dual meet with every team in its division and with teams in the other division (subject to conference scheduling).
- b. Meets cannot be changed from the scheduled date without the consent of parties involved, visitors as well as the home team.
- c. The starting time for meets shall be as close as possible to 6:30 PM for Wednesday swim competition. Saturday starting times can be determined by the home team, but must be between 8:00 and 9:00 AM. Each team will be allowed 30 minutes to warm-up. Warm-up times for meets shall be as close as possible to: Wednesday's (HOME TEAM) 5:15 - 5:45 PM and (VISITOR TEAM) 5:45 - 6:15 PM; Saturday's (HOME TEAM) 75 minutes before meet start time and (VISITOR TEAM) 45 minutes before meet start time.
- d. The home team head coach or a member of his/her coaching staff MUST telephone the visiting coach no less than 24 hours prior to the meet confirming warm-up times, exhibition policies, number of lanes, clerk of course requests, and pool length (i.e. yard or meter). If home team fails to make this call, the home team cannot run any exhibitions at that meet.
- e. If exhibition heats are to be run, no more than 20 exhibition heats may be scheduled at any meet. Half of these are available to each team. If one team schedules fewer than 10, that team may offer the unscheduled number of exhibition events to the other team.

2. A Conference Scheduling

The Championship Meet ("A" Conference) for all Divisions will be held on the last Saturday in July.

3. B Conference Scheduling

The B-Conference Meet for all Divisions will be held on the Wednesday or Saturday preceding the A-Conference meet. Swimmers who participate in the B-Conference Meet cannot participate in the A-Conference Meet except as alternates in a relay.

B. RESCHEDULING

1. Dual Meet

- a. Wait at least 30 minutes after the meet scheduled start time before canceling the meet, or abide by pool regulations regarding rain and lightning.
- b. In the event a dual meet has been rained out, team line-ups must be forwarded by the home team to the division recorders with meet results postmarked no later than 48 hours after the rain out. It is preferred these line-ups be mailed immediately after the rain out. An attempt should be made to reschedule the meet in order for swimmers to comply with the Conference Meet qualifications.
- c. Decide the new date the day or night of the rain out.
- d. Reschedule the rain out as soon as possible.
- e. The meet can be called if the losing team does not want to return to finish the meet.

2. A and B Conference Championship Meets Rain-out Procedure

- a. Rain without lightning - proceed with meet.
- b. Rain with lightning:
 1. Delay meet until lightning stops up to a maximum of 7 hours. (As meets usually run 6 hours, a 7-hour delay would end the meet at approximately 10:00 p.m. which is close to a normal Wednesday night meet finish.)
 2. Hold meet on the following day as an alternate. (Any team unable to hold a meet on the next day would have to make arrangements to move to a backup pool.) If the same problem occurs on the next day, hold meet as soon as possible with the maximum final weekend being Labor Day.
- c. Tornado or severe storm:
 1. Move to shelter until storm has passed, then proceed with meet.
 2. Shelter arrangements must be left to the host team.
- d. Broken pump or serious pool problem - Same 7-hour time delay or reschedule.

*ABOVE ALL, BOTH CONFERENCE MEETS MUST BE HELD - NO POSTPONEMENT UNTIL
THE FOLLOWING SEASON OR CANCELLATION FOR ANY SWIM AND DIVE SEASON.*

C. DIVISION RECORDING AND RECORD KEEPING

1. Each division will select a team annually who will keep the divisions swim records. This division recorder will report to the Conference Board Secretary. Each Division recorder will then provide the same number of team record keepers as teams in the division. No team shall be forced to keep the records more than once every three years unless all teams in the division have been record keepers within the last 2 years.

2. All home teams must forward 2 copies of the meet results of each dual meet to the division record keepers (1 to each team's division) postmarked no later than 48 hours after the meet. These results should preferably be mailed immediately following each meet. If not received, the next meet will be forfeited. Each coach must conditionally sign the meet results. Two copies must be sent, one for each team. For example, if a white division team is swimming at a red division pool, the red division team must send one copy of the results to the white division record keeper and send one copy to the red division record keeper. If a blue division team is visiting another blue division team, the home blue team must send 2 copies of the results to the blue division record keeper.
3. The division record keepers will use the agreed upon version of Team Manager to record all swimmers' times during the season.
4. Division standings will be determined by the championship meet only. No points for dual meets. If there is a tie in the standing, then the actual winner shall be the winner of the dual meet or highest total of points if there is more than one meet between the two teams in question. For this reason, diving meets must be scored as separate and distinct meets and the final scores must not be added to the swim meet score.
5. At the Conference Seed Meeting, all team and Division Record keepers will turn over all records to the Conference Secretary, and all teams will turn over all dual meet event cards.

ARTICLE IV. SPECIFIC SWIMMING RULES

The current USA SWIMMING RULE BOOK will govern all swimming rules not covered in the rules of the DuPage Swim and Dive Conference. The word EVENT indicates number, age group, and stroke being SWUM.

A. DUAL MEETS

1. Eligibility and Protests
 - a. One contestant may enter no more than three (3) individual and two (2) relays for points. He/She may not enter the same event in more than one age group. A child who swims in four individual events and/or 3 relays will be disqualified from the fourth individual event and the 3rd relay will be disqualified and a team penalty of 25 points/infraction will be assessed to the team at that dual meet. The conference secretary will make written notification to the meet director.
 - b. Protest for ineligible swimmers - the swimmer is to be disqualified from the event in which he/she is illegally entered and that event counts as one of his/her 3 individual or 2 relay events. Every one moves up one place in that event. The swimmer may not enter that same event in any other age group.
 - c. Protests must be made in writing to the Conference President and postmarked within 48 hours after completion of the meet.
 - d. Exhibition swims count for seed times for the A and B-Conference Meets.
2. Entry Requirements
 - a. In six (6) lane pools, each team may enter three (3) swimmers for points in individual events, however, teams cannot sweep an event.
 - b. In pools larger than six (6) lanes, each team may enter only three (3) swimmers or relays for points. Additional swimmers or relays may be entered as exhibition only. Center six (6) lanes to be considered official with outside lanes as exhibition.
 - c. In five (5) lane pools, each team may enter only two (2) swimmers for points. The fifth lane shall be designated an Exhibition Lane, the home team having the priority. In relay events, each team may enter two (2) relays, with the top relay scoring points.

3. Officials

- a. The home team must provide the following officials (with current certification), if possible:

- 1 Referee
- 1 Starter
- 3 Judges (1 each: finish, stroke, turn)
- 2 Scorekeepers (1 to act as head scorekeeper)
- 1 or more Timer(s) per lane with watches
- 1 Alternate Timer

The home team must also provide the following workers:

- 1 Clerk of Course
- 1 Ribbon Writer
- 1 Runner
- 1 Announcer
- 1 Adult Control Monitor

- b. The visiting team must provide the following officials, (with current certification), if possible:

- 3 Judges (1 each: finish, stroke, turn)
- 1 Scorekeeper
- 1 or more Timer(s) per lane with watches

The visiting team must also provide the following workers:

- 1 Ribbon Writer
- 1 Adult Control Monitor

- c. If either team cannot provide the necessary staff, they must contact the other team at least 24 hours prior to the start of the meet.
- d. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.

4. Scoring

- a. Dual meet scoring in individual events shall be

- 1ST Place - 5 Points
- 2ND Place - 3 Points
- 3RD Place - 1 Point.

Dual meet scoring for relay events shall be

- 1ST Place - 7 Points
- 2ND Place - 0 Points.

When swimming unopposed, (no competition from other team) scoring shall be

- 1ST Place - 5 Points,
- No second or third place.

However, ribbons should be awarded to participants.

Unopposed relays - 4 Points.

Ties will be scored by adding points together and dividing by 2. No points for next place.

b. Place is determined:

1. Decision of the finish judges if they agree on all places.
2. Times for all swimmers in the event when the judges disagree on any place. If the finish judges disagree on ANYTHING, disregard all of the finish cards and determine all places solely by time.

5. Meet Organization

- a. Lane cards must be filled out one-half hour before the start of the meet and turned in to the Clerk of Course. Each team is to use lane cards provided by the DuPage Swim & Dive Conference. Colored lane cards must be used for exhibition heats. Exhibition times do not count for points at dual meets. Swimmers names must be entered in full, FIRST and LAST names are required, not just initials.
- b. All relay event cards must indicate the numerical order of swimmers (1, 2, 3, 4) and this information must be transferred to the official score sheet in order for actual relay times to be used as seed times for the A Conference meet. Names on the event cards must look like this:

1. John Backstroker	2. Mike Breastroker	1. John Free #1	2. Mike Free #2
3. Bobby Flyer	4. Joe Free	3. Bobby Free #3	4. Joe Free #4

The numerical order must be transferred to score sheets by the scorekeepers.

- c. Visiting team will always occupy odd numbered lanes.
- d. Any changes must be made by a member of the coaching staff at least five events prior to the one in which the change is being made.

Example: If Event 5 is on the block, Events 6, 7, 8, 9, and 10 may not be changed, but Event 11 may be changed.

- e. The home team will maintain all lane, finish and DQ cards used at a dual meet until the end of the season and bring to the seed meeting.

6. Awards

- a. Individual ribbons shall be awarded by the home team at dual meets for first, second and third place in individual events and for first place only in relays.
- b. A team cannot sweep an event. Third place ribbons would go to the third place swimmer, but the points would go to the other team.

B. A CONFERENCE

1. Eligibility

- a. A swimmer must swim in at least four (4) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the four dual meet requirements.
- b. All times must be non-DQ times, exhibition times are allowed.
- c. Exceptions for emergencies may be made by the President and Vice-President of the conference board. Their decision is final.

2. Entry Requirements

- a. All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting. Individual seed times must be for the same stroke and distance (regardless of event number) to be swum. All individual seed times submitted must be verified as the fastest time available to be used for that swimmer. Relay seed times turned in at the Conference Seed Meeting must be determined by one of the following two methods. No other method may be used to determine relay seed times.
 1. The four swimmers swam as a team in a dual meet and swam the same relay type (free or medley), the same distance and the same stroke at that meet. The time from that meet may be used as a proven seed time. If a seed time utilizing this method is submitted, it must be verified as the fastest time available to be used for that combination of swimmers.
 2. A composite seed time can be calculated from proven component individual (see above) seed times for the same individual strokes and distance as the leg of the relay to be swum for each of the four swimmers. When using composite times the swimmers need not have swum that relay during a dual meet. If a seed time utilizing this method is submitted, all individual seed times must be verified as the fastest time available to be used for each swimmer.
 3. All relay event cards must indicate the numerical order of swimmers (1, 2, 3, 4) and this information must be transferred to the official score sheet in order for actual relay times to be used as seed times for the A Conference meet. Names on the event cards must look like this:

1. John Backstroker	2. Mike Breastroker	1. John Free #1	2. Mike Free #2
3. Bobby Flyer	4. Joe Free	3. Bobby Free #3	4. Joe Free #4

The numerical order must be transferred to score sheets by the scorekeepers.

4. All times, both individual and relay must be non-DQ times.
 - a. Entry sheets for "A" conference must be completed prior to the start of the seed meeting. Seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets. One contestant may enter no more than three (3) individual and two (2) relays. He/she may not enter the same event in more than one age group. All times, including relay alternate times must be verified.
 - b. All teams will compute times using the consistent formula of time of '1.1'. Record keepers must consistently use this formula in Team Manager throughout the season. All times reported for seed meeting will be in yards.
 - c. If a division has five teams or less, conference meet seeding will be as described in the USA Swimming Rules for a five lane pool. The last heat shall be composed of the fastest submitted times in each individual event.

- d. Substitutions are allowed in relays only. The substitution swimmer(s) must have met all meet eligibility and entry requirements and are listed as alternates. It will be necessary to indicate which of the four strokes the swimmer is eligible to be an alternate for, (they have a valid seed time for the stroke and distance.) A swimmer may be listed in only one age group per relay as either a swimmer or an alternate. Final lineup determined at the scratch meeting held prior to the start of the meet. Exceptions for emergencies may be made by the President and Vice-President of the conference board prior to the day of the meet or by the Head Referee on the day of the meet. Their decision is final.
- e. The alternate position swimmer may only be utilized in the event of an emergency, illness or absence of the swimmer originally seeded as one of the relays' four swimmers. If one of the original four swimmers is replaced due to an emergency, illness or absence, that original swimmer will be scratched from the remaining meet.
- f. Final lineup will be determined at the scratch meeting, which is held prior to the start of the meet.
- g. Due to a time factor, only two swimmers from each team and one relay from each team per event will be allowed.
- h. Names of the four relay members and no more than three alternate names must appear on seed time card with stroke and order listed. The order of the four relay swimmers for only the freestyle relays may be changed at the scratch meeting prior to the start of the A Conference Meet.
- i. Each team will submit their A Conference lineup as a Team Manager export file (on CD) to the both the Conference Secretary and the host team.

3. Officials

- a. All teams shall provide the names of at least two referee/starters, one stroke judge, one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches.
- b. The minimum number and type of officials required to be on deck and working at any time are: one referee, one starter, two stroke judges, three turn judges if 6 lanes are used else two turn judges if 4 or 5 lanes are used, eighteen timers, six lane card writers, one alternate timer for every two lanes, six scorers, three ribbon writers, and two relay take-off judges who must be assigned by the referee. These two judges must have Starter/Referee certification and shall be positioned on opposite sides of the pool, along side the Starter and the Referee, respectively. All four of these official shall have jurisdiction to record (write down and compare after each event) relay exchange infractions; however, confirmation by at least two of the four officials shall be required in order for a disqualification to be made. Hand signals shall not be used, as confirmation is required prior to the disqualification being made. Relay take-off judges will need to move to the opposite end of the pool for 8 & Under Relay events. Alternates should be available for all positions. The officials working on deck should be as evenly divided between the teams as possible. The division conference meet director will provide a finalized list of officials and assignments at the conference seed meeting.
- c. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.

4. Scoring

- a. Scoring if 6 Teams:
- | | |
|--------------------|----------------------------|
| Individual Events: | 13-11-10-9-8-7-6-5-4-3-2-1 |
| Relay Events: | 26-18-14-10-6-2 |
- Scoring if 5 Teams:
- | | |
|--------------------|----------------------|
| Individual Events: | 11-9-8-7-6-5-4-3-2-1 |
| Relay Events: | 22-14-10-6-2 |
- Scoring if 4 Teams:
- | | |
|--------------------|-----------------|
| Individual Events: | 9-7-6-5-4-3-2-1 |
| Relay Events: | 18-10-6-2 |
- b. Scoring to be based solely on timed finals. Places to be determined by lane times only. The referee and starter should write place picks for each heat. At the discretion of the referee those picks may take precedence in the case of a dispute.
- c. Host teams will use Meet Manager to score the conference meet. The Meet Manager software will be provided by Conference.

5. A Conference Organization

- a. All teams must have a representative present at the Division Championship Seed Meeting.
- b. Warm up times should be assigned keeping in mind the distance to be traveled by each team. Host team will ALWAYS have the earliest warm up time.
- c. Coaches are required to remain with team or in designated coaches' area.
- d. All team members must remain in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.
- e. Protection from the elements is a responsibility of each team parent association.
- f. Each division host team must submit a complete set of final results to each participating team and the conference secretary postmarked within 72 hours of the end of the conference meet. In addition, each host team will inform the conference secretary of the records broken during the conference meet. Each division host team must notify the Conference Secretary of the meet results by 5:00 p.m. on the day of the meet. (If possible, the host teams should contact each other during the half-time to exchange scores.)

6. Awards

- a. AWARDS - Overlay ribbons 1st through 12th places in individual events and 1st through 6th places in relay events if 6 teams in division; 1st through 10th places in individual events and 1st through 5th places in relay events if 5 teams in division; 1st through 8th places in individual events and 1st through 4th places in relay events if 4 teams in division.
- b. TROPHIES - will be awarded to the first place teams of each division.

C. B CONFERENCE

1. Eligibility

- a. A swimmer must swim in at least one (1) dual meet before he/she can swim in the conference meet.
- b. Exhibition times are allowed.
- c. Exceptions for emergencies may be made by the President and Vice-President of the conference board. Their decision is final.

2. Entry Requirements

- a. Only individual events will be held. All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting.
- b. Seed times must be for the same stroke and distance (regardless of event number) to be swum. All times must be non-DQ times, exhibition times are allowed.
- c. Since scoring is based on improving a personal best, seed times **MUST** be the fastest valid time. For a swimmer who has no valid seed time for an event due to disqualification(s), he/she may be entered with a seedtime of NT for that event. A rainout lineup does not qualify for a seed time of NT. The swimmer must have attempted to swim the event during the season.
- d. Every swimmer may swim no more than 4 events.
- e. Entry sheets for "B" conference must be completed prior to the start of the seed meeting. Seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets. He/She may not enter the same event in more than one age group. All times must be verified.
- f. All teams will compute times using the consistent formula of time of '1.1'. Record keepers must consistently use this formula in Team Manager throughout the season. All times reported for seed meeting will be in yards.
- g. Each team will submit their B Conference lineup as a Team Manager export file (on CD) to both the Conference Secretary and the host team.

3. Officials

- a. All teams shall provide the names of at least one referee/starter, one stroke judge, one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches.
- b. The minimum number and type of officials required to be on deck and working at any time are: one referee, one starter, two stroke judges, three turn judges if 6 lanes are used else two turn judges if 4 or 5 lanes are used, eighteen timers, six lane card writers, one alternate timer for every two lanes, six scorers, three ribbon writers. Alternates should be available for all positions. The officials working on deck should be as evenly divided between the teams as possible. The division conference meet director will provide a finalized list of officials and assignments at the conference seed meeting.
- c. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.
- d. Judging shall be the same as in the "A" conference.

4. Scoring

- a. Scores are based on best times, rather than event winners. A non-DQ time will be considered a personal best if the seedtime is NT. Every swimmer that earns a personal best (better than their seed time) earns points for their team. The team score is calculated by dividing the number of personal bests by the total number of events swum and then multiplying by 100. For example, if a team brings 40 swimmers and each swims 4 events, which would be 160 (40*4) total events swum. If there are 80 personal bests swum, then the team score would be $(80/160)*100 = 50.0$. DQ's do NOT reduce the total number of events swum. No-shows are NOT included in the total number of events swum. Each team's score is calculated and then ranked.
- b. Points toward A-Conference are then assigned
 - If 6 teams. 1st place - 13 points, 2nd place - 9 points, 3rd place - 7 points, 4th place - 5 points
5th place - 3 points and 6th place - 1 point.
 - If 5 teams. 1st place - 11 points, 2nd place - 7 points, 3rd place - 5 points, 4th place - 3 points
5th place - 1 point.
 - If 4 teams 1st place - 9 points, 2nd place - 5 points, 3rd place - 3 points and 4th place - 1 point.
- c. These points are carried over to the A-Conference Meet.
- d. Host teams will use Meet Manager to score the conference meet. The Meet Manager software will be provided by Conference.

5. B Conference Organization

- a. All teams must have a representative present at the Division Championship Seed Meeting.
- b. Warm up times should be assigned keeping in mind the distance to be traveled by each team. Host team will ALWAYS have the earliest warm up time.
- c. Coaches are required to remain with team or in designated coaches' area.
- d. All team members must remain in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.
- e. Protection from the elements is a responsibility of each team parent association.
- f. Each division host team must submit a complete set of final results to each participating team and the conference secretary postmarked within 48 hours of the end of the conference meet and must provide the results to the appropriate A-Conference host team prior to the start of the A-Conference meet.

6. Awards

AWARDS - Ribbons for each personal best achieved. Each team will be charged back for the ribbons given to that team's swimmers.

8 & UNDER STATEMENT

This statement is designed as a guide to stroke and turn judges officiating 8 & Under events.

The purpose of competition for the 8 & Under swimmer is to teach the swimmer proper stroke techniques without being so stringent that the swimmer is discouraged.

During the first two dual meets, an 8 & Under swimmer should be DQ'd if the stroke is swum in a blatant illegal manner or if the swimmer is gaining an unfair advantage due to an illegal stroke. The purpose of DQ'ing an 8 and Under swimmer should be to reinforce proper stroke techniques (or a reasonable facsimile) and discourage the continued use of an obviously illegal stroke.

During the first two dual meets, an 8 & Under **should not** be disqualified if an obvious effort is being made to correctly execute the stroke. Common sense and the teaching value of DQ should be considered when judging 8 & Under events.

Whether or not an 8 & Under is DQ'd, the judge should communicate what part of the stroke is under question to the swimmer and/or the coach.

AFTER THE 2ND MEET OF THE SEASON, AND AT THE CONFERENCE CHAMPIONSHIP MEETS ALL 8 & UNDERS WILL BE JUDGED THE SAME AS ALL OTHER SWIMMERS AND IN ACCORDANCE WITH USA SWIMMING RULES.

The intent of this statement is to progressively tighten the judging throughout the season so that for the last 8 meets, all swimmers are being judged uniformly.

ARTICLE V. SPECIFIC DIVING RULES

A. GENERAL

1. All General Conference Rules apply to diving competition, except G2 and the penalty clauses in B & E6. Penalty for diving will be 10 points. In addition, Specific Swimming Rule C applies to diving competition.
2. The current U.S. Diving Rules & Regulations will govern all rules not specifically covered in the rules of the DuPage Swim and Dive Conference.
3. Separate male and female events in each age group shall be held.
 - a. Age groups shall be: 10 & under, 11, 12, 13 & 14, 15 & 18.
 - b. Divers may compete in one age group only per meet. Divers may compete in an older age group if desired; competition in younger age groups is not allowed.
 - c. A diver may compete in the Conference for only one summer (season) upon graduation from high school. This season must follow immediately after high school graduation.

4. REQUIRED DIVES

- a. Divers competing in the 10 & under age group must perform three (3) dives as follows: One (1) forward dive from the one meter or three meter springboard in either straight, pike or tuck position (FINA #101), and two (2) different dives from the one or three meter springboards, pick from two (2) different groups.
- b. Divers competing in the 11 & 12 and the 13 & 14 age groups must perform four (4) dives as follows: One (1) forward dive from the one (1) meter or three (3) meter springboard in either the straight, pike or tuck position (FINA #101), and three (3) different dives from the one meter or three meter springboard, picked from two (2) different groups.
- c. Divers competing in the 15 - 18 age group must perform four (4) dives as follows: One (1) forward dive from the one (1) meter or three (3) meter springboard in either the straight, pike, or tuck position (FINA #101), and three (3) different dives from the one meter or three meter springboard picked from three (3) different groups.

5. DUAL MEET COMPETITION

- a. The selection of dives must be made and submitted to the referee preferably 30 minutes before the meet begins and may not be changed once that age group competition has begun. Individual dive sheets must be reviewed and signed by the divers prior to submission to the referee.
- b. A team cannot sweep an event. Third place ribbons would go to the third place diver, but the points would go the other team.
- c. Each team may enter three (3) divers plus a maximum of one (1) exhibition diver in each event.
- d. Scoring in individual events shall be: 1st place - 5 points; 2nd place - 3 points; 3rd place - 1 point. When diving unopposed (no competition from the other team), scoring shall be: 1st place - 5 points; no second or third place points.
- e. Ribbons shall be awarded to the winners of first, second, and third places; even when diving unopposed.
- f. The visiting team shall provide at least one judge, preferably not the coach, and a scorekeeper. The home team shall provide at least two diving judges, preferably not the coach, an announcer, and a scorekeeper. Total judges may be three, five, or seven. The home team shall provide a referee who will have complete control of the meet. The referee may also serve as a diving judge.

- g. The referee makes final decisions in all meet disputes.

B. CONFERENCE MEET

1. Each team may enter five divers in each event; however, two divers must be alternates. There are no substitutions. Each diver entered shall have dived as followed:
 - a. One (1) dual meet if five (5) teams competing.
 - b. Two (2) dual meets if six (6) teams competing.
 - c. Three (3) dual meets if seven (7) teams competing.
 - d. Four (4) dual meets if eight (8) or more teams competing.
 - e. A diver needs only to have dived legally in the required number of dual meets in order to be eligible for conference.
2. Individual entries must be submitted to the host team at the dive meeting preceding the conference meet. Alternate divers must be eliminated prior to the conference judges meeting (coaches may attend judges meeting providing that adult supervision is provided for their team). Individual dive sheets must be submitted to the host team after the dive practice the evening before the Conference Meet. Changes to dive sheets are allowed up to one (1) hour before the contest begins as per U.S. Diving Regulations.
3. Each team shall provide names of two table workers. The host team shall provide an announcer and an independent referee who will have complete control of the meet. Each group shall be judged by a panel of five (5) or seven (7) judges. The judges shall be the coaches of the competing teams. The referee will replace the judge of whatever team is on the board. If five (5) judges are used the high and low score will be discarded. If seven (7) judges are used the two (2) high and the two (2) low scores will be discarded.
4. Scoring will be: 1st place - 7 points; 2nd place - 5 points; 3rd place - 4 points; 4th place - 3 points; 5th place - 2 points; and 6th place - 1 point.
5. Awards - Overlay ribbons for 1st through 6th places will be awarded. Team trophies will be awarded for 1st, 2nd, and 3rd places if there are 5 or 6 teams diving. If there are 4 or less teams diving, team trophies will be awarded for 1st and 2nd places only.
6. Coaches not judging an event are required to remain with the team or in designated coaches' area.
7. All team members must remain seated in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.
8. Conference Championship Meet Rain-Out Memorandum from swim section also applies to dive.
9. The host team should submit a complete set of final meet results to each participating team at the conclusion of the Dive Conference meet or by the end of August at the latest.
10. B Conference will be scheduled for divers in DuPage Swim and Dive Conference. The B Conference Dive Meet may be hosted according to either of the following options:
 - a. A member dive team may host a separate B conference dive meet sometime the week before the A conference dive meet.
 - b. The B conference dive meet may be run simultaneously with the A conference dive meet. The B divers of the age category dive their dives first and receive their place awards followed by the 3 A divers who then receive their place awards.

C. PROTESTS AND INELIGIBLE DIVERS

Protest should be made before the completion of the Meet to permit accurate reporting of the meet's outcome. However, protests must be made in writing to the Conference President and postmarked within 48 hours after the completion of the meet. Ineligible divers shall be removed from that event and the event re-scored if necessary. The diver shall not be permitted to enter a different diving event.

Summary of Changes

2008

- ✓ 8 & Under Rule has been changed so that swimmers will be judged the same as all other swimmers starting with the 3rd meet of the season.
- ✓ Home teams can determine the start time of Saturday meets. They can start between 8:00 and 9:00 AM.
- ✓ All Teams will be required to submit their initial rosters as a Team Manager export file (via e-mail or on CD) to both the Conference Secretary and the Division Recordkeeper.
- ✓ Division Recordkeepers will be required to use Team Manager to record all swimmers' times during the season.
- ✓ Teams will be required to submit their A & B Conference Meet lineups as Team Manager export files (on CD) to both the Conference Secretary and the host teams, at the seed meeting.
- ✓ Host teams will be required to use Meet Manager to score the A & B Conference Championship meets.
- ✓ The following documents will also be part of the DSDC By-Laws
 - Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Timers and Scorers
 - Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Judges and Starter/Referees
 - Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Clerks of Course and Meet Directors
 - Division Recorder Instructions
- ✓ The conference must bill all teams by April 1st, and all monies are due by May 15th.
- ✓ Teams must wait at least 30 minutes after the meet scheduled start time before canceling the meet, or abide by pool regulations regarding rain and lightning.
- ✓ Alternates for A Conference Relays. You can name 3 alternate for each relay event. At the seed meeting it will be necessary to validate which of the four strokes the swimmer is eligible to be an alternate for, (they have a valid seed time for the stroke and distance).
- ✓ B Conference. A rainout lineup does not qualify for a seed time of NT. The swimmer must have attempted to swim the event during the season.