



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
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CHICAGO DISTRICT YMCA SWIMMING 2018

Revised
10/12/2017

Chairperson
Mike Fleming



CHICAGO YMCA SWIMMING DISTRICT HANDBOOK

Article I. RULES-

Section 1.01 The Chicago District Swim Committee is governed by the current Fair Play the Rules that Govern YMCA Competitive Sports YMCA of the USA, Swimming Addendum to the Rules that Govern YMCA Competitive Sports, Illinois YMCA Swimming Rules. The rules contained in Robert's Rules of Order shall govern the committee in all cases to which they are applicable, and in which they are not inconsistent with the rules specified above. Swim meets within the Chicago District will be guided by the current USA Swimming Technical Rules with only those exceptions, which are contained in this policy. Any changes to the above mentioned rules that create a conflict with these Rules, the higher rules will prevail.

Article II. DATES FOR DISTRICT CHAMPIONSHIP MEET

Section 2.01 Chicago District & Classic Championship Meet shall be held two or three weeks before the Illinois YMCA Swimming State Championship. Dates to be determined by the Chicago District Swim Committee after the dates for the Illinois YMCA Swimming Championship have been determined.

Section 2.02 The Chicago District & Classic meet shall be conducted as Girls in the A.M. and Boys in the P.M. on the same day.

Article III. HOSTS FOR CHAMPIONSHIP MEETS-

Section 3.01 The Chicago District & Classic Championship shall be hosted by the Chicago District Swim Committee and the teams eligible associations within the Chicago YMCA District that make up the committee. It is recommended that the host facility be secured no later than March 31st the prior year.

Section 3.02 The Summer Championship Bid will be due at the January Meeting with the final awarding taking place at the April Meeting. Teams that submit bids should be prepared for a facility walk through between submitting the bid and the final approval should the District Committee desire.



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Section 3.03 In the event of a tie vote to determine the host for the Summer Championship the bid shall be awarded to the team that has not hosted that particular meet in the longest amount of time.

Article IV. AGE CLASSIFICATIONS

Section 4.01 The swimmers age shall be determined by their age on the first day of the meet for all meets.

Section 4.02 Events will be categorized to reflect the Illinois YMCA State meet event program. Events will be:

- (a) 21 & Under, District Division Only
- (b) 14 & Under, District Division Only
- (c) 12 & Under,
- (d) 10 & Under,
- (e) 8 & Under,

Article V. EVENTS FOR DISTRICT CHAMPIONSHIP MEETS

Section 5.01 By the Fall meeting, the Chicago District Swim Committee will decide if a YMCA sanction is required for the District meet.

Section 5.02 The swimming events and the order in which they are swum for each age group will be determined by the Chicago District Committee

Section 5.03 All individual events specified for the Chicago District Division shall be offered for the Classic Division with the exception of the relay events.

Section 5.04 Chicago District/Classic meet shall be conducted in a Timed Final format.

Section 5.05 The District Division and Classic Division will be swum in the same session.



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Article VI. ELIGIBILITY REQUIREMENTS

Section 6.01 During the current season, defined from September 1 – April 30 of the following year, any competitor who, after representing his or her YMCA, represents another organization in open competition shall immediately become ineligible for participation in Chicago District & Classic Championship Meets for that season. (Note: A swimmer may compete in open competition unattached, or may represent their school/scholastic entity but may not represent any team other than his or her local YMCA at any time during the current season after representing his or her YMCA).

Section 6.02 YMCA Membership requirements for competition: Dual, Triangular and Invitational Meets - 30 days; District, State, Regional and National Championship Meets - 90 days.

Section 6.03 To be eligible for entry in the Chicago District & Classic Championship Meet, a competitor must have represented his / her association in closed YMCA competition at least three times during the current season. Boy swimmers participating in High School swimming will be allowed to participate in the Championship Meets if they have participated in two closed YMCA meets. Note - Double dual is not acceptable as two meets. Representation in competition must be in a scheduled meet with an opposing team in a mutual pool.

Section 6.04 Entrants in the Chicago District & Classic Championship District Division must have met or surpassed the Chicago District Qualifying Time in the designated event in a YMCA, Observed High School, or sanctioned USA meet by March 1st of the previous year.

- (a) At the Chicago District & Classic Championship Meet, in order for a 12 & Under to compete up they must have a qualifying time in that event for their age group.
- (b) Verification of having met or surpassed the Chicago District Qualifying Time will be verified via a times recon versus the



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ILSWYMS Database. All entry times into the Chicago District & Classic Championship meet must be in the database.

Section 6.05 A swimmer is eligible for the Chicago District & Classic Championship Classic Division in any event in his age group in which he has not achieved a District Qualifying Time.

Section 6.06 A seedtime must be submitted for each swimmer for all events entered. "No time" entries will be refused.

Article VII. DISTRICT CHAMPIONSHIP ENTRIES

Section 7.01 An alphabetical roster of each age group including birthdates and YMCA membership expiration date must be submitted to the Secretary / Treasurer of the Committee and to the District Championship host teams by February 2nd of the current swim season. The roster is to include everyone on the teams practice roster as of February 1st of the current swim season.

(a) the rosters will be in an excel spread sheet and list in separate columns

(i) swimmers last name

(ii) swimmers first name

(iii) swimmers date of birth

(iv) swimmers gender

(v) Team Code

(b) The District Secretary will submit to the Illinois YMCA State Secretary the total number of swimmers rosterd by each team by February 3rd.

(c) The District Secretary will provide the District Swim Committee a report showing the participation history of

(i) Male athletes



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(ii) Female athletes

(iii) Combined athletes

Section 7.02 A YMCA may score a maximum of four (4) swimmers in each individual event. Only one relay team from each YMCA may be entered in each relay event.

Section 7.03 Contestants may swim in a maximum of 3 individual events. Each team shall be allowed to enter four (4) contestants in each relay, with any rostered swimmer on that particular team, meeting the eligibility requirements, eligible to be an alternate on that relay.

Section 7.04 Entries must be submitted to the entry chair for the Chicago District & Classic Meet by the entry deadline. Any team with a late entry will be fined \$50.00. The official entry for the Chicago District Championship meet shall be Waiver & Summary Entry Form, electronically via Hytek file, accompanied by a pdf copy of the entry and YMCA Sanctioned Championship Meet Declaration Form.

Section 7.05 Championship Meets hosted by the Chicago District Swim Committee shall have no entry fees.

Article VIII. SUPERVISION OF DISTRICT CHAMPIONSHIPS

Section 8.01 The Chicago District Swimming Championships are held under the general supervision of the Chicago District Swim Committee and the District Chairperson. The District Chairperson shall appoint and notify, one week prior to the District & Classic Championship, a protest committee of at least five (5) persons from various associations. The committee membership should be an odd number and include the Meet Director, the Meet Referee, Athlete Representative and other individuals knowledgeable about swimming (such as a Coach and the District Official Coordinator) with the provision that no association be over represented. Any irregularities, protests or unforeseen situations calling for deviations from the rules shall be decided by this committee.



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Article IX. OFFICIALS

Section 9.01 All officials from the Chicago District are eligible to work the District Meet. The District Officials Coordinator with approval from the District Chairman shall select the Meet Referee for the District meet by March 1st the prior year. Officials job assignment will be determined by the Meet Referee and the District Officials Coordinator.

Article X. SCORING

Section 10.01 For the purpose of determining final team standings in each of the age groups at the District Championship Meets, the scoring system shall be in accordance to that listed in the most current USA Swimming Rule Book, except that consolation finals will not be held and that it will be scored to 16th place regardless of the facility.

Section 10.02 The Chicago District & Classic Championship will be separately scored for each gender and “Division” (District/Classic).

Article XI. AWARDS

Section 11.01 Awards for the District & Classic Championship shall be approved annually by the District Swimming Committee. Medals will be awarded to 16th place regardless of the facility for the District Division and Ribbons will be awarded to 16th place for the Classic Division. A plaque shall be given to the YMCA scoring the greatest number of points in each of the age divisions. High point trophies shall be awarded to the six highest scoring teams.

Section 11.02 All individual events will be awarded for both Divisions

Article XII. DISTRICT HOST

Section 12.01 Each Team will be responsible to provide worker for a District run District & Classic Championship Meet.

Section 12.02 Meet Responsibilities.



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- (a) Teams over 100 swimmers who take on the following areas of responsibility will have met their required commitment:**
 - (i) Heat Sheets / Admissions**
 - (ii) Hospitality**
 - (iii) Marshals**
 - (iv) Concessions (facility dependent)**
- (b) Teams under 100 swimmers who take on the following areas of responsibility have met their required commitment:**
 - (i) Runners**
 - (ii) Awards**
 - (iii) Announcing**
 - (iv) Bullpen**
- (c) For both category of teams (over 100 or under 100), the District Chairman will randomly draw the order for which teams shall select at the Fall Meeting. The team will have the option to pick a responsibility or pass. Any responsibilities not selected shall be offered to all teams. Any responsibilities not selected by any teams shall be assigned by the District Chair**
- (d) Teams that do not take one of the areas of responsibility will be required to provide 20% of their team's Chicago District & Classic Championship entry list as timers for both sessions of the Chicago District & Classic Championship.**

Section 12.03 Teams that do not take one of the areas of responsibility will be required to provide 10% of their teams rosters size in workers for the entire meet.

Section 12.04 All money made from the District Meet will be used to pay the expenses of the meet. Once all expenses are paid the District will keep \$5000. Any money left over after the expenses and



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Districts \$5000, shall be divided up amongst the teams that met their worker commitment for the meet.

Section 12.05 The district will maintain a reserve balance of \$5000. Any excess may be divided among the teams that met the worker responsibilities.

Section 12.06 If the meet does not make enough money to cover the expenses of the meet, the District Fees collected for that year will be used to make up the difference. If there are still outstanding expenses each association that competed will be responsible for and equal share.

Section 12.07 The Meet Director of the Chicago District & Classic Championship Meet is responsible for:

- (a) Distributing the Meet Packet to all eligible associations.
- (b) Insuring that the results will be transmitted via a meet back-up, to the ILSWYMS database.
- (c) Distributing final results to all competing teams via a meet backup, result file as well as a pdf file of the results. The final results will give preliminary and final times, a list of any records established, team scores, and age division high point teams.

Section 12.08 A financial report shall be made to the Chicago District Chairman within 90 days of the Championship Meet. This report will be presented to the Chicago District Committee at the first District meeting after receipt of the report.

Section 12.09 The Chicago District shall remit to the Illinois YMCA Swimming Committee Treasurer the sum of \$100.00 to cover expenses of the Illinois YMCA Swimming Committee.

Article XIII. DISTRICT QUALIFYING TIMES

Section 13.01 The Chicago District Swim Committee will evaluate the previous year's District results and propose Qualifying Times for



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the following year prior to September 1 of each year. The guidelines for changing Qualifying Times are:

- (a) To insure that approximately 15 swimmers are available in each event
- (b) Yearly changes are limited to +/- .50 seconds per 25 yards

Section 13.02 These times will be presented at the Spring District meeting of the Chicago District Swim Committee after the Chicago District & Classic Championship.

Section 13.03 Swimmers who meet or surpass these Qualifying Times in the designated event in a YMCA meet, a sanctioned USA meet, or an observed high school meet during the qualifying period of March 1st of the previous year to the entry deadline shall be eligible to swim in the District Championship Meet, subject to the conditions of Rule 6 above.

Section 13.04 Only swimmers 12 & Under will have district qualifying times except the 500. 13 & Up will have to qualify to swim that event.

Article XIV. District Fees

Section 14.01 Each year each association must remit \$100 to the Chicago District.

Section 14.02 A Late fee of \$25 will be charged if this is not received by September 30th.

Section 14.03 Any association that fails to pay this fee will be ineligible to compete in that years District Championship and will lose their voting privileges for the following year.

Section 14.04 The Chicago District shall pay for all training fees for Officials from the Chicago District.

Article XV. Dual/Triangular/Invitational



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Section 15.01 AWARDS Teams hosting YMCA dual/triangular/Invitational are encouraged to award ribbons through 6 places.

Section 15.02 OFFICIALS. Dual/Triangular/Invitational should have the following officials: starter, referee, 2 stroke/turn judges and an administrative official. At dual/triangular meets the referee and starter may also act as strike/turn officials. The Meet Referee must be a YMCA Level 2 Official. These are minimum requirements.

Section 15.03 In order to submit a request to host an invitational, a YMCA must have a level 2 official listed on the application, as the meet referee. That person must be present to work the swim meet.

Article XVI. DISTRICT SWIM COMMITTEE

Section 16.01 The Swim Committee consists of the Executive Committee and representatives of eligible associations within the Chicago YMCA District.

Section 16.02 Each eligible Association within the Chicago YMCA District shall be represented on the committee by one authorized representative and one athlete representative. Both the authorized representative and the athlete representative will have a vote on the committee.

Section 16.03 The Executive Committee shall consist of the Chairperson, the District Secretary, and others appointed by the Chairperson with consent and approval of the representatives of eligible associations within the Chicago YMCA District.

Section 16.04 Executive Committee members will serve a one-year term beginning September 1st and concluding on August 31st of the following year. Additional terms are at the discretion of the appointing body.

Section 16.05 The District Chairman and Secretary/Treasurer will be elected by the Chicago District YMCA Swim Committee (each YMCA = 1 Vote) at the Fall District meeting.



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- (a) **DISTRICT CHAIRPERSON** – At the Fall District Swim Committee meeting, an individual will be selected by election (each YMCA = 1 Vote) to be the Chicago District Chairperson. The duties of the Chicago District Chairperson include but are not limited to:
- (i) performing the functions of the Chairperson specified in the Illinois YMCA Swimming Rules and Chicago District rules,
 - (ii) presiding over District Swim Committee and Executive Committee meetings,
 - (iii) receiving Committee correspondence, including all bills, and coordinating the payment of all expenditures with the custodian of the District account,
 - (iv) appointing with the consent and approval of the District Swim Committee additional members to the Executive Committee to assist operations.
- (b) **DISTRICT SECRETARY / TREASURER** – Elected by the District Swim Committee (each YMCA = 1 Vote) at the August District Swim Committee meeting. The duties of the Secretary / Treasurer include but are not limited to:
- (i) presiding over Committee meetings in the temporary absence of the Chairperson,
 - (ii) keeping records of the Committee activities, including minutes of all meetings and record of attendance,
 - (iii) coordinating with the custodian of the District account the collecting all fees due the Committee; maintaining a record of the Committee accounts and coordinating disbursements as directed by the Executive Committee; accounting for all receipts and disbursements and reporting the status of accounts at Committee meetings.
- (c) **OFFICIALS COORDINATOR** – The Officials Coordinator shall be elected by the by the officials of the Chicago District. The election of the Officials Coordinator will be done by the current



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Official Coordinator and District Chair. The duties of this position shall include:

- (i) maintaining a list of currently certified officials in the Chicago District and the level at which they are certified,**
- (ii) coordinating at least two training sessions annually for District members wishing to become officials,**
- (iii) clarifying rules, rule changes and rule interpretations for officials and coaches in the Chicago District.**

Article XVII. AMENDING RULES - These Rules can be amended at any meeting of the Chicago District Swim Committee providing that thirty days written notice to the membership was given and that such amendments are submitted in writing to the District Committee Chairman and Secretary/Treasurer at least sixty days prior to a meeting where such a vote will take place. A 2/3 majority of members present at the meeting were such a vote takes place will be needed to ratify an amendment.

Article XVIII. AMENDMENTS