

# 2019-20 College Club Swimming Governance Handbook

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# 1 Organizing Principles

College Club Swimming (CCS) is an association of collegiate non-varsity clubs dedicated to supporting camaraderie, friendship and sportsmanship within the swimming community.

## 1.1 Mission Statement

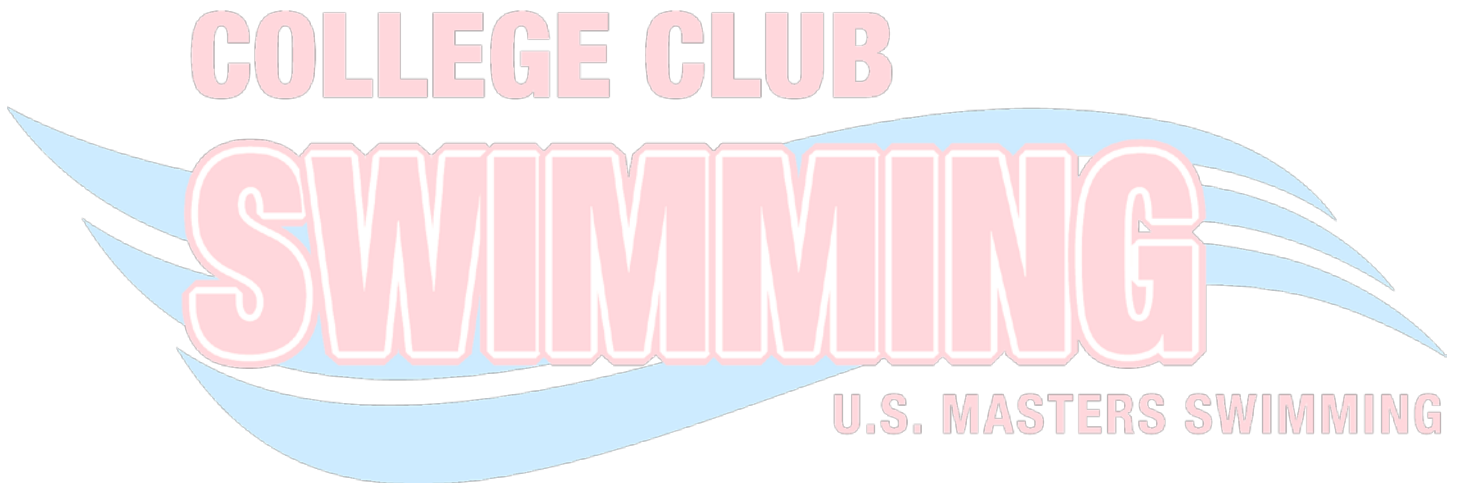
To promote fitness, camaraderie and competition for college students through swimming.

## 1.2 Vision Statement

CCS will provide the infrastructure for college swim clubs and their members to more effectively organize programs and competitions and enhance club and student swimming goals.

## 1.3 Objectives

- Support college club formation, growth and continuity
- Provide communication channels
- Framework for competition
- Support the swimming community
- Provide an environment to encourage sportsmanship
- Provide leadership opportunities and mentoring at the club and national levels



## 2 Swimming Rules

### 2.1 Starts, Strokes, and Relays

Rules for starts, strokes and relays will conform to the current [U.S. Masters Swimming Rules](#).

### 2.2 Swimming Competition

#### Recognized Meets

- A recognized meet is any swim pool competition that applies for and receives a recognition through [collegeclubswimming.com](#).
- Recognized meets must follow the [U.S. Masters Swimming Rules](#) on starts, strokes and relays with at least one person on deck acting as a starter and/or referee.
- Times achieved at recognized meets may be considered for CCS records and rankings, provided the swimmers are members of CCS prior to the start of the meet.
- Only times achieved at recognized meets will be eligible for CCS Nationals qualifications.
- Recognized meets must be swum in a [USMS Certified Pool](#).
- It is the responsibility of the event director to submit the event results in either .SD3, .CL2, or .HY3 format to [collegeclub@usmastersswimming.org](mailto:collegeclub@usmastersswimming.org).

#### Pool Certification

- If your pool is not on the [USMS Certified Pool list](#), you may submit a [Pool Certification](#) request to [topten@usmastersswimming.org](mailto:topten@usmastersswimming.org).

#### Eligibility of swimmer

- Any swimmer who has gone through the CCS swimmer registration process and meets the CCS eligibility requirements (3.2) will be eligible to have their times in the CCS database.
- Any swimmer who swims with a college club program but isn't registered with CCS may participate in non-regional or national championship meets but their times will not be reflected in the CCS database.
- Any swimmer who is currently on a varsity team or has competed in a varsity meet in the current academic year may only compete as an exhibition swimmer at the local level and is not eligible for regional or national competition.
- Any swimmer who does not meet the NCAA amateurism eligibility standards may only compete as an exhibition swimmer at the local level and is not eligible for regional or national competition.

#### Relays

- Relay teams must be composed of four registered CCS swimmers that swim on the same registered CCS club.
- Men's relays must be composed of 4 male swimmers. Women's relays must be composed of 4 female swimmers. Mixed relays must be composed of 2 male and 2 female swimmers.

#### Swimwear for Competition

- Swimwear shall include only a swimsuit (in one or two parts), no more than two caps, and goggles (a nose clip and ear plugs are allowed).
- Only swimsuits complying with FINA swimsuit specifications may be worn.
- Exceptions may apply for extenuating circumstances.

#### Disqualifications

- Follow [U.S. Masters Swimming Rules](#).

#### Protests

- Protests must be submitted to a designated meet official. If the protest is with the referee, a formal complaint must be sent to [collegeclub@usmastersswimming.org](mailto:collegeclub@usmastersswimming.org) within 5 days of the event.

### 2.3 Meet Procedures

#### Required Personnel

- At minimum, in order to run a recognized meet, the event must have a designated meet official acting as the starter and/or referee.

#### Timing

- Every race in a recognized meet needs to be timed. We will accept fully automatic timing with touchpads or manual timing by individual lane timers with a minimum of 2 stopwatches per lane.

- The Competition Committee reserves the right to question any times that come from manual timing.

#### Results

- It is the responsibility of the event director to submit the event results in either .SD3, .CL2, or .HY3 format to [collegeclub@usmastersswimming.org](mailto:collegeclub@usmastersswimming.org) within 7 days of the event.

## 2.4 Championship Meets

### Regional Championships

- There will be one regional championship for each region per academic year.
- Regional Championships will not have any qualifying time standards.
- The Competition Committee will decide where the regional championships are located based on a bid process.
- It is required that there is a minimum of 4 certified officials on deck (referee, starter and two stroke and turn judges) per course.
- There must be, at minimum, 1 timer per lane in addition to the automatic timing system with touchpads.

### National Championship

- There will be one National Championship meet per academic year.
- The National Championship meet will have qualifying standards decided upon by the Competition Committee, published before October 1.  
The Competition Committee will decide where the National Championship meet is located based on a bid process.
- The qualification period will be defined as the week after the preceding year's national championship until one month before the national championship.
- It is required that there is a minimum of 1 USMS/USA Swimming-certified official on deck per 200 swimmers (referee, starter and two stroke and turn judges) per course.
- There must be, at minimum, 1 timer per lane on top of the automatic timing system with touchpads.

### Acceptable times for meet entry

- Only times in the CCS database will be acceptable times to qualify for the National Championship.

### Disabled Swimmers

- All disabled swimmers must meet the USA-Swimming Para-Motivational Sectional [Time Standards](#) in every event they wish to participate in the National Championship. Guidelines for disabled swimmers can be found in the Meet Directors Guide.

## 2.5 Records and Rankings

### Required Information

- Only times achieved in CCS recognized meets will go into the CCS database.

### Acceptable Times

- The Competition Committee reserves the right to question times from local or regional recognized meets.

### Records

- Records will be official at the end of the CCS registration year.

## 2.6 Facilities Standards

Rules for facilities standards will conform to the current [U.S. Masters Swimming Rules](#).

# 3 Membership

## 3.1 Membership of clubs

Any club in good standing with their affiliated university may become a CCS registered club. There can only be one club per university.

The club membership year begins on August 1 and ends on July 31 the following year.

## 3.2 Membership of individuals

The club and its university or college decides who can be a member of their local club team. The below definition is only for eligibility as a nationally-registered CCS swimmer, who will be listed in the CCS database.

To be an individual CCS member, a swimmer needs to be a member of a CCS registered club. They can only be a member of one registered CCS club at a time. The swimmer must also meet the following requirements:

- Is at least 18 years-old on the day of CCS registration.
- Is a member in good standing with a CCS club affiliated with a university or college.
- Is affiliated with the university as a full-time or part-time undergraduate or graduate student in the current academic term, a full-time co-op/intern student or faculty and staff in the current term.

## 3.3 Participation

CCS shall respect and protect the opportunity of every eligible individual to participate in CCS activities and recognized meets. No member of CCS or any organization associated with CCS may deny or threaten to deny any eligible individual the opportunity to host or participate in CCS activities without just cause. It is not a violation of this article to restrict an individual's eligibility based on club membership or qualifying times. Any club or eligible individual who alleges that the opportunity to participate has been denied or is about to be denied may seek redress through CCS hearings and appeals (3.5).

## 3.4 Conduct of Members

The opportunity to participate is a privilege and as such members shall conduct themselves with integrity and in a sporting manner. The privileges of membership and participation may be withdrawn or denied if the conduct of a member or prospective member is 1) inconsistent with the CCS mission or 2) detrimental to the image or reputation of CCS, the sport of swimming or those who participate in it.

## 3.5 Hearings and Appeals

Member clubs and CCS may deny membership, censure, place on probation, suspend, fine, or expel any club or individual member or any person participating in CCS activities who has engaged in any action contrary to the conduct of members.

Disputes arising within a single club shall be dealt with directly with the club in accordance with club or college rules and procedures. Any appeal of the club's decision shall be made to the National Board of Review.

National Board of Review

- The National Board of Review shall have authorities defined in [U.S. Masters Swimming Rules](#) (403.5)
- National Board of Review shall develop and maintain procedures including how disputes and appeals shall be filed, timing for each aspect of hearing and appeal process, fees, structure of hearing panels, conduct of panel hearings and notifications.
- CCS shall maintain a permanent file of all physical evidence and written decisions pertaining to any matter that was reviewed by the National Board of Review or the Advisory Board pursuant to Part 4 of this document. The files shall be made available to any member wishing to examine them.
- Decisions rendered by the National Board of Review shall, when applicable, be recognized and fully enforced.

# 4 Organization

## 4.1 Regions

Regions are geographic areas with administrative responsibility for clubs located within the region.

Region Boundaries – Part 6 contains official names and boundary descriptions for each Region.

## 4.2 Advisory Board

### 4.2.1 Membership

The Advisory Board shall consist of:

- 2 directors elected from each Region (elected directors)

- Up to 4 Advisory Board alumni/recreational sports representatives, appointed by the USMS Chair
- 2 USMS directors, appointed by the USMS Chair
- A USMS Chair

#### 4.2.2 Elections and Term of Office

- Annually, 1 elected director shall be elected to a 2-year term from each Region.
- The elected director must have served as a club officer for at least 1 year and will serve a 2-year term.
- The elected director is expected to attend the annual in-person meeting.
- Elections for elected directors shall open on February 15 and will conclude at midnight EST two weeks after they open.
- Each member club in the Region shall have 1 vote for the elected director from their Region.
- The term of office for elected directors shall begin April 1.
- Alumni and recreational sport representative directors shall be appointed to a 1-year term after elections and prior to August 1.
- Elected directors shall hold office for two years or until their successors have been elected or appointed.

#### 4.2.3 Powers

- Determine the mission and objectives of College Club Swimming
- Award Regional and National Championships
- Alter, amend or repeal rules and policies
- Create, modify or disband committees
- Oversee Advisory Board elections

#### 4.2.4 Term Limits, Removal and Vacancies

- Each elected director is eligible for election to the same office for two terms.
- There shall be no limit on the number of times alumni directors, recreational sport representatives and USMS directors may be appointed.
- A director may be removed from the Advisory Board for failing to perform required duties of the Advisory Board. Removal of a director requires a two-thirds majority vote of the Advisory Board. The director in question shall have voice but no vote on such removal.
- A director may resign at any time by giving notice to the Advisory Board.
- A vacancy may be left vacant or filled for the remainder of the unexpired term by the Advisory Board appointment or by special election within the Region. An appointed director shall have full rights and responsibilities of the position.

#### 4.3 Meetings

- A minimum of three meetings of the Advisory Board shall be held each year, with one of these as an annual in-person meeting.
- The Advisory Board may participate in any regular or special meeting by, or conduct the meeting through the use of any means of communication, including telephone. A director participating in a meeting by this means is deemed to be present in person.
- The presence of a majority of directors shall constitute a quorum at any meeting of the Advisory Board. Except, at the annual meeting where a quorum shall consist of those directors present and voting.
- Each elected director and USMS director shall have one vote. There shall be no voting by proxy. In the case of a tie, the USMS Chair may cast a vote.
- Agendas and recaps of each meeting will be posted to [collegeclubswimming.com](http://collegeclubswimming.com).

#### 4.4 Committees and Appointments

- Rules Committee (The Rules Committee's responsibilities include, but are not limited to: Governance Handbook revisions, rules interpretations, and Advisory Board elections.)
- Competition Committee (The Competition Committee's responsibilities include but are not limited to awarding and overseeing Regional and National Championships.)



- Club Development Committee (The Club Development Committee’s responsibilities include: but are not limited to, the creation of best practice documents, marketing of CCS, and promoting CCS club development and growth.)
- National Board of Review
  - Will be comprised of: the USMS Legal Council (non-voting), a USMS director (non-voting), the CCS rule committee chair (voting), 1 swimmer from the Region where the submission originated (voting), and one member from the Advisory Board (voting) unless there is a conflict of interest.

#### **4.5 Financial Policy**

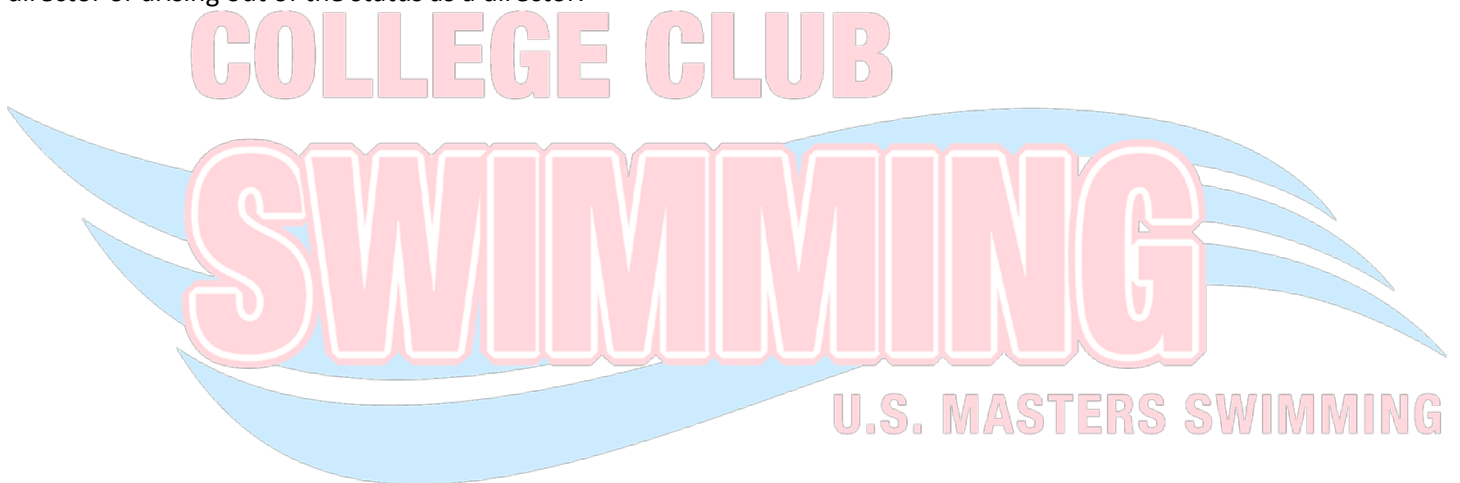
The Advisory Board shall not maintain separate accounts. Funding for Advisory Board activities shall come from U.S. Masters Swimming and the member CCS clubs.

#### **4.6 Parliamentary Authority**

Unless otherwise specified, and subject to all standing rules, the current Robert’s Rules of Order shall govern all meetings and proceedings.

#### **4.7 Indemnification**

Each person who is or was an Advisory Board director shall be indemnified by USMS to the full extent permitted by the Nonprofit Corporation Law of the state of Florida against any liability, cost, or expense incurred in the capacity as a director or arising out of the status as a director.



## 5 Amendment Procedures

### 5.1 Jurisdiction

Proposed changes to the CCS Governance Handbook shall be considered by the Rules Committee for report and recommendation to the Advisory Board.

### 5.2 Submission

Changes to the CCS Governance Handbook may be proposed only by a member club, a committee or the Advisory Board. Proposed changes to the CCS Governance Handbook must be submitted to [collegeclub@usmastersswimming.org](mailto:collegeclub@usmastersswimming.org) no later than January 1 to be considered.

### 5.3 Modification

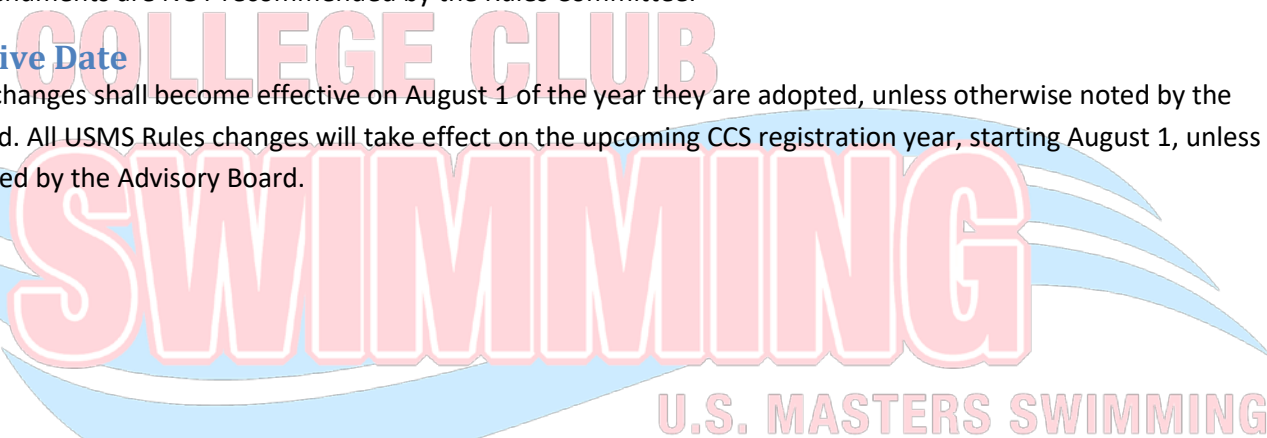
Proposed amendments may be modified in any manner by the Rules Committee and Advisory Board, where appropriate, while under consideration by said body. Such modification must be germane to the subject matter and intent of the proposed change.

### 5.4 Adoption

The CCS Governance Handbook may be amended at the annual meeting by a majority vote of the Advisory Board if the proposed amendments are recommended by the Rules Committee or by a two-thirds vote of the Advisory Board if the proposed amendments are NOT recommended by the Rules Committee.

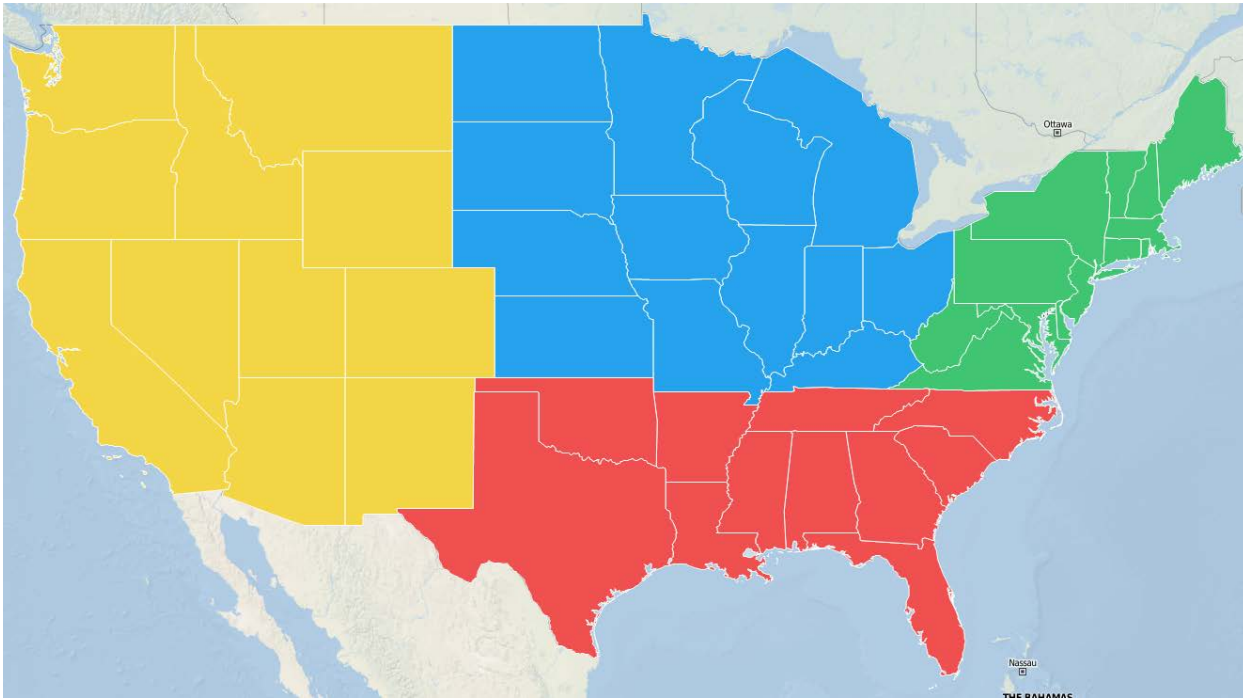
### 5.5 Effective Date

All approved changes shall become effective on August 1 of the year they are adopted, unless otherwise noted by the Advisory Board. All USMS Rules changes will take effect on the upcoming CCS registration year, starting August 1, unless otherwise noted by the Advisory Board.





## 6 Regions



Eastern	Central	Southern	Western
Connecticut	Illinois	Alabama	Alaska
DC	Indiana	Arkansas	Arizona
Delaware	Iowa	Florida	California
Maine	Kansas	Georgia	Colorado
Maryland	Kentucky	Louisiana	Hawaii
Massachusetts	Michigan	Mississippi	Idaho
New Hampshire	Minnesota	North Carolina	Montana
New Jersey	Missouri	Oklahoma	Nevada
New York	Nebraska	South Carolina	New Mexico
Pennsylvania	North Dakota	Tennessee	Oregon
Rhode Island	Ohio	Texas	Utah
Vermont	South Dakota		Washington
Virginia	Wisconsin		Wyoming
West Virginia			

Last updated (2/17/19)