

RULES, POLICIES AND PROCEDURES

OF

THE NAPERVILLE SWIM CONFERENCE

(LAST UPDATED: SEPTEMBER 2024)

REVISED

May 17, 2005 - Rule changes with respect championship meet participation and award/ribbon regulations.

May 10, 2005 - Rule changes with respect to postpone & cancel of swim meets; Minor changes to Classic and City; All pool depth and starting heights now according to IHSA.

June 14, 2005 - Added "F" under Classic Meet 3; one relay permitted (page 17) also dropped the text about curled toes on the backstroke under 11, exceptions on page 16.

July 11, 2005 - Created new automatic MS Word Table of Contents.

May 8, 2006 - Restate Rules, Policies and Procedures in their entirety to reflect current practices; rule changes with respect to scoring and awards at City Meet and Classic Meet; rule changes to add old Bylaws Art. VII, Sections 3, 4 and 5 regarding age group definitions and qualifications.

November 13, 2006 - Add new Article XI requiring at least 10 days notice to amend Rules and amend Article VII (C)(1)(c) regarding officials' attire.

May 14, 2007 - Add Classic Meet scoring and City Meet entry fines provisions.

June 11, 2007 - Revise Article VII, paragraph A.6.d. to require legal exhibition swim.

May 12, 2008 - Add provisions for failure with automated timing devices including wireless stop watches.

May 12, 2008 - Replaced "American Coaches Effectiveness Program" to "Swim Conference Coaches Training Program"

June 28, 2009 - Corrected use of City and Classic in championship section (VIII)

April 12, 2010 - Revise Article VIII, paragraph B.4 to allow 6&Under exhibition swims.

June 14, 2010 - Revise Article VIII, paragraph C rules to have all 13/14 swimmers at City Meet.

Jan 10, 2011 - Revise Table of Contents, section E., number 8: replace IHSA with USA.

Jan 10, 2011 - Article III, section A: add Swim Conference. Replace IHSA with USA Swimming Technical rules.

Jan 10, 2011 - Article V, section B: remove. Section C: change to section B. Replace 2.0 with 3.0. Add Swim Conference. Delete cost of \$200. Section D: remove.

Jan 10, 2011 - Article VII, section B., letter b: replace IHSA with USA. Section E., number 8: replace IHSA with USA Swim Technical. Remove letters a., b. Add letter a: Backstroke turns: a kick or glide will be permitted before and after the backstroke turning action.

Jan 10, 2011 - Article VIII, section B., number 9: Replace IHSA with USA Swimming. Replace word hired with utilized. Remove word hired from last sentence and replace with USA Swimming. Section C., number 9: replace IHSA with USA Swimming. Replace word hired with utilized. Replace word hire in last sentence with USA Swimming. Sections C. and D., number 3, letter g: remove.

Jan 10, 2011 - Article IX, section A., number 10: replace IHSA with USA Swimming Technical. Section I: add 3.0, Swim conference, delete cost of \$200.

Feb 15, 2011 - Replace Naperville Park District Swim Conference (NPDSC) with Naperville Swim Conference (NSC).

April 12, 2011 - Delete Article II, section A. Revise Article II, new section A to include "or equally accredited" Coaches Training Program.

June 14, 2011 - Update purpose as stated in revised bylaws page ii and Article X, Section B. Add Section E to Article I "Failure to Complete Assigned Duties" and subsequent actions as stated in revised bylaws. Article I, Section H: change article reference in bylaws to Article IX, Section 9.9. Article II, Section A: change bylaw reference to Article X. Article IV, Section A: change bylaw reference to Article IX, Section 9.9. Article IX, Section A: change bylaw reference to Article IV, Section 4.3. Article IX, Section D: change bylaw reference to Article IX, Section 9.9.

June 14, 2011 - Article I, Section M: remove. Article II, Section C: remove. Coaches meeting deleted.

June 14, 2011 - Article VII, Section C., number 6: change home scorer personnel from 2:1.

April 24, 2012 - Article VII, Section E, number 7c: elimination of requirement to reach event 44 for official meet

June 5, 2012 - Article III B Minimum pool depth allowed for a diving start is raised to 4 feet. Article III C: removed. Article VIII B., number 9: It is permitted to use a NSC certified starter/referee for the Classic Meet when USA Swimming officials are not available.

July 5, 2012 - Article VII C.1., new section i to include procedures for providing modifications for swimmers with physical and/or cognitive disabilities.

Jan. 14, 2013 - change all references 501(c)3 to 501 (c)4 in bylaws

March 11, 2013 - Article VIII. B. change to rules relative to number of meets necessary to fulfill participation requirement when due to medical injury for both City and Classic Champion meets

April 18, 2013 - Article VIII. B. 9. Change to rules relative to staffing officials at the City and Classic Champion meets

January 28, 2014 - Article I. U. Change to rules relative to Lead Representative being responsible for team contact information on the NSC Website.

March 31, 2014 - Article VIII. A.1., A.2., B.3.a, B.3.f., B.3.h., B.7.c., C.3.a., C.3.f., C.3.h., C.3.i. (1), C.3.i. (2), C.3.i. (3), C.3.i. (4) Changes relating to City and Classic Venues, Entries, Fines.

July 14, 2014 - Article VIII. Change timing of City meet to last full weekend in July.

February 5, 2015 - Article I G., team fee payments made according to Bylaws. H. Responsibility of fee handling moved from Secretary to Treasurer; fees collected June 1st and with season final bill. S. DCFS background forms must be submitted and cleared prior to submitting to NSC Secretary.

February 5, 2015 - Article II A., eliminates alternative coaches training programs, CPR, & first aid training as coach requirements.

February 5, 2015 - Article V A., computer training meeting changed to computer personnel meeting.

February 5, 2015 - Article VII A.5., coaches limited to no more than two heats of only own team's swimmers. A.10. Failure to adhere to timeline reported to Dual Meet committee, changed from Coaches committee. Fines and penalties for repeated offenses imposed by Executive committee, changed from Coaches committee. B.7., omit requirement for Hy Tek/Meet Manager software. B.11., addition of: if chooses to award ribbons at end of meet. D.1.b., 40 min changed to 45 min. E.2., Exhibit A attached to the Rules is added.

February 5, 2015 Article VIII B.3.h., Director is capitalized. C.3.i.2., fines for additions/changes to a team's entry changed from \$50 to \$100. C.3.i.4, fines for a NS (no swim) raised from \$50 to \$100 and fins for a relay substitution resulting in a swimmers 5th swim raised from \$50 to \$100. D.3., omit concessions annual bids for post season meets.

February 5, 2015 - Article X.A.3., omit Swim Conference Coaches training program. A.4., add Executive Committee. E.1.b., add "dual" meet, change Conference Disciplinary Board to Executive Committee. E.1.c., adding penalties for any unsportsmanlike conduct during a Championship meets; change from Conference Disciplinary Board to Executive committee. F.4., change Conference Disciplinary Board and Meet Disciplinary Board to Executive Committee. F.5., eliminated point containing who comprised the Conference Disciplinary Committee. F.6., Conference Review Board changed to Executive Committee.

April 13, 2015 – Amend Article VIII.B.1 to remove Tier System. Article VIII.B.1.a omit, VIII B.1.b omit, VIII B.6.b omit – relating to Tier System

April 14, 2015 – Amend Article V.B. to remove Hy Tek Meet Manager as a computer program choice, leaving Team Unify's Touch pad as the computer software for the conference. Omit requirement for software to be purchased by conference. Article VII.A.1 omit Hy Tek's Team and/or Meet manager software leaving the Touch Pad software; omit language regarding current computer training guide. Article VII.A.8 omit Team Manager or Meet Manager, omit that files should be sent via email to computer representative or head coach. Article VII.D.3.c.iii omit Team Manager. Article VII.E.6.a replace Meet Manager backup file process with Touch Pad results are available to the head coach; replace Team Manager with Touch Pad. Article IX.F replace purchase HyTek Team Manager from NSC with use Team Unify Touch Pad system. Article IX.I replace HyTek Meet Manager 3.0 with Team Unify Touch Pad system, omit the purchase of the system from Naperville Swim Conference

Feb 8, 2016 – Amend Article V.C. to allow for USA/YMCA certified officials to bypass the NSC officials clinic if proof of certification is presented.

April 18, 2016 – Add Article III.V to maintain the pool water recirculation and overflow system shall maintain water level in line with the overflow rim of the pool gutters during competition.

May 9, 2016 – Add Article VII.E.3.1.e.: no swimmer may be assisted in the water after July 1st. Any swimmers assisted in the water prior to July 1st will be exhibition.

May 9, 2016 – Add Article VII.E.3.1.f.: only swimmers, coaches, officials, workers allowed behind the blocks during a meet, no spectators.

May 9, 2016 – Add Article VIII.B.2.h.: At Classic, event #1 will be 6&u girls relay, event #2 will be 6&u boys relay. A 6&U mixed relay will swim in event #2

June 16, 2016 – Add Article VII.E.8.b: For Free Relay, swimmers are not required to swim in the order submitted.

December 11, 2017 – Add Article VI.B.3: clarified swimmer eligibility.

June 23, 2019 – revised Article VII.A.6, clarified definition of exhibition swims. For individual events, top two swimmers per team earn points, regardless of the heat in which they swim.

September 9, 2024 – Added section D. #5. Miscellaneous rules for both City Meet and Classic Meet.

NAPERVILLE SWIM CONFERENCE

POLICIES AND PROCEDURES

PURPOSE

The purpose of the Conference is to foster and advance youth swimming and the health and fitness of children aged 4 to 18 within the city of Naperville, Illinois and surrounding areas. The Conference will promote a program encouraging growth within the sport of swimming through development and improvement of swim technique, and organized swim competition. The Conference will provide an activity that encourages the involvement of both parent and child. Each swimmer will gain a sense of accomplishment and have an opportunity to enhance their competitive swimming abilities. The Conference shall also strive to promote ideals of good sportsmanship through its athletic program and activities for the benefit of the community.

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XII. Policies & Procedures (adopted 2014)

I. Responsibilities of Team Primary and Alternate Directors

- A. All Team Primary and Alternate Directors are expected to attend and participate in Naperville Swim Conference (“NSC” or the “Conference”) board meetings. All Members must be represented by at least one of their Directors at each meeting. In order to encourage attendance at each meeting, the NSC has agreed on the following, to be imposed during each NSC season (which runs from September 1 through August 30) without exception:
 - 1. 1st unrepresented meeting: warning printed in the meeting minutes
 - 2. 2nd unrepresented meeting: \$50 fine
 - 3. 3rd unrepresented meeting: \$100 fine
 - 4. 4th unrepresented meeting: no voting for 12 months
 - 5. 5th unrepresented meeting: suspension from NSC
- B. Maintain communication between the Conference and your swim team and between the Conference and your team coaches. Every effort should be made to encourage and maintain communication between your team coaching staff and the coaching staff from other teams, especially when developing meet entries for dual meets.
- C. Follow the Conference’s calendar for monthly responsibilities and submit team information on a timely basis.
- D. Be a member of at least one standing, special, or championship committee. In addition, each Director shall be required to assist the City Meet chairperson as required. Each committee chair must submit a written report at the end of the season. Each committee chair shall create and maintain a file to be passed on to their successor.
- E. **Failure to Complete Assigned Duties:** The failure of the Director of a member team to perform duties assigned as a Conference Committee chair or member, or as an Oversight Representative at a Championship Meet may subject that member to:
 - 1. Probation (loss of voting rights for up to a twelve (12) month period).
 - 2. Suspension from the NSC.
- F. Develop the initial team roster and submit it to the Conference by June 1st, or before the team starts practice, and submit the final team roster to the Conference by July 1st.
- G. Arrange payment of your team’s conference fees as set forth in the Bylaws.
- H. All swimmers should be covered by accident and liability insurance. Directors are responsible for ensuring their team complies with this requirement. If a team purchases the

conference liability insurance, its Director is responsible for turning in the team's estimated number of swimmers to the Treasurer by the 2nd Monday in February. Additionally, it is the Director's responsibility to arrange for payment of the insurance premium which amount will equal the premium per swimmer, as quoted by the insurance company, times the number of swimmers on the final roster determined as of July 1st. The payment will be made in two installments, the first being due by the 1st of June in an amount equal to the original estimated number of swimmers times the premium per swimmer. The final payment will be in an amount equal to the number of swimmers from the final July 1st roster less the original estimate of swimmers times the premium per swimmer. The final payment will be due with the end of the season final bill. All payments are to be delivered to the Treasurer of the NSC. Teams providing their own insurance must have proof of insurance on file with Naperville Swim Conference by June 1st. Teams that have not provided the requisite insurance coverage, either by payment or through evidence of the team's own insurance, shall not be permitted to swim in any NSC meets (See Bylaws: Article IX, Section 9.9). The Directors and Officers of the NSC will be covered by a separate insurance policy provided by and paid for by the NSC.

- I. Directors are responsible for maintaining, a Naperville Swim Conference Waiver forms for each swimmer on the team prior to the swimmer entering the water for any team practices or meets.
- J. All Directors should be familiar with conference rules found in these Rules, Policies and Procedures (the "Rules"), the Bylaws and the Code of Ethics. (Others from your team will look to you for answers.)
- K. While at practices, meets and organized team functions, always have in your team's possession registration forms with swimmers' emergency and medical information and medical release information.
- L. Submit a copy of a completed accident form to the Naperville Swim Conference within 24 hours whenever an accident involving a swimmer occurs.
- M. Be involved in rescheduling a meet, if the need arises. (See Rules: Article VII, Section E, paragraph 7).
- N. One team Director must attend each dual meet and Conference recognized invitational in which his or her team participates.
- O. One team Director and coach must attend information meeting(s) for the post-season championship meets.
- P. One team Director or team representative must be available to verify post-season championship meet entry data at the designated time.
- Q. Each team must supply at least two people, at least one of which must be a Director, to set-up for the post-season championship meets.

- R. Directors are responsible for making sure that all their team's coaches and assistants are Swim Conference Coaches Training Program certified and that their team's coaches' Authorization for Youth Program Background Check forms, already submitted and cleared by the DCFS, have been submitted to the Naperville Swim Conference.
- S. The Primary Director shall retain a copy of the results from each dual meet for his or her team and the timer sheets for each dual meet for which his or her team was the home team until after the post-season championship meets. These results and timer sheets may be reviewed by coaches or other authorized representatives of Member teams at any reasonable time.
- T. The Primary Director (Lead Representative) shall be responsible for adding/deleting their own team's Coaches, Computer Personnel and Directors as necessary to the NSC Website. They are responsible for making all team edits for contact information (email address and telephone numbers), team email distribution lists and all other team specific functions.

II. Preseason Coaching Policies

- A. Each Member team's coaching staff shall satisfy all of the requirements set forth in Article X of the Bylaws, including but not limited to Swim Conference-Training Program and the completion and submission of Authorized for Youth Program Background Check forms.
- B. Coaches should be familiar with these Rules, the Bylaws, and the Code of Ethics of the Conference.

III. Health and Safety Rules

- A. All Member teams must be in compliance with the rules of the DuPage or Will County Health Department, the Naperville Swim Conference's insurance carrier, and the USA Swimming Technical rules.
- B. In pools with a depth of less than 4 feet at the starting end of the pool, all swimmers must start in the water. All measurements of water depth are taken from the water surface to the pool bottom at the starting end of the pool.
- C. In pools that have a depth of 4 feet or more at the starting end of the pool, swimmers can use blocks that are no more than 30 inches higher than the surface of the pool's water. Measurements are to be taken from the water surface to the surface of the front edge of the block/platform at the starting end of the pool. Portable starting blocks are not permitted.
- D. Before the start of each swim meet, it is the responsibility of the home team to verify for the referee the permitted starting positions (i.e., water, deck and/or block.)

- E. Each pool **must** have a designated lifeguard on duty during warm-ups and the meet. The lifeguard must be in the chair or at the side of the pool, in uniform, plainly visible and only performing the duties of a lifeguard.
- F. Each pool shall be equipped with First Aid materials. Each pool shall have someone present at all meets who is CPR trained.
- G. Official Naperville Swim Conference accident report forms shall be available at each pool. They must be filled out and turned in to the Naperville Swim Conference within 24 hours of an accident or incident.
- H. No alcoholic beverages are allowed at NSC meets.
- I. All wading pools **must** be locked, drained or supervised by a lifeguard during a swim meet.
- J. A coach or team representative shall be in possession of all of their swimmers' medical release forms at all meets.
- K. There shall be no swimmers pushing or jumping into the pool at the conclusion of a meet. All coaches will restrain this activity.
- L. If lightning is visible during a meet, any adult shall bring it to the attention of the referee and it is incumbent upon the referee to clear the pool for a minimum of 30 minutes. If there is no sighting of lightning during that time, the meet may resume.
- M. Each pool submitted a copy of the deck and pool area plan for their pool prior to the 1994 season. If any changes to that plan have occurred, that pool is required to submit a new plan prior to the start of each season. These plans shall include the following:
 - 1. Dedicated swimmer and official workers area shall be set up per home team pool rules
 - 2. Spectator access and seating areas shall be separated from the dedicated swimmer area by a barrier.
- N. **NO** electrical cords allowed on deck except microphone or low voltage (12v) cords.
- O. **NO** glass on deck or in the concession or spectator areas of the pool.
- P. **NO** food, drink, tobacco or gum will be allowed on deck.
- Q. Teams must be in compliance with the dictates of the DuPage or Will County Health Department concerning the running of concessions and the serving of food. Contact the DuPage or Will County Health Department for licensing information.

- R. The pool water recirculation and overflow system shall maintain water level in line with the overflow rim of the pool gutters without creating appreciable current or water turbulence and shall maintain smooth and calm water surface during competition.

IV. Insurance As a sponsored group of the Naperville Swim Conference, all Conference Members shall comply with the following:

- A. To abide by all safety rules, policies or procedures of the Naperville Swim Conference and Article IX, Section 9.9 of the Bylaws of the Naperville Swim Conference. Failure to comply with this provision could subject the Member to disciplinary action or revocation of insurance coverage.
- B. That all incidents/accidents be reported to the Naperville Swim Conference as per the regular reporting procedure. (See Rules: Article III, Section H).
- C. That all participants serving as coaches, referees, league officials, etc. must receive training as determined by the Naperville Swim Conference.
- D. That all Members' insurance premiums must be paid in advance of the start of the swim season (See Rules: Article I, Section G).

V. Computer Guidelines

- A. A computer personnel meeting is held by the Computer Committee each year. Each team is required to have at least one computer personnel member and/or coach attend this meeting.
- B. Each team is required to use Conference approved computer program for scoring.

VI. Age Group Definitions

- A. A swimmer's age group will be determined by his or her age on May 31 in the calendar year of each season.
- B. Age group competition shall consist of the following six age groups: 6 and under, 8 and under, 9-10, 11-12, 13-14 and 15-18, except that a swimmer over 18 years of age may compete as a 15-18 age group swimmer in the season immediately following his or her high school graduation.
 - 1. Swimmers in the 6 and under age group may compete in an exhibition event to win ribbons, but not to score points.
 - 2. A swimmer's participation in any 6 and under event makes that swimmer ineligible for 8 and under age group individual events for that meet; however, that swimmer is eligible for 8 and under age group relay events.
 - 3. The summer following high school graduation is a swimmer's final season of eligibility.

VII. Dual Meets

A. Pre-Meet Entries

1. Meet entries and rosters are to be completed using Conference approved computer program. The procedure to be followed is designated in the Conference's website.
2. Swimmers are placed in lanes according to the following:

Teams	Swimmers	4-Lane	6-Lane	8-Lane
Visitors	1 st Fastest	2	4	4
Visitors	2 nd Fastest	4	2	6
Visitors	3 rd Fastest	-	6	2
Visitors	4 th Fastest	-	-	8
Home	1 st Fastest	3	3	5
Home	2 nd Fastest	1	5	3
Home	3 rd Fastest	-	1	7
Home	4 th Fastest	-	-	1

3. The home team is responsible for confirming the validity of each team's meet entry. Each swimmer must appear on the swimmer's team roster. No swimmer may swim more than five events.
4. Other than by prior agreement of the coaches, meets shall not last longer than 4 hours in length.
5. Coaches should limit the number of heats to no more than two in which there are only swimmers from their own teams. Teams should consolidate any heats as necessary to eliminate empty lanes and extra heats. Any heat changes require both teams agreement.
6. Exhibition swims:
 - a. Exhibition swims are scheduled at the discretion of the home team following pre-meet discussions between the coaches of both teams (the visiting coach must be made aware of any extra heats before meet entries are due). The home team should be sensitive to the needs of the visiting team when scheduling exhibition heats, including scheduling of exhibition heats with only swimmers from one team. Each team must be allowed an opportunity to fill their assigned lanes in exhibition heats before the other team fills those lanes with its own swimmers. Any abuses or complaints should be reported to the Executive Committee.

- b. Under certain circumstances a team may wish to enter an exhibition swim that would normally be illegal (for example, entering a swimmer doing a different stroke to fill an empty lane, or entering a relay team with 3 swimmers, etc.). Such entries can only be made with the agreement of the meet referee and the other team's head coach (although in most cases, this agreement should be automatic). Again, any abuses of this rule should be reported to the Coaches Committee.
- 7. Entry changes after the initial due date/time may be made as practicable.
- 8. A current Team Unify Athlete Roster along with the Meet Manager meet entry file should be exported and sent to the host team-according to the procedures set forth on the NSC's website.
- 9. Meet Entries and Athlete Rosters are due to the host team by:
 - a. Sunday at 6 p.m. for a Tuesday meet.
 - b. Tuesday at 6 p.m. for a Thursday meet.
 - c. Thursday at 6 p.m. for a Saturday meet.
- 10. For any exceptions to the above schedule, arrangements must be made with the host team and at their discretion. Failure to adhere to the timetable may result in the host team reporting it to the Dual Meet Committee. Repeated offenses may result in fines or other penalties imposed by the Executive Committee.

B. **Equipment** The home team shall provide the following equipment for dual meets, except for the requirement to provide one-half of the stop watches and a container to store the visiting team's ribbons, as set forth in paragraphs 3 and 10 below, both of which shall be provided by the visiting team:

- 1. Starting system.
- 2. For Officials: Clipboard, pencil, DQ cards.
- 3. Stop Watches
 - a. Each team shall provide the watches for their own timers. The recommended number of stop watches to have on hand is the number of lanes at the home pool times 1.5, plus one additional watch per team as back-up.
 - b. Clipboards for timers (one per lane), pencils.
 - c. It is the responsibility of the Head Timer to be sure all watches are properly functioning BEFORE the start of the meet.
 - d. Keep extra batteries on hand at all times.
- 4. Timing Console and/or touch-pads are optional. When automatic timing equipment is being used, including but not limited to plungers, touch pads, and wireless timers, a backup system of at least one manual stop watch per lane is required.

5. Backstroke flags—minimum 7 feet above water surface and 5 yards from each end wall.
6. Computer and printer
7. Pencils, paper, paper clips, rubber bands, pens, stapler.
8. Ribbon file will be sent to visiting team at conclusion of the meet.

C. Personnel

1. Officials Certification Process - Prior to the start of each season, clinic(s) will be held by the NSC on rules and rule interpretations of the Conference. All potential non-currently certified USA/YMCA stroke & turn officials either email a copy of their certification to the officials chair or attend one of the clinic sessions. The Officials Chair shall maintain a master list of certified officials and distribute it to each teams officials coordinator so they can create an officials badge, on which the certified names shall be printed. Officials are required to wear their current badges to the meets at which they will be officiating. Every Team is strongly encouraged to have a minimum of 6 persons as Certified officials. This may include experienced and new officials. It is advised that experienced officials work with new officials to ensure quality and consistency of officiating.
 - a. The following officials shall be required for each dual meet and Conference recognized invitational:
 - i. Referee and Starter or Referee/Starter (provided by home team).
 - ii. Judges - 2 stroke, 2 turn officials; each team provides half of each category.
 - b. The referee or host pool shall have a current USA Swimming rule book.
 - c. Officials are strongly encouraged to wear a white shirt with khaki shorts or pants.
 - d. It is the responsibility of the referee to determine that all officials have been certified through the NSCs Official Certification Process and that they are wearing their badges. Should a referee determine that an official has not been certified, such instance shall be reported to one of the Member's NSC Directors.
 - e. It is the NSC's desire that a substitute official, with appropriate credentials, replace the non-certified official. Alternatively, and if possible, one less official should be used for the meet.
 - f. If there are no replacement officials available and if the non-certified official must officiate, then the team who is providing the non-certified official shall be fined \$50.

2. Timers
 - a. The home team shall furnish the Head Timer.
 - b. There shall be 3 timers for each lane and at least 2 back-up timers. Each team shall furnish one-half of the total number of timers.
3. Runners – 2 - 4 depending on pool layout, each team provides at least 1.
4. Computer Personnel — run by host team.
5. Hospitality - It is customary for the home team to provide refreshments to all of the above workers during the meet.
6. Announcer – Home team provides an announcer to help keep the meet moving and make appropriate event announcements during the meet.

D. Meet Procedures

1. Pre-Meet

- a. Each team shall check-in their swimmers upon arrival at the meet to determine scratches and changes that need to be made in the meet entry.
- b. Each team shall provide a written list of scratches and/or changes to the home team computer personnel no later than 45 minutes prior to the start of the meet. All meet entries are final thereafter unless approved by the head official/referee.
- c. All home workers shall report at least 30 minutes prior to start of meet. Visiting team workers shall report no later than 15-20 minutes prior to start of meet.
- d. The Referee shall conduct a pre-meet conference with officials 15-20 minutes prior to start of meet.
- e. The Head Timer shall conduct a pre-meet conference with timers 15-20 minutes prior to start of meet. All timers from both teams will go through a group watch check and will receive a review of the timing procedures and lane assignments.
- f. Each team should receive multiple copies of the heat sheet from the home team 30 minutes prior to the start of the meet or as soon as all scratches and updates have been inputted into the conference approved computer software.
- g. Computer personnel should deliver updated Meet Programs to the Referee/Starter, Announcer and at least 3 to each team's coaching staff.
- h. The Referee clears the pool of all swimmers 5 minutes prior to start of meet; the meet referee and/or starter then conducts the meet.

- i. The Referee will have the authority to modify the rules for swimmers with disabilities. Disability is defined as a permanent physical or cognitive disability that substantially limits the abilities of the swimmer. It is the responsibility of the head coach of the team containing the disabled swimmer to alert the Referee of the need for modifications 20-30 min. prior to the start of meet. The agreed upon modifications will be communicated to the meet officials during the officials meeting.

2. **Warm-ups**

- a. Warm-ups for dual meets shall begin 30 minutes prior to the start of the meet and shall end 5 minutes prior to the start of the meet.
- b. No swimmers shall be allowed in the pool without a coach from the swimmer's team present at poolside.
- c. Important guidelines for warm-up period.
 - i. No racing (block) starts or diving in lanes other than lanes specifically designated by a team for that purpose and only under a coach's supervision.
 - ii. Start all swimmers in lanes only at starting end of pool.
 - iii. Coaches should stand at starting end of pool when verbally starting swimmers on sprint or pace work.

NOTE: these are guidelines. Discretion and common sense must be used when establishing procedures. The procedure must fit the type of meet and circumstances – the number of swimmers, lanes and time available.

3. **During Meet**

a. **Timing**

- i. Two visiting team timers and one home team timer will be assigned to each of the home team's odd-numbered lanes and two home team timers and one visiting team timer will be assigned to each of the visiting team's even-numbered lanes.
- ii. A lane head timer will be assigned for each lane with the home team operating as head timers in the visiting team's even-numbered lanes and vice versa.
- iii. Timers should always act like a responsible official and anticipate that they will probably get wet, because the best position for observing the finish of the race is leaning over the edge of the pool.

- iv. The finish of the race occurs when ANY part of the swimmer's body touches the wall at the finish end of the pool. Notwithstanding the foregoing, only for swimmers in the 6 and under age group, swimming the backstroke, the finish of the race occurs when any part of the swimmers body touches the wall at the finish end of the pool, or the swimmer's head touches a timer's hand which is placed in close proximity to the finish end of the pool. Stop watch when this occurs.
 - v. Read your own watch time. If you have a question, ask the lane head timer or the meet Head Timer.
 - vi. Those using automated timing devices including but not limited to plungers, touch pads, and wireless timers are required to have a backup timer per lane using a stopwatch in the event that the automated timing devices should fail.
 - vii. At the conclusion of the meet, return all watches to the appropriate team's Head Timer.
- b. **Official Time**
- i. When three watches are operating on a lane, and the times of two of the three agree, that time is the official time. If all three watches have different times, the MIDDLE watch time is official.
 - ii. When two watches are operating on a lane and their times agree, that time is the official time. If they disagree, the official time is the average of the times on both watches rounding up to the next slowest hundredth.
 - iii. If only one watch is operating on a lane that is the official time.
 - iv. The lane head timer records all times on the swimmer's event sheet and turns it into the runner, unless times are electronically transmitted..
 - v. If automatic timing equipment is being used, the swimmer's race ends when the sensing pad is touched. In this case, watch times are used as backup only. In this circumstance it is especially important for timers to not clear their watches until the starter/referee's whistle has been blown.
 - vi. In the event the primary and all backup timing systems fail, the referee must determine the best way to rectify a failed system. Since conditions of the event cannot be duplicated, an event should only be re-swum as a last resort.

- vii. If places can be determined but qualifying times are needed to advance to the next level of competition, and backup times are not available, the referee could authorize the event to be re-swum.

c. **Scoring Procedures**

- i. Runners pick up the lane/timer sheets and put them in order along with any DQ cards and take them to scoring table after each event.
- ii. The lane/timer sheets and DQ cards are passed on to computer table where the official times are input for each event. Official scorers record any DQs by code in the Conference approved software. Times are checked for accuracy.
- iii. At the end of each event, the event is scored pursuant to Article VII, Section E, Paragraph 4 below. Scorers send update of total score of each team to an announcer to announce every 10-15 events unless agreed upon by each team. At the finish of the meet the final score is announced if agreed upon by each team.
- iv. Awards labels are sent by the home team at the conclusion of the meet via electronic file.

E. **Dual Meet Rules**

- 1. **Directors and Coaches Responsibilities** All Directors and coaches shall have the following responsibilities during all dual meets and conference recognized invitationals:
 - a. Make certain that your swimmers are conducting themselves appropriately.
 - b. Maintain control of your swimmers.
 - c. Use positive reinforcement techniques when interacting with swimmers.
 - d. Check the team area during and following the meet. Leave the team area in the same, if not better, condition than you found it.
 - e. No coaches may be in the water assisting the swimmers after July 1st. Any swimmer aided by a coach prior to July 1st is considered exhibition so the time doesn't count towards a Classic or City time.
 - f. Only swimmers, coaches, officials, and workers are allowed behind the blocks. Spectators are not allowed behind the blocks while a meet is in progress.

2. **Order of Events and Start Time** The order of events shall be the order of events set forth in Exhibit A attached to these Rules. Unless changed by the mutual consent of both teams, weeknight meets shall start at 5:30 p.m., and Saturday meets shall start at 8:30 a.m.
3. **Participation** A swimmer may compete in a maximum of five events, no more than three of which may be individual events (the “Maximum Dual Meet Participation Rule”). The Maximum Dual Meet Participation Rule shall include a swimmer’s exhibition swims.
 - a. Individual Events. A swimmer may swim up as high as two older age groups for any individual events; however, once a swimmer swims an individual event in a higher age group, the swimmer must swim all remaining individual events in that same higher age group for the rest of that meet.
 - b. Relay events. A swimmer may swim up as high as two older age groups for one or both relay events, as long as the swimmer is in compliance with the Maximum Dual Meet Participation Rule. The participation of a swimmer in a higher age group in one or both relay events will not prevent that swimmer from swimming with the swimmer’s own age group for the individual events swum at the same meet.
4. **Scoring** Each individual event will be scored as follows: 1st place - 5 points; 2nd place - 3 points; 3rd place - 2 points; and 4th place - 1 point. Each relay event will be scored as follows: 1st place - 8 points; and 2nd place - 4 points. In the event of a tie, the points for that tied place of finish plus the place of finish immediately following shall be added together, and each swimmer shall be awarded one-half of the aggregate points.
 - a. Only the top two swimmers from each team may score points for their team in an individual event.
 - b. Only one relay entry from each team may score points for their team in a relay event.
 - c. Individuals or relay teams that are disqualified in an event will not be eligible to score points in that event.
 - d. Exhibition heats or swims of an event shall not be scored.
5. **Awards** Ribbons shall be supplied by each individual team. The host team will transmit the awards file at the conclusion of the meet..
 - a. Ribbons shall be awarded based on the actual order of legal finish without regard to how the race is scored.
 - b. Teams may award heat winner awards. If awards are given, they MUST be given to swimmers from both teams.

6. Results

- a. Immediately following a meet, the Conference approved computer software results are available to the head coaches from each team. Each team is responsible for retaining results and updating their Conference approved computer software with all results throughout the season. These results are needed for the verification of qualifying times for post-season championship meets.

7. Postponement, Cancellation and Rescheduling of Meets

- a. Meets can be postponed at any time prior to the start of a meet by mutual agreement between at least one Director from each team. In the event team Directors cannot reach an agreement within two hours prior to the start of the meet, meet postponements will be handled by agreement between each team's head coaches and/or team Directors. If no agreement is reached by the time the meet is scheduled to have started, the referee's decision based upon weather or other safety hazards shall be final. The referee is encouraged to consult with the head coaches and team Directors prior to making his or her decision.
- b. Once a meet starts, the referee's decision shall be final regarding the postponement of the meet. The referee is encouraged to consult with the head coaches and team Directors prior to making his or her decision.
- c. A determination to resume, reschedule, or cancel the meet must be made within 24 hours of the start time of the originally scheduled meet. If a designated rain date is unavailable for the meet to be rescheduled, the eight meets assigned by the Conference will take precedence over and supersede any other scheduled meets. The home team has the responsibility for arranging for the resumption of the meet. In lieu of the continuation or rescheduling of a canceled meet, when all options for rescheduling have been exhausted, teams may schedule an intra-squad "time-trial" event.

8. USA Rules Exceptions

- a. Backstroke turns: a kick or glide will be permitted before and after the backstroke turning action.
- b. For Free Relay, swimmers are not required to swim in the order submitted.

VIII. Post-Season Championship Meets

- A. Designation of Meets** The Championship Meets shall consist of the following two meets:

- 1. A City Meet shall be held on the last full weekend in July at such times and at such venue as shall be determined by the chairs of the classic and city committees and the conference president and presented to the membership at the November meeting. Only those swimmers from each Member who meet the time standard or other

eligibility requirements set forth in the City Meet Rules of these Rules shall be eligible to swim in the City Meet.

2. A Classic Meet shall be held at the end of the season on the weekend immediately preceding the City Meet and shall be held at such times and at such venue(s) as shall be determined by the chairs of the classic and city committees and the conference president and presented to the membership at the November meeting. The Classic Meet is designed to provide an opportunity for a championship-style meet for those swimmers from each Member who do not meet the eligibility requirements set forth in the City Meet Rules of these Rules to swim at the City Meet.

B. Classic Meet Rules

1. **Order of Events** The order of events shall be the order of events set forth in Exhibit B attached to these Rules.
2. **Participation** A swimmer may compete in a maximum of four events at the Classic Meet, no more than three of which may be individual events. To be eligible for the Classic Meet:
 - a. A swimmer must participate in at least three (3) officially approved conference meets during the season and that swimmer's name must appear on the meet entry and results for that meet, with the only exception being a Doctor's written notice that the swimmer is unable to participate in meets do to physical injury. This will be reviewed on a case by case basis by the Swim Conference.
 - b. A swimmer must be on the official July 1 roster or approved at the July Board of Directors meeting.
 - c. All swimmers competing in the 13-14 and 15-18 age group will swim in the City Meet even if they have not achieved a City Meet qualifying time.
 - d. A swimmer may not swim an individual event or that leg of any relay at the Classic Meet if that swimmer has met the City Meet qualifying time standard for that event. Six and unders are exempt from this rule.
 - e. A swimmer who swims in the Classic Meet can be entered in the City Meet only as a relay swimmer. A swimmer may compete in the same relay at both the Classic Meet and the City Meet. In addition to swimming in 4 total events in the Classic Meet, a swimmer may compete in 2 additional relay events at the City Meet.
 - f. Individual Events. A swimmer may swim up as high as two older age groups for any individual events; however, once a swimmer swims an individual event in a higher age group, the swimmer must swim all remaining individual events in that same higher age group for the rest of that meet.
 - g. Relay events. A swimmer may swim up as high as two older age groups for one or both relay events, as long as the swimmer is in compliance with the Maximum Dual Meet Participation Rule. The participation of a swimmer in a

higher age group in one or both relay events will not prevent that swimmer from swimming with the swimmer's own age group for the individual events swum at the same meet.

- h. For 6 & under Classic Relays, the event #1 of relays will be a 6 & under girls relay event and event #2 of relays will be a 6 & under boys relay event. If a team chooses to enter a 6 & under mixed gender relay, that relay should be entered in event #2.

3. **Meet Entries**

- a. Each Member shall submit its meet entry by email to the person and in the manner set forth in the Classic Meet Packet that is published and delivered to each Director prior to the Classic Meet. The meet entry shall be submitted by Noon on the Monday preceding the Classic Meet.
- b. Meet entry changes from dual meet rain dates held after Classic Meet entries are submitted shall be due by Noon on the Wednesday preceding the Classic Meet; however, if any swimmer achieves the City Meet qualifying time standard for an event that he or she is originally scheduled to swim at the Classic Meet, then that swimmer must be scratched from that event in the Classic Meet.
- c. There is no limit to the number of swimmers each Member may enter in each individual event.
- d. Each Member may enter one relay team in each relay event. In each relay event, a Member may enter four swimmers and a maximum of four alternate swimmers.
- e. A swimmer may be entered in three individual events and two relay events at the time of meet entry, as long as such swimmer actually competes in only four events.
- f. All swimmers must be entered with an official time for each individual event entered. No swimmer may be entered with "no-time" listed as their seed time. Entry times must have been achieved in the current NSC season at a scheduled NSC dual or invitational meet.
- g. The intent of the NSC is to err on the side of the swimmer so that each swimmer has an opportunity to compete in the Classic Meet. As such, meet officials shall not bar a swimmer from swimming an event for the sole reason that such swimmer has missed any of his or her preceding events.

4. **Exhibition Heats and Swims** There will be no exhibition heats or swimmers in the Classic Meet with the exception of 6 and under events.

5. **Lanes** Lanes will be assigned to each swimmer in each event based on seed times. Within each event, heats will be run slowest to fastest. Within each heat, swimmers will be seeded fastest to slowest in the following order: Lane 4, Lane 5, Lane 3, Lane 6, Lane 2, Lane 7, Lane 1 and Lane 8.
6. **Scoring** For purposes of scoring the Classic Meet, points will be awarded for first through eighth place in each event as follows:
 - a. Relay events - 18, 14, 12, 10, 8, 6, 4, 2.
 - b. Individual events shall be scored in 9, 7, 6, 5, 4, 3, 2, 1.
 - c. Only two swimmers from a Member's team will be eligible to receive points in each individual event
 - d. Points are awarded on a move-up basis, if one team takes more than two of the first eight places in an individual event.
 - e. No points will be awarded for 6 and under events.
7. **Awards** Classic Meet awards will be given as follows:
 - a. For individual events, medals will be awarded for first through eighth place and ribbons will be awarded for ninth through sixteenth place. For relay events, medals will be awarded for first place, and ribbons will be awarded for second through eighth place.
 - b. Awards will be given to swimmers in the actual order of legal finish. There is no limit as to how many awards may be given to swimmers from a single Member team in any one individual event.
 - c. For team awards, plaques will be presented to the first place teams at each Classic meet venue.
8. **Results** Following the conclusion of the Classic Meet, results shall be posted on the website for the Conference.
9. **Officials** For Classic meets the Officials Coordinator uses the following rules and guidelines to staff officials at the event. It is also expected that the NSC board and representatives are informed appropriately of any significant anomalies or deviations.
 - a. One or more USAS-certified referees and starters are required for the referee and starter positions, respectively. The referees and starters must also be familiar with and adhere to NSC laws, rules, and customs.
 - b. If it is not possible to get such officials, the next best officials shall be utilized, including former USAS referees and starters, current and former IHSA referees and starters, and USA/IHSA stroke and turn officials in that order. These referees and starters must also be familiar with and adhere to NSC laws, rules,

and customs.

- c. In advanced of the event, USAS-certified officials are ask to fill the stroke and turn positions. If open positions remain, NSC-certified officials are utilized. The Officials Coordinator and Championship Meet Coordinators determine the best method to assign open positions and how this works equitably with meet volunteer assignments.

C. **City Meet Rules**

1. **Order of Events** The order of events shall be the order of events set forth in Exhibit C attached to these Rules.
 - a. All events for the 8 and under and 9-10 age group swimmers will be held in the morning.
 - b. Following a break, the events for the 11-12 and 13-14 age group swimmers will be held in the afternoon.
 - c. All swimmers in the 13-14 age group shall swim together in the City Meet.
 - d. All swimmers in the 15-18 age group shall swim together in the City Meet, to be scheduled and held at a time separate from the City Meet for the other age groups.
 - e. All 13-14 and 15-18 age group swimmers who are competing in an individual event and who have not met the qualifying time established by the Board of Directors for that event shall be treated as competing in a separate individual event solely for purposes of awards.
2. **Participation** A swimmer may compete in a maximum of four events at the City Meet, no more than three of which may be individual events. To be eligible for the City Meet:
 - a. A swimmer must participate in at least three (3) officially approved conference meets during the season and that swimmer's name must appear on the meet entry and results for that meet, with the only exception being a Doctor's written notice that the swimmer is unable to participate in meets do physical injury. This will be reviewed on a case by case basis by the Swim Conference.
 - b. A swimmer must be on the official July 1 roster or approved at the July Board of Directors meeting.
 - c. All swimmers competing in the 13-14 and 15-18 age group will swim in the City Meet even if they have not achieved a City Meet qualifying time.

- d. A swimmer may not swim an individual event or that leg of any relay at the Classic Meet if that swimmer has met the City Meet qualifying time standard for that event. Six and unders are exempt from this rule.
- e. A swimmer who swims in the Classic Meet can be entered in the City Meet only as a relay swimmer. A swimmer may compete in the same relay at both the Classic Meet and the City Meet. In addition to swimming in 4 total events in the Classic Meet, a swimmer may compete in 2 additional relay events at the City Meet.
- f. Individual Events. A swimmer may swim up as high as two older age groups for any individual events; however, once a swimmer swims an individual event in a higher age group, the swimmer must swim all remaining individual events in that same higher age group for the rest of that meet.
- g. Relay events. A swimmer may swim up as high as two older age groups for one or both relay events, as long as the swimmer is in compliance with the Maximum Dual Meet Participation Rule. The participation of a swimmer in a higher age group in one or both relay events will not prevent that swimmer from swimming with the swimmer's own age group for the individual events swum at the same meet.

3. **Meet Entries**

- a. Each Member shall submit its meet entry by email in the manner set forth in the City Meet Packet that is published and delivered to each Director prior to the City Meet. The meet entry shall be submitted by noon on the Monday preceding the City Meet, and each Member shall provide a support person who will be available by phone and email on that Monday between the hours of 2:00 pm and 6:00 pm to make decisions on meet entry changes.
- b. Each Member may enter two swimmers in each individual event, regardless of seed time.
- c. Additional swimmers from a Member may be entered in individual events if the seed times of all such swimmers are equal to or faster than the qualifying time established by the Board of Directors for each event.
- d. Each Member may enter one relay team in each relay event. In each relay event, a Member may enter four swimmers and a maximum of four alternate swimmers. The Board of Directors shall not establish qualifying time standards for relay events.
- e. A swimmer may be entered in three individual events and two relay events at the time of meet entry, as long as such swimmer actually competes in only four events.
- f. All swimmers must be entered with an official time for each individual event entered. No swimmer may be entered with "no-time" listed as their seed time.

Entry times must have been achieved in the current NSC season at a scheduled NSC dual or invitational meet.

- g. The intent of the NSC is to err on the side of the swimmer so that each swimmer has an opportunity to compete in the City Meet. As such, meet officials shall not bar a swimmer from swimming an event for the sole reason that such swimmer has missed any of his or her preceding events.

- i. **City Meet Fines**

- (1) Additions or changes to a team's entry may be made without penalty until noon on Tuesday prior to the City Meet.
- (2) Additions or changes to a team's entry that are requested after noon on Tuesday and prior to the Heat Sheet finalization will be made at a fine of **\$100** per change.
- (3) No changes will be considered after the Heat Sheet finalization. Positive check-in will close 45 minutes prior to the start of the meet. Scratches will not be fined. Additions and changes (including orders of relays) will be charged \$100 per change.
- (4) Any team failing to scratch a swimmer, resulting in a NS (no swim) is subject to a \$100 fine per swimmer per event unless the absence is approved by a member of the City Committee. Free Relay exception - A team may substitute an alternate for a relay position in the Free Relay any time prior to the start of that event without fine. The rules regarding NS still apply. If an alternate is substituted in and the relay is their 5th event, the relay is subject to disqualification and the \$100 fine.

- 4. **Exhibition Heats and Swims** There will be no exhibition heats or swimmers in the City Meet. There will be no 6 and under events in the City Meet.
- 5. **Lanes** Lanes will be assigned to each swimmer in each event based on seed times. Within each event, heats will be run slowest to fastest. Within each heat, swimmers will be seeded fastest to slowest in the following order: Lane 4, Lane 5, Lane 3, Lane 6, Lane 2, Lane 7, Lane 1 and Lane 8.
- 6. **Scoring** For purposes of scoring the City Meet, points will be awarded for first through sixteenth place in each event as follows:
 - a. Relay events - 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2.
 - b. Individual events - 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1.
 - c. Only three swimmers from a Member's team will be eligible to receive points in each individual event.

- d. Points are awarded on a move-up basis, if one team takes more than three places in an individual event.
7. **Awards** City Meet awards will be given as follows:
- a. For individual events, medals will be awarded for first through eighth place, and ribbons will be awarded for ninth through sixteenth place. For relay events, medals will be awarded for first place, and ribbons will be awarded for second through eighth place.
 - b. For team awards, plaques will be presented to the first, second and third place teams at the City Meet as a whole and to the first place team for each age group by gender.
 - c. Awards will be given to swimmers in the actual order of legal finish. There is no limit as to how many awards may be given to swimmers from a single Member team in any one individual event.
8. **Results** Following the conclusion of the City Meet, the results shall be posted on the website for the Conference. The final City Meet results shall include team scores for the meet as a whole and for each age group by gender.
9. **Officials** For Classic meets the Officials Coordinator uses the following rules and guidelines to staff officials at the event. It is also expected that the NSC board and representatives are informed appropriately of any significant anomalies or deviations.
- a. One or more USAS-certified referees and starters are required for the referee and starter positions, respectively. The referees and starters must also be familiar with and adhere to NSC laws, rules, and customs.
 - b. If it is not possible to get such officials, the next best officials shall be utilized, including former USAS referees and starters, current and former IHSA referees and starters, and USA/IHSA stroke and turn officials in that order. These referees and starters must also be familiar with and adhere to NSC laws, rules, and customs.
 - c. In advanced of the event, USAS-certified officials are asked to fill the stroke and turn positions. If open positions remain, NSC-certified officials are utilized. The Officials Coordinator and Championship Meet Coordinators determine the best method to assign open positions and how this works equitably with meet volunteer assignments.

D. Miscellaneous Rules for Both City Meet and Classic Meet

- 1. Warm-up times for post-season championship meets shall be determined by the Classic and City Meet Committees and shall be set forth in the packets that are published and delivered to each Director prior to the championship meets.

2. A Positive check in is used for championship meets. Swimmers are responsible for checking in before the deadline.
3. The T-shirt concession for the post-season championship meets shall be approved by the Board of Directors. The concession will be operated by representative members of the NSC. No raffles or other income enhancing activities can be held as part of the T-shirt or food concessions or otherwise on the property of the venue that is hosting the meet. Moreover, there shall be no unauthorized sales of any kind, including sales of beads, candy, gum or other trinkets, by the swimmers or their guests. With the approval of the Board of Directors, charitable organizations can accept non-monetary items.
4. The administering of surveys, either with or without remuneration, on any topic, including religion, shall be strictly prohibited on the property of the venue that is hosting the championship meet.
5. Members shall be assigned to morning and afternoon sessions of the Classic Meet at the sole discretion of the Classic Committee chairperson based on the most recent Classic Meet actual swimmer counts for each member. The Classic Committee chairperson shall assign members to a particular session using the following criteria, with decreasing importance:
 1. Members shall alternate session times each year. To the extent not possible given criteria 2-4 below, a Member shall only be assigned to the same session time for a maximum of two consecutive Classic Meets.
 2. Equal number of Members' swimmers shall be assigned to each session time.
 3. Equal number of Members shall be assigned to each session time.
 4. Members in the same dual meet division shall be assigned to the same session time.

IX. Requirements and Procedures for Admission of New Teams to the Conference

- A. See NSC Bylaws Article IV, Section 4.3.
- B. New teams must be located within the boundaries of the Naperville Swim Conference or its planning areas.
- C. Representatives of a viable Parent Board must attend the October annual meeting of the NSC to request a probationary season.
- D. Teams must provide their own insurance during their probationary season. This insurance must comply with the requirements stated in the NSC Bylaws Article IX, Section 9.9.

- E. Teams during their probationary season must have a representative(s) in attendance at all NSC board meetings as non-voting liaisons. Representatives should also be present at the post-season championship meets. The purpose of this requirement is to ensure that new teams understand the workings, rules, procedures, etc. of the Conference.
- F. New teams must use Conference approved software to maintain their team roster and generate meet entries.
- G. Swimmers of probationary teams are not eligible to swim at the NSC post-season championship meets.
- H. New teams during their probationary season will be eligible to purchase ribbons and cards through the NSC at the same cost that member teams pay for additional ribbons and cards.
- I. New teams must purchase and use Conference approved software for scoring.

- J. Teams during their probationary season must comply with all Bylaws, Rules, Policies and Procedures, and the Code of Ethics of the NSC.
- K. Teams during their probationary season must send their officials to a NSC officials' clinic for training.
- L. The pool must be a minimum of 3 feet 6 inches in depth in all competitive lanes.
- M. After completing its probationary season, a team's representatives must attend the October annual meeting of the NSC to request membership.

X. Code of Ethics

A. General Policies

- 1. Penalties for violations of this Code or Conference rules at sanctioned meets shall be appropriate for the age of the swimmer and the degree of violation, with consideration given to participants with special needs. All penalties should be instructive in addressing appropriate social and sportsmanlike conduct, in accordance with the goals of the Conference.
- 2. Penalties shall be determined and administered in accordance with this Code, and further penalties may be imposed by the violator's swim team, or other organization, with respect to that team's individual policies, ethics code, or special circumstances. Criminal activities shall be reported to the appropriate authorities.
- 3. Coaches' behavior shall be governed by the policies and principles established within the Swim Conference's Code of Ethics.
- 4. Violations of this Code shall be reported to the meet Referee, NSC Representative, or the NSC Executive Committee for appropriate action.
- 5. Coaches, Parents, Volunteers, Officials and Swimmers shall be responsible to support and adhere to this Code, as well as commonly accepted social behavior and community standards.
- 6. Officials shall be fair and honest in all evaluations, and shall be responsible and knowledgeable for the rules and procedures they administer. Volunteers and officials who do not act appropriately shall be replaced.
- 7. The primary responsibility for participant discipline rests with the individual.
- 8. The coach shall be responsible for maintaining team discipline at all team sponsored NSC sanctioned swim meets.
- 9. Parents shall have the responsibility of supporting the coaches, officials and NSC Representatives in matters of discipline with respect to their own children. Parents shall be responsible for the behavior of their invited guests.
- 10. Referees shall be responsible for enforcement of all USA Swimming Technical rules. This Code of Ethics is intended to supplement the USA rules with regard to

sportsmanship, and is not intended to supersede the authority of the referee to interpret or enforce USA Swimming Technical rules.

- B. **Purpose** The purpose of the Conference is to foster and advance youth swimming and the health and fitness of children aged 4 to 18 within the city of Naperville, Illinois and surrounding areas. The Conference will promote a program encouraging growth within the sport of swimming through development and improvement of swim technique, and organized swim competition. The Conference will provide an activity that encourages the involvement of both parent and child. Each swimmer will gain a sense of accomplishment and have an opportunity to enhance their competitive swimming abilities. The Conference shall also strive to promote ideals of good sportsmanship through its athletic program and activities for the benefit of the community.
- C. **Definitions**
1. Sportsman: A person who can take loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, generosity, and courtesy.
 2. Sportsmanship: Qualities and behavior befitting a sportsman.
 3. Participant: Swimmer, parent, volunteer, official, coach or spectator.
- D. **Expectations** The Conference requires its participants to adhere to all Conference rules, regulations and philosophies at all team practices, activities, and sanctioned meets (dual and championship). The Conference further directs that its participants will:
1. Support their team at sanctioned swim meets.
 2. Conduct himself/herself in a manner consistent with good sportsmanship, showing respect for persons and property at all times, whether at home or away meets.
 3. Refrain from sale, possession or use of tobacco, alcohol and other drugs.
 4. Refrain from any other activity prohibited by law.
- E. **Violations** Penalties for violations of this Code shall be appropriate for offense. The penalties are intended to be instructive in addressing appropriate social and sportsmanlike conduct, in accordance with the goals of the Conference.
1. **Minor Offenses**
 - a. Profane, obscene or abusive language including use of derogatory racial, ethnic, and/or religious comments. Any violation of the Conference Bylaws or any Conference operating policy or procedure.
 - b. **PENALTIES:** Penalties for any unsportsmanlike conduct during a dual meet shall range from warnings to immediate expulsion from the meet as agreed upon by the Meet Disciplinary Board and must be referred to the Executive Committee for review and may result in expulsion from future meets.

- c. Penalties for any unsportsmanlike conduct during a Championship Meet shall range from warnings to immediate expulsion from the meet as seen fit by the Meet Director and must be referred to the Executive Committee for review and may result in expulsion from future meets and/or team fines.

2. **Misconduct Offenses/Major Offenses**

- a. Insubordination to any coach or adult acting in an official capacity at a sanctioned meet;
- b. Fighting;
- c. Gambling;
- d. Possession of explosive devices such as firecrackers;
- e. Theft;
- f. Intentional property damage (vandalism);
- g. Improper use of tobacco or improper solicitation of another person to use tobacco, alcohol or any other controlled substance or illegal drug;

PENALTIES: Penalties for any confirmed violation shall range from warnings to immediate expulsion from the meet and expulsion from future meets.

F. **Procedures for Assessing Penalties and Resolving Conflicts**

- 1. A person accused of any Code of Ethics offense at a sanctioned meet shall be brought immediately before the Meet Disciplinary Board, which shall consist of:
 - a. Conference Representative from each pool participating in the event;
 - b. Head Coach from each pool participating in the meet;
 - c. Referee.
- 2. The Meet Disciplinary Board shall review the facts and circumstances surrounding the alleged violation, and the contemplated penalty, and shall decide whether to impose a penalty. No penalty shall be imposed by the Meet Disciplinary Board unless three-fifths of its members present vote in favor of imposing the penalty.
- 3. If the Meet Disciplinary Board is unable to decide on an appropriate penalty at the meet, under the procedures outlined in paragraph VI. B. above, or if the penalized person charged with the violation protests the decision of the Meet Disciplinary Board, then the matter may be heard by the Conference Disciplinary Board, consisting of:
 - a. Conference Representative from each pool in the Conference;

- b. Head Coach from each pool in the Conference;
 - c. Referee of the meet where the alleged violations(s) occurred.
- 4. The Executive Committee shall hear all interested witnesses, including the charged person, review the facts and circumstances pertaining to the charge, and decide the appropriate penalty to impose, if any. No penalty shall be imposed by the Executive Committee nor shall the decision of the Executive Committee be reversed, unless two-thirds of the Board members present vote in favor of the proposed action.
 - 5. Omitted
 - 6. The Executive Committee shall review the facts and circumstances relating to the charges and shall evaluate the penalties imposed by the lower Boards, if any, and decide whether to confirm or reverse the prior action taken by the referee or Board. The decisions of the Executive Committee shall be by two-thirds affirmative vote of those members present. The decisions of the Conference Review Board shall not be further appealable.

XI. Amendments.

These Rules may be altered, amended, or repealed by a motion and second being made at a regular or special meeting followed by a vote of the total membership at a subsequent regular or special meeting held not less than 10 days after the motion and second were made. At the subsequent regular or special meeting, a two-thirds (2/3) affirmative vote of the total membership is required.

