

2017 College Club Swimming 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 CCS meet is any event 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 CCS meets may be considered for CCS records and top 10 times, provided the swimmers are members of CCS prior to the start of the meet.
- It is the responsibility of the event director to submit the event results in either .SD3, .CL2, or .HY3 format to collegeclub@usms.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@usms.org within 5 days of the event.

2.3 Meet Procedures

Required Personnel

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

Timing

- Every race in a recognized CCS event 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 has the right to question any top 10 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@usms.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.
- Bid Process:
 - Only CCS clubs can submit a bid.
 - The bid packet shall be submitted before February 1 of the preceding school year.
- It is required that there is a minimum of 4 USMS/USA Swimming-certified officials on deck (referee, starter and two start and turn judges) per course.
- Also, 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.
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.
- Bid Process:
 - Only CCS clubs can submit a bid.
 - The bid shall be submitted before November 1 of the preceding school year.
 - It is the responsibility of the team submitting a bid to ensure that their internal executive board(s) are prepared to host a national championship, and handle any transition of power appropriately, with support from the CCS board of directors as needed.
- It is required that there is a minimum of 4 USMS/USA Swimming-certified officials on deck (referee, starter and two start and turn judges) per course.
- Also, 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.

2.5 Records and Top 10 Times

Required Information

- Only times achieved in CCS recognized events, that meet the recognized meet requirements, will go into the CCS database. No times from USMS or USA Swimming events will be allowed.

Acceptable Times

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

Pool Certification

- In order for a National Record to be broken, it must be done in a pool that has a certified-length. The current list of certified pools is housed by USA Swimming and can be [found here](#). If a pool has moveable bulkheads or is not on the USA Swimming certified list and a National Record is broken, a pool measurement must be done after the event is over and sent to collegeclub@usms.org.

National Records

- National Records will need to be submitted within 7 days of the meet by the event host with the event results.
- National Records will start being recorded on August 1, 2017.

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. A club may register or renew as early as April 1.

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 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 events. 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 Zones

Zones are geographic regions with administrative responsibility for clubs located within the region.

Zone Boundaries – Part 6 contains official names and boundary descriptions for each zone

4.2 Advisory Board

4.2.1 Membership

The Advisory Board shall consist of:

- 2 directors elected from each zone (elected directors)
- Up to 4 Advisory Board alumni/recreational sports representatives, no more than 1 from each zone, appointed by the Advisory Board
- 2 U.S. Masters Swimming directors appointed by the USMS president

At the annual meeting, the Advisory Board shall select a president and secretary from the 8 elected directors

4.2.2 Elections and Term of Office

- Annually 1 elected director shall be elected to a 2-year term from each zone. During the first year of the Advisory Board 2 directors shall be elected; 1 for a 1-year term and 1 for a 2-year term.
- The elected director must have served as a club officer for at least 1 year and will serve a 2-year term.
- Elections for elected directors shall occur after the National Championship meet and prior to May 15.
- Each member club in the zone shall have 1 vote for the elected director from their zone.
- The term of office for elected directors shall begin June 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 Board for failing to perform required duties of the Board. Removal of a director requires a two-thirds majority vote of the 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 Board President
- A vacancy may be left vacant or filled for the remainder of the unexpired term by the Board appointment or by special election within the zone. 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 an in-person annual 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, by which all directors participating may

simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

- 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. The president may vote by ballot or when their vote could change the outcome. There shall be no voting by proxy.
- Agendas and recaps of each meeting will be posted to collegeclubswimming.com

4.4 Committees and Appointments

- Rules Committee
- Competition/Protest Committee (local, regional and national events)
- Club Development Committee (marketing, outreach, best practices)
- National Board of Review
 - Will be comprised of 2 elected directors and 2 USMS directors

4.5 Financial Policy

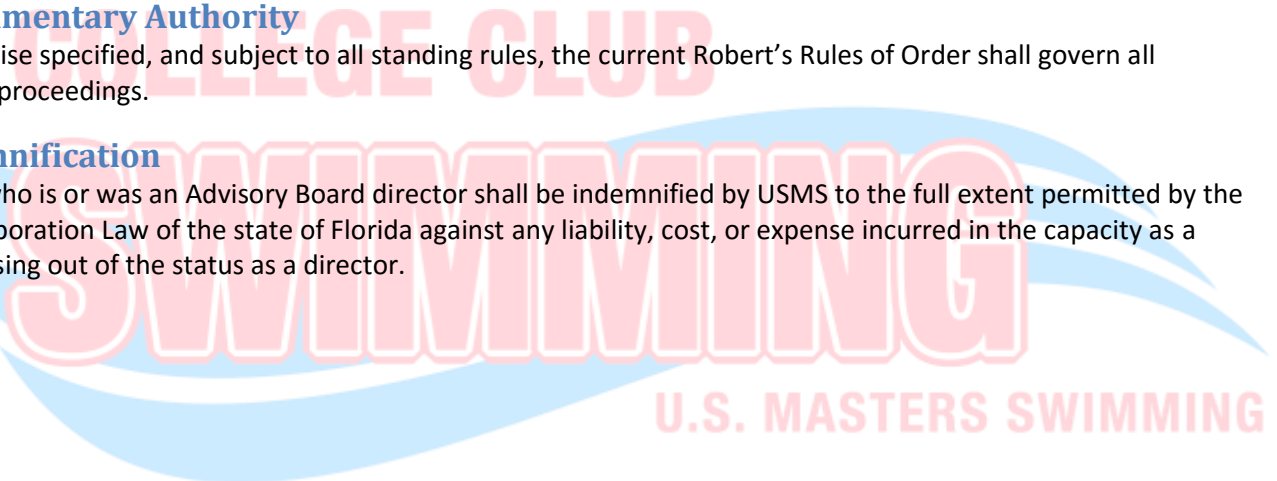
The Advisory Board shall not maintain separate accounts. Funding for Advisory Board activities shall come from U.S. Masters Swimming and the member clubs.

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 College Club Swimming Handbook shall be considered by the Rules Committee for report and recommendation to the Advisory Board.

5.2 Submission

Changes to the College Club Swimming Handbook may be proposed only by a member club, a committee or the Advisory Board. Proposed changes to the College Club Swimming Handbook must be submitted to the chair of the Rules Committee no later than February 1 to be considered. All proposed changes shall be published and distributed to each member club no later than June 1.

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

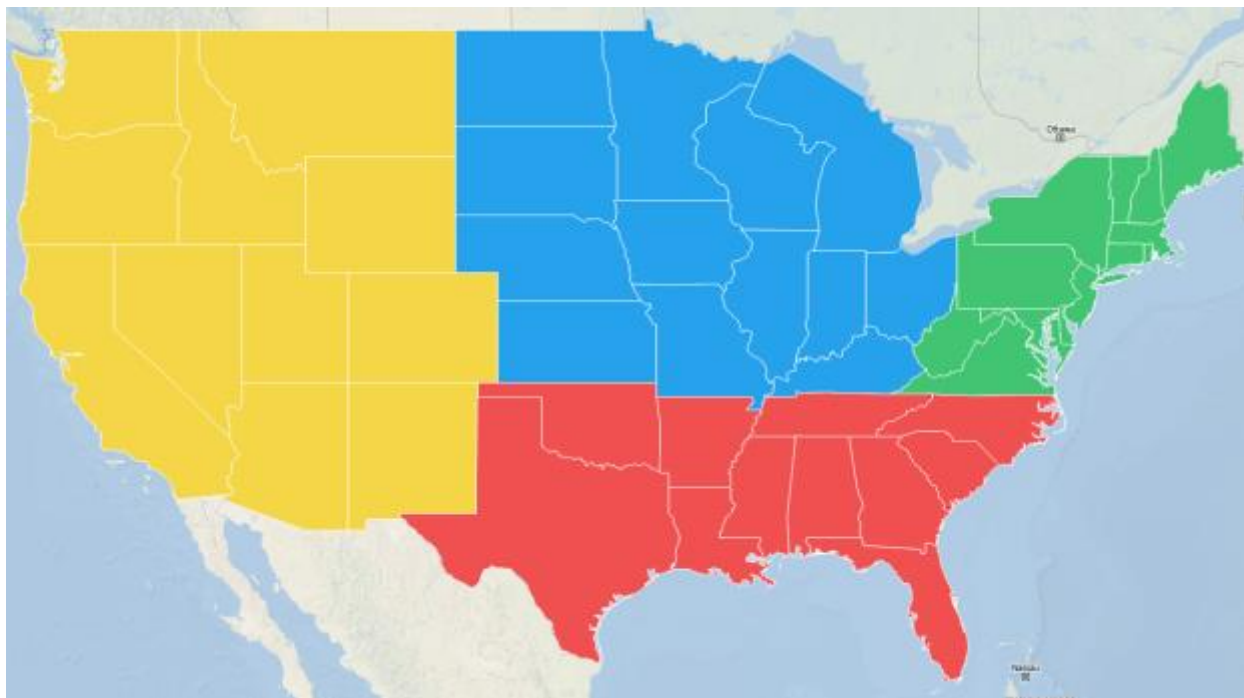
The College Club Swimming Handbook may be amended at the annual meeting by a majority vote of the Advisory Board if the proposed amendments are recommended by the Rules Committee or by a two-thirds vote of the Advisory Board if the proposed amendments are NOT recommended by the Rules Committee.

5.5 Effective Date

Unless otherwise specified, all approved changes shall become effective on August 1 of the year they are adopted.



6 Proposed Zone



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			

