

# **DuPage Swim & Dive Conference**



**Rules, Regulations, and Bylaws  
2024 update**

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### SUMMARY OF CHANGES

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## **DUPAGE SWIM & DIVE CONFERENCE BY-LAWS ARTICLES OF INCORPORATION**

### **ARTICLE I. NAME**

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

### **ARTICLE II. PURPOSE**

The purpose of the DSDC shall be:

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

### **ARTICLE III. MEMBERSHIP**

- A. All member districts must be a park district or recreation commission. Some portion of the district must be within DuPage County.
- B. All member districts must have adequate representation and a parent club to fulfill the obligations as outlined in the Rules, Regulations and By-Laws.
- C. Each member district will have one vote in all matters. However, meetings are open to the general public.
- D. New member districts will be admitted on approval of two-thirds of the existing member districts.
- E. Member districts will be expelled on approval of two-thirds of the remaining member districts.
- F. Each member district will furnish the name, address, and phone number of the park district representative and the parent club representative by the first meeting of each year to receive all notices and communications.
- G. The conference shall consist of two divisions comprised of (in descending order) a White and Red division. No division will have more than six teams. If more than 12 teams are part of the conference, the conference shall return to three divisions comprised of a White, Red, and Blue division.

### **ARTICLE IV. MEETINGS**

- A. Following the team rotation schedule, a transition meeting will be held between the conference officers of the past year and new officers before January 1 of each year. At

this meeting, all supplies and bookkeeping will be transferred to the new officers.

- B. An initial meeting of the DuPage Swim and Dive Conference will be held by January 25th of each year. At this meeting, all Conference representatives will meet to review and clarify Conference rules. A dual meet schedule for both swim and dive teams will be distributed at this meeting for review.
- C. Meetings will occur on a monthly basis after the first meeting, or as deemed necessary by the President, after 10 days notification to the Board Representatives.
- D. Roberts Rules of Order will govern all meetings. Conference Officers should familiarize themselves with these procedures before the first Conference meeting in January.
- E. A majority of the member districts constitutes a quorum at any meeting, and a majority vote of those present shall govern except where otherwise specified. The vote shall be by voice except when a roll call vote is requested by one member district.
- F. In the absence of the President, the President will appoint an appropriate presiding officer.
- G. An appeal meeting may be called by the Conference officers to be held the Monday before the seed meeting, if needed, without 10 day notice.
- H. The seed meeting is not an official meeting for transacting any business other than conference seeding. Meetings may be called at any time by the president of the DSDC with a minimum of ten (10) day notice.

## **ARTICLE V. OFFICERS**

- A. The DSDC will be administered by five (5) officers: a president, a vice-president, a secretary, a treasurer, a dive chairperson, and any additional officers the president deems necessary.
- B. The President shall be elected by a majority vote of the member districts in office per the rotation schedule.
- C. DUTIES OF THE PRESIDENT:
  - 1. Preside over all meetings including appeal meeting.
  - 2. Appoint the Secretary and Treasurer.
  - 3. Oversee the Secretary and Treasurer.
  - 4. Oversee and assist the Vice President with DSDC Website maintenance.
- D. DUTIES OF THE VICE PRESIDENT:
  - 1. The vice president will be a member of the succeeding member district per the rotation.
  - 2. Act as assistant to the President.
  - 3. In the absence of the President preside over all meetings including appeal meetings.
  - 4. Chair Judges and Scorers Training Committee.
  - 5. Coordinate scheduling of training classes for judges, starters and referees.

6. Host coaches' meeting at the start of the season.
7. Maintain and update the DSDC Website in PDF format.
  - a. Update the current session information – including but not limited to:
    - I. DSDC Rules, Regulations, and By-Laws
    - II. Meet Schedule
    - III. Certification Training Schedule
    - IV. Pool Information
    - V. Certification of Officials Reference and Testing Information
    - VI. Team/Division Record Keeping Reference Materials
    - VII. Meet Directors/Clerk of Course Reference Materials
    - VIII. Available Electronic Forms, i.e. Team Ribbon Order Form
  - b. Update past session information – including but not limited to:
    - I. DSDC History of Record Keepers and Conference Hosts
    - II. Conference Records
    - III. A- and B-Conference reference materials as submitted by current DSDC Teams
  - c. Continue to incorporate USA swim on the web site

#### E. DUTIES OF THE SECRETARY:

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

#### F. DUTIES OF THE TREASURER:

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

#### G. DUTIES OF THE DIVE CHAIRPERSON:

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

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

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

## ARTICLE VI. CERTIFICATION OF OFFICIALS

- A. Judges and Scorers Committee that will consist of the Vice President and two or three other people. With the exception of the Chairperson, the committee members must have DSDC Starter Referee certification. Responsibilities of the committee, under the direction to the chairperson the committee will:
1. Establish a training class schedule for judges, scorers, starters and referees.
  2. Carry out the training as scheduled.
  3. Issue certification badges to all individuals who successfully complete the class and pass a written exam.
  4. Keep a record of all individuals who have been certified, the type of certification, and the expiration date of that certification. This record, including those officials whose certification expired the past year, is to be distributed to each team at or before the March meeting. It is the responsibility of each team representative or Meet Director to ensure its' accuracy, submit proof of omissions, and to ensure recertification as needed. No official will be able to re-certify or to move up to the next level if they are not on the list.
- B. Official certification classes will be conducted by the DSDC in the months of May, June, and July. These classes will consist of a lecture (and/or demonstration in the case of Judge) and a test. Upon successful completion of the class, an ID badge will be awarded to be worn at all meets.
- C. Stroke/turn officials must work in their certification level for at least one season before progressing to the Starter/Referee certification. Certification will be valid until December of the second year. During the next season, he/she must either re-certify or move to the

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next level to be an eligible official for the Conference Meets. If this is not accomplished, he/she will be dropped from the official's list and must attend a future class and pass its test to be added back onto the listing of certified officials.

- D. The fee charged for these certification classes will be established by the Conference.
- E. The following documents to be used during certification classes will be included as part of these Bylaws:
- Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Judges and Starter/Referees
- All tests administered to prospective officials and reviews for re-certification classes shall be based on this information.

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

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

- F. To be officially certified as a Judge, Starter, or Referee, officials must be at least 21

years of age on the date of certification. To be officially certified as a Scorer, officials must be at least 18 years of age on the date of certification.

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

## **ARTICLE VII. AMENDMENTS**

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

## **ARTICLE VIII. DSDC OFFICER ROTATION**

<b>SWIM</b>	<b>DIVE</b>
2022 Roselle	2022 Bloomingdale
2023 Carol Stream	2023 Bloomingdale
2024 Woodridge	2024 Bloomingdale
2025 Bloomingdale	2025 Bloomingdale
2026 Butterfield	2026 Bloomingdale
2027 Itasca	2027 Bloomingdale
2028 Glendale Heights	2028 Bloomingdale
2029 Hanover Park	2029 Bloomingdale
2030 Villa Park	2030 Bloomingdale
2031 Bartlett	2031 Bloomingdale
2032 Lombard	2032 Bloomingdale
2033 Wood Dale/ Addison	2033 Bloomingdale
2034 Roselle	2034 Bloomingdale
2035 Carol Stream	2035 Bloomingdale

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## **DUPAGE SWIM & DIVE CONFERENCE RULES**

### **ARTICLE I. PURPOSE**

The purpose of the DSDC shall be:

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

### **ARTICLE II. GENERAL CONFERENCE RULES**

#### **A. PROPOSED RULE CHANGES**

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

#### **B. CONFERENCE BOARD**

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

#### **C. TEAM ELIGIBILITY**



1. Each team must forward the yearly conference fee to the conference treasurer and be in good standing with the conference to enter the A-Conference. The Treasurer will submit invoices to each team's Park District by April 1.
2. Dues must be paid by May 15. Teams not paying their dues by May 15 will be assessed a \$50.00 late fee. Teams not paying their dues by the first meet will be assessed an additional 25 point penalty at the A-Conference meet. Teams not paying their dues by the seed meeting will be assessed a 50 point penalty at the A Conference meet. Teams not paying their dues by the A-Conference will not be able to compete in the A-Conference. Teams not paying their dues by 12/31 will be ejected from the DuPage Swim and Dive Conference and will be required to re-apply to participate. The treasurer will provide a report of any teams with unpaid dues at EVERY meeting.
3. All expenses incurred by the teams must be billed to the teams by April 1st of the current swim season. Teams not paying these expenses owed to the Conference by May 15th of the current swim season will be assessed a \$50.00 fine. However, if the Board is notified in writing of a Park District's different fiscal year start date for bill payment, it will approve a payment extension date. The treasurer will provide a report of any teams with unpaid expenses at EVERY meeting.
4. New teams waiting to join the conference must provide the board with a detailed resume at any regular conference meeting. Final approval or rejection will come at the next conference meeting that year. The resume will help determine qualifications. New teams will be assigned to the Blue division.

#### D. SWIMMER ELIGIBILITY

1. When a family first joins DSDC, they may select to join any team in the conference, regardless of any Park District, town or school district boundary. Subsequently, all swimmers in that family must join the same selected team.
2. Team members may not transfer member teams unless permanent residency changes. (This conference does not sanction coach following).
  - a. Although team changes are discouraged, a child and parent may present their petition to change teams directly to the DSDC board of directors. This petition must be in writing, and submitted in the off-season, January to April, no petitions will be accepted during the regular season. Consequences of the team change when a residency change has not occurred is that the specific swimmer petitioning will forfeit A Conference admission i.e. the swimmer will be allowed to swim in normal dual meets and B-Conference, but not in conference championships for one year. Coach following is not a permissible reason.
3. Any family changing residency has the option to remain with the former team or to join the new member team with notification to the conference.
4. A swimmer may compete on one conference team only. A diver may compete on a different dive team if his or her home team or currently approved Park District has no dive team.
5. Head coaches cannot swim for any conference team.
6. The age classification for a swimmer is determined by his/her age as of the first day of June. If anyone is challenged and found guilty of swimming down, that team shall be penalized in the following manner.
  - a. For the first offense, that team will be penalized all points accumulated by that swimmer earned by swimming in the wrong age group.
  - b. The team will also be assessed a 25 point penalty at the dual meet where the infraction occurred. This penalty plus the point deduction will be subtracted from the team dual meet score to reflect a dual meet winner.

- c. If a team is guilty of a second offense, said team will be assessed a 50 point penalty at the Conference Championship Meet. Every offense after the second offense will also be assessed a 50 point penalty for each offense at the Conference Championship Meet. There will be no appeal after the first offense. Challenges are to be directed to the referee by the swim coach or the conference record keepers. Swimmers may swim up, but may not swim the same event in more than one age group.
7. Age classification:
- a. Age grouping is as follows: 8 & Under, 9-10, 11-12, 13-14, and 15 & O.
  - b. A swimmer will continue to be eligible to swim in the Conference for the summer season immediately following graduation from high school or until he/she exceeds age 19, whichever comes first. (The intent of this rule is not intended to penalize special cases such as double promotions, etc. Any special case should be brought to the conference in writing for ruling.)
  - c. Exceptions for emergencies may be made by the President and Vice-President of the Conference Board. Their decision is final.

#### E. TEAM REQUIREMENTS

Each conference team must submit, to the conference secretary, and the respective division recorder, a Team Manager export file (via e-mail or on CD) of their team's roster including first and last names, addresses with park district indicated, age, birth date, and sex, a minimum of 24 hours before the first meet. Out of district members with prior approvals should be footnoted. No first dual meet may take place unless these rosters have been received.

Dive roster must be submitted on a separate list to the Conference Dive Chairperson and not combined with the swim roster.

An updated list must be sent periodically with any additions to the rosters. If too close to a meet, a call to the Division Recorder for swim or the Dive Chairperson for dive can be made 24 hours prior to the meet so that a child may swim or dive, whichever the case may be. Otherwise, a child can swim exhibition only.

Failure to comply will result in first a warning via telephone to the team coach and a letter to the Conference Representative, then graduated point penalties of 10, 25, 50 points at the Conference Championship Meet. Once reaching the 25 point penalty, the penalty shall not be waived.

### ARTICLE III. MEET REQUIREMENTS

#### A. SCHEDULING

##### 1. Dual Meet Scheduling

- a. Each team shall have one scheduled dual meet with every team in its division and other teams in the other division, with a total of 8 scheduled dual meets (subject to agency availability and conference scheduling)."
- b. Dual meets will be scheduled primarily on Wednesdays and a limited amount of Saturdays; with a maximum goal of 2 Saturday scheduled meets per team. A team may request to be scheduled for more than 2 Saturday meets through the conference scheduler, if they so choose.
- c. Meets cannot be changed from the scheduled date without the consent of parties involved, visitors as well as the home team.

- d. The starting time for meets shall be as close as possible to 6:30 pm for Wednesday swim competition. Saturday starting times can be determined by the home team, but must be between 8:00 and 9:00 am. Each team will be allowed 30 minutes to warm-up. Warm-up times for meets shall be as close as possible to: Wednesdays (HOME TEAM) 5:15 - 5:45 pm and (VISITOR TEAM) 5:45 - 6:15 pm; Saturdays (HOME TEAM) 75 minutes before meet start time and (VISITOR TEAM) 45 minutes before meet start time.
  - e. The home team head coach or a member of his/her coaching staff MUST contact the visiting coach no less than 24 hours prior to the meet confirming warm-up times, exhibition policies, number of lanes, clerk of course requests, and pool length ( i.e. yard or meter). If home team fails to make this call, the home team cannot run any exhibitions at that meet.
  - f. If exhibition heats are to be run, no more than 20 exhibition heats may be scheduled at any meet. Half of these are available to each team. If one team schedules fewer than 10, that team may offer the unscheduled number of exhibition events to the other team.
2. Conference Scheduling
    - a. An A-Conference & B-Conference will be held for all divisions. Conference Meets will be scheduled no later than the 2nd to the last Sunday in July, and will be scheduled in coordination with the Conference Host Agency and Conference Scheduler based upon facility availability.
    - b. Swimmers who participate in the B-Conference Meet cannot participate in the A Conference Meet except as an alternate in a relay.
- B. RESCHEDULING**
1. Dual Meet
    - a. Wait at least 30 minutes after the meet scheduled start time before canceling the meet, or abide by pool regulations regarding rain and lightning.
    - b. In the event a dual meet has been rained out, team line-ups must be forwarded by the home team to the division recorders with meet results postmarked no later than 48 hours after the rain out. It is preferred these line-ups be emailed immediately after the rain out. An attempt should be made to reschedule the meet in order for swimmers to comply with the Conference Meet qualifications.
    - c. Decide the new date the day or night of the rain out.
    - d. Reschedule the rain out as soon as possible.
    - e. The meet can be called if the losing team does not want to return to finish the meet.
  2. A- and B-Conference Championship Meets Rain-out Procedure
    - a. Rain without lightning - proceed with meet.
    - b. Rain with lightning:
      - i. Delay meet until lightning stops up to a maximum of 7 hours. (As meets usually run 6 hours, a 7-hour delay would end the meet at approximately 10:00 pm which is close to a normal Wednesday night meet finish.)
      - ii. Hold meet on the following day as an alternate. (Any team unable to hold a meet on the next day would have to make arrangements to move to a backup pool.) If the same problem occurs on the next day, hold meet as soon as possible with the maximum final weekend being Labor Day.
    - c. Tornado or severe storm:
      - i. Move to shelter until storm has passed, then proceed with meet.
      - ii. Shelter arrangements must be left to the host team.
    - d. Broken pump or serious pool problem - Same 7-hour time delay or reschedule.  
**ABOVE ALL, BOTH CONFERENCE MEETS MUST BE HELD – NO**

*POSTPONEMENT UNTIL THE FOLLOWING SEASON OR CANCELLATION FOR ANY SWIM AND DIVE SEASON.*

**C. DIVISION RECORDING AND RECORD KEEPING**

1. Each division will select a team annually who will keep the divisions swim records. This division recorder will report to the Conference Board Secretary. Each Division recorder may provide the same number of team record keepers as teams in the division. No team shall be forced to keep the records more than once every three years unless all teams in the division have been record keepers within the last 2 years.
2. All home teams must forward a Meet Manager (MM) backup file of each dual meet to the division record keepers (1 to each team's division) via email. If not received, there may be a conference meet penalty. Each coach must conditionally sign the meet results. Two copies must be printed, one for each team. Additionally, each team should receive an electronic copy of the mm backup file with scores. For example, if a white division team is swimming at a red division pool, the red division team must send one copy of the results to the white division record keeper and send one copy to the red division record keeper. If a blue division team is visiting another blue division team, the home blue team must send the results to the blue division record keeper.
3. The division record keepers will use the agreed upon version of Team Manager to record all swimmers' times during the season. For 2017 this should be version 8.0.
4. Division standings will be determined by the championship meet only. No points for dual meets. If there is a tie in the standing, then the actual winner shall be the winner of the dual meet or highest total of points if there is more than one meet between the two teams in question. For this reason, diving meets must be scored as separate and distinct meets and the final scores must not be added to the swim meet score.
5. At the Conference Seed Meeting, all team and Division Record keepers will turn over all records to the Conference Secretary, and all teams will turn overall dual meet event cards to be saved until the September DSDC meeting when all results are verified.
6. At the conclusion of the season, the DSDC secretary will send a PDF file of all division conference results and records to all DSDC teams prior to the September DSDC meeting.

**ARTICLE IV. SPECIFIC SWIMMING RULES**

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

**A. DUAL MEETS**

1. Eligibility and Protests
  - a. No swimmer may swim in more than 5 total events-including exhibitions and not more than 2 of these may be relays. Nor may he/she swim in more than 4 individual events. He/She may not enter the same event in more than one age group. A child who swims in six total events and/or 3 relays will be disqualified from the sixth total event and/or the 3<sup>rd</sup> relay and a team penalty of 25 points/infracton will be assessed to the team at that dual meet. The conference secretary will make written notification to the meet director.
  - b. Penalties for ineligible swimmers - the swimmer is to be disqualified from the event in which he/she is illegally entered and that event counts as one of his/her 4 individual or 2 relay events. Every one moves up one place in that event. The swimmer may not enter that same event in any other age group.

- c. Protests must be made in writing to the Conference President and postmarked within 48 hours after completion of the meet.
- d. Exhibition swims count for seed times for the A- and B-Conference Meets, but not for team points in the dual meet.

## 2. Entry Requirements

- a. Each team may enter only three (3) swimmers or relays for points. Additional swimmers or relays may be entered as exhibition only. Center six (6) lanes to be considered official with outside lanes as exhibition.
- b. For eight lane pools the lanes should be numbered 1-8. Home teams use lanes 2, 4, 6 for competition and lane 8 for exhibition. The visiting team will use lanes 3, 5, 7 for competition and lane 1 for exhibition.

## 3. Officials

- a. The home team must provide the following officials (with current certification), if possible:
  - i. 1 Referee
  - ii. 1 Starter
  - iii. 2 Judges (1 each: stroke, turn)
  - iv. 2 Scorekeepers (1 to act as head scorekeeper),
  - v. 1 verifier
  - vi. 1 or more Timer(s) per lane with watches
  - vii. 1 Alternate Timer
  - viii. 1 Data input for the computer operating MM (note this person is not a verifier) The home team must also provide the following workers:
    - ix. 1 Clerk of Course
    - x. 1-2 Bull Pen Helpers (preferably 2)
    - xi. 1 Ribbon Writer or DQ writer (optional)
    - xii. 1 Runner (2 recommended for 8 lane pools)
    - xiii. 1 Announcer
- b. The visiting team must provide the following officials, (with current certification), if possible:
  - i. 2 Judges (1 each: stroke, turn)
  - ii. 1 Scorekeeper/verifier
  - iii. 1 or more Timer(s) per lane with watches
  - iv. 1 Ribbon Writer (optional)
  - v. 1-2 Bull Pen Helpers (preferably 2 – dependent on team size of 10 & under)
- c. If either team cannot provide the necessary staff, they must contact at least 24 hours prior to the start of the meet.
- d. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.

## 4. Scoring

- a. Dual meet scoring in individual events shall be:
  - i. 1st Place - 5 Points
  - ii. 2nd Place - 3 Points
  - iii. 3rd Place - 1 Point
  - iv. No team can sweep all places.
- b. Dual meet scoring for relay events shall be:
  - i. 1st Place - 7 Points
  - ii. 2nd Place - 0 Points

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

- iii. 1st Place - 5 Points

- iv. No second or third place  
However, ribbons should be awarded to participants.
  - v. Unopposed relays - 4 Points
  - vi. Ties will be scored by adding points together and dividing by 2.
  - vii. No points for next place.
- c. Scoring will be based solely on timed finals. Places are to be determined by lane times only.

At pools where automatic or semi-automatic timing devices are available, they may be used as the primary system in accordance with USA Swimming timing rule 102.24. Manual timing must still be in place and may be used as back-up when determining an official time.

Home teams will use Meet Manager software for dual meets, the visiting team's lineup and current roster must be provided using Team Manager export file. The times for sending this lineup are 7:00 pm Tuesday for a Wednesday meet and 9:00 am Friday for a Saturday meet. The home team scorekeeper and visiting team scorekeeper must communicate to avoid issues at the meet.

5. Meet Organization

- a. Host teams will complete timing sheets and turn them into the Clerk of Course. Exhibition swimmers must be clearly indicated on the timing sheet. Exhibition times do not count for points at dual meets. Swimmers names must be entered in full, FIRST and LAST names are required, not just initials. TM individual ID numbers must also be used.

1. John Backstroker	2. Mike Breastroker
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1. John Free #1	2. Mike Free #2
-----------------	-----------------

3. Bobby Flyer	4. Joe Free
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3. Bobby Free #3	4. Joe Free #4
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- b. All relay timing sheets must indicate the numerical order of swimmers (1, 2,3, 4) and this information must be verified on the official score sheet from MM in order for actual relay times to be used as seed times for the A Conference meet. Names on the timing sheets must look like this:  
In the event of manual scoring, the numerical order must be transferred to score sheets by the scorekeepers.
- c. Visiting team will always occupy odd numbered lanes.
- d. Timing sheets MUST be correctly changed by the coach prior to the event. Any changes that were made before the start of the meet must also be given to the data entry person. UNUSUAL CIRCUMSTANCES CAN BE APPROVED BY THE STARTER REFEREE.
- e. The home team will maintain all timing sheets, finish cards and DQ cards used at a dual meet until the end of the season and will bring them to the seed meeting.
  - i. Finish cards are not required for dual meets, but shall be used at A Conference Meets. The finish judges should write place picks for each heat. At the discretion of

the referee those picks may take precedence in the case of a dispute.

## 6. Awards

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

## B. A-CONFERENCE

### 1. Eligibility and Protests

- a. A swimmer must swim in at least three (3) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the three dual meet requirements.
- b. All times must be non-DQ times, exhibition times are allowed.
- c. Exceptions for emergencies may be made by the President and Vice-President of the conference board. Their decision is final.
- d. No swimmer may swim in more than 5 total events-including exhibitions and not more than 2 of these may be relays. Nor may he/she swim in more than 4 individual events. He/She may not enter the same event in more than one age group. A child who swims in six total events and/or 3 relays will be disqualified from the sixth total event and/or the 3<sup>rd</sup> relay and a team penalty of 25 points/infraction will be assessed to the team at that meet. The conference secretary will make written notification to the meet director.
- e. Protest for ineligible swimmers - the swimmer is to be disqualified from the event in which he/she is illegally entered and that event counts as one of his/her 5 total events. Every one moves up one place in that event. The swimmer may not enter that same event in any other age group.

### 2. Entry Requirements

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

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

1. John Free #1	2. Mike Free #2
3. Bobby Free #3	4. Joe Free #4

- iv. All times, both individual and relay must be non-DQ times.
1. Entry sheets for A-Conference, including alternates, must be completed prior to the start of the seed meeting. The final A conference TM file must be sent to the division record keeper prior to the A conference seed meeting. Seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets. All times, including relay alternate times must be verified. Known potential changes to the A conference tentative line-up should be noted along with who their alternates will be for their individual events in addition to the already noted relay alternates. The individual alternates must follow Article IV.B.2.IV.d.4. Changes based on the loss of a swimmer due to a championship swim meet shall be sent by 5pm the Monday following B conference.
  2. All teams will compute times using the consistent formula of time of MM default conversion of 1.11. Record keepers must consistently use this formula in Team Manager throughout the season. All times reported for seed meeting will be converted to the YY setting in TM.
  3. If a division has five teams or less, conference meet seeding will be as described in the USA Swimming Rules for a five lane pool. The last heat shall be composed of the fastest submitted times in each individual event.
  4. Substitutions
    - a. Substitutions are allowed in relays. The substitution swimmer(s) must have met all meet eligibility and entry requirements and are listed as alternates. A swimmer may be listed in only one age group per relay as a swimmer. Alternates may be listed in more than one age group.
    - b. Individual alternates may be used in the case of a family emergency or in the case of a verified qualifying championship swim meet conflicting with A conference. For illness during the meet, the starter referee may allow a team to use an alternate.
    - c. Relay alternates must be from the list provided with the entries for that event.
    - d. Individual alternates can be a swimmer who is not entered in the maximum number of events or who is listed as a relay alternate. Swim-ups are allowed but no swimmer can swim the same event in more than one age group.
    - e. Alternate swimmers may have swum in B-Conference.
  5. Final lineup will be determined at the scratch meeting, which is held prior to the start of the meet.
  6. Due to a time factor, only two swimmers from each team and one relay from each team per event will be allowed.
  7. Names of the four relay members and no more than three alternate names must be entered prior to the seed meeting. The final order of the four relay



swimmers, including alternates, may be changed at the scratch meeting prior to the start of the A-Conference Meet.

8. Each team will submit their A-Conference lineup to the division record keeper for input into TM. The division record keeper will create the MM files for A-Conference and give to host.

### 3. Officials

a. All teams shall provide the names of at least two referee/starters, one stroke judge, one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer and timers/scorers must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches.

b. The minimum number and type of officials required to be on deck and working at any time are: one referee, one starter, two stroke judges, three turn judges if 6 lanes are used or else two turn judges if 4 or 5 lanes are used, 3 timers for each lane to be used, one lane card writer for each lane to be used, one alternate timer for every two lanes, five scorers, three ribbon writers, and two relay take-off judges who must be assigned by the referee. These two judges must have Starter/Referee certification and shall be positioned on opposite sides of the pool, alongside the Starter and the Referee, respectively.

All four of these officials shall have jurisdiction to record (write down and compare after each event) relay exchange infractions; however, confirmation by at least two of the four officials shall be required in order for a disqualification to be made. Hand signals shall not be used, as confirmation is required prior to the disqualification being made.

Relay take-off judges will need to move to the opposite end of the pool for 8 & Under Relay events. Alternates should be available for all positions. The officials working on deck should be as evenly divided between the teams as possible. The division conference meet director will provide a finalized list of officials and assignments at the conference seed meeting.

c. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.

### 4. Scoring

a. Scoring for Number of Teams in A Conference Meet Scoring if 6 Teams:

Individual Events: 13-11-10-9-8-7-6-5-4-3-2-1 |

Relay Events: 26-18-14-10-6-2

Scoring if 5 Teams: Individual Events: 11-9-8-7-6-5-4-3-2-1

Relay Events: 22-14-10-6-2

Scoring if 4 Teams: Individual Events: 9-7-6-5-4-3-2-1

Relay Events: 18-10-6-2

b. Scoring will be based solely on timed finals. Places are to be determined by lane times only. The referee and starter should write place picks for each heat. At the discretion of the referee those picks may take precedence in the case of a dispute.

At pools where automatic or semi-automatic timing devices are available, they may be used as the primary system in accordance with USA Swimming timing rule

102.24. Manual timing must still be in place and may be used as back-up when determining an official time.

c. Host teams will use Meet Manager to score the conference meet. The Meet Manager software will be provided by Conference.

#### 5. A-Conference Organization

a. All teams must have a representative present at the Division Championship Seed Meeting.

b. Warm up times should be assigned keeping in mind the distance to be traveled by each team. Host team will ALWAYS have the earliest warm uptime.

c. Coaches are required to remain with team or in designated coaches' area.

d. All team members must remain in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.

e. Protection from the elements is a responsibility of each team parent association.

f. At the conclusion of the A-Conference meet, each division host team will give each participating team their individual MM Backup file and a PDF file with the conference results for the entire meet. The division host team will email the MM Backup file and the PDF file of the conference meet results to the DSDC secretary and the DSDC vice president. Each division host team must notify the DSDC secretary of the meet results by 5:00 pm on the day of the meet. (If possible, the host teams should contact each other half-way through the meet to exchange scores.)

The Records report will be run by the division host team to determine if any conference records were broken. If records were broken, the updated MM Records file will be sent by the division host team to the DSDC secretary. A PDF file of the record will be sent by the division host team to the individual team's head coach and the DSDC vice president within 24 hours of the end of the A Conference meet.

#### 6. Awards

a. AWARDS - Overlay ribbons 1st through 12th places in individual events and 1st through 6th places in relay events if 6 teams in division; 1st through 10th places in individual events and 1st through 5th places in relay events if 5 teams in division; 1st through 8th places in individual events and 1st through 4th places in relay events if 4 teams in division.

b. TROPHIES – will be awarded to the top 2 finishing teams in a 4 team division and top 3 finishing teams in a 5 team division.'

### C. B-CONFERENCE

#### 1. Eligibility and Protests

a. A swimmer must swim in at least one (1) dual meet before he/she can swim in the conference meet.

b. Exhibition times are allowed.

c. Exceptions for emergencies may be made by the President and Vice-President of the conference board. Their decision is final.

d. One contestant may enter no more than four (4) individual events for points. He/She may not enter the same event in more than one age group. A child who swims in more than four (4) individual events will be disqualified from all events \*\* and a team penalty of 1 point per infraction at the "B" Conference meet will be assessed to the team causing the infraction. \*\* The child will be able to receive their ribbons for best times or participation though. (The Disqualification of all of the illegal/and legal vents is to make the penalty proportionate to the

B-Conference scoring.)

e. Protest for ineligible swimmers - the swimmer is to be disqualified from the event in which he/she is illegally entered and all other events will not be eligible for any points. (Swimmer can swim though-this rule is not for the punishment of the swimmer.) The swimmer may not enter that same event in any other age group.

2. Entry Requirements

a. Only individual events will be held. All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting.

b. Seed times must be for the same stroke and distance (regardless of event number) to be swum. Exhibition times are allowed.

c. Since scoring is based on improving a personal best, seed times MUST be the fastest valid time. For a swimmer who has no valid seed time for an event due to disqualification(s), he/she may be entered with a seedtime of NT for that event. A rainout lineup does not qualify for a seed time of NT. The swimmer must have attempted to swim the event during the season.

d. Every swimmer may swim no more than 4 events.

e. Entry sheets for B-Conference must be completed prior to the start of the seed meeting. Seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets. All times must be verified.

f. All teams will compute times using the consistent formula of '1.11' conversion which is embedded in the MM/TM software. Record keepers must consistently use this formula in Team Manager throughout the season. All times reported for seed meeting will be in yards, using the YY conversion software.

g. Each team will submit their B-Conference lineup to both the Conference Secretary and the Division Record Keeper for input into TM. The division record keeper will create the MM files for B-conference and give to the host.

3. Officials

a. All teams shall provide the names of at least one referee/starter, one stroke judge, one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer and timers/scorers must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches.

b. The minimum number and type of officials required to be on deck and working at any time are: one referee, one starter, two stroke judges, two turn judges, three timers for each lane to be used, one lane card writer for each lane to be used, one alternate timer for every two lanes, five scorers, three ribbon writers. Alternates should be available for all positions. The officials working on deck should be as evenly divided between the teams as possible. The division conference meet director will provide a finalized list of officials and assignments at the conference seed meeting.

c. Depending on the design and shape of the pool, judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction.

d. Judging shall be the same as in the A-Conference.

4. Scoring

a. At pools where automatic or semi-automatic timing devices are available, they may be used as the primary system in accordance with USA Swimming timing rule 102.24. Manual timing must still be in place and may be used as back-up when determining an official time.

Scores are based on best times, rather than event winners. A non-DQ time will be considered a personal best if the seedtime is NT. Every swimmer that earns a personal best (betters their seed time) earns points for their team. The team score is calculated by dividing the number of personal bests by the total number of events swum and then multiplying by 100. For example, if a team brings 40 swimmers and each swims 4 events, which would be 160 (40\*4) total events swum. If there are 80 personal bests swum, then the team score would be  $(80/160)*100 = 50$ . DQ's do NOT reduce the total number of events swum. Noshows are NOT included in the total number of events swum. Each team's score is calculated and then ranked.

b. Points toward A-Conference are then assigned using B-Conference as a relay event into A-Conference points as follows:

If 6 teams:

1st place - 26 points, 2nd place - 18 points, 3rd place - 14 points, 4th place - 10 points, 5th place - 6 points and 6th place - 2 points.

If 5 teams:

1st place - 22 points, 2nd place - 14 points, 3rd place - 10 points, 4th place - 6 points, 5th place - 2 points.

If 4 teams:

1st place - 18 points, 2nd place - 10 points, 3rd place - 6 points and 4th place - 2 points.

c. These points are carried over to the A-Conference Meet.

d. Host teams will use Meet Manager to score the conference meet. The Meet Manager software will be provided by the Conference.

## 5. B-Conference Organization

a. All teams must have a representative present at the Division Championship Seed Meeting.

b. Warm-up times should be assigned keeping in mind the distance to be traveled by each team. Host team will ALWAYS have the earliest warm-up time.

c. Coaches are required to remain with team or in designated coaches' area.

d. All team members must remain in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.

e. Protection from the elements is a responsibility of each team parent association.

f. At the conclusion of the B-Conference meet, each division host team will give each participating team their individual MM Backup file and a PDF file with the conference results for the entire meet. The division host team will email the MM Backup file and the PDF file of the conference meet results to the DSDC secretary, the DSDC vice president and the appropriate A-Conference division host team within 48 hours of the B-Conference meet concluding.

The Records report will be run by the division host team to determine if any conference records were broken. If records were broken, the updated MM records file will be sent by the division host team to the A conference host and the DSDC secretary within 48 hours of the B-Conference meet concluding and prior to the start of the A-Conference meet. A PDF file of the record will be sent by the division host team to the individual team's head coach and

the DSDC vice president.

6. Awards

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

## ARTICLE V. SPECIFIC DIVING RULES

### A. GENERAL

1. All General Conference Rules apply to diving competition, except C2 and the penalty clauses in B & E. Penalty for diving will be 10 points.
2. The current International Swimming Federation (FINA) Diving Officials Manual 2018-2021 will govern all swimming rules not covered in the rules of the DuPage Swim and Dive Conference. (<https://www.fina.org>)
3. Separate male and female events in each age group shall be held.
  - a. Age groups shall be:
    - 10 & under
    - 11 & 12
    - 13 & 14
    - 15 to 18
  - b. Divers may compete in one age group only per meet. Divers may compete in an older age group if desired; competition in younger age groups is not allowed. c. A diver may compete in the Conference for only one summer (season) upon graduation from high school. This season must follow immediately after high school graduation.
4. REQUIRED/VOLUNTARY DIVES
  - a. Required / Voluntary dive for all age groups will come from the Forward dive category. The dive may be done on either the 1 or 3 meter springboard (apply the appropriate degree of difficulty) and must be either:
    - i. Dive # 101, Forward Dive in the Tuck, Pike or Straight position.
    - ii. Dive # 102, Forward Somersault in the Tuck, Pike or Straight position.
    - iii. Dive # 103, Forward 1 ½ Somersault in the Tuck, Pike or Straight position.
  - b. 10 & under age group must perform three (3) dives as follows:
    - i. The Required / Voluntary dive as described in Section 4.a.
    - ii. two (2) additional different dives from the 1 or 3 meter springboards,
    - iii. pick one dive each, from two (2), of the five dive categories
    - iv. A forward PENCIL dive, a back PENCIL dive, a forward Pencil dive with a twist (half or full) or a back PENCIL dive with a twist, may be substituted for 1 or 2 of the two different dives.
      - Degree of Difficulty will be 1.0
      - Pencil dive can be done in Tuck, Pike or Straight positions
      - adding a twist is acceptable
  - c. 11 & 12 age groups must perform four (4) dives as follows:
    - i. The Required / Voluntary dive as described in Section 4.a.
    - ii. three (3) additional different dives from the 1 or 3 meter springboards,
    - iii. pick one dive each, from three (3), of the five dive categories
    - iv. A forward PENCIL dive or a back PENCIL dive may be substituted for 1 of the 3 different dives.
    - v. A forward PENCIL dive, a back PENCIL dive, a forward Pencil dive with a

twist (half or full) or a back PENCIL dive with a twist, may be substituted for 1, 2 or 3, of the 4 different dives.

Degree of Difficulty will be 1.0

Pencil dive can be done in Tuck, Pike or Straight positions adding a twist is acceptable.

- d. 13 & 14 age groups must perform five (5) dives as follows:
  - i. The Required / Voluntary dive as described in Section 4.a.
  - ii. four (4) additional dives from the 1 or 3 meter springboards,
  - iii. pick one dive each, from four (4), of the five dive categories
  - iv. A forward PENCIL dive, a back PENCIL dive, a forward Pencil dive with a twist (half or full) or a back PENCIL dive with a twist, may be substituted for 1, 2, 3 or 4, of the four (4) different dives.
  - v. A forward PENCIL dive or a back PENCIL dive may be substituted for 1 of the 4 different dives.
 

Degree of Difficulty will be 1.0

Pencil dive can be done in Tuck, Pike or Straight positions adding a twist is acceptable.
  
- e. 15 - 18 age group must perform five (5) dives as follows:
  - i. The Required / Voluntary dive as described in Section 4.a.
  - ii. four (4) additional different dives from the 1 or 3 meter springboards,
  - iii. pick one dive each, from four (4), of the five dive categories
  - iv. A forward PENCIL dive, a back PENCIL dive, a forward Pencil dive with a twist (half or full) or a back PENCIL dive with a twist, may be substituted for 1, 2, 3 or 4 of the four (4) different dives.
  - v. A forward PENCIL dive or a back PENCIL dive may be substituted for 1 of the 4 different dives.
 

Degree of Difficulty will be 1.0

Pencil dive can be done in Tuck, Pike or Straight positions adding a twist is acceptable.
  
- f. The most simple dive list could look like this:
  - i. The first dive must be from Section 4A
  - ii. Dive # 2: Forward Pencil dive, in the Straight position. D.D. is 1.0
  - iii. Dive # 3: Back Pencil dive, in the Straight position. D.D. is 1.0
  - iv. Dive # 4: Forward Pencil dive with  $\frac{1}{2}$  twist, in the free position. D.D. is 1.0
  - v. Dive # 5: Back Pencil dive with  $\frac{1}{2}$  twist, in the free position. D.D. is 1.0.

## 5. DUAL MEET COMPETITION

- a. Diver lists / sheets must be completed and signed by divers and coach, to the Dive Referee 30 minutes before the meet begins and may not be changed once the meet has started.
- b. A team cannot sweep an event. Third place ribbons would go to the third place diver, but the points would go the other team.
- c. Each team may enter three (3) divers plus a maximum of one (1) exhibition diver in each event.
- d. Scoring in individual events shall be: 1st place - 5 points; 2nd place - 3 points; 3rd place - 1 point. When diving unopposed (no competition from the other team), scoring shall be: 1st place – 3 points; no second or third place points.

- e. Ribbons shall be awarded to the winners of first, second, and third places; even when diving unopposed.
- f. The visiting team shall provide at least one judge and a scorekeeper.
  
- g. The home team shall provide at least two diving judges
  - i. a third judge could be any parent from either team as long as they are consistent and equal in their scoring.
  - ii. if a third judge cannot be secured, then when scoring, the visiting team's judge's score will be counted twice.
  - iii. Total judges may be three, five or seven.
  
- h. The home team shall provide a referee. The referee can be the home team coach. The referee will have complete control of the meet. The referee may also serve as a diving judge.
- i. The referee makes final decisions in all meet disputes

## B. CONFERENCE MEET

1. Each team may enter five divers in each event; however, two divers must be alternates. There are no substitutions. Each diver entered shall have dived as followed:
  - a. One (1) dual meet if five (5) or less teams competing.
  - b. Two (2) dual meets if six (6) teams competing.
  - c. Three (3) dual meets if seven (7) teams competing.
  - d. Four (4) dual meets if eight (8) or more teams competing.
  - e. A diver needs only to have dived legally in the required number of dual meets in order to be eligible for conference.
  
2. Individual entries must be submitted to the host team at the dive meeting preceding the conference meet. Alternate divers must be eliminated prior to the conference judges meeting (coaches may attend judges meeting providing that adult supervision is provided for their team). Individual dive sheets must be submitted to the host team after the dive practice the evening before the Conference Meet. If there is no dive practice, 30 minutes prior to Conference Meet. Changes to dive sheets are allowed up to 30 minutes before the contest begins.
  
3. Each team shall provide names of two table workers. The host team shall provide an announcer and an independent referee who will have complete control of the meet. Each group shall be judged by a panel of five (5) or seven (7) judges. The judges shall be the coaches of the competing teams. The referee will replace the judge of whatever team is on the board. If five (5) judges are used the high and low score will be discarded. If seven (7) judges are used the two (2) high and the two (2) low scores will be discarded.
  
4. Scoring will be: 1st place - 7 points; 2nd place - 5 points; 3rd place - 4 points; 4th place - 3 points; 5th place - 2 points; and 6th place - 1 point. If a diver is diving unopposed, scoring shall be: 1st place – 3 points.
  
5. Awards - Overlay ribbons for 1st through 6th places will be awarded.

Team trophies will be awarded for 1st, 2nd, and 3rd places if there are 5 or 6 teams diving. If there are 4 or less teams diving, team trophies will be awarded for 1st and 2nd places only.

6. Coaches not judging an event are required to remain with the team or in designated coaches' area.

7. All team members must remain seated in assigned team areas when not on call for an event. Adult supervision in team areas is mandatory.

8. Conference Championship Meet Rain-Out Memorandum from swim section also applies to dive.

9. The host team should submit a complete set of final meet results to each participating team at the conclusion of the Dive Conference meet or by the end of August at the latest.

10. B Conference will be scheduled for divers in the DuPage Swim and Dive Conference. The B Conference Dive Meet may be hosted according to either of the following options:

- a. A member dive team may host a separate B conference dive meet sometime the week before the A conference dive meet.
- b. The B conference dive meet may be run simultaneously with the A conference dive meet. The B divers of the age category dive their dives first and receive their place awards followed by the 3 A divers who then receive their place awards.

#### C. PROTESTS AND INELIGIBLE DIVERS

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



## SUMMARY OF CHANGES

Proposed Change to the DSDC By-Laws for 2011

### Article IV. Meetings

A. Roberts Rules of Order will govern all meetings. Conference Officers should familiarize themselves with these procedures before the first Conference meeting in January.

This item is currently listed as item D.

B. A majority of the member districts constitutes a quorum at any meeting, and a majority vote of those present shall govern except where otherwise specified. The votes shall be by voice except when a roll call vote is requested by one member district.

This item is currently listed as item E.

C. Following the team rotation schedule, a transition meeting will be held between the conference officers of the past year and new officers before January 1 of each year. At this meeting, all supplies and bookkeeping will be transferred to the new officers.

This item is currently listed as item A.

D. An initial meeting of the DuPage Swim and Dive Conference will be held by January 25<sup>th</sup> of each year. At this meeting, all conference representatives will meet to review and clarify conference rules. A dual meet schedule for both swim and dive teams will be distributed at this meeting for review.

This item is currently listed as item B.

E. Meetings will occur on a monthly basis after the first meeting, or as deemed necessary by the President, after 10 days notification to the Board Representatives.

This item is currently listed as item C.

F. In the absence of the President, the President will appoint an appropriate presiding officer.

This item should be deleted as it already states that we follow the Roberts Rules of Order and in doing so the Vice President would then preside over the meeting.

G. An appeal meeting may be called by the conference officers to be held the Monday before the seed meeting, if needed without a 10 day notice.

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This item should be deleted from this section and added to Specific Swimming Rules under section C.

H. The seed meeting is not an official meeting for transacting any business other than conference seeding.

Meeting may be called at any time by the president of the DSDC with a minimum of ten (10) day notice.

This item should be deleted it is repetitive and is already in the current section C.

## Article V. Officers

### C. Duties of the President

Propose to add that:

5. Responsible signer on the DSDC Checking Account

### D. Duties of the Vice President

3. In the absence of the President preside over all meetings including appeal meetings. Propose to remove this item as it is repetitive and is already stated by use of Roberts Rules of Order. 4. Chair Judges and Timers Training Committee.

Proposal to include starter/Referee's into this section as well. This is stated in Article VI. Certification of Officials and includes starter/referees.

Proposal to add section 8 that the Vice President become a responsible signer on the DSDC Checking account to make the following years transition a bit smoother.

Section B. Update past session information-including but not limited to:

III. A and B Conference reference materials as submitted by current DSDC

Teams. What does this rule/bylaw actually apply to.

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Proposal to add the USA Swimming Rules link to the DSDC Website under section c.F.

Duties of the Treasurer:

5. Responsible for the distribution of the "A" Conference Computer Programs to host teams prior to June 1<sup>st</sup>: responsible for collection of programs by the end of August of the swim season.

Proposal to change the wording of this item to state: Responsible for updates and distribution of the computer program to member districts prior to June 1<sup>st</sup> and collection of all programs and records by the end of year meeting in September of the current swim season.

#### Article VI. Certification of Officials

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

Proposal to change the highlighted word to more.

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

Conference. Proposal to replace that by-law with:

The fee charged for these certification classes will be established by the DSDC member districts and voted on each January at the first meeting of the current swim season.

#### Article VIII. DSDC Officer Rotation

Proposal to delete from Swim

2008 Addison

2009 Roselle

2010 Carol Stream

And to add

2022 Addison

2023 Roselle

2024 Carol Stream

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Proposal to delete from Dive:

2008 Lombard

2009 Addison

2010 Elmhurst And to add

2012 Lombard 2013

Addison

2014 Elmhurst

Article 1. Purpose

Proposal to remove this entire article as it is already stated under the Articles Of Incorporation in Article II.  
Purpose

Article II. General Conference Rule

B.

Proposal to Change the wording to:

B. Member Districts

1. The swim and Dive Member district will consist of conference officers as specified in the By-Laws, a parent representative or designee. The parent representative or designee will be able to vote for their member district. The voting member must, in good conscience, represent the views of both the parent organization and the Park

District. It shall be the parent representative or designee to convey all appropriate information from the DSDC meetings. The parent representative is the primary conduit for information between the DSDC and the park district, parent organization, coaching staff and any other interested parties.

D. Swimmer Eligibility

Proposal to delete the statement: "Coach Following is not permissible reason" This is already stated under 2. in Swimmer eligibility.

Proposal to add into a Swimmer eligibility:

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C. If a member district's current roster is at capacity and is not able to accept anymore swimmers in the current swim season, they may be eligible to swim in another member district. In doing so, if said swimmer is able to swim in the following swim season in home member district, the said member district will not be assessed penalties in the Championship meets. The member district must prove that the member district is at capacity if any member district requires proof of capacity.

Section 6. C. Change the rule to state:

If a team is guilty of subsequent offenses, said team will be assessed a 50 point penalty at the Conference Championship meet per offense. There will be no appeal after the first offense. Challenges are to be directed to the referee by the swim coach of the conference record keepers. Swimmers may swim up, but may not swim the same event in more than one age group.

Summary of changes – 2016

**From: Carol Stream**

*Articles of Incorporation - Article VII. Amendments - [REWORD] Change 'mailed' to 'emailed.'* **RULES**

**Article III.B.1.b** - [REWORD] Change 'mailed' to 'emailed.'

**Article IV.A.2.b** – [REMOVE ENTIRELY] (does anyone still swim in a 5 lane pool?) **Article**

**III.C.3** – [REMOVE WORDING] 'For 2013' and update version if we update in 2016.

**Article IV.A.3.a** – [ADD] the word 'optional' next to Clerk of Course. It is not a necessary position when using timing sheets. [REMOVE] '1 finish judge.' This is already covered in the '3 judges' line.

**Article IV.A.3.b** – [REMOVE] '1 finish judge.' This is already covered in the '3 judges' line.

**Article IV.A.4.a** – [REMOVE] 'No team can sweep all places.'

**Article IV.A.5.a** – [REMOVE] 'Host teams that plan to use the timing sheets must contact the head coach of the visiting team 24 hours prior to the meet.' This will instead be covered in coaches communication and will include whether a team will be using either timer sheets or event cards for their meet.

**Article IV.A.6.b** – [REMOVE COMPLETELY] A team cannot sweep an event. Third place ribbons would go to the third place swimmer, but the points would go to the other team.

**Article IV.B.6.b** – [CHANGE] from, 'Trophies – will be awarded to all teams of each division' to, 'Trophies will be awarded to the top 2 finishing teams in a 4 team division and top 3 finishing teams in a 5 team division.'

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From – Woodridge

ARTICLE IV. SPECIFIC SWIMMING RULES

B. A-CONFERENCE

2. Entry Requirements

- a. (no change) All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting. Individual seed times must be for the same stroke and distance (regardless of event number) to be swum. All individual seed times submitted must be verified as the fastest time available to be used for that swimmer. Relay seed times turned in at the Conference Seed Meeting must be determined by one of the following two methods. No other method may be used to determine relay seed times.

- II.
- III.
- IV.

- a. Entry sheets for A-Conference **[including Alternates]** must be completed prior to the start of the seed meeting. **[The final A conference TM file must be sent to the division record keeper prior to the A conference seed meeting.]** Seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets. All times, including relay alternate times must be verified. **[Known potential changes to the A conference tentative line up should be noted along with who their alternates will be for their individual events in addition to the already noted relay alternates. The individual alternates must follow Article IV.B.2.IV.d.4. Changes based on the loss of a swimmer due to a championship swim meet shall be sent by 5 pm the Monday following B Conference.]**

d. Substitutions

- 1) (no change) Substitutions are allowed in relays. The substitution swimmer(s) must have met all meet eligibility and entry requirements and are listed as alternates. A swimmer may be listed in only one age group per relay as a swimmer. Alternates may be listed in more than one age group. • 2)

**Current:** Individual alternates may be used in the following situations: emergencies such as illness, injury or a death in the family-a swimmer may be substituted. For illness during the meet, the starter referee may allow a team to use an alternate.

**Revision:** Individual alternates may be used in the case **[of a family emergency or in the case of a verified qualifying championship swim meet conflicting with A conference.]** For illness during the meet, the starter referee may allow a team to use an alternate.

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- 3) (no change) Relay alternates must be from the list provided with the entries for that event. • 4) (no change) Individual alternates can be a swimmer who is not entered in the maximum number of events or who is listed as a relay alternate. Swim-ups are allowed but no swimmer can swim the same event in more than one age group.
  - 5) (no change) Alternate swimmers may have swum in B-Conference.
- e. (no change) Final lineup will be determined at the scratch meeting, which is held prior to the start of the meet.
- f. (no change) Due to a time factor, only two swimmers from each team and one relay from each team per event will be allowed.
- g. Names of the four relay members and no more than three alternate names must be entered prior to the seed meeting. The final order of the four relay swimmers, **[including the alternates,]** may be changed at the scratch meeting prior to the start of the A-Conference Meet.
- h. (no change) Each team will submit their A-Conference lineup to the division record keeper for input into TM. The division record keeper will create the MM files for A-Conference and give to host.

## Summary 2017 changes:

- C. ~~Officials must work in their certification level for at least one season before progressing to the next level of certification.~~ **Stroke/Turn Officials must work in their certification level for at least one season before progressing to the Starter/Referee certification.** Certification will be valid until December of the second year. ~~(or the third year, in the case of timer/scorer).~~ During the next season, he/she must either re-certify or move to the next level to be an eligible official for the Conference Meets. If this is not accomplished, he/she will be dropped from the official's list and must attend a future class and pass its test to be added back onto the listing of certified officials.
- D. The fee charged for these certification classes will be established by the Conference.
- E. The following documents to be used during certification classes will be included as part of these Bylaws:
- ~~Guidelines to Swim Officiating—A Teaching Guide for DuPage Swim and Dive Conference Officials—Timers and Scorers~~
  - Guidelines to Swim Officiating – A Teaching Guide for DuPage Swim and Dive Conference Officials – Judges and Starter/Referees
- All tests administered to prospective officials and reviews for re-certification classes shall be based on this information.

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

- Division Recorder Instructions

### 3. Officials

- a. All teams shall provide the names of at least two referee/starters, one stroke judge, one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer and timers/scorers must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches.

## C. B-CONFERENCE

### 3. Officials

- a. All teams shall provide the names of at least one referee/starter, one stroke judge,

one turn judge, two scorers, one ribbon writer, ten timers to the division conference meet director when requested but not less than one week prior to the conference seed meeting. All officials except the ribbon writer **and timers/scorers** must hold a current DSDC or ISI certification for the position the name was submitted. Each team must provide its own stopwatches

THE NEXT TWO PAGES ARE USA SWIMMING GUIDELINES FOR TRANSGENDER SWIMMERS THAT DSDC REQUESTS TO BE INDICATED IN THE BYLAWS.

### **Summary 2018 Changes:**

#### **I. DUTIES OF THE VICE PRESIDENT:**

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

### **ARTICLE IV. SPECIFIC SWIMMING RULES**

- B. A Conference
3. Officials



b. 3 timers for each lane to be used, one lane card writer for each lane to be used, five scorers

C. B Conference

3. Officials

b. two turn judges, three timers for each lane to be used, one lane card writer for each lane to be used, five scorers

## ARTICLE VI. CERTIFICATION OF OFFICIALS

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

1. Establish a training class schedule for judges, scorers, ~~timers~~, starters and referees.
2. Carry out the training as scheduled.

I. To be officially certified as a Judge, Starter, or Referee, officials must be at least 21 years of age on the date of certification. To be officially certified as a Scorer, officials must be at least 18 years of age on the date of certification.

## Summary 2019 Changes:

### ARTICLE V. SPECIFIC DIVING RULES

Replaced

### ARTICLE IV. SPECIFIC SWIMMING RULES

A.3.a.

Add: 1-2 Bull Pen Helpers (preferably 2)

Remove: 1 Adult Control Monitor

A.3.b.

Add: 1-2 Bull Pen Helpers (preferably 2 - dependent on team size of 10&unders)

Remove: Adult Control Monitor

## Summary 2022 Changes:

Article III, A.1.a. – “Each team shall have one scheduled dual meet with every team in its division and other teams in the other division, with a total of 8 scheduled dual meets (subject to agency availability and conference scheduling).”

Previous (a. Each team shall have one dual meet with every team in its division and with teams in the other division (subject to conference scheduling).

Article III, A.1.b – “Dual meets will be scheduled primarily on Wednesdays and a limited amount of Saturdays; with a maximum goal of 2 Saturday scheduled meets per team. A team may request to be scheduled for more than 2 Saturday meets through the conference scheduler, if they so choose.”

Previous (new, adds to section)

Article III, A. 2 – “Conference Scheduling. a. An A-Conference & B-Conference will be held for all divisions. Conference Meets will be scheduled no later than the 2nd to the last Sunday in July, and will be scheduled in coordination with the Conference Host Agency and Conference Scheduler based upon facility availability.  
 b. Swimmers who participate in the B-Conference Meet cannot participate in the A Conference Meet except as an alternate in a relay.”

Previous:

2. A-Conference Scheduling

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

3. B-Conference Scheduling

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

ARTICLE IV. SPECIFIC SWIMMING RULES

B. A-CONFERENCE

1. Eligibility and Protests

a. A swimmer must swim in at least **three (3)** dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the **three** dual meet requirements.

Previous: a. A swimmer must swim in at least four (4) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the four dual meet requirements.

**Summary 2023 Changes:**

ARTICLE VIII. DSDC OFFICER ROTATION

**SWIM DIVE**

2008 Addison 2008 Lombard

2009 Roselle 2009 Addison

2010 Carol Stream 2010 Elmhurst

2011 Woodridge 2011 Itasca

2012 Bensenville

2013 Bloomingdale

YEAR	SWIM	DIVE
2022	Roselle	Bloomingdale
2023	Carol Stream	Bloomingdale
2024	Woodridge	Bloomingdale
2025	Bloomingdale	Bloomingdale
2026	Butterfield	Bloomingdale
2027	Itasca	Bloomingdale
2028	Glendale	Bloomingdale

2014 Wood Dale

2015 Butterfield

2016 Itasca

2017 Glendale  
Heights

2018 Hanover Park

2019 Villa Park

2020 Bartlett

2021 Lombard

ARTICLE IV. SPECIFIC SWIMMING RULES, section A. 5. Meeting Organization f. ~~Host teams may choose to use timing sheets rather than the lane cards provided by the DSDC. If the host team uses timing sheets, the host team will accommodate report requests from the visiting team for the coaches and bull pen.~~

~~Lane cards (~~

Host teams complete timing sheets and turned them in to the Clerk of Course. ~~Each team that will use lane cards, must use lane cards provided by the DuPage Swim & Dive Conference. Host teams with 8 lane pools will receive 750 additional exhibition cards to accommodate the additional swims during the season. Colored lane cards must be used for~~

~~exhibition heats.~~ **Exhibition swimmers must be clearly indicated on the timing sheet.**

Exhibition times do not count for points at dual meets. Swimmers' names must be entered in full, FIRST and LAST names are required, not just initials. TM individual ID numbers must also be used.

g. All relay ~~event cards~~ timing sheets must indicate the numerical order of swimmers (1, 2,3, 4) and this information must be verified on the official score sheet from MM in order for actual relay times to be used as seed times for the A Conference meet. Names on the lane cards timing sheets must look like this:

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

In the event of manual scoring, the numerical order must be transferred to score sheets by the scorekeepers.

h. Visiting team will always occupy odd numbered lanes.

i. ~~Lane cards and~~ Timing sheets MUST be correctly changed by the coach prior to the event.

Any changes that were made before the start of the meet must also be given to the data entry person. UNUSUAL CIRCUMSTANCES CAN BE APPROVED BY THE STARTER REFEREE.

j. The home team will maintain ~~all lane cards~~ timing sheets, finish cards and DQ cards used at

a dual meet until the end of the season and will bring them to the seed meeting. a. **Finish cards are not required for dual meets, but shall be used**

## at A and B Conference Meets

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2024 Proposed Change to Divisions --Approved September 11, 2024

**Current Language:**

Page 3:

G. The conference shall consist of three divisions comprised of (in descending order) a White, Red, and Blue division. No division will have more than six teams.

**Proposed Change:**

G. The conference shall consist of two divisions comprised of (in descending order) a White and Red division. No division will have more than six teams. If more than 12 teams are part of the conference, the conference shall return to three divisions comprised of a White, Red, and Blue division.