

**BYLAWS OF THE NORTHEASTERN PENNSYLVANIA
AGE GROUP SWIM LEAGUE
NEPAGSL**

Article I - Organization

Section I - the name of the organization will be Northeastern Pennsylvania Age Group Swim League, referred to as the NEPAGSL or League.

Article II - Objectives and Purposes

Section I - the NEPAGSL is organized and created solely for the purpose of coordination and regulation of participating teams with the league.

Section II - the NEPAGSL will do its utmost to use unbiased judgment and give individual attention in efforts to bring about closer cooperation, harmony, and understanding in all matters pertaining to the common good and general welfare and development of age group swimming.

Section III - our mission statement - the mission of the NEPAGSL is to foster close cooperation, harmony, and understanding in all matters relating to the goals of each individual team. Those goals are to get kids of all ages and abilities swimming, and to do this in an atmosphere focused on fun, team spirit, and fundamental, competitive training.

Article III - Membership

Section I - any agency or swim club may apply for membership in the NEPAGSL.

Section II - any new agency or swim club which wishes to participate in the NEPAGSL must submit a written request to the president, along with appropriate dues, by the second league meeting.

Section III - action on a request for admission into the league will be Taken in the form of a vote of members by the second league meeting of the season. Decision by majority vote of teams present from that league, boys or girls.

Section IV - each team in the NEPAGSL will be assessed a fee for each season, to be agreed upon by the body at the first league meeting. League fees must be paid in full at the third meeting of the season, to be held prior to the start of the regular season.

Section V - all teams/coaches should conduct themselves in sportsmanlike manner. Teams and their coaches will not engage in recruiting swimmers from other teams in the NEPAGSL.

Section VI - all swimmers that wish to transfer to a team within the NEPAGSL will come under review by the league.

- a. In all professional matters regarding transfers, the initial discussion of any transfer should be initiated by the athlete and not by the coach or direct agent acting on behalf of the coach or team. No recruitment flyers can be brought to the opposing team pool.
- b. All new swimmers (n) will indicate on their team's registration form the previous team they swam for. The team will provide this information to the league on the rosters submitted the Tuesday before the first meet of the current swim season.
- c. The NEPAGSL will investigate all recruiting complaints. The complaint can be presented by:
 1. A signed complaint which alleges that a representative of a NEPAGSL team or any other person affiliated with the team, approached 1 or more swimmers and/or their parents or guardian for the purpose of influencing the swimmer(s) to transfer to their team, or
 2. Credible information that a representative of a NEPAGSL team or any other person affiliated with the team approached 1 or more swimmers and/or their parents or guardian for the purpose of influencing the swimmer(s) to transfer to their team, or
 3. Transfers on a team's roster that is of concern to the league officers.
 4. The league president shall give immediate notice to the team of such complaint or information and shall convene a hearing by the league to determine whether the charged team has indeed engaged in recruiting activity.
 5. The league will then listen to the evidence and vote immediately on the question to expel the entire team from membership in the NEPAGSL the expelled team may not apply for readmission to the NEPAGSL for a full swim season following their expulsion.

Section VII - teams may be suspended or expelled from the league for noncompliance with the bylaws. A majority vote of the league is required after hearing both sides.

- a. All decisions of the league vote are final.
- b. The swimmers of the expelled or suspended team may apply to the league for a transfer to another team in the NEPAGSL immediately after their team has been expelled or suspended from the league. The acceptance of their transfer will require a majority vote of the league

Section VIII - annually all NEPAGSL teams' presidents, league representatives and head coaches are required to sign a document stating they have read, understand and will comply with the NEPAGSL bylaws.

Article IV - Representation

Section I - each agency or swim club which is a member of the league or requesting admission, must submit the name(s) or person(s) who will serve as the agency's or club's representative.

Section II - each league member team shall be entitled to one vote on all motions presented at a league meeting. This vote shall be casted by a league representative or designated proxy from each member swim team.

Section III - it is the representative's responsibility to ensure the club coaches, parents, and parents' groups are informed of all meeting data.

Section IV - for the purpose of goodwill by the members and officers in the operations of the NEPAGSL a motion can be presented, votes can be cast, and a decision rendered via email provided that each team is included in the motion. A majority vote of the league is required for a motion to be carried in this manner.

Article V - Officers

Section I

- a. The officers shall consist of: president, vice president, treasurer, and secretary.
- b. Officers will be elected for one swim year and may succeed themselves.
- c. Election of officers will be held at the first meeting of the season. Decision by majority vote.
- d. Officers will assume their duties immediately following election.

Section II

- a. President shall be the chief executive of the league and shall preside at all league meetings. The president shall direct all activities of the league. The president shall plan the location of league meetings and shall inform officers and the representative of said meetings and time. The president shall also perform all duties instituted to such office and other duties as may be required by him from time to time by the league.
- b. Vice-president shall preside at meetings in the absence of the president.
- c. Treasurer shall receive and safely keep all monies of the league and the same shall be dispersed under the direction of the league members. He/she shall keep an accurate account of the finances and all books shall be open for inspection and examination by the representatives or committee members appointed for that purpose. He/she shall render an account of the standing of the league teams at each meeting and provide a financial statement and budget at the 1st league meeting of the season. At the expiration of this term of office, he/she shall deliver all monies and records of the league to the president or his/her successor.
- d. Secretary shall keep an accurate record of all transactions of the league teams and officers. He/she shall give all notices required to be provided in accordance with the bylaws of NEPAGSL. He/she shall keep a proper secretary's book and shall properly record all minutes of league meetings and such other matters as shall be proper and necessary. At the expiration of his/her term of office he/she shall deliver all books, papers, and property of the league to the president or his/her successor.

Section III - officers who do not perform their elected duties will be subject to removal by 2/3 vote of the league. The league will then appoint an interim officer to fill remaining tenure of the office.

Section IV - officers must represent a team in our league. A replacement will be voted on by the body if an officer no longer is affiliated with a team in our league.

Article VI - Meetings

Section I

- a. All meetings shall be called by the president or in his/her absence, by the Vice-president.
- b. The first meeting of the season will be held during the second week in September at which time a member will be appointed to make a tentative schedule for swim meets to be presented at the October meeting.

Section II - all teams must be represented at all league meetings. If teams can not make the meeting, they will be allowed to call into the meeting with prior notice given to the president.

Article VII - Amendments

Section I

- a. These bylaws may be amended by a majority vote of the league.
- b. Only one vote per team. The president will cast the tie breaking vote.

Article VIII - Order of business

Section I

- a. All meetings will be conducted according to the following procedure:
 1. Call to order
 2. Minutes of previous meeting
 3. Treasurer's report
 4. Committee reports
 5. Old business
 6. New business
 7. Adjournment
- b. All meetings shall be conducted under *Roberts Rules of Order* unless otherwise set aside herein.

Article IX - Eligibility

Section I

- a. Each swimmer participating for a team must be listed on the team's roster. Any swimmers found to have competed without being on their team's roster shall be disqualified from all meets they participated along with the other swimmers in their events from their team.
- b. Rosters for each NEPAGSL team must be submitted to the league no later than Tuesday before the first meet of the season. All rosters should be submitted in pdf format.
- c. Additions to the roster, transfer, and new, may not be made after a team has competed in 1/2 of scheduled meets, not including snow cancellations. Any additions beforehand must be made three (3) days prior to the teams next meet by contacting the coaches and the league.
- d. Roster information must include name, gender, date of birth, age as of October 1st of the current year, and previous team. All team rosters must indicate (n) for new, (ret) for returning, (t) for transfer and (h) for high school swimmers for the current year.
- e. Gender is defined as XY Chromosomes for boys, XX Chromosomes for girls.

Section II

- a. If a swimmer's name is listed on a team roster, and the swimmer represents said team in competition, the swimmer must complete the season with that team.
- b. A swimmer may add his/her membership on a team if the family location changes. proof of residence must be provided; i.e. new school registration. In this case, the swimmer is eligible for dual meets and championships.
- c. The league requires that if a swimmer wishes to transfer to another team, a written request must be submitted to the league. This will be done by registered letter with return receipt, to both the league president and league secretary on or before the first league meeting of the upcoming season. This will require approval by the league representatives. Requests will be tabled at the first meeting of the season. A vote on transfers will be taken at the second meeting. Teams involved in transfer will be excluded from voting.

Section III

- a. Age criteria will be based upon the swimmer's age as of October 1st of that season.
- b. A swimmer may move up to an older age group or groups for competition but may not compete in a younger age group.

Section IV - a league swimmer may not participate in swim offs and/or the NEPAGSL championships unless he/she has participated in at least 1/2 of the NEPAGSL regular season meets. High school swimmers who miss meets due to conflicting varsity meets or varsity team obligations will not have the missed meets counted against them. When there is a conflict, it will be counted as if the NEPAGSL team did not have a meet for that swimmer. High school swimmers should be labeled as a (h) on their team's roster.

Section V - a non-league swimmer that is participating outside the NEPAGSL for another age-group swim team and/or participating in swim meets outside his/her NEPAGSL rostered team during the NEPAGSL season, must participate in at least 2/3 of his/her NEPAGSL regular season meets to be eligible to participate in swim offs and/or the NEPAGSL championships.

Section VI - all non-league swimmers must be identified on his/her NEPAGSL team roster as "NLS" (non-league swimmer), and abide by the NEPAGSL Article IX, Section I and II, eligibility, to be eligible to participate in the NEPAGSL regular season meets, swim offs and/or championships. Failure to be identified as "NLS" on his/her team roster shall result in team forfeiture of all NEPAGSL regular season meets and/or swim offs that he/she had participated in. NLS will be defined as a swimmer swimming in any other league other than high school. Ex. YMCA, USA, rec.

Section VII - if any team folds, is suspended, or expelled, in our league, those swimmers may join another team of their choice without submitting to the procedures set forth in Article IX Section II.

Article X - The Meet

Section I - Meets in this league will normally function in accordance with the rules and regulations of the current national federation swimming guide with the following exceptions:

- a. Swimmers may participate in four (4) events only-including exhibition events. A swimmer can swim a maximum of three (3) individual events. A swimmer who swims more than 3 individual events will be disqualified from all events in which they participated. A swimmer may swim more than 4 events if they are needed to fill exhibition relays if the team receives prior approval from the opposing coach.
- b. Team scoring will follow 3 place scoring: 4-2-1 for individual, and 6-3-1 for relays. No team can sweep all three places. The third place point will go to the first swimmer or swimmers of the competing team who finishes in the event. If no swimmer or swimmers of the competing team finishes, the third place point will not be scored.
- c. Swimmers shall be permitted one false start per swim event.
- d. Swimmers must wear swimwear in accordance with current national federation swimming guide for their age and gender, with the exception they may also wear a swim shirt provided it does not aid in buoyancy or give the swimmer a competitive advantage.

Section II - the league, division, and age group champions shall be determined by the best winning percentage of the teams in a league competition. In the case of a tie between two teams, the champion shall be determined by the winner of the meet between those two teams. In the event of a three or more-way tie, the champions shall be decided by total point differential of the tied teams in meets between the tied teams.

Section III - each home team is responsible for:

- a. At least one (1) certified official, not just a PIAA official, for all pools. Two (2) officials for swim-offs.
- b. One timer for each lane if using a timing system, if only stopwatches are being used then there shall be 2 timers per lane and the visiting team will be allowed 1 of their own timers per lane. Minimum age of timer shall be 15 years old.
- c. One (1) scorekeeper

Section IV - Visiting team:

- a. May provide one scorekeeper to sit at the scoring table.
- b. Shall have an option to bring an official at the opposing team's expense if that said official is needed.
- c. In the event that the visiting team does not provide a scorekeeper, the visiting team relinquishes its right to file a grievance related to how the meet was scored.
- d. After scratches are completed and programs are printed there shall be no changes and only the 2 scores should be at the scoring table. Exceptions will be made for emergency situations.

Section V - the official is in complete charge of the meet his/her decision shall be final. If a race is close the official may request to use the timing system times for placing.

Section VI

- a. Postponement of meets shall be done by 2 hours before the meet due to weather conditions. Either team may postpone the meet.
- b. Forfeits will not be recognized. Any team that forfeits a meet automatically excludes itself from the league championship meet, except in the case of not having an official.

Section VII - it is the home team's responsibility to provide the meet results in pdf format from meet manager to the league within 2 days after the meet.

Section VIII - any team that swims a child in a meet not present on their official roster, and has not provided for the addition under Article IX Section I-c, will forfeit any and all points scored by that swimmer in that meet.

Section IX - in the event that the electronic times are used. They will be subject to national federation rules and regulations. If they are not to be used, they should not be placed in the water.

Section X – Team Manager meet template files shall be sent out from the home team to the visiting team by Wednesday the latest.

Section XI – Code of conduct.

- a. Only head coach, or head coach's designated representative named BEFORE meet, may approach scorer's table or meet referee.
- b. Anyone who in the opinion of the Meet Referee is aggressive physically or verbally to the Meet Referee, Starter, Stroke and Turn Judges, or scorer's table must leave the building immediately upon being told or the team will forfeit the meet. Upon review and affirmative vote by NEPAGSL they will be permanently banned from all league activities.
- c. Willful destruction of property
 1. Any adult who intentionally damages the facilities will be permanently banned from all league events.
 2. Any swimmer who intentionally damages the facilities will be suspended from NEPAGSL for one (1) year. To be reinstated they must provide a written apology to NEPAGSL and to the damaged facility. NEPAGSL will then vote if they will be allowed back

Article XI - Championship Meet

Section I

- a.** The championship meet will be held to determine the individual champion in each event in a 25 yard pool with electric timing. No team score is recorded. Trophies and/or metals will be awarded to at least the top six finishers in a six lane pool. Ribbons will be awarded through at least 12th place. Finishers and heat ribbons will be given to all heat swimmers except the fastest heat, at the league's expense. If held at an eight lane pool, Trophies and/or metals will be given to at least the top eight finishers with ribbons awarded through at least 16th place. The number of trophies, metals and ribbons may be increased at the league's discretion.
- b.** The championship meet will follow guidelines set forth in the national federation swimming guide with NEPAGSL exceptions.
- c.** All additional expenses incurred during the championship meet will be the responsibility of the host team.
- d.** The host team of the championship meet for the boys and for the girls will be determined by the third meeting. A list of the teams shall be prepared in alphabetical order as identified by the area designation in each team name. The opportunity to host the championship shall be presented to the team which follows the host team from the previous year in alphabetical order. In the event that team does not wish to host the championship meet, it will be offered to successive teams in alphabetical order until one team accepts the opportunity to host the championship meet. A separate selection procedure shall be followed for the boys championship meet and the girls championship meet.
- e.** In case of weather conditions and championships are cancelled, they will be held the following weekend.
- f.** All swimmers at championships shall be seeded by times achieved in an NEPAGSL sanctioned swim events during that season.
- g.** If the grievance/protest committee consisting of the president, vice-president, and 2 at large members shall be present at the Championship meet they will decide all grievances and/or protests presented at the championship meet as soon as practical at the presentation of the grievance. All protest or grievances shall be decided by a 2/3 vote of the championship grievance/protest committee.
- h.** All teams will take turns selling championship shirts and sorting metals. A list will be made and the teams will take their turn in alphabetical order.
- i.** When the league is using "A-B" format, the team with the highest overall winning percentage in B division will move to A division the following season. Likewise, the team with the lowest overall winning percentage in A division will move to B division the following year. The teams will switch divisions unless both teams and the majority of the league agree to have them remain in their current division.
- j.** Only teams in good standing with the league may host the championship meet.

Article XII - League Committees/Chairperson

Section I - all committee members will be selected at the first meeting of the season.

Section II - grievance/protest/ethics committee to be composed of president, vice-president and two (2) at large members, who will act in place of officers who are members of said dispute, should the protest involve one of the other members. All protests will be directed to the committee who shall bring their suggestions to the full membership for a majority vote of the membership.

A. Grievance procedure:

1. A grievance must be filed within forty eight (48) hours of the meet.
2. Notify any grievance committee member in writing, who will notify the president, who will then notify all teams involved.
3. Discussion of the issue will be held at the next regularly scheduled meeting.
4. Unfair advantage or ethics violations will be the only causes for grievance.
5. Special meetings will be called at the discretion of the president.

Article XIII - League Records Rules

Section I - in all NEPAGSL sanctioned competition, league records may be achieved under the following circumstances.

- a. Any event 50 yards or longer must be recorded by an electronic timing system in order to be eligible for the record. For pools lacking a timing system, lanes must be dual timed and the averaged time would be eligible for a record, this also pertains to 25 yard events.
- b. Records are to be reported to the league via email following the meet in which the record was achieved in order to maintain an accurate list of times. The opposing coach from that meet is to be copied in the email in order to validate the time.
- c. League Records may be set in any league meet
- d. Championship records may only be obtained at the championship meet.
- e. It is understood that if a swimmer swims up an age group during a meet, they may still break a record in his or her age group.

Updated: July 2024