

# Sun Coast Swimming Conference

## Bylaws

December 14, 2017

### **Purpose and Vision**

The Sun Coast Swimming Classic provides an opportunity for like-minded swim teams in the region to have appropriate competition in a friendly and encouraging environment, with the opportunity to make qualifying times for national/post season meets.

### **Conference Membership**

#### ***Board Members***

The Sun Coast Swimming Conference (SCSC) board members will always be the current head swimming coaches of the conference member institutions. The current member institutions are: Emmanuel College, Keiser University, LaGrange College, Pfeiffer, Thomas University, University of North Carolina Pembroke, and Warren Wilson College. All board members will have equal voting/proxy rights.

All decisions regarding the conference or the championship meet will be proposed to the entire board and voted on accordingly. Majority vote wins in all cases. In case of a tie, the Commissioner of the SCSC will have an opportunity to vote.

The Commissioner will be responsible for overseeing the success of the conference and ensuring that all guidelines and processes adhered to the bylaws. All agreements are not final without the approval and signature of the Commissioner.

#### ***Fees***

An annual membership fee of \$400.00 will be required per gender team (\$800.00 for a school that has both men's and women's teams) at the beginning of each academic year. This membership fee is due to the conference treasurer no later than October 1<sup>st</sup> of each year. Schools failing to meet the October 1 deadline will be assessed a \$50 per month fine for each gender of team.

#### ***New Member Schools***

Schools seeking membership into the SCSC must request in writing their desire to join the Conference. This request can be accepted by any board member and forwarded to the Executive Board Secretary. The Secretary will then organize the voting process. New member schools will be voted on an individual basis with a simple majority needed. Voting results should be sent to all board members by the Executive Committee Secretary. The Commissioner will inform the applicant institutions of the result of their application to the SCSC.

#### ***Three-Year Conference Commitment***

All new institution members voted in after January 1, 2017 have the obligation to remain with the SCSC for at least three full academic years following their acceptance in the SCSC, unless otherwise noted in a written agreement of said institution and the Board. Failure to comply with this regulation will result in a fine equal to the value of the current conference annual participation fee for each of the remaining years of the three-year commitment term.

#### ***Rules***

The SCSC championship meet will follow the rules listed on the most recent NCAA Swimming & Diving rulebook.

### ***Meet Entry Deadlines***

Any institution who submits their entries past the meet deadline will have their athletes designated as exhibition only swimmers. Exhibition only swimmers will not be eligible to score points. Additionally, exhibition-only swimmers will not be eligible to compete in Finals heats of events that have preliminary heats.

### ***Conference Committees***

The *Committee* will be composed of three head coaches of the member institutions as voted on by the SCSC board members. All current head coaches are eligible for the positions on the executive committee. The current positions are President, Treasurer, and Secretary. Each person will serve a 1-year term with no limit on the number of terms. Terms will start and commence on April 1 of each year.

- **President:** The President in charge of the conference top times list, swimmer of the week honors, and lead discussions involving issues about the conference. The President for the 2017-2018 year is Malcolm Hosford of Thomas University.
- **Treasurer:** The Treasurer is in charge of the conference finances, including its bank account, alongside the President. The Treasurer for the 2017-2018 year is Ellenor Grier of Warren Wilson College.
- **Secretary:** The Secretary is in charge of keeping minutes/records of all meetings and communication involving the conference executive committee members and at large board meetings. The Secretary organizes all voting procedures for the conference as well as tallying the results. The Secretary is also in charge of keeping up with the conference web page and its content. The Secretary for the 2017-2018 year is Adam Epstein of Keiser University.

The *Rules Committee* will be composed of three head coaches of the member institutions, as voted on by the SCSC Board Members. The Rules Committee is in charge of judging on any official appeal that may take place during the conference championship meet alongside the meet referee and meet director. All current head coaches are eligible for the Rules Committee and will serve a one-year term commencing on April 1.

The voting process for the SCSC committees (Executive and Rules) will take place at the same time of the voting for the next year's host site.

### **Championship Meet**

#### ***Host Institution***

Host institutions will be conducted in a rotation via a bid process. Any university wishing to host the SCSC Championships needs to submit a formal proposal to the committee for voting by February 1<sup>st</sup>. At the 2018 meet, we will be voting for the 2020 host, at the 2019 meet, voting will take place to select the host of the 2021 host. Thomas University is the host school for the 2018 SCSC meet in Columbus, GA. Keiser University is the host school for the 2019 SCSC meet in Orlando, FL.

#### ***Events***

The championship meet will consist of a 40-event format. The order of events and meet format proposed by the hosting institution should be included in its proposal for approval of the board members.

### *Awards*

Awards will include, but are not limited to the following:

- The top three places for each event
- The top men's and women's scorer of meet
- The top three men's and women's teams
- The men's and women's coach of the year
- All-Conference Honors (electronic template sent to coaches after the meet)
  - First Team: first to fourth place finishers in all events
  - Honorable Mention: fifth to eight place finishers in all events

A list of the awards (and the format the award should take: ribbon, trophy, plaque, certificates, etc) and procedures will be included by the hosting institution in its proposal. The SCSC will also recognize all senior student-athletes at the beginning of the last session of the championship meet, likewise any scholar student-athletes (at least a sophomore academic standing, one full year at the institution, with an overall GPA of 3.50 or higher).

In the event of a tie for the top scorer of the meet award the head coaches will vote on the winner. If the number of voting coaches at that moment is even, then the meet referee will be invited to vote as well, in order to avoid another possible tie. In the event of a tie for the coach of the year award (which is voted by all board members), the first tie-breaker is number of conference records broken by the competitors of each coach. If the tie persists, the coach whose team finishes higher on the final meet standings will be the winner. The Board Secretary is in charge of overseeing both tie-breaker procedures.