By-Laws, updated 2023

Just Swim Charlotte (*JSC*) serves SW Charlotte-area youth summer swim teams. *JSC* was born from two very fundamental ideas: the desire to enhance the meet experience for families who are already participating in summer swim team and the desire to craft a league in such a way to make it accommodating and accessible for new teams to participate. The single biggest hurdle that new teams face is meet administration … a mechanism that can enable greater interest and reduce the burden on volunteer coaches. To that extent, the League serves as a forum to consolidate resources for use of technology and greater expertise to deliver a streamlined meet experience for League Members.

A. **SWIM MEET COMPUTER MANAGEMENT**
   a. *JSC* operates swim meets on HyTek Meet Manager software
   b. Participating teams are required to use compatible Team Manager or Swim Manager software for team Meet Entries.
   c. Colorado Champ Start System and electronic Dolphin stopwatches are used to gather more accurate swimmer race times.
   d. *JSC* provides a Meet Announcer/Starter and Computer Manager to oversee each swim meet.

B. **TEAM ENTRANCE FEE SCHEDULE**
   a. All-inclusive League resigtration fee - $30/swimmer paid to Just Swim Charlotte.
   b. Non-refundable team deposit of $250 due by April 1st to secure placement in league.
   c. Balance of league fees and complete roster due by June 1st
   d. Failure to meet payment deadlines will result in a team's removal from the current season schedule.

C. **JSC's OBLIGATIONS TO PARTICIPATING TEAMS**
   a. Provide scheduling & management for each team's participation in six meets during June & July
   b. Provide dedicated (paid) individual to serve as Meet Announcer/Starter with electronic starting system for initiating each race
   c. Provide dedicated (paid) Computer Manager to run Meet Manager program to conduct swim meet
   d. Provide dedicated (paid) individual(s) to serve as meet Clerk-of-Course, Head Timer & Ribbons Handler
   e. Clerk-of-Course does not include "chasing", hounding or reminding swimmers to check in for their events. Swimmers are seated together in teams and are responsible for being attentive to announcements and being present at the designated check-in area when the event is being called. Swimmers failing to report to Clerk-of-Course on time may ultimately miss their event.
   f. Provide electronic timing system to collect and record swimmer times from each race
   g. Provide software for organizing timing data
   h. Build & provide meet programs minimum of 24 hrs prior to scheduled event – posted to *JSC* website
   i. Collect & provide results within 24 hours of completed event – posted to *JSC* website
   j. Provide location for the Championship Meet
   k. Provide merit-based awards for each meet
      i. Heat winner tattoos for each male/female heat winner
      ii. Best-Time ribbon award (if applicable) for swimmers who achieve lifetime best times on any given event
      iii. Star Swimmer ribbon for assisted swimmers who compete unassisted for the first time
      iv. Event ribbons are awarded to all swimmers for Event winners throughout the regular season & Championship Meet
   l. Provide an equipment reserve fund which can be used for maintenance, replacement and/or expansion of equipment inventory

D. PARTICIPATING TEAMS' OBLIGATIONS TO JSC

a. Provide a team of at least 10 swimmers.
b. Swimmers are NOT eligible to participate on more than one team in **JSC** per season.
c. Participant ages required for Meet Eligibility are 4years – 18 years
d. Provide a team representative that will serve as a point of contact for **JSC**
   ** It is important to note that Just Swim Charlotte does not serve as a communication vehicle for any team-specific information. Member teams are responsible for their own internal communication and Just Swim Charlotte will communicate with a member's designated point-of-contact with league news and information.
e. Adhearance to **JSC** fee schedule
f. Teams must use either of Hytek's swim programs for team management: Team Manager or Swim Manager
g. Submit meet entries in Meet Entry file format via either Team Manager or Swim Manager by posted deadline
h. Provide minimum one lifeguard (with current certification) for swim meets at their home pool when hosting a meet; lifeguard fees are covered by the home team.
i. Ensure pool deck and accompanying team-owned equipment is safe and in proper working order prior to each swim meet held at their home pool.
   i. Equipment found to be faulty and/or unsafe for participants' use, upon arrival for a swim meet, may be grounds for cancellation of swim meet with no guarantee of reschedule.
   ii. **JSC** is not liable or responsible for any team-related costs associated with a swim meet that is cancelled for faulty/unsafe equipment.
j. Provide volunteers for league swim meets:
   i. Host team provides the tattoo awarder(s) – min 1, max 2
   ii. Lane Timers – 3 timers per team for dual-meet; 2 timers per team for tri-meet
   iii. Assistant to the Clerk-of-Course to assist in swimmer management.
   iv. Chaperone for 10U swimmers to stay with swimmers in team area
k. Adhere to pool access for home swim meets
   i. Accessibility to host a minimum of two meets during the season (June & July)
   ii. *Meet options - weekday evening (5-9pm), Saturday mornings(7-11am), Sunday mornings (7-11am)*
   iii. *First year teams are not obligated to host a swim meet; in the case all meets are away, said team will present additional volunteers at meets to assist the home teams.*
   **Concessions are at the discretion of each host team and not a league obligation.
l. Provide a box/bag to hold/receive team ribbons at the conclusion of each swim meet.

E. SWIM MEET FORMAT – Applicable to all JSC swim meets

a. All Swimmers will stay with their respective team on deck.
b. Spectators will stay in designated seating areas.
c. Volunteers, Coaches, Swimmers and Meet Staff are allowed on deck.
d. Clerk of Course will not chase down swimmers who are late to check in for their event.
e. Swimmers that do not report for their event will be marked as NS in the system and will not be permitted to swim in another heat for the missed event.
f. No 'deck-seeding' allowed. Swimmers not entered in their team's Meet Entry file will not be permitted to be added to the Meet Program on the day of the swim meet.
g. Each swimmer is allowed max 3 Individual Events and 2 Relay Events per swim meet
h. Swimmers are not permitted to 'swim-down' age groups

i. Swim Age – age on 4/1/2023 determines each participant's age-group for events during swim meets.

F. SWIM MEET FORMAT – Regular Season Swim Meets
    a. 10 & Under Age Groups
        i. **Assisted Swimmer** – participants who cannot complete one length of the pool unassisted
            1. Eligible ages – 4 years to 8 years
            2. Individual Events – 25 Freestyle (Event 3) and 25 Backstroke (Event 14)
            3. Relay Events – not eligible
            4. Participants swim gender combined heats
            5. Results reported as gender combined
            6. All tattoos/ribbons awarded as gender combined
            7. Regular season ribbons eligibility: Event places 1-6, Personal Best, & Star Swimmer (for first time swimming unassisted)
                a. No Event awarded beyond 6th place
        ii. **6 & Under** – Participants that can complete one length of the pool unassisted
            1. Eligible ages – 4 years to 6 years
            2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
            3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
            4. Participants swim gender combined heats
            5. Results reported as gender specific
            6. All tattoos/ribbons awarded as gender specific
            7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
                a. No Event awarded beyond 6th place

        iii. **7 & 8** – Participants that can complete one length of the pool unassisted
            1. Eligible ages – 7 years & 8 years
            2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
            3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
            4. Participants swim gender combined heats
            5. Results reported as gender specific
            6. All tattoos/ribbons awarded as gender specific
            7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
                a. No Event awarded beyond 6th place

        iv. **9 & 10** – Participants that can complete one length of the pool unassisted
            1. Eligible ages – 9 years & 10 years
            2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly & 100IM
            3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
            4. Participants swim gender combined heats
            5. Results reported as gender specific
            6. All tattoos/ribbons awarded as gender specific
            7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
                a. No Event awarded beyond 6th place

        v. **10U Relay teams**
            1. Assisted swimmers are not eligible for participation in relays.
            2. Combination of swimmers from 6U to 10U age group

3. Maximum two (2) swimmers from the 9-10 age group per relay
4. Relay changes can only be made due to a swimmer not in attendance for the current swim meet.
    a. A replacement must already be in the current meet program.
    b. A replacement must meet the guidelines above of the relay will be marked as exhibition and not eligible for awards.
    c. The replacement cannot exceed the max number of swimmer events per meet or the relay will be marked exhibition and not eligible for awards.

b. **11 & Up Age Groups**
   i. **11& 12** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 11 years & 12 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
         a. No Event awarded beyond 3rd place

   ii. **13 & 14** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 13 years & 14 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
         a. No Event awarded beyond 3rd place

   iii. **15 to 18** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 15 years - 18 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
         a. No Event awarded beyond 3rd place

   iv. **11+ Relay teams**
      1. Combination of swimmers from 11-12 to 15-18 age group
      2. Maximum two (2) swimmers from the 15-18 age group per relay
      3. Relay changes can only be made due to a swimmer not in attendance for the current swim meet.
         a. A replacement must already be in the current meet program.

    b. A replacement must meet the guidelines above of the relay will be marked as exhibition and not eligible for awards.

    c. The replacement cannot exceed the max number of swimmer events per meet or the relay will be marked exhibition and not eligible for awards.

    c. **19 & Up – EXHIBITION Event**
        i. Open to any participants aged19 and up
        ii. Entries not included in Meet Entry file
        iii. Can swim on day of meet
            1. Eligible ages – 19 years and up
            2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
            3. Relay Events – not eligible
            4. Participants swim gender combined heats
            5. Results reported as gender combined
            6. Not eligible for Event awards

    d. **Parent Relays Weekend**
        i. All relays must have a participant aged 19 or up
        ii. Relays without a participant aged 19 or up are not eligible to participate
        iii. Parent Relays are exempt from ribbons

G. *SWIM MEET FORMAT - BACKWARDS / FUN MEET*

    a. Held the Saturday following the Championship Meet for those in town and able to participate
    b. All teams eligible to have swimmers participate
    c. Swimmer registration will be through a Sign-Up Genius link on a first-come, first-serve basis as Individuals NOT as Teams
    d. Individual swimmers are not eligible to attend without a parent/guardian/coach
    e. Entries limited to two Heats per Event for a total of 12 swimmers per Event
    f. Event lineup different from regular season meets.
        i. 11+ swimmers will have the chance to participate in 25m events as well as 100+m events
        ii. 10U swimmers will have the chance to participate in 50m freestyle, 50 backstroke and some 'fun' 25m events
    g. Swimmers are only permitted to swim their Age-Group Events. No 'swim-ups' or 'swim-downs' allowed.
    h. Participants swim gender combined heats
    i. Results reported as gender specific
    j. All tattoos/ribbons awarded as gender specific
    k. Ribbons eligibility: Event places 1-3

        a. No Event awarded beyond 3rd place

H. *SWIM MEET FORMAT – Championship Swim Meet*

    a. All Swimmers will stay with their respective team on deck.

b. Spectators will stay in designated seating areas.
c. Volunteers, Coaches, Swimmers and Meet Staff are allowed on deck.
d. Clerk of Course will not chase down swimmers who are late to check in for their event.
e. Swimmers that do not report for their event will be marked as NS in the system and will not be permitted to swim in another heat for the missed event.
f. No 'deck-seeding' allowed. Swimmers not entered in their team's Meet Entry file will not be permitted to be added to the Meet Program on the day of the swim meet.
g. Once the Championship Meet Program has been posted to the **JSC** website – no changes will be allowed
h. Each swimmer is allowed max 3 Individual Events and 2 Relay Events per swim meet
i. Swimmers are not permitted to 'swim-down' age groups
j. 10 & Under Age Groups
  i. **Assisted Swimmer** – participants who cannot complete one length of the pool unassisted
      1. JSC goal is to for all Assisted Swimmers to have graduated to the regular age-group events
      2. Eligible ages – 4 years to 8 years
      3. If needed - Individual Events – 25 Freestyle & 25 Backstroke
      4. Relay Events – not eligible
      5. Participants swim gender combined heats
      6. Results reported as gender combined
      7. All tattoos/ribbons awarded as gender combined
      8. Rosette ribbons for places 1-3 and regular ribbons for places 4-10
          a. No event placement awarded beyond 10th place

  ii. **6 & Under** – Participants that can complete one length of the pool unassisted
      1. Eligible ages – 4 years to 6 years
      2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
      3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Event Awards - Medals for places 1-3, ribbons for places 4-10 & Personal Best
          a. No event placement awarded beyond 10th place

  iii. **7 & 8** – Participants that can complete one length of the pool unassisted
      1. Eligible ages – 7 years & 8 years
      2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
      3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Event Awards - Medals for places 1-3, ribbons for places 4-10 & Personal Best
          a. No event placement awarded beyond 10th place

  iv. **9 & 10** – Participants that can complete one length of the pool unassisted
      1. Eligible ages – 9 years & 10 years
      2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke, Butterfly & 100IM
      3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
      4. Participants swim gender combined heats
      5. Results reported as gender specific

6. All tattoos/ribbons awarded as gender specific
7. Event Awards - Medals for places 1-3, ribbons for places 4-10 & Personal Best
   a. No event placement awarded beyond 10th place

k. 11 & Up Age Groups
   i. **11& 12** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 11 years & 12 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender specific heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Event Awards - Medals for places 1-3, ribbons for places 4-6 & Personal Best
         a. No event placement awarded beyond 6th place

   ii. **13 & 14** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 13 years & 14 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender specific heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Event Awards - Medals for places 1-3, ribbons for places 4-6 & Personal Best
         a. No event placement awarded beyond 6th place

   iii. **15 to 18** – Participants that can complete two lengths of the pool unassisted
      1. Eligible ages – 15 years - 18 years
      2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
      3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
      4. Participants swim gender specific heats
      5. Results reported as gender specific
      6. All tattoos/ribbons awarded as gender specific
      7. Event Awards - Medals for places 1-3, ribbons for places 4-6 & Personal Best
         a. No event placement awarded beyond 6th place

l. **19 & Up** – NOT included at the Championship Swim Meet
m. Championship Meet Entries
   i. Events per swimmer are capped at 5: Max 3 individual and 2 relays per swimmer
   ii. Changes to entries will not be allowed once the program has been posted...with the exception of an alternate that must be included in the Meet Entry file
   iii. All entries – individual & relay - must have a seed time (remember to calculate you relay times)
   iv. NT meet entries will not be entered into the Meet Program
      1. Coaches will NOT be asked for corrections
   v. No exhibition entries in the Championship Meet Program

n. **Championship Meet Medley & Freestyle Relays**
   i. Each team is allowed max 3 relays per event (A, B, C relays only)
   ii. Relay teams D and beyond will not be built into the Meet Program

iii. Relays can be gender combined –gender numbers within relays do not matter
iv. Each TEAM may submit ONE ALTERNATE (via email with team's Meet Entries file) per relay in case of a NO SHOW SWIMMER on the day of the meet.
v. If alternates are not indicated via email and a relay has a NO SHOW SWIMMER on meet day, that relay will not swim in the meet.
vi. If alternates were properly submitted, then the alternate may be placed in the relay to swim as scheduled.
vii. After the substitution has been made, relays still need to adhere to the relay requirements; those that do not will scratch.
viii. **10U Relay teams**
   1. Combination of swimmers from 6U to 10U age group
   2. Maximum two (2) swimmers from the 9-10 age group per relay
   3. Relays not adhering to the above criteria will not be entered into the Meet Program
ix. **11+ Relay teams**
   1. Combination of swimmers from 11-12 to 15-18 age group
   2. Maximum two (2) swimmers from the 15-18 age group per relay
   3. Relays not adhering to the above criteria will not be entered into the Meet Program

o. **Championship Swim Meet - Volunteers**
   i. All Coaches/Volunteers/League personnel will have deck pass. Any adult without a deck pass is not permitted on the pool deck.
   ii. Spectators will stay in designated seating areas.
   iii. Swimmers will stay with their teams on deck.
   iv. Each team to submit volunteer list when championship meet entries are due
      1. List to include names of coaches, timers, tattoo awarders, runner, floater, ribbons assistant, clerk of course assistant, team area chaperones, DQ Official
p. **Championship Swim Meet - League Staff**
   i. Meet Announcer/Starter, Clerk of Course, Computer Manager, Ribbons, Head Timer, Head Referee, Security

I. *FALSE STARTS*
   a. **Individual Events**
      i. Leaving their stationary stance/position (leaving their mark) before the start signal/beep is given. One foot must be at the front of the block when they "take their mark".
      ii. Examples:
         1. Rolling/moving into their start
         2. Moving foot position
         3. Moving hand position
         4. Looking up
         ** This does not include twitching, flinching, or muscles tightening, if these movements do not change the swimmer's stance (position/mark).
         ** Movement is a distraction to other swimmers and sometimes an advantage for the swimmer moving. Therefore, swimmers should be stationary at the start.

b. Relay Events
      i. First swimmer is held to same start rules as in an Individual Event.
      ii. Remaining relay members must be touching the block, even if it's just the tip of one toe, when the swimmer in the water touches the wall. They can roll, move, change their starting positions, etc.
      iii. When the judges* see the feet completely leave the block, look down to see if the swimmer in the water has touched the wall. If not, this is a false start; the swimmer left the block before the prior swimmer touched the wall.   *Both judges need to agree*

J. **DQ CRITERIA**
   a. Regular Season
      i. **10U Swimmers** - no DQ unless blatant (swimming wrong stroke) – Team coaches will DQ their own swimmers to prepare for Champ Meet format
      ii. **11+ Swimmers** - no DQ unless blatant (swimming wrong stroke) – Team coach can DQ their own swimmers.   Team coaches will DQ their own swimmers to prepare for Champ Meet format
   b. Championship Meet
      i. Assisted Swimmers
         1. Any blatant false start where swimmer leaves the block ahead of the start-tone. Small movements will continue to be allowed.
         2. Swimming the wrong stroke. Anything goes in freestyle.
         3. Swimmers CANNOT be touched by their water assistant and qualify for placement
         4. Any Assisted swimmers that are touched by their water assistant will be DQ
      ii. 6 & Under Age Group
         1. Any blatant false start where swimmer leaves the block ahead of the start-tone. Small movements will continue to be allowed.
         2. Swimming the wrong stroke. Anything goes in freestyle.
      iii. 7 & 8 Age Group
         1. Any blatant false start where swimmer leaves the block ahead of the start-tone. Small movements will continue to be allowed.
         2. Swimming the wrong stroke. Anything goes in freestyle.
      iv. 9 & 10 Age Group
         1. Any blatant false start where swimmer leaves the block ahead of the start-tone. Small movements will continue to be allowed.
         2. Swimming the wrong stroke. Anything goes in freestyle.
         3. *Breaststroke*
            a. Blatant alternate (scissor or flutter) kicking.
            b. Blatant arms pulling past hip line.
            c. Blatant two or more underwater pull-outs before surfacing.
            d. Must touch walls with two hands.
         4. *Backstroke*
            a. Blatant flipping over on the stomach before finishing.
            b. Blatant propelling forward using lane line – we will overlook bumping into the lane line.

        c.   More than one stroke on stomach before turn.

    5. *Butterfly*

        a.   Blatant alternate kicking.

        b.   Blatant underwater recovery of arms.

        c.   Must touch walls with two hands.

v. 11-and-older Age Groups

1. Any event 50 yards or more in length - failure to touch the wall with any part of the body on a turn.

2. Any blatant false start where swimmer leaves the block ahead of the start-tone. Small movements will continue to be allowed.

3. Swimming the wrong stroke. Anything goes in freestyle.

4. *Breaststroke*

    a.   Blatant alternate (scissor or flutter) kicking.

    b.   Blatant arms pulling past hip line.

    c.   Blatant two or more underwater pull-outs before surfacing.

    d.   Must touch walls with two hands.

5. *Backstroke*

    a.   Blatant flipping over on the stomach before finishing.

    b.   Blatant propelling forward using lane line – we will overlook bumping into the lane line.

    c.   More than one stroke on stomach before turn.

6. *Butterfly*

    a.   Blatant alternate kicking.

    b.   Blatant underwater recovery of arms.

    c.   Must touch walls with two hands

BLATANT: *any violation that a single judge identifies and then only upon consultation with a 2ⁿᵈ judge, the violation is repeated to the extent that the 2ⁿᵈ judge can witness it also. We are looking for violations that are sustained over a period of time during a race.*