

RIMA

Rhode Island and Massachusetts Swim League

BY-LAWS

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Rules and Regulations

Article I. *Name*

1. The name of the organization shall be RIMA (Rhode Island and Massachusetts Swimming).

Article II. *Purpose and Function*

1. The purpose and function of the organization shall be to effectively plan and promote the sport of swimming throughout the RIMA area by:
 - (a) Sponsoring swim meets using competition guidelines outlined in the current *USA Swimming* rulebook.
 - (b) Developing and executing plans for the efficient exchange and coordination of ideas relating to all aspects of the RIMA swimming program.
 - (c) Promoting harmonious relationships among swimmers, coaches, officials, parents, sponsors and other interested parties.
 - (d) Conducting clinics from time to time for the members of the organization in order to familiarize them with the present rules and regulations, or with new rules and/or regulations that may have been promulgated, and to keep them informed of any development of new techniques in the sport of swimming.
 - (e) Keeping pertinent swimming records of all events that are under the jurisdiction of the organization.
 - (f) Organizing and running a swim league that will give children an opportunity to compete without going to *USA* meets.
 - (g) Organizing an all-star team that could have an opportunity to compete with teams throughout North America.
 - (h) Sponsoring a series of dual meets or tri-meets between October and the annual championship meet.
 - (i) Occasionally running special meets to provide swimmers the opportunity to swim events that are not held during dual meets.
2. RIMA teams must have and use Team Manager software.
3. RIMA teams may conduct meets with non-RIMA teams without the permission of the league, however, the times from those meets will not be counted by the RIMA Records Keeper as RIMA qualified times.
4. RIMA meets must follow RIMA rules and regulations.
5. Nothing contained herein however, shall limit the organization of its purpose and function.

Article III. *Dues*

1. Coach Membership: Dues for coaches shall be five dollars (\$5.00) per coach, annually.
2. Club Membership: Swim clubs participating in RIMA shall have annual dues. Dues shall be one dollar (\$1.00) per swimmer, but not less than fifty dollars (\$50.00) per team annually.

Article IV. *Officers*

1. The officers of the organization shall be a President, a Vice-President, Secretary, Records Keeper and a Treasurer. Each shall be elected by a vote of the membership.
2. The officers of the organization, elected by the membership at the organization's annual meeting, shall serve a term of not less than one (1) year and shall hold office until his/her successor has been duly elected.
3. Any officer can be removed by a vote of the membership.
4. The members may fill a vacancy in any office because of death, resignation or removal. The appointed officer shall serve until elections at the subsequent annual meeting.
5. The President shall be the principal officer of the organization and shall, in general, supervise and control all of the business and affairs of the organization. He/she shall then be present and preside at all meetings of the membership. It is the duty of the President to sign all documents requiring an official signature. This duty may be imparted by the President to the Vice-President or any other agent of the organization with the approval of the membership. The President shall be a member ex-officio of all the committees of the organization. It shall be his/her responsibility to insure that the duties and responsibilities of appointed committees are promptly and properly carried out.
6. In the absence of the President, or in the event of his/her death, or the inability or refusal to act, the Vice President shall perform the duties of the President and shall have all the power and be subject to all the restrictions of the office of President when so acting and such other duties as from time to time may be assigned to him/her by the President or by the members.
7. The Secretary shall keep the minutes of the organization's meetings in one or more books provided for that purpose and see that all notices are duly given in accordance with the provisions of these by-laws. The Secretary shall keep the postal address and e-mail address of each member (which shall be provided by the members) and in general, will perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the members.
8. The Records Keeper shall be the official records keeper of the organization. It is the responsibility of the Records Keeper to maintain the following records.

- (a) RIMA dual or tri-meet records
 - (b) RIMA Championship Meet Records
 - (c) RIMA Specialty Meet Records
 - (d) RIMA Individual times and team standings
9. The Treasurer shall take custody of and be responsible for all funds of the organization from any source whatsoever. The Treasurer shall deposit all money in the name of the organization in selected accounts in accordance with these by-laws. The treasurer, in general, shall perform all duties assigned to him/her by the President or by the membership.

Article V. *Meetings*

1. The annual meeting of the organization shall be held on the first Monday in September for the purpose of electing the officers of the organization and scheduling meets for the season. If the day fixed for the annual meeting is a legal holiday, then such meeting shall be held on the next succeeding Monday. A copy of the final meet schedule must be sent to the Records Keeper by October 1st. If any additional meets are scheduled after the meet schedule has been finalized, the Records Keeper needs to be notified by the hosting team one week in advance of the meet taking place.
2. Regular meetings of the organization shall be held during the first week of the month on a monthly basis, with the exception of the months of May, June, July and August when there shall be no regular meetings. For good cause, the President of the organization may cancel and reschedule a regular meeting with notice to the membership. The President may cancel any meeting due to inclement weather by sending notice via e-mail to the coaches. Each membership must have a representative at regular meetings.
3. The President may call special meetings of the league for any purpose.
4. The President may designate any place within the RIMA area of membership to hold the meetings.
5. Written notice stating date, place, time and purpose for any and all special meetings shall be delivered to all members not less than five (5) days before scheduled date of said meeting.
6. The Secretary shall be in charge of the membership list of the organization and shall make available, at every RIMA meeting, a complete list of all members of the organization.
7. The order of business at all meetings of the organization shall be conducted as follows:
 - (a) Roll Call
 - (b) Call to Order
 - (c) Introduction of Guests
 - (d) Reading of Minutes (Preceding meeting)
 - (e) Amend/Approve Minutes
 - (f) Treasurer's report

- (g) Amend/Approve Treasurer's Report
- (h) Records Keeper's Report
- (i) Amend/Approve Records Keeper's Report
- (j) Report of Officers and Committees
- (k) Unfinished Business
- (l) New Business
- (m) Adjournment

8. All meetings shall be pursuant to Robert's Rules of Order.

Article VI. *Voting*

1. Swim clubs participating in RIMA may appoint up to two (2) voting representatives from their club who must be coaches.
2. A majority of teams participating in any given season must be present in order to constitute a quorum at any meeting.
3. A quorum is required at any meeting in which a vote is to be taken.
4. Items to be voted upon at any meeting shall be proposed in writing one week in advance of the meeting or as determined by the President.
5. The Secretary will notify the Members in writing of any and all issues regarding a league vote.
6. The President shall provide an opportunity for discussion at the next scheduled meeting or as prescribed by the president prior to the taking of a vote.
7. Votes shall be taken by a show of hands unless requested in writing by any member, or as directed by the President.
8. Items to be voted upon must receive approval of at least two-thirds of the votes cast in order to be approved by RIMA. Abstained votes shall not be counted in calculating the total votes cast.
9. If a coach is not available, then a proxy is permitted, however, all teams must send a representative to all regularly scheduled meetings.
10. Two separate coaches must cast votes.
11. A coach or proxy must be present during discussion in order to vote.

Article VII. *Checks, Deposits, Contracts and Loans*

1. All checks, drafts or other orders for payment of money, or evidence of debt issued in the name of the organization, shall be signed by two (2) of the elected officers of the organization, or in such a manner as shall from time to time be determined by vote of the membership.
2. All funds of the organization shall be deposited in a timely manner to the credit of the organization in such banks, trust companies or other depositories selected by the membership.
3. No loans shall be contracted on behalf of the organization and no evidence of debt shall be issued in its name unless authorized by a unanimous vote of the membership.
4. The membership may authorize any officer or officers to enter into any contract or execute and deliver any instruments on behalf of the organization.

Article VIII. *Swimmer Eligibility*

1. The swimmer must be an official member of the RIMA team that he/she is representing.
2. Swimmers may or may not be *USA* registered.
3. If a swimmer changes clubs, he/she must wait thirty (30) days from the date he/she last represented his/her former club before he/she may represent a new RIMA club in any capacity. However, the coach from the old club can waive the thirty (30) days provided such waiver is in writing and submitted to the Records Keeper.
4. Swimmers shall compete in their respective age groups except for designated exhibition events that are not recorded by the Records Keeper. The age group will be determined by the swimmer's age as of October 1st of that swim season.
5. If desired, a swimmer may be moved up one (1) age group for the entire season provided that the coach and swimmer mutually agree in writing and said agreement is submitted to the Records Keeper. Swimmers desiring to 'age up', must do so before January 1st of the season. All-star consideration will be based on the age group swum; any All-star qualification made in a previous age group is forfeited.
6. RIMA swimmers must compete in three (3) meets (either dual or tri-meets) within the same season in order to qualify for the championship meet. Swimmers may swim in meet as exhibition (such as in the case of high school swimmers during *their* regular season) for championship meet qualification, but they will not be scored as RIMA team member at the RIMA meet. Tri-meets are to count as one meet only.

Article IX. *Rosters*

1. Full rosters for each team must be sent to the Records Keeper by November 1st.
2. The roster must include full names, dates of birth, home addresses and telephone numbers.
3. A twenty-five dollar (\$25.00) penalty fee will be charged to any team failing to submit rosters by the date indicated.
4. New swimmers must be reported to the Records Keeper as they join a RIMA team.
5. No meet results will be accepted from any team without a current roster on record.

Article X. *Number of Events*

1. A swimmer shall be allowed to compete in a maximum of three (3) events in a dual or tri-meet as follows:
 - (a) Two (2) individual events and one (1) relay
 - (b) One (1) individual event and two (2) relays
2. Coaches may enter two (2) official swimmers in each individual event and two (2) relay teams in each relay.
3. If a team does not have four swimmers for a particular age group on their rosters, then the swimmers can swim three individual events for regular meets.

Article XI. *Scoring*

1. Regular meets:
 - (a) All individual events will be scored as follows:
 - (1) Five (5) points for a first place finish
 - (2) Three (3) points for a second place finish
 - (3) Two (2) points for a third place finish
 - (4) One (1) point for a fourth place finish
 - (b) Relays will be scored as follows:
 - (1) Eight (8) points for a first place finish
 - (2) Four (4) points for a second place finish
 - (3) Two (2) points for a third place finish
 - (4) One (1) point for a fourth place finish
2. Championship and all-star meets:
 - (a) All individual events will be scored as follows:
 - (1) Twenty (20) points for a first place finish

- (2) Seventeen (17) points for a second place finish
- (3) Sixteen (16) points for a third place finish
- (4) Fifteen (15) points for a fourth place finish
- (5) Fourteen (14) points for a fifth place finish
- (6) Thirteen (13) points for a sixth place finish
- (7) Twelve (12) points for a seventh place finish
- (8) Eleven (11) points for an eighth place finish
- (9) Nine (9) points for a ninth place finish
- (10) Seven (7) points for a tenth place finish
- (11) Six (6) points for an eleventh place finish
- (12) Five (5) points for a twelfth place finish
- (13) Four (4) points for a thirteenth place finish
- (14) Three (3) points for a fourteenth place finish
- (15) Two (2) points for a fifteenth place finish
- (16) One (1) point for a sixteenth place finish

(b) Relays will be scored as follows:

- (1) Forty (40) points for a first place finish
- (2) Thirty-four (34) points for a second place finish
- (3) Thirty-two (32) points for a third place finish
- (4) Thirty (30) points for a fourth place finish
- (5) Twenty-eight (28) points for a fifth place finish
- (6) Twenty-six (26) points for a sixth place finish
- (7) Twenty-four (24) points for a seventh place finish
- (8) Twenty-two (22) points for an eighth place finish
- (9) Eighteen (18) points for a ninth place finish
- (10) Fourteen (14) points for a tenth place finish
- (11) Twelve (12) points for an eleventh place finish
- (12) Ten (10) points for a twelfth place finish
- (13) Eight (8) points for a thirteenth place finish
- (14) Six (6) points for a fourteenth place finish
- (15) Four (4) points for a fifteenth place finish
- (16) Two (2) point for a sixteenth place finish

3. Each age group, both boys and girls will be scored separately. Thus for a meet with boys and girls there will be ten (10) separate scores.
4. At the end of the meet, it is the responsibility of the host coach to forward the complete results from Meet Manager electronically with a hard copy to the Records Keeper who will keep track of the individual swimmers' times and also the team standings.
 - (a) The results shall be legible and contain the swimmers' full names.
 - (b) Meet results must be received by the Records Keeper within seven (7) days of said meet or the host team will be assessed a penalty fee of five dollars (\$5.00) per day, or twenty-five dollars (\$25.00) per week, with a maximum penalty of seventy-five dollars (\$75.00).

- (c) If the results are mailed, the post-marked date shall be recognized as the date of receipt and shall be considered as such.
- (d) If the host team does not submit meet results to the league, the visiting team's results shall be accepted if/when they are received by the league.
- (e) Meet results from the host team will not be accepted and considered official until the penalty fee is paid to the league.
- (f) No late submitted results will be accepted after March 1st.
- (g) The Records Keeper shall assess the fees and the Treasurer shall collect the fees, however fees will not be assessed as long as there is continuous communication with the Records Keeper.

Article XII. *Conducting Meets*

1. Meets shall be conducted according to the current *USA Swimming Rules and Regulations* rulebook. However, said *USA* rules may be modified or deleted by RIMA rules and regulations. RIMA rules and regulations take precedence.
2. Swimmer entries shall be submitted by the visiting team to the host team at least forty-eight (48) hours before the start of the meet.
3. Strokes, turns and finishes shall conform to *USA* rules.
4. The visiting team should be prepared to provide at least one (1) timer per lane.
5. It is the responsibility of the coaches to see that no "negative" cheers are directed at an opposing team and that no damage is done to the hosting team's property.
6. When boys and girls compete at the same meet, the boys will swim first. Boys events will be odd numbers and girls events will be even numbers.
7. For all dual meets there shall be no less than:
 - (a) One (1) runner;
 - (b) One (1) starter;
 - (c) Two (2) timers per lane;
 - (d) One (1) scorer;
 - (e) Two (2) officials.
8. Each team shall provide one (1) official.

Article XIII. Order of Events

1. Standard meet events are as follows:

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
1	8 & Under	100 Medley Relay	2
3	9 & 10	100 Medley Relay	4
5	11 & 12	200 Medley Relay	6
7	13 & 14	200 Medley Relay	8
9	15 - 18	200 Medley Relay	10

Swimmers in the water
Place your feet
Take your mark
3 seconds - buzzer

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
11	9 & 10	100 Individual Medley	12
13	11 & 12	100 Individual Medley	14
15	13 & 14	200 Individual Medley	16
17	15 - 18	200 Individual Medley	18

Swimmers step up
Take your mark
3 seconds - buzzer

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
19	8 & Under	25 Freestyle	20
21	9 & 10	50 Freestyle	22
23	11 & 12	50 Freestyle	24
25	13 & 14	50 Freestyle	26
27	15 - 18	50 Freestyle	28
29	13 & 14	100 Freestyle	30
31	15 - 18	100 Freestyle	32

Timers other end of pool
Swimmers step up
Take your mark
3 seconds - buzzer

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
33	8 & Under	25 Breaststroke	34
35	9 & 10	50 Breaststroke	36
37	11 & 12	50 Breaststroke	38
39	13 & 14	100 Breaststroke	40
41	15 - 18	100 Breaststroke	42

Timers other end of pool
Swimmers step up
Take your mark
3 seconds - buzzer

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
43	8 & Under	25 Backstroke	44
45	9 & 10	50 Backstroke	46
47	11 & 12	50 Backstroke	48
49	13 & 14	100 Backstroke	50
51	15 - 18	100 Backstroke	52

Timers other end of pool
Swimmers in the water
Place your feet
Take your mark
3 seconds - buzzer

<u>Boys</u>	<u>Age Group</u>	<u>Event</u>	<u>Girls</u>
53	8 & Under	25 Butterfly	54
55	9 & 10	50 Butterfly	56
57	11 & 12	50 Butterfly	58
59	13 & 14	100 Butterfly	60
61	15 - 18	100 Butterfly	62

Timers other end of pool
Swimmers step up
Take your mark
3 seconds - buzzer

Boys	Age Group	Event	Girls
63	8 & Under	100 Freestyle Relay	64
65	9 & 10	200 Freestyle Relay	66
67	11 & 12	200 Freestyle Relay	68
69	13 & 14	200 Freestyle Relay	70
71	15 - 18	200 Freestyle Relay	72

**Swimmers step up
Take your mark
3 seconds - buzzer**

- Coaches shall decide whether to add any special events as prescribed by the Record's Keeper prior to the meet taking place. Special events are for exhibition only. The special events with their event numbers are as follows:

Boys	Age Group	Event	Girls
73	8 & Under	100 Individual Medley	74
75	11 & 12	100 Freestyle	76
77	11 & 12	200 Freestyle	78
79	13 & 14	200 Freestyle	80
81	15 - 18	200 Freestyle	82
83	13 & 14	200 Breaststroke	84
85	15 - 18	200 Breaststroke	86
87	13 & 14	200 Backstroke	88
89	15 - 18	200 Backstroke	90
91	13 & 14	200 Butterfly	92
93	15 - 18	200 Butterfly	94

**Swimmers step up
Take your mark
3 seconds - buzzer**

Article XIV. *Timing and Judging*

- There will be two (2) timers for each lane with the times averaged.
- When three (3) timers are used, and all three have different times, then the average time will be the official time.
- In case of disqualification, the stroke and turn judge should note by the raising of the hand over the head with the palm open and indicate the disqualification on a disqualification form. The stroke and turn judge shall give the form to the runner who shall then give the form to scorer. The scorer shall staple the form to the event card.

Article XV. *Championship Meet*

- A championship meet shall be scheduled after the conclusion of all regular dual meets.
- The President shall schedule a special meeting for the purpose of determining the location, dates, times, entry fees, admission price and team responsibilities of the championship meet.
- All swimmers must be members in good standing with teams registered with RIMA for the season.

4. Age of swimmer as of October 1st determines which age group the swimmers shall swim.
5. Swimmers must have swum in a minimum of three (3) dual/tri-meets and the RIMA championship to be eligible for all-stars.
6. No “NT” entries will be accepted. Entries may be electronic in LSA or HY-TEK format. Entries shall be legible.
7. Medals will be awarded for the first three (3) individual and relay events. Fourth through sixteenth place will receive ribbons.
8. A meet referee shall be retained for the championship meet.
9. Certified RIMA officials shall be present to judge strokes and turns. Decisions by the meet referee will be final.
10. Fly over starts will be used at the championship meet.

Article XVI. *All-stars*

1. The top five (5) times of every event in every age group will be awarded as RIMA all-stars.
2. The times will be derived from RIMA dual/tri-meets and the RIMA championship. Swimmers missing the championship meet due to unforeseen circumstances (illness, injury, etc.) will be given all-star consideration only when the league President is notified with forty-eight (48) hours of the championship meet.
3. The swimmer must swim in at least three (3) dual/tri-meets and the RIMA championship to be eligible for all-stars.

Article XVII. *Conduct*

1. Any unethical conduct or infraction of RIMA rules and regulations by coaches, officials, parents or swimmers will be handled by the membership in an appropriate manner as determined by the membership.