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**CITY OF EL PASO
PARKS AND RECREATION DEPARTMENT
RECREATIONAL SWIMMING PROGRAM
PUBLIC DIVISION LEAGUE RULES AND PROCEDURES
SUMMER 2007**

INTRODUCTION:

1. ADMINISTRATOR and SPONSOR:
City of El Paso – Parks and Recreation Department, Aquatics Division
2. MISSION STATEMENT
To promote an interest in youth swimming in El Paso where children can practice proper swimming techniques and experience the joys and sorrows of competition while having fun with friendly competition during practice and swimming meets.
3. PURPOSE AND GOALS
 - a. The primary purpose is to promote an interest in youth swimming in El Paso.
 - b. To provide a program where children can practice proper swimming techniques.
 - c. To provide a program with a fun and friendly atmosphere.
 - d. To provide opportunities for competition to allow the swimmers to experience the joys and sorrows of competition.
 - e. To develop an interest in swimming as a form of exercise and to promote swimming as a lifetime recreational activity for general fitness and health.
4. LIMITATIONS
 - a. Swimming pools utilized are supplied by the city of El Paso.
(Web Link A <http://www.elpasotexas.gov/parks/swimming.asp>)
 - b. This league is not intended to be a swimming lesson. Entering swimmers in the younger age groups (8 and under) must be able to swim the length of the pool **25 yards unassisted**. Older swimmers must be able to swim the length of the pool in the four standard swimming strokes (Freestyle, Backstroke, Breast Stroke, and Butterfly).
 - c. Applicants who desire swimming lessons should seek information on the Gus and Goldie swimming lesson program or seek private lessons from the City of El Paso Parks and Recreation Department Gus and Goldie Learn to Swim Program available only in off-season, which are available at each public swimming pool.
(Web Link B <http://www.elpasotexas.gov/parks/learn.asp>)
 - d. Applicants and/or coaches who desire a more intense practice and more intense level of training and competition should seek a higher level of league such as the U.S.S. Swim Clubs and high school teams.
 - e. The coaches will have final say as to who participates on their team. For example, a coach may not desire to teach a younger swimmer to swim and refer the swimmer to lessons. However, if the coach needs swimmers in a certain age group, he or she may choose to take the time during practice to

teach the young swimmers enough to participate on the team. This decision is at the coaches' discretion.

5. ORGANIZATION

A league format will be used for the program. Pools will be divided into two divisions, Major division (Top 6 teams from last year season City Championship Meet), and Minor Division (All other teams and new teams).

6. PROGRAM

- a. The regular season schedule shall be in a triangular format. The team with the best win/loss record at the end of the regular season shall be declared the Champion of their division. In the case of a tie, duplicate awards will be presented.
- b. No team or swimmers will organize before the first practice which will be held on Monday, May 14, 2007. Individual swimmers may work out (without coaching) prior to this date.
- c. At the end of the season, there will be divisional qualifying meets to determine the qualifiers for the city championship meet. The major division will consist of the top six teams from the previous year's city championship meet. The minor division will consist of other teams and new teams. Individual awards in places 1st-6th will be awarded and team trophies for 1st and 2nd place will be awarded to the Triangular Meet Division Champions and the City League Team Championship 1st – 4th place.

7. LIABILITY

- a. Neither the City of El Paso, nor the Parks and Recreation Department, nor the Aquatics Division assumes any responsibility or liability in the case of accidents or injuries to swimmers, spectators or other individuals.
- b. Parents should examine their personal insurance program to determine whether their individual coverage is adequate.

8. EXPENSES

Entry fee for each participant shall be \$25.00 payable to the CITY OF EL PASO. This fee will help defray the cost of team trophies, individual ribbons, medals and other administrative costs including use of the swimming pools for practice, triangular meets, divisional and championship meets.

9. RULES

National Federation of State High School Association (NFHS), Swimming, Diving and Water Polo rules book, with exception of the changes and clarifications listed in APPENDIX A.

10. BASICS of SWIMMER ELIGIBILITY

- a. A swimmer must be an El Paso Metropolitan area Resident
- b. Parents must attend a mandatory class and receive a **parent I.D. card** and then obtain a **Players/Coaches Photo I.D.** for each participant from the City of El Paso Sports Program. **Parent I.D. card** is to be taken to Acosta Sports Center at 4321 Delta Drive, El Paso, Texas 79905 534-0254 along

- with the child to be registered (so a photo can be taken) and child's original county birth certificate (if not available a passport, Military I.D. or School Demographics with photo will be accepted).
- c. For each participant the parent or guardian must present a driver's license with current address, parent class I.D. card, child's Sports I.D. in order to register.
 - d. A swimmer must participate in their age group (no "Swim Up" in age groups is allowed)
 - e. A swimmer's age is determined by their age on June 1 of the season.
 - f. A swimmer who is affiliated with an organized year round swim team (U.S.S.) or as an independent shall not be allowed to compete unless they have not been competing or practicing with that team as of the last day of March of the same year.
 - g. A swimmer may not participate in any other swim league concurrently.
 - h. Collegiate swimmers, current or past, are not allowed to compete (they may participate as coaches).
 - i. Swimmers can not take private or specialized swim lessons during the summer swim league season but can take group LTS lessons from the city.
 - j. Application for entry must be completed and submitted by 4 PM, June 22, 2007 at the Parks and Recreation Office. NO telephonic entries will be accepted.
 - k. Fees are non-transferable or refundable. After a name has been submitted with the fee, the name of another swimmer may not be substituted.
 - l. Swimmers may not transfer to another team during the same season, after registering for one team unless special circumstances arise. Transfers may be approved by the league administrator if circumstances are deemed appropriate.
 - m. If a swimmer is absent for four plus practices in a row with out notifying the Coach, then the swimmer will be removed from the team if other participants are on the waiting list. (No refund)
 - n. All swimmers must abide by the **City of El Paso Parks & Recreation Department Participants Code of Conduct.**
(Web Link C <http://www.elpasotexas.gov/parks/code.asp>)

11. BASICS of COACH ELIGIBILITY and RESPONSIBILITIES

- a. A coach will be at least 16 years of age
- b. A coach will appropriately apply to be a coach with the City of El Paso Parks and Recreation Department.
- c. All coaches will attend an annual mandatory coaching training sessions to be conducted by the Parks and Recreation Aquatics Division.
- d. A coach will abide by all rules and regulations of the league
- e. A coach will submit all forms in the provided format.
 - 1. City of El Paso application (available at Aquatics Office, 911 S. Ochoa).
 - 2. Initial Team Roster
 - 3. Supplemental Roster
 - 4. Final Team Roster (by June 22, 2007, 4 PM)
 - 5. Complaint and Suggestion Form (when needed)
 - 6. Protest Form (when needed)

7. Scoring Sheets

- f. Coaches may compete in their age group if they also meet Swimmer Eligibility regulations.
- g. Coaches will not coach any other swimming team concurrently.
- h. Coaches will ensure all participants are abiding by the policies of the team and league.
- i. Coaches will assume responsibility for swimmer eligibility compliance.
- j. Coaches will enforce all swimming pool rules and regulations
- k. Coaches will not allow swimmers in the pool before or after to coach instruction/ supervision.
- l. Coaches will provide a safe swimming environment.
- m. Coaches will provide personal training equipment (clipboards, whistle, pens, pencils, stopwatches, etc.)
- n. Coaches will conduct 5 hours of practice a week at times established by the League Administrator and facility as directed.
- o. Coaches will instruct on proper swimming techniques with the help of one volunteer Assistant Coach (if desired).
- p. Coaches will prepare swimmers for meets through practice, guidance and instruction.
- q. All coaches must abide by the **City of El Paso Parks & Recreation Department Participants Code of Conduct.**
(Web Link C <http://www.elpasotexas.gov/parks/code.asp>)
- r. Coaches will conduct themselves in a professional and friendly manner to the public, facility employees and all swim clubs.
- s. Coaches will promote good sportsmanship from swimmers, parents, and other coaches.
- t. Coaches will discourage any offensive or inappropriate behavior.
- u. Coaches will promote a fun atmosphere for learning and exercise.
- v. The HEAD coach has final authority over who swims in what event.
- w. The HEAD coach may file complaints against swimmers, parents, pool personnel, and other coaches. The complaints will be addressed directly to the League Administrator.
- x. The HEAD coach may file suggestions addressed directly to the League Administrator.
- y. An assistant coach must complete a City of El Paso Volunteer Application and abide by all policies and procedures that apply to a city employee. Assistant coaches must pass a criminal background check. Assistant coaches will be strictly volunteers and are not financially compensated for their time.
- z. The HEAD coach will direct the assistant coach in his/her duties as he or she deems necessary and helpful to the club.
- aa. The HEAD coach has the individual right to direct a swimmer, assistant coach or parent volunteer to step down or resign if the individual is causing conflict within the team or team management. Further assistance may be obtained from the League Administrator.
- bb. Coaches will coach only one team (public or private) within the City league at any time.

12. BASICS of SWIMMING POOL PERSONNEL RESPONSIBILITIES

- a. Provide administrative support in the registration process at each individual pool.
- b. Encourage participation in the city swim league to those swimmers identified as potential candidates from swimming lesson or recreational swimmers.
- c. Provide group lessons to swimmers at the usual hourly rate as set by the City of El Paso.
- d. Have the pool open and ready for swim practice at the scheduled time.
- e. Have the water at the appropriate temperature and sanitation levels.
- f. Maintain the pool, deck, changing rooms, bathrooms, and other common areas clean and respectable. Provide appropriate waste receptacles.
- g. Provide secondary supervision during swim practice.
- h. Instruct swimming pool rules to the team at the beginning of the practice season and during the season as needed.
- i. Enforce swimming pool rules.
- j. The pool personnel may file complaints against swimmers, parents, pool personnel, and coaches as it applies to the functioning of the swimming team and league. The complaints will be addressed directly to the League Administrator.
- k. The pool personnel may file suggestions as they apply to the functioning of the swimming team and league. The suggestions will be addressed directly to the League Administrator.
- l. All pool personnel must abide by the **City of El Paso Parks & Recreation Department Participants Code of Conduct.**
(Web Link C <http://www.elpasotexas.gov/parks/code.asp>)
- m. Pool Personnel will conduct themselves in a professional and friendly manner to the public, other facility employees and all swim teams.
- n. Pool Personnel will promote good sportsmanship from swimmers, parents, coaches and other pool personnel.
- o. Pool Personnel will discourage any offensive or inappropriate behavior.
- p. Pool Personnel will promote a fun atmosphere for learning and exercise.
- q. Pool Personnel have final authority over Swimming pool activities (closure for emergent maintenance, during inclement weather, etc.)

13. BASICS of a TRIANGULAR MEET

- a. Before the meet
 1. See Important Dates (Web Link D) and Season Schedules (Web Link E).
(Web Link D)
http://www.elpasotexas.gov/parks/summer_dates.asp
(Web Link E)
http://www.elpasotexas.gov/parks/summer_schedule.asp
 2. Establish who is the “HOME TEAM” (the first team listed)
 3. Host team to prepare scoring sheets. The visiting team coach(es) will deliver completed meet sheet to the Parks and Recreation Aquatics Division office by 1:55 PM on the Wednesday prior to the Saturday meet for the host team.
- b. Host team responsibilities
 1. Prepare concessions (APPENDIX B)

2. Make sure swimming pool is set up with assistance of pool personnel.
 3. Host team will provide the starter, scorekeeper, and two finish judges. The other team will be responsible for furnishing the remaining finish judges.
 4. Provide the following equipment:
 1. Finishing Judge Cards (10 each - 1st through 6th place)
 2. Pens/Pencils (3 each)
 3. Whistle or starter pistol for starter
 4. Heat scoring sheets
 5. Calculator
 6. 1st place Blue Ribbons (88 for 2 or 3 team meet)
 7. 2nd place Red Ribbons (88 for 2 or 3 team meet)
 8. 3rd place White Ribbons (50 for 2 or 3 team meet)
 9. 4th place Yellow Ribbons (50 for 2 or 3 team meet)
 5. May arrange for the National Anthem presentation (recorded or live) if possible.
- c. Hosting Pool Responsibilities
1. American Flag
 2. Backstroke warning flags

APPENDIX A - 1

II. CONDUCTING THE SWIMMING PROGRAM

Rule 1 Team Personnel

SECTION 1. ELIGIBILITY OF SWIMMERS

ART. 1 . . . Coaches shall submit a completed official team roster form with entry fees, and parent/participant acknowledgment forms prior to the first regular season meet of team, BEFORE A SWIMMER CAN COMPETE: (Information on roster shall be typed in, or)

- (a) A Computer generated roster may be submitted provided that all team and swimmer information is included, and
- (b) That swimmer information is included in this order: swimmer last and first name, date of birth, age, address, phone number. (Participant must show proof of age at registration.)
- (c) Rosters will not be accepted if they contain "~~striketroughs~~", information must be completely erased or whited out and initialed by the coach as being noted, or the roster must be retyped.
- (d) Fees are non transferable. After a name has been submitted with the fee, the name of another swimmer may not be substituted.

ART. 2 . . . The registration deadline will be the Friday three weeks into the Triangular meet season. The absolutely last day to submit additional entries shall be Friday, June 22, 2007 by 4:00 p.m. Any additions submitted throughout the regular season and prior to the absolute last day shall be done so on separate roster forms on each occasion. They may not be added to roster forms previously submitted. Note: Absolutely no phone call registrations will be taken. See also Art. 1.

ART. 3 . . . Responsibility for swimmers age group eligibility shall rest entirely with the coaches. Swimmers advance in age group on June 1. Children born on June 1 are considered to be the older age. "Swim-up" in age group shall not be allowed. Swimmers shall compete in their own age group. See Rule 2, Sec. 2, Art. 2.

ART. 4 . . . A swimmer registered, (COMPETING OR PRACTICING), with an organized year round swim team (USS) shall not be allowed to compete in any private or public swim league sponsored by the City Parks and Recreation Department Aquatics Division, unless they have been off said team as of the last day in the month of March. They may not compete in any USS sanctioned meet even as an independent. It shall be the coach's responsibility to ensure that a swimmer meets all eligibility rules. Proof of eligibility should be obtained from meet results, and/or official roster(s), and/or membership listings.

ART. 5 . . . Participants registered in the private league division may not compete in the public league division and visa-versa. See also Rule 2, Sec. 1, Art. 3.

ART. 6 . . . Collegiate swimmers, current or past, shall not be allowed to compete in any City swim league. They will, however, be allowed to coach. Non-collegiate swimmers who are coaches may compete in their age group provided that they are registered in the league.

ART. 7 . . . Coaches will coach only one team (private or public) within the City league at any time.

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III. MEET MANAGEMENT

Rule 2 - Swimming Competition

SECTION 1 - TRIANGULAR MEETS

ART. 1 . . . Neither teams nor swimmers shall organize or participate in organized practice sessions before Monday of the second week in May, (May 14th) Individual swimmers may work out on their own, and without a coach, prior to that date.

ART. 2 . . . Each team shall compete with the other teams within their division on a home-and-home rule basis. Teams shall not compete with any team outside the City league or their division. Practice meets which do not count for points may be held. See also Rule 2, Sec. 3, Art. 1.

ART. 3 . . . The first team listed on the schedule shall be the host team. As such they shall be responsible for providing the starter, scorekeeper, and two finish judges. The other team (s) shall be responsible for furnishing the remaining finish judges.

ART. 4 . . . Team members shall only compete for the one team they are registered with, and will not compete for another team or another league, which runs at the same time.

ART. 5 . . . If there is a problem with facility readiness for any meet, the meet shall be accordingly. See ART. 8.

ART. 6 . . . The regular league season schedule will be followed. However, should a scheduled meet date need to be changed, prior to the start of the meet, because of inclement weather or other bonafide reason, the change shall be made with mutual agreement between head coaches, and

(a) By notifying the Program Administrator or Aquatic Superintendent or their designated Officer before the change, and

(b) Writing in the scheduled meet date, and the date the meet was actually held, on the scoring sheet. See also Art. 7.

ART. 7 . . . ALL ENTRIES WILL BE ENTERED ON THE SCORING SHEET PRIOR TO THE START OF THE MEET AS WELL AS;

(a) On the Wednesday prior to the meet, and not later than 1:55 PM, the visiting team coach(es) will deliver completed meet sheets to the Parks and Recreation Aquatics Division office for the host team or deliver directly to the host team so they can complete the Scoring Sheets for the meet.

(b) Preferably with each entries first and last name. If space is limited, the first initial and last name will suffice. Names must be legible and readable. LAST NAMES MUST BE PROVIDED

(c) Substitutions are allowed up to the start of each event. If a swimmer cannot swim their entered event(s) they shall be scratched from said event(s), and

(d) If there is no name on the scoring sheet when the event has started, no points will be awarded regardless of whether the swimmer swam or not.

ART. 8 . . . The decision to discontinue a meet due to inclement weather shall be the responsibility of the home team. Rescheduling in order to complete the meet will also be decided at that time by the head coaches, and

(a) Home team must notify the Program Administrator or Aquatic Superintendent or their designated Officer of such decision, and

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(b) At the same time of the notification give the rescheduled date that the meet will be completed.

ART. 9 . . . The head coaches shall settle all disputes during the meet. Should a dispute remain unsettled, the meet shall be completed and the Program Administrator or Aquatic Superintendent notified of the nature and details of the unsettled dispute. After review of all reports, a final determination shall be made. For disputes concerning eligibility see Rule 1, Sec. 1, Art. 3, 4, 5, & 6.

ART. 10 . . . Coaches shall meet prior to the start of the meet and agree upon the way the meet is to be refereed and called. At that time they shall decide in what manner and to the extent that such points as entries into the water, touches, strokes, turns, and distances will be judged. Due to the level of ability in this league, the strokes should not be judged too critically for ages 10 and under. For those age groups the only disqualification should be from swimming the wrong stroke.

ART. 11 . . . Any team which does not complete a meet in order to protest that meet (walks off) will not be given an opportunity to re-swim the meet. If the other team completes the meet, all points will be awarded as usual. If there are any disagreements with the conduct of the meet, the meet shall be completed and then protest filed through regular procedures.

ART. 12 . . . Protests shall be submitted in writing and by phone, plus a phone call to the Program Administrator or Aquatic Superintendent by the next regular business day. A non-refundable administrative fee of \$20 per protest shall be charged. See also Rule 2, Sec. 4, Art. 13.

ART. 13 . . . Determinations on appeals, on protests, or rules interpretation by the Program Administrator or Aquatic Superintendent shall be made within three days (72 hours). Any appeals of those determinations shall be made to the Park Board Grievance Committee within 72 hours upon receipt of the determination.

ART. 14 . . . After a triangular meet, the home shall deliver the meet scoring sheet, for verification and certification, to the Aquatics Office prior to said team's next official scheduled meet. See also Art. 5 & 7.

ART. 15 . . . Swimmers must have competed at least once during the regular season to be eligible to swim in the divisional meet. See also Rule 2, Sec. 4, Art. 2.

SECTION 2. SWIMMING EVENTS

ART. 1 . . . Each swimmer may only be entered in 5 events and 2 relays.

ART. 2 . . . Age groups are as follows:

- 6 & Under Pee Wee
- 7 & 8 Midgets
- 9 & 10 Bantams
- 11 & 12 Juniors
- 13 & 14 Intermediates
- 15 – 18 Seniors

ART. 3 . . . Individual events are Breaststroke, Butterfly, Backstroke, and Freestyle. Two swimmers from each team for each age group in each individual event will count for points. The Individual Medley will be conducted for 11-12 and older only. Individual events for participants 10 & under will all be 25yds.

APPENDIX A – 4

Individual events for participants 11 & older will all be 50yds, except for the individual medley, which will be 100yds. Relays for 10 & under will be at 100yds and 200yds for 11 & older.

ART. 4 . . . There will be a co-ed Free Relay and Medley Relay in each age group. Order of strokes in the Medley Relay will be: Backstroke, Breaststroke, Butterfly, and Freestyle. A relay team shall consist of at least two girls in each age group. They may consist of as many as four girls. More than one relay team may compete in an event for a team but only one shall count for points. A relay team may have as many alternates as primary swimmers. The relay teams competing for points shall be declared prior to the start of the event.

SECTION 3. SCORING

ART. 1 . . . Points for Triangular meets will be score as follows:

Individual events:

- 1st = 7 pts
- 2nd = 5 pts
- 3rd = 4 pts
- 4th = 3 pts
- 5th = 2 pts
- 6th = 1 pt

Relays:

- 1st = 14pts
- 2nd = 10pts
- 3rd = 8pts

NOTE: Ribbons awarded in 1st thru 4th for individual events and first and second for relays. Ribbons are not awarded for practice meets or extra heats.

ART. 2 . . . If a team does not field an entry in an event, the team fielding the entry can earn the points provided that they swim the event.

SECTION 4. DIVISIONALS and CHAMPIONSHIPS

ART. 1 . . . Each team may enter each swimmer in 2 individual events and 2 relays. (Exhibition entries will not be allowed in either divisionals or championships).

ART. 2 & 3 . . . Swimmers listed as alternates in relays are solely for the purpose in the event that a primary swimmer(s) cannot swim or is not present in the divisional meet. All swimmers shall have swum in the divisional meet in order to be listed as entries in the championship meet. See Rule 2, Sec. 1, Art. 14. A relay team shall be allowed to have as many alternates as primary relay swimmers. (4x4). However, the coach must designate who the primary swimmers will be prior to the event by circling each of the 4 swimmers names. It shall be expected that the relay swimmers who swam in the divisional meet will be the same at the championship meet as long as they are present and physically able. Any changes to this must be made by the coaches at the scratch meeting prior to the start of the championship meet. See rule 2, Sect. 1 Art 15. All swimmers listed must have competed at divisionals.

APPENDIX A – 5

ART. 4 . . . Coaches shall complete and submit the official entry forms before 4 p.m. on the second Thursday of July, July 12th, 2007. See also Rule 3, Sec. 3, Art. 1.

ART. 5 . . . All events, except the backstroke, the swimmer will start either from the starting block or immediately beside the block on the deck at the base of the starting block.

ART. 6 . . . During the start of any and all relay events all swimmers except the lead off swimmer shall kneel behind the starting block of the lane in which their team is swimming.

ART. 7 . . . Swimmers not in position behind the starting blocks when an event is called up on the block shall be disqualified from said event unless it is shown to be the fault of the league or meet officials that the swimmer was not in position. Swimmers not signed up for an event at divisionals but show up may be entered into an event provided there is an empty lane and they meet all of the other qualifying requirements. Entrants will not be accepted after the meet has started

ART. 8 . . . Any swimmer touched or interfered with in any way by a coach, parent, teammate or any other party related to his/her team shall be disqualified from said event. If someone not fitting the above descriptions interferes with the swimmer then appropriate action shall be taken against the offending party and/or team.

ART. 9 . . . Coaches shall keep swimmers together and away from the timing area and meet officials. Only one coach from each team per swimmer will be allowed in the star area for the 10 & under events until the start signal is sounded. For all other events, (11 & over), coaches will remain in the coach's designated area behind the rope at the start end of the pool.

ART. 10 . . . Any questions, concerns, inquiries, etc. will be handled ONLY through the coach or their designated representative. Parents or spectators must make any report(s) to the coach.

ART. 11 . . . In divisional meets, the order of events will be: Butterfly, Backstroke, Individual Medley, Freestyle, and Breaststroke.

ART. 11a . . . In championships, the order of events will be free relay, Butterfly, Backstroke, Individual Medley, Freestyle, Breaststroke and medley relay.

ART. 12 . . . Scoring for the championship meet shall be as follows:

Individual events:

1st = 7 pts
2nd = 5 pts
3rd = 4 pts
4th = 3 pts
5th = 2 pts
6th = 1 pt

Relays:

1st = 14pts
2nd = 10pts
3rd = 8pts
4th = 6 pts
5th = 4 pts
6th = 2 pt

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Awards awarded in these places.

ART. 13 . . . Absolutely no protest will be considered after 24 hours after divisionals.

Rule 3 Conduct

SECTION 1. COACHES/TEAM REPRESENTATIVES/SWIMMERS

ART. 1 . . . Unsportsmanlike conduct will not be tolerated. This is to include, but not limited to:

- (a) Use of abusive language toward any league official, City Aquatics staff members, coach, swimmer, or spectator.
- (b) Attempting to influence or showing disgust at any league official or City Aquatics staff members.
- (c) Insulting or derogatory remarks, gestures or acts including taunting, aimed at any individual.
- (d) Physical violence or threat of, directed toward any league official, City Aquatics staff members, coach, swimmer, or spectator.
- (e) Being under the influence of, or consuming any alcoholic beverages or any kind of mind or behavior altering drugs.

Penalties:

1. First Offense: Suspension from the league for the remainder of the season to include divisional and championships. And one seasons probationary period thereafter effective upon returning to participate.
2. Second Offense: Suspension from the league for the remainder of the season to include suspension from the next scheduled season. And two seasons probationary period thereafter effective upon returning to participate.
3. Third Offense: Indefinite suspension from the league

ART. 2 . . . Penalties for second and third offenses shall also be placed on the coach.

ART. 3 . . . The use of any tobacco product by coaches, team representative or swimmers will not be permitted on City Property.

Penalties:

1. First Offense: The offender shall be suspended for the remainder of the season to include divisional or championships.
2. Second Offense: Suspension from the league for the remainder of the season to include suspension from the next scheduled season.
3. Third Offense: Indefinite expulsion from the league.

SECTION 2. INELIGIBLE SWIMMERS

Art. 1 . . . Any swimmer deemed ineligible for any cause, yet swimming in any regular season meet, shall cause the team they swim for to forfeit any and all meets in which said individual takes part. Furthermore, the swimmer shall be disqualified from further participation for the remainder of the league to include divisional and championship meets. A second violation shall result in an automatic indefinite expulsion from the City league.

ART. 2 . . . Any coach determined to be in violation of any ARTICLE in any rule that describes the ELIGIBILITY OF SWIMMERS shall be penalized as follows:

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Penalties:

1. First Offense: Suspension from the league for the remainder of the season to include divisionals and championships.
2. Second Offense: Suspension from the league for the remainder of the season to include suspension from the next two scheduled seasons
3. Third Offense: Indefinite expulsion from the league.

SECTION 3. LEAGUE FORMS & DEAD-LINES

Art. 1 . . . Coaches failing to accurately submit, on-time, official league forms, shall be deemed in violation of league rules.

Penalties:

1. First Offense: The offender will be suspended for the remainder of the season to include divisionals and championships.
2. Second Offense: Suspension from league for the remainder of the season to include suspension from the next scheduled season.
3. Third Offense: Indefinite expulsion from league.

SECTION 4. ADDITIONAL LEAGUE RULES

Art. 1 . . . The SPONSOR reserves the right and authority to add, amend, or delete any rule deemed appropriate!

Art. 2 . . . It is understood that each Club has their own set of house rules.

Violations of such rules must be brought to the attention of Club staff and Club staff should take any action deemed appropriate to remedy any violations.

Additionally, if such violations are also part of league rules as described in Rule 3 Conduct, the incident must be reported to the Program Administrator through the proper procedures as well. The host team should take careful consideration in providing appropriate accommodations for the visiting team and spectators as well as for themselves.

Art. 3 . . . A Peer Grievance/Ethics Committee consisting of one parent representative and one coach from each club will be established to hear all complaints and grievances. Any club not participating with at least one pair of representative on the committee will forfeit it's right to appeal. This will allow for governance of the rules within the spirit that they were written and provide a grievance outlet for parents. It will also provide a forum wherein a coach's performance may be shared among pools and teams and rehiring of problem coaches may be addressed. These meetings will be held on a regular basis at a location to be designated by the City Parks and Recreation Department Aquatics Division.

The City Parks and Recreation Department Aquatics Division will be notified prior to each meeting, in a timely manner, in order for their representative to be present. At their first meeting, the committee will elect the Chairman and appoint those committees necessary to draft procedural rules and regulations required to properly address the grievance and appeal process. Such draft procedures and any proposed changes will be submitted to the City Parks Board Grievance Committee for their approval.

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All matters to be considered by the Peer Grievance/Ethics Committee will be addressed by the club managers for resolution prior to being submitted to Peer Grievance/Ethics Committee. Should the Peer Grievance/Ethics Committee be unable to resolve a matter presented or should their decision be considered unacceptable by either party involved, the matter may be appealed in writing to the City Parks and Recreation Department Aquatics Division. Should the matter on appeal remain unresolved, the parties involved may appeal to the City Parks Board Grievance Committee. Decisions made by the City Parks Board Grievance Committee upon matters appealed from the City Parks and Recreation Department Aquatics Division will be considered final and there will be no further appeal.

The Peer Grievance/Ethics Committee will not receive or expend funds within the execution of their duties.

Both club representatives must be in attendance when their grievance is presented or discussed. If both club representatives are not present, the club will forfeit its right to appeal any and all committee decisions on the grievance present.

SECTION 1 DEFINITIONS

Art. 1 ... “Shall” and “Will” Denotes mandatory

Art. 2 ... “Activity” is any City-sponsored or City sanctioned program, event, or activity conducted by the department. Rules published by various programs, as well as these guidelines apply.

Art. 3 ... “Grievance Committee” is a committee appointed by the Board which hears appeals.

Art. 4 ... “Participant” is any team member, coach, sponsor, enrolled person, or any other person authorized to participate in a Department activity.

Art. 5 ... “Protest” is a Participant’s appeal to the Grievance Committee of the final ruling made by an administrator.

Art 6 ... “Rules” are the written rules/regulations published by and for each program/activity. All rules shall include a provision that no participant shall engage in Unsportsmanlike Conduct.

Art 7 ... “Unsportsmanlike Conduct” shall mean any of the following:

1. Repeated breaking of the rules.
2. Harassing / bothering any other person.
3. Repeated use of offensive language.
4. Verbal or physical abuse
5. Adverse comments concerning sex, race, national origin, or religion of another person.
6. Any other conduct that disrupts or interrupts an activity or event.

SECTION - 2 GUIDELINES

ART. 1 ... Agreement Applied - Any participant in any activity automatically enters into an agreement with the City to follow the Rules. Participants who break the rules must be dealt with accordingly.

Art 2 ... Rules: Each City-organized or city-sanctioned program shall establish rules, which shall be reviewed every three (3) years. The rules shall establish penalties, including suspension for violations. The rules shall also establish

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protest procedures. The maximum penalty, which can be imposed, is a five-year suspension.

Reasons for imposing a five-year suspension include:

1. The participant has caused or is likely to cause, physical injury to another person.
2. The participant has caused or is likely to cause damage to City property or the property of another person.
3. The participant has behaved in a manner that repeatedly interferes with the operation of a program/ activity or prevents the accomplishment of Department goals.

Art 3 ... Suspension: An Administrator may suspend a participant from an activity or facility when authorized by the rules... Before 5:00 PM on the second day after a decision to penalize a participant, the administrator shall inform the participant, the Director of the Parks and Recreation Department and any other appropriate persons of the following information:

1. The nature of the penalty
2. Why the penalty was imposed
3. How the penalty may be appealed.

Art. 4 ... Right to Appeal Participants may appeal the decision of an administrator to the Grievance Committee. Appeals must be submitted in writing within 72 hours of being notified of the decision. The written appeal shall be given to the Program Administrator. If there is no appeal within 72 hours, the decision of the Administrator shall be final.

Art 5 ... Scheduling The Appeal Hearing: The Grievance Committee shall hold one regularly scheduled meeting per month immediately before the regularly scheduled Park Board Meeting. If necessary, an On-Call meeting of the Grievance Committee shall be held. When the Administrator receives a written protest, he/she will schedule a hearing before the Grievance Committee. This hearing shall be held at the next regularly scheduled Grievance Committee Meeting if time allows. If not, the appeal will be heard on the next On –Call meeting. Notice of the hearing shall be given to the participant no later than 24 hours prior to the hearing.

Art 6 ... Hearing: At the hearing, the Grievance Committee shall hear the facts and give the participant an opportunity to be heard. At the end of the meeting, the Committee shall make a decision that will be taken to the Board in the form of a recommendation. The Committee can also recommend a change in the rules when it finds that the rules are not fair or equal or when the rules violate the rights of the participant. Or when the rules fail to further the goals of the program. The Committee's decision shall be given the participant at the meeting and followed in writing. The decision shall include:

1. The reason for the decision.
2. The right to appeal to the Board

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Art 7 ... Board Review: At its next regularly scheduled meeting, the Board shall review the finding of the Grievance Committee. The Board shall review only the record of the hearing. The decision of the Board is final. The participant shall not be allowed to present his/her case to the Board, unless new written evidence is presented prior to the hearing. This new evidence must show the following:

1. That the Grievance Committee clearly did not have ample evidence to make a recommendation and /or
2. The Grievance Committee did not apply the Rules Correctly.

If the Board finds that a second hearing is in order, they may either hear the appeal or refer the appeal to the Grievance Committee for a second hearing. The decision of the second hearing, whether by the Grievance Committee or the Board, shall be final.

APPENDIX B

CONCESSIONS TIPS AND PRICE LIST

Drinks:

Soda	\$.75
Water	\$ 1.00
Gatorade	\$ 1.00 - 1.50

Snacks:

Hot Dogs	\$ 1.00
Nachos	\$ 1.00 - 1.50
Chips	\$.50 - 1.00
Candy	\$.50 - .75
Pickles	\$.75
Power Bars	\$ 1.00
Fruit	\$ 2.00

Suggestions for TEAM SUPPLIES – SUITS, GOGGLES, T-SHIRTS

Swim Suits

Lane 4 Swim Shop, Boys suit \$25, Girls suit \$40.

Caps

Big 5 Sporting Goods

T- Shirts

Apparel Enterprises (\$5.40 each)