



Chesterfield Aquatic League Handbook

MISSION STATEMENT

The mission of Chesterfield Aquatic League is to provide our swimmers and their families an opportunity to participate in organized swimming in a setting that promotes growth and fellowship.

To our swimmers we will provide a fun and enjoyable atmosphere that encourages the principles of honesty, integrity, and good sportsmanship through competition; enhances physical fitness; builds self-esteem; and allows for the development of new friendships.

To our families we will provide a fun activity that emphasizes the involvement of the entire family and community in a surrounding that encourages camaraderie and a commitment to common goals.

To our teams we will provide an environment that fosters the development of team spirit through the commitment of the group to the above values and principles.

We believe we can best accomplish our missions through a unified effort toward mutual trust, honesty, and integrity between swimmers, families, swim teams and communities.

--Adopted by Chesterfield Aquatic League on October 18, 1990

BYLAWS
OF
CHESTERFIELD AQUATIC LEAGUE, INC.

ARTICLE 1
Directors

1. General Powers. The business and affairs of the Corporation shall be managed by the Board of Directors, which shall have all voting power.
2. Number of Qualifications of Directors. The Board of Directors shall consist of one voting individual from each team. The number of Directors may be changed by amendment of these Bylaws but shall not be less than one per team.
3. Election of Directors. Directors shall be elected or appointed at the annual meeting by a majority vote of the incumbent Directors. Directors serve one-year terms and may be reappointed.
4. Place and Notice of Director's Meetings. Regular meetings of the Board of Directors may be held without special notification at such time and place as shall be determined by resolution of the Board. The annual meeting of the Board shall be held in February. Special meetings of the Board may be called at any time by the President or any Director and shall be held upon notice given by electronic mail or telephone (at least two days before the meeting) to all the Directors, stating the time and place of the meeting. Neither the business to be transacted nor the purpose of any regular or special meeting of the Board need to be specified in the notice of the meeting.
5. Quorum and Voting Requirements. Two-thirds of all league Directors will constitute a quorum. The Board may approve any action, which does not by statute require approval by a greater number of Directors, by a majority vote of the quorum.

ARTICLE II OFFICERS

1. General. The officers of the Corporation shall consist of a President, a Vice President, a Secretary, a Treasurer and a Past President. The President shall be a Director. The terms of office of all officers shall end at the October meeting of the Directors at which time new officers shall be elected. A Nominating Committee of the four incumbent officers shall present names of suitable candidates for the officers to be elected by Directors at the Annual meeting. Any person may hold any two or offices simultaneously.
2. President. The President shall be the chief executive officer of the Corporation. The President shall preside over all meetings of the Board of Directors, perform such other duties as may be prescribed from time to time by the Board of Directors, and have all other powers and duties that pertain to position as chief executive officer.
3. Vice President. The Vice President shall preside over all meetings of the Board of Directors in the absence of the President. The Vice President shall perform such other duties as may be prescribed from time to time by the Board of Directors and have all other powers and duties that pertain to position.
4. Secretary. The Secretary shall certify the actions of the Board of Directors when necessary, keep the minutes of the meetings of the Board of Directors, maintain the records of the Corporation, give notice of any meetings of the Board of Directors, and have such other powers and duties as may be prescribed by the Board of Directors from time to time.
5. Treasurer. The Treasurer shall have custody of all operating funds of the Corporation. The Treasurer shall see that a true and accurate accounting of the financial transactions of the Corporation is made and that regular reports of such transactions are presented to the Board of Directors.
6. Past President. The Past President shall perform such duties as may be prescribed from time to time by the Board of Directors and have such other powers and duties that pertain to the position.
7. Removal of Officers and Agents. Any officer may be removed with or without cause at any time when the Board of Directors in its absolute discretion shall consider that the removal will serve the best interests of the Corporation. Election or appointment of an officer shall not of itself create contract rights.

ARTICLE III
Operating Committee

1. General. The day to day operations of the Corporation shall be conducted by the Operating Committee. The Operating Committee shall meet at least twice during the year, once in the spring and once in the fall, and as necessary when called by the President or a majority of the Board of Directors.
2. Committee Members. The Operating Committee shall consist of the coach and at least one parent representative from each team. The coach serves only as an advisor to the parent representative(s). The parent representative(s) shall be designated annually by their respective participating teams and appointed, subject to approval of the Board of Directors, at the annual meeting. Parent representatives may serve consecutive terms as designated by their participating teams.
3. Quorum and Voting Requirements. Each team has only one vote on any issue addressed by the committee. A simple majority vote of participating teams is required to approve any action of the Operating Committee.

ARTICLE IV
Rules and Regulations for Swimming Competition

1. Rules. Unless otherwise stated, the standards and rules of U.S. Swimming shall serve as guidelines for the operation of all swim meets. The operating committee will oversee the interpretation and enforcement of rules.
2. Fees. The Board of Directors shall establish annually the fees to be paid to the Corporation by participating teams and/or swimmers. These fees shall be uniform for all. No fees will be refunded after the first meet of the season.
3. Swim Meets. Dual swim meets, the Championship Swim Meet, and a rain date for the Championship Swim Meet will be scheduled on the days and a time designated by the current Operating Committee. The dates of the dual meets may only be changed, except for inclement weather, upon the majority vote of a quorum of the operating committee. If the Championship Meet should be postponed due to inclement weather, the previously established rain date will be used. Cancellation of the Championship Swim Meet may be considered by a majority vote of the quorum of the operating committee.

4. Classification. The classification of swimmers shall be as follows: *(3/2018)*
 - a) Ages 6 and under
 - b) Ages 7 and 8
 - c) Ages 9 and 10
 - d) Ages 11 and 12
 - e) Ages 13 and 14
 - f) Ages 15 through 18

5. Governing Age. The swimmers age on May 31, of the competition year, will be used throughout the swim season to define the age group classification. A swimmer born on May 31, is considered at the older age for the entire season. For purposed of software, May 31 will be used as the “age-up date”.*(3/2016)*

ARTICLE V

Participating Teams, Rules and Membership

1. Participating Team. The Corporation’s participating teams will be established by the Board of Directors and on terms and conditions determined by the Board of Directors. All new teams will be required to pay an initiation fee that is established by the Board of Directors.
2. Pool Requirements. No team may be a participating team unless it has access to a 25-yard or 25-meter pool with properly marked lanes and regulation starting blocks.
3. Denial of Participation. A participating team or any member of a participating team may be denied participation in any future activities of the Corporation for failure to abide by the Corporation’s rules, by a majority vote of a quorum of the Board of Directors at a duly called meeting.
4. Intra-league Competition. In intra-league competition each swimmer must swim only the team for which he/she has declared and only for the team in which he/she is a member in good standing.
5. Transfers. A swimmer may not transfer from one participating team to another without the approval of the Operating Committee.
6. Coach Restrictions. Any person designated and/or paid as a head coach or assistant coach may swim only if they meet the qualifications in Article V.

7. Registration of Swimmers. Two copies of each participating team's roster will be sent to the treasurer by the date determined by the Operating Committee. The roster shall be dated and shall list swimmers alphabetically and shall set forth therein their ages, birth dates, sexes, telephone numbers and age group classifications. A parent representative shall certify that all swimmers on the roster are members in good standing of the participating team. Additions to the roster must be submitted each week and accompanied by the registration fee. A swimmer must be registered before he or she can swim in a league meet. Additions to the roster must be received at least 24 hours prior to the start of the meet.
8. Disqualification and Penalty. The Operating Committee will review and address violations of any of the rules set forth in paragraphs 3,4,5 or 6 above. The swimmer will be disqualified as soon as, and whenever this fact is discovered. In addition, such participants' teams will be penalized 20 points per swimmer per event in which the offending swimmer(s) competed and in which the violation occurred and each of the such events will be rescored.

ARTICLE VI
Miscellaneous Provisions

1. Fiscal Year. The fiscal year of the Corporation shall be the calendar year.
2. Amendment of Bylaws. The power to alter, amend or repeal the Bylaws of the Corporation or to adopt new Bylaws shall be vested in the Board of Directors which may act by a majority of a quorum at a duly called meeting provided notice of the intention to amend the Bylaws and the nature of the amendment is given at least ten days before such meetings.
3. Seal. The seal of the Corporation shall be a flat-faced circular die having two concentric circles on which there shall be engraved the words "Corporate Seal".