

**BY LAWS  
OF  
MONTANA FEDERATION OF SWIMMERS  
Updated 2024**

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**OFFICERS:**

<b>President:</b>	<b>Peder Underdal</b>	<b>Shelby</b>
<b>Secretary:</b>	<b>Jennifer Maxwell</b>	<b>Lewistown</b>
<b>Treasurer:</b>	<b>Jennifer DeGuzman</b>	<b>Lewistown</b>
<b>West Director:</b>	<b>Nathan Merrill</b>	<b>Big Sandy</b>
<b>East Directors:</b>	<b>Morgan Lekvold</b>	<b>Scobey</b>
	<b>Melissa Sanders</b>	<b>Sidney</b>

# BY LAWS

## ARTICLE I. OFFICERS

- Section 1. Principal Office. The principal office of the corporation shall be located at 4635 Cottonwood Creek Rd., Lewistown, MT 59457 (Secretary). The corporation may have such offices, either within or without the state of Montana, as the Board of Directors may designate or as the business of the corporation may require from time to time.
- Section 2. Registered Office. The registered office of the corporation required by the Montana Nonprofit Corporation Act to be maintained in the state of Montana may be, but need not be, identical with the principal office in the state of Montana, and the address of the registered office may be changed from time to time by the Board of Directors.

## ARTICLE II. MEMBERS

- Section 1. Description. Members are all active swim teams that have been accepted into the Federation.
- Section 2. Annual Meeting. The Spring Meeting (described below) shall be the Annual Meeting.
- Section 3. Special Meetings. Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by the statute, may be called by the President or by the Board of Directors, and shall be called at the request of the members of not less than one-fourth of all members entitled to vote at the meeting.
- Section 4. Place of Meeting. The Board of Directors may designate any place, either within or without the state of Montana, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. A waiver of notice signed by all members entitled to vote at a meeting may designate any place, either within or without the state of Montana, as the place for the holding of such meeting. If no designation is made, or if a special meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the state of Montana.
- Section 5. Notice of Meeting. Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than 15 nor more than 50 days before the date of the meeting.

- Section 6. Quorum. Three-fourths of the members entitled to vote, represented in person (or by proxy), shall constitute a quorum at a meeting of members. If less than three-fourths of the members are represented at a meeting, a majority of the members so represented may adjourn the meeting from time to time without further notice. At such adjourned meeting at which a quorum shall present or represented, any business may be transacted which might have been transacted at the meeting as originally notified. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.
- Section 7. Proxies. At all meetings of members, a member may vote by proxy executed in writing by the member or by his duly authorized attorney in fact only upon the questions of location of the Divisional and State meets. Such proxy shall be filed with the secretary of the corporation before or at the time of the meeting. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.
- Section 8. Voting of Members. Subject to the provisions of Section 9 of this Article II, each member entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of members.
- Section 9. Cumulative Voting. At each election for Directors, every member entitled to vote at such election shall have the right to vote, in person for as many persons as there are directors to be elected from his Division and for whose election he has a right to vote.
- Section 10. Informal Action by Members. Any action required to be taken at a meeting of members, or any other action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

## ARTICLE III. BOARD OF DIRECTORS

- Section 1. General Powers. The business and affairs of the corporation shall be managed by its Board of Directors.
- Section 2. Number, Tenure, and Qualifications. The number of directors of the corporation shall be four (4). Each director shall hold office until his successor shall have been elected and qualified.
- Section 3. Regular Meetings. A regular meeting of the Board of Directors shall be held without other notice than this bylaw immediately after, and at the same place as the annual meeting of members. The Board of Directors may provide, by resolution, the time and place, either within or without the state of Montana, for the holding of additional regular meeting without other notice than such resolution.
- Section 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any three (3) directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the state of Montana, as the place for holding any special meeting of the Board of Directors called by them.
- Section 5. Notice. Notice of any special meeting shall be given at least 48 hours prior thereto by written notice delivered by email to each director Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, not the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.
- Section 6. Quorum. A majority of the number of directors fixed by Section 2 of Article III shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.
- Section 7. Manner of Acting. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.
- Section 8. Compensation. By resolution of the Board of Directors, the Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors. No such payment shall preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

## ARTICLE IV. OFFICERS

- Section 1. Number. The officers of the corporation shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors from members of the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, except the offices of the President and the Secretary.
- Section 2. Election and Term of Office. The officers of the corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the Board of Directors held after each annual meeting of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until their successor shall have been duly elected and shall have qualified or until his/her death or until he/she shall resign or shall have been removed in the manner hereinafter provided.
- Section 3. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.
- Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.
- Section 5. President. The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. He/She shall, when present, preside at all meetings of the members and of the Board of Directors. He/She may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.
- Section 6. Vice-President. In the absence of the President or in the event of his/her death, inability, or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers

of and be subject to all the restrictions upon the President. Any Vice-President shall perform duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Section 7. Secretary. The Secretary shall:

- a. Keep the minutes of the members' and of the Board of Directors' meetings in written or typed format accessible to the Board;
- b. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- c. Keep all correspondence for the Federation.
- d. Make arrangements for meetings held by the membership.
- e. Electronically distribute director nomination material to each team by July 1. On the deadline of July 15, collect, collate and post replies from interested parties prior to the state meet. (Revised 3/24/13)
- f. Be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized;
- g. Keep a register of the post office and email address of each member which shall be furnished to the Secretary by such member;
- h. In general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him/her by the President and by the Board of Directors.

Section 8. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sums and with such surety or sureties as the Board of Directors shall determine. He/She shall:

- a. Have charge of and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article V of these Bylaws; and
- b. Pay all outstanding accounts for the Federation with the Chairman's approval.
- c. Collect all clubs' annual fees.

- d. Supply all membership with statement of income and expenses once a year.
- e. Order the U.S. Swimming book for each team and distribute at Spring Meeting.
- f. In general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.
- g. Shall complete the required yearly paperwork to secure the Federation's tax-exempt status and Business Entity Report with the state of Montana

## **ARTICLE V. OPERATING RULES**

### Purpose

It is the purpose of the swimmers, coaches and parents to promote a competitive summer swimming program. The goal of the Federation is to have friendliness that will open lines of communication and provide support to those in the Federation.

### MEETINGS

#### 100.0

100.0 Semi-annual: The semi-annual meetings of the Montana Federation of Swimmers are held between March 15 and April 15 for the Spring conference and the Summer meeting is held at the State Swim Meet in August.

- A. A notice of 15 days and no less shall be given in writing/email to the membership.
- B. The notice shall give time, date, and place along with an agenda for the meeting.
- C. Date and location for Spring Meeting may be decided at the Summer Meeting.
- D. All By-law changes must be proposed 14 (fourteen) days before either semi-annual meetings.

100.2 Order of Business: At all meetings with one representative from each team and Board of Directors, the following is the order of business:

- A. Roll call.
- B. Reading, correction of minutes and approval.
- C. Treasurer's report.
- D. Reports by the Directors.
- E. Reports by the Committee Chairman.
- F. Unfinished Business.
- G. Elections where appropriate.

- H. New business.
- I. Divisional and State meets.
- J. Invitational meets.

100.3 Quorum: The quorum shall be three-fourths of all members eligible to vote.

- A. Only one vote from each club is allowable.
- B. No proxy votes are allowed except in the process of bidding for a meet and can only be registered by a director.

100.4 Membership Responsibilities:

- A. Membership will have the responsibility of making rule changes by voting.
- B. Any questions to rules and regulations should be forwarded to the chairman in writing for review and investigation.
- C. Permanent changes can be made and voted on by three-fourths vote at annual meeting.
- D. Each team will provide a roster of swimmers with birth dates to the Federation Secretary. Also, the appropriate insurance premiums to the Treasurer by June 15.
- E. Each local team is responsible for being compliant with the requirements set forth by the insurance policy.

## **TITLES**

200

200.1 Board of Directors:

- A. Two directors shall be elected by secret ballot each year at the summer meeting and shall serve two-year terms. The Secretary will electronically distribute nomination forms to each team prior to the Divisional meet requesting basic biography information from people interested in serving. This information will be emailed out prior to state with those that reply being on the initial ballot, with additional nominations accepted from the floor. Application must be submitted by July 15.
- B. President/Chairman of the Board shall be selected from within the four board members, and as decided by themselves.
- C. The Board of Directors will investigate and advise on any decisions concerning club and swimmers membership.



- D. The Directors will also make and approve of any decisions concerning meet regulations that arise.
- E. The Board of Directors is also obligated to provide the membership with decisions regarding Federation rules and regulations as set forth in the Bylaws. Questions arising that are not in the Bylaws will be made by the Board of Directors.
- F. Vacancies will be filled by the Chairman's appointment, until elections can be held.

200.2 Secretary-Treasurer:

An "acting" Secretary and Treasurer may be appointed by the Board of Directors to fulfill the above duties. The "acting" Secretary and Treasurer need not be a member of the Board of Directors.

200.3 Record Chairman:

- A. Keeps all records set by the Federation.
- B. Updates records from the information sent by each meet manager on weekly basis during the summer swim season.
- C. Records must be verified by two sources (ie, touchpad, pickle or 2 stop watches) and be set at an approved meet.
- D. Must approve the records along with the Board of Directors for final posting.
- E. Supplies the Federation Secretary with most current records before the Spring Meeting.

## CLUB MEMBERSHIP IN FEDERATION

### 300.0

300.1 Requirements: Federation clubs must compete only during the summer months and limit practice as a team from June 1 to September 1. Federation team members may not swim on a regular schedule, more than once per week from September 1 to the following June 1.

- A. Organized swim training from September 1 to the following June 1 is expressly prohibited.

- B. Swimming during vacation or travel associated business that is not directly in conflict of provision 300.1A will not be a violation of this rule.
- C. Federation members may participate in two (2) swimming clinics per year.
- D. Federation clubs may participate in one (1) clinic per year as a team.
- E. Officers of each member club are responsible for seeing that this rule is adhered to by all team members.
- F. Team members who are required to swim in a school P.E. program are exempt in this regard. Required as defined here, indicates that there are no other PE options offered in the school's PE curriculum other than swimming.
- G. Dry land training is permissible as a team from May 1 to September 1.
- H. After thorough investigation, a team found in violation of this rule, will receive a written warning from the board of directors for the first offense. Continued substantiated violations of this rule will result in the entire team being placed on probationary status where they will be unable to compete for any team trophies for the remainder of that season.
- I. After thorough investigation, an individual found in violation of this rule will have their federation records redacted and will only be allowed to swim exhibition for their remaining years.
- J. Substantiated evidence must be verified through the Federation Board.

300.2 Fees: All clubs must pay the annual administrative fee set by the Board of Directors in order to participate and vote. This fee must be paid before Divisional Meet, if the club is to participate in the two championship meets.

- A. Fees include a copy of Montana Federation Bylaws and one copy for each team of the U.S. Swimming Rules Book.
- B. All teams will receive copies of minutes from meetings, list of all clubs, and any forms to be used during the year.

300.3 Eligibility of Clubs: Questions pertaining to eligibility of clubs will be directed to the Chairman of the Federation.

- A. Questions must be submitted in writing to the chairman for review and investigation by the Board of Directors.
- B. Directors will submit to the membership at the next semi-annual meeting for a three-fourths vote of the members.

- C. Expulsion of a club from the Federation needs a three-fourths vote by the members present.
- 300.4 Divisional Teams: The Federation is divided into two (2) divisions, East and West. Each division has two directors.
- 300.5 Records Submissions: Host teams are required to submit data on the Federation records broken to the Records Chairman or Secretary within 48 hours of conclusion of the swim meet. It is recommended to use the Hy-tek swim meet program. Either email the finished database, or the form provided by the program, which can be emailed or texted.

## **ELIGIBILITY OF SWIMMERS**

### 400.0

- 400.1 Requirements: All swimmers must be regular members of a Federation club. Swimmers who have practiced and/or competed on another swim team after September 1 of a given year will be ineligible for the summer season of the following year.
- A. A swimmer shall not be eligible to swim on a Federation team unless he or she lives in a community (community defined as the surrounding area of the Federation Club) having a Federation Club.
  - B. Swimmers must be living with their parents or a legal guardian in that community in which there is a Federation Club.
  - C. Any swimmer who comes from an area where there is no team, may apply for unattached status through the Board of Directors.
  - D. Questions pertaining to eligibility must be submitted in writing to the Federation Chairman for review and investigation.
- 400.2 Age:  
Age: A swimmer's age on January 1 for all age groups, except Seniors. Senior swimmers may compete during the summer following the Senior's graduation from High School, if the swimmer has not reached nineteen (19) years of age before January 1 of that year.
- A. A swimmer must swim in their own age group in individual events.
  - B. No age up expo swimming
  - C. A swimmer may only move up one age group to swim on a relay team. No more than two (2) team members may move up one (1) age group to swim on a relay team.
  - D. Age Divisions for Swimmers:

Bantams.....8 and below  
Midgets.....9 and 10  
Juniors.....11 and 12  
Intermediates.....13 and 14  
Seniors.....15 thru 18

## INVITATIONAL MEETS

### 500.0

500.1 Conditions of Competition: The Federation shall follow the rules set forth by the U.S. Swimming, for Short Course. Exceptions made only by the Board of Directors, or unless stated in Montana Federation Bylaws. At invitational meets, teams should follow the same rules as the divisional or state meet, with the following listed options.

500.2 Clothing and Attire:

- A. US Swim approved attire and accessories are acceptable attire for swimming.
- B. No flotation aids, wet suits, or other gear is allowed in any event

500.3 Meet Regulations:

- A. A break shall be at the discretion of the host team.
- B. Foreign swim team or swim team members not belonging to the Federation may swim but no points given. Awards are at the discretion of the host team. Federation records may not be set by non-Federation members.
- C. Exhibition events and swimmers may be allowed at the discretion of the host team, provided that all swimmers must be eligible to participate under Bylaw 400.00. Waivers of eligibility requirements for exhibition swimmers may be granted by the host team unless specifically required, in writing not to do so by the Federation Board of Directors.
  - 1. It is the Coaches responsibility to ensure that no exhibition swimmer scores team points and that wintertime swimmers do not compete at any other level than exhibition. A team found in violation of this rule, will receive a written warning from the board of directors for the first offense and will not be able to enter any additional exhibitions swimmers for the remainder of that season. Continued substantiated violations of this rule will result in the entire team being placed in probationary status where they will be unable to compete for any team trophies for the remainder of that season.
  - 2. Substantiated evidence must be verified through the Federation Board
- D. Awards and ribbons should be prepared and ready to take at the end of the meet.

500.4 Order of Events: Shall follow the list for Divisional and State, unless host team chooses otherwise.

- A. At a two-day meet, all individual events, except Individual Medley (IM), 100 Fly, 200 Free and 400 Free will be swum as preliminaries on Saturday. A consolation heat followed by a finals heat will be swam on Sunday as timed finals.
- C. Individual Medley (IM) swum on Saturday, 400 Free, 200 Free and 100 Fly will be swum on Sunday as timed finals.
- D. At a one-day meet, all events will be swum as times finals.

500.5 Entries:

- a) Only one (1) relay team per club is allowed in each event, unless host team chooses otherwise.
- b) Mixed relay events will consist of two boys and two girls of the age group specified for the event. A swimmer may compete in either the mixed relay or the regular but may **NOT** compete in both. The swimmers may be placed in any order in the race and the rest of the rules for a relay event be it medley or freestyle will remain the same.
- c) All entry fees must be paid before the Sunday scratch session, in order to swim. The charge per entry at invitational meets shall be \$1.00 per event (.25 of this goes toward trailer fees) and \$3.00 per relay team (\$1.50 of the relay fees goes toward trailer fees).
- d) In order to maintain the touchpad trailers for both East and West a trailer maintenance fund will be established and run by the Federation treasurer/secretary. For each invitational meet, \$0.25 of the \$1.00 charged for each individual event will be sent to the trailer fund. For each relay at invitational meets, \$1.50 of the total \$3.00 per relay will be sent to the trailer fund. The hosting team will keep the remaining \$0.75 per individual event and \$1.50 per relay for their club. Trailer maintenance fees shall be sent to the Federation treasurer/secretary no later than two (2) weeks after the completion of the invitational meet.

500.6 Disqualifications:

- A. Disqualification must be explained by stroke judge to swimmer and/or coach as soon as race is complete and no sooner.
- B. From the time the meet starts until the end of the meet, any use of alcohol, tobacco or illegal drugs will be cause for disqualification from any further events at that meet.

- C. Any infraction concerning rules of conduct, race regulations, clothing, listed by U.S. Swimming is cause for disqualification, if deemed necessary.

500.7 Scoring:

- A. Scoring follows the same procedure as Divisional and State meets, depending on lanes.
- B. High point trophies shall be awarded to each age group and for each girl and boy.
- C. Relay trophies may be awarded to team with highest relay totals, at meet manager's discretion.

500.8 Officials:

- A. Stroke Judges are required to attend the morning stroke judges meeting at each meet they attend and serve as stroke judge. It will be at the discretion of the Head Stroke Judge and or Meet Manager to allow someone to serve as a stroke judge if they did not attend the stroke judge's morning meeting. (Revised 3/25/07)

Scorers:

- A. A fully automated timings system (touchpads) will be used when available. Pad times will serve as the official time in all races. Ideally three timers will be used, one on the button (pickle) and two with hand held watches.
  - a) If the pad fails or the swimmer doesn't touch the pad, then a button time will be used. Pad times will be compared to the hand times on the card. If card/heat sheet times are used for one swimmer in a heat, they must be used for all swimmers in that heat.
  - b) If the pad and button fail then the cards (or heat sheets) with a minimum of two hand times will be used.
  - c) If three timers are used, the middle time should be used unless you only have two (2) times, then you should average the times.
  - d) There should be at least three (3) timers per lane, however, if a shortage of timers exists two can be used with one person controlling both a watch and the pickle.

- B. All points for individual events and relays should be tabulated and posted. Any disagreements must be addressed to the meet manager within 30 minutes of posting.



## DIVISIONAL AND STATE MEETS

600.0

600.1 Conditions of Competition: Federation shall follow the rules set forth by the U.S. Swimming, for short courses. Exception made only by the Board of Directors or unless stated in Montana Federation of Swimmers Bylaws.

- A. Divisional and State sites will be decided at the summer meeting. Bids for Divisional and State meets must be submitted to the Federation Secretary by July 15. Bids can be withdrawn if necessary. Those meets will be selected by secret ballot. Bids for Divisional or State Swim Meets must be withdrawn prior to ballots being cast for either meet. The West will vote on State when it is their turn to host the State Swim Meet and the East will vote on State when it is their turn to host the State.
- B. Bids for State Meet will rotate between each Division (East and West) on a yearly basis. No team will host the State Meet consecutively in their division unless no other team bids the State Meet. If the Division whose turn it is to host the State Meet declines, it will be held in the other Division, i.e. if it is the East's turn to host the State Meet and they decline, it will go to a team in the West.
- C. Bids for both East and West Divisional Meets will rotate within each Division (East and West) on a yearly basis. Each Division shall be divided into two divisions. (East has both west and east within itself; likewise, West has both west and east within itself). No team will host the Divisional Meet consecutively in their division unless no other team bids the Divisional Meet. For example, if a team within the west of the West division whose turn it is to host the Divisional Meet declines, it would be offered to another team from that same division (west of the West) first. If no team wanted it, a team from the other side of the division (east of the West) would be offered it.

East and West Divisions shall be divided as follows:

<u>EAST</u>		<u>WEST</u>	
<u>West Side</u>	<u>East Side</u>	<u>West Side</u>	<u>East Side</u>
Lewistown	Glendive	Bitterroot	Fort Benton
Roundup	Plentywood	Choteau	Conrad
Chinook	Sidney	ColumbiaFalls	Shelby
Malta	Scobey	Cut Bank	Chester
Harlem	Glasgow	Plains	*Fairfield
			*Big Sandy

\*denotes will not host a meet

600.2 Meet Regulations:

- A. All Championship Meets will begin at 10:00 a.m., unless approved by Board of Directors.
- B. Divisional meets are held one week prior to the State Meet, which is the first weekend in August or the last weekend in July.

600.3 Age: Shall follow that set up in Eligibility of Swimmers (400.2).

600.4 Rules of Strokes: Shall follow that set up in U.S. Swimming Rules Book (Section 101), except for backstroke (8-2-1e) under National Federation Rules for Montana High School Association. The following rule is the interpretation followed by The National Federation of Swimmers, Stroke Judges and Officials.

.1a Start

- A. The swimmer shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips.
- B. Prior to the command “take your mark” and until the feet leave the wall at the starting signal, the swimmer’s feet, including the toes, shall be placed under the surface of the water. Standing in or on the gutter or curling the toes over the lip of the gutter is NOT permitted at any time before the start. A backstroke starting block may not be used.

.2a Stroke

Standing in or on the gutter or curling the toes over the lip of the gutter immediately after the start is NOT permitted. The swimmer shall push off on his/her back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance not more than 15 meters (16.4 yards) after the start and each turn. By that point, the head must have broken the surface of the water.

.3a Turns

Upon completion of each length, some part of the swimmer must touch the wall while on the back. During the turn the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn. After the initiation of the turning action by the single arm pull or simultaneous double arm pull, no additional arm pulls may be started; however kicking or gliding action may be permitted. Once the body has left the position on the back, NO part of the

### .3a Turns cont.

swimmer's body may touch or make contact with the wall of the pool, gutter or starting blocks until returning to the back position. Any contact before continuing to the back position is NOT allowed and will result in disqualification. *Sculling* IS permitted only if the swimmer makes a continuous single arm pull or a continuous simultaneous double arm pull and comes up short of the turn and cannot touch the wall on the back. Sculling back is only permitted if the swimmer does not touch the bottom of the pool or turn past vertical, but sculls back to the wall and then can touch with the feet and continue.

### .4a Finish

Upon the finish of the race, the swimmer must touch the wall while on the back. Amended March 2003

### 600.5 Entries:

- A. Each participant may enter only three (3) individual swimming events, plus two (2) relay events either of mixed or same gender teams.
- B. No swimmer can swim unless they have swam in at least two (2) meets prior to Divisional and qualified. Any questions to this ruling must be reported to the Chairman of the Federation for approval.
- C. A swimmer is allowed 20 minutes between his/her events. It is the responsibility of the coaches to inform the officials if a swimmer has not received this 20 minute rest period.
- D. Only one relay team per club is allowed in each event.
- E. All entries, in a Hy-tek advancers file from Divisionals, should be sent no later than Tuesday of the week of the State Meet.
- F. The following entries from Divisionals should be sent:
  1. The top twelve (12) place swimmers from Divisional should be entered in the State Meet.
  2. Places 13 through 15 will be the alternates in case of no-show, illness, or any other emergency.
  3. Relays will work accordingly: top six (6) with two alternates from each division.
  4. No cards will be changed, other than scratch or mistake by meet manager.

- G. All entry fees must be paid before the Sunday scratch session, in order to swim. For Divisional and State Meets the cost shall be \$1.75 per event and \$3.50 per relay teams (\$0.25 per ind. Event and \$1.00 per relay shall go to the trailer maintenance fund.
- H. In order to maintain the touchpad trailers for both East and West a trailer maintenance fund will be established and run by the Federation treasurer/secretary. For each divisional and state meet, \$0.25 of the \$1.75 charged for each individual event will be sent to the trailer fund. For each relay at invitational meets, \$1.00 of the total \$3.50 per relay will be sent to the trailer fund. The hosting team will keep the remaining \$1.50 per individual event and \$2.50 per relay for their club. Trailer maintenance fees shall be sent to the Federation treasurer/secretary no later than two (2) weeks after the completion of the invitational meet.

#### 600.7 Disqualifications:

- A. Any swimmer who completes their qualifying heat legally on the first day of Divisionals and State Meet and subsequently is disqualified in the finals, will be relegated to the lowest place in their respective finals heat, with the points awarded as designated by said place, but can be eligible to swim in the State Championship Meet.
- B. A swimmer, who for any reason after legally swimming in qualifying heat, is not able to swim in the Divisional Finals, will be replaced by an alternate with said alternate receiving finals points and qualifying for State Championship Meet. An exception to this rule would be if the swimmer not able to swim in finals heat is at his/her respective starting block at the start of the race and is able to put a foot in the water, the procedure described in paragraph "A" would apply, or approval by the Board.
- C. Disqualified swimmers or relay teams who have not completed a race legally at Divisionals, are NOT eligible for the State Meet.
- D: One false start as determined by the starter is allowed per race. Upon the first false start, all lanes (field) are charged with a false start regardless of which lane actually made the infraction, and the heat shall be recalled. Upon any additional false starts in the heat, the swimmer(s) initiating the false start or recognized as a swimmer in motion prior to the starting signal will be disqualified from that event. The disqualifying false start must also be independently observed and confirmed by two of these three meet officials, starting block stroke judges and/or starter, and the disqualification will be given at the end of that heat.
- E. Any infraction of stroke rules set by U.S. Swimming will result in disqualification (except for as explained above in Section 600.4).

- F. Curfew infraction may result in disqualification by meet manager. Curfews will be no later than times stated below for age groups:

Bantams.....9:30 p.m  
Juniors.....10:30 p.m.  
Intermediates and Seniors.....11:30 p.m.

- G. Any abuse of alcohol, illegal drugs, or tobacco will be cause for disqualification if deemed necessary.
- H. Any inappropriate conduct including obscene gestures, language, or harassment may be cause for disqualification.

600.8 Warm-up Procedure: Warm-ups will be done by team. Coaches will be responsible for supervising their teams during warm-ups along with stroke judges. A warm-up schedule of 15 minutes per team will be determined by the meet manager. Times will be assigned to whole teams. The host team will be assigned their lanes in the earliest warm up time slot.

600.9 Scratch Procedure: All scratches must be submitted to Meet Manager in writing prior to coaches’ meeting at invitational meets. All scratches for State Swim Meet must be submitted by Tuesday 12:00 noon in writing, preceding the Saturday start of State Meet. E-mail notices are required.

600.10 Lane Placement: Shall be in accordance with the U.S. Swimming Rules.

- A. “Sunday times” (final event times) at Divisional Meet will be used for seed times at State Meet.
- B. Team classification for State will be done immediately following Divisionals by Board of Directors.
- C. The classes used are AA, A, B, C. Team totals are used in placing teams. Top five (5) team totals are in AA, last four (4) team totals in C, with an even split used for remaining teams in A and B.

600.11 Awards:

- A. Team Scores at the Divisional and State meets will be determined based upon scoring in individual events only (no relays).
- B. Individual events at State Meet shall have 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place medals. Individual events from 4<sup>th</sup> through 12<sup>th</sup> shall have ribbons.
- C. Individual events at Divisional Meets shall have ribbons for 1<sup>st</sup> through 12<sup>th</sup> place.

- D. Relay events at the State Meet shall have 1<sup>st</sup> place medals, relays placing 2<sup>nd</sup> through 12<sup>th</sup> place will receive ribbons.
- E. Relay events at Divisional Meets shall have ribbons 1<sup>st</sup> through 12<sup>th</sup> place.
- F. Traveling Trophies for teams placing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> in each class, AA, A, B, C, should be awarded and be of equal value. Traveling Trophies have been purchased by the Federation for the State meet. In addition, the federation has purchased a traveling trophy that is to be awarded to the 1<sup>st</sup> place relay team at the State swim meet. Teams who have won the trophies take them for display in their community until the next years' state meet. Teams are responsible for the well being and return of the traveling trophies or they must repair or replace the trophy.
- G. Host teams shall give one high point trophy (unless there is a tie) for each age group for both boys and girls at Divisional and State Meets. A total of 10 trophies (unless there are ties) shall be given for the whole meet.
- H. Senior swimmers competing in their final season of competition will be recognized for their accomplishments at the Divisional and State swim meets. Recognition will occur during the break on Sunday afternoon. At the Divisional meet the host team is required to provide a senior walk. At the state meet each senior and their families will be recognized only with a senior walk.
- I. The host team of the Divisional swim meet is responsible for purchasing and awarding trophies to the teams placing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>. The decision to award a relay trophy at the Divisional swim meet is at the discretion of the host team.

600.12 Officials: All officials should be clearly identified with hats, shirts, or tags.

- A. Referee shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules, can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed; shall also disqualify a swimmer(s) for any violations of the rules that the Referee personally observes and shall at the same time raise on hand overhead with open palm. If the Referee does not make such a signal there shall be no penalty.
- B. Stroke Judges should be 18 years of age and have some instruction with correct stroke, turn, and touch procedure.

1. At least eight stroke judges will be appointed to officiate the Divisional meet. The teams will vote on those to be appointed. These stroke judges are eligible for the state meet.
  2. They must have had two (2) **entire** meets of stroke judging prior to Divisionals and State.
  3. Each meet shall have at minimum one (1) head stroke judge with two (2) lane judges and two (2) turn judges.
  4. All infractions by swimmers should be written on duplicate slips and handed to timers in that lane or the referee and a copy to the swimmer or to the coach upon discretion of the stroke judge before the next race starts.
  5. All swimmers should be explained to about their infractions as soon as possible.
- C. Starters for Divisional must have started two (2) meets during the season. Starters for the State Meet must have started at the Divisional meet
1. Stroke judges and starters are not allowed to officiate a race when their child competes.
- D. Scorers shall receive from the referee all cards/lane heat sheets with times and DQ slips.
1. A fully automated timings system (touchpads) will be used when available. Pad times will serve as the official time in all races. Ideally three timers will be used, one on the button (pickle) and two with hand held watches.
  2. If the pad fails or the swimmer doesn't touch the pad, then a button time will be used. Pad times will be compared to the hand times on the card.
  3. If the pad and button fail then the cards with a minimum of two hand times will be used.
  4. If three hand held timers are used, the middle time should be used unless you only have two (2) times, then you should average the times.
  5. All points for individual events and relays should be tabulated and posted. Any disagreements must be addressed to the meet manager within 30 minutes of posting.
  6. Awards and ribbons should be prepared and ready to take at the end of the meet **if possible**.

- E. Timers should have a stop watch in good working order.
  - 1. There should be at least three (3) timers per lane.
  - 2. There shall be one (1) head timer to coordinate with the starter.
  - 3. Timers should have timed in at least two invitational meets prior to timing at the divisional meet. State timers should have timed at the Divisional meet.

600.13 Facilities:

- A. Should have a 25 yard or 25 meter pool for all Championship meets to obtain Federation records made by swimmers.
- B. Starting blocks and/or platforms must conform to block height requirements of the U.S. Swimming Rule 103.2.3.
- C. Water temperature should be 76°-80°F.
- D. Regulation lane ropes, that being waveless lane ropes.
- E. False start ropes.
- F. Flags placed at proper distance and that being 15 feet from end of the course and 7 feet above water.
- G. Minimum water depth for competition swimming must conform with requirements of U.S. Swimming Rule 103.2.3
- H. Bantam swimmers will be allowed to use starting blocks for each of their races.

600.15 Protests: Shall follow the procedure outlined in U.S. Swimming rules book under Section 102.22.

## **ARTICLE VI. CONTRACTS, LOANS, CHECKS, AND DEPOSITS**

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.



Section 3. Checks, Drafts, etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of such indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or their depositaries as the Board of Directors may select.

## **ARTICLE VII. FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.

## **ARTICLE VIII. SEAL**

The Board of Directors shall provide a corporation seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the state of incorporation and the words "Corporate Seal".

## **ARTICLE IX. WAIVER OF NOTICE**

Whenever any notice is required to be given to any member or director of the corporation under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Montana Business Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE X. AMENDMENTS**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by the vote of three-fourths of the members present at any regular or special meeting of the members. No alteration, amendment, or repeal of any portion of these Bylaws shall be made, without the approval of such a majority vote as might be required for action under the portion of the Bylaws concerned.

## **ARTICLE XI. INDEMNIFICATION**

Each of the officers, members, agents, and employees who renders services for corporation shall be, and is hereby indemnified and held harmless by corporation from and against any and all liabilities, claims, losses, demands, and expenses whatsoever arising out of or by reason of any negligent or wrongful acts or misconduct committed by him, or by any person under his direct supervision or control, while rendering such services on behalf of corporation; provided, however, corporation shall not be so liable with respect to any matter in which such person has been guilty of fraud or material misrepresentation to corporation, its Board of Directors, its members, or any other person.

ASSENT TO ADOPTION OF BYLAWS

We, the undersigned, being of all the directors of Montana Federation of Swimmers, a Montana nonprofit corporation, do hereby assent to the adoption of the foregoing Bylaws of said corporation.

DATED THIS \_\_\_ day of March, \_\_\_\_\_

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_____	_____
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