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VANCOUVER ISLAND REGION BY-LAWS

I. MEMBERSHIP

1. The members of the Vancouver Island Region of the British Columbia Summer Swimming Association (BCSSA), a non-profit Society incorporated pursuant to the Society Act, are the following swim clubs:

NAME	ABBREVIATION
Campbell River Salmon Kings	CAM
Courtenay Blue Devils	COU
Cowichan Valley Breakers	CVB
Juan de Fuca Royals	JUA
Nanaimo White Rapids	NAN
Oak Bay Orcas	OAK
Pender Island Otters	PDI
Powell River Aquatics	POW
Salt Spring Stingrays	SSS

Sidney Piranhas
Victoria Hammerheads

SID
VHH

which members shall operate as an unincorporated association (the “VI Region Association”) pursuant to these By-laws.

2. Any swim club approved by the BCSSA to operate in the geographic region defined by the BCSSA as the Vancouver Island Region (“VI Region”), shall be a member of the VI Region Association and shall subscribe to and be bound by these By-laws.
3. The purpose of the VI Region Association is to co-ordinate the activities of its members and promote summer swimming within the VI Region. The VI Region Association shall operate from October 1 of one year to September 30 of the following year.
4. No by-law, rule, decision or otherwise of the VI Region Association shall conflict with the by-laws, rules or otherwise of the BCSSA.
5. All members are in good standing except:
 - a. a member which is not in good standing with the BCSSA,
 - b. a member that has been suspended by the BCSSA,
 - c. a member which has failed to pay the current annual membership fee or any other subscription or debt due and owing to the BCSSA or VI Region Association and such member is not in good standing so long as the debt remains unpaid.
6. Every member shall identify every adult or child who coaches, swims, dives, plays water polo or is a synchronized swimmer (collectively “Participant”) with their club. If a member is not in good standing, the member’s Participants may transfer to another member with the consent of the VI Region Board and BCSSA, if required.
7. All Participants are bound by these By-laws.

II. REGIONAL BOARD

A. BOARD COMPOSITION AND DUTIES

8. The VI Region Association shall have a Regional Board which shall consist of:
 - a. one person appointed by each member club of the VI Region Association; and,
 - b. the Regional Executive, elected at the Annual General Meeting, which shall consist of the following non-voting officers, having responsibilities

and duties as set out below or as may be assigned from time to time:

- i. Regional Director (one): who is the chief executive officer of the VI Region Association and shall perform the duties of a Regional Director as determined by the BCSSA and shall supervise the other officers in the execution of their duties and shall chair meetings of the Regional Board;
 - ii. Assistant Regional Director(s) (no more than three): who shall carry out such duties as assigned by the Regional Board or the Regional Director;
 - iii. Treasurer (one): who shall keep accurate financial records including books of account supported by receipts, bank statements and other documents in accordance with generally accepted accounting principles, shall render financial statements to the Regional Board at each regular Regional Board meeting and at the Annual General Meeting, and shall draft an annual budget for the VI Region Association;
 - iv. Secretary (one): who shall conduct the correspondence of the Regional Board, save for communications with the BCSSA; issue notices of meetings of the Regional Board; keep minutes of all meetings of the Regional Board and co-ordinate communications relating to the Regional Board's activities and responsibilities;
 - v. Registrar (one): who shall maintain the register of members and the registration records of all Participants and ensure that all registration records are provided to BCSSA in accordance with their rules and regulations;
 - vi. Regional Director of Officials (no more than two): who shall organize, allocate and assign officials within the Region, act as or appoint Meet Referees and carry out the duties of his post as defined herein;
 - vii. Assistant Regional Director of Officials (one or more): who shall assist the Regional Director of Officials and shall carry out the duties of the Regional Director of Officials at a swim meet in the absence of the Regional Director of Officials; and,
 - viii. Regional Coach (one): who shall be elected by the coaches of the members and shall represent the coaches' concerns and assist with support to the members' coaches, communicate decisions and/or information between the Regional Board and the members' coaches in a complete and timely manner.
9. Members of the Regional Executive shall not have a vote at any Regional Board meeting, save for the Chair as described herein, unless they are also the appointed person of a member club in which case they shall vote as a member.

10. The Regional Director shall:
 - a. as Chair of the Regional Board meeting, cast a deciding vote in the case of a tie on any motion at any meeting of the Regional Board; and,
 - b. subject to the ability to delegate this duty to the Regional Secretary, retain all communications with BCSSA for the review by any member at any time.
11. Voting at any Regional Board Meeting or Regional Meeting shall only be by member clubs in good standing and shall be by a show of hands, unless a member club requests a secret ballot.
12. All elections and ordinary resolutions shall be considered passed by an affirmative vote of a simple majority of those members eligible to vote and in attendance at any Regional Board Meeting or Regional General Meeting.
13. All special resolutions including amendments to these Regional By-laws require a majority of 75 percent of the members eligible to vote and in attendance at any Regional Board Meeting or Regional Meeting.
14. The Regional Board may appoint any subcommittee for any purpose that it may do on its own, including but not limited to:
 - a. review of any rules or procedures;
 - b. membership recruitment or retention;
 - c. public relations;
 - d. swim meet management;
 - e. administrative matters related to officials; and,
 - f. suspension or discipline of Participants.
15. The Regional Board may appoint a person to serve the remainder of the term of any vacant position on the Regional Executive.

B. REGIONAL BOARD MEETINGS

16. There shall be a minimum of three scheduled regular Regional Board Meetings per year, to be held at a place and time determined by the Regional Director in consultation with the members and on a minimum of fourteen (14) days notice to the members:
 - a. one between September 1 and December 31;
 - b. one between January 1 and April 30 of each year; and,
 - c. one between May 1 and July 31 of each year

17. The following business shall be discussed at each scheduled regular Regional Board Meeting:
 - a. any correspondence with the BCSSA;
 - b. approval of the minutes of the previous Regional Board Meeting;
 - c. review any minutes of any BCSSA meetings that have been held since the last Regional Board Meeting;
 - d. set Regional Meet fees, if not previously set, for the upcoming year;
 - e. Club and Regional Meet dates, if not set, for the upcoming year two years, or as otherwise to be discussed;
 - f. any amendments to these Regional By-laws if written notice of any proposed change has been provided to all members by the motioning party a minimum of fourteen (14) days before the said meeting;
 - g. setting the date of the next Regional Board Meeting, if appropriate; and,
 - h. any other topics at the discretion of the members.

18. A Regional Board Meeting may be held in person, or via electronic means including telephone, electronic communication such as Skype, or otherwise. If a meeting is held by e-mail, the following rules shall apply:
 - a. motions shall be sent to the members by e-mail a minimum of seven (7) days before the vote thereof;
 - b. all discussion via e-mail will be entered into the minutes of the next Regional Board Meeting;
 - c. if any objection is raised with respect to the clarity of a motion, same shall be clarified before a vote shall be taken, and the same notice period set out herein shall apply to the clarified motion;
 - d. upon the discussion period ending, the motion shall be put to the members for a vote by e-mail, which shall be open for forty-eight (48) hours;
 - e. if the Regional Director concludes that a member's vote on a motion is vague or unclear, he shall contact the voting member for clarification before tabulating the votes.
 - f. the results of any e-mail vote shall be sent to the Regional Board members no later than 24 hours after the vote is completed.

19. Notice of any Regional Board Meeting may be given by email.

20. A quorum at any Regional Board Meeting is seven (7) member clubs represented in person. Each member may bring as many persons as they wish to any Regional Board Meeting, but only one of such people shall be authorized to vote.

C. REGIONAL GENERAL MEETINGS

21. The Annual General Meeting of the VI Region Association shall be held in conjunction with the Ray Newman Championship Meet each year, or as

otherwise decided by the Regional Board.

22. Regular business to be conducted at the Annual General Meeting is:
- a. adoption of rules of order;
 - b. approval of the minutes from the previous Annual General Meeting;
 - c. consideration of the financial statements;
 - d. report of the directors;
 - e. report of the auditor, if any;
 - f. election of the Regional Executive for the following year by the member clubs;
 - g. correspondence with the BCSSA;
 - h. appointment of the auditor, if required; and,
 - i. any other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the Regional Board.
23. Upon the Regional Director receiving a written request by three (3) or more members, he must convene an extraordinary general meeting of the VI Region Association within fourteen (14) days of receipt of such written notice and:
- a. notice of an extraordinary general meeting shall specify the place, day and hour of meeting, and in case of special business, the general nature of the business;
 - b. the accidental omission to give notice of such a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting; and,
 - c. a quorum at such meeting is 75 percent of the members.

III. FINANCES

24. The Regional Board shall set any annual membership fee for member clubs and/or Participants or any other subscription or debt due and owing to the VI Region Association.
25. Each member club shall pay its annual BCSSA Club Affiliation fee to the Regional Treasurer no less than thirty (30) days before same is due to the BCSSA. Failure to comply will result in an additional charge of \$50.00 if same is paid before May 1 of each year; and automatic suspension and a further additional charge of \$100.00 if paid after May 1 of each year.
26. Each member club is responsible for collecting all Regional and Provincial fees from Participants and providing same to the Regional or Provincial Treasurer as appropriate.
27. Any member who wishes to incur expenses to be charged to the Region must

receive prior approval from the Regional Director who shall consult with the Regional Treasurer before approving same.

28. The VI Region Association shall pay entry fees for Regional Relays at Provincial Swim Meets.
29. The VI Region Association shall pay the following expenses:
 - a. submitted ferry expenses for one representative for each of the following members to attend any Regional Board Meeting held between October 1 of one year and April 30 of the next year: Pender Island, Powell River and Salt Spring Island;
 - b. submitted accommodation and meal costs of up to \$100.00, for one representative for each of the foregoing members to attend any said Regional Board Meeting; and,
 - c. reasonable working-meal costs for attendees to any Regional Board Meeting.
30. The Regional Board has discretion to approve any additional expenses or increase reimbursement amounts for any expense. Any expense charged to the Region without pre-approval may not be reimbursed.
31. Each member club is responsible, subject to any decision of the Regional Board, for payment of entry fees for Participants in the Provincial Championships.

IV. REGISTRATION

A. GENERAL

32. Each member club is responsible for monitoring the eligibility of each Participant for the summer swim season and accurately reporting their competitor category and/or division to the Regional Registrar.
33. Each Participant is bound by the rules of the BCSSA with regard to competition, training and otherwise, and the VI Region Association may suspend any Participant for any breach thereof.

B. SUMMER REGISTRATION

34. Every member club must register every Participant in order for that Participant to be covered by the BCSSA insurance policy and proof of same must be completed and provided to the Club Registrar before the Participant enters the water.
35. Every member shall collect from each Participant:

- a. any fees required by each Participant to pay to the BCSSA including insurance and membership fees; and,
- b. the VI Region Association fee.

at the time of the Participant's registration and same is:

- c. non-refundable to the Participant regardless of whether the Participant continues with their membership; and,
 - d. forthwith payable to the VI Region Association or BCSSA as directed by the BCSSA or Regional Treasurer, as appropriate.
36. Each member shall register all Participants with the VI Region Association by providing the appropriate forms and fees to the Regional Registrar on or before the dates set annually by the Regional Registrar when considering dates set by the Provincial Registrar.
37. Each member is responsible to ensure that its Participants have the correct BCSSA registration number (as this is a number that remains with each Participant for life).
38. Any Participant registrations received after the aforementioned deadline must be submitted to the Regional Registrar by the date annually set by the Regional Registrar for late registrations and with the full fees. These Participants are not eligible to compete at the Regional or Provincial Championships.

C. WINTER REGISTRATION

39. All winter aquatic registrations (Oct 1 through Apr 30) must be submitted to the Regional Registrar by the date set by the Regional Registrar including the winter registration fees. No new registrations are accepted between September 1 and September 30.

V. SWIM MEETS

A. GENERAL

40. If there is any conflict between these by-laws or rules and the BCSSA by-laws or rules, the latter shall apply.
41. Save as set out herein, an official VI Region swim meet is a meet that is attended by Participants from three or more member clubs and offers all BCSSA approved individual events in every age Division and category. Said meet must be conducted using the rules of swimming as defined by the current BCSSA rule book.
42. Any member may host a mini-meet, one day meet or restricted invitation meet for

the purpose of developing Participants, exposing Participants to swim meets, training purposes or otherwise. Swim times obtained at such meets are not official times for the purposes of BCSSA. Any member may determine any rules for entry into such a meet.

B. SWIM MEET ORGANIZATION

i. Pre-Meet

43. Meet Managers must follow the BCSSA pre-meet checklist generally available on the BCSSA website for any official VI Region swim meet.
44. Meet packages must be distributed to member clubs of the VI Region Association a minimum of two weeks prior to the first day of the meet, although each member is encouraged to have its meet package available as early as possible. If any revision(s) are made to the meet package after the initial or subsequent distribution, the revised meet package must be clearly marked a revision, with the number of the revision indicated and the revisions clearly identified within the met package.
45. Meet entries are due to the host club's Meet Manager before midnight on the Tuesday prior to the meet. All entries submitted after this deadline will be classified as deck entries.
46. All entries must be sent with the Participant's official times/scores for each event. If a Participant has not previously competed in an event, they must be entered as NT (no time).
47. The host club will set entry fees and procedures for Invitational Meets, save that Novice events will not be charged a meet fee in order to encourage participation of developmental swimmers.

ii. During the Swim Meet

48. Warm-ups for timed-final meets shall not start before 0830 on Saturdays and 0800 on Sundays, unless prior approval for same is granted by the Regional Director, and in considering such a request the Regional Director shall consider the fairness to Participants and logistics for travel.
49. O Cat swimmers must be seeded with S swimmers in their appropriate Division for timed finals and preliminaries in a heats and finals meet. O Cat swimmers' results will be separated for the final results.
50. In the event a heats and finals swim meet is behind schedule, subsequent events may be run as timed finals in order to accommodate completion of all events

rather than eliminating some events for preference of finals in others. This rule does not apply at any Regional Championships.

iii. After the Swim Meet

51. All swim meet results/times will be sent to the Regional Registrar by the host member within 24 hours of the conclusion of the meet in both Hy-Tek and pdf formats, unless otherwise directed by the Regional Registrar.

C. SWIM TIMES

52. The Regional Coach shall submit 'A' and 'B' cut-off times for Participants in the VI Region to the Regional Board on or before April 1 of each year for the upcoming swim season, in accordance with the following formulae and calculations:
- a. 'A' and 'B' cut-off times for each event are calculated using the results of preliminary races at the previous three Regional Championships;
 - b. 'A' and 'B' cut-off times are rounded to the nearest 100th of a second;
 - c. If there were fewer than three preliminary times in the event in one or more of the previous three years, then the previous year's 'A' and 'B' cut-off times remain in effect.
 - d. If there were three or more preliminary times in the event in each of the previous three years, then an 'A' input time and a 'B' input time is identified for the event for each year, using this procedure:
 - i. If there were 17 or more preliminary times in the event, the 'B' input time for that year is the 16th fastest time and the 'A' input time is the 8th fastest time;
 - ii. If there were between ten and 16 preliminary times in the event, the 'B' input time for that year is the 2nd slowest time and the 'A' input time is the 8th fastest time.
 - iii. If there were between three and nine preliminary times in the event, the 'B' input time for that year is the 2nd slowest time and the 'A' input time is the 3rd slowest time.
 - iv. The median of the three 'A' input times is the 'A' cut-off time for the next year.
 - v. The median of the three 'B' input times is the 'B' cut-off time for the next year.
 - vi. Divisions 6, 7, & 8: share cut-off standards. All the above criteria apply, but for each event the times considered come from the division with the greatest number of competitors, or if the number is the same, the fastest time for the appropriate placing.
 - vii.
 - e. 'A' and 'B' times shall be provided to all members as soon as possible after being approved by the Regional Board.

53. The Regional Registrar shall maintain an up to date database of all Ray Newman Regional Championship Meet record times, including the:
- a. name of the swimmer;
 - b. the meet at which the record was attained; and,
 - c. The date the record was attained.
54. Said VI Regional Record database shall:
- a. be maintained in both electronic and paper formats;
 - b. have a copy of the paper version be printed annually after the end of each summer swim season and prior to October 1; and
 - c. have historical data added to it as that data is provided by the members.
55. When determining qualifying times for swim meets, times achieved when a Participant was disqualified will not be regarded as legal times.
56. An official swim time is a time achieved at a BCSSA sanctioned swim meet or an official time may be taken manually by a BCSSA official with a red pin or higher at a time trial for the purpose of attaining an official time. In such a case, the swim must also be witnessed by a second BCSSA official with a green pin or higher and verified by signatures from said BCSSA officials to confirm that it was a clean swim.

D. NOVICE SWIMMERS

57. A Novice swimmer is swimming a 25 metre event to gain swimming experience. This Participant will not be disqualified, will not receive an official time and will not be entered in official results. These Participants may receive a participation award.
58. Novice designation is stroke specific, i.e.: a Participant may be a Novice in butterfly but not in freestyle.
59. When a Novice swimmer achieves a time under 30 seconds for 25 metres they are no longer a Novice in that stroke. All Novice events will be timed to ensure progression into the 50 metre events.
60. Once a Participant has swum 50 metres in a specific stroke, either in an individual event or a relay, they are no longer a Novice in that stroke.
61. Novice swimmers may only swim in a relay if that Participant has swum that stroke in a 50 metre event.
62. Swimming in a Novice event does not qualify the Participant for the Ray Newman

Regional Championships.

E. REGIONAL MEETS

i. General

63. The following are considered to be Regional Meets:

- a. any Regional Developmental Meet;
- b. Peter Sutton B&C Championships; and
- c. Ray Newman Regional Championships

64. The following provisions apply to all Regional Meets:

- a. The VI Region Association will provide electronic timing when possible.
- b. The hosting member club will submit a preliminary budget to the Regional Director and Regional Treasurer prior to issuing the meet package and will submit a financial statement to the Regional Director and Regional Treasurer within one (1) month following the meet.
- c. The VI Region Association will pay for deficits up to \$500.00 incurred at Regional Meets, all costs included, upon receipt of and acceptable review of a financial statement to support said deficit.

ii. Regional Championships

65. The Ray Newman Regional Championships shall include all Provincial Championship events and shall be held in an 8-lane pool.

66. Each Participant competing in the Ray Newman Regional Championship Meet must have competed in one scheduled official BCSSA swim meet during that competitive season. Swimming a Novice event does not meet this requirement.

67. The Meet Manager of any Regional Championship Meet must forward a copy of the meet entries to the Regional Registrar as directed by the Regional Registrar. The Regional Registrar will check that each Participant is registered with correct status and division.

68. The hosting club is responsible for ensuring the VI Regional Records are printed on the heat sheets at any Regional Championship Meet.

69. If a new record is set at any Regional Championship Meet, the host club shall provide the details of that record to the Regional Registrar within 48 hours of the conclusion of the meet.

70. The following applies to all Regional Championship Meets:

- a. There shall be separate events for S and O Cat swimmers in all individual events.
 - b. Events may be combined.
 - c. There shall be heats for relay events if there are more teams entered than lanes in the pool.
71. There will be no deck entries allowed at Regional Championship Meets.
 72. In Regional Championship Meets, the first, second and third place finishers in finals of individual events and first and second place finishers in relay events will receive medals.
 73. Medals and ribbons will be provided to a representative of each member club as soon as is practicable following the conclusion of the Meet and preferably within 30 minutes from the conclusion of the last event.
 74. The following numbers of medals and ribbons shall be available at the Ray Newman Regional Championships:

Gold 290	3rd Ribbon 160	6th Ribbon 290
Silver 290	4th Ribbon 290	7th Ribbon 290
Bronze 130	5th Ribbon 290	8th Ribbon 290
 75. A plaque will be given to the swimmer(s) who set(s) a Regional Championship Record, which will include the Ray Newman name. In the case of the creation of a new division or event, the best time of its first swim season will be established as the record in the event and no plaque shall be awarded. Plaques will then be awarded in subsequent swim seasons to record breakers. The VI Region Association shall pay for the cost of the plaque(s).
 76. The winner of the Ray Newman Aggregate Trophy will be the member club earning the largest number of points in all events at the Ray Newman Regional Championships.
 77. The winner of the Regional Director's Award will be the member club earning the largest number of points per Participant in individual events only.

F. PROVINCIAL CHAMPIONSHIPS

78. Coaches and/or individual member clubs will make a note of Participants qualifying for and intending to attend the Provincial Championship. It is each club's responsibility to inform the Regional Registrar and Regional Coach of any qualifying Participant who will not be attending the Provincial Championship. The Regional Registrar or Regional Coach will then contact the alternate(s) for the event to ensure that as many VI Region Participants as possible participate at the Provincial Championships.

79. The VI Region Association shall make available one regional shirt and cap for each qualifier for the Provincial Championship Meet, the cost of which shall be paid by each qualifying Participant, including coaches who attend.

VI. SERVICE AWARDS

80. Clubs submitting names of candidates for consideration of Provincial Long Standing Service Awards will substantiate their choice with an appropriate written outline of credentials and the background of the proposed candidate.
81. The Regional Board shall appoint a three-person panel to select the individual deemed most worthy as the Vancouver Island recipient of the BCSSA Long Standing Service Award for any given year.

VII. OFFICIALS

82. The Regional Director of Officials shall oversee certification and officiating within the VI Region.
83. The Regional Director of Officials shall organize a minimum of one annual training session for officials.

VIII. WATER POLO, SYNCHRO AND DIVING

84. A Regional representative shall be appointed by the Regional Director for each of the above aquatic disciplines if any member club offers any of these aquatic disciplines.
85. Said Regional representative shall be responsible for team rosters, Regional playoffs, team designation, entries into Provincial Championships and providing qualified officials for competition for their aquatic discipline.