

Official Rulebook of the  
**Bahamas Swimming Federation**



## CONSTITUTION OF THE BAHAMAS SWIMMING FEDERATION

### C1 NAME

The name of the Federation is BAHAMAS SWIMMING FEDERATION (hereinafter referred to as “BSF”).

C2 **BSF YEAR** The fiscal year of the BSF shall be from 1<sup>st</sup> of October to 30<sup>th</sup> of September in each year (hereinafter referred to as the “BSF Year”).

C3 **OBJECTIVES** The objectives of BSF are:

C3.1 to promote, develop, encourage and regulate swimming, diving, synchronized swimming, water polo, open water swimming, and masters swimming and water safety in the Commonwealth of The Bahamas (hereinafter referred to as “The Bahamas”)

C3.2 to foster, encourage and stimulate competitions for such sports;

C3.3 to affiliate and to work along with other bodies promoting sport within The Bahamas and elsewhere, whose aims and objectives are similar to those of the BSF; C3.4 to adopt, publish and enforce fair and practicable rules and regulation for the control and management of swimming, diving, water polo, synchronized swimming, masters swimming and open water swimming;

C3.3.1 to ensure that such rules do not conflict with those of FINA

C3.4 to encourage the practice of all aquatic disciplines in The Bahamas with the purpose of:

i) Reducing the frequency of drowning tragedies in The Bahamas

ii) Provide healthy exercise and life style through competition and recreational aquatic sports

iii) Recruit recreational swimmers to support and compete in various competitions

iv) Promote competition to the highest level

v) Ensure that public facilities are made available to be shared by all Bahamians

vi) Ensure the provision for new facilities for use by all Bahamians in areas where they are most needed

vii) Ensure a drug free sport

viii) Carry out such other activities as may be desirable to promote the sport

### C4 MEMBERSHIP

C4.1 **Classes of Membership** Classes of membership in the BSF shall include:

C4.1.1 Club member (herinafter referred to as “Club Member”, “Club Members”, “Club” or “Clubs” as the context shall apply);

C4.1.2 Individual member (herinafter referred to as “Individual Member”, “Individual Members”, “Individual” or “Individuals” as the context shall apply ) ;

C4.1.3 Honorary member (herinafter referred to as “Honorary Member” or “Honorary Members” as the context shall apply);

C4.1.4 Coach member (herinafter referred to as “Coach Member”, “Coach Members”, “Coach” or “Coaches” as the context shall apply) ;

C4.1.5 Competitive Member;

C4.1.5.1 In this constitution and rules, the term “Competitor” shall refer to any BSF registered; learn-to-swim student, swimmer, synchronized swimmer, master swimmer, diver, water polo player, whether with a club

or unattached, except where another section of this constitution expressly excluded or restricted its application.

C4.1.6 In this constitution and rules, the term “Member” or “Members” is applicable to all classes of members aforesaid except where another section of this constitution or rules may expressly exclude or restrict its application.

#### C4.2 **PERIOD OF MEMBERSHIP**

C4.2.1 The period of membership for all Members, except Honorary Members, is for one BSF Year and shall end on September 30<sup>th</sup> of each year. Renewal of membership is not automatic

C4.2.2 Any Club Member or Individual Member may resign from membership in the BSF at any time by giving written notice to the BSF Assistant Secretary.

#### C4.3 **APPLICATION FOR MEMBERSHIP**

C4.3.1 Non BSF clubs, individuals, competitors and coaches shall submit all applications for membership in the BSF to the BSF Assistant Secretary for the BSF Executive Council’s consideration.

#### C4.4 **CLUB MEMBERSHIP**

##### C4.4.1 **Club Membership Application**

C4.4.1.1 Any non-BSF club or team promoting swimming and/or any other aquatic sports recognized by FINA shall be eligible for membership in the BSF subject to the following requirements and approval by the BSF Executive Council.

C4.4.1.2 Application to become a Club Member shall be submitted in writing to the BSF Assistant Secretary along with:

- (1) a statement of the club’s name; the number of its Competitors and the names and addresses of its officers;
- (2) a written statement that it will abide by the BSF constitution and rules;
- (3) a copy of its constitution; and
- (4) Payment of the appropriate fee.

C4.4.2 A non-BSF club or team shall have a minimum of ten (10) active Competitors to be eligible for membership. The term “active” shall mean that the club’s Competitors must participate in a minimum of two (2) BSF sanctioned competitions each year.

C4.4.3 Upon compliance with the aforesaid requirements and the BSF Executive Council’s approval of the application, the club will be registered as a provisional Club Member of the BSF. The Club Member shall achieve full membership status in the BSF with all membership entitlements when a minimum of ten (10) of the Club’s Competitors have participated in at least two (2) BSF sanctioned competitions.

C4.4.3.1 Upon notification of the provisional approval of its application, the Club Member shall forward the names, addresses and e-mail addresses of its two (2) representatives to become members on the BSF Executive Council and its one (1) representative on each BSF committee to the BSF Assistant Secretary.

##### C4.4.4 **Club Membership Renewal**

Every Club Member shall forward to the BSF Assistant Secretary on or before the 15<sup>th</sup> of September of

the then current BSF Year a Club Member Renewal Form setting out the name of the Club Member; the current number of its Competitors; the names, addresses and e-mail addresses of its executive officers, its two (2) representatives to become members on the BSF Executive Council and its one (1) representative on each BSF committee; and payment of the appropriate Club Member renewal fee. A Club Member shall have a minimum of ten (10) active Competitors to be eligible for renewal of membership. Full membership status in the BSF with all Club Member entitlements shall be reinstated when a minimum of ten (10) of the Club's Competitors have participated in at least two (2) BSF sanctioned competitions in the then ensuing BSF Year.

#### **C4.4.5 Club Membership Entitlements**

C4.4.5.1 Club Members shall be entitled to nominate Individual Members (who are Bahamian citizens or Permanent Residents of The Bahamas) to hold office in the BSF.

C4.4.5.2 The Club Member shall be entitled to vote at all BSF general meetings provided it is in good financial standing with the BSF.

C4.4.5.3 Club representatives must be Individual Members of the BSF. Each Club Member shall have the right to one vote at BSF Executive Council and BSF committee meetings.

#### **C4.4.6 Lapse of Club Membership**

C4.4.6.1 Whenever a Club Member fails to renew its membership in the BSF for twenty-four (24) or more consecutive months, the Club Member may apply for reinstatement of its membership. In such a case, the delinquent Club Member shall comply with sections C4.4.1.2 to C4.4.3.1 of this constitution.

### **C4.5 INDIVIDUAL MEMBERSHIP**

#### **C4.5.1 Individual Membership Application**

C4.5.1.1 Application to become an Individual Member in the BSF shall be submitted in writing to the BSF Assistant Secretary along with:

- (1) a statement that the applicant is a citizen of The Bahamas or a registered resident of The Bahamas for at least three (3) months;
- (2) the applicant is eighteen (18) years or older;
- (3) a written statement that the applicant will abide by the BSF constitution and rules;
- (4) a photograph (submitted digitally in j-peg format); and
- (5) Payment of the appropriate membership application fee.

C4.5.1.2 Upon payment of the membership fee and approval by the BSF Executive Council, applicants will be registered as Individual Members of the BSF.

#### **C4.5.2 Individual Membership Renewal**

Every Individual Member who wishes to renew their membership shall submit to the BSF Assistant Secretary on or before 15<sup>th</sup> of September of the then current BSF Year an Individual Member Renewal Form setting out the Individual Member's name and current address; the Individual Member's telephone numbers and other contact information (including e-mail address(es)); a photograph (submitted digitally in j-peg format); and payment of the appropriate Individual Member renewal fee.

#### **C4.5.3 Individual Member Entitlements**

C4.5.3.1 Individual Members shall be entitled to nominate Individual Members (who are citizens or permanent residents of The Bahamas) to hold office in the BSF Executive Council.

C4.5.3.2 Individual Members shall be entitled to vote at all BSF general meetings provided they are in good financial standing with the BSF.

C4.5.3.3 Only Individual Members may be appointed as Club representatives of a Club Member and vote on its behalf at all BSF Executive Council and BSF committee meetings.

## C4.6 **HONORARY MEMBERS**

The BSF Executive Council may elect Honorary Members for such period as it may think fit. The election shall be by motion, duly proposed and seconded. The BSF Secretary or BSF Assistant Secretary shall give to a person elected an Honorary Member written notice of his election and shall therewith send him a copy of this constitution. Upon his intimating willingness to take up honorary membership, he shall not pay dues nor fees of any description. He shall be entitled to all the privileges and benefits of membership except that he shall not vote upon any question affecting the affairs of the BSF and shall not be qualified to serve as an officer of the BSF.

## C4.7 **COMPETITIVE MEMBERS**

### C4.7.1 **Eligibility**

C4.7.1.1 A person who is a citizen or permanent resident of The Bahamas shall be eligible to become a Competitive Member.

C4.7.1.2 Persons who are not citizens or permanent residents of The Bahamas, but who are in possession of a valid annual residency or work permit shall be eligible for membership in the BSF as a Competitor under this constitution providing they have been physically present and actually residing in The Bahamas for a minimum period of Thirteen (13) consecutive weeks immediately prior to the date the applicant applies for membership and shall continue to be so resident at all times after making application.

C4.7.1.3 Competitors who also register with a non-BSF club or team and/or national organization of another member of FINA while studying abroad shall nevertheless be deemed resident in The Bahamas by the BSF for membership and other purposes during the period of their studies.

C4.7.1.4 The BSF shall adopt in its constitution and rules any future amendments to FINA's rules concerning eligibility upon official notification of same from FINA.

### C4.7.2 **Competitive Membership Application**

C4.7.2.1 A Competitor's membership is valid only for the then current BSF Year.

C4.7.2.2 A Competitor Registration Application Form shall be completed and signed by the applicant or for applicants under age 18 the applicant's parent or legal guardian;

C4.7.2.2.1 and in the case of a Club Competitor, shall:

- (1) state the applicant's Club affiliation;
- (2) be endorsed by an officer of that Club Member; and
- (3) be submitted by an officer of the Club Member; or

C4.7.2.2.2 in the case the applicant is not affiliated with a Club Member and wants to become an unattached Competitor, be endorsed by the applicant's parent or legal guardian; and

C4.7.2.2.3 all applications shall be accompanied by proof of age and proof of eligibility in the form of a copy of birth certificate, copy of passport, copy of permanent residency certificate, copy of annual residency permit, copy of work permit, or copy of landing permit, or, any other documentation requested by the BSF Executive Council;

C4.7.2.2.4 shall be accompanied by a photograph (submitted digitally in j-peg format); and

C4.7.2.2.5 shall be accompanied by payment of the prescribed membership fee.

### C4.7.3 **Competitive Member Renewal**

C4.7.3.1 Competitors need not make an annual application for the renewal of their BSF membership. All renewals of Competitors' memberships for the then next BSF Year shall be automatic if received in writing by the BSF Assistant Secretary on or before September 15<sup>th</sup> in the then current BSF Year, or within twelve (12) months after September 30 together with a photograph (submitted digitally in j-peg format) and payment of the prescribed renewal fees to the BSF Treasurer. If submitted after September 30<sup>th</sup>, the renewal is

subject to a late fee and must be accompanied by a Renewal of Competitor Registration Form pursuant to Section 4.7.3 hereof.

C4.7.3.2 Where twelve (12) or more months have elapsed since a Competitor's membership was last renewed; any Club Member or unattached Competitor wishing to renew the Competitor's membership shall submit a new Competitor Registration Form pursuant to Section 4.7.1 hereof.

#### C4.8.1 **Coach Memberships**

The following are categories of Coaches:

- (1) All coaches or swimming instructors within The Bahamas working with or for Club Members (whether for a salary or not), shall apply to the BSF to become a Coach Member;
- (2) All persons within The Bahamas doing business as or holding themselves out to the public as coaches or swimming instructors may apply to BSF to become a Coach Member.

#### C4.8.1 **Coach Member Application**

C4.8.1.1 A Coach's membership is current only for the then BSF Year.

C4.8.1.2 Applicants shall submit to the BSF Assistant Secretary the Coach's Membership Application Form which;

- (1) Shall be completed and signed by the applicant;
- (2) Shall state the applicant's Club affiliation and be signed by an officer of that Club Member (if any);
- (3) Shall state fully the applicant's professional employment and experience as a swim coach or instructor;
- (4) Shall be accompanied by a copy of the applicant's certificate(s), diploma(s) or accreditation as a professional swim coach or swim instructor;
- (5) Shall be accompanied by a photograph (submitted digitally in j-peg format); and
- (6) Shall be accompanied by payment of the prescribed fee.
- (7) Shall be accompanied by a current police certificate

C4.8.1.3 Applicants should have attained at least the ASCA Level 1 coaching certificate (or similar) to be considered.

#### C4.8.2 **Coaching Member Renewal**

Coach Members need not make an annual application for the renewal of their membership. All renewals of Coach memberships for the then next BSF Year shall be automatic if received in writing by the BSF Assistant Secretary on or before September 15<sup>th</sup> in the then current BSF year, or within twelve (12) months after September 30<sup>th</sup>, together with a photograph (submitted digitally in j-peg format) and payment of the prescribed renewal fees to the BSF Treasurer.

### C4.9 **APPROVAL AND DENIAL OF MEMBERSHIP APPLICATIONS**

C4.9.1 The BSF Executive Council shall have the right to accept or reject any membership application, provided that the BSF Executive Council in its sole discretion is satisfied that the applicant does or does not meet the qualifications as set out in this constitution.

### C5 **FEES**

C5.1 All fees payable to the BSF shall be determined by the BSF Executive Council.

#### C5.2 **Membership Fees**

C5.2.1 Membership fees shall be payable annually in advance of the then current BSF Year.

### C6 **JURISDICTION**

- C6.1 The BSF acknowledges that FINA is the only internationally recognized body governing swimming, diving, water polo, synchronized swimming, masters swimming and open water swimming.
- C6.2 The BSF shall be recognized and acknowledged as the only organization or body governing swimming, diving, water polo, synchronized swimming, masters swimming and open water swimming in The Bahamas and shall not be subject to the direction or control of any other person or authority in The Bahamas.
- C6.3 The BSF has jurisdiction and control over:
- C6.3.1 all swimming, diving, water polo, synchronized swimming, masters swimming and open water swimming events in The Bahamas sponsored and/or conducted by its members or any other person or organization and sanctioned by the BSF;
- C6.3.2 all of its Competitors, Coaches and officials;
- C6.3.3 all Club Members and Individual Members;
- C6.3.4 all Competitors, Coaches, BSF officials, Club representatives, Individual Members, or delegates, participating in BSF sanctioned events, BSF meetings, or events overseas in which the BSF participates.

**C7 THE BSF EXECUTIVE COUNCIL**

- C7.1.1 The affairs of the BSF shall be managed and controlled by the BSF Executive Council consisting of the officers of the BSF as hereinafter defined, and two (2) representatives appointed in writing by each Club Member (hereinafter referred to as “the Executive Council”).
- C7.1.2 Where a BSF officer without due notice or reasonable excuse has been absent from four (4) consecutive meetings of the BSF Executive Council and without good cause fails to take an active interest in the business of the BSF, the BSF Executive Council shall have the right to declare that such an officer has forfeited his office. The vacancy may then be filled by the BSF Executive Council according to Section C9.4 of this constitution.
- C7.1.3 The same practice as that in Section C7.1.2 above shall be applicable to any Club Member representative, except that the respective Club Member shall fill the vacancy.
- C7.1.4 The elected officers of the BSF (defined in C8) shall meet from time to time as deemed necessary by the President. Providing that at least six (6) officers are present, including the President, the meeting shall be considered an official meeting and decisions made at said meeting shall be binding. Notification of decisions reached should be given to the full BSF Executive Council within fourteen (14) days of said meeting, unless such decisions are deemed to be immaterial, or will be taken to the next BSF Executive Council meeting for further discussion.

**C7.2 Quorum**

- C7.2.1 The quorum for any meeting of the BSF Executive Council shall be as follows:
- (1) Four (4) Elected Officers, one of whom shall be either the President or a Vice President; and
- (2) One (1) representative each from at least four (4) Club Members.
- C7.3 The President or, in his absence, a Vice-President shall preside at meetings of the BSF Executive Council. The presiding officer shall have an original vote and a casting vote in the event of an equality of votes.
- C7.4 The BSF Executive Council shall meet at least four (4) times in each BSF Year, on a fixed day or on such day as may be agreed by BSF Executive Council from time to time. At least seven (7) days in advance notice in writing of any meeting must be given to all BSF Executive Council members by the BSF Secretary or BSF Assistant Secretary. The BSF Secretary or BSF Assistant Secretary, however, shall be entitled to summon an emergency meeting of the BSF Executive Council to consider and determine any urgent and important matter(s).
- C7.5 The rights, duties and functions of the BSF Executive Council shall include, but are not limited to, the following:

- C7.5.1 to deal with any application for membership in the BSF;
- C7.5.2 annually on or before September 30<sup>th</sup> of each BSF Year to provide to all Members a list of those Members current as of that date, and to periodically provide a revised membership list whenever any new Members join the BSF.
- C7.5.3 to decide whether Competitors shall participate in any proposed international aquatic event and if so, the teams to be entered;
- C7.5.4 to manage, control and carry out matters relating to such participation in any international event in which the BSF Executive Council had decided to enter a team or teams;
- C7.5.5 to appoint representatives to attend meetings of bodies controlling and promoting aquatic disciplines and/or other sports;
- C7.5.6 to set fees and to administer the finances of the BSF;
- C7.5.7 to appoint committees, including;
- C7.5.7.1 a Sport Development Committee, headed by the First Vice President, or any other officer/member appointed by the president, and made up of at least three (3) other council members
- C7.5.7.2 an Athletes Committee, headed by a convener, appointed by the Executive Council, and five (5) other members, who are at least 18 years old and of whom, at least two are recently retired national team members who have represented the BSF at either, or both, the FINA World Championships or Olympic Games
- C7.5.7.3 other committees as needed
- C7.5.8 to appoint advisers including but not limited to the following:
- (1) a honorary legal advisor;
  - (2) a director of officials;
  - (3) a national team coordinator (both junior and senior);
  - (4) a national championships meet director;
  - (5) a coordinator of national swimming records and statistics
  - (6) a financial coordinator
- C7.5.9 to discipline or suspend any Member, BSF official, Competitor, organization or individual under the BSF's control for any matter relative to the aquatic which the BSF Executive Council considers sufficient cause;
- C7.5.10 to allow in-competition or out-of-competition doping controls by FINA or the BSF;
- C7.5.11 to decide and determine any matter not provided for by the BSF rules, and to make any amendment to the BSF rules which may be necessary by reason of changes in either the FINA constitution or FINA rules.
- C7.5.12 to give written notice to:
- C7.5.12.1 any Individual Member or Club Member of a meeting where the BSF constitution and/or BSF rules are to be amended, to enable them to attend;
- C7.5.12.2 any Individual Member or Club Member or any individual under the jurisdiction of the BSF of a meeting where a complaint has been made against them, to enable them to attend and defend themselves.
- C7.5.12.3 a notice under this section shall be held to have been duly given if delivered by hand to an Individual Member or any individual under the jurisdiction of the BSF, or, in the case of a Club Member, to the president thereof, or sent by registered post to his or its postal address, or by any other form of "Mail" as defined in the judicial rules.
- C7.5.12.13 to deal with any other matter not specifically provided for in the BSF constitution or BSF rules.



C8 **OFFICERS**

The officers of the BSF shall consist of:

- C8.1 President;
- C8.2 First Vice President/Swimming Development;
- C8.3 Second Vice President/Public Affairs;
- C8.4 Third Vice President;
- C8.5 Treasurer;
- C8.6 Assistant Treasurer;
- C8.7 Secretary;
- C8.8 Assistant Secretary.
- C8.9 Past President;
- C8.10 Member at Large

C9 **ELECTION OF OFFICERS AND VACANCIES**

- C9.1 The officers shall be Bahamian citizens or permanent residents of The Bahamas who are Individual Members and shall (except as hereinafter in this constitution provided) be elected only at Annual General Meetings. They shall hold office for four (4) years at a time and until their successors are elected, when they shall retire. They shall be eligible for re-election. No Coach may hold an elected office in the BSF.
- C9.2 Nominations for election of officers shall be lodged with the BSF Secretary no later than two (2) weeks prior to the Annual General Meeting. No nominations shall be accepted from the floor. Every candidate for election to an office in the BSF shall be nominated by an Individual Member or Club Member. The candidate for each office who shall receive the most votes shall be declared elected. If any candidate, after being elected, declines to serve, the members shall vote a second time from the remaining viable candidates for that position. If two or more candidates for one or more offices receive an equal number of votes, the Members shall vote a second time from among such tied candidates for the candidate or candidates who is or are to be elected.
- C9.3 The election of officers shall be decided by secret ballot. All other matters at a BSF general meeting shall be decided by a show of hands, by calling the roll of Members or by secret ballot (if proposed and seconded). All votes cast shall include the Members present as well as proxy votes.
- C9.4 In case of any casual vacancy in any of the BSF offices created under Section C8 hereof, the BSF Executive Council may appoint some other Individual Member to act in such office until the next election of officers.

C10 **DUTIES OF OFFICERS**

C10.1 **President**

The President shall be the principal officer of the BSF, and shall have general supervision of all of the affairs and property of the BSF and over its several officers and employees, subject to the control of the BSF Executive Council. He shall give such directions as may be necessary for the carrying out of their duties and functions. He shall preside at all meetings at which he is present and he shall see that all orders and resolutions of the BSF Executive Council are carried into effect. The President and the Vice Presidents shall be ex-officio members of every committee or sub-committee of the BSF. The President shall present a written report at the Annual General Meetings.

C10.2 **First Vice-President/Swimming Development**

The First Vice-President/Swimming Development shall be responsible for promoting participation in aquatic sports.

The First Vice-President/Swimming Development shall:

- i. subject to BSF Executive Council's approval, develop and implement programs throughout The Bahamas to:
  - (1) encourage persons to participate in organized aquatics, to join Club Members, and to become a Member in the BSF;
  - (2) promote, encourage and assist in the organization and formation of new clubs registering with the BSF whenever and wherever appropriate;
  - (3) assist in the planning and provision of suitable aquatic facilities wherever their absence inhibits the growth of aquatic sports;
- ii. work to enhance cooperation among the BSF, Member Clubs, BSF committees, BSF subcommittees and appointed BSF officers, the appropriate government agencies and officials, and members of the public, in pursuit of these objectives.
- iii. head the sport development committee;

In the absence or disability of the President, the First Vice-President may perform the duties and exercise the powers of the President and such Vice President shall perform such other duties as may from time to time be prescribed by the Members in a general meeting or by the BSF Executive Council.

**C10.3 Second Vice-President/Public Affairs**

The Second Vice-President/Public Affairs shall be responsible for promoting and maintaining a positive public image of aquatic sports, its participants, the BSF and its Club Members.

The Second Vice-President/Public Affairs shall:

- i. be available to the news media at all reasonable times as the official spokesperson of the BSF;
- ii. prepare and distribute to the news media such reports and statements as Council may deem appropriate;
- iii. ensure news media coverage of all BSF competitions, events and programs;
- iv. take such actions as the BSF Executive Council deems appropriate to keep aquatic sports constantly and positively in the public eye.

In the absence or disability of the President and the First Vice-President, the Second Vice President may perform the duties and exercise the powers of the President and such Vice President shall perform such other duties as may from time to time be prescribed by the Members in a general meeting or by the BSF Executive Council.

**C10.4 Treasurer**

The Treasurer shall be responsible, subject to the control of the BSF Executive Council, for all of the finances of BSF (including the collection of fees) and administration of funds and shall keep and present such books of account as the BSF Executive Council may from time to time direct. He shall present a report which shall include a financial statement and auditors' report (if any) at every Annual General Meeting, copies of which shall be available to every Member. The books of account of the BSF shall always be open to the inspection of any member of the BSF Executive Council. All bank accounts shall require a minimum of two signatories, one of whom shall be the Treasurer and the other by any other BSF officer.

**C10.5 Secretary**

The Secretary shall be responsible for keeping a register of Members, recording minutes of all general meetings of the BSF and of the BSF Executive Council, maintaining all records of minutes of all general meetings, BSF Executive Council Meetings, BSF committees and BSF sub-committees and being responsible to the BSF Executive Council for all correspondence relating to the affairs of the BSF.

C10.6 **Assistant Secretary**

The Assistant Secretary shall be responsible for registering and renewing the membership of Competitors, Coach Members, Club Members and Individual Members, and the maintenance of all swimming records and statistics. The Assistant Secretary shall also assist the Secretary in the performance of his duties and shall perform such duties in the absence of the Secretary.

C10.7 **Past President**

This position will be fulfilled by the President of the immediate preceding term. His/her role shall be to ensure continuity between the previous and the current Executive Board.

C11 **MEETINGS**

C11.1 **Annual General Meeting**

C11.1.1 Annual General Meetings of the BSF shall be held during the month of October or as soon as possible thereafter, at a time and place designated by the BSF Executive Council. Notice of motions or questions from the Club Members or from an Individual Member must be received by the BSF Secretary fourteen (14) days prior to the announced date of an AGM. The BSF Secretary or BSF Assistant Secretary shall give twenty-one (21) days notice to all Club Members, Individual Members and Honorary Members together with an agenda specifying the nature of the business to be transacted at the Annual General Meeting.

C11.1.2 The business of such meeting shall be the presentation of an annual financial report by the BSF Treasurer and discussions of any issues arising therefrom; the presentation of annual reports by the BSF President, BSF Vice-Presidents, the BSF Secretary and the BSF Assistant Secretary on the activities of the various BSF committees and BSF sub-committees and discussions of any issues arising therefrom; proposals for changes and amendments to the BSF constitution and BSF rules; and any other business of which notice shall have been given as outlined in Section C11.1.1.

C11.1.3 Notice of proposals and amendments to the BSF constitution from the Club Members or Individual Members must be received by the BSF Secretary (14) days prior to the announced date of an AGM. The BSF Secretary or BSF Assistant Secretary shall give seven (7) days notice to all Club Members, Individual Members and Honorary Members together with an agenda specifying the motions, applications and proposals for alterations or additions to the BSF constitution to be transacted at the Annual General Meeting.

C11.1.4 The election of BSF officers shall be held every four (4) years during the Annual General Meeting.

C11.2 **Special General Meeting**

A Special General Meeting of the BSF may be called provided at least three (3) Club Members or, alternatively, thirty (30%) percent or ten (10) of the Individual Members (whichever shall be the greater number of Individual Members) shall give notice in writing to the BSF Secretary that they desire the convening of such a Special General Meeting, stating their reasons for convening the same. The BSF Secretary or BSF Assistant Secretary shall cause such a Special General Meeting to be held within six (6) weeks of receiving such said notice, giving four (4) weeks prior notice of such a meeting to each Member. The notice convening such a meeting shall state the reason for calling it, and no other subject can be dealt with at such Special General Meeting.

C11.5 **All General Meetings**

C11.5.1 Each Club Member shall be entitled to send one (1) representative to attend general meetings. Each Club representative shall be entitled to one (1) vote on all affairs of BSF during the general meetings. During such meetings, each Individual Member (on the membership list twenty-one (21) days prior to the AGM) shall have one vote with the BSF President having an original vote and a casting vote in the event of an equality of votes.

C11.5.2 At all general meetings, the chair shall be taken by the BSF President or, in his absence, a BSF Vice-President. In the absence of the BSF President and both BSF Vice-Presidents the Members present shall elect one of their Members in attendance to preside.

- C11.5.3 The quorum at a general meeting shall be twenty-five (25%) percent or seven (7) (whichever shall be the greater) of Members including Individual Members present by proxy.
- C11.5.4 Any motion duly defeated at any such general meetings shall not be re-considered for a succeeding twelve (12) month period except at the sole discretion of the BSF Executive Council.

C11.6 **Voting by Proxy**

C11.6.1 Voting by proxy shall be acceptable provided the proxy form shall be dated and shall bear the name and signature of the Individual Member granting the proxy.

C11.6.2 Voting by proxy shall be in one of the two following ways:

- (1) The Individual Member may appoint another Individual Member as his proxy with the right to vote on his behalf at any general meeting; or
- (2) The Individual Member may appoint the chairperson of the meeting as his proxy with power to vote on his behalf at any general meeting.

C11.6.3 Any document appointing a proxy shall be in, or, as close as possible to, the following form:

**"BAHAMAS SWIMMING FEDERATION**

The undersigned being an Individual Member hereby appoints [the Chairperson] or the following Individual Member [Name of Proxy] as my proxy to vote for me and on my behalf at the general meeting or Special General Meeting of the BSF to be held on [Date] and at any adjournment thereof.

Signed this day of "

C12 **REPEAL AND AMENDMENT**

C12.1 This constitution may be repealed or amended by resolution at any Annual General Meeting or Special General Meeting of BSF provided not fewer than fifty-five percent (55%) of the Members approve.

C12.2 Any amendments to the BSF constitution agreed upon at any Annual General Meeting or Special General Meeting shall become effective immediately, unless otherwise determined at the time of such approval. Any amendments to the BSF rules shall become effective one (1) month after being approved by the Members at an Annual General Meeting or a Special General Meeting.

C12.3 **SAVINGS**

The BSF officers immediately prior to the adoption of this constitution shall be deemed to be officers of BSF subject to the provisions of Section C4 hereof.

C13 **INTERPRETATION AND SETTLEMENT OF DISPUTES**

C13.1 In this constitution, except for voting:

- (1) words importing the singular shall include the plural and vice versa;
- (2) words importing the masculine gender shall include the feminine gender;
- (3) words referring to individuals shall include references to clubs, corporations or organizations, whether incorporated or not.

C13.2 The BSF Executive Council shall be the sole authority for the interpretation of this constitution and the BSF rules and for the settlement of all disputes relating to the affairs of the BSF.

C14 **BY-LAWS**

C14.1 The BSF Executive Council may establish by-laws for governing its operations and administration and supplementing the general provisions of this constitution. A majority of those BSF Executive Council members present and voting shall be required to approve, amend or revoke any new or existing by-laws. The amount payable as membership fees and other fees shall be specified in the by-laws. Under exceptional circumstances, the payment of any fees due to the BSF may be deferred or waived (in whole

or in part) by a majority vote of the BSF Executive Council members present and voting.

*(This Constitution was ratified and approved at a BSF Annual General Meeting on the 21<sup>st</sup> of December 2009 and went into effect immediately)*

*(This Constitution was amended on the 29<sup>th</sup> of **December 2012** at a BSF Annual General Meeting and went into effect immediately)*

**SECTION II  
RULES AND REGULATIONS  
OF  
THE BAHAMAS SWIMMING FEDERATION**

**PART I**  
**GENERAL RULES**

The rules in this Part I shall govern all Competitors registered with and swimming in competitions sanctioned by the Bahamas Swimming Federation ("BSF"), except as otherwise indicated.

GR1 ELIGIBILITY

GR1.1 A person who is a citizen or permanent resident of The Bahamas shall be eligible to become a Competitive Member.

GR1.2 Persons who are not citizens or permanent residents of The Bahamas, but who are in possession of a valid annual residency or work permit shall be eligible for membership in the BSF as a Competitor under the BSF constitution providing they have been physically present and actually residing in The Bahamas for a minimum period of Thirteen (13) consecutive weeks immediately prior to the date the applicant applies for membership and shall continue to be so resident at all times after making application.

GR1.3 Competitors who also register with a non-BSF club or team and/or national organization of another member of FINA while studying abroad shall nevertheless be deemed resident in The Bahamas by the BSF for membership and other purposes during the period of their studies.

GR1.4 The BSF shall adopt in its constitution any future amendments to FINA's rules of eligibility upon official notification of same from FINA.

GR2 RIGHT TO PARTICIPATE:

GR2.1 Any Competitor may register with a Club Member or register with unattached status in the BSF, as long as the Competitor has no outstanding financial obligations with the BSF. At any sanctioned competition, a Competitor may represent only one Club Member or swim as "unattached."

GR3 TRANSFERS/RELEASE:

GR3.1 **Competitor** transfers within The Bahamas:

GR3.1.1 When any Competitor changes affiliation from one Club Member to another, the releasing Club Member shall complete a Competitor Transfer/Release Form as in Appendix A.

GR3.1.2 An officer of the releasing Club Member shall sign the form, and shall forward it to the BSF Assistant Secretary, along with payment of the prescribed transfer fee.

GR3.1.2.1 In order to effect a transfer the Competitor shall first settle any outstanding financial obligations with the BSF and with the releasing Club Member.

GR3.1.3 Upon satisfying the provisions of GR3.1.1, GR3.1.2 and GR3.1.2.1 herein, the BSF Executive Council will register the Competitor as unattached for a period of thirteen (13) weeks from the date the Competitor last participated in a BSF sanctioned competition.

GR3.2 **Competitor released by BSF to another member of FINA**

GR3.2.1 Any Competitor who leaves The Bahamas and applies to join (or rejoin) a non-BSF club/team or member of FINA (either for a temporary purpose or permanently) shall complete a Competitor International Transfer/Release Form as in Appendix A and return it to the BSF Assistant Secretary.

GR3.2.2 An officer of the Competitor's Club and a BSF officer shall sign the Competitor International Transfer/Release Form in duplicate. A signed copy of the form shall be forwarded to the BSF Assistant Secretary and the original to the Competitor's non-BSF club/team.



- GR3.2.3 The rules and regulations of eligibility and registration with a non-BSF club/team under the jurisdiction of another member of FINA to which a Competitor has transferred shall govern the Competitor's right to represent a non-BSF club/team.
- GR4 **RESIDENCY**
- GR4.1 The term "resident" applies to an individual who is a citizen or permanent resident of The Bahamas or is in possession of a valid annual residency or work permit for BSF membership and other purposes and has actually resided in The Bahamas for a minimum of thirteen (13) weeks immediately prior to applying for BSF membership.
- GR5 **APPLICATION FOR MEMBERSHIP**
- GR5.1.1 A Competitor's membership is current only during the then current BSF Year.
- GR5.1.2 A Competitor Registration Application Form shall be completed and signed by the applicant or for applicants under age 18 by the applicant's parent or legal guardian;
- GR5.1.3 and in the case of a Club Competitor, shall:-
- (1) state the applicant's Club affiliation;
  - (2) be endorsed by an officer of that Club Member; and
  - (3) be submitted by an officer of the Club Member; or
- GR5.1.4 in the case of an unattached Competitor, be endorsed by the applicant's parent or legal guardian; and
- GR5.1.5 All applications shall be accompanied by proof of age and proof of eligibility in the form of a copy of birth certificate, copy of passport, copy of permanent residency certificate, copy of annual residency permit, copy of work permit, or copy of landing permit, or, any other documentation requested by the BSF Executive Council;
- GR5.1.6 shall be accompanied by a photograph (submitted digitally in j-peg format); and
- GR5.1.7 shall be accompanied by payment of the prescribed fee.
- GR5.2 **Competitive Member Renewal**
- GR5.2.1 Competitors need not make an annual application for the renewal of their BSF membership. All renewals of Competitors' memberships for the then next BSF Year shall be automatic if received in writing by the BSF Assistant Secretary on or before September 15<sup>th</sup> in the then current BSF year, or within twelve (12) months after September 30, together with a photograph (submitted digitally in j-peg format) and the payment of the prescribed renewal fee to the BSF Treasurer.
- GR5.2.2 Where twelve (12) or more months have elapsed since a Competitor's membership was last renewed; any Club Member or unattached Competitor wishing to renew the Competitor's membership shall submit a new Competitor Registration Form.
- GR6 **CERTIFICATION**
- GR6.1 Any person not registered with any member of FINA shall apply by a Competitor's Certification Application Form as in Appendix A for authorization to participate in any BSF sanctioned competition, benefit, exhibition, swim-a-thon, marathon, clinic, or the like, in which other Competitors may participate. Such applicant shall pay the prescribed fee to the BSF Treasurer.

**GR7 REGISTRATION OF COACHES**

The following are categories of Coach Members:

- (1) All coaches or swimming instructors within The Bahamas working with or for a Club Member (whether for a salary or not), shall apply to the BSF to become a Coach Member;
- (2) All persons within The Bahamas doing business as or holding themselves out to the general public as coaches or swimming instructors may apply to the BSF to become a Coach Member

**GR7.1 Coaching Member Registration**

GR7.1.1 A Coach's membership is current only for the then BSF Year.

GR7.1.2 Applicants shall submit to the BSF Assistant Secretary the Coach's Membership Application Form which;

- (1) Shall be completed and signed by the applicant;
- (2) Shall state the applicant's Club affiliation and be signed by an officer of that Club Member (if any);
- (3) Shall fully state the applicant's professional employment and experience as a swim coach or instructor.
- (4) Shall be accompanied by a copy of the applicant's certificate(s), diploma(s) or accreditation as a professional swim coach or instructor.
- (5) Shall be accompanied by a photograph (submitted digitally in j-peg format); and
- (6) shall be accompanied by payment of the prescribed fee.

GR7.1.3 Applicants should have attained at least the ASCA Level 1 coaching certificate (or similar) to be considered.

**GR7.2 Coach Member Renewal**

Coach Members need not make an annual application for the renewal of their membership. All renewals of Coach memberships for the then next BSF Year shall be automatic if received in writing by the BSF Assistant Secretary before September 15<sup>th</sup> in the then current BSF year, or within twelve (12) months after September 30, together with a photograph (submitted digitally in j-peg format) and payment of the prescribed renewal fees to the BSF Treasurer.

**PART II**  
**COMPETITION RULES**

**CR1 SANCTIONS**

**CR1.1 Sanctions are necessary when:**

- CR1.1.1 A Club Member hosts or sponsors a competition;
- CR1.1.2 the BSF hosts or sponsors a competition;
- CR1.1.3 an unaffiliated organization hosts or sponsors a competition (in which Competitors might participate).

**CR1.2 Sanctions are not necessary when:**

- CR1.2.1 internal or inter-institution competitions are organized by sporting associations of, or institutions providing, primary, secondary or tertiary education in The Bahamas in which Competitors might participate;
- CR1.2.2 Club Members offer short-term seasonal swim camps or clinics;
- CR1.2.3 Club Members hold closed competitions (unless they want the times to be recognized by the BSF).

**CR1.3 Sanctions shall not be granted to:**

- CR1.3.1 a suspended Individual Member or Club Member;
- CR1.3.2 any Member or organization which previously has failed to satisfy expense obligations to Competitors or to award prizes as stated on its entry blank for any past competition, until the obligations are satisfied or the prizes awarded;
- CR1.3.3 any Member or organization which is delinquent in the payment of any prescribed fees due to the BSF;
- CR1.3.4 any Member or organization which uses the word "Olympic" or any derivative of such word without the BSF Executive Council and B.O.A. approval;
- CR1.3.5 any Member or organization which has failed to comply with a directive of the BSF Executive Council or any Club Members or conditions imposed by it.

**CR1.4 Application for Sanction:**

- CR1.4.1 Application shall be made on the Sanction Application Form as in Appendix A and submitted to the BSF Executive Council with:
  - CR1.4.1.2 A copy of the Meet Summons Form;
  - CR1.4.1.3 The program of events;
  - CR1.4.1.4 Payment of Sanction Application fee; and
  - CR1.4.1.5 An Equipment Rental Requisition Form and accompanied by any equipment or other rental fees.

**CR1.5 Publication of Sanction:**

All Members and/or other organization in receipt of a sanction for an event shall ensure that the advertising and program bear the phrase "Sanctioned by The Bahamas Swimming Federation".

CR1. 6 The Sanction Application Form shall be submitted to the BSF Executive Council:

CR1.6.1 at least forty-two (42) days prior to the date of the proposed competition; or

CR1.6.1 at least twenty-one (21) days prior to the date of a proposed time trial

CR1.7 **Records of Sanctions:**

All approved Sanction Applications must be signed by the appropriate BSF officer and a record kept of all sanctions granted. All Sanction Applications must be approved by the BSF Executive Council and assigned an approved sanction number.

CR1.8 **Sanction Number**

The sanction number shall contain the two letter identifier for the sport the sanction is issued. It shall be followed by the BSF year the sanction is issued and finally the number of the sanction for that year.

Example: OW-09-001  
SW-09-199

CR2 **TYPES OF COMPETITION:**

The BSF Executive Council may sanction the following competitions:

CR2.1 Age Group: restricted to all Competitors in the age group.

CR2.2 Open/Senior: open to all Competitors, regardless of age.

CR2.3 Masters: restricted to Competitors 25 years of age or older.

CR2.4 Any combination of strokes, age-groups, and sexes may be swum simultaneously.

CR2.5 The BSF recognizes the following types of competition:

CR2.5.1 Class "A" Time Trial: held by Club Members for the purpose of enabling Competitors to obtain entry times for Club Member meets or the BSF national championships.

CR2.5.2 Class "B" Time Trial: Club Members may apply to BSF Executive Council for a sanction to hold a "B" Time Trial to provide Competitors with the opportunity to obtain qualifying time standards for national swim teams or to set any BSF records. The host organization shall publish and circulate to all Club Members and unattached Competitors all information pertaining to the Time Trial.

CR2.5.3 Combination/Mixed: open to all age group and open/senior Competitors;

CR2.5.4 Open Water: open to all Competitors, regardless of age, and subject to any entry conditions/restrictions imposed by the host Club Member or organization, or, by the BSF Executive Council;

CR2.5.5 Closed: restricted to Competitors of the same Club or organization;

CR2.5.6 Invitational: open only to those Clubs or Competitors invited by a Club Member.

CR3 **EVENTS:**  
Programs of events are:

CR3.1 **Individual Events:**

**Men**

Freestyle: 50,100,200,400 meters/ yards, 800, 1500 meters, 500, 1000, 1650 yards  
Breaststroke: 50,100,200 meters/yards  
Backstroke: 50,100,200 meters/yards  
Butterfly: 50,100,200 meters/yards  
Individual Medley: 100,200,400 meters/yards

**Women**

Freestyle: 50,100,200,400 meters/ yards, 800, 1500 meters,500, 1000, 1650 yards  
Breaststroke: 50,100,200 meters/yards  
Backstroke: 50,100,200 meters/yards  
Butterfly: 50,100,200 meters/yards  
Individual Medley: 100,200,400 meters/yards

CR3.2

**Relays:**

Freestyle: 200,400,800 meters/yards  
Medley: 200,400 meters /yards

CR4

**ENTRIES:**

CR4.1

Only Competitors shall enter competitions sanctioned by the BSF.

CR4.2

A Competitor's entry times for individual events at Club Member meets shall have been achieved at sanctioned competitions during the twelve (12) month period preceding the meet entry deadline.

CR4 3

**Submissions of Entries: Individual Events**

CR4.3.1

Entries can be submitted either using a Meet Entry Form or electronically using Team Manager or similar software specified in the meet summons.

CR4.3.2

The following information must be included:

- (1) The name of the Club Member, or unattached Competitor, submitting it;
- (2) Each Competitor's sex and competition age group;
- (3) Each Competitor's name and BSF or national Competitor registration number;
- (4) The event numbers and entry times of each Competitor, or the designation "NT" if No Time is applicable;
- (5) The signature of the unattached Competitor, or, a Club's Coach or Club's officer.

CR4.4

**Submission of Entries: Relay Events**

CR4.4.1

The following information must be included on relay entries:

- (1) The name of the Club Member submitting it;
- (2) The sex and the age group in which the team will compete, or the designation "Mixed", if applicable;

- (3) The event numbers and entry times of the team, or the designation "NT" if No Time is applicable;
- (4) The designation "Team A", "Team B", etc., when 2 or more teams are entered in the same event by the same Club Member;
- (5) The signature of the relay team's unattached Competitors, or, a Club's Coach or officer.

CR4.5 **Conversion of Entry Times:**

**CR4.5.1** Only conversions made with Hy-tek Software using the age group setting will be accepted.

CR5.1 **MEET AND PROGRAM CHANGES:**

CR5.1.1 The date and starting time of an event or meet or session or session of a meet shall not be changed to an earlier date or time.

CR5.1.2 No part of a BSF approved sanction shall be changed unless first approved by the BSF Technical Committee and subsequently confirmed in writing by the BSF Executive Council.

CR5.1.3 Any approved changes of events, date, starting time or venue must be published and distributed to Club Members and unattached Competitors prior to the competition.

CR5.2 **Postponement or Cancellation:**

(1) If, prior to the start of the meet, conditions prohibit safe, fair and equitable competitions, the meet director may postpone or cancel the meet.

(2) Where the meet has actually commenced and where conditions prohibit safe, fair and equitable competition, the referee may postpone or cancel the meet, subject to agreement of the meet director.

CR5.3 **Time-Only Swims:**

CR5.3.1 Where events are not scheduled for a Competitor's age group at a BSF sanctioned swim meet, a Competitor or the Competitor's Coach may indicate the Competitor's intention to participate in events scheduled for another age group on the **Meet Entry Form** for the purpose of enabling the Competitor to attain entry times or qualifying time standards.

CR5.3.2 Where events are not scheduled for a Competitor's age group, or, where events are scheduled for a Competitor's age group but the Competitor has not entered those events on the **Meet Entry Form**, the meet director may permit the Competitor to give notice at the swim meet of intention to participate in those events for the purpose of enabling the Competitor to attain entry times or qualifying time standards

CR5.3.3 Notice of time-only swims shall be completed by an unattached Competitor or a Competitor's Coach on the **Time-Only Swims Form** and submitted to the meet referee.

CR5.3.4 The events shall not be eligible for rewards points or records.

CR5.3.5 All time-only Competitors shall be announced.

CR6 **WITHDRAWALS:**

CR6.1 **Scratches:**

- 1 All notices of withdrawals or scratches shall be completed by an unattached Competitor or a Competitor's Coach on the **Competitor Withdrawals/Scratches Form**.
- 2 An unattached Competitor or a Coach shall submit notice of any withdrawals or scratches on the **Competitor Withdrawals/Scratches Form** to the meet referee .
- 3 All Competitors entered in a sanctioned competition must report to the clerk of course.

## CR7 SEEDING OF HEATS AND FINALS:

The seeding of Competitors shall be as follows:-

### CR7.1 Heats:

- CR7.1.1 The meet director shall list all Competitors entered in individual events in order based on the Competitors' best competitive times on the Meet Entry Forms. Competitors designated "N. T." shall be considered the slowest entrants and shall be placed at the end of the list. Lanes for each heat shall be assigned as follows;
- CR7.1.2 One heat - may be seeded as a final and swum during the final session.
- CR7.1.3 Two heats - the fastest Competitor shall be seeded in the second heat; the second fastest in the first heat; the third fastest in the second heat; the fourth fastest in the first heat etc.
- CR7.1.4 Three heats - the fastest Competitor shall be seeded in the third heat; the second fastest in the second heat; the third fastest in the first heat; the fourth fastest in the third heat; the fifth fastest in the second heat; the sixth fastest in the first heat, the seventh fastest in the third heat, etc .
- CR7.1.5 Four or more heats - the last three heats shall be seeded in accordance to the above method. The heat preceding the last three heats shall consist of the next fastest Competitors; the heat preceding the last four heats shall consist of the next fastest Competitors etc. Lanes shall be assigned in descending order of submitted times within each heat in accordance with the pattern outlined below.
- CR7.1.6 **Exceptions:** When there are two or more heats in an event, there shall be a minimum of three Competitors seeded into anyone preliminary heat, but subsequent scratches may reduce the number of Competitors in such heat to less than three .

### CR7.2 Finals:

- CR7.2.1 Lanes shall be assigned according to times accomplished in preliminary heats.
- CR7.2.2 In the event that Competitors from the same or different heats have equal times registered to a 1/100th of a second, for the last qualifying place there shall be a swim-off to determine which Competitor shall advance to the final. Such swim-off shall take place not less than one hour after all involved Competitors have completed their heat. Another swim-off shall take place if equal times are registered again .
- CR7.2.3 Where one or more Competitors scratch from a final, substitutes will be called in order of their finish position in the heats.
- CR7.3 **Timed Finals:**
- CR7.3.1 The last heat shall be comprised of Competitors with the fastest submitted times; each heat preceding the last heat shall be comprised of the next fastest Competitors in descending order of



submitted times, with the first heat comprised of the slowest Competitors.

CR7.3.2 Lanes for each heat shall be assigned in accordance with the pattern outlined below

CR7.4 **Assignment of Lanes:**

CR7.4.1 Assignment of lanes shall be (lane number 1 being on the right side of the pool when facing the course from the starting end) by placing the fastest Competitor or team in the centre lane in the pool with an odd number of lanes, or, in Lane 3 or 4 respectively in pools having 6 or 8 lanes. The Competitor having the next fastest time is to be placed on the left of the fastest Competitor, then alternating the others to right and left according to the submitted times. Competitors in any events with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

CR8 **COSTUMES:**

CR8.1 All costumes of all Competitors shall be in good moral taste and suitable for the sport of swimming.

CR8.2 All costumes shall be non-transparent.

CR8.3 The referee of a competition has the authority to exclude any competitor whose costume does not comply with this rule.

CR8.4 All FINA rules regarding costumes shall apply.

CR9 **SMOKING BAN:**

CR9.1 At all competitions hosted by the BSF, no smoking shall be permitted either prior to or during the competition.

CR10 **BANNED SUBSTANCES:**

CR10.1 A Competitor in any competition sanctioned by the BSF Executive Council or any member of FINA or FINA shall not use any drug or other substance, which appears on FINA's List of Banned Substances in force at the time of the competition.

CR10.2 Any Competitor selected by the BSF Executive Council to participate in any regional or international swimming competitions where FINA-mandated doping control is likely to be conducted or qualifying for the national championships shall not be eligible to participate in such competitions unless the competitor has submitted a **Declaration of Medications Form** to the BSF Secretary on or before 30th September in each year and a **Medical Notification Form** to his/her head coach or club official. The form shall state the nature of the competitor's medical condition, identify the prescribed medications and be signed by the competitor, the competitor's coach (if any), and the registered medical practitioner prescribing same.

CR10.3 Any Competitor selected by the BSF Executive Council to participate in any regional or international swimming competitions or qualifying for the national championships shall be subject to doping control testing by the BSF. Such testing shall be conducted according to current FINA medical rules and Doping Control rules.

CR10.4 All Competitors and all Club Members shall comply with the medical rules and Doping Control rules of FINA, any member of FINA and the BSF.

CR10.5 The BSF Executive Council shall report the proceedings and conclusions of all hearings resulting from doping controls carried out by it to FINA.

- CR10.6 For the purposes of these rules, the following shall be regarded as "doping offenses":
- (a) the finding in the Competitor's body tissue or fluids of a banned substance;
  - (b) the use or taking advantage of banned techniques;
  - (c) admitting having taken advantage of, or having used, a banned substance or a banned technique;
  - (d) the failure or refusal of the Competitor to submit to doping control;
  - (e) assisting or encouraging others to use a banned substance or banned technique, or admitting having assisted or incited others;
  - (f) trading, trafficking, distributing or selling any banned substance .

CR10.7 Banned techniques include:

- (a) blood doping (including the use of erythropoietin (EPO));
- (b) use of substances and methods which alter the integrity and validity of urine or blood samples used in doping control.

CR10.8 If a Competitor or other person is found to have violated a doping rule as set forth in these rules or the judicial rules or the FINA Doping Control rules, or such person waives his or her right to a hearing, the Competitor shall be suspended for a period similar to the FINA Doping Control rules in effect at the time of testing .

CR10.9 A Competitor is ineligible to compete in competitions sanctioned by the BSF Executive Council or by any FINA member while under suspension or if expelled, by FINA, or by the BSF for violations of this part of these rules.

CR10.10 The BSF has the right to randomly test up to sixteen (16) athletes a year for banned substances.

## CR11 **ADVERTISING:**

The following conditions shall apply at all BSF sanctioned competitions:

### CR11.1 **Technical equipment when worn in the Water:**

Identification in the form of three (3) logos, two (2) of the manufacturer and one (1) of another sponsor on each swimwear, (ie. swimsuit and cap), not exceeding sixteen (16) square centimeters each is permitted. A two-piece swimsuit will be regarded as one (1) swimwear.

### CR11.2 **Pool Deck equipment:**

Towels and bags may carry two (2) advertisements. Track suits and officials' uniforms may carry two (2) advertisements on the top and two (2) on the trousers or skirt. The logo of the manufacturer may be repeated, but the same name may be used only once on each article or garment.

### CR11.3 **Advertising which is disallowed:**

CR11.3.1 Any body advertising.

CR11.3.2 Advertising for tobacco or alcohol.

## CR12 **OFFICIALS: REQUIREMENTS**

CR12.1 All officials shall arrive prior to the start of the competition and report immediately to the referee.

CR12.2 For all sanctioned competitions, there shall be the following minimum number of officials present:

CR12.2.1 **When Automatic Officiating Equipment is used:**

- (a) 1 Referee (who may also act as starter/stroke judge/turn judge);
- (b) 1 Starter;
- (c) 1 Chief Timekeeper and a minimum of 2 timekeepers per lane;
- (d) 4 Stroke/Turn Judges;
- (e) 1 Chief Recorder (who shall also act as Computer Operator);
- (f) 1 Chief Finish Judge (who shall also act as Automatic Officiating Equipment Operator);
- (g) 1 False Start Rope Person (optional);
- (h) 1 Clerk of Course (who may also act as Marshall - optional)

CR12.2.2 **When Automatic Officiating Equipment is not used:**

Same as in above, plus -  
3 Timekeepers per lane,

CR12.3 Notwithstanding the requirements above, the referee, in his sole discretion can decide if a competition should start or continue.

CR12.4 There shall be a BSF representative present at each competition.

CR13 **OFFICIALS: DUTIES AND RESPONSIBILITIES**

CR13.1 **Referee:**

CR13.1.1 The referee shall have full control over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competition. He shall enforce all rules and decisions of the BSF and shall decide all questions relating to the actual conduct of the meet, event or competition, the final settlement of which is not otherwise covered by these rules.

CR13.1.2 The referee may intervene in the competition at any stage to ensure that the BSF rules and regulations are observed, and shall adjudicate all protests related to the competition in progress.

CR13.1.3 The referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. He may appoint substitutes for any officials who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if he considers it necessary.

CR13.1.4 At the commencement of each event, the referee shall signal to the Competitors by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or, for backstroke swimming and medley relays, to immediately enter the water). A second long whistle shall bring the backstroke and medley relay Competitor immediately to the starting position. When the Competitors and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the

Competitors are under the starter's control. The stretched out arm shall stay in that position until the start is given.

- CR13.1.5 The referee shall disqualify any Competitor for any violation of the rules that he personally observes. The referee may also disqualify any Competitor for any violation reported to him by other authorized officials. All disqualifications are subject to the decision of the referee.
- CR13.1.6 When using finish judges without three (3) digital watches, the referee shall determine placing where necessary. If automatic officiating equipment is available and operating, it shall be consulted as stated in Rule TSR11 of the Technical Swimming Rules in Part III of these rules.
- CR13.2 **Starter:**
- CR13.2.1 The starter shall have full control of the Competitors from the time the referee turns them over to the starter until the race is commenced and shall start each event or heat according to the start rules in Rule TSR1 of the Technical Swimming Rules.
- CR13.2.2 The starter shall report a Competitor to the referee for delaying the start, for willfully disobeying an order, or for any other misconduct taking place at the start, but only the referee may disqualify a Competitor for such delay, willful disobedience or misconduct. Such disqualification shall not be considered as a false start.
- CR13.2.3 The starter shall have the power to decide whether the start is fair, subject only to the decision of the referee.
- CR13.2.4 When starting an event, the starter shall stand on the side of the pool within approximately five (5) metres of the starting edge of the pool where the timekeepers can see and/or hear the starting signal and the Competitors can hear the signal.
- CR13.3 **Turn Judges:**
- CR13.3.1 Turn judges shall be assigned to one or more lanes at each end of the pool.
- CR13.3.2 Each turn judge shall ensure that Competitors comply with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. The turn judges at the starting end of the pool shall ensure that the Competitors comply with the current rules from the start and ending with completion of the first arm stroke. The turn judges at the finish end of the pool shall ensure that the Competitors finish their race according to the current BSF rules.
- CR13.3.3 Turn judges at the starting end in relay events shall determine whether the starting Competitor is in contact with the starting platform when the preceding Competitor touches the starting wall. When automatic officiating equipment which judges relay take-offs is used in any competition, the placing and times so determined and relay take-offs judged by such equipment shall have precedence over the timekeepers.
- CR13.3.4 Turn judges shall report any violation on signed cards detailing the event, lane number, and the infringement delivered to the referee.
- CR13.3.5 Each turn judge at the starting end shall give a warning signal when the Competitor in his lane has two lengths plus five metres/yards to swim to the finish in individual events of 800 and 1500 metres, or, 800, 1000 and 1650 yards. The signal may be repeated after the turn until the Competitor has reached the five (5) metres mark on the lane rope. The warning may be by whistle or bell.

CR13.3.6 In individual events of 800 metres/yards or more, each turn judge at the turning end of the pool must record the number of laps completed by the Competitor in his lane and keep the Competitor informed of the remaining number of laps to be completed by displaying "lap cards". Semi-electronic equipment may be used, including under water display.

CR13.4 **Stroke Judges:**

CR13.4.1 Stroke judges shall be located on each side of the pool. Each stroke judge shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns to assist the turn judge .

CR13.4. 2 Stroke judges shall report any violation to the referee on signed cards, detailing the event, lane number, and the infringement.

CR13.5 **Chief Timekeeper:**

CR13.5.1 The chief timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. There must be a minimum of two (2) timekeepers for each lane. If automatic officiating equipment is not used, there must be two (2) additional timekeepers designated, either of whom will be directed to replace a timekeeper whose watch did not start or stopped during an event, or, who, for any reason, is unable to record the time.

CR13.5. 2 The chief timekeeper shall collect from the timekeepers in each lane a card showing the times recorded, and if necessary, inspect their watches.

CR13.5.3 The chief timekeeper shall record or examine the official time on the card for each lane.

CR13.6. **Timekeepers:**

CR13.6.1 Each timekeeper shall take and record the time of the competitors in the lane assigned to him according to these rules .

CR13.6.2 Each timekeeper shall start his watch at the starting signal and shall stop it when the Competitor in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper or the referee to record times at intermediate distances in races longer than 100 metres.

CR13.6.3 Promptly after each race the timekeepers in each lane shall record the times of their watches on the Time Card and give it to the chief timekeeper. They shall, if requested, present their watches for inspection. They shall not clear their watches until they receive the "Clear All Watches" signal from the chief timekeeper or referee.

CR13.6.4 Unless a video back-up system is used, it may be necessary to use the full complement of timekeepers per lane, even when automatic officiating equipment is used.

CR13.7 **Clerk of Course:**

CR13.7.1 The clerk of course shall assemble competitors prior to each event.

CR13.8 **Announcer (Optional):**

CR13.8.1 At least once before the start of each event, the announcer shall announce the event number, the sex and age group of Competitors, distance of race and style of stroke involved.

- .CR13.8.2 At least once before the start of each heat, the announcer shall announce the lane assignment, name and Club affiliation (if any) of each Competitor, and any time-only Competitors .
- CR13.8.3 The announcer shall announce all event results supplied by the chief recorder or chief finish judge and all disqualifications.
- CR13.8.4 The announcer shall make any other announcements as requested by the referee or the meet director.
- CR13.9 **Marshals (Optional):**
- CR13.9.1 Marshals shall be responsible for behaviour at the starting platform, the sides of the course and the finish.
- CR13.9.2 They shall take positions as instructed by the referee and maintain stillness in the rear of the starting platform. At each start, they shall prevent spectators and non-participants from entering the pool deck area.
- CR13.9.3 They shall maintain order among Competitors, spectators, officials and Coaches. They shall report to the referee anyone using lewd, indecent, offensive, profane or abusive language, or, whose actions are disrupting the orderly conduct of the meet.
- CR13.10 **Chief Recorder:**
- CR13.10.1 When automatic officiating equipment is used, the chief recorder shall be responsible for the operation of any computer recording the scoring, timing and placing results of the events, and shall list all records established, where appropriate.
- CR13.10.2 The chief recorder is responsible for checking results from computer printouts or from results of times and placing in each event received from the referee. The chief recorder shall co-sign as witness to the referee's signature on such results.
- CR13.10.3 The chief recorder shall note on official results forms the times, places and Club affiliation (if any) of all Competitors in all events, any withdrawals from heats or finals, all new records established, and maintain scores, where appropriate .
- CR13.11 **Chief Finish Judge:**
- CR13.11.1 When automatic officiating equipment is used to judge the finish of a race, the chief finish judge must report the order of finish recorded by the equipment after each race.
- CR13.12 **Finish Judges (Optional):**
- CR13.12.1 Finish judges shall be positioned in elevated stands in line with the finish where they have at all times a clear view of the course and the finish line, unless they operate an automatic officiating device in their respective assigned lanes by depressing the "push-button" at the completion of the race.
- CR13.12.2 After each event, the finish judges shall decide and report the placing of the Competitors according to the assignments given to them. Finish judges other than push-button operators shall not act as time keepers in the same event.
- CR13.13 **Independence of Officials**

CR13.13.1 All officials whose duties require making judgments on rules violations shall make their decisions autonomously and independently of each other, unless otherwise stipulated in the BSF rules.

CR14 **PROTESTS:**

CR14.1 **Protests are possible:**

- CR14.1.1 if the rules and regulations for the conduct of the competition are not observed;
- CR14.1.2 if other conditions endanger the competitions and/or the Competitors;
- CR14.1.3 against decisions of the referee, starter, or judges. However, no protest shall be allowed against a decision of fact by any of those officials.

CR14.2 **All Protests must be submitted:**

- CR14.2.1 to the referee;
- CR14.2.2 in writing;
- CR14.2.3 only by a Coach or unattached Competitor;
- CR14.2.4 within thirty (30) minutes following the conclusion of the respective event; and
- CR14.2.5 must be accompanied by payment of a protest fee of Fifty (\$50.00) dollars.
- CR14.2.6 If conditions causing a potential protest are noted by any Coach prior to the start of the competition, an official protest must be lodged before the starting signal for the first event is given .

CR14.3 **Jurisdiction:**

- CR14.3.1 All protests shall be considered by the referee. If he rejects the protest, he must state the reasons for his decision in writing. The Coach or unattached Competitor may appeal the referee's rejection of the protest to the jury of appeal in attendance at the competition in writing.
- CR14.3.2 The decision of the jury of appeal shall be final and not subject to further review.
- CR14.3.3 If the appeal is rejected by the jury of appeal, the protest fee shall be forfeited to the BSF. If the appeal is upheld, the protest fee shall be refunded.
- CR14.3.4 Until final decision, the results of any race conducted under protest, or, of any protested race, shall not be announced, and no prizes for the race shall be awarded or points scored allowed, unless the protest is officially withdrawn.

CR14.4 **Jury of Appeal:**

CR14.4.1 **Function:**

- CR14.4.1.1 The jury of appeal shall adjudicate all appeals against the referee's rejection of a protest.

CR14.4.2      **Composition:**

CR14.4.2.1      The jury of appeal shall be composed of three (3) disinterested Members selected by draw from a pool comprising one representative from each Club Member.

CR14.4.2.2      Each Club Member shall submit the name of its representative on the jury of appeal.

CR 15      **RECORDS**

CR15.1      All claims to any record(s) set at a BSF sanctioned competition shall be governed by the Swimming Records rules.

CR16      **FEES:**

CR16.1.1      The BSF Executive Council shall determine the amount and purpose of all fees payable to the BSF.

CR16 1.2      In the absence of any written agreement to the contrary, no fees payable to the BSF shall remain unpaid for more than twenty-one (21) days after they become due .

CR16.2      **BSF Surcharges:**

CR16.2.1      Every Club Member having Competitors entered in at least one (1) event in a BSF sanctioned competition, and unattached Competitors or non-BSF competitors, shall pay to the host Club Member or organization a non refundable fee called a BSF surcharge. This surcharge shall be paid in addition to any meet entry fees.

**CR17 OFFICIALS: CERTIFICATION**

CR17.1      **Application for Certification:**

CR17.1.1      Any person desirous of becoming a BSF certified chief timekeeper, chief finish judge, chief recorder, stroke judge, turn judge, starter, referee or chief referee shall complete and sign an **Official's Certification Application** Form as in Appendix A. The applicant shall indicate on the form the specific category of certification for which he/she is applying. The signed form shall be delivered to the chairperson of the BSF Official's Committee on completion of all BSF training requirements.

CR17.2      Every applicant for certification under Rule CR17.1.1 above (except for chief timekeeper) shall attend and undergo supervised on deck training at a minimum of two (2) BSF sanctioned meets or four (4) individual sessions of any BSF sanctioned meets. Applicants for certification as chief timekeeper shall attend and undergo supervised on-deck training at a minimum of one (1) BSF sanctioned meet or two (2) sessions of any BSF sanctioned meets.

CR17.2.1      For the purposes of certification, or re-certification, each day of a meet lasting two (2) or more days shall be deemed to be a separate meet for each day.

CR17.3      Applicants for certification as a chief timekeeper or chief finish judge or chief recorder shall:-



- CR17.3.1 actually operate or assist in the operation of digital watches or electronic timing equipment or computer equipment for at least one (1) session at each of such swim meets specified in Rule CR17.2 above under the supervision of a certified chief timekeeper or chief finish judge or chief recorder; and
- CR17.3.2 attend a minimum of one (1) BSF officials clinic for the position conducted by or under the auspices of the BSF within six (6) months before the date of application.
- CR17.4 Applicants for certification as a stroke judge, turn judge or starter shall:-
- CR17.4.1 assist and be supervised by a certified judge or starter for at least two (2) meets or four (4) sessions at each of such swim meets specified in Rule CR17.2 above. The applicant shall not actually carry out or perform any of the duties of the certified official; and
- CR17.4.2 attend a minimum of one (1) BSF officials clinic for the position conducted by or under the auspices of the BSF within six (6) months before the date of the application.
- CR17.5 Applicants for certification as a referee shall:
- CR17.5.1 assist and be supervised by a certified referee for at least two (2) meets or four (4) sessions at each of such swim meets specified in Rule CR17.2 above but shall not actually carry out or perform any of the duties of the certified official; and
- CR17.5.2 be a certified stroke judge and/or turn judge and have served as such for at least four (4) meets or eight (8) individual sessions of BSF sanctioned swim meets since first becoming certified; and
- CR17.5.3 be a certified starter and have served as such at a minimum of two (2) meets or four (4) individual sessions of BSF sanctioned swim meets since first becoming certified; and
- CR17.5.4 serve as a certified stroke judge, turn judge or starter at a minimum of one (1) individual session of the BSF national swimming championships; and
- CR17.5.5 served as a certified official at a minimum of six (6) meets or twelve (12) individual sessions of BSF sanctioned swim meets within the two (2) year period before the date of the application; and
- CR17.5.6 attend a minimum of one (1) BSF official's clinic for the position conducted by or under the auspices of the BSF, within six (6) months of the application.
- CR17.6 Applicants for certification as a chief referee shall:
- CR17.6.1 assist and be supervised by a certified chief referee for at least two (2) meets or four (4) sessions at each of such swim meets specified in rule CR17.2 above but shall not actually carry out or perform any of the duties of the certified official; and
- CR17.6.2 be a certified referee and have served as such for at least four (4) meets or eight (8) sessions of BSF sanctioned swim meets since first becoming certified; and
- CR17.6.3 be a certified stroke judge and/or turn judge and have served as such for at least two (2) meets or four (4) individual sessions of BSF sanctioned swim meets since first becoming certified; and
- CR17.6.4 be a certified starter and have served as such at a minimum of two (2) meets or four (4) individual sessions of BSF sanctioned swim meets since first becoming certified; and

- CR17.6.5 serve as a certified chief finish judge at a minimum of one (1) meet or two (2) individual sessions of a BSF sanctioned swim meets; and
- CR17.6.6 serve as a certified chief recorder at a minimum of one (1) meet or two (2) individual sessions of a BSF sanctioned swim meets; and
- CR17.6.7 serve as a certified stroke judge, turn judge or starter at a minimum one (1) individual session of the BSF national swimming championships; and
- CR17.6.8 serve as a certified referee at a minimum of one (1) individual session of the BSF nationals swimming championships; and
- CR17.6.9 serve as a certified official at a minimum of ten (10) meets or twenty (20) individual sessions of a BSF sanctioned swim meets;
- CR17.6.10 attend a minimum of one (1) BSF officials clinic for the position conducted by or under the auspices of the BSF, within six (6) months before the date of application.

CR17.7 **Certification of Officials:**

- CR17.7.1 Any application for certification in any specific category shall be approved by the BSF Officials Committee.
- CR17.7.2 The BSF Official's Committee shall prepare a certificate for signature by the BSF President and the Chairperson of the BSF Officials Committee. Such certificate shall not be valid until signed by both of them.
- CR17.8 No person shall perform the duties or responsibilities of a chief timekeeper, starter, stroke judge, turn judge, chief finish judge, chief recorder, referee or chief referee unless he is in possession of a valid certified official card issued by the chairperson of the BSF Official's Committee.
- CR17.8.1 A **Certified Official Card** shall be valid for 24 calendar months provided that the conditions outlined in CR17.9 are met.
- CR17.8.2 Any person certified as a chief referee, referee, starter, stroke judge(s), turn judge(s) chief recorder, chief finish judge or chief timekeeper by another member of FINA shall be eligible for registration with BSF in a similar capacity, provided the applicant first undergoes supervised on-deck training at a minimum of one (1) BSF sanctioned meet or two (2) sessions of any sanctioned meets.

CR17.9 **Renewal of Certification of an Official:**

- CR17.9.1 In order to retain certification in their category of officiating, all certified officials shall:
  - CR17.9.1.1 officiate at a minimum of two (2) meets or four (4) sessions of BSF sanctioned competitions; and
  - CR17.9.1.2 officiate at least one (1) session of a BSF national swimming championship each BSF Year; and
  - CR17.9.1.3 once every two (2) years, attend a minimum of one (1) BSF officials clinic for their position conducted by or under the auspices of the BSF; and
  - CR17.9.1.4 for all certified chief referees, conduct a minimum of one (1) BSF officials clinic in each BSF Year.

CR17.9.1.5 On or before 15<sup>th</sup> September in each BSF Year, certified officials shall submit an **Officials Certification Renewal Form** as in Appendix A to the Chairperson of the BSF Officials Committee.

**PART III**  
**TECHNICAL SWIMMING RULES**

**TSR1 THE START:**

TSR.1.1 The start in the Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle from the Referee, the competitors shall step onto the starting platform and remain there. On the Starter's command "Take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platform. The position of the hands is not relevant. When all competitors are stationary, the Starter shall give the starting signal.

TSR1.2 The start in Backstroke and Medley Relay races shall be from the water. At the Referee's first long whistle, the competitors shall immediately enter the water. At the Referee's second long whistle, the competitors shall return without undue delay to the starting position. When all competitors have assumed their starting positions, the Starter shall give the command "Take your marks". When all competitors are stationary, the Starter shall give the starting signal.

TSR1.3 At all BSF-sanctioned competitions, the command "Take your marks" shall be in English. The start shall be by multiple loudspeakers, one mounted at each starting platform .

TSR1.4 Any competitor starting before the starting signal has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the competitor(s) shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining competitors shall be called back, and start again.

**TSR2 FREESTYLE:**

TSR2.1 Freestyle means that in an event so designated, the competitor may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

TSR2.2 Some part of the competitor must touch the wall upon completion of each length and at the finish.

TSR2.3 Some part of the Competitor must break the surface of the water throughout the race, except it shall be permissible for the Competitor to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

**TSR3 BACKSTROKE:**

TSR3.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

TSR3.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in TSR3.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

TSR3.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

- TSR3.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.
- TSR3.5 Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.
- TSR4 **BREASTSTROKE:**
- TSR4.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.
- TSR4.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.
- TSR4.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
- TSR4.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.
- TSR4.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- TSR4.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.
- TSR5 **BUTTERFLY:**
- TSR5.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.
- TSR5.2 Both arms must be brought forward together over the water and brought backward simultaneously throughout the race.
- TSR5.3 All up and down movements of the legs must be simultaneous. The position of the legs or feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.
- TSR5.4 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.

- TSR5.5 At the start and at turns, a competitor is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a Competitor to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The Competitor must remain on the surface until the next turn or finish.
- TSR6 **MEDLEY SWIMMING:**
- TSR6.1 In individual medley events, the competitor shall cover the four swimming styles in the following order: Butterfly; Backstroke; Breaststroke; and Freestyle.
- TSR6. 2 In medley relay events, competitors shall cover the four swimming styles in the following order: Backstroke; Breaststroke; Butterfly; and Freestyle.
- TSR6.3 Each section must be finished according to the rule which applies to the style concerned.
- TSR7 **THE RACE:**
- The following rules shall apply equally to all individual or team events.
- TSR7.1 A competitor swimming over the course alone shall cover the whole distance to qualify.
- TSR7.2 A competitor must finish the race in the same lane in which he started.
- TSR7.3 In all events, a competitor when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.
- TSR7.4 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a competitor, but he shall not walk .
- TSR7.5 Pulling on the lane rope is not allowed.
- TSR7.6 Obstructing another competitor by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the Referee shall report the matter to the competitor's coach (if any) and to the Council.
- TSR7.7 No competitor shall be permitted to use or wear any device that may aid his speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn.
- TSR7.8 Any competitor not entered in a race, who enters the water while an event is in progress (except to aid a competitor in distress) shall be disqualified from his next scheduled race in the meet.
- TSR7.9 There shall be 4 Competitors on each relay team.
- TSR7.10 In relay events, the team of a Competitor whose feet loses touch with the starting platform before the preceding team-mate touches the wall shall be disqualified, unless the Competitor in default returns to the original starting point at the wall, but it shall not be necessary to return to the starting platform .
- TSR7.11 Any relay team shall be disqualified from a race if a team member, other than the Competitor designated to swim that length, enters the water when the race is being conducted, before all Competitors of all teams have finished the race.

- TSR7.12 The members of a relay team and their order of competing must be nominated before the race. Any relay team-member may compete in a race only once. The composition of the relay may be changed between the heats and the finals of an event, provided that it is made up from a list of Competitors properly entered by a club/coach/competitors. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.
- TSR7.13 Any competitor having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other competitor who has not yet finished his race. Otherwise the competitor or his relay team shall be disqualified.
- TSR7.14 Should a foul endanger the chance of success of a competitor, the Referee shall have the power to allow the competitor to compete in the next heat, or, should the foul occur in a final event or in the last heat, the Referee may order the race to be re-swum.
- TSR7.15 No pace making shall be permitted, nor may any device be used or plan adopted which has that effect.
- TSR8 **TIMING**
- TSR8.1 The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Officiating Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event a breakdown occurs to the Automatic Officiating Equipment or it is clearly indicated that there has been a failure of the Equipment, or a competitor has failed to activate the Equipment, the recordings of the human timekeepers shall be official.
- TSR8.2 When Automatic Officiating Equipment is used, the results shall be recorded only to *1/100* of a second. When timing to *1/1000* of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all competitors who have recorded the same time at *1/100* of a second shall be accorded the same placing. Times displayed on the electronic scoreboard shall only show to *1/100* of a second .
- TSR8.3 Any timing device that is terminated by an official shall be considered a watch. Such manual times shall be taken by three (3) timekeepers appointed or approved by the BSF. All watches shall be certified as accurate to the satisfaction of the BSF. Manual timing shall be registered to *1/100* of a second. Where no Automatic Officiating Equipment is used, official manual times shall be determined as follows:
- TSR8.3.1 If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time;
- TSR8.3.2 If all three watches disagree, the watch recording the intermediate time shall be the official time .
- TSR8.3.3 With only two (2) out of three (3) watches working, or, if only two watches are used, and if the times recorded do not agree, the average time of the two recorded watch times shall be the official time.
- TSR8.4 Should a Competitor be disqualified during or following an event, such disqualification should be recorded in the official results.



TSR8.5 In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

TSR8.6 All 50 meter and 100 meter splits shall be recorded for lead-off Competitors during relays and published in the official results.

TSR9 **COMPETITION FACILITIES**

Competition facilities must match FINA specifications.

**PART IV**  
**NATIONAL CHAMPIONSHIP RULES**

All National Championships sanctioned and hosted by the BSF shall be governed by the General rules and the Competition rules, with the following exceptions and additions:

**NCR1 ELIGIBILITY:**

NCR1.1 All competitors registered with the BSF are eligible to participate in the National Championships.

NCR1.2 Foreign competitors can participate in the National Swimming Championships on the basis that they do not score points and Bahamian competitors are not displaced from the finals.

**NCR2 CONDITIONS OF ENTRY:**

NCR2.1 Individual Events: To enter a National Championship, a competitor must (i) satisfy Rule NCRI.I above; (ii) satisfy the published qualifying time standard for each event.

NCR2.2 Relay Events: A competitor who has not qualified for any individual events may represent his club or team in relay events for his or her age group provided that competitor (i) satisfies Rule NCRI.I above.

**NCR3 AGE GROUPS**

NCR3.1 Recognized age groups are:

- 8 and Under
- 9 -10
- 11 - 12
- 13 - 14
- 15 and Over

NCR3.2 Competitors shall swim only in their respective age groups. Their competitive age group shall be determined by their respective ages as of midnight on 31st December of the preceding year.

**NCR4 DATES AND STARTING TIMES:**

The dates, starting times and duration and exact schedule of events of a National Swimming Championship shall be recommended by the Technical Committee and approved by the BSF Executive Council.

**NCR6 QUALIFYING TIMES:**

NCR6.1 Qualifying times for all individual events shall be as follows:.

NCR6.2 8 & under - No qualifying time standards, but must have an official time.

- "B" Qualifying times as published by USA Swimming for
- 9-10
  - 11-12
  - 13-14
  - 15 & Over

NCR6.3 There shall be no qualifying time standards for relay events at the National Championships.

**NCR7 ENTRIES:**

NCR7.1        **Limitations:**

NCR7.1.1      Clubs may enter three relay teams per age group per sex, however, only the ‘A’ designated team will score.

NCR7.2        **Requirements:**

NCR7.2.1      All entries for individual and relay events shall be submitted on a **National Championship Meet Entry Form**, or, in digital format, and shall state the competitor's name, club affiliation (if any), age group, BSF Registration Number, entry time(s) for each individual event entered and the meet/date when the entry time(s) was/were achieved .

NCR7.2.2      **National Championships Meet Entry Forms** shall not be valid unless signed by a club's Head coach, or, by an unattached competitor or the unattached competitor's parent or guardian.

NCR7.2.3      The names of all competitors eligible to compete only in relay events shall also be entered on **The Meet Entry Form**, without limit to the number of such competitors.

NCR7.2.4      The head coach shall submit an **Order of Relay Competitors Form** to the Chief Recorder forty five (45) minutes prior to the start of each session, listing the names, age group, event number and order of competitors in the relay event in which such team is entered .

NCR7.2.5      The deadline for the submission of completed **Meet Entries** shall be three (3) weeks before the scheduled first day of competition. All entries are to be submitted electronically using HY-TEK Software to the designated BSF officer on or before the entry deadline.

NCR7.2.6      No entries shall be accepted after the entry deadline unless accompanied by the required fees.

NCR7.2.7      The **Meet Entries** shall be accompanied by all meet entry fees.

NCR7.2.8      Meet entries submitted electronically shall be as valid as if they were written or printed out.

NCR7.3        **Entry Fees:**

NCR7.3.1      All entry fees shall be determined by the BSF Executive Council.

NCR7.4        **Entry Times:**

NCR7.4.1      All entry times must have been achieved in a sanctioned meet within a year since the previous National Swimming Championships, also can include times achieved in these most recent National Swimming Championships, regardless of the one year period.

NCR.7.5       **Proof of Entry Times:**

NCR7.5.1      Proof of entry times shall be submitted to the BSF.

NCR7.6        **Conversion of Entry Times:**

NCR7.6.1      **National Long Course Championships:** If a competitor does not have a LCM qualifying time for an event, he may convert his times achieved during the qualifying period for the same event in a 25 Metre (SCM) pool or a 25 Yard (SCY) pool to LCM Qualifying Times according to Hi-tek software using the Age Group setting.

- NCR7.6.2 **National Short Course Championships:** If a competitor does not have a SCM qualifying time for an event, he may convert his times achieved during the qualifying period for the same event in a 50 Metre (LCM) pool or a 25 Yard (SCY) pool to SCM Qualifying Times using the Hi-tek software using the Age Group setting.
- NCR7.7 **Responsibility Clause:**
- NCR7.7.1 Any coach who signs a **National Championships Meet Entry Form** or submits entries electronically thereby certifies (i) that all entry times stated therein are correct and true; and, (ii) that all competitors named therein are eligible to participate in a National Championship. The coach assumes responsibility for all false or incorrect times and all competitors entered by him, and may be subject to a fine.
- NCR8 **SEEDING:**
- The seeding of entries for a National Swimming Championship shall be governed by Rule CR7 of the Competition Rules in Part" of these Rules.
- NCR9 **WITHDRAWALS (SCRATCHES):**
- NCR9.1 Notification of all scratches or withdrawals of competitors shall be submitted to the Referee on a Competitor Scratches Form by a competitor's coach, or, by or on behalf of an unattached competitor.
- NCR9.2 Referee shall notify the Chief Recorder, Announcer and Clerk of Course of all scratches or withdrawals received .
- NCR9.3 **Timed Finals:**
- NCR9.3.1 Notification of all scratches from timed finals shall be submitted to the Referee a minimum of 30 minutes prior to the start of the session in which the timed final event is to be swum.
- NCR9.3.2 Failure to comply with Rule NCR9.3.1 above shall result in the competitor being fined a fee stipulated in the Summons.
- NCR9.4 **Finals:**
- NCR9.4.1 Notification of all scratches from final events of preliminary heats shall be submitted to the Referee within 30 minutes of the announcement or posting of the names of qualifiers for the final event.
- NCR9.4.2 Failure to comply with rule NCR9.4.1 above shall result in that competitor being fined a fee stipulated in the Summons.
- NCR9.5 **Exemption from Penalty:**
- NCR9.5.1 No penalty shall apply for failure to swim in a final event if:
- NCR9.5.1.1 in the event of illness or injury to the competitor, the Referee shall be supplied with such medical documentation describing the nature and extent of the competitor's illness or injury as the referee considers satisfactory.
- NCR9.5.1.2 in the event of circumstances beyond the control of the competitor, the Referee shall be supplied with such documentation as the referee considers satisfactory, substantiating the inability of the competitor to participate and fully describe the circumstances

giving rise thereof.

NCR9.6 **Alternates:**

NCR9.6.1 In the event of the withdrawal of a competitor from a final, the referee shall fill the lane when possible with the next qualified competitor.

NCR10 **SCHEDULES:**

NCR10.1 Starting times for all sessions shall be as published.

NCR10.2 The meet director or meet management committee shall establish and distribute to all coaches and unattached competitors a schedule of warm-up lanes and warm-up times for each session.

NCR 11 **PROTESTS:**

NCR11.1 **Jurisdiction:**

NCR11.1.1 Protests may be based on Competition Rules CR19.1 and CR20.1 and must be submitted in writing to the Session Referee by a coach or unattached competitor on an **Official Protest Form** within thirty (30) minutes following the conclusion of the incident creating the protest. The protest must be accompanied by a fee of Fifty (\$50.00) dollars.

NCR11.1.2 All protests shall be considered by the session referee. If he rejects the protest, he must state the reasons for his decision on the **Official Protest Form**. If the protest is rejected, the protest fee is forfeited to the BSF. If the protest is upheld, the protest fee will be refunded.

NCR11.1.3 A coach or unattached competitor may appeal the referee's rejection of the protest within thirty (30) minutes thereof to the Jury of Appeal by so indicating on the **Official Protest Form** .

NCR11.1.4 If the appeal to the Jury of Appeal is rejected, the protest fee shall be forfeited to the BSF. If the appeal is upheld, the protest fee shall be refunded to the coach or unattached competitor .

NCR11.1.5 The decision of the Jury of Appeal shall be final and not subject to further review.

NCR11.1.6 Until final decision, the results of any race conducted under protest, or, of any protested race, shall not be announced, and no prizes or points scored for the race shall be awarded unless the protest is officially withdrawn.

NCR11.2 **Jury of Appeal:**

NCR11.2.1 **Function:**

NCR11.2.1.1 The Jury of Appeal shall adjudicate all appeals against the referee's rejection of a protest

NCR11.2.2 **Composition:**

The Jury of Appeal shall be composed of the following persons:

- (1) the President or next most senior executive officer of the BSF Executive Council in attendance at the session, who shall be the Chairperson;
- (2) two (2) disinterested members selected by draw from a pool comprising one representative from each Club Member .

NCR11.2.3 Each club shall submit the name of its representative on the Jury of Appeal to the BSF on or before the deadline for submitting meet entries .

NCR11.2.4 The names of the members of the Jury of Appeal shall be published by the BSF in the official meet programme.

**NCR12 OFFICIALS:**

**NCR12.1 Requirements:**

NCR12.1.1 For each session of a National Swimming Championship, there shall be

- 1 Referee;
- 1 Starter;
- 1 Chief Timekeeper
- 4 Stroke Judges;
- 6 Turn Judges
- 1 Announcer;
- 1 Chief Recorder;
- 1 Chief Timing Judge;
- 1 False Start Rope Person;
- 1 Clerk of Course.

NCR12.1.2 Automatic officiating equipment shall be provided and used at every session of a national championship

NCR12.1.3 The referee, Starter, stroke judges, and turn judges-shall all be certified officials.

**NCR12.2 Dress Code:**

NCR12.2.1 The dress code for all certified referees, starters, and stroke/turn judges shall be an official white T-shirt, or shirt supplied by the BSF; white shorts or pants for morning sessions and white with dark shorts or pants for evening sessions.

**NCR13 SCORING:**

NCR13.1 The point scoring system for first to eighth places for individual and relay events will be as follows:-

Individual Events 9-7-6-5-4-3-2-1

Relay Events 18-14-12-10-8-6-4-2

NCR13.2 Determination of the Individual Best Swim Awards in Rule NCR14.1.3 below is determined based upon The FINA high points report issued by Hy-Tek Software.

NCR13.3 Scoring in the event of ties or disqualifications shall be governed by Competition Rules.

**NCR14 AWARDS:**

NCR14.1 **Individual:** 1st to 8th place competitors in each event.

NCR14.1.1 Individual High Point Winner: all age groups.

NCR14.1.2 Individual High Point Runner-Up: all age groups.

NCR14.1.3 Individual Best Swim: Male and Female 13 – 14 and 15 and over age groups.

NCR14.2 **Relays:** 1st to 3rd place teams in each relay event.

NCR14.3 **Team Trophy:** Awarded to the Club that accumulates the most points by its Competitors.

NCR14.4 **Ties:**  
Where two or more competitors tie for any place, duplicate awards shall be given to each of the competitors involved, and in such cases no award shall be given for the place or places immediately following the tied positions.

NRC15 **RECORDS:**

NCR15.1 The following distances and styles for appropriate age groups in both sexes shall be recognized by the BSF for the purposes of National Championship Records:

Freestyle:	50, 100, 200, 400, 800 and 1500 metres
Backstroke:	50, 100 and 200 metres
Breaststroke:	50, 100 and 200 metres
Butterfly:	50, 100 and 200 metres
Individual Medley:	100, 200 and 400 metres
Freestyle Relay:	4 x 50 and 4 x 100 metres
Medley relay:	4 x 50 and 4 x 100 metres

NCR16 **CLASS "B" TIME TRIALS**

The BSF may sanction and conduct a Class "B" Time Trial only for attaining Minimum Time Standards required for national swim teams.



**PART V**  
**SWIMMING RECORDS RULES**

SWR1 **SWIMMING RECORDS**

SWR1.1 **Distances and Styles:**

Swimming Records shall be recognized for the following distances and styles in 50 metre and 25 metre/yard courses:

Freestyle:	50, 100, 200, 400, 800 and 1500 metres 50, 100, 200, 500, 1650 yards
Backstroke:	50, 100 and 200 metres/yards
Breaststroke:	50, 100 and 200 metres/yards
Butterfly:	50, 100 and 200 metres/yards
Individual Medley:	100, 200 and 400 metres/yards
Freestyle Relay:	4 x 50 and 4 x 100 and 4 x 200 metres/yards
Medley relay:	4 x 50 and 4 x 100 metres/yards

SWR1.2 Separate records shall be recognized for Masters, Senior and Age Group classifications.

SRW1.3 Separate records shall be recognized for Bahamas and Bahamas Open categories.

SWR2 **AGE GROUP RECORDS**

SWR2.1 Eligibility for Age Group Records shall be based upon the competitor's age as of midnight on December 31<sup>st</sup> of the previous year.

SWR2.2 Official Age Group Records shall be based on events offered at the National Swimming Championships.

SWR3 **CONDITIONS OF ELIGIBILITY:**

SWR3.1 **Bahamas Records:**

SWR3.1.1 may be established at a sanctioned competition within The Bahamas or abroad;

SWR3.1.2 by BSF registered competitors who are citizens of The Bahamas.

SWR3.2 **Bahamas Open Records:**

SWR3.2.1 may be established at a sanctioned competition within The Bahamas;

SWR3.2.2 by BSF-registered competitors; and/or,

SWR3.2.3 by competitors registered with any Member of FINA

SWR3.3 **The Pool:**

SWR3.3.1 Short Course Records may be made only in pools of 25 metres or yards in length. Long Course Records may be made only in pools of 50 metres in length

SWR3.4 **The Event:**

SWR3.4.1 Records can be established in competition in preliminary heats, finals, timed finals, , Class "B" Time Trials, swim-offs to decide placement or break a tie.

SWR3.5      **Timing:**

Records shall be accepted by the Records and Statistics Committee only when times are recorded by Automatic Officiating Equipment, or Semi-Automatic Officiating Equipment in the event of Automatic Officiating Equipment malfunction .

SWR3.6      **Application:**

SWR3.6.1      Applications for records shall be made on a **Record Application Form** and shall be signed by the meet director or other official.

SWR3.6.2      The record application form and a certified copy of the official meet results, or an electronic copy downloaded from an Certified/Official Website as well as any other relevant documents satisfying the accuracy of the meet results, shall be forwarded by the meet director or some other official to the Records and Statistics Committee Chairperson .

SWR3.6.3      Applications for records shall be investigated by the Records and Statistics Committee and the Committee's Chairperson shall notify the whether the application should be approved or rejected. No record will be recorded without all necessary paperwork being provided.

SWR3.7      **Ratification:**

SWR3.7.1      If the BSF Executive Council approves the record application, a certificate signed by the BSF President and the Records and Statistics Committee Chairperson shall be issued to the competitor(s) in recognition of his or their performance.

**PART VI**  
**INTERNATIONAL SWIMMING RULES**

**ISR1 COMPETITIONS AND TOURS IN FOREIGN COUNTRIES:**

ISR1.1 BSF Registered competitors, clubs, teams, judges, officials, trainers and coaches from The Bahamas participating in sanctioned swimming events outside of The Bahamas shall be subject to the swimming rules of the Member of FINA hosting the competition.

ISR1.2 BSF Registered competitors, clubs, teams, judges, officials, trainers and coaches from The Bahamas participating in sanctioned swimming events outside of The Bahamas shall, nevertheless, remain under the jurisdiction of the BSF.

**ISR2 UNAUTHORIZED RELATIONS AND MISBEHAVIOUR:**

ISR2.1 None of the above-mentioned persons or entities shall have any form of relationship with a body not affiliated to, or suspended by, FINA.

ISR2.2 The exchange of BSF competitors, clubs, teams, judges, officials, trainers and coaches with non-affiliated or suspended bodies is not permissible.

ISR2.3 The holding of demonstrations and/or exhibitions, clinics, training, competitions, etc., with non-affiliated or suspended bodied is not permissible.

ISR2.4 Only the FINA Bureau may authorize relations with non-affiliated or suspended bodies mentioned in Rules ISR1.3.1.1 through ISR1.3.1.3 above.

ISR2.5 Any individual or group violating this Rule shall be suspended by the BSF for a minimum period of one year, up to a maximum period of two years. FINA shall be entitled to review the suspension and to increase it up to a maximum of two years, according to the circumstances involved. In the event that such individual or group has resigned its membership with BSF or is not a member of BSF, that individual or group shall not be entitled to register or affiliate with BSF for a minimum period of three months up to a maximum period of two years. FINA shall be entitled to review the suspension and to increase it up to the maximum of two years, according to the circumstances involved. In any case, BSF shall be obliged to abide by any increased penalty imposed by FINA on review.

ISR2.6 The BSF will ensure that the FINA Rules governing eligibility are strictly enforced at all international competitions conducted in The Bahamas.

ISR2.7 At all regional or international competitions hosted by the BSF, no smoking shall be permitted in any area designated for competitors, either prior to or during the competition.

**ISR3 INTERNATIONAL SWIMMING: NATIONAL LEVEL**

**ISR3.1 BAHAMAS NATIONAL TEAMS:**

ISR3.1.1 A swim team shall be designated as a National Team representing The Bahamas if it is selected and managed by the BSF.

**ISR3.2 Categories of National Teams:**

**ISR3.3 Regional or International Age Group Competitions:**

- (1) CARIFTA Swimming Championships
- (2) Caribbean Islands Swimming Championships
- (3) Central American & Caribbean (C.C.CAN.) Swimming Championships
- (4) Any other competitions designated by the BSF Executive Council.

ISR3.4 **Open or Senior Regional or International Competitions:**

- (1) FINA Grand Prix Swimming Competitions
- (2) CAC. Games
- (3) Goodwill Games (subject to invitation)
- (4) Commonwealth Games
- (5) Pan-American Games
- (6) World University Games
- (7) Pan Pacific Games (subject to invitation)
- (8) FINA World Long and Short Course Championships
- (9) Olympic Games
- (10) Any other competitions designated by the BSF Executive Council

ISR4 **ELIGIBILITY:**

BSF registered competitors shall be eligible for selection to a National Team subject to their satisfying the requirements in the following Rules in this Part, the availability of funds and any terms or conditions stated in the meet summons or invitation.

ISR5 **NATIONALITY AND RESIDENCY:**

ISR5.1 **Open or Senior Regional or International Competitions:**

ISR5.1.1 A competitor representing The Bahamas must (i) be of Bahamian nationality, whether by birth or by naturalization, and ; (ii) possess a valid Bahamian passport:

ISR5.1.2 A competitor who is both a national of The Bahamas and a national of one or more other countries according to the laws of such other country or countries shall declare whether he chooses a Bahamian national affiliation or "sports nationality", as such competitor shall be under the jurisdiction of only one Member of FINA at any time.

ISR5.1.3 A competitor who is both a national of The Bahamas and a national of one or more other countries according to the laws of such other country or countries and who has represented The Bahamas at any of the competitions mentioned in Rule ISR3.4 above shall be deemed to have chosen a Bahamian "Sports Nationality". He shall remain under the jurisdiction of the BSF and is prohibited from representing any other country unless and until he changes national affiliation. To change national affiliation from the jurisdiction of the BSF to that of another Member of FINA, the competitor shall have resided in that other Country for twelve (12) months preceding the entry deadline for the competition and shall have been under the jurisdiction of the Member of FINA during that period.

ISR6 **SELECTION CRITERIA:**

ISR6.1 Where the circumstances require it, the BSF Executive Council shall be responsible for establishing any Minimum Time Standards and/or criteria to participate at regional or international swimming competitions.

ISR6.2 Where FINA or some other swimming organization is responsible for establishing any Minimum Time Standards and/or criteria to participate at regional or international swimming competitions, the BSF shall ensure that entered BSF competitors comply with such Minimum Time Standards and/or criteria.

ISR6.3 Competitor must have swum in Nationals unless exempt by BSF Executive Council one (1) month in advance.

ISR7 **MINIMUM TIME STANDARDS:**

ISR7.1 Any new and/or amended Qualifying Time standard shall be prepared by the Technical Committee by October 1<sup>st</sup>, annually, approved by BSF Executive Council, and circulated to all Registered Coaches and Clubs. These are the minimum Time Standards and will apply unless the Meet Summons states higher standards.

ISR7.2 **REGIONAL OR INTERNATIONAL AGE GROUP COMPETITIONS**

ISR7.2.1. Carifta Swimming Championships - "AA" Time Standards as published by USA Swimming

ISR7.2.2. Caribbean Island Swimming Championships - "AAA" Time Standards as published by USA Swimming

ISR7.2.3. C.C.C.A.N. Swimming Championships - "AAAA" Time Standards as published by USA Swimming

The Technical Committee will set the Time Standards for Age Group meets not listed-above.

ISR7.3 **OPEN OR SENIOR REGIONAL OR INTERNATIONAL COMPETITIONS**

For both the long course and the short course world championships, the "B" Qualifying Time Standard of the previous Olympics.

ISR7.4 Where a regional or international competition is conducted in a 50 Metre (LCM) Pool, the BSF will publish its minimum time standards for all events offered at the competition in LCM Times. Where a regional or international competition is conducted in a 25 metre (SCM) Pool, the BSF will publish its minimum times standards for all events offered at the competition in SCM Times.

ISR7.5 Minimum time standards, once published, cannot be changed except to rectify typographical errors.

ISR8 **ENTRY TIMES AND QUALIFYING PERIODS:**

ISR8.1 Entry Times : Eligibility for consideration for selection to a national team is based on competitors achieving the minimum time standard, during the qualifying period within 12 months of the event.

ISR8.2 Qualifying Periods:

ISR8.2.1 Where FINA or the host organization stipulates the qualifying period for any competition, then the qualifying period for that competition shall be the period so stipulated.

ISR9 **PROOF OF ENTRY TIMES:**

ISR9.1 Proof of entry times shall be submitted to the BSF where:

ISR9.1.1 the entry times are achieved in a sanctioned swim meet outside of The Bahamas.

ISR10 **RESPONSIBILITY CLAUSE:**

ISR10.1 The coach assumes responsibility for all false or incorrect times and all national team nominations submitted by him, and may be subject to disciplinary action for inaccurate submissions.

ISR11           **SELECTION OF COMPETITORS:**

ISR11.1           Regional or International Age Group Competitions:

ISR11.1.1           Competitors that meet the Minimum Time Standards, within the qualifying period, are eligible for consideration on a national team .

ISR11.1.2           Where there are no, or insufficient, qualifiers for selection to a national team, other registered Competitors may be considered .

ISR11.2           Open/Senior Regional/International Competitions:

ISR11.2.1           Eligibility for consideration for selection to a national team attending any of the regional or international competitions is based on competitors satisfying a published Minimum Time Standards, within the qualifying period.

ISR11.2.2           Where individual entries at such competitions are limited to 2 competitors per event, priority for selection to a national team will be given to the first and second fastest competitors who have satisfied the published Minimum Time Standard in each event. Where individual entries are limited to 3 competitors per event, priority for selection to a team will be given to the first, second and third fastest competitors who have satisfied the published Minimum Time Standard in each event, etc .

ISR11.2.3           The Chairperson of the Technical Committee shall submit the final list of competitors to the BSF Executive Council for BSF Executive Council's approval at the next available BSF Executive Council meeting.

ISR11.2.4           Final selection of competitors by the BSF Executive Council shall be based on the recommendations of the Technical Committee.

ISR11.2.5           BSF Executive Council may approve or reject any competitor.

ISR12           **NATIONAL TEAM OFFICIALS:**

ISR12.1           National Team Officials: Selection

ISR12.1.1           Final selection and ratification of a team manager and/or chaperone by the BSF Executive Council may be based on any recommendations of registered members or clubs .

ISR12.1.2           Final selection and ratification of a head coach and/or assistant coach by the BSF Executive Council may be based on any recommendations of the Technical Committee .

ISR12.1.3           Selection of Judging Officials by the BSF Executive Council may be based on any recommendations of the Officials Committee.

ISR12.1.4           Subject to the availability of funds, the BSF Executive Council may ratify those persons recommended as national team officials and can reject any nominated official.

ISR12.2           **Criteria for Selection: Coaches**

ISR12.2.1           Registered BSF Coach, availability, coaching experience or knowledge, years of coaching and levels of coaching certification. Preference will be given to coaches with the largest ratio of qualified Competitors on the named national team .



ISR12.3      **Criteria for Selection: Team Manager and/or Chaperone**

ISR12.3.1      Experience of team travel; experience with children and young adults; contribution to swimming in The Bahamas at the club or national level; working on BSF Executive Council or BSF committees; reliability and maturity.

ISR12.4      **Criteria for Selection: Judging Officials**

ISR12.4.1      BSF certification or equivalent as a referee or starter or stroke judge or turn judge; availability; officiating experience and knowledge; officiating experience at the club or national level.

ISR12.5      **Responsibilities and Duties:**

ISR12.5.1      **General:**

All persons approved by BSF Executive Council as coaches, judging officials and non-judging team officials shall be responsible for ensuring that they and all other officials and competitors on a national team comply with the **Code of Conduct for National Teams** in these Rules .

ISR12.6      **Responsibilities and Duties: Head Coach**

The responsibilities and duties of the Head Coach shall include:

ISR12.6.1      ensuring competitors are entered correctly in the heats;

ISR12.6.2      ensuring competitors participate in the warm-up sessions;

ISR12.6.3      ensuring that competitors are prepared and ready on the pool deck in adequate time for their heats and/or finals;

ISR12.6.4      registering any scratches or withdrawals;

ISR12.6.5      registering any protest(s) with the Referee, if appropriate;

ISR12.6.6      ensuring that competitors know they will be competing under FINA Rules and apprise them of same;

ISR12.6.7      becoming apprised of any disqualification(s) as soon as possible;

ISR12.6.8      ensuring that any competitor qualifying for a final is correctly seeded and that his name is announced;

ISR12.6.9      recording times (unofficial) in order to note any sizeable discrepancies, and to make appropriate query;

ISR12.6.10      acquiring copies of the official results of heats and finals, obtaining the Referee's signature (where possible), and supplying same to the BSF upon the team's return;

ISR12.6.11      participating in any technical meetings for coaches and delegates;

ISR12.6.12      ensuring, with the cooperation of the other team officials, that the competitors have adequate rest and nutrition;

- ISR12.6.13 informing the other team officials of any accidents and/or infractions of the Code of Conduct for National Teams;
- ISR12.6.14 remaining informed of the whereabouts of the competitors at all times;
- ISR12.6.15 ensuring that all relay entries are submitted as required,
- ISR12.6.16 any other duties or responsibilities prescribed by BSF Executive Council from time to time.

ISR12.7 **Duties and Responsibilities: Assistant Coach**

The responsibilities and duties of the Assistant Coach shall include:

- ISR12.7.1 assisting the Head Coach in the discharge of any coaching responsibilities;
- ISR12.7.2 assuming the duties of the Head Coach should he be unable to fulfill them;
- ISR12.7.3 attending technical meetings, if necessary;
- ISR12.7.4 ensuring that competitors arrive at the pool punctually;
- ISR12.7.5 informing competitors of the need to report to the marshaling area;
- ISR12.7.6 informing the other team officials of any accidents and/or infractions of the Code of Conduct for National Teams;
- ISR12.7.7 remaining informed of the whereabouts of the competitors at all times;
- ISR12.7.8 any other duties or responsibilities prescribed by BSF Executive Council from time to time.

ISR12.8 **Responsibilities and Duties: Team Manager**

The responsibilities and duties of the Team Manager shall include:

- ISR12.8.1 taking possession of all travel documents, passports, airline tickets, medical releases and health insurance papers;
- ISR12.8.2 ensuring that all team members tickets are processed and that all baggage is checked-in, where appropriate;
- ISR12.8.3 paying any departure taxes;
- ISR12.8.4 arranging and/or providing transportation where necessary (i) between an airport and the team's sleeping quarters, or (ii) between the sleeping quarters and the swimming pool;
- ISR12.8.5 ensuring that the competitors are adequately and timely fed, and purchasing extra nutritious food and drinks, if necessary;
- ISR12.8.6 primary responsibility for the behaviour of the team;
- ISR12.8.7 consulting with other team officials as soon as possible after arrival, and informing all team members of any interpretation of the Code of Conduct;
- ISR12.8.8 remaining informed as to the whereabouts of the competitors at all times;

- ISR12.8.9 informing the other team officials of any accidents and/or infractions of the Code of Conduct;
- ISR12.8.10 submitting any applications for Bahamas Records to the Records and Statistics Committee upon the team's return;
- ISR12.8.11 any other duties or responsibilities prescribed by BSF Executive Council from time to time.

ISR12.9 **Responsibilities and Duties: Chaperone**

The responsibilities and duties of the Chaperone (if any) shall include:

- ISR12.9.1 ensuring compliance by the competitors with any curfew;
- ISR12.9.2 ensuring that the competitors rest when so instructed;
- ISR12.9.3 ensuring that the competitors have adequate drying facilities for their swimwear, or, if those are not available, arranging some means of drying such items in the rooms themselves;
- ISR12.9.4 reporting any infractions of the Code of Conduct to the Team Manager and team Coaches;
- ISR12.9.5 remaining informed as to the whereabouts of the competitors at all times;
- ISR12.9.6 remaining aware of any medical problems and/or allergies the competitors may have, and having on hand a basic first aid kit;
- ISR12.9.7 any other duties or responsibilities prescribed by BSF Executive Council from time to time.

ISR12.10 **Responsibilities and Duties: Judging Officials**

The responsibilities and duties of judging officials shall include:

- ISR12.10.1 participating in any technical meetings for officials and delegates;
- ISR12.10.2 carrying out such judging tasks and duties as may be assigned by the meet director or referee;
- ISSR12.10.3 any other duties or responsibilities prescribed by BSF Executive Council from time to time.

ISR13 **CODE OF CONDUCT:**

- ISR13.1 All competitors and team officials shall conduct themselves in a prudent, respectful, courteous and dignified manner at all times that would not result in dishonour or disgrace to themselves, their families, their clubs, the BSF or The Bahamas.
- ISR13.2 The team shall travel and eat together whenever and wherever possible.
- ISR13.3 All competitors shall observe any curfews established by the Coaches or Team Manager.
- ISR13.4 No competitor or team official shall use lewd, indecent, profane, abusive or offensive language, or behave in an unsportsmanlike manner, or conduct themselves in a manner likely to embarrass or disgrace any other competitor or official participating in the competition.
- ISR13.5 Competitors and team officials shall not consume alcoholic beverages prior to or during the competition or use any drug or other substance, which is on FINA's List of Banned Substances in force at the time of the competition until discharged by the Team Manager.

- ISR13.6 No competitor may visit the living quarters of members of the opposite sex on the Bahamas national team or any other nation's team at any time. Team officials should not do so either unless it is in connection with team business or for emergency or urgent reasons .
- ISR13.7 Any competitor or team official whose parents, guardians, spouse or family members travel to a regional or international competition, whether as spectators or as officials, shall nevertheless remain under the jurisdiction of the BSF and the national team's officials and coaches, and subject to this Code of Conduct, at all times .
- ISR13.8 The Head Coach and the Team Manager may agree that a competitor has seriously breached or abused the provisions of this Code of Conduct and should be immediately removed from the team. They may either agree that the Head Coach should withdraw the competitor from further participation in the competition, or, in appropriate cases, that the Team Manager should return the competitor to The Bahamas. Where they fail to agree, the decision of the Team Manager shall prevail. Additionally, any competitor who is determined by the BSF Executive Council to be in gross violation of this Code of Conduct may be suspended from participation in future regional or international competitions.
- ISR13.9 Team members shall wear full team uniforms during public events and competition.
- ISR13.10 Awards and medals shall be personally accepted by the recipient at official awards ceremonies unless excused by the Head Coach or Team Manager due to illness or other just cause.
- ISR13.11 All team members shall participate in public ceremonies at the competition, unless excused by the Head Coach or Team Manager due to illness or other just cause.
- ISR14 **OFFICIALS REPORTS:**
- ISR14.1 The Coach, Assistant Coach, Chaperone and Team Manager shall respectively submit reports of the results, performances and conduct of a national team, any disciplinary or other problems encountered and an accounting of the team's expenses.
- ISR15 **INTERNATIONAL SWIMMING: BSF CLUB TEAMS**
- ISR15.1 **Participation by BSF Competitors outside The Bahamas:**
- ISR15.1.1 BSF registered competitors may participate in sanctioned competitions or events outside of The Bahamas provided that the country where the competition/event is being held is a member of FINA. The swimming rules of the Member of FINA shall apply to the competition /event.
- ISR15.2 **Participation by Non-BSF Competitors within The Bahamas:**
- ISR15.2.1 Any competitor registered with another Member of FINA may participate in BSF sanctioned competitions. The BSF Rules shall apply to such sanctioned competition.
- ISR15.2.2 The BSF Club Member or unaffiliated organisation hosting or sponsoring the competition, benefit, exhibition, swim-a-thon, marathon, or clinic, is responsible for ensuring that the BSF rules are followed

**PART XI**  
**JUDICIAL RULES**

JR1 **RIGHTS OF COMPETITORS:**

JR1.1 The BSF shall respect and protect the right of every competitor who is eligible to participate in any BSF sanctioned competition under BSF or FINA Rules and regulations, provided that such sanctioned competition is conducted in compliance with BSF or FINA Rules and requirements .

JR1.2 The BSF shall ensure that all of its sanctioned competitions are conducted according to its Rules and any applicable FINA Rules. BSF Rules are designed to provide fair and equitable conditions of competition and promote uniformity in the sport of swimming so that no competitor shall obtain an unfair advantage over another.

JR1.3 The BSF shall ensure that all competitors have fair, equitable and uniform conditions of officiating.

JR2 **RULES VIOLATIONS**

JR2.1 Any individual, entity and/or club found by the Disciplinary Committee as the result of a formal complaint to be in breach of the BSF Constitution or the BSF, CCCAN or FINA Rules shall be subject to penalty by way of disciplinary action.

JR2. 2 **Penalties:**

JR2.2.1 a warning or censure;

JR2.2.2 probation;

JR2.2.3 reimbursement of expenses;

JR2.2.4 fine;

JRS.2.2.5 suspension

JRS2.2.6 expulsion

JR3 **COMPLAINTS**

JR3.1 A complaint is a formal grievance alleging breach of BSF, CCCAN or FINA Rules.

JR3.2 Any complaint must be delivered in writing to the BSF Secretary within twenty-one (21) days of the rule violation, stating the specific rule violation and provide evidence of same.

JRS.3 Where 2 or more persons make formal complaints of a substantially similar nature arising from the same event(s) and involving some or all of the same respondent(s), the Disciplinary Committee may elect to consolidate and hear all such complaints at the same time.

JR4 **DISCIPLINARY COMMITTEE HEARINGS**

JR4.1 **Notice of Hearing:**

JR4.1.1 Within ten (10) days of the receipt of a written complaint, the Chairperson of the Disciplinary Committee must send a written notice to the parties involved.

JR4.2 **The Notice of Hearing:**

JR4.2.1 shall state the date, time and venue of the hearing of the complaint;.

JR4.2.2 shall specify the substance of the allegations and shall include a copy of the complaint, Along with copies of any documents received.

JR4.2.3 shall deliver to and direct the respondent to return to the Disciplinary Committee a reply to the formal complaint in writing within seven (7) days prior to the date of hearing as specified in the correspondence.

JR4.2.4 shall direct notification from the complainant and the respondent as to whether they each intend to appear in person at the hearing with witnesses, or, do not intend to appear at the hearing and instead will rely on their written submissions.

JR4.2.5 must be sent or delivered to the last known address, as recorded on the BSF Registration Form or Telephone Directory of the parties involved, by fax, electronic mail, or regular mail. All correspondence is deemed to be delivered after seven (7) days after its dispatch, whether it is actually received or not

JR4.3 **Reply to Formal Complaint:**

JR4.3.1 In the event any party fails to reply to any directive from the Disciplinary Committee, the Disciplinary Committee shall proceed with the hearing of the complaint.

JR4.4 **Procedure: After a Hearing**

JR4.4.1 The Chairperson of the Disciplinary Committee shall inform the parties and the BSF Executive Council in writing of the Committee's findings and decision within ten (10) days of the conclusion of the hearing.

JR5 **APPEALS**

JR5.1 **Procedure**

Any Disciplinary Committee decision may be appealed in writing to the BSF Executive Council within ten (10) days of its issuance.

JR6 **COURT OF ARBITRATION FOR SPORTS**

Disputes between FINA and the BSF, or FINA and members of BSF, or between the BSF and another Member of FINA, which are not resolved by a decision of the FINA Bureau, may be referred by either of the parties involved for arbitration by the Court of Arbitration for Sports (CAS) in Lausanne, Switzerland. Any decision made by the CAS shall be final and binding on the parties concerned and not subject to further review.

**PART XII**  
**BY-LAWS**



**BL 1 RULES OF ORDER FOR GENERAL MEETINGS**

BL1.1 The President, or in his absence one of the Vice-Presidents, shall take the chair at all General Meetings pursuant to C11.S.2 of the BSF Constitution. If a quorum is not achieved thirty (30) minutes after the start time of the meeting, the meeting shall be postponed for one week at the same time and venue. If, after thirty (30) minutes of the start of the postponed meeting a quorum is still not achieved, then all of the persons present and/or present by proxy shall constitute a quorum .

**BL1.2 Minutes of General Meetings**

BL1.2.1 At each General Meeting, a record of the minutes of the proceedings of the General Meeting shall be kept by the BSF Secretary or Assistant Secretary. A copy of the minutes shall be distributed to all members of BSF within Thirty (30) days following the General Meeting .

BL1.2.2 If no objections arise within Thirty (30) days after distribution, the minutes stand approved as circulated.

BL1.2.3 The original draft minutes must be retained by the Secretary or Assistant Secretary until they are finally confirmed.

BL1.2.4 The Annual Reports of the President and Treasurer shall be distributed as an appendage to the minutes. For special reasons, members may be informed in written form of the decisions taken at a General Meeting before they are published.

**BL1. 3 Minutes of BSF Executive Council Meetings**

BL1.3.1 The Secretary or Assistant Secretary shall keep the minutes of each BSF Executive Council Meeting. A copy of the minutes shall be distributed to all members of BSF Executive Council prior to the next succeeding BSF Executive Council Meeting .

BL1.3.2 If no objections arise at the next succeeding BSF Executive Council Meeting after distribution, the minutes stand approved as circulated

BL1.3.3 The original draft minutes must be retained by the Secretary or Assistant Secretary until they are finally confirmed by BSF Executive Council.

**BL2 AMENDMENT OF BSF RULES**

**BL2.1 General**

BL2.1.1 The Rules of the BSF may be altered, amended or repealed at any time. A General Meeting of BSF shall be convened for that purpose.

**BL2.2 Exceptions: Appendix A (BSF Forms)**

BL2.2.1 The BSF Executive Council may alter, amend or repeal any of the forms in Appendix A at any time.

BL2.2.2 The BSF Secretary shall notify and distribute to all BSF members copies of any amendments affecting any of the forms in Appendix A, as well as indicating the date upon which the amendments came into effect..

BL2.3 **Exceptions: Appendix B (BSF Fees and Surcharges)**

BL2.3.1 The BSF Executive Council may alter, amend or repeal any of the fees and surcharges payable to the BSF in Appendix B at any time.

BL2.3.2 The BSF Secretary shall notify and distribute to all BSF members copies of any amendments affecting any of the fees and surcharges mentioned in Appendix B, as well as indicating the date upon which the amendments came into effect.

BL3 **THE ORGANIZATION OF THE BAHAMAS SWIMMING FEDERATION:**

**BSF Committees:**

BL3.1 The BSF Executive Council shall establish the following Committees, if necessary, to assist it in governing and administering the affairs of the BSF:-

- (1) Technical Committee
- (2) Officials Committee
- (3) Finance and Investments Committee
- (4) Disciplinary Committee
- (5) Records and Statistics Committee
- (6) National Team Planning Committee

BL3.2 A person may serve as a club's representative on the BSF Executive Council and any number of committees or sub-committees. Persons serving on committees and sub-committees need not be an Individual Member of the BSF .

BL3.3 No Officer of the BSF may be appointed or act as the club representative on any BSF Committee or Sub-Committee or hold an executive position in any BSF registered club/team.

BL4 **Term of Office**

BL4.1 The term of office of each member, including the Chairperson, shall commence on 1st October and expire on 30<sup>th</sup> September in each calendar year .

BL4.2 Any person appointed by the BSF Executive Council or a Club Member may be successively re-appointed .

BL4.3 Any person appointed by the BSF Executive Council may be removed from office by the BSF Executive Council.

BL4 **RULES AND REGULATIONS COMMITTEE**

BL4.1 **Composition:**

The Rules and Regulations Committee shall be comprised of the following persons:-

BL4.1.1 a Chairperson, appointed by BSF Executive Council;

BL4.1.2 one (1) representative from each Club Member.

**BL4.2 Duties:**

The duties of the Rules and Regulations Committee shall include (but are not limited to) the following:-

- BL4.2.1 recommending proposals of changes and amendments to the BSF Rules;
- BL4.2.2 compiling lists of proposals of changes and amendments to the BSF Rules as received from time to time;
- BL4.2.3 such other duties as BSF Executive Council may assign from time to time.

**BL5 TECHNICAL COMMITTEE**

**BL5.1 Composition:**

The Technical Committee shall be comprised of the following persons:-

- BL5.1.1 a Chairperson, who shall be appointed by BSF Executive Council;
- BL5.1.2 Registered Coaches.

**BL5.2 Duties:**

The duties of the Technical Committee shall include (but are not limited to) the following:-

- BL5.2.1 compiling a calendar of competitions for publication and distribution to all Club Members and unattached competitors;
- BL5.2.2 devising programmes of events for these competitions that annually include all individual and relay events offered at the National Championships;
- BL5.2.3 calculating qualifying time standards for the National Championships and national teams according to the formulae defined in the National Championships Rules and the International Swimming Rules;
- BL5.2.4 advising the BSF Executive Council on all matters relating to competitive swimming and to submit written recommendations or methods for improving the standard of Bahamian swimming;
- BL5.2.5 nominating competitors (and where appropriate, alternates) for selection to national teams according to the criteria stated in the International Swimming Rules and any other entry conditions or requirements of the host organization;
- BL5.2.6 arranging and conducting clinics and seminars for the training and certification of coaches, from time to time;
- BL5.2.7 such other duties as BSF Executive Council may assign from time to time.

**BL6 OFFICIALS COMMITTEE**

**BL6.1 Composition:**

The Officials Committee shall be comprised of the following persons:-

- BL6.1.1 a Chairperson, who shall appointed by BSF Executive Council;
- BL6.1.2 one (1) representative from each Club Member .

**BL6.2 Duties:**

The duties of the Officials Committee shall include (but are not limited to) the following:-

- BL6.1.1 developing and maintaining a body of trained and qualified officials accessible to Club Members to officiate at sanctioned competitions;
- BL6.1.2 preparing a roster of officials to officiate at each session of the National Championships;
- BL6.1.3 the acquisition and maintenance of supplies for use by officials in the execution of their duties;
- BL6.1.4 arranging and conducting annual clinics or seminars for the training and certification of qualified Officials
- BL6.1.5 approving the designation as Referee, Starter or Judge to registered and certified candidates;
- BL6.1.6 such other duties as BSF Executive Council may assign from time to time.

**BL7 FINANCE AND INVESTMENTS COMMITTEE**

**BL7.1 Composition:**

The Finance and Investments Committee shall be comprised of the following persons:

- BL7.1.1 a Chairperson, who shall be appointed by BSF Executive Council;
- BL7.1.2 one (1) representative from each Club Member

**BL7.2 Duties:**

The duties of the Finance and Investments Committee shall include (but are not limited to) the following:-  
to raise funds for:-

- BL7.2.1 coaching clinics or seminars;
- BL7.2.2 officials clinics or seminars;
- BL7.2.3 participation and outfitting of national teams in regional or international competitions;
- BL7.2.4 re-investment in prudent investment vehicles;
- BL7.2.5 the hosting of the National Championships;

- BL7.2.6 the hosting of regional or international competitions;
- BL7.2.7 administrative expenses .
- BL7.2.8 such other duties as BSF Executive Council may assign from time to time.

**BL8 RECORDS AND STATISTICS COMMITTEE**

**BL8.1 Composition:**

The Records and Statistics Committee shall be comprised of the following persons:

- BL8.1.1 a Chairperson, who shall be appointed by BSF Executive Council;
- BL8.1.2 one (1) representative from each Club Member .

**BL8.2. Duties:**

The duties of the Records and Statistics Committee shall include (but are not limited to) the following:-

- BL8.2.1 processing any application for records, and recommending approval or rejection of same;
- BL8.2.2 maintaining current lists of all records;
- BL8.2.3 incorporating new records into the records listings;
- BL8.2.4 distributing to all Club Members and the BSF Assistant Secretary
- BL8.2.5 notifying all Club Members of all approved applications for records;
- BL8.2.6 maintaining data and statistics on all competitors who may be eligible for participation in the National Championships or nomination for selection to a national team, and supplying the BSF Executive Council and the Technical Committee with such data and statistics;
- BL8.2.7 such other duties as BSF Executive Council may assign from time to time.

**BL9 NATIONAL TEAM PLANNING COMMITTEE**

**BL9.1 Composition:**

The National Team Planning Committee shall be comprised of the following persons:-

- BL9.1.1 a Chairperson, who shall be appointed by BSF Executive Council;
- BL9.1.2 one (1) representative from each registered Swim Club.

**BL9.2 Duties:**

The duties of the National Team Planning Committee shall include (but are not limited to) the following:-

- BL9.2.1 to make travel arrangements for national teams and officials;

- BL9.2.2 to provide all team members and officials with a Meet Information package;
- BL9.2.3 to procure team outfits for national teams and officials;
- BL9.2.4 such other duties as BSF Executive Council may assign from time to time.

BL 10 **DISCIPLINARY COMMITTEE**

BL10.1 **Composition:**

The Disciplinary Committee shall be comprised of the following persons:-

- BL10.1.1 The Chairperson of the Rules and Regulations Committee;
- BL10.1.2 two (2) disinterested members selected by draw from a pool comprising one representative from each Club Member .

BL10.2 **Duties:**

The duties of the Disciplinary Committee shall be as follows:-

- BL10.2.1 hear each case of complaint or violation of BSF Rules, CCCAN, or FINA Rules; make a report on its findings to the BSF Executive Council and the affected parties .
- BL10.2.2 recommends any penalty to be imposed;

BL 11 **BOARD OF REVIEW**

BL11.1 Whenever an appeal is submitted the BSF Executive Council shall convene a special body called the Board of Review

BL11.2 **Functions:**

The Board of Review shall:-

- BL11.2.1 review any case referred to it by way of appeal;
- BL11.2.2 examine any new information relevant to the case which was not and could not have been available to the Disciplinary Committee;
- BL11.2.3 record fully its hearing, its decision and the reasons for that decision to the BSF Executive Council, who will Implement the Board's decision;

BL11.3 **Composition:**

- BL11.3.1 The Board of Review shall be comprised of five (5) disinterested persons who shall be selected by BSF Executive Council.
- BL11.3.2 When constituted, the Board shall elect one of their members as Chairperson.
- BL11.3.3 No member of the BSF Executive Council or Disciplinary Committee shall also be a member of the Board of Review.

BL11.4        **Quorum:**

The quorum for any hearings of the Board shall be at least three (3) of its members.

BL11.5        **Voting:**

BL11.5.1      Each member of the Board shall be entitled to one (1) vote.

BL11.5.2      Where votes are tied, the Chairperson shall have a casting vote.

BL11.5.3      Decisions of the Board shall be by a majority of those members present and voting.

BL11.5.4      The Board may alter any decision of the Disciplinary Committee. Their decision shall be final and binding on the parties concerned and are not subject to further review.

BL12         **HONORARY LEGAL ADVISOR**

BL12.1        The BSF Executive Council may elect to appoint a Counsel and Attorney admitted to practice law in The Bahamas as Honorary Legal Advisor to the BSF.

BL12.2        The Honorary Legal Advisor shall:-

BL12.2.1      provide legal advice to the BSF Executive Council, the Committees, Sub-Committees and Boards of the BSF, when requested to do so;

BL12.2.2      draft and review BSF correspondence, contracts and other documents, when requested to do so;

BL12.2.3      attend BSF Executive Council, Committee or Sub-Committee meetings, whenever requested to do so for the purpose of advising on any legal matters arising;

BL12.2.4      such other duties as BSF Executive Council may assign from time to time.

BL13         **AD HOC COMMITTEES**

The BSF Executive Council shall be entitled to appoint any Ad Hoc Committees or Working Commissions for any purpose whenever it is considered appropriate to do so.

BL14         **CONFLICT OF INTEREST**

The conflict of interest and ethical practices of the BSF will be as follows:

If any officer or member of the Executive Council or any Committee/Subcommittee of the BSF has a financial interest in any contract or transaction involving the BSF, such individual will not participate in the BSF's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other BSF Executive Council and Committee members. If such disclosure is made, the contracts or transactions will not be voidable if the BSF Executive Council in good faith authorized the contracts or transactions by the affirmative vote of the majority of the disinterested BSF Executive Council members and the contract or transaction is fair to the BSF at the time that the BSF Executive Council authorized it.

**SECTION III  
FORMS, FEES AND SURCHARGES  
OF  
THE BAHAMAS SWIMMING FEDERATION**

**APPENDIX A**



## SCHEDULE OF BSF FORMS

<b>FORM NAME</b>	<b>Rule #</b>
Club Member Application Form	C4.4.1.2
Renewal of Annual Club Member Form	C4.4
Individual Member Application Form	
Nomination for Election of Officers	
Appointment of Club Representatives for BSF	
General Meeting	
Proxy Form	
Competitor Transfer/Release Form	GR3.1
Competitor International Transfer/Release Form	
Competitor Registration Application Form	
Competitor Renewal of Registration Form	
Lapsed Competitor Renewal of Registration Form	
Competitor Certification Application Form	
Sanction Application	
Meet Invitation Form	
Equipment Rental Requisition Form	
Swimming Coach/Instructor Registration Application Form	
Swimming Coach/Instructor Registration Renewal Form	
Time-Only Swims Form	

## APPENDIX A

### FORM NAME

### Rule #

Meet Entry Form

Competitor Withdrawal/Scratches Form

Declaration of Medications Form

Medical Notification Form

Referee's Meet Report Form

Meet Representative's Report Form

Official's Certification Application Form

Officials Certification Renewal Form

Official Meet Protest Form

BSF Surcharge Meet Report

LCM Pool Training Use Form

Request for Split Times Form

Record Application Form

National Swimming Championships Meet Entry Form

National Swimming Championships Order of Relay Competitors Form

National Swimming Championships Competitor Scratches Form

National Swimming Championships Official Protest Form

National Teams Qualifying Times Form

Clothing/Equipment List

Medical Release Form

Application for Travel Permit

National Team Training Squad Acceptance Squad

Masters Swimming Record Application

Formal Complaint Form

## APPENDIX A

### FORM NAME

### RULE #

Notice of Hearing Form

Reply to Formal Complaint Form

Notice of Appeal Form

[Copies of the above-listed Forms are omitted from this Handbook.]

**APPENDIX B**  
**BSF FEES AND SURCHARGES**

**SCHEDULE OF BSF FEES AND SURCHARGES**  
[Effective from 1st October, 2009]

PURPOSE	AMOUNT
Club Member Application Fee	\$250.00
Renewal of Annual Club Member Fee	\$100.00
Individual Member Application Fee	\$ 25.00
Release/Transfer Fee	\$ 10.00
Competitor Registration Application Fee	\$ 25.00
- Renewal of Competitor Registration Fee	\$ 25.00
Late Renewal Form Submission	\$ 3.00
Late Picture Submission	\$ 5.00
Certification Fee	\$ 5.00
Sanction Application Fee	\$ 20.00
Equipment Rental Fees (per day) - Complete/all items	\$400.00
Official Meet Protest Fee	\$ 50.00
BSF Surcharge (per Competitor)	\$ 3.00
National Championship Individual Entry Fee (per entry)	\$ 6.00
National Championship Relay Team Entry Fee (per entry)	\$ 25.00
National Championship Official Protest Fee	\$ 50.00
Coach/Instructor Registration Application Fee	\$ 25.00
Coach/Instructor Renewal of Registration Fee	\$ 25.00