

Constitution and Official Rulebook of the  
Bahamas Aquatic Federation  
(Bahamas Aquatics)



# Constitution and Official Rulebook of the Bahamas Aquatic Federation (Bahamas Aquatics)

## Table of Contents

SECTION I: CONSTITUTION OF THE BAHAMAS AQUATICS FEDERATION.....	7
C1 NAME .....	7
C2 BAHAMAS AQUATICS YEAR.....	7
C3 OBJECTIVES .....	7
C4 MEMBERSHIP .....	7
C4.2 PERIOD OF MEMBERSHIP.....	8
C4.3 APPLICATION FOR MEMBERSHIP .....	8
C4.4 CLUB MEMBERSHIP.....	9
C4.5 INDIVIDUAL MEMBERSHIP.....	10
C4.6 HONORARY MEMBERS.....	11
C4.7 COMPETITIVE MEMBERS.....	11
C4.8 COACH MEMBERSHIPS.....	13
C4.9 APPROVAL AND DENIAL OF MEMBERSHIP APPLICATIONS.....	14
C5 FEES.....	14
C6 JURISDICTION .....	15
C7 The BAHAMAS AQUATICS EXECUTIVE COUNCIL .....	15
C8 OFFICERS .....	18
C9 ELECTION OF OFFICERS AND VACANCIES.....	19
C10 DUTIES OF OFFICERS.....	19
C11 MEETINGS.....	22
C12 REPEAL AND AMENDMENT .....	25
C13 INTERPRETATION AND SETTLEMENT OF DISPUTES .....	25
C14 BY-LAWS .....	26
SECTION II RULES AND REGULATIONS OF THE BAHAMAS AQUATICS FEDERATION.....	27
PART I: GENERAL RULES (GR).....	27
GR1 ELIGIBILITY .....	27
GR2 RIGHT TO PARTICIPATE:.....	27
GR3 TRANSFERS/RELEASE:.....	28

GR5	APPLICATION FOR MEMBERSHIP .....	29
GR6	CERTIFICATION .....	30
GR7	REGISTRATION OF COACHES.....	30
PART II: COMPETITION RULES (CR).....		32
CR1	SANCTIONS.....	32
CR2	TYPES OF COMPETITION:.....	34
CR3	EVENTS:.....	35
CR4	ENTRIES:.....	35
CR5	COMPETITION CHANGES.....	36
CR6	WITHDRAWALS:.....	37
CR7	SEEDING OF HEATS AND FINALS:.....	38
CR8	COSTUMES: .....	39
CR9	SMOKING BAN:.....	40
CR10	BANNED SUBSTANCES:.....	40
CR11	ADVERTISING:.....	41
CR12	OFFICIALS: REQUIREMENTS .....	42
CR13	OFFICIALS: DUTIES AND RESPONSIBILITIES .....	42
CR14	PROTESTS:.....	48
CR 15	RECORDS.....	49
CR16	FEES .....	49
CR17	OFFICIALS: CERTIFICATION.....	49
PART III: TECHNICAL SWIMMING RULES (TSR).....		54
TSR1	THE START:.....	54
TSR2	FREESTYLE:.....	54
TSR3	BACKSTROKE: .....	55
TSR4	BREASTSTROKE:.....	55
TSR5	BUTTERFLY:.....	56
TSR6	MEDLEY SWIMMING: .....	57
TSR7	THE RACE: .....	57
TSR8	TIMING .....	59
TSR9	COMPETITION FACILITIES.....	60
PART IV: NATIONAL CHAMPIONSHIP RULES (NCR).....		61

NCR1	ELIGIBILITY:.....	61
NCR2	CONDITIONS OF ENTRY:.....	61
NCR3	AGE GROUPS.....	61
NCR4	DATES AND STARTING TIMES: .....	61
NCR7	ENTRIES:.....	62
NCR8	SEEDING:.....	64
NCR9	WITHDRAWALS (SCRATCHES): .....	64
NCR10	SCHEDULES:.....	65
NCR 11	PROTESTS:.....	66
NCR12	OFFICIALS:.....	67
NCR13	SCORING:.....	68
NCR14	AWARDS: .....	68
NCR15	RECORDS: .....	69
NCR16	CLASS "B" TIME TRIALS .....	69
PART V: SWIMMING RECORDS RULES (SWR).....		70
SWR1	SWIMMING RECORDS .....	70
SWR2	AGE GROUP RECORDS .....	70
SWR3	CONDITIONS OF ELIGIBILITY:.....	70
PART VI: INTERNATIONAL SWIMMING RULES (ISR).....		73
ISR1	COMPETITIONS AND TOURS IN FOREIGN COUNTRIES: .....	73
ISR2	UNAUTHORIZED RELATIONS AND MISBEHAVIOUR:.....	73
ISR3	INTERNATIONAL SWIMMING: NATIONAL LEVEL.....	74
ISR4	ELIGIBILITY.....	75
ISR5	NATIONALITY AND RESIDENCY:.....	75
ISR6	SELECTION CRITERIA:.....	75
ISR7	MINIMUM TIME STANDARDS: .....	76
ISR8	ENTRY TIMES AND QUALIFYING PERIODS: .....	76
ISR9	PROOF OF ENTRY TIMES: .....	77
ISR10	RESPONSIBILITY CLAUSE: .....	77
ISR11	SELECTION OF COMPETITORS:.....	77
ISR12	NATIONAL TEAM OFFICIALS: .....	78
ISR13	CODE OF CONDUCT:.....	82
ISR14	OFFICIALS REPORTS: .....	84

PART XI: JUDICIAL RULES (JR).....	85
JR1 RIGHTS OF COMPETITORS:.....	85
JR2 RULES VIOLATIONS .....	85
JR3 COMPLAINTS .....	86
JR4 DISCIPLINARY COMMITTEE HEARINGS.....	86
JR5 APPEALS.....	87
JR6 COURT OF ARBITRATION FOR SPORTS .....	87
PART XII: BY-LAWS (BL) .....	88
BL 1 RULES OF ORDER FOR GENERAL MEETINGS .....	88
BL2 AMENDMENT OF BAHAMAS AQUATICS RULES.....	89
BL3 THE ORGANIZATION OF THE BAHAMAS AQUATICS FEDERATION:.....	89
BL4 TERM OF OFFICE.....	90
BL5 DISCIPLINARY COMMITTEE.....	90
BL6 RULES AND REGULATIONS COMMITTEE.....	91
BL7 TECHNICAL COMMITTEE .....	91
BL8 OFFICIALS COMMITTEE.....	92
BL9 NATIONAL TEAM PLANNING COMMITTEE .....	93
BL10 RECORDS AND STATISTICS COMMITTEE .....	93
BL11 FINANCE AND INVESTMENTS COMMITTEE.....	94
BL12 BOARD OF REVIEW .....	95
BL13 HONORARY LEGAL ADVISOR .....	96
BL14 AD HOC COMMITTEES .....	96
BL15 CONFLICT OF INTEREST .....	97
SECTION III FORMS, FEES AND SURCHARGES OF THE BAHAMAS AQUATICS FEDERATION.....	98
APPENDIX A: SCHEDULE OF BAHAMAS AQUATICS FORMS.....	98
APPENDIX A: OTHER FORMS.....	99
APPENDIX B: BAHAMAS AQUATICS FEES AND SURCHARGES.....	100

**SECTION I:  
CONSTITUTION OF THE BAHAMAS AQUATICS FEDERATION**

**C1 NAME**

The name of the Federation is BAHAMAS AQUATICS FEDERATION (hereinafter referred to as “BAHAMAS AQUATICS” or “BA”).

This Constitution neither the name of BAHAMAS AQUATICS may be amended without prior approval being obtained by BAHAMAS AQUATICS from FINA (FINA Rule C7.4).

This Constitution and Rules of BAHAMAS AQUATICS must not be in conflict with FINA Rules (including but not limited to FINA Constitution, FINA General Rules, FINA Code of Ethics, FINA By-Laws, FINA Technical Rules, FINA Facilities Rules, FINA Medical Rules and FINA Doping Control Rules, which may be amended and/or updated from time to time by FINA). Where there is a conflict, FINA Rules shall prevail (FINA Rule C 7.3).

**C2 BAHAMAS AQUATICS YEAR**

The fiscal year, competition year, and operation year of BAHAMAS AQUATICS shall be from 1<sup>st</sup> of October to 30<sup>th</sup> of September in each year (hereinafter referred to as the “BAHAMAS AQUATICS Year”).

**C3 OBJECTIVES**

The objectives of BAHAMAS AQUATICS are:

- C3.1 • to promote, develop, encourage and regulate swimming, open water swimming, diving, high diving, water polo, synchronized swimming, and Masters program/activity swimming 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 BAHAMAS AQUATICS;
- C3.4 • to adopt, publish and enforce fair and practicable rules and regulation for the control and management of regulate swimming, open water swimming diving, high diving, water polo, synchronized swimming and Masters program/activity;
- C3.5 • to ensure that such rules do not conflict with those of FINA;

- C3.6
  - to encourage the practice of all aquatic disciplines in The Bahamas with the purpose of:
    - 1) Reducing the frequency of drowning tragedies in The Bahamas and promoting and developing water safety
    - 2) Provide healthy exercise and life style through competition and recreational aquatic sports
    - 3) Recruit recreational swimmers to support and compete in various competitions
    - 4) Promote competition to the highest level
    - 5) Ensure that public facilities are made available to be shared by all Bahamians
    - 6) Ensure the provision for new facilities for use by all Bahamians in areas where they are most needed
    - 7) Ensure a drug free sport
    - 8) Carry out such other activities as may be desirable to promote the sport
- C3.7
  - To act in accordance with the decisions of the FINA Congress and the FINA Bureau (FINA Rule C 8.2.2) which is the sole recognized body in the world which governs Aquatics internationally.
- C3.8
  - To manage its affairs independently and not be influenced by third parties.
- C3.9
  - To ensure that its Members comply with all FINA Rules, regulations, directives and decisions of FINA bodies. To ensure that where there is a conflict FINA Rules shall prevail (FINA Rule C 8.2.9)

C4 **MEMBERSHIP**

**All Members irrespective of their class of Membership (outlined below) must comply with this Constitution.**

**Classes of Membership**

C4.1 Classes of membership in the BAHAMAS AQUATICS shall include:

**Club**

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

**Individual**

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

**Honorary**

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

**Coach**

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

**Competitive**

C4.1.5 Competitive Member (hereinafter referred to as “Competitive Member” or “Competitor”).

C4.1.5.1 In this Constitution and Rules, the term “Competitor” shall refer to any BAHAMAS AQUATICS registered learn-to-swim student, swimmer, diver, water polo player, synchronized swimmer, Masters program/activity participant; whether with a club or unattached, except where another section of this constitution expressly excluded or restricted its application.

**Members Definition**

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 and 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 BAHAMAS AQUATICS Year and shall end on 30<sup>th</sup> September of each year. Renewal of membership is not automatic.

**Resignation**

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

**C4.3 APPLICATION FOR MEMBERSHIP**

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

**C4.4 CLUB MEMBERSHIP**

**C4.4.1 Club Membership Application**

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



- C4.4.1.2 Application to become a Club Member shall be submitted in writing to the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Constitution and Rules;
  - (3) a copy of its Constitution; and
  - (4) Payment of the appropriate fee.

C4.4.2 A non-BAHAMAS AQUATICS 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) BAHAMAS AQUATICS sanctioned competitions each year.

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

- C4.4.3.1 Upon notification of the provisional approval of its application, the Club Member shall forward to the Bahamas Aquatics Assistant Secretary, the name, address and email of its:
- 1) one (1) representative to become a member on the BAHAMAS AQUATICS Executive Council;
  - 2) and
  - 3) one (1) representative on each BAHAMAS AQUATICS committee

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

Every Club Member shall forward to the BAHAMAS AQUATICS Assistant Secretary on or before the 15<sup>th</sup> of September of the then current BAHAMAS AQUATICS Year a **Club Member Renewal Form** setting out:

- 1) the name of the Club Member;
- 2) the current number of its Competitors;
- 3) the names, addresses and e-mail addresses of its executive officers
- 4) its one (1) representative to become a member on the BAHAMAS AQUATICS Executive Council
- 5) its one (1) representative on each BAHAMAS AQUATICS committee; and
- 6) 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 BAHAMAS AQUATICS 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) BAHAMAS AQUATICS sanctioned competitions in the then ensuing BAHAMAS AQUATICS 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 BAHAMAS AQUATICS.

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

- C4.4.5.3 Club **representatives must be Individual Members** of the BAHAMAS AQUATICS. Each Club Member shall have the right to one vote at BAHAMAS AQUATICS Executive Council and BAHAMAS AQUATICS committee meetings.
- C4.4.6 **Lapse of Club Membership**
- C4.4.6.1 Whenever a Club Member fails to renew its membership in the BAHAMAS AQUATICS 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 and Individual Member in the BAHAMAS AQUATICS shall be submitted in writing to the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS *Constitution and Rules*;
  - (4) a copy of a government issued photo identification; and
  - (5) Payment of the appropriate membership application fee.
- C4.5.1.2 **Membership Registration**  
Upon payment of the membership fee and approval by the BAHAMAS AQUATICS Executive Council, applicants will be registered as Individual Members of the BAHAMAS AQUATICS.
- C4.5.2 **Individual Membership Renewal**  
Every Individual Member who wishes to renew their membership shall submit to the BAHAMAS AQUATICS Assistant Secretary on or before 15<sup>th</sup> of September of the then current BAHAMAS AQUATICS Year an **Individual Member Renewal Form** setting out:
- 1) the Individual Member's name and current address;
  - 2) the Individual Member's telephone numbers and other contact information (including e-mail addresses);
  - 3) A copy of a government issued photo identification; and
  - 4) 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 BAHAMAS AQUATICS Executive Council.
- C4.5.3.2 Individual Members shall be **entitled to vote** at all BAHAMAS AQUATICS general meetings provided they are in good financial standing with the BAHAMAS AQUATICS.
- C4.5.3.3 Only Individual Members may be appointed as Club representatives of a Club Member and vote on its behalf at all BAHAMAS AQUATICS Executive Council and BAHAMAS AQUATICS committee meetings.

## C4.6 HONORARY MEMBERS

The BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS 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 BAHAMAS AQUATICS and shall not be qualified to serve as an officer of the BAHAMAS AQUATICS.

## 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 BAHAMAS AQUATICS 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-BAHAMAS AQUATICS 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 BAHAMAS AQUATICS for membership and other purposes during the period of their studies.

C4.7.1.4 The BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Year.

C4.7.2.2 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**.

C4.7.2.2.1 In the case of a **Club Competitor**, the application form 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.

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

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 BAHAMAS AQUATICS Executive Council.

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

C4.7.2.2.5 All applications 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 BAHAMAS AQUATICS membership. All renewals of Competitors' memberships for the then next BAHAMAS AQUATICS Year shall be automatic, if received in writing by the BAHAMAS AQUATICS Assistant Secretary on or before September 15<sup>th</sup> in the then current BAHAMAS AQUATICS Year, or within twelve (12) months after 30<sup>th</sup> September, together with a photograph (submitted digitally in j-peg format) and payment of the prescribed renewal fees to the BAHAMAS AQUATICS Treasurer. If submitted after 30<sup>th</sup> September, the renewal is subject to a late fee and must be accompanied by a **Renewal of Competitor Registration Form**.

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 BAHAMAS AQUATICS to become a Coach Member;
- (2) All persons within The Bahamas doing business as or holding themselves out to the public as coaches or aquatics instructors may apply to BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Year.

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

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

### **Minimum Qualification**

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 BAHAMAS AQUATICS Year shall be automatic if received in writing by the BAHAMAS AQUATICS Assistant Secretary on or before 15<sup>th</sup> September in the then current BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Treasurer.

C4.8.3 **Membership Representatives**

C.4.8.3.1 **Coach Representative**

The Coach Representative shall be a BAHAMAS AQUATICS registered coach. The Coach Representative shall be appointed by the elected officers of BAHAMAS AQUATICS to serve one (1) year, renewable yearly for a maximum of 4 (four) years.

C.4.8.3.2 **Athlete Representative**

The Athlete Representative shall be a registered Competitor or Individual member. They shall be appointed by the elected officers of BAHAMAS AQUATICS to serve one (1) year, renewable yearly for a maximum of 4 (four) years.

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

C4.9.1 The BAHAMAS AQUATICS Executive Council shall have the right to accept or reject any membership application, provided that the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS shall be determined by the BAHAMAS AQUATICS Executive Council.

C5.2 **Membership Fees**

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

C5.3 **FINA Bureau as an ex-officio member**

FINA Bureau member shall be an ex-officio member with a voting right in the bureau and the general assembly of BAHAMAS AQUATICS (FINA Rule C 17.1.9).

C6 **JURISDICTION**

**FINA ACKNOWLEDGEMENT**

C6.1 The BAHAMAS AQUATICS acknowledges that FINA is the only internationally recognized body governing swimming, open water swimming, diving, high diving, water polo, synchronized swimming, and Masters program/activity.

**BAHAMAS AQUATICS ACKNOWLEDGEMENT**

C6.2 The BAHAMAS AQUATICS shall be recognized and acknowledged as the only organization or body governing swimming, open water swimming, diving, high diving, water polo, synchronized swimming, and Masters program/activity in The Bahamas, and shall not be subject to the direction or control of any other person or authority in The Bahamas.

- C6.3 **JURISDICTION**  
**The BAHAMAS AQUATICS has jurisdiction and control over:**
- C6.3.1 all swimming, open water swimming, diving, high diving, water polo, synchronized swimming and Masters program/activity events in The Bahamas sponsored and/or conducted by its members or any other person or organization and sanctioned by the BAHAMAS AQUATICS;
- 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, BAHAMAS AQUATICS officials, Club representatives, Individual Members, or delegates, participating in BAHAMAS AQUATICS sanctioned events, BAHAMAS AQUATICS meetings, or events overseas in which the BAHAMAS AQUATICS participates.

C7 **THE BAHAMAS AQUATICS EXECUTIVE COUNCIL**

C7.1.1 The affairs of the BAHAMAS AQUATICS shall be managed and controlled by the BAHAMAS AQUATICS Executive Council consisting of the officers of the BAHAMAS AQUATICS as hereinafter defined, and one (1) representatives appointed in writing by each Club Member (hereinafter referred to as “the Executive Council”).

C7.1.2 Where a BAHAMAS AQUATICS officer without due notice or reasonable excuse has been absent from four (4) consecutive meetings of the BAHAMAS AQUATICS Executive Council and without good cause fails to take an active interest in the business of the BAHAMAS AQUATICS, the BAHAMAS AQUATICS Executive Council shall have the right to declare that such an officer has forfeited his office. The vacancy may then be filled by the BAHAMAS AQUATICS Executive Council according to Section C9.4 of this Constitution.

C7.1.3 **Membership Disqualification- Club Members**

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 **Elected Officers Meetings**

The elected officers of the BAHAMAS AQUATICS (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 BAHAMAS AQUATICS Executive Council within fourteen (14) days of said meeting, unless such decisions are deemed to be immaterial, or will be taken to the next BAHAMAS AQUATICS Executive Council meeting for further discussion.

C7.2 **QUORUM**

C7.2.1 The quorum for any meeting of the BAHAMAS AQUATICS 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.

**PRESIDING OFFICER**

C7.3 The President or, in his absence, a Vice-President shall preside at meetings of the BAHAMAS AQUATICS Executive Council.

The presiding officer shall have an original vote and a casting vote in the event of an equality of votes.

## **MEETING SCHEDULE**

- C7.4 The BAHAMAS AQUATICS Executive Council shall meet at least four (4) times in each BAHAMAS AQUATICS Year, on a fixed day or on such day as may be agreed by BAHAMAS AQUATICS Executive Council from time to time. At least seven (7) days in advance notice in writing of any meeting must be given to all BAHAMAS AQUATICS Executive Council members by the BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS Assistant Secretary. The BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS Assistant Secretary, however, shall be entitled to summon an emergency meeting of the BAHAMAS AQUATICS Executive Council to consider and determine any urgent and important matter(s).

## **FUNCTIONS OF EXECUTIVE COUNCIL**

- C7.5 The rights, duties and functions of the BAHAMAS AQUATICS Executive Council shall include, but are not limited to, the following:

### **C7.5.1 Membership Applications**

- to deal with any **application for membership** in the BAHAMAS AQUATICS;

### **C7.5.2 Membership List**

- annually on or before 30<sup>th</sup> September of each BAHAMAS AQUATICS 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 BAHAMAS AQUATICS;

### **C7.5.3 Competitors Participation and Team Selection**

- to **decide whether Competitors shall participate** in any proposed international aquatic event and if so, the teams to be entered;

### **C7.5.4 International Events Administration**

- to manage, control and carry out matters relating to such participation in any international event in which the BAHAMAS AQUATICS Executive Council had decided to enter a team or teams;

### **C7.5.5 Appointment of Meeting Representatives**

- to **appoint representatives to attend meetings** of bodies controlling and promoting aquatic disciplines and/or other sports;

### **C7.5.6 Fees and Finances Oversight**

- to **set fees** and to **administer the finances** of BAHAMAS AQUATICS;

### **C7.5.7 Appointment of Committees**

- to appoint committees, including;
  - 1) a Sport Development Committee, headed by the First Vice President and Coach Representative, or any other officer/member appointed by the president, and made up of at least three (3) other council members;
  - 2) an Athletes Committee, headed by the Athlete Representative, 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 BAHAMAS AQUATICS at either, or both, the FINA World Championships or Olympic Games; and

- 3) other committees as needed

C7.5.8 **Appointment of Advisors**

to **appoint advisors** 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; and
- (6) a financial coordinator

C7.5.9 **Disciplinary Action**

to **discipline or suspend** any Member, BAHAMAS AQUATICS official, Competitor, organization or individual under the BAHAMAS AQUATICS's control for any matter relative to the aquatic which the BAHAMAS AQUATICS Executive Council considers sufficient cause;

C7.5.10 **Doping Controls**

to allow in-competition or out-of-competition **doping controls** by FINA or the BAHAMAS AQUATICS;

C7.5.11 **Rules and Other Decisions**

to decide and determine any matter not provided for by the BAHAMAS AQUATICS rules, and to make any amendment to the BAHAMAS AQUATICS rules which may be necessary by reason of changes in either the FINA constitution or FINA rules.

C7.5.12 **Notices**

to give written notice to:

- 1) any Individual Member or Club Member of a meeting where the BAHAMAS AQUATICS constitution and/or BAHAMAS AQUATICS rules are to be amended, to enable them to attend;
- 2) any Individual Member or Club Member or any individual under the jurisdiction of the BAHAMAS AQUATICS of a meeting where a complaint has been made against them, to enable them to attend and defend themselves.

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 BAHAMAS AQUATICS, 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.

C7.5.13 **Other Matters**

to deal with **any other matter not specifically provided** for in the BAHAMAS AQUATICS constitution or BAHAMAS AQUATICS rules.

C8 **OFFICERS**

The officers of the BAHAMAS AQUATICS shall consist of:

- 1) President;
- 2) First Vice President/Swimming Development;
- 3) Second Vice President/Public Affairs;



- 4) Third Vice President;
- 5) Treasurer;
- 6) Assistant Treasurer;
- 7) Secretary;
- 8) Assistant Secretary;
- 9) Past President;
- 10) Member at Large

**C9 ELECTION OF OFFICERS AND VACANCIES**

BAHAMAS AQUATICS shall hold a democratic and free electoral process and the principles of integrity and neutrality shall be respected and are outlined below. Before any such elections, BAHAMAS AQUATICS must notify FINA of the date and location of any such election to be held.

**C9.1 Eligibility and Tenures**

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. If any Coach or any Individual involved in the administration or operation of any Club Member is elected to any office of BAHAMAS AQUATICS, that person must demit their position with their club in order to serve as a BAHAMAS AQUATICS Elected Officer.

**C9.2 Nomination and Voting Determination**

Nominations for election of officers shall be lodged with the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 Ballot**

The election of officers shall be decided by secret ballot. All other matters at a BAHAMAS AQUATICS 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.

**Vacancy**

**C9.4** In case of any casual vacancy in any of the BAHAMAS AQUATICS offices created under Section C8 hereof, the BAHAMAS AQUATICS Executive Council may appoint some other Individual Member to act in such office until the next election of officers.

**C9.5 Minutes of Elections**

The minutes of Elections shall be kept by the Secretary/Assistant Secretary. Immediately post elections, BAHAMAS AQUATICS will provide copies of such minutes to FINA of any such election meeting no later than sixty (60) days after conclusion of the elections (FINA Rule C8.2.8).

C10 **DUTIES OF OFFICERS**

C10.1 **PRESIDENT**

The President shall be the principal officer of the BAHAMAS AQUATICS, and shall have general supervision of all of the affairs and property of the BAHAMAS AQUATICS and over its several officers and employees, subject to the control of the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS. The President shall present a written report at the Annual General Meetings.

C10.2 **FIRST VICE-PRESIDENT/AQUATICS DEVELOPMENT**

The First Vice-President/Aquatics Development shall be responsible for developing and managing participation in aquatic sports throughout The Bahamas.

The First Vice-President- after receiving approval from the BAHAMAS AQUATICS Executive Council – will develop and implement programs throughout The Bahamas to increase participation and enhance the overall sport.

The key focus for aquatics development shall include:

- (1) develop BAHAMAS AQUATICS by encouraging persons to participate in organized aquatics, to join Club Members, and to become BAHAMAS AQUATICS members;
- (2) promote, encourage and assist in the organization and formation of new clubs registering with the BAHAMAS AQUATICS whenever and wherever appropriate;
- (3) assist in the planning and provision of suitable aquatic facilities wherever their absence inhibits the growth of aquatic sports;
- (4) work to enhance cooperation among the BAHAMAS AQUATICS, Member Clubs, BAHAMAS AQUATICS committees, BAHAMAS AQUATICS subcommittees and appointed BAHAMAS AQUATICS officers, the appropriate government agencies and officials, and members of the public, in pursuit of aquatics development.

The First Vice-President will be responsible for Competition Management and will serve as International Meet Director for international meets hosted by BAHAMAS AQUATICS. In addition, the First Vice-President shall maintain the BAHAMAS AQUATICS database of Competitor's times, points and other competition records.

When delegated by the President, or upon disability of the President, the First Vice President may perform the duties and exercise the powers of the President. The First Vice President shall perform other duties as may from time to time be prescribed by the Members in a General Meeting, or by the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS and its Club Members.

The Second Vice-President/Public Affairs shall as Communications Officer, and as Government and Sports Relations Officer for BAHAMAS AQUATICS. The Second Vice-President shall be responsible for Marketing, Public Relations, and International Meet Management; and is to:

- 1) be available to the news media at all reasonable times as the official spokesperson of the BAHAMAS AQUATICS;
- 2) prepare and distribute to the news media such reports and statements as Council may deem appropriate;
- 3) ensure news media coverage of all BAHAMAS AQUATICS competitions, events and programs;
- 4) take such actions as the BAHAMAS AQUATICS Executive Council deems appropriate to keep aquatic sports constantly and positively in the public eye.

When delegated by the President, or upon 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 BAHAMAS AQUATICS Executive Council.

C10.4

### **THIRD VICE-PRESIDENT/TECHNICAL CHAIRPERSON**

The Third Vice-President/Public Affairs shall:

- 1) establish close working relationship with the Technical Committee, and ensure that the committee executes the responsibilities outlines in the BAHAMAS AQUATICS Constitution and Rules;
- 2) assist the President with fundraising and stakes holder relationship;
- 3) maintain BAHAMAS AQUATICS standards for times and points;
- 4) liaise with international registered swimmers, receive and verify time and points standards, and collaborate with the First Vice-President to ensure database entry.

The Third Vice-President may from time to time assist with special projects as assigned by the President and/or the BAHAMAS AQUATICS Executive Council. When delegated by the President, or upon disability of the President and the First Vice-President and the Second Vice-President, the Third 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 BAHAMAS AQUATICS Executive Council.

C10.5

### **TREASURER**

The Treasurer shall be responsible, subject to the control of the BAHAMAS AQUATICS Executive Council, for all of the finances of BAHAMAS AQUATICS (including the collection of fees) and administration of funds and shall keep and present such books of account as the BAHAMAS AQUATICS Executive Council may from time to time direct. The Treasurer 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 BAHAMAS AQUATICS shall always be open to the inspection of any member of the BAHAMAS AQUATICS Executive Council.

All bank accounts shall bear the name the Bahamas Aquatic Federation and shall require a minimum of two signatories, one of whom shall be the Treasurer and the other(s) by any other BAHAMAS AQUATICS elected officer.

**C10.6 ASSISTANT TREASURER**

The Assistant Treasurer shall be responsible for assisting the Treasurer with all the finances of BAHAMAS AQUATICS. The Assistant Treasurer is responsible for managing the collection of fees for BAHAMAS AQUATICS hosted events.

The Assistant Treasurer shall perform other duties as may from time to time be delegated by the President and the Treasurer.

**C10.7 SECRETARY**

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

**C10.8 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.

**C10.9 MEMBER AT LARGE**

The Member At Large shall represent the general membership of BAHAMAS AQUATICS. The Member At Large shall be responsible for keeping the general membership informed about activities of BAHAMAS AQUATICS, act as a working member on BAHAMAS AQUATICS committees, and play an active role with National Teams. The Member At Large shall assist the BAHAMAS AQUATICS President with achieving organization goals, and shall serve as a resource for fellow BAHAMAS AQUATICS Elected Officers.

**C10.10 PAST PRESIDENT**

This position will be fulfilled by the President of the immediate preceding term. The Past President's role shall be to ensure continuity between the previous and the current Executive Board.

C11 **MEETINGS**

C11.1 **ANNUAL GENERAL MEETING**

C11.1.1 **Date and Notice of Meeting**

Annual General Meetings (AGM) of the BAHAMAS AQUATICS shall be held during the month of October or as soon as possible thereafter, at a time and place designated by the BAHAMAS AQUATICS Executive Council. Notice of motions or questions from the Club Members or from an Individual Member must be received by the BAHAMAS AQUATICS Secretary fourteen (14) days prior to the announced date of an AGM. The BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS 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 **Business of Meeting**

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

C11.1.3 **Notice of Constitution Amendments**

Notice of proposals and amendments to the BAHAMAS AQUATICS constitution from the Club Members or Individual Members must be received by the BAHAMAS AQUATICS Secretary (14) days prior to the announced date of an AGM. The BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS 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 BAHAMAS AQUATICS constitution to be transacted at the Annual General Meeting.

C11.1.4 **Election of Officers Schedule**

The election of BAHAMAS AQUATICS officers shall be held every four (4) years during the Annual General Meeting.

C11.2 **SPECIAL GENERAL MEETING**

A Special General Meeting of the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Secretary that they desire the convening of such a Special General Meeting, stating their reasons for convening the same. The BAHAMAS AQUATICS Secretary or BAHAMAS AQUATICS 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.

C11.3 **ALL GENERAL MEETINGS**

C11.3.1 **Attendance and Voting Eligibility**

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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS President having an original vote and a casting vote in the event of an equality of votes.

C11.3.2 **Chair of Meeting**

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

C11.3.3 **Quorum**

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.

C11.3.4 **Defeated Motions**

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 BAHAMAS AQUATICS Executive Council.

C11.4 **Voting by Proxy**

C11.4.1 **Proxy Form**

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.

C11.4.2 **Proxy Method**

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.

C11.4.3

**Proxy Message**

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

"BAHAMAS AQUATICS 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 BAHAMAS AQUATICS to be held on [Date] and at any adjournment thereof.

Signed this day of "

C12

**REPEAL AND AMENDMENT**

C12.1

**REPEAL PERCENTAGE**

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

C12.2

**EFFECTIVE TIME**

Any amendments to the BAHAMAS AQUATICS constitution agreed upon at any Annual General Meeting or Special General Meeting shall become effective immediately upon approval of such amendment by FINA in accordance with Sections C7.3 and C7.4 of FINA's constitution, unless otherwise determined at the time of such approval.

Any amendments to the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS officers immediately prior to the adoption of this Constitution shall be deemed to be officers of BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Executive Council shall be the sole authority for the interpretation of this Constitution and the BAHAMAS AQUATICS rules and for the settlement of all disputes relating to the affairs of the BAHAMAS AQUATICS.

C14

**BY-LAWS**

C14.1 The BAHAMAS AQUATICS Executive Council may establish by-laws for governing its operations and administration and supplementing the general provisions of this Constitution. A majority of those BAHAMAS AQUATICS 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 BAHAMAS AQUATICS may be deferred or waived (in whole or in part) by a majority vote of the BAHAMAS AQUATICS Executive Council members present and voting.

*(This Constitution was ratified and approved at a BAHAMAS AQUATICS Annual General Meeting on the 21 of December 2009 and went into effect immediately)*

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

*(This Constitution was amended by the membership's vote at a Special General Meeting of 11 April, 2017)*



## SECTION II

### RULES AND REGULATIONS OF THE BAHAMAS AQUATICS FEDERATION

#### PART I: GENERAL RULES (GR)

The rules in this Part I shall govern all Competitors registered with and swimming in competitions sanctioned by the Bahamas Swimming Federation ("BAHAMAS AQUATICS"), 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 BAHAMAS AQUATICS as a Competitor under the BAHAMAS AQUATICS 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.

**Study Abroad Competitors**

GR1.3 Competitors who also register with a non-BAHAMAS AQUATICS 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 BAHAMAS AQUATICS for membership and other purposes during the period of their studies.

**GR1.4 FINA's Rules of Eligibility**

The BAHAMAS AQUATICS 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       **Unattached**  
Any Competitor may register with a Club Member or register with unattached status in the BAHAMAS AQUATICS, as long as the Competitor has no outstanding financial obligations with the BAHAMAS AQUATICS. 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     **Transfer/Release Form**  
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     **Fee**  
An officer of the releasing Club Member shall sign the form, and shall forward it to the BAHAMAS AQUATICS Assistant Secretary, along with payment of the prescribed transfer fee.
- GR3.1.2.1   **Outstanding Obligations**  
In order to effect a transfer the Competitor shall first settle any outstanding financial obligations with the BAHAMAS AQUATICS and with the releasing Club Member.
- GR3.1.3     **Registration**  
Upon satisfying the provisions of GR3.1.1, GR3.1.2 and GR3.1.2.1 herein, the BAHAMAS AQUATICS Executive Council will register the Competitor as unattached for a period of thirteen (13) weeks from the date the Competitor last participated in a BAHAMAS AQUATICS sanctioned competition.
- GR3.2       **COMPETITOR RELEASED BY BA TO ANOTHER MEMBER OF FINA**
- GR3.2.1     **International Transfer/Release Form**  
Any Competitor who leaves The Bahamas and applies to join (or rejoin) a non-BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Assistant Secretary.
- GR3.2.2     **Form Signature**  
An officer of the Competitor's Club and a BAHAMAS AQUATICS officer shall sign the **Competitor International Transfer/Release Form** in duplicate. A signed copy of the form shall be forwarded to the BAHAMAS AQUATICS Assistant Secretary and the original to the Competitor's non-BAHAMAS AQUATICS club/team.

- GR3.2.3      **Eligibility**  
 The rules and regulations of eligibility and registration with a non-BAHAMAS AQUATICS 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-BAHAMAS AQUATICS club/team.
- GR4            **Residency Defined**
- 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 BAHAMAS AQUATICS membership and other purposes and has actually resided in The Bahamas for a minimum of thirteen (13) weeks immediately prior to applying for BAHAMAS AQUATICS membership.
- GR5            **APPLICATION FOR MEMBERSHIP**
- GR5.1.1      **Membership Period**  
 A Competitor’s membership is current only during the then current BAHAMAS AQUATICS Year.
- GR5.1.2      **Registration Application**  
 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      **Club Information**  
  
 In the case of a Club Competitor, the application 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      **Unattached**  
 in the case of an unattached Competitor, be endorsed by the applicant’s parent or legal guardian; and
- GR5.1.5      **Proof and Documentation**  
 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 BAHAMAS AQUATICS Executive Council;
- GR5.1.6      **Photograph**  
 All applications shall be accompanied by a photograph (submitted digitally in j-peg format); and
- GR5.1.7      **Fee**  
 All applications 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 BAHAMAS AQUATICS membership. All renewals of Competitors' memberships for the then next BAHAMAS AQUATICS Year shall be automatic if received in writing by the BAHAMAS AQUATICS Assistant Secretary on or before 15<sup>th</sup> September in the then current BAHAMAS AQUATICS year, or within twelve (12) months after 30<sup>th</sup> September, together with a photograph (submitted digitally in j-peg format) and the payment of the prescribed renewal fee to the BAHAMAS AQUATICS Treasurer.

GR5.2.2 **Membership Lapse**  
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 **NON-FINA COMPETITOR**  
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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS to become a Coach Member.

### GR7.1 **COACHING MEMBER REGISTRATION**

GR7.1.1 **Membership Period**  
Coach's membership is current only for the then BAHAMAS AQUATICS Year.

GR7.1.2      **Registration Application**

Applicants shall submit to the BAHAMAS AQUATICS Assistant Secretary the **Coach's Membership Application Form** which shall;

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

GR7.1.3      **Coach Minimum Qualifications**

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 BAHAMAS AQUATICS Year shall be automatic if received in writing by the BAHAMAS AQUATICS Assistant Secretary before 15<sup>th</sup> September in the then current BAHAMAS AQUATICS year, or within twelve (12) months after 30<sup>th</sup> September, together with a photograph (submitted digitally in j-peg format) and payment of the prescribed renewal fees to the BAHAMAS AQUATICS Treasurer.

## PART II: COMPETITION RULES (CR)

### **CR1            SANCTIONS**

#### **CR1.1            SANCTIONS ARE NECESSARY WHEN:**

CR1.1.1            A Club Member hosts or sponsors a competition;

CR1.1.2            The BAHAMAS AQUATICS 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 BAHAMAS AQUATICS).
- 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 BAHAMAS AQUATICS;
  - CR1.3.4 any Member or organization which uses the word "Olympic" or any derivative of such word without the BAHAMAS AQUATICS Executive Council and B.O.A. approval;
  - CR1.3.5 any Member or organization which has failed to comply with a directive of the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 Aquatics Federation".
- CR1.6 **SANCTION APPLICATION**

The **Sanction Application Form** shall be submitted to the BAHAMAS AQUATICS Executive Council:

  - CR1.6.1 **Prior to Competition**

at least twenty-one (21) days prior to the date of the proposed competition; or

CR1.6.2 **Prior to Time Trial**  
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 BAHAMAS AQUATICS officer and a record kept of all sanctions granted. All Sanction Applications must be approved by the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 **Combinations**

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

CR2.5 The BAHAMAS AQUATICS 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 BAHAMAS AQUATICS national championships.

CR2.5.2 **Class -B Time Trial**

- Club Members may apply to BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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**

- 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 BAHAMAS AQUATICS 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:**

<b><u>Men</u></b>	
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
<b><u>Women</u></b>	
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
<b><u>Relays</u></b>	

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

## CR4 ENTRIES

### CR4 .1 COMPETITORS

Only Competitors shall enter competitions sanctioned by the BAHAMAS AQUATICS.

### CR4 .2 ENTRY TIMES

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 Form

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 Entry Information

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 BAHAMAS AQUATICS 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 Date/Time Change Restriction**

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 Sanction Change Restriction**

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

**CR5.1.3 Notification of Changes**

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 BAHAMAS AQUATICS 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 Form**  
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 **Points and Record Ineligibility**  
The events shall not be eligible for rewards points or records.

CR5.3.5 **Announcement**  
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 **Listing Competitors**

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

**Lane Assignment**

Lanes shall be assigned according to times accomplished in preliminary heats.

CR7.2.2

**Equal Times/Swim-Off**

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

**Finals Substitute**

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

**Heats**

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

**Heat Lane Assignment**

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 **MORAL AND SUITABLE**  
All costumes of all Competitors shall be in good moral taste and suitable for the sport of swimming.
- CR8.2 **NON-TRANSPARENT**  
All costumes shall be non-transparent.
- CR8.3 **COSTUME NON-COMPLIANCE**  
The referee of a competition has the authority to exclude any competitor whose costume does not comply with this rule.
- CR8.4 **FINA COSTUME RULES**  
All FINA rules regarding costumes shall apply.
- CR9 **SMOKING BAN:**
- CR9.1 **NO SMOKING**  
At all competitions hosted by the BAHAMAS AQUATICS, 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 BAHAMAS AQUATICS 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 **NOTIFICATION OF MEDICATION**  
Any Competitor selected by the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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

**DOPING CONTROL TESTING**

Any Competitor selected by the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS. Such testing shall be conducted according to current FINA medical rules and Doping Control rules.

CR10.4

**FINA RULES**

All Competitors and all Club Members shall comply with the ANTI- Doping and Doping Control rules of FINA, any member of FINA and the BAHAMAS AQUATICS. All Competitors and all Club Members must allow and submit to out-of-competition doping control by FINA. All FINA Rules including Anti-Doping Rules shall be deemed as incorporated into and shall be directly applicable to and shall be agreed to and followed by competitors, competitor support personnel, coaches, physicians, trainers, managers, officials, medical or paramedical personnel, team leaders, and club and BAHAMAS AQUATICS representatives under the jurisdiction. (FINA Rule C 8.2.4 FINA Rule) (FINA Rule D 14.1)

CR10.5

**HEARINGS**

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

CR10.6

**DOPING OFFENSES**

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

**SUSPENSION PERIOD**

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

**COMPETITION INELIGIBILITY**

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

CR10.10 **RANDOM TESTING**

The BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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, (i.e. 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 **Body**

Any body advertising.

CR11.3.2 **Tobacco or Alcohol**

Advertising for tobacco or alcohol.

CR12 **OFFICIALS: REQUIREMENTS**

CR12.1 **ARRIVALS AND REPORTING**

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

CR12.2 **MINIMUM OFFICIALS**

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 quipment is not used:**

Same as in above, plus three (3) Timekeepers per lane,

CR12.3      **COMPETITION START/CONTINUANCE**

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

CR12.4      **REQUIRED REPRESENTATIVE**

There shall be a BAHAMAS AQUATICS representative present at each competition.

CR13      **OFFICIALS: DUTIES AND RESPONSIBILITIES**

CR13.1      **Referee:**

CR13.1.1      **Full Control and Decisions**

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 BAHAMAS AQUATICS 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      **Intervention and Adjudication**

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

CR13.1.3      **Posting Official and Substitutes**

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      **Event Start**

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 **Disqualifications**

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 **Finishing and Placing**

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 **Full Control**

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 **Reports to Referee**

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 **Fair Start**

The starter shall have the power to decide whether the start is fair, subject only to the decision of the referee.

CR13.2.4 **Location**

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 **Location/Assignments**

Turn judges shall be assigned to one or more lanes at each end of the pool.

CR13.3.2 **Rule Compliance**

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 BAHAMAS AQUATICS rules.

- CR13.3.3 **Relays**  
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 **Reporting Violations**  
Turn judges shall report any violation on signed cards detailing the event, lane number, and the infringement delivered to the referee.
- CR13.3.5 **Warning Signal**  
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 **Recording Laps**  
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 **Locations/Assignment**  
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 **Reporting Violations**  
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 **Assignment**  
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 **Collection of Times and Inspection of Watches**  
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      **Official Time Card**  
The chief timekeeper shall record or examine the official time on the card for each lane.
- CR13.6.      **TIMEKEEPERS:**
- CR13.6.1      **Assignment**  
Each timekeeper shall take and record the time of the competitors in the lane assigned to him according to these rules.
- CR13.6.2      **Starting and Stopping Watches**  
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      **Recording Times & Clearing Watches**  
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      **Full Compliment**  
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      **Assignment**  
The clerk of course shall assemble competitors prior to each event.
- CR13.8      **ANNOUNCER (OPTIONAL):**
- CR13.8.1      **Before Event**  
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      **Before Heat**  
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      **Event Results**  
The announcer shall announce all event results supplied by the chief recorder or chief finish judge and all disqualifications.
- CR13.8.4      **Referee and Meet Director Requests**  
The announcer shall make any other announcements as requested by the referee or the meet director.

- CR13.9        **MARSHALS (OPTIONAL):**
- CR13.9.1     **Assignment**  
Marshals shall be responsible for behaviour at the starting platform, the sides of the course and the finish.
- CR13.9.2     **Location**  
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.
- CR.13.9.3    **Maintaining Order and Reporting to Referee**  
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    **Assignment**  
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    **Results Checking and Signing**  
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    **Official Results Forms**  
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    **Assignment**  
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    **Location/Assignment**  
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     **Report of placings**  
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 BAHAMAS AQUATICS 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     **Potential Protest**

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     **Protests/Appeals**

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

**Appeal Decisions**

The decision of the jury of appeal shall be final and not subject to further review.

CR14.3.3

**Protest Fee Forfeiture**

If the appeal is rejected by the jury of appeal, the protest fee shall be forfeited to the BAHAMAS AQUATICS. If the appeal is upheld, the protest fee shall be refunded.

CR14.3.4

**Results Withholding**

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

**Selection**

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

**Club Representative**

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

CR 15

**RECORDS**

CR15.1

**CLAIMS TO RECORDS**

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

CR16

**FEES:**

CR16.1.1

**Determination**

The BAHAMAS AQUATICS Executive Council shall determine the amount and purpose of all fees payable to the BAHAMAS AQUATICS.

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

CR16.2 **BAHAMAS AQUATICS SURCHARGES:**

CR16.2.1 **Meet Fee Addition**

Every Club Member having Competitors entered in at least one (1) event in a BAHAMAS AQUATICS sanctioned competition, and unattached Competitors or non-BAHAMAS AQUATICS competitors, shall pay to the host Club Member or organization a non-refundable fee called a BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Official's Committee on completion of all BAHAMAS AQUATICS training requirements.

CR17.2 **TRAINING**

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) BAHAMAS AQUATICS sanctioned meets or four (4) individual sessions of any BAHAMAS AQUATICS sanctioned meets. Applicants for certification as chief timekeeper shall attend and undergo supervised on-deck training at a minimum of one (1) BAHAMAS AQUATICS sanctioned meet or two (2) sessions of any BAHAMAS AQUATICS sanctioned meets.

CR17.2.1 **Meet Separate Days**

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 **CHIEF TIMEKEEPER, FINISH JUDGE CHIEF RECORDER CERTIFICATION**

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) BAHAMAS AQUATICS officials clinic for the position conducted by or under the auspices of the BAHAMAS AQUATICS within six (6) months before the date of application.



CR17.4           **STROKE JUDGE, TURN JUDGE OR STARTER CERTIFICATION**

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) BAHAMAS AQUATICS officials clinic for the position conducted by or under the auspices of the BAHAMAS AQUATICS within six (6) months before the date of the application.

CR17.5           **REFEREE CERTIFICATION**

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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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) BAHAMAS AQUATICS official's clinic for the position conducted by or under the auspices of the BAHAMAS AQUATICS, within six (6) months of the application.

CR17.6           **CHIEF REFEREE**

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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS national swimming championships; and
- CR17.6.8 serve as a certified referee at a minimum of one (1) individual session of the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS sanctioned swim meets;
- CR17.6.10 attend a minimum of one (1) BAHAMAS AQUATICS officials clinic for the position conducted by or under the auspices of the BAHAMAS AQUATICS, within six (6) months before the date of application.

CR17.7 **CERTIFICATION OF OFFICIALS:**

CR17.7.1 **Approval**

Any application for certification in any specific category shall be approved by the BAHAMAS AQUATICS Officials Committee.

CR17.7.2 **Certificates**

The BAHAMAS AQUATICS Official's Committee shall prepare a certificate for signature by the BAHAMAS AQUATICS President and the Chairperson of the BAHAMAS AQUATICS Officials Committee. Such certificate shall not be valid until signed by both of them.

CR17.8 **Certified Officials Card**

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 BAHAMAS AQUATICS Official's Committee.

CR17.8.1 **Valid Period**

A **Certified Official Card** shall be valid for 24 calendar months provided that the conditions outlined in CR17.9 are met.

- CR17.8.2      **FINA Official**  
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 BAHAMAS AQUATICS in a similar capacity, provided the applicant first undergoes supervised on-deck training at a minimum of one (1) BAHAMAS AQUATICS 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 BAHAMAS AQUATICS sanctioned competitions; and
- CR17.9.1.2      officiate at least one (1) session of a BAHAMAS AQUATICS national swimming championship each BAHAMAS AQUATICS Year; and
- CR17.9.1.3      once every two (2) years, attend a minimum of one (1) BAHAMAS AQUATICS officials clinic for their position conducted by or under the auspices of the BAHAMAS AQUATICS; and
- CR17.9.1.4      for all certified chief referees, conduct a minimum of one (1) BAHAMAS AQUATICS officials clinic in each BAHAMAS AQUATICS Year.
- CR17.9.1.5      On or before 15<sup>th</sup> September in each BAHAMAS AQUATICS Year, certified officials shall submit an **Officials Certification Renewal Form** as in Appendix A to the Chairperson of the BAHAMAS AQUATICS Officials Committee.

### PART III TECHNICAL SWIMMING RULES (TSR)

TSR1      **THE START:**

TSR.1.1        **DIVE**  
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        **FROM THE WATER**  
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        **TAKE YOUR MARKS**  
At all BAHAMAS AQUATICS-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        **FALSE START**  
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        **DEFINITION**  
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        **WALL TOUCH**  
Some part of the competitor must touch the wall upon completion of each length and at the finish.

TSR2.3        **SURFACING AND SUBMERGING**  
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      **START**  
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      **POSITION**  
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      **SURFACING AND SUBMERGING**  
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      **WALL TOUCH-TURN**  
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      **WALL TOUCH-FINISH**  
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      **START AND TURN**  
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      **POSITION AND MOVEMENT**  
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      **HANDS**  
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      **HEADS AND LEGS**  
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      **FEET**  
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      **WALL TOUCH**  
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      **POSITION**  
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      **ARMS**  
Both arms must be brought forward together over the water and brought backward simultaneously throughout the race.
- TSR5.3      **LEG/FEET MOVEMENT**  
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      **WALL TOUCH**  
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      **SURFACING AND SUBMERGING**  
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       **INDIVIDUAL**

In individual medley events, the competitor shall cover the four swimming styles in the following order: Butterfly; Backstroke; Breaststroke; and Freestyle.

TSR6.2       **RELAY**

In medley relay events, competitors shall cover the four swimming styles in the following order: Backstroke; Breaststroke; Butterfly; and Freestyle.

TSR6.3       **RULES**

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       **COVER WHOLE DISTANCE**

A competitor swimming over the course alone shall cover the whole distance to qualify.

TSR7.2       **SAME LANE FINISH**

A competitor must finish the race in the same lane in which he started.

TSR7.3       **WALL TOUCH AT TURN**

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       **BOTTOM STANDING/WALKING**

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       **LANE ROPE**

Pulling on the lane rope is not allowed.

TSR7.6       **OBSTRUCTING COMPETITOR**

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       **AIDING DEVICES**

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      **ENTERING COURSE DURING RACE**  
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      **RELAY STARTING**  
There shall be 4 Competitors on each relay team.
- TSR7.10     **RELAY STARTING**  
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     **RELAY DISQUALIFICATION**  
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     **RELAY ORDER**  
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     **LEAVING THE COURSE**  
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     **REFEREE AND FOULS**  
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     **PACE MAKING**  
No pace making shall be permitted, nor may any device be used or plan adopted which has that effect.
- TSR8         **TIMING**



TSR8.1

**AUTOMATIC OFFICIATING EQUIPMENT USE**

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

**AUTOMATIC EQUIPMENT RESULTS**

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

**TIMING DEVICES**

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 BAHAMAS AQUATICS. All watches shall be certified as accurate to the satisfaction of the BAHAMAS AQUATICS. 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

**Identical Times**

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

**Intermediate Time**

If all three watches disagree, the watch recording the intermediate time shall be the official time.

TSR8.3.3

**Average Time**

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

**RECORDING DISQUALIFICATION**

Should a Competitor be disqualified during or following an event, such disqualification should be recorded in the official results.

TSR8.5

**RECORDING RELAY DISQUALIFICATION**

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

**RECORDING SPLITS**

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

**COMPETITION FACILITIES**

Competition facilities must match FINA specifications.

**PART IV  
NATIONAL CHAMPIONSHIP RULES (NCR)**

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

**NCR1 ELIGIBILITY:**

**NCR1.1 PARTICIPANTS**

All competitors registered with the BAHAMAS AQUATICS are eligible to participate in the National Championships.

**NCR1.2 FOREIGN PARTICIPANTS**

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 AGE GROUP DETERMINATION**

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 BAHAMAS AQUATICS Executive Council.

**NCR6 QUALIFYING TIMES:**

**NCR6.1 INDIVIDUAL EVENTS**

Qualifying times for all individual events shall be set by the Technical Committee every Olympic year, as stipulated by the prescribed guidelines established by the Committee; and subject to approval by the BSF Executive Council, and circulated to all Registered Coaches and Clubs.

**NCR6.2 RELAY EVENTS**

There shall be no qualifying time standards for relay events at the National Championships.  
8 & under - No qualifying time standards, but must have an official time.

**NCR7 ENTRIES:**

NCR7.1        **LIMITATIONS:**

NCR7.1.1      **Individual Entries**  
Seven (7) events for scoring.

NCR7.1.2      **Events:**  
Individual events for each Age Group are as follows:

- 8 & Under: 50, 100, 200 Freestyle; 50 Backstroke; 50 Breaststroke; 50 Butterfly; 200 Individual Medley
- 9 & 10: 50, 100, 200, Freestyle; 50, 100 Backstroke; 50, 100 Breaststroke; 50, 100 Butterfly; 200 Individual Medley
- 11 & 12: 50, 100, 200, 400 Freestyle; 50, 100, 200 Backstroke; 50, 100, 200 Breaststroke; 50, 100, 200 Butterfly; 200, 400 Individual Medley
- 13 & 14: 50, 100, 200, 400, 800(Girls), 1500 (Boys) Freestyle; 50, 100, 200 Backstroke; 50, 100, 200 Breaststroke; 50, 100, 200 Butterfly; 200, 400 Individual Medley
- 15 & Over: 50, 100, 200, 400, 800(Girls) 1500 (Boys) Freestyle; 50, 100, 200 Backstroke; 100, 200 Breaststroke; 50, 100, 200 Butterfly; 200, 400 Individual Medley

NCR 7.1.3      **Relay Teams**  
Clubs may enter three relay teams per age group per sex, however, only the ‘A’ designated team will score

NCR 7.2        **REQUIREMENTS:**

NCR7.2.1      **Submission of Entries**  
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, BAHAMAS AQUATICS 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      **Valid 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      **Relay Entry Forms**  
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      **Relay Order**  
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      **Meet Entry Deadline**  
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 BAHAMAS AQUATICS officer on or before the entry deadline.

**NCR7.2.6 Deadline and Fees**

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

**NCR7.2.7 Entry and Fees**

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

**NCR7.2.8 Electronic Entries**

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 BAHAMAS AQUATICS Executive Council.

**NCR7.4 ENTRY TIMES:**

**NCR7.4.1 Sanctioned Meet Times**

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 BAHAMAS AQUATICS.

**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     **False or Incorrect Entry Information**  
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 of these Rules.
- NCR9           **WITHDRAWALS (SCRATCHES):**
- NCR9.1         **NOTIFICATION**  
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       **Minimum Notification Time**  
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       **Notification Fine**  
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 Deadline**  
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       **Deadline Fine**  
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       **Failure To Swim**  
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 **Next Qualified Competitor**

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 **PUBLICATION OF STARTING TIMES**

Starting times for all sessions shall be as published.

NCR10.2 **DISTRIBUTION OF SCHEDULE**

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 **Protest and Fee**

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 **Rejection of Protest**

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 BAHAMAS AQUATICS. If the protest is upheld, the protest fee will be refunded.

NCR11.1.3 **Rejection Appeal**

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 **Fee Forfeiture/Refund**  
If the appeal to the Jury of Appeal is rejected, the protest fee shall be forfeited to the BAHAMAS AQUATICS. If the appeal is upheld, the protest fee shall be refunded to the coach or unattached competitor.
- NCR11.1.5 **Decision Final and Unreviewable**  
The decision of the Jury of Appeal shall be final and not subject to further review.
- NCR11.1.6 **Before Final Decision**  
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 **Adjudication of Referee's Rejection**  
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 BAHAMAS AQUATICS 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 **Club Representatives**  
Each club shall submit the name of its representative on the Jury of Appeal to the BAHAMAS AQUATICS on or before the deadline for submitting meet entries.
- NCR11.2.4 **Members' Names**  
The names of the members of the Jury of Appeal shall be published by the BAHAMAS AQUATICS 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 **Equipment**  
 Automatic officiating equipment shall be provided and used at every session of a national championship.
- NCR12.1.3 **Certified Officials**  
 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 BAHAMAS AQUATICS; white shorts or pants for morning sessions and white with dark shorts or pants for evening sessions.
- NCR13 **SCORING:**
- NCR13.1 **PLACE SCORING**  
 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 **INDIVIDUAL BEST SWIM**  
 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 **TIES AND DISQUALIFICATIONS**  
 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 (SWR)**

**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
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	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 **MASTERS**

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

SRW1.3 **BAHAMAS AND OPEN**

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

SWR2 **AGE GROUP RECORDS**

SWR2.1 **ELIGIBILITY DATE**

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 **BASIS**

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

SWR3 **CONDITIONS OF ELIGIBILITY:**

SWR3.1 **BAHAMAS RECORDS:**

Bahamas Records may be established:

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

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

SWR3.2 **BAHAMAS OPEN RECORDS:**

Bahamas Open Records may be established:

SWR3.2.1 at a sanctioned competition within The Bahamas;

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

SWR3.2.3 by competitors registered with any Member of FINA

SWR3.3 **THE POOL:**

- SWR3.3.1 **Length**  
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 **Form**  
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 **Results**  
The record application form and a certified copy of the official meet results, or an electronic copy downloaded from a 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 **Investigation and Paperwork**  
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 **Certificate**  
If the BAHAMAS AQUATICS Executive Council approves the record application, a certificate signed by the BAHAMAS AQUATICS 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 (ISR)**

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

ISR1.1        **RULES**

BAHAMAS AQUATICS 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        **JURISDICTION**

BAHAMAS AQUATICS 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 BAHAMAS AQUATICS.

ISR2           **UNAUTHORIZED RELATIONS AND MISBEHAVIOUR:**

ISR2.1        **RELATIONSHIPS**

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        **EXCHANGES**

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

ISR2.3        **EXHIBITIONS, TRAINING**

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

ISR2.4        **FINA AUTHORIZATION**

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        **PENALTY**

Any individual or group violating this Rule shall be suspended by the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS or is not a member of BAHAMAS AQUATICS, that individual or group shall not be entitled to register or affiliate with BAHAMAS AQUATICS 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, BAHAMAS AQUATICS shall be obliged to abide by any increased penalty imposed by FINA on review.

ISR2.6        **INTERNATIONAL COMPETITION**

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

ISR2.7        **NO SMOKING**  
At all regional or international competitions hosted by the BAHAMAS AQUATICS, 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     **Selection and Management**

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

ISR3. 2       **CATEGORIES OF NATIONAL TEAMS:**

ISR.3.3       **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 BAHAMAS AQUATICS Executive Council.

ISR3.4       **OPEN OR SENIOR REGIONAL OR INTERNATIONAL COMPETITIONS:**

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

ISR4        **ELIGIBILITY:**

BAHAMAS AQUATICS 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 **Nationality**

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 **National Affiliation Declaration**

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 **National Affiliation Change**

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 BAHAMAS AQUATICS and is prohibited from representing any other country unless and until he changes national affiliation. To change national affiliation from the jurisdiction of the BAHAMAS AQUATICS 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 **MINIMUM STANDARDS**

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

ISR6.2 **COMPLIANCE WITH FINA STANDARDS**

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 BAHAMAS AQUATICS shall ensure that entered BAHAMAS AQUATICS competitors comply with such Minimum Time Standards and/or criteria.

ISR6.3 **NATIONAL SWIM COMPULSORY**

Competitor must have swum in Nationals unless exempt by BAHAMAS AQUATICS Executive Council one (1) month in advance.

ISR7 **MINIMUM TIME STANDARDS:**

ISR7.1 **PREPARATION**

Any new and/or amended Qualifying Time standard shall be prepared by the Technical Committee by October 1<sup>st</sup>, annually, approved by BAHAMAS AQUATICS 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**  
Qualifying times for Regional or International Age Group competitions shall be set by the Technical Committee every Olympic year as stipulated by the prescribed guidelines established by the Committee, approved by the BAHAMAS AQUATICS Executive Council, and circulated to all Registered Coaches and Clubs.
- 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      **LCM/SCM TIMES**  
Where a regional or international competition is conducted in a 50 Metre (LCM) Pool, the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS will publish its minimum times standards for all events offered at the competition in SCM Times.
- ISR7.5      **STANDARD NON-CHANGEABLE**  
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 BAHAMAS AQUATICS where:
- ISR9.1.1    the entry times are achieved in a sanctioned swim meet outside of The Bahamas.
- ISR10      **RESPONSIBILITY CLAUSE:**
- ISR10.1     **FALSE/INCORRECT INFORMATION**

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 Minimum Time Standard**

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

**ISR11.1.2 Considering Other Competitors**

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**

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 Selection Priority**

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 Final List of Competitors**

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

**ISR11.2.4 Selection**

Final selection of competitors by the BAHAMAS AQUATICS Executive Council shall be based on the recommendations of the Technical Committee.

**ISR11.2.5 Approval/Rejection**

BAHAMAS AQUATICS Executive Council may approve or reject any competitor.

**ISR12 NATIONAL TEAM OFFICIALS:**

**ISR12.1 Team Manager/Chaperone**

- ISR12.1.1 Final selection and ratification of a team manager and/or chaperone by the BAHAMAS AQUATICS Executive Council may be based on any recommendations of registered members or clubs.
- ISR12.1.2 **Coach/Assistant Coach**  
Final selection and ratification of a head coach and/or assistant coach by the BAHAMAS AQUATICS Executive Council may be based on any recommendations of the Technical Committee.
- ISR12.1.3 **Judging Officials**  
Selection of Judging Officials by the BAHAMAS AQUATICS Executive Council may be based on any recommendations of the Officials Committee.
- ISR12.1.4 **Approval/Rejection**  
Subject to the availability of funds, the BAHAMAS AQUATICS 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 **Coach Eligibility**  
Registered BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Executive Council or BAHAMAS AQUATICS committees; reliability and maturity.
- ISR12.4 **CRITERIA FOR SELECTION: JUDGING OFFICIALS**
- ISR12.4.1 **Qualifications**  
BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Executive Council from time to time.

**ISR13 CODE OF CONDUCT:**

**ISR13.1 CONDUCT**

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 BAHAMAS AQUATICS or The Bahamas.

- ISR13.2      **TOGETHERNESS**  
The team shall travel and eat together whenever and wherever possible.
- ISR13.3      **CURFEW**  
All competitors shall observe any curfews established by the Coaches or Team Manager.
- ISR13.4      **LANGUAGE AND BEHAVIOUR**  
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      **ALCOHOL, DRUGS, BANNED SUBSTANCES**  
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      **OPPOSITE SEX**  
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      **CONTROL OF COMPETITORS**  
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 BAHAMAS AQUATICS and the national team's officials and coaches, and subject to this Code of Conduct, at all times.
- ISR13.8      **BREACH/VIOLATION**  
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 BAHAMAS AQUATICS 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      **UNIFORM**  
Team members shall wear full team uniforms during public events and competition.
- ISR13.10     **PERSONAL ACCEPTANCE OF AWARDS**  
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      **PUBLIC CEREMONIES**  
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       **RESULTS, PERFORMANCES, CONDUCT**  
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: BAHAMAS AQUATICS CLUB TEAMS**
- ISR15.1       **PARTICIPATION BY BAHAMAS AQUATICS COMPETITORS OUTSIDE THE BAHAMAS:**
- ISR15.1.1     BAHAMAS AQUATICS 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-BAHAMAS AQUATICS COMPETITORS WITHIN THE BAHAMAS:**
- ISR15.2.1     Any competitor registered with another Member of FINA may participate in BAHAMAS AQUATICS sanctioned competitions. The BAHAMAS AQUATICS Rules shall apply to such sanctioned competition.
- ISR15.2 2     The BAHAMAS AQUATICS Club Member or unaffiliated organization hosting or sponsoring the competition, benefit, exhibition, swim-a-thon, marathon, or clinic, is responsible for ensuring that the BAHAMAS AQUATICS rules are followed.



**PART XI**  
**JUDICIAL RULES (JR)**

**JR1            RIGHTS OF COMPETITORS:**

**JR1.1         RIGHTS RESPECT AND PROTECTION**

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

**JR1.2         RULES COMPLIANCE**

The BAHAMAS AQUATICS shall ensure that all of its sanctioned competitions are conducted according to its Rules and any applicable FINA Rules. BAHAMAS AQUATICS 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         FAIR EQUITABLE OFFICIATING**

The BAHAMAS AQUATICS shall ensure that all competitors have fair, equitable and uniform conditions of officiating.

**JR2            RULES VIOLATIONS**

**JR2.1         DISCIPLINARY ACTION**

Any individual, entity and/or club found by the Disciplinary Committee as the result of a formal complaint to be in breach of the BAHAMAS AQUATICS Constitution or the BAHAMAS AQUATICS, 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       DEFINITION**

A complaint is a formal grievance alleging breach of BAHAMAS AQUATICS, CCCAN or FINA Rules.

**JR3.2       FILING DEADLINE**

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

**JRS.3       CONSOLIDATION**

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     Timing**

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

at the intend to appear in person at the hearing with witnesses, or, do not intend to appear 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 BAHAMAS AQUATICS  
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 **Reply Failure**  
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 **Informing of Decisions**  
The Chairperson of the Disciplinary Committee shall inform the parties and the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Executive Council within ten (10) days of its issuance.

#### JR6 **COURT OF ARBITRATION FOR SPORTS**

Disputes between FINA and the BAHAMAS AQUATICS, or FINA and members of BAHAMAS AQUATICS, or between the BAHAMAS AQUATICS 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)

### 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 C11.3.2 of the BAHAMAS AQUATICS 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        **Distribution Deadline**

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

#### BL1.2.2        **Objections Deadline**

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

#### BL1.2.3        **Retention**

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

BL1.2.4 **President's and Treasurer's Reports**  
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 BAHAMAS AQUATICS EXECUTIVE COUNCIL MEETINGS**

BL1.3.1 **Minute Taking and Distribution**  
The Secretary or Assistant Secretary shall keep the minutes of each BAHAMAS AQUATICS Executive Council Meeting. A copy of the minutes shall be distributed to all members of BAHAMAS AQUATICS Executive Council prior to the next succeeding BAHAMAS AQUATICS Executive Council Meeting.

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

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

BL2 **AMENDMENT OF BAHAMAS AQUATICS RULES**

BL2.1 **GENERAL**

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

BL2.2 **Exceptions (FORMS):**  
Appendix A (BAHAMAS AQUATICS Forms)

BL2.2.1 **Forms Amendment**  
The BAHAMAS AQUATICS Executive Council may alter, amend or repeal any of the forms in Appendix A at any time.

BL2.2.2 **Notification and Distribution of Forms Amendments**  
The BAHAMAS AQUATICS Secretary shall notify and distribute to all BAHAMAS AQUATICS 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 (BAHAMAS AQUATICS Fees and Surcharges)

BL2.3.1 **Fees and Surcharges Amendment**  
The BAHAMAS AQUATICS Executive Council may alter, amend or repeal any of the fees and surcharges payable to the BAHAMAS AQUATICS in Appendix B at any time.

BL2.3.2

**Notification of Fees Amendments**

The BAHAMAS AQUATICS Secretary shall notify and distribute to all BAHAMAS AQUATICS 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:**

**BAHAMAS AQUATICS COMMITTEES:**

BL3.1

**BAHAMAS AQUATICS COMMITTEES**

The BAHAMAS AQUATICS Executive Council shall establish the following Committees, if necessary, to assist it in governing and administering the affairs of the BAHAMAS AQUATICS:-

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

BL3.2

**REPRESENTATION**

A person may serve as a club's representative on the BAHAMAS AQUATICS 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 BAHAMAS AQUATICS.

BL3.3

**REPRESENTATION RESTRICTIONS**

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

BL.4

**TERM OF OFFICE**

BL4.1

**MEMBERS' PERIOD**

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

**REAPPOINTMENT**

Any person appointed by the BAHAMAS AQUATICS Executive Council or a Club Member may be successively re-appointed.

BL4.3

**REMOVAL**

Any person appointed by the BAHAMAS AQUATICS Executive Council may be removed from office by the BAHAMAS AQUATICS Executive Council.

BL5            **DISCIPLINARY COMMITTEE**

BL5.1        **COMPOSITION:**

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

BL5.1.1      The Chairperson of the Disciplinary Committee;

BL5.1.2      two (2) disinterested members selected by draw from a pool comprising one representative from each Club Member.

BL5. 2       **DUTIES:**

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

BL5.2.1      **Complaints, Violations, Report Findings**

hear each case of complaint or violation of BAHAMAS AQUATICS Rules, CCCAN, or FINA Rules; make a report on its findings to the BAHAMAS AQUATICS Executive Council and the affected parties.

BL5.2.2      **Penalty**

recommends any penalty to be imposed;

BL6            **RULES AND REGULATIONS COMMITTEE**

BL6.1        **COMPOSITION:**

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

BL6.1.1      a Chairperson, appointed by BAHAMAS AQUATICS Executive Council;

BL6.1.2      one (1) representative from each Club Member

BL6.2        **DUTIES**

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

BL6.2.1      recommending proposals of changes and amendments to the BAHAMAS AQUATICS Rules;

BL6.2.2      compiling lists of proposals of changes and amendments to the BAHAMAS AQUATICS Rules as received from time to time;

such other duties as BAHAMAS AQUATICS Executive Council may assign from time to time.

BL6.2.3

BL7            **TECHNICAL COMMITTEE**

- BL7.1           **COMPOSITION:**  
The Technical Committee shall be comprised of the following persons:-
- BL7.1.1        a Chairperson, who shall be appointed by BAHAMAS AQUATICS Executive Council;
- BL7.1.2        Registered Coaches.
- BL7.2           **DUTIES:**  
The duties of the Technical Committee shall include (but are not limited to) the following:-
- BL7.2.1        **Calendar**  
compiling a calendar of competitions for publication and distribution to all Club Members and unattached competitors;
- BL7.2.2        **Programmes of Events**  
devising programmes of events for these competitions that annually include all individual and relay events offered at the National Championships;
- BL7.2.3        **Time Standards**  
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;
- BL7.2.4        **Advice and Recommendations**  
advising the BAHAMAS AQUATICS Executive Council on all matters relating to competitive swimming and to submit written recommendations or methods for improving the standard of Bahamian swimming;
- BL7.2.5        **Nomination of Competitors**  
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;
- BL7.2.6        **Training**  
arranging and conducting clinics and seminars for the training and certification of coaches, from time to time;
- BL7.2.7        **Other Assigned Duties**  
such other duties as BAHAMAS AQUATICS Executive Council may assign from time to time.
- BL8             **OFFICIALS COMMITTEE**
- BL8.1           **COMPOSITION:**  
The Officials Committee shall be comprised of the following persons:-



BL8.1.1 a Chairperson, who shall appointed by BAHAMAS AQUATICS Executive  
Council

BL8.1.2 one (1) representative from each Club Member .

BL8.2 **DUTIES:**

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

BL8.1.1 **Accessible**

developing and maintaining a body of trained and qualified officials accessible to Club Members to officiate at sanctioned competitions;

BL8.1.2 **Roster**

preparing a roster of officials to officiate at each session of the National Championships;

BL8.1.3 **Supplies**

the acquisition and maintenance of supplies for use by officials in the execution of their duties;

BL8.1.4 **Training**

arranging and conducting annual clinics or seminars for the training and certification of qualified Officials

BL8.1.5 **Approvals**

approving the designation as Referee, Starter or Judge to registered and certified candidates;

BL8.1.6 **Other Assigned Duties**

such other duties as BAHAMAS AQUATICS 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 BAHAMAS AQUATICS 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 BAHAMAS AQUATICS Executive Council may assign from time to time.

**BL10 RECORDS AND STATISTICS COMMITTEE**

**BL10.0 COMPOSITION:**

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

BL10.1.1 a Chairperson, who shall be appointed by BAHAMAS AQUATICS Executive Council;

BL10.1.2 one (1) representative from each Club Member

**BL10.2 DUTIES:**

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

**BL10.2.1 Process Applications**

processing any application for records, and recommending approval or rejection of same

**BL10.2.2 Maintain Lists**

maintaining current lists of all records

**BL10.2.3 New Records**

incorporating new records into the records listings;

**BL10.2.4 Distribution**

distributing to all Club Members and the BAHAMAS AQUATICS Assistant Secretary

**BL10.2.5 Notification To Clubs**

notifying all Club Members of all approved applications for records

**BL10.2.6 Maintain Data and Statistics**

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 BAHAMAS AQUATICS Executive Council and the Technical Committee with such data and statistics;

**BL10.2.7 Other Assigned Duties**

such other duties as BAHAMAS AQUATICS Executive Council may assign from time to time.

**BL11 FINANCE AND INVESTMENTS COMMITTEE**

**BL11.1 COMPOSITION:**

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

BL11.1.1 a Chairperson, who shall be appointed by BAHAMAS AQUATICS Executive Council;

BL11.1.2 one (1) representative from each Club Member

BL11.2 **DUTIES:**

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

BL11.2.1 coaching clinics or seminars;

BL11.2.2 officials clinics or seminars;

BL11.2.3 participation and outfitting of national teams in regional or international competitions;

BL11.2.4 re-investment in prudent investment vehicles;

BL11.2.5 the hosting of the National Championships;

BL11.2.6 the hosting of regional or international competitions;

BL11.2.7 administrative expenses.

BL11.2.8 such other duties as BAHAMAS AQUATICS Executive Council may assign from time to time.

BL 12 **BOARD OF REVIEW**

BL12.1 **CONVENING**

Whenever an appeal is submitted the BAHAMAS AQUATICS Executive Council shall convene a special body called the Board of Review.

BL12.2 **FUNCTIONS:**

The Board of Review shall:-

BL12.2.1 review any case referred to it by way of appeal;

BL12.2.2 examine any new information relevant to the case which was not and could not have been available to the Disciplinary Committee;

BL12.2.3 record fully its hearing, its decision and the reasons for that decision to the BAHAMAS AQUATICS Executive Council, who will Implement the Board's decision;

- BL12.3           **COMPOSITION:**
- BL12.3.1       **Members**  
The Board of Review shall be comprised of five (5) disinterested persons who shall be selected by BAHAMAS AQUATICS Executive Council.
- BL12.3.2       **Chairperson**  
When constituted, the Board shall elect one of their members as Chairperson.
- BL12.3.3       **Membership Restriction**  
No member of the BAHAMAS AQUATICS Executive Council or Disciplinary Committee shall also be a member of the Board of Review.
- BL12.4           **QUORUM:**
- The quorum for any hearings of the Board shall be at least three (3) of its members.
- BL12.5           **Voting:**
- BL12.5.1       **One Vote**  
Each member of the Board shall be entitled to one (1) vote.
- BL12.5.2       **Tied/Casting Vote**  
Where votes are tied, the Chairperson shall have a casting vote.
- BL12.5.3       **Majority Decision**  
Decisions of the Board shall be by a majority of those members present and voting.
- BL12.5.4       **Decisions**  
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.
- BL13             **HONORARY LEGAL ADVISOR**
- BL13.1           **APPOINTMENT**  
The BAHAMAS AQUATICS Executive Council may elect to appoint a Counsel and Attorney admitted to practice law in The Bahamas as Honorary Legal Advisor to the BAHAMAS AQUATICS.
- BL13.2           **THE HONORARY LEGAL ADVISOR SHALL:-**
- BL13.2.1       provide legal advice to the BAHAMAS AQUATICS Executive Council, the Committees, Sub-Committees and Boards of the BAHAMAS AQUATICS, when requested to do so;
- BL13.2.2       draft and review BAHAMAS AQUATICS correspondence, contracts and other documents, when requested to do so;

BL13.2.3 attend BAHAMAS AQUATICS Executive Council, Committee or Sub-Committee meetings, whenever requested to do so for the purpose of advising on any legal matters arising;

BL13.2.4 such other duties as BAHAMAS AQUATICS Executive Council may assign from time to time.

BL14 **AD HOC COMMITTEES**

The BAHAMAS AQUATICS 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.

BL15 **CONFLICT OF INTEREST**

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

All Members, staff, persons elected or appointed individuals engaged in BAHAMAS AQUATICS activities and/or consultants or contractually connected persons/firms representing or serving BAHAMAS AQUATICS shall act for the benefit of BAHAMAS AQUATICS when making decisions that affect, or may affect, BAHAMAS AQUATICS and to do so without reference to their own personal interests, either financial or otherwise.

If any officer or member of the Executive Council or any Committee/Subcommittee of the BAHAMAS AQUATICS has a financial interest in any contract or transaction involving the BAHAMAS AQUATICS, such individual will not participate in the BAHAMAS AQUATICS'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 BAHAMAS AQUATICS Executive Council and Committee members. If such disclosure is made, the contracts or transactions will not be voidable if the BAHAMAS AQUATICS Executive Council in good faith authorized the contracts or transactions by the affirmative vote of the majority of the disinterested BAHAMAS AQUATICS Executive Council members and the contract or transaction is fair to the BAHAMAS AQUATICS at the time that the BAHAMAS AQUATICS Executive Council authorized it.

**SECTION III**

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

**APPENDIX A**

**SCHEDULE OF BAHAMAS AQUATICS FORMS**

FORM NAME _____	Rule #
Club Member Application Form _____	C4.4.1.
Appointment of Club Representatives for BAHAMAS AQUATICS _____	C4.4.3.1
Renewal of Annual Club Member Form _____	C4.4.4
Individual Member Application Form _____	C4.5
Competitor Registration Application Form _____	C4.7.2.2
Renewal of Competitor Registration Form _____	C4.7.3
Aquatics Coach/Instructor Registration Application Form _____	C4.8.1
Aquatics Coach/Instructor Registration Renewal Form _____	C4.8.2
Nomination for Election of Officers _____	C9.2
General Meeting _____	C11.1
Proxy Form _____	C11.4.1
Competitor Transfer/Release Form _____	GR3.1
Competitor International Transfer/Release Form _____	GR3.2.1
Competitor Certification Application Form _____	GR6.1
Sanction Application _____	CR1.4
Meet Summons Form _____	CR1.4.1.2
Equipment Rental Requisition Form _____	CR1.4.1.5

Meet Entry Form _____	CR5.3.2
Time-Only Swims Form _____	CR5.3.3
Competitor Withdrawal/Scratches Form _____	CR6.1
Declaration of Medications Form _____	CR10.2
Medical Notification Form _____	CR10.2
Official Results Form _____	CR13.10.3
Officials Certification Application Form _____	CR17.1.1
Officials Certification Renewal Form _____	CR17.9.1.5
Order of Relay Competitors Form _____	NCR7.2.4
Official Protest Form _____	NCR11.1.2
Record Application Form _____	SWR3.6.1

## APPENDIX A: OTHER FORMS

Referee's Meet Report Form Meet Representative's Report Form  
 BAHAMAS AQUATICS Surcharge Meet Report LCM Pool Training  
 Use Form Request for Split Times 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  
 Notice of Hearing Form  
 Reply to Formal Complaint Form Notice of Appeal Form

## APPENDIX B: BAHAMAS AQUATICS 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 \$
BAHAMAS AQUATICS 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