

CONFERENCE BY-LAWS

Amended (5/4/15)

PURPOSE: LAFAYETTE SWIM CONFERENCE (LSC) is a non-profit organization. Its purpose is to establish, organize and hold meets for summer recreational competitive swimming within its membership to enhance community spirit, camaraderie and friendly competition.

MEMBERSHIP: A member shall be a recreational swim team which has been accepted by the Board of Directors. Any team seeking to join or leave the LSC must notify the Board of Directors by October 1st.

The membership shall be limited to ten Teams. Any change in the number of members or vacancies to be filled shall be decided by a supermajority vote of all members of the Board of Directors adhering to the following criteria:

- The Team will be recreational (e.g. homeowners, neighborhood, and city clubs).
- The Team will be of a size not larger than the largest Team currently in the Conference, unless excepted by a supermajority of Board members.

ESTABLISHMENT: The LAFAYETTE SWIM CONFERENCE was established in October of 2011. The initial teams in the Conference are: Lafayette Moraga Youth Association (LMYA) Dolphins, Oakwood Athletic Club Mako Sharks, Rancho Colorados Wahoos, Springbrook Hogs and Sun Valley Rays. The Pleasant Hill Dolphins joined in September 2012.

GOVERNING BODY: The governing body of the Conference, which shall have full authority over the conduct of the Conference, will be known as the Conference Board.

BOARD OF DIRECTORS: Each member Team shall appoint up to two representatives to serve on the Board of Directors. Each member Team shall have only one vote on any issue put before the Board.

Membership and By-Law changes must be approved by a supermajority (defined below) of all member teams. Rule changes must be approved by a simple majority of all member teams. All other matters shall be decided by a simple majority of a quorum of Board members present. A quorum shall consist of a simple majority of representatives. Votes on Membership, By-Law and Rule changes may be conducted electronically if members are unable to attend a meeting where a vote on such an item is taken. Written notice of proposed Membership, By-Law and Rule changes must be given to all members of the Board 20 days prior to a vote on those changes.

A "supermajority" shall be defined as follows: 4 of 5 teams; 5 of 6 or 7 teams; 6 of 8 or 9 teams; 7 of 10 teams.

OFFICERS: The officers shall be President, Vice President, Treasurer, Secretary, and Community Outreach/Public Relations as defined below. The officers, as well as Conference Championship Meet jobs, shall rotate every two years according to the schedule under CONFERENCE CHAMPIONSHIP MEET GUIDELINES*.

- The President shall:

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- Preside over all Conference meetings and shall be responsible for overseeing the overall operation of the Conference.
- Act as the Conference Championship Meet Director.
- The Vice President shall:
 - Be in training to become President in the next rotation of jobs.
 - Maintain the Conference Website.
- The Secretary shall:
 - Maintain and keep on file the Conference By-Laws.
 - Compile, maintain, and distribute as needed a Roster of the Conference Board Members and Individual Team Directors.
 - Take minutes at each meeting and send a copy to all Team representatives.
 - Notify all Team representatives of the date, time and place of future meetings.
 - Keep the results of all Conference Championship Meets.
 - Compile and distribute to Board Members a list of Conference Championship Meet Records and final Team standings.
 - Report any violations of Conference rules to the Board at its final meeting of the year.
- The Treasurer shall:
 - Receive and delegate all monies.
 - Establish and maintain the Conference bank account.
 - Submit all records and financial reports to the Conference Board at the final Board meeting each year.
 - Create for approval by the Board the Conference budget.
 - Maintain the Conference budget.
- The Community Outreach / Public Relations position shall:
 - Foster relationships within the community.
 - Promote the Lafayette Swim Conference in the community.
 - Spearhead all philanthropic endeavors throughout the season for the Conference.

*Oakwood shall be exempt from the standard job rotation. However, they may take on an Officer position if one becomes available and it is approved by a supermajority of the Board.

MEETINGS: Conference Board meetings shall take place once a month from February to July, in September and October, AND on any other date the President so requests. The September meeting will be dedicated to finalizing the finances for the prior year and setting the Conference Meet Schedule for the coming year. The rotation of Officers shall occur every other year at the October meeting. There will also be a Board meeting with coaches, Team representatives and Stroke & Turn officials prior to the Conference Championship Meet.

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FINANCE: Each year, the Conference Board will prepare a budget for the coming year estimating revenues and expenses. The Board will manage the budget prudently and have the authority to seek additional funding from member Teams should it become necessary. If the Conference is dissolved, any remaining funds shall be equally distributed to member Teams.

INSURANCE: The Conference Board shall purchase insurance as deemed necessary to cover conference activities, including the Conference Championship Meet, and to protect the Board of Directors against liability for their actions on behalf of the Conference.

FEES:

- The initial funds for establishing the Conference shall be \$8,750 (\$1,750/team) which shall be rolled over from the disbanding of the Lafayette City Meet Account into a newly established Lafayette Swim Conference Account.
- Additional teams who are invited to join the Conference shall pay a one-time membership charge of \$1,750.
- The primary source of revenue for the running of the Conference shall be generated from the proceeds of the annual Conference Championship Meet.
- All monies collected by the Conference shall be deposited into a Conference-managed bank account.
- All expenses for running the Conference, including the Conference Championship Meet, will be reimbursed from the Conference-managed bank account.
- Any deficit resulting from the operation of the Conference shall be covered by levying each member Team equally.
- Any excess monies resulting from the operation of the Conference shall be used at the discretion of the Board.
- Teams purchasing insurance coverage through the Conference will be billed separately for that expense.
- No refund will be given to a team who elects to withdraw from the Conference.

RULES AND REGULATIONS

The rules set forth below are meant to establish competition in a fair manner for all competitors. No rules or events shall be changed between the regular May meeting and the Conference Championship Meet unless so approved by the Board.

1. **MEET HOSTS:** All Teams in the Conference (with the exception of Oakwood) will share in the hosting of meets. Oakwood will be incorporated into the Conference Dual Meet schedule by including them in Tri-Meets with each team in the Conference at least once each season.
2. **ELIGIBILITY:** The Conference shall adopt eligibility guidelines consistent with those established for the Contra Costa County Championship Swim Meet:
 - Recreational swimmers may swim in the County Championship Swim Meet, either attached or unattached:

Attached – Attached swimmers are those who are members of a recreational swim team. If the swimmer is representing a team, s/he must have swum only with that team for the duration of the summer and must have participated in at least three meets with that team during the summer. If a swimmer relocates during the summer, s/he may swim with another team in his/her locale with advanced written approval by the Board.

Unattached – Unattached swimmers are those not affiliated with a team, but who still meet all other eligibility requirements.
 - Participation in various clinics and lesson programs—but not those associated with USA Swimming (a.k.a. USAS) teams—will not jeopardize Conference eligibility, provided the total participation time does not exceed 15 hours between December 31st and the beginning of the recreational swim season.
 - Recreational swim teams may not begin training earlier than the second Monday in April.
 - Swimmers (other than high school and college swimmers) may not compete as members of or train with a USAS team between the last day of December and the Monday following the Contra Costa County Swim Meet in August.
 - High school and college swimmers who are members of their scholastic teams may continue to train with a USAS team until **February 15th**. High School and college swimmers may swim in USAS meets unattached until **February 15th**.
3. **AGE:** Age for the swim season is determined as of June 15th. If a swimmer's birthday is after June 15th, s/he may remain in the age group they were in before their birthday.
4. **SWIMMING UP:** A swimmer may swim up ONE AGE GROUP ONLY for any individual event. However, if a swimmer does swim up for an individual event, s/he must swim up for all other individual events entered at that meet.

A swimmer may swim up one age group for relay events and still swim individual events in his/her normal age group. However, if a swimmer does swim up for a relay, s/he cannot in the same meet swim in a another relay in his/her normal age group. In other words, a swimmer must swim BOTH Medley Relay and Freestyle Relay in the same age

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group. Additionally, a relay team may consist of no more than two swimmers who are swimming up.

5. **NUMBER OF EVENTS:** *At Dual Meets*, swimmers may enter up to three (3) individual events (including the I.M.) and two (2) relays. For I.M., each gender and age group shall be limited to one (1) heat, with lanes split evenly unless otherwise agreed to by all teams. For relays, each age group shall be limited to one (1) heat with combined genders.

At Tri Meets, swimmers may enter up to three (3) individual events (including the I.M.) and two (2) relays. For I.M., each gender and age group shall be limited to one (1) heat, with lanes split evenly unless otherwise agreed to by both teams. For relays, each age group shall be limited to one (1) heat with combined genders.

At the Conference Championship Meet, swimmers may enter up to three (3) individual events (including the I.M.) and two (2) relays.

6. **MIXED RELAYS:** Mixed relay teams may be used during dual meets. Mixed Relays must consist of one member of the opposite sex. "Six & Unders" is the only age group allowed to swim mixed relays unless agreed upon by participation Teams prior to the meet.
7. **DIVING RULE:** As it relates to pool depth for starts and starting blocks, race starts at Conference dual, tri and championship meets shall be conducted in accordance with USAS rules.
8. **STARTS:** The start command shall be "TAKE YOUR MARK," with the gun/beeper sound to follow. Fly-over starts will be used for all applicable events at the Conference Championship Meet.
9. **FALSE START:** The USAS "No False Start" rule shall be followed. Per USA Rule 102.14 section 5:
- Any swimmer starting before the start signal shall be disqualified if the Referee independently observes and confirms Starter's observation that a violation occurred. Swimmers remaining on the starting blocks/deck shall be relieved from their starting position with the "Stand Up" command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.
 - If the start signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter's observation that a violation occurred, the swimmer or swimmers who false started shall be notified of the disqualification upon completion of the race.
 - If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal from the Referee.
 - A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the "Stand Up" command.
 - A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.

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10. **RELAY STARTS:** The leaving swimmer may start his/her dive at any time, but some part of his/her foot must still be touching the block/deck when the incoming swimmer touches the wall.
11. **SCORING OF MEETS:** Only completed events will be scored.
Dual Meets & Tri Meets will not be scored.

Conference Championship Meet

Individual Events:

Championship Heat – 24 21 20 19 18 17 16 15 14 13
Consolation Heat – 11 9 8 7 6 5 4 3 2 1

Relay Event(s):

The top 6 relay teams will be scored –
Relay A – 48 42 40 38 36 34

The Championship heat shall consist of swimmers with the ten best times in the trials, unless the venue has fewer than ten lanes, in which case the Board will decide how many swimmers will comprise the Championship heat. A swimmer in the Championship heat who is not disqualified will finish no lower than tenth place.

The Consolation heat shall consist of swimmers with the eleventh to twentieth best times in the trials, unless the venue dictates otherwise; see paragraph above. The fastest time in the Consolation heat shall be awarded eleventh place.

In case of a tie, add together the points for the places involved, then divide the total by the number of swimmers/Teams who are tied.

12. **AWARDS:** At Dual/Tri Meets ribbons shall be awarded to all swimmers 12 & under in the fastest heat for each individual event for a minimum of 1st through 6th place as well as for the top three relay teams. Heat winner ribbons will be given to the swimmer finishing first in all heats for 12 & under. (The home team, at their discretion, may elect to award ribbons to additional heats and age groups.)

At the Conference Championship Meet, the following awards will be presented at event end:

Team Awards

Championship Winner (3) – The Team with the highest combined individual and relay points across all age groups will be awarded the Champion's plaque. Second and Third place winners will also be awarded plaques.

Most Points Per Swimmer (1) – The Team with the highest result when dividing total points earned by total number of **entered** swimmers on the Team will be awarded a trophy. Second and Third place winners will be announced but no trophy given.

Pop Time (3) – The Team which has the highest percent of improved swims over its entered seed times will be awarded a trophy. Second and Third place winners will be announced but no trophy given.

Spirit (1) – The winner of this award will be determined by vote by the Conference Board. Each Team shall have only one vote, using a scoring sheet created prior to the Meet and approved by the Board. Board members may not vote for their own Team. The winner will be awarded a banner/flag that rotates annually to the new winner.

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Individual Awards

High Point (12) – The swimmer who scores the most points in his/her gender and age group shall win this award.

Record Breaker – The swimmer or relay team who breaks a Conference Championship Meet record in his/her/their event will win this award. (For 2012, Conference record times were based on record times established by the 2011 Lafayette City Meet results.)

13. COMPLIMENTARY EVENTS/SWIMMERS:

Conference Championship Meet: No complimentary events or swimmers will be allowed, unless expressly approved by the Board. All requests for exceptions to this rule must be made in writing to the Conference Championship Meet Director by the Monday preceding the Conference Championship Meet.

Dual Meets: Complimentary relays and individual swimmers will be allowed if approved by both Teams' head coaches *prior to the start of meet*. Complimentary swimmers are to be announced by the Starter BEFORE the heat begins.

14. **SWIMMER'S ELIGIBILITY:** Eligibility for the Conference Championship Meet is determined by reference to the Contra Costa County Championship Swim Meet eligibility rules and is limited to bona-fide members of a Conference Team who have competed in a minimum of two (2) dual or invitational meets (not including Time Trials) representing their entered Team, prior to the Conference Championship Meet. The Conference Championship Meet is intended for recreational swimmers, not year-round swimmers. Any Team that allows, intentionally or otherwise, an ineligible swimmer to enter either an individual or relay event shall be penalized 24 points for each occurrence. Entries for the Conference Championship Meet shall be submitted with the best time achieved during meets in the *current* recreational swim season.
15. **SIX & UNDER EVENTS:** Six & Under events will be held in all strokes except I.M. However, Six & Under swimmers may compete in the "Eight & Under" I.M. event, but any points they earn for that event will not count toward High Point in their age group.
16. **DISQUALIFICATION POLICY:** The Contra Costa County Championship Meet DQ Policy, which calls for strict adherence to the rules by all swimmers, shall be followed by the Conference for swimmers aged 7 & up.
- Swimmers aged 6 & under will be judged by the "70% rule", whereby a swimmer must swim 100% correct at least 70% of the time. Where two Stroke & Turn judges are used per lane, the 70% rule allows for one infraction (e.g. flutter kick, one-hand touch, etc.) per stroke & turn jurisdiction. A second infraction at either jurisdiction results in disqualification. At dual meets, where there is typically only one Stroke & Turn judge per lane, two infractions are allowed, with a third resulting in disqualification.
17. **SCHEDULE OF EVENTS (Dual / Tri Meets):** Medley Relay, I.M., Freestyle, Breaststroke, Backstroke, Butterfly, and Free Relay. The order of events in a given meet may be changed with prior approval from all Teams' head coaches.
18. **TIMING INSTRUCTIONS:**
- If all three times are different, use the middle time.
 - If two of the three times are the same to the hundredths place, use that time.

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- c. If only two of the three times are available, the average of those two times shall be used.
19. **RAIDING:** There is a zero-tolerance policy on malicious or negative raiding—which is defined as going to a Conference pool other than your own for the purpose of taunting and/or vandalism—within the Conference. At the start of each season, Board members are required to remind their Director and coaches of this rule. If raiding occurs and results in property damage, a police report will be filed, and the responsible individuals and their parents shall be held financially liable for all damages. In all cases of malicious or negative raiding, regardless of whether damage occurs, the Board President will be notified of the incident, and the offending swimmer(s) shall be disqualified from the Conference Championship Meet, without the ability to appeal.
20. **SWIMSUITS:** The Conference will follow USAS’s Guidelines for approved swimwear. A full description of the rules can be found at USASwimming.org. A brief description of those Guidelines and approved swimwear follows:

*[Please note that this is only a summary of some of the major rules issued by USAS and is not intended to be a complete listing of all swimwear restrictions. **It is the responsibility of the swimmer to know if his or her suit follows ALL of the USAS rules and regulations for approved swimwear. If a swimmer is using a so-called “technical swimsuit,” either the style must match the description of “Traditional Style Swimsuits,” (see below) or the specific manufacturer, brand and model of the suit must appear on USAS’s list of Approved Swimwear (see “Technical Swimsuits” section below). Protests regarding swimsuits must be filed with either the Meet Director or with the USAS Official; if the protest is denied, the swimmer may be disqualified from the Meet.]***

Two-Suit Rule

USAS has determined that the use of more than one suit during a race is prohibited. This restriction applies to all types, models, and makes of swimsuits, not just so-called “technical swimsuits.”

Per USAS, this rule is not intended to apply to athletic supporters or modesty-type wear.

Traditional-Style Swimsuits

All swimmers of all ages are allowed to wear “traditional-style swimsuits” regardless of type, model, and make, including suits made of so-called “technical materials.” USAS defines traditional-style swimsuits as follows:

- For female swimmers, the swimsuit shall not cover the neck or extend above the shoulders or below the pelvis.
- For male swimmers, the swim suit shall not extend above the navel or below the knees.

For any swimmer wearing a suit that does not fit the above description of a traditional-style suit, technical swimsuit rules shall apply.

Technical Swimsuits

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The manufacturer, brand, and model of the technical suit in question must appear on USAS's list of approved swimwear. The most current list can be found at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1636> under "Swimwear Rules."

Exemption

An exemption to the above rules may be granted, on a case-by-case basis, to a swimmer who:

- a. Due to religious beliefs, is required to wear a suit that covers more of his/her body than is permitted above; or
- b. Has a medical condition requiring more of his/her body to be covered than is permitted above.

Note: This exemption does not extend to the use of any swimwear that has been promoted by its manufacturer, or has otherwise been described, as providing a performance or technological advantage.

DUAL/TRI-MEET RESPONSIBILITIES

HOME TEAM:

1. Furnish lane ropes. (False start rope is optional.)
2. Furnish backstroke flags, posted five yards from each end of the pool.
3. Personnel:
 - Sufficient Timers/Recorders with stopwatches.
 - Starter
 - Runner(s)
 - Head Referee (optional, depending on mutual agreement)
 - Stroke & Turn Judge(s)
 - Sufficient Desk workers
 - Announcer (optional)
4. Provide each visiting Team with a list of required personnel for the meet.
5. Supply recorder slips to each lane for each event.
6. Supply appropriate disqualification (DQ) slips for all Stroke & Turn Judges.
7. Record the meet results and provide each Team with a copy of their individual times.
8. The Head Referee (optional) shall have ultimate authority over all dual/tri meets, with his/her decisions being the final word. In the absence of a Head Referee, the Meet Director shall assume this role.
9. Passes shall be provided for up to five (5) coaches per Team for lunch/dinner.
10. Prior to the start of an evening meet, the Meet Director shall determine which event(s), if any, will be dropped from the meet in order to save time.

VISITING TEAM:

1. Furnish the following personnel as requested by the home Team:
 - Sufficient Timers/Recorders with stopwatches.
 - Desk workers.
 - One Stroke & Turn Judge.
 - Other workers as needed.

AFTER EACH CONFERENCE DUAL/TRI MEET, THE HOME TEAM SHALL SEND STATISTICS SHEETS OF ALL SWIMMERS AND THEIR TIMES TO THE CONFERENCE DESK DIRECTOR . THESE WILL BE HELD AT THE DESK AT CONFERENCE CHAMPIONSHIP MEET.

DATA EXCHANGE GUIDELINES

1. All Conference Teams shall maintain their swimmer information in Hy-Tek's Team Manager software application (TM) and run their meets in Hy-Tek's Meet Manager software application (MM).
2. The home dual/tri meet Desk Manager is responsible for contacting the visiting Team's Desk Manager(s). The home Team will send a "MM Events" file to the visiting Team(s), along with any particular requirements for the home pool, approximately one (1) week prior to the meet.
3. Swimmer Data: Team roster(s), as well as swimmer names (with times), shall be submitted in advance to the home Team. A code of "NT" will be used if the swimmer does not have a previously recorded time.
4. Meet Seeding: Heat and lane seeding will be at the preference of the home Team. If a heat has only one swimmer, swimmers from the previous heat should be moved over to balance the heats.
5. The visiting Team(s) will send swimmer data to the home Team by:
 - a. Monday at 9:00 PM for a Wednesday night meet;
 - b. Thursday at 9:00 PM for a Saturday morning meet.
6. The home Team will send the seeded meet data to the visiting Team(s) by:
 - a. Tuesday at 10:00 PM for a Wednesday night meet;
 - b. Friday at 2:00 PM for a Saturday morning meet.
7. Day of meet/deck changes: Changes to swimmers and swimmer strokes, as well as the addition of complementary swims, shall be at the discretion of the home Team head coach and desk staff.
8. The home Team shall send the visiting Team(s) an "MM Back-Up" of the meet as soon as possible after the end of the meet.

CONFERENCE CHAMPIONSHIP MEET RULES

1. All swimmer entries for the Conference Championship Meet are due at the date designated by the Conference Board of Directors. Once swimmer entries have been submitted, no changes will be allowed, including corrections of errors in stroke designation or swimmer times. Exceptions may be made if the swimmer was entered as the wrong gender or age group. If the error occurred beyond the control of the swimmer or coach, the Conference Board may, at its sole discretion, correct the error. In this case, the affected Team's Board representative shall abstain from voting.
2. If a swimmer is entered in more than three (3) individual events (including the I.M.), s/he shall be deleted from the event(s) in which s/he is seeded highest amongst all events s/he entered until s/he is in compliance. S/he may then swim the remaining three (3) events. Refer to #5 under **Rules and Regulations** above.
3. No refunds will be given for swimmers who are scratched or are no-shows.
4. Contrary to USAS rules, swimmers who miss an individual event are still eligible to swim their subsequent scheduled events.
5. Any swimmer who engages in malicious mischief will result in his/her disqualification from the meet and from events in which s/he has already competed. Malicious mischief shall be defined as:
 - a. Destruction and/or vandalism of property;
 - b. Behavior that endangers the safety and welfare of swimmers and spectators;
 - c. Disrespect to officials by using profanity and/or obscene gestures.
6. Clerk of the Course – All swimmers must “double check-in” at Clerk of the Course for each event. Double check-in means checking in first at the entrance, then again at the seat. The swimmer's presence will be noted on the incoming referee sheet, which will be handed to the Deck Referee prior to the race. A swimmer is considered scratched if s/he is not double checked-in and in their assigned seat when the heat stands up to leave the Clerk of the Course area for the starting blocks. Finalists, including alternates, must double check-in for final events.

Trials

- If a swimmer misses an event due to a meet procedure-related issue as determined by the Meet Director, he/she will be placed into a later heat in one of the following methods: scratched slot, first heat of the next event, or solo swim.
 - If a swimmer misses an event due to his/her own fault or the fault of the coaches or parents, there is no further recourse.
7. Stroke and Turn Judging - USA Swimming rules shall apply and be enforced with respect to all age groups, except as follows:

Swimmers aged 6 & under will be judged by the “70% rule”, whereby a swimmer must swim 100% correct at least 70% of the time. Where two Stroke & Turn judges are used per lane, the 70% rule allows for one infraction (e.g. flutter kick, one-hand

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touch, etc.) per stroke & turn jurisdiction. A second infraction at either jurisdiction results in disqualification.

Finals

- Once a swimmer has been seated, he/she must remain seated or risk being replaced by an Alternate. If a swimmer is missing from the Finals heat, the fastest swimmer in the consolation heat will be moved up. Open lanes in the Consolation heat will then be filled by Alternates. Once a heat has been asked to stand, the seated alternates will swim, and the original swimmers who have been replaced will **not** swim. USAS rules stipulate that a heat has begun once swimmers are standing, so **no** changes to the swimmer line-up will be allowed once the heat has stood.

CONFERENCE CHAMPIONSHIP MEET GUIDELINES

1. A Directors and Coaches' Meeting will be held prior to the start of the Meet.
2. Stroke & Turn judges must check-in and check-out with the Meet Director. If a disqualification is made, the Stroke & Turn judge who made the call must remain in the pool area for 30 minutes following both A.M. and P.M. sessions to discuss with the Meet Director and Referee any protest of the disqualification. All protests will be decided upon and finalized on the day of the meet.
3. Coaches and Directors are responsible for explaining to and ensuring from their swimmers appropriate behavior, prior to the start of Conference Championship Meet.
4. Rotation of Team Jobs* will be according to the following schedule:

OFFICE	CONF. JOB	2012	2013	2014	2015	2016	2017	2018	2019
President	Meet Director	RC	RC	SB	SB	LMYA	LMYA	SV	SV
V. President	Desk	SB	SB	LMYA	LMYA	SV	SV	PH	PH
Treasurer	Awards	LMYA	LMYA	SV	SV	PH	PH	RC	RC
Secretary	Clerk of the Course	SV	SV	PH	PH	RC	RC	SB	SB
	Hospitality & Vendors	OW	OW	OW	OW	OW	OW	OW	OW
	Set up/Take Down	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL
Community Outreach/PR	Program	LMYA	PH	RC	RC	SB	SB	LMYA	LMYA

*Based on the agreement of all teams Oakwood will not be included in the job rotation.

5. In the event that additional teams are added to the Conference, the jobs of Awards and Programs will be separated into two independent positions.