

# **By-Laws**

of the

## **Texas Interscholastic Swimming Coaches' Association**

### **Article One – Meetings**

**I. Regular Meetings:**

- A. There shall be an annual, Regular Meeting of the Association convened in the fall of every year and held in conjunction with a series of professionally and technically oriented clinics, presentations, etc.
  - 1. This annual meeting shall be designated as the Texas Interscholastic Swim Coaches' Association (TISCA) Fall Meeting.
  - 2. The Annual Fall Meeting shall also include a luncheon appropriate for the presentation of service awards, recognitions, etc.

**II. Board of Directors Meetings:**

- A. The TISCA Board of Directors (BoD) shall meet prior to the Regular Annual Fall Meeting and again during the Spring Clinic.
  - 1. A quorum must include a majority of the BoD.
  - 2. The President of the Association shall set the date, time and place of each of these meetings and shall provide a minimum of 30 days' notice to the membership at large and the BoD.

**III. Special Meetings**

- A. Other meetings may be called at the discretion of the President or by a majority vote of the BoD.

### **Article Two – Finances**

**I. Organizational Dues and associated fees**

- A. The TISCA annual dues and any other fees shall be established by the BoD.
  - 1. Modifications or revisions to the TISCA Dues or Fee Structure can only be addressed at the Regular Fall meeting.
- B. Applications for membership in the organization shall be submitted through the TISCA Website and reviewed by the membership chair or designee assigned.
- C. The period for membership application is from August 1- December 31 each year.

- D. Organizational dues, which have not been remitted by adjournment of the Annual Fall Meeting, are subject to an additional fee established by the BoD as follows:
  - 1. \$40.00
- E. TISCA will provide liability insurance for members of the Executive Board.

**II. Fiscal Year**

- A. For business purposes, the TISCA Fiscal Year extends from July 1<sup>st</sup> through the following June 30<sup>th</sup>.

**III. The BoD shall determine which organizational expenses incurred by individuals are appropriate and therefore eligible for reimbursement.**

- A. Requests for reimbursement of individual, TISCA-related expenses must be submitted in writing to the BoD.
- B. The following expenses are generally considered to be appropriate and therefore eligible to be considered for reimbursement:
  - 1. TISCA representation to National meetings
  - 2. TISCA representation to University Interscholastic League (UIL) meetings.
  - 3. TISCA representation to certain undefined meetings, which are in some way closely related to high school swimming, diving or water polo as determined by the BoD.
  - 4. TISCA will reimburse members of the Executive Board for mileage costs associated with travel to the spring meeting.
    - a. The Federal IRS mileage rate will be utilized for any necessary calculations.
    - b. Double reimbursement is not allowed, i.e., members of the Executive board who may be reimbursed by their sponsoring agency may not claim reimbursement from TISCA.
  - 5. Other non-meeting related expenses as determined by the BoD.

**Article Three – Committees**

**I. Standing Committees**

- A. Within TISCA, the following Standing Committees are established:
  - 1. Awards and Records
    - a. Responsibilities: Order and distribute certificates, ribbons, banners and any other TISCA sanctioned awards.
  - 2. Swimming
    - a. Responsibilities: Records, All-State List, Top 50 List.
  - 3. Diving
    - a. Responsibilities: Records, All-State List, Top 50 List.
    - b. Organize and conduct dive meeting at fall clinic.

- i. Minutes must be submitted to Secretary by end of fall clinic.
  - 4. Water Polo
    - a. Responsibilities: Records, All-State List.
    - b. Oversee and administer district, regional and state competitions.
    - c. Organize and conduct water polo meeting at fall clinic.
      - i. Minutes must be submitted to Secretary by end of fall clinic.
  - 5. Membership
    - a. Responsibilities: Maintain and review online membership database and directory.
    - b. Communicate with technology chair to ensure online portal is open August 1<sup>st</sup> every calendar year.
  - 6. Technology
    - a. Responsibilities: Oversee and maintain TISCA website.
    - b. Maintain online calendar, job postings, meet files, history and any other online data requested by board of directors.
    - c. Oversee online elections and other forms of data collection.
    - d. Oversee and maintain social media accounts and online presence.
  - 7. Historian
    - a. Responsibilities: Preserve and maintain permanent record of the historical history of Texas Interscholastic Swim Coaches Association.
    - b. Create biography of memorial award honorees.
    - c. Promote history of the organization.
- II. *Special Committees*
  - a. Nomination Committee
    - i. Responsibilities: Research and recommend candidates for executive board position in even number years.
  - b. Finance Committee
    - i. Responsibilities: Conduct financial audit of TISCA accounts on even numbered years.
  - c. Constitution & Bylaws
    - i. Responsibilities: Review and update TISCA constitution and bylaws annually and submit to executive board for approval at fall meeting.
- III. **Other Special Interest committees may be established and / or appointed by the TISCA President as necessary.**
  - A. The President shall appoint the Chair of any such committee and shall have approval authority over the members selected to serve.
- IV. **The activities of all TISCA Committees are subject to approval by the BoD.**

## **Article Four – All-State Selection**

- I. Texas UIL Swimming, Diving and Water Polo Class 6A and Class 5A and Under All State Teams.**
  - A. Selected annually in March, subsequent to the UIL State Championships.
  
- II. TISCA All-State Swimming Teams, girls and boys, are selected from individual performances at the following competitions during the most recent high school season.**
  - A. TISCA Zone Championships
  - B. UIL District Championships
  - C. UIL Regional Championships
  - D. UIL State Championships
    1. Selections are based on best performances in events listed in the National Federation of State High School Associations Swimming and Diving and Water Polo Rule Book.
      - a. TISCA All-State Swimming First Team: Eight fastest performances submitted
      - b. TISCA All-State Swimming Second Team: Next eight fastest performances submitted
      - c. TISCA All-State Swimming Honorable Mention: Third eight fastest performances submitted.
  
- III. TISCA All-State Diving Teams, girls and boys, are selected from the best performances at the UIL State Championships as follows:**
  - A. TISCA All-State Diving First Team: Places one through eight
  - B. TISCA All-State Diving Second Team: Places nine through sixteen
  - C. TISCA All-State Diving Honorable Mention: The highest scores, places third to fifth at the UIL Regional Championships
    1. No diver in this category may also be listed as a member of the First or Second All-State Team.
  
- IV. Application for Swimming All-State Selection**
  - A. The Awards and Records Committee is charged with the responsibility to acquire the performances results necessary to determine eligibility for TISCA All-State Selection.
  - B. Swimming results from UIL District Championships, UIL Regional Championships, UIL State Championships, Sanctioned TISCA Zone Championships and all recognized State Private and Parochial School State Championships shall be considered to constitute application for TISCA All-State selection.
    1. Schools, who may elect to host a TISCA Sanctioned Meet, must submit a request for permission to do so from the TISCA Treasurer at least one week in advance of the meet start date.

- a. The permission request must include the city, venue, date(s), start time(s), host school, team or organization; name of the Meet Referee and any other details the host may determine to be relevant.
- b. If the requesting host is in good standing, i.e., no outstanding balances, etc. with TISCA, permission will be automatically granted.
- C. Criteria for acceptable / unacceptable times in Meet Results:
  - 1. Acceptable:
    - a. Timing systems must be fully automatic
    - b. Only printed or THML results from Meet Management software, e.g., HY-TEK Meet Manger 4.0 or more recent version.
    - c. Any adjustments, including Judges Decisions, made to resolve timing discrepancies must be accomplished within the meet management software and appear properly in the machine printed or HTML results
    - d. Lead-off splits from relays
    - e. Officials must be currently registered with UIL
    - f. Times must have been achieved during the current interscholastic season
  - 2. Unacceptable
    - a. Swim-off times
    - b. Time trials
    - c. Times from meets other than specified in Article Four, Section IV.B. above
    - d. Handwritten results of any type
- D. Evidence of time tampering and / or manipulation will disqualify all times submitted for consideration.

**V. Water Polo All-State Selection:**

- A. An All-State Selection Committee shall be established at the site of the UIL State Championships
- B. The seven (7) individuals receiving the most votes from the selection committee shall be designated as the TISCA First Team All-State Water Polo Team
  - 1. The next seven (7) receiving the most votes from the selection committee shall be recognized as the TISCA Second Team All-State Water Polo Team
  - 2. There may be a maximum of seven (7) additional individuals accorded Honorable Mention.
- C. Appropriate All-State Awards signed by the President of the Association and the Chair of the Awards and Recognition Committee shall be sent to each coach.

## **Article Five – Special Awards**

- I. **TISCA Swimming and Diving Coaches-of-the-Year and Coaches-of-the-Meet**
  - A. **District and Region State Coach of the Year/State Coach of the Meet**
    - a. There shall be a Girl's and Boy's Coach-of-the-Year in each classification, voted on by one TISCA member, in good standing, per school in attendance at the District and Regional Meets in both swimming and diving.

- b. The coach of the winning boys' team, girls' team, and first place boy and girl diver at the state meet will automatically be the State Coach of the Meet.
- c. TISCA State Coach-of-the-Meet must be members in good standing of the Association.
  - 1. State Diving Coach-of-the-Meet is limited to only current coaches who attend the State Championship Meet.
- d. Recipients of the awards will be announced at the conclusion of the State Championships and honored at the Fall Meeting of the Association.
- e. An official TISCA Coach-of-the-Meet ring, provided by the association, shall be presented to each recipient as the initial award at the Fall Meeting.
  - 1. If a coach has already earned a Coach-of-the-Year ring, any subsequent awards shall be in the form of commemorative plaques.

**B. State Coach of the Year**

- a. Nominations for State Coach of the Year will be accepted from any TISCA member in good standing via the TISCA website for a period of time(?).
- b. All nominees must then submit a resume to be considered for the award.
- c. Voting will take place at the Spring Board meeting by the board of directors.
- d. There will be four awards:
  - i. 5A Swim
  - ii. 5A Dive
  - iii. 6A Swim
  - iv. 6A Dive
- e. First time award winners will receive a Coach of the Year ring, provided by the association.
- f. Subsequent winners will receive an award of their choosing (plaque, watch, etc.) also provided by the association.
- g. The awards will be presented to the winners at the Fall Meeting of the Association.
- h. Recipients are only eligible to receive the award a subsequent time after a period of five years has passed.

**C. Outstanding Assistant Coach of the Year**

- a. Head coaches may submit one nomination per coach to the BoD after the state meet but prior to the April 1<sup>st</sup> deadline.
- b. The nominator and nominee must be in a member in good standing with the organization.
- c. There will be 3 awards
  - i. 5A Swim/Dive
  - ii. 6A Swim/Dive
  - iii. Water Polo

**II. TISCA Water Polo Coach-of-the-Year**

- A. Each member in good standing of the Association, present at the State Championship Tournament, may vote for a TISCA Coach-of-the-Year who, in their opinion, has performed in the most outstanding manner in both boy's and girl's Water Polo.
  - 1. Official Coach-of-the-Year ballots shall be provided by the Tournament Host.
  - 2. Each member in good standing shall submit their votes to designated TISCA member(s), who shall collect and count the ballots.
  - 3. The coaches receiving the most votes will be named Boy's and Girl's Coach-of-the-Year and their names announced at the conclusion of the State Tournament.

**III. Private School Coach-of-the-Year:**

- A. TISCA will award a State Coach-of-the-Year Certificate at the TAPPS and SBC Championship Meets

**IV. Swimmers and Divers-of-the-Year are annually awarded at the State Championships as noted below:**

SWIMMING				DIVING			
Class 5A & Under		Class 6A		Class 5A & Under		Class 6A	
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Lanny Landtroop Award	Sig Lawson Award	Mike Malone Award	Jack Bialas Award	Chuck Knesel Award		Joe Paul Ogden Award	

- A. To be eligible to receive the awards noted above, the recipients must be participants in the State Championship Meets.
- B. Members of the Association in good standing and present at the State Championship meets may vote for one boy and one girl swimmer in each classification.
- C. Only those members of the Association who are actually present at the State Diving Championships and who have been designated as diving coaches, i.e., signed the Diving Sheet, may vote for Diver-of-the-Year.
  - 1. Only one vote for divers participating in the State Championships per school is allowed.
    - a. However, a single coach may be eligible to vote more than once if he / she is the designated coach at more than one school.
- D. Swimmers-of-the-Year will be selected on the basis of the following criteria:
  - 1. NISCA Power Points earned in individual events ONLY
    - 1. All recipients will be honored at the State Championship Meets.

**V. TISCA Appreciation and Service Awards**

- A. Recipients of Appreciation and / or Service Awards shall be determined by the TISCA Board of Directors and accorded to those individuals who have demonstrated outstanding contributions to Interscholastic Aquatic Sports Programs in the State of Texas.
- B. The Theron Pickle Lifetime Achievement Award shall be made annually at the Awards Luncheon of the Clinic to two or more TISCA Members who have demonstrated outstanding contributions and service to Interscholastic Aquatic Programs in the State of Texas that extend beyond the boundaries outlined in “B” just above.
  - 1. The Honorees will be chosen by a Committee appointed by the TISCA President.
  - 2. The deadline for applications is May First.
- C. The Dee Hollar Excellence in Officiating award will be selected by the BoD and awarded at the State Championships.
- D. Scholarships
  - 1. TISCA annually awards scholarships in the amount of \$1,000 each to two Texas High School Girls and two Texas High School Boys.
- E. Texas Swimming Hall of Fame
  - 1. TISCA annually donates \$3,000 to the Texas Swimming and Diving Hall of Fame.
  - 2. The amount is reviewed annually.