

## College Swimming Coaches Association of America History

FOUNDED in 1922, the College Swimming Coaches Association of America, Inc. (CSCAA), is the nation's first professional coaching association for intercollegiate athletics.

In 1933, the CSCAA initiated the College Swim Coaches Forum in Fort Lauderdale, Florida. Coaches and athletes met during their Winter Break to train and exchange ideas and techniques.

The "Spring Break" phenomenon, as it is known today, grew directly as a result of the Forum. After the NCAA swimming and diving season ended, athletes returned to Ft. Lauderdale during their spring break. The phenomenon – a direct consequence of the Forum's growth in popularity – grew quickly into the college rite of passage we know today.

Initially, the College Coaches Forum organized and directed the national collegiate championships, developed rules and eventually became an integral part of the administration of college competition.

In 1964, the College Coaches Forum decided that swimming needed a shrine to honor the greatest athletes and coaches in aquatic sports. A committee was established and that very year the Swimming Hall of Fame was established under the leadership of Buck Dawson, the Hall's first Executive Director.

In 1968, the international governing body for aquatic sports, FINA – Federation Internationale de Natation Amateur – authorized the Swimming Hall of Fame to become the official International Swimming Hall of Fame (ISHOF).

Sixteen years later, the Women's Swim Coaches Association of America merged with the CSCAA to complete the formation of the CSCAA's modern structure.

In 1995, the CSCAA began a certification program for college swimming officials. That program eventually gave birth to the College Swimming Officials Association (CSOA), which remained a part of the CSCAA until 2008, when it was granted its independence.

The CSCAA boasts more than 2,000 member coaches across Division I, II, III, NAIA, Junior Colleges and Community Colleges. The CSCAA's mission is to protect, preserve and expand college swimming and diving opportunities. This is achieved through intentional advocacy efforts, maintaining valuable partner relationships, hosting national competitions and professional development opportunities for current and aspiring coaches. Each year, the Association bestows recognition upon All-Americans, Scholar All-Americans, exceptional coaches and athletes, and noteworthy contributors to our sport.

FOUNDED IN 1922

A NON-PROFIT ASSOCIATION INCORPORATED UNDER THE LAWS OF THE STATE OF FLORIDA

CHARTERED SEPTEMBER 14, 1967

AMENDED DECEMBER 27, 1968

AMENDED DECEMBER 14 1977

AMENDED JANUARY 3, 1982

AMENDED SEPTEMBER 10, 1986

AMENDED SEPTEMBER 7, 1988

AMENDED NOVEMBER 30, 1992

AMENDED SEPTEMBER 1, 1994

AMENDED 18 MAY 1999

AMENDED 20 MAY 2002

AMENDED MAY 2004

AMENDED 21 MAY 2005

AMENDED 21 MAY 2010

AMENDED 18 MAY 2012

AMENDED 16 MAY 2013

AMENDED 3 MAY 2016 -Section 3 - Honorary Memberships

AMENDED 5 MAY 2019 - Amended Article V,Section 2 to add administrative board representative, Article XI, Sections 1-5 to solicit nominations in "The Fall" instead of March.

AMENDED 20 JANUARY 2021 - Amended Article V,Section 2 to add NAIA board representative

AMENDED 19 JULY, 2023 - Non-controversial edits for accuracy.

AMENDED 29 NOVEMBER, 2023 - Amended Article III - Purpose. Article IV: Membership Types. Article V: Clarification of Eligibility. Article VIII: Committee Responsibility. Article IX: Secretary, Treasurer and ED Responsibilities. Article XI: Awards.

## Article I: Name

The name of the Association is COLLEGE SWIMMING COACHES ASSOCIATION OF AMERICA, INCORPORATED.

DBA: College Swimming and Diving Coaches Association of America

## Article II: Offices of the Association

**Section 1. Principal office.** The principal office of the Association for the transaction of the activities and affairs of the Association is located at P.O. Box 8570 Richmond, VA 23226

**Section 2. Change of Address.** The Board of Directors (Board) of the Association may change the principal office of the Association from one location to another. Any change of location of

the principal office shall be noted by the Secretary of the Board on the Bylaws opposite the Section, or the Section may be amended to state the new location.

**Section 3. Other Offices.** The Board may at any time establish branch or subordinate offices at any place or places where the Association is qualified to conduct its activities.

## Article III: Purpose & Mission

The mission of the Association shall be to protect, preserve and expand collegiate swimming and diving opportunities. The CSCAA will provide educational, professional, and competitive services and opportunities to the membership; and to other affiliated entities or organizations.

## Article IV: Membership

**Section 1. Eligibility.** Anyone who is actively coaching swimming and/or diving on the collegiate level shall be eligible for active membership. The Association shall consist of Active Members, Lifetime/Honorary Members and Associate Members.

**Section 2. Dues.** Yearly dues for Active Members shall be determined by action of the Board of Directors and shall be payable to the Association. The annual dues period begins July 1 of each year.

**Section 3. Lifetime/Honorary Memberships.** These designated memberships may be conferred upon any person who coached for approximately 20 years at the collegiate level, been a bona fide CSCAA member and has retired from coaching. Members will pay a \$25.00 annual membership fee. This entitles them to receive all mailings, and register for any meetings/clinics of the Association as an ex-officio member at current member fees. Applications will be received by the CSCAA and approved by the CSCAA board as needed.

**Section 4. Associate Memberships.** Associate Memberships may be offered to outstanding swimming personalities, educators, swimming patrons and other people who are interested in supporting the objectives of the Association. Associate Members shall have no voting privileges but may register for and attend all of the functions of the Association. Yearly dues shall be determined by action of the Board of Directors and shall be payable to the Treasurer.

## Article V: Board of Directors

**Section 1. Eligibility.** Board memberships shall fulfill all eligibility requirements during the tenure of their board position.

**Executive Board.** These positions must be held by an active CSCAA head coach with a minimum of five years of coaching experience at the collegiate level. The Executive Board will include Past President, President, President-Elect, Secretary and Treasurer.

**Full Board.** These positions must be held by an active CSCAA coach or administrator, as designated by the position. The full board will include a men and women's representative from each of Division I, Division II and Division III and diving; a NAIA representative; an at-large representative; an athletic administrator representative and an assistant/associate coach representative.

**Section 2. Number.** The activities and affairs of the Association shall be managed, and all corporate powers shall be exercised by, or under the direction of, the Board. The authorized number of voting Directors shall not be greater than sixteen (16) or less than one (1) until

changed by amendment to these Bylaws duly adopted by the Board. The exact authorized number shall be set, within such upper limit, by resolution of the Board.

**Section 3. Composition.** The Board shall be composed of and elected as follows: President, President Elect, Secretary, Treasurer, and one member from each of the NCAA divisions for men and women, two diving representatives, one athletic administrator, and one at-large representative who shall be elected by their respective constituents.

Divisional Representatives may serve for three two-year terms. The immediate Past President of the Association and the Executive Director of the Association will be ex-officio members of the Board of Directors. Elections for Women's Division Representatives, Women's Diving Representative, NAIA Representative, Assistant/Associate Representative and the President-Elect shall occur in even-numbered years. Elections for Men's Divisional Representatives and the At-Large Representative, Men's Diving Representative and Athletic Administrator shall occur in the odd-numbered years.

**Section 4. Terms of Directors.** The divisional members shall be elected virtually and begin their term at the CSCAA Annual Meetings. If a member resigns or doesn't accept the position, the board shall approve of a replacement at its discretion. The subsequent replacement of the appointed board member will follow the election procedures outlined in section two for re-election to an additional term.

**Section 5. Resignations and Replacements.** Any Director on the Board may resign at any time by giving notice in writing to the President or Secretary of the Association and, unless otherwise indicated in the notice, such resignation shall be effective as of the date of the notice. Where a Director who has qualified for his or her position by reason of holding an office or position ceases to hold that position, that director shall be deemed to have resigned effective with the date upon which he or she ceases to hold the office or position in question.

**Section 6. Responsibilities.** The Board of Directors shall manage the general affairs of the Association, except as hereinafter specified. Such affairs shall consist of:

- Fulfilling directives given to it by the membership.
- Presentation of policy options to the membership at the CSCAA Annual Meetings, in special meetings or by email vote for adoption or ratification.
- Attending the CSCAA Annual Meeting.
- Chairing appropriate committees.
- Acting on behalf of and a representative of the CSCAA
- Maintenance of an active program and membership throughout the year.

## Article VI: Meetings

**Section 1. Annual Meetings.** The Association and its Board of Directors shall hold one in person meeting at the CSCAA Annual Meetings at a site and time recommended by the Executive Director and approved by the Executive Board.

**Section 2. Special Meetings.** The President or Executive Director may call special meetings as deemed necessary with proper notice as listed. Directors may virtually meet with one-week notice to members for a full board meeting, and 3-days notice to executive board members for an executive board meeting, as deemed necessary.

**Section 3. Cadence of Meetings.** The board of directors shall have no less than quarterly meetings, held virtually. The Executive Director shall announce the yearly meeting schedule at the in person meeting held at the CSCAA Annual Meetings.

**Section 4. National Championship Meetings.** The Executive Director shall make every effort to conduct a Divisional meeting with the membership during or around the national championship meets.

**Section 5. Minutes.** The Secretary shall create minutes for board approval. Once approved by the full board, minutes shall be posted to the Association's website.

**Section 6. Meeting Agenda.** The President and/or the Executive Director shall prepare an agenda for all meetings of the Board of Directors, Annual Meetings, and special meetings. The agenda shall show the time and place of the meeting and shall be made available prior to the meeting.

## Article VII: Quorum

To conduct business at the national convention a quorum shall consist of those present and voting. A member may send in his/her vote on all issues to be discussed at the annual meeting. A quorum of the Board of Directors shall consist of at least a simple majority of its members. If necessary, the immediate Past-President may substitute for an absent Board member in order to achieve a quorum.

## Article VIII: Committees

**Section 1. Designations.** Committees shall be designated as the Executive Committee, President's Committee, standing committees and joint committees.

**Section 2. The Executive Committee.** Also known as the Executive Board, shall be constituted by the Officers of the Association and shall be empowered to conduct the affairs of the Association between meetings of the entire Board of Directors.

**Section 3. President's Committees.** These committees shall be appointed by the President and shall expire with his/her term of office as President.

**Section 4. Standing Committee.** Members shall be appointed by the Executive Director and/or the President--A Standing Committee is assigned a given task which may extend indefinitely. Standing Committees presently functioning are:

- Top Teams or Dual Meet Polls
- Coach and Athlete of the Year Awards
- Award Nominations
- National Invitational Championship
- Open Water Championship
- Women's Advisory Committee
- Mentoring Network
- Division III Hall of Fame

**Section 5. Joint Committees.** Joint Committees may be authorized and appointed by the Executive Director and/or the President A Joint Committee is one that deals with a specific

project or problem in cooperative relationships with one or more outside associations or organizations. The following Joint Committees are currently functioning:

- US Olympic and Paralympic Committee
- USA Swimming
- NCAA

**Section 6. Committee Responsibility.** It is the responsibility of each committee to keep all relevant records associated with their work. When necessary, committee chairs will report on the work of the committee to the CSCAA President or Executive Director on a regular basis. The Executive Director will update the board on all committee work during regularly scheduled board meetings.

## Article IX: Officers and Their Duties

**Section 1. Executive Board.** The Officers of the Association, also known as the Executive Board, shall be the President; the President-Elect; the Past-President; the Secretary and the Treasurer.

**Section 2. The President.**

- Shall preside over the entire Association and its meetings
- Shall, with the Executive Director, appoint committees and committee chairpersons
- Shall keep the Officers of the Association informed regarding all new business
- Shall receive travel expenses (coach airfare or mileage, hotel accommodations) for all meetings of the Association and for appropriate meetings of the NCAA.

**Section 3. The President-Elect.**

- Shall fulfill the duties and responsibilities as directed by the President and shall conduct all meetings in the absence of the President
- Shall receive travel expenses (coach airfare or mileage, hotel accommodations) for all meetings of the Association and for appropriate meetings of the NCAA.

**Section 4. The Secretary.**

- Shall attend and keep minutes for all meetings of the Association.
- The Secretary shall submit a written and accurate account to the Executive Director and designated staff member within two weeks of meetings. Once approved by the full board, CSCAA staff will post to CSCAA.org for full membership to view.
- Participate in the Awards Committees.
- Act as Executive Board Bylaws Chair
- Shall receive travel expenses (coach airfare or mileage, hotel accommodations) for all meetings of the Association.

**Section 5. The Treasurer.**

- Shall work with a bookkeeper, CPA and Executive Director to maintain all financial records and collections. Oversee the payment of all approved bills, and present an annual financial statement and a proposed budget, and apply for all appropriate NCAA grants and assist bookkeeper and Executive Director in overseeing all necessary tax information:

- Shall be entrusted by the Association to an appropriate amount to be determined and approved by the Board of Directors.
- Shall received travel expenses (coach airfare and or mileage, hotel accommodations) for all meetings of the Association.

**Section 6. The Executive Director.** The Executive Director shall manage solicitation of sponsorships or designate an individual on the CSCAA staff for sponsorship and revenue generation and in turn have the opportunity to be compensated by commission or a bonus structure.

- Shall be responsible for the day-to-day operations and management of the Association and work with a CPA, bookkeeper and Treasurer to maintain all records, collect membership dues, pay all approved bills, present an annual financial statement and a proposed budget to the Board of Directors. Apply for appropriate NCAA Grants and assist in the preparation of all necessary tax information.
- Shall receive travel expenses (coach airfare and or mileage, hotel accommodations and per diem) for all meetings of the Association and for the appropriate meetings of the NCAA and USA Swimming and other future partners.
- Shall have all medical/insurance costs paid for.
- The Executive Director shall be hired, not elected. The selection shall be made by the Executive Committee and approved by the Board.
- The Executive Director is a non-voting member of the Board of Directors.
- Shall be bonded by the Association to an appropriate amount to be determined by the Board of Directors.

**Section 7. Board members.** See ARTICLE V. Section 6.

## Article X: Election and Appointment of Officers

**Section 1. President.** The President will be elected by the general membership virtually and announced at the CSCAA Annual Meetings. The Presidency will consist of a two-year term as President-Elect, followed by a two-year term as President. Upon completion of the two-year term as President the individual shall serve two years as Immediate Past President as outlined in Article V, Section 2.

**Section 2. Secretary and Treasurer.** The Secretary and the Treasurer shall be selected by the Board of Directors annually and submitted to the membership for approval.

## Article XI: Awards

The following awards are to be administered by the Secretary of the Association:

**Section 1. Collegiate and Scholastic Swimming Trophy.** In 1957 the College Swimming Coaches of America became the recipient and administrator of the Collegiate and Scholastic Swimming Trophy through an anonymous donor. The National Collegiate and Scholastic Swimming Trophy, is the highest award of its kind in the United States. It is presented to an individual or organization for having contributed in an outstanding way to swimming as a competitive sport and healthful recreational activity at schools and colleges. This trophy is awarded annually under the following rules:

- The recipient must be a current or past collegiate coach
- Each Fall, the Association will advise the membership to submit nominations for this award to the Executive Committee. The Executive Committee will reduce the suggested nominations to three candidates. The Executive Director will send ballots to the membership, and the results will be kept confidential until the time of the annual banquet.
- The winner will receive an inscribed plaque at the annual banquet
- An individual may only be recognized with this award only once

**Section 2. Annual Awards.** The following awards will be recognized annually:

**Richard E. Steadman Award.** Richard E. Steadman was a former President of the CSCAA and was active in the College Forum for over 50 years. He was a leader in the International Swimming Hall of Fame and received its highest honor winning the Collegiate Swimming Trophy in 1961. Richard E. Steadman demonstrated a caring and loving relationship for his fellow coaches and athletes, which he maintained throughout his career. The Richard E. Steadman award is conferred annually to a swimming or diving coach in high school, club, or university ranks who, in the opinion of the International Swimming Hall of Fame, Inc. the CSCAA Forum, and the CSCAA, has done the most to spread happiness in Coach Steadman's beloved sport of swimming and diving.

**The Charles McCaffree Award.** Presented annually to an individual linked to collegiate aquatic sport who has achieved outstanding success in life and has contributed greatly to society and, or aquatics.

**The Benjamin Franklin Award.** Awarded to the individual, or organization, whose efforts best promote the integrity and enhancement of the student-athlete ideal.

**The Lifetime Achievement Award.** Awarded to the individual whose efforts best exemplify the integrity and ideals of collegiate swimming and who has achieved significant success in the sport while still imparting the educational and character building qualities of the collegiate swimming experience.

- Each Fall, the Association will advise the membership to submit nominations for the above awards to the Executive Committee. The Executive Committee will reduce the suggested nominations to three candidates. The Executive Director will send ballots to the membership, and the results will be kept confidential until the time of the annual banquet.
- The winner will receive an inscribed plaque at the annual banquet.

**Section 3. Years of Service Award.** The Association will present annually at a site and time to be determined by the President with the approval of the Board of Directors, awards to those member coaches who have coached actively on the collegiate level for 15, 20, 25, 40 and 50 years or any other interval as determined by the Board of Directors, subject to the following requirement:



- Candidates for the 15, 20, 25, 40 and 50-year awards and beyond shall have coached the full number of years on the collegiate level and have a concurrent paid membership of this Association for the respective years.
- To be eligible for any Association award, the candidate must have his/her dues paid up to date.
- The type of award shall be determined by the Board of Directors.

**Section 4. The Coaches of the Year, Swimmers of the Year and Divers of the Year.** These awards shall be administered by the Board of Directors and its Secretary.

**Section 5. Special awards.** CSCAA may award for any worthy causes at the discretion of the Board of Directors.

**Section 6. All-America Certificates.** All-America shall be awarded annually to the athletes of member coaches in all three NCAA divisions and in the NAIA. These awards shall be supervised by the Chair of the All-American Committee. Executive Director or his or her designee.

**Section 7. Scholar All-America.** Certificates shall be awarded once per semester for teams, and following the Spring semester for individuals in all three NCAA divisions and in the NAIA. These awards shall be supervised by the Chair of the Scholar All-America Committee, or the Executive Director, or his or her designee.

**Section 8. Eligibility.** No award under the control of the Association will be made to any non member coach without the approval of the Board of Directors.