



Central Zone Bylaws

Policies and Procedures

Part A – General

Part B – Conduct of Competition
for Zone Championship Meets

Appendices

January 2017

Central Zone Bylaws

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Central Zone Bylaws

- 1. RESPONSIBILITIES** – The responsibilities of the Central Zone shall be:
 - 1.1. To generally aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States;
 - 1.2. To aid and assist in the distribution of information from USA Swimming to the Local Swimming Committees (LSCs) within its assigned territory;
 - 1.3. To aid and assist USA Swimming in the coordination of the administrative responsibilities of the LSCs within the assigned territory;
 - 1.4. To conduct annual Zone Championship meets as determined by the Zone in the Central Zone Policy and Procedures Manual;
 - 1.5. To facilitate the conduct of Sectional competitions within the assigned territory as described in the Central Zone Policy and Procedures Manual;
 - 1.6. To establish a Zone Board of Review as provided in the Central Zone Policy and Procedures Manual and conduct Zone Board of Review hearings in accordance with the applicable sections of Articles 401-413 of the USA Swimming Rules and Regulations;
 - 1.7. To adjudicate in accordance with Article 202.3 of the USA Swimming Rules and Regulations appeals filed by meet hosts whose applications for sanction have been denied by their LSCs, following procedures outlined in the Sanction Appeal Process Handbook (Appendix ___ of the Central Zone Policy and Procedures Manual).
- 2. TERRITORY** – The Central Zone shall be comprised of the following LSCs: Arkansas, Illinois, Indiana, Iowa, Lake Erie, Michigan, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, and Wisconsin.
- 3. MEMBERSHIP**
 - 3.1. LSC REPRESENTATION – Each LSC assigned to the Zone’s territory shall be entitled to representatives with voice at all Zone meetings as per LSC bylaws, provided each representative is a member in good standing of USA Swimming.
 - 3.2. VOTING PRIVILEGES – Each LSC shall submit votes for the purpose of electing the Zone Directors in accordance with 504.2 of USA Swimming Rules and Regulations. For voting on all other matters, each LSC is entitled to five votes, of which no less than twenty percent (20%) must be designated to its LSC athlete representative(s). Each LSC’s athlete representative(s) must be present for the vote at the meeting in order for the LSC’s athlete vote to be cast. If no athlete representatives are present, the LSC may cast only four votes.
- 4. MANAGEMENT** – The management of the affairs of the Zone is the collective responsibility of the LSC representatives, subject to any limitations set forth in the USA Swimming Rules and Regulations.
- 5. OFFICERS**
 - 5.1. TITLES – The elected offices of the Zone shall be two (2) Zone Directors (one coach and one non-coach), Secretary/Treasurer, and Athlete Representative. The Zone may elect other officers as necessary.

- 5.2. ELIGIBILITY – Only current members in good standing of USA Swimming and a member LSC are eligible to hold office. All officers must reside within the boundaries of the Central Zone. The Zone Directors shall not be members of the same LSC.
- 5.3. ELECTIONS – Elections shall be held during the week of the annual meeting of USA Swimming. Nominations for Zone Director may be made in advance by advising the USA Swimming Elections Committee Chair or from the floor at the annual meeting of the Zone. Other elected officers shall be nominated from the floor at the same meeting. Elections shall be by secret ballot.
 - .1 ZONE DIRECTORS shall be elected in accordance with 504.2 of the USA Swimming Rules and Regulations.
 - .2 THE ATHLETE REPRESENTATIVE shall be elected by the Zone LSC athlete representatives present, with no more than two athletes per LSC casting a ballot.
 - .3 THE SECRETARY/TREASURER shall be elected by a majority vote with each LSC entitled to five votes, of which no less than twenty percent (20%) must be designated to its LSC athlete representative(s). Each LSC’s athlete representative(s) must be present for the vote at the meeting in order for the LSC’s athlete vote to be cast. If no athlete representatives are present, the LSC may cast only four votes.
- 5.4. TERM OF OFFICE – The Zone Directors shall be elected for a term of two (2) years, one each elected annually; coach representative in the odd-numbered years, non-coach in the even-numbered years. Terms shall commence at the close of the annual meeting of the Central Zone.
- 5.5. LIMITATIONS OF TERMS – No officer, except the Secretary/Treasurer, elected to successive terms is eligible for re-election to the same office until after a lapse of two years. An appointment to conclude a vacancy does not count in the two-term limitation.
- 5.6. VACANCY – A vacancy in any office shall be filled by appointment by the remaining officers except as provided in Article 504.9 of the USA Swimming Rules and Regulations.
- 5.7. RESPONSIBILITIES – The duties of the elected officers in addition to such duties as may be set forth in USA Swimming Rules and Regulations or the Central Zone Policy and Procedures Manual are:
 - .1 ZONE DIRECTORS:
 - (1) Shall represent the Central Zone on the USA Swimming Board of Directors.
 - (2) Shall act as responsible liaison between designated LSCs and the USA Swimming Board of Directors.
 - (3) Shall provide written communication to Zone representatives following each USA Swimming Board of Directors meeting.
 - (4) Shall oversee revision of the Central Zone Policies and Procedures Manual as necessary, following the annual meeting.
 - (5) Shall be responsible for receiving and directing the disbursement of all monies in accordance with the Central Zone Policies and Procedures or as authorized by the Central Zone Directors.
 - (6) Shall make all appointments in accordance with USA Swimming Rules and Regulations and the Central Zone Bylaws and Policies and Procedures Manual.
 - (7) Senior Director or designee shall preside at all meetings. The Junior Director shall conduct the elections.

- (8) Shall accept bids for Championship meets.
 - (9) Shall review and approve Zone Championship meet information.
 - (10) Shall arrange meetings for Central Zone at the USA Swimming Annual Meeting.
- .2 SECRETARY/TREASURER:
- (1) Shall be responsible for keeping records and minutes of all meetings.
 - (2) Shall publish annual meeting reports and information as requested by the Zone Directors.
 - (3) Shall issue notices of meetings as needed.
 - (4) Shall keep copies of meet results, meet information and meet financial reports for a period of five (5) years.
 - (5) Shall be responsible for receiving and directing the disbursement of all monies in accordance with the Central Zone Policies and Procedures or as authorized by the Central Zone Directors.
 - (6) Shall maintain financial records for the Zone and deposit all funds with USA Swimming Headquarters as needed.
 - (7) Shall prepare and send reports as needed by USA Swimming and/or the Zone Directors.
 - (8) Shall prepare and distribute a detailed financial report at the annual meeting or as requested.
 - (9) Shall obtain the contact information of each LSC's General Chair, Age Group Chair, and Secretary or permanent office and send an electronic file with the LSC information to the assigned Zone Meet Championship hosts.
 - (10) Shall assist the Zone Directors with convention meeting arrangements.
 - (11) Shall annually post the Central Zone Bylaws and Policies and Procedures on the Central Zone website.
 - (12) Shall receive and file financial reports from meet hosts and follow up on post-meet financial responsibilities of host if needed.
- .3 ATHLETE REPRESENTATIVE:
- (1) Shall serve on the USA Swimming Athletes Executive Committee
 - (2) Shall actively participate at the USAS Convention.
 - (3) Shall coordinate athlete representation for the Zone at Convention.
 - (4) Shall assist in setting and meeting yearly position goals.
 - (5) Shall provide pre- and post-Convention reports to the LSC athlete representatives and Zone Directors, and contact those athlete representatives a minimum of two additional times per year.
 - (6) Shall maintain and update a current list of LSC athlete representatives in the Zone.
 - (7) Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.
 - (8) Shall keep all records/information for the next Zone Athlete Representative.

6. MEETINGS

- 6.1. REGULAR – The annual meeting of the Zone shall be held in conjunction with the annual meeting of USA Swimming. Two business meetings shall be scheduled (except in years where the USA

Swimming Board of Directors eliminates one of the Zone meetings to accommodate other important meetings), with elections to take place at a meeting prior to the USA Swimming House of Delegates. The Zone may establish additional times for regular meetings.

- 6.2. SPECIAL MEETINGS – A special meeting may be called by the Zone Directors or by representatives from a majority of the Zone member LSCs and may be conducted electronically.
- 6.3. NOTICES – The notice of the annual meeting of USA Swimming shall be considered notice of the annual Central Zone meetings. Notice of any other regular meeting or of any special meeting shall be mailed or emailed at least thirty (30) days in advance of the meetings. This notice shall set forth specifically the agenda items to be considered and acted upon. The Secretary/Treasurer shall be responsible for notifying, either in writing or electronically, each LSC General Chair of the location and time of the regular or special meetings.
- 6.4. BLOCK VOTING – At any annual meeting of USA Swimming, block voting by the Central Zone on any matter before the USA Swimming House of Delegates or any USA Swimming Division or Committee shall not be permitted.
- 6.5. ORDER OF BUSINESS – At all meetings of the Central Zone, the following shall be included in the order of business:
 - .1 Roll Call
 - .2 Approval of minutes and Treasurer’s report
 - .3 Reports of officers, coordinators and committee chairs
 - .4 Report of Championship Meet Evaluation Committee
 - .5 Bid presentations for Central Zone meets
 - .6 Report of Site Selection Committee and bid award
 - .7 Unfinished business
 - .8 Elections
 - .9 New business
 - .10 Resolutions and order
 - .11 Adjournment
- 6.6. VOTING – A simple majority vote is necessary for approval of new or regular business agenda items other than amendment of the Bylaws. Election of officers requires a majority of eligible votes to win. The LSC may choose to split its votes.
- 6.7. QUORUM – A quorum at all meetings of the Zone shall consist of a majority of member LSCs.
- 6.8. RULES OF ORDER – The procedural rules at all meetings shall be the current Robert’s Rules of Order as amended.

7. DUES AND FEES

- 7.1. Each Member LSC shall pay such annual dues and fees as specified in the Policies and Procedures to the Zone as may be determined from time to time at the annual meeting. The dues and fees for the subsequent year shall be due and payable to the Central Zone and given to the Secretary/Treasurer by the conclusion of the annual meeting. LSC dues not paid by the conclusion of the annual meeting will incur an additional fee.

8. MISCELLANEOUS

- 8.1. AMENDMENTS – Any provision of these Bylaws not proscribed by USA Swimming may be amended at any meeting of the Zone by two-thirds (2/3) vote if notice of the proposed

amendments was provided at least thirty (30) days prior to the meeting of the Central Zone. Notice may be satisfied by distribution of proposed amendments to the General Chair of each member LSC. Where sufficient notice is not given, amendments to these Bylaws may be adopted by a 90% majority.

- 8.2. FISCAL YEAR – The fiscal year of the Zone shall be that adopted by USA Swimming.
- 8.3. MAILING ADDRESS – The mailing address of the Zone shall be that as designated by the Zone Directors.
- 8.4. MAIL VOTE – Any action except elections or amendment of the Bylaws may be taken without a meeting. The Secretary shall distribute written or electronic ballots to every LSC. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide reasonable time within which to return the ballot to the Secretary. Approval shall be valid only when the number of votes cast within the time period specified constitutes a majority of the eligible votes.
- 8.5. DISSOLUTION – Upon dissolution of the Zone, all assets shall be distributed to the member LSCs in equal shares, or, upon a majority vote of the LSC representatives, to USA Swimming.

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Central Zone Policies and Procedures

Part A - General

- I. **THE CENTRAL ZONE OPERATING ACCOUNT** shall be maintained by USA Swimming and funded through the annual dues of member LSCs, meet surcharges as described in these Policies and Procedures, and any other forms of revenue as may be imposed or received by the Central Zone from time to time.
 - A. ANNUAL DUES of \$100.00 per LSC shall be paid to the Central Zone Secretary/Treasurer prior to the conclusion of the annual meeting of the Central Zone.
 - B. FAILURE TO PAY: Any LSC that fails to pay its dues by the conclusion of the annual meeting of the Central Zone will incur an additional \$25.00 fee.
 - C. SWIMMER SURCHARGE of \$1.00 shall be assessed each swimmer, including relay only swimmers, entered in the Central Zone Championship Meets, Central Zone Sectional Meets, and the Central Zone Open Water Championships. No other surcharges may be imposed to Central Zone Age Championship Meets or Central Zone Open Water Championships without approval of the Central Zone at the time the bid is presented.
 1. The Meet host shall collect the surcharge and forward the funds collected to the Central Zone Secretary/Treasurer no later than 21 days following the conclusion of the meet.
 2. Failure to submit the funds within the 21 days will result in a fine of \$150.00.
 3. Up to 25% of the collected surcharges shall be allocated to diversity and disability initiatives within the Central Zone.
- II. **COORDINATORS, CHAIRS AND COMMITTEES**
 - A. THE ZONE DIRECTORS shall appoint the following committees, chairs, and coordinators who shall serve at the pleasure of the Zone Directors except where specified differently in these Policies and Procedures.
 1. Director of Championship Meets
 2. Championship Meet Coordinator(s)
 3. Zone Officials Chair
 4. Assistant Officials Chair
 5. Zone Records Coordinator
 6. Disability Swimming Coordinator
 7. Open Water Coordinator
 8. Diversity Coordinator
 9. Site Selection Committee
 10. Meet Evaluation Committee
 - B. DUTIES OF APPOINTED COORDINATORS AND CHAIRS
 1. Director of Championship Meets
 - a) Shall act as liaison and advisor between Central Zone officers, Central Zone Championship Meet Coordinators, and the host of the Championship Meet(s).

- b) Shall conduct the Meet Evaluation Committee meeting, report and make recommendations to the LSC representatives at the annual meeting regarding the previous championship meets.
2. Championship Meet Coordinators
- a) Shall act as liaisons and advisors between the Central Zone officers and representatives and the host(s) of the Championship Meet(s).
 - b) Shall report and make recommendations to the LSC representatives at the annual meeting regarding the previous Championship Meets.
 - c) Shall perform the duties of the position as designated below.
 - (1) Post Convention – Assist Zone Directors in updating the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual convention.
 - (2) Pre-Meet:
 - (a) Act as Meet Liaison and Advisor for the Zone Age Group and Open Water Championship Meet hosts. Site visit will be made by a coordinator to each host site no later than April 15 preceding the meet. The Central Zone will fund the cost of the site visits.
 - (b) Prepare and send to each meet host a meet information packet including, where possible, electronic file information by January 15 that shall include:
 - (i) Central Zone Manual including meet information letter template;
 - (ii) Open Water Meet Managers Guide from USA Swimming for Open Water Championship;
 - (iii) Report forms as required by USA Swimming and the Zone;
 - (iv) Suggestions for the General Meeting
 - (c) Review draft of meet information as submitted by the meet hosts. Suggest changes and receive corrected information for approval.
 - (d) Forward Coordinator approved document to the Zone Directors for final approval by March 1.
 - (e) Work with meet hosts to assure all meet information is posted to the Central Zone web site no later than May 15.
 - (f) Provide the meet backup file with records, time standards, and event limits to the meet host and Central Zone Webmaster by May 15.
 - (g) Approve medal design by March 1.
 - (h) Assist Zone Directors and meet hosts with problems or questions that arise prior to the meets, attempting to keep the meets as uniform as possible without interfering with meet operations. Warm-up schedule will be reviewed by Championship Meet Coordinator prior to publication and altered if necessary.
 - (3) During the Meet:
 - (a) Act as the official representative of the Central Zone at the Zone Championship Meet(s);
 - (b) Observe meet operations and activities for future consideration. Act solely as an observer and advisor at the meet;

- (c) Serve as a resource for the local organizing committee;
 - (d) Serve as a non-voting member of the Meet Committee;
 - (e) Record the starting and ending times for each session, noting delays as preventable or unpreventable;
 - (f) Contact the person(s) charged with an offense and their LSC Representative;
 - (g) Assist with printing meet evaluation forms, widely distribute evaluation forms, and collect completed meet evaluation forms;
 - (h) Be available for comments/concerns relative to Zone Meet activity.
- (4) Post-Meet:
- (a) Review the meet evaluation forms and note all suggestions for change.
 - (b) Prepare a written report within fifteen (15) days following the last day of the meet and mail to the Zone Directors noting:
 - (i) Number of swimmers and entries by LSC;
 - (ii) Points earned by each LSC;
 - (iii) General comments on the conduct of the meet, noting particular positive points, concerns, and suggested changes.
 - (c) Prepare a written report within fifteen (15) days following the last day of the meet and mail to the Central Zone Officials Coordinator noting:
 - (i) Meet survey data regarding the meet referee and administrative referee;
 - (ii) Meet survey data regarding the deck referee and starter teams;
 - (iii) General comments on the quality of officiating and conduct of officials, noting particular positive points, concerns, and suggested changes
 - (d) Prepare a list of suggested changes for consideration by the Zone Meet Evaluation Committee at the annual meeting.
 - (e) Request reimbursement for actual expenses, up to a maximum of \$1000.00, incurred while serving as a Championship Meet Coordinator for the meet. USA Swimming Reimbursement Form should be submitted with receipts attached within 30 days following the meet to the Zone Secretary/Treasurer, copied to the Zone Directors.
 - (f) Along with the Director of Championship Meets, act as Co-Chair(s) of the Meet Evaluation Committee at the Central Zone Annual Meeting. This committee shall recommend changes for the Zone Policies and Procedures Manual and provide sufficient copies for the Central Zone representatives to consider at the Zone annual meeting.

3. Zone Officials Chair

- a) Shall serve a two-year term.
- b) Shall serve concurrently with the Non-Coach Director position.
- c) Shall serve on the Central Zone Meet Evaluation Committee.
- d) Shall adhere to minimum standards for officials' selection for the Central Zone Championships and Sectional Meets. Minimum standards include the following:
 - (1) Referee
 - (a) N2 Referee certification (N3 preferred);

- (b) Demonstrated success at higher level meets;
 - (c) Recommendations from the Meet Director and the host LSC Officials Chair.
 - (2) Deck Officials
 - (a) LSC, N2, or N3 certification;
 - (b) In good standing with own LSC.
 - (3) Meet requirements for obtaining Qualified/Observed Meet status:
 - (a) N2 Referee certification with N3 Mentor/observer or
 - (b) N3 Referee certification.
 - e) Shall maintain an attendance record and performance evaluation for all officials working Central Zone and Sectional Championships for use in future assignments. Shall summarize a report document for all officials working the competitions based upon the reports and observations submitted by the respective Meet Referees, Mentors/Observers to the Zone Officials Chair, and the Championship Meet Coordinators Meet Survey Data pertaining to Officials' performance. Evaluation summary records shall be kept by the Zone Officials Chair and shall be distributed to the respective LSC Officials Chairs.
 - f) Shall develop and distribute timely applications to officiate at Zone and Sectional Championships. Applications are to be distributed within 30 days after the end of the USAS Convention.
 - g) Shall assist in the collaborative effort of the Assistant Zone Officials Chair, the Zone Championship Meet Director, and the LSC Officials Chair for that site, to select and appoint Zone Championship Meet Referees.
 - (1) Zone Championship Meet Referee and Championship Meet Coordinator shall attend a site visit together no later than April 15.
 - (2) Instruct the Meet Referee to request reimbursement for actual expenses incurred, not to exceed \$500, for the Site Visit. USA Swimming Reimbursement Form should be submitted with receipts attached within 30 days following the Site Visit to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
 - h) Shall assist in the collaborative effort of the Sectional Chairs, Assistant Zone Officials Chair, the Sectional Meet Referees, and the LSC Officials Chair for that site, to select and appoint Sectional Meet Referees as well as Meet Referee apprentices.
 - i) Shall coordinate with the Zone and Sectional Championship Meet Referees and the host LSC Officials Chairs in selection of assigned meet officials.
 - j) Shall coordinate with the Assistant Zone Officials Chair to ensure that a zone Officials Chair or designee attends and participates as an official at each Central Zone Championship and Zone Sectional Championship meet.
4. Assistant Zone Officials Chair:
- a) Shall coordinate with the Zone Officials Chair in the fulfillment of responsibilities.
 - b) Shall serve a two-year term prior to assuming the Zone Officials Chair responsibilities.
5. Zone Records Coordinator
- a) Shall annually update meet records.
 - b) Shall provide meet hosts with current records in an importable electronic file by May 15.

6. Disability Swimming Coordinator:
 - a) Shall serve as liaison for the Disability Swimming community to the Central Zone and its LSCs.
 - b) Shall assist in the development of the Central Zone policy for the inclusion of swimmers with a disability at the Zone Meets and Sectional Meets.
 7. Open Water Coordinator:
 - a) Shall serve as liaison for the Open Water community to the Central Zone and its LSCs.
 - b) Shall assist with the development of the Central Zone policies for Open Water and the Open Water Championship.
 8. Diversity Coordinator:
 - a) Shall serve as liaison for the Diversity community to the Central Zone and its LSCs.
 - b) Shall assist with the development of the Diversity policies for the Diversity Meets and the Diversity Camps held within the Central Zone.
- C. COMMITTEES:
1. Meet Evaluation Committee:
 - a) Shall consist of:
 - (1) A Zone Director;
 - (2) Director of Championship Meets and Championship Meet Coordinators who shall serve as co-chairs;
 - (3) Meet Observers if other than the Championship Meet Coordinators;
 - (4) Meet Directors of the immediate past Zone Championship Meets;
 - (5) Zone Officials Chair and/or Assistant Zone Officials Chair;
 - (6) One athlete representative;
 - (7) One representative from each LSC who has attended a Zone Meet within the past two (2) years.
 - b) Shall evaluate past Central Zone Championship meets and recommend changes to these Policies and Procedures. Recommendations for change shall be presented in legislative format at the annual meeting. Representatives may also make recommendations from the floor. Changes to Policies and Procedures require approval by a simple majority vote.
 2. Site Selection Committee:
 - a) Shall consist of:
 - (1) One representative from at least three (3) LSCs;
 - (2) One athlete representative;
 - (3) No committee member shall be a member of an LSC bidding for a meet.
 - b) Shall recommend competition dates, sites and LSC participants for each Age Group Championship meet based on best possible competition for swimmers through:
 - (1) Balanced competition from LSCs (quality of swimmers);
 - (2) Travel distance for LSC teams;
 - (3) Distribution of numbers of swimmers;
 - (4) Geographical rotation;
 - (5) Facilities;

- (6) Desired date of each participating LSC, if the Meets are held on separate dates;
- (7) Preference of LSC as ranked for site.

III. CENTRAL ZONE MEET POLICIES

- A. MEETS: Two long course age group meets, one open water meet and one multi-cultural meet (biennial-odd) shall be scheduled. The Meet(s) shall be conducted under the rules of USA Swimming and in accordance with these Policies and Procedures.
- B. DATES:
 1. The Central Zone Age Group Championship Meet dates shall be set by a majority vote of the LSC representatives attending the annual meeting. Unless no acceptable bids are submitted, these dates shall be determined two (2) years in advance of the meet(s) and shall be within the first two full weekends (Thursday-Sunday) in August. The LSC representatives may change the dates by a majority vote of those present and voting at the annual meeting or may vote to combine the two meets in any given year.
 2. The Central Zone Open Water Championship Meet shall be conducted annually at a date, site and location approved by the members of the Central Zone at its annual meeting.
 3. The Central Zone Multi-Cultural Meet shall be held every other year (odd) at a date and location approved by the members of the Central Zone at its annual meeting.
 4. Sectional Meets shall be conducted in the spring and summer in accordance with USA Swimming Rules and Regulations 204.9.
- C. FACILITY REQUIREMENTS (POOL MEETS):
 1. The facility should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations.
 2. The facility must conform to USA Swimming Rules and Regulations 104.2.2C(3) and 104.2.2.C(4).
 3. The facility must have fully operational automatic timing equipment, including a scoreboard.
 4. An on-site warm-up pool is preferred.
 5. The facility must be handicap accessible.
- D. MEET BID PROCEDURES:
 1. Bids may be made by an LSC or by a USA Swimming club, in conjunction with the LSC in which the club resides.
 2. A written statement of intention to bid shall be submitted to the Senior Zone Director prior to the Central Zone annual meeting.
 3. Bidders must agree to meet or exceed all criteria herein and all requirements of USA Swimming, including those stipulated in the Zone meet contract (copies available from the USA Swimming office). Exception: LSCs in which governing agencies have enacted stringent starting depth requirements and who are therefore unable to conduct certain events listed in the Schedule of Events shall be given an opportunity to bid on hosting the meets. Resultant changes to meet format shall be clearly stated in the bid packet.
 4. Each bidder will be allowed five (5) minutes for its bid presentation at the first regularly scheduled Zone meeting or meeting so designated by the Zone Directors during the annual convention.

5. Meet Bid Format: The following information shall be included in promotional material and distributed to all LSC representatives in attendance. The bidder must make arrangements for necessary audio/visual equipment and coordinate equipment needs with the Senior Zone Director.
 - a) Sponsor funds: Include a statement of proposed expenditure for sponsorship funds from USA Swimming. The Central Zone will receive \$10,000 for the Age Group Championship meets, to be divided equally between the two meets, and \$3000 for the Open Water Meet.
 - b) Location: Name of facility, location (address).
 - c) Pool: Describe the pool including any deviations or exceptions to the requirements in the USA Swimming Rule Book for National Championship meets, indoor/outdoor, altitude, number of lanes, width of lanes, water depth (starting end, midpoint, opposite end), lighting, starting platforms, lane dividers, starting system, automatic timing system (system at both ends, ties to printer/computer, scoreboard/ lines etc).
 - d) Facility: Describe the facility (other than pool) including spectator seating, warm-up pool (describe the warm-up pool and give distance from competition pool), meeting rooms (size, location, availability), locker facilities (number, location, etc).
 - e) Facility: Prospective team host must state that the pool conforms to the requirements stated in 104.2.C.3 and 104.2 C.4.
 - f) Housing: Include information regarding hotels/motels or other facilities available, proximity to pool and costs.
 - g) Community: Describe the community and surrounding area including type of community (major metropolitan, college town, rural, etc.), distance to airport (if not a major metropolitan airport, give distance to major metro airport), airlines that serve the airport, major road systems near facility.
 - h) For Open Water Championship: Describe the open water meet including date of competition, location of the event (geographical location), type of water (lake, river), type of course (along shore, out and back triangle, point to point, etc.).
 - i) Other Information: Include any other information that would be helpful for the representative and the site Selection Committee to use in evaluating the proposal.
 - j) Spectator Expenses: List admission fees and potential cost of parking. Meet host shall adhere to fees stated in the finalized meet information.
 - k) Contact: Provide name, address, phone number and email address of person to whom questions may be addressed

E. SITE SELECTION PROCEDURES:

1. Age Group Championships: Following the bid presentations, each LSC shall rank its date and site preference for the age group meets for consideration by the Site Selection Committee.
 - a) The Site Selection Committee shall convene following the bid presentations and report its recommendation (selected sites and team assignments) at the next regularly scheduled Zone meeting.
 - b) A majority vote of LSC representatives present is required for approval of the recommendation of the Site Selection Committee.

2. Open Water Championships: Following the bid presentations, a vote will be taken among the LSCs with a majority vote determining the site.
 3. Multi-Cultural Meet: Following the bid presentations, a vote will be taken among the LSCs with a majority vote determining the site.
- F. MEET HOST AND REFEREE RESPONSIBILITIES:
1. Pre-Meet:
 - a) Contract: Obtain copies of financial agreements from USA Swimming and complete required contract.
 - b) Awards: Send drawings/pictures of medals to USA Swimming Chief Marketing Officer and Zone Championship Meet Coordinator for approval by February 1, before ordering. Awards shall recognize Zone/LSC participation and may represent the host area.
 - c) Hotel: Send advanced hotel information to participating LSCs by January 1. List all available hotels in the area. If possible, indicate hotels that will have late checkouts available on the last day of the meet.
 - d) Sanction: Obtain meet sanctions from LSC.
 - e) Open Water: Obtain meet sanction from the LSC. Consider enlisting assistance from a local long distance swimming, marathon, open water or triathlon organization for pre-meet planning, on-site set-up, and meet direction. The host club will maintain responsibility for meet results, awards, and venue contracts.
 - f) Site Visit: Shall host one Championship Meet Coordinator and Meet Referee for a site visit no later than April 15. The Central Zone will fund the cost of the site visits.
 - g) Meet Information:
 - (1) Prepare meet information using appropriate template in the Appendix.
 - (2) Send the completed meet information to the Zone Championship Meet Coordinator by February 15 for approval.
 - (3) Send complete approved meet information packets to the Central Zone Directors, Central Zone Secretary/Treasurer and each participating LSC permanent Office, General Chair and Age Group Chair by May 15. Include instructions that the LSC office must distribute to appropriate persons.
 - h) National Certification: Apply by April 1 for national certification (OQM) for officials.
 - i) LSC Practice Time: Provide pool hours for LSC practices on the day preceding the start of the meet.
 - j) General Meetings:
 - (1) Provide a meeting room for General Meetings the evening prior to the first day of the pool competition.
 - (2) Provide psych sheets for all coaches, team representatives, and officials at or before the General Meetings.
 - (3) Discuss meet procedure and meet information. No deviation from the published meet information may occur without unanimous agreement of all designated LSC representatives.
 - (4) Announce members of the Eligibility and Technical Juries as determined by Meet Referee.

- (5) Assign warm-up lanes and times.
 - k) Central Zone Championship Meet Coordinator, Meet Referee and Meet Evaluator: Reserve and provide a room for the Central Zone Championship Meet Coordinator, Meet Referee and Meet Evaluator at the meet hotel as necessary.
 - l) Meet Program: Prepare the meet program which must include:
 - (1) Central Zone Championship Meet records;
 - (2) USA Swimming Age Group records;
 - (3) All entries for all events.
 - m) Entries: The meet host shall provide a team printout of entries to each LSC via fax, email, or mail prior to the meet. Each LSC shall also receive a paper copy upon arrival at the meet. Host club shall post team entries on the Central Zone website at date and time specified in the Policies and Procedures Manual.
 - n) Meet Committees: The Meet Referee shall appoint and announce members of the Technical and Eligibility Juries at the General Meeting.
 - (1) Recommended committee composition: an official, a coach, an athlete, a representative from a large LSC, a representative from a small LSC, and the Championship Meet Coordinator ex-officio.
 - (2) It is recommended by the Athletes' Executive Committee that the athlete representative to either jury be age 13 or older.
 - (3) No person shall be appointed to both the Technical and Eligibility Juries.
2. During the Meet:
- a) Officials: Assign all officials necessary to conduct the meet. Visiting LSC officials are encouraged and welcome to assist. (Contact Central Zone Officials Coordinator.)
 - b) Credentials: Provide deck passes for LSC coaches and team managers, according to the list submitted with the entry form, not to exceed one (1) per ten (10) swimmers, with a minimum of five (5) passes (for pool meets). Check USA Swimming membership of all coaches and officials before issuing credentials.
 - c) Complimentary Passes: Provide up to six (6) complimentary general admission tickets and programs, per session, to each participating LSC as requested (for pool meets). (These are NOT deck passes or hospitality passes – strictly admission passes. A suggested use at the Age Group meets would be for “club” coaches who are not part of the LSC Zone Team staff or for chaperones traveling with the team.)
 - d) Finals Heat Sheets: Prepare finals heat sheets. The finals heat sheets must be available prior to the start of finals each day.
 - e) Awards Ceremonies: Conduct award ceremonies as per section “Competition, Awards Ceremonies.”
3. Post Meet:
- a) Final Results:
 - (1) Final results shall be submitted electronically to the Central Zone Secretary/Treasurer, the CZ Webmaster, and the CZ Records Coordinator within 24 hours of completion of the meet through a complete unlocked backup of the meet.

- (2) The CZ Webmaster (Secretary/Treasurer) shall post final results in publication format on the web site and shall provide a downloadable results file.
- (3) Final results shall be sent to USA Swimming headquarters in compliance with host-USA Swimming contract.
- b) Meet Evaluation Report: The Meet Director, Meet Referee, and Championship Meet Coordinator will prepare a meet evaluation report and submit them electronically within twenty (20) days following the last day of the meet. The reports are to be sent to the following:
 - (1) The Director of Championship Meets;
 - (2) Zone Championship Meet Coordinators;
 - (3) The two (2) Zone Directors;
 - (4) Central Zone Secretary/Treasurer;
 - (5) Central Zone Officials Chair.
- c) Financial Reports: Submit preliminary financial reports to the Central Zone Secretary/Treasurer and the Zone Directors no later than thirty (30) days following the last day of competition. Failure to submit preliminary report to the Zone within thirty (30) days shall result in a fine of \$500.00. If fine is not paid, no bid will be accepted from host until the fine is paid and reports submitted. Submit all financial reports to USA Swimming in compliance with the host-USA Swimming contract and file same report with Central Zone Secretary/Treasurer.
- d) Record-Keeping: Retain all original entries, heat sheets, timing system printouts, timer sheets, official order of finish, and all other material from the meet for a period of six (6) months following the last day of competition.

G. PARTICIPATING LSC TEAM RESPONSIBILITIES

- 1. Provide to Meet Host
 - a) Name address, email address, and telephone number of two (2) persons, a primary and alternate, who will be responsible for entries by April 15.
 - b) Names of two (2) persons, a primary and alternate, who will act as liaison to the Meet Director during the meet. Each participating LSC has one vote at all meetings during the meet. (Send names with meet entries.)
 - c) Meet entries that comply with meet entry procedures as listed.
 - d) Meet entries with all times verified by the submitting LSC entry chair.
- 2. Provide to Swimmers
 - a) "Medical Release" Forms (located in Appendix)
 - b) The LSC or Central Zone "Code of Conduct" (located in Appendix)

IV. SECTIONALS

- A. THE CENTRAL ZONE shall be divided into the following Sections for the purpose of Sectional Meets:
 - 1. Section 1: IA, IL, MN, ND, SD, WI
 - 2. Section 2: (Region VIII): AR, MV, MW, OK, OZ
 - 3. Section 3: IN, LE, OH, MI
- B. SECTIONAL POLICIES:

1. Each Section is permitted to determine if their meet is open to swimmers outside the Central Zone.
2. Host responsibilities:
 - a) Shall submit electronically the meet information, event file and any other pertinent meet information to the Zone Directors and the Secretary/Treasurer at the time of distribution to the event contacts.
 - b) Shall submit any changes made prior to the event start date to the Zone Directors and the Secretary/Treasurer.
 - c) Shall submit electronically a Meet Manager Backup File to the Zone Directors and the Secretary/Treasurer within 24 hours of the conclusion of the meet.
 - d) Shall collect a surcharge of \$1.00 per entered swimmer and forward the funds collected to the Central Zone Secretary/Treasurer no later than 21 days following the conclusion of the meet. Failure to submit the funds within the 21 days will result in a fine of \$150.00.

V. ZONE BOARD OF REVIEW

A. BOARD OF REVIEW MEMBERSHIP

1. Members
 - a) Each LSC shall provide two (2) candidates for the Central Zone Board of Review.
 - b) Candidates may be either appointed by the LSC General Chair or LSC Board of Directors or elected by the LSC House of Delegates.
 - c) One candidate shall be a Coach or Non-coach member, and the other shall be an Athlete.
 - d) LSC candidates require formal election/confirmation at the Central Zone Annual Meeting.
2. Eligibility
 - a) Each member of the Zone Board of Review shall be an Individual Member of the Zone and USA Swimming.
 - b) All members of the Zone BOR must reside within the boundaries of the Central Zone.
 - c) In no case will a Zone Director serve on the Central Zone Board of Review.
3. Athlete Representation
 - a) The Central Zone Board of Review, and any panel hearing a case, shall have a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership.

B. TERM OF OFFICE

1. Coach or Non-Coach Member
 - a) The term of office shall be three (3) years;
 - b) Two consecutive three (3) year terms may be served (for a total of 6 years);
 - c) No Coach or Non-Coach Member who has served six (6) successive years shall be eligible for re-election to this position until a lapse of three years.
 - d) Terms of the Coach or Non-Coach Members will be staggered, so that approximately one-third of the Coach or Non-Coach membership on the Zone Board of Review will expire each year. For the initial year, 2015, 1/3 of the members will have a one year

term, 1/3 will have a two year term, and 1/3 will have a three year term. After the initial year of implementation, the term of office will be three (3) years. An initial term of less than three (3) years will not count as a full term towards the term limits.

2. Athlete Member
 - a) The term of office shall be one (1) year;
 - b) Six (6) consecutive one (1) year terms may be served (for a total of six (6) years).
 - c) No Athlete Member who has served six (6) successive years shall be eligible for re-election to this position until a lapse of three (3) years.
 3. Each member of the Board of Review will assume office immediately upon election and will serve until a successor takes office.
- C. CHAIR AND OTHER OFFICERS
1. The Chair of the Zone Board of Review (the “Chair”), who must be a regular member, will be elected biennially by a majority vote of the members of the Zone Board of Review.
 2. The Chair will biennially appoint a Vice Chair and a Secretary of the Zone Board of Review, each of whom must be regular members.
- D. HEARING PANEL MEMBERS
1. A minimum of three (3) and a maximum of five (5) BOR members will be assigned to a hearing panel.
 2. Panel members shall not be from that same LSC as that from which the complaint arises.
 3. No more than two (2) panel members may be from the same LSC.
- E. MEETINGS
1. The Zone Board of Review will meet for administrative purposes at least once biennially to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Zone Board of Review and efficiently exercise its duties and powers.
 2. The biennial meetings will either occur at the Zone Annual Meeting, or by conference call or video conference call.
 3. Other meetings may be called by the Chair or any three (3) regular members.
 4. When meeting for administrative purposes, those provisions of Article 607 that are specified in Section 607.18 of the Required LSC Bylaws will apply to the Zone Board of Review.
- F. PARTICIPATING THROUGH COMMUNICATIONS EQUIPMENT
1. Members of the Zone Board of Review may participate in a meeting or hearing of the Zone Board of Review, and any hearing may be conducted, in whole or in part, through conference telephone, video conferencing or similar equipment by means of which all person participating in the meeting can hear each other at the same time.
 2. Participation by these means will constitute presence in person at such a meeting or hearing.
- G. FILING FEES
1. A \$100 filing fee shall be collected at the time a Petition or Request for Formal Hearing following an Emergency Hearing is filed with the Zone Board of Review.

- a) If, on its own initiative or upon written request, the Zone Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case by case basis.
- H. "REQUIRED ZONE BOARD OF REVIEW PROCEDURES"
 - 1. The full "Required Zone Board of Review Procedures" shall be posted on the Central Zone website.

VI. ZONE SANCTION APPEAL PANEL

- A. MEMBERSHIP
 - 1. Each LSC shall provide three (3) names to the Central Zone Directors in even-numbered years – one coach, one referee, one athlete – to serve on a Zone Sanction Appeal Panel.
 - 2. There shall be no consecutive term limits.
 - 3. The Zone Directors shall appoint all sanction appeal panels in accordance with 202.3 of the USA Swimming Rules and Regulations.
- B. APPEALS
 - 1. Appeals shall be held in accordance with the procedures outlined in the Zone Sanction Appeal Panel Handbook which shall be posted on the Central Zone website.

VII. ALL-CENTRAL ZONE TEAM

- A. INAUGURAL TEAM – Central Zone recognized its inaugural team in 2008.
- B. CRITERIA FOR SELECTION:
 - 1. Shall be nominated by athlete's "home" LSC
 - 2. Shall meet one of the following criteria:
 - a) Have set two or more individual Central Zone records in any age group;
 - b) Have swum a Central Zone Championship time that was ranked #1 nationally for that season;
 - c) Have been a Central Zone Championship meet participant who went on to qualify for one or more of these USA Swimming teams – Junior National Team, USA Swimming Youth Team, Senior National Team, or U.S. Olympic Team;
 - d) LSCs having no qualifiers based on the above criteria may nominate one male and one female athlete to represent the LSC;
 - e) LSCs must submit nominations and documentation of accomplishments to the Central Zone Directors at the Annual Convention.

VIII. AMENDMENTS

- A. Any provision of these Policies and Procedures may be amended at any scheduled meeting of the Zone by a simple majority vote.
- B. The Secretary/Treasurer is authorized to make housekeeping changes to Policies and Procedures to align with the Bylaws, USA Swimming Rules and Regulations, or other areas of Policies and Procedures.

Part B - Conduct of Competition for Zone Championship Meets

I. AGE GROUP CHAMPIONSHIPS – POOL COMPETITION

A. MEET FORMAT:

1. Meets shall be conducted under the rules of USA Swimming.
2. Meets shall be conducted over a period of four (4) days for the 11-14 year-old swimmers and over three (3) days (Thursday-Saturday) for the 10 & U swimmers.
3. The pool events shall be conducted in split sessions:
 - a) 11-12, 13-14 – Preliminary/Final format except the 400 IM, 800 and 1500 freestyle, 200s of stroke for 11-12, and relay events which shall be timed finals. In finals the consolation heat will precede the championship heat.
 - b) 10 & Under – Timed Finals.
4. The events shall be conducted as per the “Schedule of Events” (see templates).
5. At the request of the swimmer’s coach and at the discretion of the Referee, at least fifteen (15) minutes shall occur between swims for the same individual.
6. Fly-over starts will be used for the preliminary sessions and the 10 & Under timed final sessions.
7. No time trials will be offered at the age group meets.

B. PRACTICE, REGISTRATION AND WARM-UP:

1. Practice Time: Practice time in the competition pool shall be available for all LSCs on the day prior to the competition.
2. Team Registration: Team registration (team managers and coaches) area shall be announced and shall be open on the day prior to competition at designated hours. Area for guest LSC assembly (where possible) shall be provided and specified for the attending LSCs.
3. Warm-Up: Warm-up shall be conducted according to Zone meet warm-up procedure developed by Championship Meet Coordinators specifically for Zone meets, allowing for assigned teams to control own warm-up activities.
 - a) Warm-up may be split for the preliminary sessions. If split, each warm-up session shall be a minimum of 40 minutes.
 - b) Competition for timed finals sessions will start one hour after the start of warm-up which may be split into two 30-minute sessions.
 - c) The meet host shall post the preliminary start time on the website by Wednesday at 6:00 p.m. and at the venue.
 - d) Warm-up schedule will be reviewed by the Championship Meet Coordinator prior to publication and altered if necessary.

C. ELIGIBILITY:

1. Membership: All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent.

2. Swimmer's Age: Age of a swimmer shall be as of the first day of the competition.
3. Qualifying Time/Eligibility:
 - a) In the first year of the Quad, swimmers must have achieved a National Age Group AAA time (L, S, Y) between the first day of the first Zone Meet of the previous year and the entry deadline date for the current meet; 1-14 swimmers must have achieved the NAG AAA time in the 100 of the corresponding stroke (back, breast, or fly) to enter the 50. Time standards for subsequent years will be reviewed annually and amended by the Zone as appropriate.
 - b) Swimmers who have achieved the short course NAG time, but not the long course time during the qualification period, must enter with the time they have actually achieved annotating that it is short course yards (Y) or short course meters (S).
 - c) Swimmers who achieve individual event cuts for the following meets prior to their respective assigned Zone Championship entry deadline shall not be eligible to compete in that particular stroke and distance, including that stroke and distance in relay events.
 - (1) National Championships
 - (2) Summer Junior National Championships
 - (3) US Open
 - d) Entry times must be verifiable in SWIMS (USA Swimming Times database)
4. Disability Swimmers: Each LSC may enter six (6) swimmers with a disability who are not required to have achieved the qualifying time standards for their age group/events, but must have an official time in any event entered.
5. No LSC Qualifiers: If the LSC has no qualifiers in an event, the LSC may enter two (2) swimmers in that event. If the LSC has fewer than two (2) qualifiers in an event, the LSC may enter up to two (2) swimmers maximum in that event. The non-qualifying entries shall be entered at the swimmer's fastest time (L, S, Y). Such entries must be submitted with the original entry and must be designated as bonus events in the meet entry file. Bonus entries will be seeded last.

Age Group	# Qualifiers Entered	# Additional Entries
10 & U, 11-12, 13-14	0	2
10 & U, 11-12, 13-14	1	1
10 & U, 11-12, 13-14	2	0

D. ENTRIES

1. Limitations
 - a) 10 & Under swimmers may enter up to six (6) individual events of which no more than five (5) may occur on any given day.
 - b) 11-14 may enter no more than six (6) individual events of which no more than three (3) may occur on any given day.
 - c) Each LSC may enter two (2) relays per relay event.
 - d) The LSC is not limited as to the number of swimmers entered in individual events.
2. Responsibility Clause

- a) The coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correct achieved qualifying times for each event entered and that all entered swimmers are eligible under current rules. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming or Central Zone rules and shall be assessed \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected offices of the Central Zone, their designee, or a Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by the Central Zone or USA Swimming.
 - b) Appeal of fines or penalties imposed is to be made to the elected officers of the Central Zone, their designee, and/or a Board of Review.
3. Entry Procedures:
- a) All individual and relay entries shall be consolidated and submitted as one entry from each LSC. Individual club entries are not accepted. The LSC shall determine the procedure for entry.
 - b) Each LSC must identify, on the official entry form, the name of the LSC and the name, address, telephone number and email of the person in charge of entries for that LSC.
 - c) Each swimmer entry, including relay only swimmers, shall include first and last names, age, and complete USA Swimming registration number. For relay only swimmers the Relay Only Swimmer Entry Form (in Appendix) must be included with the entry.
 - d) Completed and signed medical release/permission forms and code of conduct for each swimmer shall be maintained by the LSC team manager or head coach and be available upon request by the meet host.
 - e) Entries shall be submitted to the host entry chair electronically by Noon Monday preceding the meet. The hard copy (fax or electronic) of the meet entries and other meet information, including the completed Swimmers with a Disability Entry Form and Meet Staff form, must be received by Noon Monday preceding the meet. It is the responsibility of each LSC to verify the entry times and receipts and readability of any entries sent by email or fax with a follow-up phone call or email to the host entry chair.
 - f) Each LSC shall receive a preliminary report of the LSC team entries and psych sheet via email by 6 p.m. Monday preceding the meet. Any corrections to the original entries should be sent to the entry chair via updated electronic file by Noon on Tuesday. Entry fees are due before the start of the General Meeting. No new swimmers may be added to the LSC entries after the Noon Tuesday deadline. Any corrections or updates after Noon on Tuesday shall go to the Eligibility Jury.
 - g) Host club shall post team entries on the Central Zone website by 6 p.m. Monday. The web address shall be published in the meet information.
 - h) There will be no deck entries.
4. Entry Fees
- a) Individual events - \$6.00
 - b) Relay events - \$12.00
 - c) Zone surcharge - \$1.00 per swimmer

- d) LSC, host or facility surcharges are not permitted unless approved by the Central Zone at the time the bid is presented.
5. Eligibility Protests pertaining to the eligibility of any swimmer to compete or represent an organization shall be submitted to the Eligibility Jury.
- a) All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form prescribed by the Zone and accompanied by a \$50 fee, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Meet Referee or the host LSC Entry Chair(s).
 - b) Protests shall be heard by the jury and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.
 - c) Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor point scored until the jury has determined if and how their decision may affect the final scoring or awards.
 - d) The decision of the jury may be appealed by either party to the Zone Board of Review, pursuant to Article 403. Protests submitted after the last day of the championships shall be submitted directly to the Zone Board of Review.
- E. DIVISIONS:
- 1. The competition shall be divided into two (2) divisions: Able-Bodied Swimmers (D1) and Swimmers with a Disability (D2)
 - a) Divisions shall be seeded together in prelims, but swum separately at finals.
 - b) D2 shall have A finals only in the same events as D1.
 - c) The Referee, in consultation with the swimmer and/or the swimmer's coach, shall have the authority to make special seeding accommodations during prelim and/or timed final events for D2 swimmers.
 - d) The Meet Referee, Administrative Official, and Central Zone Championship Meet Coordinator, in consultation with the swimmer, and/or swimmer's coach, will determine the placement and order of D@ events in Finals. This includes, but not limited to, combining gender, age group, distance or event. A conference call will be conducted by the Meet Referee, Administrative Official, and Central Zone Championship Meet Coordinator from each meet site, once entries have been closed and D2 events/entries have been identified, to ensure consistency in format and procedure throughout the Central Zone 14 and Under Championship Meets.
 - e) D2 events shall be scored.
 - f) D2 events shall be included in the awards ceremony.
 - g) Prior to all sessions of the meet, if deemed necessary for the safety of the D2 swimmers, a separate warm-up lane shall be designated for D2 swimmers only.
- F. OTHER FEES:

1. Meet Program – not to exceed \$4.00/daily or \$15.00 for all sessions with charges specified in the meet information.
 2. Finals Heat Sheets – not to exceed \$1.00/session
- G. SEEDING:
1. Individual events
 - a) Seeding Order – The events shall be seeded in the following order:
 - (1) Conforming times (L)
 - (2) Non-conforming times (S, then Y);
 - (3) Non-qualifying times (Bonus: L, S, Y)
 - b) Distance Events
 - (1) The 13-14 800 shall be timed finals with the fastest seeded heat swimming in finals.
 - (2) The 11-12 800 shall be timed finals with all heats swimming in the morning prelim session.
 - (3) The 11-12 and 13-14 1500 free will be swum in the “afternoon” session of the 4th day of competition, with the top eight (8) qualifiers from each age group and gender swimming in “championship” heats at the beginning of the session. All other competitors will swim according to their seed time (fastest to slowest) in following heats regardless of age or gender.
 - (4) 11-12 200s of stroke shall be timed finals with the fastest seeded heat swimming in finals. All other 200s of stroke shall be swum in the preliminary session, slowest to fastest, in event order.
 2. Relay Events
 - a) 11-12 and 13-14 relays shall be timed finals, with all relays competing in the finals sessions with the exception of the 11-12 and 13-14 freestyle relay which shall be swum at the end of the preliminary session on the 4th day of competition . Moving relays to a different session will require unanimous consent by all LSCs and the meet referee.
 - b) 10 & Under relays will be timed finals swum during the afternoon sessions.
- H. CHECK-IN AND SCRATCHES:
1. All individual events will conform to USA Swimming National Scratch Procedure Guidelines (207.11.6 A-E). A coach or a swimmer may declare a false start in a preliminary event. Note: There is no penalty for failure to compete in a timed final event.
 2. Scratch Deadline: A scratch box will be available at registration, the General Meeting, and throughout all meet sessions. All athletes or their coaches are required to fill out a scratch slip, verified by the Administrative Referee or his/her designee, and place it in the scratch box prior to the scratch deadline for that event. This applies to all events, timed final, preliminary, and relays.
 - a) Scratch deadline for first day’s events shall be 15 minutes after the conclusion of the General Meeting.
 - b) Scratch deadline for second day’s events shall be 30 minutes after the start of the first day’s finals session.
 - c) Scratch deadline for third day’s events shall be 30 minutes after the start of the second day’s finals session.

- d) Scratch deadline for fourth day's events shall be 30 minutes after the start of the third day's finals session.
- 3. Entrants in the 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline in order to be seeded.
- 4. Teams shall check in relays and confirm their intention to compete prior to the scratch deadline in order to be seeded. On the last day of the meet, teams may declare at check-in their desire for an early swim by clearly marking A.M. on the check-in sheet next to the relay name.
- 5. Relay cards designating the swimmers' names shall be submitted to meet management on the day of the relay. Names and order of swimmers may be changed up to the time of the swim. Only coaches may make changes to 11-12 and 10 & U relays.
- 6. Scratching from finals:
 - a) USA Swimming National Scratch Procedure Guidelines (207.11.6 D) will be followed.
 - b) LSCs whose swimmers fail to compete in the Final or Consolation heats on Sunday evening shall be fined \$100 per swim unless excused under Exceptions for Failure to Compete.
 - (1) All funds shall remain with the meet host.
 - (2) Failure on the part of the penalized LSC to pay penalties shall result in barring from future zone championships.
- I. SCORING:
 - 1. Individual Events: (16 places) 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
 - 2. Relay Events: (8 places) 40, 34, 32, 30, 28, 26, 24, 22
- J. SWIMMER INTRODUCTIONS:
 - 1. Consolations Finals swimmers' names shall be announced during the heat.
 - 2. Championship Finals swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
 - 3. 10 & Under Finals swimmers' names shall be announced while swimmers are competing in the water for all but the fastest heat. Swimmer's names for the fastest heat will be announced prior to the start of the race while swimmers are behind the blocks.
- K. AWARDS:
 - 1. Individual events:
 - a) 1-8 Place: medals with neck ribbons
 - b) 9-16 place: ribbons
 - 2. Relay Events:
 - a) 1-3 place; medals with neck ribbons
 - b) 4-8 place; ribbons
 - 3. High Point Awards: 1-3 for boys and girls in each age group.
 - 4. Team Awards: 1-3 combined points
 - 5. Awards Ceremony:
 - a) Maximize logistical set-up of facility to allow for awards to be done as efficiently as possible (to be done during initial site visit).

- b) 10 and Under: May be awarded at the end of each stroke series or at the end of the session, but shall not interfere with the continuous running of the events, and shall be at the discretion of the Meet Referee.
- c) 11-14 shall be presented at the end of each stroke series with scripting and procedure created by the Championship Meet Coordinator.

L. EVENTS:

- 1. 10 & U: 50, 100, 200, 400 free; 50, 100 backstroke; 50, 100 breaststroke; 50, 100 butterfly; 200 individual medley; 200 free relay; 200 medley relay
- 2. 11-12: 50, 100, 200, 400, 800, 1500 free, 50, 100, 200 backstroke; 50, 100, 200 breaststroke; 50, 100, 200 butterfly, 200, 400 individual medley; 200, 400 free relay; 200, 400 medley relay
- 3. 13-14: 50, 100, 200, 400, 800, 1500 free; 50, 100, 200 backstroke; 50, 100, 200 breaststroke; 50, 100, 200 butterfly; 200, 400 individual medley; 200, 400 free relay; 200, 400 medley relay
- 4. See Meet Templates in Appendix for Event Schedule

II. OPEN WATER CHAMPIONSHIPS:

A. QUALIFYING TIMES:

- 1. 10 & Under – A time in 200 free or longer event
- 2. 11-12 – A time in 400/500 free or longer event
- 3. 13-14 – A time in 800/1000 free or longer event
- 4. Open – 15-16 NAG A time in 800/1000 or longer event

B. ENTRIES: Shall be submitted electronically by time and date specified in the Open Water Championship meet information.

C. ENTRY FEES:

- 1. Shall not exceed \$20.00.
- 2. ZONE SURCHARGE: \$1.00 per swimmer shall be levied.

D. SCORING: (16 places) 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1

E. AWARDS:

- 1. Individual
 - a) 1-8 place – medals with neck ribbons
 - b) 9-16 place – ribbons
- 2. Team Awards: 1st place combined points
- 3. Awards Presentation: Shall be presented immediately after the conclusion of all Open Water events.

F. EVENTS:

- 1. 10 & Under – 1k
- 2. 11-12 – 2k
- 3. 13-14 – 3k
- 4. Open – 5k

III. MULTI-CULTURAL MEET

- A. FORMAT: Shall be conducted in a format determined by the meet host.

Central Zone Appendices

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APPENDIX A: HISTORY OF CENTRAL ZONE

The four-Zone concept was born in San Antonio, Texas in 1978, at the last Amateur Athletic Union (AAU) convention of which swimming was a part. At this convention, United States Swimming, Inc. got its start. The first Central Zone Championship meet was held in August, 1980, at Lincoln, Nebraska. The original "Central Zone Manual" with "Championship Meet Policies and Procedures Manual" was completed in 1985. The Policies and Procedures must be updated each year following the annual meeting.

The following individuals have served as Zone Directors for the Central Zone Committee of United States Swimming (as of 1998, USA Swimming):

1978	Dan Ventres, Minnesota	Dick Hammer, Midwestern
1979	Dick Hammer, Midwestern	John Bogert, Missouri Valley
1980	Guy Barnicoat, Michigan	Jordan Harwood, Wisconsin
1981	Guy Barnicoat, Michigan	Audrey Birklid, Minnesota
1982	Audrey Birklid, Minnesota	Peter Malone, Missouri Valley
1983	Peter Malone, Missouri Valley	Audrey Birklid, Minnesota
1984	Audrey Birklid, Minnesota	Peter Malone, Missouri Valley
1985	Peter Malone, Missouri Valley	William Maxson, Ozark
1986	George Schluter, Missouri Valley	Penny Taylor, Ozark
1987	George Schluter, Missouri Valley	Penny Taylor, Ozark
1988	Penny Taylor, Ozark	George Schluter, Missouri Valley
1989	George Schluter, Missouri Valley	Penny Taylor, Ozark
1990	Penny Taylor, Ozark	Dale Neuburger, Indiana
1991	Dale Neuburger, Indiana	Peter Malone, Missouri Valley
1992	Peter Malone, Missouri Valley	Dale Neuberger, Indiana
1993	Dale Neuburger, Indiana	Peter Malone, Missouri Valley
1994	Peter Malone, Missouri Valley	Audrey Birklid, Minnesota
1995	Audrey Birklid, Minnesota	Mick Nelson, Indiana
1996	Mick Nelson, Indiana	Audrey Birklid, Minnesota
1997	Audrey Birklid, Minnesota	Mick Nelson, Indiana
1998	Mick Nelson, Indiana	Bob Staab, Oklahoma
1999	Bob Staab, Oklahoma	Michael Lawrence, Illinois
2000	Michael Lawrence, Illinois	Julie Bare, Lake Erie
2001	Julie Bare, Lake Erie	Michael Lawrence, Illinois
2002	Eric Nelson, Missouri Valley	Julie Bare, Lake Erie
2003	Julie Bare, Lake Erie	Eric Nelson, Missouri Valley

2004	Eric Nelson, Missouri Valley	Arlene McDonald, Indiana
2005	Arlene McDonald, Indiana	Eric Nelson, Missouri Valley
2006	Eric Nelson, Missouri Valley	Arlene McDonald, Indiana
2007	Arlene McDonald, Indiana	Eric Nelson, Missouri Valley
2008	Arlene McDonald, Indiana	William Schalz, Illinois
2009	William Schalz, Illinois	Paul Thompson, Oklahoma
2010	William Schalz, Illinois	Paul Thompson, Oklahoma
2011	Paul Thompson, Oklahoma	William Schalz, Illinois
2012	Paul Thompson, Oklahoma	David Anderson, Wisconsin
2013	David Anderson, Wisconsin	Stephen Potter, Michigan
2014	Stephen Potter, Michigan	David Anderson, Wisconsin
2015	David Anderson, Wisconsin	Amy Hoppenrath, Missouri Valley
2016	Amy Hoppenrath, Missouri Valley	John Bradley, Minnesota
2017	John Bradley, Minnesota	Amy Hoppenrath, Missouri Valley

APPENDIX B: CENTRAL ZONE MEET RECORDS

CENTRAL ZONE MEET RECORDS AFTER 2016 - GIRLS

Stroke	Times	Swimmers	Assoc.	Year
10 and Under				
50 Free	28.15	Adele Zyniewicz	IN	2016
100 Free	1:01.29	Leah Hayes	IL	2016
200 Free	2:14.39	Leah Hayes	IL	2016
50 Back	32.98	Adele Zyniewicz	IN	2016
100 Back	1:11.66	Regan Smith	MN	2012
50 Breast	36.06	Leah Hayes	IL	2016
100 Breast	1:20.22	Leah Hays	IL	2016
50 Butterfly	30.48	Brady Kendall	MI	2015
100 Butterfly	1:10.26	Adele Zyniewicz	IN	2016
200 I.M.	3:30.97	Leah Hayes	IL	2016
200 FR	1:59.84	Olsen, Russell, Mehraban, Kendall	MI	2015
200 MR	2:14.35	Russell, Olsen, Kendall, Mehraban	MI	2015
11-12				
50 Free	27.42	Tiffany Liu	MV	2009
100 Free	59.72	Ava Lachey	OH	2016
200 Free	2:09.06	Kylie Goit	MI	2015
400 Free	4:29.68	Anna Strohl	LE	1996
50 Back	30.48	Elizabeth Nelson	WI	2011
100 Back	1:05.49	Elizabeth Nelson	WI	2011
200 Back	2:22.15	Allie Hathaway	MN	2016
50 Breast	33.05	Olivia Calegan	MW	2012
100 Breast	1:13.96	Olivia Anderson	MN	2009
200 Breast	2:41.82	Drue Thielking	MI	2016
50 Butterfly	28.79	Elizabeth Nelson	WI	2011
100 Butterfly	1:04.80	Hannah Routh	OH	2016
200 Butterfly	2:22.76	Lindsay Orriger-Hau	MI	2016
200 I.M.	2:26.47	Isabella Pytel	IL	2015
200 FR	1:51.17	Lachey, Patterson, Routh, Huddleston	OH	2016
400 FR	4:04.61	Routh, Lachey, Patterson, Huddleston	OH	2016
200 MR	2:04.44	Kapeller, Marquette, Hartley, Williams	MN	2015
400 MR	4:31.55	Lachey, Peroni, Routh, Huddleston	OH	2016
13-14				
50 Free	26.96	Bettie Logan	MV	2014
100 Free	58.40	Avery Braunecker	IN	2012
200 Free	2:06.21	Mallory Jackson	IN	2016
400 Free	4:25.27	Lauryn Parrish	IN	2012
800 Free	8:57.09	Colleen McRenolds	IL	2003
1500 Free	17:20.23	Ashley Robinson	MV	2002
100 Back	1:04.72	Casey Chung	MI	2016
200 Back	2:17.94	Isabelle Stadden	MN	2016
100 Breast	1:12.06	Giovanna Cappabianca	LE	2014
200 Breast	2:37.71	Ellie Andrews	OH	2016
100 Butterfly	1:02.02	Isabella Gati	AR	2014
200 Butterfly	2:18.27	Emma Lasecki	WI	2015
200 I.M.	2:21.79	Paige McCormick	LE	2016
400 I.M.	4:58.13	Paige McCormick	LE	2016
200 FR	1:49.46	Brown, Lachey, Aurnou-Rhees, Katayama	OH	2016
400 FR	3:56.15	D'Emanuele, Van Oosterom, Hall, Burg	MN	2016
200 MR	2:00.31	Lane, Andrews, Brown, Katayama	OH	2016
400 MR	4:24.32	Baldwin, Stein, D'Emanuele, Burg	MN	2016

Stroke	Times	Swimmers	Assoc.	Year
15-16				
50 Free	27.09	C. Grcevich	IN	2003
100 Free	58.37	C. Grcevich	IN	2003
200 Free	2:07.60	L. Halvorson	OK	2002
400 Free	4:26.29	B. Massengale	AR	2001
800 Free	9:08.91	B. Massengale	AR	2001
1500 Free	17:16.33	S. Andrews	OH	2006
100 Back	1:05.21	K. Criss	MW	2003
200 Back	2:21.27	K. Carpenter	OH	2004
100 Breast	1:14.43	A. Hoisington	MV	2003
200 Breast	2:40.61	K. Schwantz	MN	1996
100 Fly	1:03.86	E. Ramirez	IL	2003
200 Fly	2:19.93	J. Wheeler	AR	2001
200 I.M.	2:23.65	K. Stratton	IL	2004
400 I.M.	5:04.28	L. Halvorson	OK	2003
200 FR	1:51.17		MN	1998
400 FR	3:58.91		MI	2005
200 MR	2:03.06		IL	2003
400 MR	4:29.56		MV	2002
17-18				
50 Free	27.39	N. Finnesand	SD	2009
100 Free	59.35	K. Hennessy	MV	2001
200 Free	2:08.75	D. Maddock	ND	2005
400 Free	4:25.27	L. Eytalis	IL	2008
800 Free	9:05.91	L. Eytalis	IL	2008
1500 Free	17:18.93	K. Hennessy	MV	2001
100 Back	1:05.98	K. Rommen	SD	2009
200 Back	2:22.18	W. Wodstrchill	IA	2003
100 Breast	1:13.98	M. Suchow	MV	2008
200 Breast	2:42.46	C. Woody	MV	2009
100 Fly	1:03.50	E. Grover	MV	2003
200 Fly	2:19.17	A. Kumm	MN	2009
200 I.M.	2:24.66	A. Soelter	MV	2004
400 I.M.	4:59.55	A. Kumm	MN	2009
200 FR	1:53.75		OK	2004
400 FR	4:08.68		IN	2009
200 MR	2:04.84		IN	2009
400 MR	4:34.56		SD	2009
15-18 Relays				
200 FR	1:50.00		SD	2008
400 FR	3:58.91		MI	2005
200 MR	2:03.06		IL	2003
400 MR	4:25.63		IA	2003

GIRLS - 2016

CENTRAL ZONE MEET RECORDS AFTER 2016 - BOYS

Stroke	Times	Swimmer	Assoc.	Year
10 and under				
50 Free	27.71	Kristopher Humphries	MN	1995
100 Free	1:02.39	Kristopher Humphries	MN	1995
200 Free	2:17.94	Andrew Rogers	AR	2014
50 Back	32.40	Chase Swearingen	OH	2016
100 Back	1:10.47	Chase Swearingen	OH	2016
50 Breast	37.25	Kevin Cordes	IL	2004
100 Breast	1:22.92	Grant Johnson	MW	2012
50 Butterfly	30.24	Carson Foster	OH	2012
100 Butterfly	1:07.94	Carson Foster	OH	2012
200 I.M.	2:36.22	Kristopher. Humphries	MN	1995
200 FR	1:59.01	Miller, Payne, Ingram, Swearingen	OH	2016
200 MR	2:15.03	B Johnson, L Johnson, Noll, Rodgers	IL	2015
11-12				
50 Free	25.87	Andrew Jovanovic	IL	2007
100 Free	56:53	Andrew Trepanier	MN	2013
200 Free	2:03.86	Michael Draves	WI	2012
400 Free	4:20.13	Jacob Destrampe	IN	2013
50 Back	29.56	Andrew Lin	IL	2016
100 Back	1:03.68	Andrew Lin	IL	2016
200 Back	2:19.49	Ethan Morse	IL	2012
50 Breast	32.34	James Pan	MN	2016
100 Breast	1:11.43	Shane Blinkman	MN	2013
200 Breast	2:34.79	Tom House	OH	2016
50 Butterfly	27.50	Andrew Trepanier	MN	2013
100 Butterfly	1:01.20	Isaac Grinberg	OH	2014
200 Butterfly	2:15.29	Jota Iwase	IN	2013
200 I.M.	2:19.64	Seth Young	OH	2015
200 FR	1:46.96	Grinberg, Babinec, Foster, Stadler	OH	2013
400 FR	3:58.36		OH	1995
200 MR	1:58.67	Stogner, Leader, Levant, Morse	IL	2012
400 MR	4:24.39	O'Leary, Ligas, Lin, Fathallah	IL	2016
13-14				
50 Free	24.11	Andrew Trepanier	MN	2015
100 Free	52.98	William Rose	LE	2016
200 Free	1:57.18	Ethan Yeager	MI	2016
400 Free	4:07.98	Dylan Moffatt	IA	2016
800 Free	8:30.09	Dylan Moffatt	IA	2016
1500 Free	16:15.72	Dylan Moffatt	IA	2016
100 Back	59.78	Shane Blinkman	MN	2015
200 Back	2:09.29	Shane Blinkman	MN	2015
100 Breast	1:06.72	Mark Gangloff	LE	1996
200 Breast	2:26.43	Ansel Froass	OH	2016
100 Butterfly	57.12	Camden Murphy	MI	2013
200 Butterfly	2:09.30	David Mosko	OH	2003
200 I.M.	2:10.23	Shane Blinkman	MN	2015
400 I.M.	4:38.81	Owen Conley	OH	2016
200 FR	1:39.51	Katai, Sequeira, Ireland, Chaney	OH	2016
400 FR	3:39.84	Chaney, Froass, Ireland, Katai	OH	2016
200 MR	1:52.29	Craig, Nowicki, Williams, O'Donnell	MI	2012
400 MR	4:04.60	Blinkman, Karpenko, Reeves, Trepanier	MN	2015

Stroke	Times	Swimmer	Assoc.	Year
15-16				
50 Free	24.26	S. Wolfe	IL	2009
100 Free	52.46	T. McGill	IL	2004
200 Free	1:54.80	T. McGill	IL	2003
400 Free	4:06.59	T. McGill	IL	2003
800 Free	8:30.03	T. Hines	IL	2008
1500 Free	16:28.84	Z. Wood	MI	2001
100 Back	1:00.08	A.J. Miller	IN	2003
200 Back	2:10.10	J. Jarzen	IL	2006
100 Breast	1:06.36	M. Alexandrov	IL	2001
200 Breast	2:23.43	A.J. Miller	IN	2003
100 Fly	55.94	T. McGill	IL	2004
200 Fly	2:07.02	R. Moore	IL	2004
200 I.M.	2:09.45	R. Moore	IL	2004
400 I.M.	4:35.76	M. Alexandrov	IL	2001
200 FR	1:38.96		IL	2009
400 FR	3:40.12		IL	2004
200 MR	1:53.34		IL	2004
400 MR	4:05.72		IL	2004

17-18

50 Free	24.19	K. Ward	LE	1988
100 Free	52.79	A. Mania	MW	2001
200 Free	1:55.40	M. Godbe	SD	2009
400 Free	4:08.61	B. Lee	MV	2003
800 Free	8:36.75	B. Lee	MV	2003
1500 Free	16:28.76	B. Lee	MV	2003
100 Back	59.12	A. Mania	MW	2001
200 Back	2:09.04	S. Weir	MI	2001
100 Breast	1:06.22	C. Stalneckner	IN	2003
200 Breast	2:23.39	G. Poglioli	IL	2001
100 Fly	57.29	D. Berve	MW	2003
200 Fly	2:06.54	J. Sellers	MV	2003
200 I.M.	2:09.60	T. Brown	IN	2003
400 I.M.	4:38.56	T. Brown	IN	2003
200 FR	1:38.68		IN	2009
400 FR	3:38.09		SD	2009
200 MR	1:47.90		IN	2003
400 MR	3:58.02		IN	2003

15-18 Relays

200 FR	1:37.43		OZ	2003
400 FR	3:34.86		MN	2003
200 MR	1:47.90		IN	2003
400 MR	3:58.02		IN	2003

Boys - 2016

Central Zone Senior Records after 2014 - Girls

Stroke	Times	Swimmer	Assoc.	Year
50 Free	26.93	Stacye Rudman	LA-MV	2010
100 Free	58.90	Chloe Larson	GREa-SD	2014
200 Free	2:05.96	Danielle Nack	MAN-MN	2011
400 Free	4:26.20	Danielle Nack	MAN-MN	2011
800 Free	9:13.26	Blake Balogh	LSS-MW	2012
1500 Free	17:35.30	Blake Balogh	LSS-MW	2012
100 Back	1:04.59	Tevyn Waddell	MAC-SD	2014
200 Back	2:17.67	Tevyn Waddell	MAC-SD	2014
100 Breast	1:14.65	Danielle James	MINN-MN	2011
200 Breast	2:42.32	Danielle James	MINN-MN	2011
100 Fly	1:02.59	Tevyn Waddell	MAC-SD	2014
200 Fly	2:20.31	Brooke Balogh	LSS-MW	2012
200 I.M.	2:25.09	Alexandra Robertson	EAT-OK	2012
400 I.M.	5:03.48	Brooke Balogh	LSS-MW	2012
400 FR	3:58.76	Cafilisch, Herrild, Radecke, Nelson	MINN-MN	2011
800 FR	8:39.39	Nelson, James, Radecke, Cafilisch	MINN-MN	2011
400 MR	4:29.74	Angell, Kent, Morris, Fries	KCB-MV	2010

Central Zone Senior Records after 2014 - Boys

Stroke	Times	Swimmer	Assoc.	Year
50 Free	23.73	Benjamin Griggs	NLSA-MN	2010
100 Free	52.83	Zachary Johnson	SFX-SD	2011
200 Free	1:53.78	Daniel Brebrick	MINN-MN	2011
400 Free	4:01.88	Daniel Brebrick	MINN-MN	2011
800 Free	8:37.17	James Foster	KCB-MV	2010
1500 Free	16:33.67	Brian Gorman	RCR-SD	2010
100 Back	59.70	Michael Kline	NACS-IN	2011
200 Back	2:08.55	Brennan Balogh	LSS-MW	2012
100 Breast	1:04.68	Ronald Hehn	NLSA-MN	2010
200 Breast	2:25.85	Ronald Hehn	NLSA-MN	2010
100 Fly	56.66	Sandy Whitaker	MINN-MN	2011
200 Fly	2:07.51	Jake Poletto	MINN-MN	2011
200 I.M.	2:09.53	Jacob Miller	RED-IL	2012
400 I.M.	4:36.37	Brennan Balogh	LSS-MW	2012
400 FR	3:35.08	Brebrick, Formosa, Griggs, Whitaker	MINN-MN	2011
800 FR	8:04.95	Musser, Martin, Koeller, Liu	KCB-MV	2011
400 MR	4:02.53	Formosa, Knaak, Whitaker, Brebrick	MINN-MN	2011

SENIOR - 2014

**APPENDIX B1: ALL-CENTRAL ZONE TEAM
(INAUGURAL TEAM – 2008)**

The Central Zone of USA Swimming recognizes the following athletes from its LSCs as members of the All-Central Zone Team. The Inaugural Team was established in 2008. Athletes are added as they are nominated by their LSC. To be eligible for this honor, an athlete **must be nominated** by the LSC which is generally considered the athlete’s **“home” LSC** and meet one of the following criteria:

- Have set two or more individual Central Zone records in any age group
- Have swum a Central Zone Championship time that was ranked #1 nationally for that season
- Have been a Central Zone Championship meet participant who went on to qualify for one or more of these USA Swimming teams: Junior National Team, Senior National Team, or U.S. Olympic Team.

LSCs that have no qualifiers based on the above criteria, the LSC may nominate one male and one female athlete to represent the LSC on the All-Central Zone Team.

LSC	HONORED ATHLETES	QUALIFYING ACHIEVEMENTS
ARKANSAS	Brittany Massengale	Zone Records in the 400 freestyle and 800 freestyle
	Troy Esentan	Finished 1st in the 100 breaststroke, 200 breaststroke, and 2nd in the 200 butterfly at the 2007 Zone Meet
ILLINOIS	Lisa Coole	90-91 National Junior Team
	Anne Kampfe	90-91 National Junior Team; 92-93 National B Team; 94-95 National B Team
	Chris Graber	90-91 National Junior Team
	Anthony Attiah	91-92 National Junior Team
	Kristine Nyweid	92-93 National Junior Team
	Tucker Shade	93-94 National Junior Team
	Lindsey Farella	94-95 National B Team
	Kristine MacGregor	94-95 National Junior Team
	Christine Keller	95-96 National Junior Team
	Amy Migawa	95-96 National Junior Team
	Mary Descenza	98-99 National Junior Team
	Dan Trupin	99-00 National Junior Team
	Matt Grevers	02-03 National Junior Team; 2008 Olympic Team
	Melissa Marik	03-04 National Junior Team
	Ashley Wanland	04-05 National Junior Team
	Tyler McGill	Zone Records in the 100 freestyle, 200 freestyle, 400 freestyle, 100 butterfly and 200 butterfly
	Michael Alexandrov	Zone Records in the 200 freestyle, 100 breaststroke, and 400 IM
	Colleen McReynolds	Zone Records in open water, 400 freestyle, 800 freestyle
	Ross Moore	Zone Records in the 200 butterfly and 200 IM
Elena Ramierez	Zone Records in 100 butterfly and 200 butterfly	
INDIANA	Steve Bigelow	1988 Olympian
	Lindsay Benko	2000 & 2004 Olympian
	Patrick Calhoun	2000 Olympian
	Bryce Hunt	2004 Olympian
	Michelle McKeehan	2007 & 2008 National Team Member
	Jenny Connolly	2008 National Team Member
	Ben Hesem	2008 National Team Member
	Susan Gottlieb	1992 National B Team

INDIANA Continued	Allison Bock	1993 National B Team
	Jason Lancaster	1993 National Junior Team
	Rob Rausch	1993 National Junior Team
	Emily Ayres	1994 National Junior Team
	Michaela Kwasny	1997 National Junior Team
	Jason Mallory	1997 National Junior Team
	Bart Wickard	1997 National Junior Team
	Lacey Boutwell	1999 National Junior Team
	Susan Hentschel	2001 National Junior Team
	Matt McDonald	2001 National Junior Team
	Ryan Wochomurka	2001 National Junior Team
	Kyle Whitaker	2008 National Junior Team
	Steve Ware	Zone Records in 100 butterfly (11-12 & 13-14)
	Erin Racht	Zone Records in 200 freestyle and 100 butterfly
	A.J. Miller	Zone Records in 200 backstroke and 200 breaststroke
	Christy Grcevich	Zone Records in 50 freestyle and 100 freestyle
Ted Brown	Zone Records in 200 freestyle and 400 IM	
IOWA	Craig Oppel	1988 Olympian and Zone Record Holder
	Ann Walker	1988 National Team
LAKE ERIE	Diana Munz	2000 and 2004 Olympian
	Mark Gangloff	2008 Olympian
MICHIGAN	Courtney Bartholomew	2011 National Junior Team
	Emily Bos	2009, 2010 National Junior Team
	Chris DeJong	Zone Records 400 free, 100 back, 200 back, 2000 National Junior Team, 2001 National Senior Team
	Taylor Garcia	Zone Records 50 back, 100 back, 50 fly, 2012 National Junior Team
	Scott Weir	Zone Records 200 back, 200 IM
	Clay Youngquist	Zone Record 400 Free, National Junior Team 2010, 2011
MIDWESTERN	Scott Usher	2004 Olympian
	Shandra Johnson	National Junior Team
	Chris Scheuber	Zone Records in 50 freestyle and 200 medley relay
	Dan Berve	Zone Records in 100 butterfly and 200 medley relay
	Adam Mania	Zone Records in 100 backstroke and 100 freestyle
	Karen Criss	Zone Records in 100 backstroke and 200 IM
	Olivia Calegan	Zone Record 50 breaststroke; #1 National ranking 2013
OKLAHOMA	Trip Zedlitz	1992 National B Team
	David Plummer	2002 National Junior Team
	Samantha Woodward	2006 National Junior Team
OZARK	Tom Jager	1992 Olympian
	Lauren Lubus	1999 National Junior Team
SOUTH DAKOTA	Paul Gordon	2007 National Junior Team
	Katie Budahl	Zone Records in the 100 breaststroke and 200 breaststroke
	Kylie Martin	Zone Records in the 50 breaststroke; #1 National ranking in the 50 breaststroke and 100 freestyle
	Tevin Waddell	Zone Records in 100 and 200 backstroke and 100 butterfly
WISCONSIN	Neil Walker	2000 and 2004 Olympian
	Wes Laugerhausen	2003 National Junior Team
	Kyle Bubolz	2004 National Junior Team

APPENDIX C: CENTRAL ZONE CHAMPIONSHIP MEET HISTORY

The first Central Zone Championship Meet was held in 1980 in Lincoln, Nebraska. Since 1984, Central Zone has sponsored two meets each year. The exceptions have been 2003 and 2008, when swimmers representing all 15 Central Zone LSCs competed in Indianapolis at the 20th and 25th Reunion MegaZone Meets. In 1994, Central Zone was the first Zone to include an Open Water competition at the Championship Meet.

YEAR	CITY	SWIMMERS	
		Pool	Open Water
1980	Lincoln, NE	450	
1981	Norman, OK	387	
1982	Minot, ND	435	
1983	Cincinnati, OH	587	
1984	Janesville, WI	509	
	Wichita, KS	404	
1985	Des Moines, IA		
	Little Rock, AR		
1986	Indianapolis, IN		
	Minneapolis, MN		
1987	Gillette, WY	575	
	Cleveland, OH	551	
1988	St. Paul, MN		
	Janesville, WI		
1989	Iowa City, IA		
	Lincoln, NE		
1990	Oklahoma, OK	600	
	Grand Forks, ND	579	
1991	Minneapolis, MN	764	
	Ann Arbor, MI	845	
1992	Brown Deer, WI	862	
	Fayetteville, AR	638	
1993	Indianapolis, IN	1,019	
	Wichita, KS	722	
1994	St. Paul, MN	847	
	Ann Arbor, MI	876	50
1995	Oxford, OH	789	97
	Lincoln, NE	732	78

YEAR	CITY	SWIMMERS	
		Pool	Open Water
1996	Fort Smith, AR Oxford, OH	769	122
1997	Indianapolis, IN Oklahoma City, OK	932 627	154 101
1998	Quincy, IL Minneapolis, MN	687 870	
1999	Indianapolis, IN Oxford, OH	753 751	110 148
2000	Grand Forks, ND Minneapolis, MN	572 679	123 112
2001	Oakland, MI Indianapolis, IN	789 857	134 193
2002	St Paul, MN Wichita, KS	663 641	65 138
2003	Indianapolis, IN	1719	322
2004	Oxford, OH Topeka, KS	891 722	207 127
2005	Ann Arbor, MI Grand Forks, ND	841 562	129 122
2006	Indianapolis, IN Oklahoma City, OK	795 786	148 262
2007	Cleveland, OH Topeka, KS	799 753	173 199
2008	Indianapolis, IN	1933	398
2009	Grand Forks, ND Noblesville, IN	711 810	174 148
2010	Lincoln, NE Pleasant Prairie, WI Bismarck, ND	544 864 125	160 255 0
2011	Indianapolis, IN Topeka, KS Franklin, IN	938 705 204	132(indoor) cancelled 7 (indoor)
2012	Columbus, IN Pleasant Prairie, WI Lawrence, KS	733 1009 184	108 (indoor) 226 (outdoor) no open water

YEAR	CITY	SWIMMERS	
		<u>Pool</u>	<u>Open Water</u>
2013	Geneva, OH	741	
	Topeka, KS	664	
	Bismarck, ND	52	
	Pleasant Prairie, WI		275
2014	Geneva, OH	795	
	Oklahoma City, OK	739	
	Minneapolis, MN	22	
	Pleasant Prairie, WI		213
2015	Topeka, KS	763	
	Minneapolis, MN	969	
	Pleasant Prairie, WI		266
2016	Indianapolis, IN	1908	
	Pleasant Prairie, WI		290

APPENDIX D(1): CENTRAL ZONE POOL MEET DEADLINES:

RESPONSIBILITY	DATE	ACTIVITY	PAGE
Zone Director	March 15	Review/approve Meet Info – Notify MH	
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	
Championship Coordinators	March 1	Approve medal design	
Championship Coordinators	March 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	
Championship Coordinators	by April 15	Site visit completed	
Championship Coordinators	May 15	Make sure host mails/posts meet info by date.	
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	
Championship Coordinators	15 Days after meet	Send meet evaluation to Zone Directors	
Championship Coordinators	30 Days after meet	File for reimbursement	
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	
CZ Secretary	March 1	Mail/email updated LSC addresses to MH	
Zone Records Chair	May 15	Send electronic version of records to MH	
Zone Records Chair	May 15	Send electronic backup file w/records, time stds, event limits to MH and Webmaster	
LSCs	April 15	Mail/email name of LSC entry contact to MH	
LSCs	Mon 12pm meetWk	Electronic copy of meet entries to MH	
LSCs	Mon 12pm meetWk	Email/fax hard copy entries (pool/open water), and required forms (Relay Only, SWAD, Fee Summary, Staff) to MH	
LSCs	Tue Noon Meet Wk	Submit any corrections to original entry to MH (No new swimmers).	
LSCs	Start of Gen Mtg	Submit entry check.	
Prospective Meet Host	Prior to annual mtg	Bid application to Sr Zone Director	
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	
Meet Host	February 1	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	
Meet Host	February 15	Meet Information to Championship Meet Coordinator	
Meet Host	April 1	Apply for National Certification for Officials	
Meet Host	May 15	Post Meet Info on CZ website	
Meet Host	Mon 6pm Mt Wk	E-mail team entries/psych sheet reports to LSCs/ Post entries on CZ website	
Meet Host	Tues 6 pm Meet	Post warm-up and start times to CZ website for all sessions	
Meet Host	Within 24 hrs of Meet End	Publish results electronically to CZ website; send backup to CZ Secretary and CZ Records Coordinator and appropriate file to Swimming World	
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary Mail CZ splash fee to CZ Treasurer	
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	
Meet Host	6 months after	Meet information may be destroyed	

APPENDIX D(2): CENTRAL ZONE OPEN WATER MEET DEADLINES:

RESPONSIBILITY	DATE	ACTIVITY	PAGE
Zone Director	February 15	Review/approve Meet Info – Notify MH	
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	
Championship Coordinators	February 1	Approve medal design	
Championship Coordinators	February 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	
Championship Coordinators	Mid February	Site visit completed	
Championship Coordinators	March 15	Make sure host mails/posts meet info by date.	
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	
Championship Coordinators	15 Days after	Send meet evaluation to Zone Directors	
Championship Coordinators	30 Days after	File for reimbursement	
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	
CZ Secretary	February 1	Mail/email updated LSC addresses to MH	
LSCs	February 15	Mail/email name of LSC entry contact to MH	
LSCs	Tue 12 pm Meet Wk	Electronic copy of meet entries to MH	
LSCs	Tue – Meet Wk 12 pm	Email/fax hard copy entries (pool/open water), and required forms (Relay Only, SWAD, Fee Summary, Staff) to MH	
LSCs	Wed Noon	Submit any corrections to original entry to MH (No new swimmers).	
LSCs	Start of Gen Mtg	Submit entry check.	
Prospective Meet Host	Prior to annual mtg	Bid application to Sr Zone Director	
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	
Meet Host	January 15	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	
Meet Host	February 15	Meet Information to Championship Meet Coordinator	
Meet Host	April 1	Apply for National Certification for Officials	
Meet Host	May 15	Post Meet Info on CZ website	
Meet Host	Tues-Meet Wk 6 p.m.	E-mail team entries reports to LSCs/ Post entries on CZ website	
Meet Host	Wed 6 pm Meet	Post warm-up and start times to CZ website for all sessions	
Meet Host	Within 24 hrs of Meet End	Publish results electronically to CZ website; send backup to CZ Secretary and CZ Records Coordinator and appropriate file to Swimming World	
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary Mail CZ Splash Fee to CZ Treasurer	
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	
Meet Host	6 months after	Meet information may be destroyed	

APPENDIX E(1):

CHAMPIONSHIP MEET POOL TEMPLATE FOR 14 & UNDER MEETS

Location

Date

*(Place Title of meet, Location and Date in Header on each page)
(Italicized wording should be customized to specific site/host)*

Meet entries may be submitted by LSC only.

Separate entries from individuals or clubs will not be accepted.

- SANCTION:** Held under the sanction of USA Swimming and *(the LSC in which the meet is held)*.
Sanction Number XXXXXXXX
In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- RULES:** Current USA Swimming rules will govern the Meets. Participating athletes must be ages 14 & Under, registered with USA Swimming in one of the participating LSCs, and have achieved qualifying times as described in the Eligibility section of this document.
- PARTICIPATING TEAMS:** *List each LSC that has been assigned to the meet.*
- SPONSORED BY:** USA Swimming, USA Swimming Central Zone Committee, and *any local sponsors.*
- HOSTED BY:** *List the LSC or Club(s) that will be the primary host(s).*
- MEET DIRECTORS:** *Identify the Meet Directors by name, with addresses, telephone numbers and e-mail addresses.*
- OFFICIALS:** *Identify these individuals by names and phone/email if desired.*
Referee:
Championship Meet Coordinator:
Marshal:
- MEET SITE:** *Give the name of the facility, the address, and a description of where it is located and instructions for locating the pool (include a map).*
- FACILITY:**
- A. **Competition Pool:** *A complete description of the facility to include such things as: indoors or out, the number of lanes, the width of the lanes, water depth at start and turns, type of lane markers, type of timing equipment, locker space, handicap accessibility, seating capacity, concessions or other amenities available. (If 200 relays must be eliminated because of local/regional/state regulations, please state.).*
Pool is certified in accordance with 104.2.2C(4). A copy of the certification is on file with USA Swimming.
 - B. **Warm-up/down Pool:** *A complete description of facility and time of availability.*
 - C. *Locker Rooms: Location/description*
 - D. *Athlete Seating: Location/description*
 - E. *Spectator seating, etc.*
 - F. *Availability of concessions.*
 - G. *Use of audio or visual recording devices, including a cell phone, is not permitted in behind the blocks, in changing areas, rest rooms, or locker rooms during warm-up or competition.*

- H. Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.
- I. Flash photography will not be allowed during the start of any heat. Individuals using flash photography near the start of a heat may be ejected from the meet facility.

MEET SCHEDULE:

(Indicate Time Zone)

A. Age Groups 11-12 and 13-14:

- **Prelims** for 11-12 and 13-14 : Warm-up 7 *a.m.*, Start 8:40 *am*
- **Finals** Thursday, Friday, Saturday, Sunday: Warm-up 4 *p.m.*, Start 5 *p.m.*
- **Warm-ups** may be split for the preliminary sessions. (If split, each warm-up session shall be a minimum of 40 minutes.)
- **Warm-up for finals** will start as indicated or at conclusion of 10 and under session.
- **Finals** will start one hour after the start of warm-up.

B. Age Group 10-U:

- **Timed finals:** Thursday, Friday, Saturday: Warm-up at the conclusion of the a.m. session
- **Meet Start:** one hour later.
- **Warm-ups** for 10 and under events may be split.
- Note: Start times for the 10 & under sessions will be posted on the CZ website by 6:00 p.m. Tuesday, *date*, and at the venue

- C. At the request of the swimmer's coach and at the discretion of the Referee, at least 15 minutes will occur between swims for the same individual.

TEAM REGISTRATION:

- A. Registration will be held at: (*location*), Wednesday, *date*, from 1 *p.m.* to 6 *p.m.*
- B. All teams should schedule their arrival to register during these hours.
- C. Note: This registration period is for team managers/coaches only; swimmers do not need to register individually with the meet host.
- D. LSCs are encouraged to inform their swimmers in advance of exactly when and where the team will assemble at the venue.

SAFETY/WARM-UP PROCEDURES:

- A. Safety procedures of USA Swimming, including feet-first entry, will be followed.
- B. Specific warm-up procedures will be posted and distributed at the General Meeting.
- C. Coaches must be in control of their swimmers during their warm-up times.

LSC REPRESENTATIVE:

- A. Each LSC must have a representative and alternate to act as a liaison between the LSC and the Meet Director. It is recommended that these persons NOT be the LSC's Head Coach.
- B. These designated persons must be identified to the Meet Director either with the meet entries or at the General Meeting on Wednesday *date* prior to the start of the Meet.

ATHLETE CONDUCT:

- A. CODE OF CONDUCT and MEDICAL RELEASE sample forms are posted on the Central Zone Website. *If the LSC does not have its own form(s), these may be duplicated and signed by each athlete and his/her parent(s).*
- B. Each LSC's representative must have these documents available to the host at all times.
- C. The Code of Conduct will be enforced.

D. Deck changes are prohibited.

ELIGIBILITY:

- A. **Membership:** All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent and be age 14 or under. Deck Pass is acceptable proof of USA Swimming membership.
- B. **Swimmer's Age:** Age of swimmer for pool competition shall be as of the first day of the pool competition.
- C. **Certification:** Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.
- D. **Qualifying Time/Eligibility:**
- Swimmers must have achieved a National AAA time (LCM, SCM, SCY) between the first day of the first Zone Meet of the previous year and the entry deadline date for the current Central Zone Meet.
 - Swimmers who have achieved the short course National AAA time, but not the long course time during the qualification period, must enter with the time they have actually achieved annotating that it is short course yards (Y) or short course meters (S).
 - Swimmers who achieve individual event cuts for the following meets prior to their respective assigned Zone Championship entry deadline shall not be eligible to compete in that particular stroke and distance, including relay events.
 - 1) National Championships
 - 2) Summer Junior National Championships
 - 3) US Open
 - Entry times must be verifiable in SWIMS (USA Swimming Times database)
 - Disability Swimmers: Each LSC may enter six (6) swimmers with a disability age 14 and Under in any manner deemed appropriate who are not required to have achieved the qualifying time standards for their age group/events, but must have an official time in any event entered.
 - If the LSC has no qualifiers or fewer than two (2) qualifiers in an event, the LSC may enter up to two (2) swimmers maximum in that event. The non-qualifying entries shall be entered at the swimmer's fastest time (L, S, Y). These entries must be submitted with the original entry and designated as a bonus event in the meet entry file. Bonus entries will be swum last.

RELAY ENTRIES:

- A. The LSC must coordinate relay entries.
- B. Determination of the swimmers composing the relays is at the discretion of the LSC.
- C. List **relay-only** swimmers on the **appropriate form** and submit with entries.

DISABILITY ENTRIES:

- A. Swimmers with disabilities shall be highlighted on the hard copy of the LSC's meet entry.
- B. Classification of a swimmer with a disability is irrelevant.
- C. LSCs must use the Disability Entry Form to enter a swimmer with a disability.

ENTRY LIMITS:

- A. Swimmers may enter no more than six (6) individual events of which no more than three (3) may occur on any given day.
- C. Each LSC may enter two (2) relays per relay event.

D. No limit exists on the number of swimmers that an LSC may enter in an individual event.

- ENTRY RESPONSIBILITY:**
- A. The LSC coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correct achieved qualifying times for each event entered and that all entered swimmers are eligible under current rules. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming or Central Zone rules and shall be assessed a \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected officers of the Central Zone, their designee or a Zone Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by the Central Zone or USA Swimming.
- B. Appeal of fines or penalties imposed is to be made to the elected officers of the Central Zone, their designee, and/or a Zone Board of Review.

ENTRY FEES:

\$6.00 per individual pool event
\$12.00 per relay
\$1.00 per swimmer Central Zone surcharge (*host pays directly to Central Zone*)
(*any other necessary surcharges*)
Make check payable to: *give the name the checks should be payable to.*

ENTRY CHAIRMAN:

Send entries to: *Name*
Address
City/State/Zip
Telephone and Fax number
E-Mail

- ENTRY DEADLINE:**
- A. Entries must be submitted to the host entry chairperson electronically by Monday Noon preceding the meet (*date*).
- The documents of the pool entries and other meet information including the completed Swimmers with a Disability Entry Form, Meet Staff Form and Relay-only Entry Form must accompany the team entry file and be sent electronically.
 - It is the responsibility of each LSC to verify entry times, receipt and readability of any entries, and submission of entry by Noon Monday.
 - Meet Entry chair must verify receipt of entries by email or follow-up phone call to the host entry chair.
- B. Each LSC shall receive a team entry report and psych sheet including an exception report of the LSC team entries via e-mail by 6 p.m. Monday preceding the meet.
- Any corrections to the original entries should be formatted in a new entry file and sent to the entry chair via email by **Noon** on Tuesday.
 - **Justification** of the exception report should be included in a word document or PDF file.
 - Entry fees are due before the start of the General Meeting.
 - No new swimmers may be added to LSC entries after the Tuesday Noon deadline.
 - Any corrections or updates after Noon on Tuesday shall go to the eligibility jury.
- C. **There will be no deck entries at this meet.**

ENTRY PROCEDURES:

- A. The LSC must submit its entries as one team, using the **LSC** as the club designation.
 - All individual and relay entries shall be consolidated and submitted as one entry. Separate entries from individuals or clubs will not be accepted.
 - LSC entry chair shall verify times and eligibility of swimmers before submitting entries to host.
- B. Each LSC must identify, on the official entry form, the name of the LSC and the name, address and telephone number, and email of the person in charge of entries for that LSC.
- C. Each swimmer entry must include first and last name; age as of the first day of the Meet; and complete USA Swimming registration number. For relay only swimmers, the Relay-Only Swimmer Entry Form (*Appendix*) must be included with the entry.
- D. Entries for swimmers with a disability should be sent on separate entry form indicating preference for seeding.

ELIGIBILITY PROTESTS:

- A. Eligibility protests pertaining to the eligibility of any swimmer to compete or to represent an organization shall be submitted to the Eligibility Jury.
 - The Eligibility Jury will be appointed by the Meet Referee and consist of an athlete, a coach, and an official
 - All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form prescribed by the Zone (*see Appendix*) and accompanied by a \$50 fee, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Meet Referee or the host LSC Entry Chairperson(s).
 - Protests shall be heard by the jury, and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.
 - Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
 - The decision of the jury may be appealed by either party to the Zone Board of Review, pursuant to Article 403. Protests submitted after the last day of the championships shall be submitted directly to the Zone Board of Review.

DIVISIONS:

- A. **Competition Divisions:** The competition shall be divided into two (2) divisions: Able-Bodied Swimmers (D1) and Swimmers with a Disability (D2).
 - Divisions shall be seeded together in prelims, but swum separately at finals.
 - D2 shall have A finals only in the same events as D1.
 - The Referee, in consultation with the swimmer and/or the swimmer's coach, shall have the authority to make special seeding accommodations during prelim and/or timed final events for D2 swimmers.
 - The Meet Referee, Administrative Official, and Central Zone Championship

Meet Coordinator, in consultation with the swimmer, and/or swimmer's coach, will determine the placement and order of D2 events in Finals. This includes, but not limited to, combining gender, age group, distance or event. A conference call will be conducted by the Meet Referee, Administrative Official, and Central Zone Championship Meet Coordinator from each meet site, once entries have been closed and D2 events/entries have been identified, to ensure consistency in format and procedure throughout the Central Zone 14 and Under Championship Meets.

- D2 events shall be scored.
- D2 events shall be included in the awards ceremony.
- Prior to all sessions of the meet, if deemed necessary for the safety of the D2 swimmers, a separate warm-up lane shall be designated for D2 swimmers only.

SEEDING/CONDUCT:

A: Conduct:

- Preliminary/Finals format except for the following:
 - 800, 1500 Free for the 11-12 and 13-14
 - 200s of stroke (back, breast, butterfly) for the 11-12 with fastest heat of each swum in finals
 - All Relays which will be timed finals.
- In finals, the consolation heat shall precede the championship heat.
- Fly-over starts will be used for the prelim sessions. Fly-over starts will only be used in the afternoon 10 & Under sessions if necessary because of timeline concerns and if agreed upon by the meet director, meet referee, and championship coordinator.
- 10 & Under – Timed Finals.

B: Seeding Order:

- First – Conforming times (L)
- Second – Non-conforming times (S then Y)
- Third – Non-qualifying bonus times (L, S, Y)

C. Distance Events:

- 13-14 800 timed finals – fastest seeded heat swimming in finals
- 11-12 800 timed finals – all heats in the morning prelim session
- 11-12 and 13-14 1500 free timed finals – swum in the 'afternoon' session on the 4th day of competition, top eight (8) qualifiers from each age group and gender swimming in 'championship' heats at the beginning of the session. All others will swim according to seed time (fastest to slowest) in following heats regardless of age or gender.
- The 11-12 200s of stroke (back, breast, butterfly) shall be timed finals with the fastest seeded heat swimming in finals. All other 200s of stroke for the 11-12 heats shall be swum in the preliminary session, swimming slowest to fastest in event order.

D. Relays:

- 11-12 and 13-14 relays will be timed finals, with all relays competing in the finals sessions with the exception of the 11-12 and 13-14 freestyle relay which shall be swum at the end of the preliminary session on the 4th day of competition. Moving relays to a different session will require unanimous consent by all LSCs and the meet referee.

- 10 and Under relays will be timed finals, swum during the afternoon sessions.

SCRATCHES/CHECK-IN:

- A. **Scratch Rules:** All individual events will conform to USA Swimming National Scratch Procedure Rules (207.11.6 A-E). There is no penalty for failure to compete in a timed final event. A coach or a swimmer may declare a false start.
- B. **Scratch Deadline:** A scratch box will be available at registration, the General Meeting, and throughout all meet sessions. All athletes or their coaches are required to fill out a scratch slip, verified by the Clerk of Course, and place it in the scratch box prior to the scratch deadline for that event. This applies to all events, timed final, preliminary and relays.
- Scratch deadline for *First Day's (list day and date)* events shall be 15 minutes after the conclusion of the General Meeting.
 - Scratch deadline for *Second Day's (list day and date)* events shall be 30 minutes after the start of *First Day's (list day and date)* evening finals session. *(Fill in times depending on start time for finals.)*
 - Scratch deadline for *Third Day's* events shall be 30 minutes after the start of *Second Day's* evening finals session. *(Fill in times depending on start time for finals.)*
 - Scratch deadline for *Fourth Day's* events shall be 30 minutes after the start of *Third Day's* evening finals session. *(Fill in times depending on start time for finals.)*
- C. **Positive Check-in:** Entrants in the 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline in order to be seeded. 800 and 1500 entrants shall declare at check-in their desire for an early swim by clearly marking AM on the check-in sheet next to their name.
- D. **Relay Check-in:** Teams shall check in relays and confirm their intention to compete prior to the scratch deadline in order to be seeded. On the last day of the meet, teams may declare at check-in their desire for an early swim by clearly marking AM on the check-in sheet next to the relay name.
- E. **Relay cards** designating the swimmers' names shall be submitted to meet management on the day of the relay. Names and order of swimmers may be changed up to the time of the swim. Only coaches may make changes to 11-12 and 10 & Under relays.
- F. **Scratching from Finals.**
- USA Swimming National Scratch Procedure Guidelines (207.11.6 D) will be followed.
 - LSCs whose swimmers in the Final or Consolation heats on Sunday evening fail to scratch shall be fined a \$100 penalty per swim unless excused under Exceptions for Failure to Compete.
 - 1) All funds shall remain with the meet host.
 - 2) Failure on the part of the LSC to pay imposed penalties shall result in barring from future zone championships.

SCORING:

- A. Individual Pool events:
20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
- B. Relay events:
40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2

RESULTS:

- A. Results will be posted and announced.
- *Where posted, availability of live results during meet, where final results*

will be available (including on the Central Zone website)

- B. Relay lead-off splits and initial splits
- All valid lead-off splits from relays will be uploaded to SWIMS.
 - All requests for initial splits from an individual event must be made to the Meet Referee and the Admin Referee for approval. Request Form will be required.
 - All requests for initial splits not made at the meet shall be directed to the attention of the Meet Referee and the Admin Official for processing. Requests submitted later than 45 days after the conclusion of the meet will not be accepted. The local LSC Times Officer will be responsible for adding any updates approved by the Meet Referee and Admin Official to the SWIMS database.

**FINALS, READY AREA
AND SWIMMER
INTRODUCTIONS:**

- A. Swimmers in the 11-12 and 13-14 championship finals shall report to the ready area (*location*) (*when? prior to the start of the championship Final of the previous event*).
- Consolation Finals swimmers' names shall be announced during the heat.
 - Championship Finals swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
- B. All 10 & U swimmers shall report directly to their assigned lanes.
- 10 & Under Finals swimmers' names shall be announced while swimmers are competing in the water for all but the fastest heat. Swimmers' names for the fastest heat will be announced prior to the start of the race while swimmers are behind the blocks.

AWARDS:

- A. Individual Pool events: 1-8 place: medals with neck ribbons; 9-16 place: ribbons
- B. Relay events: 1-3 place: medals with neck ribbons; 4-8 place: ribbons
- C. High Point Award: 1-3 for boys and girls in each age group for pool events only.
- D. Team Awards: 1-3 combined points.
- F. Awards ceremony: (*Insert a description of the awards ceremony to prepare swimmers for accepting their awards – to be planned in consultation with the referee*)

Note possible methods:

- *10 and under: Should be awarded at the end of each stroke series, but shall not interfere with the continuous running of the timed finals events. Consult with meet referee.*
- *11 – 14: May be presented at the end of each stroke series or other depending on time line and upon consultation with the referee with definitive scripting given to announcer.*

**DECK PASSES/
CREDENTIALS:**

- A. Deck Passes/Credentials for LSC coaches and team managers will be issued to the representative of each LSC according to the list submitted with the entry form, not to exceed one (1) per ten (10) swimmers, with a minimum of five (5) passes. USA Swimming registration (Deck Pass acceptable) must be shown at check-in to receive a deck pass.
- B. Each athlete, coach, official and volunteer will be issued a meet credential.
- C. Credentials must be displayed at all times while in the venue.

**GENERAL ADMISSION
TICKETS:**

- A. Each LSC will receive six (6) complimentary admission tickets and programs per session. These are not deck passes or hospitality passes – strictly an admission pass. (*A suggested use would be for "club" coaches who are not part of the LSC*)

Zone Team.)

B. Cost for General Admission is \$-----.

C. Cost for parking is \$-----.

MEET PROGRAM/FINAL RESULTS:

Designate the cost of Meet Program and Final Results with the following

maximum prices:

\$15.00 meet program

\$4.00 daily heat sheets.

\$1.00 Finals Heat Sheets each Session.

GENERAL MEETING:

A pre-meet General Meeting is scheduled for Wednesday at *(time)* p.m., at *(location)* for all coaches and LSC representatives.

- Meet procedures and meet information will be discussed.
- At least one representative from each LSC must be present for this meeting.
- Members of the Technical Jury and Eligibility Jury will be identified.
- No deviation from the published Meet Information may occur without unanimous agreement by all designated LSC representatives.
- Warm-up lanes and times will be assigned at this meeting. Procedures will be distributed.

OFFICIALS' MEETING:

This meet will be an Officials Qualifying Meet (OQM).

- An officials' meeting will convene one hour prior to the start of each session *or give specifics*).
- *Specify uniform.*
- *List contact (referee).*

VOLUNTEERS:

Timers and officials from visiting LSCs are encouraged and welcome.

- Please indicate the names of interested persons when entries are submitted or identify volunteers at the meet. *Indicate a local contact person for volunteers to contact and a deadline date for volunteering.*

REFRESHMENTS:

Provide general information on the nature of refreshments available.

WEDNESDAY WARM-UP/ TEAM PICTURES:

LSC Name – assigned warm-up time (Please list the participating LSCs and assign a warm-up time based on previous years' numbers and travel distance.)

Provide instructions for team pictures including time scheduled for each LSC picture, exact location for taking picture, cost and payment procedures.

TEAM	PICTURES	START OF WARM-UP	END OF WARM-UP

TEAM SEATING:

Provide appropriate information –where teams can sit on deck, etc.

HOTEL INFORMATION

Provide appropriate contact information.

- MEET WEBSITE:** *List meet website/availability of live results*
- ATHLETE SOCIAL/
COACH SOCIAL
INFORMATION** *List availability of athlete social or coach social as planned by the host.*
- ZONE APPAREL** *List availability of zone apparel, how purchased, etc.*
- OTHER INFORMATION:** *Provide other information that may be useful to swimmers, coaches, LSC officials, and/or parents in planning their participation in the Meet.
Area visitor information; sites of interest*

SCHEDULE OF EVENTS

DAY 1 and 2

Day 1 Morning 11-12 and 13-14 Prelims

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
5	11-12 200 Back	6
7	13-14 200 Back	8
9	11-12 50 Fly	10
11	13-14 50 Fly	12
13	11-12 100 Breast	14
15	13-14 100 Breast	16
1	11-12 800 Free	2
3	13-14 800 Free	4

Day 1 Afternoon 10&U Timed Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
101	10&U 50 Breast	102
	Awards Events 101-102	
103	10&U 100 Free	104
	Awards Events 103-104	
105	10&U 50 Back	106
	Awards Events 105-106	
107	10&U 400 Free	108
	Awards Events 107-108	

Day 1 Evening 11-12 and 13-14 Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
3	13-14 800 Free	4
5	11-12 200 Back	6
	Awards Events 1-6	
7	13-14 200 Back	8
	Awards Events 7-8	
9	11-12 50 Fly	10
	Awards Events 9-10	
11	13-14 50 Fly	12
	Awards Events 11-12	
13	11-12 100 Breast	14
	Awards Events 13-14	
15	13-14 100 Breast	16
	Awards Events 15-16	
17	11-12 400 FR	18
19	13-14 400 FR	20
	Awards Events 17-20	

Day 2 Morning 11-12 and 13-14 Prelims

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
21	11-12 200 Free	22
23	13-14 200 Free	24
25	11-12 100 Fly	26
27	13-14 100 Fly	28
29	11-12 50 Free	30
31	13-14 50 Free	32
33	11-12 400 IM	34
35	13-14 400 IM	36

Day 2 Afternoon 10&U Timed Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
109	10&U 200 IM	110
	Awards Events 109-110	
111	10&U 50 Free	112
	Awards Events 111-112	
113	10&U 100 Breast	114
	Awards Events 113-114	
115	10&U 100 Fly	116
	Awards Events 115-116	
117	10&U 200 FR	118
	Awards Events 117-118	

Day 2 Evening 11-12 and 13-14 Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
21	11-12 200 Free	22
	Awards Events 21-22	
23	13-14 200 Free	24
	Awards Events 23-24	
25	11-12 100 Fly	26
	Awards Events 25-26	
27	13-14 100 Fly	28
	Awards Events 27-28	
29	11-12 50 Free	30
	Awards Events 29-30	
31	13-14 50 Free	32
	Awards Events 31-32	
33	11-12 400 IM	34
35	13-14 400 IM	36
	Awards Events 33-36	
37	11-12 200 MR	38
39	13-14 200 MR	40
	Awards Events 37-40	

SCHEDULE OF EVENTS

DAY 3 and 4

Day 3 Morning 11-12 and 13-14 Prelims

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
41	11-12 100 Back	42
43	13-14 100 Back	44
45	11-12 200 Fly	46
47	13-14 200 Fly	48
49	11-12 50 Breast	50
51	13-14 50 Breast	52
53	11-12 400 Free	54
55	13-14 400 Free	56

Day 3 Afternoon 10&U

Timed Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
119	10&U 200 Free	120
	Awards Events 119-120	
121	10&U 50 Fly	122
	Awards Events 121-122	
123	10&U 100 Back	124
	Awards Events 123-124	
125	10&U 200 MR	126
	Awards Events 125-126	

Day 3 Evening 11-12 and 13-

14 Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
41	11-12 100 Back	42
	Awards Events 41-42	
43	13-14 100 Back	44
	Awards Events 43-44	
45	11-12 200 Fly	46
47	13-14 200 Fly	48
	Awards Events 45-48	
49	11-12 50 Breast	50
	Awards Events 49-50	
51	13-14 50 Breast	52
	Awards Events 51-52	
53	11-12 400 Free	54
	Awards Events 53-54	
55	13-14 400 Free	56
	Awards Events 55-56	
57	11-12 400 MR	58
59	13-14 400 MR	60
	Awards Events 57-60	

Day 4 Morning 11-12 and 13-14 Prelims

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
69	11-12 100 Free	70
71	13-14 100 Free	72
73	11-12 200 Breast	74
75	13-14 200 Breast	76
77	11-12 50 Back	78
79	13-14 50 Back	80
81	11-12 200 IM	82
83	13-14 200 IM	84
61	11-12 200 FR	62
63	13-14 200 FR	64

Awards Events 61-64

Day 4 Afternoon 11-12 & 13-14 1500m Timed Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
65	11-12 1500 Free	66
67	13-14 1500 Free	68

Awards Events 65-68

Day 4 Evening 11-12 and 13-14 Finals

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
69	11-12 100 Free	70
	Awards Events 69-70	
71	13-14 100 Free	72
	Awards Events 71-72	
73	11-12 200 Breast	74
75	13-14 200 Breast	76
	Awards Events 73-76	
77	11-12 50 Back	78
	Awards Events 77-78	
79	13-14 50 Back	80
	Awards Events 79-80	
81	11-12 200 IM	82
	Awards Events 81-82	
83	13-14 200 IM	84
	Awards Events 83-84	

APPENDIX E(2):

CENTRAL ZONE OPEN WATER CHAMPIONSHIP MEET TEMPLATE

Location

Date

(Place Title of meet, Location and Date in Header on each page)

(Italicized wording should be customized to specific site/host)

Meet entries may be submitted by LSC only for Open Water Meet.

- SANCTION:** Sanctioned by LSC Swimming, on behalf of USA Swimming.
Open Water Events: *Sanction Number*
- RULES:** Current USA Swimming rules will govern the Meet. Please see Part Seven of the USA Swimming Rules and Regulations for a complete list of Open Water Rules.
Open Water – *Group start in water by age group.*
Escorted or non-escorted swim.
- PARTICIPATING TEAMS:** *List each LSC.*
- SPONSORED BY:** USA Swimming, USA Swimming Central Zone Committee, and *any local sponsors.*
- HOSTED BY:** *List the LSC or Club(s) that will be the primary host(s).*
- MEET DIRECTORS:** *Identify the Meet Directors by name, with addresses, telephone numbers and email addresses. Also identify the Open Water coordinator if there is one.*
- OFFICIALS:** *Identify these individuals by names and phone/email if desired.*
Referee:
Open Water Meet Coordinator:
Marshal:
- MEET SITE:** OPEN WATER – *give the name of the facility, the address, and a description of where it is located and instructions for locating the facility (include a map).*
- OPEN WATER COURSE:** *Describe the course as best as possible, what the body of water is like, how the course will be set up, and where the spectators might be in relation to the course. Indicate if concessions or other amenities are available. Give the approximate length of the course and the total distance each age athlete will swim. (CZ distances – 10 & U – 1 K; 11-12 – 2 K; 13-14 – 3 K; 15 & O – 5 K)*
- TIMING SYSTEM:** *Indicate type of timing system to be used if any (watches, timing chips, etc) and any penalties for lost equipment.*
- OPEN WATER EVENTS SCHEDULE:** **EVENTS:** *Indicate Day of Week, Date and Time Zone*
- | | |
|------------------|---|
| <i>8 a.m.</i> | Registration/Check-in |
| <i>8:30 a.m.</i> | Clinic for All Participants |
| <i>9 a.m.</i> | Warm-up |
| <i>10 a.m.</i> | Competition starts- <i>(may be staggered for age groups).</i> |
- SAFETY/WARM-UP PROCEDURES:** A. Different colored swim caps *may* be issued to athletes in each age group so that Meet Management can monitor swimmers' progress through the course.
B. The course will be patrolled by qualified personnel.
- LSC REPRESENTATIVE:** Each LSC (club) must have a representative to act as a liaison between the LSC (club) and the Meet Director. That person will be identified to the Meet Director at

Registration/Check-in..

- ATHLETE ATTITUDE:** CODE OF CONDUCT and MEDICAL RELEASE sample forms are included with this Meet Information. If the LSC (club) does not have its own form(s), these may be duplicated and signed by each athlete and his/her parent(s). Each LSC's (club's) representative must have these documents available to the host at all times. The Code of Conduct will be enforced.
- ELIGIBILITY:**
- A. Membership: All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent (Deck Pass acceptable as proof).
 - B. Swimmer's Age: Age of swimmer on *day of competition* shall be the age for competition.
 - C. Qualifying Time/Eligibility: 10 & U – NAG A time in 200 free or longer event; 11-12 – NAG A time in 400/500 or longer event; 13-14 – NAG A time in 800/1000 or longer event; Open event – 15-16 NAG A in 800/1000 or longer event.
- ENTRY RESPONSIBILITY:**
- A. The coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correct achieved qualifying times for each event entered and that all entered swimmers are eligible under current rules. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming or Central Zone rules and shall be assessed a \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected officers of the Central Zone, their designee or a Zone Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by the Central Zone or USA Swimming.
 - B. Appeal of fines or penalties imposed is to be made to the elected officers of the Central Zone, their designee, and/or a Zone Board of Review.
- ENTRY FEES:**
- \$20.00 per open water event
\$1.00 per swimmer Central Zone surcharge (*host pays directly to Central Zone*)
Make check payable to: *give the name the checks should be payable to*
- ENTRY CHAIRMAN:** Send entries to: *Name*
Address
City/State/Zip
Telephone and Fax number
Email
- ENTRY DEADLINE:**
- A. Open Water entries must be submitted to the host entry chairperson electronically by Tuesday Noon (*give day/date of the Tuesday immediately preceding the meet*). The hard copy (electronic) of the open water entries must accompany the team entry file. It is the responsibility of each LSC (club) to verify entry times, receipt and readability of any entries, and submission of entry by Noon Tuesday, (*give day and date*). Entry chair must verify by email or follow-up phone call to the host entry chair.
 - B. Each LSC (club) shall receive a team entry report including an exception report of the LSC team (club) entries via e-mail by 6 p.m. Tuesday, (*give date of Tuesday immediately preceding the meet*). Any corrections to the original entries should be formatted in a new entry file and sent to the entry chair via email by Noon on Wednesday, (*give date*). Justification of the exception report should be included in a word document or PDF file. Entry fees are due before the start of the General Meeting prior to Pool competition. No new swimmers may be added to LSC (club) entries after the Wednesday (*give date*) Noon deadline. Any corrections or

updates after Noon on Wednesday shall go to the eligibility jury.

C. There will be NO on-site entries at this meet.

- ENTRY PROCEDURES:**
- A. The LSC must submit its Open Water entries as one team, using the LSC as the club designation. All individual entries shall be consolidated and submitted as one entry. Separate entries from individuals or clubs will not be accepted. LSC entry chair shall verify times before submitting entries to host.
 - B. Each LSC must identify, on the official entry form, the name of the LSC and the name, address and telephone number, and email of the person in charge of entries for that LSC.
 - C. Each swimmer entry must include first and last name, age as of *date of Open Water competition* and complete USA Swimming registration number.

- ELIGIBILITY PROTESTS:**
- Eligibility protests pertaining to the eligibility of any swimmer to compete or to represent an organization shall be submitted to the Eligibility Jury.
- A. All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form prescribed by the Zone and accompanied by a \$50 fee, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Meet Referee or the host LSC Entry Chairperson(s).
 - B. Protests shall be heard by the jury, and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the day of the meet. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.
 - C. Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
 - D. The decision of the jury may be appealed by either party to the Zone Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the Zone Board of Review.

- SEEDING/CONDUCT:**
- All swimmers must report to the registration area before they swim to receive *timing chip, body marking, cap, and wave number*.
- *Please make sure that fingernails and toenails are trimmed and all jewelry and watches are removed prior to the morning registration.*
 - *There will be no penalty for scratching (no refund either).*
 - *Athletes must notify the Clerk of Course and return their timing chip if they decide to scratch from their event after completing registration.*
 - *No swimmer shall be allowed to use or wear any device that may be an aid to his/her speed.*
 - *Swimmers will start in the water.*
 - *Each age group (and possibly gender) will start separately.*
 - *Colored caps will indicate age group.*

- DISQUALIFICATION PROCEDURES:**
- A. *First Infraction: a yellow flag and a card bearing the swimmer's number shall be raised by the Referee to indicate and to inform the swimmer that he/she is in violation of the rules.*
 - B. *Second Infraction: a red flag and a card bearing the swimmer's number shall be raised by the Referee to indicate and to inform the swimmer that he/she is, for the second time, in violation of the rules. The swimmer shall be disqualified.*

She/he must leave the water immediately and be placed in an escort craft and take no further part in the race. The Referee may disqualify a swimmer without prior warning if in his opinion the action of the swimmer is deemed to be unsportsmanlike.

- TIME LIMITS:** *All swimmers must finish within 30 minutes of the first swimmer in their heat in order to place or score points.*
- ABANDONMENT:** *Where emergency conditions require a race to be halted before it is completed, the race shall be restarted at the earliest possible time and the full distance completed. A Meet Committee will be convened if indicated.*
- SCORING:** *Open Water events: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1*
- AWARDS:** *A. Individual Open Water events: 1-8 place: medals with neck ribbons; 9-16 place: ribbons
B. Team Awards: Open Water events: 1st place combined points.*
- OPEN WATER AWARDS:** *The awards ceremony for the open water events will be conducted immediately after the conclusion of the final open water event at location.*
- GENERAL ADMISSION TICKETS:** *Admission Fee for facility if applicable.
Parking Fee if applicable.*
- MEET PROGRAM/FINAL RESULTS:** *Cost for Programs:
Open Water Psych Sheet – list cost of psych sheet*
- REFRESHMENTS:** *List type of refreshment available.*
- WARM-UP:** *Indicate whether there will be a warm-up/warm-down area and where.*
- SPECTATORS:** *Indicate type of spectator viewing (bring blankets and lawn chairs if necessary).*
- HOTEL INFORMATION:** *List hotel information/host hotel and web location for booking hotels, etc.*
- PASTA FEED:** *Indicate whether there is a meal prior to start of meet, if Open Water swimmers may participate, and where and how to purchase tickets.*
- ZONE APPAREL:** *Indicate whether there will be Zone apparel available for purchase, and where and how to purchase said apparel.*

OPEN WATER EVENTS

Day, Date

OW 1 10-U – 1 K OW 2
OW 3 11-12 – 2 K OW 4
OW 5 13-14 – 3 K OW 6
OW 7 Open – 5 K OW 8

**APPENDIX F:
CENTRAL ZONE CHAMPIONSHIP PROCEDURES
FOR
INCLUSION OF SWIMMERS WITH DISABILITIES
14 & U MEETS**

1. Swimmers with disabilities may compete without having achieved the qualifying standard for their age group. However, they must provide a time for each event they enter. Swimmers with disabilities shall be highlighted on the hard copy of the LSC's meet entry. Classification of a swimmer with a disability is irrelevant. LSCs must use the attached form to enter a swimmer with a disability.
2. Each LSC may select six swimmers with disabilities age 14 and Under in any manner deemed appropriate. Examples of selection criteria and procedures are available from the Central Zone Director.
3. Swimmers with disabilities will have separate finals and events shall be scored. Disability Events will be included in the awards ceremony.
4. It is the responsibility of the swimmer, or his/her coach, to inform the Meet Referee of any disability-related accommodations he/she may need to compete. This information must be given in advance of the meet. The Meet Referee shall inquire about the swimmer's needs and determine any modifications that may be required. This information shall be relayed to the starter and stroke and turn judges. Visually impaired swimmers who require tappers must bring their own devices and individuals to use them.
5. Aside from the norm, the Meet Referee has the ability to seed the swimmer with a disability in a number of ways. These options include: seed the swimmer with others of the appropriate gender, allowing the swimmer to complete half the distance of their age group (swim the 100m backstroke during the 200m race), or swim with a younger age group where their entry time is similar to the able-bodied swimmers for the same distance (a 14 year old swimmer with a disability could swim the 100 freestyle with the 9-10 age group). The final meet results should show the swimmer with a disability listed in the correct age and event. The Meet Referee may reassign the lane of a deaf swimmer if a required view of the strobe light is obscured, and the light cannot be repositioned.
6. It is the responsibility of the USA Swimming Disability Chair to provide the Meet Referee with current American Records for swimmers with disabilities. It is the swimmer's responsibility to complete and submit an application for an American Record should one be set.

**APPENDIX F:
CENTRAL ZONE CHAMPIONSHIP MEET
SANCTION NUMBER XXXXXXXX
SWIMMERS WITH A DISABILITY ENTRY FORM
14 & U MEETS**

Name: _____ Club: _____ LSC: _____

USA Swimming #: _____ Age first day of the meet: _____

Swimmer email address: _____

Swimmer phone #: _____

Name of person completing this form: _____

Email address: _____

Phone #: _____

Please enter events below. The maximum number of events for swimmers 14 and under is six (6) events. Please indicate the swimmer's preference regarding seeding of their entry for each event. Please note that changing age groups may change the session that the swimmer swims. Changing the distance may affect the date on which the swim occurs. Take these factors into consideration when selecting the seeding procedure for each event listed below. The Meet Referee has the final decision regarding seeding procedures.

Disability-related accommodations: _____

EVENT #	EVENT DESCRIPTION	ENTRY TIME	SEED WITH AGE GROUP (same age, same distance)	SEED WITH DIFFERENT DISTANCE (same age, different distance)	SEED WITH COMPARABLE TIME (younger age, distance depends on entry time)

**APPENDIX G:
CENTRAL ZONE CHAMPIONSHIP MEET
MEET STAFF
14 & U MEETS**

LSC _____

INSTRUCTIONS: Please complete the information requested and submit with Meet Entries.

COACHING STAFF:

Head Coach:

Cell Phone:	Email:
-------------	--------

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

LSC REPRESENTATIVE FOR MEET: (Official contact – LSC/Meet Director)

Name: _____

Cell Phone number _____ Email _____

Alternate: _____

Cell Phone number _____ Email _____

Position on or with LSC Team: _____

Hotel Name/Phone number during Meet: _____

**APPENDIX H:
CENTRAL ZONE CHAMPIONSHIP MEET
PERMISSION AND RELEASE FORM**

LSC _____

I hereby give my permission for _____
(Please Print Name of Swimmer)
to accompany the _____ LSC TEAM to: _____
on the following dates: _____

I further waive all claims for injury, accident, or liability of any kind for the above-mentioned swimmer, and in case of an accident or injury in any way resulting, directly or indirectly from participation in such program, hold harmless from any liability therefore the _____, its officers, coaches, chaperones, managers, or any other person or persons in any way connected or associated with the program.

Furthermore, in case of emergency medical attention which may be required, I authorize the adult coaches, chaperones, and/or other adults traveling in an official capacity with the team to act for me according to their best judgment and ability.

_____ Date: _____
(Signature of Parent or Guardian)

MEDICAL INFORMATION:

List medication and dosage the swimmer is taking now _____

Pre-existing conditions (asthma, epilepsy, etc.): _____

Allergies (include medicines needed): _____

Other pertinent information the coach, and others in charge, should know about the swimmer: _____

Physician's Name: _____ (_____) _____
(Please Print) Phone Number

Name of Parent or Guardian: _____
(Please Print)

Address: _____
Street City State Zip

Telephone Day: (_____) _____ Evening: (_____) _____

Phone during meet competition: (_____) _____ (cell/pager/etc)

APPENDIX I
CENTRAL ZONE CHAMPIONSHIP MEET
GUIDELINES FOR CODE OF CONDUCT VIOLATIONS

All athletes, coaches and LSC staff members must have signed a “Code of Conduct.” This must be on file with the designated LSC Representative while attending the Central Zone Championship Meet.

The Meet Host shall enclose a copy of the “sample” LSC Code of Conduct with the Meet Information when it is distributed to participating teams for use if there is no LSC Code of Conduct.

Article 401.1 of Part Four (USA Swimming Rules and Regulations) states “...USA Swimming may censure, enjoin, place on probation, suspend for a definite or indefinite period of time with or without terms of probation, fine, or expel any member of USA Swimming, including any athlete, coach, manager, official, member of any committee, or any person participating in any capacity whatsoever in the affairs of USA Swimming,... who has violated any of its rules or regulations, or who aids, abets, and encourages another to violate any of its rules or regulations, or who has acted in a manner which brings disrepute upon USA Swimming or upon the sport of swimming. USA Swimming may also conduct hearings on any matter affecting USA Swimming as the National Governing Body for swimming.”

In the instance of any violations, this procedure shall be followed:

1. Report, in writing, the violation or offense to the Meet Referee and the Zone Observer.
2. The offense must be verified and the report must include:
 - A. The name and LSC of the person(s) who committed the offense;
 - B. The name and means of contacting the person(s) who were affected by the violation;
 - C. The nature and details of the violation;
 - D. The name of the LSC Representative of the person(s) who committed the offense.
3. The Zone Championship Meet Coordinator will contact the person(s) charged with the offense and their LSC Representative.
4. If the situation does not have legal implications and can be resolved to the satisfaction of all persons involved, the matter will simply be reported, in writing, to:
 - A. The Representative of the host LSC;
 - B. The person(s) who committed the offense;
 - C. The LSC General Chairman of the person(s) who committed the offense;
 - D. The LSC Representative of the person(s) who committed the offense;
 - E. The person(s) whom the violation affected;
 - F. The Zone Directors and Coordinators.
5. If the situation has legal implications and/or cannot be resolved to the satisfaction of all persons involved, the matter shall be officially reported to the LSC of the person(s) charged with the offense, with a request or recommendation from the Zone Directors and Coordinators for suitable disciplinary action.
6. Within 30 days of the official report, the LSC must advise the Zone Directors, in writing, that the review process has been initiated. The LSC must also advise the Zone Directors of the final action taken. If the consensus of the Zone Directors and Coordinators is that the LSC of the person(s) charged did not take appropriate action, the matter may be referred to the National Board of Review for hearing and decision.

**APPENDIX I:
CENTRAL ZONE CHAMPIONSHIP MEET
CODE OF CONDUCT**

LSC _____

SAMPLE: The LSC shall use this form if there is no “Code of Conduct” form used by your LSC.

PURPOSE: The purpose of this Code is to promote the best possible LSC Team and individual impression at all times and to acknowledge each individual’s responsibilities as members of our team.

PART I – GENERAL CONDUCT:

1. All participating LSC Team members shall abide by this Code of Conduct.
2. Curfews will be strictly obeyed unless participant has contacted the coach for an extension.
3. The use of alcoholic beverages is forbidden.
4. The use of drugs, other than those prescribed by your physician, is forbidden.
5. The use of tobacco products is forbidden.
6. The use of fireworks is forbidden.
7. Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
8. Swimmers will treat their membership on the Team as a privilege and personally acknowledge those responsibilities associated with it.

PART II – VIOLATION OF THE CODE: The coach and chaperone have the power to impose penalties for violation of the Code. The penalties include, but are limited to the following:

1. The Swimmer will be scratched from the Championship Meet.
2. The Swimmer will be sent home immediately, at his/her own expense.
3. The Swimmer will forfeit his/her privilege of being a member of LSC Team.

I hereby agree to abide by the rules of conduct set forth in Part I above and acknowledge that, should I violate any provision of Part I, I will be subject to disciplinary actions as set forth in Part II, including suspension.

Swimmer: _____ Date: _____
Signature

Please Print Name

Parent/Guardian _____ Date: _____
Signature

Please Print Name

**APPENDIX J:
CENTRAL ZONE CHAMPIONSHIP MEET
CENTRAL ZONE MEET EVALUATION**

PLEASE COMPLETE AND RETURN TO LSC CHECK-IN DESK, ANNOUNCER TABLE, OR THE CLERK OF COURSE.

1. Pre-Meet	Low	1	2	3	4	High
Pre-meet information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Packets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Web Site						
a. accessibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. information posted on time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hotels and Proximity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maps		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation (cost/convenience)						
a. airlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. car rental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LSC Team Registration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LSC Team Photos		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Meeting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Facilities/General	Low	1	2	3	4	High
Parking (cost/convenience)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concessions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms and dressing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Swimmers' rest areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Address System (clarity/volume)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator Seating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warm-up/down facilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Facilities/Competition Pool	Low	1	2	3	4	High
Pace Clocks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scoreboard/timing equipment/computer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water conditions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Starting system		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pool set-up (deck space, athlete seating, etc)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Officials	Low	1	2	3	4	High
Overall Officiating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Starter (s)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. General Appraisal	Low	1	2	3	4	High
Meet Administration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality						
a. Menu		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Proximity to Pool		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athlete Extras				
a. Athlete Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Goody Bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Extras				
Coach Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Vendors	Low	1	2	3	4	High
Meet Apparel (t-shirts, sweatshirts, etc)						
a. Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Choices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pictures						
a. Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Open Water	Low	1	2	3	4	High
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Course directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check-in and Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Clinic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Overall Experience	Low	1	2	3	4	High
Total Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Announcer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crowd enthusiasm and engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9. Rate the overall success of the meet 1 2 3 4

10. Rate the overall smoothness of the meet 1 2 3 4

Use bottom of sheet to list any general comments you would like to make about this meet.

Signed: _____

Swimmer Coach Official Other

Position: _____

Title: _____

**APPENDIX K:
CENTRAL ZONE CHAMPIONSHIP MEET
MEET DIRECTOR'S SUMMARY REPORT**

INSTRUCTIONS: The Meet Director shall complete this Report and submit it to the Zone Directors and the Championship Meet Coordinators within twenty (20) days after the Meet.

1. Positive aspects of the meet: _____

2. Suggestions for improvements: _____

3. Suggestions to help future meet hosts: _____

4. Suggested changes to meet format or procedures: _____

**APPENDIX L:
CENTRAL ZONE CHAMPIONSHIP MEET
SITE VISIT CHECKLIST**

Dates of Event: ___/___/___

Date of Site Visit: ___/___/___

Meet Director:

Meet Referee:

Timing Operator:

Prelim Time:

Finals Time:

Pool hours (including warm-up days):

Registration hours:

General Meeting Time/Location:

Officials' Briefing Location

Socials:

Parking:

Concessions:

Hospitality Location/Time:

Check-List for clarification:

- Facility Availability
 - Pre-meet
 - During meet
- Tickets
- Printing – Psych sheets, heat sheets, results
- Sanction
- Hotel Rooms
- Announcer – table, music w/assistant, sound system
- Timing – rigging, shipping/receiving, security, mats to cover cables
- Vendor area
 - Equipment sales
 - Photo sales
- Registration procedures – Hours, Volunteers, Packets, Credentials, Coaches' Packets
- Doctor on call/EMS
- Parking

- Photographs
- Credentials/Marshals – Warm-up procedures w/signs
- Ready Room, Awards Staging – volunteers, flowers, tracking ties, 32 baskets, 6 trays, numbered seats, runners for results
- Equipment – Lap counters, bells, ratios (12) w/batteries
- Awards/Ceremonies – inventory, volunteer to prepare each session
- Internet – wireless, registration, sports science
- Socials – reduced hospitality around socials
- Officials' Shirts – embroidery (optional)
- Lighting
- Disabled access
- Custodial – restrooms, garbage, decks
- Mechanical – backwash, temperature (air and water), cleaning, chemistry
- Storage – timing, awards, signage
- Computers – Registration (computer w/internet), meet management (printer)
- Clerk of Course – power, locking scratch box
- Seating – Athletes
- Meet Administration – timing (6), admin referees (2), Meet Manager (2), Announcers (2), Music, other
- Facility in compliance with Article 103, USA Swimming Rules and Regulations

APPENDIX: M
CENTRAL ZONE 14 & U CHAMPIONSHIP MEET
LSC ENTRY CHAIR CHECKLIST

- Sent entry to the meet host by Monday 12 p.m. preceding the meet
- Used CZ issued meet file
- Changed all individual teams to LSC team name (verified the export file; checked team names on print-out)
- Sent meet file for the pool events
- Verified each swimmers' eligibility (Summer Junior/Open/National times not entered)
- Entered swimmers in no more than 6 individual events with no more than 3 on one day
- Entered no more than 2 relays per event
- Included swimmers first and last name and middle initial with complete USA number
- Entered the non-qualifying entries as Bonus with course listed (L, S, Y). (No qualifiers in an event: LSC can enter 2 Bonus swimmers for the each age group; 1 qualifier in an event: LSC can enter 1 Bo swimmer)
- Included Relay-Only Swimmer Entry Form
- Included Swimmers with Disabilities Form
- Emailed Meet Staff Form to meet host
- Submitted entry fee before the start of the General Meeting
- Gave completed Permission/Release Form Code of Conduct for each swimmer to head coach/ team manager

**APPENDIX N:
CENTRAL ZONE CHAMPIONSHIP MEET
RELAY ONLY SWIMMER ENTRY FORM**

List all swimmers who are attending the Zone Meet to only participate in relays only. Swimmers need to be included in your electronic file.

Name	USA #	Age	Relay Events
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**APPENDIX O:
CENTRAL ZONE CHAMPIONSHIP MEET
RECOMMENDED FORMAT FOR MEET HOST WEBSITE**

INFORMATION NECESSARY FOR ZONE MEETS FOR HOST SITE – TO BE LINKED ON THE CENTRAL ZONE SITE

Meet Logo
Name of Meet
Location of Meet
Dates of Meet
LSCs in attendance at site
Meet Director contact information
Referee contact information
Central Zone Meet Coordinator contact information

Pre-Meet Info

General Info
Order of Events
Hotel Info
Meet Entry Letter
Preliminary Psych Sheet
Volunteer Information
TM Event File
Maps
LSC Help Desk
Warm-up & Picture times
Qualifying Times
Application to Officiate

During Meet Info

Notices
Real-Time Results
Thurs AM Results
Thurs PM Results
Thurs Finals Results
Fri AM Results
Fri PM Results
Fri Finals Results
Sat AM Results
Sat PM Results
Sat Finals Results
Sun AM Results
Sun PM Results
Sun Finals Results

Post Meet Info

Meet Results-Print
Meet Results-TM
Meet Results-MM
Team Score
High Point Scores

**APPENDIX P:
CENTRAL ZONE CHAMPIONSHIP MEETS
OFFICIAL PROTEST FORM**

102.23 PROTESTS

.4 All other competition-related protests, including protests concerning eligibility and Representation, must be made to the Referee and submitted in writing within 30 minutes after their race in which the alleged infraction occurred.

Date: _____

Meet: _____

Event: _____

Heat: _____

Competitor's Name: _____

Team: _____

Protestant's Name: _____

Official's Name: _____

End Race Time: _____

Protest Received Time: _____

Incident Description:

Signature of person making protest