

**USA Swimming
Meeting of the Central Zone
Jacksonville, FL
September 27-28, 2018**

Thursday, September 28, 4:00 p.m.

The meeting was called to order by Non-coach Director Amy Hoppenrath. John Bradley was present in the role of Coach Director. Parliamentarian - Van Donkersgoed, Video - Bob Staab, Legislation - Julie Bare, and Central Zone Sport Development Consultant - Randy Julian were recognized.

Roll call indicated that all LSCs were present. Sign-in sheets were distributed at roll call and CZ BOD and SAP documents were distributed with Betty requesting that LSCs confirm, reappoint, or appoint their members on the respective board/panel.

Agenda Additions: No additions to the agenda.

Approval of Minutes and Treasurer's Report: Motion to accept the Minutes of the 2017 CZ meeting as posted. **Seconded. Approved. Motion** to accept the Treasurer's Report as posted. **Seconded. Approved.**

Officers' Reports:

Zone Director: John Bradley reported on the Board of Directors and emphasized the need to be informed to vote regarding Tech Suits, Board members, etc. Van has posted his BOD athlete report. There will be two Futures meets in the Central Zone – SPIRE in Geneva, OH and Wellmark Pool in Des Moines, IA.

Secretary/Treasurer: The reports are posted on the Central Zone Convention 2018 page on the CZ website.

Reports of Officers/Committees:

Athlete: Jack Swanson's report is posted. He highlighted the National Leadership conference in Houston in April and encouraged Leadership Summits within the Zone. He encouraged each LSC to work with the Athlete Executive Committee to develop athlete leadership within each LSC. Jack also encouraged the Zone to appoint a task force to look at future opportunities for Senior level meets. The athletes will elect their new representative on Friday.

Officials: Anne Lawley's report is posted. LSC chairs have encouraged their officials to work outside the LSC to move people up through Zone and Sectional meets. She worked with Sectional chairs to secure officials and with the Zone directors to help facilitate the working of officials outside their own LSC. Both the Sectional and Zone officials' applications were moved to GoogleForms which allows the referee to see the applications. Each meet had great evaluators. Next year the Multi-Cultural meet will be added to meets needing officials. Anne will be leaving the CZ and CZ thanks her for her years of service!

Disability: Jim Peterfish said the motivational times for disability swimmers was revealed at Convention and will be posted on the USAS website for LSCs, Zones and Sectionals to begin to use. CZ has been out front in making a division for Disability athletes in the CZ meets, giving them finals, and scoring their swims giving great encouragement to those athletes.

Zone Board of Review: The report from Patrick Garrett was posted online. Thanks were expressed to Beverly Brister who chaired the BOR through the first three years.

Zone Sanctions Appeals Panel: John Bradley reported that there had been NO sanction appeals during the year.

Championship Meet Committee Report: Paul Thompson referred to all of the reports for the CZ Zone meets that were posted online. No recommendations are being made to change the format.

Open Water: Kevin Milak gave the report for Pleasant Prairie – the sixth year for hosting. A video was shown of some of the activities. Water temperature – perfect; air temperature – perfect. 326 athletes participated and 265 attended the clinic. Zone OW meets will be used as qualifiers for the National and Junior National Open Water Championships. Pleasant Prairie looks forward to hosting another successful Open Water Championship in 2019. Betty Kooy noted that the Junior Open Water Championship meet is not a qualifying meet for the Scholastic All America team. Athletes must SWIM the National Open Water Championship Meet for SAA consideration.

Housekeeping Notes: LSCs need to confirm their SAP and BOR and those needing to appoint BOR are IA, IN, MI, MN, and ND and to return sheets to Secretary when complete.

Assistant Officials' Chair: The appointment of Francine Werner of IN was announced.

2019 CZ Hosts:

14 & U Meets – August 1-4, 2019

West Fargo: Pictures of the pool as it actually is were shown. West Fargo requested an addendum to their bid, with addition of \$10.00 splash fee (plus the \$1.00 CZ fee). **Motion** to accept the request. **Seconded. Approved.**

SPIRE: No requests for any changes. Mention was made of additional hotels being built in the area.

Site Assignments: Ballots were distributed for each LSC to make their choice of sites for 2019 (West Fargo or SPIRE). The site selection committee will determine the sites based on request plus balancing numbers, and travel distance.

CZ Multi-Cultural Meet – Edwardsville, IL – Tentative meet information has been developed. Dates for competition will be June 8-9, 2019.

Open Water Championship – Pleasant Prairie – Dates June 13 (clinic) and June 14 (competition), 2019.

2020 Site Selection/Bid Presentations:

14 & Under Meets: August 6-9, 2020

- Minneapolis, MN - Foxjet
Lloyd Larsen – based on 2018, host would lower ticket prices and charge facility fee. Facility (Univ of MN) will undergo some major facility renovations in spring of 2019, including the HVAC system
- Jenks, OK –Jenks Trojan Swim Club
Lisa Ruffin - Facility improvements have been made and include Swiss timing, warm-up/warm-down pools, improvements to HVAC and filtration system; near Tulsa, 20 min to airport; athlete safety the top priority
- Geneva, OH - SPIRE
Josh Ptak – more hotels being built, 10 lane, 50 meter facility, 6 In 25 yd warm-down, food service outside center, no surcharge being proposed

Motion to change the dates of the 14 & U meets to July 30-August 1. **Seconded.** All sites said they would be available either weekend. Time was given for discussion. Dates of swimming competition at the Olympics were noted (on top of the earlier date proposal). Ballot vote was taken. **Motion was defeated.**

2021 Intention to bid:

Megazone at Indianapolis, IN – dates August 12-15, 2021. Most feel those dates are too late. A task force will be formed to discuss 2021. Zone wants a Megazone in the 1st year of the Quad – but that may not be feasible.

Nominations for Officers Elected Positions: (John Bradley)

Zone Director (Non-Coach) – each allowed time for speaking

Jenna Carter

Pam Lowenthal

Steve Mitchell

No nominations from the floor.

Secretary

Betty Kooy – no nominations from the floor.

Motion to accept election by acclamation. **Seconded. Elected.**

New Business:

- Kathleen Prindle – FG – speaking on behalf of Task Force for gender diversity issues
R-1 is the legislation piece.
- Juan Caraveo from USA Swimming – speaking on behalf of change in selection process for hosts for Zone Diversity Select Camp hosts. Bid for 2020 will be open January 1, 2019 for 60 days. Selection will be made by LSC diversity chairs. The Zone Diversity chair is now under USA Swimming.

Motion for adjournment, **seconded, approved. (5:25 p.m.)**

Respectfully submitted,
Betty Kooy, CZ Secretary

Friday, September 28, 2017, 4:00 p.m.

Call to Order and Roll Call: All LSCs present. (Sign-in sheets re-distributed and collected.)

Guests:

Michael Yeager from Safe Sport: Incident at the SPIRE 2018 site was clarified by Amy Hoppenrath. Goal of Safe Sport is to Set, Direct and Protect – protect everyone. There is a Safe Sport recognition program and they hope for 100 applicants from the Zone. Information is on the Ohio website.

Randy Julian explained USADA and WADA positions on supplements. It is the athlete's responsibility to check and it will be the athlete's liability. Website: globaldro.com and Phone 719 785 2080

Will Indest – candidate from CZ for Board of Directors was introduced.

Athlete Election: Jack Swanson announced that Brad Jacobs of Indiana had been elected by the athletes.

Old Business:

Site Assignments for 2019 14 & U Age Group Meet: (August 1-4, 2019)

- Fargo, ND – AR, IA, IN, MN, MV, MW, ND, OK, SD
Pleasant Prairie, WI – IL, LE, MI, OH, OZ, WI

14 & U Zone Meets - 2020: August 6-9, 2020– bids awarded to:

- Jenks, OK
- Minneapolis, MN

Open Water – 2020: Dates TBA

- Pleasant Prairie, WI

Multi-Cultural Meet – 2019:

- Edwardsville, IL – 2019 Multi-Cultural Meet – June 8-9, 2019

Open Water Championship - 2019 – Pleasant Prairie will host the 2019 OW meet – June 13 (clinic) and June 14 (competition), 2019

Intention to bid for 2021:

- **Pool** – Indianapolis, IN – Megazone – Date issues. Task Force to discuss 2021 meet(s).
- **Open Water** – Pleasant Prairie, WI

New Business:

No Resolutions and Orders.

Legislation: (Complete legislation posted at end of the minutes.)

Bylaws 1-4 – Passed. Policies and Procedures 1-14 passed with #4 passing as amended.

Election: Non-Coach Director – Pam Lowenthal

Motion to destroy all ballots. **Seconded. Passed.**

Thank you gifts: Van Donkersgoed, Bob Staab, Julie Bare, Betty Kooy

Retiring Officers: Jack Swanson, Anne Lawley, Pam Lowenthal and Amy Hoppenrath

Motion to adjourn. **Seconded. Approved.** 4:55 p.m.

Respectfully submitted,

Betty Kooy, Secretary

(Reports are posted on the Central Zone website Events/Convention 2018)

Other

Many thanks to the representatives of the Central Zone who hosted outstanding Championship events this year:

- CZ Reg. VIII Sectionals:
 - Spring: 2018 – Columbia MO
 - Summer: 2018 – Jenks OK
- Section 1 Sectionals:
 - Spring: 2018– Pleasant Prairie WI
 - Summer: 2018 – Iowa City IA
- Section 3 Sectionals:
 - Spring: 2018 – Akron OH
 - Summer: 2018 – Cleveland OH
- 2018 Futures Meet – Rochester MN
- 2018 Central Zone 14 & Under Championships – Geneva OH
- 2018 Central Zone 14 & Under Championships – Minneapolis MN
- 2018 Central Zone Open water Championships – Pleasant Prairie WI

2018 Central Zone Bylaws and Policies and Procedures changes:

Bylaws-1	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Bylaws: 5. Officers / Elections

Proposed by: Central Zone Legislation Task Force

Purpose: To align the Central Zone Bylaws with the new USA Swimming Corporate Bylaws.

Effective Date: Immediately

5. OFFICERS

5.1 TITLES *[no change]*

5.2 ELIGIBILITY *[no change]*

5.3 ELECTIONS – Elections shall be held by the Central Zone 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~~ these Bylaws:
 - a) Each LSC is entitled to five (5) votes, of which at least one vote must be designated to the LSC athlete representative(s). If no athlete representative is present, the LSC shall cast only four votes.
 - b) For the purpose of casting its votes, each LSC may send one or more delegates to the Zone meeting.
- .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.

Bylaws-2	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Bylaws: 5. Officers / Responsibilities

Proposed by: Central Zone Legislation Task Force

Purpose: To align the Central Zone Bylaws with the new role of Zone Directors within USA Swimming.

Effective Date: Immediately

5. OFFICERS

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~~ Zone Directors Council.
 - (2) Shall act as responsible liaison between designated LSCs and the ~~USA Swimming Board of Directors~~ Zone Directors Council.
 - (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.

Bylaws-3	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Bylaws: 5. Officers / Responsibilities

Proposed by: AEC

Purpose: To better define the role of the Athlete Representative.

Effective Date: Immediately

5. OFFICERS

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:

.3 ATHLETE REPRESENTATIVE:

- ~~a) Shall serve on the USA Swimming Athletes Executive Committee~~
- ~~b) Shall actively participate at the USAS Convention.~~
- ~~c) Shall coordinate athlete representation for the Zone at Convention.~~
- ~~d) Shall assist in setting and meeting yearly position goals.~~
- ~~e) 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.~~
- ~~f) Shall maintain and update a current list of LSC athlete representatives in the Zone.~~
- ~~g) Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.~~
- ~~h) Shall keep all records/information for the next Zone Athlete Representative.~~
- a) Shall serve as the Chair of the Central Zone Athletes Committee.
- b) Shall actively participate at the USAS Convention, and all other meetings specified by the Central Zone Directors and the Athletes' Leadership Sub-Committee Chair.
- c) Shall oversee athlete representation for the Central Zone at Convention.
- d) Shall assist in setting and meeting yearly position goals.
- e) 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.
- f) Shall maintain and update a current list of LSC athlete representatives in the Zone.
- g) Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.
- h) Shall keep all records/information for the next Zone Athlete Representative.
- i) Shall actively mentor LSC athlete representatives at Convention and throughout the year.
- j) Shall actively participate in one USAS Convention prior to their election as Central Zone Athlete Representative.

Bylaws-4	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Bylaws: 8. Miscellaneous/ Mail Vote

Proposed by: Central Zone Legislation Task Force

Purpose: To reflect the ability to vote via email.

Effective Date: Immediately

8. MISCELLANEOUS

- 8.4 MAIL/EMAIL 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.

P&P-1	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Policies and Procedures: Part A I. The Central Zone Operating Account

Proposed by: Central Zone Legislation Task Force

Purpose: To assign and clarify financial responsibility for expenses incurred by individuals performing duties assigned in these Policies and Procedures and to provide protective language regarding diversity initiatives which may not originate within the Central Zone.

Effective Date: January 1, 2019

- 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 may be allocated to diversity and disability initiatives approved by within the Central Zone Directors.
 - D. The Central Zone shall reimburse expenses in accordance with these Policies and Procedures for the Championship Meet Coordinators (pre-meet site visit and attendance at Zone Championship Meet and Zone Open Water Championship), the Championship Meet Referees (pre-meet site visit and attendance at Zone Championship Meet and Zone Open Water Championship), the Evaluator of each Championship meet, and the Central Zone Directors. Per diem rate shall be determined annually by GSA.

P&P-2 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Location: Central Zone Policies and Procedures: Part A II. Coordinators, Chairs, and Committees

Proposed by: Central Zone Legislation Task Force

Purpose: To reflect the fact that Zone Diversity Coordinators will be appointed by the USA Swimming Diversity Committee; to rename the Site Selection Committee to clarify its actual function.

Effective Date: Immediately

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 Assignment Committee
10. Meet Evaluation Committee

B. DUTIES OF APPOINTED COORDINATORS AND CHAIRS

8. Diversity Coordinator:
 - a) Shall be appointed by the USA Swimming Diversity Committee.
 - b) Shall serve as liaison for the Diversity community to the Central Zone and its LSCs.
 - ~~e) Shall assist with the development of the Diversity policies for the Diversity Meets and the Diversity Camps held within the Central Zone.~~
 - d) Shall report to the USA Swimming Diversity Committee.

P&P-3 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Location: Central Zone Policies and Procedures: Part A II.B Duties of Appointed Coordinators and Chairs

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify the duties of the Central Zone Championship Meet Coordinators and clarify financial responsibility for expenses incurred while performing assigned duties.

Effective Date: January 1, 2019

C. DUTIES OF APPOINTED COORDINATORS AND CHAIRS

- .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) In consultation with the assigned Meet Referee and Director of Championship Meets, determine whether a site visit is necessary or whether a conference call may be substituted for proven sites. If a site visit is necessary, complete the visit along with the Meet Referee no later than April 15. Submit request for reimbursement of expenses (travel, parking, housing, and per diem) incurred in conjunction with the site visit. USA Swimming Reimbursement Form should be submitted with receipts attached within 30 days following the site visit to the Zone Secretary/Treasurer, copied to the Zone Directors.
 - (f) Work with meet hosts to assure all meet information is posted to the Central Zone web site no later than May 15.
 - (g) Provide the meet backup file with records, time standards, and event limits to the meet host and Central Zone Webmaster by May 15.
 - (h) Approve medal design by March 1.
 - (i) 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,~~ including travel, parking, and per diem, 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 post corresponding legislation on the Central Zone website at least thirty (30) days prior to the annual meeting of the Central Zone ~~provide sufficient copies for the Central Zone representatives to consider at the Zone annual meeting.~~

P&P-4	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Policies and Procedures: Part A II.B Duties of Appointed Coordinators and Chairs

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify the duties of the Central Zone Officials Chair and clarify financial responsibility for certain expenses.

Effective Date: January 1, 2019

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~~ post timely applications to officiate at Zone and Sectional Championships. Applications are to be ~~distributed~~ posted 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~~ Coordinators, and the LSC Officials Chair for that site, to select and appoint Zone

Championship Meet Referees no later than the last day of the USA Swimming convention immediately preceding the meets.

- (1) Meet Referees shall be reimbursed by the Central Zone for expenses incurred in connection with attendance at the Championship Zone Meet (travel, parking, per diem) upon proper application for reimbursement. The USA Swimming Reimbursement Form must be submitted with receipts attached within 30 days following the last day of the Championship Zone Meet to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
- (2) The meet host will provide housing to the Meet Referee.
- ~~(3) Zone Championship Meet Referee and Championship Meet Coordinator shall attend a site visit together no later than April 15.~~
- h) Shall arrange for and name the national certification (OQM) evaluators no later than the last day of the USA Swimming convention immediately preceding the meets.
- i) Instruct the Meet Referee to collaborate with the Championship Meet Coordinator to determine whether a site visit is necessary and, if necessary, to complete such site visit no later than April 15.
 - (1) Instruct the Meet Referee to submit request reimbursement for actual expenses incurred, not to exceed \$500, for the Site Visit. the USA Swimming Reimbursement Form should be submitted with receipts attached for expenses incurred for such a site visit (travel, parking, housing, per diem) within 30 days following the site visit to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
- j) 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.
- k) Shall coordinate with the Zone and Sectional Championship Meet Referees and the host LSC Officials Chairs in selection of assigned meet officials.
- l) 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.

P&P-5 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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Location: Central Zone Policies and Procedures: Part A II.C Committees

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify the composition and duties of the Meet Evaluation Committee align with current practice.

Effective Date: January 1, 2019

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 Referee from each site.
 - (4) Meet Observers if other than the Championship Meet Coordinators;
 - (5) Meet Directors of the immediate past Zone Championship Meets;
 - (6) Zone Officials Chair and/or Assistant Zone Officials Chair;
 - (7) One athlete representative;
 - (8) 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 and posted thirty (30) days in advance of at the annual meeting. Representatives may also make

recommendations from the floor. Changes to Policies and Procedures require approval by a simple majority vote.

P&P-6 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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Location: Central Zone Policies and Procedures: Part A II.C Committees

Proposed by: Central Zone Legislation Task Force

Purpose: To change the name of the Site Selection Committee and clarify duties to align with current practice.

Effective Date: Immediately

C. COMMITTEES:

2. Site Selection Assignment 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 assign ~~recommend competition dates, sites and~~ LSC participants for ~~to~~ 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.

P&P-7 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

Proposed by: Central Zone Legislation Task Force

Purpose: To reflect the changes regarding Diversity initiatives.

Effective Date: Immediately

III. CENTRAL ZONE MEET POLICIES

A. MEETS: Two long course age group meets, and one open water meet ~~and one multi-cultural meet (biennial-odd)~~ shall be scheduled annually. 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 and sites 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.

Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

Proposed by: Central Zone Legislation Task Force

Purpose: To more clearly state meet bid procedures.

Effective Date: January 1, 2019

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~~ Central Zone bid application shall be submitted to the Senior Zone Director prior to the Central Zone annual meeting two years in advance of the meet.
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~~ application.
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 two years in advance of the meet. Such presentation must include specific information about facility fees (see 1.C of these Policies and Procedures), admission and meet program prices, parking costs, and whether the competition will be live-streamed.
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/Facility Surcharge: Include any proposed facility surcharge (team and/or swimmer). List admission fees and ~~potential~~ cost of parking. Meet host shall adhere to fees stated in the ~~finalized meet information~~ bid application. A meet host is permitted to apply for approval from

the Central Zone to alter the fees stated in the bid application. Such application must take place one year in advance of the meet and be necessitated by extraordinary circumstances. Other changes to the original bid also may be submitted for approval at this time.

- k) Contact: Provide name, address, phone number and email address of person to whom questions may be addressed.
- 6. If in the two years preceding the Zone Championship Meet, fewer than two bids are submitted to host the meet, the Central Zone Directors shall actively solicit additional bids and are authorized to adjust bidding procedures as necessary.

P&P-9 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

Proposed by: Central Zone Legislation Task Force

Purpose: To align Policy & Procedures of Site Selection with current practice.

Effective Date: Immediately

E. SITE SELECTION PROCEDURES:

- 1. Age Group Championships: Following the bid presentations, a vote will be taken among the LSCs with a majority vote determining the site(s). Each LSC shall rank its date and site preference for the age group meets for consideration by the Site ~~Selection~~ Assignment Committee.
 - a) The Site ~~Selection~~ Assignment Committee shall convene following the ~~bid presentations~~ selection of sites and report its recommendation (~~selected sites and for team assignments~~) at the next regularly scheduled Zone meeting or later in the same meeting if no further meeting is scheduled.
 - b) A majority vote of LSC representatives present is required for approval of the recommendation of the Site ~~Selection~~ Assignment Committee.
 - c) Assignments may be altered the next year (one year preceding the meet) if approved by a majority vote of LSC delegates.
- 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.~~

P&P-10 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify duties of the Meet Host and define financial parameters.

Effective Date: January 1, 2019

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: If a site visit is necessary, 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. If no pre-meet site visit is needed, the meet host shall arrange to meet with the Championship Meet Coordinator and Meet Referee one day in advance of pictures/check-in.
 - 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: Make certain that the LSC Officials Chair in which the meet is sanctioned applies 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) The Referee shall 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) Arrange and provide housing for the Central Zone Championship Meet Coordinator, Meet Referee, and Meet Evaluator. ~~Reserve and provide a room for~~ Incurred expenses for travel, parking and per diem for the Central Zone Championship Meet Coordinator, Meet Referee, and Meet Evaluator will be provided by the Central Zone upon proper submission of the USA Swimming Reimbursement Form with receipts attached within 30 days following the site visit to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
 - 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: The Meet Referee shall 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 preliminary and finals heat sheets. The ~~finals~~ heat sheets must be available prior to the start of ~~finals~~ the session 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.
 - (4) The sanctioning LSC shall be responsible for uploading the results to SWIMS.
 - b) Meet Evaluation Report: The Meet Director, Meet Referee, and Championship Meet Coordinator will each prepare a meet evaluation report and submit ~~them~~ it 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 relevant material from the meet for a period of six (6) months following the last day of competition.

P&P-11	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify participating teams’ responsibilities.

Effective Date: January 1, 2019

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 their LSC’s 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)

P&P-12	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Policies and Procedures: Part A IV. Sectionals

Proposed by: Central Zone Legislation Task Force

Purpose: To clarify host responsibilities for to the Zone for Sectional Meets.

Effective Date: Immediately

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 for posting on the Central Zone website.
 - b) Shall submit any changes made prior to the event start date to the ~~Zone Directors and the~~ Secretary/Treasurer.
 - c) Shall submit electronically an unrestricted Meet Manager Backup File (not locked) 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 24-30 days following the conclusion of the meet. Failure to submit the funds within the 24-30 days will result in a fine of \$150.00.

P&P-13	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Location: Central Zone Policies and Procedures: Part B IV. Age Group Championships/Entries

Proposed by: Central Zone Meet Evaluation Committee

Purpose: To allow more time to prepare entry of last-minute qualifiers.

Effective Date: January 1, 2019

I. AGE GROUP CHAMPIONSHIPS – POOL COMPETITION

D. ENTRIES

- 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~~ no later than 6:00 p.m. 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~~ 6:00 p.m. 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. A fine of \$200.00 shall be assessed for any entry not submitted by the 6:00 p.m. deadline.

- f) Each LSC shall receive a preliminary report of the LSC team entries and psych sheet via email by 9:00 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 9 p.m. Monday. The web address shall be published in the meet information.
- h) There will be no deck entries.

P&P-14 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Location: Central Zone Policies and Procedures: Part B IV. Age Group Championships/Other Fees

Proposed by: Central Zone Legislation Task Force

Purpose: To help protect against unreasonable admission fees.

Effective Date: January 1, 2019

II. AGE GROUP CHAMPIONSHIPS – POOL COMPETITION

D. 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
3. Admission – fees must be specified in the original bid and accepted by the Central Zone.