

Filing a Central Zone Board of Review Petition

The petition and all exhibits shall be **emailed** to Central Zone Board of Review Chair Patrick Garrett at: oksswimofficial@gmail.com.

Copies. Paper copies of the petition and all exhibits (at least 3 copies, but the quantity will increase accordingly if there is more than one respondent) shall be *mailed* to the following address:

Patrick Garrett, Chair
Central Zone Board of Review
1304 Woodview Lane
Edmond, OK 73013

Filing Fee. The filing fee of \$100.00* should be mailed to the following address:

Betty Kooy
1429 N. Webster Ave.
Hastings NE 68901

Make the check **payable to USA Swimming**, and put **BoR filing fee** in the comment line.

File Mark Date. The petition will be marked received when all of the documents have been received in the proper form, format and quantity, with the filing fees paid.

Petition. The petition should include:**

1. Name of the petitioner.
2. Petitioner's contact information.
3. Name of the respondent(s) (the person(s) and/or groups believed to be in violation of a USA Swimming policy and procedure, rule and regulation, and/or code of conduct).
4. Mailing address of each respondent.
5. A detailed written statement setting forth a description of the action, inaction, or conduct believed to be in violation of the policy/rule/code.
6. The code/policy/rule violated (*See Article 304 Code of Conduct in the USA Swimming Rulebook*).
7. The remedy (penalty) sought.

Hearing Notice. If a hearing is necessary, the Chair of the Board of Review will send a written Notice of Hearing to the respondent(s) with a copy to the petitioner(s). The hearing will take place between 30 and 60 days of the notice.

Respondent's Response. Respondents may (but are not required to) file a response. The response should be sent at least 14 days prior to the hearing date in *written form* to the petitioner, petitioner's counsel (if necessary), and the presiding officer, and should

be *emailed* to the Chair of the Board of Review at oksswimofficial@gmail.com. Copies will then be distributed electronically as necessary.

Petitioner's Response. The Petitioner may respond at least 7 days prior to the hearing date with a written response to the respondent, respondent's counsel (if necessary), and the presiding officer, with a copy sent via *email* to the Chair of the Board of Review at bibristerlaw@gmail.com.

Hearing. The hearing will be held via telephone conferencing, with the presiding officer, petitioner(s), respondent(s), the hearing panel, and any attorneys for the petitioner(s) or respondent(s). The petitioner(s) or respondent(s) may have witnesses present if necessary.

A written decision will result, with copies to all parties.***

**See Zone Board of Review Hearings and Procedures, Article 406.1.1 in the USA Swimming Rulebook for instructions regarding waiving the application fee, if necessary.*

***See Article 406.1 Filing Complaints for more information*

****See Article 406 for the official rules and regulations regarding filing a petition. The instructions listed here are for guidance only.*