



Central Zone Bylaws

(Section A)

and

2014 Central Zone Championship Meet Policies and Procedures Manual

(Section B)

Appendices

January 2014

2014 CENTRAL ZONE OFFICERS

ZONE DIRECTOR - COACH

David Anderson (2015)
9240 N Green Bay Rd, Brown Deer, WI 53209
(H) 414-332-2499 (C) 414-364-2075
danderson@wsacltd.org

ZONE DIRECTOR - NON-COACH

Steve Potter (2014)
1534 Groton Rd SE, Grand Rapids, MI 49506
(H) 616-975-1040 (C) 616-915-5280
spotter.usaswimming@yahoo.com

SECRETARY/TREASURER

Betty Kooy (2014)
1429 N Webster Ave, Hastings, NE 68901
(H) 402-462-5941 (F) 402-461-2506
blkooy@charter.net

CHAMPIONSHIP MEET COORDINATOR

Tina McCauley (OH site)
19801 Van Aken Blvd #207D, Shaker Heights OH 44122
(C) 330-418-0658
mccauley_t@shaker.org

CHAMPIONSHIP MEET DIRECTOR AND COORDINATOR

Paul Thompson (OK site)
105 Dunn Dr, Trafalgar, IN 46181
(H) 317-878-7740 (C) 317-850-1689
bsmith@nhj.k12.in.us

CHAMPIONSHIP MEET COORDINATOR

Cindy Wigness (OW site)
2610 S 101st Ave, Omaha, NE 68124
(C) 402-981-0307
cwigness@cox.net

ZONE RECORDS COORDINATOR

Betty Kooy
1429 N Webster Ave, Hastings NE 68901
(H) 402-462-5941 (F) 402-461-2506
blkooy@charter.net

ZONE OFFICIALS COORDINATOR

Jeff Wilkins (2014)
22741 Audette, Dearborn, MI 48124
(H) 313-359-9869 (C) 313-574-3638
jeffrey.wilkins@comcast.net

ZONE OFFICIALS ASSISTANT COORDINATOR

Edie Mueller (2014)
5904 W 27th St, Sioux Falls, SD 57106
(H) 616-975-1040 (C) 616-791-3204
edie.mueller@me.com

ZONE ATHLETE REPRESENTATIVE

Amy Schulz (2014)
406 Louise Ln, Waterloo, IL 62298
(C) 618-719-6407
schulzan95@gmail.com

DISABILITY SWIMMING COORDINATOR

Kyle Smith (2014)
1300 Lake Charles Ave, Porter IN 46304
219-405-2010
coachkyle33@hotmail.com

OPEN WATER COORDINATOR

Rick Walker (2014)
1490 Douglas Dr, Carbondale, IL 62901
(O) 618-453-7230 (C) 618-453-5152
rwalker@siu.edu

DIVERSITY COORDINATOR

Pam Lowenthal (2014)
1400 E Touhy Ave Ste 245, Des Plaines, IL 60018
(O) 847-824-1596
pam.lowenthal@ilswim.org

USA SWIMMING STAFF CONTACT

Carol Burch, Membership Services Director
One Olympic Plz, Co Springs, CO 80909
(O) 866-578-4578 (F) 866-575-4050
cburch@usaswimming.org

CENTRAL ZONE SPORT DEVELOPMENT CONSULTANT

Randy Julian
One Olympic Plz, Co Springs, CO 80909
(O) 866-578-4578 (F) 866-575-4050
rjulian@usaswimming.org

USA Swimming Central Zone

SECTION A

TABLE OF CONTENTS

	<u>Section A Page Number</u>
1. RESPONSIBILITIES	A1
2. TERRITORY	A1
3. MEMBERSHIP	A1
4. MANAGEMENT	A1
5. OFFICERS	A1
6. MEETINGS	A3
7. DUES AND FEES	A4
8. ZONE CHAMPIONSHIP MEET(S)	A5
9. ALL-CENTRAL ZONE TEAM	A5
10. MISCELLANEOUS	A6

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 an annual Senior Zone Championship and a Zone Age Group Championship meet or meets as determined by the Zone, recommended to be long course; to conduct an Open Water Championship;
 - 1.5 To facilitate the conduct of Sectional competitions within the assigned territory.
- 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 at all Zone meetings as per LSC by-laws, provided each representative is a member in good standing of USA Swimming. Each LSC shall have three (3) votes at the Zone meetings. The LSC shall decide how to cast its 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 officers 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. Appointed officers shall be the Director of Championship Meets, Championship Meet Coordinators, Zone Records Coordinator, Zone Officials Coordinator, Zone Officials Assistant Coordinator, Disability Swimming Coordinator, Open Water Coordinator, and Diversity Coordinator.
 - 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 are to be held at the time 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. Each LSC shall have three (3) votes regardless of the number of representatives in attendance, excepting the selection of the Athlete Representative, who shall be elected by the Zone LSC athlete representatives present.
- 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. Elected officers are elected for two (2) years in even-numbered years. Athlete representative is elected for two (2) years in even-numbered years.
- 5.5 LIMITATIONS OF TERMS – No officer, except the Secretary/Treasurer, shall be elected to serve more than two (2) successive terms. 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.
- 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 and the Central Zone Policies 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 appoint a Director of Championship Meet Coordination who shall have oversight over the Championship Meets and the Coordinators.
 - (6) Shall appoint a Championship Meet Coordinator each year who shall serve a two-year term.
 - (7) Shall appoint a Zone Records Coordinator.
 - (8) Shall appoint a Zone Officials Coordinator and a Zone Officials Assistant Coordinator.
 - (9) Shall appoint a Disability Swimming Coordinator, an Open Water Coordinator, and a Diversity Coordinator.

- (10) Shall appoint a Site Selection Committee and Chair to act during the annual meeting.
- (11) Senior Director or designee shall preside at all meetings. The Junior Director shall conduct the elections.

.2 SECRETARY/TREASURER:

- (1) Shall be responsible for keeping records and minutes of all meetings.
- (2) Shall copy and bring to the 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 maintain financial records for the Zone and deposit all funds with USA Swimming Headquarters as needed.
- (6) Shall prepare and send reports as needed by USA Swimming and/or the Zone Directors.
- (7) Shall prepare and distribute a detailed financial report at the annual meeting or as requested.

.3 ATHLETE REPRESENTATIVE

- (1) Shall actively participate at the USAS Convention.
- (2) Shall coordinate athlete representation for the Zone at Convention.
- (3) Shall assist in setting and meeting yearly position goals.
- (4) 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.
- (5) Shall maintain and update a current list of LSC athlete representatives in the Zone.
- (6) Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.
- (7) Shall keep all records/information for the next Zone Athlete Representative.
- (8) Shall be elected in even-numbered years and serve two (2) years.

6. MEETINGS

- 6.1 REGULAR – The annual meeting of the Zone shall be held in conjunction with the annual meeting of USA Swimming. Two sessions will be scheduled, 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.
- 6.3 NOTICES – The notice of the annual meeting of USA Swimming shall be considered notice of the annual Central Zone meeting. Notice of any other regular meeting or of any special meeting shall be mailed at least thirty (30) days in advance of the meeting. 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 representative of the location and time of 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
 - .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. Election of officers requires a majority of eligible votes to win. Each LSC has three (3) votes to be used as determined by the LSC representatives in attendance. The LSC may choose to split its votes.
- 6.7 QUORUM – A quorum at all meetings of the Zone shall consist of those present and eligible to vote.
- 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 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 \$25.00 fee. Current annual dues are \$100.00 per LSC.

- 7.2 A swimmer surcharge of \$1.00 shall be assessed each swimmer, including relay only swimmers, entered in the Central Zone Championship Meets and the Speedo Champions Series Meets held within the Central Zone.
- .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. Failure to submit the funds within the 21 days will result in a fine of \$150.00.
 - .2 Beginning September 2012, the Central Zone will direct up to 25% of the collected amount to be distributed to programs within the Central Zone that represent diversity and disability initiatives.

8. ZONE CHAMPIONSHIP MEET(S)

- 8.1 RULES – The Meet(s) shall be conducted under the rules of USA Swimming and in accordance with the policies and procedures as set forth in the “Central Zone Policies and Procedures Manual.”
- 8.2 CHANGES – Recommendations for change shall come from the Meet Evaluation Committee and/or from LSC representatives at the annual meeting. Changes will be implemented after a majority vote by the LSC representatives in attendance at the annual meeting of the Zone.

9. ALL-CENTRAL ZONE TEAM

- 9.1 Inaugural Team – Central Zone recognized its inaugural team in 2008.
- 9.2 Criteria are as follows:
- .1 Be nominated by athlete’s ‘home’ LSC
 - .2 Meet one of the following criteria:
 - (1) Have set two or more individual Central Zone records in any age group
 - (2) Have swum a Central Zone Championship time that was ranked #1 nationally for that season
 - (3) 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
 - .3 LSCs that have no qualifiers based on the above criteria may nominate one male and one female athlete to represent the LSC.
 - .4 LSCs must submit nominations and documentation of accomplishments to the Central Zone directors at convention each year.

10. MISCELLANEOUS

- 10.1 **AMENDMENTS** – Any provision of these guidelines (Section A) not prescribed by USA Swimming may be amended by member LSCs at any meeting of the Zone by two-thirds (2/3) vote. At least thirty (30) days written notice by the submitting LSC must be given to every LSC representative of a proposed amendment. Notice may be satisfied by distribution of proposed amendments to the general chair of each member LSC.
- 10.2 **FISCAL YEAR** – The fiscal year of the Zone shall be that adopted by USA Swimming.
- 10.3 **MAILING ADDRESS** – The mailing address of the Zone shall be that as designated by the Zone Directors.
- 10.4 **OFFICER RESPONSIBILITIES** – Additional responsibilities of the Zone Officers shall be found in the “Central Zone Policies and Procedures Manual.”
- 10.5 **MAIL VOTE** – Any action, except amendment of these guidelines and elections, 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 by written ballot shall be valid only when the number of votes cast within the time period specified constitutes a majority of the eligible votes.
- 10.6 **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.

Central Zone Championship Policies and Procedures Manual

SECTION B TABLE OF CONTENTS

	<u>Section B Page Number</u>
I. OFFICERS, COORDINATORS, COMMITTEES	
1. Elected Officers	B1
2. Appointed Coordinators	B2
3. Committees	B7
II. CENTRAL ZONE CHAMPIONSHIP MEET SITE/DATE SELECTION	
1. Meets	B8
2. Dates	B8
3. Facility Requirements	B8
4. Meet Bid Procedures	B9
5. Site Selection Procedures	B10
III. MEET HOST RESPONSIBILITIES	
1. Pre-Meet	B11
2. During Meet	B12
3. Post Meet	B13
IV. PARTICIPATING LSC TEAM RESPONSIBILITIES	
1. Provide To Meet Host	B14
2. Provide To Swimmers	B14
V. CONDUCT OF COMPETITION	
1. Meet Format	B14
2. Practice Time	B15
3. Team Registration	B15
4. Warm-Up	B15
5. Eligibility	B15
6. Entries	B16
7. Other Fees	B18
8. Seeding	B19
9. Scratches and Check-In	B19
10. Scoring	B20
11. Swimmer Introductions	B20
12. Awards	B20

	13. Schedule of Events	B21
VI.	SECTIONAL MEETS	B21
VII.	AMENDMENTS	B21

**CENTRAL ZONE CHAMPIONSHIP
POLICIES AND PROCEDURES**

**I. OFFICERS, COORDINATORS, COMMITTEE CHAIRS
(DUTIES IN ADDITION TO THOSE FOUND IN SECTION A)**

1. ELECTED OFFICERS

A. ZONE DIRECTORS

- a. Accept bids for Championship Meets.
- b. Appoint Site Selection Committee.
- c. Assure that the Meet Evaluation Committee is formed to evaluate past Zone meets and make recommendations at the annual meeting for future meets.
- d. Review and approve meet information prior to March 15.
- e. With the assistance of the Championship Meet Coordinators, update the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual meeting.
- f. Arrange meetings for Central Zone at USA Swimming Annual Meeting.
- g. Appoint Assistant Zone Officials Chair in even-numbered years.
- h. Appoint or reappoint (as determined by term limits) a Championship Meet Coordinator each year and a Director of Championship Meets.
- i. Appoint or confirm the reappointment of the Zone Records Coordinator and Disability Swimming Coordinator, Open Water Coordinator, and Diversity Coordinator each year.

B. SECRETARY/TREASURER

- a. Obtain the name and address of each LSC's General Chair, Age Group Chair, and Secretary or permanent office. Send electronic file with the LSC information to the assigned meet hosts by December 15.
- b. Send updated electronic file with LSC information to meet hosts by March 1.
- c. Assist Zone Directors with convention meeting arrangements.
- d. Annually post the Central Zone Manual on the Central Zone website and notify these LSC officers that the manual has been updated and posted: General Chair, Age Group Vice-Chair, and Secretary or permanent office.
- e. Keep copies of meet results, meet information, and meet financial reports for a period of five (5) years.
- f. Receive and file financial reports from meet hosts and follow up on post-meet financial responsibilities of host if needed.

C. ATHLETE REPRESENTATIVE

- a. Shall serve a two-year term to be elected in even years.
- 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 reps and contact those reps 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 reps receive a copy of the Athletes' Manual and all appropriate information.
- h. Shall keep all records/information for the next Zone Athlete Representative.

2. APPOINTED COORDINATORS

A. DIRECTOR OF CHAMPIONSHIP MEETS:

- (1) Shall serve a two-year term.
- (2) Shall act as liaison and advisor between the Central Zone officers, Central Zone Championship Meet Coordinators, and the host of the Championship Meet(s).
- (3) Shall conduct the Meet Evaluation Committee meeting, report and make recommendations to the LSC representatives at the annual meeting regarding the previous Championship Meets.
- (4) Shall perform the duties of a Central Zone Championship Meet Coordinator by overseeing the Senior Championship Meet.
- (5) Shall gather and collect reports for the annual meeting regarding the previous Championship Meets.

B. CHAMPIONSHIP MEET COORDINATORS

- (1) Shall serve a two-year term with one appointment made annually.
- (2) Shall act as liaisons and advisors between the Central Zone officers and representatives and the host of the Championship Meet(s).
- (3) Shall report and make recommendations to the LSC representatives at the annual meeting regarding the previous Championship Meets.
- (4) Shall perform the duties of the position as designated in the "Central Zone Policies and Procedures Manual."
 - (a) Post Convention:

1. Assist Zone Directors in updating the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual meeting.

(b) Pre-Meet:

1. Act as Meet Liaison and Advisor for the Senior, two (2) Zone Age Group and Open Water Championship Meet hosts. Site visit will be made by each coordinator to one of the host sites no later than April 15 preceding the meet. The Central Zone will fund the cost of the site visits.
2. Prepare and send to each meet host a meet Information packet including, where possible, electronic file information by January 15 that shall include:
 - a. Central Zone Manual including meet information letter template;
 - b. Open Water Meet Managers Guide from USA Swimming for Open Water Championship;
 - c. Report forms as required by USA Swimming and the Zone;
 - d. Suggestions for the General Meeting.
3. Review draft of meet Information as submitted by the meet hosts. Make suggested changes and receive corrected information for approval.
4. Once approved by Coordinator, forward to the Zone Directors for final approval by March 1.
5. Work with meet hosts to assure all meet Information is posted to the Central Zone web site no later than May 15.
6. Provide the meet backup file with records, time standards, and event limits to the meet host and Central Zone Webmaster by May 15.
7. Approve medal design that will be used at meets by March 1.
8. 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.

(c) During the Meet:

1. Attend one Zone Championship Meet to act as the official representative of the Central Zone as outlined in the duties of the position.
2. The Championship Meet Coordinator shall:

- a. Observe meet operations and activities for future consideration. (It is very important that the Championship Meet Coordinator not assume the Meet Director role. This person is an observer and advisor at the meet);
- b. Serve as a resource for the local organizing committee before and during the meet;
- c. Serve as a non-voting member of the Meet Committee;
- d. Record the starting and ending times for each session, noting delays as preventable or unpreventable;
- e. Shall contact the person(s) charged with an offense and their LSC Representative;
- f. Shall assist coordinator with printing meet evaluation forms, widely distribute evaluation forms, and then collect completed meet evaluations;
- g. Be available for comments/concerns relative to Zone Meet activity.

(d) Post-Meet:

- 1. Review the meet evaluation forms and note all suggestions for change.
- 2. Prepare a written report within fifteen (15) days following the last day of the meet and mail to the Zone Directors noting:
 - a. Number of swimmers and entries by LSC;
 - b. Points earned by each LSC;
 - c. General comments on the conduct of the meet, noting particular positive points, concerns, and suggested changes.
- 3. Prepare a written report within fifteen (15) days following the last day of the meet and mail to the Central Zone Officials Coordinator noting:
 - a. Meet survey data from the Championship Meet Coordinator regarding the meet referee and administrative referee;
 - b. Meet survey data from the Championship Meet Coordinator regarding the deck referee and starter teams;
 - c. General comments on the quality of officiating and conduct of officials, noting particular positive points, concerns, and suggested changes.
- 4. Prepare a list of suggested changes for consideration by the Zone Meet Evaluation Committee at the annual meeting.

5. Request reimbursement for the 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.
 - a. Assigned Meet Referee may request reimbursement for actual expenses, up to \$500.00, if incurred for the site visit if the site visit is at the same time as that of the Championship Meet Coordinator.
6. Along with the Director of Championship Meets, act as Co-Chairs of the Meet Evaluation Committee at the Central Zone Annual Meeting. This committee shall prepare a list of recommended changes for the Zone Policies and Procedures Manual and provide sufficient copies for the Central Zone representatives to consider at the Zone annual meeting.

C. ZONE OFFICIALS COORDINATOR:

- 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 Senior and Age Group Championships and Speedo Champions Series Meets. Minimum standards include the following:
 - (1) Referee requirements for Zone Senior and Age Group Championships and Speedo Champions Series meets:
 - (a) N2 Referee certification;
 - (b) Demonstrated success at higher level meets;
 - (c) Recommendations from the Meet Director and the Host LSC Officials Chair.
 - (2) Deck Officials
 - (a) N1, 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) Request reimbursement for the actual expenses incurred while serving as a Meet Referee 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 copied to the Central Zone Directors.
 - h. Shall assist in the collaborative effort of the Sectional Chairs, Assistant Zone Officials Chair, the Speedo Champions Series Meet Director, and the LSC Officials Chair for that site, to select and appoint Speedo Champions Series 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, utilizing attendance and evaluation records as indicated in e. (Administrative Referees, Deck Referees, Starters, and Chief Judges as well as apprentices).
 - 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.
- D. ASSISTANT ZONE OFFICIALS CHAIR:**
- a. Shall coordinate with the Zone Officials Chair in the fulfillment of responsibilities listed in I.2B(c-j).
 - b. Shall serve a two-year term prior to assuming Zone Officials Chair responsibilities.
- E. ZONE RECORDS COORDINATOR:**
- a. Shall update the Policies and Procedures Manual athlete record information following the Championship Meet(s).

b. Shall provide meet hosts an electronic file with current record files by May 15.

F. DISABILITY SWIMMING COORDINATOR:

a. Shall serve a two-year term.

b. Shall serve concurrently with the Zone Coach Director position (odd years).

c. Shall serve as liaison for the Disability Swimming community to the Central Zone and its LSCs.

d. 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.

G. OPEN WATER COORDINATOR

a. Shall serve a two-year term.

b. Shall serve concurrently with the Zone Coach Director position (odd years).

c. Shall serve as liaison for the Open Water community to the Central Zone and its LSCs.

d. Shall assist with the development of the Central Zone policies for Open Water and the Open Water Championship.

H. OPEN DIVERSITY COORDINATOR

a. Shall serve a two-year term.

b. Shall serve concurrently with the Zone Coach Director position (odd years).

c. Shall serve as liaison for the Diversity community to the Central Zone and its LSCs.

d. Shall assist with the development of the Diversity policies for the Diversity Meets and the Diversity Camps to be held within the Central Zone.

3. COMMITTEES:

A. 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) The 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 “Policies and Procedures Manual” changes to the LSC representatives at the annual meeting (meet format, fees, etc.). Representatives may also make recommendations from the floor.
- B. SITE SELECTION COMMITTEE:**
- a. Shall consist of:
 - (1) One representative from at least three (3) LSCs;
 - (2) One (1) 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 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.

II. CENTRAL ZONE CHAMPIONSHIP MEET SITE/DATE SELECTION

- 1. MEETS:** Two long course age group meets, one senior long course meet, open water meet and multi-cultural meet (biennial-odd) shall be scheduled.
- 2. DATES:** Central Zone Championship Meet dates shall be set by a majority vote of the LSC representatives attending the annual meeting. These dates are determined two (2) years in advance of the meet(s) and shall be within the first two full weekends (Friday-Sunday) in August. The LSC representatives may, if absolutely necessary, change the dates by a majority vote of those present and voting at the annual meeting.
 - A. 2014 – August 1-3 (14 & U Geneva, OH; Oklahoma City, OK)
 2014 – August 1-3 (Senior Minneapolis MN)
 2014 – June 12-13 (Open Water Championship Pleasant Prairie, WI)
 - B. 2015 – July 31-August 2 (14 & U Topeka, KS; 2nd site TBD in 2014)
 2015 – Senior Meet, Open Water Meet, Multi-Cultural Meet TBD in 2014
- 3. FACILITY REQUIREMENTS (POOL MEETS):**

- A. The facility should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations.
- B. The facility must conform to USA Swimming Rules and Regulations 104.2.2.C(3) and 104.2.2.C(4).
- C. The facility must have fully operational automatic timing and judging equipment, including a scoreboard.
- D. An on-site warm-up pool is preferred.
- E. The facility must be handicapped accessible.

4. MEET BID PROCEDURES:

- A. Bids may be made by an LSC or by a USA Swimming club, in conjunction with the LSC in which the club resides.
- B. A written statement of the intention to bid shall be submitted to the Senior Zone Director prior to the Central Zone annual meeting.
- C. Bidders must agree to meet or exceed all criteria contained in the “Central Zone Policies and Procedures Manual” (available online on the CZ website) and all requirements of USA Swimming, including those stipulated in the Zone Age Group Championship or Senior Zone Championship 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.
- D. Each bidder will be allowed five (5) minutes for its bid presentation at the first regularly scheduled Zone meeting during the annual convention.
- E. 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 Central Zone 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 14 & U Meets, \$10,000 for the Senior meet, and \$3000 for the Open Water Meet. The Zone may determine the distribution to the meet hosts of the total funds (\$23,000), to be recommended by the Zone Meet committee.
 - 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 the facility.
- h. Open Water Championship: Describe the open water meet including day of competition, location of the event (geographical location and relationship to the pool), 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 representatives 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 if available, e-mail address of person to whom questions may be addressed.

5. SITE SELECTION PROCEDURES:

- A. 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.
- B. 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.
- C. A majority vote of LSC representatives present is required for approval of the recommendation of the Site Selection Committee.

III. MEET HOST RESPONSIBILITIES:

1. PRE-MEET (following award)

- 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 the LSC.
- E. **Open Water:** Obtain meet sanction from the LSC. Shall 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:**
 - a. Prepare meet information for senior, age group, and open water meets using the appropriate template in Appendix E.
 - b. Send the completed meet Information to the Zone Championship Meet Coordinator by February 15 for approval.
 - c. Send complete approved meet Information packets to the Central Zone Directors and each participating LSC permanent office or Secretary, General Chair and Age Group Chair by May 15. Include instructions that the LSC office must distribute to all appropriate persons.
- H. **National Certification:** Apply by April 1 for national certification for officials.
- I. **LSC Practice Time:** Provide pool hours for LSC practices on the day preceding the start of the meet.
- J. **General Meeting:**
 - a. Provide a meeting room for General Meeting the evening prior to the first day of the pool competition.
 - b. Provide psych sheets for all coaches, team representatives, and officials at or before the General Meeting.

- c. Discuss meet procedures and meet information. No deviation from the published meet information may occur without unanimous agreement of all designated LSC representatives.
 - d. Announce members of the Eligibility and Technical Juries as determined by Meet Referee.
 - e. 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:
- a. Central Zone Championship Meet records;
 - b. USA Swimming Age Group records;
 - c. All entries for all events.
- M. **Entries:** The meet host shall provide a team printout of entries to each LSC (or team) via fax, e-mail, or mail prior to the meet. Each LSC (team) shall also receive a paper copy upon arrival at the meet. Host club shall post team entries on the Central Zone website (date and time specified in V.6.C.f & g).
- N. **Meet Committees:** The Meet Referee shall appoint and announce members of the Technical and Eligibility Juries at the General Meeting.
- a. Recommended committee composition: an official, a coach, an athlete, a representative from a large LSC, a representative from a small LSC; the Championship Meet Coordinator ex-officio.
 - b. It is recommended by the Athletes Executive Committee that the athlete representative to either jury be age 13 or older.
 - c. 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 (team) officials are encouraged and welcome to assist. (Contact Central Zone Officials Coordinator.)
- B. **Credentials:** Provide deck passes for LSC (team) 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 14 & U 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 14 & U 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 at the Senior and Age Group meets as per Section V.12.D & E, “Competition, Awards Ceremonies.”

3. POST MEET:

A. Final Results:

- a. Final results shall be submitted electronically to the Central Zone Secretary/Treasurer and the Central Zone Directors within 24 hours of completion of meet. Submitted electronic results shall include a complete backup of the meet, an SDIF compatible data file, and complete event results in either HTML or PDF format. These formats should be downloadable from the Central Zone website.
- b. An unlocked meet backup file should be emailed to CZ Webmaster, CZ Secretary, and CZ Zone Records Coordinator within 24 hours of end of competition.
- c. Final Results for publication shall be prepared as follows:
 - (1) The title of the meet, date, sanction number, length of pool (50 meters), and location must be listed on each page.
 - (2) The participant’s name, age, and LSC designation must be listed. The names and ages of all relay swimmers must be listed.
 - (3) The 800 free shall include the 400 split for all swims, and the 1500 free shall include the 400 and 800 splits.
 - (4) Final results published on Central Zone website must be produced in publication format.
- d. Final results shall be sent to USA Swimming headquarters in compliance with host-USA Swimming contract.

- B. **Swimming World:** Report swimmers’ times to “Swimming World” by exporting the appropriate file from Meet Manager.

- C. **Meet Evaluation Report:** The Meet Director, the Meet Referee, and the Championship Meet Coordinator will prepare a meet and open water 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:

- a. The Director of Championship Meets;
- b. Zone Championship Meet Coordinators;
- c. The two (2) Zone Directors

- d. Central Zone Secretary/Treasurer
- e. Central Zone Officials Chair.

- D. **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.
- E. **Record-Keeping:** Retain all original entries, heat sheets, timing system readout tapes/paper, backup time 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.

IV. PARTICIPATING LSC TEAM RESPONSIBILITIES (14 & U MEETS)

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. The 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 Appendices).
- B. The LSC or Central Zone "Code of Conduct" (located in Appendices).

V. CONDUCT OF COMPETITION FOR POOL ZONE CHAMPIONSHIP MEETS

1. MEET FORMAT

- A. Meets shall be conducted under the rules of USA Swimming.
- B. Meets shall be conducted over a period of three (3) days.
- C. The 14 & U pool events shall be conducted in split sessions:
 - a. 11-12, 13-14, Senior – Preliminary/Final format except 800 and 1500 freestyle for Senior meet, 400 IM, 800 and 1500 freestyle for 13-14, 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.
- D. The events shall be conducted as per the "Schedule of Events" (see templates).

- E. At the request of the swimmer's coach and at the discretion of the Referee, at least fifteen (15) minutes rest shall occur between swims for the same individual.
 - F. Fly-over starts will be used for the prelim sessions and the 10 & U timed final sessions.
 - G. No time trials will be offered at the age group meets.
- 2. PRACTICE TIME:** Practice time, in the competition pool, shall be available for all LSCs on the day prior to the competition.
- 3. TEAM REGISTRATION:** Team registration (team managers and coaches) area shall be announced and shall be open on Thursday at designated hours. Area for guest LSC (teams) assembly (where possible) shall be provided and specified for the attending LSCs (teams).
- 4. 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. Warm-ups may be split, with the event session starting one hour after the warm-up start. The meet host shall post the preliminary start time on the web site by Wednesday at 6:00 PM and at the venue.
 - C. Warm-up schedule will be reviewed by Championship Meet Coordinator prior to publication and altered if necessary.
- 5. ELIGIBILITY:**
- A. **Membership:** All athletes must be regular (not seasonal) USA Swimming members with the LSC (team) they represent.
 - B. **Swimmer's Age:**
 - a. Age of a swimmer for pool competition shall be as of the first day of the pool competition.
 - b. Age for open water shall be as of the day of the open water competition
 - C. **Qualifying Time/Eligibility:**
 - a. Pool
 - (1) Swimmers (14 & U) 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 present Meet.
 - (a) 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 (SCY) or short course meters (SCM).

(b) 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. Short Course National Championships
2. Short Course Junior National Championships (may enter 15 & O meet)
3. Summer National Championships
4. Summer US Open
5. Summer Junior National Championships (may enter 15 & O meet)

(2) 14 & U Meets: Each LSC may enter two (2) swimmers at each age group with a disability who are not required to have achieved the qualifying time standards for their age groups/events.

(3) 14 & U Meets: If the LSC has no qualifiers in an event, the LSC may enter two (2) swimmers in that event. If an 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 no time (NT). These entries must be submitted with the original entry.

(4)

AGE GROUP	# QUALIFIERS ENTERED BY AN LSC	# ADDITIONAL ENTRIES/LSC PERMITTED FOR NON-QUALIFIERS
10 & UNDER	0	2
10 & UNDER	1	1
10 & UNDER	2	0
11-12	0	2
11-12	1	1
11-12	2	0
13-14	0	2
13-14	1	1
13-14	2	0

b. Open Water:

(1) Qualification times shall be the National A time for the longest freestyle pool event for the age offered at a Zone Championship Meet.

6. ENTRIES (14 & U MEET)

A. Limitations:

- a. 10 and Under swimmers may enter no more than 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 an individual event.

B. 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 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 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.

C. Entry Procedures (14 & U Meets)

- 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 (Appendix N) 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 chairperson electronically by Noon Tuesday preceding the meet. The hard copy (fax or electronic) of the pool meet entries and other meet information, including the completed Swimmers with a Disability Entry Form and Meet Staff form, must be received by Noon Tuesday preceding the meet. It is the responsibility of each LSC to verify the entry times and receipt 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 via email by 6 p.m. Tuesday preceding the meet. Any corrections to the original entries

should be sent to the entry chair via updated electronic file by Noon on Wednesday. Entry fees are due before the start of the General Meeting. No new swimmers may be added to LSC entries after the Noon Wednesday deadline. Any corrections or updates after Noon on Wednesday shall go to the Eligibility Jury.

- g. Host club shall post team entries on the Central Zone website by 6 p.m. Tuesday. The web address shall be published in the meet information.
 - h. There will be no deck entries for pool events.
 - i. Entries for the Open Water Championship must be submitted electronically by time and date specified in the Open Water Championship Information.
 - j. Entries for swimmers with a disability should be submitted on a separate entry form. See Appendix F.
- D. Entry fees for the Meet (14 & U)**
- a. Pool – individual events – \$6.00;
 - b. Pool – relay events – \$12.00;
 - c. Open Water Championship events – not to exceed \$20.00;
 - d. LSC or host surcharges are not permitted.
- E. 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 proscribed 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 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 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 National Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the National Board of Review.

7. OTHER FEES:

- A. **Meet Program** – not to exceed \$4.00/daily or \$10.00 for all sessions with charges specified in the meet information.

- B. **Finals Heat Sheets** – not to exceed \$1.00/session.
- C. **Final Results** – not to exceed \$10.00 with charges specified in the meet information.

8. SEEDING:

A. Individual Events – Pool:

- a. Seeding Order - The events shall be seeded in the following order:
 - (1) Conforming times (LCM);
 - (2) Non-conforming times (SCM, then SCY);
 - (3) Non-qualifying times (NT).
- b. Distance Events (14 & U Meet)
 - (1) The 800 and 1500 shall be timed finals with the fastest seeded heat of women and fastest seeded heat of men swimming in finals. All other 800 and 1500 heats shall be swum in the preliminary session, swimming fastest to slowest, alternating women and men.
 - (2) 11-12 200s of stroke shall be timed finals with the fastest seeded heat of women and fastest seeded heat of men swimming in finals. All other 200s of stroke shall be swum in the preliminary session, swimming slowest to fastest, in event order.

B. Relay Events (14 & U Meet)

- a. 11-12 and 13-14 relays will be timed finals, with 200s swum in the finals sessions on date of competition, and 400s swum in the preliminary sessions on date 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.

9. SCRATCHES AND CHECK-IN

- A. All individual events will conform to USA Swimming National Scratch Procedure Guidelines (207.11.6 A-E). Note: 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 and 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 first day's evening finals session.

- c. Scratch deadline for third day's events shall be 30 minutes after the start of second day's evening finals session.
- C. 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.
- D. 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.
- E. Scratching from finals
 - a. USA Swimming National Scratch Procedure Guidelines (207.11.6 D) will be followed.
 - b. LSCs whose swimmers in the Final or Consolation heats on Sunday evening fail to scratch shall be fined \$100 penalty per swim.
 - c. All funds shall remain with the meet host.
 - d. Failure on the part of the penalized LSC to pay penalties shall result in barring from future zone championships.

10. SCORING:

- A. **Individual Pool and Open Water events:** (16 places)
20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
- B. **Relay events:** (8 places)
40, 34, 32, 30, 28, 26, 24, 22
- C. **The Open Water Championship Meet** will be scored separately from the pool meets.

11. SWIMMER INTRODUCTIONS:

- A. **Consolation Finals** swimmers' names shall be announced while the swimmers are competing in water.
- B. **Championship Finals** swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
- C. **10 & U Finals** swimmers' names will 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.

12. AWARDS:

- A. **Individual Pool and Open Water Championship Meet events:**
 - a. 1-8 place: medals with neck ribbons
 - b. 9-16 place: ribbons
- B. **Relay Events**

- a. 1-3 place; medals with neck ribbons
- b. 4-8 place; ribbons
- C. **High Point Awards** (Pool Meets only): 1-3 for boys and girls in each age group
- D. **Team Awards:**
 - a. Pool Meets: 1-3 combined points
 - b. Open Water Meet: 1st place combined points
- E. **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 inspection).
 - 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 Championship Meet Coordinator.
 - d. Open Water Championship Meet: presented immediately after the conclusion of all Open Water events.

13. SCHEDULE OF EVENTS – SEE MEET TEMPLATES FOR EVENT SCHEDULE

VI. SECTIONAL MEETS:

1. The Sectional Meet host or Meet Director shall submit electronically the meet information, event file and any other pertinent meet information for each meet to the Zone Directors and the Secretary/Treasurer at the time of distribution to the event contacts. If changes, revisions, or corrections are made to any of the meet information documents prior to the event start date, those items must be submitted to the Zone Directors and the CZ Secretary/Treasurer. The Meet host or Meet Director shall submit electronically a Meet Manager Back-up File to the Zone Directors and the Secretary/Treasurer within 24 hours of the conclusion of the meet.
2. The Sectional Meet host shall collect a surcharge of \$1.00 per 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.

VII. AMENDMENTS – Any provision of these guidelines (Section B may be amended at any scheduled meeting of the Zone by a simple majority vote.

USA Swimming

Central Zone Committee

APPENDICES

TABLE OF CONTENTS

	<u>Appendices Page Number</u>
A. HISTORY	Appendix 1
B. RECORDS	Appendix 3
B1. ALL CENTRAL ZONE TEAM	Appendix 8
C. CHAMPIONSHIP MEET HISTORY	Appendix 10
D. CENTRAL ZONE MEET DEADLINES Pool Deadlines Open Water Deadlines	Appendix 13
E. CHAMPIONSHIP MEET TEMPLATES 14 & U Pool Template Senior Pool Template Open Water Template	Appendix 15
F. SWIMMERS WITH A DISABILITY ENTRY FORM	Appendix 41
G. MEET STAFF	Appendix 43
H. PERMISSION AND RELEASE FORM	Appendix 44
I. CODE OF CONDUCT	Appendix 45
J. MEET EVALUATION	Appendix 47
K. MEET DIRECTOR'S SUMMARY REPORT	Appendix 49
L. SITE VISIT CHECKLIST	Appendix 50
M. ENTRY CHAIR CHECKLIST	Appendix 52
N. RELAY ONLY SWIMMER ENTRY FORM	Appendix 53
O. RECOMMENDED FORMAT FOR MEET HOST WEBSITE	Appendix 54

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

APPENDIX B: CENTRAL ZONE MEET RECORDS

CENTRAL ZONE MEET RECORDS AFTER 2013 - GIRLS

Stroke	Times	Swimmers	Assoc.	Year
10 and Under				
50 Free	29.68	Samantha Lighty	IL	2012
100 Free	1:03.00	Samantha Lighty	IL	2012
200 Free	2:19.56	Samantha Lighty	IL	2012
50 Back	33.30	Regan Smith	MN	2012
100 Back	1:11.66	Regan Smith	MN	2012
50 Breast	36.38	Kylie Martin	SD	2005
100 Breast	1:22.25	Kathryn Sturtz	OH	1990
50 Butterfly	31.56	Regan Smith	MN	2012
100 Butterfly	1:10.83	Samantha Lighty	IL	2012
200 I.M.	2:38.01	Courtney Connolly	MI	2012
200 FR	2:02/13	Prybell, Sharaxhija, Joachim,	IL	2013
200 MR	2:18.40	Short, Ripple, Farley, Welsch	WI	2008
11-12				
50 Free	27.42	Tiffany Liu	MV	2009
100 Free	1:00.18	Tiffany Liu	MV	2009
200 Free	2:10.32	Alisabeth Marsteller	OH	2008
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	2:24.74	Bre Thorne	MN	2010
50 Breast	33.05	Olivia Calegan	MW	2012
100 Breast	1:13.96	Olivia Anderson	MN	2009
200 Breast	2:44.27	Olivia Calegan	MW	2012
50 Butterfly	28.79	Elizabeth Nelson	WI	2011
100 Butterfly	1:05.50	Elizabeth Nelson	WI	2011
200 Butterfly	2:27.06	Bre Thorne	MN	2010
200 I.M.	2:26.90	Caroline Theil	MW	2012
200 FR	1:53.00		OH	1995
400 FR	4:08.24	Parrish, Kaess, Grote, Grout	IN	2011
200 MR	2:04.62	Schoof, Stigler, Nelson, Horn	WI	2011
400 MR	4:35.07	Schoof, Stigler, Nelson, Huonker	WI	2011
13-14				
50 Free	27.02	Lauren Heller	LE	2011
100 Free	58.40	Avery Braunecker	IN	2012
200 Free	2:07.03	Lori Halverson	OK	2001
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	1:05.29	Lisa Boyce	IL	2008
200 Back	2:21.87	Claire Adams	IN	2011
100 Breast	1:12.73	Riley Kishman	MI	2013
200 Breast	2:40.27	Ashley Pales	MW	2012
100 Butterfly	1:02.88	Darcy Fishback	OH	2005
200 Butterfly	2:18.70	Molly Beck	MN	2004
200 I.M.	2:24.42	Denise Letendre	OZ	2003
400 I.M.	4:59.14	Caroline Theil	MW	2013
200 FR	1:49.71	Barkey, Reilly, Evensen, Nack	MN	2010
400 FR	4:01.83	Westphal, VanHoven, Kishman, Higgins	MI	2013
200 MR	2:02.05	Whiteley, Sequeiri, Politi, Stone	OH	2011
400 MR	4:28.99	Adams, King, Kukurugya, Baggett	IN	2011

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 - 2013

CENTRAL ZONE MEET RECORDS AFTER 2013 - 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	2:19.05	Michael Draves	WI	2010
50 Back	33.26	Kristopher Humphries	MN	1995
100 Back	1:12.37	Sam Mitchell	OH	2004
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	2:01.20	Morse, Holm, Milosch, Levant	IL	2010
200 MR	2:17.36	Milosch, Fudge, Levant, Morse	IL	2010
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	29.84	Andrew Trepanier	MN	2013
100 Back	1:03.84	Sam Mitchell	OH	2006
200 Back	2:19.49	Ethan Morse	IL	2012
50 Breast	32.61	Jordan Rantz	IN	2000
100 Breast	1:11.43	Shane Blinkman	MN	2013
200 Breast	2:35.12	Jake Foster	OH	2013
50 Butterfly	27.50	Andrew Trepanier	MN	2013
100 Butterfly	1:01.32	Andrew Snabes	IL	2003
200 Butterfly	2:15.29	Jota Iwase	IN	2013
200 I.M.	2:20.14	Shane Blinkman	MN	2013
200 FR	1:46.96	Vorobev, Dunne, DeGouvea, Lahmann	IL	2012
400 FR	3:58.36		OH	1995
200 MR	1:58.67	Stogner, Leader, Levant, Morse	IL	2012
400 MR	4:25.50	Neff, J Foster, C Foster, Stadler	OH	2013
13-14				
50 Free	24.44	Michael Andrew	MV	2012
100 Free	53.72	Tyler McGill	IL	2002
200 Free	1:58.36	Aidan Keen	IA	2012
400 Free	4:11.37	Michael Brinegar	IN	2013
800 Free	8:37.21	Michael Brinegar	IN	2013
1500 Free	16:29.03	Michael Brinegar	IN	2013
100 Back	1:00.15	Cole Bateman	MN	2009
200 Back	2:10.88	Cameron Craig	MI	2012
100 Breast	1:06.72	Mark Gangloff	LE	1996
200 Breast	2:27.97	Kevin Cordes	IL	2008
100 Butterfly	57.12	Camden Murphy	MI	2013
200 Butterfly	2:09.30	David Mosko	OH	2003
200 I.M.	2:13.36	Aleksander Martin	IA	2011
400 I.M.	4:45.21	Phillip Seleskie	MN	2003
200 FR	1:40.22	Reid, Portela, Tschopp, Andrew	MV	2012
400 FR	3:42.55	Whitener, Rusiewski, Boland,	MI	2009
200 MR	1:52.29	Craig, Nowicki, Williams, O'Donnell	MI	2012
400 MR	4:06.83	Carl, Geheb, Murphy, Aguilar	MI	2013

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. Stalnecker	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 - 2013

Central Zone Senior Records after 2013 - Girls

Stroke	Times	Swimmer	Assoc.	Year
50 Free	26.93	Stacye Rudman	LA-MV	2010
100 Free	59.03	Erin Cafilisch	MINN-MN	2011
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	1:05.88	Hannah Angell	KCB-MV	2010
200 Back	2:22.65	Tevyn Waddell	MAC-SD	2013
100 Breast	1:14.65	Danielle James	MINN-MN	2011
200 Breast	2:42.32	Danielle James	MINN-MN	2011
100 Fly	1:03.47	Breanna Robinson	PRO-IN	2011
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 2013 - 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 - 2013

**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 inaugural All-Central Zone Team. 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 Heslen	2008 National Team Member
	Susan Gottlieb	1992 National B Team
Allison Bock	1993 National B Team	

INDIANA Continued	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
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	769	122
	Oxford, OH		
1997	Indianapolis, IN	932	154
	Oklahoma City, OK	627	101
1998	Quincy, IL	687	
	Minneapolis, MN	870	
1999	Indianapolis, IN	753	110
	Oxford, OH	751	148
2000	Grand Forks, ND	572	123
	Minneapolis, MN	679	112
2001	Oakland, MI	789	134
	Indianapolis, IN	857	193
2002	St Paul, MN	663	65
	Wichita, KS	641	138
2003	Indianapolis, IN	1719	322
2004	Oxford, OH	891	207
	Topeka, KS	722	127
2005	Ann Arbor, MI	841	129
	Grand Forks, ND	562	122
2006	Indianapolis, IN	795	148
	Oklahoma City, OK	786	262
2007	Cleveland, OH	799	173
	Topeka, KS	753	199
2008	Indianapolis, IN	1933	398
2009	Grand Forks, ND	711	174
	Noblesville, IN	810	148
2010	Lincoln, NE	544	160
	Pleasant Prairie, WI	864	255
	Bismarck, ND	125	0
2011	Indianapolis, IN	938	132(indoor)
	Topeka, KS	705	cancelled
	Franklin, IN	204	7 (indoor)
2012	Columbus, IN	733	108 (indoor)
	Pleasant Prairie, WI	1009	226 (outdoor)
	Lawrence, KS	184	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

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

RESPONSIBILITY	DATE	ACTIVITY	PAGE
Zone Director	March 15	Review/approve Meet Info – Notify MH	B1
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	B3
Championship Coordinators	March 1	Approve medal design	B3
Championship Coordinators	March 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	B3 B3
Championship Coordinators	by April 15	Site visit completed	B3
Championship Coordinators	May 15	Make sure host mails/posts meet info by date.	B3
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	B4
Championship Coordinators	15 Days after	Send meet evaluation to Zone Directors	B4
Championship Coordinators	30 Days after	File for reimbursement	B5
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	B1
CZ Secretary	March 1	Mail/email updated LSC addresses to MH	B1
Zone Records Chair	May 15	Send electronic version of records to MH	B7
Zone Records Chair	May 15	Send electronic backup file w/records, time stds, event limits to MH and Webmaster	B3
LSCs	April 15	Mail/email name of LSC entry contact to MH	B14
LSCs	Tue 12 pm meetWk	Electronic copy of meet entries to MH	B17
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	B17
LSCs	Wed Noon	Submit any corrections to original entry to MH (No new swimmers).	B18
LSCs	Start of Gen Mtg	Submit entry check.	B17
Prospective Meet Host	Prior to annual	Bid application to Sr Zone Director	B9
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	B9
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	B11
Meet Host	February 1	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	B11
Meet Host	February 15	Meet Information to Championship Meet Coordinator	B11
Meet Host	April 1	Apply for National Certification for Officials	B11
Meet Host	May 15	Post Meet Info on CZ website	B11
Meet Host	Tues-Meet Wk 6 p.m.	E-mail team entries reports to LSCs/ Post entries on CZ website	B17
Meet Host	Wed 6 pm Meet	Post warm-up and start times to CZ website for all sessions	B15
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	B13
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary	B13
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	B14
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	B14
Meet Host	6 months after	Meet information may be destroyed	B14

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

RESPONSIBILITY	DATE	ACTIVITY	PAGE
Zone Director	February 15	Review/approve Meet Info – Notify MH	B1
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	B3
Championship Coordinators	February 1	Approve medal design	B3
Championship Coordinators	February 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	B3 B3
Championship Coordinators	Mid February	Site visit completed	B3
Championship Coordinators	March 15	Make sure host mails/posts meet info by date.	B3
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	B4
Championship Coordinators	15 Days after	Send meet evaluation to Zone Directors	B4
Championship Coordinators	30 Days after	File for reimbursement	B5
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	B1
CZ Secretary	February 1	Mail/email updated LSC addresses to MH	B1
LSCs	February 15	Mail/email name of LSC entry contact to MH	B14
LSCs	Tue 12 pm Meet Wk	Electronic copy of meet entries to MH	B17
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	B17
LSCs	Wed Noon	Submit any corrections to original entry to MH (No new swimmers).	B18
LSCs	Start of Gen Mtg	Submit entry check.	B17
Prospective Meet Host	Prior to annual mtg	Bid application to Sr Zone Director	B9
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	B9
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	B11
Meet Host	January 15	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	B11
Meet Host	February 15	Meet Information to Championship Meet Coordinator	B11
Meet Host	April 1	Apply for National Certification for Officials	B11
Meet Host	May 15	Post Meet Info on CZ website	B11
Meet Host	Tues-Meet Wk 6 p.m.	E-mail team entries reports to LSCs/ Post entries on CZ website	B17
Meet Host	Wed 6 pm Meet	Post warm-up and start times to CZ website for all sessions	B15
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	B13
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary	B13
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	B14
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	B14
Meet Host	6 months after	Meet information may be destroyed	B14

APPENDIX E(1):

CENTRAL ZONE AGE GROUP CHAMPIONSHIP 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
- 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. *Spectator seating, etc.*
 - D. *Availability of concessions.*
 - E. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms. 292.3.4E
- 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** 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:** 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. Wednesday, *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*), Thursday, *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 the Thursday *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. Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is *not appropriate and is strongly discouraged/prohibited (use policy of host LSC).*

ELIGIBILITY:

- A. **Membership:** All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent and be age 14 or under.
- 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 (SCY) or short course meters (SCM).
- 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) Short Course National Championships
 - 2) Summer National Championships
 - 3) Summer US Open
 - 4) Summer Junior National Championships
- Each LSC may enter two (2) 10 & under, two (2) 11-12 and two (2) 13-14 swimmers with a disability who are not required to have achieved the qualifying time standards for their age groups/events.
- 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 no time (NT). These entries must be submitted with the original entry.

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.

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 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.

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 Tuesday 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 Tuesday.
 - 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 including an exception report of the LSC team entries via e-mail by 6 p.m. Tuesday 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.
 - **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 Wednesday Noon deadline.
 - Any corrections or updates after Noon on Wednesday shall go to the eligibility jury.
- C. **There will be no deck entries at this meet.**

ENTRY PROCEDURES:

- A. The LSC must submit its Pool 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 N) 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 National Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the National Board of Review.

SEEDING/CONDUCT:

A: Conduct:

- 11-12 and 13-14 – Preliminary/Finals format except for the following:
 - 400 IM, 800, 1500 Free for the 13-14 (fastest heat in finals)
 - 400 Free, and 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 (LCM)
- Second – Non-conforming times (SCM then SCY)
- Third – Non-qualifying times (NT)

C. Distance Events:

- The 13-14 400 IM, 800 and 1500 Free shall be timed finals with the fastest seeded heat of girls and fastest seeded heat of boys swimming in finals.
- All other 400 IM, 800 and 1500 Frees shall be swum in the preliminary session, swimming fastest to slowest, alternating girls and boys.
- The 11-12 400 Free shall be timed finals with the fastest seeded heat of girls and fastest seeded heat of boys swimming in finals. All other heats will be swum fastest to slowest in the preliminary session in event order.
- The 11-12 200s of stroke (back, breast, butterfly) shall be timed finals with the fastest seeded heat of girls and fastest seeded heat of boys 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, 200s will be swum during the finals on Friday and Saturday and the 400s in the preliminary session on Saturday and Sunday.
- 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.*)
- C. Positive Check-in:** Entrants in the 400 IM, 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline for that day's events in order to be seeded.
- D. 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.
- E. 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.

- All funds shall remain with the meet host.
- 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:

- 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)*

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*).
- Finalists will be paraded to the blocks from the ready area.
 - Championship Finals swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
 - Consolation heat must report behind the starting blocks prior to their heat.
 - Consolation Finals swimmers' names shall be announced while the swimmers are competing in water.
- B. All 10 & U swimmers shall report directly to their assigned lanes.
- Swimmers' names 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 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:
\$10.00 meet program
\$4.00 daily heat sheets.
\$1.00 Finals Heat Sheets each Session.

GENERAL MEETING:

- A pre-meet General Meeting is scheduled for Thursday 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.

REFRESHMENTS:

Provide general information on the nature of refreshments available.

THURSDAY 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	<i>Provide appropriate contact information.</i>
MEET WEBSITE:	<i>List meet website/availability of live results</i>
ATHLETE SOCIAL/ COACH SOCIAL INFORMATION	<i>List availability of athlete social or coach social as planned by the host.</i>
ZONE APPAREL	<i>List availability of zone apparel, how purchased, etc.</i>
OTHER INFORMATION:	<i>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</i>

SCHEDULE OF EVENTS

DAY 1

<u>GIRLS</u>	<u>EVENTS</u>	<u>BOYS</u>
--------------	---------------	-------------

MORNING PRELIMS

1	11-12 200 Individual Medley	2
3	13-14 400 Individual Medley timed finals	4
5	11-12 100 Breaststroke	6
7	13-14 100 Breaststroke	8
9	11-12 50 Backstroke	10
11	13-14 200 Freestyle	12
13	11-12 100 Freestyle	14
15	13-14 100 Butterfly	16
17	11-12 200 Butterfly timed finals	18
19	13-14 800 Freestyle timed finals	20

AFTERNOON TIMED FINALS

101	10-U 50 Breaststroke	102
103	10-U 100 Freestyle	104
105	10-U 50 Butterfly	106
107	10-U 200 Free Relay	108

CONSOLATION & CHAMPIONSHIP FINALS

21	13-14 200 Free Relay	22
23	11-12 200 Free Relay	24
19	13-14 800 Freestyle fastest heat	20
1	11-12 200 Individual Medley	2
3	13-14 400 Individual Medley fastest heat	4
5	13-14 100 Breaststroke	6
7	11-12 100 Breaststroke	8
9	11-12 50 Backstroke	10
11	13-14 200 Freestyle	12
13	11-12 100 Freestyle	14
15	13-14 100 Butterfly	16
17	11-12 200 Butterfly fastest heat	18

DAY 2

GIRLS	EVENTS	BOYS
--------------	---------------	-------------

MORNING PRELIMS

25	11-12 400 Medley Relay	26
27	13-14 400 Medley Relay	28
29	11-12 50 Butterfly	30
31	13-14 200 Individual Medley	32
33	11-12 50 Freestyle	34
35	13-14 50 Freestyle	36
37	11-12 200 Breaststroke timed finals	38
39	13-14 200 Breaststroke	40
41	11-12 100 Backstroke	42
43	13-14 100 Backstroke	44
45	11-12 400 Freestyle timed finals	46
47	13-14 400 Freestyle	48

AFTERNOON TIMED FINALS

109	10-U 200 Individual Medley	110
111	10-U 100 Backstroke	112
113	10-U 50 Freestyle	114
115	10-U 100 Breaststroke	116

CONSOLATION & CHAMPIONSHIP FINALS

49	11-12 200 Medley Relay	50
51	13-14 200 Medley Relay	52
29	11-12 50 Butterfly	30
31	13-14 200 Individual Medley	32
33	11-12 50 Freestyle	34
35	13-14 50 Freestyle	36
37	11-12 200 Breaststroke fastest heat	38
39	13-14 200 Breaststroke	40
41	11-12 100 Backstroke	42
43	13-14 100 Backstroke	44
45	11-12 400 Freestyle fastest heat	46
47	13-14 400 Freestyle	48

DAY 3

GIRLS **EVENTS** **BOYS**

MORNING PRELIMS

53	11-12	400 Freestyle Relay	54
55	13-14	400 Freestyle Relay	56
57	11-12	200 Backstroke timed finals	58
59	13-14	200 Backstroke	60
61	11-12	50 Breaststroke	62
63	13-14	100 Freestyle	64
65	11-12	200 Freestyle	66
67	13-14	200 Butterfly	68
69	11-12	100 Butterfly	70
71	13-14	1500 Freestyle timed finals	72

AFTERNOON TIMED FINALS

117	10-U	200 Medley Relay	118
119	10-U	200 Freestyle	120
121	10-U	50 Backstroke	122
123	10-U	100 Butterfly	124

CONSOLATION & CHAMPIONSHIP FINALS

71	13-14	1500 Freestyle fastest heat	72
57	11-12	200 Backstroke fastest heat	58
59	13-14	200 Backstroke	60
61	11-12	50 Breaststroke	62
63	13-14	100 Freestyle	64
65	11-12	200 Freestyle	66
67	13-14	200 Butterfly	68
69	11-12	100 Butterfly	70

APPENDIX E(2):

CENTRAL ZONE SENIOR CHAMPIONSHIP POOL TEMPLATE

Location

Date

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

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

SANCTION: Held under the sanction of USA Swimming and *(the LSC in which the meet is held)*.
Sanction Number XXXXXXXX

RULES: Current USA Swimming and Central Zone rules will govern the Meet

PARTICIPATING LSCS: Arkansas, Iowa, Illinois, Indiana, Lake Erie, Michigan, Minnesota, Midwestern, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, And Wisconsin

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 for the pool events, the address, and a description of where it is located and instructions for locating the pool (include a map).*

FACILITY: *Name of Facility is an indoor/outdoor # lane 50 meter pool.*

- The competition pool conforms to USA Swimming Rules and Regulation – Article 103.3. The pool is certified in accordance with USA Swimming requirements 104.2.2.C(3) & (4). *(Pool MUST be certified.)*
- Competition pool: #-lane, 50 meter pool, __ ft depth at the start end, and __ ft depth at the turn end.
- Warm-up/warm down pool: *A complete description of facility and time of availability.*
- Coaches are responsible for their swimmers' conduct. Failure of coaches to control their swimmers' actions may result in permanent expulsion from the area.
- Timing: *Describe timing system details*
- *Athlete accommodations: Lockers, concessions, etc*
- *Spectator accommodations: Seating, concessions, handicap-accessibility*
- Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.

MEET SCHEDULE: **POOL EVENTS:** *(Indicate Time Zone)*

Thursday	General Meeting	5:00 pm
----------	-----------------	---------

	Referee, Zone Coordinator		All Coaches	
	PRELIMS		FINALS	
	Warm-ups	Start	Warm-ups	Start
Friday	7:00-8:50 am	9:00 am	4:00-5:20 pm	5:30 pm
Saturday	7:00-8:50 am	9:00 am	4:00-5:20 pm	5:30 pm
Sunday	7:00-8:50 am	9:00 am	4:00-5:20 pm	5:30 pm

- The main competition pool will be reserved for the last 50 minutes of warm-ups for swimmers competing in that day's events.
- 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.

CLUB REGISTRATION:

- Registration will be held at: *(location)*, Thursday from 1 p.m. to 6 p.m. Note: This registration period is for club managers/coaches only; swimmers do not need to register individually with the meet host. Clubs are encouraged to inform their swimmers in advance of exactly when and where the team will assemble at the venue.
- *List availability of competition pool/warm-up warm-down pool during this time.*

SAFETY/WARM-UP PROCEDURES:

- Specifics listed by session
- Flagrant violation of these announced procedures may result in disqualification for unsportsmanlike conduct.

WARM-UPS PRELIM SESSION:

General warm-up, no assigned lanes. Warm-up opens 7:00 am; there will be general warm-up with feet first entry. No Sprinting or Pace Work allowed during the general warm-up session. Swimmers may not dive into the pool during general warm-up. Swimmers must enter the pool by stepping in feet first, or sitting and sliding in, in a safe and cautious manner. Entering in any other manner may result in the disqualification from one or more of the swimmer's events for that session at the discretion of the Meet Referee. Swimmers may dive during a designated sprint warm-up.

45 minutes prior to start of competition the following warm-up procedures will be followed.

Sprint and Pace Warm-up (remainder of warm-up period).

- Lanes 1 & 10 pace lanes: No diving or racing starts. Circle swimming only
- Lanes 2 & 9 (sprint lanes: dive start, swim one direction only. Backstrokers enter the water feet first in rotation. No diving over persons in the water. On day of the 50 Free Meet Referee may have one lane starting from opposite end of pool.
- Lanes 3, 4, 5, 6, 7, & 8 general warm-ups. No Diving.
- Additional sprint lanes may be made available upon request to the Meet Referee.
- No equipment is to be used during warm-ups, including but not limited to kick boards, buoys and paddles.
- The last 50 minutes of warm-ups will be reserved for swimmers competing in that day's events.
- CLEAR POOL: 10 minutes prior to start of meet (8:50 am).

WARM-UPS

Finals warm-up lane usage schedule: General warm-up period: feet first entry, NO

FINALS SESSION

Diving from the blocks or sides of pool. 30 minutes prior to start of competition, the following warm-up procedures will be followed.

- Lanes 1 & 10 pace lanes: No diving or racing starts. Circle swimming only
- Lanes 2 & 9 (sprint lanes: dive start, swim one direction only. Backstrokers enter the water feet first in rotation. No diving over persons in the water. On day of the 50 Free Meet Referee may have one lane starting from opposite end of pool.
- Lanes 3, 4, 5, 6, 7, & 8 general warm-ups. No Diving.
- Additional sprint lanes may be made available upon request to the Meet Referee.
- No equipment is to be used during warm-ups, including but not limited to kick boards, buoys and paddles.
- The last 50 minutes of warm-ups will be reserved for swimmers competing in that day's events.
- CLEAR POOL: 10 minutes prior to start of meet (5:20 pm).

**CLUB/UNATTACHED
ATHLETE
REPRESENTATIVE:**

- All athletes must have a representative at the General Meeting. Further all athletes must have a USA Swimming member coach supervising them while on deck. This includes warm ups. If an athlete is unable to secure a coach, then the meet host will work with the athlete to have a coach assigned. This coach will also be the liaison between the athlete and the meet host.

ATHLETE CONDUCT:

- The USA Swimming Code of Conduct will be enforced.
- Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is *not appropriate and is strongly discouraged/prohibited (use policy of host LSC)*.

ELIGIBILITY:

- A. Membership: All athletes (unattached or attached) and clubs must be regular (not seasonal) USA Swimming members and must be registered in an LSC within the Central Zone.
- B. Swimmer's Age: Swimmer must be 15 years or older on the first day of the pool competition.
- C. 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 15-16 National AAA time (LCM, SCM, SCY) between the July 1 (*year two years prior to meet*) and Sunday, (*Sunday immediately preceding the 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 (SCY) or short course meters (SCM).
 - Swimmers who have achieved an individual event qualifying time for the USA Swimming Summer Nationals or US Open shall not be eligible to compete in that particular stroke and distance, including relay events.

- All qualifying individual entry times not in the SWIMS Database may be proven by submitting meet results from College, High School, Junior High, YWCA or YMCA meets which were sanctioned by their respective governing organizations.
- Times not proven by the SWIMS Database will be flagged on the psych sheet (*). **Proof of time must be provided within 15 minutes after the General Meeting. If no proof of time is provided, the swimmer will be scratched from the event.**
- The responsibility for proving times lies with the entering club. The host will submit an exceptions report to each participating club designee by noon Wednesday, August ----.
- **Verification/Proof-of-Time must be in accordance with the type of time entered (LCM, SCY, or SCM).** Clubs are responsible for presenting any results they wish to use, and may send copies along with their hard copy to meet management as verification.
- Bonus Events Eligibility:

# of Qualified Events	# of Bonus Events
1	2
2	1
3+	0

There are no time standards for bonus events. The 800 and the 1500 **cannot** be swum as bonus events.

RELAY ENTRIES:

- A. Each entering club is responsible for relay entries.
- B. Included relay-only swimmers on OME.
- C. Competing relays must include at least one swimmer with a provable qualifying time.

ENTRY LIMITS:

- A. Swimmers may enter no more than three (3) individual events per day.
- B. Each Club is limited two (2) relays per relay event. Include relay-only swimmers in OME.
- C. No limit exists on the number of swimmers that a Club may enter in an individual event.

ENTRY RESPONSIBILITY:

- A. The coach, swimmer, or swimmer representative who enters any Central Zone Championship Senior 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 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.

ENTRY FEES:

\$8.00 per individual pool event
 \$16.00 per relay

\$1.00 per swimmer Central Zone surcharge *(to be paid by host 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
E-Mail

ENTRY DEADLINE:

- This meet will be using USA Swimming On-Line Meet Entry at:
www.usaswimming.org/ome
 - Entries may be submitted on-line beginning *Day/Date* (12:01 CDT) and must be completed by *Day/Date* at 11:59 pm CDT.
 - No credit card payments through OME will be permitted.
 - Entry fees must be paid directly to the meet host. *Include specifics for receiving payment – payable to whom, by when, etc.*
 - The Club will be sent a confirmation email at the completion of the online meet entry.
 - A Club may update their OME entry at any time prior to the deadline as long as entries have not been checked out.
 - Once an entry has been completed and paid for, the entries may not be deleted or changed. Additional entries will be accepted until the entry deadline.
 - Bring all communications to the meet in case of problems with your entries.
 - Secondary entries for times achieved between the initial entry deadline and the Monday prior to the meet must be entered between *Day/Date* at 6:00am CDT to 6:00pm CDT.
- B. There will be no deck entries at this meet.

ENTRY PROCEDURES:

- A. For relay only swimmers, included on OME.
- B. Entries for swimmers with a disability should be sent on separate entry form indicating preference for seeding.

PROTESTS:

All protests shall be handled in accordance with Articles 207.11.4 A-F and 207.11.5 of the USA Swimming Rule Book. *(See form in CZ Manual Appendix)*

SEEDING/CONDUCT:

- A. Conduct:
 - Preliminary/Finals format except 800, 1500 Freestyle and relay events shall be timed finals with only the fastest heat at finals.
- B. Seeding Order:
 - First – Conforming times (LCM)
 - Second – Non-conforming times (SCM then SCY)
- C. Finals:
 - There will be 3 heats at finals.
 - The top 8 fastest swimmers from the preliminary heats shall advance to the A final; the next 8 fastest from the preliminary heats shall advance to the B final; and the remaining 8 fastest swimmers from the preliminary heats who are 15-18 years old shall compete in the C final.
- D. Distance Freestyle:

- The fastest heat of 800 and 1500 Free shall be swum in finals. All remaining heats of the 800 shall be swum in the preliminary session, swimming fastest to slowest, alternating women and men. All remaining heats of the 1500 shall be swum in the preliminary session, swimming slowest to fastest, alternating women and men with the fastest heat finishing one hour prior to finals.

A. Relays:

- The top two heats of relays will swim at finals. All remaining heats shall swim at the end of the preliminary session fastest to slowest alternating women and men.
- Exception: For the 800 Free Relay, only the fastest heat for women and men shall swim at finals.

SCRATCHES/CHECK-IN

- A. All individual events will conform to USA Swimming National Scratch Procedure Rules (207.11.6 A-E). 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.

Day	Time	Scratch
Thursday, August --	15 min. after conclusion of General Meeting	Friday Events
Friday, August --	8:00 am	Friday Relays
Friday, August --	6:00 pm	Saturday Events
Saturday, August --	8:00 am	Saturday Relays
Saturday, August --	6:00 pm	Sunday Events
Sunday, August --	8:00 am	Sunday Relays

- C. Entrants in the 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline for that day's events in order to be seeded.
- D. 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.
- E. Scratching from Finals.
- USA Swimming National Scratch Procedure Rules (207.11.6 D) will be followed.
 - Clubs whose swimmers in the Final or Consolation heats on Sunday evening fail to scratch shall be fined a \$100 penalty per swim.
 - All funds shall remain with the meet host.
 - Failure on the part of the Club to pay imposed penalties shall result in barring from future zone championships.

TIME TRIALS:

- Time Trials will be offered at the discretion of the Meet Referee, time permitting.
- Time Start: (15 minutes after the conclusion of Prelims)

Sequence of Events: Friday – Fri-Sat-Sun-
Saturday – Sat-Sun-Fri
Sunday – Sun-Fri-Sat

Distance events – the day swum in the meet (time permitting)

Time Trial specifics:

- Swimmers will be limited to two time trials total for the entire meet.
- Time trials will count toward the three event limit per day.
- Time trials will conclude 90 minutes prior to the start of finals.
- The fee is \$10 per event payable to: _____
- Each swimmer must provide his/her own timer.
- Sign-up deadline is 10:00 am each day.
- On the final day of the meet, time trials are at the discretion of the referee.

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

SWIMMER

INTRODUCTIONS:

- A. C Finals will be announced in the water
B. B Finals will be announced before the race.
C. A Finals will be paraded and announced before the race.

AWARDS:

- A. Individual Pool Events:
1-8 place: medals with neck ribbons
- B. Relay events:
1-3 place: medals with neck ribbons
- C. Team Awards:
1-3 combined points: trophies
1-3 Women and Men: trophies
- D. Awards ceremony: *(Insert a description of the awards ceremony to prepare swimmers for accepting their awards.)*

DECK PASSES:

- A. Deck Passes/credentials for each coach will be issued according to the list submitted in OME. USA Swimming credentials must be shown at check-in to receive deck pass/credentials.
- 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:

Cost for General Admission is \$----- *all session pass*; \$----- *single session*
Cost for parking is \$-----.

MEET PROGRAM/FINAL

RESULTS:

Designate the cost of Meet Program and Final Results with the following maximum prices:
\$10.00 meet program
\$4.00 daily heat sheets.
\$1.00 Finals Heat Sheets each Session.

GENERAL MEETING:

- A pre-meet General Meeting is scheduled for Thursday at *(time)* p.m., at *(location)* for all coaches and Team representatives.
- Meet procedures and meet information will be discussed.

- Members of the Meet Committee will be identified.
- No deviation from the published Meet Information may occur without 100% agreement by Club representatives in attendance.
- Warm-up lanes and times will be assigned at this meeting.
- Any proposed changes or deviation from the published Meet Information must be submitted prior to the General Meeting to the Meet Referee Central Zone Championship Meet Coordinator and the Central Zone Directors for further consideration.

**OFFICIALS
INFORMATION:**

- National certification for officials will be available for this Meet.
- An officials' meeting will convene one hour prior to the start of each session.
- *Specify uniform. List contact (referee).*

VOLUNTEERS:

Timers and officials from visiting Clubs are encouraged and welcome. Please indicate the names of interested persons when entries are submitted or identify volunteers at the meet.

REFRESHMENTS:

Athlete refreshments available on deck will follow the National protocol to insure safety.

THURSDAY WARM-UP:

A general warm-up time will be available on Thursday from _____ to _____. Coaches are responsible for conducting the warm-up and the safety of their swimmers.

DIRECTIONS:

Directions to pool; parking instructions, etc

HOTEL INFORMATION

Provide appropriate contact information.

OTHER INFORMATION:

*Provide other information that may be useful to swimmers, coaches, Club officials, and/or parents in planning their participation in the Meet.
Things to do in area – visitor sites.*

**CENTRAL ZONE SENIOR MEET
SCHEDULE OF EVENTS 3 DAY FORMAT**

Friday

GIRLS	EVENTS	BOYS
MORNING PRELIMS		
1.....	400 Individual Medley	2
3.....	100 Breaststroke	4
5.....	200 Freestyle	6
7.....	100 Butterfly.....	8
9.....	4 x 100 Freestyle Relay*	10
11.....	800 Freestyle**	12
*All remaining heats, fastest to slowest alternating women/men.		
**All remaining heats, fastest to slowest alternating women/men		

CONSOLATION & CHAMPIONSHIP FINALS

11.....	800 Freestyle – fastest heat	12
1.....	400 Individual Medley	2
3.....	100 Breaststroke	4
5.....	200 Freestyle	6
7.....	100 Butterfly.....	8
9.....	4 x 100 Freestyle Relay fastest 2 heats	10

Saturday

GIRLS	EVENTS	BOYS
MORNING PRELIMS		
13.....	400 Freestyle	14
15.....	100 Freestyle	16
17.....	200 Breaststroke	18
19.....	100 Backstroke	20
21.....	200 Butterfly	22
23.....	4 x 200 Freestyle Relay*	24
*All remaining heats, fastest to slowest alternating women/men.		

CONSOLATION & CHAMPIONSHIP FINALS

13.....	400 Freestyle	14
15.....	100 Freestyle	16
17.....	200 Breaststroke	18
19.....	100 Backstroke	20
21.....	200 Butterfly	22
23.....	4 x 200 Freestyle Relay fastest heat.....	24

Sunday

GIRLS	EVENTS	BOYS
--------------	---------------	-------------

MORNING PRELIMS

25.....	200 Backstroke.....	26
27.....	200 Individual Medley.....	28
29.....	50 Freestyle	30
31.....	4 x 100 Medley Relay*	32
33.....	1500 Freestyle**	34

*All remaining heats, fastest to slowest alternating women/men.

**All remaining heats, slowest to fastest alternating women/men.

CONSOLATION & CHAMPIONSHIP FINALS

25.....	200 Backstroke.....	26
27.....	200 Individual Medley.....	28
33.....	1500 Freestyle fastest heat.....	34
29.....	50 Freestyle	30
31.....	4 x 100 Medley Relay fastest two heats	32

APPENDIX E(3):
CENTRAL ZONE OPEN WATER 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 - .5 mile; 11-12 – 1 mile; 13-14 – 1.5 miles; 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.
 - B. Swimmer's Age: Age of swimmer on *day of competition* shall be the age for competition.
 - C. Qualifying Time/Eligibility: Qualification times shall be the National A time for the longest freestyle pool event for the age offered at a Zone Championship Meet.
- 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 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.
- 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 National Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the National 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**
- A. *First Infringement: a yellow flag and a card bearing the swimmer's number shall*

- PROCEDURES:** *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

(Use distances appropriate for ages at specific meet)

OW 1	10-U – .5 Mile	OW 2
OW 3	11-12 – 1 Mile	OW 4
OW 5	13-14 – 1.5 Miles.....	OW 6
OW 7	Open – 5 Kilometers (3.1 Miles)	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 two swimmers with disabilities age 10 & U, 11-12, and 13-14 in any manner deemed appropriate. Examples of selection criteria and procedures are available from the Central Zone Director.
3. Swimmers with disabilities may compete in finals, earn awards and score points for their team in the same manner as the able bodied swimmers. No special awards are necessary.
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, regardless of where he/she actually competed. 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 XXXXXXXXX
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"/>	
b. Design		<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"/>	
Pictures						
a. Cost		<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"/>	
7. Open Water	Low	1	2	3	4	High
Location		<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"/>	
Check-in and Registration		<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"/>	
Awards		<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"/>	
8. Overall Experience	Low	1	2	3	4	High
Total Experience		<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"/>	
Crowd enthusiasm and engagement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Rate the overall success of the meet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Rate the overall smoothness of the meet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 Tuesday 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 (Junior/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 a NT (No qualifiers in an event: LSC can enter 2 NT swimmers for the each age group; 1 qualifier in an event: LSC can enter 1 NT 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
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