

Western Zone Manual

BYLAWS

- 1.0 Responsibilities:** The responsibilities of the Western Zone shall be:
- 1.1 To elect representatives to the USA Swimming Board of Directors in accordance with the USA Swimming Rules and Regulations.
 - 1.2 To aid and assist in distribution of information from USA Swimming to the LSC's within the Western Zone.
 - 1.3 To promote, develop and assist in the conduct of swimming in the United States within the Western Zone.
 - 1.4 To award an annual Long Course Western Zone Swimming Championship and prescribe its format and conduct.
- 2.0 Zone Alignment:** The LSCs of the Western Zone are: Alaska, Arizona, Central California, Colorado, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific, Pacific Northwest, San Diego-Imperial, Sierra Nevada, Snake River, Southern California, Utah and Wyoming.
- 3.0 Representation:**
- 3.1 LSC Representation: Each LSC in the Western Zone may send one or more delegates to any meeting of the Zone for the purpose of casting its three (3) votes. Recommendation: Each LSC designate an athlete to cast one (1) of its votes.
 - 3.2 Individuals, not represented in 3.1, who attend Western Zone meetings shall have voice but not vote.
 - 3.3 Mail Vote:
 - 3.3.1 Each LSC shall furnish the Western Zone Secretary/Treasurer the names, addresses, e-mail addresses and telephone numbers of three representatives to act for the LSC in mail votes.
 - 3.3.2 An LSC General Chairman may change a representative(s) by written notice to the Western Zone Secretary/Treasurer.
- 4.0 Management:**
- 4.1 General: Management of the affairs of the Western Zone is the responsibility of the LSC representatives subject to any limitation of the USA Swimming Rules and Regulations.
 - 4.2 Financial:
 - 4.2.1 Except for income derived by the host of the Western Zone Swimming Championship, any income derived from the promotion of swimming by members of USA Swimming, on behalf of the Western Zone, must be used in further promotion of swimming for the general welfare of the Western Zone as a whole.
 - 4.2.2 Entry fees for the Western Zone Swimming Championship may be changed only at the Annual Meeting.
- 5.0 Officers:**
- 5.1 Elected Positions: Those elected by the Western Zone shall be:
 - 5.1.1 Senior Western Zone Director
 - 5.1.2 Junior Western Zone Director
 - 5.1.3 Western Zone Swimming Championship Coordinator, elected in odd numbered years.
 - 5.1.4 Secretary/Treasurer, elected in odd numbered years
 - 5.1.5 Age Group Planning Committee Members
 - 5.1.5.1 Coach member elected in even numbered years
 - 5.1.5.2 Non-Coach member elected in odd numbered years
 - 5.1.6 Athlete Representative, elected in even numbered years by one athlete from each represented LSC.
 - 5.2 Appointed Positions:
 - 5.2.1 The appointed positions of the Western Zone, appointed in the even numbered years, shall be:
 - 5.2.1.1 Officials Coordinator
 - 5.2.1.2 Historian
 - 5.2.1.3 Adapted Swimming Coordinator
 - 5.2.2 Method of appointment
 - 5.2.2.1 Officials Coordinator shall be appointed by the Western Zone Directors in consultation with the National Officials Chairman and shall be a certified national official.
 - 5.2.2.2 The other appointments shall be by the Western Zone Directors.

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- 5.3 The two Western Zone Directors, the Western Zone Swimming Championship Coordinator, the Western Zone Athlete Representative and the Secretary/Treasurer shall constitute the Western Zone Board.
- 5.4 Elected and appointed positions shall have voice but not vote, unless designated to vote by an LSC.
- 5.5 Eligibility:
 - 5.5.1 Only members of USA Swimming and a member LSC are eligible for election or appointment.
 - 5.5.2 The Western Zone Directors shall not be members of the same LSC.
- 5.6 Term:
 - 5.6.1 Western Zone Directors:
 - 5.6.1.1 Each Western Zone Director shall be elected for a two year term.
 - 5.6.1.2 One Western Zone Director shall be a non-athlete, non-coach member and one Western Zone Director shall be a non-athlete, coach member as specified in USA Swimming Bylaws.
- 5.7 Limitation of Terms: No person may be elected or appointed to more than two successive terms with the exception of the Secretary/Treasurer and Historian to whom no term limit shall apply.
- 5.8 Vacancy: A vacancy shall be filled by appointment by the remaining Zone Board members until the next Annual Meeting of the Western Zone. A vacancy of a Zone Director shall be filled in accordance with USA Swimming Rules and Regulations.
- 5.9 Duties and Responsibilities:
 - 5.9.1 Senior Western Zone Director:
 - 5.9.1.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - 5.9.1.2 Shall chair all Western Zone meetings.
 - 5.9.1.3 Shall serve as a consultant in the management of the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 5.9.1.4 Shall be advisory to the management of the Western Zone Sectional Championships and should alternately attend each of the Western Zone Sectional Championships by season. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet. These expenses will be shared equally by the Western Zone and the Sectional attended.
 - 5.9.1.5 Shall contribute articles to the Western Zone Newsletter.
 - 5.9.1.6 Shall with the Junior Western Zone Director approve the sites selected by each Section.
 - 5.9.1.7 Shall in cooperation with the Junior Western Zone Director oversee the governance of each Section.
 - 5.9.2 Junior Western Zone Director:
 - 5.9.2.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - 5.9.2.2 Shall chair Western Zone meetings in the absence of the Senior Director.
 - 5.9.2.3 Shall serve as a consultant in the management of the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem \$40.00 for the meet including the two days prior to competition.
 - 5.9.2.4 Shall be advisory to the management of the Western Zone Sectional Championships and should alternately attend each of the Western Zone Sectional Championships by season. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet. These expenses will be shared equally by the Western Zone and the Sectional attended.
 - 5.9.2.5 Shall chair elections at the Annual Meeting.
 - 5.9.2.6 Shall contribute articles to the Western Zone Newsletter.
 - 5.9.2.7 Shall with the Senior Western Zone Director approve the sites selected by each Section.

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- 5.9.2.8 Shall in cooperation with the Senior Western Zone Director oversee the governance of each Section.
- 5.9.3 At least one Western Zone Director shall attend the general meeting held before the competition of each Western Zone Swimming Championship and remain in attendance for the duration of the meet.
- 5.9.4 Western Zone Swimming Championship Coordinator:
 - 5.9.4.1 Shall serve as Coordinator for the Western Zone Swimming Championship.
 - a. Shall provide background information, including the history of the meet, to the host for use in promoting and publicizing the meet to the local merchants and media.
 - b. Shall provide the host LSC with current National Age Group Records, National Top 16 Reportable Times and Western Zone Swimming Championship Records.
 - 5.9.4.2 Shall establish, with the Age Group Planning Committee Member (non-coach), the Championship meet format, order of events and fees to be presented for approval by 2/3 vote of LSC representatives at the Annual Meeting.
 - 5.9.4.3 Shall attend the Western Zone Swimming Championship and shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 5.9.4.4 Shall contribute articles to the Western Zone Newsletter.
- 5.9.5 Secretary/Treasurer:
 - 5.9.5.1 Shall be responsible for record keeping and minutes of all meetings, official correspondence and shall issue notices of all meetings.
 - 5.9.5.2 Shall receive and disburse all moneys as required by the Western Zone and shall maintain financial records for the Western Zone.
 - 5.9.5.3 Shall edit and distribute the Western Zone Newsletter.
 - 5.9.5.4 Shall prepare, edit and distribute reports as may be required by USA Swimming.
 - 5.9.5.5 Shall retain the official copy of the Western Zone Manual that includes the Bylaws, Championship Regulations and Attachments therein. Shall be responsible for their update and distribution as required from the Annual Meeting.
- 5.9.6 Athlete Representative:
 - 5.9.6.1 Shall chair all Western Zone athlete meetings.
 - 5.9.6.2 Shall develop and maintain a communication tree of the Western Zone LSC Athlete Representatives to:
 - 5.9.6.2.1 Distribute information
 - 5.9.6.2.2 Gather information and input
 - 5.9.6.3 Shall serve as a consultant in the affairs of the athletes for the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If the Athlete Representative attends this Championship as a non-competitor, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 5.9.6.4 Shall contribute articles to the Western Zone Newsletter.
- 5.9.7 Age Group Planning Committee Members:
 - 5.9.7.1 Shall serve as the liaison between the USA Swimming Age Group Coordinator and the Western Zone.
 - 5.9.7.2 Shall attend meetings of the USA Swimming Age Group Planning Committee on behalf of the Western Zone.
 - 5.9.7.3 (Non-Coach) Shall establish, with the Western Zone Swimming Championship Coordinator, the meet format, order of events and fees to be presented for approval by 2/3 vote of LSC representatives at the Annual Meeting.
 - 5.9.7.4 Shall contribute articles for the Western Zone Newsletter.
- 5.9.8 Officials Coordinator:
 - 5.9.8.1 Shall be the Western Zone nominee to the National Officials Committee
 - 5.9.8.2 Shall maintain communication with and distribute information to the LSC Officials Chairs.
 - 5.9.8.3 Shall assist in the selection of officials for the Western Zone Swimming Championship.

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- 5.9.8.4 Whenever possible, attend the Western Zone Swimming Championship in order to assist in officiating and to further communication and education of officials.
- 5.9.8.5 Shall contribute articles to the Western Zone Newsletter.
- 5.9.8.6 Shall assist in the selection of the Meet Referee for each Sectional Championship within the Western Zone that is to offer National Championship officiating opportunities.
- 5.9.9 Historian:
 - 5.9.9.1 Shall maintain the history portion of the Western Zone Manual. (Attachment 4)
 - 5.9.9.2 Shall contribute articles to the Western Zone Newsletter.
- 5.9.10 Adapted Swimming Coordinator:
 - 5.9.10.1 Shall be the Western Zone nominee to the National Adapted Swimming Committee.
 - 5.9.10.2 Shall maintain communication with and distribute information to the LSC Adapted Swimming Chairs within the Western Zone.
 - 5.9.10.3 Shall contribute articles to the Western Zone Newsletter.
- 6.0 Elections:** Elections shall be held at the annual USA Swimming convention.
 - 6.1 Nominations:
 - 6.1.1 May be made prior to the annual USA Swimming Convention through the USA Swimming Convention/Elections Committee or may be made from the floor at the annual USA Swimming convention meeting of the Western Zone by any Convention delegate resident of the Western Zone.
 - 6.1.2 Each candidate or his/her representative may present an introduction or statement not to exceed one minute and/or may prepare and distribute, via the Conventions/Elections Committee, a written statement regarding his/her qualifications for the office and views pertaining to Western Zone matters.
 - 6.2 Voting:
 - 6.2.1 Shall be by secret ballot.
 - 6.2.2 Election requires a majority of votes cast.
 - 6.2.3 If there is no majority on a ballot, the leading candidates whose votes total a majority shall advance to another ballot, continuing until one candidate receives a majority.
- 7.0 Meetings:**
 - 7.1 Annual: The Annual Meeting of the Western Zone shall be held in conjunction with the annual USA Swimming convention.
 - 7.2 Western Zone Technical Planning: A Technical Planning meeting may be held prior to the first meeting of the Western Zone at the annual USA Swimming convention.
 - 7.2.1 All Western Zone members present shall have voice and vote at this meeting.
 - 7.2.2 The purpose of this meeting is to review current Western Zone Swimming Championship operations and make advisory recommendations for the Annual Meeting.
 - 7.2.3 Order of Business:
 - a. Review current Western Zone Swimming Championship format.
 - b. Open discussion and recommendations of ideas to be presented at the Annual Meeting.
 - 7.3 Special: A special meeting may be called by either or both Western Zone Directors or by one-third of the LSC representatives.
 - 7.4 Notices: The notice of the Annual Meeting of USA Swimming (at the annual USA Swimming convention) shall be considered notice of the Annual Meeting. Notice of any special meeting shall be sent at least thirty (30) days in advance of the meeting, setting forth specifically the agenda items to be considered and acted upon. The Secretary/Treasurer shall be responsible for notifying, in writing, the LSCs of the location and time of the meeting.
 - 7.5 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.
 - 7.6 Rules: The procedural rules at all meetings shall be current Robert's Rules of Order as amended.
 - 7.7 Order of Business: At all meetings of the Western Zone, the following shall be the Order of Business:
 - a. Roll Call
 - b. Approval of Minutes
 - c. Report of Officers
 - d. Report of Western Zone Swimming Championship Committee
 - e. Unfinished business
 - f. Elections

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- g. New business
 - h. Resolutions and Orders
 - i. Adjournment
- 7.8 Proxy votes at Western Zone meetings shall not be allowed.
- 7.9 Any provision of these Western Zone Bylaws and Western Zone Swimming Championship Regulations not prescribed by USA Swimming may be amended at the Annual Meeting of the Western Zone by a two-thirds (2/3) vote of those eligible.
- 7.10 Amendments to these Bylaws, or any Appendix or Attachment thereto, made at the Annual Meeting shall become effective at the conclusion of the Annual Meeting, unless otherwise mandated.

8.0 Mail Vote:

- 8.1 Any action which may be taken at regular or special meetings, except amendment of these Bylaws and the Western Zone Swimming Championship Regulations, may be taken by mail vote.
- 8.2 The Secretary/Treasurer shall distribute a written ballot to every member entitled to vote. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal and provide a reasonable time within which to return the ballot to the Secretary/Treasurer.
- 8.3 Approval by written ballot shall be valid only when the number of votes cast within the time period specified constitutes a majority of the votes entitled to be cast.

9.0 Miscellaneous:

- 9.1 The Western Zone Directors shall have the authority to enforce these Bylaws and the Western Zone Swimming Championship Regulations in accordance with current USA Swimming Rules and Regulations.
- 9.2 Fiscal Year: The fiscal year of the Western Zone shall be that adopted by USA Swimming.
- 9.3 Dissolution: Upon dissolution of the Western Zone, all assets shall be distributed to the member LSCs in equal shares, or upon a majority vote of the LSC's representatives, to USA Swimming.

10.0 Sectional Championships

- 10.1 Sectional alignment shall be:
- 10.1.1 Western Blue – Alaska, Arizona, Colorado, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific Northwest, Snake River, Utah, Wyoming
 - 10.1.2 Western Gold -- Central California, Pacific, San Diego Imperial, Sierra Nevada, Southern California
- 10.2 Each Section shall develop and adopt bylaws to govern:
- 10.2.1 Athlete eligibility
 - 10.2.2 Officers and their respective duties
 - 10.2.3 Site Selection Procedures
 - 10.2.4 Meet Format
 - 10.2.5 Scoring
 - 10.2.6 Time Standards (to accommodate no fewer than 600 participants).
- 10.3 Each Section shall host two (2) meets per year, one in the spring and one in the summer, in accordance with USA Swimming Rules and Regulations Article 204 Senior Program 204.9.2.
- 10.4 Each Section shall maintain a current and correct copy of their bylaws with the Western Zone Secretary/Treasurer.
- 10.5 Each Section shall provide minutes of their meetings to the Western Zone Secretary/Treasurer within 30 days for general distribution.
- 10.6 Each Section shall provide an electronic copy of their meet information packet to the Western Zone Directors.
- 10.7 When a Zone Director attends a Sectional Championship, one half of their expenses will be paid by that Section. (See 5.9.1.4 and 5.9.2.4)
- 10.8 Each section shall provide a meet summary to the Western Zone Directors and shall include:
- 10.8.1 Number of teams participating
 - 10.8.2 Number of athletes participating
 - 10.8.3 Number of individual splashes
 - 10.8.4 Number of individual events offered
 - 10.8.5 Number of relay splashes
 - 10.8.6 Number of relay events offered
 - 10.8.7 Number of US Open cuts made
 - 10.8.8 Number of National cuts made
 - 10.8.9 Number of new National cuts made (based on entry time)
 - 10.8.10 Financial summary

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Appendix A: Western Zone Swimming Championship Regulations

Appendix B: Inclusion of Swimmers with Disabilities in the Western Zone Championship Meet

APPROVED by the Western Zone, September 17, 1999

AMENDED by the Western Zone, October 13, 2000

AMENDED by the Western Zone, September 13, 2001

AMENDED by the Western Zone, September 13, 2002

AMENDED by the Western Zone, September 17, 2004

APPENDIX A – WESTERN ZONE SWIMMING CHAMPIONSHIP REGULATIONS

Section I - Western Zone Swimming Championship Bids

- A. Bids must be made two (2) years in advance at the Annual Meeting.
 - 1. All bidders shall present their bids at the first session of the Annual Meeting.
 - 2. All bidders shall be given equal time to present bids.
 - 3. The vote shall be taken at the second session of the Annual Meeting.
 - 4. A majority vote is required to award the bid.
- B. Requirements to bid:
 - 1. Bids must meet or exceed all of the criteria contained in these Regulations and all the requirements of the contract to be signed with USA Swimming.
 - 2. Facility Requirements: The facility:
 - a. Shall meet the standards preferred for National Championships: Article 103, Facilities Standards, USA Swimming Rules and Regulations.
 - b. Shall have a warm-up pool with a minimum of six 25 yard lanes.
 - c. Shall have automatic timing and judging equipment capable of running the meet from both ends of the pool. including timing machines with stored memory capability, touch pads, three button backup and a scoreboard.
 - d. Shall have back-up equipment consisting of extra pads, buttons, cables and timing machines with stored memory capability on site.
 - e. Shall have participant and spectator seating for 1000 minimum; seating for 1500-2000 is recommended.
 - f. Shall have a meeting room with a capacity for 70 people.
 - 3. Identify whether an Open Water competition will be hosted on Sunday and if one is to be hosted, the location and distance of the competition.
- C. Successful Bidder: The successful bidder
 - 1. Shall execute the Western Zone Swimming Championship Contract within 90 days of the Annual Meeting at which the bid is awarded.
 - 2. The host LSC for the Western Zone Swimming Championship shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers.

Section II - Western Zone Meet Coordination Committee

- A. The Western Zone Swimming Championship Coordinator, the Meet Director(s), the Western Zone Officials Coordinator and the host LSC's Officials Chair shall constitute the Western Zone Swimming Championship Coordination Committee.
- B. The Western Zone Swimming Championship Coordinator shall act as Chair, and;
 - 1. Shall receive reports on the just completed meet.
 - 2. Shall receive, starting in January of the meet year, at least monthly progress reports in sufficient detail so that all preparations can be coordinated.
 - 3. Shall, approximately three (3) months prior to the meet, visit the site of the meet to consult with the host regarding preparations for the meet. A Western Zone Director or other designee may be named for this visit. The individual conducting this visit shall be reimbursed for airfare (at lowest rate available including Saturday night stay requirement or mileage, at the established USA Swimming reimbursement rate), motel costs for up to two days, and a daily per diem of \$40.00 for up to two days.
 - 4. Shall, with the host LSC, ensure the timely mailing of those items in III.C.
- C. The Western Zone Directors shall be consultants to the Committee.
- D. The immediate past Western Zone Swimming Championship Meet Director(s):
 - 1. Shall present, by the next Annual Meeting, the Committee with a report on the meet just concluded. The report is to contain:
 - a. A statistical summary on number of swimmers, individual entries, relay entries, number of coaches and managers, officials, etc.
 - b. An account of problems encountered and solutions proposed/implemented.
 - 2. Shall be available for consultation.
- E. The next year's Western Zone Swimming Championship Meet Director(s):
 - 1. Shall receive copies of all progress reports on the meet.
 - 2. Shall attend the previous meet if possible.
- F. Duties - The Committee shall maintain the Regulations for the Western Zone Swimming Championship with the official copy retained by the Secretary/Treasurer.

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Section III - Host Pre-Meet Obligations

- A. By the Annual Meeting prior to the meet, the host
 1. Shall provide information regarding the proximity of motels and restaurants to the competition pool.
 2. Shall provide information on transportation and vehicle rental agencies.
 3. Shall provide the names, addresses, e-mail addresses and phone numbers of key personnel to the Western Zone Swimming Championship Coordination Committee.
- B. Prior to issuing entry materials, the host
 1. Shall schedule a meeting room for the general meeting and Officials meeting.
 2. Shall schedule a Western Zone Dinner Social and Forum to be held following the third night of competition.
 3. Shall schedule (if host elects) a swimmers' social. It is recommended that any social be after the last night's competition.
- C. No later than ninety (90) days prior to the start of the meet, the host shall publish to all LSCs:
 1. Information including:
 - a. Format. (Attachment 1)
 - b. Meet Information (Attachment 2)
 - c. Time Standards. (Attachment 3)
 - d. Criteria for Adam Szmidt Team Sportsmanship Award.
 - e. LSC Staff Information form.
 - f. Officials application/information.
 - g. Any other forms the host requires to run the meet.
 - h. Meeting schedule (times, sites), information on any swimmer social, etc.
 - i. Open water information
 - j. Open water registration form (including entry fees)
 2. All materials shall be posted in a downloadable PDF file on the Western Zone and/or host site LSC web site with a hard copy available from the host upon request.

Section IV - Host Meet Obligations

- A. Pool Time:
 1. The host shall provide practice time in the competition pool the two (2) days prior to the start of the meet.
 2. The Meet Director(s), or designee, shall schedule teams during practice days.
 3. The warm-up pool shall be available during practice days and throughout the meet.
- B. Personnel: The host shall provide:
 1. Automatic equipment operators completely familiar with the timing equipment to be used including set-up, operation, reprogramming and "trouble shooting" the system and scoreboard.
 2. Administrative personnel sufficient to staff Clerk of Course, results, runners, scoring and copying.
 3. Marshals for all practice times, warm-up sessions and the warm-up pool during competition.
- C. Clerk of Course
 1. The host shall provide a Clerk of Course desk for the duration of the meet.
 2. The desk shall be open from 12 PM to 5 PM on Monday, the day prior to the start of competition, from 7 AM to 5 PM on Tuesday and from 7 AM to the close of the scratch box for each remaining day of competition.
- D. Credentials/Hospitality:
 1. The host shall provide a credentials desk.
 2. Athletes, coaches, officials and team personnel shall be credentialed.
 3. The host shall provide a hospitality area for credentialed officials and coaches.
 4. The host shall provide lunches for credentialed officials and coaches on competition days.
- E. Psyche Sheets/Heat Sheets:
 1. All psyche sheet/heat sheet event headings shall include the Western Zone Record, the National Reportable Time and the National Age Group Record.
 2. Two (2) preliminary meet entry summary reports shall be available to all LSCs at the clerk of course by noon on Monday, the day prior to the start of competition.
 3. By the time of the general psyche meeting the host shall provide:
 - a. Complete meet psyche sheets for credentialed officials and coaches plus two for each LSC represented.
 - b. A projected time line for all sessions, prepared by the Meet Referee, shall be distributed at the meeting.
 4. By 7:00 AM each morning the host shall provide session heat sheets, including an "estimated" timeline for the session for credentialed officials and six (6) copies for each LSC coaching staff.

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- a. Additional heat sheets, psyche sheets and time lines shall be available to an LSC provided said sheets are ordered with the master entry for coaching staff listed on the master entry.
- b. A fee of \$5 per additional coach listed must accompany the master entry.
5. By 7:00 AM each morning, a copy of complete results of the prior day's preliminary and final session shall be included with each of the six (6) sets of psyche sheets/heat sheets provided each LSC coaching staff and each additional purchased set provided pursuant to Section IV.D.4 above, the Western Zone Swimming Championship Coordinator and the Western Zone Directors.
6. Heat sheets for each day's finals' session are to be available one hour prior to the start of that session and shall include finals' seeding, and the estimated timeline for the session. (Distribution as in 4 above.)
7. An "estimated" timeline for the next day's preliminaries session will be available 90 minutes after the close of the scratch box on the previous day. (Distribution as in 4, above.)
- F. Concessions: The host shall provide concessions for breakfast, lunch and dinner at a reasonable price if food services are not within a reasonable walking distance.

Section V - Western Zone Swimming Championship

- A. The meet shall be conducted each year starting on the Tuesday before the second Saturday in August.
 1. A general meeting shall be held at 11:00 AM on the first day of competition.
 - a. One (1) coach and one (1) representative from each participating LSC must attend.
 - b. The Meet Referee and the Meet Director(s) shall chair the meeting.
 2. The Western Zone Dinner Social and Forum shall be held the third night after finals.
- B. The meet shall be conducted under the rules of USA Swimming.
 1. The host shall obtain an USA Swimming Sanction for the meet.
 2. The host shall obtain approval of the meet for National Officials Certification.
- C. Format (Attachment 1):
 1. The meet shall be heats and finals for individual events (top eight qualify for finals), timed finals for the 800 and 1500 meter freestyle, and relays.
 2. The event format shall be approved by the Western Zone at its Annual Meeting based on recommendations from the Western Zone Swimming Championship Coordinator and the Non-Coach Age Group Planning Member.
 3. Changes to the format may be made only by 2/3 vote at the Annual Meeting.
- D. Eligibility: A swimmer entered in the meet
 1. Must be a currently registered USA Swimming athlete.
 2. Must be entered by the LSC on its official entry.
 3. May not have participated in an individual event at a U.S. Open or USA Swimming National Championships.
 4. Any female 13 and over swimmer or male 15 and over swimmer may not have achieved two (2) or more U.S. Open Championship times in an individual event within the 18 months prior to the entry deadline of the current year.
 5. Any female 13 and over swimmer or male 15 and over swimmer may not participate in any event including relay leg in which a U.S. Open Championship time has been achieved within the 18 months prior to the entry deadline of the current year.
 6. Proof of time shall be the responsibility of the LSC. Violations of this section shall carry a fine of \$250.00 assessed to the LSC, the swimmer will be dismissed from the meet and all points earned by that swimmer will be removed (includes all relays in which the swimmer participated).
- E. Time Standards (Attachment 3):
 1. The time standard for each individual event shall be the average of:
 - a. The 20th seed time of the present meet.
 - b. The present time standard,
 - c. The previous time standard.
 - d. The time standard two previous.
 - e. In the event that there is not a 20th seed time, the standard shall not change.
 2. All time standards shall be rounded to the next slowest .09.
 3. Non-conforming SCY standards will be determined by using the following conversions:

Stroke	-----50's-----
Butterfly	(Yards Time) = (Meters Time – 0.7 Sec) / 1.11
Backstroke	(Yards Time) = (Meters Time – 0.6 Sec) / 1.11
Breaststroke	(Yards Time) = (Meters Time – 1.0 Sec) / 1.11
Freestyle	(Yards Time) = (Meters Time – 0.8 Sec) / 1.11

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Stroke	-----100's-----
Butterfly	(Yards Time) = (Meters Time – 1.4 Sec) / 1.11
Backstroke	(Yards Time) = (Meters Time – 1.2 Sec) / 1.11
Breastroke	(Yards Time) = (Meters Time – 2.0 Sec) / 1.11
Freestyle	(Yards Time) = (Meters Time – 1.6 Sec) / 1.11

Stroke	-----200's-----
Butterfly	(Yards Time) = (Meters Time – 2.8 Sec) / 1.11
Backstroke	(Yards Time) = (Meters Time – 2.4 Sec) / 1.11
Breastroke	(Yards Time) = (Meters Time – 4.0 Sec) / 1.11
Freestyle	(Yards Time) = (Meters Time – 3.2 Sec) / 1.11
Ind. Medley	(Yards Time) = (Meters Time – 3.2 Sec) / 1.11

Stroke	-----400's-----
Ind. Medley	(Yards Time) = (Meters Time – 6.4 Sec) / 1.11

4. Non-conforming SCM standards will be determined using the above formulas, omitting the final (division) step.
 5. Conversion For Distance Events
400/800 meters (long course) converts to 500/1000 yards by dividing meter time by .8925.
1500 meters (long course) converts to 1650 yards by dividing meter time by 1.02.
To convert Long Course Meters to Short Course Meters use the following formulas for distance events.
400 freestyle: long course time – 6.4 seconds = short course meters time
800 freestyle: long course time – 12.8 seconds = short course meters time
1500 freestyle: long course time – 24.0 seconds = short course meters time
 6. Each LSC may bring two (2) swimmers with disabilities who are 12 and under and two (2) Swimmers with disabilities who are 13-18. These swimmers with disabilities are not required to meet the time standards for their age groups/events. (Note: Their swims will not be included as part of an LSC's 400 splashes per V.H.8) (See **APPENDIX B**)
- F. Scoring:
1. Scoring is by LSC only.
 2. Individual events shall be scored 9-7-6-5-4-3-2-1.
 3. Relay events shall be scored 18-14-12-10-8-6-4-2.
- G. Awards:
1. Team awards through eighth (8) place.
 2. Medals first (1) through eighth (8) place in individual events.
 3. Relay medals first (1) through third (3) place, ribbons fourth (4) through (8) place.
 4. The Adam Szmidt Team Sportsmanship Award: The purpose of the award is to promote overall team spirit and a good sportsmanlike attitude within the sport of swimming and its participants. Please remember that sportsmanship and spirit, not performance or team score, are the criteria.
 - a. Criteria, in order of importance, are:
 - 1) Sportsmanship.
 - 2) Total team support.
 - 3) Consistent positive attitude throughout the entire meet.
 - 4) Appearance (uniform, shirts, suits, etc.).
 - b. Selection Committee:
 - 1) Western Zone Director(s).
 - 2) Meet Director(s).
 - 3) One athlete from each participating LSC.
 - 4) One coach from each participating LSC.
 - c. Procedure:
 - 1) Committee is to meet during the first day of competition to organize.
 - 2) Committee is to vote daily and by the end of the last day of competition's morning heats.
 - 3) Award is to be presented, based on the aggregate voting, at the conclusion of the last day of competition.
- H. Entries:
1. Shall be submitted only by LSCs.
 2. Shall be by a USA Swimming approved Standard Database Interchange Format (SDIF) electronic file with a signed hard copy backup that includes both the qualifying and non-

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- qualifying entry counts. If an LSC chooses not to use an SDIF format for entries, it shall pay a surcharge fee of \$2.00 per individual swimmer and relay squad in addition to the regular fees.
3. Shall include the USA Swimming registration number and home club code for each swimmer entered.
 4. The SDIF file and signed hard copy shall be received by noon, at the address designated in the Western Zone Swimming Championship Meet Information, on Wednesday prior to the start of competition. Use of express delivery is recommended.
 5. Shall be the swimmer's best time from the first day of competition of the prior year to the entry deadline of the current year.
 - a. For a swimmer, who does not have a long course time which makes the standard, the qualifying short course time shall be highlighted in pink on the signed hard copy and shall be designated by a Y (short course yards) or M (short course meters) on both the hard copy and the electronic file.. Swimmers with non-qualifying times shall be highlighted in yellow on the signed hard copy and shall be designated with a B (non-qualifying bonus swim) and L (long course meters), Y (short course yards), or M (short course meters) on both the hard copy and the electronic file.
 - b. Seeding shall be as follows:
 - 1) Long Course Meter qualifying times
 - 2) Short Course Yard qualifying times
 - 3) Short Course Meter qualifying times
 - 4) Non-qualifying (Bonus) times, Long Course Meters, Short Course Yards, Short Course Meters (LCM, SCY, SCM).
 - c. 800 and 1500 Meter freestyle seeding shall be alternating women's/men's, fastest to slowest, and shall be divided into age groups for awards and scoring.
 6. Relays shall be entered as no times; times shall be entered at the meet prior to seeding.
 7. Combined Age Group Relays: Those LSCs having fewer than four athletes of the same sex in two or more recognized age groups (10/u, 11/12, 13/14, 15/16, 17/18) may elect to combine these athletes into combined relay events. Athletes in such combined relays must be previously entered in the meet and must be combined solely with other athletes from age groups with less than four entered athletes. Such combined relays shall swim with the 17/18 & Combined Age Group. These relays will be scored and awarded as 18-Under, and records kept as such.
 8. Limits: Each LSC may enter no more than:
 - a. 400 individual events of which no more than 160 may be slower than standard.
 - b. An LSC which enters more than 400 individual events and/or 160 slower than standard swims:
 - 1) Shall scratch down to 400 individual events and/or 160 slower than standard swims prior to the close of the scratch box on Tuesday (one-half hour after the start of the 1500).
 - 2) Failure to comply shall be deemed to have given the Meet Referee authority to eliminate entries to comply with these entry limits. Slower than standard swims shall be eliminated first.
 - c. Six (6) individual events for a swimmer.
 - d. Two (2) relays per relay event.
 - e. One (1) slower than standard individual entry in each event of the 400, 800 and 1500 Meter Freestyle, 400 Meter IM. Entries over this limit must be scratched prior to the close of the scratch deadline for the event. In the event that such a scratch is not received, the Meet Referee has the responsibility to eliminate entries to comply with these entry limits.
 9. Administrative Entry Errors: The following procedure applies to and only to a swimmer whose entry is incorrect due to an administrative entry error on the LSC master entry form.
 - a. Administrative error(s) may be corrected if:
 - 1) The LSC entering the swimmer can prove, with documentary evidence, to the satisfaction of both the Meet Director(s) and the Meet Referee that the administrative error is due exclusively to error of the LSC and not in any way the fault of the swimmer. The Meet Director(s) and Meet Referee may use, at their sole discretion, a jury of the following to assist in their decision: Western Zone Swimming Championship Coordinator (Chair), Meet Referee, Meet Director(s), Coach Western Zone Director and Western Zone Athlete Representative.
 - 2) Such documentary evidence is submitted to the Meet Director(s) or Meet Referee prior to the general meeting. The administrative error entry shall be subject to approval at that meeting. No exception to the deadline shall be made.
 - b. If such error correction is approved the swimmer shall be seeded correctly, shall swim in any event he/she is qualified for under the regular meet procedures, and shall earn awards, points and times of record.

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10. An LSC whose entire entry is received no more than 24 hours late, may enter its athletes into the Western Zone Swimming Championship subject to the following:
 - a. The late LSC shall pay to the meet host an administrative penalty equal to that LSC's total entry fees.
 - b. The late LSC shall not score points for its individual swims, but shall receive points from all its swum relays.
 - c. The late LSC's swimmers shall be seeded correctly, shall earn individual awards and times of record.
11. Altitude Adjustment for Entries: Times achieved at altitude may be adjusted in accordance with the current edition of the USA Swimming Rules and Regulations.
12. Entries for swimmers with disabilities should be submitted on a separate entry form, and highlighted on the hard copy of the LSC's meet entry.
- I. Entry Fees:
 1. \$5.00 per individual event (\$1.25 per entry to the Western Zone treasury)
 2. \$12.50 per relay (\$2.90 per relay to Western Zone treasury)
 3. NO SURCHARGES.
 4. No gate entry fees may be charged.
- J. Competition Schedule:
 1. A warm-up schedule shall be presented at the general meeting before the start of competition on Tuesday.
 - a. Lane assignments for warm-ups
 - 1) Team lane warm-up assignments shall not rotate during the meet.
 - 2) Shall be based on the number of swimmers entered by each LSC.
 - 3) Exclusive warm-up for Tuesday's swimmers shall begin at 12:00 PM.
 - b. A general warm-up schedule (pace, sprint and general use lanes) shall be established for the hour preceding finals. (Note: Does not include 1500 on Tuesday)
 - c. Warm-ups shall be under the control of the Meet Marshals.
 2. Breaks: There shall be a minimum of a two hour break between heats and finals each day and a 10 minute break before the 800 Freestyle on Saturday.
 3. Relays shall be swum as the last events of each final's session.
 4. The meet shall begin at 1:00 PM on Tuesday and at 8:30 AM Wednesday through Saturday.
- K. Scratch Procedure: Swimmers are considered checked-in for all events entered unless scratched, except for the 1500 and 800 Meter Freestyle.
 1. Scratch box: Shall be at the Clerk of Course during the meet.
 2. Closing: The scratch box shall close one-half hour after the start of the previous day's finals (one-half hour after the start of the 1500 on Tuesday).
 3. 1500 and 800 Meter Freestyle:
 - a. Shall require positive check-in to be seeded.
 - b. Check-in for the 1500 M freestyle shall close at 8:00 AM Tuesday.
 - c. Check-in for the 800 M freestyle shall close at the close of the scratch box on Friday.
 - d. Seeding shall be posted at the pool by 9:00 AM.
 4. Scratch Procedure: The scratch procedure and no show rule for the meet shall be the National Championship procedure and rule as in the current USA Swimming Rules and Regulations (207.5.9 in 2001).

Section VI - Officials

- A. Western Zone Swimming Championship Referee:
 1. Shall be appointed by the Western Zone Directors, Western Zone Swimming Championship Coordinator and Western Zone Officials Coordinator by January 1 the year of the meet.
 2. Shall have attended at least one Junior, National or US Open Championship as an assigned official.
 3. Shall conduct, with the Western Zone Swimming Championship Meet Director(s), the general meeting.
 4. Shall prepare a proposed time line for all sessions to be distributed at the general meeting.
 5. Shall prepare "estimated" time lines for each session for inclusion in the session heat sheets.
 6. Shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
- B. An Administrative Referee and Chief Judge shall be named prior to the meet.
 1. The Administrative Referee shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.

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- C. Deck Referees, Assistant Chief Judges, Starters, Stroke and Turn Judges and Relay Take-off Judges shall be assigned prior to each session by the Chief Judge, Meet Referee and Western Zone Officials Coordinator (if available). It is the practice of the Western Zone to change the officials assigned to the positions of Deck Referee, Assistant Chief Judge and Starter on a daily basis.
- D. LSCs' Obligations:
 - 1. All participating LSCs are expected to provide a minimum of one (1) deck or administrative official.
 - 2. Applications to officiate shall be included in the meet information packet.
 - 3. Each participating LSC is encouraged to provide timers for at least one (1) lane for all sessions of the meet.
- E. All Officials are expected to attend an Official's meeting after the general meeting and prior to each session to which they are assigned.
- F. Officials working at the meet may apply for National Officials Certification.

Section VII - Post Meet

- A. Final Results:
 - 1. Shall include all individual events (including any swim-offs), all relay events with swimmers' names and all relay lead-off splits.
 - 2. Shall be formatted in national event order by age group, all women's events followed by all men's events.
 - 3. Shall be provided in electronic format (PDF, SDIF and/or other – LSC option) file via e-mail within ten (10) business days of the last day of the meet. Printed results will be available only by request. The cost for producing and mailing such printed results shall be paid by the LSC making the request.
 - 4. Shall be sent to:
 - a. Western Zone Directors
 - b. Western Zone Swimming Championship Coordinator
 - c. Western Zone Historian
 - d. Host Top Sixteen Tabulator
 - e. Four recipients designated by each LSC
 - f. Any LSC permanent office not included in e.
- B. Host shall receive any funds due from USA Swimming or the Western Zone upon distribution of results assuming all other terms of the contract have been met.

Attachment 1: Western Zone Swimming Championship Format

Attachment 2: Western Zone Swimming Championship Meet Information

Attachment 3: Western Zone Swimming Championship Time Standards

Attachment 4: Western Zone Swimming Championship History

APPROVED by the Western Zone, September 17, 1999

AMENDED by the Western Zone, October 13, 2000

AMENDED by the Western Zone, September 13, 2001

AMENDED by the Western Zone, September 13, 2002

AMENDED by the Western Zone, September 12, 2003

AMENDED by the Western Zone, September 17, 2004

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APPENDIX B – INCLUSION OF SWIMMERS WITH DISABILITIES IN THE WESTERN ZONE CHAMPIONSHIP MEET

(To begin in 2004 as a two year pilot program with a study by a task force who will oversee it.)

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 an attached entry form to enter a swimmer with a disability.
2. Each LSC may select two swimmers with disabilities age 12 and under and two swimmers with disabilities age 13-18 in any manner deemed appropriate. Their swims will not be included as part of the LSC's 400 splashes.
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. There are no special awards 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 15 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 Adapted 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.

Approved by the Western Zone, September 12, 2003