

Suggestions for Western Zone Board of Review Policy/Procedure Format

1. BOARD OF REVIEW MEMBERSHIP

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

2. TERM OF OFFICE

- a. Coach Member
 - i. The term of office shall be three (3) years;
 - ii. Two consecutive three (3) year terms may be served (for a total of 6 years);
 - iii. No Coach Member who has served six (6) successive years shall be eligible for reelection to this position until a lapse of three years.
 - iv. Terms of the Coach Members will be staggered, so that approximately one-third of the Coach or Non-Coach membership on the Zone Board of Review will expire each year. For the initial year, 2015, 1/3 of members will have a one year term, 1/3 will have a two year term, and 1/3 will have a three year term. After the initial year of implementation, the term of office will be 3 years. An initial term of less than 3 years will not count as a full term, towards the term limits.
- b. Non-Coach Member
 - i. The term of office shall be three (3) years;
 - ii. Two consecutive three (3) year terms may be served (for a total of 6 years);
 - iii. No Non-Coach Member who has served six (6) successive years shall be eligible for reelection to this position until a lapse of three years.
 - iv. Terms of the Non-Coach Members will be staggered, so that approximately one-third of the Non-Coach membership on the Zone Board of Review will expire each year. For the initial year, 2015, 1/3 of members will have a one year term, 1/3 will have a two year term, and 1/3 will have a three year term. After the initial year of implementation, the term of office will be 3 years. An initial term of less than 3 years will not count as a full term, towards the term limits.
- c. Athlete Member
 - i. The term of office shall be one (1) year;
 - ii. Six consecutive one (1) year terms may be served (for a total of 6 years).
 - iii. No Athlete Member who has served six (6) successive years shall be eligible for re-election to this position until a lapse of three years.
- d. Each member of the Board of Review will assume office immediately upon

election and will serve until a successor takes office.

3. CHAIR APOINTE BY BOARD; OTHER OFFICERS: The Chair of the Zone Board of Review(the “Chair”), who must be a regular member, will be appointed biennially by the zone directors. The Chair will biennially appoint a Vice Chair and a Secretary of the Zone Board of Review, each of whom must be regular members.
4. HEARING PANEL MEMBERS: A minimum of three (3) and a maximum of five (5) BOR members will be assigned to a hearing panel. Panel members shall not be from the same LSC as that from which the complaint arises. No more than two panel members may be from the same LSC.
5. MEETINGS: The Zone Board of Review will meet for administrative purposes at least once biennially to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Zone Board of Review and efficiently exercise its duties and powers. The biennial meeting will either occur at the Zone Annual Meeting, or by conference call or video conference call. Other meetings may be called by the Chair or any three (3)regular members. When meeting for administrative purposes, those provisions of Article 607 that are specified in Section 607.18 of the Required LSC Bylaws will apply to the Zone Board of Review.
6. PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT: Members of the Zone Board of Review may participate in a meeting or hearing of the Zone Board of Review, and any hearing may be conducted, in whole or in part, through conference telephone, video conferencing, or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by these means will constitute presence in person at such a meeting or hearing.
7. FILING FEES: A \$100 filing fee shall be collected at the time a Petition or Request for Formal Hearing following an Emergency Hearing is filed with the Zone Board of Review. If, on its own initiative or upon written request, the Zone Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case by case basis.
8. The full “Required Zone Board of Review Procedures” are located in the Appendix biennially appoint a Vice Chair and a Secretary of the Zone Board of Review, each of whom must be regular members.
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12. **FILING FEES:** A \$100 filing fee shall be collected at the time a Petition or Request for Formal Hearing following an Emergency Hearing is filed with the Zone Board of Review. If, on its own initiative or upon written request, the Zone Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case by case basis.

