WESTERN ZONE POLICIES and PROCEDURES

Section I. Officers, Directors, and Board

1.0 Appointed Positions

1.1 Method of appointment

1.1.1 Officials Coordinator shall be appointed by the Western Zone Directors in consultation with the National Officials Chairman and shall be a certified national (N3) official.

1.1.2. All other appointments shall be by the Western Zone Directors.

2.0 Duties and Responsibilities

2.1 Senior Western Zone Director:

2.1.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.

2.1.2 Shall chair all Western Zone meetings.

2.1.3 Shall serve as a consultant in the management of the Western Zone Swimming Championships and should attend the Western Zone Swimming Championships. If this Zone Director attends the Championships, 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 up to two days prior to competition.

2.1.4 Shall contribute content to the Western Zone website (westernzoneswimming.org.

2.1.5 Shall with the Junior Western Zone Director approve the sites selected by each Section.

2.1.6 Shall in cooperation with the Junior Western Zone Director oversee the governance of each Section.

2.2 Junior Western Zone Director:

2.2.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.

2.2.2 Shall chair Western Zone meetings in the absence of the Senior Director.

2.2.3 Shall serve as a consultant in the management of the Western Zone Swimming Championships and should attend the Western Zone Swimming Championships. If this Zone Director attends the Championships, 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 up to two days prior to competition.

2.2.4 Shall chair elections at the Annual Meeting.

2.2.5 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.2.6 Shall in cooperation with the Senior Western Zone Director oversee the governance of each Section.

2.3 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.

2.4 Western Zone Swimming Championship Coordinator:

2.4.1 Shall serve as Coordinator for the Senior and Age Group Western Zone Swimming Championships.

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 Age Group Recognition Times and Western Zone Swimming Championship Records.

2.4.2 Shall approve or establish, in conjunction with the Western Zone Directors, the event format, time standards, and event provisions for the Senior Western Zone Championship.

2.4.3 Shall manage the Senior and Age Group Championships meet format, order of events and fees to be presented for approval at the Annual Meeting.

2.4.4 Prepare the Meet Announcement template for the Senior and Age Group Championships. Incorporate host specific information as needed. Distribute final version no later than 90 days prior to the start of each relevant meet.

2.4.5 Prepare and/or review Senior and Age Group Championships meet databases, including qualifying time standards, records, and event fees.

2.4.7 *At* the request of the Zone Directors, shall attend the Western Zone Senior and Age Group Swimming Championships 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 up to two days prior to competition .

2.5 Secretary/Treasurer:

2.5.1 Shall be responsible for record keeping and minutes of all meetings, official correspondence and shall issue notices of all meetings.

2.5.2 Shall receive and disburse all moneys as required by the Western Zone and shall maintain financial records for the Western Zone.

2.5.3 Shall prepare, edit and distribute the annual budget and financial reports for review and approval by the Zone Directors.

2.5.4 Shall prepare, edit and distribute reports as may be required by USA Swimming.

2.5.5 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.

2.6 Athlete Representative:

2.6.1 Shall chair all Western Zone athlete meetings.

2.6.2 Shall develop and maintain a communication tree of the Western Zone LSC Athlete Representatives to:

2.6.2.1 Distribute information

2.6.2.2 Gather information and input

2.6.3 Shall serve as a consultant in the affairs of the athletes for the Western Zone Age Group
Swimming Championship and should attend the Western Zone Age Group 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 up to two days prior to competition.

2.6.4 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.7 Officials Coordinator:

2.7.1 Shall be the Western Zone nominee to the National Officials Committee

2.7.2 Shall maintain communication with and distribute information to the LSC Officials Chairs.

2.7.3 Shall assist in the selection of officials for the Western Zone Swimming Championships.

2.7.4 Shall obtain approval for the Senior and Age Group Championship meets to be designated as National Officials Qualifying Meets (OQM). Host LSC Officials Chair will be copied on all such requests.

2.7.5 Shall administer the Western Zone Officials Mentoring Program and the Western Zone Officials Reimbursement Fund.

2.7.6 Whenever possible, attend the Western Zone Swimming Championships in order to assist in officiating and to further communication and education of officials.

2.7.7 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.7.8 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.

2.8 Time Standards Coordinator:

2.8.1 Shall compile annual time standards as necessary for the Senior and Age Group meets to be presented for ratification at the Western Zone Annual Meeting at the USA Swimming Convention.

2.8.2 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.9 Disability Swimming Coordinator:

2.9.1 Shall be the Western Zone nominee to the National Disability Swimming Committee.

2.9.2 Shall maintain communication with and distribute information to the LSC Disability Swimming Chairs within the Western Zone.

2.9.3 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.10 Diversity and Inclusion Coordinator:

2.10.1 Shall be the Western Zone nominee to the National Diversity and Inclusion Committee

2.10.2 Shall maintain communication with and distribute information to the LSC Diversity and Inclusion Chairs within the Western Zone.

2.10.3 Shall contribute content to the Western Zone website (westernzoneswimming.org).

2.10.4 Shall coordinate the Western Zone Diversity Camp.

2.10.5 Shall chair the Western Zone Diversity and Inclusion Committee

2.11 Historian:

2.11.1 Shall maintain the history portion of the Western Zone Manual.

2.11.2 Shall contribute articles to the Western Zone Newsletter.

2.12 Zone Board of Review Chair shall be appointed by the Zone Directors.

2.12.1 Shall maintain a pool of potential Board of Review panel members. Three members should be nominated by each LSC to form the pool.

2.12.2 Zone Board of Review and Zone Sanction Appeal Process will both be managed by the Zone BOR Chair, and include use of the same pool of potential panelists.

2.12.2 If a Board of Review panel is required to hear a case, the BOR Chair shall select the panelists, attempting to include a cross-section of the Zone while maintaining balance of coach, athlete and volunteer inclusion.

2.12.3 Shall communicate with the USA Swimming staff and legal counsel as required to ensure jurisdiction is proper, and defer to the LSC, or to National BOR if appropriate.

2.13 The elected Western Zone positions – Senior Zone Director, Junior Zone Director, Swimming Championship Coordinator, Secretary/Treasurer, and Athlete Representative – shall be required to attend the USA Swimming Annual Convention. Reimbursement requirements outlined in the respective position's Duties and Responsibilities will apply.

Section II. Meetings

1.0 Annual: The Annual Meeting of the Western Zone shall be held in conjunction with the annual USA Swimming convention.

1.1 The purpose is to conduct the annual business of the Western Zone.

1.2 Order of Business: At all meetings of the Western Zone, the following shall be the Order of Business:

1.2.1 Roll Call
1.2.2 Approval of Minutes
1.2.3 Report of Officers
1.2.4 Report of Western Zone Age Group Swimming Championship Committee
1.2.5 Unfinished business
1.2.6 Elections
1.2.7 New business
1.2.8 Resolutions and Orders
1.2.9 Adjournment

2.0. Western Zone Technical Planning Meeting. A Technical Planning meeting may be held prior to the first meeting of the Western Zone at the annual USA Swimming convention.

2.1 All Western Zone members present shall have voice and vote at this meeting.

2.2 The purpose of this meeting is to review current Western Zone Swimming Championship operations and make advisory recommendations for ratification at the Annual Meeting.

2.3 Order of Business:

2.3.1 Review current Western Zone Swimming Championship formats.

2.3.2 Open discussion and recommendations of ideas to be presented at the Annual Meeting.

3.0 Western Zone Age Group Championship Meet Business Meeting

3.1 To be held in conjunction with the Western Zone Age Group Championship Meet Dinner/Banquet.

3.2 The purpose of this meeting is to review and make decisions regarding the Western Zone Age Group Swimming Championship Meet, Section IV, 5.0 — 5.11.4 excluding 5.9 Entry Fees.

3.3 This part of the meeting shall be chaired by the Western Zone Swimming Championship Coordinator if present, or the Zone Director in attendance).

3.4 The Western Zone Swimming Championship Coordinator will be responsible for assembling ideas and proposals regarding the meet to bring to the Zone meeting for discussion.

3.5 Each LSC, each Zone Director and the Zone Athlete Representative shall have a vote.

3.5.1 Each LSC's voting representative shall be named prior to the meet by their General Chair.

3.6 A two-thirds (2/3) majority vote will be required to approve format-content changes to Section IV, 5.0—5.11.4, excluding 5.9 Entry Fees. Meet format changes will be reported to the Convention meeting where a two thirds (2/3) majority vote of the eligible voters shall be required to disallow a change and refer it back to the next Zone Meet meeting.

Section III. Sectional Championships

1.0 Each Section shall provide minutes of their meetings to the Western Zone Secretary/Treasurer within 30 days for general distribution.

2.0 Each Section shall provide an electronic copy of their meet announcement packet to the Western Zone Directors.

3.0 Each section shall provide a meet summary to the Western Zone Directors and shall include:

3.1 Number of teams participating
3.2 Number of athletes participating
3.3 Number of individual splashes
3.4 Number of individual events offered
3.5 Number of relay splashes
3.6 Number of relay events offered
3.7 Number of US Open cuts made
3.8 Number of National cuts made
3.9 Number of new National cuts made (based on entry time)
3.10 Financial summary

Section IV. Western Zone Age Group Swimming Championship Regulations

1.0 Western Zone Age Group Swimming Championship Bids

1.1 Requirements to bid:

1.1.1 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.

1.1.2 Facility Requirements: The facility:

1.1.2.a Shall meet the standards preferred for National Championships, Article 103, Facilities Standards, USA Swimming Rules and Regulations.

1.1.2.b Shall have a warm-up pool with a minimum of six 25 yard lanes.

1.1.2.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, two button backup and a scoreboard.

1.1.2.d Shall have back-up equipment consisting of extra pads, buttons, cables and timing machines with stored memory capability on site.

1.1.2.e Shall have participant and spectator seating for 1000 minimum; seating for 1500 - 2000 is recommended.

1.1.2.f Shall have a meeting room with a capacity for 70 people.

1.1.3 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.

NOTE: An LSC must have at least one chaperone in the Athletes' Village to supervise during any time that their athlete(s) are using the athlete village.

1.2 Successful Bidder: The successful bidder

1.2.1 Shall execute the Western Zone Age Group Swimming Championship Contract within 30-days after being presented by USA Swimming.

1.2.2 The host LSC for the Western Zone Age Group Swimming Championship shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers.

2.0 Western Zone Age Group Swimming Championship Coordination Committee

2.1 The Western Zone Age Group Swimming Championship Coordinator, the Meet Director(s), the Western Zone Officials Coordinator and the host LSC's Officials Chair shall constitute the Western Zone Age Group Swimming Championship Coordination Committee.

2.2 The Western Zone Swimming Championship Coordinator shall act as Chair, and;

2.2.1 Shall receive, and distribute to the committee, reports on the just completed meet.

2.2.2 Shall receive, starting in January of the meet year, at least monthly progress reports in sufficient detail so that all preparations can be coordinated.

2.2.3 Shall, with the approval of the Zone Directors, 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.

2.2.4 Shall, with the host LSC, ensure the timely mailing of those items in Section IV, 3.3.1.

2.3 The Western Zone Directors shall be consultants to the Committee.

2.4 The immediate past Western Zone Age Group Swimming Championship Meet Director(s):

2.4.1 Shall present, by the next Annual Meeting, the Committee with a report on the meet just concluded. The report is to contain:

2.4.1.a A statistical summary on number of swimmers, individual entries, relay entries, number of coaches and managers, officials, etc.

2.4.1.b An account of problems encountered and solutions proposed/implemented.

2.4.2 Shall be available for consultation.

2.5 The next year's Western Zone Age Group Swimming Championship Meet Director(s):

2.5.1 Shall receive copies of all progress reports on the meet.

2.5.2 Shall attend the previous meet if possible.

2.6 Duties - The Committee shall maintain the Regulations for the Western Zone Age Group Swimming Championship with the official copy retained by the Secretary/Treasurer.

3.0 Host Pre-Meet Obligations

3.1 By the Annual Meeting prior to the meet, the host

3.1.1 Shall provide information regarding the proximity of motels and restaurants to the competition pool.

3.1.2 Shall provide information on transportation and vehicle rental agencies.

3.1.3 Shall provide the names, addresses, e-mail addresses and phone numbers of key personnel to the Western Zone Age Group Swimming Championship Coordination Committee.

3.2 Prior to issuing entry materials, the host

3.2.1 Shall schedule a meeting room for the general meeting and Officials meeting.

3.2.2 Shall schedule a Western Zone Dinner Social and Forum to be held following the second night of competition.

3.2.3 Shall schedule (if host elects) a swimmers' social. It is recommended that any social be after the last night's competition.

3.3 No later than ninety (90) days prior to the start of the meet, the host/Western Zone Championship Coordinator shall publish to all LSCs:

3.3.1 Information including:

3.3.1.a Format.

3.3.1.b Meet announcement.

3.3.1.c Time Standards.

3.3.1.d Criteria for Adam Szmidt Team Sportsmanship Award.

3.3.1.e LSC Staff Information form.

3.3.1.f Officials application/information.

3.3.1.g Any other forms the host requires to run the meet.

3.3.1.h Meeting schedule (times, sites), information on any swimmer social, etc.

3.3.1.i Open water information.

3.3.1.j. Open water registration form (including entry fees).

3.3.2 All materials shall be posted in a downloadable PDF file on the Western Zone Swimming and/or host site LSC web site.

4.0 Host Meet Obligations

4.1 Pool Time:

4.1.1 The host shall provide practice time in the competition pool the two (2) days prior to the start of the meet.

4.1.2 The Meet Director(s), or designee, shall schedule teams during practice days.

4.1.3 The warm-up pool shall be available during practice days and throughout the meet.

4.2 Personnel: The host shall provide:

4.2.1 Automatic equipment operators completely familiar with the timing equipment to be used including set-up, operation, reprogramming and "trouble shooting" the system and scoreboard.

4.2.2 Administrative personnel sufficient to staff Clerk of Course, results, runners, scoring and copying.

4.2.3 Marshals for all practice times, warm-up sessions and the warm-up pool during competition.

4.2.4 A National Meet Evaluator to be approved by the Zone Officials Chair with concurrence by the LSC Officials Chair. Travel expenses will be the responsibility of the meet host. No per diem required if hospitality is provided by the meet host.

4.3 Clerk of Course

4.3.1 The host shall provide a Clerk of Course desk for the duration of the meet.

4.3.2 The desk shall be open from 12 PM to 6 PM on Tuesday, the day prior to the start of competition, from 7 AM to 5 PM on Wednesday and from 7 AM to the close of the scratch box for each remaining days of competition.

4.4 Credentials/Hospitality:

4.4.1 The host shall provide a credentials desk.

4.4.2 Athletes, coaches, officials and team personnel shall be credentialed.

4.4.3 The host shall provide a hospitality area for credentialed officials and coaches.

4.4.4 The host shall provide breakfast and lunch for credentialed officials and coaches on competition days.

4.5 Psych Sheets/Heat Sheets:

4.5.1 All psych sheet/heat sheet event headings shall include the Western Zone Record, the National Age Group Recognition Time and the National Age Group Record.

4.5.2 Two (2) preliminary meet entry summary reports shall be available to all LSCs at the Clerk of Course by noon on Tuesday, the day prior to the start of competition.

4.5.3 By the time of the General Meeting, the host shall provide:

4.5.3.a Complete meet psych sheets for the Meet Referee and Administrative Referee and coaches plus two for each LSC represented.

4.5.3.b A projected time line for all sessions, prepared by the Meet Referee, shall be distributed at the meeting.

4.5.4 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.

4.5.4.a Additional heat sheets, psych 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.

4.5.4.b A fee of $5 per additional coach listed must accompany the master entry.

4.5.5 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 psych sheets/heat sheets provided each LSC coaching staff and each additional purchased set provided pursuant to Section 4.5.4 above, the Western Zone Swimming Championship Coordinator and the Western Zone Directors.

4.5.6 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 4.5.4 above.)

4.5.7 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 4.5.4 above.)

4.6 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.

5.0 Western Zone Age Group Swimming Championship

5.1 The meet shall be conducted each year starting on the Wednesday before the second Saturday in August.

5.1.1 A general meeting shall be held on Tuesday at 5:00 PM prior to the first day of competition.

5.1.1.a One (1) coach and one (1) representative from each participating LSC must attend.

5.1.1.b The Meet Referee and the Meet Director(s) shall chair the meeting.

5.1.2 The Western Zone Dinner Social and Forum shall be held the second night after finals.

5.2 The meet shall be conducted under the rules of USA Swimming.

5.2.1 The host shall obtain a USA Swimming Sanction for the meet.

5.3 Format

5.3.1 The meet shall be heats and finals for individual events (top eight qualify for finals). All relays are timed finals as are those events marked with an asterisk (*).

5.3.2 The event format shall be approved by the Western Zone at its Annual Meeting based on recommendations from the Western Zone Swimming Championship Coordinator.

5.3.3 Changes to the format may be made at the Annual Meeting or as per Section II, 3.0--3.5.

Note: 1) Check-in for the 800m Freestyle shall close 15minutes after the end of the General Meeting on Tuesday. Check-in for the 1500m Freestyle shall close at the close of the scratch box on Friday

5.4 Eligibility: A swimmer entered in the meet:

5.4.1 Must be a currently registered USA Swimming athlete.

5.4.2 Must be entered by the LSC on its official entry.

5.4.3 Any swimmer who within the 18 months prior to the start of the meet has participated in one (1) individual event at a USA Swimming Championships as defined in Article 207 of the USA Swimming Rules and Regulations, excluding Disability

Championships and Open Water Championships, may not compete in that event or a relay leg of the same stroke and distance.

5.4.4 Any swimmer who within the 18 months prior to the start of the meet has participated in two (2) or more individual events at a USA Swimming Futures or Championships as defined in Article 207 of the USA Swimming Rules and Regulations, excluding Disability Championships and Open Water Championships, may not compete in the meet.

5.4.5 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).

5.5 Time Standards:

5.5.1 The time standard for each individual event shall be the average of:

5.5.1.a The 20th seed time of the present meet.

5.5.1.b The current time standard (Year-1).

5.5.1.c The previous time standard (Year-2).

5.5.1.d The time standard two previous (Year-3).

5.5.1.e In the event that there is not a 20th seed time, the time standard shall be calculated using the 20th seed time as outlined above.

5.5.2 All time standards shall be rounded to the next slowest .09.

5.5.3 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
Stroke ----------100's----------
Butterfly (Yards Time) = (Meters Time - 1.4 Sec) / 1.11
Backstroke (Yards Time) = (Meters Time – 1.2 Sec) / 1.11
Breaststroke (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
Breaststroke (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

5.5.4 Non-conforming SCM standards will be determined using the above formulas, omitting the final (division) step.

5.5.5 Conversion For Distance Events

5.5.5.a 400/800 meters (long course) converts to 500/1000 yards by dividing meter time by .8925.

5.5.5.b 1500 meters (long course) converts to 1650 yards by dividing meter time by 1.02.

5.5.5.c 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

5.5.6 Each LSC may bring two (2) swimmers with disabilities who are 12 and under and two (2) Swimmers with disabilities who are 13-14. 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 Section IV, 5.8.8. (See Section V)

5.6 Scoring:

5.6.1 Scoring is by LSC only.
5.6.2 Individual events shall be scored 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
5.6.3 Relay events shall be scored 40-34-32-30-28-26-24-22

5.7Awards:

5.7.1 Team awards through eighth (8) place. First place trophy name – Scottie Aschermann Team Championship Award

5.7.2 Medals first (1) through eighth (8) place and ribbons ninth (9) through sixteenth (16) place for individual events.

5.7.3 Relay medals first (1) through third (3) place, ribbons fourth (4) through eighth (8) place. 5.7.4 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.

5.7.4.a Criteria, in order of importance, are:
5.7.4.a.1) Sportsmanship.
5.7.4.a.2) Total team support.
5.7.4.a.3) Consistent positive attitude throughout the entire meet.
5.7.4.a4) Appearance (uniform, shirts, suits, etc.).

5.7.4.b Selection Committee:
5.7.4.b.1) Western Zone Director(s).
5.7.4.b.2) Meet Director(s).
5.7.4.b.3) One athlete from each participating LSC.
5.7.4.b.4) One coach from each participating LSC.

5.7.4.c Procedure:
5.7.4.c.1) Committee is to meet during the first day of competition to organize.
5.7.4.c.2) Committee is to vote daily. Ballots are to be turned in to the Clerk of Course/Resolution Desk *or Championship Meet Coordinator* prior to the start of Relays during Finals each day.

5.7.4.c.3) Award is to be presented, based on the aggregate voting, at the conclusion of the last day of competition.

5.8 Entries:

5.8.1 Shall be submitted only by LSCs. Entry fees must be paid for all swimmers/relays entered in the meet. No refunds or credits will be given for swimmers/relays entered in the meet that do not compete.

5.8.2 Shall be by a USA Swimming approved Standard Database Interchange Format (SDIF) electronic file or by zone on-line entry system.

5.8.3 Shall include the USA Swimming registration number and home club code for each swimmer entered.

5.8.4 The SDIF file shall be received by noon, at the address designated in the Western Zone Age Group Swimming Championship Meet Announcement, on Wednesday prior to the start of competition. Use of express delivery is recommended.

5.8.5 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.

5.8.5.a For a swimmer, who does not have a long course time which makes the standard, the qualifying short course time shall be designated by a Y (short course yards) or S (short course meters) on the electronic file. Swimmers with non-qualifying times shall be designated with a B (non-qualifying bonus swim) and L (long course meters), Y (short course yards), or S (short course meters on the electronic file.

5.8.5.b Seeding shall be as follows:

5.8.5.b.1) Long Course Meter qualifying times

5.8.5.b.2) Short Course Yard qualifying times

5.8.5.b.3) Short Course Meter qualifying times

5.8.5.b.4) Non-qualifying (Bonus) times, Long Course Meters, Short Course Yards, Short Course Meters (LCM, SCY, SCM).

5.8.5.c 800 and 1500 Meter freestyle seeding shall be alternating women's/men's, fastest to slowest

5.8.6 Entry times for relays are required when entries for the meet are submitted.

5.8.7 Combined Age Group Relays: These relays will be scored and awarded as 10 & Under, 12 & Under, and 14&Under and records kept as such. No swimmer may compete in more than one age group relay per session.

5.8.8 Limits: Each LSC may enter no more than:

5.8.8.a 80 individual swimmers for a maximum total of 400 individual events of which no more than 160 may be slower than standard.

5.8.8.b An LSC which enters more than 400 individual events and/or 160 slower than standard swims:

5.8.8.b.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.

5.8.8.b.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.

5.8.8.c Six (6) individual events for a swimmer.

5.8.8.d Two (2) relays per relay event.

5.8.8.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 shall eliminate entries to comply with these entry limits.

5.8.9 Administrative Entry Errors: The following procedure applies to and only to a swimmer whose entry is incorrect due to an administrative entry error.

5.8.9.a Administrative error(s) may be corrected if:

5.8.9.a.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.

5.8.9.a.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.

5.8.9.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.

5.8.10 An LSC whose entire entry is received no more than 24 hours late, may enter its athletes into the Western Zone Age Group Swimming Championship subject to the following:

5.8.10.a The late LSC shall pay to the meet host an administrative penalty equal to that LSC's total entry fees.

5.8.10.b The late LSC shall not score points for its individual swims, but shall receive points from all its swum relays.

5.8.10.c The late LSC's swimmers shall be seeded correctly, shall earn individual awards and times of record.

5.8.11 Altitude Adjustment for Entries: Times achieved at altitude may be adjusted in accordance with the current edition of the USA Swimming Rules and Regulations.

5.8.12 Swimmers with disabilities must be identified at the time entries are submitted.

5.9 Entry Fees:

5.9.1 $9.00 per individual event with $4.00 going to the Western Zone treasury of which $2.00 is designated for the Officials Mentoring Program and fifty cents is designated for the Officials Reimbursement Fund.

5.9.2 $16.50 per relay ($4.00 per relay to Western Zone treasury of which $1.00 is designated for the Officials Reimbursement Fund.)

5.9.3 NO SURCHARGES.

5.9.4 No gate entry fees may be charged.

5.10 Competition Schedule:

5.10.1 A warm-up schedule shall be presented on Tuesday at the General Meeting before the start of competition on Wednesday. The meet warm-up procedures are to be developed by the Meet Director and the Western Zone Championship Meet Coordinator.

5.10.1.a Lane assignments for warm-ups

5.10.1.a.1) Team lane warm-up assignments shall not rotate during the meet.

5.10.1.a.2) Shall be based on the number of swimmers entered by each LSC.

*5.10.*11a The Meet Director shall be responsible for establishing warm-up lane assignments throughout the competition.

5.10.1.b A general warm-up schedule (pace, sprint and general use lanes) shall be established for the hour preceding finals.

5.10.1.c Warm-ups shall be under the control of the Meet Marshals and Invigilators.

5.10.2 Breaks: There shall be a minimum of a two hour break between Preliminary heats and warm-up for Finals each day and a 10 minute break before the 800 Freestyle on Wednesday and the 1500 Freestyle on Saturday.

5.10.3 Relays shall be swum as the last events of each final's session.

5.10.4 The meet shall begin at 8:30 AM for Preliminary sessions.

5.11 Scratch Procedure: Swimmers are considered checked-in for all events entered unless scratched, except for the 800 and 1500 Meter Freestyle.

5.11.1 Scratch box: Shall be at the Clerk of Course during the meet.

5.11.2 Closing: The scratch box shall close one-half hour after the start of the previous day's finals except for Tuesday when it will close 15 minutes after the end of the General Meeting.

5.11.3 800 and 1500 Meter Freestyle:

5.11.3.a Shall require positive check-in to be seeded.

5.11.3.b Check-in for the 800 M Freestyle shall close 15 minutes after the end of the General Meeting on Tuesday.

5.11.3.c Check-in for the 1500 M Freestyle shall close at the close of the scratch box on Friday.

5.11.3.d Seeding shall be posted at the pool by 9:00 AM the day the events are to be swum.

5.11.4 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 Rulebook.

Section V. Western Zone Senior and Age Group Meet Operations

1.0 Officials

1.1 Western Zone Senior and Age Group Swimming Championship Referee:

1.1.1 Shall be appointed by the Western Zone Directors, and Western Zone Officials Coordinator by January 1 the year of the meet.

1.1.2 Shall have attended at least one Junior, National or US Open Championship as an assigned official and have extensive experience as a Meet Referee.

1.1.3 Shall conduct the General Meeting in conjunction with the respective Meet Director(s).

1.1.4 Shall prepare a proposed time line for all sessions to be distributed at the General Meeting.

1.1.5 Shall prepare "estimated" time lines for each session for inclusion in the session heat sheets.

1.1.6 Shall be reimbursed by the Western Zone for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of $40.00 for the meet including up to two days prior to competition.

1.2 An Administrative Referee and Team Lead Chief Judge shall be named well in advance for each meet.

1.2.1 The Administrative Referee and Team Lead Chief Judge shall be reimbursed by the Western Zone for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of $40.00 for the meet including up to two days prior to competition.

1.3 For the Western Zone Age Group Championship meet, Deck Referees, Assistant Chief Judges, Starters, Stroke and Turn Judges and Relay Take-off Judges shall be assigned prior to each session by the Meet Referee or his/her designee. It is the practice of the Western Zone to change the officials assigned to the positions of Deck Referee, Assistant Chief Judge and Starter at the Age Group meet.

1.4 LSCs' Obligations:

1.4.1 All participating LSCs are expected to provide a minimum of one (1) deck or administrative official.

1.4.2 Applications to officiate shall be included in the meet announcement packet.

1.4.3 Each participating LSC is encouraged to provide timers for at least one (1) lane for all sessions of the meet.

1.5 All Officials are expected to attend an Official's meeting prior to each session to which they are assigned.

1.6 Officials working at the meet may apply for National Officials Certification.

2.0 Officials Mentoring Program

2.1 This fund will provide travel lodging assistance for two invited officials, as identified by the Western Zone Officials Chair with the advice of the Western Zone LSCs, the assigned championship Meet Referees and the Western Zone Directors, from each of the Western Zone LSCs for each of the two zone meets (Meet Referees, Admin Referee and Team Leads are not covered by this fund.) One official should be a more senior official who will act as a mentor; the other official should be one that has been identified by the LSC as having strong potential that needs developing. Each official will be required to work 80% of their meet's sessions.

2.2 This fund will be administered by the Western Zone Officials Chair subject to policies and procedures of the Western Zone. Distribution of any monies from this fund will be made by the Western Zone Treasurer with the approval of the Western Zone Directors. Any funds not used in any one year will carry forward and made strictly available to the Officials Mentoring Program in future years.

2.3 Funding: $2.00 will come from each individual entry fee. (See Section IV.5.9 and Section VII.10.0.)

3.0 Officials Reimbursement Fund

3.1 This fund will provide reimbursement assistance, for each of the two zone meets, to officials who have worked 80% of their meet's sessions and who are not being reimbursed from another source.

3.2 This fund will be administered by the Western Zone Officials Chair subject to policies and procedures of the Western Zone. Distribution of any monies from this fund will be made by the Western Zone Treasurer with the approval of the Western Zone Directors. Any funds not used in

any one year would carry forward and made strictly available to the Officials Reimbursement program in future years.

3.3 Funding: Fifty cents ($.50) of each individual event fee received and $1.00 of each relay fee received will go into this fund. Monies from the two meets will be kept separate and used only for funding officials for the meet from which they were received. (See Section IV.5.9 and Section VII.10.0.)

3.4 Meet Host shall ensure event results are posted to an identified website after the conclusion of each event.

4.0 Post Meet

4.1 Final Results for Senior and Age Group meets:

4.1.1 Shall include all individual events (including any swim-offs), intermediate distance times for individual events 800 Meters and greater, all relay events with swimmers' names and all relay lead-off splits.

4.1.3 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 not be provided.

4.1.4 Shall be sent to:

4.1.4.a Western Zone Historian

4.1.4.b Host LSC's SWIMS database results processor

4.1.4.c A complete set and unlocked Meet Manager backup files will be sent to the Western Zone Swimming Championship Coordinator and the Time Standards Coordinator within 5 days of the completion of the competition.

4.2 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.

Section VI. Inclusion of Swimmers with Disabilities in the Western Zone Age Group Championship Meet

1.0 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. Classification of a swimmer with a disability is not required.

2.0 Each LSC may select two swimmers with disabilities age 12 and under and two swimmers with disabilities age13-14 in any manner deemed appropriate. Their swims will not be included as part of the LSC's 400 splashes.

3.0 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.

4.0 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.

5.0 Aside from the norm, the Meet Referee has the ability to seed the swimmer with a disability in a number of ways. 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.

6.0 It is the responsibility of the USA Swimming Disability Chair to provide the Western Zone Swimming Championship Coordinator 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.

Section VII. Western Zone Senior Swimming Championship

1.0 Western Zone Senior Championship Bids:

1.1 The successful bidder shall execute the Western Zone Senior Championship contract within 30-days after being presented by USA Swimming.

1.2 The host LSC for the Western Zone Senior Championship shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers.

2.0 The meet shall be conducted each year in August.

2.1 A General Meeting shall be held prior to the competition.

2.1.1 One (1) representative from each participating club must attend.

2.1.2. The Meet Referee and the Meet Director(s) shall chair the meeting.

3.0 The meet shall be conducted under the rules of USA Swimming.

3.1 The host shall obtain a USA Swimming Sanction for the meet.

4.0 Format:

4.1 The meet shall be heats and finals for individual events (top twenty-four (24) qualify for finals), timed finals for the 800 and 1500 meter freestyle, and relays.

4.2 The event format shall be approved by the Western Zone Swimming Championship Committee and Western Zone Directors.

5.0 Eligibility: A swimmer entered in the meet must be a member of USA Swimming and a Western Zone LSC.

6.0 Time standards will be established by the Western Zone Directors, Western Zone Swimming Championship Coordinator and the Western Zone Time Standards Coordinator.

7.0 Scoring will be established by the Western Zone Meet Directors and the Western Zone Swimming Championship Coordinator.

8.0 Awards

8.1 Team awards for first through third places in each division.

8.2 Individual awards are for high point female and male.

9.0 Entries. Entry provisions shall be established by Western Zone Swimming Championship Coordinator and the Western Zone Directors.

10.0 Entry Fees. All provisions of Western Zone Policies and Procedures Section IV, 5.9 apply.

11.0 Competition Schedule:

11.1 A pre-scratch competition time line prepared by the Meet Referee and warm-up schedule (created by the Meet Director and the Western Zone Championship Meet Coordinator) shall be presented at the General Meeting by the Meet Referee before the start of competition.

11.2 Breaks: There shall be a minimum of a two hour break between heats and finals each day.

11.3 Relays shall be swum as the last events of each final's session.

12.0 Scratch Procedure: Swimmers are considered checked-in for all events entered unless scratched, except for the 1500 and 800 M freestyle.

12.1 Scratch box: Shall be at the Clerk of Course during the meet.

12.2 Closing: Scratch deadlines and positive check-in deadlines for events will published in the meet announcement packet.

12.3 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 (207.12.6).

13.0 Reimbursement: The following individuals will be reimbursed for attendance at the Western Zone Senior Championship:

- 13.1 Western Zone Senior Director per Section I,2.1.3.
- 13.2 Western Zone Junior Director per Section I, 2.2.3.
- 13.3 Western Zone Swimming Championship Coordinator per Section I, 2.4.7.
- 13.4 Meet Referee per Section V, 1.1.6.
- 13.5 Administrative Referee and Team Lead Chief Judge per Section V,1.2.1

Section VIII. Approval and Amendment

1.0 Any provision of these Western Zone Policies and Procedures not prescribed by USA Swimming Rules and Regulations and not prohibited by specific inclusion in these documents may be amended: at the Annual Meeting of the Western Zone by a majority [50% plus one (1)] vote of those eligible or by a majority vote of the Western Zone: Board (the elected members of the Western Zone).

2.0 Effective Date of Changes: Changes to these Policies and Procedures, or any Attachment thereto, made at the Annual Meeting shall become effective at the conclusion of the Annual Meeting, unless otherwise mandated.

Section IX. Attachments

Western Zone Swimming Championship History
Western Zone Swimming Championship Time Standards (Current)

ADOPTED by the Western Zone, September 15, 2006.
Amended:
September 27, 2007
September 26, 2008
September 16, 2010
September 15, 2011
September 14, 2012
September 13, 2013
September 18, 2014
October 20, 2015 (changes approved at Convention 2015)
July 26, 2016, Changes made by Zone BOD by Conference Call.
Sept. 27, 2016 (changes approved at Convention 2016