

1 **Bylaws-1 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled**

2 **Location: Central Zone Bylaws: 5. Officers / Elections**

3 **Proposed by: Central Zone Legislation Task Force**

4 **Purpose:** To align the Central Zone Bylaws with the new USA Swimming Corporate Bylaws.

5 **Effective Date: Immediately**

6 **5. OFFICERS**

7 **5.1 TITLES** *[no change]*

8 **5.2 ELIGIBILITY** *[no change]*

9 **5.3 ELECTIONS** – Elections shall be held by the Central Zone during the week of the annual meeting of  
10 USA Swimming. Nominations for Zone Director may be made in advance by advising the USA  
11 Swimming Elections Committee Chair or from the floor at the annual meeting of the Zone. Other  
12 elected officers shall be nominated from the floor at the same meeting. Elections shall be by  
13 secret ballot.

14 .1 ZONE DIRECTORS shall be elected in accordance with ~~504.2 of the USA Swimming Rules and~~  
15 ~~Regulations~~ these Bylaws:

16 a) Each LSC is entitled to five (5) votes, of which at least one vote must be designated to  
17 the LSC athlete representative(s). If no athlete representative is present, the LSC  
18 shall cast only four votes.

19 b) For the purpose of casting its votes, each LSC may send one or more delegates to the  
20 Zone meeting.

21 .2 THE ATHLETE REPRESENTATIVE shall be elected by the Zone LSC athlete representatives  
22 present, with no more than two athletes per LSC casting a ballot.

23 .3 THE SECRETARY/TREASURER shall be elected by a majority vote with each LSC entitled to five  
24 votes, of which no less than twenty percent (20%) must be designated to its LSC athlete  
25 representative(s). Each LSC's athlete representative(s) must be present for the vote at the  
26 meeting in order for the LSC's athlete vote to be cast. If no athlete representatives are  
27 present, the LSC may cast only four votes.  
28

29 **Bylaws-2 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled**

30 **Location: Central Zone Bylaws: 5. Officers / Responsibilities**

31 **Proposed by: Central Zone Legislation Task Force**

32 **Purpose:** To align the Central Zone Bylaws with the new role of Zone Directors within USA Swimming.

33 **Effective Date: Immediately**

34 **5. OFFICERS**

35 **5.7 RESPONSIBILITIES** – The duties of the elected officers in addition to such duties as may be set forth  
36 in USA Swimming Rules and Regulations or the Central Zone Policy and Procedures Manual are:

37 .1 ZONE DIRECTORS:

- 38 (1) Shall represent the Central Zone on the ~~USA Swimming Board of Directors~~ Zone  
 39 Directors Council.
- 40 (2) Shall act as responsible liaison between designated LSCs and the ~~USA Swimming~~  
 41 ~~Board of Directors~~ Zone Directors Council.
- 42 ~~(3) Shall provide written communication to Zone representatives following each USA~~  
 43 ~~Swimming Board of Directors meeting.~~
- 44 (4) Shall oversee revision of the Central Zone Policies and Procedures Manual as  
 45 necessary, following the annual meeting.
- 46 (5) Shall be responsible for receiving and directing the disbursement of all monies in  
 47 accordance with the Central Zone Policies and Procedures or as authorized by the  
 48 Central Zone Directors.
- 49 (6) Shall make all appointments in accordance with USA Swimming Rules and  
 50 Regulations and the Central Zone Bylaws and Policies and Procedures Manual.
- 51 (7) Senior Director or designee shall preside at all meetings. The Junior Director shall  
 52 conduct the elections.
- 53 (8) Shall accept bids for Championship meets.
- 54 (9) Shall review and approve Zone Championship meet information.
- 55 (10) Shall arrange meetings for Central Zone at the USA Swimming Annual Meeting.  
 56

Bylaws-3	<b>ACTION:</b>	<b>Adopted</b>	<b>Defeated</b>	<b>Adopted/Amended</b>	<b>Tabled</b>	<b>Postponed</b>	<b>Pulled</b>
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58 **Location: Central Zone Bylaws: 5. Officers / Responsibilities**

59 **Proposed by: AEC**

60 **Purpose:** To better define the role of the Athlete Representative.

61 **Effective Date: Immediately**

62 **5. OFFICERS**

63 5.7 RESPONSIBILITIES – The duties of the elected officers in addition to such duties as may be set  
 64 forth in USA Swimming Rules and Regulations or the Central Zone Policy and Procedures  
 65 Manual are:

66 .3 ATHLETE REPRESENTATIVE:

- 67 a) ~~Shall serve on the USA Swimming Athletes Executive Committee~~  
 68 b) ~~Shall actively participate at the USAS Convention.~~  
 69 c) ~~Shall coordinate athlete representation for the Zone at Convention.~~  
 70 d) ~~Shall assist in setting and meeting yearly position goals.~~  
 71 e) ~~Shall provide pre and post Convention reports to the LSC athlete representatives~~  
 72 ~~and Zone Directors, and contact those athlete representatives a minimum of two~~  
 73 ~~additional times per year.~~  
 74 f) ~~Shall maintain and update a current list of LSC athlete representatives in the Zone.~~  
 75 g) ~~Shall ensure that new LSC athlete representatives receive a copy of the Athletes'~~  
 76 ~~Manual and all appropriate information.~~

- 77 ~~h) Shall keep all records/information for the next Zone Athlete Representative.~~
- 78
- 79 a) Shall serve as the Chair of the Central Zone Athletes Committee.
- 80 b) Shall actively participate at the USAS Convention, and all other meetings specified
- 81 by the Central Zone Directors and the Athletes' Leadership Sub-Committee Chair.
- 82 c) Shall oversee athlete representation for the Central Zone at Convention.
- 83 d) Shall assist in setting and meeting yearly position goals.
- 84 e) Shall provide pre- and post- Convention reports to the LSC athlete representatives
- 85 and Zone Directors, and contact those athlete representatives a minimum of two
- 86 additional times per year.
- 87 f) Shall maintain and update a current list of LSC athlete representatives in the Zone.
- 88 g) Shall ensure that new LSC athlete representatives receive a copy of the Athletes'
- 89 Manual and all appropriate information.
- 90 h) Shall keep all records/information for the next Zone Athlete Representative.
- 91 i) Shall actively mentor LSC athlete representatives at Convention and throughout
- 92 the year.
- 93 j) Shall actively participate in one USAS Convention prior to their election as Central
- 94 Zone Athlete Representative.
- 95

96	<b>Bylaws-4 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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97 **Location: Central Zone Bylaws: 8. Miscellaneous/ Mail Vote**

98 **Proposed by: Central Zone Legislation Task Force**

99 **Purpose:** To reflect the ability to vote via email.

100 **Effective Date: Immediately**

101 **8. MISCELLANEOUS**

102 8.4 MAIL/EMAIL VOTE – Any action except elections or amendment of the Bylaws may be taken

103 without a meeting. The Secretary shall distribute written or electronic ballots to every LSC. The

104 ballot shall set forth the proposed action, provide an opportunity to specify approval or

105 disapproval of any proposal, and provide reasonable time within which to return the ballot to

106 the Secretary. Approval shall be valid only when the number of votes cast within the time

107 period specified constitutes a majority of the eligible votes.

109	<b>P&amp;P-1 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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110 **Location: Central Zone Policies and Procedures: Part A I. The Central Zone Operating Account**

111 **Proposed by: Central Zone Legislation Task Force**

112 **Purpose:** To assign and clarify financial responsibility for expenses incurred by individuals performing duties assigned

113 in these Policies and Procedures and to provide protective language regarding diversity initiatives which

114 may not originate within the Central Zone.

115 **Effective Date: January 1, 2019**

- 116 I. **THE CENTRAL ZONE OPERATING ACCOUNT** shall be maintained by USA Swimming and funded through the  
117 annual dues of member LSCs, meet surcharges as described in these Policies and Procedures, and  
118 any other forms of revenue as may be imposed or received by the Central Zone from time to time.
- 119 A. ANNUAL DUES of \$100.00 per LSC shall be paid to the Central Zone Secretary/Treasurer prior to  
120 the conclusion of the annual meeting of the Central Zone.
- 121 B. FAILURE TO PAY: Any LSC that fails to pay its dues by the conclusion of the annual meeting of the  
122 Central Zone will incur an additional \$25.00 fee.
- 123 C. SWIMMER SURCHARGE of \$1.00 shall be assessed each swimmer, including relay only swimmers,  
124 entered in the Central Zone Championship Meets, Central Zone Sectional Meets, and the Central  
125 Zone Open Water Championships. No other surcharges may be imposed to Central Zone Age  
126 Championship Meets or Central Zone Open Water Championships without approval of the  
127 Central Zone at the time the bid is presented.
- 128 1. The Meet host shall collect the surcharge and forward the funds collected to the Central  
129 Zone Secretary/Treasurer no later than 21 days following the conclusion of the meet.
- 130 2. Failure to submit the funds within the 21 days will result in a fine of \$150.00.
- 131 3. Up to 25% of the collected surcharges ~~shall~~ may be allocated to diversity and disability  
132 initiatives approved by within the Central Zone Directors.
- 133 D. The Central Zone shall reimburse expenses in accordance with these Policies and Procedures for  
134 the Championship Meet Coordinators (pre-meet site visit and attendance at Zone Championship  
135 Meet and Zone Open Water Championship), the Championship Meet Referees (pre-meet site  
136 visit and attendance at Zone Championship Meet and Zone Open Water Championship), the  
137 Evaluator of each Championship meet, and the Central Zone Directors. Per diem rate shall be  
138 determined annually by GSA.

139

140	<b>P&amp;P-2 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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141 **Location: Central Zone Policies and Procedures: Part A II. Coordinators, Chairs, and Committees**

142 **Proposed by: Central Zone Legislation Task Force**

143 **Purpose:** To reflect the fact that Zone Diversity Coordinators will be appointed by the USA Swimming Diversity  
144 Committee; to rename the Site Selection Committee to clarify its actual function.

145 **Effective Date: Immediately**

146 **II. COORDINATORS, CHAIRS AND COMMITTEES**

- 147 A. THE ZONE DIRECTORS shall appoint the following committees, chairs, and coordinators who shall  
148 serve at the pleasure of the Zone Directors except where specified differently in these Policies  
149 and Procedures.
- 150 1. Director of Championship Meets
- 151 2. Championship Meet Coordinator(s)
- 152 3. Zone Officials Chair
- 153 4. Assistant Officials Chair
- 154 5. Zone Records Coordinator

- 155 6. Disability Swimming Coordinator
- 156 7. Open Water Coordinator
- 157 ~~8. Diversity Coordinator~~
- 158 9. Site Selection Assignment Committee
- 159 10. Meet Evaluation Committee

160

161 B. DUTIES OF APPOINTED COORDINATORS AND CHAIRS

- 162 8. Diversity Coordinator:
  - 163 a) Shall be appointed by the USA Swimming Diversity Committee.
  - 164 b) Shall serve as liaison for the Diversity community to the Central Zone and its LSCs.
  - 165 ~~c) Shall assist with the development of the Diversity policies for the Diversity Meets and~~
  - 166 ~~the Diversity Camps held within the Central Zone.~~
  - 167 d) Shall report to the USA Swimming Diversity Committee.

168

169	<b>P&amp;P-3 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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170 **Location: Central Zone Policies and Procedures: Part A II.B Duties of Appointed Coordinators and Chairs**

171 **Proposed by: Central Zone Legislation Task Force**

172 **Purpose:** To clarify the duties of the Central Zone Championship Meet Coordinators and clarify financial responsibility  
 173 for expenses incurred while performing assigned duties.

174 **Effective Date: January 1, 2019**

175 C. DUTIES OF APPOINTED COORDINATORS AND CHAIRS

176 .2 Championship Meet Coordinators

- 177 a) Shall act as liaisons and advisors between the Central Zone officers and representatives
- 178 and the host(s) of the Championship Meet(s).
- 179 b) Shall report and make recommendations to the LSC representatives at the annual
- 180 meeting regarding the previous Championship Meets.
- 181 c) Shall perform the duties of the position as designated below.
  - 182 (1) Post Convention – Assist Zone Directors in updating the technical information in the
  - 183 Zone Policies and Procedures Manual based on motions passed at the annual
  - 184 convention.
  - 185 (2) Pre-Meet:
    - 186 (a) Act as Meet Liaison and Advisor for the Zone Age Group and Open Water
    - 187 Championship Meet hosts. ~~Site visit will be made by a coordinator to each host~~
    - 188 ~~site no later than April 15 preceding the meet. The Central Zone will fund the~~
    - 189 ~~cost of the site visits.~~
    - 190 (b) Prepare and send to each meet host a meet information packet including,
    - 191 where possible, electronic file information by January 15 that shall include:
      - 192 (i) Central Zone Manual including meet information letter template;
      - 193 (ii) Open Water Meet Managers Guide from USA Swimming for Open Water
      - 194 Championship;

- 195 (iii) Report forms as required by USA Swimming and the Zone;  
196 (iv) Suggestions for the General Meeting
- 197 (c) Review draft of meet information as submitted by the meet hosts. Suggest  
198 changes and receive corrected information for approval.
- 199 (d) Forward Coordinator approved document to the Zone Directors for final  
200 approval by March 1.
- 201 (e) In consultation with the assigned Meet Referee and Director of Championship  
202 Meets, determine whether a site visit is necessary or whether a conference call  
203 may be substituted for proven sites. If a site visit is necessary, complete the  
204 visit along with the Meet Referee no later than April 15. Submit request for  
205 reimbursement of expenses (travel, parking, housing, and per diem) incurred in  
206 conjunction with the site visit. USA Swimming Reimbursement Form should be  
207 submitted with receipts attached within 30 days following the site visit to the  
208 Zone Secretary/Treasurer, copied to the Zone Directors.
- 209 (f) Work with meet hosts to assure all meet information is posted to the Central  
210 Zone web site no later than May 15.
- 211 (g) Provide the meet backup file with records, time standards, and event limits to  
212 the meet host and Central Zone Webmaster by May 15.
- 213 (h) Approve medal design by March 1.
- 214 (i) Assist Zone Directors and meet hosts with problems or questions that arise prior  
215 to the meets, attempting to keep the meets as uniform as possible without  
216 interfering with meet operations. Warm-up schedule will be reviewed by  
217 Championship Meet Coordinator prior to publication and altered if necessary.
- 218 (3) During the Meet:
- 219 (a) Act as the official representative of the Central Zone at the Zone Championship  
220 Meet(s);
- 221 (b) Observe meet operations and activities for future consideration. Act solely as an  
222 observer and advisor at the meet;
- 223 (c) Serve as a resource for the local organizing committee;
- 224 (d) Serve as a non-voting member of the Meet Committee;
- 225 (e) Record the starting and ending times for each session, noting delays as  
226 preventable or unpreventable;
- 227 (f) Contact the person(s) charged with an offense and their LSC Representative;
- 228 (g) Assist with printing meet evaluation forms, widely distribute evaluation forms,  
229 and collect completed meet evaluation forms;
- 230 (h) Be available for comments/concerns relative to Zone Meet activity.
- 231 (4) Post-Meet:
- 232 (a) Review the meet evaluation forms and note all suggestions for change.
- 233 (b) Prepare a written report within fifteen (15) days following the last day of the  
234 meet and mail to the Zone Directors noting:
- 235 (i) Number of swimmers and entries by LSC;
- 236 (ii) Points earned by each LSC;

- 237 (iii) General comments on the conduct of the meet, noting particular positive
- 238 points, concerns, and suggested changes.
- 239 (c) Prepare a written report within fifteen (15) days following the last day of the
- 240 meet and mail to the Central Zone Officials Coordinator noting:
- 241 (i) Meet survey data regarding the meet referee and administrative referee;
- 242 (ii) Meet survey data regarding the deck referee and starter teams;
- 243 (iii) General comments on the quality of officiating and conduct of officials,
- 244 noting particular positive points, concerns, and suggested changes
- 245 (d) Prepare a list of suggested changes for consideration by the Zone Meet
- 246 Evaluation Committee at the annual meeting.
- 247 (e) Request reimbursement for actual expenses, ~~up to a maximum of \$1000.00,~~
- 248 including travel, parking, and per diem, incurred while serving as a
- 249 Championship Meet Coordinator for the meet. USA Swimming Reimbursement
- 250 Form should be submitted with receipts attached within 30 days following the
- 251 meet to the Zone Secretary/Treasurer, copied to the Zone Directors.
- 252 (f) Along with the Director of Championship Meets, act as Co-Chair(s) of the Meet
- 253 Evaluation Committee ~~at the Central Zone Annual Meeting.~~ This committee shall
- 254 recommend changes for the Zone Policies and Procedures Manual and post
- 255 corresponding legislation on the Central Zone website at least thirty (30) days
- 256 prior to the annual meeting of the Central Zone ~~provide sufficient copies for the~~
- 257 ~~Central Zone representatives to consider at the Zone annual meeting.~~
- 258

<b>P&amp;P-4 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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**Location: Central Zone Policies and Procedures: Part A II.B Duties of Appointed Coordinators and Chairs**

**Proposed by: Central Zone Legislation Task Force**

**Purpose:** To clarify the duties of the Central Zone Officials Chair and clarify financial responsibility for certain expenses.

**Effective Date: January 1, 2019**

3. Zone Officials Chair

- a) Shall serve a two-year term.
- b) Shall serve concurrently with the Non-Coach Director position.
- c) Shall serve on the Central Zone Meet Evaluation Committee.
- d) Shall adhere to minimum standards for officials' selection for the Central Zone Championships ~~and Sectional Meets.~~ Minimum standards include the following:
  - (1) Referee
    - (a) N2 Referee certification (N3 preferred);
    - (b) Demonstrated success at higher level meets;
    - (c) Recommendations from the Meet Director and the host LSC Officials Chair.
  - (2) Deck Officials
    - (a) LSC, N2, or N3 certification;

- 277 (b) In good standing with own LSC.
- 278 (3) Meet requirements for obtaining Qualified/Observed Meet status:
- 279 (a) N2 Referee certification with N3 Mentor/observer or
- 280 (b) N3 Referee certification.
- 281 ~~e) Shall maintain an attendance record and performance evaluation for all officials working~~
- 282 ~~Central Zone and Sectional Championships for use in future assignments. Shall~~
- 283 ~~summarize a report document for all officials working the competitions based upon the~~
- 284 ~~reports and observations submitted by the respective Meet Referees,~~
- 285 ~~Mentors/Observers to the Zone Officials Chair, and the Championship Meet~~
- 286 ~~Coordinators Meet Survey Data pertaining to Officials' performance. Evaluation~~
- 287 ~~summary records shall be kept by the Zone Officials Chair and shall be distributed to the~~
- 288 ~~respective LSC Officials Chairs.~~
- 289 f) Shall develop and ~~distribute~~ post timely applications to officiate at Zone and Sectional
- 290 Championships. Applications are to be ~~distributed~~ posted within 30 days after the end
- 291 of the USAS Convention.
- 292 g) Shall assist in the collaborative effort of the Assistant Zone Officials Chair, the Zone
- 293 Championship Meet ~~Director~~ Coordinators, and the LSC Officials Chair for that site, to
- 294 select and appoint Zone Championship Meet Referees no later than the last day of the
- 295 USA Swimming convention immediately preceding the meets.
- 296 (1) Meet Referees shall be reimbursed by the Central Zone for expenses incurred in
- 297 connection with attendance at the Championship Zone Meet (travel, parking, per
- 298 diem) upon proper application for reimbursement. The USA Swimming
- 299 Reimbursement Form must be submitted with receipts attached within 30 days
- 300 following the last day of the Championship Zone Meet to the Central Zone
- 301 Secretary/Treasurer and copied to the Central Zone Directors.
- 302 (2) The meet host will provide housing to the Meet Referee.
- 303 ~~(3) Zone Championship Meet Referee and Championship Meet Coordinator shall attend~~
- 304 ~~a site visit together no later than April 15.~~
- 305 h) Shall arrange for and name the national certification (OQM) evaluators no later than the
- 306 last day of the USA Swimming convention immediately preceding the meets.
- 307 i) Instruct the Meet Referee to collaborate with the Championship Meet Coordinator to
- 308 determine whether a site visit is necessary and, if necessary, to complete such site visit
- 309 no later than April 15.
- 310 (1) Instruct the Meet Referee to submit request reimbursement for actual expenses
- 311 incurred, not to exceed \$500, for the Site Visit. the USA Swimming Reimbursement
- 312 Form should be submitted with receipts attached for expenses incurred for such a
- 313 site visit (travel, parking, housing, per diem) within 30 days following the site visit to
- 314 the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
- 315 ~~j) Shall assist in the collaborative effort of the Sectional Chairs, Assistant Zone Officials~~
- 316 ~~Chair, the Sectional Meet Referees, and the LSC Officials Chair for that site, to select and~~
- 317 ~~appoint Sectional Meet Referees as well as Meet Referee apprentices.~~



318 k) Shall coordinate with the Zone and Sectional Championship Meet Referees and the host  
319 LSC Officials Chairs in selection of assigned meet officials.

320 ~~l) Shall coordinate with the Assistant Zone Officials Chair to ensure that a Zone Officials~~  
321 ~~Chair or designee attends and participates as an official at each Central Zone~~  
322 ~~Championship and Zone Sectional Championship meet.~~  
323

324 <b>P&amp;P-5 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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325 **Location: Central Zone Policies and Procedures: Part A II.C Committees**

326 **Proposed by: Central Zone Legislation Task Force**

327 **Purpose:** To clarify the composition and duties of the Meet Evaluation Committee align with current practice.

328 **Effective Date: January 1, 2019**

329 C. COMMITTEES:

330 1. Meet Evaluation Committee:

331 a) Shall consist of:

332 (1) A Zone Director;

333 (2) Director of Championship Meets and Championship Meet Coordinators who shall  
334 serve as co-chairs;

335 (3) Meet Referee from each site.

336 (4) Meet Observers if other than the Championship Meet Coordinators;

337 (5) Meet Directors of the immediate past Zone Championship Meets;

338 (6) Zone Officials Chair and/or Assistant Zone Officials Chair;

339 (7) One athlete representative;

340 (8) One representative from each LSC who has attended a Zone Meet within the past  
341 two (2) years.

342 b) Shall evaluate past Central Zone Championship meets and recommend changes to these  
343 Policies and Procedures. Recommendations for change shall be presented in legislative  
344 format and posted thirty (30) days in advance of at the annual meeting. Representatives  
345 may also make recommendations from the floor. Changes to Policies and Procedures  
346 require approval by a simple majority vote.  
347

348 <b>P&amp;P-6 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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349 **Location: Central Zone Policies and Procedures: Part A II.C Committees**

350 **Proposed by: Central Zone Legislation Task Force**

351 **Purpose:** To change the name of the Site Selection Committee and clarify duties to align with current practice.

352 **Effective Date: Immediately**

353 C. COMMITTEES:

354 2. ~~Site Selection~~ Assignment Committee:

355 a) Shall consist of:

356 (1) One representative from at least three (3) LSCs;

- 357 (2) One athlete representative;
- 358 (3) ~~No committee member shall be a member of an LSC bidding for a meet.~~
- 359 b) Shall assign ~~recommend~~ competition dates, sites and LSC participants for to each Age
- 360 Group Championship meet based on best possible competition for swimmers through:
- 361 (1) Balanced competition from LSCs (quality of swimmers);
- 362 (2) Travel distance for LSC teams;
- 363 (3) Distribution of numbers of swimmers;
- 364 (4) Geographical rotation;
- 365 (5) Facilities;
- 366 (6) Desired date of each participating LSC, if the Meets are held on separate dates;
- 367 (7) Preference of LSC as ranked for site.
- 368

<b>P&amp;P-7 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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370 **Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies**

371 **Proposed by: Central Zone Legislation Task Force**

372 **Purpose:** To reflect the changes regarding Diversity initiatives.

373 **Effective Date: Immediately**

374 **III. CENTRAL ZONE MEET POLICIES**

375 A. MEETS: Two long course age group meets, and one open water meet ~~and one multi-cultural~~

376 ~~meet (biennial-odd)~~ shall be scheduled annually. The Meet(s) shall be conducted under the rules

377 of USA Swimming and in accordance with these Policies and Procedures.

378 B. DATES:

- 379 1. The Central Zone Age Group Championship Meet dates and sites shall be set by a majority
- 380 vote of the LSC representatives attending the annual meeting. ~~Unless no acceptable bids are~~
- 381 ~~submitted, these dates shall be determined~~ two (2) years in advance of the meet(s) and shall
- 382 be within the first two full weekends (Thursday-Sunday) in August. The LSC representatives
- 383 may change the dates by a majority vote of those present and voting at the annual meeting
- 384 or may vote to combine the two meets in any given year.
- 385 2. The Central Zone Open Water Championship Meet shall be conducted annually at a date,
- 386 site and location approved by the members of the Central Zone at its annual meeting.
- 387 ~~3. The Central Zone Multi-Cultural Meet shall be held every other year (odd) at a date and~~
- 388 ~~location approved by the members of the Central Zone at its annual meeting.~~
- 389 4. Sectional Meets shall be conducted in the spring and summer in accordance with USA
- 390 Swimming Rules and Regulations 204.9.
- 391

<b>P&amp;P-8 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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393 **Location: Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies**

394 **Proposed by: Central Zone Legislation Task Force**

395 **Purpose:** To more clearly state meet bid procedures.

396 **Effective Date: January 1, 2019**

397 D. MEET BID PROCEDURES:

- 398 1. Bids may be made by an LSC or by a USA Swimming club, in conjunction with the LSC in  
399 which the club resides.
- 400 2. A ~~written statement of intention to~~ Central Zone bid application shall be submitted to the  
401 Senior Zone Director prior to the Central Zone annual meeting two years in advance of the  
402 meet.
- 403 3. Bidders must agree to meet or exceed all criteria herein and all requirements of USA  
404 Swimming, including those stipulated in the Zone meet contract (copies available from the  
405 USA Swimming office). Exception: LSCs in which governing agencies have enacted stringent  
406 starting depth requirements and who are therefore unable to conduct certain events listed  
407 in the Schedule of Events shall be given an opportunity to bid on hosting the meets.  
408 Resultant changes to meet format shall be clearly stated in the bid ~~packet~~ application.
- 409 4. Each bidder will be allowed five (5) minutes for its bid presentation at the first regularly  
410 scheduled Zone meeting or meeting so designated by the Zone Directors during the annual  
411 convention two years in advance of the meet. Such presentation must include specific  
412 information about facility fees (see 1.C of these Policies and Procedures), admission and  
413 meet program prices, parking costs, and whether the competition will be live-streamed.
- 414 5. Meet Bid Format: The following information shall be included in promotional material and  
415 distributed to all LSC representatives in attendance. The bidder must make arrangements  
416 for necessary audio/visual equipment and coordinate equipment needs with the Senior  
417 Zone Director.
- 418 a) Sponsor funds: Include a statement of proposed expenditure for sponsorship funds from  
419 USA Swimming. The Central Zone will receive \$10,000 for the Age Group Championship  
420 meets, to be divided equally between the two meets, and \$3000 for the Open Water  
421 Meet.
- 422 b) Location: Name of facility, location (address).
- 423 c) Pool: Describe the pool including any deviations or exceptions to the requirements in  
424 the USA Swimming Rule Book for National Championship meets, indoor/outdoor,  
425 altitude, number of lanes, width of lanes, water depth (starting end, midpoint, opposite  
426 end), lighting, starting platforms, lane dividers, starting system, automatic timing system  
427 (system at both ends, ties to printer/computer, scoreboard/ lines etc).
- 428 d) Facility: Describe the facility (other than pool) including spectator seating, warm-up pool  
429 (describe the warm-up pool and give distance from competition pool), meeting rooms  
430 (size, location, availability), locker facilities (number, location, etc).
- 431 e) Facility: Prospective team host must state that the pool conforms to the requirements  
432 stated in 104.2.C.3 and 104.2 C.4.
- 433 f) Housing: Include information regarding hotels/motels or other facilities available,  
434 proximity to pool and costs.
- 435 g) Community: Describe the community and surrounding area including type of community  
436 (major metropolitan, college town, rural, etc.), distance to airport (if not a major

- 437 metropolitan airport, give distance to major metro airport), airlines that serve the  
 438 airport, major road systems near facility.
- 439 h) For Open Water Championship: Describe the open water meet including date of  
 440 competition, location of the event (geographical location), type of water (lake, river),  
 441 type of course (along shore, out and back triangle, point to point, etc.).
- 442 i) Other Information: Include any other information that would be helpful for the  
 443 representative and the site Selection Committee to use in evaluating the proposal.
- 444 j) Spectator Expenses/Facility Surcharge: Include any proposed facility surcharge (team  
 445 and/or swimmer). List admission fees and ~~potential~~ cost of parking. Meet host shall  
 446 adhere to fees stated in the ~~finalized meet information~~ bid application. A meet host is  
 447 permitted to apply for approval from the Central Zone to alter the fees stated in the bid  
 448 application. Such application must take place one year in advance of the meet and be  
 449 necessitated by extraordinary circumstances. Other changes to the original bid also may  
 450 be submitted for approval at this time.
- 451 k) Contact: Provide name, address, phone number and email address of person to whom  
 452 questions may be addressed.
- 453 6. If in the two years preceding the Zone Championship Meet, fewer than two bids are  
 454 submitted to host the meet, the Central Zone Directors shall actively solicit additional bids  
 455 and are authorized to adjust bidding procedures as necessary.

P&P-9	<b>ACTION:</b>	<b>Adopted</b>	<b>Defeated</b>	<b>Adopted/Amended</b>	<b>Tabled</b>	<b>Postponed</b>	<b>Pulled</b>
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459 **Location:** Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

460 **Proposed by:** Central Zone Legislation Task Force

461 **Purpose:** To align Policy & Procedures of Site Selection with current practice.

462 **Effective Date:** Immediately

463 E. SITE SELECTION PROCEDURES:

- 464 1. Age Group Championships: Following the bid presentations, a vote will be taken among the  
 465 LSCs with a majority vote determining the site(s). Each LSC shall rank its date and site  
 466 preference for the age group meets for consideration by the Site ~~Selection~~ Assignment  
 467 Committee.
- 468 a) The Site ~~Selection~~ Assignment Committee shall convene following the ~~bid presentations~~  
 469 selection of sites and report its recommendation ~~{selected sites and for team~~  
 470 assignments} at the next regularly scheduled Zone meeting or later in the same meeting  
 471 if no further meeting is scheduled.
- 472 b) A majority vote of LSC representatives present is required for approval of the  
 473 recommendation of the Site ~~Selection~~ Assignment Committee.
- 474 c) Assignments may be altered the next year (one year preceding the meet) if approved by  
 475 a majority vote of LSC delegates.

- 476 2. Open Water Championships: Following the bid presentations, a vote will be taken among  
 477 the LSCs with a majority vote determining the site.  
 478 ~~3. Multi-Cultural Meet: Following the bid presentations, a vote will be taken among the LSCs~~  
 479 ~~with a majority vote determining the site.~~  
 480

<b>P&amp;P-10</b>	<b>ACTION:</b>	<b>Adopted</b>	<b>Defeated</b>	<b>Adopted/Amended</b>	<b>Tabled</b>	<b>Postponed</b>	<b>Pulled</b>
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481 **Location:** Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

482 **Proposed by:** Central Zone Legislation Task Force

483 **Purpose:** To clarify duties of the Meet Host and define financial parameters.

484 **Effective Date:** January 1, 2019

485 F. MEET HOST AND REFEREE RESPONSIBILITIES:

486 1. Pre-Meet:

- 487 a) Contract: Obtain copies of financial agreements from USA Swimming and complete  
 488 required contract.  
 489 b) Awards: Send drawings/pictures of medals to USA Swimming Chief Marketing Officer  
 490 and Zone Championship Meet Coordinator for approval by February 1, before ordering.  
 491 Awards shall recognize Zone/LSC participation and may represent the host area.  
 492 c) Hotel: Send advanced hotel information to participating LSCs by January 1. List all  
 493 available hotels in the area. If possible, indicate hotels that will have late checkouts  
 494 available on the last day of the meet.  
 495 d) Sanction: Obtain meet sanctions from LSC.  
 496 e) Open Water: Obtain meet sanction from the LSC. Consider enlisting assistance from a  
 497 local long distance swimming, marathon, open water or triathlon organization for pre-  
 498 meet planning, on-site set-up, and meet direction. The host club will maintain  
 499 responsibility for meet results, awards, and venue contracts.  
 500 f) Site Visit: If a site visit is necessary, shall host one Championship Meet Coordinator and  
 501 Meet Referee for a site visit no later than April 15. The Central Zone will fund the cost of  
 502 the site visits. If no pre-meet site visit is needed, the meet host shall arrange to meet  
 503 with the Championship Meet Coordinator and Meet Referee one day in advance of  
 504 pictures/check-in.  
 505 g) Meet Information:  
 506 (1) Prepare meet information using appropriate template in the Appendix.  
 507 (2) Send the completed meet information to the Zone Championship Meet Coordinator  
 508 by February 15 for approval.  
 509 (3) Send complete approved meet information packets to the Central Zone Directors,  
 510 Central Zone Secretary/Treasurer and each participating LSC permanent Office,  
 511 General Chair and Age Group Chair by May 15. Include instructions that the LSC  
 512 office must distribute to appropriate persons.  
 513 h) National Certification: Make certain that the LSC Officials Chair in which the meet is  
 514 sanctioned applies ~~Apply~~ by April 1 for national certification (OQM) for officials.  
 515

- 516 i) LSC Practice Time: Provide pool hours for LSC practices on the day preceding the start of  
517 the meet.
- 518 j) General Meetings:
- 519 (1) Provide a meeting room for General Meetings the evening prior to the first day of  
520 the pool competition.
- 521 (2) Provide psych sheets for all coaches, team representatives, and officials at or before  
522 the General Meetings.
- 523 (3) The Referee shall discuss meet procedure and meet information. No deviation from  
524 the published meet information may occur without unanimous agreement of all  
525 designated LSC representatives.
- 526 (4) Announce members of the Eligibility and Technical Juries as determined by Meet  
527 Referee.
- 528 (5) Assign warm-up lanes and times.
- 529 k) Arrange and provide housing for the Central Zone Championship Meet Coordinator,  
530 Meet Referee, and Meet Evaluator. ~~Reserve and provide a room for~~ Incurred expenses  
531 for travel, parking and per diem for the Central Zone Championship Meet Coordinator,  
532 Meet Referee, and Meet Evaluator will be provided by the Central Zone upon proper  
533 submission of the USA Swimming Reimbursement Form with receipts attached within 30  
534 days following the site visit to the Central Zone Secretary/Treasurer and copied to the  
535 Central Zone Directors.
- 536 l) Meet Program: Prepare the meet program which must include:
- 537 (1) Central Zone Championship Meet records;
- 538 (2) USA Swimming Age Group records;
- 539 (3) All entries for all events.
- 540 m) Entries: The meet host shall provide a team printout of entries to each LSC via fax, email,  
541 or mail prior to the meet. Each LSC shall also receive a paper copy upon arrival at the  
542 meet. Host club shall post team entries on the Central Zone website at date and time  
543 specified in the Policies and Procedures Manual.
- 544 n) Meet Committees: The Meet Referee shall appoint and announce members of the  
545 Technical and Eligibility Juries at the General Meeting.
- 546 (1) Recommended committee composition: an official, a coach, an athlete, a  
547 representative from a large LSC, a representative from a small LSC, and the  
548 Championship Meet Coordinator ex-officio.
- 549 (2) It is recommended by the Athletes' Executive Committee that the athlete  
550 representative to either jury be age 13 or older.
- 551 (3) No person shall be appointed to both the Technical and Eligibility Juries.
- 552 2. During the Meet:
- 553 a) Officials: The Meet Referee shall assign all officials necessary to conduct the meet.  
554 Visiting LSC officials are encouraged and welcome to assist. (Contact Central Zone  
555 Officials Coordinator.)
- 556 b) Credentials: Provide deck passes for LSC coaches and team managers, according to the  
557 list submitted with the entry form, not to exceed one (1) per ten (10) swimmers, with a

- 558 minimum of five (5) passes (for pool meets). Check USA Swimming membership of all  
559 coaches and officials before issuing credentials.
- 560 c) Complementary Passes: Provide up to six (6) complimentary general admission tickets  
561 and programs, per session, to each participating LSC as requested (for pool meets).  
562 (These are NOT deck passes or hospitality passes – strictly admission passes. A  
563 suggested use at the Age Group meets would be for “club” coaches who are not part of  
564 the LSC Zone Team staff or for chaperones traveling with the team.)
- 565 d) ~~Finals~~ Heat Sheets: Prepare preliminary and finals heat sheets. The ~~finals~~ heat sheets  
566 must be available prior to the start of ~~finals~~ the session each day.
- 567 e) Awards Ceremonies: Conduct award ceremonies as per section “Competition, Awards  
568 Ceremonies.”
- 569 3. Post Meet:
- 570 a) Final Results:
- 571 (1) Final results shall be submitted electronically to the Central Zone  
572 Secretary/Treasurer, the CZ Webmaster, and the CZ Records Coordinator within 24  
573 hours of completion of the meet through a complete unlocked backup of the meet.
- 574 (2) The CZ Webmaster (Secretary/Treasurer) shall post final results in publication  
575 format on the web site and shall provide a downloadable results file.
- 576 (3) Final results shall be sent to USA Swimming headquarters in compliance with host-  
577 USA Swimming contract.
- 578 (4) The sanctioning LSC shall be responsible for uploading the results to SWIMS.
- 579 b) Meet Evaluation Report: The Meet Director, Meet Referee, and Championship Meet  
580 Coordinator will each prepare a meet evaluation report and submit ~~them~~ it  
581 electronically within twenty (20) days following the last day of the meet. The reports are  
582 to be sent to the following:
- 583 (1) The Director of Championship Meets;  
584 (2) Zone Championship Meet Coordinators;  
585 (3) The two (2) Zone Directors;  
586 (4) Central Zone Secretary/Treasurer;  
587 (5) Central Zone Officials Chair.
- 588 c) Financial Reports: Submit preliminary financial reports to the Central Zone  
589 Secretary/Treasurer and the Zone Directors no later than thirty (30) days following the  
590 last day of competition. Failure to submit preliminary report to the Zone within thirty  
591 (30) days shall result in a fine of \$500.00. If fine is not paid, no bid will be accepted from  
592 host until the fine is paid and reports submitted. Submit all financial reports to USA  
593 Swimming in compliance with the host-USA Swimming contract and file same report  
594 with Central Zone Secretary/Treasurer.
- 595 d) Record-Keeping: Retain all original entries, heat sheets, timing system printouts, timer  
596 sheets, official order of finish, and all other relevant material from the meet for a period  
597 of six (6) months following the last day of competition.

599 **Location:** Central Zone Policies and Procedures: Part A III. Central Zone Meet Policies

600 **Proposed by:** Central Zone Legislation Task Force

601 **Purpose:** To clarify participating teams' responsibilities.

602 **Effective Date:** January 1, 2019

603 G. PARTICIPATING LSC TEAM RESPONSIBILITIES

604 1. Provide to Meet Host

605 a) Name address, email address, and telephone number of two (2) persons, a primary and  
606 alternate, who will be responsible for their LSC's entries by April 15.

607 b) Names of two (2) persons, a primary and alternate, who will act as liaison to the Meet  
608 Director during the meet. Each participating LSC has one vote at all meetings during the  
609 meet. (Send names with meet entries.)

610 c) Meet entries that comply with meet entry procedures as listed.

611 d) Meet entries with all times verified by the submitting LSC entry chair.

612 2. Provide to Swimmers

613 a) "Medical Release" Forms (located in Appendix)

614 b) The LSC or Central Zone "Code of Conduct" (located in Appendix)

615	<b>P&amp;P-12 ACTION:</b> Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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616 **Location:** Central Zone Policies and Procedures: Part A IV. Sectionals

617 **Proposed by:** Central Zone Legislation Task Force

618 **Purpose:** To clarify host responsibilities for to the Zone for Sectional Meets.

619 **Effective Date:** Immediately

620 B. SECTIONAL POLICIES:

621 1. Each Section is permitted to determine if their meet is open to swimmers outside the  
622 Central Zone.

623 2. Host responsibilities:

624 a) Shall submit electronically the meet information, event file and any other pertinent  
625 meet information to the Zone ~~Directors and the~~ Secretary/Treasurer at the time of  
626 distribution to the event contacts for posting on the Central Zone website.

627 b) Shall submit any changes made prior to the event start date to the ~~Zone Directors and~~  
628 ~~the~~ Secretary/Treasurer.

629 c) Shall submit electronically an unrestricted Meet Manager Backup File (not locked) to the  
630 ~~Zone Directors and the~~ Secretary/Treasurer within 24 hours of the conclusion of the  
631 meet.

632 d) Shall collect a surcharge of \$1.00 per entered swimmer and forward the funds collected  
633 to the Central Zone Secretary/Treasurer no later than ~~21~~ 30 days following the  
634 conclusion of the meet. Failure to submit the funds within the ~~21-30~~ 30 days will result in a  
635 fine of \$150.00.

636	<b>P&amp;P-13 ACTION:</b> Adopted Defeated Adopted/Amended Tabled Postponed Pulled
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637 **Location:** Central Zone Policies and Procedures: Part B IV. Age Group Championships/Entries



638 **Proposed by:** Central Zone Meet Evaluation Committee  
639 **Purpose:** To allow more time to prepare entry of last-minute qualifiers.  
640 **Effective Date:** January 1, 2019

641 **I. AGE GROUP CHAMPIONSHIPS – POOL COMPETITION**

642 **D. ENTRIES**

643 **3. Entry Procedures:**

- 644 a) All individual and relay entries shall be consolidated and submitted as one entry from  
645 each LSC. Individual club entries are not accepted. The LSC shall determine the  
646 procedure for entry.
  - 647 b) Each LSC must identify, on the official entry form, the name of the LSC and the name,  
648 address, telephone number and email of the person in charge of entries for that LSC.
  - 649 c) Each swimmer entry, including relay only swimmers, shall include first and last names,  
650 age, and complete USA Swimming registration number. For relay only swimmers the  
651 Relay Only Swimmer Entry Form (in Appendix) must be included with the entry.
  - 652 d) Completed and signed medical release/permission forms and code of conduct for each  
653 swimmer shall be maintained by the LSC team manager or head coach and be available  
654 upon request by the meet host.
  - 655 e) Entries shall be submitted to the host entry chair electronically ~~by Noon~~ no later than  
656 6:00 p.m. Monday preceding the meet. The hard copy (fax or electronic) of the meet  
657 entries and other meet information, including the completed Swimmers with a Disability  
658 Entry Form and Meet Staff form, must be received by ~~Noon~~ 6:00 p.m. Monday  
659 preceding the meet. It is the responsibility of each LSC to verify the entry times and  
660 receipts and readability of any entries sent by email or fax with a follow-up phone call or  
661 email to the host entry chair. A fine of \$200.00 shall be assessed for any entry not  
662 submitted by the 6:00 p.m. deadline.
  - 663 f) Each LSC shall receive a preliminary report of the LSC team entries and psych sheet via  
664 email by ~~6~~ 9:00 p.m. Monday preceding the meet. Any corrections to the original entries  
665 should be sent to the entry chair via updated electronic file by Noon on Tuesday. Entry  
666 fees are due before the start of the General Meeting. No new swimmers may be added  
667 to the LSC entries after the Noon Tuesday deadline. Any corrections or updates after  
668 Noon on Tuesday shall go to the Eligibility Jury.
  - 669 g) Host club shall post team entries on the Central Zone website by ~~6~~ 9 p.m. Monday. The  
670 web address shall be published in the meet information.
  - 671 h) There will be no deck entries.
- 672

<b>P&amp;P-14 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled</b>
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674 **Location:** Central Zone Policies and Procedures: Part B IV. Age Group Championships/Other Fees  
675 **Proposed by:** Central Zone Legislation Task Force  
676 **Purpose:** To help protect against unreasonable admission fees.  
677 **Effective Date:** January 1, 2019

678 **II. AGE GROUP CHAMPIONSHIPS – POOL COMPETITION**

679 D. OTHER FEES:

- 680 1. Meet Program – not to exceed \$4.00/daily or \$15.00 for all sessions with charges specified  
681 in the meet information.
- 682 2. Finals Heat Sheets – not to exceed \$1.00/session
- 683 3. Admission – fees must be specified in the original bid and accepted by the Central Zone.

684