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# **USA Swimming Southern Zone Administrative Procedures**

*(December 2023)*

15 **PART 1 - Territory, Officers & Membership**

16 SECTION 1 - The Southern Zone (SZ)

17 The LSCs of the Southern Zone (SZ) are - Border (BD), Florida (FL), Florida Gold Coast  
18 (FG), Georgia (GA), Gulf (GU), Kentucky (KY), Louisiana (LA), Mississippi (MS), North  
19 Carolina (NC), North Texas (NT), South Carolina (SC), South Texas (ST), Southeastern  
20 (SE), West Texas (WT), and West Virginia (WV).

21 SECTION 2 - Officers, Chairs, and Coordinators

22 A. Only current USA Swimming members, elected or appointed, who are also  
23 members of a Southern Zone LSC are eligible to hold office.

24 B. Each officer shall be elected for a term of two (2) years except for the Zone  
25 Junior Athlete Representative who will be elected annually.

26 C. The elected officers of the SZ shall be a USA Swimming Zone Coach Director, a  
27 USA Swimming Zone Non-Coach Director, a Zone Secretary / Treasurer, a Zone  
28 Senior Chair, a Zone Age Group Chair, and a Zone Open Water Chair.  
29 Additionally, there shall be two Zone Athlete Representatives, elected by the  
30 Southern Zone Athletes Committee.

31 1. Zone Directors

32 a. If at the time of election, an elected Zone Director served as an LSC  
33 representative, the General Chair of the elected Zone Director's LSC  
34 shall appoint a successor LSC representative to serve until the next LSC  
35 meeting.

36 b. No Zone Director elected to two successive terms is eligible  
37 for re-election to that office until after a lapse of two (2) years. A portion  
38 of any term served to fill a vacancy in the position of Zone Director shall

39 not be considered in the computation of this consecutive term's  
40 limitation. There is no limitation of consecutive terms for the remaining  
41 officers.

42 c. The Zone Coach Director is elected in odd numbered years while the  
43 Zone Non-Coach Director is elected in even numbered years.

44 d. The Zone Coach and Non-Coach Directors will serve as co-hosts of the  
45 Southern Zone.

46 e. The Senior Director (first elected Zone Director) shall preside at all  
47 meetings. If both are elected at the same time, then the Coach Director  
48 will be considered Senior.

49 f. The Zone Directors shall appoint the Zone Disability Coordinator, the  
50 Zone Web Master, the Zone Sanction Appeal Panel Coordinator, and  
51 the Zone Officials Coordinators.

52 g. The Zone Coach Director, the Zone Non-Coach Director, and the Zone  
53 Athlete Director (Zone Senior Athlete Representative) are members of  
54 the Zone Directors Council, composed of the eight Zone Directors and  
55 four Zone Athlete Directors from all four Zones. The Zone Directors  
56 Council advises the USA Swimming Board on all matters pertaining to  
57 their individual Zones and the LSCs that make up each Zone.

58 2. SZ Secretary/Treasurer

59 a. Elected in even numbered years.

60 b. Responsible for keeping records of all meetings, conducting official  
61 correspondence, issuing meeting notices, posting copies of the minutes  
62 of the SZ meetings, receiving, and dispersing all monies as required by

63 the SZ, maintaining financial records and reporting to USA Swimming  
64 such data as required.

65 3. SZ Senior Chair

66 a. Elected in odd numbered years.

67 b. Responsible for fulfilling the duties as defined in Part 5 of this manual.

68 4. SZ Age Group Chair

69 a. Elected in even numbered years.

70 b. Responsible for fulfilling the duties as defined in Part 5 of this manual.

71 5. SZ Open Water Chair

72 a. Elected in odd numbered years.

73 b. Responsible for fulfilling the duties as defined in Part 5 of this manual.

74 6. SZ Athlete Director (SZ Senior Athlete Representative)

75 a. Elected by the Zone Athlete's Committee in even numbered years.

76 b. Responsible for chairing the SZ Athlete's Committee along with the SZ  
77 Junior Athlete Representative.

78 7. SZ Junior Athlete Representative

79 a. Elected by the Zone Athlete's Committee biennially.

80 b. Assists the Zone Athlete Director in chairing the SZ Athlete's Committee.

81 D. The SZ appointed persons are the Zone Disability Coordinator, Zone Diversity,  
82 Equity and Inclusion Coordinator, Zone Web Master, Zone Safe Sport  
83 Coordinator, Zone Sanction Appeal Panel Coordinator, Zone Officials  
84 Coordinator and Zone Assistant Officials Coordinator.

85 1. SZ Disability Coordinator

86 a. Appointed in even numbered years.

- 87                   b. Disseminates information related to Swimmers with Disabilities (SWADs)  
88                   to all SZ LSCs.
- 89                   c. Coordinates with the SZAG Chair on any issues related to swimmers with  
90                   disabilities during the SZ Age Group Championships.
- 91                   d. Coordinates with the SZSR Chair on any issues related to swimmers with  
92                   disabilities during the SZ Senior Championships.
- 93                   e. Coordinates with the SZOW Chair on any issues related to swimmers with  
94                   disabilities during the SZ Open Water Championships.
- 95                   2. SZ Diversity, Equity, and Inclusion Coordinator
- 96                   a. Appointed by USA Swimming to a (2) two-year appointment for up to  
97                   (2) additional two-year terms and shall not exceed more than six  
98                   consecutive years.
- 99                   b. Reports to USA Swimming DEI Staff Liaison to the USA Swimming DEI  
100                   Committee and the National DEI Committee Chair.
- 101                   c. Serves as the first point of contact to the Zone LSC DEI Chairs and acts  
102                   as a liaison for this group to the National Diversity, Equity & Inclusion  
103                   Committee.
- 104                   d. Reports to the SZ Coach and Non-coach Director the activities of the  
105                   Zone LSC DEI Chairs.
- 106                   e. Holds regularly scheduled meetings with the LSC DEI Chairs in a format  
107                   and time agreeable to all. Submits any recordings of virtual meetings to  
108                   be posted on the SZ Website DEI section. Posts minutes from meetings,  
109                   to the SZ Website DEI section.

- 110 f. Assists in the training of, and dissemination of information to the LSC DEI  
111 Chairs; provide to the LSC DEI Chairs the National DEI Committee DEI  
112 manual for new LSC DEI Chairs; links to training webinars/documents  
113 from USA Swimming National DEI Committee/Staff.
- 114 g. Provides assistance to the LSC DEI Chairs for activities promoting DEI  
115 within the Southern Zone, such as camps, DEI related meets,  
116 Swimposiums, in-person training for LSC DEI Chairs, etc.
- 117 h. Assists the SZ Secretary/Treasurer with any DEI Budget/funds related to  
118 DEI activities. Acts as a resource for grant information from USA  
119 Swimming and USA Swimming Foundation
- 120 3. SZ Assistant Diversity, Equity, and Inclusion Coordinator:
- 121 a. Appointed by the SZ Directors from nominations proposed from the SZ  
122 DEI Coordinator/SZ LSC DEI Chairs, to work with the SZ DEI Coordinator.
- 123 b. If the SZ DEI Coordinator is unavailable to perform duties, the SZ Assistant  
124 DEI Coordinator will act in their place (coordinating meetings,  
125 disseminating information to the National DEI staff and to the LSC DEI  
126 Chairs, to the SZ Coach and Non-Coach Directors) until the current SZ  
127 DEI Coordinator is able to return to duties, or, until a new Zone DEI  
128 Coordinator is appointed by USA Swimming National DEI staff.
- 129 c. Be a currently registered member of USA Swimming in good standing.
- 130 d. The term of service is two years. The SZ Assistant DEI Coordinator may  
131 serve up to (3) two-year terms of service (not more than six years.)
- 132 4. SZ Sanction Appeal Panel Coordinator
- 133 a. Appointed by the SZ Directors.

134 b. Serves as the SZ point of contact in any dispute over denial of a sanction  
135 from one of the SZ LSCs.

136 5. SZ Safe Sport Coordinator

137 a. Appointed by USA Swimming to a two-year appointment for up to two  
138 (2) additional two-year terms and shall not exceed more than six  
139 consecutive years.

140 b. Reports to USA Swimming Safe Sport Liaison to the USA Swimming Safe  
141 Sport Committee and National Safe Sport Committee Chair.

142 c. Serves as the first point of contact to the Zone LSC Safe Sport  
143 Coordinators and acts as a liaison for this group to the National Safe  
144 Sport Committee. One of the main purposes of this position is to assist in  
145 the training of, and dissemination of information to the LSC Safe Sport  
146 Coordinators/Points of Contact.

147 6. SZ Officials Coordinator

148 a. Shall be appointed by the SZ Directors in odd numbered years.

149 b. Shall approve the selection of the Meet Referee for the SZ Age Group  
150 Championships, SZ Senior Championships, SZ Open Water  
151 Championships, and SZ Sectionals Meets, in consultation with the host  
152 LSC Officials Chairs and host Meet Directors.

153 c. Shall post the Application to Officiate on the SZ website for the SZ Age  
154 Group Championships, SZ Senior Championships, SZ Open Water  
155 Championships, and SZ Sectionals Meets.

156 d. Shall receive the Meet Referees' reports from the SZ Age Group  
157 Championships, SZ Senior Championships, SZ Open Water

158 Championships, and SZ Sectionals Meets and submit those reports at the  
159 annual SZ Meeting.

160 e. Shall attend the National Officials Committee quarterly meetings.

161 f. Shall communicate with and distribute information to the SZ LSC Officials  
162 Chairs.

163 g. Shall have other specific duties related to the USA Swimming Sectionals  
164 conducted in the SZ, the SZ Senior Championship, the SZ Open Water  
165 Championship and the SZ Age Group Championships as defined in Part  
166 5 of this manual.

#### 167 7. SZ Assistant Officials Coordinator

168 a. The SZ Assistant Officials Coordinator is appointed in odd numbered  
169 years, the current SZ Officials Coordinator will nominate their future  
170 assistant with the advice and consent of the SZ Directors, who will  
171 formally nominate. The SZ Assistant Officials Coordinator will move up to  
172 the SZ Officials Coordinator position after two years. The SZ Officials  
173 Coordinator and the SZ Assistant Officials Coordinator shall be from  
174 different sections of the Zone, e.g., Western (LA, GU, NT, ST, WT and BD),  
175 Southern (FL and FG) and Eastern (GA, SE, MS, WV, KY, SC and NC).

176 i. Nominations will be solicited from the Southern Zone Officials.

177 ii. Nominees shall be an Official in good standing registered with  
178 one of the SZ LSCs.

179 iii. Nominees shall be certified as an N3 Deck Referee.



- 180                           iv. Nominees shall have officiated in some capacity at a previous  
181                           SZ Age Group Championships, SZ Senior Championships, or SZ  
182                           Open Water Championships.
- 183                           b. Shall support and work with the SZ Officials Coordinator.
- 184                           c. Shall attend the National Officials Committee quarterly meetings.

185 SECTION 3 - SZ LSCs

- 186                           A. Each LSC in the Southern Zone is a member of the Southern Zone.
- 187                           B. Each LSC may send one or more delegates to any meeting of the Zone,  
188                           provided that the delegate is a member in good standing with their LSC and  
189                           USA Swimming.
- 190                           C. Each LSC is entitled to five (5) votes, of which at least one (1) vote must be  
191                           designated to the LSC Athlete Representative(s). If no Athlete Representative  
192                           is present, the LSC shall cast only four (4) votes.

193 **PART 2 - Management**

194 SECTION 1 - Duties & Powers

- 195                           A. The management of the affairs of the SZ is the responsibility of the LSC  
196                           representatives exercised through the Southern Zone leadership. That  
197                           leadership includes the two SZ Directors, the SZ Secretary/Treasurer, the two  
198                           Southern Zone Athlete Representatives, the SZ Senior Chair, the SZ Age Group  
199                           Chair, and the SZ Open Water Chair. The leadership is directly advised by the  
200                           SZ Officials Coordinators, the SZ Safe Sport Coordinator, the SZ Disability  
201                           Coordinator, the SZ Diversity, Equity & Inclusion Coordinator, and the SZ Web  
202                           Master.
- 203                           B. SZ General Duties

- 204 1. Select the meet host, location, and dates for the following meets:
- 205 a. Southern Zone Age Group Championship
- 206 b. Southern Zone Senior Championship
- 207 c. Southern Zone Open Water Championship
- 208 2. Adjust the format of both the SZAG and SZSR meet through changes to the
- 209 meet templates. The format for the SZOW Championship is controlled by
- 210 USA Swimming.
- 211 3. Furnish information to each member LSC as may pertain to its membership
- 212 in USA Swimming.
- 213 4. Call regular and special meetings of the SZ.
- 214 C. Vacancies - Any vacancy that may occur in the list of Officers caused by
- 215 death, resignation, incapacity, or other reason may be filled temporarily by a
- 216 majority vote of the remaining SZ Officers until the SZ shall have elected a
- 217 permanent successor at the next meeting of the SZ. The same process would
- 218 be used if any officer would have to be removed for cause. A permanent
- 219 successor shall fill the unexpired term of the vacant office.
- 220 D. Nominations for Office - Nominations may be made from applications prior to
- 221 or from the floor at the annual meeting of the SZ. Elections shall be by secret
- 222 ballot. A majority vote of the voting members is required for the election of the
- 223 officers. If no nominee receives a majority of the votes, a runoff election shall
- 224 be immediately held between the two nominees receiving the most votes cast.
- 225 E. Removal of Directors, Chairs, or Coordinators - Remove from office any persons
- 226 elected by the SZ Delegates (Officers, committee chairs or coordinators) who
- 227 have failed to attend to their official duties or member responsibilities or have

228 done so improperly, or who would be subject to penalty by the National Board  
229 of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating  
230 Policy Manual. Any SZ Officer, committee chair, or coordinator may be  
231 removed by a simple majority of the voting SZ Delegates. However, no such  
232 individual may be removed without receiving thirty (30) days' written notice by  
233 the Secretary or other officer designated by the SZ Delegates specifying the  
234 alleged deficiency in the performance of the member's responsibilities or  
235 specific official duties or other reason and an opportunity to respond in writing  
236 within twenty (20) days to such allegations.

237 SECTION 2 - Meetings

238 A. Annual Meeting - The annual meeting of the SZ shall be held at a time and place  
239 (including a virtual meeting) designated by the SZ Directors

240 B. Special Meeting - A special meeting may be called by either Zone Director of the  
241 SZ or by at least one-third (1/3) of the SZ representatives.

242 C. Notices - The notice of the annual meeting of USA Swimming shall be considered  
243 notice of the annual SZ meeting. If an annual USA Swimming meeting is not held,  
244 then the SZ shall notify each of its LSCs of the SZ meeting. A notice setting forth the  
245 location and time of a special SZ meeting, called as provided in the section above,  
246 shall be sent by the Secretary/Treasurer to each SZ Officer, the Zone Athlete  
247 Representatives, and the General Chair of each LSC in the Southern Zone and  
248 shall be posted on the SZ website approximately 30 days prior to the meeting.

249 D. Quorum - A quorum at all SZ meetings shall consist of those present and eligible to  
250 vote.

251 E. Rules of Order - The current version of Robert's Rules of Order are the procedural  
252 rules at all SZ meetings.

253 F. Virtual Meetings - When the need arises that a virtual meeting must be held, the  
254 following will apply.

255 1. Instructions for using the meeting technology will be sent out at least 30 days  
256 prior to the virtual meeting.

257 2. All voting delegates from the SZ leadership and each LSC must provide a valid  
258 email address to the SZ Secretary / Treasurer at least 30 days in advance of the  
259 virtual meeting or 15 August, whichever occurs first. The link to the virtual  
260 meeting will be sent to each of the emails provided as well as posted on the  
261 SZ website.

262 3. Exact instructions for voting will be sent out prior to the virtual meetings.

263 4. All reports will be filed on the SZ website prior to the virtual meeting.

264 5. The virtual meetings will be open to all members of the Southern Zone.

265 6. The virtual meeting will be run as closely as possible to an in-person meeting,  
266 following the same format. A roll call vote will be taken, with each LSC  
267 responding to their presence and whether their athlete representative is on the  
268 virtual meeting call.

### 269 SECTION 3 - Meetings by Correspondence

270 A. The Zone Directors may present in writing to each Zone LSC such information and  
271 proposals as they deem necessary between regular SZ meetings. Each LSC is  
272 entitled to five (5) votes and a majority of all SZ LSC votes are required to pass any  
273 such written proposal. Ballots by electronic mail/conference software shall be  
274 accepted.

275 SECTION 4 - Reports and Minutes

276 A. Reports - At least thirty (30) days prior to any SZ meeting, the Secretary / Treasurer  
277 shall prepare and post reports on the Southern Zone website.

278 B. Minutes - Within forty-five (45) days of the immediate past annual meeting, the  
279 Secretary/Treasurer shall post a copy of the minutes on the Southern Zone website.

280 SECTION 5 - Amendments, Mailing Address and Dissolution

281 A. Every SZ member must be given at least thirty (30) days written notice of any  
282 proposed amendment.

283 B. Any amendment submitted or proposed after the required thirty (30) day deadline  
284 may be adopted only by a nine-tenths (9/10) vote of the members present and  
285 voting at the annual meeting of the SZ.

286 C. Mailing Address - The mailing address for the SZ shall be the address of the Southern  
287 Zone Secretary/Treasurer.

288 D. Dissolution - Upon dissolution, all assets shall be equally distributed to the SZ LSCs  
289 or, by majority vote of the SZ LSCs, to USA Swimming.

290 **PART 3 - Fiscal Policy and Procedures**

291 SECTION 1 - Introduction

292 The Southern Zone has a limited revenue stream and a limited amount of expenses.  
293 However, as is expected with any organization, there are some expenses incurred  
294 on behalf of the SZ that should be reimbursed by the SZ.

295 SECTION 2 - Fiscal Year

296 The fiscal year shall correspond to the fiscal year established by USA Swimming.

297 SECTION 3 - Depositories / Banking Authorities

- 298 1. The SZ does not maintain a separate bank account for the Zone. All the SZ funds  
299 are deposited and disbursed from bank accounts maintained and managed by  
300 USA Swimming's Finance Department.
- 301 2. The Secretary/Treasurer has sole responsibility and authority to approve any  
302 expenditure from the SZ account that is managed by USA Swimming. Both Zone  
303 Directors will be kept informed of these expenditures.
- 304 3. Since there are no separate SZ bank accounts, no bank reconciliations are  
305 necessary. However, it is the responsibility of the Secretary/Treasurer to oversee all  
306 SZ transactions and ensure that all transactions are approved.

307 SECTION 4 - Annual Budget

308 The SZ budget shall be prepared by the Secretary/Treasurer, with the advice and  
309 input of the Zone Directors, the SZ Athlete Representatives and Zone Committee  
310 Chairs and Coordinators, and approved annually by the SZ House of Delegates.

311 SECTION 5 - Reporting Requirements

312 The Secretary/Treasurer shall issue an annual Financial Report at the SZ House of  
313 Delegates.

314 SECTION 6 - Tax Reporting Requirements

315 Since the SZ is part of USA Swimming, no separate tax reporting is required.

316 SECTION 7 - Assets and Capital Equipment

317 There are no assets nor capital equipment owned or maintained by the SZ.

318 SECTION 8 - Fiscal Goal and Operating Reserve Fund

319 The goal is to fund SZ Travel Requirements, support our Zone Athlete  
320 Representatives and the SZ Athlete's Committee, to support our Zone Safe Sport

321 Conferences, to support our Zone DE&I Camps and to build up a reserve for  
322 contingencies.

## 323 SECTION 9 - Revenue

### 324 1. Annual Dues

325 A. The SZ collects annual dues from each LSC in the Zone. The annual dues are  
326 set by the House of Delegates, and are \$.10 per registered Non-Athlete and  
327 Premium Athlete with registration numbers as of 31 August, and are due by  
328 January 31st of the next year.

329 B. A SZ surcharge of \$5.00 per swimmer will be assessed for each swimmer  
330 participating in the SZSR, SZAG and SZOW meets, whether they are in or out of  
331 the Southern Zone. These assessments will be collected by the hosts of each of  
332 the SZ Championship meets and returned to the SZ Secretary/Treasurer within  
333 10 days of the completion of each championship meet.

334 C. All Zone Directors expenses will be covered by Zone funds, if not reimbursed by  
335 the Director's LSC.

336 D. Each January, the Secretary/Treasurer shall email each LSC's General Chair  
337 and LSC Permanent Office (if one exists), and request that the LSC remit their  
338 annual dues. The dues shall be mailed to the Secretary/Treasurer who shall  
339 forward all monies to the Revenue Manager at USA Swimming.

### 340 2. Deposits to SZ Account

341 The Revenue Manager at USA Swimming shall deposit all forwarded monies to the  
342 SZ account.

## 343 SECTION 10 - Expenses

### 344 1. Travel Expenses

345 The SZ will reimburse those travel costs and room costs for Zone Officers and  
346 Zone Chairs/Coordinators who are not reimbursed by their LSC for their travel  
347 on Zone business. These members are Zone Directors, Zone Secretary /  
348 Treasurer, Zone Senior Chair, Zone Age Group Chair, Zone Open Water Chair,  
349 Zone Officials Coordinator and Assistant Officials Coordinator, Zone DEI  
350 Coordinator, Zone Disability Coordinator and Zone Athlete Representatives.  
351 Travel can be by air or auto. Air travel will be the lowest coach class airfare  
352 booked at least 21 days in advance which allows bags and refundable deposit  
353 in case of cancellation. If a personal vehicle is used, then reimbursement will  
354 be the current GSA rate for mileage, but will not exceed the costs associated  
355 with a roundtrip airfare (previously stated) whichever is less. Room costs will be  
356 at the current GSA rates while per diem may be provided at \$50 per day for  
357 actual meeting/event dates, not including travel days. The total  
358 reimbursement is limited to \$900 per person per event, unless prior approval is  
359 given from the Southern Zone Directors and Southern Zone Secretary/Treasurer.

360 2. Unbudgeted Expenses

361 Unbudgeted expenses may be approved by a two-thirds (2/3) vote of the SZ  
362 Officers. Expenses under \$1,000 may be approved by the SZ Zone Directors.

363 3. Approval Process

364 All expenses must be approved by the Secretary/Treasurer before being  
365 distributed by the Revenue Manager at USA Swimming.

366 **PART 4 - Zone Sanction Appeal Panel (ZSAP)**

367 SECTION 1 - Mission Statement



368 To establish a consistent appeal process for a meet host whose  
369 request for sanction or approval is denied by an LSC; to allow for  
370 review of denials to make certain such denials are not limiting  
371 competitive opportunities for athletes; to help meet the  
372 competition needs of clubs and athletes and to allow alternatives  
373 when scheduled meets are filled.

#### 374 SECTION 2 - Membership

375 The Zone Sanction Appeal Panel shall use the USA Swimming  
376 Sanction Appeal Panel Handbook and shall be comprised of a  
377 Coordinator who shall be appointed by the Southern Zone Directors.  
378 Hearing panel members shall be appointed by the Coordinator.  
379 There is no term limit for the ZSAP Coordinator.

#### 380 SECTION 3 - Authority

381 To review the process followed by the host/petitioner and the LSC  
382 and determine if all rules and policies have been followed and  
383 fairly applied. The ZSAP does not have the authority to overrule LSC  
384 regulations and policies. The ZSAP does not have the authority to  
385 establish entry fees. The ZSAP is authorized to direct the LSC to issue  
386 a meet sanction or approval in those instances where, in the ZSAP's  
387 judgment, the rules and policies have not been properly applied or  
388 when the ZSAP believes that competitive opportunities for athletes  
389 are being unfairly denied.

#### 390 SECTION 4 - LSC Requirements

391 The ZSAP Coordinator shall receive three names from each LSC by  
392 Jan 10th of each year, 1-Coach, 1-Official and 1-Athlete. These

393 names become a resource upon which the Coordinator can draw  
394 upon to conduct hearings to resolve any filed appeal.

## 395 **PART 5 - SZ Athletes Committee**

### 396 SECTION 1 - Purpose and Goals

397 The Southern Zone Athlete Committee shall seek to provide and promote athlete  
398 representation throughout the Southern Zone Board and the member LSCs. They  
399 shall provide athlete input and voting presence in all decisions made regarding  
400 the Southern Zone.

401 The Southern Zone Athlete Director (Zone Senior Athlete Representative), along  
402 with the Southern Zone Junior Athlete Representative will provide input to the Zone  
403 Directors Council from an athlete's perspective, and will communicate the  
404 direction the Council is moving, back to the athletes of the Southern Zone.

#### 405 1. Immediate Goals

406 A. Identify and expand upon opportunities for further engagement between  
407 Southern Zone Athlete Committee members, including but not limited to  
408 additional meetings, events, or activities.

409 B. Promote engagement at Southern Zone meetings by Athlete Committee  
410 members, and at Southern Zone Athlete Committee meetings.

411 C. Establish open and regular communications among LSC athlete  
412 representatives and all Athlete Committee members, and between Athlete  
413 Committee members and Southern Zone Board members.

#### 414 2. Long-term Goals

415 A. Promote athlete representation within the Southern Zone in all decisions,  
416 resolutions, and discussions.

417 B. To increase engagement with the Southern Zone Board and Southern Zone  
418 Athlete's Committee by all Southern Zone athletes through social media, news  
419 connections, events, presentations, clinics, or other means.

420 C. To increase coordination throughout Southern Zone Athlete Committee  
421 members to encourage common progress, communal projects, and  
422 coordinated motions.

## 423 SECTION 2 - Officers

424 Both Zone Athlete Representatives will be elected by a majority of the members of  
425 the SZ Athletes Committee with no more than two athlete members of each LSC  
426 voting, and both shall serve no more than two terms in their respective position. The  
427 term Zone Athlete Leaders shall refer to both the Zone Athlete Director and the Zone  
428 Junior Athlete Representative.

### 429 1. Zone Athlete Director (Senior Zone Athlete Representative)

430 The Zone Athlete Director shall be elected in even numbered years and shall serve  
431 a two-year term or until their respective successor is elected. At the time of  
432 election, the Zone Athlete Director must be:

433 A. An athlete member in good standing with USA Swimming.

434 B. Have graduated high school or obtained an equivalent level of education.

435 C. Must be registered in an LSC that is a member of the SZ at the time of their  
436 election.

437 D. Shall actively participate in one USA Swimming Annual Business Meeting or  
438 Zone Workshop prior to their election.

439 E. Shall serve on the Zone Directors Council.

### 440 2. Junior Athlete Representative

441 A. The Junior Athlete Representative shall be elected every two years for a two-  
442 year term or until their respective successor is elected/appointed that  
443 coincides with the term of the Zone Athlete Director.

444 B. At the time of election, the Junior Athlete Representative must be an athlete  
445 member in good standing and must hold registration in an LSC that is a  
446 member of the Zone at the time of their election.

447 C. The Junior Athlete Representative may serve no more than one term. Elections  
448 for athlete representatives in the Southern Zone will take place in even  
449 numbered years.

450 SECTION 3 - Duties of the Zone Athlete Leaders

- 451 1. Chair all Zone Athlete Committee meetings.
- 452 2. Provide reports, as needed, to the Zone Athletes Committee.
- 453 3. Provide reports, as needed, to the Zone Leadership.
- 454 4. Attend all Zone Director Council meetings with the Zone Athlete Director having a  
455 vote on the council and the Zone Junior Athlete representative having a voice but  
456 no vote.
- 457 5. Coordinate and support the AEC - Athletes Executive Council.
- 458 6. Maintain and update a current list of LSC Athlete representatives in the Zone.
- 459 7. Maintain a continuity report for the next Zone Athlete Representatives.
- 460 8. Actively mentor LSC athlete representatives throughout the year.
- 461 9. Provide athlete perspective and input on competitive and organizational matters  
462 regarding the Zone, and provide support to the Zone where needed in  
463 conducting any, and all Championship meets, competitions, or non-competitive

464 events, up to and including traveling to such events at the request of the Zone  
465 Directors.

466 10. Contribute content to the Zone website and be responsible for maintaining any  
467 other communicative methods that they see as beneficial to their operations.

468 11. Coordinate with the Zone Chairs/Coordinators to fill requests for athlete  
469 participation.

470 12. Attend the USA Swimming Annual Meeting or designated workshop and any other  
471 meetings or events relevant and necessary to their duties. Reimbursement  
472 requirements outlined in PART 3; Section 10 of this manual apply.

#### 473 SECTION 4 - Zone Athletes Committee

474 1. The Zone Athlete Director or their designee shall chair the Zone Athletes  
475 Committee. The Zone Junior Athlete Representative or designee shall be the vice  
476 chair.

477 2. The Zone Athletes Committee shall consist of no more than four and no less than  
478 two athlete representatives from each LSC (unless otherwise appointed by the  
479 Zone Athlete Director). In all voting matters, each LSC will be granted no more  
480 than two votes. At-large members and athletes serving on National Committees  
481 may be invited to join the Zone Athletes Committee at the discretion of the Zone  
482 Athlete Director. Invited members serving in other positions within USA Swimming  
483 may be, at the discretion of the Zone Athlete Director, be granted a vote on the  
484 Zone Athletes Committee, without their vote counting against any SZ LSC. Every  
485 member of the Zone Athletes' Committee must be registered with an LSC that is a  
486 member of the Zone.

487 3. The previous Zone Athlete Director shall be an ex-officio member of the Zone  
488 Athletes Committee who shall have a voice but no vote on the Committee.

489 SECTION 5 - Budget

490 1. Annual Budget

491 A. The proposed budget will be presented to the SZ Secretary/Treasurer at least  
492 30 days prior to the annual SZ meeting or no later than 15 August of each year,  
493 whichever is earlier.

494 B. The Southern Zone Athlete Committee may not collect nor require annual dues.  
495 It may collect admission monies to be used exclusively towards specific events.

496 C. Prior coordination between the SZ Athlete Representatives, the SZ Directors,  
497 and SZ Secretary/Treasurer is required prior to any travel conducted in support  
498 of the Southern Zone that would be reimbursable under Part 3, Fiscal Policies &  
499 Procedures.

500 **PART 6 - Competitive Swimming**

501 SECTION 1 - General: Applies to All Southern Zone Championship Meets

502 1. A majority vote of the SZ representatives at its annual meeting is required for  
503 selection of the site location and date for the Southern Zone Age Group  
504 Championship Meet, the Southern Zone Senior Championship Meet and the  
505 Southern Zone Open Water Championship Meet.

506 2. The Zone Age Group Chair or designee shall chair the Zone Age Group  
507 Championship Meet Committee.

508 3. The Zone Senior Chair or designee shall chair the Zone Senior Championship Meet  
509 Committee.

- 510 4. The Zone Open Water Chair or designee shall chair the Zone Open Water  
511 Championship Meet Committee.
- 512 5. The Zone Championship Meet templates shall establish the meet formats, order of  
513 events, and fees. These templates are adopted by a majority vote (exception:  
514 Open Water Championship) of the SZ and are posted on the SZ website under  
515 Documents. USA Swimming advises on the format for the SZOW Championship.
- 516 6. The Championship Meets shall be held in compliance with the Rules and  
517 Regulations of USA Swimming.
- 518 7. Financial reports and evaluations of the most recent Championship Meets shall be  
519 presented to the SZ at its annual meeting.
- 520 8. Meet Bid Applications should be sent to the SZ Secretary/Treasurer 30 days prior to  
521 the SZ meeting or 15 August, whichever date is earliest. These bids cover meets  
522 approximately two years after the annual meeting, i.e., bid in 2020 for a meet in  
523 2022. The bid forms are located on the SZ website under Documents/Forms. The  
524 Meet Bid should include names of the Meet Referee and Admin Referee, which  
525 will be coordinated through the SZ Officials Coordinator.
- 526 9. The following will be your contact for the meet you are bidding on. Their contact  
527 information is on the SZ website.
- 528 A. The SZ Age Group Championships - SZAG Chair  
529 B. The SZ Senior Championships - SZSR Chair  
530 C. The SZ Open Water Championships - SZOW Chair
- 531 10. General Meet Host Responsibilities
- 532 A. Pre-Meet Obligations - Dates are for the year of the meet.

- 533 1. The Meet Referee and Administrative Referee will be chosen by the LSC  
534 Officials Chair, the SZ Officials Coordinator, and with the consent of the  
535 meet host. If either are from outside the host club, their expenses will be  
536 reimbursed by the LSC or host club, as well as any for any Evaluator brought  
537 in for the meet. If rooms are provided, then only travel expenses need to be  
538 covered. Evaluators should be identified approximately one year before  
539 the start of the meet. Coordination with the SZ Officials Coordinator will help  
540 with this process.
- 541 2. No later than April 1, the meet host shall distribute the completed meet  
542 information to the Zone Secretary / Treasurer who will ensure that it is posted  
543 on the SZ website within 7 days after receipt.
- 544 3. No later than April 1, the SZ Officials Coordinator will put the 'Application to  
545 Officiate' forms on the SZ Website, with the associative Meet Referee able  
546 to access the responses to the form.
- 547 4. The host agrees to sign and adhere to all requirements and agreements in  
548 the USA Swimming Championship Meet contract with USA Swimming.
- 549 5. The host agrees to post a Psych Sheet, timelines and additional information  
550 needed within 48 hours after the entries have been received.
- 551 6. The host agrees to provide practice times up to one (1) day prior to the start  
552 of the Championship meet.
- 553 7. The host agrees to provide a meeting room/area for the General Meeting  
554 which will be held as posted in the meet information.
- 555 8. The host agrees to provide heat sheets to all LSC coaches and meet  
556 officials.



- 557 9. The host agrees to check membership credentials of all coaches,  
558 chaperones and officials as required by USA Swimming.
- 559 10. The host shall distribute a copy of the Meet Evaluation Form to the Head  
560 Coach of each LSC attending the meet, the Meet Referee, the  
561 SZAG/SZSR/SZOW or designee and the 2 athletes on the Meet Committee  
562 and collect them prior to the conclusion of the meet.
- 563 11. The host agrees to determine, with the Meet Referee and in consultation  
564 with the SZAG/SZSR/SZOW or their designee, the members of the Meet  
565 Committee. The Committee shall include the SZAG/SZSR/SZOW or their  
566 designee (Chairman), the Meet Referee or designee, the host coach, two  
567 (2) additional coaches, and two (2) athletes appointed from three (3)  
568 selected LSC's.
- 569 12. The Meet Committee shall have jurisdiction over questions of entry, eligibility,  
570 and technical protests with the exception of official's judgement calls and  
571 weather issues. The Meet Committee can only be called by the Meet  
572 Referee or the SZAG/SZSR/SZOW (or designee).
- 573 13. The host agrees to submit an application to USA Swimming to make these  
574 meets OQMs, Officials Qualifying Meets, that will provide the opportunity  
575 for National Certification for meet officials.
- 576 14. The following minimum standards for the number of officials at the SZAG  
577 and SZSR Championships: 1 Referee; 1 Starter; 2 Place Judges; 2 Stroke  
578 judges; 4 Turn Judges; 1 Administrative Referee. Additionally, a dedicated  
579 announcer is required and both marshals/invigilators and Relay Takeoff  
580 Judges as necessary.

581 15. The host agrees to provide all awards, individual and team, for the meet.

582 B. Host Responsibilities During the Meet

583 1. The host shall provide preliminary heat sheets, finals heat sheets and results.

584 2. Each of the publications shall include the Southern Zone Meet Records, all  
585 National Qualifying Times, and National Top 16 Reportable Times.

586 3. The prelim heat sheets shall be available no later than the start of the  
587 General Meeting. The finals heat sheets shall be available prior to the start  
588 of finals each day.

589 C. Post Meet Host Responsibilities

590 1. The host team shall post results to their website after the registration chair of  
591 the respective LSC completes the meet recon on registration. Hy-Tek results  
592 files shall be sent to the SZ Secretary/Treasurer, who will ensure it is posted  
593 on the SZ website within fifteen (15) days after the completion of the  
594 competition and to visiting teams. The meet host is also encouraged to  
595 send the results to various swim publications.

596 2. A financial report (SZ Website-Documents/Forms) must be filed within 30  
597 days of the completion of the meet with the SZAG/SZSR/SZOW, the SZ  
598 Secretary/Treasurer and the USA Swimming Athlete Development Director  
599 (or as directed by USA Swimming).

600 3. The Meet Director's report/meet evaluation and the Meet Evaluations filled  
601 out at the meet shall be submitted to the SZAG/SZSR/SZOW no later than 30  
602 days following the last day of competition.

- 603 4. The Meet Referee will submit a summary report to the SZ Officials  
604 Coordinator within 15 days of completion of the meet. The report will  
605 include the following:
- 606 a. A list of officials attending the meet and what positions they filled.
  - 607 b. A list of evaluations completed during the meet and the names of the  
608 evaluators used.
  - 609 c. A copy of the session report for each session of the meet.
  - 610 d. A short summary of issues at the meet; what worked well and what  
611 problems the meet referee encountered and solutions that overcame  
612 those problems.
  - 613 e. Recommendations for future meets of this type.

614 D. Visiting LSC Obligations

- 615 1. The official contact within each LSC shall be the Age Group Chair for the  
616 SZAG meet or the visiting Coach for each team entered in the SZSR and  
617 SZOW, unless the LSC informs the Meet Director otherwise.
- 618 2. Entries for the meet must be on Hy-Tek (or other approved team manager  
619 software) with electronic delivery to the Meet Director or their designated  
620 entry chair by 12:00 PM on the Monday of the week of the Southern Zone  
621 Championship Meets. Participating teams shall also provide a meet entry  
622 report to the Meet Director or their designated entry chair.
- 623 3. The host club shall notify each visiting LSC and/or club that the entries have  
624 been received.

- 625 4. Each LSC or Team Head Coach at the meet is responsible for ensuring  
626 his/her team's compliance with the published warmup guidelines and  
627 procedures for the host LSC and Facility.
- 628 5. Each LSC Officials' Chair shall encourage their officials who are interested  
629 in working at the meet to fill out the SZ Application to Officiate form on the  
630 SZ website under Officials (Officiating Applications).
- 631 6. Each LSC or Team Head Coach of the meet shall attend the General  
632 Meeting, which shall be held as designated in the meet invitation.

633 E. Zone Meet Rules and Regulations

- 634 1. The meet is held under the sanction of USA Swimming, Inc., and the meet  
635 host's LSC. In granting this sanction, it is understood and agreed that USA  
636 Swimming, Inc., the host team and all meet officials shall be free from any  
637 liabilities or claims for damage arising by reason of injuries to anyone during  
638 the conduct of the event.
- 639 2. For the SZAG Championships, damage to the facility when proven will  
640 cause the offending swimmer's LSC to be held accountable for repairs. For  
641 the SZSR and SZOW Championships, damage to the facility or venue, when  
642 proven, will cause the offending swimmer's club to be held accountable  
643 for repairs.
- 644 3. The meet templates on the Southern Zone website (Docs/Forms) shall be  
645 used for the meets. Changes to the meet templates for the SZAG and SZSR  
646 meets shall be made at the Southern Zone House of Delegates in the same  
647 manner as changes to this SZ Administrative Procedures Manual. The Open  
648 Water template/application is controlled by USA Swimming.

649 4. Warm-up procedures shall be set by the Host LSC and will comply with the  
650 current USA Swimming Rules and Regulations.

651 F. Swimmers with Disabilities (SWADs)

652 1. The swimmer (or the swimmer's coach) is responsible for notifying the  
653 Referee, prior to the competition, of any disability of the swimmer and of  
654 the requested modification. The swimmer/coach shall provide any  
655 assistant(s) or equipment if required.

656 2. Coaches and teams entering swimmers with disabilities that require any  
657 accommodations shall provide advance notice in writing to the meet  
658 director by the entry deadline. Failure to provide advance notice may limit  
659 the host's ability to accommodate all requests.

660 SECTION 2 - Southern Zone Age Group Championships

661 1. Host Responsibilities Pre-Meet

662 A. The host agrees to provide an Exception Report at or before the General  
663 Meeting for all to view and correct.

664 B. The host agrees to provide a Championship Ready Room for finals as is the  
665 preferred standard for National Championship Meets, away from the pool  
666 deck, when finalists will march to the blocks.

667 2. Host Responsibilities During the Meet

668 A. For the SZAG Championship, a maximum of twelve (12) deck passes will be  
669 issued to each LSC for those coaches, managers and/or chaperones listed on  
670 the meet entry form, excluding disability assistance with a maximum of four (4)  
671 passes.

- 672 B. The meet host shall be responsible for arranging timers either through their own  
673 volunteers or assigning attending LSC's or teams timing responsibilities.  
674 Whichever method is planned should be included on the initial bid for the meet.
- 675 C. Meet production shall include: Finalist ready room (when finalists are marched  
676 to the blocks); Athlete/Coach Credentials; adequate seating on deck; Finalist  
677 Introductions and Awards Ceremony.
- 678 D. The Meet Referee, in coordination with the host, will ensure that the pool length  
679 is measured and recorded before and after each session.
- 680 3. Visiting LSCs / Clubs
- 681 A. Each LSC shall determine its own team selection procedures that follow the  
682 eligibility guidelines.
- 683 B. Each LSC shall create their own Code of Conduct Form.
- 684 C. Each LSC shall designate at least one (1) and no more than three (3) team  
685 captains, at least one of whom shall attend the general meeting.
- 686 D. Each LSC shall have a Team Staff with Coaches and Chaperones at a ratio of  
687 one (1) adult (Coach/Chaperone) to every five (5) swimmers attending the  
688 meet, with up to a maximum of twelve (12) adults. These Zone Team Staff  
689 Members must stay with the team throughout the duration of the trip.
- 690 E. Each LSC may bring up to six (6) swimmers; three (3) boys and three (3) girls  
691 with disabilities who are 11 to 18 years of age; selected in any manner deemed  
692 appropriate and assisted by the Southern Zone Disability Swimming  
693 Coordinator, if necessary. Swimmers' disability must satisfy the definition of a  
694 disability as outlined in USA Swimming Rules and Regulations: a permanent  
695 physical or mental impairment that substantially limits one or more major life

696 activities. These swimmers with disabilities are in addition to the permitted forty-  
697 eight (48) swimmers and are not required to meet the time standards for their  
698 age group/events, however, they must provide a time for each event they  
699 enter. Swimmers with disabilities may compete in finals, earn awards, and score  
700 points for their team in the same manner as the able-bodied swimmers. Each  
701 swimmer is limited to six (6) individual events for the meet with no more than  
702 three (3) events per day.

### 703 SECTION 3 - Southern Zone Senior Championships

#### 704 1. Conduct of the Meet

705 A. The host, in discussion with the SZSR Chair/designee and based on the number  
706 of entries, may allow out-of-Zone clubs to attend.

707 B. The host, in discussion with the Meet Referee and the SZSR Chair/designee,  
708 based on number of entries and volunteer workers available, will decide if  
709 chase starts should be used.

710 C. The host will decide in discussion with the Meet Referee and the SZSR  
711 Chair/designee which end all 50's of each stroke will start from.

712 D. The host in discussion with the SZSR Chair/designee will decide if the swimmers  
713 in the 'A' final will march to the blocks.

714 E. If backstroke ledges are available, the host, in discussion with the SZSR  
715 Chair/designee and Meet Referee, will decide whether to use backstroke  
716 ledges for prelims. The backstroke ledges, if available, will be used for Finals.

717 F. The host agrees to provide an Exception Report at or before the General  
718 Meeting for all to view and correct.

719 G. Each team shall receive one (1) deck pass for every 10 swimmers.

720 2. Post Session Responsibilities

721 The Meet Referee, in coordination with the host, will ensure that the pool length is  
722 measured and recorded after each session.

723 SECTION 4 - Southern Zone Open Water Championships

724 1. Pre-Meet Responsibilities

725 A. The Host will notify the SZOW Coordinator/designee of who will be the  
726 Independent Safety Monitor for the SZOW Championship.

727 B. The Host, through the Course Officer, will develop an initial course in water that  
728 is subject to only minor currents or tide and may be salt or fresh water and that  
729 is at least 1.4 meters deep.

730 C. The Host will secure an initial water quality report from the local testing authority.

731 D. Officials - There should be no fewer than the following officiating positions filled.  
732 The positions of Referee, Safety Officer, Finish Judge and Timer shall not be  
733 combined with the duties of any other official.

734 1. Referee

735 2. Assistant Referee

736 3. Admin Referee / Admin Official

737 4. Announcer

738 5. Safety Officer

739 6. Medical Officer

740 7. Course Officer

741 8. Clerk of Course

742 9. Chief Finish Timer plus three timers

743 10. Chief Finish Judge plus two finish judges



- 744 11. Recorder
- 745 12. Race Judge (one per competitor in escorted races)
- 746 13. Turn Judges (one at each change in the direction of the course)
- 747 2. Race Day Operations
- 748 A. A pre-race briefing for all swimmers will be conducted prior to each race.
- 749 B. The Course Officer, the Meet Referee and the Safety Officer will inspect the
- 750 course to ensure that all points are correctly marked, and all equipment has
- 751 been correctly installed and is in working order.
- 752 C. Safety Considerations
- 753 1. Air & Water Temperature Limits from USA Swimming Rulebook, 702.3.
- 754 2. Tracking Swimmers - Ensure the tracking system for swimmers as they
- 755 progress through the course is functioning.
- 756 3. Post-Race Activities
- 757 A. Accounting for all Swimmers - While getting accurate times for all swimmers in
- 758 each race is important, the #1 Safety Consideration is accounting for all the
- 759 swimmers. If 20 swimmers started the race, 20 swimmers will be accounted for.
- 760 B. Refreshments - Post Race refreshments, while appreciated, are the
- 761 responsibility of the host.
- 762 C. Awards - All awards will be given out in a pre-designated area, using an
- 763 announcer, following each race within 30 minutes.
- 764 SECTION 5 - USA Swimming Sectionals
- 765 1. The Southern Zone will host six USA Swimming Sectionals, two in each of the
- 766 following sections of the Zone (one Spring and one Summer).
- 767 A. Western (LA, GU, NT, ST, WT and BD)

- 768 B. Southern (FL and FG)
- 769 C. Eastern (GA, SE, MS, WV, KY, SC, and NC)
- 770 2. The Meet Referee and Administrative Referee will be chosen by LSC Officials Chair  
771 and the SZ Officials Coordinator with the consent of the meet host. It is  
772 recommended to select a Meet Referee from outside the host LSC but within the  
773 section of the SZ conducting the meet.
- 774 3. For each Sectional, an OQM Application will be sent to USA Swimming, to allow  
775 officials at these meets the opportunity to be evaluated for National Certification.
- 776 4. If anyone, Meet Referee, Admin Referee or Evaluator is brought in from outside the  
777 local area of the meet, their expenses will be covered by the host. If rooms are  
778 provided, then only travel expenses need be covered.
- 779 5. A copy of the financial report sent to USA Swimming following meet completion  
780 will be sent the SZ Secretary/Treasurer.
- 781 6. The Meet Committee shall have at least 20% athlete representation.