

1
2
3
4



5
6
7
8
9

10
11
12
13
14

USA Swimming Southern Zone Administrative Procedures

(September 2024)

PART 1 - Territory, Officers & Membership

SECTION 1 - The Southern Zone (SZ)

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

SECTION 2 - Officers, Chairs, and Coordinators

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

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

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

1. Zone Directors

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

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

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

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

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

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

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

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

2. SZ Secretary/Treasurer

a. Elected in even numbered years.

b. Responsible for keeping records of all meetings, conducting official correspondence, issuing meeting notices, posting copies of the minutes 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.

- b. Disseminates information related to Swimmers with Disabilities (SWADs) to all SZ LSCs.
- c. Coordinates with the SZAG Chair on any issues related to swimmers with disabilities during the SZ Age Group Championships.
- d. Coordinates with the SZSR Chair on any issues related to swimmers with disabilities during the SZ Senior Championships.
- e. Coordinates with the SZOW Chair on any issues related to swimmers with disabilities during the SZ Open Water Championships.

2. SZ Diversity, Equity, and Inclusion Coordinator

- a. Appointed by USA Swimming to a (2) two-year appointment for up to (2) additional two-year terms and shall not exceed more than six consecutive years.
- b. Reports to USA Swimming DEI Staff Liaison to the USA Swimming DEI Committee and the National DEI Committee Chair.
- c. Serves as the first point of contact to the Zone LSC DEI Chairs and acts as a liaison for this group to the National Diversity, Equity & Inclusion Committee.
- d. Reports to the SZ Coach and Non-coach Director the activities of the Zone LSC DEI Chairs.
- e. Holds regularly scheduled meetings with the LSC DEI Chairs in a format and time agreeable to all. Submits any recordings of virtual meetings to be posted on the SZ Website DEI section. Posts minutes from meetings, 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.

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

5. SZ Safe Sport Coordinator

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

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

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

6. SZ Officials Coordinator

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

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

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

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

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

e. Shall attend the National Officials Committee quarterly meetings.

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

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

7. SZ Assistant Officials Coordinator

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

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

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

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

iv. Nominees shall have officiated in some capacity at a previous SZ Age Group Championships, SZ Senior Championships, or SZ Open Water Championships.

b. Shall support and work with the SZ Officials Coordinator.

c. Shall attend the National Officials Committee quarterly meetings.

SECTION 3 - SZ LSCs

A. Each LSC in the Southern Zone is a member of the Southern Zone.

B. Each LSC may send one or more delegates to any meeting of the Zone, provided that the delegate is a member in good standing with their LSC and USA Swimming.

C. Each LSC is entitled to five (5) votes, of which at least one (1) vote must be designated to the LSC Athlete Representative(s). If no Athlete Representative is present, the LSC shall cast only four (4) votes.

PART 2 - Management

SECTION 1 - Duties & Powers

A. The management of the affairs of the SZ is the responsibility of the LSC representatives exercised through the Southern Zone leadership. That leadership includes the two SZ Directors, the SZ Secretary/Treasurer, the two Southern Zone Athlete Representatives, the SZ Senior Chair, the SZ Age Group Chair, and the SZ Open Water Chair. The leadership is directly advised by the SZ Officials Coordinators, the SZ Safe Sport Coordinator, the SZ Disability Coordinator, the SZ Diversity, Equity & Inclusion Coordinator, and the SZ Web Master.

B. SZ General Duties

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

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

SECTION 2 - Meetings

- A. Annual Meeting - The annual meeting of the SZ shall be held at a time and place (including a virtual meeting) designated by the SZ Directors
- B. Special Meeting - A special meeting may be called by either Zone Director of the SZ or by at least one-third (1/3) of the SZ representatives.
- C. Notices - The notice of the annual meeting of USA Swimming shall be considered notice of the annual SZ meeting. If an annual USA Swimming meeting is not held, then the SZ shall notify each of its LSCs of the SZ meeting. A notice setting forth the location and time of a special SZ meeting, called as provided in the section above, shall be sent by the Secretary/Treasurer to each SZ Officer, the Zone Athlete Representatives, and the General Chair of each LSC in the Southern Zone and shall be posted on the SZ website approximately 30 days prior to the meeting.
- D. Quorum - A quorum at all SZ meetings shall consist of those present and eligible to vote.

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

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

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

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

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

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

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

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

SECTION 3 - Meetings by Correspondence

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

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

2. Unbudgeted Expenses

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

3. Approval Process

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

PART 4 - Zone Sanction Appeal Panel (ZSAP)

SECTION 1 - Mission Statement

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

SECTION 2 - Membership

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

SECTION 3 - Authority

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

SECTION 4 - LSC Requirements

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

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

PART 5 - SZ Athletes Committee

SECTION 1 - Purpose and Goals

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

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

1. Immediate Goals

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

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

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

D. Coordinate and host an Athlete Summit in every even-numbered year for the purpose of educating LSC athlete representatives in the Southern Zone.

2. Long-term Goals

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

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

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

SECTION 2 - Officers

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

1. Zone Athlete Director (Senior Zone Athlete Representative)

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

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

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

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

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

E. Shall serve on the Zone Directors Council.

2. Junior Athlete Representative

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

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

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

D. The Junior Athlete Representative shall not be in the same LSC as the Senior Athlete Director.

SECTION 3 - Duties of the Zone Athlete Leaders

1. Chair all Zone Athlete Committee meetings.

2. Provide reports, as needed, to the Zone Athletes Committee.

3. Provide reports, as needed, to the Zone Leadership.

4. Attend all Zone Director Council meetings with the Zone Athlete Director having a vote on the council and the Zone Junior Athlete representative having a voice but no vote.

5. Coordinate and support the AEC - Athletes Executive Council.

6. Maintain and update a current list of LSC Athlete representatives in the Zone.

7. Maintain a continuity report for the next Zone Athlete Representatives.

8. Actively mentor LSC athlete representatives throughout the year.

9. Provide athlete perspective and input on competitive and organizational matters regarding the Zone, and provide support to the Zone where needed in conducting any, and all Championship meets, competitions, or non-competitive events, up to and including traveling to such events at the request of the Zone Directors.
10. Contribute content to the Zone website and be responsible for maintaining any other communicative methods that they see as beneficial to their operations.
11. Coordinate with the Zone Chairs/Coordinators to fill requests for athlete participation.
12. Attend the USA Swimming Annual Meeting or designated workshop and any other meetings or events relevant and necessary to their duties. Reimbursement requirements outlined in PART 3; Section 10 of this manual apply.

SECTION 4 - Zone Athletes Committee

1. The Zone Athlete Director or their designee shall chair the Zone Athletes Committee. The Zone Junior Athlete Representative or designee shall be the vice chair.
2. The Zone Athletes Committee shall consist of no more than four and no less than two athlete representatives from each LSC (unless otherwise appointed by the Zone Athlete Director). In all voting matters, each LSC will be granted no more than two votes. At-large members and athletes serving on National Committees may be invited to join the Zone Athletes Committee at the discretion of the Zone Athlete Director. Invited members serving in other positions within USA Swimming may be, at the discretion of the Zone Athlete Director, be granted a vote on the Zone Athletes Committee, without their vote counting against any SZ LSC. Every

member of the Zone Athletes' Committee must be registered with an LSC that is a member of the Zone.

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

SECTION 5 - Budget

1. Annual Budget

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

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

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

PART 6 - Competitive Swimming

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

1. A majority vote of the SZ representatives at its annual meeting is required for selection of the site location and date for the Southern Zone Age Group Championship Meet, the Southern Zone Senior Championship Meet and the Southern Zone Open Water Championship Meet.
2. The Zone Age Group Chair or designee shall chair the Zone Age Group Championship Meet Committee.

3. The Zone Senior Chair or designee shall chair the Zone Senior Championship Meet Committee.
4. The Zone Open Water Chair or designee shall chair the Zone Open Water Championship Meet Committee.
5. The Zone Championship Meet templates shall establish the meet formats, order of events, and fees. These templates are adopted by a majority vote (exception: Open Water Championship) of the SZ and are posted on the SZ website under Documents. USA Swimming advises on the format for the SZOW Championship.
6. The Championship Meets shall be held in compliance with the Rules and Regulations of USA Swimming.
7. Financial reports and evaluations of the most recent Championship Meets shall be presented to the SZ at its annual meeting.
8. Meet Bid Applications should be sent to the SZ Secretary/Treasurer 30 days prior to the SZ meeting or 15 August, whichever date is earliest. These bids cover meets approximately two years after the annual meeting, i.e., bid in 2025 for a meet in 2027. The bid forms are located on the SZ website under Documents/Forms. The Meet Bid should include names of the Meet Referee and Admin Referee, which will be coordinated through the SZ Officials Coordinator.
9. The following will be your contact for the meet you are bidding on. Their contact information is on the SZ website.
 - A. The SZ Age Group Championships - SZAG Chair
 - B. The SZ Senior Championships - SZSR Chair
 - C. The SZ Open Water Championships - SZOW Chair
10. General Meet Host Responsibilities

A. Pre-Meet Obligations - Dates are for the year of the meet.

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

8. The host agrees to provide heat sheets to all LSC coaches and meet officials.
9. The host agrees to check membership credentials of all coaches, chaperones and officials as required by USA Swimming.
10. The host shall distribute a copy of the Meet Evaluation Form to the Head Coach of each LSC attending the meet, the Meet Referee, the SZAG/SZSR/SZOW or designee and the 2 athletes on the Meet Committee and collect them prior to the conclusion of the meet.
11. The host agrees to determine, with the Meet Referee and in consultation with the SZAG/SZSR/SZOW or their designee, the members of the Meet Committee. The Committee shall include the SZAG/SZSR/SZOW or their designee (Chairman), the Meet Referee or designee, the host coach, two (2) additional coaches, and two (2) athletes appointed from three (3) selected LSC's.
12. The Meet Committee shall have jurisdiction over questions of entry, eligibility, and technical protests with the exception of official's judgement calls and weather issues. The Meet Committee can only be called by the Meet Referee or the SZAG/SZSR/SZOW (or designee).
13. The host agrees to submit an application to USA Swimming to make these meets OQMs, Officials Qualifying Meets, that will provide the opportunity for National Certification for meet officials.
14. The following minimum standards for the number of officials at the SZAG and SZSR Championships: 1 Referee; 1 Starter; 2 Place Judges; 2 Stroke judges; 4 Turn Judges; 1 Administrative Referee. Additionally, a dedicated

583 announcer is required and both marshals/invigilators and Relay Takeoff
584 Judges as necessary.

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

586 B. Host Responsibilities During the Meet

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

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

590 3. The prelim heat sheets shall be available no later than the start of the
591 General Meeting. The finals heat sheets shall be available prior to the start
592 of finals each day.

593 C. Post Meet Host Responsibilities

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

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

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

4. The Meet Referee will submit a summary report to the SZ Officials Coordinator within 15 days of completion of the meet. The report will include the following:

- a. A list of officials attending the meet and what positions they filled.
- b. A list of evaluations completed during the meet and the names of the evaluators used.
- c. A copy of the session report for each session of the meet.
- d. A short summary of issues at the meet; what worked well and what problems the meet referee encountered and solutions that overcame those problems.
- e. Recommendations for future meets of this type.

D. Visiting LSC Obligations

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

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

E. Zone Meet Rules and Regulations

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

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

F. Swimmers with Disabilities (SWADs)

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

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

SECTION 2 - Southern Zone Age Group Championships

1. Host Responsibilities Pre-Meet

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

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

2. Host Responsibilities During the Meet

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

- 676 B. The meet host shall be responsible for arranging timers either through their own
677 volunteers or assigning attending LSC's or teams timing responsibilities.
678 Whichever method is planned should be included on the initial bid for the meet.
- 679 C. Meet production shall include: Finalist ready room (when finalists are marched
680 to the blocks); Athlete/Coach Credentials; adequate seating on deck; Finalist
681 Introductions and Awards Ceremony.
- 682 D. The Meet Referee, in coordination with the host, will ensure that the pool length
683 is measured and recorded before and after each session.

684 3. Visiting LSCs / Clubs

- 685 A. Each LSC shall determine its own team selection procedures that follow the
686 eligibility guidelines.
- 687 B. Each LSC shall create their own Code of Conduct Form.
- 688 C. Each LSC shall designate at least one (1) and no more than three (3) team
689 captains, at least one of whom shall attend the general meeting.
- 690 D. Each LSC shall have a Team Staff with Coaches and Chaperones at a ratio of
691 one (1) adult (Coach/Chaperone) to every five (5) swimmers attending the
692 meet, with up to a maximum of twelve (12) adults. These Zone Team Staff
693 Members must stay with the team throughout the duration of the trip.
- 694 E. Each LSC may bring up to six (6) swimmers; three (3) boys and three (3) girls
695 with disabilities who are 11 to 18 years of age; selected in any manner deemed
696 appropriate and assisted by the Southern Zone Disability Swimming
697 Coordinator, if necessary. Swimmers' disability must satisfy the definition of a
698 disability as outlined in USA Swimming Rules and Regulations: a permanent
699 physical or mental impairment that substantially limits one or more major life

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

SECTION 3 - Southern Zone Senior Championships

1. Conduct of the Meet

- A. The host, in discussion with the SZSR Chair/designee and based on the number of entries, may allow out-of-Zone clubs to attend.
- B. The host, in discussion with the Meet Referee and the SZSR Chair/designee, based on number of entries and volunteer workers available, will decide if chase starts should be used.
- C. The host will decide in discussion with the Meet Referee and the SZSR Chair/designee which end all 50's of each stroke will start from.
- D. The host in discussion with the SZSR Chair/designee will decide if the swimmers in the 'A' final will march to the blocks.
- E. If backstroke ledges are available, the host, in discussion with the SZSR Chair/designee and Meet Referee, will decide whether to use backstroke ledges for prelims. The backstroke ledges, if available, will be used for Finals.
- F. The host agrees to provide an Exception Report at or before the General Meeting for all to view and correct.
- G. Each team shall receive one (1) deck pass for every 10 swimmers.

2. Post Session Responsibilities

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

SECTION 4 - Southern Zone Open Water Championships

1. Pre-Meet Responsibilities

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

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

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

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

1. Referee

2. Assistant Referee

3. Admin Referee / Admin Official

4. Announcer

5. Safety Officer

6. Medical Officer

7. Course Officer

8. Clerk of Course

9. Chief Finish Timer plus three timers

10. Chief Finish Judge plus two finish judges

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

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