



# **USA Swimming Southern Zone Policy & Procedures**

*(September / 2022)*

## **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**

- 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 members, 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 Appeals Coordinator and the Zone Official's 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 the SZ, maintaining financial records and reporting to USA Swimming such data as required.
3. SZ Senior Chair
  - a. Elected in odd numbered years.
  - b. Responsible for fulfilling the duties as defined in Part 6 of this manual.
4. SZ Age Group Chair
  - a. Elected in even numbered years.
  - b. Responsible for fulfilling the duties as defined in Part 6 of this manual.
5. SZ Open Water Chair
  - a. Elected in odd numbered years.
  - b. Responsible for fulfilling the duties as defined in Part 6 of this manual.
6. SZ Athlete Director (SZ Senior Athlete Representative)
  - a. Elected by the Zone Athlete's Committee in even numbered years.
  - b. Responsible for chairing the SZ Athlete's Committee along with the SZ Junior Athlete Representative.
7. SZ Junior Athlete Representative
  - a. Elected by the Zone Athlete's Committee annually.

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

D. The SZ appointed persons are the Zone Disability Coordinator, Zone Diversity, Equity and Inclusion Coordinator, Zone Web Master, Zone Safe Sport Coordinator, Zone Sanction Appeals Coordinator, Zone Officials Coordinator and Zone Assistant Officials Coordinator.

1. SZ Disability Coordinator

- a. Appointed in even numbered years.
- b. Disseminates information related to Swimmers with disabilities 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-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 Coordinators and acts as a liaison for this group to the National Diversity, Equity & Inclusion Committee. One of the main purposes of this position is to assist in the training of, and dissemination of information to the LSC DEI Coordinators.
- 3. SZ Sanction Appeals Coordinator
  - 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.
- 4. SZ Safe Sport Coordinator
  - a. Appointed by USA Swimming to a 2-year appointment for up to (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.

5. SZ Officials Coordinator

a. Appointed by the SZ Directors in odd numbered years.

b. Shall have specific duties related to the USA

Swimming/SPEEDO Sectionals conducted in the SZ, the SZ Senior Championship, the SZ Open Water Championship and the SZ Age Group Championships as defined in Part 6 of this manual.

6. SZ Assistant Officials Coordinator

a. Will support and work with the Zone Officials Coordinator.

b. While the Zone Assistant Officials Coordinator is appointed in odd numbered years, the current Zone Officials

Coordinator will nominate their future assistant with the consent of the Zone Directors, who will formally nominate.

The Assistant Officials Coordinator will move up to the Zone Officials Coordinator position after two years. The Zone

Officials Coordinator and the Assistant Zone Officials Coordinator will be from different sections of the Zone,

e.g., Western (LA, GU, NT, ST, WT and BD), Southern (FL and FGC) and Eastern (GA, SE, MS, WV, KY, SC and NC).

**SECTION III – SZ LSCs**

A. Each LSC in the Southern Zone is a member of the Southern Zone and may send one or more delegates to any meeting of the Zone, provided each LSC representative is a member in good standing with USA Swimming, for the purpose of casting its five (5) votes.

- B. Each LSC shall designate an Athlete Representative to cast one (1) of its votes. If no Athlete Representative is present, the LSC shall cast only four 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.

## **SECTION 2 – Meetings**

- A. Annual Meeting - The annual meeting of the SZ shall be held at the place and time designated by USA Swimming in conjunction with USA Swimming's annual meeting or at a place and time designated by the SZ.
- 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 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. Currently the ZOOM software will be used, but if a different software is used, the instructions for using it 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, except voting delegates will be given priority as well as the current elected and appointed members.
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 ZOOM call.
7. The same decorum and dress of all members attending the virtual meeting will be the same as if attending the meeting in person.

**SECTION 3 - MEETINGS BY CORRESPONDENCE** - 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 postal mail and electronic mail/conference software shall be accepted.

#### **SECTION 4 - REPORTS AND MINUTES**

- A. Reports - At least thirty (30) days prior to any SZ meeting, the Secretary / Treasurer shall prepare and post reports on the Southern Zone website.
- B. Minutes - Within forty-five (45) days of the immediate past annual meeting, the Secretary/Treasurer shall post a copy of the minutes on the Southern Zone website.

#### **SECTION 5 – Amendments, Mailing Address and Dissolution**

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

- B. Any amendment submitted or proposed after the required thirty (30) day deadline may be adopted only by a nine-tenths (9/10) vote of the members present and voting at the annual meeting of the SZ.
- C. Mailing Address - The mailing address for the SZ shall be the address of the Southern Zone Secretary/Treasurer.
- D. Dissolution - Upon dissolution, all assets shall be equally distributed to the SZ LSCs or, by majority vote of the SZ LSCs, to USA Swimming.

## **PART 3 – Fiscal Policy and Procedures**

### **SECTION 1 - Introduction**

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

### **SECTION 2 - Fiscal Year**

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

### **SECTION 3 - Depositories / Banking Authorities**

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

Secretary/Treasurer to oversee all SZ transactions and ensure that all transactions are approved.

#### **SECTION 4 - Annual Budget**

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

#### **SECTION 5 - Reporting Requirements**

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

#### **SECTION 6 – Tax Reporting Requirements**

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

#### **SECTION 7 - Assets and Capital Equipment**

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

#### **SECTION 8 - Fiscal Goal and Operating Reserve Fund**

The goal is to fund SZ Travel Requirements, support our Zone Athlete Representatives and the SZ Athlete's Committee, to support our Zone Safe Sport Conferences, to support our Zone DE&I Camps and to build up a reserve for contingencies.

#### **SECTION 9 - Revenue**

##### 1. Annual Dues

A. The SZ collects annual dues from each LSC in the Zone. The annual dues are set by the House of Delegates and currently are \$.10 per registered Non-Athlete and Premium Athlete

with registration numbers as of 31 August and are due by January 31st of the next year.

- B. A SZ surcharge of \$5.00 per swimmer will be assessed for each swimmer participating in the SZSR, SZAG and SZOW meets, whether they are in or out of the Southern Zone. These assessments will be collected by the hosts of each of the SZ Championship meets and returned to the SZ Secretary/Treasurer within 10 days of the completion of each meet.
- C. All Zone Directors expenses will be covered by Zone funds, rather than LSC funds.
- D. Each January, the Secretary/Treasurer shall email each LSC's General Chair and LSC Permanent Office (if one exists) and request that the LSC remit their annual dues. The dues shall be mailed to the Secretary/Treasurer who shall forward all monies to the Revenue Manager at USA Swimming.

## 2. Deposits to SZ Account

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

## **SECTION 10 - Expenses**

### 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 POV is used, then reimbursement will be the current GSA rate for mileage (\$.62.5 cents as of 2022), but will not exceed the costs associated with a roundtrip airfare (previously stated) whichever is less. Room costs will be at GSA rates (currently frozen at 2021 levels) 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. Zone Additional Expenses

Additional expenses include the SZ Athlete Representatives' budget, and Zone Teleconferencing Fees, Camp expenditures, Conference room charges outside of what is provided by USA Swimming.

## 3. Miscellaneous Expenses

The SZ will reimburse miscellaneous Zone expenses incurred, with the consent of the Zone Directors.

## 4. 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 Process (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 Process Board shall use the USA Swimming Sanction Appeal Process 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 Board 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 10<sup>th</sup> 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 SZ 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.

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 Convention 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 year for a one-year term or until their respective successor is elected. At the time of election, the Junior Athlete Representative must be:

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

C. At least sixteen years of age, or a sophomore in high school.

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

**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 at Convention and 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 Convention 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 and 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

The Zone Athletes Committee, by agreement between the Zone Athlete Director, the Junior Zone Athlete Representative and the Southern Zone Board, shall present an annual budget to be used for events, materials or other purposes in support of the Zone athletes.

2. Reporting Requirements

A. This proposed budget will be presented to the SZ

Secretary/Treasurer at least 30 days prior to the annual SZ meeting or NLT 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 and 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 I – 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 for 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. The Open Water Championship Meet format will be established by USA Swimming.

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 2020 for a meet in 2022. 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 and 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. NLT March 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. NLT March 15, 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. This 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). Immediately upon their selection (and prior to the beginning of competition), the names of the two (2) athlete representatives shall be provided to the Zone Athlete Director.
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 announcer is required and both marshals/invigilators and Relay Takeoff Judges as necessary.
15. The host agrees to provide all awards, individual and team, for the meet.

#### B. Host Responsibilities During the Meet

1. The host shall provide preliminary heat sheets, finals heat sheets and results.
2. Each of the publications shall include the Southern Zone Meet Records, all National Qualifying Times and National Top 16 Reportable Times.
3. The prelim heat sheets shall be available no later than the start of the General Meeting. The finals heat sheets shall be available prior to the start of finals each day.

#### C. Post Meet Host Responsibilities

1. The host team shall post results to their website after the registration chair of the respective LSC completes the meet recon on registration. Hy-Tek results files shall be sent to the SZ Secretary/Treasurer, who will ensure it is posted on the SZ website within fifteen (15) days after the completion of the

competition and to visiting teams. The meet host is also encouraged to send the results to various swim publications.

2. A financial report (SZ Website-Documents/Forms) must be filed within 30 days of the completion of the meet with the SZAG/SZSR/SZOW, the SZ Secretary/Treasurer and the USA Swimming Athlete Development Director (or as directed by USA Swimming).
3. The Meet Director's report/meet evaluation and the Meet Evaluations filled out at the meet shall be submitted to the SZAG/SZSR/SZOW no later than 30 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 or hand delivered (additional cost) to the Meet Director by 12:00 PM on the Monday of the week of the Southern Zone Championship Meets.
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 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, when proven, will cause the offending swimmer's club to be held accountable for repairs.
3. The meet templates on the Southern Zone website (Documents/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 Policy & 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

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

### 3. Visiting LSCs / Clubs

- A. Each LSC shall determine its own team selection procedures that follow the eligibility guidelines.
- B. Each LSC shall create their own Code of Conduct Form.
- C. Each LSC shall designate at least one (1) and no more than three (3) team captains, at least one of whom shall attend the general meeting.
- D. Each LSC shall have a Team Staff with Coaches and Chaperones at a ratio of one (1) adult (Coach/Chaperone) to every five (5) swimmers attending the meet, with up to a maximum of twelve (12) adults. These Zone Team Staff Members must stay with the team throughout the duration of the trip.

### **SECTION III – SOUTHERN ZONE SENIOR CHAMPIONSHIPS**

#### 1. Conduct of the Meet

- A. 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.
- B. The host will decide which end all 50's of each stroke will start from.
- C. The host in discussion with the SZSR Chair/designee will decide if the swimmers in the 'A' final will march to the blocks.
- D. 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.
- E. The host agrees to provide an Exception Report at or before the General Meeting for all to view and correct.

F. 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 IV – SOUTHERN ZONE OPEN WATER CHAMPIONSHIPS**

1. Pre-Meet Responsibilities

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

B. The Host Committee, 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 Committee 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
11. Recorder
12. Race Judge (one per competitor in escorted races)
13. Turn Judges (one at each change in the direction of the course)

## 2. Race Day Operations

A. A pre-race briefing for all swimmers will be conducted prior to each race.

B. The Course Officer, the Meet Referee and the Safety Officer will inspect the course to ensure that all points are correctly marked, and all equipment has been correctly installed and is in working order.

### C. Safety Considerations

1. Air & Water Temperature Limits from USAS Rule Book, 702.3.
2. Tracking Swimmers – Ensure the tracking system for swimmers as they progress through the course is functioning.

## 3. Post-Race Activities

A. **Accounting for all Swimmers** – While getting accurate times for all swimmers in each race is important, the **#1 Safety Consideration** is accounting for all the swimmers. If 20 swimmers started the race, 20 swimmers will be accounted for.

B. Refreshments – Post Race refreshments, while appreciated, are the responsibility of the host.

C. Awards – All awards will be given out in a pre-designated area, using an announcer, following each race within 30 minutes.

## **SECTION V – USA SWIMMING/SPEEDO SECTIONALS**

1. The Southern Zone will host six USA Swimming/SPEEDO Sectionals, two in each of the following sections of the Zone (one Spring and one Summer).
  - A. Western (LA, GU, NT, ST, WT and BD)
  - B. Southern (FL and FGC)
  - C. Eastern (GA, SE, MS, WV, KY, SC and NC)
2. The Meet Referee and Administrative Referee will be chosen by LSC Officials Chair and the SZ Officials Coordinator with the consent of the meet host. It is recommended to select a Meet Referee from outside the host LSC but within the section of the SZ conducting the meet, with the desire to make each of these meets a professional stepping stone between LSC Championship meets and FUTURES or above.
3. For each Sectional, an OQM Application will be sent to USA Swimming, to allow officials at these meets the opportunity to be evaluated for National Certification.
4. If anyone, Meet Referee, Admin Referee or Evaluator is brought in from outside the local area of the meet, their expenses will be covered by the host. If rooms are provided, then only travel expenses need be covered.
5. A copy of the financial report sent to USA Swimming following meet completion will be sent the SZ Secretary/Treasurer.
6. The Technical Committee will include 20% athletes.