



**WESTERN ZONE SWIMMING  
ADMINISTRATIVE PROCEDURES  
*including CHAMPIONSHIP PROCEDURES***

**Appendix A - Record of Changes**

**September 24, 2023 – WZ HOD Approved Motions from 2023 WZAG Business Meeting:**

1. Zone-level Parallel Time Standards for Athletes with Disabilities will be used as the requirement for LSCs to enter disability athletes in the WZ Age Group Championships.
2. Consideration of meet format changes will be limited to once every three years.
  - a. Exception: If a meet format change has at least 95% support of the WZAG Business Meeting eligible voting body.
  - b. Year 1 will be 2023.

**Updates made (jb):**

1. Section A, Article 6.1.7 I. – addition of (1), (2), (3)
2. Appendix B, ELIGIBILITY – Item 7. Athletes with disabilities.
3. Appendix B, WZAG Business Meeting – Final Bullet Point

**Housekeeping (jb): Updates to Appendix A and Appendix B**

1. LIABILITY – Alignment of italicized language to match USA Swimming Rule 202.4.10.
2. Per USA-S Rule 202.4.11G, (1) removal of reference to pool certification database and (2) addition of the following statement under FACILITY: “The host will ensure the required course dimensions.”

**September 28, 2024 – WZ HOD Approved following updates**

**Article 2.1.2**

- The Western Zone will not utilize USPS mail for voting purposes. Reference to mailing and collection of mailing addresses and telephone numbers removed.
- Reference to votes entitled to be cast was changed to majority of votes cast to clarify with article **5.3.5.C** (also updated) and article 6.1.2.

**Article 2.2.4**

- Clarifying that all Western Zone funds are held at USA Swimming and disbursed by USAS.

**Article 3.3.2**

- Clarifying the length of the two consecutive terms

**Article 3.6.1.C(8)**

- Correcting to read Junior Zone director

**Article 3.6.3.C**

- Clarifying how funds received are handled and disbursed

**Article 4.5.3.D**

- Renaming to Official Assistance Fund

**Article 4.4**

- Added the requirement and need for a signed Conflict of Interest from inception of term

**Article 4.3.B**

- Adding LSC Officials Chair to the selection process

**Article 4.5.5**

- Housekeeping – will be removed and renumbered as it was not in the original document

**Article 5.2.2**

- Housekeeping/wordsmithing

**Article 5.3.5**

- Again, as mentioned above – creating consistency in voting terminology

**Article 6.1.G**

- Remove 'G' as would be considered New Business

**Article 6.1.4**

- Housekeeping – WZ business meeting does not HAVE to be at the same time as USAS ABM, thus also removal of "C"

**Article 6.1.5.B**

- Housekeeping

**Article 6.1.6.D.(3)**

- Clarifications for Technical Planning Meeting

**Article 8.2.1 & 2**

**Article 8.3.4**

- Housekeeping

**Article 9.2.B**

- Housekeeping

**Article 9.1.3.A**

- Housekeeping

**Article 9.1.3.B**

- Redundant not necessary

**Article 10, 10.1, 10.1.1, 10.1.2, 10.1.3.D, 10.1.3.G**

- Renamed to Officials Assistance Fund and references of reimbursement now read assistance

**Article 10.1.A**

- remove reference (including time trials)

**Article 10.1.C**

- Housekeeping

**Article 10.1.3.A**

- Adding WZ Sec/Treas to distribution of funds coordinating. Correcting the article in which this is outlined

**Article 10.1.3.C**

- Delete (redundant) and re-letter remaining

**Article 11.1.a.(1)**

- Housekeeping courtesy

**Article 11.1.3**

- Not a necessary statement

**Article 12.2**

- Housekeeping
- Addition of senior SCY championship meet

**Article 13.1.G**

- Sections should have their own admin procedures, but no bylaws (just as the Zones had to replace bylaws with admin procedures)

**Article 14.1**

- As there are no longer "bylaws" but these are administrative procedures, the WZ HOD need not vote on all changes, that will reside the WZ Executive Board with 100% approval, or by majority vote of HOD.

**Article 14.2**

- Above 14.1 nullifies 14.2

**December 16, 2024**

**Article 14.1**

- Any provision of these Western Zone Administrative Procedures not prescribed by USA Swimming may be amended by **majority** approval of the Executive Board of Directors or by majority vote at the WZ HOD.

**May 7, 2025**

**Article 3.3.2**

- **Non-Athletes:** No person may be elected by the Western Zone HOD or appointed by the Western Zone Directors to more than two **consecutive** 2-year terms, except for the Secretary/Treasurer and

the Historian, to whom no term limit shall apply.

#### Section B

- **Meet Fees:** Housekeeping changes to this section to allow for the third zone meet in SCY. Meet Fees updated increasing the athlete surcharge by \$5 to be paid to the Western Zone treasury and designated for the funding of the zone meets.
- **Submission and Awarding Meet Bids:** Changed to be able to solicit and receive bids for meets on a quadrennial basis, instead of two years.

#### Section C

- **Meet Fees:** Meet Fees updated increasing the athlete surcharge by \$5 to be paid to the Western Zone treasury and designated for the funding of the zone meets
- **Submission and Awarding Meet Bids:** Changed to be able to solicit and receive bids for meets on a quadrennial basis, instead of two years.

**June 18, 2025**

#### Section A

Article 2.2.2.B Delete

~~Entry fees for the Western Zone Swimming Championships may be changed only at the Annual Meeting.~~

**January 8, 2026**

#### Section A

Updated Logo

Article 1.1.3 Housekeeping wording

Article 3.5 Added “when first elected” to end of sentence

Article 3.6.2.L At the request of the Zone Directors, should attend...Removed word “should”

Article 3.6.3.C Replaced word money’s with “monies”

Article 3.6.3.H At the request of the Zone Directors, should attend...Removed word “should”

Article 3.6.4.G At the request of the Zone Directors, should attend...Removed word “should”

Article 3.6.5.G At the request of the Zone Directors, should attend...Removed word “should”

Article 4.4 Housekeeping: CONFLICT OF INTEREST – All appointed Coordinators will submit a signed copy of the Western Zone Conflict of Interest form to the Western Zone Secretary/Treasurer Changed to “when appointed”, removed at the beginning of the appointed term.

Article 4.5.4.C Deleted and renumbered remainder of 4.5.4 to reflect

Article 4.5.4.D (was E) deleted the word “records”

Article 4.5.C.d *Wording changed to comply with DEI Fees changing to WZ Fund Program as per HOD vote Sept 27, 2025.* Changed from “Oversight and spending authority for funds generated and expended by the WZ DEI Committee to “Budgeting and oversight of spending funds set aside for DEI events”.

Article 4.7 Housekeeping, numbers should be 6 not 7.

Article 5.1 Added “Nominations must be made with proof of being a USA Swimming member in good standing”.

Article 6.3 Added “A parliamentarian may be used to ensure correct processes are followed.”

Article 8.2.1.A Deleted- redundancy

Article 8.2.2.A Deleted- redundancy

Article 8.2.3 Pre-Meet Site Visits – reworded from: “At the discretion of the Zone Directors, approximately three (3) months prior to the events, a Zone Director, or the Western Zone Championship Coordinator, or another designated individual, may visit the site(s) of the Senior and Age Group Championships to consult with the host(s) regarding preparations for the meet. The individual performing the visit shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging for up to two nights, and a daily per diem of \$40.00 for up to two days”, to: “The individual performing the pre-site visit per Article 3.6.2.G, shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging for up to two nights, and a daily per diem of \$40.00 up to two days.”

Article 8.2.3.A Deleted- redundancy

Article 8.2.4 Added for clarification of how expenses are to be submitted with the deleted redundancy of above 8.2.1.A, 8.2.2.A, 8.2.3A

**Article 8.3.3** Pre-Meet Site Visits – reworded from: “At the discretion of the Zone Directors, approximately three (3) months prior to the events, a Zone Director, or the Western Zone Championship Coordinator, or another designated individual, may visit the site(s) of the Senior and Age Group Championships to consult with the host(s) regarding preparations for the meet. The individual performing the visit shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging for up to two nights, and a daily per diem of \$40.00 for up to two days,”, to: “**The individual performing the pre-site visit per Article 4.5.4.G, shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging for up to two nights, and a daily per diem of \$40.00 up to two days.**”

**Article 9.2 (old)** **Deleted to comply with DEI Fees changing to WZ Fund Program as per HOD vote Sept 27, 2025.**  
**See New Article 10**

Re-numbering for all to follow – will use updated numbering for referencing

**Article 10** **Now is the WESTERN ZONE PROGRAM FUND**

10.1

.1 **Western Zone Program Fund**  
**Purpose:** This fund provides financial resources for the expenses generated from planning and hosting events.

.2 **Source of Funds.** Each Western Zone LSC will annually submit a surcharge payment of \$0.20 per registered athlete for the support of the Western Zone Program Fund.

A. Each Western Zone LSC will be sent an annual billing statement of funds due, no later than October 31 of the current year.

B. The billing will be sent to each LSC by the Western Zone Secretary/Treasurer, based on the annual accounting of registered athletes as provided by USA Swimming for each LSC.

C. The annual accounting of registered athletes will be from September 1 of the previous year through August 31 of the current year in which the billing statement is generated.

D. Payment of the LSC Western Zone Program funds due by December 15 of the current year and shall be paid by check, payable to the Western Zone / USA Swimming, sent to the Western Zone Secretary/Treasurer for deposit in the Western Zone General Fund, held with USA Swimming.

.3 **Distribution of Funds.**

A. Any distribution of funds will be coordinated with the WZ Sec/Treas and administered by the appropriate Western Zone Coordinator of such event., as specified in Article 4.5.6.C.d of these Administrative Procedures.

Subsequent Articles have been renumbered to allow for insertion of Article 10 and will be referenced under the renumbering.

**Article 11.1.1** reworded to allow for the addition of the Senior SC Zone meet and housekeeping.

**Article 11.3.A** Article 10 now reads **Article 11**

**Article 11.3.B** Housekeeping

**Article 11.3.D** To correct the amount for local officials to \$100.00

**January 8, 2026**

**Section D**

**Meet host bids** – Aligned with LC, SC, WZSR Zone meets and WZAG meet bid processes – to now read:

**2. Submission of Meet Bids.**

It is recommended that:

- a. Open Water Zone Committee will solicit and receive bids for meets on a quadrennial basis.
- b. The committee will work with potential host sites to secure acceptable dates and develop a quadrennial calendar.
- c. Potential meet hosts will prepare a presentation demonstrating how the requirements for hosting will be met.
- d. A representative from the potential meet host be present at the Western Zone Annual House of Delegates to deliver the meet host bid and answer any questions that may arise regarding the meet bid.

**3. Awarding of Meet Bids.**

- a. The Open Water Zone Committee will submit the slate of event hosts for the following quadrennial at the Western Zone Annual House of Delegates
- b. The voting delegates present at the Western Zone Annual Meeting shall confirm the quadrennial meet

hosts for the Western Zone Open Water Championship by secret ballot from the meet host bids presented at that meeting.

- c. The results of the secret ballot shall be announced, and the awarding of the meet bid shall take place prior to the adjournment of the Western Zone Annual Meeting in which the voting takes place.
- d. If the quadrennial calendar has not been filled, the Open Water Zone Committee will be charged with filling open meets as soon as reasonably possible and present an updated schedule of quadrennial meet hosts at the subsequent Western Zone Annual Meeting.