



SECTION A

WESTERN ZONE SWIMMING

ADMINISTRATIVE PROCEDURES

ARTICLE 1 – RESPONSIBILITIES, ZONE ALIGNMENT and SECTIONS

- 1.1 RESPONSIBILITIES – The responsibilities of the Western Zone shall be:
- .1 To aid and assist in the distribution of information from USA Swimming to the LSCs within the Western Zone.
 - .2 To promote, develop, and assist in the conduct of swimming in the United States within the Western Zone.
 - .3 Per USA Swimming Rules and Regulations, at least one annual Age Group Zone Swimming Championship shall be offered and awarded by the Zone, recommended to be long course if only one is offered. The Zone has the responsibility to prescribe the format and conduct of that competition.
 - .4 Per USA Swimming Rules and Regulations, at least one annual Senior Zone Swimming Championship may be offered and awarded by the Zone at the end of every summer. The Zone has the responsibility to prescribe the format and conduct of that competition.
 - .5 Per USA Swimming Rules and Regulations, an Open Water Swimming Championship may be offered and awarded by the Zone. The Zone has the responsibility to prescribe the format and conduct of that competition.
- 1.2 ZONE ALIGNMENT - The LSCs of the Western Zone are Alaska, Arizona, Central California, Colorado, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific, Pacific Northwest, San Diego Imperial, Sierra Nevada, Snake River, Southern California, Utah, and Wyoming.
- 1.3 SECTIONS - Section alignment shall be:
- .1 BLUE - Alaska, Arizona, Colorado, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific Northwest, Snake River, Utah, Wyoming. For administrative purposes, the BLUE Section may also use the designation of Western Region Section (WRS) and may be divided into two sub-regions, with the following designations:
 - A. Northwest (NW): Alaska, Hawaii, Inland Empire, Montana, Oregon, Pacific Northwest, Snake River, Wyoming
 - B. Four Corners (4C): Arizona, Colorado, New Mexico, Utah
 - .2 GOLD - Central California, Pacific, San Diego Imperial, Sierra Nevada, Southern California. For administrative purposes, the GOLD Section may also use the designation of California/Nevada (CA/NV).

ARTICLE 2 – REPRESENTATION and MANAGEMENT

2.1 REPRESENTATION – The Western Zone shall consist of the following LSC representations:

- .1 In-Person: Each LSC in the Western Zone may send one or more delegates to the Annual House of Delegates (HOD) Meeting, or to any Special Meeting of the Western Zone for the purpose of casting its five (5) votes.
 - A. Each LSC General Chair shall designate up to five (5) voting members. Each voting member shall have one vote.
 - B. Requirement: Each LSC shall designate an Athlete Representative to cast one (1) of its five (5) votes. If no Athlete Representative is present, the LSC shall cast a maximum of four (4) votes.
- .2 Electronic Vote: If unable to hold an in-person meeting, voting on any action which may be taken at any regular or special meetings of the Western Zone, will be taken by (1) email or (2) other electronic transmission, with a ballot distributed to every delegate entitled to vote on the matter. The ballot shall set forth the name of each candidate or proposed action. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time specified, constitutes a majority of the votes cast.
 - A. Each LSC shall furnish the Western Zone Secretary/Treasurer the names and e-mail addresses of the five (5) representatives to act for the LSC in electronic voting
 - B. If necessary, the LSC General Chair shall change the representative(s) by written notice to the Western Zone Secretary/Treasurer.
- .3 Individuals not represented in 2.1.1 who attend the Annual Meeting, or any Special Meeting of the Western Zone, shall have a voice but not a vote.

2.2 MANAGEMENT – Management of the Western Zone shall be as follows:

- .1 General: Management of the affairs of the Western Zone is the responsibility of the LSC representatives as defined in 2.1.1 of these Administrative Procedures, subject to any limitation of the current USA Swimming Rules and Regulations.
- .2 Financial:
 - A. Income derived from the promotion of swimming by members of USA Swimming, on behalf of the Western Zone, must be used in further promotion of swimming for the general welfare of the Western Zone as a whole. Two exceptions are: 1) income derived by the hosts of the Western Zone Swimming Championships and 2) any DEI-generated income.
- .3 Fiscal Year: The fiscal year of the Western Zone shall be that adopted by USA Swimming.
- .4 Dissolution: Upon dissolution of the Western Zone, all assets shall be distributed to the member LSCs in equal shares, or upon a majority vote of the LSC representatives, to USA Swimming. All funds reside with USA Swimming and will be sent from USA Swimming.

ARTICLE 3 – WESTERN ZONE BOARD of ELECTED OFFICERS

3.1 WESTERN ZONE BOARD of ELECTED OFFICERS - The Western Zone Board shall consist of the following elected

officers:

- .1 Western Zone Director (coach member) - elected in even-numbered years.
- .2 Western Zone Director (non-coach member) - elected in odd-numbered years.
- .3 Western Zone Swimming Championship Coordinator - elected in odd-numbered years.
- .4 Western Zone Secretary / Treasurer - elected in even-numbered years.
- .5 Western Zone Athlete Director - elected in even-numbered years by one athlete from each represented LSC.
- .6 Western Zone Junior Athlete Representative - elected in even-numbered years by one athlete from each represented LSC.

3.2 ELIGIBILITY AND VOTING of ELECTED OFFICERS

- .1 Only current members in good standing of USA Swimming and a Western Zone LSC are eligible for election as a Western Zone Officer.
- .2 Elected officers shall have voice but not vote, unless designated to vote by an LSC, or as specifically designated to vote in another section of these Administrative Procedures.

3.3 LIMITATION OF TERMS

- .1 **Athletes:** The Western Zone Athlete Director and the Western Zone Junior Athlete Representative shall be limited to one two-year term in the original position to which they are elected. Athletes may be elected to an additional two-year term in the athlete position which they have not previously held.
- .2 **Non-Athletes:** No person may be elected by the Western Zone HOD or appointed by the Western Zone Directors to more than two 2-year terms, except for the Secretary/Treasurer and the Historian, to whom no term limit shall apply.

3.4 VACANCIES – A vacancy shall be filled by appointment by the remaining Zone Board members until the next Annual Meeting of the Western Zone. A vacancy of a Zone Director shall be filled in accordance with current USA Swimming Rules and Regulations

3.5 CONFLICT OF INTEREST – All elected Officers will submit a signed copy of the Western Zone Conflict of Interest form to the Western Zone Secretary/Treasurer at the beginning of their term.

3.6 DUTIES OF ELECTED OFFICERS

.1 **Western Zone Directors**

A. General Duties

- (1) Each Western Zone Director shall be elected for a two-year term.
- (2) The Western Zone Directors shall not be members of the same LSC.
- (3) One Western Zone Director shall be a non-athlete, non-coach member and one Western Zone Director shall be a non-athlete, coach member as specified in USA Swimming Bylaws.
- (4) The Western Zone Director in the second year of their term shall be the Senior Zone Director, with specific duties as described below, in 3.5.1.B.
- (5) The Western Zone Director in the first year of their term shall be the Junior Zone Director, with specific duties as described below, in 3.5.1.C.
- (6) The Western Zone Directors shall have the authority to enforce these Administrative Procedures and the Western Zone Swimming Championship Regulations in accordance with current USA

Swimming Rules and Regulations.

B. Senior Zone Director

- (1) Shall perform all duties set forth by USA Swimming Rules and Regulations.
- (2) Shall be an active member of the Zone Directors Council.
- (3) Shall chair all Western Zone meetings, unless specifically noted otherwise in these Administrative Procedures.
- (4) Shall serve as a consultant in the management of the Western Zone Swimming Championships and should attend the Western Zone Swimming Championships.
- (5) Shall contribute content to the Western Zone website.
- (6) Shall be notified with the Junior Western Zone Director of the competition sites selected by each Section.
- (7) Shall in cooperation with the Junior Western Zone Director support the governance of each Section by the designated Section Board.
- (8) If the Senior Zone Director attends the Championships, they shall be reimbursed according to Article 8 of these Administrative Policies.
- (9) At least one Western Zone Director should attend the General Meeting held before the competition of each Western Zone Swimming Championship and remain in attendance for the duration of the meet.
- (10) Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- (11) At least one Western Zone Director should attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

C. Junior Zone Director

- (1) Shall perform all duties set forth by USA Swimming Rules and Regulations.
- (2) Shall be an active member of the Zone Directors Council.
- (3) In the absence of the Senior Director, shall chair the Annual Western Zone meeting, the Western Zone Technical Planning Meeting, and any Special Meetings of the Western Zone.
- (4) Shall serve as a consultant in the management of the Western Zone Swimming Championships and should attend the Western Zone Swimming Championships.
- (5) Shall contribute content to the Western Zone website.
- (6) Shall be notified with the Senior Western Zone Director of the competition sites selected by each Section.
- (7) Shall in cooperation with the Senior Western Zone Director support the governance of each Section by the designated Section Board.
- (8) If the Junior Zone Director attends the Championships, they shall be reimbursed according to Article 8 of these Administrative Policies.
- (9) At least one Western Zone Director should attend the General Meeting held before the competition of each Western Zone Swimming Championship and remain in attendance for the duration of the meet.
- (10) Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- (11) At least one Western Zone Director should attend the USA Swimming Zone Workshops. If travel

is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.2 Western Zone Swimming Championship Coordinator

- A. Shall serve as Coordinator for the Senior and Age Group Western Zone Swimming Championships.
- B. Shall provide background information, including the history of the meet, to the host for use in promoting and publicizing the meet to the local merchants and media.
- C. Shall provide the host LSC of the Age Group Championship Meet with current National Age Group Records, National Age Group Recognition Times and Western Zone Swimming Championship Records.
- D. Shall approve or establish, in conjunction with the Western Zone Directors and the Senior Championship Coaches Advisory Committee, the Western Zone Senior Championship Regulations, Section B of these Administrative Procedures.
- E. Shall approve or establish, in conjunction with the Western Zone Directors, the Age Group Championship Coaches Advisory Committee, and the HOD-approved recommendations of the Age Group Zone Business Meeting, the Western Zone Age Group Championship Regulations, Section C of these Administrative Procedures.
- F. Prepare and/or review the Western Zone Senior and Age Group Championships meet databases, including qualifying time standards, records, and event fees.
- G. At the request of the Zone Directors, approximately three (3) months prior to the meets, may visit the site(s) of the Senior and Age Group Championships to consult with the host(s) regarding preparations for the meet.
 - a. A Western Zone Director or other designee may be named for this visit.
 - b. The individual conducting the site visit shall be reimbursed according to Article 8 of these Administrative Policies.
- H. At the request of the Zone Directors, shall attend the Western Zone Senior and Age Group Swimming Championships. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- I. Shall assist prospective meet hosts in preparing and submitting meet bids to the Western Zone Annual Meeting for consideration and vote by the HOD.
- J. Shall contribute content to the Western Zone website.
- K. Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- L. At the request of the Zone Directors, should attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.3 Western Zone Secretary / Treasurer

- A. Shall be responsible for record keeping and minutes of all meetings, and official correspondence.
- B. Shall issue notices of all meetings.
- C. Shall receive all moneys and send to USA Swimming for the Western Zone account. Shall advise USA Swimming with the consent of the directors or committee concerned, how to disburse as required by the Western Zone, shall maintain financial records for the Western Zone.
- D. Shall prepare, edit and distribute the annual budget and financial reports for review and approval by the Zone Directors.
- E. Shall contribute content to the Western Zone website.

- F. Shall prepare, edit and distribute reports as may be required by USA Swimming.
- G. Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- H. At the request of the Zone Directors, should attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.4 Western Zone Athlete Director

- A. Shall chair all Western Zone athlete meetings.
- B. Shall be an active member of the Zone Directors Council.
- C. Shall develop and maintain a communication tree of the Western Zone LSC Athlete Representatives to:
 - (1) Distribute information.
 - (2) Gather information and input.
- D. Shall serve as a consultant in the affairs of the athletes for the Western Zone Age Group Swimming Championship and should attend the Western Zone Age Group Swimming Championship. If the Western Zone Athlete Director attends the Western Zone Age Group Swimming Championship as a non-competitor, they shall be reimbursed according to Article 8 of these Administrative Policies.
- E. Shall contribute content to the Western Zone website.
- F. Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- G. At the request of the Zone Directors, should attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.5 Western Zone Junior Athlete Representative

- A. In the absence of the Western Zone Athlete Director, shall chair the Western Zone athlete meetings.
- B. Shall be an active member of the Zone Directors Council
- C. Shall assist the Western Zone Athlete Director in developing and maintaining a communication tree of the Western Zone LSC Athlete Representatives to:
 - (1) Distribute information.
 - (2) Gather information and input.
- D. Shall serve as a consultant in the affairs of the athletes for the Western Zone Age Group Swimming Championship and should attend the Western Zone Age Group Swimming Championship if the Western Zone Athlete Director is not able to do so. If the Junior Athlete Representative attends the Western Zone Age Group Swimming Championship as a non-competitor, they shall be reimbursed according to Article 8 of these Administrative Policies.
- D. Should contribute content to the Western Zone website.
- E. Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- G. At the request of the Zone Directors, should attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

- .6 Western Zone Athlete Representative: Ex-Officio** - The immediate past Western Zone Athlete Director shall serve as an ex-officio member of the Western Zone Board, with voice but no vote.

ARTICLE 4 – WESTERN ZONE APPOINTED COORDINATORS

4.1 APPOINTED COORDINATORS

- .1 The following Western Zone Coordinators shall be appointed in EVEN numbered years by the Western Zone Directors:
 - A. Disability Swimming Coordinator
 - B. Historian
- .2 The following Western Zone Coordinators shall be appointed in ODD numbered years by the Western Zone Directors:
 - A. Officials Coordinator
 - (1) Shall be appointed by the Western Zone Directors in consultation with the National Officials Chair
 - (2) Shall be a certified N3 National Official
 - B. Open Water Coordinator
- .3 The following Western Zone Coordinators shall be appointed by USA Swimming Staff:
 - A. Diversity, Equity, and Inclusion Coordinator
 - B. Safe Sport Coordinator

4.2 ELIGIBILITY AND VOTING of APPOINTED COORDINATORS

- .1 Only current members in good standing of USA Swimming and a Western Zone LSC are eligible for appointment as a Western Zone Coordinator.
- .2 In business matters of the Western Zone, appointed positions shall have voice but not vote, unless designated to vote by an LSC, or as specifically designated to vote in another section of these Administrative Procedures.

4.3 VACANCIES – A vacancy shall be filled by appointment by the remaining Zone Board members until the next Annual Meeting of the Western Zone.

4.4 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 at the beginning of their appointed term.

4.5 DUTIES OF APPOINTED COORDINATORS

- .1 **Disability Swimming Coordinator**
 - A. Shall maintain communication with and distribute information to the LSC Disability Swimming Chairs within the Western Zone.
 - B. Shall contribute content to the Western Zone website.
 - C. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- .2 **Historian**
 - A. Shall maintain the history portion of the Western Zone Manual.
 - B. Shall contribute content to the Western Zone website.
 - C. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- .3 **Officials Coordinator**

- A. Shall maintain communication with and distribute information to the LSC Officials Chairs.
- B. Shall assist the Meet Referee and the LSC Officials Chair in the selection of officials for the Western Zone Swimming Championships.
- C. The Western Zone Senior and Age Group Championship meets should be designated as National Officials Qualifying Meets (OQM). The Western Zone Officials Coordinator shall assist the host LSC Officials Chair in obtaining the OQM approval.
- D. Shall administer the Western Zone Officials Assistance Fund.
- E. Whenever possible, attend the Western Zone Swimming Championships to assist in officiating and to further communication and education of officials.
- F. Shall contribute content to the Western Zone website.
- G. Shall assist the Host Team and LSC Officials Chair in the selection of the Meet Referee for each Sectional Championship within the Western Zone that is to offer National Championship officiating opportunities.
- H. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.4 Open Water Coordinator

- A. Shall serve as Coordinator for the Western Zone Open Water Championships.
- B. Shall provide background information, including the history of the meet, to the host for use in promoting and publicizing the meet to the local merchants and media.
- C. Shall provide the host of the Open Water Championship Meet with current National Open Water Records and Western Zone Open Water Championship Records.
- D. Shall approve or establish, in conjunction with the Western Zone Directors and the Open Water Coaches Advisory Committee, the Western Zone Open Water Championship Regulations, Article (TBD) of these Administrative Procedures.
- E. Prepare and/or review the Open Water Championships meet database, including qualifying time standards, records, and event fees.
- F. Shall contribute content to the Western Zone website.
- G. At the request of the Zone Directors, approximately three (3) months prior to the meet, may visit the site of the Open Water Championships to consult with the host(s) regarding preparations for the meet.
 - a. A Western Zone Director or other designee may be named for this visit.
 - b. The individual conducting the site visit shall be reimbursed according to Article 8 of these Administrative Policies.
- H. Shall attend the Western Zone Open Water Championships. If travel is required, reimbursement shall be the responsibility of the host of the Open Water Championships.
- I. Assist prospective future meet hosts in preparing and submitting meet bids to the Annual Meeting for consideration and vote by the HOD.
- I. Shall attend the Western Zone Annual Business Meeting. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.
- J. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.5 Diversity, Equity, and Inclusion (DEI) Coordinator

- A. Shall maintain communication with and distribute information to the LSC Diversity, Equity, and Inclusion Chairs within the Western Zone.
- B. Shall contribute content to the Western Zone website.
- C. Shall coordinate the following:
 - a. DEI Camp
 - b. DEI All-Star Travel Team
 - c. DEI Summit
 - d. Oversight and spending authority for funds generated and expended by the WZ DEI Committee.
 - e. Other activities as designated
- D. Shall chair the Western Zone Diversity, Equity, and Inclusion Committee.
- E. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

.7 Safe Sport Coordinator

- A. Shall maintain communication with and distribute information to the LSC Safe Sport Chairs within the Western Zone.
- B. Shall contribute content to the Western Zone website.
- C. At the request of the Zone Directors, may attend the USA Swimming Zone Workshops. If travel is required, reimbursement will apply according to Article 8 of these Administrative Policies.

ARTICLE 5 – ELECTIONS

5.1 TIMING – Elections shall be held at the Annual Meeting of the Western Zone House of Delegates (HOD).

5.2 NOMINATIONS

- .1 May be made from the floor at the Western Zone HOD by any HOD voting delegate of the Western Zone. Western Zone Director nominations may be made prior to the Western Zone HOD meeting by submission to the Western Zone Secretary / Treasurer.
- .2 Each candidate or their representative may present an introduction or statement not to exceed one minute and/or may prepare and distribute, with-in the Western Zone, a written statement regarding their qualifications for the office and views pertaining to Western Zone matters.

5.3 VOTING

- .1 Shall be by secret ballot.
- .2 Election requires a majority of the votes cast.
- .3 If there is no majority on a ballot, the leading candidates whose votes total a majority shall advance to another ballot, continuing until one candidate receives a majority.
- .4 Proxy votes at Western Zone meetings shall not be allowed.
- .5 Email/Electronic vote:
 - A. Any action which may be taken at regular or special meetings, except amendment of these Administrative Procedures which include the Western Zone Championship Regulations, may be taken by email/electronic vote.
 - B. The Secretary/Treasurer shall distribute a written ballot to every member entitled to vote. The ballot

shall set forth the proposed action, provide an opportunity for approval or disapproval and provide a reasonable time within which to return the ballot to the Secretary/Treasurer.

- C. Approval by this ballot shall be valid only when the number of votes cast within the time specified, constitutes a majority of the votes cast.

ARTICLE 6 – MEETINGS

6.1 MEETINGS

- .1 Order of Business - At all meetings of the Western Zone, the following shall be the Order of Business, unless specifically noted otherwise in these Administrative Procedures:
 - A. Roll Call
 - B. Approval of Minutes
 - C. Reports of Officers and Coordinators
 - D. Old Business
 - E. New Business
 - F. Elections (as appropriate)
 - G. Adjournment
- .2 Quorum – A quorum at all meetings shall consist of a simple majority, defined as at least 50% + one (1) of those eligible to vote, who are present. “Present” is defined as either physically in person, or by electronic means.
- .3 Rules – The procedural rules of all meetings shall be the current Robert’s Rules of Order as amended.
- .4 **Annual Meeting**
 - A. The Annual Meeting of the Western Zone may be held in conjunction with the USA Swimming Annual Business Meeting.
 - B. The purpose is to conduct the annual business of the Western Zone.
- .5 **Special Meetings**
 - A. A special meeting may be called by either or both Western Zone Directors, or by one-third of the LSC representatives.
 - B. Notice – Notice of any special meeting shall be sent at least thirty (30) days in advance of the meeting, setting forth the specific agenda of items to be considered and acted upon. The Secretary/Treasurer shall be responsible for notifying, via email the LSC’s of the time of the meeting.
- .6 **Western Zone Technical Planning Meeting**
 - A. A Technical Planning meeting may be held prior to the Annual Business Meeting of the Western Zone.
 - B. All Western Zone members present shall have voice and vote at this meeting.
 - C. The purpose of this meeting is to review current Western Zone Swimming Championship operations and make advisory recommendations for consideration at the Annual Meeting.
 - D. Order of Business:
 - (1) Review current Western Zone Swimming Championship formats.
 - (2) Open discussion and recommendations of ideas to be presented at the Annual Meeting.
 - (3) Recommendations must have a majority vote at this meeting to be presented for consideration as new business at the Annual Meeting

.7 Western Zone Age Group Championship Meet Business Meeting

- A. The Western Zone Age Group Championship Meet Business Meeting should be held in conjunction with the Western Zone Age Group Championship Meet.
- B. The purpose of this meeting is to review and make decisions regarding the Western Zone Age Group Championship Regulations, Section C of these Administrative Procedures.
- C. Order of Business:
 - (1) Review current Western Zone Age Group Championship Meet format and regulations.
 - (2) Discussion and approval of recommended changes, if any, to be presented at the Annual Meeting for confirmation.
- D. The Western Zone Swimming Championship Coordinator will be responsible for assembling ideas and proposals regarding the meet to bring to the Age Group Championship Meet Business Meeting for discussion.
- E. The meeting shall be chaired by the Western Zone Swimming Championship Coordinator, if present, or the Zone Director in attendance.
- F. Each LSC, each Western Zone Director, the Western Zone Athlete Director, and the Western Zone Junior Athlete Representative shall have one (1) vote, IF PRESENT at the meeting.
- G. Each LSC voting representative shall be named prior to the meeting by their General Chair. The voting representative chosen MUST have attended the Western Zone Age Group Championship immediately preceding the Western Zone Age Group Business Meeting.
- H. Voting by proxy is not permitted.
- I. Complete details of the meet format are described in the Western Zone Age Group Championship Meet Announcement Template, Appendix B of these Administrative Procedures.
 - (1) Items in the Meet Announcement Template that are highlighted in yellow are host-specific and may be changed annually per the needs and requirements of each specific meet host and meet referee.
 - (2) Except for sanctioning, governing rules, and meet entry fees, items that are NOT highlighted are meet specific. Changes to these details require a two-thirds (2/3) majority vote at the Western Zone Age Group Business Meeting, and a final vote of affirmation at the Western Zone Annual Business Meeting, per Article 6.1.7.J of these Administrative Procedures.
 - a) Consideration of meet format changes will be limited to once every three years.
 - b) Exception: If a meet format change has at least 95% support of the WZAG Business Meeting eligible voting body.
 - c) Year 1 will be 2023.
 - (3) Sanctioning and governing rules must meet the requirements set forth by USA Swimming and the host LSC.
 - (4) Meet entry fees may only be changed by a vote of the House of Delegates at the Western Zone Annual Business Meeting.
- J. Meet format changes approved at the Western Zone Age Group Business Meeting will be presented as an omnibus block motion at the Western Zone Annual Business Meeting for a vote of affirmation, with no discussion. A two-thirds (2/3) majority vote of eligible voters shall be required, with no discussion, to disallow the omnibus block motion and refer it back to the next Western Zone Age Group Championship Meet meeting.
 - (1) Meet format changes may be pulled from the omnibus block motion for individual consideration, with no discussion.
 - (2) A two-thirds (2/3) majority vote of the eligible voters shall be required to disallow the individual change and refer it back to the next Western Zone Age Group Championship Meet meeting.

ARTICLE 8 – TRAVEL REIMBURSEMENT

8.1 WESTERN ZONE ANNUAL BUSINESS MEETING (HOD)

- .1 Board members shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging, and a daily per diem of \$40.00, for attendance at the Annual Meeting, if in-person attendance is required.
- .2 Submission of expenses for reimbursement shall be made to both the Western Zone Secretary/Treasurer and at least one Western Zone Director, for approval of submitted expenses.

8.2 WESTERN ZONE SENIOR and AGE GROUP CHAMPIONSHIP MEETS

- .1 **Appointed Officials.** The Meet Referee, Administrative Referee, and Team Lead Chief Judge shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging, and a daily per diem of \$40.00 for the meet including up to two days prior to competition.
 - A. Submission of expenses for reimbursement shall be made to both the Western Zone Secretary/Treasurer and at least one Western Zone Director, for approval of submitted expenses.
- .2 **Board Members.** The Senior and Junior Western Zone Directors, the Western Zone Athlete Director, and, if requested by the Zone Directors, the Western Zone Championship Coordinator, shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), lodging, and a daily per diem of \$40.00 for the meet including up to two days prior to competition.
 - A. Submission of expenses for reimbursement shall be made to both the Western Zone Secretary/Treasurer and at least one Western Zone Director, for approval of submitted expenses.
- .3 **Pre-Meet Site Visits.** 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.
 - A. Submission of expenses for reimbursement shall be made to both the Western Zone Secretary/Treasurer and at least one Western Zone Director, for approval of submitted expenses.

8.3 WESTERN ZONE OPEN WATER CHAMPIONSHIPS

- .1 **Appointed Officials.** Reimbursement of travel expenses for the Open Water Meet Referee and other essential Open Water Officials shall be the responsibility of the Open Water Meet Host. Reimbursed expenses may include travel, lodging, and other considerations. All reimbursed expenses shall be agreed upon by the Host and the Open Water Meet Referee well in advance of the event and shall include guidance from the Western Zone Open Water Championship Coordinator.
- .2 **Western Zone Open Water Coordinator.** The Western Zone Open Water Coordinator shall attend the Western Zone Open Water Championships. Reimbursement of travel expenses for the Open Water Coordinator shall be the responsibility of the Open Water Meet Host. Reimbursed expenses may include travel, lodging, and other considerations.
- .3 **Pre-Meet Site Visit.** At the discretion of the Zone Directors, approximately three (3) months prior to the events, a Zone Director, or the Western Zone Open Water Coordinator, or another designated individual, may visit the site of the Open Water Championships to consult with the host 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.

- .4 **Board Members.** At the discretion of the Zone Directors, either of the Western Zone Directors, or both, or the Western Zone Athlete Director, or all three, may attend the Western Zone Open Water Championships. The individuals who attend 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.

ARTICLE 9 – DIVERSITY, EQUITY, and INCLUSION (DEI)

9.1 Western Zone DEI Committee

- .1 The Western Zone DEI Committee shall consist of the following voting members:
 - A. The DEI Chair from each Western Zone LSC
 - B. One athlete from each Western Zone LSC
 - C. The Western Zone DEI Coordinator
- .2 The Committee will be chaired by the Western Zone DEI Coordinator.
- .3 The Committee should meet on a regular basis, as best fits the Committee members' schedules. Monthly meetings are recommended.
- .4 Every LSC is encouraged to fund their DEI Chair, or the chair's designee, to attend and participate in DEI educational tracks that may be offered at the national level, including the USA Swimming Zone Workshops, and the USA Swimming Annual Business Meeting.

9.2 Western Zone DEI Fund

- .1 **Purpose:** This fund provides financial resources for the expenses generated from planning and hosting the following events:
 - A. The Western Zone DEI Camp and Summit, recommended to be held every two years, when possible.
 - B. The Western Zone DEI All Star Team.
 - C. Other Western Zone DEI-related activities, as organized by the Western Zone DEI Committee.
- .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 DEI 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 DEI Coordinator in conjunction with 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 DEI Funds surcharge is due by December 1 of the current year.
 - E. Payment of the LSC DEI Funds surcharge will be 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.
 - F. A copy of the check should also be sent to the Western Zone DEI Coordinator, to assist with accounting of funds paid, and funds still due, from each LSC.

.3 **Distribution of Funds.**

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

9.3 **Western Zone DEI Camp and Summit**

- .1 **Purpose:** The Western Zone DEI Committee hosts the Western Zone DEI Camp and Summit to instill a vision of success and inspire athletes from under-represented populations to become leaders in the sport of swimming. The Western Zone DEI camp is a part of the DEI camp progression from the LSC level to the USA Swimming Regional and National Diversity Select Camps.
- .2 **Eligibility:** The Western Zone DEI Camp and Summit is open to athletes who represent an ethnically under-represented population, including African American, Native American, Hispanic/Latino, Asian, Pacific Islander, Native Alaskan, Native Hawaiian, or athletes who are outreach members (low income), LGBTQ+, or diverse in another way.
- .3 **Athlete & Event Host Selection Criteria, and General Event Management:** The Western Zone DEI committee along with the Western Zone DEI Camp and Summit Sub-Committee will:
 - A. Establish the criteria for hosting a Western Zone DEI Camp and Summit.
 - B. Select the camp/summit host and establish an event budget.
 - C. Establish criteria for the athletes and summit participants.
 - D. Develop, publish, and distribute Camp and Summit applications.
 - E. Select coaches, speakers, athlete alternates, and camp staff.
 - F. Develop the camp schedule, and any other necessary components of the camp and summit.
- .4 **LSC Responsibilities:**
 - A. Provide funding to cover the Camp and Summit attendance fee and the cost of round-trip transportation for each of two athletes of the LSC's choosing.
 - B. LSCs may also nominate up to four (4) additional alternates to attend the Camp and Summit, with a potential of up to six (6) athletes invited to attend and represent the LSC.
 - C. Alternates nominated by the LSC will be selected by the Western Zone DEI Camp and Summit Committee; therefore, LSC budgeting flexibility for this event is recommended and encouraged.
 - D. Provide funding to cover attendance at the Summit portion of the event, including the Summit fee and round-trip transportation, for the LSC DEI Chair or designee, and one other adult non-athlete member selected by the LSC.
 - E. If space is available, additional non-athletes may be accepted to attend the Summit portion of the event, with funding support of the LSC.

9.4 **Western Zone DEI All-Star Team**

- .1 **Purpose:** The Western Zone DEI All-Star Team provides an opportunity for athletes of diverse ethnic backgrounds to participate in competitions celebrating their heritage.
 - A. The Western Zone DEI Committee may organize a Western Zone DEI All-Star Team to compete at a multicultural meet at (a) location(s) across the country.
 - B. LSCs are expected to offset a portion of the costs for travel and accommodation for athletes and others attending from their LSC. Team fees will be paid by the LSC, and the athlete or the athlete's team as specified in the team information.
- .2 **Eligibility and Selection:** Qualifications for the All-Star Team, selection of the meet, selection of coaches and chaperones, travel information, and other criteria will be set by the Western Zone DEI Committee.

ARTICLE 10 – OFFICIALS ASSISTANCE FUND

10.1 Western Zone Officials Assistance Fund.

- .1 This fund aids with expenses to attend the Western Zone Senior Championship Meet and the Western Zone Age Group Championship Meet, to officials who:
 - A. Work at least 80% of the meet sessions.
 - B. Are not being reimbursed from another source (e.g., their LSC or the Western Zone) for their expenses.
 - C. Eligibility. Must be a current USA Swimming Member Official in good standing within a LSC in the Western Zone.
- .2 **Source of Funds.** \$2.50 of each individual entry fee and \$1.00 of each relay entry fee from the Senior and Age Group Championship Meets are designated for the Officials Assistance Fund.
- .3 **Distribution of Funds.**
 - A. Any distribution of funds will be coordinated with the WZ Sec/Treas. This fund will be administered by the Western Zone Officials Coordinator, subject to the requirements specified in Article 10
 - B. The funds generated from the Meet are shared equally across all applicants who have met the sessions worked requirements.
 - C. The Assistance Fund has been designated to help officials who travel to the Western Zone Senior and Age Group Championship Meets with travel expenses such as airfare, hotels, etc. The maximum amount of this reimbursement shall not exceed \$1,000.00.
 - D. Local officials that live in the LSC in which the Championship Meet is held and who work the required 80% of the sessions offered will receive a \$150.00 stipend ("Local" is defined as the official is able to stay in their own home).
 - E. Officials that have met the qualification shall be notified by the Western Zone Officials Coordinator after the Meet that they are eligible. There is no application process necessary to receive funds, as the sessions are provided to the Western Zone Officials Coordinator by the Team Lead Chief Judge(s) at each of the Championship Meets.
 - F. The Western Zone Treasurer will receive from the Western Zone Officials Coordinator the list of eligible officials, their LSC and the amount of each official's reimbursement. The assistance checks are sent to each LSC for distribution to the designated officials.

ARTICLE 11 – OFFICIALS POLICIES for WESTERN ZONE CHAMPIONSHIP MEETS

11.1 Western Zone Senior and Age Group Championships

- .1 Appointed Officials.
 - A. Meet Referee.
 - (1) Shall be appointed by the Western Zone Directors and the Western Zone Officials Coordinator by January 1 of the year of the meet in consultation with the Meet Host.
 - (2) Shall have attended at least one Junior, National, or US Open Championship as an assigned official and have extensive experience as a Meet Referee.
 - (3) Shall conduct the General Meeting in conjunction with the respective Meet Director(s).
 - (4) Shall prepare a proposed timeline for all sessions to be distributed at the General Meeting.
 - (5) Shall prepare estimated timelines for each session for inclusion in the session heat sheets.
 - (6) Shall be reimbursed according to Article 8.2.1 of these Administrative Procedures.

B. Administrative Official and Team Lead Chief Judge.

- (1) Shall be named well in advance of each meet.
 - (2) Shall be according to Article 8.2.1 of these Administrative Procedures.
 - (3) Within ten (10) days of the completion of each meet, the Team Lead Chief Judge shall give the Western Zone Officials Coordinator a list of:
 - a. The names of all officials who worked at least 80% of the sessions.
 - b. The position(s) in which they worked.
 - c. Each official's LSC.
 - d. Contact information for each official if available (email and cell phone preferred).
- .2 Officials Meetings. All officials shall attend the officials meeting prior to the session for which they are assigned.
- .3 Applications to Officiate shall be included in the meet announcement packet.

ARTICLE 12 – CHAMPIONSHIP MEETS

- 12.1 WESTERN ZONE AGE GROUP CHAMPIONSHIP MEET - The Western Zone should conduct an annual age group championship meet, in accordance with USA Swimming Rules and Regulations Article 205.6.
- 12.2 WESTERN ZONE SENIOR CHAMPIONSHIP MEETS - The Western Zone may conduct an annual senior LCM championship meet and an annual SCY championship meet, in accordance with USA Swimming Rules and Regulations Article 205.7.
- 12.3 WESTERN ZONE OPEN WATER CHAMPIONSHIP MEET - The Western Zone may conduct an annual open water championship meet, in accordance with the procedures determined by the Western Zone, and in accordance with USA Swimming Rules and Regulations Article 704.
- 12.4 SECTIONAL CHAMPIONSHIP MEETS - Each Section (Blue and Gold, as defined in Administrative Procedures 1.3.1 and 1.3.2) should host two (2) meets per year, one in the spring and one in the summer, in accordance with USA Swimming Rules and Regulations Article 204, Senior Program 204.9.6.

ARTICLE 13 – SECTION ADMINISTRATIVE PROCEDURES

- 13.1 SECTION ADMINISTRATIVE PROCEDURES - Each Section should develop and adopt administrative procedures to govern:
- A. Athlete eligibility
 - B. Officers and their respective duties
 - C. Site selection procedures
 - D. Meet format
 - E. Scoring
 - F. Time standards (to accommodate no fewer than 400 participants)
 - G. Each Section shall maintain a current and correct copy of their admin procedures with the WesternZone Secretary/Treasurer.

ARTICLE 14 – APPROVAL and AMENDMENT

- 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.

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