

# **SECTION B**

## **WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES**

### **WESTERN ZONE SENIOR CHAMPIONSHIP PROCEDURES Updated 5.7.25**

#### **Senior Championship Coaches Advisory Committee**

##### **1. Responsibilities.**

- a. To provide representation and voice on the behalf of Western Zone teams, coaches, athletes, and officials in prescribing the format and conduct of the Western Zone Senior Championship meets.
- b. To develop, promote, and assist in the format and conduct of the Western Zone Senior Championship meets.
- c. To aid and assist in the distribution of information specifically regarding the Western Zone Senior Championship meets to the LSCs within the Western Zone.

##### **2. Membership.**

- a. Athlete Members:
  - 1) The *Western Zone Athlete Director* and the *Western Zone Junior Athlete Representative* shall be active members of the committee throughout their regular elected term, with voice and vote.
  - 2) At their discretion, the Western Zone Athlete Director and the Western Zone Junior Athlete Representative may appoint other athlete members of the Western Zone to serve as their designee(s) on the committee, with voice and vote.
  - 3) If the Western Zone Athlete Director and the Western Zone Junior Athlete Representative appoint other athlete members of the Western Zone to serve as their designee(s) on this committee, the term of service of the appointed athlete(s) will be the same as that of the Western Zone Athlete Director and the Western Zone Junior Athlete Representative.
  - 4) If the Western Zone Athlete Director and the Western Zone Junior Athlete Representative appoint other athlete members of the Western Zone to serve as their designee(s) on this committee, it is recommended that the appointed athlete(s) have direct experience with competing at the Western Zone Senior Championships.
- b. Non-Athlete Members.
  - 1) *Appointed Coaches.* Three coach members shall be appointed to the committee, as follows:
    - a) At the beginning of their two-year term, the Western Zone Directors and the Western Zone Championship Coordinator shall each appoint one coach member to serve on the committee for a two-year term.
    - b) Appointed coach members shall have voice and vote.
    - c) There shall be no limit to the number of two-year terms that an appointed coach may serve on the committee.
    - d) The two-year term for appointed coaches shall begin immediately following the Western Zone Annual House of Delegates meeting and shall conclude at the Western Zone Annual House of Delegates meeting two years after appointment, unless re-appointed to another two-year term.
    - e) It is recommended that the coaches appointed to the committee reflect the following attributes:
      - i. Have at least three years of experience as a coach of athletes competing at the Western Zone Senior Championship.
      - ii. Represent the variety of team sizes that attend the Western Zone Senior Championship, i.e., teams under 10 athletes ("small"), teams between 10 – 25 athletes ("medium"), and teams with more than 25 athletes ("large").
      - iii. Represent the three Sectional regions of the Western Zone, i.e., California/Nevada, Four Corners, and Northwest.
  - 2) *The Meet Referees for upcoming years' events (two selections).*
    - a) The incoming Meet Referee(s) shall join the committee following the current year's Western Zone Annual House of Delegates.
    - b) Upon joining the committee, the incoming Meet Referee(s) shall have voice and vote.
    - c) The term on the committee for outgoing Meet Referee shall be completed when:
      - i. All reports on the current years' events have been presented at the Western Zone Annual House of Delegates
      - ii. The incoming Meet Referee(s) have joined the committee.

- d) It is recommended that, whenever possible, the incoming Meet Referee(s) be named prior to the current year's Western Zone Annual House of Delegates.
- 3) *The Meet Host Representative of upcoming years' meets (two selections).*
  - a) The incoming Meet Host Representatives shall join the committee following the current year's Western Zone Annual House of Delegates.
  - b) Upon joining the committee, the incoming Meet Host Representatives shall have voice and vote.
  - c) The term on the committee for outgoing Meet Host Representatives shall be completed when:
    - i. All reports on the current year's event have been presented at the Western Zone Annual House of Delegates
    - ii. The incoming Meet Host Representatives have joined the committee.
  - d) It is recommended that, whenever possible, the incoming Meet Host Representatives be named prior to the current year's Western Zone Annual House of Delegates.
- 4) *The Senior Western Zone Director* shall serve as an active member of the committee with voice and vote.
- 5) *The Western Zone Championship Coordinator.*
  - a) The Western Zone Championship Coordinator shall serve as an ex officio member of the committee, with voice but no vote. *Exception:* In the event of a tie vote, the Championship Coordinator will cast the tie-breaking vote.
  - b) The Western Zone Championship Coordinator shall serve as the chair of the committee, with the following responsibilities:
    - i. Coordinate with committee members regarding meeting times and agenda items to be addressed.
    - ii. Prepare a written agenda for all committee meetings.
    - iii. Distribute minutes following the meeting to committee members for review to ensure accuracy.
    - iv. Maintain a current and correct copy of the Western Zone Senior Championship Meet Announcement Template, Appendices A and D of these Administrative Procedures.
    - v. Provide reports on committee actions as requested by the Western Zone Directors for distribution to the Western Zone LSCs.
- 5) *The Junior Western Zone Director, and the Western Zone Officials Coordinator* shall serve as ex officio members of the committee, with voice but no vote.

### **Meet Host Bids**

#### **1. Requirements to bid:**

- a. It is recommended that meet host bids include a facility that meets or exceeds the requirements noted in the Senior Championship Facility Requirements, Article (TBD)
- b. Potential meet hosts must be willing and able to meet the requirements outlined in the USA Swimming Zone Championship contract.
- c. Potential meet hosts must be willing and able to provide a National Officials Evaluator, as noted below:
  - 1) The selection of the National Official Evaluator shall be approved by the Western Zone Officials Coordinator in consultation with the host LSC Officials Chair.
  - 2) Travel and lodging expenses for the National Officials Evaluator will be the responsibility of the meet host.
- d. Potential meet hosts must be willing and able, at the expense of the host, to provide the following essential meet staff as noted below and further described in Article 102 of the current USA Swimming Rulebook:
  - 1) *Meet Director(s)*, experienced in the management of championship-level events.
  - 2) *Lane Timing Personnel*
    - a. Chief Timer (minimum of one recommended - two or more encouraged)
    - b. Lane Timers (minimum of one per lane recommended – two per lane encouraged)
  - 3) *Timing Equipment Operator(s)*, experienced in the management and operations of championship-level events (minimum of two recommended)
  - 4) *Results Computer Operator(s)*, experienced in the management and operations of championship-level events (minimum of two recommended)
  - 5) *Marshals* (minimum of two, with at least one of each gender, throughout the event – four or more, with at least one of each gender, are recommended)
  - 6) *Clerk of Course*
  - 7) *Announcer*

- 8) *Additional administrative personnel*, as necessary, experienced in the management of championship-level events.
- e. Potential meet hosts must be willing and able to provide the following additional items, at the expense of the host:
  - 1) *Meet credentials (meet-specific identification)* for athletes, coaches, officials and meet staff, including any designated meet volunteers.
  - 2) *Hospitality for credentialed coaches and officials*
    - a. The host shall provide breakfast and lunch for credentialed officials and coaches on competition days.
    - b. A light dinner on competition days is recommended.
    - c. A separate hospitality area is recommended.
  - 3) *Awards*, as determined by the Senior Championship Coaches Advisory Committee for this event.
  - 4) *Meet-specific Officials Polo or other designated Officials “thank you” item.*
    - a. It is recommended that the meet host and meet referee work together to determine the nature and parameters of the designated Officials “thank you” item (traditionally a meet-specific Officials Polo).
    - b. Parameters for the Officials “thank you” item should include such detail as cost to the host, design of the “thank you” item, and availability.

## 2. **Senior Championship Facility Requirements.**

It is recommended that the host facility:

- a. Meet the standards preferred for National Championships, Article 103, Facilities Standards, USA Swimming Rules and Regulations.
- b. Have sufficient venue space to host an event of approximately 1500 athletes, coaches, and officials over five (5) full days of competition, including:
  - 1) Team seating areas and athlete locker room space.
  - 2) A warm-up pool with a minimum of six (6), 25-yard lanes available throughout the event during warmups and competition.
  - 3) Coach-supervised practice time in the competition pool on the day prior to the start of the meet.
- c. Have automatic timing and judging equipment capable of running the meet from both ends of the pool, including timing machines with stored memory capability, touch pads, two button backup and a scoreboard.
- d. Have sufficient back-up automatic timing and judging equipment available on-site to prevent disruption of the meet.
- e. Have a meeting room with a minimum capacity of 50 people.
- f. Have spectator seating to accommodate a minimum of 1000 people.

## 3. **Submission of Meet Bids.**

It is recommended that:

- a. The Senior 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 will present to the Senior Zone Committee to deliver the meet host bid and answer any questions that may arise regarding the meet bid.

## 4. **Awarding of Meet Bids.**

- a. The Senior 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 Senior 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 bids 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 Senior 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.

**Meet Host Responsibilities****1. Contractual Obligations.**

- a. The awarded meet host shall execute the USA Swimming Zone Championship contract within 30 days of receipt from USA Swimming.
- b. The awarded meet host shall receive any funds due from USA Swimming upon successfully completing all contractual terms.
- c. The awarded meet host shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers.
- d. The meet host will reimburse the travel expenses of the National Evaluator assigned to the meet.

**2. Pre-Meet Responsibilities.**

- a. It is recommended that information on key facility details as well as travel and lodging resources be shared at the Western Zone Annual Meeting prior to the event.
- b. The Western Zone Senior Championship Meet Announcement Template, Appendices A and E of these Administrative Procedures, should be used to create the sanctioned meet announcement for the event.
- c. The sanctioned meet announcement for the event shall contain all the information detailed in Western Zone Senior Championship Meet Announcement Template, Appendices A and E of these Administrative Procedures, as well as any host LSC requirements for sanctioning.
- d. It is recommended that the sanctioned meet announcement be distributed to the Western Zone LSCs no later than ninety (90) days prior to the event.

**3. Post-Meet Responsibilities.**

- a. The meet host shall ensure that a complete electronic copy of final meet results is provided to the host LSC via email immediately following the conclusion of the event.
- b. The meet host should work with the host LSC to ensure that the final meet results are loaded to SWIMS within 48 hours of the conclusion of the event, so that times achieved at the event are available for entry into USA Swimming National Championships.
- c. The meet host shall ensure that a full and unlocked copy of the final meet database is provided via email to the Western Zone Championship Coordinator immediately following the conclusion of the event.
- d. The meet host shall ensure that event results are posted to the Western Zone website after the conclusion of event.
- e. The meet host shall submit a final report of the meet athlete/entry count via email to the Western Zone Secretary/Treasurer within thirty (30) days of the completion of the event.
- f. Payment of required Western Zone fees shall accompany a hard copy of the meet athlete/entry count and shall be received the Western Zone Secretary/Treasurer via certified mail within seven (7) days of receiving the electronic copy of the athlete/entry count report.
- g. It is recommended that the meet host present a summary report at the Western Zone Annual Meeting following the completed event, that includes the following information:
  - 1) Number of LSCs, teams, and athletes participating
  - 2) Number of coaches and officials
  - 3) Athlete entry count including total individual and relay entries.
  - 4) Event highlights, including challenges encountered and solutions implemented.
- h. It is requested that the meet host be available for consultation with future meet hosts, as needed.

**Sanction and Governing Rules**

- 1. The meet host shall obtain a USA Swimming sanction for the meet from the LSC in which the event will take place.
- 2. The conduct of the sanctioned meet shall conform in every respect to all technical and administrative rules of USA Swimming and the Minor Athlete Abuse Prevention Policy (“MAAPP”).
- 3. The conduct of sanctioned meet shall conform to any requirements of the host LSC specified for sanctioning.

**Eligibility**

- 1. This meet is open to all athletes ages 19 and under who:
  - a. Are currently registered as Premium or Outreach members of USA Swimming. There will be no on-deck USA Swimming registration.

- b. Are currently registered within the LSCs of the Western Zone as of the date entries close. On-deck transfer into an eligible LSC is not allowed.
- c. Have qualifying entry times achieved at USA Swimming sanctioned, approved, or observed competitions:
  - 1) For the LCM Championship: Between June 1 of the year prior to the current meet (13 months), and the close of entries.
  - 2) For the SCY Championship: Between February 1 of the year prior to the current meet (13 months), and the close of entries.
- 2. The complete list of eligibility requirements is found under Eligibility in the Western Zone Senior Championship Meet Announcement Template, Appendices A and E of these Administrative Procedures.

### **Meet Dates**

- 1. The Senior Championship Coaches Advisory Committee will develop a three-year schedule of meet dates, to be updated annually and presented at the Western Zone Annual Business Meeting.
- 2. The three-year schedule should include the following recommendations:
  - a. The Senior Zone LCM Championship meet should be scheduled after the conclusion of the summer championships of the Western Zone LSCs.
  - b. The Senior Zone LCM Championship meet should be scheduled to conclude on the Saturday immediately preceding the USA Swimming Junior National Championships.
  - c. The Senior Zone SCY Championship meet should be scheduled sometime between mid-February and early April.

### **Meet Format**

- 1. The Senior Championship Coaches Advisory Committee will develop and oversee the meet format for the Senior Zone Championship meets, to be reviewed annually and presented at the Western Zone Annual Business Meeting.
- 2. The annual review of the meet format should include the following:
  - a. Input from teams, coaches, and athletes in attendance at that year's events.
  - b. Input from the Meet Referees and Meet Hosts of that year's event.
- 3. Complete details of the meet format are described in the Western Zone Senior Championship Meet Announcement Templates, Appendices A and E of these Administrative Procedures.
  - a. Items in the Meet Announcement Template that are highlighted in yellow are host-specific or official-specific and may be changed annually per the needs and requirements of that year's meet host or meet referee.
  - b. Except for sanctioning, governing rules, and meet entry fees, items that are NOT highlighted in yellow are meet-specific and may only be changed by the Senior Championship Coaches Advisory Committee.
  - c. Sanctioning and governing rules must meet the requirements set forth by USA Swimming and the host LSC.
  - d. Meet entry fees may only be changed by a vote of the House of Delegates at the Western Zone Annual Business Meeting.

### **Meet Fees**

- 1. Regular Entry Fees.
  - a. Senior Zone LCM Championships:
    - i. Athlete Surcharge: \$25.00 per athlete (\$20.00 of which is to be retained by meet host and \$5.00 paid to Western Zone treasury, and designated for the funding of Zone meets).
    - ii. Individual Entry Fees: \$20.00 per individual event (\$15.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$2.50 is designated for support of the Western Zone Officials Assistance Fund).
    - iii. Relay Entry Fees: \$30.00 per relay event (\$25.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$1.00 is designated for support of the Western Zone Officials Assistance Fund)
  - b. Senior Zone SCY Championships:
    - i. Athlete Surcharge: \$45.00 per athlete (\$40 of which is to be retained by meet host and \$5.00 paid to Western Zone treasury, and designated for the funding of Zone meets).
    - ii. Individual Entry Fees: \$20.00 per individual event (\$15.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$2.50 is designated for support of the Western Zone Officials Assistance Fund).
    - iii. Relay Entry Fees: \$40.00 per relay event (\$25.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$1.00 is designated for support of the Western Zone Officials Assistance Fund).

Assistance Fund)

2. Late Entry Fees.
  - a. Late Entry Fine: \$100.00 per athlete with entries submitted after the regular entry deadline (all funds retained by meet host).
  - b. Late Athlete Surcharge: \$45.00 per athlete entered after the regular entry deadline (\$40 of which is retained by meet host and \$5.00 paid to Western Zone treasury, and designated for the funding of Zone meets).
  - c. Late Individual Entry Fees: \$40.00 per individual event submitted after the regular entry deadline (\$35.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$2.50 is designated for support of the Western Zone Officials Assistance Fund).
  - d. Late Relay Entry Fees: \$60.00 per relay event submitted after the regular entry deadline (\$55.00 retained by meet host / \$5.00 paid to Western Zone treasury, of which \$1.00 is designated for support of the Western Zone Officials Assistance Fund)
3. Spectator Fees.
  - a. Meet hosts may choose to charge a spectator fee for this event.
  - b. If a spectator fee is charged by the host, the maximum fee is \$15 per adult, per day.