

# SECTION C

## WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES

### WESTERN ZONE AGE GROUP CHAMPIONSHIP PROCEDURES Updated 5.7.25

#### Age Group 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 Age Group Championship.
- b) To develop, promote, and assist in the format and conduct of the Western Zone Age Group Championship.
- c) To aid and assist in the distribution of information specifically regarding the Western Zone Age Group Championship 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, with voice and vote.
  - 2) The Western Zone Athlete Director and the Western Zone Junior Athlete Representative shall be active members of the committee throughout their regular elected term.
  - 3) 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.
  - 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, 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.
  - 5) 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):
    - a) Have direct experience with competing at the Western Zone Age Group Championships.
    - b) Be at least sixteen (16) years of age.
- 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 Age Group Championship.
      - ii. Represent the variety of LSC team sizes that attend the Western Zone Age Group Championship, i.e., teams under 25 athletes ("small"), teams between 25 – 45 athletes ("medium"), and teams with more than 45 athletes ("large").
      - iii. Represent the three Sectional regions of the Western Zone, i.e., California/Nevada, Four Corners, and Northwest.
  - 2) *The Meet Referee of upcoming year's event*.
    - a) The incoming Meet Referee shall join the committee following the current year's Western Zone Annual House of Delegates.
    - b) Upon joining the committee, the incoming Meet Referee 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 year's event have been presented at the Western Zone Annual House of Delegates
  - ii. The incoming Meet Referee has joined the committee.
- d) It is recommended that, whenever possible, the incoming Meet Referee be named prior to the current year's Western Zone Annual House of Delegates.
- 3) *The Meet Host Representative of upcoming year's meet.*
  - a) The incoming Meet Host Representative shall join the committee following the current year's Western Zone Annual House of Delegates.
  - b) Upon joining the committee, the incoming Meet Host Representative shall have voice and vote.
  - c) The term on the committee for outgoing Meet Host Representative 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 Representative has joined the committee.
  - d) It is recommended that, whenever possible, the incoming Meet Host Representative 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 shall 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 Age Group Championship Meet Announcement Template, Appendix B 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 Age Group 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 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 to provide the following essential meet staff as described in Article 102 of the current USA Swimming Rulebook and as noted below:
  - 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)
    - c. SPECIAL REQUIREMENT: It is highly recommended that all participating LSCs provide timers (two preferred) to cover one lane for all sessions for the duration of the event.
  - 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)
  - a. SPECIAL REQUIREMENT: Every participating LSC shall always have at least one (1) adult chaperone in the LSC team area of the athlete village when athletes are present.
- 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 Age Group Championship Coaches Advisory Committee for this event.
    - a. SPECIAL REQUIREMENT: The First Place Team Trophy shall be named as the Scottie Aschermann Team Championship Award
    - b. SPECIAL REQUIREMENT: The Adam Szmidt Team Sportsmanship Award. The purpose of this award is to promote overall team spirit and a good sportsmanlike attitude within the sport of swimming and its participants. Sportsmanship and spirit, not performance or team score, are the criteria.
      - 1) Criteria, in order of importance, are:
        - a) Sportsmanship
        - b) Total Team Support
        - c) Consistent positive attitude throughout the entire meet.
        - d) Appearance (uniform, shirts, suits, etc.).
      - 2) Selection Committee:
        - a) Western Zone Director(s)
        - b) Meet Director(s)
        - c) One athlete from each participating LSC
        - d) One coach from each participating LSC
      - 3) Selection Procedure:
        - a) The Selection Committee should meet on the first day of the competition to organize, if necessary.
        - b) The Selection Committee is to vote daily, with ballots turned into the Clerk of Course or Championship Meet Coordinator prior to the start of Finals relays each day.
        - c) The award is to be presented, based on the aggregate voting, at the conclusion of the last day of competition, with other Team Awards.
  - 4) *Meet-specific Officials Polo or other designated Officials "thank you" item.*
    - c. 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).
    - d. 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. **Age Group 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 800 athletes, coaches, and officials over four (4) 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) Facility lighting sufficient to allow competition to take place throughout the day into evening hours.
  - 4) SPECIAL REQUIREMENT: Coach-supervised practice time in the competition pool will be provided on the two (2) days preceding the start of the competition.
- 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 800 people.

**3. Submission of Meet Bids.**

It is recommended that:

- a. The Age Group 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 Age Group 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 Age Group 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 Age Group 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 Age Group 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.

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 Age Group Championship Meet Announcement Template, Appendix B 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, Appendix B of these Administrative Procedures.
- 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 the 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 other season-ending championship events, e.g., the Western Zone Open Water 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").

### **Eligibility**

1. This meet is open to all athletes 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. Are no older than 14 years of age as of the first day of competition.
  - d. Have been selected by their LSC to participate in this meet as a member of their designated LSC team.
  - e. Have qualifying entry times achieved at USA Swimming sanctioned, approved, or observed competitions between the first day of competition of the Western Zone Age Group Championship of the prior year and the close of entries.
2. The complete list of eligibility requirements is found under Eligibility in the Western Zone Age Group Championship Meet Announcement Template, Appendix B of these Administrative Procedures.

### **Meet Dates**

1. The Age Group Championship Coaches Advisory Committee will develop a three-year schedule of meet dates, to be updated annually and presented at the Western Zone Age Group Annual Business Meeting, for approval at the Western Zone Annual House of Delegates.
2. The three-year schedule should include the following recommendation: The Age Group Zone Championships should be scheduled after the conclusion of the summer championships of the Western Zone LSCs.

### **Meet Format**

1. The Age Group Championship Coaches Advisory Committee will develop recommendations regarding the Age Group Zone Championship meet format, to be presented at the Western Zone Age Group Annual Business Meeting for consideration per the guidelines in Article 6.1.7. of these Administrative Procedures.
2. Recommendations regarding the Age Group Zones Championship meet format should include the following:
  - a. Input from teams, coaches, and athletes in attendance at that year's event.
  - b. Input from the Meet Referee and Meet Host of that year's event.
3. Complete details of the meet format are described in the Western Zone Age Group Championship Meet Announcement Template, Appendix B 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 each specific meet host.

- b. Except for sanctioning, governing rules, and meet entry fees, items that are NOT highlighted are meet-specific and may only be changed at the Western Zone Age Group Annual Business Meeting per the guidelines in Article 6.1.7. of these Administrative Procedures
- 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. Athlete Surcharge: \$25.00 per athlete (\$20 of which is retained by meet host and \$5.00 paid to Western Zone treasury, and designated for funding of Zone meets).
  - b. 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.)
  - c. 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)
2. Late Entry Fees and Fines.
  - a. An LSC whose entire entry is received no more than 24 hours late, may enter its athletes into the Western Zone Age Group Swimming Championship subject to the following:
    - 1) Late Entry Fee: The late LSC shall pay to the meet host an administrative penalty equal to that LSC's total entry fees.
    - 2) The late LSC shall not score points for its individual swims but shall receive points from all its swum relays.
    - 3) The late LSC's swimmers shall be seeded correctly, shall earn individual awards and times of record.
  - b. An LSC whose entire entry is received more than 24 hours late will not be entered into the Western Zone Age Group Swimming Championship.
3. Failure to provide valid Proof of Time for an athlete's entry:
  - a. Entry times not in the SWIMS database must be proven to the Administrative Referee or designated representative by the LSC upon request.
  - b. Failure to provide such proof of time will result in a \$250.00 fine to the athlete's LSC.
  - c. The athlete will not be allowed to compete in an event that does not have a proven time. It is the responsibility of the entering LSC to verify that entry times are in SWIMS or to provide proof of times.
4. Coaches Heat Sheet Fees.
  - a. Meet hosts may choose to charge a heat sheet fee for teams requesting more than six (6) copies of the session heat sheet for their team.
  - b. If a heat sheet fee is charged, the maximum fee is \$5 per coach for every coach over seven (7) per team for the entire event, for seven (7) or more copies per session.
5. 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.