

SECTION D

WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES

WESTERN ZONE OPEN WATER CHAMPIONSHIP PROCEDURES

Open Water 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 Open Water Championships.
 - b. To develop, promote, and assist in the format and conduct of the Western Zone Open Water Championships.
 - c. To aid and assist in the distribution of information specifically regarding the Western Zone Open Water Championships 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 Open Water 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 Open Water Championships.
 - 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 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 Open Water Coordinator.*
 - a) The Western Zone Open Water 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 Open Water Coordinator shall cast the tie-breaking vote.
 - b) The Western Zone Open Water 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 Open Water Championship Meet Announcement Template, Appendix C 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. Meet host bids shall include a venue that meets or exceeds the requirements stated in USA Swimming Rules and Regulations, Article 702.
 - 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, at the expense of the host, to provide the essential meet staff as described in Articles 701.7 through 701.23 of the current USA Swimming Rulebook, and as noted below:
 - 1) *Western Zone Open Water Coordinator*
 - 2) *Additional administrative personnel* as necessary, experienced in the management of championship-level open water events.
 - d. 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*
 - 3) *Awards*, as determined by the Open Water 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. 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.

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.

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 Open Water Championship Meet Announcement Template, Appendix C 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 Open Water Championship Meet Announcement Template, Appendix C 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 post final race results in a timely manner following the conclusion of the races on the meet host Event Page.
- b. The meet host shall send a final copy of results to the Western Zone Open Water Coordinator for posting on the Western Zone website.
- c. The Western Zone Open Water Coordinator shall be responsible for submitting final results to USA Swimming for potential Junior National advancement.
- d. 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.

e. 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 approval for the open water event.
2. Following the approval of the open water event by USA Swimming, the meet host shall then obtain a sanction from the LSC in which the event will take place.
3. 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").
4. 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 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 between June 1 of the year prior to the current meet (13 months), and the close of entries.
2. Complete eligibility requirements for this event are found under Eligibility in the Western Zone Open Water Championship Meet Announcement Template, Appendix C of these Administrative Procedures.

Meet Dates

1. The Open Water 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 recommendation: the event should fall between May 1st and September 30th as determined by the awarded meet host bids.

Meet Format

1. The Open Water Championship Coaches Advisory Committee will develop and oversee the meet format for the Zone Open Water Championships, 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 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 Open Water Championship Meet Announcement Template, Appendix C 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 Open Water 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 be changed at the discretion of the meet host, in consultation with the Western Zone Open Water Coordinator.