



APPROVED

WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES

including CHAMPIONSHIP PROCEDURES

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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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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.

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.

SECTION D

WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES

WESTERN ZONE OPEN WATER CHAMPIONSHIP PROCEDURES

Approved 9/24/23 (jb)

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. Meet Host Bids for the Western Zone Open Water Championships be placed on the Agenda of the Western Zone Annual House of Delegates two years prior to the scheduled date of the event.
- b. Potential meet hosts prepare a presentation demonstrating how the requirements for bidding will be met.
- c. 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 voting delegates present at the Western Zone Annual Meeting shall choose the meet host for the Western Zone Open Water Championships by secret ballot from the meet host bids presented at that meeting.
- b. 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.

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.

SANCTION #S18423TL
TT SANCTION #TT18523TL



**2023 ARENA WESTERN ZONE
SENIOR CHAMPIONSHIPS**

CLOVIS, CA

JULY 25 - 29, 2023

**HOSTED BY
CLOVIS SWIM CLUB**



Regular Entries CLOSE: Monday, July 17, 2023 * 11:59 PM PDT

See ENTRIES, p.5, for details

Held Under the Sanction of Central California Swimming, Inc. and USA Swimming, Inc.
Sanction # S18423TL * Time Trial Sanction # TT18523TL

Websites:

www.clovisswimclub.org * www.westernzoneswimming.org * www.usaswimming.org

CLOVIS NORTH AQUATICS COMPLEX * 2770 E. International Ave., Fresno, CA 93730

CLOVIS WEST AQUATICS COMPLEX * 1070 E. Teague Fresno, CA 93720

Sanction

This meet has been sanctioned by Central California Swimming, Inc. Current USA Swimming rules and the Central California Swimming Policies & Procedures will apply. All athletes must be currently registered as Premium or Outreach members for 2023 with USA Swimming. Central California Swimming does not allow on-deck USA Swimming registrations. Conduct of the sanctioned meet shall conform in every respect to all technical and administrative rules of USA Swimming.

Liability

In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. It is further understood that Central California Swimming, Inc., all meet officials, Clovis Unified School District, Clovis North Aquatics Complex, Clovis West Aquatics Complex, and Clovis Swim Club shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet. Damage to the facility, when proven, will cause the offending athlete, if unattached, or the offending athlete's team, if attached, to be held accountable for repairs.

Meet Referee

Robert Broyles
(208) 669-2818 (cell)
robertbroyles9@gmail.com

Admin Referee

Mark Brown
(916) 201-1254 (cell)
mark.brown.15@gmail.com

On-Site Meet Director

Jennifer Ota
(559) 327-9237
Jenniferota@cusd.com

Meet Information Contact

Mark Bennett
(559) 327-9232
coachmark76@gmail.com

MEET SCHEDULE SUMMARY

Competition Schedule Information provided below is ESTIMATED - additional details will be provided after close of entries.

MEETING SCHEDULE		
General Meeting	Wednesday July 19 th * 7:00 pm PDT via Zoom	
Officials' Meetings	One hour before the start of each session	
COMPETITION SCHEDULE	PRELIMINARIES	FINALS
Tuesday - Saturday July 25 - 29	Warm-Up: 7:00 am Competition: 8:30 am	Warm-Up: 4:30 pm * July 29 @ 3:30 pm Competition: 6:00 pm * July 29 @ 5:00 pm

Supervised Warm-Ups

Clovis NORTH Aquatics Complex will be available for supervised warmups on Monday, July 24th between 9:00 am – 7:00 pm.

Clovis WEST Aquatics Complex will be available for supervised warmups on Monday, July 24th between 9:00 am – 3:00 pm.

Facilities

CLOVIS NORTH AQUATICS COMPLEX

Two 50 M x 25 yard outdoor pools. The main competition pool is all deep with a minimum depth of 7 feet. The adjacent pool provides 8x50M lanes for continuous warm up and warm down. Full color video display LED scoreboard, Colorado Timing System, and FINIS backstroke ledges will be used. The host will ensure the required course dimensions.

CLOVIS WEST AQUATICS COMPLEX

50 M x 25 yard outdoor pool. The main competition pool is all deep at 7 feet. The adjacent diving well provides 6x25 M lanes for continuous warm up and warm down. Full color video display LED scoreboard, Colorado Timing System, and FINIS backstroke ledges will be used. Remodel updates include pool resurfacing, inground timing system, and a permanent shade structure for the East Spectator Bleachers. The host will ensure the required course dimensions.

MEET FORMAT

- **Meet format** will be LCM Prelims (One course at each facility, 8 lanes each) and LCM Finals (Clovis North, 8 lanes).
 - **Prelims will be run at both Clovis North & Clovis West and will be divided nearly evenly between the two sites using team size.**
 - Each team will swim Prelim events & designated Timed Finals events at least two days at each site. Coaches will be notified of their sites at least three days prior to the first day of the meet using the email address associated with the meet entries.
 - **All Finals for Individual Prelim / Finals events will be run at Clovis North.** *Read information below regarding Timed Final events.*
 - **If fewer than 700 athletes total are entered in the meet, all Preliminary events will be run at Clovis North.**
 - One championship heat (A) and five (5) consolation heats (B-C-D-E-F) will compete in Finals for individual events 200M and shorter.
 - One championship heat (A) and four (4) consolation heats (B-C-D-E) will compete in Finals for the 400M Individual Medley and 400M Freestyle events.
- **Order of seeding** for Preliminary events will be Long Course Meters (LCM), Short Course Yards (SCY), Short Course Meters (SCM). **Bonus events** will be seeded after the above, in the same order: BLCM-BSCY-BSCM.
- **Preliminary Heats of Individual Events will be seeded and swum FASTEST to SLOWEST.**
- **Circle-Seeding:** Top three (3) heats of **Preliminary** individual events 200M or less will be circle-seeded, with the **fastest athlete in Heat three (3)**. Top two (2) heats of **Preliminary** individual events 400M in length will be circle-seeded, with the **fastest athlete in Heat Two (2)**.
- **Finals Heats of Individual Preliminary Events will swum SLOWEST to FASTEST:**
 - 🏊 Individual Events 200M and shorter: Bonus – F, Bonus – E, Bonus – D, Bonus - C, Consolation - B, Championship - A.
 - 🏊 400M Individual Medley and 400M Freestyle: Bonus – E, Bonus – D, Bonus - C, Consolation - B, Championship - A.
- **Timed Finals Events – 800M & 1500M Freestyles**
 - 🏊 These events will be swum at the end of their respective Preliminary sessions, following relays, with the **fastest seeded heat of each gender swum in Finals**. All other heats will be swum **fastest to slowest**, alternating women and men, unless otherwise combined by the Meet Referee.
 - 🏊 **Athletes may qualify for these events using any of the 1500M/1650Y or 800M/1000Y time standards.** Athletes using qualifying non-conforming distance entry times (1650Y/1000Y) will be seeded after qualifying conforming distance entry times. Bonus Events will be seeded after qualifying events, in the same order.
 - 🏊 **Order of Seeding - 800M:** 800M/1000Y/1500M/1650Y/B-800M/B-1000Y/B-1500M/B-1650Y
 - 🏊 **Order of Seeding - 1500M:** 1500M/1650Y/800M/1000Y/B-1500M/B-1650Y/B-800M/B-1000Y
 - 🏊 Athletes entered in these events *wishing to swim in Preliminary heats rather than the Finals heat* need to declare this intention by the stated scratch deadline for that day's events.
- **Timed Finals Events - RELAYS**
 - 🏊 The **fastest two (2) seeded heats** of each relay event (women & men) will **swim in Finals, slowest to fastest:** second fastest, fastest.
 - 🏊 *All other relays will swim in their respective Preliminary sessions, fastest to slowest, in event order* (all women's relays, followed by all men's relays).
 - 🏊 *Finals Relays wishing to swim in Preliminary heats rather than in Finals heats* need to declare this intention by the stated scratch deadline for that day's events.
 - 🏊 See **Order of Events**, p. 3 of this announcement, and **Entries**, p. 5 of this announcement, for additional details.
- **There will be NO Finals Ready Room** at this event. Athletes will not be paraded to the blocks. Athletes are to report to their lane, and the championship heat will be announced behind the blocks.
- **Awards MAY be presented at this event.** Final details will be announced at the General Meeting.

ORDER OF EVENTS

Women's Event #	Tuesday * July 25, 2023	Men's Event #
1	200 Butterfly	2
3	100 Breaststroke	4
5	1500 Freestyle (A)	6
7	200 Medley Relay (B)	8
Women's Event #	Wednesday * July 26, 2023	Men's Event #
9	100 Freestyle	10
11	400 Individual Medley	12
13	800 Freestyle Relay (B)	14
Women's Event #	Thursday * July 27, 2023	Men's Event #
15	400 Freestyle	16
17	100 Butterfly	18
19	200 Backstroke	20
21	200 Freestyle Relay (B)	22
Women's Event #	Friday * July 28, 2023	Men's Event #
23	200 Freestyle	24
25	100 Backstroke	26
27	200 Breaststroke	28
29	400 Freestyle Relay (B)	30
Women's Event #	Saturday * July 29, 2023	Men's Event #
31	200 Individual Medley	32
33	800 Freestyle (C)	34
35	50 Freestyle	36
37	400 Medley Relay (B)	38

A: The 1500M Freestyles will be conducted as Timed Finals, with the **fastest heat of women and the fastest heat of men swimming in Finals, in Event Order.**

All other heats will be swum **fastest to slowest**, alternating women's and men's heats, at the end of the Preliminary session, following relays.

Athletes may qualify for this event using any of the 1500M/1650Y or 800M/1000Y time standards. Non-conforming distance entry times (1650Y & 1000Y) will be seeded after conforming distance entry times. Bonus events will be seeded after qualifying events, in the same order.

B: These relay events will be conducted as timed finals **with the fastest two seeded heats swimming at the end of Finals, in event order, slowest to fastest:** second fastest, fastest.

There may be a 10-min break following the conclusion of Finals individual events, prior to the start of these relays.

ALL other relays will swim in Prelims, fastest to slowest, in event order (all women's heats, then all men's heats).

There may be a 10-min break following the conclusion of Preliminary individual events, prior to the start of these relays.

C: The 800M Freestyles will be conducted as Timed Finals, with the **fastest heat of women and the fastest heat of men swimming in Finals, in Event Order.**

All other heats will be swum **fastest to slowest**, alternating women's and men's heats, at the end of the Preliminary session, following relays.

Athletes may qualify for this event using any of the 800M/1000Y or 1500M/1650Y time standards. Non-conforming distance entry times (1000Y & 1650Y) will be seeded after conforming distance entry times. Bonus events will be seeded after qualifying events, in the same order.

RULES

- Conduct of the sanctioned event shall conform in every respect to current rules of USA Swimming including technical and administrative rules and the Minor Athlete Abuse Prevention Policy ("MAAPP"). All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. Additional details regarding Safe Sport compliance can be found on p. 10 of this meet announcement. Current Central California Swimming Policies & Procedures will also apply.
- All athletes ages 18-19 must have completed and be current with the USA Swimming Athlete Protection Training certification to compete.
- **The age of the athlete will be his/her age as of July 25, 2023 (the first day of competition).**
- All athletes entered in the meet must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. Any athlete without a coach in attendance must report to the Meet Director or Meet Referee who may assist an athlete in making supervision arrangements, but it is the athlete's responsibility to make these arrangements prior to the start of the meet and to so notify the Meet Referee.
- Any athlete entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start, including both a Forward Start and a Backstroke Start, or must start each race from within the water without the use of the backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the athlete or the athlete's legal guardian to ensure compliance with this requirement and to bring proof of such certification to the meet.
- It shall be the athletes' and coaches' responsibility to acquaint themselves with all the information in this Meet Announcement and any information and changes announced at the General Meeting.
- Athletes and coaches are responsible for being familiar with this meet's scratch rules.
- Deck changes are prohibited.
- All athletes entered in the competition must comply with current USA Swimming rules regarding swimwear.
- The use of audio or visual recording devices, including a cell phone, is not allowed in changing areas, restrooms, or locker rooms.
- **Per CCS Policies and Procedures, photography, including visual recordings, is not allowed behind the blocks during the entire event.**
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

Important Information on USA Swimming's Rules for Tech Suit Use for 12U Athletes can be found [HERE](#) on the USA Swimming website. Compliance with these rules is the responsibility of athletes, coaches, and parents.

- Medical supervision will be available to all athletes participating in the meet. Lifeguards with current Red Cross lifeguarding, first aid, and CPR/AED certification will be on duty throughout warm-ups and competition. In addition, each coach's credentials include current water safe
- The AED at Clovis West pool can be found in the pool office on the South wall underneath the air conditioning unit.

RESTRICTIONS

- **This is a CLOSED-DECK meet. Only athletes, coaches, officials, and assigned meet volunteers will be permitted on the competition deck.**
- Tobacco products of any kind, vaping, alcoholic beverages, and glass containers are not allowed in the swimming venue.
- Shaving is not permitted anywhere in the facility, including locker rooms or other designated athlete changing areas.
- Only service animals shall be allowed in the facility.
- **Clovis Unified Scholl District does NOT permit overnight RV parking at either facility.**
- **All athletes (or parent/guardian if under 18) are required to complete any necessary paperwork and submit to Meet Host as a condition of meet entry.** Details on required paperwork, if any, will be sent to coaches following the close of regular entries.

Broadcast Statement

Photographs, videotape, audio, and/or other visual recordings of the event created by a spectator may be used solely for such spectator's personal non-commercial use and may not be broadcast, published, disseminated, or used for any commercial purpose without the prior consent of USA Swimming.

Photography and Videos

Photographers and/or videographers may be present on deck at this meet. ***In accordance with CCS Policies and Procedures, there will be NO photos or videos allowed behind the starting area during the conduct of the meet.***

ELIGIBILITY

This meet is open to all athletes **AGES 19 AND UNDER** who:

1. Are currently registered Premium or Outreach members of USA Swimming. **There will be no on-deck USA Swimming registration.**
2. **This is a closed meet and open only to athletes 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.
 - **Per CCS Policies and Procedures, all athletes must be registered for a minimum of 36 hours prior to the start of the meet; ie. no later than 12:00 pm Noon PDT on Sunday, July 23, 2023**
3. Have qualifying entry times achieved at USA Swimming sanctioned, approved, or observed competitions **between June 1, 2022, and the close of entries.** Qualifying times for this meet will be the 2023 Western Zone Senior LC Championship "A" standards and Bonus standards for individual events. These are attached to this meet announcement on p. 11 - 12. **There will be NO relay only athletes.**
4. **De-qualification by Event:** Any athlete who has achieved a 2023 USA Swimming Junior National qualifying time or faster prior to the entry deadline (July 17, 2023) *may not compete in that event, nor in that stroke and distance in a relay, at this meet.* These standards are attached to this meet announcement on p.13.
5. **Entry times must meet the proven times requirements listed below. It is the responsibility of the entering club, or individual if entering unattached, to verify that entry times meet these proven times requirements.**
 - Meet Management reserves the right to request proof of times documentation at any point.

Proof of Times

- **SWIMS:** If a time for a swimmer is visible in the public search feature on the USA Swimming website (Times/Time Standards), it is considered a proven official time.
 - **Official Meet Results:** If a time for a swimmer is listed in the official meet results of a USA Swimming sanctioned, approved, or observed competition, it is considered a proven official time.
 - **Meet Mobile is NOT acceptable as verification for a proven official time.**
6. Entry times that do not meet the requirements listed above under **Proof of Times** must be proven to the Administrative Referee or designated representative prior to the scratch deadline for the event. Failure to provide such proof of time prior to that deadline will result in the athlete being removed from the event.
 7. There are no relay time standards, and proof of relay entry times is not required.
 8. Athletes with a disability who have achieved the USA Swimming Zone Para qualifying time standards during the qualifying period for this meet may enter individual events for which the standard has been achieved. These standards are attached to this meet announcement on p. 14.
 - ✚ Contact Meet Entry Chair **Mark Brown** mark.brown.15@gmail.com for information on how to enter athletes with disabilities into the meet.
 - ✚ Athletes with disabilities may also participate in Time Trials on the same basis as other entered athletes – see **Time Trials**, p.9, for additional information.
 9. In accordance with USA Swimming rules 202.4.15 & Article 105.1, the Meet Referee has the authority to accommodate swimmers with disabilities. The coach or person in charge of team entries must notify the Meet Referee and Meet Entry Chair of accommodations requests at the time of entry submission.

ENTRIES

Entries for this meet will be submitted via email using a meet entry file & PDF documents - see below for additional information

REGULAR Entry Deadline: Entries must be received via email, time-stamped by 11:59 PM PDT, July 17, 2023

After July 17, 2023, updating times for existing entries is not permitted.

Meet Entry Chair: Mark Brown * mark.brown.15@gmail.com * 916-201-1254 (cell)

Dates & Deadlines:

- **Regular Entries Deadline:** **Monday, July 17, 2023 @11:59 pm PDT**
- **New Qualifiers Entry Deadline:** **Monday, July 24, 2023 @12:00 pm (NOON) PDT**
- **Late Entries Deadline:** **24 hours following the publication of the initial Psych Sheet (penalties apply)**

Preparing Entries:

All meet entries will be conducted via Hy-Tek -or- Hy-Tek compatible entry files, using the official meet events entry file posted on the Western Zone website under this event. The official entry file includes qualifying times for LCM, SCY, and SCM using the meet qualifying time standards and designates the qualifying time period as June 1, 2022 through the close of entries.

NO ON-DECK ENTRIES WILL BE ACCEPTED, except for LSC All-Star Relay Entries and Time Trials.

Divisions:

Athletes may enter the meet attached to their club team, as a member of an LSC All-Star team, or as Unattached (no club affiliation). These divisions will be used in determining site assignments.

Bonus Events:

Athletes entered in the meet with at least one qualifying individual event may enter up to a maximum of two (2) bonus events if they have achieved the Bonus event standards listed on p. 12 of this meet announcement.

- Bonus events are limited to distances of 200 meters or shorter. **Exception: 800- and 1500-meter Freestyles:** Athletes who have achieved the meet qualifying standard in the 800- or 1500-meter Freestyle may enter the other event (1500 or 800) even if they do not have the qualifying standard in that event.
- Bonus times must appear in SWIMS within the qualifying time period: **June 1, 2022, through close of entries.** NT entries will not be accepted.
- NOTE: Bonus events must be clearly marked as "Bonus" when preparing entries and clearly marked as "Bonus" on the PDF copy of entries when submitted.

Individual Event Limits:

Each entered athlete may enter up to nine (9) individual events total (including Bonus events, but *not* including Time Trials) but may only compete in a maximum of seven (7) individual events total for the meet (including Bonus events, but *not* including Time Trials).

- Athletes may not compete in more than three (3) individual events per day, *including* Time Trials.
- Athletes are limited to two (2) Time Trial entries total for the meet.

Relay Event Limits:

Teams will be limited to three (3) relays per event (A, B, & C). **EXCEPTION: There will be no "C" relays allowed in the 800 Free relay.**

- **There will be NO Relay-Only athletes. Athletes must be entered in the meet to swim on a relay.**
- There are *no* relay time standards, and proof of relay entry times is *not* required.
- Athletes may compete in one relay per day, and up to five (5) relays total for the meet.

✚ See **Meet Format, p. 2** of this announcement, and **Order of Events, p. 3** of this announcement, for additional details regarding entries.

Entry Fees – REGULAR & NEW Qualifiers

- **\$20.00 per athlete surcharge**
- **\$20.00 per individual event entry** (\$5.00 paid by meet host to Zone Treasury)
- **\$30.00 per relay entry** (\$5.00 paid by meet host to Zone Treasury)
- **Payment of Entries:** Payment for entries will be collected on-site at the REGISTRATION DESK and must be paid in full to receive the team's packet containing meet credentials and team information.
 - Teams will have the option of paying by either check or credit/debit card at the Registration Desk.
 - Make checks payable to Clovis Swim Club.
 - If paying by credit card, the processing fees will be added to your invoice.
- **Entry Deletions:** *Once an entry file has been submitted and confirmed, NO entries may be removed from the meet.* Removing entries will be processed as scratches, and **NO refunds will be issued.**

Submitting REGULAR Entries

Submit entries via email to the Meet Entry Chair, Mark Brown (mark.brown.15@gmail.com) by the **regular meet entry deadline (Monday, July 17, 2023 at 11:59pm PDT).**

REGULAR Entry Submissions must include the following:

1. Zipped Hy-Tek -or- Hy-Tek compatible entry file (eg Team Manager or Team Unify)
2. PDF copy of individual entries, with "Bonus" events clearly designated on the entry report
3. PDF copy of relay entries
4. PDF copy of entry fees due
5. Contact information including email and cell numbers for **both:**
 - a. The individual responsible for the entry and pre-meet communications
 - b. The coach responsible during the meet for entry, admin & other meet-related matters.

Updates to REGULAR Meet Entries:

Entries may be updated until the **regular meet entry deadline (July 17, 2023 at 11:59 pm PDT)** to add additional swims and update entry times.

Send entry updates via email to the Entry Chair Mark Brown (mark.brown.15@gmail.com) with the following information:

1. Updated Zipped Hy-Tek -or- Hy-Tek compatible entry file (eg Team Manager or Team Unify)
2. Updated PDF copy of individual entries, with "Bonus" events clearly designated on the entry report
3. Updated PDF copy of relay entries (if applicable)
4. Updated PDF copy of entry fees due

If adding NEW swimmers, the following must be included: (1) Full legal name, (2) Date of birth, (3) Gender, and (4) USA Swimming ID number.

Submitting NEW Qualifying Swims:

NEW qualifying times (no updates to previously qualified times) must be achieved between July 17 and July 23, 2023.

Submit entries for NEW Qualifying Swims via email to the Meet Entry Chair, Mark Brown (mark.brown.15@gmail.com).

NEW Qualifying Swims Deadline - Monday, July 24, 2023 @ 12:00 pm (NOON) PDT

This provision serves to allow athletes entered in the meet to add NEW qualifying swims achieved after the regular entries deadline and to also allow athletes who achieve their first meet qualifying time after the regular entry deadline to enter the meet.

Send NEW Qualifying Entries via email to the Entry Chair Mark Brown (mark.brown.15@gmail.com) with the following information:

1. NEW Qualifiers ONLY - Zipped Hy-Tek -or- Hy-Tek compatible entry file (eg Team Manager or Team Unify)
2. NEW Qualifiers ONLY - PDF copy of individual entries, with "Bonus" events clearly designated on the entry report
3. NEW Qualifiers ONLY PDF copy of relay entries (if applicable)
4. NEW Qualifiers ONLY PDF copy of entry fees due

If adding NEW athletes, the following must be included: (1) Full legal name, (2) Date of birth, (3) Gender, and (4) USA Swimming ID number.

Athletes who have achieved a NEW qualifying time for a previously entered Bonus event may use that event as a qualifying swim, for the purposes of adding an additional Bonus swim.

Payment for new qualifying swims will be collected with Regular Entry Fees at the Registration Desk at check-in.

Submitting LATE Entries:

Submit LATE entries via email to the Meet Entry Chair, Mark Brown (mark.brown.15@gmail.com)

LATE Entries Deadline – 24 hours after publication of the initial Psych Sheet

Late Entry Errors and Omissions (no updates to previously qualified times): Entries may be accepted after the REGULAR entry deadline of July 17, for previously achieved times, at double entry fee and a \$100 fine, payable to the host.

This provision serves to allow athletes already entered in the meet to add additional events that were not entered during the regular entry period and were *not* achieved as NEW qualifying swims. This provision also allows athletes (and relays) to enter the meet who had achieved meet qualifying times prior to the entry deadline, who were not entered during the regular entry period.

Late Entry Fine	\$100.00 per athlete
Late Entry Surcharge	\$40.00 surcharge per athlete (if adding a new athlete to meet)
Late Entry Fees	\$40.00 per individual event \$60.00 per relay

Send LATE entries via email to the Entry Chair Mark Brown (mark.brown.15@gmail.com) with the following information:

1. LATE Qualifiers ONLY - Zipped Hy-Tek -or- Hy-Tek compatible entry file (eg Team Manager or Team Unify)
2. LATE Qualifiers ONLY - PDF copy of individual entries, with "Bonus" events clearly designated on the entry report
3. LATE Qualifiers ONLY PDF copy of relay entries (if applicable)
4. LATE Qualifiers ONLY PDF copy of entry fees due

If adding NEW athletes, the following information must be included: (1) Full legal name, (2) Date of birth, (3) Gender, (4) USA Swimming ID

Payment for LATE entries will be collected at the Registration Desk at check-in.

Submitting Entries for UNATTACHED athletes NOT swimming with a team:

These entries are subject to the same entry provisions and deadlines as teams, for Regular Meet Entries, NEW Qualifying Swims, and LATE Entries (see above). **Payment for these entries will be collected at the Registration Desk at check-in.**

Meet Entry Questions:

Questions concerning meet entries should be directed to **Entry Chair Mark Brown (mark.brown.15@gmail.com)**

SCRATCH PROCEDURES

The USA Swimming National Championship scratch procedure and no-show rules will be used at this meet.
These rules are described in USA Swimming Rule 207.11.6 in the current Rulebook.

Scratch Deadline for ALL Preliminary and Timed Finals Events, including Relays, the 1500 Freestyles, and the 800 Freestyles will be 30 minutes after the start of Finals of the day PRIOR to the event being swum.

- **Scratch DEADLINE for TUESDAY, July 25th will be Monday, July 24th @ 5:30 pm PDT.**
- Athletes are considered checked in for all individual events *unless scratched*.
- All scratches for preliminary and timed finals events will be done via to the Admin Referee, Mark Brown
mark.brown.15@gmail.com.
- *Any athlete who does not properly scratch and fails to compete in a preliminary heat of an individual event or a timed finals individual event will be barred from all further individual and relay events for that day and must check in with the Admin Referee prior to the scratch deadline each day for the remainder of the meet.*

Scratches From Finals

All scratches from Finals must be completed within the deadlines specified by the USA Swimming Rule 207.11.6 and must be made **on-site** with the Administrative Referee or his designee at their pool site **at the meet**.

- Athletes have 30 minutes following the announcement of the combined preliminary results of their event in which to scratch or declare their intention to scratch *in person with the Administrative Referee at their pool site*.
- *Any athlete who does not properly scratch and is seeded in a Finals heat of an individual even and fails to compete will be barred from all further competition for the remainder of the meet.*

RELAYS will follow the same scratch procedures as Individual Events.

- *Scratches for relays are due to the Admin Referee prior to the scratch deadline for that day's events.*
- *Finals Relays wishing to swim in preliminary heats rather than the Finals heats need to declare this intention by the stated scratch deadline for that day's events.*

Entry forms for the submission of names not previously submitted with entries, or for making changes to athletes swimming on a relay, will be available at the Administration Desk. **Relay forms are due to the Administration Desk no later than the start of the session in which the relay is being swum (Prelims or Finals).** Please list the competing relay swimmers with first and last names and order of swimming for each entered relay. Relay names and order may be changed up to the time of the swim at the blocks, with the timers.

OTHER IMPORTANT INFORMATION

Scoring

- Scoring will be on a twenty-four (24) place basis. Team scoring will include both individual and relay events to 24 places each. **Individual events:** 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1.
- **Relays:** 64-56-54-52-50-48-46-44-40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2.

Awards

- *Medals:* top three (3) individual and relay places.
- *Team awards:* First through Third places in each division. Divisions are Club Teams and LSC All-Star Teams. Teams must score points to be eligible to receive a team award in their division.
- *Individual High Point Awards:* Top-scoring Woman and Top-scoring Man (individual events only)
- **Awards MAY be presented at this event.** Final details will be announced at the General Meeting.

General Meeting

A General Meeting will be held via Zoom on Wednesday, July 19, 2023, at 7:00 pm PDT. A link will be sent after close of entries.

Teams must have a coach or team representative in attendance.

Coaches not in attendance are responsible for obtaining the information covered in the General Meeting.

Registration & Team Check-In / Clerk of Course

Site-specific details will be provided after close of entries at the General Meeting.

Meet Time Line

If the projected length of any session exceeds 4½ hours, the Meet Referee, in consultation with the meet host, reserves the right to adjust. All adjustments will be announced at the General Meeting and as necessary during the event.

Warm-Ups

The Meet Referee reserves the right to modify warm-ups as determined to be in the best interest of the safety of the athletes and the conduct of the meet. **Site-specific details for warm-ups will be provided after close of entries at the General Meeting.**

Time Trials - Summary * Confirmed details will be provided after the close of entries at the General Meeting.

- Time Trials will be held under a separate sanction of Central California Swimming, Inc.
- Time Trials will be conducted on a time-available basis and are limited to approximately one hour.
- Entries for Time Trials will be conducted ON-DECK Only. Site-specific details will be provided after close of entries at the General Meeting.
- Athletes must be entered in the meet and have paid the athlete surcharge to swim in Time Trials.
- Each Time Trial swum will count toward the daily event limit with a combination of time trials and individual meet events, not to exceed three (3) per day.
- Athletes are limited to two (2) time trials total for the meet and may not exceed the limit of three (3) individual events per day with a combination of time trials and individual meet events.
- Time Trial Entry Fees: \$20.00 per individual event NO Relay Time Trials**

Timers & Counters

- Timers will be provided for individual Finals events, including the 500 Freestyle and 400 Individual Medley events.
- Participating teams will be assigned lanes for timing for all Preliminary events, including relays.
- Athletes will need to provide their own timers for the 1500 Freestyles, the 800 Freestyles and Time Trials. Details will be announced following the close of entries at the General Meeting.
- Athletes wishing to have a counter for distance events, including the 1500 Freestyle and the 800 Freestyles, will need to provide a person for this purpose. Lap counting devices will be provided.

Hospitality

Hospitality will be provided for Coaches and Officials. Athletes may not be present in the Hospitality Room.

Meet Information & Results:

Meet Information and post-meet results will be posted to the websites listed on p.1 of this Announcement.

Parking at the Facility

There is NO RV or Motor Home overnight parking permitted at either Aquatics Facility.

Additional information on parking will be distributed the week prior to the meet.

Concessions & Other Meet Vendors

Concessions & other meet vendors may be available at this event. Additional details will be provided as soon as they are available.

HOTELS

Discounted Hotel Block Options are available for this meet – use the link below to access additional information!

https://playfresno-housing.org/events/events_all?venue_id=7

Facility Directions**CLOVIS NORTH AQUATICS COMPLEX**

2770 E. International Ave., Fresno, CA 93730

CA-41 or CA-99 to Herndon Avenue, east on Herndon to Willow, north on Willow to the corner of Willow & International Continue on Willow to the north end of the campus and turn onto the access road, Bronco Way. Drop off at the pool entrance and park in the spaces near the pool or continue to Chestnut and left into the larger parking lot. Park only in marked spaces.

CLOVIS WEST AQUATICS COMPLEX

1070 E. Teague Fresno, CA 93720

From the south: Highway 99 (N) to 41 (N) to Herndon Avenue, east on Herndon to Millbrook, north on Millbrook to the corner of Millbrook & Teague. Continue on Millbrook to Cole and turn right and then immediately right into the campus parking lot.

From the north: Take highway 99 (S) to Herndon Avenue, east on Herndon and follow the directions above.

OFFICIALS

Officials interested in attending this event are invited to apply to officiate by completing the online application (see link below in [BLUE](#)). Applicants must be a current member in good standing of USA Swimming, and an LSC-certified official.

Officials Online Application link: [2023 Western Zone Senior Championships – Officials Application](#)

- **Application Deadline for Assigned Positions: June 10, 2023** * Officials will be notified of their assigned position status by June 17, 2023.
- **Application Deadline to receive meet-specific Officials Polo & Name Tag: June 25, 2023**
- Applications for Stroke & Turn will be taken at any time; however, only those who apply by June 25, 2023, will be assured of receiving a meet polo & name tag.

This meet has been designated as a training meet for N2 and N3 Officials Certification. OQM # PENDING

Please indicate your interest in receiving an evaluation when submitting the Officials Application.

- Each official can only receive one evaluation.
- To receive an evaluation, you must work a minimum of four sessions, have all your credentials up to date, and have completed the necessary USA Swimming requirements.
- **Requests for evaluations must be received by July 5, 2023.**

Officials Uniform

The uniform for officials for the meet will be:

- **Prelims & Finals:** White polo shirt * khaki shorts, skirt/skort, or pants * white, closed toe shoes with white socks
- **Meet-specific Officials Polo & Name Tag:** **All officials who have submitted their application by June 25, 2023, will receive a meet-specific Officials Polo for Finals & a personalized Name Tag.** Please visit [2023 Western Zone Senior Championships – Officials Application](#) for additional information.

Officials Meetings

ALL OFFICIALS MUST ATTEND THE MANDATORY OFFICIALS BRIEFINGS BEFORE EACH SESSION. Officials Meetings will be one hour before each day's sessions; location and exact times TBA.

Officials Reimbursement Fund

This fund provides reimbursement assistance to officials who work at least 80% of the meet sessions including time trial sessions and who are not being reimbursed from another source for their expenses to attend the Western Zone Senior Championship Meet.

- To be eligible, an official must be a USA Swimming member and in good standing with a Western Zone LSC.
- The funds generated from this meet are shared equally across all applicants who have met the work requirements.
- **NOTE: Any official from the host LSC is only eligible for \$150 stipend.**
- For more information please contact: Western Zone Officials Coordinator, Michael Davis - mekidadad1@yahoo.com

SAFE SPORT

The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. Components of the program include, but are not limited to, providing education and training, enforcing policies, rules and best practice guidelines, promoting healthy boundaries and mandated reporting of violations.

A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.

The Minor Athlete Abuse Prevention Policy ("MAAPP") (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.

Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.

All athletes age 18 and older must complete Athlete Protection Training ("APT") to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or before **July 25, 2023**, who has not completed APT by the first day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed.

Times achieved by an athlete who turns age 18 on or before **July 25, 2023**, who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.



2023 Western Zone Senior Championships

Qualifying Time Standards

Qualifying Time Period:

Aligned with 2023 Speedo Summer Junior Nationals

June 1, 2022 through close of entries

Dequal Time Standards:

2023 Speedo Summer Junior National Time Standards

Women				Men		
SCY	SCM	LCM	Event	LCM	SCM	SCY
26.09	29.09	29.89	50 Free	26.79	26.19	23.29
56.59	1:03.19	1:04.99	100 Free	59.19	57.09	51.19
2:02.69	2:16.09	2:20.09	200 Free	2:09.29	2:04.69	1:52.09
5:29.09	4:48.09	4:54.49	400/500 Free	4:34.19	4:27.89	5:04.39
11:21.19	9:56.09	10:08.99	800/1000 Free	9:35.09	9:15.69	10:34.99
18:57.79	18:51.19	19:29.59	1500/1650 Free	18:11.69	17:37.89	17:44.09
1:01.39	1:08.49	1:11.79	100 Back	1:05.89	1:02.09	55.99
2:13.89	2:28.99	2:34.79	200 Back	2:22.69	2:15.99	2:01.59
1:10.49	1:18.89	1:21.69	100 Breast	1:13.79	1:10.49	1:02.89
2:32.79	2:50.79	2:57.39	200 Breast	2:40.49	2:33.09	2:18.19
1:01.39	1:08.39	1:10.09	100 Fly	1:03.59	1:01.99	55.49
2:15.79	2:31.39	2:33.89	200 Fly	2:21.49	2:17.49	2:04.29
2:16.99	2:32.69	2:37.59	200 IM	2:25.09	2:18.69	2:04.69
4:52.29	5:24.59	5:35.09	400 IM	5:07.29	4:58.69	4:28.59
NA	NA	NA	400 Free Relay	NA	NA	NA
NA	NA	NA	800 Free Relay	NA	NA	NA
NA	NA	NA	400 Medley Relay	NA	NA	NA



2023 Western Zone Senior Championships

Bonus Time Standards

Qualifying Time Period:

Aligned with 2023 Speedo Summer Junior Nationals

June 1, 2022 through close of entries

Dequal Time Standards:

2023 Speedo Summer Junior National Time Standards

Women				Men		
SCY	SCM	LCM	Event	LCM	SCM	SCY
26.59	29.59	30.39	50 Free	27.29	26.69	23.79
57.59	1:04.19	1:05.99	100 Free	1:00.19	58.09	52.19
2:04.69	2:18.09	2:22.09	200 Free	2:11.29	2:06.69	1:54.09
NA	NA	NA	400/500 Free	NA	NA	NA
NA	NA	NA	800/1000 Free	NA	NA	NA
NA	NA	NA	1500/1650 Free	NA	NA	NA
1:02.39	1:09.49	1:12.79	100 Back	1:06.89	1:03.09	56.99
2:15.89	2:30.99	2:36.79	200 Back	2:24.69	2:17.99	2:03.59
1:11.49	1:19.89	1:22.69	100 Breast	1:14.79	1:11.49	1:03.89
2:34.79	2:52.79	2:59.39	200 Breast	2:42.49	2:35.09	2:20.19
1:02.39	1:09.39	1:11.09	100 Fly	1:04.59	1:02.99	56.49
2:17.79	2:33.39	2:35.89	200 Fly	2:23.49	2:19.49	2:06.29
2:18.99	2:34.69	2:39.59	200 IM	2:27.09	2:20.69	2:06.69
NA	NA	NA	400 IM	NA	NA	NA

Para 1 ZONE Motivational Time Standards																		
P1 - non-ambulatory (wheelchair bound): limited use of all four extremities	Girls								P1	Boys								
	10 & U P1		11-12 P1		13-14 P1		15 & O P1			10 & U P1		11-12 P1		13-14 P1		15 & O P1		
	SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM		SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM	
	1:37.89	1:37.89	1:29.39	1:29.39	1:22.89	1:22.89	1:21.59	1:21.59		50 FR	1:33.29	1:33.29	1:24.29	1:24.29	1:18.29	1:18.29	1:15.29	1:15.29
	3:25.49	3:25.49	3:07.69	3:07.69	2:53.99	2:53.99	2:51.19	2:51.19		100 FR	3:30.59	3:30.59	3:10.29	3:10.29	2:56.69	2:56.69	2:49.89	2:49.89
	8:12.49	8:12.49	7:29.39	7:49.39	6:56.59	6:56.59	6:50.09	6:50.09		200 FR	5:46.79	5:46.79	5:13.19	5:13.19	4:50.89	4:50.89	4:39.69	4:39.69
	1:55.89	1:55.89	1:45.79	1:45.79	1:38.09	1:38.09	1:36.59	1:36.59		50 BK	1:17.89	1:17.89	1:10.39	1:10.39	1:05.39	1:05.39	1:02.79	1:02.79
	3:32.99	3:32.99	3:14.59	3:14.59	3:00.39	3:00.39	2:57.49	2:57.49		100 BK	2:50.19	2:50.19	2:33.69	2:33.69	2:22.69	2:22.69	2:17.29	2:17.29
	1:47.29	1:47.29	1:30.99	1:37.99	1:30.79	1:30.79	1:29.39	1:29.39		50 BR	1:24.19	1:24.19	1:16.09	1:16.09	1:10.59	1:10.59	1:07.89	1:07.89
	5:05.89	5:05.89	4:39.39	4:39.39	4:18.99	4:18.99	4:14.99	4:14.99		100 BR	4:04.19	4:04.19	3:40.59	3:40.59	3:24.89	3:24.89	3:16.99	3:16.99
2:52.49	2:52.49	2:37.49	2:37.49	2:25.99	2:25.99	2:23.69	2:23.69	50 FL	2:37.89	2:37.89	2:22.59	2:22.59	2:12.39	2:12.39	2:07.29	2:07.29		
7:07.49	7:07.49	6:30.39	6:30.39	6:01.89	6:01.89	5:56.19	5:56.19	150 IM	7:02.79	7:02.79	6:21.89	6:21.89	5:54.59	5:54.59	5:40.99	5:40.99		
Para 2 ZONE Motivational Time Standards																		
P2 - dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair bound with high functioning upper body.	Girls								P2	Boys								
	10 & U P2		11-12 P2		13-14 P2		15 & O P2			10 & U P2		11-12 P2		13-14 P2		15 & O P2		
	SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM		SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM	
	53.29	56.09	48.79	51.29	45.19	47.49	44.49	46.79		50 FR	50.69	53.39	45.79	48.19	42.59	44.75	40.89	43.09
	1:58.69	2:04.89	1:48.39	1:54.09	1:40.49	1:45.69	1:38.89	1:44.09		100 FR	1:51.89	1:57.69	1:40.99	1:46.39	1:33.99	1:38.79	1:30.19	1:34.99
	4:04.29	4:17.09	3:43.09	3:54.79	3:26.59	3:37.69	3:23.59	3:34.29		200 FR	3:56.59	4:09.09	3:33.69	3:44.99	3:18.59	3:28.89	3:10.79	3:20.89
			9:17.49	7:35.09	8:25.49	6:52.59	8:17.49	6:46.09		400/ 500 FR			8:59.39	7:20.29	8:20.79	6:48.79	8:01.59	6:33.09
	1:04.79	1:08.19	59.19	1:02.29	54.89	57.69	53.99	56.79		50 BK	57.39	1:00.39	51.79	54.49	48.19	50.69	46.29	48.69
	2:29.89	2:37.69	2:16.89	2:24.09	2:06.89	2:13.49	2:04.89	2:11.39		100 BK	2:32.89	2:40.89	2:09.69	2:16.49	2:00.59	2:06.79	1:55.79	2:01.89
			4:42.39	4:57.19	4:21.79	4:35.49	4:17.69	4:31.19		200 BK			4:03.49	4:16.29	3:46.09	3:57.99	3:37.39	3:48.79
	1:07.69	1:11.19	1:01.79	1:04.99	57.29	1:00.29	56.39	59.29		50 BR	1:04.99	1:08.39	59.19	1:01.79	54.59	57.39	52.39	55.19
	2:29.99	2:37.89	2:16.99	2:24.19	2:05.19	2:13.69	2:05.09	2:11.59		100 BR	2:24.09	2:31.69	2:10.19	2:16.99	2:00.99	2:07.19	1:56.19	2:02.39
			5:00.09	5:15.79	4:38.19	4:52.79	4:33.79	4:48.19		200 BR			4:40.89	4:55.69	4:20.99	4:34.59	4:10.79	4:23.99
	1:05.29	1:08.69	59.59	1:02.69	55.19	58.09	54.39	57.19		50 FL	52.49	55.29	47.39	49.89	44.09	46.39	42.39	44.59
	2:47.69	2:56.49	2:33.19	2:41.19	2:22.09	2:29.49	2:19.79	2:27.09		100 FL	2:44.69	2:53.29	2:28.69	2:36.59	2:18.29	2:25.39	2:12.79	2:19.79
5:11.09	5:27.39	4:44.09	4:58.99	4:23.39	4:37.19	4:19.19	4:32.79	200 IM	4:53.49	5:09.89	4:25.09	4:38.99	4:06.29	4:19.09	3:56.69	4:09.19		
Para 3 ZONE Motivational Time Standards																		
P3 - single limb deficiencies, visual impairments, intellectual impairments, ambulatory without significant assistance.	Girls								P3	Boys								
	10 U P3		11-12 P3		13-14 P3		15 & O P3			10 U P3		11-12 P3		13-14 P3		15 & O P3		
	SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM		SCY	LCM	SCY	LCM	SCY	LCM	SCY	LCM	
	41.39	45.89	37.79	41.89	34.99	38.79	34.39	38.19		50 FR	37.39	41.49	33.79	37.49	31.39	34.79	30.09	33.49
	1:28.09	1:37.79	1:20.39	1:29.29	1:14.59	1:22.79	1:13.39	1:21.49		100 FR	1:21.19	1:30.19	1:13.39	1:21.49	1:08.29	1:15.79	1:05.49	1:12.79
	3:37.09	4:01.19	3:18.29	3:40.29	3:03.79	3:24.19	3:00.89	3:20.99		200 FR	3:05.69	3:26.29	2:47.69	3:06.39	2:35.79	2:53.09	2:29.79	2:46.39
	8:14.09	7:14.29	7:31.29	6:36.69	6:58.29	6:07.69	6:51.69	6:01.89		400/ 500 FR	8:01.09	7:02.89	7:14.39	6:21.89	6:43.49	5:54.69	6:27.89	5:40.99
			17:06.19	14:33.39	15:58.09	13:35.39	15:44.49	13:23.79		800/ 1000 FR			17:08.19	14:34.99	15:54.69	13:32.49	15:17.89	13:01.19
			30:59.39	29:02.59	29:03.69	27:13.89	28:40.09	26:52.09		1500/ 1650 FR			31:47.89	29:48.09	29:31.59	27:40.29	28:23.49	26:36.49
	52.19	57.89	46.89	52.09	42.99	47.69	42.19	46.79		50 BK	42.79	47.59	38.69	42.99	35.99	39.89	34.59	38.39
	1:45.49	1:57.19	1:36.38	1:47.09	1:29.39	1:39.29	1:27.99	1:37.69		100 BK	1:30.29	1:40.29	1:21.59	1:30.59	1:15.69	1:24.09	1:12.79	1:20.89
			3:57.09	4:23.39	3:36.89	4:00.89	3:32.79	3:56.39		200 BK			3:15.59	3:37.29	3:01.69	3:21.79	2:54.59	3:13.99
	52.69	58.49	47.49	52.69	43.39	48.19	42.59	47.29		50 BR	46.79	51.99	42.29	46.99	39.29	43.59	37.79	41.89
	1:52.29	2:04.69	1:42.59	1:53.89	1:35.09	1:45.59	1:33.49	1:43.89		100 BR	1:43.89	1:55.39	1:33.79	1:44.29	1:27.19	1:36.79	1:23.79	1:33.09
			3:49.99	4:15.49	3:30.39	3:53.69	3:26.39	3:49.29		200 BR			3:25.39	3:48.19	3:10.79	3:31.89	3:03.39	3:23.79
	47.39	52.59	42.59	47.29	38.99	43.29	38.29	42.49		50 FL	40.59	45.09	36.69	40.79	34.19	37.89	32.79	36.39
	1:35.39	1:45.89	1:27.09	1:36.69	1:20.69	1:29.59	1:19.39	1:28.19		100 FL	1:25.39	1:34.89	1:17.19	1:25.69	1:11.69	1:19.59	1:08.89	1:16.49
			3:45.69	4:10.69	3:26.39	3:49.29	3:22.49	3:44.99		200 FL			3:15.19	3:36.89	3:01.29	3:21.39	2:44.29	3:13.69
	3:43.19	4:07.89	3:23.79	3:46.39	3:08.99	3:29.89	3:05.99	3:26.59		200 IM	3:16.99	3:38.89	2:57.99	3:17.69	2:45.29	3:03.59	2:38.89	2:56.49
			8:12.89	9:07.59	7:30.79	8:20.79	7:22.29	8:11.39		400 IM			7:13.39	7:46.79	6:30.49	7:13.79	6:56.79	6:56.79



2023 WESTERN ZONE AGE GROUP CHAMPIONSHIPS

Wednesday, August 2nd – Saturday, August 5th

Hosted by:

Idaho Competitive Aquatics
Idaho Central Aquatics Center
3575 S. Findley Ave., Boise, ID 83705



ENTRY DEADLINE: WEDNESDAY * JULY 26, 2023 * 5:00 pm Pacific Time

Held Under the Sanction of Snake River Swimming, Inc. and USA Swimming, Inc.

Sanction #23-15 Officials Qualifying Meet # PENDING

Websites:

www.wagzones2023.com * * * www.westernzoneswimming.org

Sanction:

This meet has been sanctioned by Snake River Swimming and current USA Swimming rules and Snake River Swimming Policies & Procedures will apply. All athletes must be currently registered as premium or outreach members for 2023 with USA Swimming. Snake River Swimming does not allow on-deck USA Swimming registrations. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

Liability:

In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. It is further understood that Snake River Swimming, Inc., all meet officials, the Idaho Central Aquatics Center, and Idaho Competitive Aquatics, LLC shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet. Damage to the facility, when proven, will cause the offending athlete's team to be held accountable for repairs.

Meet Referee

Mike Davis
408-761-1501 (cell)
mekidadad1@yahoo.com

Administrative Referee

Mark Brown
916-201-1254 (cell)
mark.brown.15@gmail.com

Meet Director

Ryan Stratton
208-409-2293 (cell)
ryan@strattoncpa.com

Facility:

Indoor Myrtha competition tank, 50 meters by 25 yards, 8 lanes, 2.5 meters per lane, uniform depth of 2 meters. Electronic timing and LCD scoreboard systems. Indoor 25-yard, 6-lane tank serves as the warmup pool, and has uniform depth of 4 feet. Indoor bleacher-style seating for 1,200 spectators, plus a team seating area for 800+ athletes. Onsite parking for administrative personnel and officials. Bus parking available at adjacent Flying J Travel Center Truck Stop. Parking for spectators, team vehicles, and buses is available at adjacent shopping center parking lots. Free street parking is also available. The host will ensure the required course dimensions.

MEET SCHEDULE SUMMARY

MEETING SCHEDULE		
General Meeting	Monday, July 31, 2023 @ 2:00 PM Mountain (MDT) via ZOOM	
Officials’ Meetings	One hour prior to the start of competition * Details, p.12	
WZ AG Championship Business Mtg	Wednesday, August 9, 2023 @ 11:30 AM Pacific Time via ZOOM	
COMPETITION SCHEDULE	PRELIMINARIES	FINALS
Wednesday - Saturday August 2 – 5, 2023 Projected Timeline TBA at General Mtg	Assigned Warm-Up @ 6:30-8:15 AM Competition @ 8:30 AM Warm-Up Details p. 8 & 9	Warm-Up 1 hr prior to Finals Competition At least 2 hrs after end of Prelims

Supervised Warm-Ups

Competition & warm-up pools will be available Monday & Tuesday, July 31st & August 1st * Details: p. 9

MEET FORMAT

- **Meet format** will be LCM Prelims (8 lanes) and LCM Finals (8 lanes). One championship heat and one consolation heat will compete in Finals, except as noted in the Order of Events, p. 3 of this announcement.
- **Order of Seeding** will be Long Course Meters (LCM), Short Course Yards (SCY), Short Course Meters (SCM).
Bonus events will be seeded after the above, in the same order: BLCM-BSCY-BSCM.

INDIVIDUAL EVENTS

- **Preliminary Heats of Individual Events and all Individual Timed Finals Events will be seeded and swum Fastest to Slowest.**
See Order of Events, (A) & (B) on p.3 of this announcement, for additional information on Individual Timed Finals Events.
- **Circle-Seeding** Top 3 heats of **preliminary** individual events 200M or less, and top 2 heats of **preliminary** individual events of 400M will be circle-seeded, with the fastest athlete in **Heat 3 for events 200M or less**, and in **Heat 2 for events of 400M**, respectively.
- **Finals Heats of Individual Events** will be seeded and swum **Slowest to Fastest**: Consolation, Championship, except as noted below (see additional details on p. 3 of this announcement, Order of Events):
 - **The fastest seeded heat of the following Timed Finals events will swim in FINALS, in event order:**
 - 11-12 400 Individual Medley * 11-12 400 Freestyles * 13-14 800 Freestyles * 13-14 1500 Freestyles
- **Chase Starts** will be used for all Individual Preliminary & Individual Timed Final events, **except** for the following:
 - **ALL heats of 50M events** will start at the **EAST/SCOREBOARD** end for **both Prelims and Finals**.
 - **Preliminary heats of the 800M/1500M Freestyles** swum at the conclusion of Prelims will start at the **WEST** end
- **Finals Events** will start from the **WEST** end *except for 50M events*, which start at the **EAST/SCOREBOARD** end
- **There will be NO Finals Ready Room at this event.**
 - Athletes will **NOT** be paraded to the blocks. Athletes are to report directly to their lane.
 - The Consolation heat will be announced in the water; the Championship heat will be announced at the blocks.

RELAYS

- **ALL RELAYS** will be conducted as Timed Finals, swum **Slowest to Fastest** in event order, **ALL heats in FINALS**.
- There will be a 10-minute break, following the end of individual competition in Finals, prior to the swimming of Finals Relays.
- **ALL Relays** will start from the **WEST** end of the competition pool.
- See **Relay Entries, p.9 of this meet announcement** for additional important information regarding Relays.

ORDER OF EVENTS

Wednesday * August 2, 2023			Thursday * August 3, 2023		
Girls Event #		Boys Event #	Girls Event #		Boys Event #
1	11-12 400 Individual Medley (A)	2	26	10&U 100 Freestyle	27
3	10&U 50 Breaststroke	4	28	11-12 200 Freestyle	29
5	11-12 50 Breaststroke	6	30	13-14 200 Freestyle	31
7	13-14 100 Breaststroke	8	32	10&U 50 Butterfly	33
9	10&U 200 Freestyle	10	34	11-12 50 Butterfly	35
11	11-12 100 Freestyle	12	36	13-14 100 Butterfly	37
13	13-14 100 Freestyle	14	38	10&U 200 Individual Medley	39
15	10&U 100 Backstroke	16	40	11-12 200 Individual Medley	41
17	11-12 100 Backstroke	18	42	13-14 400 Individual Medley	43
19	13-14 200 Backstroke	20	44	11-12 200 Backstroke	45
21	13-14 800 Freestyle (B)	22	46	10&U 200 Single Gender Medley Relay	47
23	10&U 200 Mixed Gender Freestyle Relay	23	48	12&U 200 Single Gender Medley Relay	49
24	12&U 200 Mixed Gender Freestyle Relay	24	50	14&U 200 Single Gender Medley Relay	51
25	14&U 200 Mixed Gender Freestyle Relay	25			

Friday * August 4, 2023			Saturday * August 5, 2023		
Girls Event #		Boys Event #	Girls Event #		Boys Event #
		#			#
52	11-12 200 Butterfly	53	73	13-14 200 Individual Medley	74
54	10&U 100 Breaststroke	55	75	10&U 50 Freestyle	76
56	11-12 100 Breaststroke	57	77	11-12 50 Freestyle	78
58	13-14 200 Breaststroke	59	79	13-14 50 Freestyle	80
60	10&U 50 Backstroke	61	81	10&U 100 Butterfly	82
62	11-12 50 Backstroke	63	83	11-12 100 Butterfly	84
64	13-14 100 Backstroke	65	85	13-14 200 Butterfly	86
66	11-12 400 Freestyle (A)	67	87	11-12 200 Breaststroke	88
68	13-14 400 Freestyle	69	89	13-14 1500 Freestyle (B)	90
70	10&U 200 Mixed Gender Medley Relay	70	91	10&U 200 Single Gender Freestyle Relay	92
71	12&U 200 Mixed Gender Medley Relay	71	93	12&U 200 Single Gender Freestyle Relay	94
72	14&U 200 Mixed Gender Medley Relay	72	95	14&U 200 Single Gender Freestyle Relay	96

(A) These events will be conducted as **Timed Finals**, with the **fastest seeded heat** swimming in **Finals** in event order.

(B) The **800M/1500M Freestyles** will be conducted as **Timed Finals, seeded and swum Fastest to Slowest, alternating heats by gender** (Girls then Boys), unless otherwise combined by the Meet Referee.

The fastest seeded heat of these events will swim in Finals in event order.

All other heats will be swum at the **conclusion** of their respective Preliminary sessions.

There will be a 10-minute break at the conclusion of the respective Preliminary sessions, prior to the swimming of these events.

2023 Western Zone Age Group Championship Time Standards

Qualifying Time Period: August 3, 2022 through the entry deadline, July 26, 2023

The Western Zone Age Group Championship Time Standards will be the
2021-24 USA Swimming National Age Group Motivational Time Standards - "AAA" combined Age Group Standards:
10&U * 11-12 * 13-14 for both genders

There are NO De-qualification Rules or Standards for this meet.

Girls			10 & Under	Boys		
LCM	SCM	SCY	Event	LCM	SCM	SCY
32.79	31.89	28.89	50 Free	32.79	31.59	28.59
1:13.09	1:10.89	1:04.19	100 Free	1:12.89	1:10.29	1:03.69
2:39.79	2:35.79	2:20.89	200 Free	2:36.59	2:31.29	2:16.89
38.89	36.79	33.29	50 Back	38.89	37.09	33.49
1:23.89	1:19.29	1:11.79	100 Back	1:22.89	1:19.79	1:11.89
43.09	41.89	37.89	50 Breast	42.69	41.19	37.29
1:34.89	1:31.89	1:23.09	100 Breast	1:33.79	1:30.99	1:22.19
36.59	35.89	32.49	50 Fly	36.29	35.29	31.99
1:24.59	1:21.99	1:14.19	100 Fly	1:23.59	1:21.69	1:13.19
2:59.59	2:53.99	2:37.39	200 IM	2:58.39	2:52.49	2:36.19

11-12

LCM	SCM	SCY	Event	LCM	SCM	SCY
30.39	29.59	26.59	50 Free	29.29	28.29	25.59
1:06.09	1:03.89	57.79	100 Free	1:03.89	1:01.69	55.79
2:23.19	2:19.99	2:05.99	200 Free	2:19.49	2:15.19	2:01.39
5:01.69	4:55.09	5:36.89	400/500 Free	4:55.09	4:46.89	5:27.89
34.49	33.29	29.99	50 Back	33.69	32.49	29.29
1:15.39	1:11.89	1:04.69	100 Back	1:12.99	1:09.39	1:02.79
2:40.69	2:33.39	2:18.79	200 Back	2:36.69	2:29.89	2:15.19
38.49	37.39	33.79	50 Breast	37.49	36.19	32.69
1:24.79	1:21.19	1:13.19	100 Breast	1:22.19	1:18.79	1:10.49
3:02.79	2:56.39	2:37.89	200 Breast	2:56.59	2:49.29	2:32.49
32.39	31.89	28.69	50 Fly	31.89	31.19	28.19
1:13.09	1:11.49	1:04.19	100 Fly	1:10.89	1:09.39	1:02.39
2:40.99	2:36.99	2:21.39	200 Fly	2:37.49	2:33.29	2:16.09
2:41.89	2:36.89	2:21.59	200 IM	2:37.79	2:31.99	2:17.29
5:45.49	5:33.59	5:01.89	400 IM	5:37.79	5:23.89	4:53.19

13-14

LCM	SCM	SCY	Event	LCM	SCM	SCY
29.19	28.39	25.59	50 Free	27.09	26.09	23.49
1:03.29	1:01.49	55.49	100 Free	59.09	56.99	51.59
2:16.89	2:12.99	1:59.49	200 Free	2:08.89	2:04.19	1:52.39
4:48.19	4:41.49	5:20.39	400/500 Free	4:34.29	4:25.89	5:03.79
9:53.99	9:38.99	11:01.59	800/1000 Free	9:30.29	9:10.89	10:29.49
18:56.49	18:16.29	18:22.79	1500/1650 Free	18:09.39	17:25.89	17:31.99
1:10.69	1:06.99	1:00.19	100 Back	1:05.89	1:02.59	56.19
2:31.19	2:25.29	2:11.09	200 Back	2:23.09	2:16.39	2:02.79
1:20.19	1:16.99	1:09.09	100 Breast	1:14.59	1:10.69	1:03.89
2:52.59	2:46.69	2:29.99	200 Breast	2:41.39	2:34.89	2:18.79
1:08.09	1:06.79	59.99	100 Fly	1:03.89	1:01.99	55.89
2:31.69	2:27.69	2:12.79	200 Fly	2:22.19	2:17.49	2:04.29
2:33.89	2:28.89	2:13.39	200 IM	2:25.09	2:18.89	2:05.69
5:26.49	5:17.59	4:45.69	400 IM	5:08.59	4:56.79	4:28.29

RULES

- Conduct of the sanctioned event shall conform in every respect to current rules of USA Swimming including technical and administrative rules and the Minor Athlete Abuse Prevention Policy ("MAAPP"). All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. Additional details regarding Safe Sport compliance can be found on p. 13 of this meet announcement. Current Snake River Swimming Policies & Procedures will also apply.
- **The age of the athlete will be his/her age as of August 2, 2023, the first day of competition.**
- All athletes entered in the meet must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down.
- Any athlete entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start, including both a Forward Start and a Backstroke Start, or must start each race from within the water without the use of the backstroke ledge.
- It shall be the athletes' and coaches' responsibility to acquaint themselves with all the information in this Meet Announcement and any information and changes announced at the General Meeting.
- Athletes and coaches are responsible for being familiar with this meet's scratch rules and procedures.
- Deck changes are prohibited.
- The use of audio or visual recording devices, including a cell phone, is not allowed in changing areas, restrooms, or locker rooms.
- Photography, including visual recordings, is not allowed behind the starting blocks during the start of a race or relay exchange.
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.
- Medical supervision will be available to all athletes participating in the meet. Personnel with current Red Cross lifeguarding, first aid, and CPR/AED certification will be available throughout warm-ups and competition. The facility's AEDs are located in the Northeast corner under the scoreboard and in the Southwest corner adjacent to the lobby doors.
- **All athletes entered in the competition must comply with current USA Swimming rules regarding swimwear. Important Information on USA Swimming's Rules for Tech Suit Use for 12U Athletes can be found [HERE](#) on the USA Swimming website. Compliance with these rules is the responsibility of athletes, coaches, and parents.**

RESTRICTIONS

- **This is a CLOSED-DECK meet.**
 - Only athletes, coaches, officials, team chaperones, and assigned meet volunteers will be permitted on the competition deck.
 - Only athletes, coaches, officials, team chaperones, and others with appropriate credentials will be permitted in the Team Areas.
- Tobacco products of any kind, vaping, alcoholic beverages, and glass containers are not allowed in the swimming venue.
- Shaving is not permitted anywhere in the facility.
- Service animals only are allowed in the facility.

Athlete Supervision and Safety

Per Western Zone policy, each LSC is required to have at least one adult chaperone in the Team Area supervising their LSC athletes whenever their athletes are in the Team Area. Teams are encouraged to monitor the location of their athletes in the venue when they are not actively competing.

Meet Marshals will be present to assist in the monitoring of athletes in the warm-up area, and on the competition deck. Additionally, occasional sweeps of the locker rooms will be performed (women checking girls locker rooms & men checking boys locker rooms).

Broadcast Statement

Photographs, videotape, audio, and/or other visual recordings of the event created by a spectator may be used solely for such spectator's personal non-commercial use and may not be broadcast, published, disseminated, or used for any commercial purpose without the prior consent of USA Swimming.

Image Authorization

All participants agree to be filmed and photographed by the official photographer(s) and network(s) of the 2023 Western Zone Age Group Championship under the conditions authored by USA Swimming. Event organizers are additionally granted the right to use the pictures, likeness, and biographical information before, during, or after the period of participation in USA Swimming competitions to promote such competition.

ELIGIBILITY

This meet is open to athletes who:

1. Are currently registered Premium or Outreach members of USA Swimming. **There will be no on-deck USA Swimming registration.**
2. Are currently registered with a USA Swimming LSC of the Western Zone as of the day meet entries close, **July 26, 2023.**
3. Are no older than 14 years of age as of the first day of the meet, **August 2, 2023.**
4. Have been selected by their LSC to participate in this meet as a member of their designated LSC team.
5. Have met the appropriate **2023** qualifying times in competition between **August 3, 2022**, and the entry deadline, **July 26, 2023.**
6. Have qualifying entry times achieved at USA Swimming sanctioned, approved, or observed competitions. Entry times not in the SWIMS database must be proven to the Administrative Referee or designated representative by the LSC upon request. Failure to provide such proof of time will result in a \$250.00 fine to the athlete's LSC. 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. Proof of relay entry times is not required.
7. **Athletes with disabilities:** Each LSC may bring two (2) athletes with disabilities ages 12 and under, and two (2) athletes with disabilities, ages 13-14. Athletes with disabilities are not required to meet the qualifying time standards for their age group; however, they must provide a time for each event entered. Classification of disability does not apply for this meet. **Please identify athletes with disabilities when submitting entries, as well as accommodation requests. Thank you!**

ENTRIES

***** Entry Qualifying Time Period: August 3, 2022 to July 26, 2023 *****

All entries must be submitted via email by the competing LSC using a USA Swimming approved Standard Database Interchangeable Format (SDIF) electronic entry file.

Entry Deadline: Wednesday * July 26, 2023 * 5:00 pm Pacific Time

- All entries shall be submitted ONLY by the LSC Team Entry Representative, on behalf of the LSC.
- With the submission of entries, the Team Entry Representative attests that all athletes entered are registered with USA Swimming.
- Submitted entries must include an athlete's full legal name, age, birthdate, USA Swimming ID number, and LSC team code.
- **Altitude Adjustment of Entry Times:** Meet qualifying times are stated at sea level; however, times achieved at an altitude of 3,000 feet or above may be adjusted in accordance with current USA Swimming policies.
- **Designation of Non-Conforming & Bonus Times:**
 - Qualifying **short course times** shall be designated in the entry file with a **"Y" for short course yards and a "S" for short course meters.**
 - **Entries not meeting the qualifying time standard shall be designated with a "B" for bonus swim**, in addition to the course designation: "L" – LCM, "Y" – SCY, or "S" – SCM. Eg: 1:01.55BL * 55.55BY * 59.59BS
 - Converted times are not allowed.

Entry Limits

- **Individual**
Athletes may enter up to six (6) individual events total but may not compete in more than three (3) individual events per day.
- **Team**
 - Each LSC athlete roster is limited to no more than **80 athletes total, not including athletes with disabilities.**
 - **Each LSC may enter up to 400 individual events; however no more than 160 may be slower than the qualifying time standards. Entry times slower than the qualifying time standard are to be designated as "Bonus" (see Entries, above).**
 - LSCs with entries exceeding 400 individual events and/or 160 "bonus" events, shall scratch down to the stated limits prior to Wednesday's Scratch Deadline **of 6:00 pm on Tuesday, August 1st** – see Scratch Procedures, p.9. Failure to comply shall be deemed to **have given the Meet Referee the authority to eliminate entries to comply with the stated limits. "Bonus" swims will be scratched first.** Entries for athletes with disabilities are not included in the stated LSC limits.
 - Each LSC is limited to **one (1) "bonus" swim per gender, per age group, for individual events 400M or longer.** Entries exceeding this limit must be scratched prior to the close of the scratch deadline for the event. If the LSC fails to scratch excessive entries, the Administrative Referee shall have the authority to eliminate entries to comply with the stated limits. "Bonus" swims will be scratched first. Entries for athletes with disabilities are not included in the stated LSC limits.

Entry Limits, con't

▪ Relay Entries

- Each LSC is limited to two (2) relays per relay event for **single** gender relays.
- Each LSC is limited to three (3) relays per relay event for **mixed** gender relays.
 - Mixed gender relays must be comprised of two female athletes and two male athletes.
 - *If an LSC enters three mixed gender relays, only the top two (2) finishing relays are eligible to score.*
- Entry times for relays are required when meet entries are submitted. Proof of relay entry times is not required.
- Relays must be made up of athletes entered in the meet whose age and gender meet the event description. Athletes are limited to one age group relay per session.
- Relays will be scored, awards presented, and records kept for the following age groups: 10&U, 12&U, 14&U.

NO REFUNDS will be given for submitted entries that are subsequently scratched by an LSC's coach, the Meet Referee, or the Administrative Referee.

Entry Fees

- **\$20.00 per athlete surcharge**
- **\$20.00 per individual event entry** (\$5.00 paid by meet host to Zone Treasury)
- **\$30.00 per relay entry** (\$5.00 paid by meet host to Zone Treasury)
- **Payment of Entries:** Payment for entries will be collected on-site at the REGISTRATION DESK and must be paid in full to receive the team's packet containing meet credentials and team information.
 - Teams will have the option of paying by either check or credit/debit card at the Registration Desk.
 - *Make checks payable to IDAHO COMPETITIVE AQUATICS*
 - *If paying by credit card, a 2.75% convenience fee will be added to your invoice.*
- **NO REFUNDS** will be given for submitted entries that are subsequently scratched by an LSC's coach, the Meet Referee, or the Administrative Referee.

Entry Deadline **SDIF Entry File must be received via email by 5:00 PM Pacific Time, July 26, 2023**
 Submit entries via email to the Administrative Referee, **Mark Brown mark.brown.15@gmail.com**

Submitting Entries

- **EMAIL SDIF Meet Entry File** to Administrative Referee **Mark Brown mark.brown.15@gmail.com**
- **Include the following as PDF attachments** * Team Staffing may be listed in the body of the email:
 - **Individual and Relay Entries**
 - **Team Entry Fees Summary**
 - **LSC Team Staffing:** Number of Coaches, Managers, and Chaperones attending meet
 - 📄 **Coaches Heat Sheet Fee:** 0 – 6 Coaches * No Charge / **7+ Coaches * \$5.00 per coach over 6**
- **Receipt of entries is not considered confirmed until the LSC Team Entry Representative receives a confirmation email from Administrative Referee Mark Brown.** If an entry confirmation email is not received within 24 hours of the meet entry deadline, contact Administrative Referee Mark Brown immediately.
- **PRINT hard copies of Individual and Relay entries submitted** and bring to meet as reference documents.

Administrative Entry Errors

Entries for an athlete that are incorrect due to administrative error may be corrected if the following requirements are met:

1. The LSC entering the athlete can prove, with documentary evidence, to the satisfaction of both the Meet Referee and the Administrative Referee that the administrative error is exclusively the fault of the LSC and not in any way the fault of the athlete.
2. Such documentary evidence must be submitted to the Meet Referee or the Administrative Referee **prior to 6:00 pm, Tuesday, August 1st** (NO exceptions) where it will be subject to approval. If approved, the athlete shall be seeded correctly.

Late Entries

Late entries will only be accepted in accordance with the Western Zone Swimming Championship Regulations, [Section VII.9.5.10.](#)

In summary:

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:

- The late LSC shall pay to the meet host an administrative penalty equal to that LSC's total entry fees.
- The late LSC shall not score points for its individual swims but shall receive points from all its swum relays.
- The late LSC's swimmers shall be seeded correctly, shall earn individual awards and times of record.

Meet Entry Questions

Questions concerning meet entries should be directed to Administrative Referee [Mark Brown](#) mark.brown.15@gmail.com. Email is requested and preferred.

GENERAL MEETING

A General Meeting will be held on [Monday, July 31, 2023 via ZOOM 2:00PM Mountain \(MDT\)](#). Additional details will be distributed following the close of entries on [July 26, 2023](#). **Each LSC must have at least one coach and one team representative in attendance.**

REGISTRATION DESK * Clerk of Course

All athletes, coaches, officials, and team managers participating in this competition must be currently registered for 2023 with USA Swimming.

- All athletes, coaches, officials and team managers should be prepared to present their USA Swimming ID Card or Deck Pass as proof of their registration to the Meet Referee, the Meet Director, or their designee at any time. Photo ID may also be requested.
- All athletes, coaches, officials and team managers (including designated team chaperones) will receive a meet-specific credential, which will serve as a deck pass, and is to be displayed in order to access the competition deck and team areas.

Tuesday, August 1st: The Registration Desk will be located in the lobby of the facility and will open at 12:00 PM (Noon) Local Time (MDT). Registration will remain open through the end of Supervised Warm-Ups, at 7:00 pm Local Time (MDT).

- All coaches and officials will be required to sign in and present their current USA Swimming credentials to obtain a meet credential from the Registration Desk on Tuesday.
- Team managers will be required to sign in and present their current USA Swimming credentials to obtain a meet credential from the Registration Desk on Tuesday.
- Upon signing in and receiving their meet credential, Team Managers will also receive the meet credentials for their athletes and team chaperones.

Wednesday – Saturday, August 2nd – 5th: Clerk of Course will be open at 7:00 AM – 7:00 PM Local Time (MDT) and will be located in the facility lobby. **Officials arriving after Tuesday** should obtain their deck pass at the Registration Desk prior to working their first session. Refer to **Important Information for Officials**, p. 12 of this meet announcement.

WARMUPS

Snake River Swimming Safety Guidelines and Warm-Up Procedures will be in effect for this meet.

A copy of these guidelines and procedures will be emailed to the Team Entry Contact and will be posted at the facility. The Meet Referee reserves the right to modify warm-ups as determined to be in the best interest of the safety of the athletes and the conduct of the meet.

▪ Pre-Meet Supervised Warm-Ups

- Idaho Central Aquatic Center will be available for pre-meet supervised warm-ups on Monday, July 31st, 3:00 – 6:00 PM Local Time (MDT), and Tuesday, August 1st, 12:00 PM – 7:00 PM Local Time (MDT). Both the 50M competition pool and the 25Y warm-up pool will be available. However, **lane space and practice times must be scheduled in advance.**
- **To schedule lane space and practice times, contact the Meet Director.**
- LSC team athletes must be supervised by one of their LSC team coaches for the entire length of the practice. The LSC team coach supervising the practice must have a current USA Swimming Coach membership.

▪ Meet Warm-Ups: Prelims

- **ASSIGNED** warm-ups will be available in both the 50M competition pool and the 25Y warm-up pool **Wednesday – Saturday mornings, 6:30 – 8:15 AM Local Time (MDT)**. Assignments will be made by LSC for a specific lane and warm up time and will be distributed no later than the General Meeting.
- **25Y Warm-Up Pool** will be available for general warm-up/warm-down from **8:15 AM Local Time (MDT)** until 30 minutes after the completion of the preliminary session. The facility will be closed between Preliminary and Finals sessions.

WARMUPS, cont'd

▪ Meet Warm-Ups: Finals

- **OPEN** warm-ups will be available in both the 50M competition pool and the 25Y warm-up pool Wednesday – Saturday at the start of the published Finals warm-up start time.
- **25Y Warm-Up Pool** will be available for general warm-up/warm-down from the start of the published Finals warm-up time until 30 minutes after the completion of the nightly Finals session. The 50M competition pool will close 10 minutes after the completion of the Finals session each night.

SCRATCH PROCEDURES

The USA Swimming National Championship scratch procedure and no-show rules will be used at this meet. These rules are described in the current USA Swimming Rules & Regulations **207.11.6**

In summary:

- Any athlete who fails to compete in an individual preliminary event in which the athlete is entered *and has not properly scratched* will be barred from all further individual and relay events for that day and must check in with the Administrative Referee prior to the scratch deadline each day for the remainder of the meet.
- **Athletes will have 30 minutes** after the announcement of finals event qualifiers **to declare their intention to scratch** from final events and must declare their final intention to scratch or swim within 30 minutes of their last individual preliminary event of that session.
- *Any athlete seeded in an individual finals event who does not properly declare their intention to scratch and fails to compete in that finals event will be barred from competition for the remainder of the meet.*

**ALL SCRATCHES FOR THIS MEET MAY BE SUBMITTED ELECTRONICALLY TO THE ADMINISTRATIVE REFEREE
MARK BROWN VIA EMAIL mark.brown.15@gmail.com OR TEXT (916) 201-1254**

Scratches may also be submitted in person during the meet

All scratches must be submitted by the stated deadlines – See details, below

Scratch Procedures for Individual Events

- Scratches prior to the seeding of individual events shall be confirmed with Administrative Referee **Mark Brown** prior to the daily scratch deadline by: (1) email, mark.brown.15@gmail.com; (2) via text: (916) 201-1254; OR (3) by properly filling out and depositing a scratch card in the scratch box. Scratch cards will be available at the Admin Desk.
- The Scratch Box will be located **at the Registration Desk on Tuesday, August 1st**, and at the Administration Desk for the duration of the meet.

Scratch Deadline for Wednesday's Individual Events - **Tuesday, August 1st at 6:00 PM Local Time (MDT)**

- Athletes are considered checked in for ALL individual events on Wednesday including the 800M Freestyle events *unless scratched*.

Scratch Deadline for Thursday – Saturday's Individual Events

- **Athletes are considered checked in for ALL other individual events for the rest of the meet including the 1500M Freestyle events *unless scratched*.**
- Scratch Deadline will be 30 minutes after the start of Finals for the following day's individual events.

ALL RELAYS require submission of completed relay form by **12:00 PM (MDT) on the day of the relay event *in order to be seeded*.**

- Relay entry forms will be distributed each morning with the Preliminary session heat sheets.
- Up to eight athletes may be listed on the relay form, and the order made be changed up to the time the lead athlete is called to the blocks.
- The Meet Referee, in concurrence with the Administrative Referee, may re-seed a relay with an unrealistic time to the first heat with a NT (no time) entry.

SCORING

Scoring will be on a sixteen (16) place basis. **Individual events:** 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1. **Relays** will score double.

AWARDS

- **Individual Events:** medals for first (1st) through eighth (8th) place; ribbons for ninth (9th) through sixteenth (16th) place
- **Relay Events:** medals for first (1st) through third (3rd) place; ribbons for fourth (4th) through eighth (8th) place
- **Team Awards:** Trophies for first (1st) through eighth (8th) place ***First Place Trophy: Scottie Aschermann Team Championship Award**
- **Adam Szmidt Team Sportsmanship Award:** Trophy awarded to the team demonstrating superior sportsmanship, total team support, consistent positive attitude throughout the entire meet and unified team appearance (uniform, shirts, suits, etc).
 - Award Selection Committee: Western Zone Director(s), Meet Director(s), One Coach and one Athlete from each LSC
 - Ballots will be distributed to each LSC team at check-in. Ballots are to be cast daily by members of the Selection Committee prior to the start of the Relays in the Finals session.
- **Presentation:** Trophies will be presented on Saturday at the conclusion of Finals. Medal and ribbons may be picked up by a team representative at the Clerk of Course the day after the awards are earned. All awards are to be collected by teams prior to leaving the venue after Saturday Finals. Awards will not be mailed.

RESULTS

Live results will be available via Meet Mobile but are NOT considered official results. Official results for each session will be emailed to each LSC team contact and will be posted to the meet websites listed on p.1 of this meet announcement.

TIME TRIALS

Time Trials will not be offered at this meet.

TIMERS

- **Western Zone Policy states that each LSC is to provide two timers for one lane for the duration of the meet.**

Each LSC entered in the meet will be assigned lanes for timing coverage in both Preliminary and Finals Sessions, on a rotating basis. These lane assignments will be managed through an on-line registration process. Implementation of this meet policy will be provided to each LSC no later than July 15, 2023.

HOSPITALITY

A Hospitality Room will be provided by for coaches and officials only, location TBA. Athletes are not permitted in the Hospitality room.

IMPORTANT INFORMATION FOR LSC TEAM MANAGERS

Team Areas

Per Western Zone policy, each LSC is required to have at least one adult chaperone in the assigned Team Areas supervising their LSC athletes whenever their athletes are in the Team Area. Teams are encouraged to monitor the location of their athletes in the venue when they are not actively competing.

Preliminary & Finals Sessions

Each LSC Team will receive an assigned Team Area for all Preliminary and Finals Sessions. Assignments will be determined by team size.

Each team area will be designated by an LSC Team Banner. Coaches' tables / areas on deck are TBD.

On-Site Food Options for Athletes

The level of need for on-site food options for athletes is in the process of being determined, along with appropriate resources. Complete information will be distributed to LSC Contacts as soon as it is available.

Opening Ceremonies & Other WZAG Social Events

- In an effort to return the focus of this meet to competition, we will not be offering additional events, such as opening ceremonies and end-of-meet social opportunities. We will take appropriate time to welcome all athletes to the facility upon their arrival for warm-ups and at the beginning of competition.
- Gear Trading: We encourage all teams and athletes to participate in the traditional trading "market" of team gear and to do so respectfully and thoughtfully. Trading should not take place until the conclusion of the preliminary session on Saturday.
- Saturday Evening or Sunday Activities: Boise offers a wide variety of opportunities to celebrate the close of the meet, including white-water rafting, river floats, water parks, hikes and others. If your team is interesting in pursuing a celebratory activity, please contact the Meet Director for suggestions and connections.

Western Zone Age Group Championship Business Meeting

The Western Zone Age Group Championship Business Meeting will be held on Wednesday, August 9, 2023 @ 11:30 am Pacific Time, via ZOOM.

- The purpose of the Western Zone Age Group Championship Business Meeting is to specifically discuss items concerning the Western Zone Age Group Championship Championships.
- The meeting will be chaired by the Western Zone Championship Coordinator or the Western Zone Director in attendance.
- A meeting agenda will be prepared by the Western Zone Championship Coordinator and distributed PRIOR to the start of competition on Wednesday, August 2, 2023.
- VOICE: Only Coaches, Team Managers, and Officials who were present at the Western Zone Age Group Championship Meet immediately prior to the Business Meeting will have a VOICE. Western Zone Board members will also have a VOICE.
- VOTE: One person, appointed by the LSC General Chair (or their designee) PRIOR to the Western Zone Age Group Championship Meet. The LSC appointee **must** be present at the WZAG Championship Meet to have a VOTE at the Business Meeting following the meet. Each Zone Director, the Western Zone Athlete Director, and the Western Zone Junior Athlete Representative shall also have a VOTE.
- Consideration of meet format changes will be limited to once every three years. Exception: If a meet format change has at least 95% support of the WZAG Business Meeting eligible voting body. Year 1 will be 2023.

Parking at the Facility

- Free public parking is available adjacent to the Aquatic Center.
- BUSES will be able to drop off in front of the Aquatic Center, and park nearby at Flying J Travel Center Truck Stop
- NO Overnight RV Parking is allowed.

Hotels The meet host has partnered with the Boise Convention & Visitors Bureau to secure blocks of rooms around the valley. A link to this site can be found on the meet website: wagzones2023.com. If you need any assistance with location, proximity to the pool or dining, please contact the meet director.

Meet Souvenir Apparel Fine Designs Ink (finedesigns.com) will be on site to provide the official souvenir t-shirts and apparel for this meet. An advance store will be made available to prior to the meet. A direct link to the store will be posted at wagzones2023.com.

Meet Photographer Meet Photography will be provided by Zoom Photography. Additional Information will be distributed no later than July 15, 2023.

IMPORTANT INFORMATION FOR OFFICIALS

General Information

Each LSC is asked to provide at least one (1) LSC Certified Official. Officials must be a currently registered member of USA Swimming prior to the start of the competition and at least LSC certified in the position(s) for which they apply.

Officials Briefings

Mandatory Officials Briefings will be held during warm-ups beginning one hour prior to the start of each competition session.

Officials Dress

- **Preliminaries:** White polo shirt, khaki pants/skirts/short, white deck-friendly shoes, and white socks.
- **Finals:** White polo shirt, khaki long pants/skirts, white deck-friendly shoes, and white socks.

Application to Officiate

- All Officials intending to work this meet must complete the Application to Officiate [HERE](#). This link is also available on the Western Zone Age Group Championship event page, [HERE](#).
- Those Officials desiring to work the **assigned positions** of Chief Judge, Starter, and Deck Referee must **submit an application** no later than **June 23, 2023**. Preference will be given to those who agree to work all sessions.
- All others planning to attend the meet are encouraged to return their application by **June 30, 2023**.
- **Meet Shirt Deadline: June 30, 2023**
Every effort will be made to provide a meet shirt in the requested size to those Officials who **apply by the June 30th** deadline. Meet shirts may not be available to Officials who apply after the deadline.

Application for National Certification / Evaluation

- **National Evaluator: Wayne Shulby**

The Western Zone Age Group Championship has been approved as an Officials Qualifying Meet for N2/N3 certification/recertification. Please review the USA Swimming requirements for National Certification and advancement [HERE](#). All officials are welcome to participate. Even if you do not yet qualify you are encouraged to take advantage of this mentoring opportunity. Complete the Application to Officiate [HERE](#). This link is also available on the Western Zone Age Group Championship event page, [HERE](#). Questions may be directed to the Meet Referee Mike Davis (mekidadad1@yahoo.com).

Officials Reimbursement Fund

This fund provides reimbursement assistance to Officials who work at least 80% of the meet sessions and who are not being reimbursed from another source for their expenses to attend the Western Zone Age Group Championships. The proceeds of this fund are shared equally across all applicants who have met the work requirements. To be eligible, Officials must be registered with USA Swimming and in good standing from any LSC in the Western Zone.

Credentials & Deck Access

- **Officials arriving on Tuesday, August 1st** may obtain their deck pass at the Registration Desk.
- **Officials arriving after Tuesday, August 1st** should obtain their deck pass at the Registration Desk prior to working their first session.

Officials Social

- To be announced at the Official's meetings.

Parking at the Facility

- See Page 11 for parking information.

Hotels

The meet host has partnered with the Boise Convention & Visitors Bureau to provide a special block of rooms for Officials who have confirmed their attendance at this meet. This hotel block will not be shared publicly; information on booking a room will be distributed to Officials by the Meet Referee following confirmation of receipt of the Officials Application [HERE](#)

IMPORTANT INFORMATION FOR SPECTATORS

Spectator Admission & Seating

Admission & Ticket Sales

Admission for Spectators will be charged for this event. Tickets will be sold daily on-site prior to each session. Final details on ticket sales will be distributed to each LSC no later than July 15, 2023.

Spectator Seating

- Spectator Seating is available throughout the facility and available on a first come, first serve basis. Bleachers will be cleared each night—anything left behind will be placed in Lost & Found.
- **This is a CLOSED-DECK meet.** Only CREDENTIALLED athletes, coaches, officials, and assigned meet volunteers will be permitted on the competition pool deck. **There will be NO admission of spectators to the competition deck.**

Lost & Found

Lost & Found items will be taken to the Registration Desk located in the main lobby of the Aquatic Center.

Livestreaming

Livestreaming will be available via LiveBarn. Additional information will be shared as soon as available.

SAFE SPORT/MAAPP 2.0

The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. Components of the program include, but are not limited to, providing education and training, enforcing policies, rules and best practice guidelines, promoting healthy boundaries and mandated reporting of violations.

A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.

The Minor Athlete Abuse Prevention Policy (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.

Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report

20XX Western Zone Open Water Championships

Sponsored by XXXX [optional]

City, State | Month XX, 20XX

Meet logo [optional]

Race #1 (age group)

Men's Race Time – XX:XX

Women's Race Time – XX:XX

Race #2 (age group)

Boy's Race Time – XX:XX

Girl's Race Time – XX:XX

Race #3 (age group)

Boy's Race Time – XX:XX

Girl's Race Time – XX:XX

RACE START TIMES ARE SUBJECT TO CHANGE. FINAL TIMES WILL BE ANNOUNCED PRIOR TO THE MEET

Body of Water name | Hosted by XXXXXX

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

Sanctioned by: [LSC] & USA Swimming
Hosted by: [club name]
Presented by: [sponsor] & the Western Zone

Date of Meet: Day, Month XX, 20XX
Entry deadline: Day, Month XX, 20XX
Sanction Number: OWXX-XXX

VENUE	<p>[venue address]</p> <p>Directions from XXXXX</p>
MEET REFEREE	<p>The meet referee shall be in charge of the meet. Any questions regarding the conduct of the meet should be directed to Firstname Lastname (email).</p>
WARM-UP	<p>[description of available warm-up the day of races and during races]</p>
RULES	<p>Conduct of the sanctioned event shall conform in every respect to current rules of USA Swimming including technical and administrative rules and the Minor Athlete Abuse Prevention Policy ("MAAPP"). All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. Additional details regarding Safe Sport compliance can be found on p. 6 of this meet announcement.</p> <p>Complete open water rules can be found in Part Seven of the current USA Swimming Rules and Regulations.</p> <p>Current [Host LSC] Swimming Policies & Procedures will also apply.</p> <p>Swimmers must swim in their actual Age Group as determined by their age on December 31, 20XX (World Aquatics Age Rules).</p> <p>**ABOVE DEPENDENT ON LSC SANCTIONING POLICY AND USA SWIMMING AGE RULE FOR THE YEAR**</p>
DISABILITY SWIMMERS	<p>Please contact the Meet Referee regarding any special need. The swimmer/coach shall provide any assistant(s) and/or equipment required. See current [Host LSC P&P] for additional information.</p>
RECORDING DEVICES & MEDIA NOTICE	<p>The use of audio or visual recording devices, including a cell phone, is not allowed in changing areas, restrooms, or locker rooms.</p> <p>Photography, including visual recordings, is not allowed behind the starting blocks during the start of a race or relay exchange.</p> <p>This meet may be covered by the media, including photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.</p>
DRONES	<p>Operation of a drone or any flying apparatus is prohibited over the venue (pools, athlete/coach areas, spectator areas, open ceiling locker rooms, lake, racecourse, and other race-related features) any time athletes, coaches, officials and/or spectators are present.</p>
ELIGIBILITY	<p>This meet is open to all athletes who are currently registered Premium or Outreach members of USA Swimming. There will be no on-deck USA Swimming registration.</p> <p>This is a closed meet and open only to athletes 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.</p> <p>All athletes ages 18-19 must have completed and be current with the USA Swimming Athlete Protection Training certification to compete in this event.</p>

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

SWIMWEAR	No swimmer shall be allowed to use or wear any device that may be an aid to his/her speed, endurance, or buoyancy. A maximum of two (2) caps may be used. Swimwear must conform to USA Swimming Rule 701.5. Only swimsuits complying with World Aquatics open water swimsuit specifications may be worn in any USA Swimming sanctioned or approved open water competition.
AWARDS	1 st – 8 th place finishers, male and female, will be awarded medals for each event. AWARDS & PLACES UP TO THE HOST
RESULTS	Final results will be posted on the course and uploaded to the Event Page on the XXXX's webpage.
ENTRY PROCEDURE	Race entry file will be available for download from [Host] Event Page. Regular meet entries will be due no later than Day, Month XX, 20XX. Email entry files to Meet Admin (email). [HOST to determine final entry deadline, with a minimum of seven (7) days prior to the event]
<u>LATE Entries</u>	LATE Entries Deadline – 24 hours after publication of the initial Psych Sheet Late Entry Errors and Omissions (<i>no updates to previously qualified times</i>): Entries may be accepted after the REGULAR entry deadline of [Date Above], at double the entry fees and a \$100 fine, payable to the host. This provision allows athletes to enter the meet who had achieved meet qualifying times prior to the entry deadline, who were not entered during the regular entry period. Late Entry Fine - \$100.00 per athlete Late Entry Surcharge - \$XX.00 surcharge per athlete Late Entry Fees - \$XX.00 per individual event (double the regular entry fee) Submit LATE entries via email to the Meet Admin (email)
ENTRY FEES	5K Race: \$XX.00 XXK Race: \$XX.00 XXK Race: \$XX.00 There will be an additional \$XX.00 athlete surcharge for all participants. RACE COST AND SURCHARGES UP TO THE HOST Entry fees will be due at the race check-in or can be mailed in advance to the address below. Checks made payable to XXXXX. Mail to: XXXXX
TECHNICAL MEETINGS	All swimmers and coaches must attend the technical meeting prior to race day. Each coach and swimmer are responsible for all information distributed at this meeting. Technical meeting(s) will be conducted virtually, via Zoom. Meeting information will be published the week of the meet.
PRE-RACE BRIEFINGS	In addition to the technical meeting, all swimmers must be present for the Pre-Race Briefing at the race start area prior to each race. At this meeting, race officials will distribute last minute information on weather and water conditions, emergency procedures, etc. Briefings will be held 15 minutes prior to the scheduled race start. Positive check-in is required.
RACE DAY CONTINGENCY	The safety of swimmers is our primary concern. Therefore, this event may be delayed or canceled due to poor conditions. The Independent Safety Monitor and the Meet Director will make this decision. The following rescheduling priorities will be used: Priority 1 – XXXX Priority 2 – XXXX

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

RACE DAY SCHEDULES

RACE START TIMES ARE SUBJECT TO CHANGE. Race check-in times, briefings, start times and exact schedule of events will be determined after the entry deadline.

Race day check-in: XX:00am for the Men's 5K races. Check-in for later races will open 1 hour prior to the scheduled start of the race. Athletes are encouraged to arrive 1 hour before their approximate race start time.

MANDATORY Pre-Race Briefing: Briefings will take place in designated meeting area 15 minutes prior to race start (men's & women's race meetings will be done together if possible)

PARKING INFO

XXXX

HOTEL INFO

ALL PARTICIPANTS ARE STRONGLY ENCOURAGED TO STAY AT THE DESIGNATED HOTEL BLOCKS. Visit the event page on the XXXX website for more information.

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

QUALIFYING

STANDARDS

& AGE

DIVISIONS

The 20XX Western Zone Open Water will have the following age groups for each race:

--5K Races: 13 and Older as of XXX

--2.5K Races: 11-16 as of XXX

--1.25K Races: 9-12 as of XXX

WESTERN ZONE OPEN WATER QUALIFYING STANDARDS							
		1.25K		2.5K		5K	
		Girls	Boys	Girls	Boys	Women	Men
9-10	200 LCM	3:45.79	3:33.49	--	--	--	--
	200 SCY	3:18.99	3:06.69	--	--	--	--
11-12	200 LCM	3:02.29	2:57.49	2:54.29	2:44.09	--	--
	200 SCY	2:40.39	2:34.59	2:32.09	2:22.99	--	--
	400 LCM	6:23.89	6:15.49	6:06.79	5:49.09	--	--
	500 SCY	7:08.79	6:57.29	6:47.79	6:26.59	--	--
13-18	400 LCM	--	--	6:06.79	5:49.09	5:07.29	4:46.09
	500 SCY	--	--	6:47.79	6:26.59	5:43.39	5:17.69
	800 LCM	--	--	12:35.99	12:05.89	10:35.39	10:00.09
	1000 SCY	--	--	14:01.99	13:21.19	11:50.79	11:02.59
	1500 LCM	--	--	24:06.39	23:06.49	20:20.49	18:59.09
	1650 SCY	--	--	23:23.49	22:18.89	19:47.29	18:30.39

STANDARDS CAN VARY * CURRENT STANDARDS HAVE BEEN IN PLACE SINCE 2018

COURSE INFO

The planned course map is provided. It is subject to change. There will not be feed stations for these races. [RACE START DESCRIPTION]. Athletes will swim the XX and keep designated turn buoys on their XX per the course map.

Athletes will finish the race in the water by touching a finishing pad. Finishes will be judged by race officials. Video replay at the finish will be available. Electronic chip timing will not be available.

Anticipated conditions:

- Water temperature will range between XX°F
- Air temperature will range between XX°F
- Current: XX
- Marine life: XX

Athletes are limited to finishing their race within 30 minutes of the first finisher.

ADJUST BASED ON YOUR COURSE DESIGN

JR. NATIONAL QUALIFYING CRITERIA

The 20XX WZ OW Championship will serve as a qualifying event for the 20XX USA Swimming Open Water Junior National Championships. In addition to the criteria below, pool qualification time standards can be found here: www.usaswimming.org/Home/times/timestandards.

UPDATE BASED ON YEAR'S QUALIFICATION RULES PER USA SWIMMING

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

RACE SAFETY AND EMERGENCY INFORMATION

Independent Safety Monitor: XXXX (email).

Supervision

Races will be supervised by certified XXXXX

Accounting for Swimmers

Competitors will be pre-assigned race numbers. All swimmers will be checked in and marked at race time. Number of swimmers in a race will be announced to all officials and safety personnel prior to the start of the race.

Communication

XXXX

Evacuation

XXX

EMTs & Hospital

XXXX. The person will be transported to:

Local Hospital Info

XXXX

Medical Equipment

XXX

Thermal Safety

XXX

The event will be in compliance with USA Swimming Rules.

See Section 7 of the USA Swimming Rulebook for more information or topics not addressed in this meet announcement.

**Meet logos/
host/sponsor
logos [optional]**

20XX WESTERN ZONE OPEN WATER CHAMPIONSHIPS

SAFE SPORT

The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. Components of the program include, but are not limited to, providing education and training, enforcing policies, rules and best practice guidelines, promoting healthy boundaries and mandated reporting of violations.

A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.

The Minor Athlete Abuse Prevention Policy ("MAAPP") (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.

Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.

All athletes age 18 and older must complete Athlete Protection Training ("APT") to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or before July 25, 2023, who has not completed APT by the first day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed.

Times achieved by an athlete who turns age 18 on or before July 25, 2023, who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.



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

Appendix D - Record of Changes

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

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

Updates made (jb):

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

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

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

September 28, 2024 – WZ HOD Approved following updates

Article 2.1.2

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

Article 2.2.4

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

Article 3.3.2

- Clarifying the length of the two consecutive terms

Article 3.6.1.C(8)

- Correcting to read Junior Zone director

Article 3.6.3.C

- Clarifying how funds received are handled and disbursed

Article 4.5.3.D

- Renaming to Official Assistance Fund

Article 4.4

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

Article 4.3.B

- Adding LSC Officials Chair to the selection process

Article 4.5.5

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

Article 5.2.2

- Housekeeping/wordsmithing

Article 5.3.5

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

Article 6.1.G

- Remove 'G' as would be considered New Business

Article 6.1.4

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

Article 6.1.5.B

- Housekeeping

Article 6.1.6.D.(3)

- Clarifications for Technical Planning Meeting

Article 8.2.1 & 2

Article 8.3.4

- Housekeeping

Article 9.2.B

- Housekeeping

Article 9.1.3.A

- Housekeeping

Article 9.1.3.B

- Redundant not necessary

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

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

Article 10.1.A

- remove reference (including time trials)

Article 10.1.C

- Housekeeping

Article 10.1.3.A

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

Article 10.1.3.C

- Delete (redundant) and re-letter remaining

Article 11.1.a.(1)

- Housekeeping courtesy

Article 11.1.3

- Not a necessary statement

Article 12.2

- Housekeeping
- Addition of senior SCY championship meet

Article 13.1.G

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

Article 14.1

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

Article 14.2

- Above 14.1 nullifies 14.2

December 16, 2024

Article 14.1

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

May 7, 2025

Article 3.3.2

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

the Historian, to whom no term limit shall apply.

Section B

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

Section C

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

June 18, 2025

Section A

Article 2.2.2.B Delete

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



2025 Speedo SC Western Zone Senior Championships

April 2nd – 5th, 2025

Hosted by Southern Utah Swimming Association

Held under the Sanction of USA Swimming and Utah Swimming, Inc.

Utah Tech University Human Performance Center Natatorium
225 South University Ave., St. George, UT 84770

435-879-4502

Websites:

www.susastingrays.com

www.westernzoneswimming.org

www.usaswimming.org

The following changes have been made to this meet:

- *The entry deadline has been extended to Monday, March 24th, closing at 11:59 PM MST.*
- *The bonus time standards have been removed.*
- *Swimmers may swim up to 4 bonus events in events 200 yards and under (NT's not allowed).*
- *These changes have been made in OME.*

Re-Sanction #UT25-48R

"In granting this sanction, it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event. It is further understood that Utah Swimming, Inc., all meet officials, Utah Tech University, and Southern Utah Swim Association shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet. Damage to the facility, when proven, will cause the offending athlete, if unattached, or the offending athlete's team, if attached, to be held accountable for repairs.

Dates/Times:

Wednesday, April 2nd – Saturday, April 5th, 2025

Prelims Warm-up* @ 7:00 AM Competition @ 9:00 AM

Finals Warm-up* @ 4:00 PM Competition @ 5:30 PM

**Warm-Up will end 5 minutes prior to the start of the meet.*

Meet Personnel:

Meet Director:	Mike Werner	801-949-5281	swimmikew@gmail.com
Meet Referee:	Dax Rice	406-694-4049	daxrice@hotmail.com
Admin Referee:	Dale Ammon	303-478-5529	dcammon5@gmail.com
Entry Contact:	Patrick Hunter	612-845-3031	phunter.usaswimming@gmail.com

General Meeting:

The General Meeting will be held via Zoom on Monday, March 31st @ 8 PM Mountain Standard Time.

Pool Specifications :

- Indoor 8 Lane SCY Championship Course, with 10 WU/CD lanes available throughout the meet.
- Start End Water Depth: 7.2 feet @ 1 meter from wall; 6 feet @ 5 meters from wall.
- Turn End Water Depth: 7.2 feet @ 1 meter from wall; 4 feet @ 5 meters from the wall.
- Colorado Timing System and Touchpads.
- The host will ensure the required course dimensions.
- Lifeguards, first-aid equipment, and an AED will be available to athletes participating in the meet. 202.4.11N

Pre-Meet Warm-up:

The Utah Tech University pool will be available for practice on Tuesday, April 1st from 9 AM – Noon, and 4-8 PM.

Eligibility:

- This meet is open to all Western Zone member 2025 USA Swimming premium or outreach registered athletes that are 19 and under who have achieved a 2025 SC Western Senior Zones Championships qualifying time.
- The first day of the meet shall determine their age for the entire meet.
- No swimmer will be permitted to compete unless the swimmer is a member of USA Swimming as provided in Article 302.
- All athletes ages 18-19 must have completed and be current with the USA Swimming Athlete Protection Training certification to be eligible to compete.

Athletes with a disability who have achieved the USA Swimming Zone Para qualifying time standards during the qualifying period for this meet may enter individual events for which the standard has been achieved. Please contact Patrick Hunter, 612-845-3031, phunter.usaswimming@gmail.com, on how to enter athletes with disabilities into the meet.

Athletes with disabilities may also participate in SCY Time Trials on the same basis as other entered athletes. In accordance with USA Swimming Rules 202.4.15 & Article 105.1, and UTSI P&P 151, the Meet Referee has the authority to accommodate swimmers with disabilities. The coach or person in charge of team entries must notify the meet referee and meet entry contact of accommodations requests at the time of entry submission.

Individual Entry Information:

Individual Event Limits

- There is no de-qualification time standard for this meet.
- Athletes may enter up to 9 individual events but may only compete in a maximum of 7 individual events total (including Bonus events but *not* including Time Trials).
- Athletes may not compete in more than 3 individual events per day, *including* Time Trials.
- Athletes may qualify for the 1650 Freestyle using any of the 1650Y/1500M or 1000Y/800M time standards.
- Athletes may enter any number of time trials during the meet but may not exceed the limit of 3 individual events per day with a combination of time trials and individual meet events.

Bonus Event Limits

- Athletes entered in the meet with at least one qualified individual event will be eligible to enter up to 4 Bonus events, limited to distances of 200Y or less.
- There are no bonus time standards, but NT's are not allowed.

Relay Entry Information:

- There are *no* relay time standards, and proof of relay entry times is *not* required.
- Athletes may compete in one relay per day, and up to 4 relays total for the meet.
- There will be NO relay-only athletes. Athletes must be entered in the meet in an individual event to swim on a relay.
- Relays wishing to swim in Prelims rather than Finals need to declare this intention by the stated scratch deadline for that day's events.

Single-gender Relays: Maximum of 3 relay entries per team.

- All single-gender C relays will be swum in Preliminary Heats *only*
- Finals A & B Relays wishing to swim in preliminary heats rather than the Finals heats need to declare this intention by the stated scratch deadline for that day's events.

Mixed-gender Relays: Maximum of 6 relay entries per team.

- Mixed-gender relays must be comprised of two female athletes and two male athletes.
- All mixed-gender E & F relays will be swum in Preliminary Heats *only*
- Finals A – D Relays wishing to swim in preliminary heats rather than the Finals heats need to declare this intention by the stated scratch deadline for that day's events.

Entry forms for the submission of names for relays will be available at the Administration Desk. Please list the competing relay swimmers with first and last names and order of swimming for each entered relay. Relay forms are due to the Administration Desk no later than 1 hour prior to the start of the relays. However, relay names and order may be changed up to the time of the swim at the blocks, with the timers.

Event Schedule:

2025 SC Western Zone Senior Championships Event Order		
Wednesday, April 2, 2025		
Women's #	Events	Men's #
1	200 Backstroke	2
3	100 Butterfly	4
5	500 Freestyle	6
7	200 Medley Relay	8
Thursday, April 3, 2025		
9	200 Freestyle	10
11	100 Backstroke	12
13	400 Individual Medley	14
15	200 Freestyle Relay	16
Friday, April 4, 2025		
17	200 Butterfly	18
19	100 Freestyle	20
21	200 Breaststroke	22
23	200 Mixed Medley Relay	23
Saturday, April 5, 2025		
24	100 Breaststroke	25
26	50 Freestyle	27
28	200 Individual Medley	29
30	1650 Freestyle	31
32	200 Mixed Freestyle Relay	32

Meet Format:*Prelims:*

Preliminary Heats of individual events will be seeded and swam FASTEST to SLOWEST

Finals:

Finals Heat will be swum SLOWEST TO FASTEST

Individuals Events 200 and shorter: E--Bonus*, D-Bonus, C-Bonus, B-Consolations, A-Championship

Individual Events 400 and longer: D-Bonus*, C-Bonus, B-Consolations, A-Championship

*The E Bonus Final of events 200 and shorter, and the D Bonus Final of events 400 and longer, will be restricted to 16-U athletes. If there are not enough 16-U qualifiers, the heat will be filled with the next fastest 17-18 athletes.

1650 Freestyle:

- Will be a timed final event, swum using the National Event format. The *fastest seeded heat of each gender will swim in Finals*. All other heats will be swum slowest to fastest, alternating women and men beginning at a

predetermined time, so the second fastest heat of the men's event is concluded 90 minutes before the evening Finals session is scheduled to begin.

- The fastest heat of women and men will be swum in Finals. The women's race will be swum after Event 25 and the men's race will be swum after Event 27.
- 1650 Freestyle athletes wishing to swim in Prelims rather than Finals need to declare this intention by the stated scratch deadline for that day's events.

Relay Events

- There will be a 10-minute break between the end of individual events and relay events during each session.
- Single Gender Relays. All single gender A & B relays will be swum at the end of Finals, using the National Event Format; Fastest two heats of women (Second fastest, fastest), followed by the fastest two heats of men (second fastest, fastest), then alternating women/men fastest to slowest (3rd fastest women, 3rd fastest men, 4th fastest women, 4th fastest men, etc.). All C relays will swim at the conclusion of Prelims on their scheduled days.
- Mixed Gender Relays. The A-D mixed gender relays will be swum at the end of Finals as follows: Fastest two heats (second fastest, fastest), followed by all other heats, swum fastest to slowest (3rd fastest, 4th fastest, etc.). All mixed gender E & F relays will swim at the conclusion of Prelims on their scheduled days.
- The mixed E & F 200 Free Relay on Saturday will be swum before the 1650 Freestyles.

Entering the Meet:

Meet Entry Chair: Patrick Hunter 612-845-3031 phunter.usaswimming@gmail.com

Entries will be submitted for this meet using OME. Link: hub.usaswimming.org/landing

Meet Name: 2025 SC Western Zone Sr. Champs

Dates & Deadlines:

- Qualifying period is October 1st, 2023 through the entry -deadline.
- Entries OPEN, via OME, on Wednesday, January 8th at 12 PM, Mountain Time.
- Entries CLOSE at 650 athletes or **Monday, March 24th, 2025 @ 11:59 PM Mountain Time**, whichever is sooner.
- Once the meet reaches the cap of 650 swimmers, no new swimmers may be added.
- All individual entry times must be made prior to the entry deadline and be proven through the SWIMS database. No swimmer will be permitted to swim without said proof. Meet Management reserves the right to challenge any submitted time.
- No late entries after the final entry deadline will be accepted for this meet.
- If the meet reaches capacity prior to the entry deadline, swimmers already entered in the meet may continue to add events up until the entry deadline.
- Entry times may be updated via OME up until the entry deadline. Entry times may not be updated after the entry deadline.

OME Information:

- OME only permits entering 5 relays for the mixed gender relays. Teams that need to add an F relay to the mixed gender relay events must email Patrick Hunter, phunter.usaswimming@gmail.com, to enter the additional relays.
- With the submission of entries, the coach/team representative attests that all athletes entered are registered with USA Swimming.
- Once you complete your online entry, you will be sent a confirmation email. Your entry is not considered to be accepted into the meet until you have checked-out and received this email. Bring it and all communications with you to the meet in case of any entry problems. When entering an individual time not yet in SWIMS, please try to ensure that the missing data is downloaded into SWIMS as soon as possible. An entry that is pending but not submitted/confirmed does not constitute entry into the meet.
- Please note that OME will not update entry times as new results are entered into SWIMS. You can return to your entry after you have checked out to modify entry times should they improve during the entry period or to add events to your entry, but you cannot delete events after you have checked out. -All entry modifications (i.e. adding events for swimmers already entered in the meet and/or updating entry times for qualified swims) must be made before the entry deadline.
- Check all entries prior to submission! Enter each one with an accurate time achieved in the proper course; converted times will not be accepted. Once an entry is submitted, the entering party is responsible for payment regardless of whether or not the athlete/team competes. Once entries are submitted, they may only be scratched, not removed. If you have trouble using OME, please contact Macie McNichols at USA Swimming: mmcnichols@usaswimming.org, (719) 866-3506.

Entry times not in the SWIMS database must be proven to the Administrative Referee or designated representative prior to the entry deadline for the event. Failure to provide such proof of time prior to that deadline will result in the athlete being removed from the event. It is the responsibility of the entering club, or individual if entering unattached, to verify that entry times are in SWIMS.

Whether entries are submitted electronically or on paper, by the action of entering the swimmer in the meet, the submitter, whether the swimmer, coach, parent or team representative, certifies that the swimmer is a currently registered member of USA Swimming and that all times stated in the entry are true and correct. The submitter further assumes responsibility for any false or incorrect times and understands that all listed entry times are subject to Utah Swimming Time Verification Procedures, and that a fine of \$20.00 shall be paid to Utah Swimming, Inc. for each incorrect time submitted. It is understood that an automatic call before the review section may be the result for a third entry time that cannot be verified. The submitter further agrees that a penalty of \$100.00 shall be assessed to anyone entering a swimmer in a meet sanctioned by Utah Swimming, Inc. who is not registered with USA Swimming at the time of entry, upon it being proven that the swimmer was not so registered.

- Entries must be submitted in the course in which they were achieved. Converted times may not be used.
- The person submitting a team's entry is the team entry representative and the received email implies the official signature of the team entry representative. Said person will be the only person to make changes and will be responsible for all fines and penalties resulting from inaccurate times and unregistered swimmers.

Entry Fees:

Individual Events:	\$20
Surcharge:	\$40
Relays:	\$40

Payment for entries will be collected on-site at the REGISTRATION DESK and must be paid in full to receive the team's packet containing meet credentials and team information. Credit card or checks accepted. Make checks payable to **Southern Utah Swimming Association.**

Seeding:

- The top 3 heats of preliminary individual events 200 or less, and top 2 heats of preliminary individual events of 400 or more, will be circle-seeded
- The fastest athlete race in heat 1.
- Seeding order will be SCY, LCM, SCM, B-SCY, B-LCM, B-SCM
- 1650 Seeding order will be 1650Y-1500M-1000Y-800M

Scratch Procedure:

The USA Swimming National Championship scratch procedure and no-show rules will be used at this meet. These rules are described in USA Swimming Rule 207.11.6 in the current Rulebook.

- Athletes are considered checked in for all individual events unless scratched.
- All scratches for preliminary and timed finals events may be made on site at the meet, or via email to the Admin Referee, Dale Ammon, dcammon5@gmail.com.
- The deadline for scratches for all Preliminary and Timed Finals Events, including Relays and the 1650Y Freestyles, will be 6:00 pm of the day PRIOR to the event being swum.
- Relays will follow the same scratch procedures as Individual Events Scratches for and are due to the Admin Referee prior to the scratch deadline for that day's events.

Scratching From Finals

- All scratches from Finals must be completed within the deadlines specified by the USA Swimming Rule 207.11.6 and must be made on-site with the Administrative Referee at the meet.

Warm-up Procedures:

USA Swimming and Utah Swimming warm-up procedures UTSI RR 1.9 will be enforced throughout the meet. Warm-up details will be distributed to coaches following the close of entries. However, the Meet Referee reserves the right to modify warm-ups as determined to be in the best interest of the safety of the athletes and the conduct of the meet.

Warm-ups are subject to the following procedures:

- Dive start times will be announced at the general meeting as well as listed in the meet director notes.
- Coaches have the responsibility of ensuring that all their swimmers are instructed in warm-up procedures and that the swimmers follow all Utah Swimming safety procedures. All swimmers will enter the pool from a sitting or 3-point position. No pushing, splashing, running or any other general horseplay. Swimmers engaging in such activities will be asked to leave the pool.
- All USA Swimming athletes must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee may assist **unaccompanied swimmers** make arrangements for such supervision, but it is the swimmer's responsibility to make such arrangements prior to the start of the meet. 202.5.3.
- A separate warm-up and cool down area will be available throughout the meet.

Scoring:

The top 24 places will earn points.

Individual events: 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1.

Relays*: 64-56-54-52-50-48-46-44-40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2.

*Mixed Gender Relays be evenly split between men's and women's team scores and credited in full to combined team scores.

Awards:

- Awards will be presented. Details will be announced at the General Meeting
- Medals for top 3 individuals and relays.
- Team awards for 1st – 3rd Women, Men, and Combined Teams.
- Individual High Point Awards for top scoring.

Results:

Results will be posted on both the SUSA and Utah Swimming Websites.

Timers & Counters:

- Timers will be provided for individual Finals events, including the 500 Freestyle and 400 Individual Medley events.
- Participating teams may be assigned lanes for assisting with timing for all Preliminary events including relays.
- Athletes will need to provide their own timers for Time Trials and the 1650Y Freestyles.

Time Trials Info:

- Time Trials will be held under a separate sanction of Utah Swimming, Inc.
- SCY Time Trials will be conducted on a time-available basis and are limited to approximately one hour.
- Athletes must be entered in the 2025 SC Western Age Group Championships and have paid the athlete surcharge to swim in Time Trials.
- Athletes may enter any number of time trials during the meet but may not exceed the limit of three 3 individual events per day with a combination of time trials and individual meet events.
- Fees: \$20.00 per individual event \$40.00 per relay event

Adaptive Swimming:

Adaptive swimming: In accordance with USA Swimming rule 202.4.15 & Article 105.1, and USI P&P 151, the Meet Referee has the authority to accommodate swimmers with disabilities. The coach or person in charge of team entries must notify the meet referee and meet entry contact of accommodations requests at the time of entry submission.

Image Authorization:

All participants agree to be filmed and photographed by the official photographer(s) and network(s) of USA Swimming and Utah Swimming under the conditions authorized by USA Swimming, and allow event organizers the right to use names, pictures, likenesses, and biographical information before, during or after the period of participation in USA Swimming competitions to promote such competitions. All participants agree not to use medals or photos, or portraits or films with the medals, which are received for performances in this competition, for the purpose of trade.

Broadcast Statement:

Photographs, videotape, audio, and/or other visual recordings of the event created by a spectator may be used solely for such spectator's personal non-commercial use and may not be broadcast, published, disseminated, or used for any commercial purpose without the prior consent of USA Swimming.

Photography and Videos:

Photographers and/or videographers may be present on deck at this meet. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are *specifically prohibited from making shots during the start phase of any race including relay exchanges.*

Safety:

Meet marshals will be in place during the warm-up periods. Coaches have the responsibility of ensuring that all their swimmers follow all USA Swimming and Utah Swimming safety procedures. When unaccompanied by a member coach, it is the responsibility of the swimmer's legal guardian to ensure compliance.

Rules:

- No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
- Deck entries will not be accepted.
- Deck registration will not be accepted as swimmers must be registered at time of entry.
- Current USA Swimming rules and regulations will govern this meet.
- All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.
- Any swimmer under the age of 18 entered in the meet must have a current (within the year), athlete and parent signed Concussion Informed Consent Acknowledgement. If affiliated with a member club, it must be on file with the club. If unaffiliated with a member club, it is the responsibility of the swimmer or the swimmer's parent or legal guardian to ensure compliance with this requirement. UTSI P&P 303. [Required Form: CONCUSSION IN YOUTH SPORTS – Informed Consent Acknowledgement](#)
- Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer's parent or legal guardian to ensure compliance with this requirement. 202.4.11D
- It shall be the athletes' and coaches' responsibility to acquaint themselves with all the information in this Meet Announcement and any information and changes announced at the General Meeting.

Restrictions:

- This is a CLOSED-DECK meet. Only athletes, coaches, officials, and assigned meet volunteers will be permitted on the competition deck.
- Deck changes are prohibited. 202.4.11I
- Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. 202.4.11H
- Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting area of the competition pool.
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coach, officials and/or spectators are present. 202.4.11J
- Only USA Swimming legal competition suits may be worn during competition. Drag suits may be added during warm-up.
- The sale and use of alcoholic beverages is prohibited in all areas of the meet venue.
- Smoking and the use of other tobacco products, (including e-cigarettes/vaping), is prohibited on the pool deck, in the locker rooms, in spectator seating, in standing areas and in all areas used by athletes during the meet and during warm up periods.

Hospitality:

Information Hospitality will be provided for Coaches and Officials. Athletes may not be present in the Hospitality Room.

Parking at Utah Tech:

Information on university parking can be found at www.parking.utahtech.edu.

Concessions & Other Meet Vendors:

Concessions & other meet vendors may be available at this event. Additional details will be provided as soon as they are available.

Officiating:

Officials interested in attending this event are invited to apply to officiate by completing the online application, below. Applicants must be a current member of USA Swimming and an LSC-certified official. The online application will be posted on the event page of the Western Zone website, Officials Online Application link: [2025 Short Course Senior Zone Championships Officiating](#)

Application Deadline for Assigned Positions:	Sunday, February 16, 2025
Application Deadline for Meet Polo & Name Tag:	Friday, February 28, 2025
All other applications are encouraged by:	Sunday, March 9, 2025

This meet has been designated as a training meet for N2 and N3 Officials Certification: OQM # 25-047

Officials wishing to renew this level of certification must apply using the online application form (link above) and notify the Meet Referee upon arrival at the meet. Instructions for certification will be provided during the officials' meetings.

Officials Meetings

Officials' Meetings will be one hour before each day's sessions; location and exact times TBA.

Officials Uniform

The uniform for officials for the meet will be:

Prelims:	White polo shirt, khaki shorts, skirt, or pants; white closed-toe-shoes with white socks. (shorts only during prelims please)
Finals:	Red polo shirt, khaki long skirt or long pants, white closed-toe-shoes with white socks.

All officials who submitted their application by Friday, February 28, 2025 will receive a meet-specific RED Officials Polo for Finals & a personalized Name Tag.

SAFE SPORT

The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. Components of the program include, but are not limited to, providing education and training, enforcing policies, rules and best practice guidelines, promoting healthy boundaries and mandated reporting of violations.

A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.

The Minor Athlete Abuse Prevention Policy ("MAAPP") (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.

Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.

All athletes aged 18 and older must complete Athlete Protection Training ("APT") to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or before **April 2, 2025**, who has not completed APT by the first day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed.

Times achieved by an athlete who turns age 18 on or before **April 2, 2025**, who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.

Time Standards:

2025 Western Zone Senior Championships Time Standards						
Women			Event	Men		
SCY	SCM	LCM		LCM	SCM	SCY
26.09	28.89	29.59	50 FR	26.99	25.69	23.19
56.49	1:02.39	1:04.39	100 FR	58.99	56.29	50.99
2:02.39	2:15.29	2:18.99	200 FR	2:08.69	2:03.49	1:51.79
5:29.39	4:48.19	4:51.79	400 / 500 FR	4:34.39	4:24.79	5:02.69
11:24.19	9:58.69	10:05.99	800 / 1000 FR	9:29.99	9:14.79	10:33.99
19:06.69	18:59.79	19:21.09	1500 / 1650 FR	18:11.09	17:30.49	17:36.89
1:01.39	1:07.79	1:11.39	100 BK	1:05.19	1:01.29	55.49
2:13.29	2:27.29	2:33.39	200 BK	2:21.49	2:13.99	2:01.29
1:10.59	1:17.99	1:20.99	100 BR	1:13.49	1:09.79	1:03.19
2:32.79	2:48.79	2:54.49	200 BR	2:39.79	2:31.69	2:17.29
1:01.09	1:07.49	1:09.29	100 FL	1:03.09	1:00.99	55.19
2:16.19	2:30.49	2:34.29	200 FL	2:21.09	2:16.39	2:03.39
2:16.49	2:30.79	2:36.99	200 IM	2:24.69	2:16.99	2:03.99
4:51.59	5:22.29	5:32.49	400 IM	5:07.79	4:52.39	4:24.69

Qualification period is Oct 1, 2023 through meet entry deadline.

No de-qualification standards; no bonus time standards.