

California / Nevada (CA/ NV) Section Committee Administrative Procedures (effective 09052024)

Purpose:

The purpose of the CA / NV Section committee is to ensure high quality meets are held for our senior swimmers that meet the requirements of USA Swimming (Article 204.9) and the general Sectional meet guidelines from the Zone Director's Council.

Sectional Alignment:

The following LSC are members of the CA / NV section: Central California (CC), Pacific Swimming (PC), San Diego Imperial (SI), Sierra Nevada (SN), and Southern California (CA). Changes to this geography can be considered when the Western Zone or USA Swimming advises that a change would be beneficial to the senior swimmers in the Western Zone.

Committee Membership:

- A) Each LSC has three voting members assigned to the following roles: LSC General Chair, LSC Senior Chair, and athlete. Each LSC can assign other people from their BOD to serve on the committee as best suits the LSC. If an athlete is not assigned, the LSC will only receive two votes. Changes to this voting membership must be made with 50% agreement by the committee.
- B) The committee shall select its own chairperson who only votes in a tie vote. As needed the committee can assign other named positions.
- C) The Western Zone has three non-voting members included: Coach Director, Non-Coach Director, and Officials Chair.
- D) Other people can be included as non-voting participants when requested and agreed by the committee.

Meetings:

Meetings will be held virtually approximately 4 times for year. The current general meeting schedule and topics are listed below as guidelines for the committee's use. The committee chairperson runs the meetings and is responsible for providing a written agenda and supporting information.

Meets:

CA / NV Section meets are held three times per year: Winter (mid December), Spring (late February / early March), and Summer (no later than the first three weeks of July). Changes to this general schedule can be agreed with a 50% agreement of the committee.

Meets are closed to CA / NV Section swimmers UNLESS historical meet size data shows there is room for outside attendees (less than 500 CA / NV swimmers attending for two or more years).

Bid Process:

Each year, the CA / NV Section committee will publish a complete bid package with the meet dates and requirements. Teams in the LSC will be given approximately 45 days to submit their bids. The bid package will be published on the Western Zone website and distributed to past meet hosts. The committee members have the responsibility to ensure teams are made aware of the opportunity to host these meets. When two meets are held on the same weekend, the committee will hold them in different parts of the section whenever possible. A current version of the bid package will be maintained on the western zone website.

The CA / NV Section committee will select team hosts and meet dates no later than June 1st for the upcoming year of meets. These meet dates and hosts will be published on both the USA Swimming and Western Zone event calendars.

Meet Support:

The CA / NV Section committee chairperson (or designee) will be the point of contact for questions throughout the meet planning for the assigned meet referee, admin referee, and meet director to help ensure successful meets. Each meet host will be given a draft meet announcement to use and modify as suits the specific facility approximately 120 – 140 days prior to the meet start date. The final meet announcement must be agreed with the committee single point of contact prior to a team submitting for sanction to the LSC. The intent is to have meet announcements sent to LSC for sanctioning no later than 100 days before meet start. Pre sanction meet announcements will be made available on the Western Zone website.

Committee Documentation:

The committee chairperson (or designee) is responsible for ensuring documentation for the committee and passed along to the next committee chairperson.

General CA / NV Section Meeting Items for Discussion:

Topics	Meeting Date Timing			
	Late August / Early September	Early – Mid January	Mid March	Mid – Late May
1	Summer Meet Feedback	Winter Meet Feedback	Spring Meet Feedback	Summer Meet(s) Discussion (w/ meet refs)
2	Winter Meet Discussion (with meet ref)	Spring Meet(s) Discussion (w/ meet ref)	Finalize Meet Bid Package for Year and Date to be returned / Bid Meeting Day	Review / Discuss Bids
3	Review of any meet fee changes / time standard changes for year	Agree Meet Dates for Following Year (Draft Provided)	Anything Else Needed	Agree Team Hosts for next year
4	Anything Else Needed	Review First Draft Meet Bid Package (including any format changes & # of meets)		Anything Else Needed
5		Anything Else Needed		