

# **EASTERN ZONE CHAMPIONSHIP MEET REGULATIONS**

*as of September 2018*

## **APPENDICES**

- A. Order of Meet Events – Short Course AG Zones**
- B. Order of Meet Events – Long Course AG Zones**
- C. Order of Meet Events – Spring Sectionals**
- D. Order of Meet Events – Summer Sectionals and Senior Zones**
- E. Eastern Zone Officials Chair – Duties and Responsibilities**

## **ATTACHMENTS**

- A. Eastern Zone Championship Contract**
- B. Eastern Zone Championship Financial Report**
- C. Eastern Zone Championship Activity Report**

**Adirondack  
Allegheny Mountain  
Connecticut  
Maine  
Maryland  
Metropolitan**

**Middle Atlantic  
New England  
New Jersey  
Niagara  
Potomac Valley  
Virginia**

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## Section 10

### EASTERN ZONE AGE GROUP CHAMPIONSHIP MEET REGULATIONS AND PROCEDURES

#### A. Bid Procedure

1. Separate bids shall be solicited for the Short Course (SC) and Long Course (LC) meets. The Short Course meet is to conclude before the first Sunday in April; the Long Course meet is to conclude on the first or second Saturday in August.
2. Bids will be made and awarded according to the following schedule:
  - a. Both SC and LC meets in a given year shall be bid and awarded at the Annual EZ meeting (held at Convention) in the second calendar year prior to the dates of the meets. Meet host sites are not limited to facilities within the Eastern Zone
  - b. If a meet is not bid and/or awarded at the appropriate Annual meeting, bids shall be solicited and the meet awarded at the following Spring EZ meeting (i.e., in the calendar year prior to the dates of the meets.)
  - c. If a meet is not bid and/or awarded at the above Spring meeting, the Zone Directors shall be empowered to seek bids and award the appropriate meet.
3. Bids will be made by and awarded to an LSC in the Eastern Zone (EZ); the LSC Chairman shall sign the contracts. The LSC may designate a Club within the LSC to host the meet, but the LSC shall remain responsible for proper conduct of the meet and shall insure that all requirements herein are followed.
4. Bids shall be submitted in writing and must agree to meet or exceed all of the criteria contained in these Regulations. In addition, bids for the SC meet must meet all of the requirements of the USA Swimming Zone Age Group Championship Contract.
  - a. A detailed Lodging plan for teams and officials must be included in the bid. This includes all non-standard motel/ hotel housing. (i.e. dorms/ private housing) accommodations. The bid information should include average hotel prices for the dates proposed for the meet.
  - b. Bids must be submitted to the Eastern Zone Championship Meet Coordinator.
5. The written bid proposal shall contain details regarding the following:
  - a. Facility (see section C)
    - 1) Name and address of facility
    - 2) Number of courses to be used for competition
    - 3) Number of lanes in each competition course
    - 4) Availability of warmup/down facilities
    - 5) Deck capacity
    - 6) Timing system and scoreboard specifics
    - 7) Parking capacity, including provisions for bus parking
    - 8) Concession availability
    - 9) Spectator capacity
    - 10) Security and emergency personnel
    - 11) Hospitality
    - 12) Any special considerations
  - b. Experience
    - 1) Meet director
    - 2) Volunteer coordinator
    - 3) Hospitality coordinator
    - 4) Facility personnel (what is their experience with hosting large meets?)

- c. General area information
  - 1) Hotel space without banquet facilities/ name, address, # rooms, distance to pool
  - 2) Hotel space with banquet facilities/ name, address, # rooms, distance to pool
  - 3) Area Restaurants/ names, addresses, distance to pool
  - 4) Special attractions
- d. Special requests or restrictions
  - 1) Fees or other charges other than entry fees (See F.9 in Age Group procedure)
  - 2) Conflicts with other events within 50-mile radius (hotel space)
  - 3) Accommodations other than hotels (dorms, etc).
- 6. Bids are due to the Zone Championship Chair no later than 30 days before the start of the annual USAS Convention.
- 7. Each bidder will be allowed a maximum five (5) minute presentation at the appropriate EZ meeting.
- 8. A majority of eligible votes (by LSC) present will be required to award the bid.
- 9. The successful bidder shall execute the Eastern Zone Age Group Championship Contract (Appendix A) and [SC only] the USA Swimming Zone Age Group Championship Contract and shall deposit \$500 with the EZ Treasurer within 90 days of the meeting at which the bid is awarded. Such deposit, minus expenses for championship pins, will be refunded upon completion of all requirements set forth in the contract. If the LSC does not publish the Meet Results and issue the required reports within the specified time after completion of the Championship, the full amount may be retained by the EZ to defray the administrative costs incurred to obtain this information.
- 10. Once awarded, the meet announcement is due to the Eastern Zone Technical Chair for review no less than 90 days before the start of the meet. The meet announcement must include the event file and Officials' application and information. Meet formats may not be changed without approval of the Zone Championship Coordinator and the Technical Planning Chair.

## **B. Facility Requirements**

- 1. Should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations, Article 103.
- 2. A minimum of an 8-lane competitive course is required. Two 25-yard courses at the same location are preferred for the SC meet; two 50-meter courses in close geographical proximity are preferred for the LC meet.
- 3. Must have automatic timing systems and appropriate backup equipment; should have a scoreboard for each course; a separate display for each lane is preferred.
- 4. It is preferred that there be an on-site warm-up/down area.
- 5. There should be adequate spectator seating and on-deck space for each LSC team.

## **C. Meet Coordination Committee**

- 1. The two Zone Directors, Technical Planning Chair, Zone Athlete Representative, and Zone Officials Chair, shall constitute this committee.
- 2. A quorum is three (3) members. A majority of the members present is necessary for the committee to take any action.
- 3. The Committee shall receive the Zone Championship Report.
- 4. A representative from the meet host will serve as an advisor to committee but will have no vote.

#### **D. Pre-Meet Host Responsibilities**

1. Shall consult with the EZ Technical Planning Chair to determine if any changes need be incorporated into the Meet Announcement.
2. Shall prepare the Meet Announcement using the Meet announcement from the previous year and submit the Meet Announcement to the Eastern Zone Technical Planning Chair and the Meet Referee (if named) for review and final approval.
3. Shall distribute the Meet Announcement to each EZ LSC no later than ninety (90) days prior to the start of the meet. The order of events, qualifying times and meet announcement will be posted on the EZ website. Failure to distribute meet information in accordance with the 90 day rule, will result in a fine of 10% of meet entry fees.
4. The following items to the EZ Webmaster for posting on the EZ website.
  - a. Notification of availability should be sent to the General Chair or Zone Team Manager of each EZ LSC, the Zone Championship Coordinator and the EZ Secretary no later than ninety (90) days prior to the start of the meet:
  - b. Meet Announcement and electronic meet events file
  - c. Officials' application/information
  - d. Any other information which the host requires from the LSCs in order to efficiently run the meet
5. Shall state the entry deadline and method by which entries should be submitted; it is strongly recommended that entries be submitted electronically by the respective LSC.
6. Once the meet announcement has been published no changes to the meet format effecting competition (events/ days/ schedule) may be made. Updates to correct clerical mistakes, warm up times & number of lanes used are permitted once approved by the Pre-Meet Coordination Committee.

#### **E. Meet Host Responsibilities**

1. Pool Time
  - a. The host should provide practice time in the competition pool on the day (afternoon/evening) prior to the start of the meet.
  - b. The warm-up/down areas should be available throughout the meet. If onsite warm-up/down facilities are not available, appropriate breaks must be provided in the meet sessions and notification of such breaks given to each LSC at the Team Managers meeting.
  - c. Lanes for warm-up (prior to each session) and warm-up/down areas shall be used as defined by the Host LSC, following all relevant safety regulations.
2. Personnel. The host shall provide:
  - a. Meet Referee – see conditions in Section H-1.
  - b. Automatic timing and officiating equipment and operators.
  - c. Administrative personnel sufficient to staff Clerk of Course, computer and timing system operators, runners, scoring, copying and posting of results.
  - d. Marshals for warm-up sessions, warm-up/down areas and the locker rooms during competition.
3. Credentials
  - a. The host shall provide a credentials desk.
  - b. Credentials will be provided for the EZ Officers, the Zone Championship Coordinator, working officials, and designated LSC team representatives listed on the LSC team roster.
  - c. Up to ten (10) non-athlete credentials will be issued to each LSC participating in the meet.

- d. Credentials will be required to be on deck.
- 4. Psych Sheets/Heat Sheets
  - a. All psych sheet/heat sheet event headings shall include the Eastern Zone Record, the National Age Group Record, T10 Eligible Times and the qualifying times for appropriate USA Swimming Championship meets.
  - b. No later than the Team Managers' meeting (the night before the competition), the host shall provide complete heat sheets for each session and the projected time line for each session to credentialed officials and coaches plus two complete Meet Programs for each Team Manager.
  - c. One copy of the complete results of the prior day's Preliminary and Final sessions shall be posted at 7:00 am each morning, other than following the last day of the meet.
  - d. Heat sheets for each day's Finals session shall be available one hour prior to the start of that session.
  - e. Results shall be posted after each session on either the host club or LSC website and made available to the EZ Webmaster for posting. Posting of results in real-time is encouraged. The EZ Webmaster should be notified of the URL where the meet results will be posted.

#### **F. Championship Meet**

- 1. **SC** - The meet shall conclude before the first Sunday of April.  
**LC** - The meet will be conducted to finish on the first or second Saturday in August.
- 2. A meeting for all Team Managers shall be held the evening before the competition, to include the Manager and Head Coach of each LSC team.
  - a. The Meet Director or designee shall chair the meeting.
- 3. The meet shall be conducted under the rules and regulations of USA Swimming.
  - a. The host shall obtain a Sanction for the meet from the host LSC and shall comply with all LSC and USA Swimming rules and regulations.
  - b. The host shall seek approval of the meet as a "Qualifying Meet" under the National Officials Certification Program.
- 4. Format
  - a. Age Groups for the meets shall be 10 & under, 11-12, 13-14 and 15-18 for both Girls and Boys. Sessions and events shall be swum as provided for in Appendices A and B.
  - b. **SC** - Individual Events shall be Timed Finals for all 10&Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the (13-14 and 15-18) 1650 and 1000 Freestyle and 11-12 500 Freestyle events which shall be Timed Finals. All heats of the 11-12 500 Freestyle will be swum at the Prelims sessions. The fastest heat of the Women's 13 – 14 and 15 – 18 1000 Freestyle will swim at finals on day 1 with the 13 – 14 Women's 1000 Freestyle as the first event and the 15 – 18 Women's 1000 Freestyle as the last individual event before the relays. The fastest heat of the Men's 13 – 14 and 15 – 18 1650 Freestyle will swim at finals on day 3 with the 13 – 14 Men's 1650 Freestyle as the first event and the 15 – 18 Men's 1650 Freestyle as the last individual event before the relays. All other heats of the Men's and Women's 1000 and 1650 Freestyle will swim during the Prelims sessions. See Appendix A  
**LC** - Individual Events shall be Timed Finals for all 10&Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the (13-14 and 15-18) 800 and 1500 Freestyle and 11-12 400 Freestyle events which shall be Timed Finals. The fastest heat of each 800 and 1500 Freestyle

event will swim in the Finals session; all other heats will swim in the Prelims session (after the 200 Fly & 50 Free) as the last events of the session. The heats shall be swum in the following order, fastest remaining heat of the 13-14 girls, 13-14 boys, 15-18 girls, 15-18 boys, until all heats have been swum. All entrants for the 800 and 1500 Freestyle events will be required to declare to the Meet Referee their intention to swim this event prior to the conclusion of the Prelims session warm-up on the day of the event. The fastest heat of the 11-12 Girls and Boys 400 Free will be swum in the final session. The remaining heats will be swum slowest to fastest in the Prelims session. (See Appendix B.

- c. All Relays are Timed Finals events. All heats of the 11 and over Relays shall be swum in the Finals session; the 10/U relays shall be swum at the session with other 10 & under events.
  - d. **LC** - Whenever possible, the Finals sessions will not start prior to 4:30 pm nor later than 6:30 pm, provided that two hours has elapsed from the end of the last Prelims session to the start of Finals.
  - e. The Meet Format may be changed by a majority vote of eligible members present at an EZ Meeting, except for those meets already awarded. In unusual circumstances that may arise between EZ Meetings, the meet format may be changed by a 2/3 majority of the Zone Directors and the Technical Planning Chair.
  - f. **LC** - Each LSC may bring two (2) swimmers age 12 & under and two (2) swimmers age 13-18 with disabilities to the Meet. These swimmers are in addition to the swimmers who have qualifying times or otherwise qualify for the meet. Each LSC may select the swimmers at their own discretion. With the concurrence of the respective LSC coach or Manager, the meet staff will determine where the swimmer best fits into the meet (i.e., seeded with their peers, seeded with their peers but in a shorter distance, seeded with younger swimmers, etc.) and will place them accordingly.
5. Eligibility
- a. Each swimmer must be a current USA Swimming registered athlete in the LSC that he/she represents. Each swimmer's age is determined by their age on the first day of the meet.
  - b. **LC** - Each swimmer must be entered by their LSC using the meet entry process described in the Meet Announcement.
  - c. Competition is restricted to LSCs within the Eastern Zone.
  - d. **SC and LC** - Athletes who have competed in an Individual Event at the USA Swimming National Championships, the USA Swimming Spring Championships, the U.S. Open, the USA Swimming Junior Championships or a USA Swimming Trials Class meet are not eligible to enter and compete at an EZ AG Championship meet.
  - e. **SC and LC** - athletes 13 years of age and over who have achieved a qualifying time in an individual event for any of the above meets (see F.5d) prior to the Monday preceding the entry deadline for the EZ meet, may not enter and compete in an EZ AG Championship meet.
  - f. **SC and LC** - Athletes 12 years of age or younger who have achieved a qualifying time in an individual event for any of the above meets (see F.5d), but have not competed in that event at the stated meet, may enter and compete in that event in an EZ AG Championship meet.  
**LC** - Each LSC may enter all eligible swimmers who have achieved the qualifying time standard for each Individual Event. All swimmers must be

entered with their best LC time achieved between the first day of the prior year's EZ LC Championship meet and the meet entry deadline. Qualifying times must have been achieved in long course meters; converted times will not be accepted. The EZ may grant an exception to an LSC that has no or very limited long course competitions within its boundaries. If an LSC does not enter two (2) swimmers who have achieved the time standard in an event, the LSC may enter up to two (2) If an LSC does not enter two (2) swimmers who have the time standard in an event, the LSC may enter up to two (2) swimmers in that event regardless of their qualifying time. If such athletes do not have a LC time of record in the event, they may be entered with a non-conforming time that has been achieved during the entry window. Each LSC may enter two (2) Relay teams per event.

- g. Each swimmer may be entered in a total of six (6) Individual Events at the meet and not more than three (3) Individual Events per day. Relays must be made up of swimmers entered in Individual Events at the meet.
  - h. **LC** - Each LSC is responsible for proof of time for its entry. Proof of time has been defined as a time included in the USA Swimming maintained SWIMS database, or which can be proven by official meet results (including the cover sheet) Each LSC must provide written certification with their entries, via a LSC Officer's signature, attesting to the accuracy of its entries. It is the intent of the EZ, that meet entry times be proven prior to the start of the meet, and rectification of any unproven time should be made before the swimmer is allowed to compete. Within 90 days of the completion of the meet, the Zone Championship Coordinator will conduct an audit of entry times vs. meet results; based on the results of this audit, an LSC may be required to provide proof of time for selected swims, if not already proven. Failure to prove a time will result in a fine of one hundred dollars (\$100) per swim and the LSC will be responsible for paying the fine. Failure to pay the fine will result in exclusion from future EZ Meets. (It is understood that those times entered under the allowed two (2) swimmers per event rule are exempt from proof of time.)
  - i. Any team or LSC falsifying an entry in any way or permitting an unregistered athlete, non-athlete or coach to represent them will be fined one hundred dollars (\$100) per occurrence and will not be permitted to continue to participate until the fine is paid.
6. Substitutions
- a. **LC** - Each LSC is entitled to substitutions only in the event that fewer than two (2) swimmers would be available to compete. A substitute swimmer must already be entered in the meet and may not exceed the allowed number of events for that swimmer.
  - b. **Substitutes** may not be used to increase the number of swimmers (or relays) originally entered in an event.
  - c. No adjustment in seeding will be made when substitutes are entered.
  - d. **Deadline** for substitutions will be thirty (30) minutes prior to the anticipated starting time of the event in which the substitutions is being made.
  - e. A form for making substitutions will be provided in the Managers' packets.
7. Scoring: Scoring shall be according to USA Rule 102.7.3 based on the number of lanes in the pool.
8. Awards
- a. Medals will be awarded to individuals placing 1st through 8<sup>th</sup> places and relays placing 1<sup>st</sup> through 3<sup>rd</sup> places.
  - b. A championship banner will be awarded to the winning Girls', Boys' and Overall



Champion teams. This is a traveling award.

- c. Members of the overall championship team will receive a pin that the host team will purchase from the EZ
  - d. All record breakers will receive a Record Certificate to be provided by the EZ.
  - e. Separate meet records shall be kept for the **SC and LC** AG Championships for events offered in those meets
9. Entry Procedure
- a. Entry fee is \$8.00 for each individual event and \$12.00 for each relay.
  - b. **The** entry fee may be changed by a majority vote of eligible members present at a EZ meeting, except for those meets already awarded.
  - c. **Meet** announcement and electronic meet event files will be provided.
  - d. **SC** - Entry times must be in short course yards.  
**LC** - Entry times must be in long course meters.
  - e. **The** entry deadline shall be no earlier than the **Tuesday** of the week preceding the week in which the meet begins.
10. Scratch Procedure: The scratch procedure and no show rule for the meet shall be in accordance with USA Swimming Rule 207.11.6.D & E
11. Special: The meet host shall describe fully any unique operational procedures to be employed. Such local procedures cannot contradict established USA Swimming rules and are subject to review by the Zone Championship Coordinator and the Technical Planning Chair.

G. **Team Manager:** Each LSC must provide the name of an individual to serve as official Team Manager at the EZ Meeting prior to the competition. The General Chairman will receive the meet announcement in the event that a Team Manager is not designated. An alternate may also be named. Team Managers, or an alternate, may vote (one per LSC) at any meeting called by the Meet Director or Meet Referee to discuss matters concerning the meet. Only the designated Team Manager or alternate is permitted to represent the LSC.

#### H. Officials

1. After concurrence with the host LSC or team, the Zone Officials Chair shall provide a recommendation for Meet Referees for each Zone Level Championship meet with final approval coming from both Zone Directors.
2. An Administrative Referee, Team Lead Starter and Team Lead Chief Judge shall be named by the Meet Referee prior to the meet.
3. Each participating LSC or team shall provide a minimum of two (2) or more timers at each session.
4. Other key officials, including referees and starters, as endorsed by each LSC, will be assigned where possible. The Meet Referee will establish final assignment and schedule of officials.
5. The recommended official's uniform for all Zone Level Championship meets will be a white-collared shirt over blue pants (shorts acceptable for prelims) or skirt. Officials may wear uniforms of their respective LSC.
6. Officials working at the meet may apply to have their performance evaluated for N2/N3 certification, provided the meet has been approved under the National Officials Certification Program. It is the meet host's responsibility to apply for the meet to be approved for evaluation at this level. The application should be coordinated with the host's local LSC Official's Chair
7. When the Eastern Zone Age Group Championship Meet is a qualifying meet for officials

these procedures shall be followed for the selection and assignment of meet officials:

- a. The Meet Referee shall be selected by three (3) people:
    - Officials' Chair of the host LSC
    - Meet Director of the Age Group Championship Meet
    - Eastern Zone Officials Chair
  - b. The Administrative Referee shall be selected by the newly selected Meet Referee, with the approval from Eastern Zone Officials' Chair, Officials' Chair Host LSC, and Meet Director of the Age Group Championship Meet
  - c. Meet officials requesting a specific assignment must submit an application to work the meet. The Meet Referee, LSC Officials' Chair and the Eastern Zone Officials' Chair will determine the application deadline.
- I. **Protests:** Any protest must be presented to the Meet Referee and will be managed in accordance with USA Swimming Rules 102.23. Protests must be accompanied by a \$50 protest fee made payable to the Eastern Zone, which shall be returned if the protest is upheld. It is suggested that in addition to a swimmer and coach an official also be a participant in the meet jury.
1. A Meet Jury will adjudicate any protests, including issues of conduct that may occur in the meet venue. All protests must be made in writing.
  2. Protests regarding eligibility as stated in USA Swimming Rule 102.23.3 must be presented to the Meet Referee in writing along with a \$50 protest fee. The fee may be refunded if the protest is upheld.
  3. The Meet Jury shall refer to Rule 102.23 of the USA Swimming Rules and Regulations regarding all protests.
  4. The Meet Jury may not change any of the rules of eligibility, substitution, or scoring.
  5. Any member involved in a formal pre-protest meeting/ discussion may not be a representative of the meet jury.
  6. Should there be a protest prior to the start of the meet, the Meet Referee shall convene a Meet Jury consisting of the Coach Director, the Non-Coach Director, the Technical Chair, the Zone Championship Chair, and the Zone Athlete Representative. Each member of the Meet Jury may designate a proxy, but at least one member of the jury shall be an athlete.
  7. In the case of an Eligibility Protest, a Zone Director should be used as opposed to the Program Operations Director.
  8. Misconduct
    - a. Any issues of conduct that occur within the meet venue will be adjudicated by the Meet Jury.
    - b. Misconduct includes but is not limited to:
      - 1) Violation of the safety guidelines outlined in the meet announcement.
      - 2) Disrespect to meet management personnel, officials, or fellow athletes.
      - 3) Stealing, destroying, vandalizing or possessing the property of others.
      - 4) Possession or use of alcoholic beverages, tobacco products or illegal drugs.
- J. **Seating**
1. Deck assignments for seating will be determined at the Team Managers meeting, including provision when special seating arrangements are needed.
  2. The host will provide four (4) spectator passes for chaperones of each LSC.

## **K. Post Meet Obligations**

1. Final Results
  - a. Shall include Prelims and Finals results of all Individual Events and all Relay events, including all intermediate splits. Relay results shall include all four swimmers' names.
  - b. Shall be provided to the Eastern Zone Webmaster using approved meet management software for posting within 48 hours of the conclusion of the meet.
  - c. Shall be provided to the LSC Times Coordinator for uploading into SWIMS in the form of an electronic backup of the entire meet.
2. Zone Championship Report
  - a. Shall be postmarked within thirty (30) business days of the last day of the meet.
  - b. Shall be sent to the Zone Directors, Technical Planning Chair and Secretary/Treasurer, and shall be presented at the EZ Meeting immediately following the Championship Meet.
  - c. The host LSC shall receive its \$500 deposit (minus cost of pins) back from the EZ upon distribution of all meet results and reports, assuming all other terms of the contract have been met.
3. Zone Financial statement
  - a. Shall be submitted within sixty (60) days after the close of the championship.
  - b. Shall be submitted to the EZ Directors, Technical Planning Chair and the Secretary /Treasurer and Budget Committee Chair on the form provided.

## Section 11

### EASTERN ZONE SECTIONAL CHAMPIONSHIP SERIES & SUMMER SENIOR ZONE CHAMPIONS SERIES REGULATIONS AND PROCEDURES

The Eastern Zone is divided into two Regions when hosting two Short Course Championships. The Regions are listed as Region I, also known as the North Region and Region II, also known as the South Region.

#### A. Territory

1. Region I is comprised of Adirondack (AD), Connecticut (CT), Maine (ME), Metro (MR), New England (NE), Niagara (NI), and New Jersey (NJ).
2. Region II is comprised of Allegheny Mountain (AM), Maryland (MD), Middle Atlantic (MA), Potomac Valley (PV), and Virginia, (VA).

#### B. Bid Procedure

1. Separate bids shall be solicited for the Spring Short Course (SC) meet for each region of the Eastern Zone the Spring and Summer Super Sectional Meets.
  - a. One Spring LC Super Sectional Meet will be held within the Zone. In the Olympic year, there will be two LC Spring Sectional Meets and one SC Super Sectional Meet.
  - b. The Summer LC meet (known as the Super Sectional Meet) shall be no more than four (4) days long, and shall conclude at least 8 days prior to the U.S. Open or Junior Nationals, whichever comes first. The goal size for the Sectional Meet is 700 athletes. If 800 or more athletes enter a given meet, the Zone shall either: (a) tighten the time standards, (but not faster than the standards established by the Senior Development Committee); or (b) split the meet into two meets for the following year. For meets held in two courses, the goal size of the meet is 1000 athletes. If 1100 or more athletes enter a given meet, the Zone shall either (a) tighten the time standards (but not faster than the standards established by the Senior Development Committee), or (b) split the meet into two meets for the following year.
  - c. One Summer Senior Zone Meet will be held within the Zone. The Summer Senior Zone Meet will be conducted to finish on the Saturday between the 2<sup>nd</sup> and the 15<sup>th</sup> of August.
2. Bids will be made and awarded according to the following schedule.
  - a. Both LC and SC meets in a given year shall be bid and awarded at the Annual Zone meeting (held at Convention) in the second calendar year prior to the dates of the meets.
  - b. If a meet is not bid and/or awarded at the appropriate Annual meeting, bids shall be solicited and the meet awarded at the following Spring Zone meeting (i.e. in the calendar year prior to the dates of the meets.)
  - c. If a meet is not bid and/or awarded at the above Spring meeting, the Zone Directors shall be empowered to seek bids and award the appropriate meet.
3. Bids may be made by an LSC or by an individual Club within an LSC in the Eastern Zone (EZ). The Host Club and/or LSC shall be responsible for all contracts with United States Swimming and Sponsors.

4. The written bid proposal shall contain details regarding the following:
  - a. Facility (see section C)
    - 1) Name and address of facility
    - 2) Number of courses to be used for competition
    - 3) Number of lanes in each competition course
    - 4) Availability of warmup/down facilities
    - 5) Deck capacity
    - 6) Timing system and scoreboard specifics
    - 7) Parking capacity, including provisions for bus parking
    - 8) Concession availability
    - 9) Spectator capacity
    - 10) Security and emergency personnel
    - 11) Hospitality
    - 12) Any special considerations
  - b. Experience
    - 1) Meet director
    - 2) Volunteer coordinator
    - 3) Hospitality coordinator
    - 4) Facility personnel (what is their experience with hosting large meets?)
  - c. General area information
    - 1) Hotel space without banquet facilities/ name, address, # rooms, distance to pool
    - 2) Hotel space with banquet facilities/ name, address, # rooms, distance to pool
    - 3) Area Restaurants/ names, addresses, distance to pool
    - 4) Special attractions
  - d. Special requests or restrictions
    - 1) Fees or other charges other than entry fees (See F.9 in Age Group procedure)
    - 2) Conflicts with other events within 50-mile radius (hotel space)
    - 3) Accommodations other than hotels (dorms, etc).
5. Each bidder will be allowed a maximum five (5) minutes presentation at the appropriate zone meeting.
6. A majority of eligible votes (by LSC) present will be required to award the bid.
  - a. The Spring Short Course Meets for each region can only be voted on by region members.
  - b. The Spring Long Course Meet that is opened to both regions can be voted on by the zone members.
  - c. The Summer Long Course Meet can be voted on by the zone members.
7. Once awarded, the meet formats may not be changed without approval of the Zone Championship Coordinator and the Technical Planning Chair and must meet the guidelines of the Sponsors' Standards set by USA Swimming as governed by the contract.

**C. Facility requirements:**

1. Should meet the preferred standards for National Championship as found in the USA Swimming Rules and Regulations, Article 103.
2. At a minimum, an 8-lane competitive course is required. A 25-yard course is required for the SC meet and a 50 meter course is required for the LC meet. A continuous warm-up

course shall be available during the course of the competition for either the SC meet or LC meet.

3. Must have automatic timing system and appropriate backup equipment. Should have a scoreboard for each course if two courses are in use and a separate display for each lane is preferred.
4. There should be adequate spectator seating and on-deck space for teams and coaches.
5. There should be adequate parking available or assigned for the coaches and officials. Provisions for bus parking should be noted.

#### **D. Volunteers and Officials**

1. Plans and procedures for securing adequate volunteers/to staff the meet should be addressed.
2. The Meet Referee will be selected by the Zone Officials' Chair. The Meet Referee will select their Administrative Referee. Other officials wishing to work at this meet should submit the application that will be available on the Eastern Zone website. Those officials requiring specific positions for the purpose of certification must apply within the deadline. The assignment of positions will be made by the Meet Referee with the approval of the Zone Officials Chair and the LSC Officials' Chair. If evaluators have been selected, they may also have input regarding the assignment of certain officials' positions during the meet for the purpose of certification.
3. The Evaluator(s) for the meet will be selected by the Meet Referee with approval from the zone chair and the LSC Officials' chair.

#### **E. Awarded Meets**

1. Contact the Zone Officials Chair to plan the Meet Officials.
2. Provide the meet announcement to the Zone Technical Chair and the meet referee no later than 120 days prior to the meet start date. Once the meet announcement has been approved, submit the meet announcement to the webmaster. The meet announcement should include the list of hotels available, and restaurants within close proximity to the meet.
3. Submit the sponsor contract paperwork.
4. Publish list of pool availability for teams.
5. Failure to provide required information to the Zone by the 120 days will result in a penalty of 10% of meet entry fees.
6. Meet Format:
  - a. Sunday Relays: Any relay that wishes to swim during the morning session may do so. All Sunday relays **must** declare an AM or PM preference when that relay is positively checked in at the clerk of course. The prelim/finals preference must be declared by the check-in deadline. The fastest two heats of relays that do not indicate their preference to swim in the preliminary session will swim during the finals session. All other Sunday relays will swim during the Sunday preliminaries.
  - b. Sunday Individual Distance Events: Any athlete who wishes to swim the Sunday distance freestyle prior to the finals session may do so. Athletes entered in the distance events **MUST** indicate their preference prior to the scratch deadline for Sunday's events. The fastest heat of athletes who failed to indicate a preference to swim prior to the finals session will swim in the top heat.
  - c. Late Entries: The same mechanism used by USA Swimming to permit late entries for Sectional Championships and Senior Zone Championships will be included in the respective meet announcements.

- d. Whenever there are more than 600 athletes entered in the Sectional or Senior Zone Championship meet, a D final that is dedicated to 18 & Y athletes will be offered. If there is a D final, awards will not be presented during Finals.
    - e. Thursday Time Trials for Winter Sectional Championships: In addition to the distance freestyle events, other events may be swum at the discretion of the Meet Referee who will also identify the maximum length of that time trial session.
7. Once the meet announcement has been published no changes to the meet format affecting competition (events/ days/ schedule) may be made. Updates to correct clerical mistakes, warm up times & number of lanes used are permitted once approved by the Pre-Meet Coordination Committee.

## **F. Post Meet Obligations**

1. Final Results
  - a. Shall include Prelims and Finals results of all Individual Events and all Relay events, including all intermediate splits. Relay results shall include all four swimmers' names.
  - b. Shall be provided to the Eastern Zone Webmaster using approved meet management software for posting within 48 hours of the conclusion of the meet.
  - c. Shall be provided to the LSC Times Coordinator for uploading into SWIMS in the form of an electronic backup of the entire meet.
  - d. When time trials are included, these results must be included as well.
2. Sectional Report
  - a. Shall be postmarked within thirty (30) business days of the last day of the meet.
  - b. Shall be sent to the Zone Directors, Technical Planning Chair and Secretary/Treasurer, and shall be presented at the EZ Meeting immediately following the Championship Meet.
3. Zone Financial statement
  - a. Shall be submitted within sixty (60) days after the close of the championship.
  - b. Shall be submitted to the EZ Directors, Technical Planning Chair and the Secretary /Treasurer and Budget Committee Chair on the form provided.