



Administrative Procedures Manual of the Eastern Zone of USA Swimming

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Part A – Territory, Officers, & Membership

Section 1.1 – The Eastern Zone

- .1 The Local Swimming Committees (LSCs) of the Eastern Zone shall be: Adirondack (AD), Allegheny Mountain (AM), Connecticut (CT), Maine (ME), Maryland (MD), Metropolitan (MR), Middle Atlantic (MA), New England (NE), New Jersey (NJ), Niagara (NI), Potomac Valley (PV) and Virginia (VA).

Section 1.2 – Officers

- .1 **Titles** - The elected officers of the Eastern Zone shall be two (2) Zone Directors (one coach and one non-Coach), Secretary/Treasurer, Technical Planning Chair, Age Group Chair, Athlete Director, and Junior Athlete Representative. The appointed positions of the Eastern Zone shall be Championship Coordinator, Disability Swimming Coordinator, Diversity Equity and Inclusion (DEI) Coordinator, Officials Coordinator, Assistant Officials Coordinator, Open Water Coordinator, Safe Sport Coordinator, and Webmaster.
 - A. The term “Zone Directors” shall include the Zone Coach Director, Zone Non-Coach Director, and Athlete Director unless otherwise specified.
- .2 **Eligibility** - Officers shall be members of USA Swimming in good standing and shall maintain their residency within the territory of the Eastern Zone. The Zone Coach Director and Zone Non-Coach Director shall not be from the same LSC. The Zone Athlete Director and Zone Junior Athlete Representative shall not be from the same LSC.
- .3 **Elections for Zone Director, Secretary/Treasurer, Technical Planning Chair, and Age Group Chair**
 - A. Elections shall be held at the Annual meeting of the Zone.
 - B. Nominations - Candidates for these offices may be nominated at the Spring meeting prior to the Annual meeting. Candidates for these offices may be nominated from the floor at the Annual meeting by any USA Swimming member of an LSC in the Zone.
 - C. Voting
 - (1) The seven (7) elected officers of the Zone and each Eastern Zone LSC may vote in elections.
 - (2) Each LSC will have four (4) votes or, if an athlete is attending from the LSC, five (5) votes which will be cast by the LSC General chair or designee. An LSC may vote as a block or separately.
 - (3) The election requires a simple majority of the votes cast. If no candidate receives a simple majority of the votes on the first ballot, the leading candidates whose votes total a simple majority will advance to a run-off ballot. If the results of any run-off ballot produce a tie, the Zone Director not running for election will break the tie.
 - (4) Each of the LSC’s votes at the Zone meeting may be cast by one or more LSC representatives (as determined by the General Chair or a designee) present at the meeting. An LSC may not assign its vote(s) to another LSC to be cast on its behalf.
- .4 **Elections for Athlete Director and Junior Athlete Representative**

- A. Elections for Athlete Director and Junior Athlete Representative shall be held in accordance with the Eastern Zone Athletes' Administrative Procedures Manual.

.5 Terms of Office

- A. Each elected officer shall serve for a term of two (2) years.
- B. The following officers shall be elected in even numbered years: Zone Director - Coach, Secretary/Treasurer, Athlete Director, and Junior Athlete Representative.
- C. The following officers shall be elected in odd numbered years: Zone Director - Non-Coach, Technical Planning Chair, and Age Group Chair.
- D. The following officers shall be appointed in even number years: Championship Coordinator, Diversity Equity and Inclusion Coordinator, Disability Coordinator, Safe Sport Coordinator
- E. The following officers shall be appointed in odd number years: Officials Coordinator, Assistant Officials Coordinator, Open Water Coordinator, and Webmaster
- F. All terms shall commence at the close of the Annual meeting of the Zone in the year of election.
- G. Following the end of their final term, the Zone Directors may act in an ex officio manner for one year, with a voice in meetings but no vote.
- H. Each appointed position shall serve for a term of two (2) years; however, appointed positions serve at the pleasure of the Zone Directors. There are no term limits for these appointed positions.

- .6 Limitation of Terms** - No officer shall be elected to more than two successive terms except the Secretary/Treasurer. Athlete Representatives shall be limited to one term as Junior Athlete Representative and one term as Athlete Director. An appointment to conclude a vacancy does not count in the two-term limitation.

- .7 Vacancy** - Any vacancy that may occur in the list of elected officers caused by death, resignation, incapacity, removal, or any other reason may be filled temporarily by the Zone Directors until the Zone shall elect a permanent successor at the next meeting of the Zone. A permanent successor shall fill the unexpired term of the vacant office.

- A. Any vacancy of a Zone Director shall be filled temporarily by the same procedure, except that the individual shall be selected by a simple majority vote of the remaining officers.

- .8 Removal of Officers** - An elected officer of the Eastern Zone who has failed to attend to their official duties or member responsibilities or has done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, may be removed from office by a simple majority vote of the remaining six (6) elected officers. If this vote results in a tie, the longest-serving Zone Director shall cast the deciding vote. If the longest-serving Zone Director is the subject of removal and the vote results in a tie, the most recently elected Zone Director shall cast the deciding vote. However, no officer may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.

Section 1.3 – Duties of Elected Officers

.1 Zone Director

- A. Shall represent the Eastern Zone on the USA Swimming Zone Directors' Council.
- B. Shall regularly oversee revision of the Eastern Zone Administrative Procedures Manual.
- C. Shall be responsible for receiving and directing the disbursement of all monies in accordance with the Eastern Zone Administrative Procedures Manual.
- D. Shall make all necessary appointments for appointed positions and committees in accordance with the Eastern Zone Administrative Procedures Manual.
- E. Shall review and approve Zone Championship Meet information.
- F. Shall arrange the meetings of the Zone.
- G. Shall provide a written report on the current affairs of the Zone at the Annual meeting and Spring meeting of the Zone.
- H. The Coach Director shall chair all Zone meetings from the conclusion of the Annual meeting at which the election is held in an odd numbered year to the conclusion of the Annual meeting in the following even numbered year, shall chair Zone meetings in the absence of the Zone Director - Non-Coach, and shall chair the Zone meetings when the Zone Director - Non-Coach is elected and will cast the deciding vote in a tied election.
- I. The Non-Coach Director shall chair all Zone meetings from the conclusion of the Annual meeting at which the election is held in an even numbered year to the conclusion of the Annual meeting in the following odd numbered year, shall chair Zone meetings in the absence of the Zone Director - Coach, and shall chair the Zone meeting when the Zone Director - Coach is being elected and will cast the deciding vote in a tied election.

.2 Secretary/Treasurer

- A. Shall be responsible for record keeping and minutes of all Zone and Officers meetings.
- B. Shall conduct official correspondence for the Zone.
- C. Shall issue notices of all Zone meetings.
- D. Shall receive and disburse all monies in accordance with the Eastern Zone Administrative Procedures Manual or as authorized by the Zone Directors.
- E. Shall maintain financial records for the Zone and keep all funds of the Zone on deposit in a designated account with USA swimming.
- F. Shall prepare and send reports as may be required by USA Swimming and/or the Zone Directors.
- G. Shall keep copies of meet results, meet information and meet financial reports for a period of five (5) years.
- H. Shall receive and file financial reports from meet hosts and follow up on post-meet financial responsibilities of host if needed.
- I. Shall prepare and distribute a detailed financial report at the Annual meeting or as requested.

.3 Athlete Director and Junior Athlete Representative

- A. The Athlete Director shall serve as the Chair of the Eastern Zone Athlete Committee. The Junior Athlete Representative shall serve as the Vice-Chair of the Eastern Zone Athlete Committee.

- B. Shall solicit views of LSC athlete representatives and present them, as appropriate to the Zone and USA Swimming.
- C. Shall represent the Eastern Zone athletes on the Zone Directors' Council.
- D. Shall be the liaison between LSC athlete representatives and both the Zone Directors' Council and Zone Athletes' Representative Committee.
- E. Shall act as voice only member of the National Athletes' Executive Committee.
- F. Shall set and meet yearly position goals.
- G. Shall maintain and update a current list of LSC athlete representatives in the Zone.
- H. Shall mentor LSC athlete representatives throughout the year.
- I. Shall provide a written report on the athlete operations of the Zone at the Annual meeting and Spring meeting of the Zone.

.4 Technical Planning Chair

- A. Shall chair the Technical Planning Committee.
- B. Shall review meet announcements for the Zone Championship Age Group Meets and Sectional Meets for consistency and compliance with Zone Procedures.
- C. Shall provide guidance regarding technical aspects of the conduct of competition at the Zone Age Group Championship Meets and Sectional Meets.
- D. Shall provide a written report on Eastern Zone time standards, and meet results at the Annual meeting and Spring meeting of the Zone.
- E. Shall assist Zone Directors in updating the technical information in the Zone Administrative Procedures Manual based on motions passed at Zone meetings.
- F. Shall seek committee appointees from the Zone Directors.

.5 Age Group Chair

- A. Shall assist in the planning of the Eastern Zone Age Group Championship Meets.
- B. Shall prepare and present a detailed written report on the Eastern Zone Age Group Zone Meets at the Annual and Spring meetings of the Zone.
- C. Will review previous Age Group meets to enhance the hosting of future competitions.

Section 1.4 – Duties of Appointed Positions

.1 Championship Coordinator

- A. Shall act as liaison between Eastern Zone officers and the host of the Championship Meets.
- B. Shall solicit meet bids from Eastern Zone LSCs two (2) years in advance of the competition.
- C. Shall prepare and present a detailed written report of all approved and pending meet bids at the Annual and Spring meetings of the Zone.
- D. Shall assist Zone Directors and meet hosts with problems or questions that arise prior to the meets, attempting to keep the meets as uniform as possible without interfering with meet operations.

.2 Disability Swimming Coordinator

- A. Shall serve as liaison for the Disability Swimming community to the Eastern Zone and its LSCs.
- B. Shall assist in the development of the Eastern Zone procedure for the inclusion of athletes with a disability at the Zone Meets and Sectional Meets.

- C. Shall communicate with Zone Officials' Chair regarding athletes with disabilities qualifying for Zone level Championships using parallel time standards.
- .3 Diversity Equity and Inclusion Coordinator**
 - A. Appointed by the Zone Directors and approved by the USA Swimming DEI Committee Staff Liaison.
 - B. Reports to the USA Swimming DEI Committee Staff Liaison and National DEI Committee Chair.
 - C. Serves as the liaison to the Zone LSC DEI Coordinators and acts as a liaison for this group to the National Diversity, Equity and Inclusion Committee. One of the main purposes of this position is to assist in the training of, and dissemination of information to the LSC DEI Coordinators.
- .4 Safe Sport Coordinator**
 - A. Appointed by the Zone Directors and approved by the USA Swimming Safe Sport Committee Staff Liaison.
 - B. Reports to the USA Swimming Safe Sport Committee Liaison and National Safe Sport Committee Chair.
 - C. Serves as the liaison to the Zone LSC Safe Sport Coordinators and acts as a liaison for this group to the National Safe Sport Committee. One of the main purposes of this position is to assist in the training of, and dissemination of information to the LSC Safe Sport Coordinators/Points of Contact.
- .5 Officials Coordinator**
 - A. Maintain communication with the Eastern Zone LSC Officials Coordinators to promote collaboration and strengthen officiating practices within the Eastern Zone.
 - B. Disseminate information as needed, within the Eastern Zone, concerning policies and procedures developed by the National Officials Committee and other related USA Swimming committees, concerning officiating rules and procedures.
 - C. Assist with the further training of officials, within the Eastern Zone, in accordance with procedures established by the National Officials Committee, through Zone level meetings, workshops or via communications with LSC Officials Coordinators.
 - D. Appoint the Meet Referee for Eastern Zone Championship Meets, with consent of the LSC Officials Coordinator and Meet Director, and final approval from the Zone Directors.
 - E. Work with (in an advisory capacity only) the Eastern Zone Championship Meet Referee and host club in recruiting and assigning other officials for the Eastern Zone Championship Meet.
 - F. Attend Zone meetings, and report on the officiating at the Eastern Zone Championship Meets as well as any other pertinent issues or activities.
 - G. Attend the Eastern Zone Championship, and or Sectional Championship Meets, whenever possible, in order to assist in officiating and to further communication and education among Eastern Zone Officials.
- .6 Assistant Officials Coordinator**
 - A. Shall coordinate with the Zone Officials' Chair in the fulfillment of responsibilities.
 - B. With consent of the Zone Directors, the Assistant Officials Coordinator shall assume the position of Officials Coordinator after two years.
- .7 Open Water Coordinator**
 - A. Supervise and oversee the Eastern Zone Open Water Swimming Programs.

- B. Be a member of the Eastern Zone Technical Planning Committee.
- C. Establish and maintain a liaison with the officers and other committees in all matters related to Open Water Swimming including but not limited to the following: Zone Directors, Age Group Development, Technical Planning, Athletes' Committee, and Meet Coordination.
- D. Assist and act as a technical advisor to Eastern Zone LSCs in the conduct of their open water activities.
- E. Recruit and train the members of the Eastern Zone Open Water Swimming Committee.
- F. Each LSC should have an Open Water Coordinator and supply their contact information to the Eastern Zone Open Water Swimming Coordinator.

.8 Webmaster

- A. Shall ensure the Eastern Zone Swimming website is updated and accessible.
- B. Shall ensure accurate meet information, results and other relevant information is consistently accessible to all Eastern Zone members.
- C. Shall make necessary housekeeping alterations to the improvement of the website.
- D. Shall report to the Zone Directors for the design and content of the website.

Part B – Committees

Section 2.1 – General

- .1 In addition to the standing committees listed herein, the Zone Directors are authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Procedures, members of each committee shall be appointed by the Zone Directors. Athlete membership shall constitute at least one-third (33.3%) of the voting membership of every committee.

Section 2.2 – Standing Committees

.1 Athletes' Committee

- A. Chair - The Athlete Director shall be the Chair of the Athletes' Committee. The Junior Athlete Representative shall be the Vice-Chair of the Athletes' Committee.
- B. Members - The Athletes' Committee shall consist of all elected athlete representatives from each of the Eastern Zone LSCs. Each member's term shall be determined by their LSC's term length for athlete representatives.
- C. Duties - The Eastern Zone Athlete Committee shall seek to provide and promote athlete representation throughout the Eastern Zone Board and the member LSCs. They shall provide athlete input and voting presence in all decisions made regarding the Eastern Zone.

.2 Finance Committee

- A. Chair - The Finance Chair is appointed by Zone Directors and shall chair the Finance Committee.
- B. Members - The Zone Treasurer shall be a permanent member of the Finance Committee. Additional individuals appointed by the Zone Directors will serve as members of the Finance Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Finance Committee creates the annual budget for approval by the Eastern Zone delegates. Additionally, the committee oversees financial planning and analysis, monitors financial performance throughout the year, and ensures compliance with financial policies and regulations. The Finance Committee may also recommend adjustments to budget allocations or provide guidance on fiscal strategy to ensure the Zone's financial health and sustainability.

.3 Technical Planning Committee

- A. Chair - The Technical Planning Chair shall be the Chair of the Technical Planning Committee.
- B. Members - One representative from each LSC, appointed by the General Chair or their designee, shall serve on the Technical Planning Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Technical Planning Committee is responsible for long-term planning and

development of swimming programs within the Eastern Zone. This includes reviewing and approving meet formats, overseeing the scheduling of regular season, end-of-season, and championship meets, and providing guidance on meet management and sanctioning. The committee also advises other Zone committees on technical aspects of swimming programs, ensures alignment with the Zone's goals, and evaluates the effectiveness of programs to support athlete development and competition quality.

.4 Age Group Committee

- A. Chair - The Age Group Chair shall be the Chair of the Technical Planning Committee.
- B. Members - One representative from each LSC, appointed by the General Chair or their designee, shall serve on the Age Group Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Age Group Committee is responsible for overseeing the planning, development, and improvement of Eastern Zone Age Group swimming programs. This includes assisting with the organization of Age Group Championship Meets, conducting evaluations of past meets to enhance future competitions, and developing long-term strategies to promote participation and growth within the Age Group category. The committee also supports the transition of athletes from Age Group to Senior swimming, advises on meet schedules and recognition programs, and ensures that Age Group swimmers are given opportunities for development and achievement.

.5 Diversity Equity and Inclusion Committee

- A. Chair - The Diversity Equity and Inclusion Coordinator shall be the Chair of the Diversity Equity and Inclusion Committee.
- B. Members - One representative from each LSC, appointed by the General Chair or their designee, shall serve on the Diversity Equity and Inclusion Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Diversity, Equity, and Inclusion Committee is responsible for promoting diversity and fostering an inclusive environment across all levels of Eastern Zone swimming. The committee works to develop and implement programs that increase participation among underrepresented groups, including athletes, coaches, and officials, regardless of race, ethnicity, gender, sexual orientation, income, religion, or physical or mental ability. The committee facilitates collaboration among LSC DEI Chairs, provides guidance on DEI initiatives, and ensures alignment with USA Swimming's broader goals. Additionally, the DEI Committee oversees the planning of Zone-wide programs, such as multicultural meets and diversity camps, and supports the recruitment, training, and mentorship of DEI leaders within the Zone.

.6 Officials Committee

- A. Chair - The Officials Coordinator shall be the Chair of the Officials Committee. The Assistant Officials Coordinator shall be the Vice-Chair of the Officials Committee.
- B. Members - One representative from each LSC, appointed by the General Chair or

- their designee, shall serve on the Officials Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half(50%) of such members are appointed each year.
- C. Duties - The Officials Committee is responsible for promoting uniform officiating standards across the Eastern Zone, in alignment with USA Swimming's national philosophy. This includes maintaining communication with LSC Officials Coordinators, disseminating updates on policies and procedures, and assisting with training and development of officials through workshops and meetings. The committee is also tasked with appointing Meet Referees for Zone Championship Meets, advising on official recruitment for these meets, and ensuring that all officials are properly trained and certified. Additionally, the committee provides regular reports at Zone meetings and helps foster consistency and excellence in officiating across the Zone.

.7 Open Water Committee

- A. Chair - The Open Water Coordinator shall be the Chair of the Open Water Committee.
- B. Members - One representative from each LSC, appointed by the General Chair or their designee, shall serve on the Open Water Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Open Water Committee is responsible for overseeing and promoting the development of open water swimming within the Eastern Zone. This includes assisting with the planning and sanctioning of open water events in alignment with USA Swimming rules, advising LSCs on open water activities, and reviewing safety plans for races. The committee recruits and trains members, supports LSC Open Water Coordinators, and works with other Zone committees to foster the growth of open water swimming. Additionally, the committee helps establish an event schedule, organizes training clinics, and ensures consistent standards and procedures across all open water events in the Zone.

.8 Safe Sport Committee

- A. Chair - The Safe Sport Coordinator shall be the Chair of the Safe Sport Committee
- B. Members - One representative from each LSC, appointed by the General Chair or their designee, shall serve on the Safe Sport Committee. A sufficient number of athlete members shall be appointed so as to constitute at least one-third (33.3%) of the voting membership of the Committee. Appointed individuals shall serve two (2) year terms, staggered so that half (50%) of such members are appointed each year.
- C. Duties - The Safe Sport Committee is responsible for promoting and implementing USA Swimming's Safe Sport Program within the Eastern Zone. This includes coordinating with LSC Safe Sport Coordinators to provide education and resources that safeguard the wellbeing of athletes, coaches, and members. The committee disseminates Safe Sport information, assists with training LSC Coordinators, and serves as a liaison between the Zone and USA Swimming's National Safe Sport Committee. Additionally, it supports the development of safe sport policies, facilitates communication on best practices, and works to ensure compliance with

national standards to create a safe and positive environment for all.

Part C – Management

Section 3.1 – Duties & Powers

- .1 The duties and powers of the Eastern Zone shall be:
 - A. To generally aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States;
 - B. To aid and assist in the distribution of information from USA Swimming to the LSCs within its assigned territory;
 - C. To aid and assist USA Swimming in the coordination of the administrative responsibilities of the LSCs within the assigned territory;
 - D. To facilitate annual Zone Championship Meets as determined by the Zone;
 - E. To facilitate the conduct of Sectional competitions within the assigned territory as described in the Eastern Zone Administrative Procedures Manual;
 - F. To adjudicate, in accordance with USA Swimming Rule 202.3, appeals filed by meet hosts whose applications for sanction have been denied by their LSCs, following procedures outlined in the Sanction Appeal Process Handbook.

Section 3.2 – Meetings

- .1 **Annual and Spring Meetings** - The Zone Directors shall schedule the Annual meeting of the Zone in the fall within a two (2) week period of the USA Swimming Annual Business meeting and the Spring meeting of the Zone within a two (2) week period of the USA Swimming Workshop. If either of the USA Swimming meetings are not held, the Zone Directors shall schedule the meetings at an appropriate time.
- .2 **Special Meeting** - A special meeting may be called by a two-thirds (2/3) majority of the Zone Directors or upon written request to the Secretary by no less than one-third (1/3) of the LSC General Chairs of the Zone.
- .3 **Notices** - Notice of any regular or special meetings of the Zone shall be sent, in writing or electronically, and posted to the Eastern Zone website at least thirty (30) days in advance of the meeting. This notice setting forth the location and time of a regular or special Zone meeting, shall be sent by the Secretary/Treasurer to the Eastern Zone Officers, LSC General Chairs, and LSC Permanent Offices (if applicable). An agenda, setting forth the specific items to be considered and acted upon, shall be sent or posted online at least fifteen (15) days in advance of the meeting.
- .4 **Quorum** - A quorum at all meetings of the Zone shall consist of a simple majority (7/12) of member LSCs.
- .5 **Rules of Order** - The procedural rules at all meetings shall be the current Robert's Rules of Order Newly Revised.
- .6 **Speaking Privileges** - All USA Swimming members in good standing who are members of an LSC within the Eastern Zone and who attend Zone meetings shall have voice but no vote.
- .7 **Voting** - A simple majority vote is necessary for approval of new or regular business agenda items and the election of officers.
- .8 **Reports and Minutes** - At least ten (10) days prior to any Zone meeting, the Secretary/Treasurer or Webmaster shall prepare and post reports on the Eastern Zone

website. Within forty-five (45) days of the immediate past meeting, the Secretary/Treasurer or Webmaster shall post a draft copy of the minutes on the Eastern Zone website.

- .9 **Order of Business** - At all meetings of the Eastern Zone, the following agenda items shall be the Order of Business:
1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes
 4. Financial Report
 5. Report of Officers
 - a. Zone Director Report
 - b. Technical Planning Chair Report
 - c. Report of Championship Coordinator
 - i. Bid Presentations for Eastern Zone meets
 - ii. Voting and bid award
 - d. Athlete Representatives Report
 - e. Age Group Chair Report
 - f. Diversity, Equity, and Inclusion Coordinator Report
 - g. Officials Coordinator Report
 - h. Safe Sport Coordinator Report
 - i. Disability Coordinator Report
 6. Unfinished Business
 7. New Business
 8. Elections (Annual Meeting) OR Nominations (Spring Meeting)
 9. Reports from National Committee Members
 10. Scheduling of Next Meeting
 11. Adjournment

Section 3.3 – Virtual Meetings

- .1 **Virtual Meetings** - When the need arises or an agreement by the Eastern Zone membership that a virtual meeting should be held, the following will apply. This determination shall be made by the Zone Directors in consultation with the other Zone Officers and LSC General Chairs.
- .2 The instructions for using video conferencing software will be disseminated at least thirty (30) days prior to the virtual meeting by the Secretary/Treasurer following the same procedure specified in section 3.2.3.
- .3 Email addresses must be submitted to the Eastern Zone Secretary/Treasurer at least thirty (30) days in advance of the virtual meeting. The registration link to the virtual meeting will be sent to each of the emails provided.
- .4 All reports will be filed on the Eastern Zone website prior to the virtual meeting.
- .5 The virtual meeting will be run as closely as possible to an in-person meeting, following the same format. The decorum of all members attending the virtual meeting will be the same as if attending the meeting in person.

Section 3.4 – Meetings by Correspondence

- .1 **Meetings by Correspondence** - The Zone Directors may present in writing to each Zone LSC such information and proposals as they deem necessary between regular Zone meetings. Each LSC is entitled to five (5) votes and a simple majority of all Eastern Zone LSC votes are required to pass any such written proposal. Ballots by postal mail and electronic mail/conference software shall be accepted.

Section 3.5 – Amendments, Mailing Address, and Dissolution

- .1 **Amendments** - Any provision of these Administrative Procedures may be amended by submitting a written proposal to the Secretary/Treasurer at least thirty-one (31) days prior to any Regular meeting of the Zone. The Secretary/Treasurer or Webmaster shall post a copy of the proposed amendment to the Eastern Zone website and the Secretary/Treasurer shall provide a copy of the proposed amendment to each Eastern Zone Officer, and the General Chair of each LSC in the Eastern Zone at least thirty (30) days prior to the next meeting of the Zone. Any proposed amendment received before thirty-one (31) days prior to the next meeting of the Zone may be adopted by a simple majority vote. Any proposed amendment received less than thirty (30) days prior to the next meeting of the Zone shall be adopted by a three-quarters (3/4) vote of the members present and voting at the meeting of the Zone. The Secretary/Treasurer is authorized to make housekeeping changes to these Administrative Procedures in order to align with the USA Swimming Rules and Regulations, or other areas of Administrative Procedures. The Secretary/Treasurer shall maintain a copy of the Eastern Zone Administrative Procedures Manual and will revise the policies to incorporate approved amendments.
- .2 **Mailing Address** - The mailing address for the Eastern Zone shall be the address of the Eastern Zone Secretary/Treasurer.
- .3 **Dissolution** - Upon dissolution, all assets shall be distributed among the Eastern Zone LSCs in proportion to their respective number of athlete members, or, by a simple majority vote of the Eastern Zone LSCs, to USA Swimming.

Part D – Fiscal Policy & Procedures

Section 4.1 – Fiscal Year

- .1 The fiscal year of the Eastern Zone shall start on the first day of September (September 1) and end on the last day of August (August 31).

Section 4.2 – Banking Authorities

- .1 The Eastern Zone Operating Account shall be maintained by USA Swimming and funded through the annual dues of member LSCs, meet surcharges as described in these Administrative Procedures, and any other forms of revenue as may be imposed or received by the Eastern Zone from time to time.
- .2 The Zone Directors have sole responsibility and authority to approve any expenditure from the Eastern Zone Operating Account that is managed by USA Swimming.

Section 4.3 – Dues & Fees

- .1 Each Member LSC shall pay annual dues to the Eastern Zone based upon the annual premium athlete membership from September 1 – August 31 of the prior year. Each January, the Secretary/Treasurer shall email an invoice for the amount due to each LSC. Payment of the invoiced amount is no later than August 15 of the current year. The check should be made payable to USA Swimming and mailed to the Eastern Zone Secretary/Treasurer. The Secretary/Treasurer shall forward all monies to the Revenue Manager at USA Swimming. If the LSC dues are not paid by September 15, they may incur an additional fee of \$250.00.
- .2 The Chair of the Eastern Zone Finance Committee shall provide a recommendation regarding the assessment of dues and fees for the subsequent fiscal year. This proposal will be subject to a simple majority vote during the Spring meeting of the prior fiscal year (e.g. annual dues for the 2024 fiscal year are voted on at the 2023 Spring meeting).

Section 4.4 – Annual Budget & Report

- .1 The Eastern Zone budget shall be prepared by the Chair of the Eastern Zone Finance Committee and Secretary/Treasurer, with the advice and input of the Zone Directors, the Eastern Zone Athlete Representatives, and the Zone Committee Chairs and Coordinators, and approved annually by a simple majority vote at the Spring meeting.
 - A. The Eastern Zone Finance Chair shall call for budget requests no later than thirty (30) days prior to the Spring meeting. The finalized budget shall be presented no later than fifteen (15) days prior to the Spring meeting.
- .2 The Finance Chair and Secretary/Treasurer shall issue a biannual Financial Report at the Annual and Spring meetings of the Zone.

Section 4.5 – Expenses

- .1 **Travel Expenses** - The Eastern Zone will reimburse some travel costs for Zone Officers and Zone Chairs/Coordinators who are not reimbursed by their LSC for their travel on Zone business, as approved by the Zone Directors. These members are: Zone Directors, Zone Athlete Representatives, Secretary/Treasurer, Technical Planning Chair, Age Group Chair, Championship Coordinator, Disability Swimming Coordinator, Diversity Equity and Inclusion Coordinator, Safe Sport Coordinator, and Officials Coordinator. The reimbursement is limited to reasonable travel expenses including flights, lodging, and per diem. Per diem rate shall be determined by the United States General Services Administration (GSA).
- .2 **Zone Additional Expenses** - The Eastern Zone will reimburse miscellaneous Zone expenses incurred, with the consent of the Zone Directors. Additional expenses include but are not limited to the Athlete Representatives' budget, Zone Teleconferencing Fees, Camp expenditures, and Conference room charges outside of what is provided by USA Swimming.
- .3 **Approval Process** - All expenses must be approved by the Zone Directors before being distributed by the Revenue Manager at USA Swimming.

Part E – Zone Sanction Appeal Process

Section 5.1 – Mission Statement

- .1 To establish a consistent appeal process for a meet host whose request for sanction or approval is denied by an LSC; to allow for review of denials to make certain such denials are not limiting competitive opportunities for athletes; to help meet the competition needs of clubs and athletes and to allow alternatives when scheduled meets are filled.

Section 5.2 – Authority

- .1 The ZSAP shall have the authority to review the process followed by the host/petitioner and the LSC and determine if all rules and policies have been followed and fairly applied. The ZSAP does not have the authority to overrule LSC regulations and policies. The ZSAP does not have the authority to establish entry fees. The ZSAP is authorized to direct the LSC to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

Section 5.3 – Appeal Procedures

- .1 The Zone Sanction Appeal Panel (ZSAP) shall use the Zone Sanction Appeal Process in the USA Swimming Operating Policy Manual.
- .2 Petitions shall be submitted to the longest-serving Zone Director.
- .3 A petitioner must file an appeal in writing with the designated Zone Director within five (5) days of denial of sanction by the applicable LSC.
- .4 Within twenty-four (24) hours, the designated Zone Director shall provide a written response to the petitioner acknowledge receipt of the appeal.
 - A. If the petitioner does not receive acknowledgement within twenty-four (24) hours from the designated Zone Director, the petitioner shall immediately contact the other Zone Director in writing.
 - B. The other Zone Director shall attempt to contact the designated Zone Director within twenty-four (24) hours and, if unable to do so, the other Zone Director shall convene the ZSAP.
 - C. The Zone Directors shall make every effort to stick to a 24-hour timeline in convening the ZSAP. Failure to do so does not void the appeal or the decision. Even if initial contacts are made via phone, appeal requests and confirmation must be reduced to writing.
- .5 When an appeal is filed, the Zone Director shall notify the LSC and appoint a panel made up of a coach, referee, and athlete, each from a different LSC and none from the petitioner's LSC.
- .6 Documentation to be presented to the ZSAP by the petitioner includes, at a minimum:
 - A. Meet information
 - B. Process followed by petitioner
 - C. Reasons for appeal
- .7 Documentation to be presented to the ZSAP by LSC includes, at a minimum:

- A. Reason for denial
- B. Pertinent LSC rules, timeline, process
- .8 The Zone Director convening the ZSAP shall provide the ZSAP with all pertinent written documentation for review and consideration. The ZSAP shall decide the matter within five (5) days of convening the ZSAP.
- .9 The ZSAP shall notify the Zone Director convening the ZSAP of its decision in writing.
- .10 The Zone Director convening the ZSAP shall notify the petitioner and the applicable LSC of the ZSAP decision.
- .11 The ZSAP decision is final and there are no further appellate opportunities.
- .12 The ZSAP Chair will complete a standard one-page report to document the decision.

Section 5.4 – Eligibility Selection

- .1 The Zone Directors shall designate a group of individuals eligible to sit on a ZSAP.
- .2 Designees shall be named for a one-year term by October 1 of each year and shall be eligible for reappointment.
- .3 When a petition is received, the Zone Director shall appoint a panel made up of a coach, a referee, and an athlete, each from a different LSC and none from the petitioner's LSC. All members must be USA Swimming members in good standing.
- .4 The ZSAP shall select its panel chair, and all three members must participate in the appeal.
- .5 Recommended experience:
 - A. Past Zone Directors or Zone Officers.
 - B. Individuals with LSC and/or National Board of Review experience.
 - C. Individuals with LSC Board and/or committee experience.
 - D. Individuals with experience in multiple LSCs.
 - E. Officials with referee-level certification.
 - F. Older athletes (senior or post-grad).

Section 5.5 – Initial Questionnaire

- .1 In order to facilitate a cohesive, fair, and consistent process, all ZSAP panels should use the following questions at the beginning of each initiated panel.
 - A. Did the LSC that has denied the sanction clearly communicate its rules and deadlines in a reasonable amount of time?
 - B. Did the appellant follow the rules and deadlines of the LSC?
 - C. Did the LSC provide a reasonable and concise explanation as to why the sanction was denied?
 - D. Did the LSC provide the appellant with the appropriate information concerning the appeal process within a reasonable period of time?
 - E. Did the LSC and the appellant try to come to an agreement before the appeal was filed?

Part F – General Championship Meet Regulations & Procedures

Section 6.1 – General

- .1 **Applicability** - The following general regulations shall apply to all Eastern Zone Championship Meets except for Zone Open Water Championships.
- .2 **Naming Conventions** - For the purposes of this Part, the term “Team” includes both USA Swimming Club Members and teams of athletes representing a particular LSC in an “All-Star” format. The specific meet format depends on the type of Championship Meet and is detailed in subsequent sections.
- .3 **Voting** - A simple majority vote of the Eastern Zone members present at a meeting is required for selection of the site location, date, and format for any Eastern Zone Championship Meet.
- .4 **Travel** - When traveling as a team, each team attending the meet shall be in compliance with USA Swimming’s Minor Athlete Abuse Prevention Policies (MAAPP).

Section 6.2 – Bid Procedure

- .1 Bids will be made and awarded according to the following schedule:
 - A. Both short course (SC) and long course (LC) meets in a given year shall be bid and awarded at the Annual Zone meeting 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 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.
- .2 Bids will be made by and awarded to an LSC in the Eastern Zone; the LSC General Chair 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, all contracts with USA Swimming and sponsors, and all requirements herein.
- .3 Bids may be submitted electronically to the Championship Coordinator no later than thirty (30) days prior to the Eastern Zone Annual meeting. Bids must agree to meet or exceed all the criteria contained in these regulations. Bids will also be accepted from the floor during the Annual meeting.
- .4 The written bid proposal shall contain details regarding the following:
 - A. Facility (see section 6.3)
 - (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) Any special considerations
- B. General area information (Hotels, restaurants, special attractions, etc.)
- C. Special requests or restrictions
 - (1) Fees or other charges other than entry fees (see 6.6.11)
 - (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) minute presentation at the appropriate Zone meeting. A simple majority of eligible votes (by LSC) present will be required to award the bid.
- .6 Once awarded, the meet announcement is due to the Technical Planning Chair and Meet Referee (if named) for review no less than one hundred and twenty (120) days before the start of the meet. The meet announcement must include facility information, general area information, the event file, and officials application and information. Meet formats may not be changed without approval of the Meet Coordination Committee. Any changes must meet applicable guidelines from USA Swimming or sponsors. Failure to provide the meet announcement in accordance with the 120-day rule may result in a fine of ten percent (10%) of meet entry fees.
- .7 **Meet Coordination Committee**
 - A. The Zone Directors, Technical Planning Chair, Championship Coordinator, Zone Officials Coordinator, and Meet Referee shall constitute this committee.
 - B. A quorum is three (3) members. A simple majority of the members present is necessary for the committee to take any action.
 - C. A representative from the meet host will serve as an advisor to committee but will have no vote.

Section 6.3 – Facility Requirements

- .1 Facilities 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. A 25-yard course is required for short course meets and a 50-meter course is required for long course meets. It is preferred that there be an on-site warm-up/down area.
- .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 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.

Section 6.4 – Pre-Meet Host Responsibilities

- .1 The host shall consult with the Technical Planning Chair to determine if any changes need be incorporated into the meet announcement.
- .2 The host shall prepare the meet announcement using the meet announcement from the previous year and submit the meet announcement to the Technical Planning Chair and the Meet Referee (if named) for review and final approval.

- .3 Once meet information is approved, notification of availability shall be sent to the Eastern Zone Officers, LSC General Chairs, and LSC Permanent Offices (if applicable) by the Secretary/Treasurer. Upon approval by the Technical Planning Chair, the following items shall be posted on the Eastern Zone website by the Secretary/Treasurer or Webmaster:
 - A. Meet Announcement and electronic meet events file
 - B. Officials Application/Information
 - C. Qualifying Times
 - D. Order of Events
- .4 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, and number of lanes used are permitted without approval of the Meet Coordination Committee.

Section 6.5 – 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. 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 at the general meeting.
- C. Lanes for warm-up and warm-up/down areas shall be used as defined by the host LSC, following all relevant safety regulations.

.2 Equipment and Personnel

- A. The host shall provide:
 - (1) Automatic timing and officiating equipment and operators.
 - (2) Administrative personnel sufficient to staff Clerk of Course, computer and timing system operators, runners, scoring, copying and posting of results.
 - (3) 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 shall be provided for designated coaches, athletes, Eastern Zone Officers, the Championship Coordinator, and working officials. Credentials shall also be provided to Team Managers and designated LSC team representatives listed on the LSC team roster, if applicable.
- C. 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, and the qualifying times for appropriate USA Swimming Championship Meets.
- B. No later than the general meeting (the night before the competition), the host shall provide complete heat sheets for each session and the projected timeline for each session to credentialed officials and coaches. If applicable, the host shall provide two (2) complete meet programs for each Team Manager.
- C. Heat sheets for each day's finals session shall be available one hour prior to the start

- of that session.
- D. The complete results of the prior day's sessions shall be posted no later than 7:00am each morning, other than following the last day of the meet.
 - E. Results shall be posted after each session on either the host club or LSC website and made available to the Secretary/Treasurer or Webmaster for posting on the Eastern Zone website. Posting of results in real-time is encouraged. The Secretary/Treasurer or Webmaster should be notified of the URL where the meet results will be posted.

Section 6.6 – Championship Meet Protocol

- .1 A general meeting for all team managers and/or coaches shall be held the evening before the competition.
 - A. The Meet Director or designee shall chair the meeting.
- .2 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 meet is held under the sanction of USA Swimming, Inc., and the meet host's LSC. In granting this sanction, it is understood and agreed that USA Swimming, Inc., the host LSC, the host team, all meet officials, and all Zone Officers shall be free from any liabilities or claims for damage arising by reason of injuries to anyone during the conduct of the event.
- .3 The host shall seek approval of the meet as a "Qualifying Meet" under the National Officials Certification Program. The application should be coordinated with the local LSC Officials Chair.
- .4 **Format** - The meet format may be changed by a simple majority vote of eligible members present at a Zone Meeting, except for those meets already awarded. In unusual circumstances that may arise between meetings, the meet format may be changed by a simple majority of the Meet Coordination Committee.
 - A. Fly-over starts will be used for the preliminary sessions and the 10 & under timed final sessions.
 - B. No time trials will be offered at the age group meets.
- .5 **Practice, Registration and Warm-Up**
 - A. Practice time in the competition pool shall be available for all LSCs prior to the competition.
 - B. Team registration (team managers and coaches) area shall be announced and shall be open prior to competition at designated hours.
 - C. Warm-up shall be conducted according to Zone meet warm-up procedure developed by Championship Meet Coordinator specifically for Zone meets, allowing for assigned teams to control their own warm-up activities.
 - D. Specific details for warm-ups (duration, splits, start times, etc.) shall be set by the meet host, reviewed by the Championship Meet Coordinator, and disseminated by the general meeting.
- .6 **Eligibility** - Athletes must be current members of USA Swimming. Each athlete's age is determined by their age on the first day of the meet.
 - A. Each athlete must be entered by their team using the meet entry process described in the Meet Announcement.

- B. Competitions are restricted to teams within the Eastern Zone. This requirement may be amended by a simple majority of the Meet Coordination Committee.
- C. Times must be entered in the proper course in which achieved; converted times will not be accepted. Times that are not in the same course as the meet may be used and will be seeded according to USA Swimming Rules and Regulations.

.7 Swimmers with Disabilities

- A. Swimmers with Disabilities must achieve a qualifying USA Swimming Championship Parallel Time Standard. LSCs must use the form in Appendix H to enter a swimmer with a disability.
- B. Disability Events will be included in the awards ceremony.
- C. It is the responsibility of the swimmer, or their coach, to inform the Meet Referee of any disability-related accommodations or modifications they may need to compete. This information must be given in advance of the meet. The Meet Referee shall inquire about the swimmer's needs and determine any modifications or accommodations that may be required. The Meet Referee shall share this information with the officiating crew at their discretion.
- D. It is the responsibility of the USA Swimming Disability Chair to provide the Meet Referee with current American Records for swimmers with disabilities. It is the swimmer's responsibility to complete and submit an application for an American Record should one be set.

.8 Proof of Times

- A. Each team is responsible for proof of time for all their entries (including relays). Entry times shall be verified through the USA Swimming SWIMS database. Teams entering with times not in the SWIMS database or in the late qualifying period must be prepared to prove the times with official meet results (including the cover sheet). Any additional requested proof of times must be submitted to the Administrative Referee prior to the Scratch deadline for the session in which the event is being swum. Proof of times must include the name and USA Swimming ID Number of the athlete as well as the meet, event and time swum. High School, College, YMCA and similar non-USA Swimming swims must be achieved in a meet officially sanctioned, approved, or observed by USA Swimming.
- B. It is the intent of the Eastern Zone, that meet entry times be proven prior to the start of the meet, and rectification of any unproven time should be made before the athlete is allowed to compete.
- C. Any team 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 no further entries will be accepted from the team until the fine is paid. Checks should be made out to the USA Swimming.

.9 Scoring - Scoring shall be according to USA Swimming Rules and Regulations based on the meet format, number of heats, and number of lanes in the pool.

.10 Entries

- A. The maximum allowable entry fee shall be as follows: \$12.00 for each individual event, \$16.00 for each relay, and a \$7.50 per swimmer surcharge.
- B. A preliminary entry fee structure shall be included as part of the meet bid, along with any other fees to be charged. The Eastern Zone recognizes variable economic conditions and the need to charge higher entry fees.

- C. The entry fee may be changed by a simple majority vote of eligible members present at a Zone meeting, except for those meets already awarded. For meets already awarded, entry fees may be changed by a simple majority vote of the Meet Coordination Committee.
 - D. The entry deadline shall be no earlier than the Tuesday of the week preceding the week in which the meet begins.
 - E. The meet host shall notify each visiting team that their entries have been received.
 - F. Completed and signed medical release/permission forms and code of conduct for each swimmer shall be maintained by the LSC Team Manager or Head Coach and be available upon request by the meet host. Electronic forms and digital copies may be used. Example forms can be found in Appendices I and J.
- .11 Check-In and Scratches**
- A. The scratch procedure shall be in accordance with USA Swimming Rule 207.11.6 except for provisions 207.11.6.B and 207.11.6.E.4.
 - B. Specific information about submitting scratches from prelims and finals shall be provided at the general meeting.
 - C. Any athlete who is initially announced as qualifying for a final event in the last finals session of the meet, excluding alternates, and does not show up to compete (without properly scratching or without being excused by the Referee) will be subjected to a \$50 fine. Checks should be made out to the USA Swimming.
- .12 Special** - The meet host shall describe fully any unique local operational procedures to be employed. Such local procedures cannot contradict established USA Swimming Rules and are subject to review by the Championship Coordinator and the Technical Planning Chair.
- .13 Seating** - Deck assignments for seating will be determined by or before the general meeting, including provision when special seating arrangements are needed.
- .14 Warmup**
- A. Each Team Head Coach is responsible for ensuring their team's compliance with the published warmup guidelines and procedures for the host LSC and Facility.

Section 6.7 –Officials

- .1 The Meet Referee shall be selected by the Zone Officials Coordinator, LSC Officials Chair, and Meet Director with final approval coming from the Zone Directors.
- .2 The Meet Referee shall select an Administrative Referee, Team Lead Starter, and Team Lead Chief Judge, with approval from the Zone Officials Coordinator, LSC Officials Chair, and Meet Director.
 - A. Evaluator(s) for meet will be selected by the e Zone Officials Coordinator with advice of the LSC Officials Chair.
- .3 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 Coordinator will determine the application format and deadline. Those officials requiring specific positions for the purpose of certification must apply within the deadline. The Meet Referee will establish final assignment and schedule of officials with the approval of the Zone Officials Coordinator and LSC Officials Chair.
 - A. Evaluator(s) may also have input regarding the assignment of certain officials' positions during the meet for the purpose of certification.

- .4 The recommended official's uniform will be a white-collared shirt over blue pants (shorts acceptable for prelims) or skirt. Officials may wear uniforms of their respective LSC.
- .5 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.
- .6 The following minimum standards for the number of officials shall be observed: 1 Referee; 1 Starter; 2 Place Judges; 2 Stroke judges; 4 Turn Judges; 1 Administrative Referee. Additionally, a dedicated announcer is required and both marshals/invigilators and Relay Takeoff Judges as necessary.
- .7 The Meet Referee will submit a summary report to the Eastern Zone Officials Coordinator within fifteen (15) days of completion of the meet. The report will include the following:
 - A. A list of officials attending the meet and what positions they filled.
 - B. A list of evaluations completed during the meet and the names of the evaluators used.
 - C. A copy of the session report for each session of the meet.
 - D. A short summary of issues at the meet; what worked well and what problems the meet referee encountered and solutions that overcame those problems.
 - E. Recommendations for future meets of this type.

Section 6.8 – Protests

- .1 Protests shall be governed by USA Swimming Rule 102.22, in addition to the following regulations.
- .2 All protests must be presented to the Meet Referee in writing and accompanied by a \$50 protest fee made payable to the Eastern Zone, which shall be returned if the protest is upheld.
- .3 All other protests not mentioned in USA Swimming Rule 102.22.1 shall be adjudicated by a meet jury. This includes issues of conduct that may occur in the meet venue.
- .4 The Meet Jury will consist of at least one coach, one official, and one athlete selected by the Meet Referee.
- .5 The Meet Jury will issue a written decision which is final.
- .6 The Meet Jury may not change any of the rules of eligibility, substitution, or scoring.
- .7 Any member involved in a formal pre-protest meeting/discussion may not be a representative of the Meet Jury. Jury members may not be members of an LSC that is involved in the protest.
- .8 Should there be a protest prior to the start of the meet, the Meet Referee shall convene a meet jury consisting of the Zone Directors, Non-Coach Director, Technical Planning Chair, and Championship Chair. Each member of the Meet Jury may designate a proxy, but at least one member of the jury shall be an athlete.
- .9 Any issues of conduct that occur within the meet venue will be adjudicated by the Meet Jury. Misconduct includes but is not limited to:
 - A. Violation of the safety guidelines outlined in the meet announcement.
 - B. Disrespect to meet management personnel, officials, or fellow athletes.
 - C. Stealing, destroying, vandalizing or possessing the property of others.
 - D. Possession or use of alcoholic beverages, tobacco products or illegal drugs.
- .10 Any damage to the facility, when proven, will cause the offending swimmer's team to be held accountable for repairs.

Section 6.9 – 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 Secretary/Treasurer or Webmaster using approved meet management software for posting within forty-eight (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 Championship Meet Report

- A. Shall be submitted to the Meet Coordination Committee and Secretary/Treasurer within thirty (30) business days of the last day of the meet.
- B. Shall be presented at the Zone Meeting immediately following the Championship Meet.

.3 Zone Financial Report

- A. Shall be submitted within sixty (60) days after the close of the championship.
- B. Shall be submitted to the Meet Coordination Committee, Technical Planning Chair, Secretary/Treasurer, and Finance Committee Chair on the form provided.

Part G – Age Group Championship Meet Regulations & Procedures

Section 7.1 – Bid Procedure

- .1 **Applicability** - Separate bids shall be solicited for the short course and long course 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 The successful bidder shall complete the Eastern Zone Age Group Championship Agreement and (SC only) the USA Swimming Zone Age Group Championship Agreement and shall deposit \$500 with the Secretary/Treasurer within one hundred and twenty (120) days of the meeting at which the bid is awarded. Such deposit, 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 Eastern Zone to defray the administrative costs incurred to obtain this information.
- .3 **Dates**
 - A. SC - The meet shall conclude before the first Sunday of April.
 - B. LC - The meet will be conducted to finish on the first or second Saturday in August.
 - C. These dates may be changed by a simple majority vote of eligible members present at an Eastern Zone meeting during the bidding process.

Section 7.2 – Facility Requirements

- .1 **Facility Requirements** - 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.

Section 7.3 – Meet Host Responsibilities

- .1 **Credentials**
 - A. Up to ten (10) non-athlete credentials will be issued to each LSC participating in the meet.
 - B. The host will provide four (4) spectator passes for chaperones of each LSC.

Section 7.4 – Age Group Championship Meet Protocol

- .1 **Format**
 - A. Age Groups for the meets shall be 10 & under, 11-12, and 13-14 for both Girls and Boys. Sessions and events shall be swum as provided in Appendices A and B.
 - B. For the Long Course Meet, 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.
- .2 **Eligibility**
 - A. 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 Eastern Zone Age Group Championship Meet.
- B. Athletes 13 years of age and over who have achieved a qualifying time in an individual event for any of the above meets (see 7.4.2.A) prior to the Monday preceding the entry deadline for the Eastern Zone meet, may not enter and compete in an Eastern Zone Age Group Championship Meet.
 - C. Athletes 12 years of age or younger who have achieved a qualifying time in an individual event for any of the above meets (see 7.4.2.A) but have not competed in that event at the stated meet, may enter and compete in that event in an Eastern Zone Age Group Championship Meet.
 - D. 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.

.3 Awards

- A. Individual Events
 - (1) 1-8 Place: medals with neck ribbons
 - (2) 9-16 place: ribbons
- B. Relay Events:
 - (1) 1-3 place: medals with neck ribbons
 - (2) 4-8 place: ribbons
- C. High Point Awards: 1-3 for male and female in each age group
- D. Team Awards: 1-3 combined points
- E. Awards Ceremony:
 - (1) Maximize logistical set-up of facility to allow for awards to be done as efficiently as possible.
 - (2) Awards presented at the discretion of the Meet Director and Meet Referee, but shall not interfere with smooth running of events.
- F. All record breakers will receive a Record Certificate to be provided by the Eastern Zone.
- G. Separate meet records shall be kept for the SC and LC Age Group Championships for events offered in those meets

.4 All-Star Format - If the Age Group Meet has an “All-Star” format, the following provisions shall be followed:

- A. Team Manager: Each LSC must provide the name of an individual to serve as official Team Manager at the Eastern Zone Meeting prior to the competition. The General Chair 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.
- B. 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.
- C. Substitutions
 - (1) 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.

- (2) Substitutes may not be used to increase the number of swimmers (or relays) originally entered in an event.
- (3) No adjustment in seeding will be made when substitutes are entered.
- (4) Deadline for substitutions will be thirty (30) minutes prior to the anticipated starting time of the event in which the substitutions is being made.
- (5) A form for making substitutions will be provided in the Team Managers' packets.

Section 7.5 – Officials

- .1 **Officials** - Each participating LSC or team shall provide a minimum of two (2) or more timers at each session.

Section 7.6 – Post Meet Obligations

- .1 **Deposit** - The host LSC shall receive its \$500 deposit back from the Eastern Zone upon distribution of all meet results and reports, assuming all other terms of the contract have been met.

Part H – Sectional Championship Series & Summer Senior Zone Championship Meet Regulations and Procedures

Section 8.1 – Territory

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

Section 8.2 – Bid Procedure

- .1 Separate bids shall be solicited for the Spring SC meet for each region of the Eastern Zone the Spring and Summer Super Sectional Meets.
 - A. In an Olympic year, there will be two SC Spring Sectional Meets and one LC 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 eight (8) days prior to the U.S. Open or Junior Nationals, whichever comes first. The goal size for the Sectional Meet is seven hundred (700) athletes. If eight hundred (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 one thousand (1000) athletes. If one thousand and one hundred (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 2nd and the 15th of August.
- .2 A simple majority of eligible votes (by LSC) present will be required to award a meet 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 all Zone members.
 - C. The Summer Long Course Meet can be voted on by all Zone members.

Section 8.3 – Sectional Championship Series & Summer Senior Zone Championship Meet Protocol

- .1 **Format** - Sessions and events shall be swum as provided in Appendices C and D.

- .2 **Sunday Relays** - Any relay that wishes to swim during the morning session may do so. All Sunday relays must declare an AM or PM. 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.
- .3 **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.
- .4 **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.
- .5 **Final Session Limitations** - Whenever there are more than six hundred (600) athletes entered in the Sectional or Senior Zone Championship Meet, a D final that is dedicated to 18 & Under athletes will be offered. If there is a D final, awards will not be presented during Finals.
- .6 **Thursday Time Trials for Spring 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 **Awards**
 - A. Individual Events
 - (1) 1-8 Place: medals with neck ribbons
 - B. Relay Events:
 - (1) 1-3 place: medals with neck ribbons
 - C. High Point Awards: 1-3 for male and female
 - D. Team Awards: 1-3 for male, female, and combined scores
 - E. Awards Ceremony:
 - (1) Maximize logistical set-up of facility to allow for awards to be done as efficiently as possible.
 - (2) Awards presented at the discretion of the Meet Director and Meet Referee, but shall not interfere with smooth running of events.

Part I – Open Water Swimming Championship Meet Regulations & Procedures

Section 9.1 – Mission & Objectives

- .1 **Mission** - The mission of Eastern Zone Open Water Swimming is to support the initiatives of the Eastern Zone and focus on promotion, training, facilitating, and monitoring Open Water events that will reach a broad community through education, innovation and a commitment to excellence.
- .2 The objectives of Eastern Zone Open Water Swimming include:
 - A. Conformity with USA Swimming Rules and Regulations.
 - B. Establish and follow procedures as set by USA Swimming in “Sanctioning Procedures for Open Water Events.”
 - C. Assist Meet Management with the planning of all aspects of a meet.
 - D. Review and help update Safety plans for individual races.
 - E. Establish, coordinate, and oversee the conduct of training Clinics/Courses/Seminars in Open Water within the Eastern Zone.
 - F. Develop an Open Water event schedule to include designation of Eastern Zone Championship events.
 - G. Coordinate with other committees in The Eastern Zone on procedures.

Section 9.2 – Open Water Championship Meet

- .1 The Eastern Zone Open Water Championships should be conducted as one event with two categories, Senior/Open and Age Group.
- .2 The Eastern Zone Open Water Championships may be contested for individual and team competition any time between Memorial Day and Labor Day, but should not be in conflict with other Zone or Sectional level events. The Open Water Championship should be bid on as a separate event and need not be tied to the Eastern Zone LC Championships.
- .3 The Eastern Zone Open Water Championships may be contested in concert with or as part of other events.
 - A. For example, the Eastern Zone Open Water Championships could be contested at the same time as another open water event, or LSC Championship. However, the recording of results etc. must reflect the Eastern Zone swims separately. The races could be swum at the same time, but separate results would be reported.
- .4 Because of Course restrictions and safety factors the items listed below, such as course design and distance of races, should be considered as guidelines not rules. The Meet Managers/Organizing committees must have the authority to alter distance, course design, change distances, etc.
- .5 Such changes must be reflected in Bid Packets and Meet Announcement Information.
- .6 If assistance is needed in the organization or conduct of the event or the bidding process, the Eastern Zone Open Water Swimming Coordinator or designee must be available to assist.
- .7 The Meet Coordination Committee for Open Water events shall adhere to the following guidelines. The Committee will be empowered to act for the Zone membership between Zone meetings and make decisions about meet structure and format.

- A. The Zone Directors, Technical Planning Chair, Zone Officials Coordinator, Meet Referee, and Open Water Coordinator shall constitute this committee.
- B. A quorum is three (3) members. A simple majority of the members present is necessary for the committee to take any action.
- C. A representative from the meet host will serve as an advisor to committee but will have no vote.

Section 9.3 – Bid Procedure

- .1 The bid procedure for open water shall be the same as stipulated in Section 6.2 of the Eastern Zone Administrative Procedures Manual.
- .2 In addition, open water bids should contain information on course design, water temperature, start and safety briefing times, and any other relevant open water information.
- .3 The successful bidder will develop an initial course in water that is subject to only minor currents or tide and may be salt or fresh water and that is at least 1.4 meters deep. The successful bidder will also secure an initial water quality report from the local testing authority.

Section 9.4 – Sanctions

- .1 Before an LSC Sanctioning authority is permitted to issue a sanction for any open water swimming event, application must be made to the designated National Zone Open Water Representative for approval. The completed LSC and USA Swimming sanction applications, the event announcement/entry form (a draft is acceptable) and event safety plan shall be sent to the designated National Zone Open Water Representative for review and the authority for the LSC to grant the sanction is then issued once the submissions are approved by the designated National Zone Open Water Representative.
 - A. Please note that the term Zone is being used to define a geographic area and the representative has no formal association with the Eastern Zone proper. If any problems are identified they will be resolved in a dialogue among the Eastern Zone Open Water Coordinator, the host LSC, and the meet management team.
- .2 The following items for an Eastern Zone Championship must be submitted:
 - A. Application(s) for Sanction (local and USA Swimming forwarded by LSC)
 - B. Application to the Eastern Zone to host the event.
 - C. Meet Announcement
 - D. Water Quality Certification (website references are acceptable with URL)
 - E. Event Safety Plan
- .3 The person submitting the sanction request may indicate where that item can be found in the Meet Announcement or Safety Plan, rather than repeating in detail in the sanction application.
- .4 The hosting LSC Sanction Chair is delegated the authority for submitting the Sanction Application and will work closely with event hosts in complying with the sanctioning procedures. The Independent Safety Monitor, independent of the event's Local Organizing Committee, shall be selected by the designated representative within the LSC. The OWSC is required to review the packet and the name of the Independent Safety Monitor. Once reviewed, the LSC Sanction Chair submits all documents to the Designated Open Water

Representative for approval.

- .5 The Eastern Zone Open Water Representative for approval will send electronic copies of the sanction approval to the LSC Open Water Committee and LSC Sanction Chair with a copy to the meet hosts. The signed original approval of the sanction request form will be mailed to the LSC Office. When the Office receives the original approval they may proceed with the LSC sanction issuing process.
- .6 Preliminary drafts of the meet information and entry forms along with the events safety plans should accompany the sanction and bid applications. The format for these documents is flexible in nature but the contents as outlined in the Sanction Application and Bidding Process are essential elements. The final document should be published and disseminated within the 120-day Rule specified in 6.2.6.

Section 9.5 – Open Water Championship Meet Protocol

.1 Recommended Events and Distances

Age Groups	Distance
10 and under	500 Meters
11-12	1500 Meters
13-14	Two (2) Kilometers
15-18	Three (3) Kilometers
Senior/Open	Five (5) Kilometers

When developing the meet schedule, meet managers should arrange it so that swimmers competing in both an age group and a senior event have a minimum of one hour's time between swims.

- .2 **Course Design** - Several factors come into play when designing the course for the Eastern Zone Open Water Championships. Conceivably, more than one age group race could be in the water at the same time. However, safety factors are paramount, and the meet organizational support systems must dictate the course design and length. The design must be that of the host, but is subject to the aforementioned approvals. This course information must be contained in the initial bid to host the championships and in the meet announcement/entry information.

.3 Entries

- A. The maximum allowable entry fee shall be as follows: \$60.00 for an individual event, \$60.00 for each relay.
- B. A preliminary entry fee structure shall be delineated at the time of the meet bid, along with any other fees to be charged. The Eastern Zone recognizes variable economic conditions and the need to charge higher entry fees.
- C. The entry fee may be changed by a simple majority vote of eligible members present at a Zone meeting, except for those meets already awarded.
- D. For meets already awarded, entry fees may be changed by a simple majority vote of the Meet Coordination Committee for Open Water events.
- E. The meet host shall notify each visiting team that their entries have been received.
- F. Entries are open to all USA Swimming Member Athletes who meet the following requirements:
 - (1) Open Five (5) Kilometer - The only restriction is that swimmers be at least 13 Years old and registered in the Eastern Zone.

- (2) 12 & under events - Minimum of BB time standard in the 500yd freestyle or the 400M freestyle or successfully completed a minimum of a 500M open water swim in a bay, river, lake or at a beach.
 - (3) 13 and 14 and 15-18 events: Minimum of an A time standard in the 1000yd, 1650yd, 800M, or 1500M freestyle or successfully completed a minimum of a 1K open water in a bay, river, lake or at a beach.
 - (4) For Senior/Open Event: Minimum of a AA time standard in the 1000yd, 1650yd, 800M, or 1500M freestyle for 15-18 Age Group or successfully completed a minimum of a 1K open water in a bay, river, lake or at a beach.
- .4 **Individual Events** - If a common finish line is used for several groups at the same time, the order of finish is determined (contingent) on the overall placing in an event. All swimmers entered, including swimmers permitted entry by the Meet Management are ranked and placed according to their finishing position in their respective Gender/Age groups or Open (Senior) classifications.
- .5 **Team Events** - Eastern Zone Open Water Team Events will be contested in Male, Female and Combined classifications. To be eligible for the combined event an LSC must score points in both the men's and women's event.
- .6 **Scoring**
 - A. Age group and senior scoring will be combined to determine over-all team championships - men's, women's and combined. Points: 1st Place - 20, 2nd - 17, 3rd - 16, 4th - 15, 5th - 14, 6th - 13, 7th - 12, 8th - 11; 9th - 9, 10th - 7, 11th - 6, 12th - 5, 13th - 4, 14th - 3, 15th - 2, and 16th - 1.
 - B. If a swimmer competes in an Age Group and the Open event, the LSC must declare before the races begin which event's score is to be tabulated in team scoring.
 - C. For team events, only the points awarded to the top three swimmers from each LSC will be used in team scoring. If any subsequent swimmers from an LSC place ahead of swimmers of other LSCs they will not be included in the scoring and swimmers from the other LSCs move up in the scoring system. For example, if an LSC would have swimmers that finish in the top five positions, they would score for only the first three positions (83 Points) the next swimmer in (6th Place) would be awarded the 4th place finish points (15) etc.
- .7 **Zone Team Scoring** - The scoring for the Individual events and the team events will be combined to determine the Male, Female and Combined Eastern Zone Champion teams.
- .8 **Awards**
 - A. Individual Events
 - (1) 1-8 Place (both male and female): medals with neck ribbons
 - B. Relay Events:
 - (1) 1-3 place: medals with neck ribbons
 - C. Team Awards: 1-3 for male, female, and combined scores
 - D. A championship banner will be awarded to the winning Girls', Boys' and Overall Eastern Zone Open Water Champion teams. This is a traveling award which will be comparable to the "Pool" one provided by the Eastern Zone
 - E. All record breakers will receive a Record Certificate to be provided by the Eastern Zone.
- .9 **Officials** - There should be no fewer than the following officiating positions filled. The positions of Referee, Safety Officer, Finish Judge and Timer shall not be combined with the

duties of any other official.

- A. Referee
- B. Assistant Referee
- C. Admin Referee / Admin Official
- D. Announcer
- E. Safety Officer
- F. Medical Officer
- G. Course Officer
- H. Clerk of Course
- I. Chief Finish Timer plus three timers
- J. Chief Finish Judge plus two finish judges
- K. Recorder
- L. Race Judge (one per competitor in escorted races)
- M. Turn Judges (one at each change in the direction of the course)

.10 Race Day Operations

- A. A pre-race briefing for all swimmers will be conducted prior to each race.
- B. The Course Officer, the Meet Referee and the Safety Officer will inspect the course to ensure that all points are correctly marked, and all equipment has been correctly installed and is in working order.

.11 Safety Considerations

- A. The course shall comply with the air and water temperature limits stipulated in USA Swimming Rule 702.2.
- B. The Course Officer, the Meet Referee and the Safety Officer will ensure the tracking system for swimmers as they progress through the course is functioning.
- C. While getting accurate times for all swimmers in each race is important, the ultimate consideration is accounting for all the swimmers. If 20 swimmers started the race, 20 swimmers will be accounted for.

Section 9.6 – Post Meet Obligations

.1 Final Results

- A. Shall include 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 Secretary/Treasurer or Webmaster using approved meet management software for posting within forty-eight (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 Championship Meet Report

- A. Shall be submitted to the Meet Coordination Committee for Open Water events and Secretary/Treasurer within thirty (30) business days of the last day of the meet.
- B. Shall be presented at the Zone 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 Meet Coordination Committee, Technical Planning Chair,

Secretary/Treasurer, and Finance Committee Chair on the form provided.

Appendix A
Order of events – Eastern Zone Short Course Age Group Championship
Day 1 **Pools divided by female and male events**

Session #1 & #2 Preliminaries

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	11-12 200 Y Back	2
3	15-18 100 Y Breast	4
5	13-14 100 Y Breast	6
7	11-12 50 Y Breast	8
9	15-18 200 Y Free	10
11	13-14 200 Y Free	12
13	11-12 100 Y Free	14
15	15-18 100 Y Fly	16
17	13-14 100 Y Fly	18
19	11-12 50 Y Fly	20
21	15-18 400 Y I.M.	22
23	13-14 400 Y I.M.	24
25	11-12 200 Y I.M.	26
27	15-18 1000 Y Free (timed finals)	28
29	13-14 1000 Y Free (timed finals)	30

Session #3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
37	10 & Under 100 Y Free	38
39	10 & Under 100 Y IM	40
41	10 & Under 50 Y Breast	42
43	10 & Under 100 Y Breast	44
45	10 & Under 50 Y Fly	46
	10 & Under 50 Y Back	
	10 & Under 200 Y I.M.	
	10 & Under 200 Y Free	
	10 & Under 500 Y Free	
	10 & Under 400 Y Free Relay	

Session #4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
29	13 – 14 1000 Y Free (Women’s fastest heat)	2
1	11-12 200 Y Back	2
3	15-18 100 Y Breast	4
5	13-14 100 Y Breast	6
7	11-12 50 Y Breast	8
9	15-18 200 Y Free	10
11	13-14 200 Y Free	12
13	11-12 100 Y Free	14
15	15-18 100 Y Fly	16
17	13-14 100 Y Fly	18
19	11-12 50 Y Fly	20
21	15-18 400 Y I.M.	22
23	13-14 400 Y I.M.	24
25	11-12 200 Y I.M.	26
27	15 – 18 1000 Y Free (Women’s fastest heat)	32
31	15-18 400 Y Free Relay	34
33	13-14 400 Y Free Relay	36
35	11-12 400 Y Free Relay	

Day 2**Session #5 & #6 Preliminaries****Pools divided by female and male events**

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
48	11-12 200 Y Fly	49
50	15-18 200 Y I.M.	51
52	13-14 200 Y I.M.	53
54	11-12 100 Y I.M.	55
56	15-18 50 Y Free	57
58	13-14 50 Y Free	59
60	15-18 200 Y Breast	61
62	13-14 200 Y Breast	63
64	11-12 100 Y Breast	65
66	15-18 100 Y Back	67
68	13-14 100 Y Back	69
70	11-12 50 Y Back	71
72	15-18 500 Y Free	73
74	13-14 500 Y Free	75
76	11-12 200 Y Free	77

Session #7**10 & Under Timed Finals****Events all held in one pool**

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
	10 & Under 100 Y Free	84
85	10 & Under 100 Y I.M.	
	10 & Under 50 Y Breast	86
87	10 & Under 100 Y Breast	
	10 & Under 50 Y Fly	88
89	10 & Under 50 Y Back	
	10 & Under 200 Y I.M.	90
91	10 & Under 200 Y Free	
	10 & Under 500 Y Free	92
93	10 & Under 400 Y Free Relay	
	10 & Under 200 Y Free Relay	94

Session #8**10 & Over Championship Finals**

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
48	11-12 200 Y Fly	49
50	15-18 200 Y I.M.	51
52	13-14 200 Y I.M.	53
54	11-12 100 Y I.M.	55
56	15-18 50 Y Free	57
58	13-14 50 Y Free	59
60	15-18 200 Y Breast	61
62	13-14 200 Y Breast	63
64	11-12 100 Y Breast	65
66	15-18 100 Y Back	67
68	13-14 100 Y Back	69
70	11-12 50 Y Back	71
72	15-18 500 Y Free	73
74	13-14 500 Y Free	75
76	11-12 200 Y Free	77
78	15-18 200 Y Free Relay	79
80	13-14 200 Y Free Relay	81
82	11-12 200 Y Free Relay	83

Day 3**Pools divided by female and male events****Session #9 & #10 Preliminaries****11 & Over****Female Event #****Event****Male Event #**

95	11-12 500 Y Free (timed finals)	96
97	15-18 200 Y Back	98
99	11-12 200 Y Breast	100
101	13-14 200 Y Back	102
103	11-12 100 Y Back	104
105	15-18 100 Y Free	106
107	13-14 100 Y Free	108
109	11-12 50 Y Free	110
111	15-18 200 Y Fly	112
113	13-14 200 Y Fly	114
115	11-12 100 Y Fly	116
117	15-18 1650 Y Free (timed finals)	118
119	13-14 1650 Y Free (timed finals)	120

Session #11**10 & Under Times Finals****Female Event #****Event****Male Event #**

127	10 & Under 100 Y Back	128
129	10 & Under 50 Y Free	130
131	10 & Under 100 Y Fly	132
133	10 & Under 200 Y Medley Relay	134

Session #12**Female Event #****Event****Male Event #**

97	13 – 14 1650 Y Free (men's fastest heat)	120
99	15-18 200 Y Back	98
101	11-12 200 Y Breaststroke	100
103	13-14 200 Y Back	102
105	11-12 100 Y Back	104
107	15-18 100 Y Free	106
109	13-14 100 Y Free	108
111	11-12 50 Y Free	110
113	15-18 200 Y Fly	112
115	13-14 200 Y Fly	114
	11-12 100 Y Fly	116
121	15 – 18 1650 Y Free (men's fastest heat)	118
123	15-18 400 Y Medley Relay	122
125	13-14 400 Y Medley Relay	124
	11-12 200 Y Medley Relay	126

The fastest heat of the Girls 13-14 1000 Free and the Girls 15-18 1000 Free will be swum at finals. The fastest heat of the Girls 13/14 1000 Free will be swum as the first event of finals. The fastest heat of the Girls 15/18 1000 Free will be swum as the final individual event of finals prior to relays. All other heats of the 1000 Free will be swum as the last events in the preliminaries. The remaining heats of the 1000 Free will be swum as follows: the next fastest heat of 13-14 girls, then 13-14 boys, 15-18 girls, 15-18 boys until all heats have been swum. **The fastest heat of the Boys 13-14 1650 Free and the Boys 15-18 1650 Free events will be swum with finals. The fastest heat of the Boys 13/14 1650 Free will be swum as the first event of finals. The fastest heat of the Boys 15/18 1650 Free will be swum as the final individual event of finals prior to relays. All other heats of the 1650 Free will be swum as the last events of the preliminaries. The remaining heats of the 1650 shall be swum as follows: the next fastest heat of 13-14 girls, then 13-14 boys, 15-18 girls, 15-18 boys until all heats have been swum.

Appendix B

Order of events – Eastern Zone Long Course Age Group Championship

Day 1

Session #1	13-14 and 15-18	Preliminaries
<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
3	13-14 200 M Ind. Medley	4
5	15-18 200 M Ind. Medley	6
11	13-14 100 M Free	12
13	15-18 100 M Free	14
19	13-14 100 M Breast	20
21	15-18 100 M Breast	22
7*	13-14 800 M Free	8
17	15-18 1500 M Free	18*

*The fastest heat of girls 800 Free and boys 1500 Free will be swum at finals. All other heats of those events will be swum as the last event in the preliminaries. The 800 Free will be swum alternating genders followed by the 1500 Free also alternating genders. All entrants for the 800 Free and 1500 Free will be required to declare their intention to swim the event prior to the conclusion of the preliminary warm-up.

Session #2	11-12 and 10&Under	Prelims / Timed Finals
<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	11-12 200 M Ind. Medley	2
31	10 & Under 100 M Free	32
9	11-12 100 M Free	10
33	10 & Under 50 M Breast	34
15	11-12 100 M Breast	16
35	10 & Under 100 M Fly	36
23	11-12 200 M Fly	24
37	10 & Under 200 M Free Relay	38

All ten and under events are timed finals.

Session #3	11 & Over	Evening - Finals
<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	11-12 200 M Ind. Medley	2
3	13-14 200 M Ind. Medley	4
5	15-18 200 M Ind. Medley	6
7*	13-14 800 M Free (1 heat)	
9	11-12 100 M Free	10
11	13-14 100 M Free	12
13	15-18 100 M Free	14
15	11-12 100 M Breast	16
	15-18 1500 M Free (1 heat)	18*
19	13-14 100 M Breast	20
21	15-18 100 M Breast	22
23	11-12 200 M Fly	24
25	11-12 200 M Free Relay	26
27	13-14 200 M Free Relay	28
29	15-18 200 M Free Relay	30

*The fastest heat only.

Day 2**Session #4**

<u>Female Event #</u>	13-14 and 15-18 <u>Event</u>	Preliminaries <u>Male Event #</u>
41	13-14 200 M Free	42
43	15-18 200 M Free	44
47	13-14 100 M Fly	48
49	15-18 100 M Fly	50
53	13-14 200 M Back	54
55	15-18 200 M Back	56
57	13-14 400 M Ind. Medley	58
59	15-18 400 M Ind. Medley	60

Session #5

<u>Female Event #</u>	11-12 and 10 & Under <u>Event</u>	Prelims / Timed Finals <u>Male Event #</u>
67	10 & Under 200 M Free	68
39	11-12 200 M Free	40
69	10 & Under 50 M Fly	70
45	11-12 100 M Fly	46
71	10 & Under 100 Back	72
51	11-12 200 Back	52
73	10 & Under 400 M Medley Relay	74

All 10 and under events are timed finals.

Session #6

<u>Female Event #</u>	11 & Over <u>Event</u>	Evening - Finals <u>Male Event #</u>
39	11-12 200 M Free	40
41	13-14 200 M Free	42
43	15-18 200 M Free	44
45	11-12 100 M Fly	46
47	13-14 100 M Fly	48
49	15-18 100 M Fly	50
51	11-12 200 M Back	52
53	13-14 200 M Back	54
55	15-18 200 M Back	56
57	13-14 400 M Ind. Medley	58
59	15-18 400 M Ind. Medley	60
61	11-12 400 M Medley Relay	62
63	13-14 400 M Medley Relay	64
65	15-18 400 M Medley Relay	66

Day 3**Session #7**

<u>Female Event #</u>	13-14 and 15-18 <u>Event</u>	Preliminaries <u>Male Event #</u>
77	13-14 200 M Fly	78
79	15-18 200 M Fly	80
83	13-14 100 M Back	84
85	15-18 100 M Back	86
89	13-14 400 M Free	90
91	15-18 400 M Free	92

Session #8

<u>Female Event #</u>	11-12 and 10 & Under <u>Event</u>	Prelims / Timed Finals <u>Male Event #</u>
75	11-12 50 M Fly	76
101	10 & Under 50 M Back	102
81	11-12 100 M Back	82
103	10 & Under 400 M Free	104
87*	11-12 400 M Free	88*
105	10 & Under 100 M Breast	106
93	11-12 50 M Breast	94
107	10 & Under 400 M Free Relay	108

* The fastest heat in the 11-12 400 M Free will be swum in finals. The remaining heats will be swum in preliminaries - slowest to fastest.

All ten and under events are timed finals.

Session #9

<u>Female Event #</u>	11 & Over <u>Event</u>	Evening - Finals <u>Male Event #</u>
75	11-12 50 M Fly	76
77	13-14 200 M Fly	78
79	15-18 200 M Fly	80
81	11-12 100 M Back	82
83	13-14 100 M Back	84
85	15-18 100 M Back	86
87*	11-12 400 M Free	88*
89	13-14 400 M Free	90
91	15-18 400 M Free	92
93	11-12 50 M Breast	94
95	13-14 400 M Free Relay	96
97	11-12 400 M Free Relay	98
99	15-18 400 M Free Relay	100

*The fastest heat only.

Day 4**Session #10**

<u>Female Event #</u>	13-14 and 15-18 <u>Event</u>	Preliminaries <u>Male Event #</u>
115	13-14 50 M Free	116
117	15-18 50 M Free	118
121	13-14 200 M Breast	122
123	15-18 200 M Breast	124
111	13-14 1500 M Free	112*
125*	15-18 800 M Free	126

*The fastest heat of the girls 800 and the boys 1500 free will be swum with finals. All other heats will be swum as the last event of the preliminaries. The 1500 Free will be swum alternating genders followed by the 800 Free also alternating genders. All entrants for the 800 Free and 1500 Free will be required to declare their intention to swim the events by 6PM Friday evening.

Session #11

<u>Female Event #</u>	11-12 and 10 & Under <u>Event</u>	Prelims / Timed Finals <u>Male Event #</u>
109	11-12 50 M Back	110
133	10 & Under 200 M Ind. Medley	134
113	11-12 50 M Free	114
135	10 & Under 50 M Free	136
119	11-12 200 Breast	120
137	10 & Under 200 M Medley Relay	138

All ten and under events are timed finals.

Session #12

<u>Female Event #</u>	11 & Over <u>Event</u>	Evening - Finals <u>Male Event #</u>
109	11-12 50 M Back	110
	13-14 1500 M Free(1 heat)	112*
113	11-12 50 M Free	114
115	13-14 50 M Free	116
117	15-18 50 M Free	118
119	11-12 200 M Breast	120
121	13-14 200 M Breast	122
123	15-18 200 M Breast	124
125*	15-18 800 M Free(1 heat)	
127	11-12 200 M Medley Relay	128
129	13-14 200 M Medley Relay	130
131	15-18 200 M Medley Relay	132

*The fastest heat only.

Appendix C
Order of events – Eastern Zone Spring Sectionals Championship Series
Short Course, Odd Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	1650 Y Free	
	1000 Y Free	2

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
3	200 Y Free	4
5	100 Y Breast	6
7	100 Y Fly	8
9	400 Y Ind. Medley	10
11	800 Y Free Relay	12

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
13	200 Y Medley Relay	14
15	200 Y Fly	16
17	50 Y Free	18
19	200 Y Breast	20
21	100 Y Back	22
23	500 Y Free	24
25	400 Y Free Relay	26

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
27	200 Y Free Relay	28
29	1000 Y Free	
	1650 Y Free	30
31	200 Y Back	32
33	100 Y Free	34
35	200 Y Ind. Medley	26
37	400 Y Medley Relay	28

Notes:

1. Fastest two heats of each relay will be swum in the finals session in the order indicated. Remaining heats will be swum in prelims – with 200's at the beginning of the session and 400/800's at the end.
2. Thursday events (W-1650 & M-1000) shall be swum slowest to fastest with all heats of the Women's 1650 prior to the Men's 1000.
3. Sunday events (M-1650 & W-1000) only the fastest (single) heat swum in the final session. All other heats are to swim in the afternoon so that the second fastest men's heat is timed to end 60 minutes prior to finals.
 - A. Second fastest men's heat is last.
 - B. Second fastest women's heat is next to last.
 - C. Third fastest men's heat is third from last.
 - D. Third fastest women's heat is fourth from last, etc.
 - E. In Sunday's Finals, the events will swim in numerical order.

Order of events – Eastern Zone Spring Sectionals Championship Series
Short Course, Even Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	1000 Y Free	
	1650 Y Free	2

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
3	200 Y Free	4
5	100 Y Breast	6
7	100 Y Fly	8
9	400 Y Ind. Medley	10
11	800 Y Free Relay	12

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
13	200 Y Medley Relay	14
15	200 Y Fly	16
17	50 Y Free	18
19	200 Y Breast	20
21	100 Y Back	22
23	500 Y Free	24
25	400 Y Free Relay	26

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
27	200 Y Free Relay	28
29	1650 Y Free	
	1000 Y Free	30
31	200 Y Back	32
33	100 Y Free	34
35	200 Y Ind. Medley	26
37	400 Y Medley Relay	28

Notes:

4. Fastest two heats of each relay will be swum in the finals session in the order indicated. Remaining heats will be swum in prelims – with 200's at the beginning of the session and 400/800's at the end.
5. Thursday events (W-1000 & M-1650) shall be swum slowest to fastest with all heats of the Women's 100 prior to the Men's 1650.
6. Sunday events (M-1000 & W-1650) only the fastest (single) heat swum in the final session. All other heats are to swim in the afternoon so that the second fastest men's heat is timed to end 60 minutes prior to finals.
 - A. Second fastest men's heat is last.
 - B. Second fastest women's heat is next to last.
 - C. Third fastest men's heat is third from last.
 - D. Third fastest women's heat is fourth from last, etc.
 - E. In Sunday's Finals, the events will swim in numerical order.

Order of events – Eastern Zone Spring Sectionals Championship Series
Long Course, Odd Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	1500 M Free	
	800 M Free	2

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
3	200 M Free	4
5	100 M Breast	6
7	100 M Fly	8
9	400 M Ind. Medley	10
11	800 M Free Relay	12

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
13	200 M Medley Relay	14
15	200 M Fly	16
17	50 M Free	18
19	200 M Breast	20
21	100 M Back	22
23	400 M Free	24
25	400 M Free Relay	26

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
27	200 M Free Relay	28
29	800 M Free	
	1500 M Free	30
31	200 M Back	32
33	100 M Free	34
35	200 M Ind. Medley	26
37	400 M Medley Relay	28

Notes:

7. Fastest two heats of each relay will be swum in the finals session in the order indicated. Remaining heats will be swum in prelims – with 200's at the beginning of the session and 400/800's at the end.
8. Thursday events (W-1500 & M-800) shall be swum slowest to fastest with all heats of the Women's 1650 prior to the Men's 1000.
9. Sunday events (M-1500 & W-800) only the fastest (single) heat swum in the final session. All other heats are to swim in the afternoon so that the second fastest men's heat is timed to end 60 minutes prior to finals.
 - A. Second fastest men's heat is last.
 - B. Second fastest women's heat is next to last.
 - C. Third fastest men's heat is third from last.
 - D. Third fastest women's heat is fourth from last, etc.
 - E. In Sunday's Finals, the events will swim in numerical order.

Order of events – Eastern Zone Spring Sectionals Championship Series
Long Course, Even Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	800 M Free	
	1500 M Free	2

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
3	200 M Free	4
5	100 M Breast	6
7	100 M Fly	8
9	400 M Ind. Medley	10
11	800 M Free Relay	12

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
13	200 M Medley Relay	14
15	200 M Fly	16
17	50 M Free	18
19	200 M Breast	20
21	100 M Back	22
23	400 M Free	24
25	400 M Free Relay	26

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
27	200 M Free Relay	28
29	1500 M Free	
	800 M Free	30
31	200 M Back	32
33	100 M Free	34
35	200 M Ind. Medley	26
37	400 M Medley Relay	28

Notes:

10. Fastest two heats of each relay will be swum in the finals session in the order indicated. Remaining heats will be swum in prelims – with 200's at the beginning of the session and 400/800's at the end.
11. Thursday events (W-800 & M-1500) shall be swum slowest to fastest with all heats of the Women's 100 prior to the Men's 1650.
12. Sunday events (M-800 & W-1500) only the fastest (single) heat swum in the final session. All other heats are to swim in the afternoon so that the second fastest men's heat is timed to end 60 minutes prior to finals.
 - A. Second fastest men's heat is last.
 - B. Second fastest women's heat is next to last.
 - C. Third fastest men's heat is third from last.
 - D. Third fastest women's heat is fourth from last, etc.
 - E. In Sunday's Finals, the events will swim in numerical order.

Appendix D
Order of events – Eastern Zone Summer Senior Zone Championships
 4 Day Format, Odd Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	200 M Ind. Medley	2
3	100 M Free	4
5	100 M Breast	6
7	1500 Free	
	800 Free	8

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
9	200 M Free	10
11	100 M Fly	12
13	400 M Ind. Medley	14
15	400 M Free Medley	16

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
17	200 M Fly	18
19	100 M Back	20
21	400 M Free	22
23	800 M Free Relay	24

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
25	200 M Back	26
27	50 M Free	28
29	200 M Breast	30
31	800 M Free	
	1500 M Free	32
33	400 M Medley Relay	34

Order of events – Eastern Zone Summer Senior Zone Championships
4 Day Format, Even Numbered Years

Day 1

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
1	200 M Ind. Medley	2
3	100 M Free	4
5	100 M Breast	6
7	800 Free	
	1500 Free	8

Day 2

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
9	200 M Free	10
11	100 M Fly	12
13	400 M Ind. Medley	14
15	400 M Free Medley	16

Day 3

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
17	200 M Fly	18
19	100 M Back	20
21	400 M Free	22
23	800 M Free Relay	24

Day 4

<u>Female Event #</u>	<u>Event</u>	<u>Male Event #</u>
25	200 M Back	26
27	50 M Free	28
29	200 M Breast	30
31	1500 M Free	
	800 M Free	32
33	400 M Medley Relay	34

Appendix E

Eastern Zone Championship Agreement

This agreement is hereby entered into this _____ day of _____, 20____, by the Local Swimming Committee (hereinafter referred to as “LSC”). The LSC has been awarded the privilege of hosting the _____ (hereinafter referred to as “Championship”), and the LSC agrees that the Championship is to be held on _____ day of _____, 20____, at _____ Pool in the city of _____, _____, and the LSC is ready, willing and able to perform the duties of hosting the Championship.

Now, therefore, in consideration of the preceding recitals and the obligations as expressed herein, the LSC agrees to the following:

1. The Eastern Zone hereby grants to LSC the right to conduct the Championship at the place and on the dates recited above. No change in the designated location or date shall be permitted without prior approval of the Meet Coordination Committee.
2. The Championship will be hosted by the LSC, in which case this Agreement is composed of paragraphs 3 through 13, inclusive.
3. The LSC shall sanction the Championship.
4. The LSC shall follow all provisions set forth in Parts F-I of the Eastern Zone Administrative Procedures, as applicable.
5. In all publicity and advertising connected with the Championship, the LSC shall prominently state that the event is sanctioned by USA Swimming through the Eastern Zone and the LSC.
6. The LSC is hereby granted the right to use the USA Swimming logo in connection with all publicity and advertising connected with the Championship within the definitions of proper usage supplied by USA Swimming, Inc.
7. The LSC shall have full and complete control of the physical location and facilities where the Championship is conducted. USA Swimming and the Eastern Zone shall not be liable for any act of omission or commission connected with the management or control of the site, the same being the responsibility of the LSC.
8. Except as otherwise provided in the Eastern Zone Administrative Procedures, any and all costs and expenses of every kind, nature, and character of the Championship shall be the obligation of the LSC, without any contribution from the Eastern Zone.
9. It is agreed by the Eastern Zone Championship Coordinator and the LSC that upon thirty (30) days written notice, the award of the Championship and this Agreement can be canceled by the Eastern Zone for violations of the terms of this Agreement or the USA Swimming Rules and Regulations by the LSC. In the event of default by the LSC as provided herein, the Championship may be assigned to another LSC by the Eastern Zone Championship Coordinator.
10. The LSC shall be solely responsible for the collection of all income from the sale of programs, promotional items, and concessions and shall be entitled to retain such income.
11. The Meet Referee and the Meet Director shall have complete jurisdiction over the operational and logistical aspects of the competition, including the officials, athletes, coaches and other attendants of said athletes from the time they arrive and until they

leave the site of the Championship, but shall not have jurisdiction over eligibility, substitution or scoring rules as stated in the current manual. If unforeseen circumstances arise, all LSCs shall be polled to the extent practical.

12. In Eastern Zone Short Course Age Group Championships, the funds allotted by USA Swimming, Inc. shall be disbursed to the LSC according to USA Swimming contract terms. The use of these funds shall be detailed in the Zone Championship Report.

_____ LSC

_____ General Chair

Appendix F **Eastern Zone Championship Meet Report**

ENTRIES			
LSC	# swimmers entered	# individual events	# relays
AD			
AM			
CT			
MA			
MD			
ME			
MR			
NR			
NI			
NJ			
PV			
VA			

TEAM STANDINGS											
1	2	3	4	5	6	7	8	9	10	11	12

ACHIEVEMENTS			
Top 16	USA Junior	USA National	Zone Records

Problems Encountered

Information that may be useful to the next host

Appendix G
Eastern Zone Championship Financial Report

MEET: _____ DATES: _____

FACILITY: _____ LOCATION: _____

FACILITY CAPACITY: _____ (SPECTATOR) _____ (DECK)

INCOME:

ENTRY FEES	\$ _____
PROGRAM SALES	\$ _____
SHIRT SALES	\$ _____
FOOD SALES	\$ _____
ADMISSIONS	\$ _____
USS SUBSIDY	\$ _____
DONATIONS	\$ _____
MISCELLANEOUS	\$ _____
	\$ _____
	\$ _____

TOTALS: \$ _____

EXPENSES:

POOL RENTAL	\$ _____
PROGRAM REPRO	\$ _____
SHIRTS	\$ _____
MEET SUPPLIES	\$ _____
CUSTODIAL FEES	\$ _____
OFFICIALS	\$ _____
EQUIPMENT	\$ _____
AWARDS	\$ _____
HOSPITALITY	\$ _____
MISCELLANEOUS	\$ _____
	\$ _____
	\$ _____

TOTALS: \$ _____

NET: \$ _____

MEET DIRECTOR

PHONE NUMBER

THIS REPORT IS REQUIRED FOR ALL EASTERN ZONE CHAMPIONSHIP MEETS AND MUST BE FILED WITHIN THIRTY (30) BUSINESS DAYS OF THE CONCLUSION OF THE MEET. PLEASE ITEMIZE MISCELLANEOUS ITEMS, SIGN THE REPORT, AND EMAIL COPIES TO:

The Zone Directors, the Technical Planning Chair, and Treasurer

PLEASE NOTE THAT THIS REPORT IS ALSO PART OF THE ZONE MEET REPORT THAT MUST BE PRESENTED AT THE ZONE MEETING IMMEDIATELY FOLLOWING THE MEET. The meet deposit amount minus the cost of the pins will not be returned until this report has been received.

Appendix H

Eastern Zone Championship Meet Disability Entry Form

Name: _____ Club: _____ LSC: _____

USA Swimming #: _____ Age first day of the meet: _____

Swimmer email address: _____

Swimmer phone #: _____

Name of person completing this form: _____

Email address: _____

Phone #: _____

Please enter events below. The maximum number of events for swimmers 14 and under is six (6) events. Please indicate the swimmer's preference regarding seeding of their entry for each event. Please note that changing age groups may change the session that the swimmer swims. Changing the distance may affect the date on which the swim occurs. Take these factors into consideration when selecting the seeding procedure for each event listed below. The Meet Referee has the final decision regarding seeding procedures.

Disability-related accommodations: _____

EVENT #	EVENT DESCRIPTION	ENTRY TIME	SEED WITH AGE GROUP (same age, same distance)	SEED WITH DIFFERENT DISTANCE (same age, different distance)	SEED WITH COMPARABLE TIME (younger age, distance depends on entry time)

Appendix I
Eastern Zone Championship Meet Permission and Release Form

LSC _____

I hereby give my permission for _____
(Please Print Name of Swimmer)

to accompany the _____ LSC TEAM to: _____

on the following dates:

I further waive all claims for injury, accident, or liability of any kind for the above-mentioned swimmer, and in case of an accident or injury in any way resulting, directly or indirectly from participation in such program, hold harmless from any liability therefore the _____, its officers, coaches, chaperones, managers, or any other person or persons in any way connected or associated with the program.

Furthermore, in case of emergency medical attention which may be required, I authorize the adult coaches, chaperones, and/or other adults traveling in an official capacity with the team to act for me according to their best judgment and ability.

(Signature of Parent or Guardian) Date: _____

Medical Information:

List medication and dosage the swimmer is taking now

Pre-existing conditions (asthma, epilepsy, etc.):

Allergies (include medicines needed):

Other pertinent information the coach, and others in charge, should know about the swimmer:

Physician's Name: _____ (_____) _____
(Please Print) Phone Number

Name of Parent or Guardian: _____
(Please Print)

Address: _____
Street City State Zip

Telephone Day: (_____) _____ Evening: (_____) _____

Phone during meet competition: (_____) _____

Appendix J
Eastern Zone Championship Meet Code of Conduct Form

LSC _____

Sample: The LSC shall use this form if there is no “Code of Conduct” form used by your LSC.

Purpose: The purpose of this Code is to promote the best possible LSC Team and individual impression at all times and to acknowledge each individual’s responsibilities as members of our team.

Part I – General Conduct:

1. All participating LSC Team members shall abide by this Code of Conduct.
2. Curfews will be strictly obeyed unless participant has contacted the coach for an extension.
3. The use of alcoholic beverages is forbidden.
4. The use of drugs, other than those prescribed by your physician, is forbidden.
5. The use of tobacco products is forbidden.
6. The use of fireworks is forbidden.
7. Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
8. Swimmers will treat their membership on the Team as a privilege and personally acknowledge those responsibilities associated with it.

Part II – Violation of the Code: The coach and chaperone have the power to impose penalties for violation of the Code. The penalties include, but are limited to the following:

1. The Swimmer will be scratched from the Championship Meet.
2. The Swimmer will be sent home immediately, at his/her own expense.
3. The Swimmer will forfeit his/her privilege of being a member of LSC Team.

I hereby agree to abide by the rules of conduct set forth in Part I above and acknowledge that, should I violate any provision of Part I, I will be subject to disciplinary actions as set forth in Part II, including suspension.

Swimmer: _____ Date: _____

Signature

Please Print Name

Parent/Guardian: _____ Date: _____

Signature

Please Print Name

Appendix K

Eastern Zone Championship Meet Code of Conduct Form

Information necessary for Zone Meets for Host Site – to be linked on the Eastern Zone Site

Meet
Logo
Name
of
Meet
Location
of
Meet
Date
s of
Meet
LSCs in attendance at site
Meet Director Contact
Information
Referee Contact Information
Eastern Zone Championship Meet Coordinator Contact Information

Pre-Meet Info

General Info
Order of Events
Hotel Info
Meet Entry Letter
Preliminary Psych Sheet
Volunteer Information
TM Event File
Maps
LSC Help Desk
Warm-up & Picture times
Qualifying Times
Application to Officiate

During Meet Info

Notices
Real-Time Results
Thurs AM Results
Thurs PM Results
Thurs Finals Results
Fri AM Results
Fri PM Results
Fri Finals
Results Sat AM
Results Sat PM
Results Sat
Finals Results
Sun AM Results
Sun PM Results
Sun Finals Results

Post Meet Info

Meet Results-Print
Meet Results-TM
Meet Results-MM
Team Score
High Point Scores

Appendix L
Eastern Zone Championship Meet Official Protest Form

102.23 Protests

.4 All other competition-related protests, including protests concerning eligibility and representation, must be made to the Referee and submitted in writing within thirty (30) minutes after the race in which the alleged infraction occurred.

Date: _____

Meet: _____

Event: _____

Heat: _____

Competitor's Name: _____

Team: _____

Protestant's Name: _____

Official's Name: _____

End Race Time: _____

Protest Received Time: _____

Incident Description:

Signature of person making protest

Appendix M **Zone Sanction Appeal Panel Report Form**

ZSAP REPORT FORM	
Date:	
Panel Chair:	
Panel Members/Affiliation (Coach, Referee, Athlete):	
Zone:	
Appellant:	
LSC:	
Date Sanction Application Submitted:	
Date Sanction Denied:	
Date Appeal Filed:	
Date Appeal Granted:	
Initial Questions:	
1.	
2.	
3.	
4.	
5.	
Decision of Panel:	
Rationale:	
Other Comments:	
Date Decision Delivered:	
Deliver to:	
Delivered by:	
Signature of Panel Chair:	
Date:	

Appendix N

Zone Sanction Review Process Scenarios

The following questions and scenarios have been developed as one means of clarifying the purpose and intent of the Sanction Review Process and the authority of the Zone Sanction Appeal Panel (ZSAP). The ZSAP is intended to be a decision-making entity that is utilized only when all efforts at negotiation and mediation at the LSC level have failed. The ZSAP can side with one or the other party or it can decree a compromise solution. In all cases, the decision of the ZSAP is final.

- 1. A club / organization from outside the LSC requests a sanction from the LSC where the competition is to be held. The outside club / organization is denied a sanction for any number of reasons, but the meet otherwise complies with the requirements for a sanction under Article 202 of the USA Swimming Rules. Can the outside club file a sanction appeal?**

Yes. However, it is important to keep in mind that the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.

- 2. A club would like to offer a meet that does not follow the LSC rules / guidelines for meets that can be offered on a particular non-championship weekend. The club would like to offer a Senior meet that is open to everyone who meets the time standard. The weekend is, by rule, reserved for only AA level competition. So, the Senior meet does not comply with the established LSC rules. Can the club wishing to host the Senior meet file a sanction appeal?**

Yes. The host /petitioner can file a sanction appeal. In this situation, the ZSAP could consider the appeal, review the process followed, and make a recommendation to or negotiate with the LSC, but the ZSAP could not direct the LSC to grant a sanction.

- 3. If a member club / organization wants to charge entry fees or a facility fee that differs from LSC guidelines, does the ZSAP have authority to overrule the LSC guidelines?**

No. The rulebook specifically states that fees for Senior and Age group competition shall be determined by the LSC.

- 4. The Ohio LSC (Central Zone) borders the Kentucky and West Virginia LSCs (both So. Zone) on the south and the Allegheny Mountain LSC (Eastern Zone) on the east. Which ZSAP holds jurisdiction if a team in WV wants to host a swim meet in Ohio and Ohio denies the sanction request?**

The Zone within which the meet would be conducted (in this case, the Central ZSAP) has jurisdiction.

- 5. A popular meet on the LSC meet schedule reached full capacity the day following the**

entry deadline. One of the clubs whose entries were not accepted quickly organized an alternative meet for their swimmers and other teams whose entries were also turned away. The LSC has denied a sanction for the second meet because LSC policies do not permit another meet on that weekend. Can the team trying to host the alternative meet appeal the negative sanction decision to the ZSAP?

Yes. The host /petitioner can file a sanction appeal. In this situation, the ZSAP could consider the appeal, review the process followed, and make a recommendation to or negotiate with the LSC, but the ZSAP could not direct the LSC to grant a sanction

- 6. An LSC requires that all clubs desiring to bid a meet for the upcoming season must attend the LSC meetings and present their bids in person. The failure to do so means that the club will not be awarded any sanction. If a club from outside the LSC wishes to bid a meet within the LSC and is denied the sanction for its failure to participate at the meeting, does the ZSAP have the authority to review this decision?**

Yes. However, it is important to keep in mind that the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.

- 7. If a sanctioning LSC will only grant a club / team from another LSC a sanction if the meet referee or other key officials are certified by the sanctioning LSC, does the ZSAP have authority to review this decision?**

Yes, as long as the proposed meet complies with the requirements for a sanction under Article 202 of the USA Swimming rules. However, the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.