



Eastern Zone Athletes' Administrative Procedures Manual

Last Amended: September 22nd, 2024

Section 1 – The Eastern Zone Athletes’ Committee

- A. The Eastern Zone Athletes’ Committee shall seek to provide and promote athlete representation throughout the Eastern Zone and its member Local Swimming Committees (LSCs). The Committee shall provide athlete input and voting presence in all decisions made regarding the Eastern Zone.
- B. Immediate Goals
 - a. To promote engagement at Athletes’ Committee meetings and regular meetings of the Zone.
 - b. To establish open and regular communications among LSC athlete representatives and the Eastern Zone Athlete Representatives.
 - c. To promote grassroots athlete representation within the Eastern Zone in all decisions, resolutions, and discussions.
- C. Long-Term Goals
 - a. To ensure all member LSCs have functioning LSC athlete committees and athlete committee manuals.
 - b. To provide a more comprehensive orientation to new LSC representatives and ensure they understand their local, zone, and national responsibilities.
 - c. To increase engagement with all Eastern Zone athletes through social media, events, presentations, clinics, and other means.
 - d. To increase coordination of Athletes’ Committee members and encourage shared progress, projects, and motions.

Section 2 – Officers

- A. The elected athlete officers of the Eastern Zone shall be the Athlete Director and Junior Athlete Representative. The term Zone Athlete Representatives shall refer to both the Athlete Director and the Junior Athlete Representative.
- B. Eligibility - The requirements for Zone Athlete Representatives shall be as follows:
 - a. Athlete Director
 - i. An athlete member in good standing with USA Swimming.
 - ii. Must be registered in an LSC that is a member of the Eastern Zone at the time of their election.
 - iii. Have graduated high school or obtained an equivalent level of education.
 - b. Junior Athlete Representative
 - i. An athlete member in good standing with USA Swimming.
 - ii. At least sixteen years of age, or a sophomore in high school.
 - iii. Must be registered in an LSC that is a member of the Eastern Zone at the time of their election.
 - c. The Athlete Director and Junior Athlete Representative shall not be from the same LSC.
- C. Elections - Elections for both Athlete Representatives shall be conducted by the National Athletes’ Executive Committee (AEC) within a two (2) week period of the USA Swimming Annual Business meeting.

- D. Nominations - Candidates for Athlete Director and Junior Athlete Representative may be nominated through the nomination process specified by the National Athletes' Executive Committee.
- E. Voting
 - a. The Athlete Director and Junior Athlete Representative shall be elected by a majority of the Athletes' Committee with no more than two (2) athlete members of each LSC voting.
 - b. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If this vote results in a tie, the Athlete Director not running for election will cast the deciding vote which should be made at the time of the second vote.
 - c. The Senior Athlete Representative and Junior Athlete Representative of each LSC, National Athletes' Executive Committee Members within the Eastern Zone, and 2-Year Athlete National Committee Representatives within the Eastern Zone shall each have one vote. These votes may be delegated to other members within the same LSC; however, an LSC may not transfer its vote(s) to another LSC. Additionally, an individual holding two votes may not reassign one of their votes to another person.
- F. Terms of Office - Both Zone Athlete Representatives shall be elected in even numbered years and shall serve a two-year term or until their respective successor is elected. Zone Athlete Representatives shall be limited to one term as Junior Athlete Representative and one term as Athlete Director. Following their final term, the Athlete Director may act in an ex officio manner for one year, with a voice in meetings but no vote.

Section 3 – Duties of the Zone Athlete Representatives

- A. Athlete Director
 - a. Serve as Chair of the Athletes' Committee and Chair all Athletes' Committee meetings.
 - b. Shall solicit views of LSC athlete representatives and present them, as appropriate to the Zone and USA Swimming.
 - c. Provide reports, as needed, to the Athletes' Committee and Zone Leadership.
 - d. Attend all Zone Directors' Council meetings.
 - e. Coordinate with and support the AEC and attend all AEC meetings as an ex officio member, with voice but no vote.
 - f. Shall be the liaison between LSC athlete representatives and both the Zone Directors' Council and Zone Athletes' Representative Committee.
 - g. Maintain a continuity report for the next Zone Athlete Representatives.
 - h. Actively mentor LSC athlete representatives.
 - i. Maintain and update a current list of LSC Athlete representatives in the Zone.
 - j. Provide athlete perspective and input on competitive and organizational matters regarding the Zone. Provide support to the Zone where needed in conducting any and all Championship meets, competitions, or non-competitive events, up to and including traveling to such events at the request of the Zone Directors.
 - k. Contribute content to the Zone website and be responsible for maintaining any other communicative methods that they see as beneficial to their operations.

- l. Coordinate with the Zone Chairs/Coordinators to fill requests for athlete participation.
 - m. Attend the USA Swimming Annual Meeting/Workshop and any other meetings or events relevant and necessary to their duties.
- B. Junior Athlete Representative**
- a. Assist the Athlete Director with all their duties
 - b. Serve as Vice-Chair of the Athletes' Committee and Chair Athletes' Committee meetings in the absence of the Athlete Director.
 - c. Shall solicit views of LSC athlete representatives and present them, as appropriate to the Zone and USA Swimming.
 - d. Assist in preparing reports to the Athletes' Committee and Zone Leadership.
 - e. Attend all Zone Directors' Council meetings as an ex officio member, with voice but no vote.
 - f. Attend all AEC meetings as an ex officio member, with voice but no vote.
 - g. Shall be the liaison between LSC athlete representatives and both the Zone Directors' Council and Zone Athletes' Representative Committee.
 - h. Assist in preparing a continuity report for the next Zone Athlete Representatives.
 - i. Actively mentor LSC athlete representatives.
 - j. Provide athlete perspective and input on competitive and organizational matters regarding the Zone. Provide support to the Zone where needed in conducting any and all Championship meets, competitions, or non-competitive events, up to and including traveling to such events at the request of the Zone Directors.
 - k. Attend the USA Swimming Annual Meeting/Workshop and any other meetings or events relevant and necessary to their duties.
- C. Athlete Director Ex Officio**
- a. Serve as an advisor to the current Athlete Director and Athletes' Committee, providing guidance and historical perspective, as needed.
 - b. Support the transition and mentorship of incoming Zone Athlete Representatives, ensuring continuity in leadership, as needed.
 - c. Provide support to the Athlete Director, as necessary.

Section 4 – Zone Athletes Committee

- A. The Athlete Director or their designee shall Chair the Athletes' Committee and the Junior Athlete Representative or designee shall be the Vice-Chair.
- B. The Athletes' Committee shall consist of:
 - a. No more than four (4) and no less than two (2) athlete representatives from each LSC, unless otherwise appointed by the Zone Athlete Director.
 - b. At-large members and athletes serving on National Committees may be invited to join the Athletes' Committee at the discretion of the Zone Athlete Director. Invited members serving in other positions within USA Swimming may be, at the discretion of the Athlete Director, be granted a vote on the Athletes' Committee.
 - c. In all voting matters, each LSC will be granted two votes assigned to the Senior Athlete Representative and Junior Athlete Representative.
 - d. All members of the Athletes' Committee must be registered with an LSC that is a member of the Zone.

Section 5 – Budget

A. Annual Budget

- a. The Athletes' Committee, by agreement between the Athlete Director, the Junior Athlete Representative and the Eastern Zone Finance Committee, shall present an annual budget to be used for events, materials or other purposes in support of the Zone athletes.

B. Reporting Requirements

- a. This proposed budget will be presented to the Eastern Zone Finance Chair at least sixteen (16) days prior to the Spring meeting of the Eastern Zone.
- b. The Athletes' Committee may not collect nor require annual dues. It may collect admission monies to be used exclusively towards specific events.
- c. Prior coordination between the Zone Athlete Representatives, Zone Directors, and Eastern Zone Secretary/Treasurer is required prior to any travel conducted in support of the Eastern Zone that would be reimbursable under Section 4.5, Fiscal Policies & Procedures of the Administrative Procedures Manual of the Eastern Zone of USA Swimming.