

WESTERN ZONE POLICIES and PROCEDURES

Section I. Officers, Directors, and Board

- 1.0 Appointed Positions
 - 1.1 Method of appointment
 - 1.1.1 Officials Coordinator shall be appointed by the Western Zone Directors in consultation with the National Officials Chairman and shall be a certified national official.
 - 1.1.2 All other appointments shall be by the Western Zone Directors.
- 2.0 Duties and Responsibilities:
 - 2.1 Senior Western Zone Director:
 - 2.1.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - 2.1.2 Shall chair all Western Zone meetings.
 - 2.1.3 Shall serve as a consultant in the management of the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 2.1.4 Shall contribute articles to the Western Zone Newsletter.
 - 2.1.5 Shall with the Junior Western Zone Director approve the sites selected by each Section.
 - 2.1.6 Shall in cooperation with the Junior Western Zone Director oversee the governance of each Section.
 - 2.2 Junior Western Zone Director:
 - 2.2.1 Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - 2.2.2 Shall chair Western Zone meetings in the absence of the Senior Director.
 - 2.2.3 Shall serve as a consultant in the management of the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If this Zone Director attends this Championship, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem \$40.00 for the meet including the two days prior to competition.
 - 2.2.4 Shall chair elections at the Annual Meeting.
 - 2.2.5 Shall contribute articles to the Western Zone Newsletter.
 - 2.2.6 Shall with the Senior Western Zone Director approve the sites selected by each Section.
 - 2.2.7 Shall in cooperation with the Senior Western Zone Director oversee the governance of each Section.
 - 2.3 At least one Western Zone Director shall attend the general meeting held before the competition of each Western Zone Swimming Championship and remain in attendance for the duration of the meet.
 - 2.4 Western Zone Swimming Championship Coordinator:
 - 2.4.1 Shall serve as Coordinator for the Western Zone Swimming Championship.
 - a. Shall provide background information, including the history of the meet, to the host for use in promoting and publicizing the meet to the local merchants and media.
 - b. Shall provide the host LSC with current National Age Group Records, National Top 16 Reportable Times and Western Zone Swimming Championship Records.
 - 2.4.2 Shall establish the Championship meet format, order of events and fees to be presented for approval at the Annual Meeting.
 - 2.4.3 Shall attend the Western Zone Swimming Championship and shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 2.4.4 Shall contribute articles to the Western Zone Newsletter.
 - 2.5 Secretary/Treasurer:
 - 2.5.1 Shall be responsible for record keeping and minutes of all meetings, official correspondence and shall issue notices of all meetings.
 - 2.5.2 Shall receive and disburse all moneys as required by the Western Zone and shall maintain financial records for the Western Zone.
 - 2.5.3 Shall edit and distribute the Western Zone Newsletter.
 - 2.5.4 Shall prepare, edit and distribute reports as may be required by USA Swimming.
 - 2.5.5 Shall retain the official copy of the Western Zone Manual that includes the Bylaws, Championship Regulations and Attachments therein. Shall be responsible for their update and distribution as required from the Annual Meeting.
 - 2.6 Athlete Representative:
 - 2.6.1 Shall chair all Western Zone athlete meetings.

- 2.6.2 Shall develop and maintain a communication tree of the Western Zone LSC Athlete Representatives to:
 - 2.6.2.1 Distribute information
 - 2.6.2.2 Gather information and input
- 2.6.3 Shall serve as a consultant in the affairs of the athletes for the Western Zone Swimming Championship and should attend the Western Zone Swimming Championship. If the Athlete Representative attends this Championship as a non-competitor, s/he shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
- 2.6.4 Shall contribute articles to the Western Zone Newsletter.
- 2.7 Officials Coordinator:
 - 2.7.1 Shall be the Western Zone nominee to the National Officials Committee
 - 2.7.2 Shall maintain communication with and distribute information to the LSC Officials Chairs.
 - 2.7.3 Shall assist in the selection of officials for the Western Zone Swimming Championship.
 - 2.7.4 Whenever possible, attend the Western Zone Swimming Championship in order to assist in officiating and to further communication and education of officials.
 - 2.7.5 Shall contribute articles to the Western Zone Newsletter.
 - 2.7.6 Shall assist in the selection of the Meet Referee for each Sectional Championship within the Western Zone that is to offer National Championship officiating opportunities.
- 2.8 Historian:
 - 2.8.1 Shall maintain the history portion of the Western Zone Manual. (Attachment 1)
 - 2.8.2 Shall contribute articles to the Western Zone Newsletter.
- 2.9 Disability Swimming Coordinator:
 - 2.9.1 Shall be the Western Zone nominee to the National Disability Swimming Committee.
 - 2.9.2 Shall maintain communication with and distribute information to the LSC Disability Swimming Chairs within the Western Zone.
 - 2.9.3 Shall contribute articles to the Western Zone Newsletter.

Section II. Meetings

- 1.0 Annual: The Annual Meeting of the Western Zone shall be held in conjunction with the annual USA Swimming convention.
 - 1.1 The purpose is to conduct the annual business of the Western Zone.
 - 1.2 Order of Business: At all meetings of the Western Zone, the following shall be the Order of Business:
 - 1.2.1 Roll Call
 - 1.2.2 Approval of Minutes
 - 1.2.3 Report of Officers
 - 1.2.4 Report of Western Zone Swimming Championship Committee
 - 1.2.5 Unfinished business
 - 1.2.6 Elections
 - 1.2.7 New business
 - 1.2.8 Resolutions and Orders
 - 1.2.9 Adjournment
- 2.0 Western Zone Technical Planning Meeting. A Technical Planning meeting may be held prior to the first meeting of the Western Zone at the annual USA Swimming convention.
 - 2.1 All Western Zone members present shall have voice and vote at this meeting.
 - 2.2 The purpose of this meeting is to review current Western Zone Swimming Championship operations and make advisory recommendations for ratification at the Annual Meeting.
 - 2.3 Order of Business:
 - 2.3.1 Review current Western Zone Swimming Championship format.
 - 2.3.2 Open discussion and recommendations of ideas to be presented at the Annual Meeting
- 3.0 Western Zone Championship Meet Business Meeting
 - 3.1 To be held in conjunction with the Western Zone Championship Meet Dinner/Banquet.
 - 3.2 The purpose of this meeting is to review and make decisions regarding the Western Zone Championship Meet, Section IV, 5.0—5.11.4 excluding 5.9 Entry Fees.
 - 3.3 This part of the meeting shall be chaired by the Zone Meet Coordinator.
 - 3.4 The Zone Meet Coordinator will be responsible for assembling ideas and proposals regarding the meet to bring to the Zone meeting for discussion.
 - 3.5 Each LSC, each Zone Director and the Zone Athlete Representative shall have a vote.
 - 3.5.1 Each LSC's voting representative shall be named prior to the meet by their General Chair.
 - 3.6 A two-thirds (2/3) majority vote will be required to approve format-content changes to Section IV, 5.0—5.11.4, excluding 5.9 Entry Fees. Meet format changes will be reported to the Convention

meeting where a two thirds (2/3) majority vote of the eligible voters shall be required to disallow a change and refer it back to the next Zone Meet meeting.

Section III. Sectional Championships

- 1.0 Each Section shall provide minutes of their meetings to the Western Zone Secretary/Treasurer within 30 days for general distribution.
- 2.0 Each Section shall provide an electronic copy of their meet information packet to the Western Zone Directors.
- 3.0 Each section shall provide a meet summary to the Western Zone Directors and shall include:
 - 3.1 Number of teams participating
 - 3.2 Number of athletes participating
 - 3.3 Number of individual splashes
 - 3.4 Number of individual events offered
 - 3.5 Number of relay splashes
 - 3.6 Number of relay events offered
 - 3.7 Number of US Open cuts made
 - 3.8 Number of National cuts made
 - 3.9 Number of new National cuts made (based on entry time)
 - 3.10 Financial summary

Section IV. Western Zone Swimming Championship Regulations

- 1.0 Western Zone Swimming Championship Bids.
 - 1.1 Requirements to bid:
 - 1.1.1 Bids must meet or exceed all of the criteria contained in these Regulations and all the requirements of the contract to be signed with USA Swimming.
 - 1.1.2 Facility Requirements: The facility:
 - 1.1.2.a Shall meet the standards preferred for National Championships: Article 103, Facilities Standards, USA Swimming Rules and Regulations.
 - 1.1.2.b Shall have a warm-up pool with a minimum of six 25 yard lanes.
 - 1.1.2.c Shall have automatic timing and judging equipment capable of running the meet from both ends of the pool, including timing machines with stored memory capability, touch pads, three button backup and a scoreboard.
 - 1.1.2.d Shall have back-up equipment consisting of extra pads, buttons, cables and timing machines with stored memory capability on site.
 - 1.1.2.e Shall have participant and spectator seating for 1000 minimum; seating for 1500-2000 is recommended.
 - 1.1.2.f Shall have a meeting room with a capacity for 70 people.
 - 1.1.3 Identify whether an Open Water competition will be hosted on Sunday and if one is to be hosted, the location and distance of the competition.
 - 1.2 Successful Bidder: The successful bidder
 - 1.2.1 Shall execute the Western Zone Swimming Championship Contract within 90 days of the Annual Meeting at which the bid is awarded.
 - 1.2.2 The host LSC for the Western Zone Swimming Championship shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers
- 2.0 Western Zone Meet Coordination Committee
 - 2.1 The Western Zone Swimming Championship Coordinator, the Meet Director(s), the Western Zone Officials Coordinator and the host LSC's Officials Chair shall constitute the Western Zone Swimming Championship Coordination Committee.
 - 2.2 The Western Zone Swimming Championship Coordinator shall act as Chair, and;
 - 2.2.1 Shall receive reports on the just completed meet.
 - 2.2.2 Shall receive, starting in January of the meet year, at least monthly progress reports in sufficient detail so that all preparations can be coordinated.
 - 2.2.3 Shall, approximately three (3) months prior to the meet, visit the site of the meet to consult with the host regarding preparations for the meet. A Western Zone Director or other designee may be named for this visit. The individual conducting this visit shall be reimbursed for airfare (at lowest rate available including Saturday night stay requirement or mileage, at the established USA Swimming reimbursement rate), motel costs for up to two days, and a daily per diem of \$40.00 for up to two days.
 - 2.2.4 Shall, with the host LSC, ensure the timely mailing of those items in Section IV, 3.3.1.
 - 2.3 The Western Zone Directors shall be consultants to the Committee.

- 2.4 The immediate past Western Zone Swimming Championship Meet Director(s):
 - 2.4.1 Shall present, by the next Annual Meeting, the Committee with a report on the meet just concluded. The report is to contain:
 - 2.4.1.a A statistical summary on number of swimmers, individual entries, relay entries, number of coaches and managers, officials, etc.
 - 2.4.1.b An account of problems encountered and solutions proposed/implemented.
 - 2.4.2 Shall be available for consultation.
 - 2.5 The next year's Western Zone Swimming Championship Meet Director(s):
 - 2.5.1 Shall receive copies of all progress reports on the meet.
 - 2.5.2 Shall attend the previous meet if possible.
 - 2.6 Duties - The Committee shall maintain the Regulations for the Western Zone Swimming Championship with the official copy retained by the Secretary/Treasurer.
- 3.0 Host Pre-Meet Obligations
- 3.1 By the Annual Meeting prior to the meet, the host
 - 3.1.1 Shall provide information regarding the proximity of motels and restaurants to the competition pool.
 - 3.1.2 Shall provide information on transportation and vehicle rental agencies.
 - 3.1.3 Shall provide the names, addresses, e-mail addresses and phone numbers of key personnel to the Western Zone Swimming Championship Coordination Committee.
 - 3.2 Prior to issuing entry materials, the host
 - 3.2.1 Shall schedule a meeting room for the general meeting and Officials meeting.
 - 3.2.2 Shall schedule a Western Zone Dinner Social and Forum to be held following the third night of competition.
 - 3.2.3 Shall schedule (if host elects) a swimmers' social. It is recommended that any social be after the last night's competition.
 - 3.3 No later than ninety (90) days prior to the start of the meet, the host shall publish to all LSCs:
 - 3.3.1 Information including:
 - 3.3.1.a Format.
 - 3.3.1.b Meet Information.
 - 3.3.1.c Time Standards.
 - 3.3.1.d Criteria for Adam Szmidski Team Sportsmanship Award.
 - 3.3.1.e LSC Staff Information form.
 - 3.3.1.f Officials application/information.
 - 3.3.1.g Any other forms the host requires to run the meet.
 - 3.3.1.h Meeting schedule (times, sites), information on any swimmer social, etc.
 - 3.3.1.i Open water information.
 - 3.3.1.j Open water registration form (including entry fees).
 - 3.3.2 All materials shall be posted in a downloadable PDF file on the Western Zone and/or host site LSC web site with a hard copy available from the host upon request.
- 4.0 Host Meet Obligations
- 4.1 Pool Time:
 - 4.1.1 The host shall provide practice time in the competition pool the two (2) days prior to the start of the meet.
 - 4.1.2 The Meet Director(s), or designee, shall schedule teams during practice days.
 - 4.1.3 The warm-up pool shall be available during practice days and throughout the meet.
 - 4.2 Personnel: The host shall provide:
 - 4.2.1 Automatic equipment operators completely familiar with the timing equipment to be used including set-up, operation, reprogramming and "trouble shooting" the system and scoreboard.
 - 4.2.2 Administrative personnel sufficient to staff Clerk of Course, results, runners, scoring and copying.
 - 4.2.3 Marshals for all practice times, warm-up sessions and the warm-up pool during competition.
 - 4.3 Clerk of Course
 - 4.3.1 The host shall provide a Clerk of Course desk for the duration of the meet.
 - 4.3.2 The desk shall be open from 12 PM to 5 PM on Monday, the day prior to the start of competition, from 7 AM to 5 PM on Tuesday and from 7 AM to the close of the scratch box for each remaining day of competition.
 - 4.4 Credentials/Hospitality:
 - 4.4.1 The host shall provide a credentials desk.
 - 4.4.2 Athletes, coaches, officials and team personnel shall be credentialed.
 - 4.4.3 The host shall provide a hospitality area for credentialed officials and coaches.
 - 4.4.4 The host shall provide lunches for credentialed officials and coaches on competition days.
 - 4.5 Psych Sheets/Heat Sheets:

- 4.5.1 All psych sheet/heat sheet event headings shall include the Western Zone Record, the National Reportable Time and the National Age Group Record.
- 4.5.2 Two (2) preliminary meet entry summary reports shall be available to all LSCs at the clerk of course by noon on Monday, the day prior to the start of competition.
- 4.5.3 By the time of the general meeting the host shall provide:
 - 4.5.3.a Complete meet psych sheets for credentialed officials and coaches plus two for each LSC represented.
 - 4.5.3.b A projected time line for all sessions, prepared by the Meet Referee, shall be distributed at the meeting.
- 4.5.4 By 7:00 AM each morning the host shall provide session heat sheets, including an "estimated" timeline for the session for credentialed officials and six (6) copies for each LSC coaching staff.
 - 4.5.4.a Additional heat sheets, psych sheets and time lines shall be available to an LSC provided said sheets are ordered with the master entry for coaching staff listed on the master entry.
 - 4.5.4.b A fee of \$5 per additional coach listed must accompany the master entry.
- 4.5.5 By 7:00 AM each morning, a copy of complete results of the prior day's preliminary and final session shall be included with each of the six (6) sets of psych sheets/heat sheets provided each LSC coaching staff and each additional purchased set provided pursuant to Section 4.5.4 above, the Western Zone Swimming Championship Coordinator and the Western Zone Directors.
- 4.5.6 Heat sheets for each day's finals' session are to be available one hour prior to the start of that session and shall include finals' seeding, and the estimated timeline for the session. (Distribution as in 4.5.4 above.)
- 4.5.7 An "estimated" timeline for the next day's preliminaries session will be available 90 minutes after the close of the scratch box on the previous day. (Distribution as in 4.5.4 above.)
- 4.6 Concessions: The host shall provide concessions for breakfast, lunch and dinner at a reasonable price if food services are not within a reasonable walking distance.
- 5.0 Western Zone Swimming Championship
 - 5.1 The meet shall be conducted each year starting on the Tuesday before the second Saturday in August.
 - 5.1.1 A general meeting shall be held at 8:00 AM on the first day of competition.
 - 5.1.1.a One (1) coach and one (1) representative from each participating LSC must attend.
 - 5.1.1.b The Meet Referee and the Meet Director(s) shall chair the meeting.
 - 5.1.2 The Western Zone Dinner Social and Forum shall be held the third night after finals.
 - 5.2 The meet shall be conducted under the rules of USA Swimming.
 - 5.2.1 The host shall obtain an USA Swimming Sanction for the meet.
 - 5.2.2 The host shall obtain approval of the meet for National Officials Certification.
 - 5.3 Format
 - 5.3.1 The meet shall be heats and finals for individual events (top eight qualify for finals), timed finals for the 800 and 1500 meter freestyle, and relays.
 - 5.3.2 The event format shall be approved by the Western Zone at its Annual Meeting based on recommendations from the Western Zone Swimming Championship Coordinator.
 - 5.3.3 Changes to the format may be made at the Annual Meeting or as per Section II, 3.0—3.5.
 - 5.3.4 Order of Events: The following shall be the order of events for the Western Zone Championship.

Check-in for the 1500 m freestyle shall close at 8:00 AM Tuesday. Check-in for the 800 m freestyle shall close at the close of the scratch box on Friday.

<u>TUESDAY</u>				
1-2	13/14	*1500	Freestyle	*1500/800 events will be swum 13-18 together fastest to slowest, alternating girls and boys.
3-4	15/16	*1500	Freestyle	
5-6	17/18	*1500	Freestyle	
7-8	11/12	400	Freestyle Relay	
9-10	13/14	400	Freestyle Relay	
11-12	15/16	400	Freestyle Relay	
13-14	18/under	400	Freestyle Relay	

<u>WEDNESDAY</u>				
15-16	10/under	100	Backstroke	35-36 10/under 50 Freestyle

17-18	11/12	100	Backstroke	37-38	11/12	50	Freestyle
19-20	13/14	200	Backstroke	39-40	13/14	50	Freestyle
21-22	15/16	200	Backstroke	41-42	15/16	50	Freestyle
23-24	17/18	200	Backstroke	43-44	17/18	50	Freestyle
25-26	10/under	100	Breaststroke	45-46	10/under	200	Medley Relay
27-28	11/12	100	Breaststroke	47-48	11/12	400	Medley Relay
29-30	13/14	200	Breaststroke	49-50	13/14	400	Medley Relay
31-32	15/16	200	Breaststroke	51-52	15/16	400	Medley Relay
33-34	17/18	200	Breaststroke	53-54	18/under	400	Medley Relay

THURSDAY

55-56	11/12	400	Freestyle	69-70	15/16	200	Freestyle
57-58	13/14	100	Butterfly	71-72	17/18	200	Freestyle Individual
59-60	15/16	100	Butterfly	73-74	10/under	200	Medley Individual
61-62	17/18	100	Butterfly	75-76	11/12	200	Medley Individual
63-64	10/under	50	Butterfly	77-78	13/14	400	Medley Individual
65-66	11/12	50	Butterfly	79-80	15/16	400	Medley Individual
67-68	13/14	200	Freestyle	81-82	17/18	400	Medley

FRIDAY

83-84	10/under	100	Butterfly	103-104	10/under	200	Freestyle
85-86	11/12	100	Butterfly	105-106	11/12	200	Freestyle
87-88	13/14	200	Butterfly	107-108	13/14	400	Freestyle
89-90	15/16	200	Butterfly	109-110	15/16	400	Freestyle
91-92	17/18	200	Butterfly	111-112	17/18	400	Freestyle
93-94	10/under	50	Breaststroke	113-114	11/12	200	Medley Relay
95-96	11/12	50	Breaststroke	115-116	13/14	200	Medley Relay
97-98	13/14	100	Breaststroke	117-118	15/16	200	Medley Relay
99-100	15/16	100	Breaststroke	119-120	18/under	200	Medley Relay
101-102	17/18	100	Breaststroke				

SATURDAY

121-122	10/under	50	Backstroke	141-142			Individual Medley
123-124	11/12	50	Backstroke	143-144	13/14	200	Individual Medley
125-126	13/14	100	Backstroke	145-146	15/16	200	Individual Medley
127-128	15/16	100	Backstroke	147-148	17/18	200	Medley
129-130	17/18	100	Backstroke	149-150	13/14	*800	Freestyle
131-132	10/under	100	Freestyle	151-152	15/16	*800	Freestyle
					17/18	*800	Freestyle

133-134	11/12	100	Freestyle	153-154	10/under	200	Freestyle Relay
135-136	13/14	100	Freestyle	155-156	11/12	200	Freestyle Relay
137-138	15/16	100	Freestyle	157-158	13/14	200	Freestyle Relay
139-140	17/18	100	Freestyle	159-160	15/16	200	Freestyle Relay
				161-162	18/under	200	Freestyle Relay

5.3.5 Daily event summary by age group.

Western Zone Swimming Championship – Daily Summary by Age Group			
Age Group	10 and Under	11 and 12	13 and 14 15 and 16 17 and 18
Tuesday		400 Freestyle Relay	1500 Freestyle 400 Freestyle Relay
Wednesday	100 Backstroke 100 Breaststroke 50 Freestyle 200 Medley Relay	100 Backstroke 100 Breaststroke 50 Freestyle 400 Medley Relay	200 Backstroke 200 Breaststroke 50 Freestyle 400 Medley Relay
Thursday	50 Butterfly 200 Individual Medley	400 Freestyle 50 Butterfly 200 Individual Medley	100 Butterfly 200 Freestyle 400 Individual Medley
Friday	100 Butterfly 50 Breaststroke 200 Freestyle	100 Butterfly 50 Breaststroke 200 Freestyle 200 Medley Relay	200 Butterfly 100 Breaststroke 400 Freestyle 200 Medley Relay
Saturday	50 Backstroke 100 Freestyle 200 Freestyle Relay	50 Backstroke 100 Freestyle 200 Freestyle Relay	100 Backstroke 100 Freestyle 200 Individual Medley 800 Freestyle 200 Freestyle Relay

- 5.4 Eligibility: A swimmer entered in the meet
- 5.4.1 Must be a currently registered USA Swimming athlete.
 - 5.4.2 Must be entered by the LSC on its official entry.
 - 5.4.3 Any swimmer who within the 18 months prior to the start of the meet has participated in one (1) individual event at a USA Swimming Championships as defined in Article 207 of the USA Swimming Rules and Regulations, excluding Disability Championships and Open Water Championships, may not compete in that event or the related relay leg.
 - 5.4.4 Any swimmer who within the 18 months prior to the start of the meet has participated in two (2) or more individual events at a USA Swimming Championships as defined in Article 207 of the USA Swimming Rules and Regulations, excluding Disability Championships and Open Water Championships, may not compete in the meet.
 - 5.4.5 Proof of time shall be the responsibility of the LSC. Violations of this section shall carry a fine of \$250.00 assessed to the LSC, the swimmer will be dismissed from the meet and all points earned by that swimmer will be removed (includes all relays in which the swimmer participated).
- 5.5 Time Standards: (Attachment 2 – Current Year)
- 5.5.1 The time standard for each individual event shall be the average of:
 - 5.5.1.a The 20th seed time of the present meet.
 - 5.5.1.b The present time standard,
 - 5.5.1.c The previous time standard.
 - 5.5.1.d The time standard two previous.th
 - 5.5.1.e In the event that there is not a 20th seed time, the standard shall not change.
 - 5.5.2 All time standards shall be rounded to the next slowest .09.
 - 5.5.3 Non-conforming SCY standards will be determined by using the following conversions:

Stroke -----50's-----
 Butterfly (Yards Time) = (Meters Time – 0.7 Sec) / 1.11
 Backstroke (Yards Time) = (Meters Time – 0.6 Sec) / 1.11
 Breaststroke (Yards Time) = (Meters Time – 1.0 Sec) / 1.11
 Freestyle (Yards Time) = (Meters Time – 0.8 Sec) / 1.11

Stroke -----100's-----
 Butterfly (Yards Time) = (Meters Time – 1.4 Sec) / 1.11
 Backstroke (Yards Time) = (Meters Time – 1.2 Sec) / 1.11
 Breaststroke (Yards Time) = (Meters Time – 2.0 Sec) / 1.11
 Freestyle (Yards Time) = (Meters Time – 1.6 Sec) / 1.11

Stroke -----200's-----
 Butterfly (Yards Time) = (Meters Time – 2.8 Sec) / 1.11
 Backstroke (Yards Time) = (Meters Time – 2.4 Sec) / 1.11
 Breaststroke (Yards Time) = (Meters Time – 4.0 Sec) / 1.11
 Freestyle (Yards Time) = (Meters Time – 3.2 Sec) / 1.11
 Ind. Medley (Yards Time) = (Meters Time – 3.2 Sec) / 1.11

Stroke -----400's-----
 Ind. Medley (Yards Time) = (Meters Time – 6.4 Sec) / 1.11

- 5.5.4 Non-conforming SCM standards will be determined using the above formulas, omitting the final (division) step.
- 5.5.5 Conversion For Distance Events
 - 5.5.5.a 400/800 meters (long course) converts to 500/1000 yards by dividing meter time by .8925.
 - 5.5.5.b 1500 meters (long course) converts to 1650 yards by dividing meter time by 1.02.
 - 5.5.5.c To convert Long Course Meters to Short Course Meters use the following formulas for distance events.
 - 400 freestyle: long course time – 6.4 seconds = short course meters time
 - 800 freestyle: long course time – 12.8 seconds = short course meters time
 - 1500 freestyle: long course time – 24.0 seconds = short course meters time
- 5.5.6 Each LSC may bring two (2) swimmers with disabilities who are 12 and under and two (2) Swimmers with disabilities who are 13-18. These swimmers with disabilities are not required to meet the time standards for their age groups/events. (Note: Their swims will not be included as part of an LSC's 400 splashes per Section IV, 5.8.8. (See Section V)

5.6 Scoring:

- 5.6.1 Scoring is by LSC only.
- 5.6.2 Individual events shall be scored 9-7-6-5-4-3-2-1.
- 5.6.3 Relay events shall be scored 18-14-12-10-8-6-4-2.

5.7 Awards:

- 5.7.1 Team awards through eighth (8) place.
- 5.7.2 Medals first (1) through eighth (8) place in individual events.
- 5.7.3 Relay medals first (1) through third (3) place, ribbons fourth (4) through (8) place.
- 5.7.4 The Adam Szmidt Team Sportsmanship Award: The purpose of the award is to promote overall team spirit and a good sportsmanlike attitude within the sport of swimming and its participants. Please remember that sportsmanship and spirit, not performance or team score, are the criteria.
 - 5.7.4.a Criteria, in order of importance, are:
 - 5.7.4.a.1 Sportsmanship.
 - 5.7.4.a.2 Total team support.
 - 5.7.4.a.3 Consistent positive attitude throughout the entire meet.
 - 5.7.4.a.4 Appearance (uniform, shirts, suits, etc.).
 - 5.7.4.b Selection Committee:
 - 5.7.4.b.1 Western Zone Director(s).
 - 5.7.4.b.2 Meet Director(s).
 - 5.7.4.b.3 One athlete from each participating LSC.
 - 5.7.4.b.4 One coach from each participating LSC.
 - 5.7.4.c Procedure:
 - 5.7.4.c.1 Committee is to meet during the first day of competition to organize.
 - 5.7.4.c.2 Committee is to vote daily and by the end of the last day of competition's morning heats.
 - 5.7.4.c.3 Award is to be presented, based on the aggregate voting, at the conclusion of the last day of competition.

- 5.8 Entries:
- 5.8.1 Shall be submitted only by LSCs.
 - 5.8.2 Shall be by a USA Swimming approved Standard Database Interchange Format (SDIF) electronic file with a signed hard copy backup that includes both the qualifying and non-qualifying entry counts. If an LSC chooses not to use an SDIF format for entries, it shall pay a surcharge fee of \$2.00 per individual swimmer and relay squad in addition to the regular fees.
 - 5.8.3 Shall include the USA Swimming registration number and home club code for each swimmer entered.
 - 5.8.4 The SDIF file and signed hard copy shall be received by noon, at the address designated in the Western Zone Swimming Championship Meet Information, on Wednesday prior to the start of competition. Use of express delivery is recommended.
 - 5.8.5 Shall be the swimmer's best time from the first day of competition of the prior year to the entry deadline of the current year.
 - 5.8.5.a For a swimmer, who does not have a long course time which makes the standard, the qualifying short course time shall be highlighted in pink on the signed hard copy and shall be designated by a Y (short course yards) or M (short course meters) on both the hard copy and the electronic file.. Swimmers with non-qualifying times shall be highlighted in yellow on the signed hard copy and shall be designated with a B (non-qualifying bonus swim) and L (long course meters), Y (short course yards), or M (short course meters on both the hard copy and the electronic file).
 - 5.8.5.b Seeding shall be as follows:
 - 5.8.5.b.1) Long Course Meter qualifying times
 - 5.8.5.b.2) Short Course Yard qualifying times
 - 5.8.5.b.3) Short Course Meter qualifying times
 - 5.8.5.b.4) Non-qualifying (Bonus) times, Long Course Meters, Short Course Yards, Short Course Meters (LCM, SCY, SCM).
 - 5.8.5.c 800 and 1500 Meter freestyle seeding shall be alternating women's/men's, fastest to slowest, and shall be divided into age groups for awards and scoring.
 - 5.8.6 Relays shall be entered as no times; times shall be entered at the meet prior to seeding.
 - 5.8.7 Combined Age Group Relays: Those LSCs having fewer than four athletes of the same sex in two or more recognized age groups (10/u, 11/12, 13/14, 15/16, 17/18) may elect to combine these athletes into combined relay events. Athletes in such combined relays must be previously entered in the meet and must be combined solely with other athletes from age groups with less than four entered athletes. Such combined relays shall swim with the 17/18 & Combined Age Group. These relays will be scored and awarded as 18-Under, and records kept as such.
 - 5.8.8 Limits: Each LSC may enter no more than:
 - 5.8.8.a 400 individual events of which no more than 160 may be slower than standard.
 - 5.8.8.b An LSC which enters more than 400 individual events and/or 160 slower than standard swims:
 - 5.8.8.b.1) Shall scratch down to 400 individual events and/or 160 slower than standard swims prior to the close of the scratch box on Tuesday (one-half hour after the start of the 1500).
 - 5.8.8.b.2) Failure to comply shall be deemed to have given the Meet Referee authority to eliminate entries to comply with these entry limits. Slower than standard swims shall be eliminated first.
 - 5.8.8.c Six (6) individual events for a swimmer.
 - 5.8.8.d Two (2) relays per relay event.
 - 5.8.8.e One (1) slower than standard individual entry in each event of the 400, 800 and 1500 Meter Freestyle, 400 Meter IM. Entries over this limit must be scratched prior to the close of the scratch deadline for the event. In the event that such a scratch is not received, the Meet Referee has the responsibility to eliminate entries to comply with these entry limits.
 - 5.8.9 Administrative Entry Errors: The following procedure applies to and only to a swimmer whose entry is incorrect due to an administrative entry error on the LSC master entry form.
 - 5.8.9.a Administrative error(s) may be corrected if:
 - 5.8.9.a.1) The LSC entering the swimmer can prove, with documentary evidence, to the satisfaction of both the Meet Director(s) and the Meet Referee that the administrative error is due exclusively to error of the LSC and not in any way the fault of the swimmer. The Meet Director(s) and Meet Referee may use, at their sole discretion, a jury of the following to assist in their decision: Western Zone Swimming Championship Coordinator (Chair),

- Meet Referee, Meet Director(s), Coach Western Zone Director and Western Zone Athlete Representative.
- 5.8.9.a.2) Such documentary evidence is submitted to the Meet Director(s) or Meet Referee prior to the general meeting. The administrative error entry shall be subject to approval at that meeting. No exception to the deadline shall be made.
- 5.8.9.b If such error correction is approved the swimmer shall be seeded correctly, shall swim in any event he/she is qualified for under the regular meet procedures, and shall earn awards, points and times of record.
- 5.8.10 An LSC whose entire entry is received no more than 24 hours late, may enter its athletes into the Western Zone Swimming Championship subject to the following:
- 5.8.10.a The late LSC shall pay to the meet host an administrative penalty equal to that LSC's total entry fees.
- 5.8.10.b The late LSC shall not score points for its individual swims, but shall receive points from all its swum relays.
- 5.8.10.c The late LSC's swimmers shall be seeded correctly, shall earn individual awards and times of record.
- 5.8.11 Altitude Adjustment for Entries: Times achieved at altitude may be adjusted in accordance with the current edition of the USA Swimming Rules and Regulations.
- 5.8.12 Entries for swimmers with disabilities should be submitted on a separate entry form, and highlighted on the hard copy of the LSC's meet entry.
- 5.9 Entry Fees:
- 5.9.1 \$5.00 per individual event (\$1.25 per entry to the Western Zone treasury)
- 5.9.2 \$12.50 per relay (\$2.90 per relay to Western Zone treasury)
- 5.9.3 NO SURCHARGES.
- 5.9.4 No gate entry fees may be charged.
- 5.10 Competition Schedule:
- 5.10.1 A warm-up schedule shall be presented at the general meeting before the start of competition on Tuesday.
- 5.10.1.a Lane assignments for warm-ups
- 5.10.1.a.1) Team lane warm-up assignments shall not rotate during the meet.
- 5.10.1.a.2) Shall be based on the number of swimmers entered by each LSC.
- 5.10.1.a.3) Exclusive warm-up for Tuesday's swimmers shall begin at 9:00 AM.
- 5.10.1.b A general warm-up schedule (pace, sprint and general use lanes) shall be established for the hour preceding finals. (Note: Does not include 1500 on Tuesday)
- 5.10.1.c Warm-ups shall be under the control of the Meet Marshals.
- 5.10.2 Breaks: There shall be a minimum of a two hour break between heats and finals each day and a 10 minute break before the 800 Freestyle on Saturday.
- 5.10.3 Relays shall be swum as the last events of each final's session.
- 5.10.4 The meet shall begin at 10:00 AM on Tuesday and at 8:30 AM Wednesday through Saturday.
- 5.11 Scratch Procedure: Swimmers are considered checked-in for all events entered unless scratched, except for the 1500 and 800 Meter Freestyle.
- 5.11.1 Scratch box: Shall be at the Clerk of Course during the meet.
- 5.11.2 Closing: The scratch box shall close one-half hour after the start of the previous day's finals (one-half hour after the start of the 1500 on Tuesday).
- 5.11.3 1500 and 800 Meter Freestyle:
- 5.11.3.a Shall require positive check-in to be seeded.
- 5.11.3.b Check-in for the 1500 M freestyle shall close at 8:00 AM Tuesday.
- 5.11.3.c Check-in for the 800 M freestyle shall close at the close of the scratch box on Friday.
- 5.11.3.d Seeding shall be posted at the pool by 9:00 AM.
- 5.11.4 Scratch Procedure: The scratch procedure and no show rule for the meet shall be the National Championship procedure and rule as in the current USA Swimming Rules and Regulations (207.12.10).
- 6.0 Officials
- 6.1 Western Zone Swimming Championship Referee:
- 6.1.1 Shall be appointed by the Western Zone Directors, Western Zone Swimming Championship Coordinator and Western Zone Officials Coordinator by January 1 the year of the meet.
- 6.1.2 Shall have attended at least one Junior, National or US Open Championship as an assigned

- 6.1.3 official.
 - 6.1.3 Shall conduct, with the Western Zone Swimming Championship Meet Director(s), the general meeting.
 - 6.1.4 Shall prepare a proposed time line for all sessions to be distributed at the general meeting.
 - 6.1.5 Shall prepare "estimated" time lines for each session for inclusion in the session heat sheets.
 - 6.1.6 Shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 6.2 An Administrative Referee and Chief Judge shall be named prior to the meet.
 - 6.2.1 The Administrative Referee and Chief Judge shall be reimbursed for airfare (or mileage, at the established USA Swimming reimbursement rate), motel and a daily per diem of \$40.00 for the meet including the two days prior to competition.
 - 6.3 Deck Referees, Assistant Chief Judges, Starters, Stroke and Turn Judges and Relay Take-off Judges shall be assigned prior to each session by the Chief Judge, Meet Referee and Western Zone Officials Coordinator (if available). It is the practice of the Western Zone to change the officials assigned to the positions of Deck Referee, Assistant Chief Judge and Starter on a daily basis.
 - 6.4 LSCs' Obligations:
 - 6.4.1 All participating LSCs are expected to provide a minimum of one (1) deck or administrative official.
 - 6.4.2 Applications to officiate shall be included in the meet information packet.
 - 6.4.3 Each participating LSC is encouraged to provide timers for at least one (1) lane for all sessions of the meet.
 - 6.5 All Officials are expected to attend an Official's meeting after the general meeting and prior to each session to which they are assigned.
 - 6.6 Officials working at the meet may apply for National Officials Certification.
- 7.0 Post Meet
- 7.1 Final Results:
 - 7.1.1 Shall include all individual events (including any swim-offs), all relay events with swimmers' names and all relay lead-off splits.
 - 7.1.2 Shall be formatted in national event order by age group, all women's events followed by all men's events.
 - 7.1.3 Shall be provided in electronic format (PDF, SDIF and/or other – LSC option) file via e-mail within ten (10) business days of the last day of the meet. Printed results will be available only by request. The cost for producing and mailing such printed results shall be paid by the LSC making the request.
 - 7.1.4 Shall be sent to:
 - 7.1.4.a Western Zone Directors
 - 7.1.4.b Western Zone Swimming Championship Coordinator
 - 7.1.4.c Western Zone Historian
 - 7.1.4.d Host Top Sixteen Tabulator
 - 7.1.4.e Four recipients designated by each LSC
 - 7.1.4.f Any LSC permanent office not included in e.
 - 7.2 Host shall receive any funds due from USA Swimming or the Western Zone upon distribution of results assuming all other terms of the contract have been met.

Section V. Inclusion of Swimmers with Disabilities in the Western Zone Championship Meet

- 1.0 Swimmers with disabilities may compete without having achieved the qualifying standard for their age group. However, they must provide a time for each event they enter. Swimmers with disabilities shall be highlighted on the hard copy of the LSC's meet entry. Classification of a swimmer with a disability is irrelevant. LSCs must use an attached entry form to enter a swimmer with a disability.
- 2.0 Each LSC may select two swimmers with disabilities age 12 and under and two swimmers with disabilities age 13-18 in any manner deemed appropriate. Their swims will not be included as part of the LSC's 400 splashes.
- 3.0 Swimmers with disabilities may compete in finals, earn awards and score points for their team in the same manner as the able bodied swimmers. There are no special awards necessary.
- 4.0 It is the responsibility of the swimmer, or his/her coach, to inform the Meet Referee of any disability-related accommodations he/she 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 that may be required. This information shall be relayed to the starter and stroke and turn judges. Visually impaired swimmers who

require tappers must bring their own devices and individuals to use them.

- 5.0 Aside from the norm, the Meet Referee has the ability to seed the swimmer with a disability in a number of ways. These options include: seed the swimmer with others of the appropriate gender, allowing the swimmer to complete half the distance of their age group (swim the 100m backstroke during the 200m race), or swim with a younger age group where their entry time is similar to the able-bodied swimmers for the same distance (a 15 year old swimmer with a disability could swim the 100 freestyle with the 9-10 age group). The final meet results should show the swimmer with a disability listed in the correct age and event, regardless of where he/she actually competed. The Meet Referee may reassign the lane of a deaf swimmer if a required view of the strobe light is obscured, and the light cannot be repositioned.
- 6.0 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.

Section VI. Approval and Amendment

- 1.0 Any provision of these Western Zone Policies and Procedures not prescribed by USA Swimming Rules and Regulations and not prohibited by specific inclusion in these documents may be amended at the Annual Meeting of the Western Zone by a majority [50% plus one (1)] vote of those eligible or by a majority vote of the Western Zone Board.
- 2.0 Effective Date of Changes: Changes to these Policies and Procedures, or any Attachment thereto, made at the Annual Meeting shall become effective at the conclusion of the Annual Meeting, unless otherwise mandated.

Section VII. Attachments

- Attachment 1: Western Zone Swimming Championship History
- Attachment 2: Western Zone Swimming Championship Time Standards (Current)

ADOPTED by the Western Zone, September 15, 2006.

Revised: September 27, 2007