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# **Central Zone Bylaws**

(Section A)

and

# **2009 Central Zone Championship Meet Policies and Procedures Manual**

(Section B)

# **Appendices**

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January 2009

## 2009 CENTRAL ZONE OFFICERS

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# USA Swimming

## Central Zone

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## **CENTRAL ZONE BYLAWS**

- 1. RESPONSIBILITIES** – The responsibilities of the Central Zone shall be:
  - 1.1 To generally aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States;
  - 1.2 To aid and assist in the distribution of information from USA Swimming to the Local Swimming Committees (LSCs) within its assigned territory;
  - 1.3 To aid and assist USA Swimming in the coordination of the administrative responsibilities of the LSCs within the assigned territory;
  - 1.4 To conduct an annual Senior Zone Championship (2010) and a Zone Age Group Championship meet or meets as determined by the Zone, recommended to be long course;
  - 1.5 To facilitate the conduct of Sectional competitions within the assigned territory.
- 2. TERRITORY** – The Central Zone shall be comprised of the following LSCs: Arkansas, Illinois, Indiana, Iowa, Lake Erie, Michigan, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, and Wisconsin.
- 3. MEMBERSHIP**
  - 3.1 LSC REPRESENTATION – Each LSC assigned to the Zone’s territory shall be entitled to representatives at all Zone meetings as per LSC by-laws, provided each representative is a member in good standing of USA Swimming. Each LSC shall have three (3) votes at the Zone meetings. The LSC shall decide how to cast its votes.
- 4. MANAGEMENT** – The management of the affairs of the Zone is the collective responsibility of the LSC representatives, subject to any limitations set forth in the USA Swimming Rules and Regulations.
- 5. OFFICERS** –
  - 5.1 TITLES – The elected officers of the Zone shall be two (2) Zone Directors (one coach and one non-coach), Secretary/Treasurer, and Athlete Representative. The Zone may elect other officers as necessary. Appointed officers shall be the Championship Meet Coordinators, Zone Records Coordinator, Zone Officials Coordinator, Zone Officials Assistant Coordinator, and Disability Swimming Coordinator.
  - 5.2 ELIGIBILITY – Only current members in good standing of USA Swimming and a member LSC are eligible to hold office. All officers must reside within the boundaries of the Central Zone. The Zone Directors shall not be members of the same LSC.

- 5.3 ELECTIONS – Elections are to be held at the time of the annual meeting of USA Swimming. Nominations for Zone Director may be made in advance by advising the USA Swimming Elections Committee Chair or from the floor at the annual meeting of the Zone. Other elected officers shall be nominated from the floor at the same meeting. Elections shall be by secret ballot. Each LSC shall have three (3) votes regardless of the number of representatives in attendance, excepting the selection of the Athlete Representative, who shall be elected by the Zone LSC athlete representatives present.
- 5.4 TERM OF OFFICE – The Zone Directors shall be elected for a term of two (2) years, one each elected annually; coach representative in the odd-numbered years, non-coach in the even-numbered years. Other elected officers are elected for two (2) years in even-numbered years.
- 5.5 LIMITATIONS OF TERMS – No officer, except the Secretary/Treasurer, shall be elected to serve more than two (2) successive terms. An appointment to conclude a vacancy does not count in the two-term limitation.
- 5.6 VACANCY – A vacancy in any office shall be filled by appointment by the remaining officers.
- 5.7 RESPONSIBILITIES – The duties of the elected officers, in addition to such duties as may be set forth in USA Swimming Rules and Regulations and the Central Zone Policies and Procedures Manual, are:
- .1 ZONE DIRECTORS:
- (1) Shall represent the Central Zone on the USA Swimming Board of Directors.
  - (2) Shall act as responsible liaison between designated LSCs and the USA Swimming Board of Directors.
  - (3) Shall provide written communication (newsletter format) to Zone representatives following each USA Swimming Board of Directors meeting.
  - (4) Shall oversee revision of the Central Zone Policies and Procedures manual as necessary, following the annual meeting.
  - (5) Shall appoint a Championship Meet Coordinator each year who shall serve a two-year term.
  - (6) Shall appoint a Zone Records Coordinator.
  - (7) Shall appoint a Zone Officials Coordinator and a Zone Officials Assistant Coordinator.
  - (8) Shall appoint a Disability Swimming Coordinator.
  - (9) Shall appoint a Site Selection Committee and Chair to act during the annual meeting.
  - (10) Senior Director or designee shall preside at all meetings. The Junior Director shall conduct the elections.

.2 SECRETARY/TREASURER:

- (1) Shall be responsible for keeping records and minutes of all meetings.
- (2) Shall copy and bring to the annual meeting reports and information as requested by the Zone Directors.
- (3) Shall issue notices of meetings as needed.
- (4) Shall keep copies of meet results, meet information and meet financial reports for a period of five (5) years.
- (5) Shall maintain financial records for the Zone and deposit all funds with USA Swimming Headquarters as needed.
- (6) Shall prepare and send reports as needed by USA Swimming and/or the Zone Directors.
- (7) Shall prepare and distribute a financial report at the annual meeting or as requested.

.3 ATHLETE REPRESENTATIVE

- (1) Shall actively participate at the USAS Convention.
- (2) Shall coordinate athlete representation for the Zone at Convention.
- (3) Shall assist in setting and meeting yearly position goals.
- (4) Shall provide pre- and post-Convention reports to the LSC athlete representatives and contact those representatives a minimum of two additional times per year.
- (5) Shall maintain and update a current list of LSC athlete representatives in the Zone.
- (6) Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.
- (7) Shall keep all records/information for the next Zone Athlete Representative.

**6. MEETINGS:**

- 6.1 REGULAR – The annual meeting of the Zone shall be held in conjunction with the annual meeting of USA Swimming. Two sessions will be scheduled, with elections to take place at a meeting prior to the USA Swimming House of Delegates. The Zone may establish additional times for regular meetings.
- 6.2 SPECIAL MEETINGS – A special meeting may be called by the Zone Directors or by representatives from a majority of the Zone member LSCs.
- 6.3 NOTICES – The notice of the annual meeting of USA Swimming shall be considered notice of the annual Central Zone meeting. Notice of any other regular meeting or of any special meeting shall be mailed at least thirty (30) days in advance of the meeting. This notice shall set forth specifically the agenda items to be considered and acted upon.

The Secretary/Treasurer shall be responsible for notifying, either in writing or electronically, each LSC representative of the location and time of regular or special meetings.

- 6.4 **BLOCK VOTING** – At any annual meeting of USA Swimming, block voting by the Central Zone on any matter before the USA Swimming House of Delegates or any USA Swimming Division or Committee shall not be permitted.
- 6.5 **ORDER OF BUSINESS** – At all meetings of the Central Zone, the following shall be included in the order of business:
  - .1 Roll Call
  - .2 Approval of minutes and Treasurer’s report
  - .3 Reports of officers
  - .4 Report of Championship Meet Evaluation Committee
  - .5 Bid presentations for Central Zone meets
  - .6 Report of Site Selection Committee and bid award
  - .7 Unfinished business
  - .8 Elections
  - .9 New business
  - .10 Resolutions and order
  - .11 Adjournment
- 6.6 **VOTING** – A simple majority vote is necessary for approval of new or regular business agenda items. Election of officers requires a majority of eligible votes to win. Each LSC has three (3) votes to be used as determined by the LSC representatives in attendance. The LSC may choose to split its votes.
- 6.7 **QUORUM** – A quorum at all meetings of the Zone shall consist of those present and eligible to vote.
- 6.8 **RULES OF ORDER** – The procedural rules at all meetings shall be the current Robert’s Rules of Order as amended.
- 7. DUES AND FEES:** Each Member LSC shall pay such annual dues and fees to the Zone as may be determined from time to time at the annual meeting. The dues and fees for the subsequent year shall be due and payable to the Central Zone and given to the Secretary/Treasurer by the conclusion of the annual meeting. LSC dues not paid by the conclusion of the annual meeting will incur an additional \$25.00 fee. Current annual dues are \$100.00 per LSC.
- 8. ZONE CHAMPIONSHIP MEET(S):**
  - 8.1 **RULES** – The Meet(s) shall be conducted under the rules of USA Swimming and in accordance with the policies and procedures as set forth in the “Central Zone Policies and Procedures Manual.”

8.2 CHANGES – Recommendations for change shall come from the Meet Evaluation Committee and/or from LSC representatives at the annual meeting. Changes will be implemented after a majority vote by the LSC representatives in attendance at the annual meeting of the Zone.

**9. MISCELLANEOUS:**

9.1 AMENDMENTS – Any provision of these guidelines (Section A) not proscribed by USA Swimming may be amended by member LSCs at any meeting of the Zone by two-thirds (2/3) vote. At least thirty (30) days written notice by the submitting LSC must be given to every LSC representative of a proposed amendment. Notice may be satisfied by distribution of proposed amendments to the general chair of each member LSC.

9.2 FISCAL YEAR – The fiscal year of the Zone shall be that adopted by USA Swimming.

9.3 MAILING ADDRESS – The mailing address of the Zone shall be that as designated by the Zone Directors.

9.4 OFFICER RESPONSIBILITIES – Additional responsibilities of the Zone Officers shall be found in the “Central Zone Policies and Procedures Manual.”

9.5 MAIL VOTE – Any action, except amendment of these guidelines and elections, may be taken without a meeting. The Secretary shall distribute written or electronic ballots to every LSC. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide reasonable time within which to return the ballot to the Secretary. Approval by written ballot shall be valid only when the number of votes cast within the time period specified constitutes a majority of the eligible votes.

9.6 DISSOLUTION – Upon dissolution of the Zone, all assets shall be distributed to the member LSCs in equal shares or, upon a majority vote of the LSC representatives, to USA Swimming.

# Central Zone Championship Policies and Procedures Manual

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## **CENTRAL ZONE CHAMPIONSHIP POLICIES AND PROCEDURES**

### **I. OFFICERS, COORDINATORS, COMMITTEE CHAIRS (DUTIES IN ADDITION TO THOSE FOUND IN SECTION A)**

#### **1. ELECTED OFFICERS**

##### **A. ZONE DIRECTORS:**

- a. Accept bids for Championship Meets.
- b. Appoint Site Selection Committee.
- c. Assure that the Meet Evaluation Committee is formed to evaluate past Zone meets and make recommendations at the annual meeting for future meets.
- d. Review and approve meet information prior to March 15.
- e. With the assistance of the Championship Meet Coordinators, update the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual meeting.
- f. Arrange meetings for Central Zone at USA Swimming Annual Meeting.
- g. Appoint Assistant Zone Officials Chair in even-numbered years.
- h. Appoint or reappoint (as determined by term limits) a Championship Meet Coordinator each year.
- i. Appoint or confirm the reappointment of the Zone Records Coordinator and Disability Swimming Coordinator each year.

##### **B. SECRETARY/TREASURER:**

- a. Obtain the name and address of each LSC's General Chair, Age Group Chair, and Secretary or permanent office. Send electronic file with the LSC information to the assigned Meet hosts by December 15.
- b. Send updated electronic file to meet hosts by March 1.
- c. Assist Zone Directors with convention meeting arrangements.
- d. Annually post the Central Zone Manual on the Central Zone website and notify these LSC officers that the manual has been updated and posted: General Chair, Age Group Vice-Chair, and Secretary or permanent office.
- e. Keep copies of Meet results, Meet information, and Meet financial reports for a period of five (5) years.
- f. Receive and file financial reports from Meet hosts and follow up on post-meet financial responsibilities of host if needed.

### **C. ATHLETE REPRESENTATIVE**

- a. Shall actively participate at the USAS Convention.
- b. Shall coordinate athlete representation for the Zone at Convention.
- c. Shall assist in setting and meeting yearly position goals.
- d. Shall provide pre- and post-Convention reports to the LSC athlete reps and contact those reps a minimum of two additional times per year.
- e. Shall maintain and update a current list of LSC athlete representatives in the Zone.
- f. Shall ensure that new LSC athlete reps receive a copy of the Athletes' Manual and all appropriate information.
- g. Shall keep all records/information for the next Zone Athlete Representative.

### **2. APPOINTED COORDINATORS:**

#### **A. CHAMPIONSHIP MEET COORDINATORS:**

- (1) Shall serve a two-year term with one appointment made annually.
- (2) Shall act as liaisons and advisors between the Central Zone officers and representatives and the host of the Championship Meet(s).
- (3) Shall report and make recommendations to the LSC representatives at the annual meeting regarding the previous Championship Meets.
- (4) Shall perform the duties of the position as designated in the "Central Zone Policies and Procedures Manual."
  - (a) Post Convention:
    1. Assist Zone Directors in updating the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual meeting.
  - (b) Pre-Meet:
    1. Act as Meet Liaison and Advisor for the two (2) Zone Age Group Championship Meet hosts. Site visit will be made by each coordinator to one of the host sites no later than April 15 preceding the meet. The Central Zone will fund the cost of the site visits.
    2. Prepare and send to each Meet host a Meet Information packet including, where possible, electronic file information by January 15 that shall include:
      - a. Central Zone Manual including meet information letter template;
      - b. Open Water Meet Managers Guide from USA Swimming;
      - c. Report forms as required by USA Swimming and the Zone;

- d. Suggested agenda for the General Meeting.
3. Review draft of Meet Information as submitted by the meet hosts. Make suggested changes and receive corrected information for approval.
4. Once approved by Coordinator, forward to the Zone Directors for final approval by March 1.
5. Work with Meet hosts to assure all Meet Information is posted to the Central Zone web site no later than May 15.
6. Provide the meet backup file with records, time standards, and event limits to the meet host and Central Zone Webmaster by May 15.
7. Approve medal design that will be used at meets by March 1.
8. 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. Warm-up schedule will be reviewed by Championship Meet Coordinator prior to publication and altered if necessary.

(c) During the Meet:

1. Attend one Zone Championship Meet to act as the official representative of the Central Zone as outlined in the duties of the position.
2. The Championship Meet Coordinator shall:
  - a. Observe meet operations and activities for future consideration. (It is very important that the Championship Meet Coordinator not assume the Meet Director role. This person is an observer and advisor at the meet);
  - b. Serve as a resource for the local organizing committee before and during the meet;
  - c. Serve as a non-voting member of the Meet Committee;
  - d. Record the starting and ending times for each session, noting delays as preventable or unpreventable;
  - e. Shall contact the person(s) charged with an offense and their LSC Representative;
  - f. Widely distribute and then collect completed Meet evaluations;
  - g. Be available for comments/concerns relative to Zone Meet activity.

(d) Post-Meet:

1. Review the Meet evaluation forms and note all suggestions for change.
2. Prepare a written report within fifteen (15) days following the last day of the Meet and mail to the Zone Directors noting:
  - a. Number of swimmers and entries by LSC;
  - b. Points earned by each LSC;
  - c. General comments on the conduct of the Meet, noting particular positive points, concerns, and suggested changes.
3. Prepare a written report within fifteen (15) days following the last day of the Meet and mail to the Central Zone Officials Coordinator noting:
  - a. Meet survey data by Championship Meet Coordinator of meet referee and administrative referee;
  - b. Meet survey data by Championship Meet Coordinator of deck referee and starter teams;
  - c. General comments on the quality of officiating, conduct of officials, noting particular positive points, concerns, and suggested changes.
4. Prepare a list of suggested changes for consideration by the Zone Meet Evaluation Committee at the annual meeting.
5. Request reimbursement for the actual expenses, up to a maximum of \$1000.00, incurred while serving as a Championship Meet Coordinator for the Meet. USA Swimming Reimbursement Form should be submitted with receipts attached within 30 days following the Meet to the Senior Zone Director, copied to the Zone Secretary/Treasurer.
  - a. Assigned Meet Referee may request reimbursement for actual expenses, up to \$500.00, if incurred for the site visit if the site visit is at the same time as that of the Championship Meet Coordinator.
6. Act as Co-Chairs of the Meet Evaluation Committee at the Central Zone Annual Meeting. This committee shall prepare a list of recommended changes for the Zone Policies and Procedures Manual and provide 100 copies for the Central Zone representatives to consider at the Zone annual meeting.

**B. ZONE OFFICIALS COORDINATOR:**

- a. Shall serve a two-year term.

- b. Shall serve concurrently with the Non-Coach Director Position.
- c. Shall serve on the Central Zone Meet Evaluation Committee.
- d. Shall adhere to minimum standards for officials' selection for the Central Zone Age Group Championships and Speedo Champions Series Meets. Minimum standards include the following:
  - (1) Referee requirements for Zone Age Group Championships and Speedo Champions Series meets:
    - (a) N2 Referee certification;
    - (b) Demonstrated success at higher level meets;
    - (c) Recommendations from the Meet Director and the Host LSC Officials Chair.
  - (2) Deck Officials
    - (a) N1, N2, or N3 certification;
    - (b) In good standing with own LSC.
  - (3) Meet requirements for obtaining Qualified/Observed Meet status:
    - (a) N2 Referee certification with N3 Mentor/observer  
or
    - (b) N3 Referee certification.
- e. Shall maintain an attendance record and performance evaluation for all officials working Central Zone and Sectional Championships for use in future assignments. Shall summarize a report document for all officials working the competitions based upon the reports and observations submitted by the respective Meet Referees, Mentors/Observers to the Zone Officials Chair, and the Championship Meet Coordinators Meet Survey Data pertaining to Officials' performance. Evaluation summary records shall be kept by the Zone Officials Chair and shall be distributed to the respective LSC Officials Chairs.
- f. Shall develop and distribute timely applications to officiate at Zone and Sectional Championships. Applications are to be distributed within 30 days after the end of the USAS Convention.
- g. Shall assist in the collaborative effort of the Assistant Zone Officials Chair, the Zone Championship Meet Director, and the LSC Officials Chair for that site, to select and appoint Zone Championship Meet Referees.
- h. Shall assist in the collaborative effort of the Assistant Zone Officials Chair, the Speedo Champions Series Meet Director, and the LSC Officials Chair for that site, to select and appoint Speedo Champions Series Meet Referees.
- i. Shall coordinate with the Zone and Sectional Championship Meet Referees and the Host LSC Officials Chairs in selection of assigned meet officials, utilizing

attendance and evaluation records (as indicated in e.) (Administrative Referees, Deck Referees, Starters, and Chief Judges).

- j. Shall coordinate with the Assistant Zone Officials Chair to ensure that a Zone Officials Chair or designee attends and participates as an official at each Central Zone Championship and Zone Sectional Championship meet.

**C. ASSISTANT ZONE OFFICIALS CHAIR:**

- a. Shall coordinate with the Zone Officials Chair in the fulfillment of responsibilities listed in I.2A(c-j).
- b. Shall serve a two-year term prior to assuming Zone Officials Chair responsibilities.

**D. ZONE RECORDS COORDINATOR:**

- a. Shall update the Policies and Procedures Manual athlete record information following the Championship Meet(s).
- b. Shall provide Meet Hosts an electronic file with current record files by May 15.

**E. DISABILITY SWIMMING COORDINATOR:**

- a. Shall serve a two-year term.
- b. Shall serve concurrently with the Coach Director position.
- c. Shall serve as liaison for the Disability Swimming community to the Central Zone and its LSCs.
- d. Shall assist in the development of the Central Zone policy for the inclusion of Swimmers with a Disability at the Zone Meets and Sectional Meets.

**3. COMMITTEES:**

**A. MEET EVALUATION COMMITTEE:**

- a. Shall consist of:
  - (1) A Zone Director;
  - (2) Championship Meet Coordinators who shall serve as co-chairs;
  - (3) Meet Observers if other than the Championship Meet Coordinators;
  - (4) The Meet Directors of the immediate past Zone Championship Meets;
  - (5) Zone Officials Chair and/or Assistant Zone Officials Chair;
  - (6) One athlete representative;
  - (7) One representative from each LSC who has attended a Zone Meet within the past two (2) years.
- b. Shall evaluate past Central Zone Championship meets and recommend "Policies and Procedures Manual" changes to the LSC representatives at the annual

meeting (meet format, fees, etc.). Representatives may also make recommendations from the floor.

**B. SITE SELECTION COMMITTEE:**

- a. Shall consist of:
  - (1) One representative from at least three (3) LSCs;
  - (2) One (1) athlete representative;
  - (3) No committee member shall be a member of an LSC bidding for a Meet.
- b. Shall recommend competition dates, sites and LSC participants for each meet based on best possible competition for swimmers through:
  - (1) Balanced competition from LSCs (quality of swimmers);
  - (2) Travel distance for LSC teams;
  - (3) Distribution of numbers of swimmers;
  - (4) Geographical rotation;
  - (5) Facilities;
  - (6) Desired date of each participating LSC, if the Meets are held on separate dates;
  - (7) Preference of LSC as ranked for site.

**II. CENTRAL ZONE CHAMPIONSHIP MEET SITE/DATE SELECTION:**

1. **MEETS:** Two long course age group meets and one senior meet (beginning in 2010) shall be scheduled.
2. **DATES:** Central Zone Championship Meet dates shall be set by a majority vote of the LSC representatives attending the annual meeting. These dates are determined two (2) years in advance of the meet(s) and shall be within the first two full weekends (Friday-Sunday) in August. The LSC representatives may, if absolutely necessary, change the dates by a majority vote of those present and voting at the annual meeting.
  - A. 2009 – August 7-9, 2009 (both meets on same weekend, Grand Forks, ND and Noblesville, IN)
  - B. 2010 – August 6-8, 2010 or August 13-15, 2010, sites and dates for both age group meets and senior meet to be determined at the 2009 Central Zone annual meeting
3. **FACILITY REQUIREMENTS:**
  - A. The facility should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations.
  - B. The facility must have fully operational automatic timing and judging equipment, including a scoreboard.
  - C. An on-site warm-up pool is preferred.

D. The facility must be handicapped accessible.

**4. MEET BID PROCEDURES:**

A. Bids may be made by an LSC or by a USA Swimming club, in conjunction with the LSC in which the club resides.

B. A written statement of the intention to bid shall be submitted to the Senior Zone Director prior to the Central Zone annual meeting.

C. Bidders must agree to meet or exceed all criteria contained in the "Central Zone Policies and Procedures Manual" (available online on the CZ website) and all requirements of USA Swimming, including those stipulated in the Zone Age Group Championship or Senior Zone Championship (2010) contract (copies available from the USA Swimming office). **Exception:** LSCs in which governing agencies have enacted stringent starting depth requirements and who are therefore unable to conduct certain events listed in the Schedule of Events shall be given an opportunity to bid on hosting the meets. Resultant changes to meet format shall be clearly stated in the bid packet.

D. Each bidder will be allowed five (5) minutes for its bid presentation at the first regularly scheduled Zone meeting during the annual convention.

E. Meet Bid Format: The following information shall be included in promotional material and distributed to all LSC representatives in attendance. The bidder must make arrangements for necessary audio/visual equipment and coordinate equipment needs through with the Central Zone Senior Zone Director.

- a. Sponsor funds: Include a statement of proposed expenditure for sponsorship funds from USA Swimming in the amount of \$5,000 for pool competition and \$500 for open water for the age group meets and \$10,000 for pool competition and \$1000 for open water for the senior meet (2010).
- b. Location: Name of facility, location (address).
- c. Pool: Describe the pool including any deviations or exceptions to the requirements in the USA Swimming rule book for National Championship meets, indoor/outdoor, altitude, number of lanes, width of lanes, water depth (starting end, midpoint, opposite end), lighting, starting platforms, lane dividers, starting system, automatic timing system (system at both ends, ties to printer/computer, scoreboard/lines etc.).
- d. Facility: Describe the facility (other than pool) including spectator seating, warm-up pool (describe the warm-up pool and give distance from competition pool), meeting rooms (size, location, availability), locker facilities (number, location, etc.).
- e. Housing: Include information regarding hotels/motels or other facilities available, proximity to pool and costs.

- f. **Community:** Describe the community and surrounding area including type of community (major metropolitan, college town, rural, etc.), distance to airport (if not a major metropolitan airport, give distance to major metro airport), airlines that serve the airport, major road systems near the facility.
- g. **Open Water Event:** Describe the Open Water event including day of competition (day prior or day after pool events), location of the event (geographical location and relationship to the pool), type of water (lake, river), type of course (along shore, out and back triangle, point to point, etc.).
- h. **Other Information:** Include any other information that would be helpful for the representatives and the Site Selection Committee to use in evaluating the proposal.
- i. **Spectator Expenses:** List admission fees and potential cost of parking. Meet host shall adhere to fees stated in the finalized meet information.
- j. **Contact:** Provide name, address, phone number, and if available, e-mail address of person to whom questions may be addressed.

**5. SITE SELECTION PROCEDURES:**

- A.** Following the bid presentations, each LSC shall rank its date and site preference for the age group meets for consideration by the Site Selection Committee.
- B.** The Site Selection Committee shall convene following the bid presentations and report its recommendation at the next regularly scheduled Zone meeting.
- C.** A majority vote of LSC representatives present is required for approval of the recommendation of the Site Selection Committee.

**III. MEET HOST RESPONSIBILITIES:**

**1. PRE-MEET (following award)**

- A. Contract:** Obtain copies of financial agreements from USA Swimming and complete required contract.
- B. Awards:** Send drawings/pictures of medals to USA Swimming Chief Marketing Officer and Zone Championship Meet Coordinator for approval by February 1, before ordering. Awards shall recognize Zone/LSC participation and may represent the host area.
- C. Hotel:** Send advanced hotel information to participating LSCs by January 1. List all available hotels in the area. If possible, indicate hotels that will have late checkouts available on the last day of the Meet.
- D. Sanction:** Obtain two (2) separate Meet sanctions, Pool events and Open Water Swim, from the LSC.
- E. Open Water:** Shall consider enlisting assistance from a local long distance swimming, marathon, open water or triathlon organization for pre-meet planning,

on-site set-up and meet direction. The host club will maintain responsibility for meet results, awards, and venue contracts.

**F. Site Visit:** Shall host one Championship Meet Coordinator and Meet Referee (if available) for a site visit no later than April 15.

**G. Meet Information:**

- a. Prepare Meet information for age group meets using template in Appendix E.
- b. Send the completed Meet Information to the Zone Championship Meet Coordinator by February 15 for approval.
- c. Send complete Meet Information packets to the Central Zone Directors and each participating LSC permanent office or Secretary, General Chair and Age Group Chair by May 15. Include instructions that the LSC office must distribute to all appropriate persons.

**H. National Certification:** Apply by April 1 for national certification for officials.

**I. LSC Practice Time:** Provide pool hours for LSC practices on the day preceding the start of the Meet.

**J. General Meeting:**

- a. Provide a meeting room for General Meeting the evening prior to the first day of the pool competition.
- b. Provide psych sheets for all coaches, team representatives and officials at or before the General Meeting.
- c. Discuss meet procedures and meet information. No deviation from the published meet information may occur without unanimous agreement of all designated LSC representatives.
- d. Announce members of the Eligibility and Technical Juries as determined by Meet Referee.
- e. Assign warm-up lanes and times.

**K. Central Zone Championship Meet Coordinator:** Reserve a room for the Central Zone Championship Meet Coordinator, preferably complimentary, at the Meet hotel.

**L. Meet Program:** Prepare the Meet Program which must include:

- a. Central Zone Championship Meet records;
- b. USA Swimming Age Group records;
- c. All entries for all events.

**M. Entries:** The Meet Host shall provide a team printout of entries to each LSC via fax, e-mail, or mail prior to the Meet. Each LSC shall also receive a paper copy upon arrival at the Meet. Host club shall post team entries on the Central Zone website (date and time specified in V, 6, B, f & g).

- N. Meet Committees:** The Referee shall announce members of the Technical and Eligibility Juries at the General Meeting.
- a. It is recommended by the Athletes Executive Committee that the athlete representative to either jury be age 13 or older.
  - b. No person shall be appointed to both the Technical and Eligibility Juries.
- 2. DURING THE MEET:**
- A. Officials:** Assign all officials necessary to conduct the Meet. Visiting LSC officials are encouraged and welcome to assist. (Contact Central Zone Officials Coordinator.)
  - B. Credentials:** Provide deck passes for LSC coaches and team managers, according to the list submitted with the entry form, not to exceed one (1) per ten (10) swimmers, with a minimum of five (5) passes. Check USA Swimming membership of all coaches and officials before issuing credentials.
  - C. Complimentary Passes:** Provide up to six (6) complimentary general admission tickets and programs, per session, to each participating LSC as requested. (These are NOT deck passes or hospitality passes – strictly admission passes. A suggested use at the Age Group meets would be for “club” coaches who are not part of the LSC Zone Team staff or for chaperones traveling with the team.)
  - D. Finals Heat Sheets:** Prepare Finals Heat Sheets. The Finals Heat Sheets must be available prior to the start of finals each day.
  - E. Awards Ceremonies:** Conduct award ceremonies at the Age Group meets as per Section V.12.D & E, “Competition, Awards Ceremonies.”
- 3. POST MEET:**
- A. Final Results:**
    - a. Final Results shall be published electronically (in either HTML or PDF format) to the Central Zone website within 24 hours of completion of meet. Distributed electronic results shall include a complete backup of the meet, an SDIF compatible data file and complete event results in either HTML or PDF format. These formats should be downloadable from the Central Zone website.
    - b. An unlocked meet backup file should be emailed to CZ Webmaster, CZ Secretary and CZ Zone Records Coordinator within 24 hours of end of competition.
    - c. Final Results for publication shall be prepared as follows:
      - (1) The title of the meet, date, sanction number, length of pool (50 meters) and location must be listed on each page.
      - (2) The participant’s name, age, and LSC designation must be listed. The names and ages of all relay swimmers must be listed.
      - (3) The 800 Free shall include the 400 split for all swims, and the 1500 Free shall include the 400 and 800 splits.

- (4) Final Results published on Central Zone website must be produced in publication format.
- d. Final Results shall be sent to USA Swimming headquarters in compliance with host-USA Swimming contract.
- e. Hard copies of the Final Results may be mailed if requested and pre-paid at the Meet.
- B. *Swimming World*:** Report swimmers' times to "*Swimming World*" by exporting the appropriate file from Meet Manager.
- C. Meet Evaluation Report:** Prepare a Meet evaluation report and submit copies within twenty (20) days following the last day of the Meet. Send to the following:
  - a. Zone Championship Meet Coordinators;
  - b. The two (2) Zone Directors.
- D. Financial Reports:** Submit preliminary financial reports to the Central Zone Secretary/ Treasurer and the Zone Directors no later than thirty (30) days following the last day of competition. Failure to submit preliminary report to the Zone within thirty (30) days shall result in a fine of \$500.00. If fine is not paid, no bid will be accepted from host until the fine is paid and reports submitted. Submit all financial reports to USA Swimming in compliance with the host-USA Swimming contract and file same report with Central Zone Secretary/Treasurer.
- E. Record-Keeping:** Retain all original entries, heat sheets, timing system readout tapes/paper, backup time sheets, official order of finish, and all other material from the Meet for a period of six (6) months following the last day of competition.

#### **IV. PARTICIPATING LSC TEAM RESPONSIBILITIES:**

##### **1. PROVIDE TO MEET HOST:**

- A.** Name, address, e-mail address and telephone number of two (2) persons, a primary and alternate, who will be responsible for entries by April 15.
- B.** The names of two (2) persons, a primary and alternate, who will act as liaison to the Meet Director during the Meet. Each participating LSC has one vote at all meetings during the Meet. (Send names with Meet entries.)
- C.** Meet entries that comply with meet entry procedures as listed.
- D.** Meet entries with all times verified by the submitting LSC entry chair.

##### **2. PROVIDE TO SWIMMERS:**

- A.** "Medical Release" Forms (located in Appendices)
- B.** The LSC or Central Zone "Code of Conduct" (located in Appendices)

- V. CONDUCT OF COMPETITION:**
- 1. MEET FORMAT:**
    - A.** Meets shall be conducted under the rules of USA Swimming.
    - B.** Meets shall be conducted over a period of three (3) days with Open Water events on a fourth day either preceding or following the pool competition.
    - C.** The pool events shall be conducted in split sessions:
      - a.** 13-14 and 15-18 – Preliminary/Final format except 800 and 1500 Freestyle and relay events which shall be timed finals. In finals, the consolation heat will precede the championship heat.
      - b.** 10 & under and 11-12 – Timed Finals.
    - D.** The events shall be conducted as per the “Schedule of Events.”
    - E.** At the request of the swimmer’s coach and at the discretion of the Referee, at least fifteen (15) minutes rest shall occur between swims for the same individual.
    - F.** Fly-over starts will be used for the prelim sessions and the 12 & U timed final sessions.
    - G.** No time trials will be offered.
  - 2. PRACTICE TIME:** Practice time, in the competition pool, shall be available for all LSCs on the day prior to the competition.
  - 3. TEAM REGISTRATION:** Team registration (team managers and coaches) area shall be announced and shall be open on Thursday at designated hours. Area for guest LSC assembly (where possible) shall be provided and specified for the attending LSCs.
  - 4. WARM-UP:** Warm-up shall be conducted according to Zone Meet warm-up procedure developed by Championship Meet Coordinators specifically for Zone meets, allowing for assigned teams to control own warm-up activities.
    - A.** Warm-up may be split for the preliminary sessions. If split, each warm-up session shall be a minimum of 40 minutes.
    - B.** Warm-up for 12 and Under may be split, with the event session starting one hour after the warm-up start. The meet host shall post the preliminary start time on the web site by Wednesday at 6:00 PM and at the venue.
    - C.** Warm-up schedule will be reviewed by Championship Meet Coordinator prior to publication and altered if necessary.
  - 5. ELIGIBILITY:**
    - A. Membership:** All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent.

**B. Swimmer's Age:**

- a. Age of a swimmer for pool competition shall be as of the first day of the pool competition.
- b. Age for Open Water shall be as of the day of the Open Water competition

**C. Qualifying Time/Eligibility:**

a. Pool

- (1) Swimmers must have achieved a National AAA time (LCM, SCM, SCY) between the first day of the first Zone Meet of the previous year and the entry deadline date for the present Meet.
  - (a) Swimmers who have achieved the short course National AAA time, but not the long course time during the qualification period, must enter with the time they have actually achieved annotating that it is short course yards (SCY) or short course meters (SCM).
  - (b) Swimmers who achieve individual event cuts for the following meets prior to their respective assigned Zone Championship entry deadline shall not be eligible to compete in that particular stroke and distance, including relay events.
    - 1. Short Course National Championships
    - 2. Summer National Championships
    - 3. Summer US Open
    - 4. Summer Junior National Championships
- (2) Each LSC may enter two (2) 12 & under and two (2) 13-18 swimmers with a disability who are not required to have achieved the qualifying time standards for their age groups/events.
- (3) If the LSC has no qualifiers in an event for the 10 & under or 11-12 age groups, the LSC may enter one (1) swimmer in that event. If an LSC has fewer than two (2) qualifiers in an event for the 13-14 or 15-18 age groups, the LSC may enter up to two (2) swimmers maximum in that event. The non-qualifying entries shall be entered at no time (NT). These entries must be submitted with the original entry.

(4)

AGE GROUP	# QUALIFIERS ENTERED BY AN LSC	# ADDITIONAL ENTRIES/LSC PERMITTED FOR NON-QUALIFIERS
<b>10 &amp; UNDER</b>	<b>0</b>	<b>1</b>
<b>10 &amp; UNDER</b>	<b>1</b>	<b>0</b>
<b>11-12</b>	<b>0</b>	<b>1</b>
<b>11-12</b>	<b>1</b>	<b>0</b>
<b>13-14</b>	<b>0</b>	<b>2</b>
<b>13-14</b>	<b>1</b>	<b>1</b>
<b>13-14</b>	<b>2</b>	<b>0</b>
<b>15-18</b>	<b>0</b>	<b>2</b>
<b>15-18</b>	<b>1</b>	<b>1</b>
<b>15-18</b>	<b>2</b>	<b>0</b>

b. Open Water:

- (1) Qualification times shall be the National A time for the longest freestyle pool event for the age offered at the Zone Championship Meet, or
- (2) The Swimmer must qualify for and be entered in a pool event at the current Zone Championship Meet, whether in an individual event or relay event.

- c. Note: Qualifying standards for the 15-18 age group will be the National 15-16 or 17-18 times (AAA-pool: A-open water), whichever is the slower of the two standards.

**6. ENTRIES:**

**A. Limitations:**

- a. 12 and Under swimmers may enter no more than six (6) individual events (excluding the open water event), of which no more than five (5) may occur on any given day.
- b. 13 and over swimmers may enter no more than five (5) individual events (excluding the open water event), of which no more than three (3) may occur on any given day.
- c. Each LSC may enter two (2) relays per relay event.
- d. The LSC is not limited as to the number of swimmers entered in an individual event.

**B. Responsibility Clause**

- a. The coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correct achieved qualifying times for each event entered and that all entered swimmers are eligible under current rules. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming or

Central Zone rules and shall be assessed a \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected officers of the Central Zone, their designee or a Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by the Central Zone or USA Swimming.

- b. Appeal of fines or penalties imposed is to be made to the elected officers of the Central Zone, their designee, and/or a Board of Review.

### **C. Entry Procedures**

- a. All individual and relay entries shall be consolidated and submitted as one entry from each LSC. Individual club entries are not accepted. The LSC shall determine the procedure for entry.
- b. Each LSC must identify, on the official entry form, the name of the LSC and the name, address, telephone number, and email of the person in charge of entries for that LSC.
- c. Each swimmer entry, including relay only swimmers, shall include first and last names, age, and complete USA Swimming registration number. For relay only swimmers, the Relay-Only Swimmer Entry Form (Appendix N) must be included with the entry.
- d. 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.
- e. Entries shall be submitted to the host entry chairperson electronically by Monday 6 p.m. preceding the meet. The hard copy (fax or electronic) of the pool and open water meet entries and other meet information including the completed Swimmers with a Disability Entry Form and Meet Staff form must be received by 6 p.m. Tuesday preceding the meet. It is the responsibility of each LSC to verify the entry times and receipt and readability of any entries sent by email or fax with a follow-up phone call or email to the host entry chair.
- f. Each LSC shall receive a preliminary report of the LSC team entries via email by Noon Tuesday preceding the meet. Any corrections to the original entries should be sent to the entry chair via email or fax by Noon on Wednesday. Entry fees are due before the start of the General Meeting. No new swimmers may be added to LSC entries after the Monday 6 p.m. entry deadline. No corrections or updates will be accepted after Noon on Wednesday.
- g. Host club shall post team entries on the Central Zone website by Noon Tuesday. The web address shall be published in the meet information.
- h. There will be no deck entries for pool events.
- i. Entries for the Open Water Meet must be submitted electronically with pool events in a separate file.

- j. Entries for swimmers with a disability should be submitted on a separate entry form. See Appendix F.

**D. Entry fees for the Meet:**

- a. Pool – individual events – \$5.00;
- b. Pool – relay events – \$10.00;
- c. Open Water events – not to exceed \$20.00;
- d. Surcharges are not permitted.

**E. Eligibility Protests** pertaining to the eligibility of any swimmer to compete or to represent an organization shall be submitted to the Eligibility Jury.

- a. All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form proscribed by the Zone and accompanied by a \$50 fee, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Meet Referee or the host LSC Entry Chairperson(s).
- b. Protests shall be heard by the jury and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.
- c. Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
- d. The decision of the jury may be appealed by either party to the National Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the National Board of Review.

**7. OTHER FEES:**

- A. Meet Program** – not to exceed \$4.00/daily or \$10.00 for all sessions with charges specified in the meet information.
- B. Finals Heat Sheets** – not to exceed \$1.00/session.
- C. Final Results** – not to exceed \$10.00 with charges specified in the meet information.

**8. SEEDING:**

**A. Individual Events – Pool:**

- a. Seeding Order - The events shall be seeded in the following order:
  - (1) Conforming times (LCM);
  - (2) Non-conforming times (SCM, then SCY);
  - (3) Non-qualifying times (NT).

b. Distance Events

(1) The 800 and 1500 shall be timed finals with the fastest seeded heat of women and fastest seeded heat of men swimming in finals. All other 800 and 1500 heats shall be swum in the preliminary session, swimming fastest to slowest, alternating women and men.

(2) Swimmers 13 through 18 shall be combined for swimming and scored separately as 13-14 and 15-18 for the 800 and 1500.

**B. Relay Events:**

- a. 13-14 and 15-18 will be timed finals, swum in the finals on Friday and Saturday, and in the preliminary session on Sunday. Moving relays to a different session will require unanimous consent by all LSCs and the meet referee.
- b. 10 & Under and 11-12 relays will be timed finals, swum during the afternoon sessions.

**9. SCRATCHES AND CHECK-IN:**

- A.** All individual events will conform to USA Swimming National Scratch Procedure Guidelines (207.12.6 A-E). Note: There is no penalty for failure to compete in a timed final event. A coach or a swimmer may declare a false start.
- B.** Scratch Deadline: A scratch box will be available at registration, the General Meeting and throughout all meet sessions. All athletes or their coaches are required to fill out a scratch slip, verified by the Clerk of Course, and place it in the scratch box prior to the scratch deadline for that event. This applies to all events, timed final and preliminary and relays.
  - a. Scratch deadline for First Day's events shall be 15 minutes after the conclusion of the General Meeting.
  - b. Scratch deadline for Second Day's events shall be 30 minutes after the start of First Day's evening finals session.
  - c. Scratch deadline for Third Day's events shall be 30 minutes after the start of Second Day's evening finals session.
- C.** Entrants in the 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline in order to be seeded.
- D.** Relay cards designating the swimmers' names shall be submitted to meet management on the day of the relay. Names and order of swimmers may be changed up to the time of the swim. Only coaches may make changes to 11-12 and 10 & Under relays.

**E. Scratching from finals**

- a. USA Swimming National Scratch Procedure Guidelines (207.12.6 D) will be followed.
- b. LSCs whose swimmers in the Final or Consolation heats on Sunday evening fail to scratch shall be fined \$100 penalty per swim.
- c. All funds shall remain with the meet host.
- d. Failure on the part of the penalized LSC to pay penalties shall result in barring from future zone championships.

**10. SCORING:**

**A. Individual Pool and Open Water events: (16 places)**

20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1

**B. Relay events: (8 places)**

40, 34, 32, 30, 28, 26, 24, 22

**C. The Open Water event** will be scored separately from the pool events.

**11. SWIMMER INTRODUCTIONS:**

- A. Consolation Finals** swimmers' names shall be announced while the swimmers are competing in water.
- B. Championship Finals** swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
- C. 12 & U Finals** swimmers' names will be announced while swimmers are competing in the water for all but the fastest heat. Swimmers' names for the fastest heat will be announced prior to the start of the race while swimmers are behind the blocks.

**12. AWARDS:**

**A. Individual Pool and Open Water events:**

- a. 1-8 place: medals with neck ribbons
- b. 9-16 place: ribbons

**B. Relay Events**

- a. 1-3 place; medals with neck ribbons
- b. 4-8 place; ribbons

**C. High Point Awards** (Pool Events only): 1-3 for boys and girls in each age group

**D. Team Awards:**

- a. Pool events: 1-3 combined points
- b. Open Water events: 1st place combined points

**E. Awards Ceremony:**

- a. Maximize logistical set-up of facility to allow for awards to be done as efficiently as possible (to be done during initial site inspection).
- b. 12 and under: may be awarded at the end of each stroke series or at the end of the session, but shall not interfere with the continuous running of the events, and shall be at the discretion of the Meet Referee.
- c. 13-18: shall be presented at the end of each stroke series (13-14, 15-18) with scripting and procedure created by Championship Meet Coordinator.
- d. Open Water events: presented immediately after the conclusion of all Open Water events.

**13. SCHEDULE OF EVENTS:**

**-- DAY 1 --**

<b>GIRLS</b>	<b>EVENTS</b>	<b>BOYS</b>
<b>MORNING PRELIMS</b>		
31 .....	15-18 400 Individual Medley .....	32
33 .....	13-14 400 Individual Medley .....	34
19 .....	15-18 100 Breaststroke.....	20
21 .....	13-14 100 Breaststroke.....	22
23 .....	15-18 200 Freestyle .....	24
25 .....	13-14 200 Freestyle .....	26
27 .....	15-18 100 Butterfly.....	28
29 .....	13-14 100 Butterfly.....	30
17 .....	combined 13-18 800 Freestyle timed finals .....	18
<b>AFTERNOON TIMED FINALS</b>		
1 .....	11-12 50 Breaststroke .....	2
3 .....	10-U 50 Breaststroke .....	4
5 .....	11-12 100 Freestyle .....	6
7 .....	10-U 100 Freestyle.....	8
9 .....	11-12 50 Butterfly.....	10
11 .....	10-U 50 Butterfly .....	12
13 .....	11-12 400 Freestyle .....	14
15 .....	11-12 400 Medley Relay.....	16
<b>CONSOLATION &amp; CHAMPIONSHIP FINALS</b>		
17 .....	combined 13-18 800 Freestyle fastest heat.....	18
19 .....	15-18 100 Breaststroke.....	20
21 .....	13-14 100 Breaststroke.....	22
23 .....	15-18 200 Freestyle .....	24
25 .....	13-14 200 Freestyle .....	26
27 .....	15-18 100 Butterfly.....	28
29 .....	13-14 100 Butterfly.....	30
31 .....	15-18 400 Individual Medley .....	32
33 .....	13-14 400 Individual Medley .....	34
35 .....	15-18 400 Free Relay .....	36
37 .....	13-14 400 Free Relay .....	38

-- DAY 2 --

**GIRLS** **EVENTS** **BOYS**

**MORNING PRELIMS**

59	13-14 200 Individual Medley	60
61	15-18 200 Individual Medley	62
63	13-14 50 Freestyle	64
65	15-18 50 Freestyle	66
67	13-14 200 Breaststroke	68
69	15-18 200 Breaststroke	70
71	13-14 100 Backstroke	72
73	15-18 100 Backstroke	74
75	13-14 400 Freestyle	76
77	15-18 400 Freestyle	78

**AFTERNOON TIMED FINALS**

39	11-12 200 Individual Medley	40
41	10-U 200 Individual Medley	42
43	11-12 100 Backstroke	44
45	10-U 100 Backstroke	46
47	11-12 50 Freestyle	48
49	10-U 50 Freestyle	50
51	11-12 100 Breaststroke	52
53	10-U 100 Breaststroke	54
55	11-12 200 Free Relay	56
57	10-U 200 Free Relay	58

**CONSOLATION & CHAMPIONSHIP FINALS**

59	13-14 200 Individual Medley	60
61	15-18 200 Individual Medley	62
63	13-14 50 Freestyle	64
65	15-18 50 Freestyle	66
67	13-14 200 Breaststroke	68
69	15-18 200 Breaststroke	70
71	13-14 100 Backstroke	72
73	15-18 100 Backstroke	74
75	13-14 400 Freestyle	76
77	15-18 400 Freestyle	78
79	13-14 400 Medley Relay	80
81	15-18 400 Medley Relay	82

-- DAY 3 --

**GIRLS** **EVENTS** **BOYS**

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**MORNING PRELIMS**

83	13-14 200 Medley Relay	84
85	15-18 200 Medley Relay	86
111	13-14 200 Backstroke	112
113	15-18 200 Backstroke	114
115	13-14 100 Freestyle	116
117	15-18 100 Freestyle	118
119	13-14 200 Butterfly	120
121	15-18 200 Butterfly	122
87	13-14 200 Free Relay	88
89	15-18 200 Free Relay	90
109	combined 13-18 1500 Freestyle timed finals	110

**AFTERNOON TIMED FINALS**

91	11-12 200 Medley Relay	92
93	10-U 200 Medley Relay	94
95	11-12 200 Freestyle	96
97	10-U 200 Freestyle	98
99	11-12 50 Backstroke	100
101	10-U 50 Backstroke	102
103	11-12 100 Butterfly	104
105	10-U 100 Butterfly	106
107	11-12 400 Free Relay	108

**CONSOLATION & CHAMPIONSHIP FINALS**

109	combined 13-18 1500 Freestyle fastest heat	110
111	13-14 200 Backstroke	112
113	15-18 200 Backstroke	114
115	13-14 100 Freestyle	116
117	15-18 100 Freestyle	118
119	13-14 200 Butterfly	120
121	15-18 200 Butterfly	122

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**SUGGESTED OPEN WATER EVENTS**  
(Prior to or following Pool Events)

OW 1	10-U ½ Mile	OW 2
OW 3	11-12 1 Mile	OW 4
OW 5	13-14 1 ½ Mile	OW 6
OW 7	15-18 2 Miles	OW 8

**VI. AMENDMENTS** – Any provision of these guidelines (Section B may be amended at any scheduled meeting of the Zone by a simple majority vote.

# USA Swimming

## Central Zone Committee

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### APPENDICES

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## APPENDIX A: HISTORY OF CENTRAL ZONE

The four-Zone concept was born in San Antonio, Texas in 1978, at the last Amateur Athletic Union (AAU) convention of which swimming was a part. At this convention, United States Swimming, Inc. got its start. The first Central Zone Championship meet was held in August, 1980, at Lincoln, Nebraska. The original "Central Zone Manual" with "Championship Meet Policies and Procedures Manual" was completed in 1985. The Policies and Procedures must be updated each year following the annual meeting.

The following individuals have served as Zone Directors for the Central Zone Committee of United States Swimming (as of 1998, USA Swimming):

1978	Dan Ventres, Minnesota	Dick Hammer, Midwestern
1979	Dick Hammer, Midwestern	John Bogert, Missouri Valley
1980	Guy Barnicoat, Michigan	Jordan Harwood, Wisconsin
1981	Guy Barnicoat, Michigan	Audrey Birklid, Minnesota
1982	Audrey Birklid, Minnesota	Peter Malone, Missouri Valley
1983	Peter Malone, Missouri Valley	Audrey Birklid, Minnesota
1984	Audrey Birklid, Minnesota	Peter Malone, Missouri Valley
1985	Peter Malone, Missouri Valley	William Maxson, Ozark
1986	George Schluter, Missouri Valley	Penny Taylor, Ozark
1987	George Schluter, Missouri Valley	Penny Taylor, Ozark
1988	Penny Taylor, Ozark	George Schluter, Missouri Valley
1989	George Schluter, Missouri Valley	Penny Taylor, Ozark
1990	Penny Taylor, Ozark	Dale Neuburger, Indiana
1991	Dale Neuburger, Indiana	Peter Malone, Missouri Valley
1992	Peter Malone, Missouri Valley	Dale Neuberger, Indiana
1993	Dale Neuburger, Indiana	Peter Malone, Missouri Valley
1994	Peter Malone, Missouri Valley	Audrey Birklid, Minnesota
1995	Audrey Birklid, Minnesota	Mick Nelson, Indiana
1996	Mick Nelson, Indiana	Audrey Birklid, Minnesota
1997	Audrey Birklid, Minnesota	Mick Nelson, Indiana
1998	Mick Nelson, Indiana	Bob Staab, Oklahoma
1999	Bob Staab, Oklahoma	Michael Lawrence, Illinois
2000	Michael Lawrence, Illinois	Julie Bare, Lake Erie
2001	Julie Bare, Lake Erie	Michael Lawrence, Illinois
2002	Eric Nelson, Missouri Valley	Julie Bare, Lake Erie
2003	Julie Bare, Lake Erie	Eric Nelson, Missouri Valley

2004 Eric Nelson, Missouri Valley  
2005 Arlene McDonald, Indiana

2006 Eric Nelson, Missouri Valley  
2007 Arlene McDonald, Indiana

2008 Arlene McDonald, Indiana  
2009 William Schalz, Illinois

Arlene McDonald, Indiana  
Eric Nelson, Missouri Valley

Arlene McDonald, Indiana  
Eric Nelson, Missouri Valley

William Schalz, Illinois  
Paul Thompson, Oklahoma

## APPENDIX B: CENTRAL ZONE MEET RECORDS

### CENTRAL ZONE MEET RECORDS AFTER 2008 - GIRLS

Stroke	Times	Swimmers	Assoc.	Year
<b>10 and Under</b>				
50 Free	29.90	M. Kinter	IA	2005
100 Free	1:04.98	A. Walters	IN	2007
200 Free	2:20.60	E. Racht	IN	1984
50 Back	34.65	S. Lawler	IL	2001
100 Back	1:13.68	K. Anton	IA	2004
50 Breast	36.38	K. Martin	SD	2005
100 Breast	1:22.25	K. Sturtz	OH	1990
50 Butterfly	32.09	M. Kinter	IA	2005
100 Butterfly	1:12.05	M. Schaffer	OH	2007
200 I.M.	2:39.05	L. Silva	IL	1990
200 FR	2:02.32		WI	2008
200 MR	2:18.40		WI	2008
<b>11-12</b>				
50 Free	27.80	P. Nath	MV	1995
100 Free	1:00.75	L. Benko	IN	1989
200 Free	2:10.32	A. Marsteller	OH	2008
400 Free	4:29.68	A. Strohl	LE	1996
50 Back	31.47	R. Akradi	MN	1998
100 Back	1:08.70	R. Akradi	MN	1998
50 Breast	34.17	O. Anderson	MN	2008
100 Breast	1:15.73	K. Yevak	MV	1995
50 Butterfly	29.82	G. Faerber	IN	1985
100 Butterfly	1:06.57	C. Pierce	AR	1993
200 I.M.	2:27.33	E. Reaney	MV	2005
200 FR	1:53.00		OH	1995
400 FR	4:11.20		MI	2008
200 MR	2:06.95		IN	2006
400 MR	4:39.89		IN	2006
<b>13-14</b>				
50 Free	27.24	C. Grcevich	IN	2001
100 Free	58.99	J. Cole	OZ	2001
200 Free	2:07.03	L. Halverson	OK	2001
400 Free	4:25.51	C. McRenolds	IL	2003
800 Free	8:57.09	C. McRenolds	IL	2003
1500 Free	17:20.23	A. Robinson	MV	2002
100 Back	1:05.29	L. Boyce	IL	2008
200 Back	2:21.91	K. Carpenter	OH	2002
100 Breast	1:14.10	A. Lewis	MI	2006
200 Breast	2:43.18	J. Bruce	MV	2004
100 Butterfly	1:02.88	D. Fishbak	OH	2005
200 Butterfly	2:18.70	M. Beck	MN	2004
200 I.M.	2:24.42	D. Letendre	OZ	2003
400 I.M.	5:04.54	A. Ohlgren	MI	2002
200 FR	1:51.41		WI	2008
400 FR	4:01.94		IN	2004
200 MR	2:04.40		MN	2000
400 MR	4:29.02		IN	2004

<b>Stroke</b>	<b>Times</b>	<b>Swimmers</b>	<b>Assoc.</b>	<b>Year</b>
<b>15-16</b>				
50 Free	27.09	C. Grcevich	IN	2003
100 Free	58.37	C. Grcevich	IN	2003
200 Free	2:07.60	L. Halvorson	OK	2002
400 Free	4:26.29	B. Massengale	AR	2001
800 Free	9:08.91	B. Massengale	AR	2001
1500 Free	17:16.33	S. Andrews	OH	2006
100 Back	1:05.21	K. Criss	MW	2003
200 Back	2:21.27	K. Carpenter	OH	2004
100 Breast	1:14.43	A. Hoisington	MV	2003
200 Breast	2:40.61	K. Schwantz	MN	1996
100 Fly	1:03.86	E. Ramirez	IL	2003
200 Fly	2:19.93	J. Wheeler	AR	2001
200 I.M.	2:23.65	K. Stratton	IL	2004
400 I.M.	5:04.28	L. Halvorson	OK	2003
200 FR	1:51.17		MN	1998
400 FR	3:58.91		MI	2005
200 MR	2:03.06		IL	2003
400 MR	4:29.56		MV	2002
<b>17-18</b>				
50 Free	27.43	A. Wilkins	IL	2007
100 Free	59.35	K. Hennessy	MV	2001
200 Free	2:08.75	D. Maddock	ND	2005
400 Free	4:25.27	L. Eytalis	IL	2008
800 Free	9:05.91	L. Eytalis	IL	2008
1500 Free	17:18.93	K. Hennessy	MV	2001
100 Back	1:07.32	T. Spatz	MI	1993
200 Back	2:22.18	W. Wodstrchill	IA	2003
100 Breast	1:13.98	M. Suchow	MV	2008
200 Breast	2:43.52	K. Budahl	SD	2005
100 Fly	1:03.50	E. Grover	MV	2003
200 Fly	2:20.75	E. White	WI	2001
200 I.M.	2:24.66	A. Soelter	MV	2004
400 I.M.	5:07.04	L. Halvorson	MV	2004
200 FR	1:53.75		OK	2004
400 FR	4:17.73		WI	1984
200 MR	2:09.65		OK	2004
400 MR	4:36.74		OK	2004
<b>15-18 Relays</b>				
200 FR	1:50.00		SD	2008
400 FR	3:58.91		MI	2005
200 MR	2:03.06		IL	2003
400 MR	4:25.63		IA	2003

GIRLS - 2008

**CENTRAL ZONE MEET RECORDS AFTER 2008 - BOYS**

<b>Stroke 10 and under</b>	<b>Times</b>	<b>Swimmer</b>	<b>Assoc.</b>	<b>Year</b>
50 Free	27.71	K. Humphries	MN	1995
100 Free	1:02.39	K. Humphries	MN	1995
200 Free	2:19.31	R. Elliot	LE	1984
50 Back	33.24	K. Humphries	MN	1995
100 Back	1:12.37	S. Mitchell	OH	2004
50 Breast	37.25	K. Cordes	IL	2004
100 Breast	1:23.55	G. Back	MN	2008
50 Butterfly	31.32	K. Humphries	MN	1995
100 Butterfly	1:09.61	J. Graves	IL	1992
200 I.M.	2:36.22	K. Humphries	MN	1995
200 FR	2:03.84		IL	2004
200 MR	2:18.01		IL	2004
<b>11-12</b>				
50 Free	25.87	A. Jovanovic	IL	2007
100 Free	56.89	J. Cobb	OH	1995
200 Free	2:04.53	G. Wiczorek	IN	1998
400 Free	4:20.81	J. Harms	OH	1986
50 Back	30.29	P. Young	WI	2004
100 Back	1:03.84	S. Mitchell	OH	2006
50 Breast	32.61	J. Rantz	IN	2000
100 Breast	1:12.40	K. Lee	WI	1991
50 Butterfly	28.30	P. Weyman	OZ	1988
100 Butterfly	1:01.32	A. Snabes	IL	2003
200 I.M.	2:20.34	B. Gan	OH	1996
200 FR	1:48.96		IL	2008
400 FR	3:58.36		OH	1995
200 MR	2:02.31		IL	2008
400 MR	4:28.97		IL	2008
<b>13-14</b>				
50 Free	24:58	J. Huff	IA	2006
100 Free	53.72	T. McGill	IL	2002
200 Free	1:58.57	T. McGill	IL	2002
400 Free	4:12.56	C. Youngquist	MI	2007
800 Free	8:41.51	J. Buchanan	OH	2001
1500 Free	16:32.90	M. Reynolds	IN	1991
100 Back	1:01.17	S. Evans	LE	2004
200 Back	2:10.96	C. Dejong	MI	1998
100 Breast	1:06.72	M. Gangloff	LE	1996
200 Breast	2:27.97	K. Cordes	IL	2008
100 Butterfly	58.34	D. Ware	IN	1987
200 Butterfly	2:09.30	D. Mosko	OH	2003
200 I.M.	2:13.43	R. Lam	MI	1996
400 I.M.	4:45.21	P. Seleskie	MN	2003
200 FR	1:41.77		MI	1994
400 FR	3:44.34		IL	2003
200 MR	1:52.69		IL	2008
400 MR	4:09.92		LE	1996

<b>Stroke</b>	<b>Times</b>	<b>Swimmer</b>	<b>Assoc.</b>	<b>Year</b>
<b>15-16</b>				
50 Free	24.32	C. Scheuber	MW	2001
100 Free	52.46	T. McGill	IL	2004
200 Free	1:54.80	T. McGill	IL	2003
400 Free	4:06.59	T. McGill	IL	2003
800 Free	8:30.03	T. Hines	IL	2008
1500 Free	16:28.84	Z. Wood	MI	2001
100 Back	1:00.08	A.J. Miller	IN	2003
200 Back	2:10.10	J. Jarzen	IL	2006
100 Breast	1:06.36	M. Alexandrov	IL	2001
200 Breast	2:23.43	A.J. Miller	IN	2003
100 Fly	55.94	T. McGill	IL	2004
200 Fly	2:07.02	R. Moore	IL	2004
200 I.M.	2:09.45	R. Moore	IL	2004
400 I.M.	4:35.76	M. Alexandrov	IL	2001
200 FR	1:40.48		IN	2004
400 FR	3:40.12		IL	2004
200 MR	1:53.34		IL	2004
400 MR	4:05.72		IL	2004
<b>17-18</b>				
50 Free	24.19	K. Ward	LE	1988
100 Free	52.79	A. Mania	MW	2001
200 Free	1:55.41	T. Brown	IN	2003
400 Free	4:08.61	B. Lee	MV	2003
800 Free	8:36.75	B. Lee	MV	2003
1500 Free	16:28.76	B. Lee	MV	2003
100 Back	59.12	A. Mania	MW	2001
200 Back	2:09.04	S. Weir	MI	2001
100 Breast	1:06.22	C. Stalnecker	IN	2003
200 Breast	2:23.39	G. Poglioli	IL	2001
100 Fly	57.29	D. Berve	MW	2003
200 Fly	2:06.54	J. Sellers	MV	2003
200 I.M.	2:09.60	T. Brown	IN	2003
400 I.M.	4:38.56	T. Brown	IN	2003
200 FR	1:39.03		LE	1993
400 FR	3:39.48		WI	1998
200 MR	1:47.90		IN	2003
400 MR	3:58.02		IN	2003
<b>15-18 Relays</b>				
200 FR	1:37.43		OZ	2003
400 FR	3:34.86		MN	2003
200 MR	1:47.90		IN	2003
400 MR	3:58.02		IN	2003

Boys - 2008

### APPENDIX C: CENTRAL ZONE CHAMPIONSHIP MEET HISTORY

The first Central Zone Championship Meet was held in 1980 in Lincoln, Nebraska. Since 1984, Central Zone has sponsored two meets each year. The exceptions have been 2003 and 2008, when swimmers representing all 15 Central Zone LSCs competed in Indianapolis at the 20<sup>th</sup> and 25<sup>th</sup> Reunion MegaZone Meets. In 1994, Central Zone was the first Zone to include an Open Water competition at the Championship Meet.

YEAR	CITY	SWIMMERS	
		Pool	Open Water
1980	Lincoln, NE	450	
1981	Norman, OK	387	
1982	Minot, ND	435	
1983	Cincinnati, OH	587	
1984	Janesville, WI	509	
	Wichita, KS	404	
1985	Des Moines, IA		
	Little Rock, AR		
1986	Indianapolis, IN		
	Minneapolis, MN		
1987	Gillette, WY	575	
	Cleveland, OH	551	
1988	St. Paul, MN		
	Janesville, WI		
1989	Iowa City, IA		
	Lincoln, NE		
1990	Oklahoma, OK	600	
	Grand Forks, ND	579	
1991	Minneapolis, MN	764	
	Ann Arbor, MI	845	
1992	Brown Deer, WI	862	
	Fayetteville, AR	638	
1993	Indianapolis, IN	1,019	
	Wichita, KS	722	
1994	St. Paul, MN	847	
	Ann Arbor, MI	876	50
1995	Oxford, OH	789	97
	Lincoln, NE	732	78

YEAR	CITY	SWIMMERS	
		Pool	Open Water
1996	Fort Smith, AR	769	122
	Oxford, OH		
1997	Indianapolis, IN	932	154
	Oklahoma City, OK	627	101
1998	Quincy, IL	687	
	Minneapolis, MN	870	
1999	Indianapolis, IN	753	110
	Oxford, OH	751	148
2000	Grand Forks, ND	572	123
	Minneapolis, MN	679	112
2001	Oakland, MI	789	134
	Indianapolis, IN	857	193
2002	St Paul, MN	663	65
	Wichita, KS	641	138
2003	Indianapolis, IN	1719	322
2004	Oxford, OH	891	207
	Topeka, KS	722	127
2005	Ann Arbor, MI	841	129
	Grand Forks, ND	562	122
2006	Indianapolis, IN	795	148
	Oklahoma City, OK	786	262
2007	Cleveland, OH	799	173
	Topeka, KS	753	199
2008	Indianapolis, IN	1933	398

**APPENDIX D: CENTRAL ZONE MEET DEADLINES:**

<b>RESPONSIBILITY</b>	<b>DATE</b>	<b>ACTIVITY</b>	<b>PAGE</b>
Zone Director	March 15	Review/approve Meet Info – Notify MH	B1
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	B2
Championship Coordinators	March 1	Approve medal design	B2
Championship Coordinators	March 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	B2 B3
Championship Coordinators	by April 15	Site visit completed	B2
Championship Coordinators	May 15	Make sure host mails/posts meet info by date.	B3
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	B3
Championship Coordinators	15 Days after meet	Send meet evaluation to Zone Directors	B4
Championship Coordinators	30 Days after meet	File for reimbursement	B4
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	B1
CZ Secretary	March 1	Mail/email updated LSC addresses to MH	B1
Zone Records Chair	May 15	Send electronic version of records to MH	B6
Zone Records Chair	May 15	Send electronic backup file w/records, time stds, event limits to MH and Webmaster	B3
LSCs	April 15	Mail/email name of LSC entry contact to MH	B12
LSCs	Mon 6 pm MeetWk	Electronic copy of meet entries to MH	B16
LSCs	Mon – Meet Wk Tues – 6 pm	Email/fax hard copy entries (pool/open water), and required forms (Relay Only, SWAD, Fee Summary, Staff) to MH	B16
LSCs	Wed Noon	Submit any corrections to original entry to MH (No new swimmers).	B16
LSCs	Start of Gen Mtg	Submit entry check.	B16
Prospective Meet Host	Prior to annual	Bid application to Sr Zone Director	B8
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	B8
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	B9
Meet Host	February 1	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	B9
Meet Host	February 15	Meet Information to Championship Meet Coordinator	B10
Meet Host	April 1	Apply for National Certification for Officials	B10
Meet Host	May 15	Post Meet Info on CZ website	B10
Meet Host	Tues-Meet Wk Noon	E-mail team entries reports to LSCs/ Post entries on CZ website	B16
Meet Host	Wed 6 pm Meet	Post warm-up and start times to CZ website for all sessions	B13
Meet Host	Within 24 hrs of Meet End	Publish results electronically to CZ website; send backup to CZ Secretary and CZ Records Coordinator and appropriate file to Swimming World	B11
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary	B12
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	B12
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	B12
Meet Host	6 months after	Meet information may be destroyed	B12

**APPENDIX E:  
CENTRAL ZONE CHAMPIONSHIP MEET TEMPLATE**

Location

Date

(Place Title of meet, Location and Date in Header on each page)

**Meet entries may be submitted by LSC only.  
Separate entries from individuals or clubs will not be accepted.**

- SANCTION:** Sanctioned by *(the LSC in which the meet is held)* Swimming, on behalf of USA Swimming.  
Sanction Number XXXXXXXX for Pool Events  
Sanction Number XXXXXXXX for Open Water Events
- RULES:** Current USA Swimming rules will govern the Meets.  
Open Water – Group start in water by age group.
- PARTICIPATING TEAMS:** *List each LSC that has been assigned to the meet.*
- SPONSORED BY:** USA Swimming, USA Swimming Central Zone Committee, and *any local sponsors.*
- HOSTED BY:** *List the LSC or Club(s) that will be the primary host(s).*
- MEET DIRECTORS:** *Identify the Meet Directors by name, with addresses, telephone numbers and e-mail addresses.*
- OFFICIALS:** *Identify these individuals by names and phone/email if desired.*  
Referee:  
Marshal:
- MEET SITE:** *POOL EVENTS – give the name of the facility, the address, and a description of where it is located and instructions for locating the pool (include a map).  
OPEN WATER – same as above.*
- FACILITY:** *Pool – a complete description of the facility to include such things as: indoors or out, the number of lanes, the width of the lanes, water depth at start and turns, type of lane markers, type of timing equipment, locker space, handicap accessibility, seating capacity, concessions or other amenities available. (If 200 relays must be eliminated because of local/regional/state regulations, please state.).*
- OPEN WATER:** *Describe the course as best as possible, what the body of water is like, how the course will be set up, and where the spectators might be in relation to the course. Indicate if concessions or other amenities are available. Give the approximate length of the course and the total distance each age athlete will swim.*

**MEET SCHEDULE:**

POOL EVENTS: (Indicate Time Zone)

**Age Groups 13-14 and 15-18:**

- \* Prelims for 13-14 and 15-18: Warm-up 7 a.m., Start 8:40 a.m.
- \* Finals Friday, Saturday, Sunday: Warm-up 4 p.m., Start 5 p.m.
- \* Warm-ups may be split for the preliminary sessions.  
(If split, each warm-up session shall be a minimum of 40 minutes.)
- \* Warm-up for finals will start as indicated or at conclusion of 12 and under session.
- \* Finals will start one hour after the start of warm-up.

**Age Groups 10-U and 11-12:**

- \* Timed finals for 10-U, 11-12: Warm-up at the conclusion of the a.m. session,
- \* Start one hour later.
- \* Warm-ups for 12 and under events may be split.

Note: Start times for the 12 & under sessions will be posted on the CZ website by 6:00 p.m. Wednesday and at the venue.

At the request of the swimmer's coach and at the discretion of the Referee, at least 15 minutes will occur between swims for the same individual.

OPEN WATER EVENTS: (Indicate Time Zone)

8 a.m.	Registration/Check-in
8:30 a.m.	Clinic for All Participants
9 a.m.	Warm-up
10 a.m.	Competition starts ( <i>may be staggered for age groups</i> ).

**TEAM REGISTRATION:**

Registration will be held at: (*location*), Thursday from 1 p.m. to 6 p.m. All teams should schedule their arrival to register during these hours. Note: This registration period is for team managers/coaches only; swimmers do not need to register individually with the meet host. LSCs are encouraged to inform their swimmers in advance of exactly when and where the team will assemble at the venue.

**SAFETY/WARM-UP PROCEDURES:**

Pool events: Zone Meet warm-up procedures will be followed. (*Please detail the safety procedures established for meet with help of Championship Meet Coordinator.*) Coaches must be in control of their swimmers during their warm-up periods.

Open Water events: Different colored swim caps will be issued to athletes in each age group so that Meet Management can monitor swimmers' progress through the course. The course will be patrolled by qualified personnel.

**LSC REPRESENTATIVE:**

Each LSC must have a representative and alternate to act as a liaison between the LSC and the Meet Director. It is recommended that these persons NOT be the LSC's Head Coach. These designated persons must be identified to the Meet Director either with the meet entries or at the General Meeting on the Thursday prior to the start of the Meet.

**ATHLETE ATTITUDE:**

CODE OF CONDUCT and MEDICAL RELEASE sample forms are included with this Meet Information. If the LSC does not have its own form(s), these may be

duplicated and signed by each athlete and his/her parent(s). Each LSC's representative must have these documents available to the host at all times. The Code of Conduct will be enforced.

**ELIGIBILITY:**

A. Membership: All athletes must be regular (not seasonal) USA Swimming members with the LSC they represent.

B. Swimmer's Age:

a. Age of swimmer for pool competition shall be as of the first day of the pool competition.

b. Age of swimmer for open water competition shall be as of the day of the Open Water competition.

C. Qualifying Time/Eligibility:

a. Pool:

\* Swimmers must have achieved a National AAA time (LCM, SCM, SCY) between the first day of the first Zone Meet of the previous year and the entry deadline date for the present Meet.

\* Swimmers who have achieved the short course National AAA time, but not the long course time during the qualification period, must enter with the time they have actually achieved annotating that it is short course yards (SCY) or short course meters (SCM).

\* Swimmers who achieve individual event cuts for the following meets prior to their respective assigned Zone Championship entry deadline shall not be eligible to compete in that particular stroke and distance, including relay events.

1) Short Course National Championships

2) Summer National Championships

3) Summer US Open

4) Summer Junior National Championships

\* Each LSC may enter two (2) 12 & under and two (2) 13-18 swimmers with a disability who are not required to have achieved the qualifying time standards for their age groups/events.

\* If the LSC has no qualifiers in an event for the 10 & under or 11-12 age groups, the LSC may enter one (1) swimmer in that event. If an LSC has fewer than two (2) qualifiers in an event for the 13-14 or 15-18 age groups, the LSC may enter up to two (2) swimmers maximum in that event. The non-qualifying entries shall be entered at no time (NT). These entries must be submitted with the original entry.

b. Open Water:

\* Qualification times shall be the National A time for the longest freestyle pool event for the age offered at the Zone Championship Meet, OR

\* The Swimmer must qualify for and be entered in a pool event at the current Zone Championship Meet, whether in an individual event or relay event.

Note: Qualifying standards for the 15-18 age group will be the National 15-16 or 17-18 times (AAA-pool: A-open water), whichever is the slower of the two standards.

- RELAY ENTRIES:** The LSC must coordinate relay entries. Determination of the swimmers composing the relays is at the discretion of the LSC. List relay-only swimmers on the appropriate form and submit with entries.
- ENTRY LIMITS:**
- A. 12 and under swimmers may enter no more than six (6) individual events (excluding the Open Water event) of which no more than five (5) may occur on any given day.
  - B. 13 and over swimmers may enter no more than five (5) individual events (excluding the Open Water event) of which no more than three (3) may occur on any given day.
  - C. Each LSC may enter two (2) relays per relay event.
  - D. No limit exists on the number of swimmers that an LSC may enter in an individual event.
- ENTRY RESPONSIBILITY:**
- A. The coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correct achieved qualifying times for each event entered and that all entered swimmers are eligible under current rules. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming or Central Zone rules and shall be assessed a \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected officers of the Central Zone, their designee or a Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by the Central Zone or USA Swimming.
  - B. Appeal of fines or penalties imposed is to be made to the elected officers of the Central Zone, their designee, and/or a Board of Review.
- ENTRY FEES:**
- \$5.00 per individual pool event
  - \$20.00 per open water event (*maximum*)
  - \$10.00 per relay
- Make check payable to: *give the name the checks should be payable to.*
- ENTRY CHAIRMAN:**
- Send entries to: *Name*  
*Address*  
*City/State/Zip*  
*Telephone and Fax number*  
*E-Mail*
- ENTRY DEADLINE:**
- A. Pool and Open Water entries shall be submitted to the host entry chairperson electronically using SDIF compatible file by 6 p.m. Monday preceding the meet. The hard copy (fax or electronic) of the pool and open water entries and other meet information including Swimmers with a Disability Entry Form and Meet Staff must be received by 6 p.m. Tuesday preceding the meet. It is the responsibility of each LSC to verify all entry times and receipt and readability of any entries sent by email or fax with a follow-up phone call or email to the host entry chair. *The host may add any instructions for sending in team entries early (with updates by the deadline) if they desire.*

- B. Each LSC shall receive a preliminary report of its team entries via e-mail by Noon Tuesday preceding the meet. Any corrections to the original entries must be submitted to the entry chair via email or fax by Noon on Wednesday. Entry fees are due before the start of the General Meeting. No new swimmers may be added to LSC entries after the Monday 6 p.m. entry deadline. No corrections or updates will be accepted after Noon on Wednesday.
- C. There will be no deck or on site entries at this meet.

**ENTRY PROCEDURES:**

- A. The LSC must submit its Pool and Open Water entries as one team, using the **LSC** as the club designation. All individual and relay entries shall be consolidated and submitted as one entry. Separate entries from individuals or clubs will not be accepted. LSC entry chair shall verify times before submitting entries to host.
- B. Each LSC must identify, on the official entry form, the name of the LSC and the name, address and telephone number, and email of the person in charge of entries for that LSC.
- C. Each swimmer entry must include first and last name; age as of the first day of the Meet; and complete USA Swimming registration number. For relay only swimmers, the Relay-Only Swimmer Entry Form (Appendix N) must be included with the entry.
- D. Entries for swimmers with a disability should be sent on separate entry form indicating preference for seeding.
- E. Team Entries will be posted on the CZ website by Noon Tuesday.

**ELIGIBILITY PROTESTS:**

- Eligibility protests pertaining to the eligibility of any swimmer to compete or to represent an organization shall be submitted to the Eligibility Jury.
- A. All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form proscribed by the Zone and accompanied by a \$50 fee, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Meet Referee or the host LSC Entry Chairperson(s).
  - B. Protests shall be heard by the jury, and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.
  - C. Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
  - D. The decision of the jury may be appealed by either party to the National Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the National Board of Review.

**SEEDING/CONDUCT:**

**A: Conduct:** Pool Events:

- \* 13-14 and 15-18 – Preliminary/Finals format except 800 and 1500 Free and relays which will be timed finals. The consolation heat shall precede the championship heat.
- \* 10 & Under and 11-12 – Timed Finals.
- \* Fly-over starts will be used for the prelim sessions and the 12 & U sessions.

**B. Seeding Order:**

- First – Conforming times (LCM)
- Second – Non-conforming times (SCM then SCY)
- Third – Non-qualifying times (NT)

**C. Distance Freestyle:**

- \* 800 and 1500 Free shall be timed finals with the fastest seeded heat of women and fastest seeded heat of men swimming in finals.
- \* All other 800 and 1500 heats shall be swum in the preliminary session, swimming fastest to slowest, alternating women and men.
- \* Swimmers 13-18 shall be combined for swimming and scored separately as 13-14 and 15-18 for the 800 and 1500 Free events.

**D. Relays:**

- \* 13-14 and 15-18 relays will be timed finals, swum during the finals on Friday and Saturday and in the preliminary session on Sunday.
- \* 10 and Under and 11-12 relays will be timed finals, swum during the afternoon sessions.

**SCRATCHES/CHECK-IN:**

- A. All individual events will conform to USA Swimming National Scratch Procedure Guidelines (207.12.6 A-E). There is no penalty for failure to compete in a timed final event. A coach or a swimmer may declare a false start.
- B. Scratch Deadline: A scratch box will be available at registration, the General Meeting, and throughout all meet sessions. All athletes or their coaches are required to fill out a scratch slip, verified by the Clerk of Course, and place it in the scratch box prior to the scratch deadline for that event. This applies to all events, timed final, preliminary and relays.
  - a. Scratch deadline for *First Day's* events shall be 15 minutes after the conclusion of the General Meeting.
  - b. Scratch deadline for *Second Day's* events shall be 30 minutes after the start of *First Day's* evening finals session. (*Fill in times depending on start time for finals.*)
  - c. Scratch deadline for *Third Day's* events shall be 30 minutes after the start of *Second Day's* evening finals session. (*Fill in times depending on start time for finals.*)
- C. Entrants in the 800 and 1500 free must check in and confirm their intention to compete prior to the scratch deadline for that day's events in order to be seeded.
- D. Relay cards designating the swimmers' names shall be submitted to meet

management on the day of the relay. Names and order of swimmers may be changed up to the time of the swim. Only coaches may make changes to 11-12 and 10 & Under relays.

- E. Scratching from Finals.
  - a. USA Swimming National Scratch Procedure Guidelines (207.12.6 D) will be followed.
  - b. LSCs whose swimmers in the Final or Consolation heats on Sunday evening fail to scratch shall be fined a \$100 penalty per swim.
  - c. All funds shall remain with the meet host.
  - d. Failure on the part of the LSC to pay imposed penalties shall result in barring from future zone championships.

**SCORING:**

- A. Individual Pool, and Open Water events:  
20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
- B. Relay events:  
40, 34, 32, 30, 28, 26, 24, 22
- C. Open Water events will be scored separately from the Pool events.

**SWIMMER INTRODUCTIONS:**

- A. Consolation Finals swimmers' names shall be announced while the swimmers are competing in water.
- B. Championship Finals swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
- C. 12 & U Finals swimmers' names will be announced while swimmers are competing in the water for all but the fastest heat. Swimmers' names for the fastest heat will be announced prior to the start of the race while swimmers are behind the blocks.

**AWARDS:**

- A. Individual Pool and Open Water events:
  - 1-8 place: medals with neck ribbons
  - 9-16 place: ribbons
- B. Relay events: 1-3 place: medals with neck ribbons  
4-8 place: ribbons
- C. High Point Award: 1-3 for boys and girls in each age group for pool events only.
- D. Team Awards:
  - Pool events: 1-3 combined points.
  - Open Water events: 1st place combined points.
- F. Awards ceremony: *(Insert a description of the awards ceremony to prepare swimmers for accepting their awards.,)*

**Note:**

*\* 12 and under: May be awarded at the end of each stroke series or at the end of the session, but shall not interfere with the continuous running of the timed finals events. Consult with meet referee.*

*\* 13 – 18: Shall be presented at the end of each stroke series (13-14, 15-18); scripting will be given to announcer.*

<b>OPEN WATER AWARDS:</b>	<i>* The awards ceremony for the open water events shall be conducted immediately after the conclusion of the final open water event.</i>
<b>DECK PASSES:</b>	Deck Passes for LSC coaches and team managers will be issued to the representative of each LSC according to the list submitted with the entry form, not to exceed one (1) per ten (10) swimmers, with a minimum of five (5) passes.
<b>GENERAL ADMISSION TICKETS:</b>	Each LSC will receive six (6) complimentary admission tickets and programs per session. These are not deck passes or hospitality passes – strictly an admission pass. A suggested use would be for “club” coaches who are not part of the LSC Zone Team. Cost for General Admission is \$-----. Cost for parking is \$-----.
<b>MEET PROGRAM/FINAL RESULTS:</b>	Designate the cost of Meet Program and Final Results with the following <b>maximum</b> prices: <i>\$10.00 meet program</i> <i>\$4.00 daily heat sheets.</i> <i>\$1.00 Finals Heat Sheets each Session.</i> <i>\$10.00 Final Results, paper copy or disk.</i>
<b>GENERAL MEETING:</b>	A pre-meet General Meeting is scheduled for Thursday at <i>(time)</i> p.m., at <i>(location)</i> for all coaches and LSC representatives. <ul style="list-style-type: none"> <li>* Meet procedures and meet information will be discussed.</li> <li>* Members of the Meet Committee will be identified.</li> <li>* No deviation from the published Meet Information may occur without unanimous agreement by all designated LSC representatives.</li> <li>* Warm-up lanes and times will be assigned at this meeting.</li> </ul>
<b>OFFICIALS’ MEETING:</b>	National certification for officials will be available for this Meet. An officials’ meeting will convene one hour prior to the start of each session. <i>Specify uniform. List contact (referee).</i>
<b>VOLUNTEERS:</b>	Timers and officials from visiting LSCs are encouraged and welcome. Please indicate the names of interested persons when entries are submitted or identify volunteers at the meet.
<b>REFRESHMENTS:</b>	<i>Provide general information on the nature of refreshments available.</i>
<b>THURSDAY WARM-UP:</b>	<i>LSC Name – assigned warm-up time (Please list the participating LSCs and assign a warm-up time based on previous years’ numbers and travel distance.)</i>
<b>TEAM PICTURES:</b>	<i>Provide instructions for team pictures including time scheduled for each LSC picture, exact location for taking picture, cost and payment procedures.</i>
<b>TEAM SEATING:</b>	<i>Provide appropriate information –where teams can sit on deck, etc.</i>

**HOTEL INFORMATION**

*Provide appropriate contact information.*

**OTHER INFORMATION:**

*Provide other information that may be useful to swimmers, coaches, LSC officials, and/or parents in planning their participation in the Meet.*

## SCHEDULE OF EVENTS

-- DAY 1 --

<b>GIRLS</b>	<b>EVENTS</b>	<b>BOYS</b>
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### MORNING PRELIMS

31 .....	15-18 400 Individual Medley .....	32
33 .....	13-14 400 Individual Medley .....	34
19 .....	15-18 100 Breaststroke.....	20
21 .....	13-14 100 Breaststroke.....	22
23 .....	15-18 200 Freestyle .....	24
25 .....	13-14 200 Freestyle .....	26
27 .....	15-18 100 Butterfly.....	28
29 .....	13-14 100 Butterfly.....	30
17 .....	combined 13-18 800 Freestyle timed finals .....	18

### AFTERNOON TIMED FINALS

1 .....	11-12 50 Breaststroke .....	2
3 .....	10-U 50 Breaststroke .....	4
5 .....	11-12 100 Freestyle .....	6
7 .....	10-U 100 Freestyle.....	8
9 .....	11-12 50 Butterfly.....	10
11 .....	10-U 50 Butterfly .....	12
13 .....	11-12 400 Freestyle .....	14
15 .....	11-12 400 Medley Relay.....	16

### CONSOLATION & CHAMPIONSHIP FINALS

17 .....	combined 13-18 800 Freestyle fastest heat.....	18
19 .....	15-18 100 Breaststroke.....	20
21 .....	13-14 100 Breaststroke.....	22
23 .....	15-18 200 Freestyle .....	24
25 .....	13-14 200 Freestyle .....	26
27 .....	15-18 100 Butterfly.....	28
29 .....	13-14 100 Butterfly.....	30
31 .....	15-18 400 Individual Medley .....	32
33 .....	13-14 400 Individual Medley .....	34
35 .....	15-18 400 Free Relay .....	36
37 .....	13-14 400 Free Relay .....	38

-- DAY 2 --

<b>GIRLS</b>	<b>EVENTS</b>	<b>BOYS</b>
<b>MORNING PRELIMS</b>		
59	13-14 200 Individual Medley	60
61	15-18 200 Individual Medley	62
63	13-14 50 Freestyle	64
65	15-18 50 Freestyle	66
67	13-14 200 Breaststroke	68
69	15-18 200 Breaststroke	70
71	13-14 100 Backstroke	72
73	15-18 100 Backstroke	74
75	13-14 400 Freestyle	76
77	15-18 400 Freestyle	78
<b>AFTERNOON TIMED FINALS</b>		
39	11-12 200 Individual Medley	40
41	10-U 200 Individual Medley	42
43	11-12 100 Backstroke	44
45	10-U 100 Backstroke	46
47	11-12 50 Freestyle	48
49	10-U 50 Freestyle	50
51	11-12 100 Breaststroke	52
53	10-U 100 Breaststroke	54
55	11-12 200 Free Relay	56
57	10-U 200 Free Relay	58
<b>CONSOLATION &amp; CHAMPIONSHIP FINALS</b>		
59	13-14 200 Individual Medley	60
61	15-18 200 Individual Medley	62
63	13-14 50 Freestyle	64
65	15-18 50 Freestyle	66
67	13-14 200 Breaststroke	68
69	15-18 200 Breaststroke	70
71	13-14 100 Backstroke	72
73	15-18 100 Backstroke	74
75	13-14 400 Freestyle	76
77	15-18 400 Freestyle	78
79	13-14 400 Medley Relay	80
81	15-18 400 Medley Relay	82

-- DAY 3 --

GIRLS	EVENTS	BOYS
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**MORNING PRELIMS**

83 .....	13-14 200 Medley Relay. ....	84
85 .....	15-18 200 Medley Relay. ....	86
111 .....	13-14 200 Backstroke .....	112
113 .....	15-18 200 Backstroke .....	114
115 .....	13-14 100 Freestyle .....	116
117 .....	15-18 100 Freestyle .....	118
119 .....	13-14 200 Butterfly.....	120
121 .....	15-18 200 Butterfly.....	122
87 .....	13-14 200 Free Relay .....	88
89 .....	15-18 200 Free Relay .....	90
109 .....	combined 13-18 1500 Freestyle timed finals.....	110

**AFTERNOON TIMED FINALS**

91 .....	11-12 200 Medley Relay. ....	92
93 .....	10-U 200 Medley Relay.....	94
95 .....	11-12 200 Freestyle .....	96
97 .....	10-U 200 Freestyle.....	98
99 .....	11-12 50 Backstroke .....	100
101 .....	10-U 50 Backstroke .....	102
103 .....	11-12 100 Butterfly.....	104
105 .....	10-U 100 Butterfly .....	106
107 .....	11-12 400 Free Relay .....	108

**CONSOLATION & CHAMPIONSHIP FINALS**

109 .....	combined 13-18 1500 Freestyle fastest heat.....	110
111 .....	13-14 200 Backstroke .....	112
113 .....	15-18 200 Backstroke .....	114
115 .....	13-14 100 Freestyle .....	116
117 .....	15-18 100 Freestyle .....	118
119 .....	13-14 200 Butterfly.....	120
121 .....	15-18 200 Butterfly.....	122

**SUGGESTED OPEN WATER EVENTS**  
(Prior to or following Pool Events)

OW 1	10-U ½ Mile	OW 2
OW 3	11-12 1 Mile	OW 4
OW 5	13-14 1 ½ Mile	OW 6
OW 7	15-18 2 Miles	OW 8

**APPENDIX F:  
CENTRAL ZONE CHAMPIONSHIP PROCEDURES  
FOR  
INCLUSION OF SWIMMERS WITH DISABILITIES**

1. 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 the attached form to enter a swimmer with a disability.
2. Each LSC may select two swimmers with disabilities age 12 and under and two swimmers age 13-18 in any manner deemed appropriate. Examples of selection criteria and procedures are available from the Central Zone Director.
3. Swimmers with disabilities may compete in finals, earn awards and score points for their team in the same manner as the able bodied swimmers. No special awards are necessary.
4. 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. 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. 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.

**APPENDIX F:  
CENTRAL ZONE CHAMPIONSHIP MEET  
SANCTION NUMBER XXXXXXXXX  
SWIMMERS WITH A 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 12 and under is six (6) and swimmers 13-18 may enter five (5) 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 G:  
CENTRAL ZONE CHAMPIONSHIP MEET  
MEET STAFF**

LSC \_\_\_\_\_

**INSTRUCTIONS:** Please complete the information requested and submit with Meet Entries.

**COACHING STAFF:**

Head Coach:

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

Assistant Coach:

\_\_\_\_\_

**LSC REPRESENTATIVE FOR MEET:** (Official contact – LSC/Meet Director)

Name: \_\_\_\_\_

Cell Phone number \_\_\_\_\_ Email \_\_\_\_\_

Alternate: \_\_\_\_\_

Cell Phone number \_\_\_\_\_ Email \_\_\_\_\_

Position on or with LSC Team: \_\_\_\_\_

Hotel Name/Phone number during  
Meet: \_\_\_\_\_

**APPENDIX H:  
CENTRAL 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.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Parent or Guardian)

**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: (\_\_\_\_\_) \_\_\_\_\_ (cell/pager/etc)

**APPENDIX I**  
**CENTRAL ZONE CHAMPIONSHIP MEET**  
**GUIDELINES FOR CODE OF CONDUCT VIOLATIONS**

All athletes, coaches and LSC staff members must have signed a "Code of Conduct." This must be on file with the designated LSC Representative while attending the Central Zone Championship Meet.

The Meet Host shall enclose a copy of the "sample" LSC Code of Conduct with the Meet Information when it is distributed to participating teams for use if there is no LSC Code of Conduct.

Article 401.1 of Part Four (USA Swimming Rules and Regulations) states "...USA Swimming may censure, place on probation, suspend for a definite or indefinite period of time with or without terms of probation, fine, or expel any member of USA Swimming, including any athlete, coach, manager, official, member of any committee, or any person participating in any capacity whatsoever in the affairs of USA Swimming, who has violated any of its rules or regulations, or who aids, abets, and encourages another to violate any of its rules or regulations, or who has acted in a manner which brings disrepute upon USA Swimming or upon the sport of swimming. USA Swimming may also conduct hearings on any matter affecting USA Swimming as the National Governing Body for swimming."

In the instance of any violations, this procedure shall be followed:

1. Report, in writing, the violation or offense to the Meet Referee and the Zone Observer.
2. The offense must be verified and the report must include:
  - A. The name and LSC of the person(s) who committed the offense;
  - B. The name and means of contacting the person(s) who were affected by the violation;
  - C. The nature and details of the violation;
  - D. The name of the LSC Representative of the person(s) who committed the offense.
3. The Zone Championship Meet Coordinator will contact the person(s) charged with the offense and their LSC Representative.
4. If the situation does not have legal implications and can be resolved to the satisfaction of all persons involved, the matter will simply be reported, in writing, to:
  - A. The Representative of the host LSC;
  - B. The person(s) who committed the offense;
  - C. The LSC General Chairman of the person(s) who committed the offense;
  - D. The LSC Representative of the person(s) who committed the offense;
  - E. The person(s) whom the violation affected;
  - F. The Zone Directors and Coordinators.
5. If the situation has legal implications and/or cannot be resolved to the satisfaction of all persons involved, the matter shall be officially reported to the LSC of the person(s) charged with the offense, with a request or recommendation from the Zone Directors and Coordinators for suitable disciplinary action.
6. Within 30 days of the official report, the LSC must advise the Zone Directors, in writing, that the review process has been initiated. The LSC must also advise the Zone Directors of the final action taken. If the consensus of the Zone Directors and Coordinators is that the LSC of the person(s) charged did not take appropriate action, the matter may be referred to the National Board of Review for hearing and decision.

**APPENDIX I:  
CENTRAL ZONE CHAMPIONSHIP MEET  
CODE OF CONDUCT**

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 J:  
CENTRAL ZONE CHAMPIONSHIP MEET  
CENTRAL ZONE MEET EVALUATION**

**PLEASE COMPLETE AND RETURN TO LSC CHECK-IN DESK, ANNOUNCER TABLE, OR THE CLERK OF COURSE.**

<b>1. Pre-Meet</b>	Low	1	2	3	4	High
Pre-meet information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Packets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Web Site						
a. accessibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. information posted on time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hotels and Proximity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maps		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation (cost/convenience)						
a. airlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. car rental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LSC Team Registration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LSC Team Photos		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Meeting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Facilities/General</b>	Low	1	2	3	4	High
Parking (cost/convenience)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concessions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms and dressing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Swimmers' rest areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Address System (clarity/volume)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator Seating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warm-up/down facilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Facilities/Competition Pool</b>	Low	1	2	3	4	High
Pace Clocks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scoreboard/timing equipment/computer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water conditions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Starting system		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pool set-up (deck space, athlete seating, etc)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Officials</b>	Low	1	2	3	4	High
Overall Officiating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Starter (s)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. General Appraisal</b>	Low	1	2	3	4	High
Meet Administration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality						
a. Menu		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Proximity to Pool		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Awards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety Procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Athlete Extras						
a. Athlete Social		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Goody Bags		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coach Extras						
Coach Socias		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Vendors</b>	Low	1	2	3	4	High
Meet Apparel (t-shirts, sweatshirts, etc)						
a. Cost		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Design		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Choices		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pictures						
a. Cost		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Open Water</b>	Low	1	2	3	4	High
Location		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Course directions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check-in and Registration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Clinic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Awards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officiating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Overall Experience</b>	Low	1	2	3	4	High
Total Experience		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Announcer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crowd enthusiasm and engagement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Rate the overall success of the meet</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Rate the overall smoothness of the meet</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Use bottom of sheet to list any general comments you would like to make about this meet.

Signed: \_\_\_\_\_

Swimmer     Coach     Official     Other

Position: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX K:  
CENTRAL ZONE CHAMPIONSHIP MEET  
MEET DIRECTOR'S SUMMARY REPORT**

**INSTRUCTIONS:** The Meet Director shall complete this Report and submit it to the Zone Directors and the Championship Meet Coordinators within twenty (20) days after the Meet.

1. Positive aspects of the meet: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Suggestions for improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Suggestions to help future meet hosts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Suggested changes to meet format or procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- Parking
- Photographs
- Credentials/Marshals – Warm-up procedures w/signs
- Ready Room, Awards Staging – volunteers, flowers, tracking ties, 32 baskets, 6 trays, numbered seats, runners for results
- Equipment – Lap counters, bells, ratios (12) w/batteries
- Awards/Ceremonies – inventory, volunteer to prepare each session
- Internet – wireless, registration, sports science
- Socials – reduced hospitality around socials
- Officials' Shirts – embroidery (optional)
- Lighting
- Disabled access
- Custodial – restrooms, garbage, decks
- Mechanical – backwash, temperature (air and water), cleaning, chemistry
- Storage – timing, awards, signage
- Computers – Registration (computer w/internet), meet management (printer)
- Clerk of Course – power, locking scratch box
- Seating – Athletes
- Meet Administration – timing (6), admin referees (2), Meet Manager (2), Announcers (2), Music, other
- Facility in compliance with Article 103, USA Swimming Rules and Regulations

**APPENDIX: M**  
**CENTRAL ZONE CHAMPIONSHIP MEET**  
**ENTRY CHAIR CHECKLIST**

- Sent entry to the meet host by Monday 6 p.m. preceding the meet
- Used CZ issued meet file
- Changed all individual teams to LSC team name (verified the export file; checked team names on print-out)
- Sent separate meet file for the pool events and the open water events
- Verified each swimmers' eligibility (Junior/National times not entered)
- Entered 12 and under swimmers in no more than 6 individual events with no more than 5 on one day
- Entered 13 and over swimmers in no more than 5 individual events with no more than 3 on one day
- Entered no more than 2 relays per event
- Included swimmers first and last name with complete USA number
- Entered the non-qualifying entries as a NT (No qualifiers in an event: LSC can enter 1 swimmer for the 12 and under age group and up to 2 for the 13-18 age group.)
- Included Relay-Only Swimmer Entry Form
- Included Swimmers with Disabilities Form
- Emailed Meet Staff Form to meet host
- Submitted entry fee before the start of the General Meeting
- Gave completed Permission/Release Form Code of Conduct for each swimmer to head coach

**APPENDIX N:  
CENTRAL ZONE CHAMPIONSHIP MEET  
RELAY ONLY SWIMMER ENTRY FORM**

List all swimmers who are attending the Zone Meet to only participate in relays only. Swimmers need to be included in your electronic file.

Name	USA #	Age	Relay Events
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**APPENDIX O:  
ALL-CENTRAL ZONE TEAM  
INAUGURAL TEAM - 2008**

The Central Zone of USA Swimming recognizes the following athletes from its LSCs as members of the inaugural All-Central Zone Team. To be eligible for this honor, an athlete must be nominated by the LSC which is generally considered the athlete's "home" LSC and meet one of the following criteria:

- Have set two or more individual Central Zone records in any age group
- Have swum a Central Zone Championship time that was ranked #1 nationally for that season
- Have been a Central Zone Championship meet participant who went on to qualify for one or more of these USA Swimming teams: Junior National Team, Senior National Team, or U.S. Olympic Team.

LSCs that have no qualifiers based on the above criteria, the LSC may nominate one male and one female athlete to represent the LSC on the All-Central Zone Team.

LSC	HONORED ATHLETES	QUALIFYING ACHIEVEMENTS
<b>ARKANSAS</b>	Brittany Massengale	Zone Records in the 400 freestyle and 800 freestyle
	Troy Esentan	Finished 1st in the 100 breaststroke, 200 breaststroke, and 2nd in the 200 butterfly at the 2007 Zone Meet
<b>ILLINOIS</b>	Lisa Coole	90-91 National Junior Team
	Anne Kampfe	90-91 National Junior Team; 92-93 National B Team; 94-95 National B Team
	Chris Graber	90-91 National Junior Team
	Anthony Attiah	91-92 National Junior Team
	Kristine Nyweid	92-93 National Junior Team
	Tucker Shade	93-94 National Junior Team
	Lindsey Farella	94-95 National B Team
	Kristine MacGregor	94-95 National Junior Team
	Christine Keller	95-96 National Junior Team
	Amy Migawa	95-96 National Junior Team
	Mary Descenza	98-99 National Junior Team
	Dan Trupin	99-00 National Junior Team
	Matt Grevers	02-03 National Junior Team; 2008 Olympic Team
	Melissa Marik	03-04 National Junior Team
	Ashley Wanland	04-05 National Junior Team
	Tyler McGill	Zone Records in the 100 freestyle, 200 freestyle, 400 freestyle, 100 butterfly and 200 butterfly
	Michael Alexandrov	Zone Records in the 200 freestyle, 100 breaststroke, and 400 IM
	Colleen McReynolds	Zone Records in open water, 400 freestyle, 800 freestyle
Ross Moore	Zone Records in the 200 butterfly and 200 IM	
Elena Ramirez	Zone Records in 100 butterfly and 200 butterfly	
<b>INDIANA</b>	Steve Bigelow	1988 Olympian
	Lindsay Benko	2000 & 2004 Olympian
	Patrick Calhoun	2000 Olympian
	Bryce Hunt	2004 Olympian
	Michelle McKeehan	2007 & 2008 National Team Member
	Jenny Connolly	2008 National Team Member
	Ben Hesen	2008 National Team Member

<b>INDIANA</b> Continued	Susan Gottlieb	1992 National B Team
	Allison Bock	1993 National B Team
	Jason Lancaster	1993 National Junior Team
	Rob Rausch	1993 National Junior Team
	Emily Ayres	1994 National Junior Team
	Michaela Kwasny	1997 National Junior Team
	Jason Mallory	1997 National Junior Team
	Bart Wickard	1997 National Junior Team
	Lacey Boutwell	1999 National Junior Team
	Susan Hentschel	2001 National Junior Team
	Matt McDonald	2001 National Junior Team
	Ryan Wochohurka	2001 National Junior Team
	Kyle Whitaker	2008 National Junior Team
	Steve Ware	Zone Records in 100 butterfly (11-12 & 13-14)
	Erin Racht	Zone Records in 200 freestyle and 100 butterfly
	A.J. Miller	Zone Records in 200 backstroke and 200 breaststroke
	Christy Grcevich	Zone Records in 50 freestyle and 100 freestyle
Ted Brown	Zone Records in 200 freestyle and 400 IM	
<b>IOWA</b>	Craig Oppel	1988 Olympian and Zone Record Holder
	Ann Walker	1988 National Team
<b>LAKE ERIE</b>	Diana Munz	2000 and 2004 Olympian
	Mark Gangloff	2008 Olympian
<b>MIDWESTERN</b>	Scott Usher	2004 Olympian
	Shandra Johnson	National Junior Team
	Chris Scheuber	Zone Records in 50 freestyle and 200 medley relay
	Dan Berve	Zone Records in 100 butterfly and 200 medley relay
	Adam Mania	Zone Records in 100 backstroke and 100 freestyle
	Karen Criss	Zone Records in 100 backstroke and 200 IM
<b>OKLAHOMA</b>	Trip Zedlitz	1992 National B Team
	David Plummer	2002 National Junior Team
	Samantha Woodward	2006 National Junior Team
<b>OZARK</b>	Tom Jager	1992 Olympian
	Lauren Lubus	1999 National Junior Team
<b>SOUTH DAKOTA</b>	Paul Gordon	2007 National Junior Team
	Katie Budahl	Zone Records in the 100 breaststroke and 200 breaststroke
	Kylie Martin	Zone Records in the 50 breaststroke; #1 National ranking in the 50 breaststroke and 100 freestyle
<b>WISCONSIN</b>	Neil Walker	2000 and 2004 Olympian
	Wes Laugerhausen	2003 National Junior Team
	Kyle Bubolz	2004 National Junior Team