

East Zone Handbook



Updated March 2023

Except where otherwise noted, this handbook is updated by the Zone Technical Chair.

SECTION I: EAST ZONE MEETS	2
General Information	2
East Zone Senior Championship	5
East Zone Junior Championship	6
East Zone Youth Age Group Championship	7
East Zone Intermediate and 12 & Under Age Group Championships and 13 & Over AG Routine Only	8
Open	8
East Zone Invitational	9
East Zone Regional Age Group/Intermediate Championships	10
East Zone Collegiate Meets	11
SECTION II: EAST ZONE FEES	12
Zone Athlete Fees	12
Zone Meet Entry and Sponsor Fees	12
SECTION III: EAST ZONE CLINICS	13
General Information	13
East Zone Clinics	13
SECTION IV: EAST ZONE BOARD	14
Elections and Board Rules/Responsibilities	14
East Zone Standing Committees	14
SECTION V: EAST ZONE AWARDS	15
East Zone All-Star Teams (see Appendix E)	15
Team High Point Trophy	15
Collegiate Traveling Plaque	15
East Zone Awards	15
APPENDIX A - Site Rotation for East Zone Meets	17
APPENDIX B - Meet Bid Packet Requirements and Facility and Hotel Guidelines	18
APPENDIX C - Host Checklist for Zone Meets	20
APPENDIX D - Zone Election Chart	23
APPENDIX E - East Zone All-Star Teams	25
APPENDIX F - East Zone Clubs	28

SECTION I: EAST ZONE MEETS

1. General Information

a. Sites

- i. The sites for the East Zone Meets shall be approved by vote at the USA Artistic Swimming (USAAS) Convention.
- ii. The sites committee, named by the East Zone Chair, shall make the rotation assignment.

b. Dates

- i. The dates for the following Zone events shall be as follows: An exception may be made if a preferred weekend creates a conflict with a National Championship and/or National Team Trials. (Note that National Championship entries are due 30 days before competition.)
 1. Combined Youth, Junior and Senior Championships: 1st or 2nd full weekend in March
 2. Intermediate/Age Group Invitational – scheduled for the same weekend in March, depending on the date of the East Zone Combined Youth, Junior and Senior Championships
 3. Intermediate/Age Group Championships: 1st full weekend of June

c. Procedures for Bids

- i. Bids will be accepted according to the site rotation schedule (Appendix A). Only if no fully complete bid is received from the scheduled association, will another association be considered.
- ii. Bids for East Zone meets must be submitted in writing by September 1st in the year prior to the competition year to the Zone Technical Chair. If no bid is received from the scheduled association, bids will be opened to the rest of the Zone, and this secondary bidding will be due to the Zone Technical Chair by September 15th or the date of convention, whichever is first, of the year prior to the competition year. Bids will be evaluated based on the information submitted.
- iii. See Appendix B for Bid Submission and Facility Guidelines
- iv. Additional information may be requested by the Sites Committee. A bid may be denied if the facility does not meet the requirements for the event.
- v. When competition hosting is awarded to an organization, hosts should follow the “East Zone Meet Checklist,” found in Appendix C at the end of this Handbook. Checklist specifies dates and deadlines for announcements, entries, schedules and results.
- vi. Pre-meet and Final Meet Announcements: Standardized entry forms will be sent to meet hosts following the USAS Convention, and must be used for all zone meets.

d. Rules to Govern

- i. All zone championships shall be conducted in accordance with the current USAAS Rule Book except where East Zone By-Laws supersede.
- ii. Athlete Eligibility and Qualification
 1. A swimmer may compete in only one zone.
 2. Verification of Qualification: A copy of the original results from Association, Regional, and Zone meets shall be sent via email to the East Zone Scoring Chair. Indicate on Entry Forms the meet, event, and placement of qualification.
 3. If a qualifying event is held after the entry deadline for a Zone Competition, a provisional entry must be submitted by the entry deadline. Within 72 hours of the completion of the qualifying competition, the proof of qualification must be submitted to the Meet Manager by the provisional entrant (see USAAS

Technical Rules).

- iii. Awards – Medals and ribbons for East Zone meets will be consistent and provided by the Zone Vice Chair. Meet hosts will coordinate and purchase awards through the Vice Chair.
 - iv. **(New from September 2022 meeting)** Any club that is not in attendance for an East Zone Awards ceremony must make arrangements with another person or club to receive the physical awards for them prior to the awards ceremony, and they must let the host know in advance. If no arrangements are made the club/athlete(s) will not receive the physical awards. Non-collection of the physical awards will have no effect on the rank/place of the club or athlete(s) in the final results.
 - v. If a swimmer(s) draws start #1 in the Preliminary Free competition, this swimmer(s) should be exempt from start #1 in the Technical competition of the same event.
 - vi. It is required that the host team provide a video recording device for all technical and free routine events. The recording volunteer should be stationed at the same point of view as the Technical Controller panel (exact panel location to be determined based on pool setup). Figures that have spins will also have a recording device. The volunteers will stand behind the figure panel to record each athlete to capture the judges point of view as accurately as possible. The referee may use this video to determine if a zero should be awarded for the figure. The device shall have immediate playback capabilities and associated volunteers for each event the device is required. Appropriate backup options must also be available.
 - vii. For all events that have a pre-swimmer, after scores have been submitted, elements and artistic impression panels should briefly convene to discuss the scores given. The scores will not be read aloud by the announcer.
- e. Weather Policy
- i. In the event of the postponement or cancellation of a meet, the Meet Manager and East Zone Technical Chair will make the decision no later than four (4) hours prior to the start of the first event. Every effort will be made to notify all participants of the cancellation or new schedule.
 - ii. In the event of inclement weather or events beyond the coach and/or swimmer(s) control, making it impossible for the swimmer(s) to swim in order of draw, the swimmer(s) will not be penalized. The coach shall advise the meet manager of the reasons as to why the swimmer(s) is/are unable to swim in order of draw. The meet manager, in consultation with the East Zone Technical Chair, will make the decision as to whether the swimmer(s) shall be allowed to swim upon arrival, providing the original panel of judges is available and it does not inhibit the advancement of the meet.
- f. **Unaffiliated Judges at East Zone Meets (New March 2023)**
- i. Unaffiliated judges (as defined through the national office) who attend and judge at least two-thirds of the events at an East Zone meet will receive:
 - 1. Housing-to be provided by the host team. This may be a bed in someone's home or a shared hotel.
 - 2. Up to \$100 in travel reimbursement.
 - 3. Meals during the competition, which will be provided by meet hospitality.
 - 4. Stipend - amount based on the number of events judged per day.
 - a. \$100 for a full day - the meet on that day is scheduled to last more than 5 hours and the official is available to judge all events
 - b. \$50 per half day - the meet on that day is scheduled to last less than 5 hours OR the official is not available to judge all events

- c. Example meet schedule and stipend if the official is available for all events each day:
 - i. Friday 4pm-8pm - \$50
 - ii. Saturday 8am-6pm - \$100
 - iii. Sunday 8am-2pm - \$100
 - iv. Total stipend = \$250
 5. In order to receive reimbursement for travel and/or stipend, the unaffiliated official must submit an invoice (template will be provided by the Treasurer) and copies of receipts to the East Zone Officials Chair and the East Zone Treasurer within 7 days of the end of the competition in order to receive reimbursement.
 6. In order to be eligible for housing and travel reimbursement, unaffiliated judges must declare their intent to judge to the East Zone Officials Chair, within 30 days of the competition.
 - a. The Officials Chair will have to reply to aforementioned requests within 7 days to allow for appropriate travel arrangements to be made.
 7. Requests for additional reimbursement funds will be reviewed on a case-by-case basis. Please send requests to the East Zone Advisory Board. Unaffiliated judges with extenuating circumstances should bring these to the attention of the East Zone Board for consideration.
2. East Zone Senior Championship
 - a. An East Zone Senior Championship shall be held annually in March
 - b. Qualification for Entry
 - i. Ages: 15 & Over years of age based on the year of birth
 - ii. Preliminaries – Open to all age eligible competitors registered in the current competitive year with USAAS as a member of the East Zone. Any athletes who are not members of the East Zone and wish to compete may enter at the discretion of the East Zone Board and the meet host organization. Competitors who are not members of the East Zone may only receive honorary placements.
 - c. Events: Tech Solo, Free Solo, Tech Male Solo, Free Male Solo, Tech Duet, Free Duet, Tech Mixed Duet, Free Mixed Duet, Tech Team, Free Team, Free Acrobatic and Free Combination (2023 only)
 - i. Senior swimmers may enter a Free Routine, Tech Routine or both in each event they compete.
 - ii. Free Combination Event - 2023 only
 1. There shall be a Free Combination event at the Senior and Junior East Zone Championships conducted as a 100% Free routine event.
 2. Competitors from the Senior and Junior East Zone Championships may be combined for this event.
 3. Competitors who are 13 and 14 years of age may participate in the Free Combination event at the Senior and Junior East Zone Championships.
 4. Free Combination entries may consist of registered competitors from 2 or more U.S. clubs. The name of a multiple club entry must not reflect a particular club.
 - iii. Free Acrobatic Event
 1. There shall be a Free Acrobatic event at the Senior and Junior East Zone Championships conducted as a 100% Free routine event.
 2. Competitors from the Senior and Junior East Zone Championships may be combined for this event.

3. Competitors who are 13 and 14 years of age may participate in the Free Acrobatic event at the Senior and Junior East Zone Championships.
 4. Free Acrobatic entries may consist of registered competitors from 2 or more U.S. clubs. The name of a multiple club entry must not reflect a particular club.
 - iv. Finals
 1. The twelve (12) highest scoring entries in each event, Technical and Free, shall qualify for the Final routine competition.
 2. The routine finishing thirteenth will swim as a pre-swimmer for that event.
 - d. The schedule for Zone Championship will be determined by the Technical Chair, scoring and meet host depending on entries.
 - i. Preliminary routine events may be waived if there are fewer than 12 entries at the discretion of the Technical Chair and/or Meet Host.
3. East Zone Junior Championship
- a. An East Zone Junior Championship shall be held annually in March
 - b. A Junior Team Trophy will be provided by the Awards committee and paid for by the East Zone.
 - c. Qualification for Entry
 - i. Ages
 1. Females 15 to 19 and males 15 to 20 years of age based on the year of birth
 2. Junior Team may include 13 or 14 year old swimmers as long as 50% of swimmers are 15 to 19/20. If less than 50%, the team swims as honorary and can advance to finals, but cannot place in finals.
 - ii. Preliminaries – Open to all age eligible competitors registered in the current competitive year with USAAS as a member of the East Zone. Any athletes who are not members of the East Zone and wish to compete may enter at the discretion of the East Zone Board and the meet host organization. Competitors who are not members of the East Zone may only receive honorary placements.
 - iii.
 - d. Events: Tech Solo, Free Solo, Tech Male Solo, Free Male Solo, Tech Duet, Free Duet, Tech Mixed Duet, Free Mixed Duet, Tech Team, Free Team, Free Acrobatic and Free Combination (2023 only)
 - i. Free Combination Event - 2023 only
 1. There shall be a Free Combination event at the Senior and Junior East Zone Championships conducted as a 100% Free routine event.
 2. Competitors from the Senior and Junior East Zone Championships may be combined for this event.
 3. Competitors who are 13 and 14 years of age may participate in the Free Combination event at the Senior and Junior East Zone Championships.
 4. Free Combination entries may consist of registered competitors from 2 or more U.S. clubs. The name of a multiple club entry must not reflect a particular club.
 - ii. Free Acrobatic Event
 1. There shall be a Free Acrobatic event at the Senior and Junior East Zone Championships conducted as a 100% Free routine event.
 2. Competitors from the Senior and Junior East Zone Championships may be combined for this event.
 3. Competitors who are 13 and 14 years of age may participate in the Free Acrobatic event at the Senior and Junior East Zone Championships.

4. Free Acrobatic entries may consist of registered competitors from 2 or more U.S. clubs. The name of a multiple club entry must not reflect a particular club.
 - iii. Finals
 1. The twelve (12) highest scoring entries in each event, Technical and Free, shall qualify for the Final routine competition.
 2. The routine finishing thirteenth will swim as a pre-swimmer for that event.
 - e. The schedule for Zone Championship will be determined by the Technical Chair, scoring and meet host depending on entries.
 - i. Preliminary routine events may be waived if there are fewer than 12 entries at the discretion of the Technical Chair and/or meet host.
4. East Zone Youth Age Group Championship
- a. An East Zone Youth Age Group Championship shall be held annually in March.
 - b. A Youth Team Trophy will be provided by the Awards committee and paid for by the East Zone.
 - c. Qualification for Entry
 - i. Ages: females 13-15 and males 13-16 years of age based on the year of birth
 - ii. Preliminaries – Open to all age eligible competitors registered in the current competitive year with USAAS as a member of the East Zone. Any athletes who are not members of the East Zone and wish to compete may enter at the discretion of the East Zone Board and the meet host organization. Competitors who are not members of the East Zone may only receive honorary placements.
 - d. Events: Solo, Male Solo, Duet, Mixed Duet, Team, Combination and Figures
 - i. All competitors shall compete in the Figure competition, with the exception of athletes who only participate in the Free Combination event. Athletes who only participate in the Free Combination event are not required to compete in the Figure competition, but may do so.
 - ii. Free Combination Event
 1. There shall be a Free Combination event at the Youth East Zone Championships conducted as a 100% routine event.
 - iii. Finals
 1. The twelve (12) highest scoring entries (combined Figures and Preliminary Free routine scores in Solo, Male Solo, Duet, Mixed Duet and Team, and Free routine score only in Combination event) shall qualify for the Final routine competition.
 2. The routine finishing thirteenth will swim as a pre-swimmer for that event.
 - e. The schedule for Zone Championship will be determined by the Technical Chair, scoring and meet host depending on entries.
 - i. Preliminary routine events may be waived if there are fewer than 12 entries at the discretion of the Technical Chair and/or Meet Host.

5. East Zone Intermediate and 12 & Under Age Group Championships and 13 & Over Age Group Routine Only Open
- a. An East Zone Intermediate and 12 & Under Age Group Championships and 13 & Over Age Group Routine Only Open shall be held the first full weekend in June each year.
 - b. Qualification for Entry
 - i. Intermediate and 12 & Under Age Group
 1. Intermediate swimmers that have placed 1-3 in Solo, Male Solo, Duet, Mixed

- Duet and Trio in each Regional Championship.
 - 2. 12 & Under Age Group swimmers that have placed 1-3 in Solo, Male Solo, Duet and Mixed Duet in each Regional Championship.
 - 3. The Team event is open for all levels.
 - 4. The 12 & Under Age Group and 13 & Over Intermediate Combination event is open
 - 5. If an Intermediate or 12 & Under Age Group qualified swimmer cannot attend this Championship, the next place routine may move up and enter the event. Written notice must be given to the runner up routine before the entry deadline for the Championship. If a routine cannot attend, after the entry deadline, then a representative from the club must call a representative from the club of the runner up. If a club fails to notify the runner up, it will be charged \$100/routine to be paid to the East Zone.
 - ii. 13 & Over Age Group
 - 1. All free routines that competed at Association or Regional Championship in the current year, but did not qualify for Junior Olympics are eligible to compete.
 - iii. Eligibility
 - 1. An athlete may only enter three (3) total events. Free combination routines do not count toward the three (3) events.
 - 2. An athlete may not compete in duplicate events. Example: An athlete can enter a 12 & Under Age Group Team and a 11-12 Intermediate Solo. They cannot enter a 12 & Under Age Group Team Age and a 11-12 Intermediate Team.
 - 3. Open to all age eligible competitors registered in the current competitive year with USAAS as a member of the East Zone. Any athletes who are not members of the East Zone and wish to compete may enter at the discretion of the East Zone Board and the meet host organization. Competitors who are not members of the East Zone may only receive honorary placements.
- c. Events
 - i. Refer to the USAAS Rules for events, element lists and times
 - ii. Intermediate
 - 1. Intermediate 10 & Under, 11-12, 13-15, 16 & Over: Solo, Male Solo, Duet, Mixed Duet, Trio, Team, Figures
 - 2. Intermediate 13 & Over: Combination
 - iii. Age Group
 - 1. 12 & Under Age Group: Solo, Male Solo, Duet, Mixed Duet, Team, Combination, Figures
 - 2. 13 & Over Age Group: Free Solo, Free Male Solo, Free Duet, Free Mixed Duet, Free Team, Free Combination
 - iv. Figures:
 - 1. All Intermediate and 12 & Under Age Group competitors shall compete in the Figure competition. Exception: athletes competing only in the 12 & Under Age Group Combination or the Intermediate 13 & Over Combination events may choose to compete in Figures, but are not required to.
- d. Awards
 - i. Athletes competing in both Intermediate and Age Group Figure divisions may only take a Figure award in the Age Group division. Swimmers will receive an honorary placement in the Intermediate division, but will not receive an award.

6. East Zone Invitational
 - a. Purpose: fun and skill development with emphasis on basics early on in season.
 - b. Two (2) meets will be held each year in March (must be the same date).
 - i. Clubs may choose the meet, which allows for a more varied mix of competitors each year.
 - ii. Each swimmer may enter only one of the two meets.
 - iii. NOTE: In an effort to regulate meet size (not too big, not too small), PRE-MEET announcements will be required. Meet Hosts, in consultation with the Technical Chair, may close entries to one meet if a maximum meet size (approximately 180 total routines) is reached.
 - c. Qualification for Entry
 - i. Qualification
 1. Open to all Intermediates, 12 & Under Age Group, Youth Age Group, 16 & Over Age Group with exceptions of over qualifications listed below.
 - ii. Over qualification
 1. Any swimmer who participated in the East Zone Youth Championship, East Zone Junior Championship and/or the East Zone Senior Championship is overqualified for the Invitational in that event only.
 - iii. Eligibility
 1. An athlete may only enter three (3) total events. Free Combination routines do not count toward the 3 events.
 2. An athlete may not compete in duplicate events. Example: An athlete can enter a 12 & Under Age Group team and a 11-12 Intermediate Solo. They cannot enter a 12 & Under Team Age group and a 11-12 Intermediate Team.
 3. Open to all age eligible competitors.
 - d. Events
 - i. Intermediate
 1. Intermediate 10 & Under, 11-12, 13-15, 16 & Over: Solo, Male Solo, Duet, Mixed Duet, Trio, Team, Figures
 2. Intermediate 13 & Over: Combination
 - ii. Age Group
 1. 12 & Under Age Group: Solo, Male Solo, Duet, Mixed Duet, Team, Combination, Figures
 2. Youth Age Group: Solo, Male Solo, Duet, Mixed Duet, Team, Combination, Figures
 3. 16 & Over Age Group Open: Free Solo, Free Male Solo, Free Duet, Free Mixed Duet, Free Team, Acrobatic, Combination (2023 only)
 - iii. Athletes With Disabilities (AWD)
 1. Tiers 1, 2, 3, 4, 5, 6: Free Solo, Free Male Solo, Free Duet, Free Mixed Duet, Free Trio, Free Team, Figures
 - iv. Figures:
 1. All Intermediate, 12 & Under Age Group and Youth Age Group competitors shall compete in the Figure competition. Exception: athletes competing only in the Intermediate 13 & Over Combination event, 12 & Under Age Group Combination event or the Youth Age Group Combination event may choose to compete in figures, but are not required to.
 - e. Awards
 - i. Athletes competing in both Intermediate and Age Group Figure divisions, may only

take a Figure award in the Age Group division. Swimmers will receive an honorary placement in the Intermediate division, but will not receive an award.

7. East Zone Regional Age Group/Intermediate Championships

- a. This championship shall be held prior to the U.S. National Junior Olympics and the East Zone Intermediate and 12 & Under Age Group Championships and 13 & Over Age Group Routine Only Open.
- b. The Regions are
 - i. A: Adirondack, Connecticut.
 - ii. B: Maryland, Metropolitan, Middle Atlantic and New Jersey.
 - iii. C: Niagara, Lake Erie, Allegheny
 - iv. D: New England North, New England South
- c. Qualification for Entry
 - i. Swimmers placing first, second and third in each age group, in each event, in each Association Age Group Championship.
 - ii. Swimmers placing first, second and third in each age group, in each event, in each Association Intermediate Championship.
 - iii. Eligibility
 1. An athlete may only enter 3 total events. Free Combination routines and Acrobatic routines do not count toward the 3 events.
 2. An athlete may not compete in duplicate events. Example: An athlete can enter a 12 & Under Age Group Team and 11-12 Intermediate Solo. They cannot enter a 12 & Under Age Group Team and 11-12 Intermediate Team.
- d. Events
 - i. Intermediate
 1. Intermediate 10 & Under, 11-12, 13-15, 16 & Over: Solo, Male Solo, Duet, Mixed Duet, Trio, Team, Figures
 2. Intermediate 13 & Over: Combination
 - ii. Age Group
 1. 12 & Under Age Group: Solo, Male Solo, Duet, Mixed Duet, Team, Figures
 2. Youth Age Group: Solo, Male Solo, Duet, Mixed Duet, Team, Combination, Figures
 3. Age Group 16-17 and 18-19/20: Tech Solo, Free Solo, Tech Male Solo, Free Male Solo, Tech Duet, Free Duet, Tech Mixed Duet, Free Mixed Duet, Tech Team, Free Team
 4. 16 & Over Age Group: Free Combination, Acrobatic
 - iii. Figures
 1. All Intermediate, 12 & Under Age Group and Youth Age Group competitors shall compete in the Figure competition. Exception: athletes competing only in the Intermediate 13 & Over Combo event may choose to compete in Figures, but are not required to.
- e. Qualification to Junior Olympics
 - i. Each Region may qualify the top two (2) Solos, two (2) Male Solos, three (3) Duets, three (3) Mixed Duets and three (3) Teams in each Age Group division for the US Junior Olympics.
 - ii. In the Free Combination event, each Region shall qualify three (3) Free Combination routines in the 12 & Under, Youth and 16-19/20 age divisions. Free Combination entries may consist of registered competitors from two (2) or more U.S. clubs. The

name of a multiple club entry must not reflect a particular club.

- iii. In the Acrobatic Routine event, each Region shall qualify three (3) Acrobatic Routines in 16-19/20 age division.

f. Awards

- i. Athletes competing in both Intermediate and Age Group Figure divisions, may only take a Figure award in the Age Group division. Swimmers will receive an honorary placement in the Intermediate division, but will not receive an award.

8. East Zone Collegiate Meets

- a. Undergraduate students who are officially enrolled on a full time basis and meet eligibility standards shall be eligible to compete. See rule V, (c) in the USAAS rulebook for more details.
- b. The East Regional Collegiate Championship is held prior to the Collegiate National Meet.
- c. To qualify for the US Collegiate Championship, an institution shall have attended three (3) competitions, two (2) of which shall be collegiate. One (1) must be the Collegiate Regional Championship. The top twelve (12) routines shall qualify for nationals.

SECTION II: EAST ZONE FEES

(This section is updated by the Treasurer)

1. Zone Athlete Fees
 - a. Each athlete in the East Zone (Intermediate and Age Group) is required to pay a yearly fee to the East Zone, payable to the Zone Treasurer
 - b. For the 2023-2024 season, the yearly East Zone athlete fee will be \$8.00 per athlete.
 - c. Beginning with the 2024-2025 season, the yearly East Zone athlete fee will be \$15 per athlete.
 - d. Fees are due by January 31st. If athlete numbers change after this date, the team must contact the East Zone Treasurer and pay their balance. If contact is not appropriately made, there will be a \$2 late fee/swimmer assessed.
 - e. Fee waived for collegiate, novice and trial members.
2. Zone Meet Entry and Sponsor Fees
 - a. For All East Zone Meets the sponsor fee shall be \$15.00 per swimmer entered.
 - b. For all East Zone Meets the entry fee shall be \$12.00 per person per event.
 - c. Fees must be included with entries or entries will not be valid.
 - d. This applies to the following East Zone events
 - i. East Zone Youth, Junior and Senior Zone Championships (Combined Championships)
 - ii. East Zone 12 & Under Age Group and Intermediate Championship and 13 & Over Age Group Open
 - iii. East Zone Invitational
 - e. Meet hosts pay the East Zone for medals and/or ribbons. The East Zone Vice Chair will bill the host team for these after the conclusion of the competition. The remaining balance from meet entry and sponsor fees goes to the host club.

SECTION III: EAST ZONE CLINICS

(This section is updated by the Education Chair)

1. General Information
 - a. East Zone clinics are designed to educate and train swimmers and coaches as well as fundraise for the East Zone.
 - b. A budget is developed by the Education Chair and approved by the Board.
 - c. Fees collected go to the East Zone.
 - d. Host clubs can send their certified coaches to East Zone clinics for free.
 - e. Elected East Zone Association Education Chairs can attend East Zone clinics for free.
 - f. The benefit to the host club is their swimmers do not have to travel. This saves time and hotel expenses.
 - g. Weather Policy
 - i. In the event athletes are unable to attend a clinic due to hazardous travel conditions, a partial or full refund of the fees paid may be given, if feasible after financial obligations to the host facility and organization are met.
2. East Zone Clinics
 - a. Gold Clinic (formerly: Lake Placid Elite Camp)
 - i. Swimmers eligibility requirements and number of athletes invited will be determined each year at the USAAS Convention.
 - ii. One coach per club must accompany the athletes.
 - b. Silver Clinic
 - i. Two (2) East Zone clinics will be held each year. One clinic will be held Saturday. The second clinic will be held Sunday of the same weekend. The Saturday clinic will be for Intermediate athletes. The Sunday clinic will be for Age Group athletes.
 - ii. Each club may bring eight (8) athletes to each clinic, space permitting.
 - c. Bronze Clinics
 - i. Each Region is encouraged to host a clinic to share information with athletes and coaches who did not attend an East Zone clinic.
 - d. Bids for East Zone Clinics
 - i. Procedures for Bids.
 1. Bids for East Zone clinics must be made in writing by September 1st to the East Zone Education Chair, for the Education Committee to select the sites.
 2. Site and date selection shall be communicated to the East Zone at Convention.
 3. Bid Packets must include
 - a. A letter from the proposed facility, stating that the facility is available and reserved for the clinic for the scheduled dates.
 - b. A letter from the proposed hotel, confirming hotel availability for the clinic.

SECTION IV: EAST ZONE BOARD

1. Elections and Board Rules/Responsibilities
 - a. The East Zone Board of Governors shall elect the following at the annual zone meeting on even numbered years:
 - i. Zone Chair
 - ii. Vice-Chair
 - iii. Education Chair
 - iv. Secretary
 - v. Treasurer
 - vi. Officials Chair
 - vii. Technical Chair
 - viii. Diversity, Equity and Inclusion Chair
 - ix. Scoring Chair
 - x. Three (3) Athlete Representatives
 - xi. Three (3) Junior Athlete Representatives
 - b. The term of office is two (2) years or until a successor is chosen.
 - c. No officer may be elected to more than two (2) full terms in succession.
 - d. See Appendix B: Article 5: Page 3: USAAS Rulebook and Appendix F: Table 1-Zone Election Chart for more information
 - e. A list of current East Zone Officers can be found on the East Zone website:
<https://www.eastzonesynchro.com/contact-information.html>
2. East Zone Standing Committees
 - a. Awards Committee:
 - i. Chair: East Zone Vice-Chair
 - ii. Committee Members
 1. The most recent Contributor Award recipients from each Association
 2. Current East Zone Athlete Representatives
 - b. Sites Committee:
 - i. Chair: East Zone Technical Chair
 - ii. Committee Members:
 1. A representative from each Region
 2. Current Athlete Representatives
 - c. Finance Committee:
 - i. Chair: East Zone Treasurer
 - ii. Committee Members:
 1. Association Treasurers
 - d. Education Committee:
 - i. Chair: East Zone Education Chair
 - ii. Committee Members:
 1. Association Education Chairs
 2. Current All Star Chair
 - e. All-Star Committee:
 - i. Chair: elected by East Zone
 - ii. Committee Members
 1. East Zone Education Chair
 2. Representative from each Region

SECTION V: EAST ZONE AWARDS

Past East Zone Award Winners

(This section is updated by the Awards Committee)

1. East Zone All-Star Teams (see Appendix E)
2. Team High Point Trophy
 - a. Team High Point Trophies will be given at the Junior Championships and the Youth Championships.
 - b. Utilize rules set in USA Artistic Swimming (USAAS) rulebook to determine points for team trophy.
 - c. A second trophy will be provided in the event of a tie.
 - d. A Zone Trophy for each Championship (Junior and Youth Championship) will be retained by the championship team for the year following their win. It should be returned at the following year's championship. A smaller trophy or plaque will be provided for the championship team to keep permanently.
 - e. The awards committee will order and provide the team trophy.
 - f. East Zone to cover the cost of the trophies.
3. Collegiate Traveling Plaque
 - a. University/College program to keep plaque for a year following their championship win.
 - b. East Zone to provide plaque.
4. East Zone Awards
 - a. Nominations
 - i. Any USAAS East Zone member may submit a nomination for Athlete, Coach or Contributor.
 - ii. A standardized form must be filled out for each candidate. Forms can be found on the zone web site: <https://www.eastzonesynchro.com/east-zone-awards.html>
 - iii. Nominations are due three weeks before the start of the East Zone Youth, Junior and Senior Championships to the Awards Chairperson.
 - b. Criteria
 - i. Athlete Award
 1. Must be 14 years or older (competitive age)
 2. Must be a current member of USAAS.
 3. Must be currently residing in and competing with a club in the East Zone.
 4. Attitudes and actions that present a good role model to all athletes.
 5. Motivated to work in a positive way towards their individual goals and those of their teammates and the sport.
 6. Leadership in artistic swimming and in the community.
 7. Service to artistic swimming and the community.
 8. Academics including GPA equivalent = 90, special awards and achievements, special programs.
 9. Please list contributions made to the club, association or zone.
 - ii. Coach Award
 1. Must be current USAAS member
 2. Works toward development of athletes and the sport without concern for self-promotion or personal gain.

3. Develops and continues to carry out a consistent solid coaching program that benefits athletes and the sport.
4. Recognition of coaching abilities at all levels.
5. Sets an example in their attitude and ethics that inspire and motivate athletes to make the most of their abilities and potential to reach their goals.
- iii. Contributor Award (one-time award and contributor replaces association member on awards committee).
 1. Must be current USAAS Member
 2. Has been involved in artistic swimming for at least 10 years.
 3. Interest in what is best for the sport in the zone and nationwide.
 4. Works tirelessly giving time, support, friendship, care, love and development of the athlete and sport without concern for a particular group or for self-promotion.
 5. Beginning to work on the national level.
 6. Personal habits that demonstrate a good role model.
 7. Ability to work in a group without personal thought or gain.
 8. Develops and carries out consistent programs that benefit the athlete and sport.
- iv. Scholar Athlete
 1. Must be 13 years or older.
 2. Must be a current USAS member.
 3. Must have a GPA of 92, A, 3.75 for at least two marking periods prior to Zone Championship
 4. Must compete in the East Zone Junior/Senior Championship or the East Zone Intermediate and 12 & Under Age Group Championship and 13 & Over Age Group Opens .
 5. List of scholar athletes must be provided by the deadline. Scholar athletes submitted after the deadline will not be recognized.
 6. Club Rep to validate names submitted.
 7. Each recipient will receive a Scholar Athlete pin.
- v. ALL STAR Team
 1. Please see Appendix E
- c. Past Award Winners
 - i. An up-to-date list of past East Zone award winners can be found on the East Zone website: <https://www.eastzonesynchro.com/east-zone-awards.html>

APPENDIX A - Site Rotation for East Zone Meets

(This appendix is updated by the Zone Technical Chair)

Year	Combined SR, JR and Youth Championships	Zone Invitationals	12U/Intermediate Championships and 13/O Routine Open	Collegiate
2024	Connecticut	New Jersey/ Adirondack	Niagara	
2025	Adirondack	Metro/ Niagara	New England North	
2026	Metro	New England South/ Lake Erie, Allegheny	New Jersey	
2027	Lake Erie, Allegheny	Mid Atlantic, MD/ New England North	Connecticut	
2028	New England South	Niagara/ Connecticut	Lake Erie, Allegheny	
2029	Niagara	Metro/ Adirondack	Mid Atlantic, MD	
2030	Mid Atlantic, MD	New England South/ Lake Erie, Allegheny	New England South	
2031	New England North	New Jersey/ New England North	Metro	
2032	New Jersey	Mid Atlantic, MD/ Connecticut	Adirondack	

APPENDIX B - Meet Bid Packet Requirements and Facility and Hotel Guidelines

(This appendix is updated by the Zone Technical Chair)

1. East Zone Meet Bids
 - a. Bid Packet Requirements
 - i. Cover letter from the bidding club or organization, must include the following:
 1. Proposed dates, venue and location of the meet
 2. Meet managers' names and contact information
 3. Pool dimensions (length, width, depth, pool deck dimensions)
 4. Locker room space
 5. Spectator area (how many seats)
 6. Other available areas
 - a. Where athletes put their bags and where they can sit
 - b. Areas for land drill
 - c. Food concession/eating area
 - ii. A letter from the proposed facility, stating that the facility is available and reserved for the competition for the scheduled dates.
 - iii. A letter from the proposed hotel, confirming hotel availability for the competition and compensated room policy/availability
 - iv. A letter from the supporting organization (e.g. booster or parents' group), confirming that they are committed to running the meet if the bid is awarded.
2. Facility Guidelines
 - a. Pools for competition should be a minimum of 25 yards, 5 lanes wide, with at least 1/3 of the length of the pool 9 feet or deeper. For high level (East Zone Senior, Junior and Youth Championships) meets, a larger pool, with more, deeper water is desirable.
 - b. A separate area for warm-up is also desirable, especially for high level meets.
 - c. There should be sufficient locker room space for the number of athletes competing.
 - d. If the locker rooms do not allow enough space for athlete bag storage, a separate area, such as a gymnasium, several dance studios or several racquet courts should be provided. This space should be separate from the spectator areas.
 - e. There should be sufficient space for teams to land drill their routines. If the bag storage areas are not large enough for this activity, additional areas should be designated.
 - f. Often, clubs and others bring coolers into the facility. The meet host should clearly designate if these are allowed and, if so, where they should be kept.
 - g. There should be sufficient spectator seating for parents, etc. (Typically, seating for 100-200 is appropriate).
 - h. There should be a concession area for participants and spectators to purchase snacks and meals at the event. Appropriate seating areas should be designated.
 - i. Host shall provide a compensated hotel room or other meeting space for any scheduled East Zone meetings.
3. **Meet Host Organization Assistance (updated September 2023)**
 - a. The Zone will reimburse the host team 50% of the facility rental fee, up to \$2,500, for each of the following zone competitions:
 - i. East Zone 13-15/Junior/Senior Championships
 - ii. East Zone Invitational A

- iii. East Zone Invitational B
 - iv. East Zone 12 & Under and Intermediate Championships and 13 & Over Invitational
- b. Expenses that can be included in the facility rental fee:
 - i. Pool rental
 - ii. Gym/land space rental
 - iii. Required facility personnel - lifeguards, facility manager, custodians, security, etc.
 - iv. Table and chair rental required to run the competition
- c. The host team must provide an estimate of the rental fee with their meet bid packet.
- d. Itemized facility rental expenses must be provided to the East Zone Board for approval prior to contracts being signed by the host team.
- e. A final, detailed invoice must be provided to the East Zone Treasurer within 7 days of the completion of the competition.
- f. A meet host can petition the East Zone Board for extenuating circumstances that incur last minute additional costs. Documentation must be provided.
- g. This policy will be reviewed at the annual East Zone March meeting to determine the percentage to be reimbursed and the amount available for the following year.

APPENDIX C - Host Checklist for Zone Meets

(This appendix is updated by the Zone Technical Chair)

SCHEDULE

Pre-Meet Announcement		
Action	Deadline	Additional Information
Draft	November 1	Submit to the Zone Board Technical Chair for proofreading. Requested replies to be sent to meet host, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair.
Complete	November 30	Zone Secretary will email to EZ mailing list
Pre-Meet Replies Due	December 31	For 13-15, Jr., Sr. Combined Zone Championships
	January 15	Invitationals
	March 31	For Zone Age Group/ Intermediate (June)

Final Meet Announcement		
Action	Deadline	Additional Information
Draft	6 weeks prior to meet	Submit to Zone board Technical Chair for proofreading. Requested replies to be sent to meet host, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair. Submit to Technical Chair for proofreading Meet entry deadline is 14 days prior to first day of competition.
Complete	4 weeks prior to meet	Zone Secretary email to EZ mailing list

Final Meet Schedule		
Action	Deadline	Additional Information
Draft	10 days before meet	Submit to Zone Technical Chair for approval
Final	Monday before meet	Email to club contacts listed on Entry Form A, officials, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair.
Figure Drawing (when applicable)	72 hours before competition	Done by the Technical Chair and shared with the Zone by the Secretary

Meet Wrap Up		
Action	Deadline	Additional Information
Results Emailed to Zone Board	3 days after competition	To be reviewed by the Zone Scoring and Technical Chairs for final approval
Results Emailed to Zone	1 week after competition	Emailed to the Zone mailing list by the Zone Secretary
Awards Invoice	2 weeks after competition	Submitted by the Vice Chair to the meet host and Zone Treasurer
Reimbursement	30 days after competition	Submit to Zone Treasurer

DUTIES OF ZONE OFFICIALS DURING COMPETITION

Officials Chair

The Officials Chair will send out the assignments for judges/officials to the meet host, zone officials attending the meet and the scoring staff. If the Officials Chair cannot attend all or part of the meet, they will designate a substitute to perform their duties at the meet, and will notify the zone board and the meet host of their substitute. The Officials Chair (or their substitute) will make any necessary last-minute changes to the judge/official assignments for competition and communicate them to the scoring staff, meet hosts, and other officials. Any question regarding officials or their duties will be answered by the Officials Chair. In the event there are any judges in training who will be taking written, practical or oral tests during competition, the Officials Chair is responsible for organizing the testing and communicating to the meet host of any necessary equipment, paperwork or forms.

Technical Chair

The Technical Chair will review the meet entries and notify the meet host and entering clubs of any qualification or registration issues. If the Technical Chair cannot attend all or part of the meet, they will designate a substitute to perform their duties at the meet, and will notify the zone board and meet host of their substitute. The Technical Chair (or their substitute) will answer any questions regarding competition rules, penalties and disqualifications that occur before the start of competition. During competition the event Referee is the final arbiter of the rules of the current event. **Before any awards event, the Technical Chair or someone appointed by them and the Officials Chair or meet referee appointed by Officials Chair must review the results and approve them as final results.** If possible, the Technical Chair should initial every page of officially approved results before an awards event begins. Those same results must be sent electronically to the Technical Chair and Scoring Chair for distribution after the end of competition.

Scoring Chair

The Scoring Chair will review the meet entries for compatibility with the scoring program as they are sent in, and will contact the clubs regarding any errors or omissions. **The Scoring Chair is not responsible for running scoring during any East Zone meet.** Host clubs must provide their own scoring staff for any meets they host. Host clubs can request assistance from the Scoring Chair, either to help run scoring for a zone meet or to be available to answer questions remotely during a meet, however neither can be guaranteed. The Scoring Chair is responsible for assisting any interested zone members in learning how to use the USA AS scoring program, but only during dates and times set in advance by the Chair.

Vice Chair

The East Zone provides award medals, neck ribbons and ribbons at cost to meet hosts at cost. When the meet host has tentative numbers on how many of each event and age category they need to communicate them to the Vice Chair. The Vice Chair will arrange for the East Zone awards to arrive at a meet in time for the awards ceremonies. If the Vice Chair is not present they will send instructions on how to present and distribute the awards. The Vice Chair and the meet host should communicate in advance of competition to arrange for meet staff to assist with setting up and presenting the awards. The Vice Chair will invoice the meet host after the inventory is rechecked. If the meet host wishes to be present at the pre- and post-meet inventory checks, they must communicate this to the Vice Chair well in advance of the start of competition.

APPENDIX D - Zone Election Chart

Zone Position	Election Year	Election Site	Term of Office	Start of Term	Term Limits	USAAS Rulebook Sections
Athlete Rep Chair	Annually	Zone Championships	2 years	After Zone Championships	1 term	USAAS Code 7.01.C
USAAS Governance Committee (1 member)	Even	Zone Championships	2 years	After USAAS Convention	No limits	USAAS Code 5.04.C.2.b
USAAS Nominating Committee (2 members)	Even	USAS Convention	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code 5.04.A.2.b
Administrative Chair	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 5.01 & 5.03
Education Chair	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 5.01 & 5.03
Officials Chair	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 5.01 & 5.03
Secretary	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 5.01 & 5.03
Technical Chair	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 5.01 & 5.03
Treasurer	Even	Zone Championships	2 years	After USAAS Convention	2 consecutive terms; re-eligibility wait = consec. years served	USAAS Code B 4.01, 5.01 & 5.03
Other: Scoring Chair, Awards Chair	None, appointed	Zone Championships	No limit	After USAAS Convention	No limits	See 5.10.B.2 for Scoring Chair See 5.10.I for Awards Chair
USAAS Champ. Sites Committee (1 member)	Odd	Zone Championships	2 years	After USAAS Convention	No limits	USAAS Code 5.05.C.2.b
USAAS Membership Committee (1 member)	Odd	Zone Championships	2 years	After USAAS Convention	No limits	USAAS Code 5.07.A.1.b
USAAS Outreach Committee (1 member)	Odd	Zone Championships	2 years	After USAAS Convention	No limits	USAAS Code 5.07.B.1.b
Nominating Committee (3 members minimum)	Odd	Zone Championships	2 years	After USAAS Convention	No limits	USAAS Appendix B, 5.05

Coach Representative	None, appointed		Annual	After Zone Championships	Annual	See 5.10.J.4
----------------------	-----------------	--	--------	--------------------------	--------	--------------

APPENDIX E - East Zone All-Star Teams

(This appendix is updated by the Zone All-Star Committee)

1. Goals

- a. In naming Junior and Age Group Zone All-Star Teams, it is the intent of the East Zone to:
 - i. Acknowledge and celebrate the top athletes in our Zone
 - ii. Provide opportunities for the teams to represent the East Zone in national level competition and training
 - iii. Maintain an All-Star Committee to facilitate the success of the process and progress of the East Zone All-Star Teams through effective communication with the zone at-large
 - iv. Plan successfully for competition and training opportunities through effective communication, collaboration, and advance organization
 - v. Secure coaching, choreography, and a training schedule (as needed) in time to present information to the athletes and their families within one week of the conclusion of competition at which the All-Star teams are named

2. Naming the East Zone All-Star Teams

- a. Junior All-Star Team
 - i. The Junior All-Star Team will be named at the Junior Zone Championship; only those in this age category are eligible.
 - ii. Up to 16 athletes will be named to the East Zone Junior All-Star Team. Athletes will be selected in the following order:
 1. Top 8 Junior Solo athletes based on final placement (free and tech routine aggregate total)
 2. Athletes in the top 4 Junior Duet* routines based on final placement (free and tech routine aggregate total)
 3. If the roster is not filled after these two groups have been selected, Junior solo athletes, up to place 12, will be selected to the team.
 4. If the roster is not filled after the additional Junior solo athletes have been selected, Junior duet* athletes will be selected starting with place 5, then place 6 and so on, until up to 16 athletes have been selected to the team.
 5. *If a reserve competes in either the free or tech duet competition, that athlete will also be named to the All-Star team.
 - iii. [Junior All Star Team Worksheet](#)
- b. Youth All-Star Team
 - i. The Youth All-Star Team will be named at the East Zone Youth Age Group Championship.
 - ii. The top eight athletes from Youth Figure competition results shall comprise the East Zone Youth All Star Team.
- c. 12 & Under All-Star Team
 - i. The 12 & Under All-Star Team will be named at the East Zone 12 & Under Age Group Championship.
 - ii. The top eight athletes from 12 & Under Figure competition results shall comprise the East Zone 12 & Under All Star Team.
- d. Any athlete qualifying for more than one of these teams must choose on which one she/he will be a member.

3. Awards

- a. All All-Stars shall receive an East Zone All-Star Towel.
 - b. A picture of each team will be posted to the East Zone Website.
 - c. Price for towels will be covered by the East Zone.
4. All-Star Camp
- a. Athletes will be invited to the USA Artistic Swimming All-Star Camp by the All-Star Committee Chair, per eligibility requirements set by USA Artistic Swimming.
 - b. Any athlete, regardless of background, can be invited to the All-Star Camp. Swimmers will not be ruled out based on placement to National Teams or attendance at National Talent Camps.
5. East Zone All-Star Combo
- a. The top 10 members of the All-Star team will be offered an opportunity to compete together in the combo event at U.S. Opens. Athletes are expected to accept or decline this offer within one week of the conclusion of the competition.
 - b. To be named to the East Zone All Star Combo Team an athlete must meet the following criteria:
 - i. Must be 13 or older per USAAS rules.
 - ii. The top 10 age-eligible athletes named to the All-Star Team will form the All Star Combo Team. All 16 All Star Team members will receive the letter inviting them for combo team training.
 - c. If it becomes necessary to extend the offer to participate in the combo event beyond the All-Star team, offers to compete as Zone All-Stars will not extend past the athlete who places 25th at the Senior Zone Championship. If the All-Star Combo Team still is not full, offers to compete as Zone All-Stars will not extend past athletes eligible to attend that year's Gold Clinic (in figure rank order).
 - d. In consultation with the East Zone officers, the Chair of the zone will put forth a nomination for an All-Star Team Manager at Convention. A person who accepts this position will complete a two-year term. Once selected, this team manager will be responsible for addressing all logistical details for the team, such as training, information distribution, communications, etc., until the coach is selected at Jr./Sr. Zones.
 - e. Once the coach is selected, s/he and the Team Manager will work together to finalize the logistics for the team and communicate information to the athletes and coaches represented on the All-Star team, as well as to the zone at-large.
 - f. The All-Star Committee will solicit a volunteer to coach the team by/at the Jr./Sr. Zone Championship. Ideally, this person has a proven track record in training athletes that have been named to the All-Star Team in the past, is willing to structure practice opportunities, traveling if necessary, and plans to attend U.S. Opens.
 - g. The All-Star Committee will secure choreography for the routine by Jr./Sr. Zones in order to distribute resources (video, notes, direction, etc.) to the athletes or clubs represented on the team.
 - h. The manager/coach of the All-Star team will present a training schedule at Jr./Sr. Zones. This schedule will include at least two opportunities to work together between March and July, and if possible, an additional opportunity once arriving at U.S. Opens.
6. Other Training Opportunities
- a. Any team scheduled to participate in an event as the All-Star team will be notified of pertinent details by a member of the All-Star Committee.

- b. Any athlete chosen to represent the East Zone as an All-Star must commit to this activity within one week of the conclusion of the competition at which the team was named.

APPENDIX F - East Zone Clubs

An up-to-date list of clubs and collegiate teams in the East Zone can be found on the East Zone website:
<https://www.eastzonesynchro.com/team-listing.html>