



USA Swimming Central Zone Policy & Procedure Manual

Last Edit: June 6th, 2023

General Policies & Procedures

Conduct for Championship Meets

Appendices

Part A - Territory, Officers, and Membership

Section 1 - The Central Zone Territory

The LSCs of the Central Zone are: Arkansas, Illinois, Indiana, Iowa, Lake Erie, Michigan, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, and Wisconsin.

Section 2 - Officers

Titles – The elected offices 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.

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.

Elections – Elections shall be held by the Central Zone during the USA Swimming Spring Annual Workshop. Nominations for Zone Director may be made in advance by notifying the Zone Directors or from the floor at the spring meeting. Other elected officers shall be nominated from the floor at the same meeting.

Zone Directors shall be elected as follows:

- Each LSC is entitled to five (5) votes, of which at least one vote must be designated to the LSC Athlete representative(s). If no athlete representative is present, the LSC shall cast only four (4) votes.
- For the purpose of casting its votes, each LSC may send one or more delegates to the Zone meeting.
- The Athlete Representative shall be elected by the Zone LSC athlete representatives present, with no more than two (2) athletes per LSC casting a ballot.
- The Secretary/Treasurer shall be elected by a majority vote with each LSC entitled to five (5) votes, of which no less than twenty percent (20%) must be designated to its LSC athlete representative(s). Each LSC's athlete representative(s) must be present for the vote at the meeting in order for the LSC's athlete vote to be cast. If no athlete representatives are present, the LSC may cast only four (4) votes.

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.

Terms shall commence September 1. Following the end of their final term, a Zone Director may act in an ex officio manner for one year, with a voice in meetings but no vote.

Limitations of Terms – No officer, except the Secretary/Treasurer, elected to successive terms is eligible for re-election to the same office until after a lapse of two years. An appointment to conclude a vacancy does not count in the two-term limitation.

Vacancy – A vacancy in any office shall be filled by appointment by the remaining officers except as provided in Article 504.9 of the USA Swimming Rules and Regulations.

Responsibilities – The duties of the elected officers in addition to such duties as may be set forth in USA Swimming Rules and Regulations or the Central Zone Policy and Procedures Manual are:

Zone Directors:

- Shall represent the Central Zone on the Zone Directors Council.
- Shall act as responsible liaison between designated LSCs and the Zone Directors Council.
- Shall oversee revision of the Central Zone Policies and Procedures Manual as necessary.
- Shall be responsible for receiving and directing the disbursement of all monies in accordance with the Central Zone Policies and Procedures or as authorized by the Central Zone Directors.
- Shall make all appointments in accordance with USA Swimming Rules and Regulations and the Central Zone Policies and Procedures Manual.
- Senior Director or designee shall preside at all meetings. The Junior Director shall conduct the elections.
- Shall accept bids for Championship meets.
- Shall review and approve Zone Championship meet information.
- Shall arrange meetings for the Central Zone at the USA Swimming Spring Annual Workshop.

Secretary/Treasurer:

- Shall be responsible for keeping records and minutes of all meetings.
- Shall publish annual meeting reports and information as requested by the Zone Directors.
- Shall issue notices of meetings as needed.
- Shall keep copies of meet results, meet information and meet financial reports for a period of five (5) years.
- Shall be responsible for receiving and directing the disbursement of all monies in accordance with the Central Zone Policies and Procedures or as authorized by the Central Zone Directors.
- Shall maintain financial records for the Zone and deposit all funds with USA Swimming Headquarters as needed.
- Shall prepare and send reports as needed by USA Swimming and/or the Zone Directors.
- Shall prepare and distribute a detailed financial report at the annual meeting or as requested.

- Shall obtain the contact information of each LSC's General Chair, Age Group Chair, and Secretary or permanent office and send an electronic file with the LSC information to the assigned Zone Meet Championship hosts.
- Shall assist the Zone Directors with USA Swimming Spring Annual Workshop meeting arrangements.
- Shall annually post the Central Zone Policies and Procedures on the Central Zone website.
- Shall receive and file financial reports from meet hosts and follow up on post-meet financial responsibilities of host if needed.

Athlete Directors:

- Shall serve as the Chair of the Central Zone Athletes Committee.
- Shall actively participate at the USA Swimming Spring Annual Workshop, and all other meetings specified by the Central Zone Directors and the Athletes' Leadership Sub-Committee Chair.
- Shall oversee athlete representation for the Central Zone at Workshop.
- Shall assist in setting and meeting yearly position goals.
- Shall provide pre- and post-Workshop reports to the LSC athlete representatives and Zone Directors, and contact those athlete representatives a minimum of two (2) additional times per year.
- Shall maintain and update a current list of LSC athlete representatives in the Zone.
- Shall ensure that new LSC athlete representatives receive a copy of the Athletes' Manual and all appropriate information.
- Shall keep all records/information for the next Zone Athlete Representative
- Shall actively mentor LSC athlete representatives at USA Swimming Spring Annual Workshop and throughout the year.
- Shall actively participate in one Annual Workshop prior to their election as Central Zone Athlete Representative.
- Following the end of their final term, the Senior Athlete Representative may act in an ex officio manner for one year, with a voice in meetings but no vote.

Section 3 - Membership

LSC Representation – Each LSC assigned to the Zone's territory shall be entitled to representatives with voice at all Zone meetings as per LSC bylaws, provided each representative is a member in good standing of USA Swimming.

Voting Privileges – Each LSC shall submit votes for the purpose of electing the Zone Directors in accordance with 504.2 of USA Swimming Rules and Regulations. For voting on all other matters, each LSC is entitled to five votes, of which no less than twenty percent (20%) must be designated to its LSC athlete representative(s). Each LSC's athlete representative(s) must be present for the vote at the meeting in order for the LSC's athlete vote to be cast. If no athlete representatives are present, the LSC may cast only four votes.

Section 4 - Section Coordinators, Chairs, Committees

The Zone Directors shall appoint the following committees, chairs, and coordinators who shall serve at the pleasure of the Zone Directors except where specified differently in these Policies and Procedures.

- Director of Championship Meets
- Championship Meet Coordinator(s)
- Zone Officials' Chair
- Assistant Officials Chair
- Zone Records Coordinator
- Disability Swimming Coordinator
- Open Water Coordinator
- Diversity Coordinator
- Safesport Coordinator
- Site Assignment Committee
- Meet Evaluation Committee

Duties of Appointed Coordinators and Chairs

Director of Championship Meets

1. Shall act as liaison and advisor between Central Zone officers, Central Zone Championship Meet Coordinators, and the host of the Championship Meet(s).
2. Shall conduct the Meet Evaluation Committee meeting, report and make recommendations to the LSC representatives at the annual meeting regarding the previous championship meets.

Championship Meet Coordinators

1. Shall act as liaisons and advisors between the Central Zone officers and representatives and the host(s) of the Championship Meet(s).
2. Shall report and make recommendations to the LSC representatives at the annual meeting regarding the previous Championship Meets.
3. Shall perform the duties of the position as designated below.
 - a. Post Workshop:
 - i. Assist Zone Directors in updating the technical information in the Zone Policies and Procedures Manual based on motions passed at the annual spring workshop.
 - b. Pre-Meet:
 - i. Act as Meet Liaison and Advisor for the Zone Age Group and Open Water Championship Meet hosts.
 - ii. Prepare and send to each meet host a meet information packet including, where possible, electronic file information by January 15 that shall include:
 1. Central Zone Manual including meet information letter template;

2. Open Water Meet Managers Guide from USA Swimming for Open Water Championship;
 3. Report forms as required by USA Swimming and the Zone;
 4. Suggestions for the General Meeting
- iii. Review draft of meet information as submitted by the meet hosts. Suggest changes and receive corrected information for approval.
 - iv. Forward Coordinator-approved document to the Zone Directors for final approval by March 1.
 - v. In consultation with the assigned Meet Referee and Director of Championship Meets, determine whether a site visit is necessary or whether a virtual meeting may be substituted for proven sites. If a site visit is necessary, complete the visit along with the Meet Referee no later than April 15. Submit request for reimbursement of expenses (travel, parking, housing, and per diem) incurred in conjunction with the site visit. USA Swimming Volunteer Reimbursement Form should be submitted with receipts attached (and mileage map if driving) to the Zone Secretary/Treasurer and copied to the Zone Directors within 30 days following the site visit.
 - vi. Work with meet hosts to assure all meet information is posted to the Central Zone website no later than May 15.
 - vii. Provide the meet backup file with records, time standards, and event limits to the meet host and Central Zone Webmaster by May 15.
 - viii. Approve medal design by March 1
 - ix. 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:
- i. Act as the official representative of the Central Zone at the Zone Championship Meet(s);
 - ii. Observe meet operations and activities for future consideration. Act solely as an observer and advisor at the meet;
 - iii. Serve as a resource for the local organizing committee;
 - iv. Serve as a non-voting member of the Meet Committee;
 - v. Record the starting and ending times for each session, noting delays as preventable or unpreventable;
 - vi. Contact the person(s) charged with an offense and their LSC Representative;
 - vii. Assist with printing meet evaluation forms, widely distribute evaluation forms, and collect completed meet evaluation forms;
 - viii. Be available for comments/concerns relative to Zone Meet activity.
- d. Post-Meet:
- i. Review the meet evaluation forms and note all suggestions for change.

- ii. Prepare a written report within fifteen (15) days following the last day of the meet and send to the Zone Directors noting:
 1. Number of swimmers and entries by LSC;
 2. Points earned by each LSC;
 3. General comments on the conduct of the meet, noting particular positive points, concerns, and suggested changes.
- iii. Prepare a written report to the Zone Disability Coordinator that includes
 1. the number of disability athletes;
 2. the total number of individual entries;
 3. Documentation of disqualifications and if USA Swimming Article 105 was applied.
- iv. Prepare a written report within fifteen (15) days following the last day of the meet and send to the Central Zone Officials' Coordinator noting:
 1. Meet survey data regarding the meet referee and administrative referee;
 2. Meet survey data regarding the deck referee and starter teams;
 3. General comments on the quality of officiating and conduct of officials, noting particular positive points, concerns, and suggested changes
- v. Prepare a list of suggested changes for consideration by the Zone Meet Evaluation Committee at the annual meeting.
- vi. Request reimbursement for actual expenses, including travel, parking and per diem, incurred while serving as a Championship Meet Coordinator for the meet. USA Swimming Volunteer Reimbursement Form should be submitted with receipts attached within 30 days following the meet to the Zone Secretary/Treasurer, copied to the Zone Directors.
- vii. Along with the Director of Championship Meets, act as Co-Chair(s) of the Meet Evaluation Committee. This committee shall recommend changes for the Zone Policies and Procedures Manual and post corresponding legislation on the Central Zone website at least thirty (30) days prior to the annual meeting of the Central Zone.

Zone Officials' Chair

1. Shall serve a two-year term.
2. Shall serve concurrently with the Non-Coach Director position.
3. Shall serve on the Central Zone Meet Evaluation Committee.
4. Shall adhere to minimum standards for officials' selection for the Central Zone Championships and Sectional Meets. Minimum standards include the following:
 - a. Referee
 - i. N2 Referee certification (N3 preferred);
 - ii. Demonstrated success at higher level meets;
 - iii. Recommendations from the Meet Director and the host LSC Officials Chair;

- iv. Shall be an active official residing within the territory of the Central Zone
 - b. Deck Officials
 - i. LSC, N2, or N3 certification;
 - ii. In good standing with own LSC.
 - c. Meet requirements for obtaining Qualified/Observed Meet status:
 - i. N2 Referee certification with N3 Mentor/observer or
 - ii. N3 Referee certification.
5. Shall develop and post timely applications to officiate at Zone and Sectional Championships. Applications are to be posted within 30 days after the end of the annual workshop.
 6. Shall assist in the collaborative effort of the Assistant Zone Officials' Chair, the Zone Championship Meet Coordinators, and the LSC Officials Chair for that site, to select and appoint Zone Championship Meet Referees no later than the last day of the USA Swimming Spring Annual Workshop immediately preceding the meets. (effective January 1, 2019)
 - a. Meet Referees shall be reimbursed by the Central Zone for expenses incurred in connection with attendance at the Championship Zone Meet (travel, parking, per diem) upon proper application for reimbursement. The USA Swimming Volunteer Reimbursement Form must be submitted with receipts attached (and maps if driving) within 30 days following the last day of the Championship Zone Meet to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
 - b. The meet host will provide housing for the Meet Referee.
 7. Shall assist the host team or LSC in selection of the national certification (OQM) evaluators no later than the last day of the USA Swimming Spring Annual Workshop immediately preceding the meets. (effective January 1, 2019)
 8. Shall instruct the Meet Referee to collaborate with the Championship Meet Coordinator to determine whether a site visit is necessary and, if necessary, to complete such site visit no later than April 15.
 9. Shall instruct the Meet Referee to submit the USA Swimming Volunteer Reimbursement Form with receipts (and maps if driving) for expenses incurred for such a site visit (travel, parking, housing, per diem) within 30 days following the site visit to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
 10. Shall assist in the collaborative effort of the Sectional Chairs, Assistant Zone Officials' Chair, the Sectional Meet Referees, and the LSC Officials Chair for that site, to select and appoint Sectional Meet Referees as well as Meet Referee apprentices.
 11. Shall coordinate with the Zone and Sectional Championship Meet Referees and the host LSC Officials Chairs in selection of assigned meet officials.
 12. 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.

Assistant Zone Officials' Chair

1. Shall coordinate with the Zone Officials' Chair in the fulfillment of responsibilities.
2. Shall serve a two-year term prior to assuming the Zone Officials' Chair responsibilities.

Zone Records Coordinator

1. Shall annually update meet records.
2. Shall provide meet hosts with current records in an importable electronic file by May 15.

Disability Swimming Coordinator

1. Shall serve as liaison for the Disability Swimming community to the Central Zone and its LSCs.
2. 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. Shall communicate with Zone Officials' Chair regarding swimmers with disabilities qualifying for Zone level Championships (14&U Championships, Open Water Championships, Sectionals) using parallel time standards.

Open Water Coordinator

1. Shall serve as liaison for the Open Water community to the Central Zone and its LSCs.
2. Shall assist with the development of the Central Zone policies for Open Water and the Open Water Championship.

Diversity Coordinator:

1. Shall be appointed by the USA Swimming Diversity Committee.
2. Shall serve as liaison for the Diversity swimming community to the Central Zone and its LSCs.
3. Shall report to the USA Swimming Diversity Committee.

Committees

Meet Evaluation Committee

1. Shall consist of:
 - a. A Zone Director;
 - b. Director of Championship Meets and Championship Meet Coordinators who shall serve as co-chairs;
 - c. Meet Referee from each site;
 - d. Meet Observers if other than the Championship Meet Coordinators;
 - e. Meet Directors of the immediate past Zone Championship Meets;
 - f. Zone Officials' Chair and/or Assistant Zone Officials' Chair;
 - g. One athlete representative;

- h. One representative from each LSC who has attended a Zone Meet within the past two (2) years.
2. Shall evaluate past Central Zone Championship meets and recommend changes to these Policies and Procedures. Recommendations for change shall be presented in legislative format and posted thirty (30) days in advance of the annual meeting. Representatives may also make recommendations from the floor. Changes to Policies and Procedures require approval by a simple majority vote.

Site Assignment Committee:

1. Shall consist of:
 - a. One representative from at least three (3) LSCs;
 - b. One athlete representative;
2. Shall assign LSC participants to each Age Group Championship meet based on best possible competition for swimmers through:
 - a. Balanced competition from LSCs (quality of swimmers);
 - b. Travel distance for LSC teams;
 - c. Distribution of numbers of swimmers;
 - d. Geographical rotation;
 - e. Facilities;
 - f. Desired date of each participating LSC, if the Meets are held on separate dates;
 - g. Preference of LSC as ranked for site.

Part B - Management

Section 1 - Duties and Powers

The duties and powers of the Central Zone shall be:

1. To generally aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States;
2. To aid and assist in the distribution of information from USA Swimming to the Local Swimming Committees (LSCs) within its assigned territory;
3. To aid and assist USA Swimming in the coordination of the administrative responsibilities of the LSCs within the assigned territory;
4. To conduct annual Zone Championship meets as determined by the Zone in the Central Zone Policy and Procedures Manual;
5. To facilitate the conduct of Sectional competitions within the assigned territory as described in the Central Zone Policy and Procedures Manual;
6. To establish a Zone Board of Review as provided in the Central Zone Policy and Procedures Manual and conduct Zone Board of Review hearings in accordance with the applicable sections of Articles 401-413 of the USA Swimming Rules and Regulations;

7. To adjudicate in accordance with Article 202.3 of the USA Swimming Rules and Regulations appeals filed by meet hosts whose applications for sanction have been denied by their LSCs, following procedures outlined in the Sanction Appeal Process Handbook

Section 2 - Meetings

Regular – The annual meeting of the Zone shall be held in conjunction with the USA Swimming Spring Annual Workshop. The annual meeting shall be scheduled by the Zone Directors and may be conducted in one or more segments, as the schedule permits. The Zone may establish additional times for regular meetings.

Special Meetings – A special meeting may be called by the Zone Directors or by representatives from a majority of the Zone member LSCs and may be conducted electronically.

Notices – The notice of the annual meeting of USA Swimming shall be considered notice of the annual Central Zone meetings. Notice of any other regular meeting or of any special meeting shall be mailed or emailed at least thirty (30) days in advance of the meetings. 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 General Chair of the location and time of the regular or special meetings.

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.

Order of Business – At all meetings of the Central Zone, the following shall be included in the order of business:

- Roll Call
- Approval of minutes and Treasurer's report
- Reports of officers, coordinators and committee chairs
- Report of Championship Meet Evaluation Committee
- Bid presentations for Central Zone meets
- Report of Site Selection Committee and bid award
- Unfinished business
- Elections
- New business
- Resolutions and order
- Adjournment

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. The LSC may choose to split its votes.

Quorum – A quorum at all meetings of the Zone shall consist of a majority of member LSCs.

Rules of Order – The procedural rules at all meetings shall be the current Robert's Rules of Order as amended.

Reports and Minutes - At least thirty (30) days prior to any Central Zone meeting, the Secretary / Treasurer shall prepare and post reports on the CZ website. Within forty-five (45) days of the immediate past annual meeting, the Secretary / Treasurer shall post a copy of the minutes on the CZ website.

Section 3 - Dues, Fees, and Reimbursements

Each Member LSC shall pay such annual dues and fees as specified in the Policies and Procedures 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 USA Swimming and given to the Secretary/Treasurer within 30 days of receipt of invoice. If the LSC dues are not paid within 30 days they will incur an additional fee.

The Central Zone Operating Account shall be maintained by USA Swimming and funded through the annual dues of member LSCs, meet surcharges as described in these Policies and Procedures, and any other forms of revenue as may be imposed or received by the Central Zone from time to time.

1. Annual Dues of \$0.25 per annual registered athlete per LSC (based on the previous year's membership numbers) shall be payable to USA Swimming and sent to the Central Zone Secretary/Treasurer within 30 days of receipt of invoice. Annual membership numbers shall be calculated September 1 – August 31 of the prior year. Seasonal and Flex memberships are exempt.
2. Failure to Pay: Any LSC that fails to pay its dues within 30 days of receipt of invoice will incur an additional \$25.00 fee.
3. Swimmer Surcharge of \$1.00 shall be assessed for each swimmer, including relay only swimmers, entered in the Central Zone Championship Meets, Central Zone Sectional Meets, and the Central Zone Open Water Championships. No other surcharges may be imposed to Central Zone Age Championship Meets or Central Zone Open Water Championships without approval of the Central Zone at the time the bid is presented.
4. The Meet host shall collect the surcharge and forward the funds collected payable to USA Swimming and sent to the Central Zone Secretary/Treasurer no later than 21 days following the conclusion of the meet.
5. Failure to submit the funds within the 21 days will result in a fine of \$150.00.

The Central Zone shall reimburse expenses in accordance with these Policies and Procedures for the Championship Meet Coordinators (pre-meet site visit and attendance at Zone Championship Meet and Zone Open Water Championship), the Championship Meet Referees (pre-meet site visit and attendance

at the zone Championship Meet and Zone Open Water Championship), and the Evaluator of each Championship meet. Per diem rate shall be determined annually by GSA. (Effective date: January 1, 2019)

Fiscal Year – The fiscal year of the Zone shall be that adopted by USA Swimming.

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.

Section 4 - Amendments

Any provision of these Policies and Procedures may be amended at any scheduled meeting of the Zone by a simple majority vote.

The Secretary/Treasurer is authorized to make housekeeping changes to Policies and Procedures to align with the USA Swimming Rules and Regulations, or other areas of Policies and Procedures.

Part C - General

Section 1 - Central Zone Meet Policies

Meets - Two long course age group meets (annual), one open water meet (annual), and one multi-cultural meet (biennial-odd) meet shall be scheduled. The Meet(s) shall be conducted under the rules of USA Swimming and in accordance with these Policies and Procedures.

Dates

1. The Central Zone Age Group Championship Meet dates and sites shall be set by a majority vote of the LSC representatives attending the annual meeting. These dates shall be determined two (2) years in advance of the meet(s) and shall be within the first two full weekends (Thursday-Sunday) in August. The LSC representatives may change the dates by a majority vote of those present and voting at the annual meeting or may vote to combine the two meets in any given year.
2. The Central Zone Open Water Championship Meet shall be conducted annually at a date, site and location approved by the members of the Central Zone at its annual meeting
3. The Central Zone Multi-Cultural Meet shall be held every other year at a date and location approved by the members of the Central Zone at its annual meeting
4. Sectional Meets shall be conducted in the spring and summer in accordance with USA Swimming Rules and Regulations 204.9.

Facility Requirements (Pool Meets)

1. The facility should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations.
2. The facility must conform to USA Swimming Rules and Regulations 104.2.2C(3) and 104.2.2.C(4).
3. The facility must have fully operational automatic timing equipment, including a scoreboard.
4. An on-site warm-up pool is preferred.
5. The facility must be handicap accessible.

Meet Bid Procedures

1. Bids may be made by an LSC or by a USA Swimming club, in conjunction with the LSC in which the club resides. While a prospective host will bid on a meet, they do not bid on a specific meet format. The meet format is developed and may be altered after a meet bid is accepted.
2. Intention to bid is requested three years in advance of the meet.
3. A Central Zone bid application shall be submitted to the Central Zone website prior to the USA Swimming Spring Annual Workshop two years in advance of the meet.
4. Bidders must agree to meet or exceed all criteria herein and all requirements of USA Swimming, including those stipulated in the Zone meet 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 application.
5. Each bidder shall fill out an electronic bid form in its entirety.
6. Each bidder will be allowed five (5) minutes for its bid presentation two years in advance of the meet. Such a presentation must include specific information about facility fees, admission and meet program prices, parking costs, and whether the competition will be live-streamed.
7. If in the two years preceding the Zone Championship Meet, fewer than two bids are submitted to host the meet, the Central Zone Directors shall actively solicit additional bids and are authorized to adjust bidding procedures as necessary.

Site Selection/Assignment Procedures

1. Age Group Championships
 - a. Site Selection – Following the bid presentations, a vote shall be taken among the LSCs with a majority vote determining the site(s).
 - b. Site Assignment – One (1) year prior to the meet, each LSC shall rank its date (if more than one option) and site preference for the age group meets for consideration by the Site Assignment Committee. The Site Assignment Committee shall convene following the submission of preferences to determine its recommendation and report their recommendation (for team assignments) at the next regularly scheduled Zone meeting or later in the same meeting if no further meeting is scheduled.
 - c. A majority vote of LSC representatives present is required for approval of the recommendation of the Site Assignment Committee.

- d. Assignments may be altered if approved by a majority vote of LSC Delegates.
2. Open Water Championships: Following the bid presentations, a vote will be taken among the LSCs with a majority vote determining the site.
3. Multi-Cultural Meets: Following the bid presentations, a vote will be taken among the LSCs with a majority vote determining the site

Meet Host Responsibilities

1. Pre-Meet:
 - a. Contract: Obtain copies of financial agreements from USA Swimming and complete required contract.
 - b. Awards: Send renderings 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 meet sanctions from LSC.
 - e. Open Water: Obtain meet sanction from the LSC. 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: If a site visit is necessary, shall host one Championship Meet Coordinator and Meet Referee for a site visit no later than **April 15**. The Central Zone will fund the cost of the site visits. If no pre-meet site visit is needed, the meet host shall arrange to meet with the Championship Meet Coordinator and Meet Referee one day in advance of pictures/check-in.
 - g. Meet Information:
 - i. Send completed meet information to the Zone Championship Meet Coordinator by **February 15** for approval.
 - ii. Send complete approved meet information packets to the Central Zone Directors, Central Zone Secretary/Treasurer and each participating LSC permanent Office, General Chair and Age Group Chair by **May 15**. Include instructions that the LSC office must distribute to appropriate persons. Meet information shall include an entry form for swimmers with disabilities.
 - h. National Certification: Make certain that the LSC Officials Chair in which the meet is sanctioned applies by **April 1** for national certification (OQM) for officials.
 - i. LSC Practice Time: Provide pool hours for LSC practices before the start of the meet.
 - j. General Meetings:
 - i. Provide a meeting room (physical or virtual) for General Meetings prior to the pool competition.

- ii. Provide psych sheets for all coaches, team representatives, and officials at or before the General Meetings.
 - iii. The Referee shall discuss meet procedure and meet information. No deviation from the published meet information may occur without unanimous agreement of all designated LSC representatives.
 - iv. Announce members of the Eligibility and Technical Juries as determined by Meet Referee.
 - v. Assign warm-up lanes and times.
- k. Arrange and provide housing for the Central Zone Championship Meet Coordinator, Meet Referee and Meet Evaluator. Incurred expenses for travel, parking and per diem for the Central Zone Championship Meet Coordinator, Meet Referee, and Meet Evaluator will be provided by the Central Zone upon proper submission of the USA Swimming Volunteer Reimbursement Form with receipts attached within 30 days following the conclusion of the Zone Meet to the Central Zone Secretary/Treasurer and copied to the Central Zone Directors.
- l. Meet Program: Prepare the meet program which must include:
 - i. Central Zone Championship Meet records;
 - ii. USA Swimming Age Group records;
 - iii. All entries for all events.
- m. Entries: The meet host shall provide a team printout of entries to each LSC via email, 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 at date and time specified in the Policies and Procedures Manual.
- n. Meet Committees: The Meet Referee shall appoint and announce members of the Technical and Eligibility Juries at the General Meeting.
 - i. Recommended committee composition: an official, a coach, an athlete, a representative from a large LSC, a representative from a small LSC, and the Championship Meet Coordinator ex-officio.
 - ii. It is recommended by the Athletes' Executive Committee that the athlete representative to either jury be age 13 or older.
 - iii. No person shall be appointed to both the Technical and Eligibility Juries.
- 2. During the Meet:
 - a. Officials: The Meet Referee shall 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 (for pool meets). 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 (for pool meets).

(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. Heat Sheets: Prepare preliminary and finals heat sheets. The heat sheets must be available prior to the start of the session each day.
 - e. Awards Ceremonies: Conduct award ceremonies as per section “Competition, Awards Ceremonies.”
3. Post Meet:
- a. Final Results:
 - i. Final results shall be submitted electronically to the Central Zone Secretary/Treasurer, the CZ Webmaster, and the CZ Records Coordinator within 24 hours of completion of the meet through a complete unlocked backup of the meet.
 - ii. The CZ Webmaster (Secretary/Treasurer) shall post final results in publication format on the web site and shall provide a downloadable results file.
 - iii. Final results shall be sent to USA Swimming headquarters in compliance with host-USA Swimming contract.
 - iv. The sanctioning LSC shall be responsible for uploading the results including valid relay lead-off times to SWIMS.
 - b. Meet Evaluation Report: The Meet Director, Meet Referee, and Championship Meet Coordinator will each prepare a meet evaluation report and submit it electronically within twenty (20) days following the last day of the meet. The reports are to be sent to the following:
 - i. The Director of Championship Meets;
 - ii. Zone Championship Meet Coordinators;
 - iii. The two (2) Zone Directors;
 - iv. Central Zone Secretary/Treasurer;
 - v. Central Zone Officials’ Chair.
 - c. 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 a preliminary report to the Zone within thirty (30) days shall result in a fine of \$500.00.** If a fine is not paid, no bid will be accepted from the 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 the same report with the Central Zone Secretary/Treasurer.
 - d. Record-Keeping: Retain all original entries, heat sheets, timing system printouts, timer sheets, official order of finish, and all other relevant material from the meet for a period of six (6) months following the last day of competition.

Participating Team Responsibilities

1. Provide to Meet Host
 - a. Name address, email address, and telephone number of two (2) persons, a primary and alternate, who will be responsible for their LSC's entries by April 15.
 - b. 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
 - b. A Code of Conduct

Section 2 - Sectionals

The Central Zone shall be divided into the following Sections for the purpose of Sectional Meets:

1. North Section: IA, IL, MN, ND, SD, WI
2. South Section: AR, MV, MW, OK, OZ
3. East Section: IN, LE, OH, MI

Sectional Policies

Each Section is permitted to determine if their meet is open to swimmers outside the Central Zone.

Host Responsibilities

1. Shall submit electronically the meet information, event file and any other pertinent meet information to the Zone Secretary/Treasurer at the time of distribution to the event contacts for posting on the Central Zone website.
2. Shall submit any changes made prior to the event start date to the Zone Secretary/Treasurer.
3. Shall submit electronically an unrestricted meet Manager Backup File (not locked) to the Zone Secretary/Treasurer within 24 hours of the conclusion of the meet.
4. Shall collect a surcharge of \$1.00 per entered swimmer and forward the funds collected to the Central Zone Secretary/Treasurer no later than 30 days following the conclusion of the meet. Failure to submit the funds within the 30 days will result in a fine of \$150.00.

Section 3 - Zone Sanction Appeal Panel

Membership

1. Each LSC shall provide three (3) names to the Central Zone Directors in even-numbered years – one coach, one referee, one athlete – to serve on a Zone Sanction Appeal Panel.
2. There shall be no consecutive term limits.

3. The Zone Directors shall appoint all sanction appeal panels in accordance with 202.3 of the USA Swimming Rules and Regulations.

Appeals

1. Appeals shall be held in accordance with the procedures outlined in the Zone Sanction Appeal Panel Handbook which shall be posted on the Central Zone website.

Section 4 - All-Central Zone Team

Inaugural Team – Central Zone recognized its inaugural team in 2008.

Criteria for selection

1. Shall be nominated by athlete's "home" LSC
2. Shall meet one of the following criteria:
 - a. Have set two or more individual Central Zone records in any age group;
 - b. Have swum a Central Zone Championship time that was ranked #1 nationally for that season;
 - c. 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, USA Swimming Youth Team, Senior National Team, or U.S. Olympic Team;
 - d. LSCs having no qualifiers based on the above criteria may nominate one male and one female athlete to represent the LSC;
 - e. LSCs must submit nominations and documentation of accomplishments to the Central Zone Directors at the USA Swimming Spring Annual Workshop.

Part D – Conduct of Competition for Zone Championship Meets

Age Group Championships – Pool Competition

1. Meet Format:
 - a. Meets shall be conducted under the rules of USA Swimming.
 - b. Meets shall be conducted over a period of 3.5 days for the 11-14 year-old swimmers and over 2 days (Friday-Saturday) for the 10 & U swimmers.
 - c. The pool events shall be conducted in split sessions:
 - i. 11-12, 13-14 – Preliminary/Final format except the 400 IM, 800 and 1500 freestyle, 200s of stroke and 400 freestyles for 11-12, and all relay events which shall be timed finals. In finals the consolation heat will precede the championship heat

- ii. 10 & Under – Timed Finals.
 - d. The events shall be conducted as per the “Schedule of Events” (see templates).
 - e. At the request of the swimmer’s coach and at the discretion of the Referee, at least fifteen (15) minutes shall occur between swims for the same individual.
 - f. Fly-over starts will be used for the preliminary sessions and the 10 & Under timed final sessions.
 - g. No time trials will be offered at the age group meets.
- 2. Practice, Registration and Warm-Up:
 - a. Practice Time: Practice time in the competition pool shall be available for all LSCs prior to the competition.
 - b. Team Registration: Team registration (team managers and coaches) area shall be announced and shall be open prior to competition at designated hours. Area for guest LSC assembly (where possible) shall be provided and specified for the attending LSCs.
 - c. 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 their own warm-up activities.
 - d. Specific details for warm-ups (duration, splits, start times, etc) shall be set by the meet host, reviewed by the Championship Meet Coordinator, and posted to the website by Tuesday at 6:00 p.m.
- 3. Eligibility:
 - a. Membership: All athletes must be premium or outreach USA Swimming members with the LSC they represent.
 - b. Swimmer’s Age: Age of a swimmer shall be as of the first day of the competition.
- 4. Qualifying Time/Eligibility:
 - a. A swimmer is deemed a **qualifier** upon having earned one (1) or more qualifying times (USA Motivational AAA Age Group or swimmers with a disability championship parallel time standards)
 - b. In the first year of the Quad, swimmers must have achieved a National Age Group AAA time (L, S, Y) between the first day of the first Zone Meet of the previous year and the entry deadline date for the current meet; 13-14 swimmers must have achieved the NAG AAA time in the 100 of the corresponding stroke (back, breast, or fly) to enter the 50 and shall be entered in the event with their 100 time. Time standards for subsequent years will be reviewed annually and amended by the Zone as appropriate.
 - c. Swimmers who have achieved the short course NAG 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 (Y) or short course meters (S).
 - d. Swimmers who achieve individual event cuts for the following meets prior to July 15th of that year shall not be eligible to compete in that particular stroke and distance, including that stroke and distance in relay events. Swimmers who have achieved an individual event qualifying time for the meets listed below prior to their respective assigned Zone

Championship in the 100 back, 100 breast, or 100 fly shall not be eligible to enter the corresponding 50 stroke or swim that stroke in the 200 Medley Relay.

- i. National Championships
- ii. Summer Junior National Championships
- iii. US Open

- e. Swimmers with Disabilities: In meets with time standards, unless selected by an LSC as stated in part 7, all swimmer(s) with disabilities must meet the parallel time standards in a meet that has qualifying time standards.
- f. Entry times must be verifiable in SWIMS (USA Swimming Times database)
- g. No LSC Qualifiers: If an LSC has less than two (2) qualifiers in an event, they may enter up to two (2) swimmers in that event. If the LSC has one swimmer with a qualifying time (see above), the LSC may enter one (1) swimmer in that event. The non-qualifying entries shall be entered at the swimmer's fastest time (L, S, Y). Such entries must be submitted with the original entry and must be designated as bonus events in the meet entry file. Bonus entries will be seeded last (L, S, Y). As these swimmers are not termed qualifiers, they are ineligible to swim additional bonus events as listed below.

5. Additional Swims:

- a. A swimmer qualifying in one individual event may swim up to two additional "bonus" events in distances 100 meters or less.
- b. A swimmer qualifying in two individual events may swim one additional "bonus" event in a distance of 100 meters or less.
- c. A swimmer qualifying for the 800 meter freestyle may also swim the 1500 meter freestyle, provided they do not go over their maximum individual allotment.
- d. A swimmer qualifying for the 1500 meter freestyle (USAS AAA or swimmers with a disability championship parallel time standards) may also swim the 800 meter freestyle, provided they do not go over their maximum individual allotment.

6. Entries

a. Limitations

- i. 10 & Under swimmers may enter up to six (6) individual events of which no more than five (5) may occur on any given day.
- ii. 11-14 may enter no more than six (6) individual events of which no more than three (3) may occur on any given day.
- iii. Each LSC may enter two (2) relays per relay event.
- iv. The LSC is not limited as to the number of swimmers entered in individual events.

b. Responsibility Clause

- i. The coach, swimmer, or swimmer representative who enters any Central Zone Championship Meet thereby attests that all times on the entry are true and correctly 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 \$100 penalty payable to the Central Zone for each false or incorrect entry unless absolved of the fine by the elected offices 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.

- ii. 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:

- i. 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.
- ii. 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.
- iii. Each swimmer entry, including relay only swimmers, shall include first and last names, age, and complete USA Swimming membership ID.
- iv. 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.
- v. Entries shall be submitted to the host entry chair electronically no later than 6:00 p.m. Monday preceding the meet. The pdf of the meet entries and other meet information, including the completed Swimmers with a Disability Entry Form and Meet Staff form, must be received by 6:00 p.m. Monday preceding the meet. It is the responsibility of each LSC to verify the entry times and receipts and readability of any entries sent by email with a follow-up phone call or email to the host entry chair. A fine of \$200.00 shall be assessed for any entry not submitted by the 6:00 p.m. deadline.
- vi. Each LSC shall receive a preliminary report of the LSC team entries and psych sheet via email by 9:00 p.m. Monday preceding the meet. Any corrections to the original entries should be sent to the entry chair via updated electronic file by Noon on Tuesday. Entry fees are due before the start of the General Meeting. No new swimmers may be added to the LSC entries after the Noon Tuesday deadline. Any corrections or updates after Noon on Tuesday shall go to the Eligibility Jury.
- vii. Host club shall post team entries on the meet website by 9:00 p.m. Monday. The web address shall be published in the meet information.
- viii. There will be no deck entries.

d. Entry Fees

- i. Individual events - \$6.00
- ii. Relay events - \$12.00
- iii. Zone surcharge - \$1.00 per swimmer

- iv. LSC, host or facility surcharges are not permitted unless approved by the Central Zone at the time the bid is presented.
- e. Eligibility Protests pertaining to the eligibility of any swimmer to compete or represent an organization shall be submitted to the Eligibility Jury.
 - i. All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form prescribed 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 Chair(s).
 - ii. 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.
 - iii. 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 point scored until the jury has determined if and how their decision may affect the final scoring or awards.
 - iv. The decision of the jury may be appealed by either party to the Zone Board of Review, pursuant to Article 403. Protests submitted after the last day of the championships shall be submitted directly to the Zone Board of Review.

7. Divisions

- a. The competition shall be divided into two (2) divisions: Able-Bodied Swimmers (D1) and Swimmers with a Disability (D2)
 - i. Divisions shall be seeded together in prelims, but swum separately at finals.
 - ii. D2 shall have A finals only in the same events as D1.
 - iii. The Referee, in consultation with the swimmer and/or the swimmer's coach, shall have the authority to make special seeding accommodations during prelim and/or timed final events for D2 swimmers.
 - iv. The Meet Referee, Administrative Official, and Central Zone Championship Meet Coordinator, in consultation with the swimmer, and/or swimmer's coach, will determine the placement and order of D2 events in Finals. This includes, but not limited to, combining gender, age group, distance or event. A conference call will be conducted by the Meet Referee, Administrative Official, and Central Zone Championship Meet Coordinator from each meet site, once entries have been closed and D2 events/entries have been identified, to ensure consistency in format and procedure throughout the Central Zone 14 and Under Championship Meets.
 - v. D2 events shall be scored.
 - vi. D2 events shall be included in the awards ceremony.
 - vii. Prior to all sessions of the meet, if deemed necessary for the safety of the D2 swimmers, a separate warm-up lane shall be designated for D2 swimmers only.

8. Other Fees:

- a. Meet Program – **not to exceed \$4.00/daily or \$15.00 for all sessions** with charges specified in the meet information.
- b. Finals Heat Sheets – **not to exceed \$1.00/session**
- c. Admission – fees must be specified in the original bid and accepted by the Central Zone

9. Seeding:

- a. Individual event seeding order – The events shall be seeded in the following order:
 - i. Conforming times (L)
 - ii. Non-conforming times (S, then Y);
 - iii. Non-qualifying times Bonus: seeded last – L, S, Y)
- b. Distance Events
 - i. 800 Freestyle (timed final): The fastest seeded heat of each age group and gender shall swim in finals, with the remaining heats swimming in the preliminary session. Preliminary heats shall be swum fast to slow, alternating by gender. The meet referee, in consultation with the Championship Meet Coordinator, may combine heats if necessary.
 - ii. 400 Freestyle: The 11-12 400 shall be timed finals with the fastest seeded heat swimming in finals. The remaining heats shall be swum fastest to slowest in the preliminary session, alternating girls and boys.
 - iii. 400 Individual Medley (timed final): The fastest seeded heat for 11-12 and 13-14 shall swim with finals. The remaining heats shall be swum fastest to slowest in the preliminary session, alternating girls and boys.
 - iv. The 11-12 1500 on Thursday and 13-14 1500 on Sunday will be swum fastest to slowest, alternating girls and boys. The meet referee, in consultation with the Championship Meet Coordinator, may combine heats if necessary.
 - v. 11-12 200s of butterfly, backstroke, and breaststroke shall be timed finals with the fastest seeded heat swimming in finals. All other 200s of stroke shall be swum in the preliminary session, slowest to fastest, in event order.
 - vi. Relay Events
 - 1. All Relays shall be timed finals.

10. Check-In and Scratches:

- a. All individual events will conform to USA Swimming National Scratch Procedure Guidelines (207.11.6 A-E). A coach or a swimmer may declare a false start in a preliminary event. Note: There is no penalty for failure to compete in a timed final event.
- 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 Administrative Referee or his/her designee, 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.

- c. Scratch deadline for first day's events shall be 15 minutes after the conclusion of the General Meeting.
 - d. Scratch deadline for second day's events shall be 30 minutes after the start of the first day's finals session.
 - e. Scratch deadline for third day's events shall be 30 minutes after the start of the second day's finals session.
 - f. Scratch deadline for fourth day's events shall be 30 minutes after the start of the third day's finals session.
 - g. 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.
 - h. Teams shall check in relays and confirm their intention to compete prior to the scratch deadline in order to be seeded. On the last day of the meet, teams may declare at check-in their desire for an early swim by clearly marking A.M. on the check-in sheet next to the relay name.
11. 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 relays.
12. Scratching from finals:
- a. USA Swimming National Scratch Procedure Guidelines (207.11.6 D) will be followed.
 - b. LSCs whose swimmers fail to compete in the Final or Consolation heats on Sunday evening shall be fined \$100 per swim unless excused under Exceptions for Failure to Compete.
 - 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.
13. Scoring:
- a. Individual 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
14. Swimmer Introductions:
- a. Consolations Finals swimmers' names shall be announced during the heat.
 - b. Championship Finals swimmers' names shall be announced prior to the start of the race while swimmers are behind the blocks.
 - c. 10 & Under Finals swimmers' names shall be announced while swimmers are competing in the water for all but the fastest heat. Swimmer's names for the fastest heat will be announced prior to the start of the race while swimmers are behind the blocks.
15. Awards:
- a. Individual events:
 - i. 1-8 Place: medals with neck ribbons
 - ii. 9-16 place: ribbons
 - b. Relay Events:
 - i. 1-3 place; medals with neck ribbons

- ii. 4-8 place; ribbons
 - c. High Point Awards: 1-3 for boys and girls in each age group.
 - d. Team Awards: 1-3 combined points
16. 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 visit).
 - b. Awards presented at the discretion of the Meet Director and Meet Referee, but shall not interfere with smooth running of events.
17. Events:
- a. 10 & U: 50, 100, 200, 400 free; 50, 100 backstroke; 50, 100 breaststroke; 50, 100 butterfly; 200 individual medley; 200 free relay; 200 medley relay
 - b. 11-12: 50, 100, 200, 400, 800, 1500 free; 50, 100, 200 backstroke; 50, 100, 200 breaststroke; 50, 100, 200 butterfly; 200, 400 individual medley; 200, 400 free relay; 200, 400 medley relay; 200 mixed medley relay
 - c. 13-14: 50, 100, 200, 400, 800, 1500 free; 50, 100, 200 backstroke; 50, 100, 200 breaststroke; 50, 100, 200 butterfly; 200, 400 individual medley; 200, 400 free relay; 200, 400 medley relay; 200 mixed medley relay
4. See Meet Templates in Appendix for Event Schedule

Open Water Championships

1. Qualifying Times:
 - a. 10 & Under – NAG “A” time in 200 free or longer event
 - b. 11-12 – NAG “A” time in 400/500 free or longer event
 - c. 13-14 – NAG “A” time in 800/1000 free or longer event
 - d. Open – 15-16 NAG “A” time in 800/1000 or longer event
2. Entries: Shall be submitted electronically by time and date specified in the Open Water Championship meet information. Each LSC shall be responsible for verifying their swimmers’ qualifying times.
3. Entry Fees:
 - a. Shall not exceed \$20.00.
 - b. Zone Surcharge: \$1.00 per swimmer shall be levied.
4. Scoring: (16 places) 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
5. Awards:
 - a. Individual
 - i. 1-8 place – medals with neck ribbons
 - ii. 9-16 place – ribbons
 - b. Team Awards: 1st place combined points
6. Awards Presentation: Shall be presented immediately after the conclusion of all Open Water events.

7. Events:
 - a. 10 & Under – 1.25k
 - b. 11-12 – 2.5k
 - c. 13-14 – 2.5k
 - d. Open – 5k

Multi-Cultural Meet

1. Format: Shall be conducted in a format determined by the meet host.

Central Zone Appendices

Appendix 1: Central Zone Pool Order of Events

	Thursday	Friday
Morning	Team Warmup & Pictures	11-12 200 IM 13-14 200 IM 11-12 50 Backstroke 13-14 50 Backstroke 11-12 100 Breaststroke 13-14 100 Breaststroke 11-12 100 Freestyle 13-14 200 Freestyle 11-12 200 Butterfly 13-14 100 Butterfly 11-12 800 Freestyle 13-14 800 Freestyle
Mid-Day	Team Warmup & Pictures	10&U 50 Backstroke 10&U 50 Breaststroke 10&U 100 Freestyle

		10&U 50 Butterfly 10&U 400 Freestyle 10&U 200 Free Relay
Evening	Mixed 11-12 200 Medley Relay Mixed 13-14 200 Medley Relay 11-12 400 IM 13-14 400 IM 11-12 1500 Free	11-12 200 Free Relay 13-14 200 Free Relay 11-12 200 IM 13-14 200 IM 11-12 Girls 50 Backstroke 11-12 Girls 800 Freestyle 11-12 Boys 50 Backstroke 11-12 Boys 800 Freestyle 13-14 Girls 50 Backstroke 13-14 Girls 800 Freestyle 13-14 Boys 50 Backstroke 13-14 Boys 800 Freestyle 11-12 100 Breaststroke 13-14 100 Breaststroke 11-12 100 Freestyle 13-14 200 Freestyle 11-12 200 Butterfly 13-14 100 Butterfly

	Saturday	Sunday
Morning	11-12 400 Medley Relay 13-14 400 Medley Relay 11-12 50 Butterfly 13-14 50 Butterfly 11-12 50 Freestyle 13-14 50 Freestyle 11-12 200 Breaststroke 13-14 200 Breaststroke 11-12 100 Backstroke 13-14 100 Backstroke 11-12 400 Freestyle 13-14 400 Freestyle	11-12 400 Free Relay 13-14 400 Free Relay 11-12 100 Butterfly 13-14 200 Butterfly 11-12 200 Backstroke 13-14 200 Backstroke 11-12 50 Breaststroke 13-14 50 Breaststroke 11-12 200 Freestyle 13-14 100 Freestyle
Mid-Day	10&U 200 Medley Relay 10&U 50 Freestyle 10&U 200 IM 10&U 100 Backstroke 10&U 200 Freestyle 10&U 100 Breaststroke	13-14 1500 Freestyle

	10&U 100 Butterfly	
Evening	11-12 200 Medley Relay 13-14 200 Medley Relay 11-12 50 Butterfly 13-14 50 Butterfly 11-12 50 Freestyle 13-14 50 Freestyle 11-12 200 Breaststroke 13-14 200 Breaststroke 11-12 100 Backstroke 13-14 100 Backstroke 11-12 400 Freestyle 13-14 400 Freestyle	11-12 100 Butterfly 13-14 200 Butterfly 11-12 200 Backstroke 13-14 200 Backstroke 11-12 50 Breaststroke 13-14 50 Breaststroke 11-12 200 Freestyle 13-14 100 Freestyle

Appendix 2: Procedure for Inclusion of Swimmers with Disabilities

1. Swimmers with Disabilities must achieve a qualifying USAS Championship Parallel Time Standard. LSCs must use the attached form to enter a swimmer with a disability.
2. Swimmers with disabilities will have separate finals and events shall be scored. Disability Events will be included in the awards ceremony.
3. 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. The Meet Referee shares this information to the officiating crew at their discretion.
4. Visually impaired swimmers who require tappers must bring their own devices and individuals to use them.
5. 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 3: Central Zone Reimbursements (Pending)

Section 1 - Meet Hosts

1. The Central Zone will support Central Zone meets financially by providing a subsidy to host clubs. These subsidies are all receipt driven and must be sent to the Central Zone Treasurer within 30 days of the completion of the meet in order to receive reimbursement.
 - a. Subsidy to Sectional hosts for meet ref, admin ref, and officials' evaluator for hotel/mileage
 - i. Up to \$2,000 per meet
 - b. Subsidy to 14&U hosts for meet ref, admin ref, and officials' evaluator for hotel/mileage
 - i. Up to \$2,500 per meet
 - c. Subsidy to Open Water Champs host for meet ref, admin ref, and officials' evaluator for hotel/milage
 - i. Up to \$1,500 annually
 - d. Subsidy for enhancements to 14&U Championship Meet (bring in an Olympian, site decorations, goody bags, etc)
 - i. Up to \$2,000 per meet (or \$4,000 for Mega Zones)
 - e. Subsidy for program support for Multi-Cultural Meet / Diversity & Inclusion Camp
 - i. Up to \$5,000 per event
 - f. Subsidy

Section 2 - Central Zone Business

1. The Central Zone will subsidize travel made by Central Zone personnel in the following ways:
 - a. Subsidy for Zone Representative travel (Summits & National Level Meetings)
 - i. Up to \$2,000 annually