

**EASTERN ZONE POLICY MANUAL
(SECTIONS 1-9)**

**EASTERN ZONE CHAMPIONSHIP MEET REGULATIONS
(SECTIONS 10-11)**

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Adirondack	Middle Atlantic
Allegheny Mtn.	New England
Connecticut	New Jersey
Maine	Niagara
Maryland	Potomac Valley
Metropolitan	Virginia

POLICY MANUAL

- 1.0 RESPONSIBILITIES: The responsibilities of the Eastern Zone (EZ) shall be:
- 1.1 To elect representatives to the United States Swimming Board of Directors in accordance with the USA Swimming Bylaws.
 - 1.2 To aid and assist in distribution of information from USA Swimming to the LSC's within its assigned territory.
 - 1.3 To aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States within its assigned territory.
 - 1.4 To conduct the Eastern Zone Championship Meets, Long Course and Short Course, as prescribed by the Eastern Zone Championship Regulations.
- 2.0 TERRITORY: The territory of the Eastern Zone shall correspond to that of the LSC's of Adirondack, Allegheny Mountain, Connecticut, Maine, Maryland, Metropolitan, Middle Atlantic, New England, New Jersey, Niagara, Potomac Valley, Virginia.
- 3.0 MEMBERSHIP:
- 3.1 LSC Representation:
 - 3.1.1 Each LSC assigned to the Eastern Zone is entitled to three (3) votes at all Zone Meetings; at least one representative from that LSC must be present in Order to cast the LSC's votes. The General Chairman of each LSC (or their designee) shall determine who shall cast the votes for each LSC
 - 3.1.2 Each voting representative shall be a member in good standing of USA Swimming..
 - 3.1.3 The General Chairman of each LSC, or his/her designee, shall appoint the the representative(s) casting the LSC's three (3) votes.
 - 3.1.4 It is recommended that an athlete be an active participant in all LSC decisions.
 - 3.2 All other persons resident in the Eastern Zone and members in good standing of USA Swimming who attend Zone meetings shall have voice but no vote.
- 4.0 MANAGEMENT:
- 4.1 General: The management of the affairs of the Zone is the collective responsibility of the LSC representatives subject to limitation by USA Swimming Bylaws.
 - 4.2 Financial:
 - 4.2.1 Except for income derived by the host of the EZ AG Championship Meets, and the Speedo Championship Series (Sectional) Meets, any income derived from the promotion of swimming by members of USA Swimming, on behalf of the EZ, must be used in further promotion of swimming for the general welfare of the Zone as a whole.
 - 4.2.2 Entry fees for the Eastern Zone AG Championship meets and the Speedo Champions Series (Sectional) Meets may be changed only at an EZ meetings by a majority vote of eligible members present.
- 5.0 OFFICERS:
- 5.1 Elected Officers: The elected officers of the Zone shall be:
 - a. Senior Zone Director - Coach
 - b. Zone Director – Non-coach
 - c. Technical Planning Chairman
 - d. Secretary/Treasurer
 - e. Age Group Development Committee Member – Coach
 - f. Age Group Development Committee Member – Non-Coach

- g. Athlete Representative
- 5.2 Appointed Officers: The Zone directors shall appoint the following officers
 - a. Zone Championship CoordinatorChairman
 - b. Officials Chair
 - c. Webmaster
- 5.3 The Officers (identified in Sections 5.1 and 5.2) shall have voice but no vote at EZ meetings, unless a designated LSC voting representative.
- 5.4 Eligibility:
 - 5.4.1 Only current members in good standing of USA Swimming and of a member LSC are eligible to hold office.
 - 5.4.2 All officers must be registered with USA Swimming and an LSC that is part of the EZ.
 - 5.4.3 The Zone Directors shall not be members of the same LSC.
 - 5.4.4 The Zone shall have one coach and one non-coach director.
- 5.5 Term of Office
 - 5.5.1 Zone Directors and other officers shall be elected for a two year term.
 - 5.5.2 The following officers shall be elected in odd numbered years.:
 - a. Zone Director - Non-coach
 - b. Technical Planning Chairman
 - c. Age Group Development Committee member - Coach
 - 5.5.3 The following officers shall be elected in even numbered years::
 - a. Zone Director - Coach
 - b. Secretary/Treasurer
 - c. Age Group Development Committee non-coach member
- 5.6 Limitation of Terms: No officer shall be elected to more than two successive terms except the Secretary/Treasurer.
- 5.7 Vacancy: A vacancy in any office shall be filled by appointment by the Zone Directors until the next regularly scheduled meeting of the EZ.
- 5.8 Duties and Responsibilities:
 - 5.8.1 Senior Zone Director - Coach:
 - * Shall perform all duties set forth by USA Swimming bylaws for a member of the USA Swimming Board of Directors.
 - * Shall chair all EZ Meetings from the conclusion of the Annual meeting at which the election is held in an odd numbered year to the conclusion of the Annual meeting in the following even numbered year.
 - * Shall serve as a member of the Meet Coordination Committee.
 - * Shall chair EZ meetings in the absence of the Zone Director – Non-Coach.
 - * Shall chair elections at the EZ meetings when the Zone Director – Non coach is up for election.
 - 5.8.2 Zone Director – Non Coach
 - * Shall perform all duties set forth by USA Swimming bylaws for a member of the USA Swimming Board of Directors
 - * Shall chair all EZ Meetings from the conclusion of the Annual meeting at which the election is held in an even numbered year to the conclusion of the Annual meeting in the following odd numbered year..
 - * Shall chair elections at the EZ meetings when the Zone Director – Coach is up for election.
 - * Shall chair EZ meetings in the absence of the Zone Director – Coach in even numbered years.
 - * Shall serve as a member of the Meet Coordination Committee.
 - 5.8.3 Technical Planning Chairman
 - * Shall chair the Technical Planning Committee.
 - * Shall be a member of the Meet Coordination Committee.
 - * Shall review Meet Announcements for the Zone Championship AG Meets and the Speedo Champions Series (Sectional) Meets for consistency and compliance with EZ policy.

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- * Shall provide guidance regarding technical aspects of the conduct of competition at the Zone Championships AG Meets and Speedo Championships Series (Sectional) Meets.
- 5.8.4 Secretary/Treasurer
 - * Shall be responsible for record keeping and minutes of all meetings.
 - * Shall conduct official correspondence for the EZ..
 - * Shall issue notices of all EZ meetings.
 - * Shall receive and disburse all monies as required by the EZ.
 - * Shall maintain financial records for the Zone.
 - * Shall keep all funds of the EZ on deposit in a designated account with USA Swimming.
 - * Shall prepare and send reports as may be required by USA Swimming.
 - * Shall maintain swimming Records of the EZ.
 - * Shall purchase pins and certificates for participants of the EZ AG Championship Meets.
- 5.8.5 Age Group Development Committee Members
 - * There shall be a Coach and Non-coach member.
 - * Shall represent the EZ on the USA Swimming Age Group Development Committee.
- 5.8.6 Zone Championship Coordinator
 - * Shall carry out duties and responsibilities as detailed in the Sections 10 and 11 of this Manual..
- 5.8.7 Officials Chairman
 - * Shall maintain communication with the LSC Officials Chairs in the EZ.
 - * Shall assist with the training of Officials within the EZ
 - * Participate in the selection and/or approval of the EZ Speedo Champions Series and EZ AG Championship Meet Referees.
 - * Shall carry out the duties described in Attachment J.
- 5.8.8 Webmaster
 - * Shall maintain the EZ website.
 - * Shall post items relevant to competitive swimming as it specifically pertains to the EZ.
 - * Shall post (or provide a link to) information regarding the SC and LC EZ AG Championship Meets and the Speedo Champions Series (Sectional) Meets. This shall include the meet announcement and meet results.
 - * Shall post items pertaining to the governance of the EZ.
 - * Shall inform LSC General Chairs and Webmasters when Meet information is posted for the EZ Championship meets.
 - * Shall maintain a list of LSC Webmasters within the EZ and shall inform them when material items are posted on the EZ website that are of major interest.
- 5.8.9 Technical Planning Committee
 - * Each LSC within the EZ shall appoint a representative to the EZ Technical Planning Committee.
 - * Shall meet immediately prior to or during the Spring and Annual EZ meetings.
 - * Shall initiate, invite and review recommendations pertaining to the conduct of the EZ AG Championship Meets and the Speedo Champions Series (Sectional) Meets.
 - * Shall evaluate all proposed changes to the meet formats, qualifying times and other technical aspects and make recommendations regarding them to the EZ for their consideration.
- 5.8.10 Athlete Representative
 - * Shall solicit views of LSC athlete representatives and present them as appropriate, to the EZ and USA Swimming.
 - * Shall represent the EZ on the USA Swimming Athlete Committee.
 - * Shall report athlete related information from USA Swimming to the EZ and the LSC athlete representatives.

6.0 ELECTIONS:

- 6.1 Shall be held at the Annual EZ meeting in conjunction with the USA Swimming Convention.
- 6.2 Nominations:
 - 6.2.1 May be made prior to the annual USA Convention through the USA Swimming

- Elections Committee.
- 6.2.2 May be made at the Spring EZ meeting.
- 6.2.3 May be made from the floor at the Annual EZ meeting held at convention.
- 6.2.4 May be made by any Convention delegate registered with USA Swimming through an LSC in the EZ.
- 6.2.5 Each candidate or his/her representative may present an introduction or statement at the Annual meeting, not to exceed two minutes.
- 6.3 Voting:
 - 6.3.1 Shall be by secret ballot with each LSC having three votes..
 - 6.3.2 Shall be cast by LSC voting representatives.
 - 6.3.3 Election requires a majority of votes cast.
 - 6.3.4 If there is no majority on a ballot, the leading candidates whose votes total a majority will advance to another ballot, continuing until one candidate receives a majority.
 - 6.3.5 If the vote results in a tie, The Zone Director not running for election will cast the deciding ballot. This should be done in advance.
- 6.4 Athlete Representative
 - 6.4.1 Shall be elected by one athlete from each represented LSC of the EZ in even numbered years.
- 7.0 MEETINGS:
 - 7.1 Annual: The annual meeting of the Zone shall be held in conjunction with the annual meeting of USA Swimming.
 - 7.2 Spring: A meeting shall be held in the Spring at a date and location to be determined at the prior spring meeting.
 - 7.3 Special Meetings: A special meeting may be called by agreement of both Zone Directors or upon written request to the Secretary by no less than one-third of the LSC's General Chairs..
 - 7.4 Notices:
 - 7.4.1 The notice of the annual meeting of USA Swimming shall be considered notice of the annual meeting of the Zone.
 - 7.4.2 The notice of the spring meeting or any special meetings shall be sent by the secretary at least thirty (30) days in advance of the meeting, An Agenda, setting forth the specific items to be considered and acted upon, shall be sent at least fifteen (15) days in advance of the meeting. This may be done via e-mail.
 - 7.5 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.
 - 7.6 Rules or Order: The procedural rules at all meetings shall be current Robert's Rules of Order as amended.
 - 7.7 Order of Business: At all meetings of the Zone, the following shall be the Order of Business:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Financial Report
 - d. Approval of Agenda
 - e. Report of Zone Championship Coordinator
 - f. Report of Officers
 - g. Technical Planning Committee Report
 - h. Athlete Representatives report
 - i. Unfinished Business
 - j. Elections (annual meeting)
 - k. Reports from National Committees
 - l. New Business
 - m. Adjournment
 - 7.8 Proxy Votes: Each LSC's three (3) votes at EZ Meeting may be cast by one or more LSC

representatives (as determined by the General Chair or their designee), that are present as the meeting. An LSC may not assign its vote(s) to another LSC to be cast on its behalf.

8.0 MAIL VOTE:

- 8.1 Any action deemed by the Zone Directors to be extraordinary, except amendment of this Policy Manual, may be taken by mail or e-mail vote without a meeting.
- 8.2 The Secretary/treasurer shall inform each LSC General Chair of the proposed action, provide an opportunity to express approval or disapproval to the General Chairs or representatives of the other LSC's and provide a reasonable time (which shall be no less than five (5) days) within which to inform the Secretary/Treasurer of their LSC's votes.
- 8.3 The General Chairman shall determine the distribution of the three (3) ballots within the LSC.
- 8.4 Approval by written or e-mail ballot shall be valid only when the number of votes cast within the specified time period constitutes a majority of the votes entitled to be cast.

9.0 MISCELLANEOUS:

- 9.1 Amendments: Any provision of the EZ Policy Manual (Sections 1-9) not prescribed by USA Swimming Bylaws may be amended at any meeting of the EZ by two-thirds (2/3) vote. At least thirty (30) days written notice must be given to the General Chairman of each LSC of any proposed amendment. Any provision of the EZ Regulations (Sections 10 and 11) and the Appendices may be amended at any meeting of the EZ by simple majority of the votes cast. The Attachments hereto are information documents; the Secretary-Treasurer shall be responsible for maintaining their accuracy
- 9.2 The Zone Directors shall have the authority to enforce these rules in accordance with current USA Swimming Rules and Regulations.
- 9.3 Fiscal Year: The fiscal year of the EZ shall be that adopted by USA Swimming.
- 9.4 Mailing Address: The mailing address for the EZ shall be that of the Secretary.
- 9.5 Notification: Each LSC General Chair shall be responsible for advising the EZ Secretary as to changes regarding the positions of LSC General Chair, LSC Senior Chair, LSC Age Group Chair, LSC Athlete Rep. and the LSC representative to the Zone Technical Committee. The information shall include their name, mail and e-mail addresses, and phone numbers. The EZ shall also be informed of any change in addresses and phone number of a permanent office maintained by the LSC. This shall be the information used by the EZ to advise the LSC's of EZ matters.
- 9.6 Dissolution: Upon dissolution of the EZ all assets shall be distributed to the member LSC's in equal shares, or may be distributed to USA Swimming upon a majority vote of LSC's.
- 9.6 All fines and protest fees collected at an Eastern Zone Championship or Speedo Championship Series (Sectional) Meet will be put into the Eastern Zone Treasury general fund.

EASTERN ZONE AGE GROUP CHAMPIONSHIP MEET REGULATIONS AND PROCEDURES

A. Bid Procedures

1. Separate bids shall be solicited for the Short Course (SC) and Long Course (LC) meets.
2. Bids will be made and awarded according to the following schedule:
 - a.. Both SC and LC meets in a given year shall be bid and awarded at the Annual EZ Meeting (held at convention) in the second calendar year prior to the dates of the meets..
 - b. If a meet is not bid and/or awarded at the appropriate Annual meeting, bids shall be solicited and the meet awarded at the following Spring EZ meeting (i.e., in the calendar year prior to the dates of the meets).
 - c. If a meet is not bid and/or awarded at the Spring meeting, the Zone Directors shall be empowered to seek bids and award the appropriate meet.
- 3.. Bids will be made by and awarded to an LSC in the Eastern Zone (EZ); the LSC Chairman shall sign the contracts. The LSC may designate a Club within the LSC to host the meet, but the LSC shall remain responsible for proper conduct of the meet and shall insure that all requirements herein are followed.
4. Bids shall be submitted in writing and must agree to meet or exceed all of the criteria contained in these Regulations. In addition, bids for the SC meet must meet all of the requirements of the USA Swimming Zone Age Group Championship Contract.
5. The written bid proposal shall contain details of any fees or charges exclusive of entry fees (as stated in F.9) and general information on the meet facility, including number of lanes, availability of warm-up/down facilities, spectator capacity and concession availability. The name of the Meet Director must be included in the bid to host an EZ Championship Meet.
6. Each bidder will be allowed a maximum five (5) minute presentation at the appropriate EZ meeting.
- 7.. A majority of eligible votes (by LSC) present will be required to award the bid.
- 8.. The successful bidder shall execute the Eastern Zone Age Group Championship Contract (Appendix A) and (SC only) the USA Swimming Zone Age Group Championship Contract (Appendix ___) within 90 days of the meeting at which the bid is awarded, and shall deposit \$500 with the EZ Treasurer prior to the meet; such deposit, minus expenses for championship pins, will be refunded upon completion of all requirements set forth in the contract. If the LSC does not publish the Meet Results and issue the required reports within the specified time after completion of the Championship, the full amount may be retained by the EZ to defray the administrative costs incurred to obtain this information.
9. Once awarded, meet formats may not be changed without approval of the Zone Championship Coordinator and the Technical Planning Chair.

B. Facility Requirements

1. Should meet the preferred standards for National Championships as found in the USA Swimming Rules . And Regulations, Article 103.
2. An 8-lane competitive course is required. Two 25 yard courses at the same locations are required for the SC Meet; two 50 meter courses in close geographical proximity are required for the LC meet.
3. Must have automatic timing systems and appropriate backup equipment; should have a scoreboard for each course; a separate display for each lane is preferred.
4. It is preferred that there be an on-site warm-up/down area.
5. There should be adequate spectator seating and on-deck space for each LSC team.

C. Meet Coordination Committee

1. The two Zone Directors, Technical Planning Chairman, Zone Athlete Representative, Zone Officials Chairman, and a Chairman from the meet host (to be appointed by the Zone Directors) shall constitute this committee.
2. A quorum is three (3) members. A majority of the members present is necessary for the committee to take any action.
3. The Committee shall receive the Zone Championship Report.

D. Pre-Meet Host Responsibilities

1. Shall Consult with the EZ Technical Planning Chair to determine if any changes need be incorporated into the Meet Information
2. Shall prepare the Meet Information using the Meet announcement from the previous year and submit the Meet Information to the Eastern Zone Technical Planning Chair and the Meet Referee (if named) for review and final approval.

3. Shall distribute the Meet Information to each EZ LSC no later than ninety (90) days prior to the start of the meet. The order of events, qualifying times and meet announcement will be posted on the EZ website.
4. Shall provide names, postal and e-mail addresses and phone numbers of key personnel to the Zone Championship Coordinator.
5. Shall send the following items to the EZ Webmaster for posting on the EZ website. Notification of availability should be sent to the General Chair or Zone Team Manager of each EZ LSC, the Zone Championship Coordinator and the EZ Secretary no later than ninety (90) days prior to the start of the meet.
 - a. Meet information and electronic meet events file.
 - b. Officials' application/information.
 - c. Any other information which the host requires from the LSC's in order to efficiently run the meet.
6. Shall state the entry deadline and method by which entries should be submitted; it is strongly recommended that entries be submitted electronically by the respective LSC.

E Meet Host Responsibilities

1. Pool Time
 - a. The host should provide practice time in the competition pool the day (afternoon/evening) prior to the start of the meet.
 - b. The warm-up/down areas should be available throughout the meet. If onsite warm-up/down facilities are not available, appropriate breaks must be provided in the meet sessions and notification of such breaks given to each LSC at the Team Managers meeting.
 - c. Lanes for warm-up (prior to each session) and warm-up/down areas shall be used as defined by the Host LSC, following all relevant safety regulations.
- 2.. Personnel. The host shall provide:
 - a. Meet Referee - see Section H-1.
 - b. Automatic timing and officiating equipment and operators.
 - c. Administrative personnel sufficient to staff Clerk of Course, computer and timing system operators, runners, scoring, copying and posting of results.
 - d. Marshals for warm-up sessions, warm-up/down areas and the locker rooms during competition.
3. Credentials
 - a. The host shall provide a credentials desk.
 - b. Credentials will be provided for EZ Officers, the Zone Championship Coordinator, working officials, and designated LSC team representatives listed on the LSC team roster.
 - c. Up to eight (8) Team Coaches or other designated Team Representatives plus the Team Manager (or alternate) will be credentialed for each LSC.
 - d. Credentials will be required to be on deck.
4. PsychSheets/Heat Sheets
 - a. All psych sheet/heat sheet event headings shall include the Eastern Zone Record, the National Age Group Record, T16 Eligible Times, and the qualifying times for appropriate USA Swimming Championship Meets.
 - b. No later than the Team Managers' meeting (the night before the competition), the host shall provide complete heat sheets for each session and the projected time line for each session to credentialed officials and coaches plus two complete Meet Programs for each Team Manager .
 - c. One copy of the complete results of the prior day's Preliminary and Final sessions shall be posted at 7:00 am each morning, other than following the last day of the meet.
 - d. Heat sheets for each day's Finals session shall be available one hour prior to the start of that session.
 - e. Results shall be posted after each session on either the host club or LSC website and made available to the EZ Webmaster for posting. Posting of results in real-time is encouraged. The EZ Webmaster should be notified of the URL where the meet results will be posted.

F. Championship Meet

1. SC - The meet shall conclude before the first Sunday of April.
LC - The meet will be conducted to finish on the Saturday between the 9th and the 15th of August.
2. A meeting for all Team Managers shall be held the evening before the competition, to include the Manager and Head Coach of each LSC team.
 - a. The Meet Director or designee shall chair the meeting.

3. The meet shall be conducted under the rules and regulations of USA Swimming.
 - a. The host shall obtain a Sanction for the meet from the host LSC and shall comply with all LSC and USA Swimming code requirements.
 - b. The host shall seek approval of the meet as a “Qualifying Meet” for National Officials' Certification Program..
4. Format
 - a. Age Groups for the meets shall be 10&Under, 11-12, 13-14 and 15-18 for both Girls and Boys. Sessions and events shall be swum as provided for in Appendices A and B.
 - b. SC - Individual Events shall be Timed Finals for all 10 & Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the (13-14 and 15-18) 1650 and 1000 Freestyle and 11-12 500 Freestyle events which shall be Timed Finals. All heats of the 1000 and 1650 Freestyle and the 11-12 500 Freestyle will be swum at the Prelims sessions. See Appendix A. LC - Individual Events shall be Timed Finals for all 10&Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the (13-14 and 15-18) 800 Free, 1500 Free and 11-12 400 Free events which shall be Timed Finals. The fastest heat of each 800 and 1500 Free event will swim in the Finals session; all other heats will swim in the Prelims session (after the 200 Fly & 50 Free) as the last events of the session. The heats shall be swum in the following order, fastest remaining heat of the 13-14 girls, 13-14 boys, 15-18 girls, 15-18 boys, until all heats have been swum. All entrants for the 800 and 1500 Freestyle events will be required to declare to the Meet Referee their intention to swim this event prior to the conclusion of the Prelims session warm-up on the day of the event. The fastest heat of the 11-12 Girls and Boys 400 Free will be swum in the final session. The remaining heats will be swum slowest to fastest in the Prelims session. (See Appendix B).
 - c. SC – All Relays are Timed Finals events. All heats of the 11 and over Relays shall be swum in the Finals session; the 10/U relays shall be swum at the session with other 10&Under events. LC – All Relays are Timed Finals events. All heats of the 11 and over Relays shall be swum in the Finals session; the relays for 10/U shall be swum at the session with other 10&Under events.
 - d. LC - Whenever possible, the Finals sessions will not start prior to 4:30 pm nor later than 6:30 pm, provided that two hours has elapsed from the end of the last Prelims session to the start of Finals.
 - e. The Meet Format may be changed by a majority vote of eligible members present at a EZ Meeting, except for those meets already awarded. In unusual circumstances which may arise between Eastern Zone Meetings, the meet format may be changed by a 2/3 majority of the Zone Directors and the Technical Planning Chair.
 - f. Each LSC may bring two (2) swimmers age 12 & under and two (2) swimmers age 13-18 with disabilities to the Meet. These swimmers are in addition to the swimmers who have qualifying times or otherwise qualify for the meet. Each LSC may select the swimmers at their own discretion. With the concurrence of the respective LSC coach or Manager, the meet staff will determine where the swimmer best fits into the meet (i.e., seeded with their peers, seeded with their peers but in a shorter distance, seeded with younger swimmers, etc.) and will place them accordingly.
5. Eligibility
 - a. Each swimmer must be a current USA Swimming registered athlete in the LSC that he/she represents. Each swimmer’s age is determined by their age on the first day of the meet.
 - b. Each swimmer must be entered by the LSC using the meet entry process described in the Meet Announcement.
 - c. Competition is restricted to LSCs within the Eastern Zone .
 - d. **SC** and **LC** - Athletes who have competed in an Individual Event at the USA Swimming National Championships, the USA Swimming Spring Championships, the U.S. Open, the USA Swimming Junior Championships or a USA Swimming Trials Class meet are not eligible to enter and compete at an EZ AG Championship meet.
 - e. **SC** and **LC** - athletes 13 years of age and over who have achieved a qualifying times in an individual event for any of the above meets (see F.5d) prior to the entry deadline for the EZ meet, may not enter and compete in an EZ AG Championship meet.
 - f. **SC** and **LC** - Athletes 12 years of age or younger who have achieved a qualifying time in an individual event for any of the above meets (see F.5d), but have not competed in that event at the stated meet, may enter and compete in that event in an EZ AG Championship meet.

- g. **SC** - Each LSC may enter two (2) swimmers in each Individual Event and one (1) Relay in each relay event.
LC - Each LSC may enter all swimmers who have achieved the qualifying time standard for each Individual Event. If an LSC does not have two (2) swimmers who have achieved the time standard in an event, the LSC may enter up to two (2) swimmers in that event regardless of their qualifying time. All swimmers must be entered with their best LC time, achieved between the first day of the prior year's EZ LC Championship meet and the meet entry deadline. Each LSC may enter two (2) Relay teams per event. Qualifying times must have been achieved in long course meters; converted times will not be accepted. The EZ may grant an exception to an LSC that has no or very limited long course competitions within its boundaries.
- h. Each swimmer may be entered in a total of six (6) Individual Events at the meet and not more than three (3) Individual Events per day. Relays must be made up of swimmers entered in Individual Events at the meet.
- i. When Time Trials are offered, a Time Trial event shall count toward the above event limitations (in F.5h).
- j. **LC** - Each LSC is responsible for proof of time for its entry. Proof of time has been defined as a time included in the USA Swimming maintained SWIMS database, or which can be proven by official meet results (including the cover sheet). Each LSC must provide written certification with their entries, via a LSC Officer's signature, attesting to the accuracy of its entries. It is the intent of the EZ, that meet entry times be proven prior to the start of the meet, and rectification of any unproven time should be made before the swimmer is allowed to compete. Within 90 days of the completion of the meet, the Zone Championship Coordinator will conduct an audit of entry times vs. meet results; based on the results of this audit, an LSC may be required to provide proof of time for selected swims, if not already proven. Failure to prove a time will result in a fine of one hundred dollars (\$100) per swim and the LSC will be responsible for paying the fine. Failure to pay the fine will result in exclusion from future EZ Meets. (It is understood that those times entered under the allowed two (2) swimmers per event rule are exempt from proof of time).
- k. Any LSC falsifying an entry in any way or permitting an unregistered athlete, non-athlete or coach to represent them will be fined one hundred dollars (\$100) per occurrence and will not be permitted to continue to participate until the fine is paid.

6. Substitutions

- a. **SC** - Each LSC is entitled to enter two (2) swimmers in each individual event. An LSC may substitute for an entered swimmer that is unable to compete; the substitute swimmer must already be entered in the meet and may not exceed the allowed number of events for that swimmer.
LC - Each LSC is entitled to substitutions only in the event that fewer than two (2) swimmers would be available to compete. A substitute swimmer must already be entered in the meet and may not exceed the allowed number of events for that swimmer.
- b. Substitutes may not be used to increase the number of swimmers (or relays) originally entered in an event.
- c. No adjustment in seeding will be made when substitutes are entered.
- d. Deadline for substitutions will be thirty (30) minutes prior to the starting time of each session.
- e. A form for making substitutions will be provided in the Managers' packets.

7. Scoring

- a. Scoring shall be according to USA Rule 102.7.3 based on the number of lanes in the pool.

8. Awards

- a. Medals will be awarded to individuals placing 1st through 8th places and relays placing 1st through 3rd places.
- b. A championship banner will be awarded to the winning Girls', Boys' and Overall Champion teams. This is a traveling award.
- c. Members of the overall championship team will receive a pin that the host team will purchase from the EZ and a Championship Certificate to be provided by the EZ.
- d. All participants will receive a Participation Certificate to be provided by the EZ.

- e. All record breakers will receive a Record Certificate to be provided by the EZ.
- f. Separate meet records shall be kept for the **SC and LC** AG Championships for events offered in those meets.

9. Entry Procedure

- a. **SC** - Entry fee is \$800.00 per LSC.
LC - Entry fee is \$8. for each Individual Event and \$10. for each Relay.
- b. The entry fee may be changed by a majority vote of eligible members present at an EZ meeting, except for those meets already awarded.
- c. Meet information and electronic meet event files will be provided.
- d. **SC** - Entry times must be in short course yards.
LC - Entry times must be in long course meters.
- e. The entry deadline shall be no earlier than the Tuesday of the week preceding the week in which the meet begins.

10. Scratch Procedure

The scratch procedure and no show rule for the meet shall be according to USA Swimming Rule 207.12.10D&E.

- 11. **SPECIAL:** The meet host shall describe fully any unique operational procedures to be employed. Such local procedures cannot contradict established USA Swimming rules and are subject to review by the Zone Championship Coordinator and the Technical Planning Chair.

G. Team Manager

- 1. Each LSC must provide the name of an individual to serve as official Team Manager at the EZ Meeting prior to the competition. The General Chairman will receive the meet information in the event that a Team Manager is not designated. An alternate may also be named. Team Managers or alternate may vote (one per LSC) at any meeting called by the Meet Director or Meet Referee to discuss matters concerning the meet. Only the designated Team Manager or alternate is permitted to represent the LSC.

H. Officials

- 1. The Meet Referee shall be recommended by the host LSC with the approval of the EZ Officials Chair..
- 2. An Administrative Referee and Chief Judge shall be named by the Meet Referee prior to the meet.
- 3. Each LSC shall provide one (1) USA Swimming certified stroke and turn judge and a minimum of two (2) or more timers at each session.
- 4. Other key officials, including referees and starters as endorsed by each LSC will be assigned where possible. The host LSC will establish final assignment and schedule of officials.
- 5. Officials may wear uniforms of their respective LSCs.
- 6. Officials working at the meet may apply to have their performance observed for N2/N3 certification, provided the meet has been approved under the National Officials Certification Program. It is the meet host responsibility to apply for the meet to be approved for observation at this level.

I. Protests

- 1. A Meet Jury will adjudicate any protests including issues of conduct that may occur in the meet venue. All protests must be made in writing.
 - a. Protests regarding eligibility as stated in Rule 102.11.3 will not be accepted from anyone other than the Team Manager or his designee.
 - b. The Meet Jury will consist of the Meet Director, the Meet Referee and, depending upon the session in which the protest originated, an Athlete, a Coach, and a Team Manager appointed by their LSC – according to the following schedule:

Sess.	1	2	3	4	5	6	7	8	9	10	11	12
Athl.	AD	AM	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA
Coach	AM	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA	AD
T.Mgr	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA	AD	AM

If the designated LSC is an interested party to the protest, or is unavailable to serve, Meet Jury

representation will be made by the next disinterested LSC in the rotation. Any member of the Meet Coordination Committee may provide support to the Meet Jury as an ex-officio member. In the event that one or more LSCs do not participate in the meet, the host LSC shall provide an alternative schedule for Meet Jury participation; such schedule to be distributed at the Team Managers meeting.

- c. The Meet Jury shall refer to Rule 102.11 of the USA Swimming Rules and Regulations regarding all protests.
- d. The Meet Jury may not change any of the rules of eligibility, substitution, or scoring.
- e. The Meet Jury shall not overrule a previously rendered decision of the Meet Coordination Committee.
- f. The Meet Coordination Committee shall serve as the Review Board (referred to in 102.11.5) to consider any protest that is not resolved during the competition.

2. Misconduct

- a. Any issues of conduct that occur within the meet venue will be adjudicated by the Meet Jury.
- b. Misconduct includes but is not necessarily limited to:
 - 1) Violation of the safety guidelines outlined in the meet announcement.
 - 2) Disrespect to meet management personnel, officials, or fellow athletes.
 - 3) Stealing, destroying, vandalizing or possessing the property of others.
 - 4) Possession or use of alcoholic beverages, tobacco products or illegal drugs.

J. Seating

1. Deck assignments for seating will be determined at the Team Managers meeting, including provision when special seating arrangements are needed.
2. The host will provide four (4) spectator passes for chaperones of each LSC.

K. Post Meet Obligations

1. Final results

- a. Shall include Prelims and Finals results of all Individual Events, and all Relay events, including intermediate splits. Relay results shall include all four swimmers' names.
- b. Shall be provided to the Eastern Zone Webmaster using approved meet management software for posting within 48 hours of the conclusion of the meet.
- c. Shall be provided to the LSC Times Coordinator for uploading into SWIMS in the form of an electronic backup of the entire meet.

2. Zone Championship Report

- a. Shall be postmarked within thirty (30) business days of the last day of the meet.
- b. Shall be sent to the Zone Directors, Technical Planning Chair and Secretary/Treasurer, and shall be presented at the EZ Meeting immediately following the Championship Meet.
- c. The host LSC shall receive its \$500 deposit (minus cost of pins - \$1. per pin) back from the EZ upon distribution of all meet results and reports, assuming all other terms of the contract have been met.

3. Zone Financial statement

- a. Shall be submitted within thirty (30) days after the close of the championship.
- b. Shall be submitted to the EZ Directors, Technical Planning Chair and the Secretary/Treasurer on the form provided.

