

PACIFIC SWIMMING  
ZONE 3 - STANDING RULES

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## **I. Administration**

Expenses incurred by the officers as part of Zone business shall be reimbursed by the zone.

The Zone shall reimburse committee chairs and elected officers for the annual USA Swimming registration fee. Proof of registration, a canceled check and reimbursement form must be provided to the Treasurer.

The Secretary of Zone 3 Pacific Swimming shall keep minutes of each meeting of the Zone and forward a copy of the minutes to each Club within the Zone and each Officer on the Board of Directors. Zone minutes may be e-mailed to Clubs and Officers that have supplied the Secretary with an e-mail address. Requests for extra sets of minutes via the U.S. Postal Service will require a stamped self-addressed envelope.

## **II. Equipment Procedures**

The automatic timing equipment will be operated only by those persons properly trained in its operation. Trainees may operate the equipment under the guidance of a qualified operator. Zone 3 member clubs have top priority for the equipment rental.

The team requesting the use of the equipment first will be given first choice for the equipment. Teams should use an Equipment Reservation & Rental Order Form found on the Zone 3 webpage. The equipment must be reserved and paid for before the swim meet.

The team renting the equipment is responsible for transporting the equipment to their meet and returning the equipment to the Equipment Chair or the designated representative. A club may arrange to pick up the equipment from a team using the equipment at the prior meet, with approval from the Equipment Chair. Use of Zone 3 equipment for High School and Community College teams will be at no cost. Rental of equipment to a non Zone 3 team is conditioned upon there being a trained Zone 3 operator, or a designated representative, accompanying the equipment. Rental rates for the equipment to non- Zone 3 teams will be 150% of the standard Zone 3 rates plus any other out of pocket expenses

Rental rates for the equipment will be approved as part of the annual budget process. Each team is responsible for the equipment in their possession. Any loss or damage to the equipment, not covered under the Zone 3 insurance policy, will be fully reimbursed by the renting team.

Rental rates will be adjusted for organizations with a reciprocal arrangement with Zone 3.

## **III. Travel Assistance Procedures**

Request for travel fund disbursements must be submitted to the Treasurer of Zone 3 prior to the end of the month following the month in which the last day of the reimbursement meet was held. Properly submitted forms and support will be paid promptly, and in no case longer than 30 days after receipt by the Treasurer. Forms are available on the Pacific Swimming website.

Reimbursement for swimmers competing at Western Zone and North American Challenge Cup will be set annually by the Budget Committee. Reimbursement is not to exceed the athlete's copayment.

The purpose of the Officials Travel Assistance Fund is to provide economic assistance to one Zone 3 official to travel to Western Zones and one Zone 3 official to travel to the North America Challenge Cup. The officials must have at least one year in the position they will be filling at these meets and must be attending these meets for the first time. Assistance to officials traveling to other meets may be provided in lieu of one or both of these meets, subject

to approval by Zone 3 members at a regularly scheduled meeting. Request for travel fund reimbursement should be made in the same manner as defined for swimmer travel assistance.

#### **IV. Memorial Fund Procedures**

Zone 3 has established specific memorial funds to promote excellence in academic achievement and active participation in the Zone 3 swimming program. Awards are made annually to qualified swimmers in Zone 3, according to the guidelines set forth in the application for each specific memorial fund found on the Zone 3 webpage. The Peter Ruona and Wally Frank awards will be \$500.00 for each of the four recipients.

#### **V. Zone Scheduled Meets, Bidding & Appeals**

Zone Autonomous (ZA) meets shall be those sanctioned meets scheduled by and held within Zone 3 and not awarded directly by Pacific Swimming. The scheduling committee shall submit a calendar including Zone 3 Championship meets, closed league championship meets, Pacific Swimming closed weekends, and classified meets open for bidding. Drawings for such meets shall take place at the regularly scheduled monthly membership meeting specifically designated for meet bidding each year, or at such other time as designated by the Chair and approved by a quorum of the membership. Eligibility for hosting a ZA meet shall be determined as follows:

1. The order of bidding in each round shall be determined by the club's attendance at regularly scheduled Zone 3 meetings in the preceding 12 months, in descending order, starting with the highest attendance.
2. Once the bidding order has been determined, each club will draw for order within each round for selection of meets. In the case of a tie in attendance each club involved shall draw for order for selection of meets. Tie breakers are based on a random draw.
3. Any club choosing in the first round must choose from the Zone 3 classified meets, and adhere to the format approved by Zone 3. Once all clubs have had a chance to bid on a sanctioned meet from the Zone 3 meet schedule, the bidding will open up in the order of the draw to allow clubs to bid on invitational, open or special purpose meets on any unbid, unrestricted date.

Once a club has been awarded a meet date, it will be assumed that the club will host the meet. They must not give, trade, or otherwise relinquish the meet upon penalty of forfeiture of their opportunity to host a ZA meet in that or the following year unless such action is approved by a majority of the membership.

Meets shall only be added the Zone schedule by application to the Zone Chair and subject to the approval of the hosts of any impacted meets. Impacted meets are defined as meets on, or within one week prior or post to the meet date being proposed for addition.

Exceptions- dual meets are not subject to the above rules. Teams may elect to add Friday evening events to weekend meets they were awarded without any additional approval. Meets in Humboldt or Del Norte counties may be scheduled without regard to date for meets being held elsewhere in the Zone.

If a proposed change to the schedule is not approved by the hosts of impacted meets (either expressly or through lack of response in 3 days time), the team wishing to add the meet may appeal to the Zone membership.

Such an appeal should be made at a regularly scheduled Zone meeting. In the event that time does not allow waiting for a Zone meeting, the appeal and vote may be made via email. A meet may be added to the schedule if a majority of the Zone membership approves the meet through the appeals process.

## VI. Minimum Number of Officials Rule & Procedures

No more than 3 days after close of entries, meet management (Meet Director and/or Meet Referee) shall contact a representative from each team participating in the meet, and provide a preliminary inventory of the officials that team is required to provide for each session. Each team shall, by the start of the meet, provide to the Meet Director or designee a list of Officials who have agreed to represent that team during each session of the meet.

At the meet, meet management shall conduct an inventory of officials, and shall compare the number of swimmers entered in each session by each team with the number of officials present representing each team. If meet management certifies that a team has not provided sufficient officials for any session of the meet in accordance with the table below, excluding finals in a trials and finals meet, the team will be fined \$100 per missing official per session of the meet.

Number of swimmers competing in meet per team:	*Number of trained and carded officials required:
1-10	0
11-25	1
26-50	2
51-75	3
76-100	4
101 or more	5

\*Zone 3 will include Colorado, Intermediary/Chief Timing Judge, and Computer operator in the count of officials for a session although these positions are not carded. Zone 3 will accept Trainees in the count of officials for a session, as long as they are carded. Teams may use officials "borrowed" from other teams, or unattached officials at the meet who agree, to fulfill their obligation under the rule.