

PACIFIC SWIMMING ZONE 3 - STANDING RULES

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01/08/2006

09/11/08

10/16/08

I. Administration and Miscellaneous

Postage expenses incurred by the Sanctions chair as part of Zone sanctions business shall be paid 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. (Reimbursement Form-Schedule D)

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. ~~Remaining Clubs and Officers will have one set of minutes sent via the U.S. Postal Service.~~ Requests for extra sets of minutes via the U.S. Postal Service will require a stamped self-addressed envelope.

~~II. Officers, Duties and Elections~~

~~The elected officers of Zone 3 shall be the Chair, Vice Chair, Secretary, Treasurer, Officials Chair, Sanctions Chair, Age Group Chair, Seniors Chair. The Equipment Chair, Bylaws and Standing Rules Chair, Data Administrator and Facility Administrator are appointed by the Chair with the approval of the board.~~

~~Elections shall be conducted at the Zone 3 meeting on alternating years. Elections for Chair, Vice Chair, Sanctions Chair and Seniors Chair shall take place on odd numbered years. Elections for Secretary, Treasurer, Officials Chair and Age Group Chair shall take place on even numbered years. The term of office shall commence at the beginning of the following September meeting.~~

III.II. Zone 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. Three sets of timing equipment are available and one computer package is available.

The team requesting the use of the equipment first will be given first choice for the equipment. An Equipment Reservation & Rental Order Form will be included in the Meet Sanctions packet (see

attached Schedule B). 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 club using the equipment at the prior meet. Rental rates Use of Zone 3 equipment for High School and Community College teams will be 50% of regular fees- require a deposit of 50% of rental costs. Rental of equipment to non Zone 3 organizations 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 organizations will be 150% of the standard Zone 3 rates incorporated by reference herein plus 25 cents per mile traveled plus any other out of pocket expenses.

Rental rates for the equipment will be approved as part of the annual budget process (see attached Schedule B). Each club 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 club or organization.

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

Zone 3 has 3 Colorado harnesses in stock, and one of these shall be stationed with the Northern area clubs.

IV.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 incorporated in these Standing Rules (see Schedule C).

Reimbursement of Western Zone travel will be based on the total annual budgeted amount for travel assistance divided by the number of swimmers applying for said fund. Western Zone and North American Travel Cup will be \$150.00 per swimmer. Reimbursement is not to exceed the athlete's copayment.

IV.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 for each specific memorial fund in the attached Exhibit A. The Peter Ruona and Wally Frank awards will be \$500.00 for each of the

four recipients.

VI.V. Zone Scheduled Meets

Zone Autonomous (ZA) meets shall be those sanctioned meets scheduled by and held within Zone 3 and not awarded directly by Pacific Swimming. Drawings for such meets shall take place at the regularly scheduled monthly membership meeting, 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 clubs 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.

VII. Zone Championship Meets

Each Zone 3 club attending a Zone Championship meet will provide at least one Deck Official (not including Marshals) for every fifteen swimmers entered (examples: 5 to 15 swimmers, 1 Deck Official; 16 to 30 swimmers, 2 Deck Officials; 31 to 45 swimmers, 3 Deck Officials; etc.). Any team failing to supply the proper number of Deck Officials will be disqualified from Team Placing. The next highest scoring team will move up in the Final Team Standings. (Effective date: Winter Short Course Championship meet 2005)