



Zone 1 South Regulations & Policies and Procedures



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Zone 1 South Regulations

A. Purpose

1. As a geographical division of Pacific Swimming, the objectives of Zone 1 South shall be to carry out the goals, purposes, and ideals of Pacific Swimming and USA Swimming, and to supervise and regulate swimming competition, athletes, and officials in the area designated by Pacific Swimming as Zone 1 South.
2. The organization shall be known as Zone 1 South, and herein as the Zone.
3. The Zone shall provide a forum for development of Zone policies, dissemination of information of general swimming interest to swim teams in the Zone area, conveyance by the Zone's representatives to Pacific Swimming of the attitudes and preferences regarding issues affecting the Zone and awarding of meets under the jurisdiction of the Zone according to the Zone Policies and Procedures.
4. It shall be the policy of member clubs of the Zone to support, where possible, the meets held by other clubs within the geographical boundaries of the Zone.
5. These Regulations shall be reviewed and updated every two years and as necessary.

B. Membership

1. Membership in Zone 1 South is as set forth in Pacific Swimming Rules & Regulations and shall be open to competitive swim clubs within the boundaries of Zone 1 South and said clubs shall themselves be registered and in good standing with Pacific Swimming and shall see to it that all fees due to Pacific Swimming are paid in a timely fashion.
2. Individual Zone Members must be individual Pacific Swimming members in good standing who are affiliated with a club in Zone 1 South, or who have no affiliation or association with a USA Swimming Club but reside within the territory of Zone 1 South. Only Individual Zone Members may be appointed to and/or may chair special committees or may hold office if elected.

C. Officers

1. Management of the Zone shall be vested in the Board of Directors made up of the elected and appointed officers (Chair, Vice-Chair, Secretary, Treasurer), the Officials Chair, Sanctions Chair, Safe Sport Chair, Athlete Representatives, the authorized club representatives and up to 5 At-Large Members of Pacific Swimming in good standing.
2. Any member of Pacific Swimming residing in Zone 1 South may be appointed to and may chair special committees, may hold office if elected, and may volunteer their expertise when needed. Elected and appointed officers shall be members of Pacific Swimming in good standing.
3. The term of office for elected and appointed officers and at-large members shall be two years. The Chair and Vice-chair may serve no more than two consecutive terms.
4. Duties of Elected Officers
 - a. Chair (Elected)
 - (1) Shall preside at all regularly scheduled and special meetings



- (2) Shall serve as the Zone's member on the Pacific Swimming Board of Directors
- (3) Shall serve as the Zone's representative to Pacific Swimming committees or shall appoint an alternate to represent the Zone to relate to the committee the concerns of the Zone and to relay all pertinent information from the committee to the Zone team representatives
- (4) Shall appoint special committees as necessary
- b. Vice-Chair (Elected)
 - (1) Shall preside at Zone meetings in the absence of the Chair
 - (2) Shall handle all-Zone matters delegated by the Chair
 - (3) Shall serve as the alternate representative of the Zone to all Pacific Swimming functions at which attendance is required
- c. Secretary (Elected)
 - (1) Shall record and maintain a file of minutes of all regular and special meetings of the Zone
 - (2) Shall be responsible for all Zone publications
 - (3) Shall take attendance at all Zone meetings and maintain an accurate list of team representatives and have it available at all Zone meetings
 - (4) Shall send a copy of the minutes of each Zone meeting to the General Chair and the Secretary of Pacific Swimming
 - (5) Shall update and maintain the Zone governing documents and publish changes in a timely manner. This task may be designated to another member of the Zone with the approval of the Board.
- d. Treasurer (Elected)
 - (1) Shall collect all dues and monies due to the Zone
 - (2) Shall maintain accurate financial records for the Zone
 - (3) Shall present all financial records for audit by a committee appointed by the Chair for that purpose
 - (4) Shall prepare a financial report and present it to the Zone 1 South board at every meeting
 - (5) Shall send a copy of the report to the Treasurer of Pacific Swimming
 - (6) Shall prepare and forward, on a timely basis, all other financial reports required by Pacific Swimming including the final year-end financial report for use in preparation of the Pacific Swimming tax returns
- e. Officials, Sanctions, Safe Sport Chairs, At-Large Members (Appointed)
 - (1) Shall carry out their respective duties as outlined in the Pacific Swimming Bylaws, Rules and Regulations, Policies and Procedures and the Zone 1 South Policies and Procedures
- f. Zone Athlete Representatives (Appointed)
 - (1) Shall serve as the liaison between the Zone's member athletes, and the Zone Board of Directors, the Pacific Swimming Board of Directors, the Pacific Swimming House of Delegates, and the committees thereof
- g. Alternate Zone Athlete Representatives (Appointed)



- (1) May serve in the absence of any other Zone Athlete Representative, and when so serving shall assume all the same duties and rights thereof
- (2) May be appointed to replace any Zone Athlete Representative who is no longer able or willing to serve

5. Election of Officers

- a. Nominations shall be made in May and elections held in July of each year.
- b. Each nominee, if not present during nominations, must give their consent to serve prior to the election.
- c. A nominee will be elected by receiving a majority vote cast by the authorized voting members present at the July meeting.
- d. Term of office shall commence on the first day of September.
- e. A nominee shall be elected by receiving a majority of the votes cast by the Board of Directors present at the July meeting.

6. Appointment of Athlete Representatives and Alternates

- a. Athlete Representatives sufficient to comprise at least 20% of the voting membership of the Zone 1 South Board of Directors, or such other number as Pacific Swimming may require, shall be appointed each year.
- b. Chair appoints based on the recommendation of the Athlete Reps of the Zone if offered. Lacking a recommendation the Zone Chair may appoint.
- c. Athlete Representatives shall be appointed by the Chair on or before August 31st from among the applications received by that date.
- d. Each Athlete Representative must continuously meet all eligibility requirements for Athlete Representatives outlined in the Bylaws of Pacific Swimming, and for Zone Board members outlined herein.
- e. Athlete Representatives may be re-appointed to one or more additional term(s) of office for as long as they continue to be eligible.
- f. Alternate Athlete Representatives shall also be nominated and appointed in the same manner and with the same eligibility requirements as the other Athlete Representatives.

7. Vacancies

- a. Any vacancies other than the Chair that occur before the end of a term shall be filled by appointment from the Zone Chair subject to ratification by the Board.
- b. Should the office of the Chair be vacated, the Vice Chair shall become Chair for the balance of the term and appoint a new Vice Chair, subject to ratification by the Board.
- c. Acting or appointed replacements shall serve for the remaining term of the replaced member, or until a majority vote cast by the voting members present at a regular or special meeting determines that the original vacancy or incapacity no longer exists.
- d. A portion of any term served to fill a vacancy shall not be considered when determining term limits.



D. Meetings

1. Regular meetings of the Zone shall be held on the second Wednesday of January, March, May, July, September, and November.
2. Special meetings may be called as necessary by the Chair or at the request of at least five Zone-member teams, given 6 days' written notice.
3. Meetings shall be conducted according to Roberts Rules of Order.
4. Attendance of club representatives shall be taken at each meeting and reported in the minutes of that meeting.
5. Each member club shall be entitled to two votes, one being designated to an Athlete Representative (including Zone Board members affiliated with that club) on all motions before the group, or in the election of officers by its official delegates or alternates. If one or more official club delegate or alternate is unable to attend a meeting, the club may designate, in writing, a substitute representative, prior to the voting action. Each unaffiliated Zone 1 South Board member shall be entitled to one vote.
6. Only a quorum can decide the results of voting issues, and only at meetings duly convened in accordance with these regulations. A quorum will be comprised of at least eight eligible voting members, representing at least eight eligible clubs.
7. If and when necessary, as determined by the Chair with the advice and consent of the Board, regular or special meetings may be held using electronic communications (telephone conference, email, or other) methods, so long as all members participating shall be able to hear or receive all communications of all other participants until the meeting is adjourned. All members participating in such electronic communications at one time shall be deemed to have attended such meetings for purposes of deciding voting issues.
8. Zone 1 South board meetings are open session, unless a vote is called to go to a closed session.

E. Awarding of Zone Meets

1. The Zone Chair shall appoint a Scheduling Chair who shall represent the Zone on the Pacific Swimming Scheduling Committee and who shall form and oversee a committee to develop the schedule for Zone-awarded meets.
2. In the event there is no club host for a scheduled zone meet, the Zone may assume the role of host for the meet.

F. Rules and Amendments

1. The Zone shall abide by all published Bylaws, Rules and Regulations and Policies and Procedures of both USA Swimming and Pacific Swimming.
2. The Zone may adopt regulation amendments upon a simple majority vote of the Board of Directors present at a regular or special meeting provided that the proposed amendments do not conflict with the Bylaws, Rules and Regulations, and Policies and Procedures of USA Swimming and Pacific Swimming.



- a. A quorum is at least eight of the member clubs in good standing and must be represented at a meeting to act upon regulation amendments.
 - b. The regulation amendments must have been presented at the regularly scheduled meeting, posted on the Zone 1 South webpage, and published in the minutes of that meeting before the meeting at which the vote is taken.
 - c. The regulation amendments shall become effective upon their final adoption unless otherwise specified in the amendments and shall be published and distributed to all member clubs within 30 days.
 - d. Amendments to Policies and Procedures shall be passed by a simple majority of the voting members present.
3. All complaints and grievances from Zone 1 South member clubs that cannot be resolved at the Zone level shall be referred to the Pacific Swimming Administrative Board of Review.
 4. Any question as to the proper interpretation of any provision of these regulations shall be determined by the Zone Board.

G. Adoption of Regulations

1. These regulations (known prior to 2026 as “By-laws”) were adopted at a regularly scheduled meeting of the Zone 1 South Board of Directors during 1986.

Amended November 10, 1999

Amended March 14, 2001

Scanned and entered on Web November 6, 2008

Amended July 13, 2010

Amended September 11, 2013

Amended title from Bylaws to Regulations March 11, 2026

Full Version Update July 15, 2026



CATALOG OF CHANGES

[illegible]

Zone 1 South Policies and Procedures

A. BOARD OF DIRECTORS

1. **Authority.** The Policies and Procedures contained in this document have been adopted by the Zone Board of Directors in conformance with Zone 1 South Regulations and the Bylaws, Rules, and Regulations and Policies and Procedures of Pacific Swimming and USA Swimming, which shall serve as the governing documents for all other aspects of Zone activities not addressed herein.
2. **Board of Directors Meetings.** Meetings shall be held virtually via Zoom or other online meeting platform, and begin at 7:30 PM, unless otherwise established and voted upon by the Board of Directors.
3. **Amendments.** These Policies & Procedures may be amended by majority vote at a regularly scheduled meeting of the Zone Board of Directors, provided that the proposed amendment(s) were presented as part of the agenda at the last regularly scheduled meeting preceding the meeting at which the vote is taken, and (2) both meetings were conducted in accordance with the Zone 1 South Regulations then in effect. Amendments shall take effect immediately upon approval unless stated otherwise in the amendment.
4. **Emergency Amendments.** By two-thirds vote at a regularly scheduled or special meeting of the Zone Board of Directors conducted in accordance with the Zone Regulations then in effect, these Policies and Procedures may be amended temporarily to address emergency situations. Such temporary amendments shall expire no later than the next regularly scheduled meeting, unless continued at that meeting by another two-thirds majority vote, or replaced by a regularly approved permanent amendment.
5. **Calendar of Regular Board Meeting Activities.**
 - a. January
 - (1) The Scheduling Chair shall assemble a Scheduling Committee consisting of members from at least 3 different clubs in the Zone and at least 1 Athlete Representative.
 - b. March
 - (1) The Scheduling Committee shall present the schedule of meets for the following September to August swimming year for approval by the Board. Once approved the Scheduling Chair shall send out the bidding documents to all Zone member clubs.
 - c. May
 - (1) Nominations of officers are collected and posted on the Zone webpage.
 - (2) The schedule of meets with recommended hosts shall be presented by the Scheduling Committee for approval by the Board.
 - d. July
 - (1) The election of officers of the Board of Directors is held.
 - (2) The Treasurer shall present a budget for the following fiscal year (September - August) for approval by the Board.
 - e. August
 - (1) The Zone Officials Chair holds a scheduling meeting for Officials' assignments to Zone meets.



- f. September
 - (1) The newly elected officers begin their terms on the first.
 - (2) The Chair shall form the Zone Championship Committee.
 - g. November
 - (1) The Zone Championship Committee shall present the role assignments to clubs.
6. **Zone Logo.** The logo used by Zone 1 South is as follows. Other variations may be used on things like Officials shirts and caps.



B. BUDGET AND FINANCE

1. **Financial Accounts.** The Treasurer has primary access to the zone's bank accounts. The Chair shall also have access to the accounts to be a co-signer to the Treasurer on payments of \$5000 or more. and to sign checks as required.
2. **Investments.** The Treasurer is authorized to invest all funds in CD or Money Market accounts provided that there is immediate access to at least 50% at all times.
3. **Investment Account Statement of Purpose.** (11/12/24)
 - a. The Zone 1 South Board of Directors and its Treasurer are chartered to conduct its financial matters in a prudent manner. Zone 1 South shall invest funds not needed for daily operations. These funds are to be invested in appropriate investment vehicles under management of a professional advisor retained by Pacific Swimming following their Investment Guideline with a short- and long-term risk portfolio appropriate for the organization.
 - b. The Investment Advisor reports quarterly to the Pacific Swimming Investment Committee on the performance of the portfolio and the adherence to the designated asset allocation. In turn, Pacific Swimming will report to Zone 1 South on the performance of its portfolio.
 - c. The purpose of the funds shall be the preservation of the current principal value, but may be used for the following purposes:
 - (1) Act as a reserve to the Zone 1 South annual operating budget
 - (2) Act as a potential source of funds for major projects approved by the Zone 1 South Board of Directors as deemed valuable and integral for the betterment of its swimming organization
 - (3) It is **not** the purpose of the funds to provide normal, ordinary funding for operating expenses, nor to supplement normal, ordinary sources of income.
 - g. Zone 1 South's investments within the portfolio are restricted for use by Zone 1 South only.
4. **All-Star Competition.**
 - a. The Zone shall compensate coaches with a \$200 per diem for serving as a coach on the Zone All-Star Team. Zone 1 South shall compensate either an additional \$200 per diem to the Head Coach or a \$200



per diem to the Team Manager for completing the duties of team organization, email communication, athlete, coach and chaperone applications, and team entries. (3/14/07) (7/8/09) (9/11/24)

- b. To help meet budget goals, the Treasurer shall adjust this amount yearly by up to 75 percent with Board approval. (3/14/2007) (7/8/2009)
- c. The Zone shall compensate its athletes who compete at the Pacific Coast All-Star Meet, or the Western Zone Championships with 50 percent of their co-payment. To help meet budget goals, the Treasurer shall adjust this amount yearly by up to 50 percent (paying between 25 percent and 50 percent) with Board approval. (7/8/09)
- d. Zone 1 South shall reimburse both the USA Swimming Non-Athlete Membership Fee and background check fee for volunteers who serve as chaperones for the Zone 1 South Zone All-Star Team. (7/15/25)

5. Registration Fees. (1/11/17)

- a. The Zone shall reimburse the USA Swimming registration fee for its Officials Chair(s).
- b. The Zone shall reimburse the USA Swimming registration fee for certain personnel required to be listed in the Zone 1 South Championship meet sheet as listed below if and only if that Zone 1 South Championship meet is held in the month of January:
 - (1) Meet Director
 - (2) Head Referee
 - (3) Head Starter
 - (4) Administrative Official/Referee

6. Financial Controls. Dual signatures are required on checks in the amount of \$5000 or more. Per USA Swimming and Pacific Swimming (11/12/08) (12/14/12)

7. Swim Meet Expenses. (7/13/20) (11/14/12) (11/11/15)

- a. Timing Equipment Costs
 - (1) Timing equipment is provided to Zone 1 South member clubs free of charge.
 - (2) If a meet host requests the Setup/Tear down of Zone timing equipment, the following fees shall be charged
 - i. \$150 per day for 1 timing trailer set up for a single course. The host club will also be required to provide canopies, tables and chairs for the second course.
 - ii. \$250 per day for 1 timing trailer set up for two courses that do not include 25-yard events. The host club will also be required to provide canopies, tables and chairs for the second course.
 - (3) The Colorado Operator's Fee shall be \$350 per day for single session meet and \$500 per day for a dual session meet.
- b. All Zone timing equipment shall be tested before each rental. Any repairs or replacement of Zone timing equipment will be billed to the former renting club. If a bill is not paid in a timely manner a club may have their status changed to "not in good standing."

8. Championship Expenses. The Zone 1 South Treasurer is authorized to budget up to \$600 for "Thank You" gifts to one or more of the Zone Championship meet directors. (3/13/13)



C. SWIM MEETS

1. When scheduling and managing Zone swim meets, the Board shall make efforts to:
 - a. Prioritize the experience and opportunities of the member athletes.
 - b. Ensure Zone meet host club should not lose money by hosting. (1/11/12)
2. **Zone 1 South Swim Meets.**
 - a. The Zone shall schedule swim meets to be held throughout the year.
 - b. Zone-sanctioned meets shall give entry priority to Zone 1 South member clubs, unless otherwise specified in the meet announcement.
 - c. The Zone shall also hold one or more Zone Championship meets each year for its member-clubs. Clubs within the Zone shall not host another sanctioned meet on the same days as a Zone 1 South Championship meet(s). (3/13/13)
3. **Summer Leagues and Dual Meets.**
 - a. For policies on Leagues and Dual meets, please refer to the League Administration section of the Pacific Swimming Policies and Procedures and the Closed Leagues Within Pacific Swimming section of the Pacific Swimming Rules and Regulations.
4. **Duties of the Sanction Chair.** The Zone 1 South Sanction Chair shall: (3/14/12)
 - a. Review and approve Zone meet sanctions and meet announcements, checking for compliance with all USA Swimming, Pacific Swimming and Zone 1 South requirements prior to sending them to Pacific Swimming Sanctions for final approval.
 - b. Assist clubs in understanding the process of attaining a meet sanction by Pacific Swimming.
5. **Duties of the Scheduling Chair.** The Zone 1 South Scheduling Chair shall: (1/11/12)
 - a. Represent Zone 1 South on the Pacific Swimming Scheduling Committee.
 - b. Assemble a Scheduling Committee each January to define and schedule Zone 1 South meets in compliance with these Policies and Procedures.
 - c. Present and obtain Board approval of the Zone meet schedule.
 - d. Oversee the meet bidding process.
 - e. Interface with host clubs on any clarifications or changes to their meets.
6. **Duties of the Scheduling Committee.** (1/11/12)
 - a. The Scheduling Committee shall consist of no more than 5 members and shall be comprised of the Scheduling Chair, at least one Athlete Representative, and least one coach. Remaining members shall be considered from Chairs or alternates of the Officials, Age Group and Sanctions areas, as well as other interested parties.
 - b. The Scheduling Committee shall develop a schedule of meets for the entire swimming year (September to August) to be presented for approval each year.
 - c. The Sanctions Chair and the assigned Meet Referee shall check the meet announcement for compliance with any restrictions imposed by the Scheduling Committee.



7. Meet Scheduling and Bidding Processes (1/11/12) (7/11/12) (5/13/15) (7/8/15)

- a. Once Pacific Swimming has approved the LSC meet schedule and awarded the first round of meet hosts, the Zone Scheduling Committee shall develop its meet schedule.
- b. At the March Board meeting, the Scheduling Committee shall present the Zone meet schedule to the Board for approval with or without changes.
- c. This schedule shall comply with Pacific Swimming "protected dates" such as the LSC Officials Clinic.
- d. The Scheduling Committee may impose restrictions on Zone meets and all restrictions shall be documented with the proposed schedule. Restrictions may include but are not limited to:
 - (1) Whether a dual venue meet must have the same events at each location.
 - (2) Whether a dual venue meet is divided by area with a host in each area and clubs assigned to each meet.
 - (3) Whether a meet must have only a certain set of events.
- e. Meets without specific restrictions may be modified by a host club as long as the original requirements are met.
- f. Before the May Board meeting, the Scheduling committee shall solicit round 1 and round 2 bids for meet hosts and shall assign meets per the following procedure:
 - (1) The meet schedule is distributed to all Zone member clubs and round 1 bids are requested. Clubs are to list the meets they want to host in priority order (1st, 2nd, 3rd, etc.), along with the maximum number of meets they are willing to host.
 - (2) The Scheduling Committee assigns round 1 meets as follows:
 - i. Any first choice meets bid by only one club are assigned to those clubs.
 - ii. Any first choice meets bid by more than one club are assigned by lottery. Bids that were received late are not eligible for the lottery, but any of their other bids may be assigned to meets without bids.
 - iii. Steps i. and ii. are then repeated for the clubs that did not get their first-choice meet, but for their second choice. This continues for 3rd choice, etc. until no more clubs or meets are left.
 - iv. Steps i. through iii. are now repeated for any second choice meets that have not been assigned. Likewise for third, fourth choice, etc. meets.
 - v. The maximum number of meets a club is willing to host shall not be exceeded.
 - (3) The Scheduling Committee is ultimately responsible for the schedule and may deviate from the above steps as required, such as to encourage a new hosting club to participate.
 - (4) The Scheduling Committee notifies all the clubs of round 1 bid results and requests round 2 bids be submitted for the remaining meets.
 - (5) Round 2 bids are assigned by the same procedure as in steps (1) and (2) above.
 - (6) Any remaining meets are now available on a first-come basis and clubs will be asked to submit bids. The clubs may propose a different meet than is listed, and it is at this time that unique meets may



be proposed. If the new host wishes to change the meet date or submit a new one, then approval is required from clubs hosting meets within 2 weekends before and after the requested date.

8. **Returned Meets.** The host club shall inform the Scheduling Chair as soon as they decide they cannot host a meet that they were awarded. The Scheduling Chair will offer that meet first to the club(s) that originally bid for it. If nobody picks up the meet, then the Scheduling Chair shall notify the Board that the meet is available on a first-come basis with the final meet award decision made by the Scheduling Chair and elected officers of the Zone. If no clubs pick up the meet, the Zone may host the meet. If the new host wishes to change the meet format or date, then approval is required from the clubs hosting meets within 2 weekends before and after the requested date. (1/11/12) (5/13/15)
9. **Change Process.** Any changes not covered by the above process, or any other situations that need to be resolved, shall be brought to the Board for approval. If it must be handled before the next Board meeting, the Scheduling Chair and elected officers shall handle it by majority vote. The results of such voting shall be documented by the Chair in the minutes of the next regularly scheduled Zone 1 South Board meeting. (1/11/12)
10. **Championship Scoring.** (9/13/17)
 - a. All clubs entered in Zone Championship meets are divided into three categories – Small, Medium, and Large as determined by the number of athletes entered in the meet. Categories will be determined once meet entries have closed and clubs will be notified of their category designation by the meet director prior to the start of the meet.
 - (1) Small: under 80 athletes; Medium: 80 – 169 athletes; Large: 170 or more athletes
 - (2) Each category will be awarded first, second and third place.
 - b. There are three time-standard divisions (A, B, C) per event.
 - (1) The divisions are based on entry times, not result times.
 - (2) An athlete can score points in each of the three divisions (A, B, & C) based on their entry times. All three divisions use the same scoring (see below).
 - (3) A division is composed of all entries that are a USA Swimming A time or faster for the event.
 - (4) B division is composed of all entries that have a USA Swimming B time or faster, but less than an A time, for the event.
 - (5) C division is composed of all entries that have slower than a B time for the event plus all NT (No Time) entries.
 - c. Athletes not yet attached to a new club after a transfer may not earn points or participate in relays.
 - d. Relay points are awarded at the club level, but no individual points shall be granted. Relay points are twice the individual points.
 - e. Clubs may have up to two (2) relay teams (A & B) per age group/gender event, however only the Declared A relay team will be allowed to score points. Team B will not score. The club may have 2 (two) same gender/age group relay teams and 1 (one) Mixed Gender relay team. The Mixed Gender team shall score points provided they are comprised of 2 Female, 2 Male Athletes.
 - f. Friday's event winners will be awarded ribbons, but points will not be used in the scoring of the meet.



g. Points awarded by Age Group and Gender:

DIVISIONS	1st	2nd	3rd	4th	5th	6th	7th	8th
A	9	7	6	5	4	3	2	1
B	9	7	6	5	4	3	2	1
C	9	7	6	5	4	3	2	1
RELAYS	18	14	12	10	8	6	4	2

D. OFFICIALS

1. Duties of the Officials Chair.

- a. The Officials Chair shall hold a scheduling meeting each year to assign Administrative Officials/Administrative Referees and Corner Officials to all Zone Championship and Zone Trial & Final meets. (9/13/17)
- b. The Officials Chair shall keep a current list of all Zone 1 South officials which is readily available to all Zone 1 South teams and Board members. This list shall include the positions an official may work in and/or are being trained to work, levels of certification including trainee, and optionally their email contact. (7/8/15)

