

### **Motion 2605TF01 – Zone 1 South Governing Documents Update**

Motion to approve amendments to both the Regulations (formerly Bylaws) and Policies and Procedures of Zone 1 South to conform with current practices of the Zone and the current governing documents of Pacific Swimming and USA Swimming.

Notes: The entire document formatting has been edited for consistency, but the edits are so numerous that they are not denoted in this document. The former formatting is still posted on the Zone webpage, and the old version of these documents will continue to be stored on the Zone webpage for historical purposes. All other “housekeeping” changes are denoted, and comments have been added to rearranged or word-smithed section edited for clarity or to remove redundancy. ~~Strike throughs~~ denote items that will be deleted if approved, and Underlines denote items to be added if approved.

#### Summary of Substantive Changes to Regulations:

1. B. 2.-4. Removal of Zone membership fees no longer charged and in-person meeting location
2. C. 4. Adds responsibility for maintaining the Zone governing documents
3. C. 5. Removal of the Nominating Committee since it is no longer held in practice
4. C. 6. Addition to Regulations on Athlete Representation
5. D. 5.-8. Addition of rules around voting and quorums that were previously undefined
6. E. Addition of Zone ability to host meets

#### Summary of Substantive Changes to Policies and Procedures:

1. A. 1.-5. Addition of information on how the Board operates
2. B. 7.-8. Removal of Zone membership fees and waivers
3. B. 9. Updates to Zone timing equipment rental
4. B. 11. Removal of mileage reimbursement to meetings that are no longer in-person
5. C. 3. Removal of Leagues and Dual Meets that were redundant or non-policy information
6. C. 10. Update and clarification to Championship Scoring to follow current practices
7. D. Removal of all redundant policies for Officials



# Zone 1 South Regulations & Policies and Procedures



Version: 7/15/2026

Regulations Updated: 7/15/2026

Policies and Procedures Update: 7/15/2026

Policies and Procedures

Version: 7/15/26

*(Note: This document's version corresponds to the date of the last BOD meeting for which all modifications approved at that meeting, and all prior meetings, have been incorporated into this document.)*

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## Zone 1 South Regulations

### A. Purpose

1. As a geographical division of Pacific Swimming, the objectives of Zone ~~One~~ 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 as the California county of Santa Clara south of Highway 9 and east of Mathilda Ave/Sunnyvale Saratoga Road/DeAnza Blvd/Saratoga Sunnyvale Road, and the counties of San Benito, Santa Cruz, and Monterey in the interest and assistance of by Pacific Swimming as Zone 1 South.
2. The organization shall be known as Zone ~~One~~ 1 South, and herein as the Zone.
3. ~~The Zone shall operate as a non-profit organization under the auspices of Pacific Swimming and USA Swimming.~~
3. The Zone shall provide a forum ~~of~~ 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 ~~policies set forth in Article V of these By-laws~~ 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.

Commented [VH1]: Removes redundance of PC R&R.

Commented [VH2]: Redundant to PC docs

Commented [VH3]: Added to reflect other zones

### B. Membership

1. Membership in Zone 1 South is as set forth in Pacific Swimming Rules & Regulations and shall be open to competitive swim ~~teams-clubs~~ within the boundaries of Zone 1 South and said ~~teams-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. ~~Member teams shall provide in writing to the Zone Secretary the names, addresses, and telephone numbers of their authorized representative and alternate representative to Zone meetings plus the name of their President and Coach.~~
3. ~~Membership dues shall be due and payable to the Zone Treasurer on September 1 of each year. Dues shall be prorated for new clubs to the next annual due date. Payment of dues shall be required before meets for the ensuing year are awarded.~~
4. Any person interested in competitive swimming in Zone One South may attend Zone meetings, may be appointed to and may chair special committees, may hold office if elected, and may volunteer his/her expertise when needed. ~~Elected and appointed officers shall be members of Pacific Swimming and USA Swimming in good standing.~~ 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

Commented [VH4]: This is no longer practices. Maintenance of a contact list is covered in Officers section.

Commented [VH5]: The Zone no longer collects dues.



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 ~~team club~~ representatives, ~~the committee chairs, the athlete representatives,~~ and up to 5 At-Large Members of Pacific Swimming and USA Swimming in good standing, ~~residing within the Zone appointed by the Chair.~~
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 his/her 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 in succession.
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)

Commented [VH6]: Switched 2 & 3



- (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 ~~bi-monthly~~ and present it to the Zone 1 South board ~~bi-monthly~~ 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

**Commented [VH7]:** Moved to its own line

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 ~~held~~ 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.
- ~~c.d.~~ Term of office shall commence on the first day of September.
- d. ~~A nominating committee consisting of the Vice chair, a coach, and representatives from three teams shall be appointed by the Chair at the March meeting.~~
- e. A nominee shall be elected by receiving a majority of the votes cast by the Board of Directors present at the July meeting.

**Commented [VH8]:** This is no longer done in practice. Should we keep it, modify it, delete it?

6. Appointment of Athlete Representatives and Alternates

- a. Athlete Representatives sufficient to comprise at least 20% of the voting membership of the Zone 4 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.

**Commented [VH9]:** Language to cover the 20% athlete representation rules.



- 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. ~~Vacancy or incapacity in any office, elected or appointed, shall be confirmed by the holder of that office in writing or verbally, or by two-thirds vote cast by the voting members present at a regular or special meeting, or by ineligibility under these regulations as determined by a majority vote cast by the voting members present at a regular or special meeting.~~
- 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.

~~8. Escalations~~

- a. ~~The appropriate committee chair should attempt to resolve any issues or problems that arise. The elected officers are authorized to make final decisions on any items that must be resolved before the next Board meeting. When time allows, the Board is responsible for final decisions. Any disagreements may be brought to the Pacific Swimming Board of Review.~~

**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 by 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 ~~team~~ 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

Commented [VH10]: Follows same practice as PC Board

Commented [VH11]: Switched 3 and 4.

Commented [VH12]: Documentation of voting rules



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 been in attendance at 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.

**Commented [VH13]:** Allows the board to act by voting electronically when a regular meeting is not scheduled.

#### 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 By-law regulation amendments upon a ~~two-thirds~~ 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 a majority at least eight of the member ~~teams~~ clubs in good standing and must be represented at a meeting to act upon By-law regulation amendments.
  - b. The By-law 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 By-law regulation amendments shall become effective upon their ~~publication and distribution in the minutes of the meeting at which they are adopted~~ 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.

**Commented [VH14]:** Does everyone agree to this amount? Currently we need 12 of 23 clubs to be represented to approve any changes.



3. All complaints and grievances from Zone 1 South member clubs/~~teams~~ 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 ~~Bylaws~~ 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





## Zone 1 South Policies and Procedures

### A. BOARD PROCEDURES 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. **Meeting Locations.** Board of Directors meetings normally are held at Gunderson High School, 622 Gaundabert Lane, San Jose, CA. Meetings are typically in the hospitality room (teachers lounge, see [map](#)). Monitor the Z1S Home page for the actual meeting location. **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. **Meeting Times.** Regular Board of Directors meetings shall be held on the second Wednesday of each odd numbered month (Jan, Mar, May, Jul, Sep, Nov). The meetings usually start at 7:30pm unless otherwise established and voted upon by the Board of Directors prior to the meeting. The Officials Chair normally shall hold a scheduling meeting for deck officials and head referees in June and September or October.
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 vote, or replaced by a regularly approved permanent amendment.

#### ~~3.5~~ 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.
  - (2) ~~The Chair forms a committee for the Z1S Spring Classic meet.~~
- b. March
  - 1) ~~The Chair appoints the Vice Chair, a coach, and 3 team representatives to a nominating committee. (per Bylaws)~~
  - (2) 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 and then sends out the bidding documents to all Zone member clubs.
- c. May

**Commented [VH15]:** Documents what the board has the power to do.

**Commented [VH16]:** Documented in the Regulations

**Commented [VH17]:** Officials scheduling meeting moved to Officials section.

**Commented [VH18]:** Meet no longer occurs.

**Commented [VH19]:** Edit this line if Nominating committee is kept.



- (1) Nominations of officers ~~(per Bylaws)~~ are collected and posted on the Zone webpage.
- (2) The schedule of meet with recommended hosts shall be presented by the Scheduling Committee for approval by the Board.

**Commented [VH20]:** Correct the date of this if needed.

- d. July
  - (1) The election of officers of the Board of Director is held. ~~(per Bylaws)~~
  - (2) The Treasurer shall presents 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.

**Commented [VH21]:** Verify with Officials Chair

- f. September
  - (1) The newly elected officer begin their terms ~~begin~~ on the first. ~~(per Bylaws Regulations)~~
  - (2) Nominate The Chair shall form the Zone Championship Committee.

**Commented [VH22]:** Who should be on the Zones Committee?

- g. November
  - (1) The Zone Championship Committee shall present the role assignments to clubs.

4.6. Zone Logo. The logo used by Zone 1 South is as follows. Other variations may be used on things like Officials shirts and caps.

**Commented [VH23]:** Does this need to be in our procedures?



## 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 ~~back up~~ be a co-signer to the Treasurer on payments of \$5000 or more. and to sign checks as required. ~~Since the Zone accounts are subaccounts of the Pacific Swimming's master account, the Pacific Swimming Treasurer also has access to the Zone 1 South bank accounts.~~
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. ~~The Treasurer was authorized to invest \$30,000 through the Pacific Swimming investment advisor. A statement of purpose for those funds follows:~~ (3/12/08)
3. **Investment Account Statement of Purpose.** (11/12/24)
  - a. ~~The Pacific Swimming~~ Zone 1 South Board of Directors and its Treasurer are chartered to conduct its financial matters in a prudent manner. ~~Over the years, Zone 1 South has accumulated a surplus of funds in excess of its expenses.~~ Zone 1 South ~~plans to~~ shall invest money 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.

**Commented [VH24]:** This is a statement of something the board did and should be documented in the minutes.

**Commented [VH25]:** This section to be reviewed against the new PC Financial P&P.

**Commented [VH26]:** Removal of commentary.



- 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 principle 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.

~~3. Trailer Storage. Zone 1 South may pay a reasonable fee to store our timing equipment. (7/9/2008)(11/14/2012)~~

**Commented [VH27]:** This is something that is documented in our budget.

**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 (paying between \$12.50 and \$87.50) with Board approval. (3/14/2007)(7/8/2009)
- c. ~~The Zone shall compensate its swimmers-athletes at who compete at the Pacific Coast All-Star Meet, and the Western Zone Championships, and the North American Challenge Cup 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 75 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)

**Commented [VH28]:** This has not been done. Should we remove "shall?"

**Commented [VH29]:** This has not been done either. Should we keep it?

**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. ~~Membership Dues.~~ Membership dues from Zone 1 South clubs have been set at \$0 until such time that the Board may want to charge a fee again.

Commented [VH30]: This is no longer needed.

8. ~~Fee Waivers.~~ Proposed waivers of fees for specific swim meets must be presented at a Zone 1 South Board meeting. (5/13/09)

Commented [VH31]: No longer used as there are other systems in place.

9. **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) ~~Equipment setup & tear down: \$100 per day – 1 trailer, single ended meet, \$150 per day – trailer double ended without 25 yd events; and club provides easy-ups, tables, chairs for second end. If a meet host requests the Setup/Tear down of Zone timing equipment, the following fees shall be charged~~

Commented [VH32]: Does single ended mean a single course?

i. ~~\$150 per day for 1 timing trailer set up for a single course~~

ii. ~~\$250 per day for 1 timing trailer set up for two courses that does 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 \$200-\$350 per day for single session meet and \$300-\$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."~~

Commented [VH33]: Update to fees for zone timing equipment

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

11. ~~Board Expenses.~~ Elected officers (Chair, Vice chair, Secretary, Treasurer) may be reimbursed for mileage to attend Zone 1 South Board meetings or to attend Pacific Swimming meetings for which they are assigned an active responsibility such as the the chair representing Zone 1 South or sitting on a committee or an "at large" member. The rate shall be the standard mileage rate for businesses posted by the IRS at the time of the meeting (e.g. 53.5 cents per mile in 2017). Adopted 7/9/2014 (7/9/14)

Commented [VH34]: Board meetings no long held in person.

## C. SWIM MEETS

1. ~~In setting up~~ When scheduling and managing our Zone swim meets, we should keep the following in mind the Board shall make efforts to:

a. ~~We should do what is right for the swimmers~~ Prioritize the experience and opportunities of the member athletes.

b. ~~The~~ Ensure Zone meet host club should not ~~have to~~ lose money by hosting. (1/11/12)

2. **Zone 1 South Swim Meets.**

a. ~~The Zone 1 South shall~~ schedules swim meets to be held throughout the year. usually with priority given to swimmers of its clubs over swimmers outside our zone. These meets are scheduled and host clubs selected through a bidding process described later.

Commented [VH35]: Moved to new line

Commented [VH36]: Covered under Bidding Process



b. Zone sanctioned meets shall give entry priority to Zone 1 South member clubs, unless otherwise specified in the meet announcement.

c. The Zone 1 South shall also holds one or more Zone Championship meets each year for its member clubs. Clubs within the Zone 1 South may shall not host another sanctioned meet on the same days as a Zone 1 South Championship meet(s). (3/13/13)

Commented [VH37]: This rule has not been upheld.

3. **Summer Leagues and Dual Swim-Meets.**

a. ~~Some of the Zone 1 South clubs currently participate in one of 3 Leagues: Coast Valley Aquatic League (CVAL), Silicon Valley Swim League (SVSL), and South Bay Swim League (SBSL). The Leagues were created by clubs getting together based on various criteria such as location, size, and similar interests, and they may include clubs from outside Zone 1 South. The Leagues are separate from Zone 1 South, are registered organizations with Pacific Swimming, and are managed by the coaches of participating clubs. Other clubs may contact one of the leagues to see if they can join, though each League typically tries to limit its size. Clubs may also consider forming a new League and registering it with Pacific Swimming. 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.~~

b. ~~The Leagues usually operate during the summer months and have varying objectives. Some may wish to offer young, novice swimmers a chance to get introduced to USA Swimming competition while swimming with experienced athletes in smaller, cordial meets which encourage further participation. Others just may want to offer more short course meets. Still others may have completely different objectives.~~

c. ~~The leagues typically host small "dual" meets starting in the spring and culminate with a Championship meet toward the end of summer. These "dual" meets may include 3 or 4 teams, or even 1 team. Schedules are set by the coaches in each League. These dual meets may be held informally. However, the host often applies for a formal sanction so that the swim times can be recorded. This requires certain swim officials at the meet to verify that USA Swimming rules are followed. (3/13/13)~~

Commented [VH38]: None of this is actually policy.

4. **Duties of the Sanction Chair.** The Zone 1 South Sanction Chair shall: (3/14/12)

a. ~~Represent Zone 1 South to Pacific Swimming on the sanctioning of swim meets. 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 the Pacific Swimming Sanctions for final approval.~~

b. ~~Assist swim clubs to in understanding the process for of getting their swim attaining a meets sanctioned by USA/Pacific Swimming.~~

c. ~~Review the clubs' meet sheets for meets awarded by Zone 1 South to make sure they are in compliance with Pacific Swimming and Zone 1 South requirements.~~

d. ~~Grant approval from Zone 1 South after the meet sheets are found to be in compliance.~~

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 requirements in section 5.0 below. ~~The scheduling committee shall consist of no more than 5 members and shall be comprised of the Scheduling Chair, one or more athlete representatives, and one or more coaches. Remaining members should be considered from Chairs or alternates of the Officials, Age Group, and Sanctions areas, as well as, other strongly interested people.~~
- c. Present and obtain Board approval of the Zone swim-meet schedule.
- d. Oversee the swim-meet bidding process.
- e. Interface with host clubs on any clarifications or changes to their meets.

**Commented [VH39]:** Moved to Scheduling Committee section.

**6. Requirements Duties of the Scheduling Committee. (1/11/12)**

- a. The Scheduling Committee shall consist of no more than 5 members and shall be comprise 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 is responsible for developpeing each year's meet schedule for the for Zone 1 South a schedule of meet for the entire swimming year (September to August) to be presented for approval each year.
- b. ~~The meet schedule must not violate any restrictions imposed by Pacific Swimming and shall cover an entire calendar year.~~
- c. ~~Any restrictions imposed by the Scheduling Committee on meets must be documented with the proposed schedule. For example:~~
  - (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.~~
- d. ~~Without specific restrictions having been specified, host club may add additional events to their meet as long as the original meet requirements are met.~~
- c. ~~Up to one meet per hosting club may be scheduled for which there will be no bidding. These should be unique, fun meets such as the Gerald Macedo Relays.~~
- d. The Sanctions Chair and the assigned Head-Meet Referee shall check the meet-sheet announcement for compliance with any restrictions imposed by the Scheduling Committee.
- g. ~~The Scheduling Committee shall obtain approval of the Board for the proposed schedule, making changes as determined by the Board.~~

**Commented [VH40]:** Moved to meet schedule process

**Commented [VH41]:** No longer necessary.

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

- a. ~~In January, the Z1S Scheduling Chair assembles a scheduling committee.~~
- b. ~~Before the end of January, Once Pacific Swimming should have has approved their LSC meet schedule and awarded the first round of meet hosts, the Zone Scheduling Committee shall develop is meet schedule. This is required so that the Z1S scheduling committee knows which dates are available.~~



- c. At the March Board meeting, the Scheduling Committee shall present the Zone meet schedule to the Board for approval with or without changes.
- d. This schedule ~~must~~ shall comply with the Pacific Swimming "protected dates" such as the LSC Officials Clinic. ~~Pacific LSC meets awarded in round 1 are protected; that is, Zones may not schedule meets on those days which are of equal or higher classification. However, Far Western Championship meets, JO meets, Age Group Champs meets, 10 Under Champs, and Senior meets are not protected. In addition, dates for the House of Delegates meetings and the Pacific Officials Clinic are protected.~~
- e. 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.
- f. Meets without specific restrictions may be modified by a host club as long as the original requirements are met.
- g. Before the May Board meeting, the Scheduling committee shall solicit round 1 and ~~then~~ round 2 bids for ~~the meets~~ meet hosts and shall assign meets per the following procedure:
- (1) ~~The scheduled meets are~~ meet schedule is distributed to all Zone member clubs and round 1 bids are requested. ~~The Clubs are to list the meets they want to host in~~ priority order (1st, 2nd, 3rd, etc.), ~~choice order~~ 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

**Commented [VH42]:** The only protected date remaining is the officials clinic and we do not need to list it in our P&P.



required from clubs hosting meets ~~sooner than~~ within 2 weekends before and after the requested meet 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 ~~sooner than~~ within 2 weekends before and after the requested meet 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 Point Scoring.** (9/13/17)
  - a. ~~Zone 1 South Champs is a competition between Clubs.~~ All clubs entered into Zone Championship meets are divided into three categories – Small, Medium, and Large as determined by the number of swimmers that 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. Small: under 80 entries; Medium: 80 – 169 entries; Large: 170 or greater entries. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awards are given in each category based on the number of points earned by each club's swimmers and relay teams.
    - (1) ~~Small: under 80 entriesathletes; Medium: 80 – 169 entriesathletes; Large: 170 or greater entries more athletes~~
    - (2) Each category will be awarded first, second and third place.
  - b. In each event points are awarded to swimmers based on three groupings: A time or faster, B time or faster but less than A time, slower than B time plus NT (No Time). For each grouping the points are 1<sup>st</sup> place 9, 2<sup>nd</sup> place 7, 3<sup>rd</sup> place 6, 4<sup>th</sup> place 5, 5<sup>th</sup> place 4, 6<sup>th</sup> place 3, 7<sup>th</sup> place 2, & 8<sup>th</sup> place 1. 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. Relay points are twice the individual points.



- 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:

Commented [VH43]: Rationale?

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

**D. OFFICIALS**

- 1. Stroke & Turn Officials. The Officials part of the Pacific web site describes what must be done to become a certified stroke and turn official. Evaluations must be completed by experienced Zone 1 South officials and may be done at Zone 1 South level meets or at League dual meets. (4/26/15)
- 2. Starter and Referee Officials. The requirements to become a certified starter or referee are listed in the Officials section of the Pacific Swimming web site. Evaluations for these positions must be done by experienced Zone 1 South officials at Zone 1 South level meets or League Championship meets. The starter or referee candidate may gain experience at League dual meets, but this does not count towards certification. (4/26/15) (7/8/15)
- 3. Head Starter. The Head Starter listed on Zone 1 South and Zone 1 South League meet sheets may be any certified Starter. (7/8/15)
- 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)
- 2. Administrative Officials (AO).
  - a. Teams who host Zone 1 South meets must provide a certified Administrative Official (AO) to have their meet sanctioned. The Zone 1 South Official's Chair will no longer assign an AO.

Commented [VH44]: All officials rules are now covered uniformly by USAS.

Commented [VH45]: Removal approved by Officials.



b. For Zone 1 South Championship meets and meets that require an Administrative Referee (AR), such as Trial/Finals meets, the Z1S Official's Chair is responsible for assigning the AO/AR. (9/13/17)

4. **Officials List.** The Zone 1 South 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 will include the officials positions they may work and are being trained to work, levels of certification including trainee, and optionally their email contact. (7/8/15)

Commented [VH46]: Moved to duties of Officials Chair

