

## **NORTHWEST ZONE POLICIES AND INFORMATION**

By agreement of the member Local Masters Swimming Committees (LMSCs): Alaska (AK), Inland Northwest (IW), Montana (MT), Oregon (OR), Pacific Northwest (PN), Snake River (SR), and Utah (UT).

### **SECTION 1 GENERAL INFORMATION**

#### **1.1 Officers**

The Northwest Zone (NW Zone) shall have one elected officer per the United States Masters Swimming (USMS) Rule Book. That officer will be the Zone Representative (zone rep), and shall serve a two-year term of office as outlined in the USMS Rule Book. Other officers or positions within the NW Zone will be appointed by the zone rep and confirmed by the NW Zone member LMSCs. Other positions may include but not be limited to: Treasurer, Long Distance Chair, Coaches Representative, Awards and Recognition Chair, Newsletter Editor, and Webmaster.

#### **1.2 Meetings**

NW Zone LMSC officers and members of the USMS House of Delegates from the NW Zone shall meet during each zone championship meet and the annual USMS Convention to discuss plans for future zone championships, share ideas and problem solve as necessary. These meetings are to encourage and enhance communication and the interchange of ideas among the LMSCs, swimmers of the NW Zone and the zone rep. An agenda shall be sent out by the zone rep prior to the meet as a reminder of the meeting and to indicate the time and place of the meeting. All meetings of the NW Zone are open to all registered USMS swimmers.

#### **1.3 Voting**

Each LMSC shall have one vote regarding all NW Zone business except as noted below. Issues may be taken home to the LMSC board for discussion and a final decision/vote shall be made at the next zone meeting, by mail, email, or phone, whichever is most appropriate. Attendance at NW Zone meetings is not mandatory in order for an LMSC to vote. The zone rep shall communicate with those LMSCs chair/representative not in attendance at the meeting to get each LMSCs vote on the issues. Each NW Zone member of the USMS House of Delegates has one vote for the zone rep.

#### **1.4 LMSC Size Designation**

A large LMSC has 400 or more registered members in a given year, and a small LMSC has 399 or less registered members in a given year. These numbers will be based on the previous year's total registrations as reported by the LMSC Registrars.

#### **1.5 Newsletters and Communication**

To further enhance communication and the sharing of ideas, each LMSC shall send a complimentary copy of the LMSC newsletter to the zone rep and each LMSC chair and newsletter editor in the NW Zone. It is suggested that each LMSC send a copy to the USMS National Office Administrator and to the elected USMS officers as well. An e-mail announcement/newsletter will be sent out by the zone rep in lieu of a printed newsletter.

#### **1.6 HOST (House Our Swimmers Tonight)**

Each LMSC shall encourage a person within their LMSC to serve as a contact person for swimmers desiring housing in other swimmers' homes during swim meets. LMSCs are encouraged to include HOST contact information on all meet entry forms.

#### **1.7 Entry Forms**

Each LMSC shall make available an electronic copy of all meet entry forms to the newsletter editors of the other LMSCs in the NW Zone and to the NW Zone Webmaster and newsletter editor.

#### **1.8 Records**

- 1.8.1 The fastest time by a NW Zone member in each event in a USMS sanctioned competition or recognized event shall be designated as a NW Zone record.
- 1.8.2 Records shall be achieved only in distances and strokes as recognized for USMS national records.
- 1.8.3 Records must be made in accordance with all pertinent rules of USMS.
- 1.8.4 Pacific Northwest shall maintain records for short course yards.
- 1.8.5 Inland Northwest shall maintain records for short course meters.
- 1.8.6 Oregon shall maintain records for long course meters.
- 1.8.7 Each LMSC must report its records in each course to the person designated to maintain and update the records for that course.

1.8.8 Records for a course shall be updated at the end of the season for that course as defined by USMS.

1.8.9 Records for a course shall also be updated prior to a NW Zone Championship meet for that course.

### **1.9 Awards**

National Awards: LMSCs that nominate someone for national awards (i.e. Ransom Arthur, Coach of the Year, or the Dorothy Donnelly USMS Service Award) are encouraged to notify other NW Zone LMSCs of that nomination. Other LMSCs might also want to support that candidate.

## **SECTION 2 ZONE FUND AND FINANCES**

### **2.1 Revenue**

The NW Zone fund (fund) will be overseen by the NW Zone treasurer and consists of funds generated by two-methods:

2.1.1 A \$1.50 surcharge on each zone championship meet individual entry.

2.1.2 An annual surcharge of \$0.50 per registered swimmer in each LMSC as of May 1, payable by May 15 of that year. The NW Zone rep shall remind the member LMSC chairs and treasurers by April 15 of the May 15 due date for the annual registration surcharge.

2.1.3 Funds collected for the NW Zone shall be held in an account by USMS.

### **2.2 Expenses**

2.2.1 The fund shall be used to provide 50 percent of the convention expenses as defined by the USMS Financial Operating Guidelines (FOG) and 100 percent of the convention registration fees (excluding late fees) of up to three delegates from the small member LMSCs (see definition in LMSC Size Designation noted above.)

2.2.2 The fund shall be used to provide 50 percent of the convention expenses (as defined by the USMS FOG) for the zone rep that are not reimbursed by USMS.

2.2.3 Up to \$100 of the fund may be used to pay for the NW Zone social or lunch at convention.

2.2.4 The fund shall be used to purchase awards for NW Zone championship events.

## **SECTION 3 SMALL LMSC CONVENTION DELEGATE SELECTION**

- 3.1 The small LMSC delegates to receive zone funding for convention shall be selected by a committee consisting of the LMSC chair or the chair's appointee from each of the large LMSCs. Applicants shall be evaluated on the following criteria:
- History of LMSC involvement;
  - Reasons for wanting to attend convention;
  - Plans for using the experience and information gained to benefit their LMSC.
- 3.2 The zone rep shall solicit applications for small LMSC delegate funding for that year's convention. Applications shall be due by June 1 to the zone rep, who shall send the information to the members of the selection committee. Notification of funding will be made no later than July 1.
- 3.3 Each delegate that receives funding shall be expected to submit a written report on how the information gained at convention will help the LMSC. Convention and expense reports are due to the zone rep no later than one month after the conclusion of convention.

## **SECTION 4 NW ZONE CHAMPIONSHIPS**

### **4.1 Rules**

USMS rules shall govern NW Zone championships.

### **4.2 Event Location Selection**

The site of the Short Course Yards, Short Course Meters, and Open Water NW Zone Championships shall be rotated among Pacific Northwest, Oregon and one of the other NW Zone LMSCs. The site of the Long Course Meters NW Zone Championships will rotate between an Oregon bid and an Open bid to allow other LMSCs the opportunity to bid for this meet every other year. If no other bids are received, the Long Course Meters NW Zone Championships will revert to an Oregon bid. All NW Zone LMSCs are encouraged to bid to host championships during "other" and "open" years. In "Other" years, preference shall be given to the LMSCs other than Pacific Northwest or Oregon. In "Open" years for the Long Course Meters NW Zone Championships, preference shall be given to LMSCs other than Oregon.

The following rotation schedule shall be followed as a guideline:

Course	2009	2010	2011	2012	2013	2014
Short Course Yards	Other	OR	PN	Other	OR	PN
Long Course Meters	OR	Open	OR	Open	OR	Open
Short Course Meters	PN	Other	OR	PN	Other	OR
Open Water	OR	PN	Other	OR	PN	Other

The rotation schedule may be altered by a vote of the NW Zone LMSCs depending on pool and manpower availability. Bids during “Other” years for Short Course Yards, Short Course Meters and Open Water and “Open” years for Long Course Meters shall be solicited by the zone rep and shall be due one month prior to the vote date noted on the following schedule. The zone rep shall include submitted proposals as part of the zone meeting agenda. In years that Pacific Northwest or Oregon are to host, announcement of the site location shall be made as noted below. In “Other” or “Open” years, the vote for selecting a location shall occur as noted below.

	Vote Taken/Location Announcement Made
Short Course Yards Championship	USMS convention zone meeting
Open Water Championship	Short course yards zone meeting
Long Course Meters Championship	Short course yards zone meeting
Short Course Meters Championship	Long course meters zone meeting

LMSCs unable to send a delegate to the zone meeting shall have the opportunity to vote by mail, email, or phone prior to the meeting.

### 4.3 Order of Events and Format

- 4.3.1 During a pool championship, the 1000 & 1650 yard or the 800 & 1500 meter freestyles shall always be offered. At the discretion of the meet director, swimmers may be allowed to enter only one or both of the distances.
- 4.3.2 Time Considerations: Meet hosts are encouraged to consider travel time for participants when scheduling the meet. Meet hosts should consider allowing significantly slower swimmers to swim through two heats in distance events to save overall meet time.
- 4.3.3 Order of Events: The order of events shall be as listed on the NW Zone Championship order of events noted in attachment A. The various orders of events based on quadrants shall rotate each year. Each quadrant shall be kept intact. Use of the NW Zone Championship order of events by

the NW Zone LMSCs for LMSC Championships is optional. If the Zone Championship and an LMSC Championship are held in conjunction, the zone order of events shall take precedence, unless another order is approved by a vote of the NW Zone LMSCs.

- 4.3.4 Relays: Championship pool meets shall offer all relay distances. Upon a request by the meet director and approval of the NW Zone committee, the 400 or 800 relays may be dropped due to time constraints and pool availability.
- 4.3.5 Relays can fit into any of the six spots shown. Breaks may be scheduled before and/or after relays at the option of the host.
- 4.3.6 Warm-ups & Breaks: A second warm-up after early morning distance freestyle may be added. Entry forms should indicate, "events to begin no earlier than \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m. A break may be scheduled before distance freestyle events at the end of the day.
- 4.3.7 Individual medley events may be fit into any of the seven possible spots. The 400 individual medley may be scheduled on Friday night. Individual medleys are separated from quadrants by relays & breaks (the break or relay may be before or after the individual medley).
- 4.3.8 Seeding: Pre-seeding or deck seeding at NW Zone Championships is at the discretion of the meet director. If the meet is to be deck seeded, it must so state on the entry form. If the meet is deck seeded, the event and heat number for each heat in the water must be displayed in a location easily seen by the participants. If the meet is deck seeded a heat sheet should be posted for each event prior to the swimming of the event. Events may be seeded slow-to-fast or fast-to-slow; however, all events within the meet must be seeded the same way.

#### **4.4 Open Water Championships**

- 4.4.1 The NW Zone Open Water Championships shall be held between June 15 and Labor Day inclusive.
- 4.4.2 The championship event shall be a distance from 1500 meters to 2 miles.
- 4.4.3 Wet suits may be allowed at the discretion of the meet director. If awards are given to wet suit competitors they shall be awarded separately from those for non-wet suit competitors. Any published results or records must clearly indicate which swimmers wore wet suits.
- 4.4.4 The meet host shall determine awards, which may include NW Zone ribbons. Individual awards shall be available for at least three places in each age group. Additional awards beyond three places may be given and shall be at the discretion of the meet host.

4.4.5 The event host shall pay the NW Zone a surcharge of \$1.50 per swimmer entered in the NW Zone Open Water Championship. This fee may be waived if the event is held in conjunction with a USMS National Open Water Championship event.

#### **4.5 Safety Marshals**

Safety marshals shall be provided by the meet host. There shall be at least two marshals on deck during all warm-up sessions and one marshal observing warm-up lanes during competition. Marshals shall be familiar with warm-up and safety procedures (USMS and LSMC) and shall enforce such procedures throughout the course of the meet. Each marshal shall be easily identifiable as a safety marshal by an item of clothing or other means. Facility lifeguards may be trained to act as safety marshals.

#### **4.6 Medals/Awards/Ribbons**

The host LMSC of each NW Zone Championship is responsible for distributing awards for that event. The zone shall provide awards to the championship host at no cost.

#### **4.7 Event Information & Results**

The meet entry form, banquet reservation form, hotel/motel information, and general meet information shall be sent to the zone rep and each NW Zone LMSC chair, newsletter editor, and webmaster at least three months prior to the meet. Meet information shall include relay information as outlined above and deck seeding information if the meet is to be deck seeded. Championship information shall be provided in electronic form. Meet results shall be provided to the zone rep for distribution to each LMSC.

#### **4.8 Scoring**

There shall be no LMSC, club or team scoring.

## Attachment A

## NW Zone Championship Order of Events

Year	Courses								
2009			SCY	LCM	SCM				
2010				SCY	LCM	SCM			
2011	SCM				SCY	LCM			
2012	LCM	SCM				SCY			
2013	SCY	LCM	SCM						
Plan	A	B	C	AA	BB	CC	Relays	Distance	IM
	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>	<b>Friday</b>
								Distance	IM
Quad #1	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>
	200 Free 100 Breast 50 Fly	50 Back 200 Fly 100 Free	100 Back 50 Breast 200 Free	200 Back 50 Free 100 Breast	50 Breast 100 Fly 200 Free	50 Free 200 Fly 100 Back			
							(Break)		(Break)
							Relay		IM
								Relay	
Quad #2	200 Back 50 Free 100 Fly	100 Back 50 Free 200 Breast	100 Breast 200 Fly 50 Free	50 Fly 200 Free 100 Back	100 Breast 200 Back 50 Fly	100 Free 50 Back 200 Breast			
							(Break)	(Break)	(Break)
							Relay	Distance	IM
									Relay
Quad #3	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>
	200 Breast 100 Free 50 Back	100 Breast 50 Fly 200 Free	50 Fly 200 Back 100 Free	200 Fly 50 Breast 100 Free	100 Back 50 Free 200 Breast	200 Back 50 Breast 100 Fly			
							(Break)		(Break)
							Relay		IM
								Relay	
Quad #4	200 Fly 100 Back 50 Breast	50 Breast 200 Back 100 fly	100 Fly 200 Breast 50 Back	100 Fly 50 Back 200 Breast	50 Back 200 Fly 100 Free	200 Free 100 Breast 50 Fly			
							(Break)	(Break)	(Break)
							Relay	Distance	IM
									Relay

IM	
SCY/SCM	LCM
100	
200	200
400	400

DISTANCE	EVENTS
SCY	SCM/LCM
500	400
1000	800
1650	1500

RELAY	EVENTS
FREE	MEDLEY
200	200
200 MIXED	200 MIXED
400	400
400 MIXED	400 MIXED
800	
800 MIXED	