

# NORTHWEST ZONE POLICIES

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 Chair, 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 Chair and confirmed by the NW Zone member LMSCs. Other positions may include but not be limited to: Treasurer and Webmaster.

### 1.2 Meetings

NW Zone LMSC officers and members of the USMS House of Delegates from the NW Zone shall meet during 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 Chair. An agenda shall be sent out by the Zone Chair prior to the meeting. Meetings of the NW Zone are open to all registered USMS swimmers. Quarterly conference calls shall be conducted by the Zone Chair to discuss plans for future zone championships, share ideas and problem solve as necessary. The Zone Chair will provide timely notification to all LMSC Chairs within the Zone. The Zone and LMSC Chairs will be responsible to notify any other interested zone members as they deem necessary.

### 1.3 Voting

Each LMSC shall have one vote regarding all NW Zone business except as noted below. Attendance at NW Zone meetings is not mandatory in order for an LMSC to vote. The Zone Chair shall communicate with those LMSC's 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 Chair. We will only conduct business that is on the agenda. A quorum shall be 5 of the 7 LMSCs.

### 1.4 Communication

The Zone Chair will send the Northwest Zone Chatter quarterly to all LMSC chairs and leaders from within the zone. The Chatter may contain lists of upcoming meets, LMSC reports and other items of interest to recipients.

### 1.5 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.

## **1.6 Records**

- 1.6.1 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.
- 1.6.2 Records shall be achieved only in distances and strokes as recognized for USMS national records.
- 1.6.3 Records must be made in accordance with all pertinent rules of USMS.
- 1.6.4 There shall be a NW Zone recorder who shall maintain NW Zone records for SCY, LCM and SCM.
- 1.6.5 Each LMSC shall report its records in each course to the NW Zone Recorder.
- 1.6.6 Records for a course shall, at the minimum, be updated prior to a NW Zone Championship for that course and at the end of the season for that course as defined by USMS.

## **1.8 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 in the Zone might also want to support that candidate.

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

### **2.1 Revenue**

The NW Zone 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 Annual NW Zone fees of \$0.50 per registered swimmer in each LMSC as of May 1. The fees are payable by May 15 of that year.
- 2.1.3 The NW Zone Treasurer shall inform the member LMSC chairs and treasurers of the amount due as per the May 1 National Office registration numbers and remind them of the May 15 due date.
- 2.1.4 Funds collected for the NW Zone shall be held 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) plus 100 percent of the convention registration fees (excluding late fees) for one delegate for the LMSCs eligible for convention reimbursement as defined in Section 3 of these policies. Up to \$300 of the Fund may be used to pay for a NW Zone social or lunch at convention.
- 2.2.2 The Fund shall be used to purchase awards for NW Zone championship events.
- 2.2.3 The zone may approve other Zone related expenses upon a vote of the members as provided for in Section 1.3.

### **2.3 Reimbursement**

Requests for reimbursement of expenses specified in Sections 2.2.1 and 2.2.2 shall be submitted to the Zone Treasurer no later than December 1 following the conclusion of the convention.

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

### **3.1 Eligible LMSCs**

The following LMSCs are eligible for funding under the Zone's Convention Reimbursement policies: Montana and Snake River.

### **3.2 Changes in Eligibility**

Any changes to 3.1 shall be made at the Zone meeting held during the USMS Annual Meeting to be effective the following year.

### **3.3 Named Delegates**

The Chair of each LMSC scheduled to receive funding shall provide the name of the delegate to be reimbursed to the Zone Chair no later than July 1. If a named delegate is unable to attend, the LMSC Chair must inform the Zone Chair of their replacement before any reimbursement is approved.

## **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 and Short Course Meters 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 alternate 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 Open Water NW Zone Championships shall be rotated equally among all NW Zone LMSCs.

The rotation schedule noted in attachment B shall be followed as a guideline.

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 Chair. The Zone Chair shall include submitted proposals as part of the December zone meeting agenda.

Bids for all Zone Championships are due to the Zone Chair by December 1 of the preceding year.

### **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.
- 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. If 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 events are deck seeded, a heat sheet shall 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 1 and September 30 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. Unused awards shall be returned to the Zone Chair within 30 days of the completion of the event.

#### **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 Chair 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 Chair for distribution to each LMSC.

#### **4.8 Scoring**

There shall be no LMSC, club or team scoring.

## Attachment A

## NW Zone Championship Order of Pool Events

Year	Courses								
2015			SCY	LCM	SCM				
2016				SCY	LCM	SCM			
2017	SCM				SCY	LCM			
2018	LCM	SCM						SCY	
2019	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> Distance	<b>Friday</b> 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	<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 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	<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 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	

**Attachment B**

NW Zone Championship Rotation Schedule

Course	2010	2011	2012	2013	2014	2015	2016
Short Course Yards	OR	PN	Other	OR	PN	Other	OR
Long Course Meters	Open	OR	Open	OR	Open	OR	Open
Short Course Meters	Other	OR	PN	Other	OR	PN	Other
Open Water	PN	SR	UT	AK	IW	MT	OR

Course	2017	2018	2019	2020	2021	2022	2023
Short Course Yards	PN	Other	OR	PN	Other	OR	PN
Long Course Meters	OR	Open	OR	Open	OR	Open	OR
Short Course Meters	OR	PN	Other	OR	PN	Other	OR
Open Water	PN	SR	UT	AK	IW	MT	OR