

EASTERN ZONE POLICY MANUAL

(Sections 1-9)

EASTERN ZONE CHAMPIONSHIP MEET REGULATIONS

(Sections 10-11)

APPENDICES

- A. Order of Meet Events – Short Course AG Zones**
- B. Order of Meet Events – Long Course AG Zones**
- C. Order of Meet Events – Spring Sectionals**
- D. Order of Meet Events – Summer Sectionals**

ATTACHMENTS

- A. Eastern Zone Championship Contract**
- B. Eastern Zone Championship Financial Report**
- C. Eastern Zone Championship Activity Report**
- D. Eastern Zone Championships – Short Course AG Records**
- E. Eastern Zone SC Champions**
- F. Eastern Zone Championships – Long Course AG Records**
- G. Eastern Zone LC Champions**
- H. Eastern Zone Past Zone Directors**
- I. Eastern Zone Service Award Recipients**
- J. Eastern Zone Officials Chair – Duties and Responsibilities**
- K. Dave Davis Outstanding Officials Award Recipients**
- L. Eastern Zone Meeting Locations within the Zone**
- M. Eastern Zone Speedo Champions Series – Short Course Records**
- N. Eastern Zone Speedo Champions Series – Long Course Records**

**Adirondack
Allegheny Mountain
Connecticut
Maine
Maryland
Metropolitan**

**Middle Atlantic
New England
New Jersey
Niagara
Potomac Valley
Virginia**

- 1.0 **RESPONSIBILITIES:** The responsibilities of the Eastern Zone (EZ) shall be:
- 1.1 To elect representatives to the USA Swimming Board of Directors in accordance with the USA Swimming Bylaws.
 - 1.2 To aid and assist in distribution of information from USA Swimming to the LSCs within its assigned territory.
 - 1.3 To aid and assist USA Swimming in the promotion, development and conduct of amateur swimming in the United States within its assigned territory.
 - 1.4 To conduct the EZ Championship Age Group (AG) Meets (Long Course and Short Course), and the EZ Speedo Champions Series (Sectional) Meets - as prescribed by the Eastern Zone Championship Regulations.
- 2.0 **TERRITORY:** The territory of the EZ shall correspond to that of the LSCs of Adirondack, Allegheny Mountain, Connecticut, Maine, Maryland, Metropolitan, Middle Atlantic, New England, New Jersey, Niagara, Potomac Valley and Virginia.
- 3.0 **MEMBERSHIP:**
- 3.1 LSC Representation:
 - 3.1.1 Each LSC in the EZ is entitled to three (3) votes at all EZ Meetings; at least one representative from that LSC must be present in order to cast the LSC's votes. The General Chairman of each LSC (or their designee) shall determine who shall cast the votes for each LSC.
 - 3.1.2 Each voting representative shall be a member in good standing of USA Swimming.
 - 3.1.3 The General Chair of each LSC, or his/her designee, shall appoint the representative(s) casting the LSC's three (3) votes.
 - 3.1.4 It is recommended that an athlete be an active participant in all LSC decisions.
 - 3.2 All other persons resident in the EZ and members in good standing of USA Swimming who attend EZ meetings shall have voice but no vote.
- 4.0 **MANAGEMENT:**
- 4.1 General: The management of the affairs of the EZ is the collective responsibility of the LSC representatives subject to limitation by USA Swimming Bylaws.
 - 4.2 Financial:
 - 4.2.1 Except for income derived by the hosts of the EZ AG Championship Meets and the Speedo Champions Series (Sectional) Meets, any income derived from the promotion of swimming by members of USA Swimming, on behalf of the EZ, must be used in further promotion of swimming for the general welfare of the EZ as a whole.
 - 4.2.2 Entry fees for the Eastern Zone AG Championship Meets and the Speedo Champions Series (Sectional) Meets may be changed only at an EZ meeting by a majority vote of eligible members present.
- 5.0 **OFFICERS:**
- 5.1 Elected Officers: The elected officers of the EZ shall be:
 - a. Zone Director – Coach
 - b. Zone Director – Non-coach
 - c. Technical Planning Chair
 - d. Secretary/Treasurer
 - e. Age Group Development Committee member - Coach
 - f. Age Group Development Committee member - Non-coach

- g. Athlete Representative
- 5.2 Appointed Officers: The Zone Directors shall appoint the following officers:
 - a. Zone Championship Coordinator
 - b. Officials Chair
 - c. Webmaster
- 5.3 The Officers (identified in Sections 5.1 and 5.2) shall have voice but no vote at EZ meetings, unless as a designated LSC voting representative.
- 5.4 Eligibility:
 - 5.4.1 Only current members in good standing of USA Swimming and of a member LSC are eligible to hold office.
 - 5.4.2 All officers must be registered with USA Swimming and an LSC that is part of the EZ.
 - 5.4.3 The Zone Directors shall not be members of the same LSC.
 - 5.4.4 The Zone shall have one coach and one non-coach Director.
- 5.5 Term of Office
 - 5.5.1 Zone Directors and other officers shall be elected for a two-year term.
 - 5.5.2 The following Officers shall be elected in odd numbered years:
 - a. Zone Director – non-Coach
 - b. Technical Planning Chair
 - c. Age Group Development Committee member - Coach
 - 5.5.3 The following Officers shall be elected in even numbered years:
 - a. Zone Director - Coach
 - b. Secretary/Treasurer
 - c. Age Group Development Committee member - Non-coach
- 5.6 Limitation of Terms: No officer shall be elected to more than two successive terms except the Secretary/Treasurer.
- 5.7 Vacancy: A vacancy in any office shall be filled by appointment by the Zone Directors until the next regularly scheduled meeting of the EZ.
- 5.8 Duties and Responsibilities:
 - 5.8.1 Zone Director - Coach:
 - Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - Shall chair all EZ meetings from the conclusion of the Annual meeting at which the election is held in an odd numbered year to the conclusion of the Annual meeting in the following even numbered year.
 - Shall serve as a member of the Meet Coordination Committee.
 - Shall chair EZ meetings in the absence of the Zone Director – Non-coach.
 - Shall chair elections at the EZ meetings when the Zone Director – Non-coach is up for election.
 - 5.8.2 Zone Director - Non-coach
 - Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - Shall chair all EZ Meetings from the conclusion of the Annual meeting at which the election is held in an even numbered year to the conclusion of the Annual meeting in the following odd numbered year.
 - Shall chair elections at the EZ meetings when the Zone Director - Coach is up for election.
 - Shall chair EZ meetings in the absence of the Zone Director - Coach in even numbered years.
 - Shall serve as a member of the Meet Coordination Committee.

- 5.8.3 Technical Planning Chair
 - Shall chair the Technical Planning Committee.
 - Shall be a member of the Meet Coordination Committee
 - Shall review Meet Announcements for the Zone Championship AG Meets and the Speedo Champions Series (Sectional) Meets for consistency and compliance with EZ policy.
 - Shall provide guidance regarding technical aspects of the conduct of competition at the Zone Championship AG Meets and Speedo Champions Series (Sectional) Meets.
- 5.8.4 Secretary/Treasurer
 - Shall be responsible for record keeping and minutes of all EZ meetings.
 - Shall conduct official correspondence for the EZ.
 - Shall issue notices of all EZ meetings.
 - Shall receive and disburse all monies as authorized by the EZ.
 - Shall maintain financial records for the EZ.
 - Shall keep all funds of the EZ on deposit in a designated account with USA Swimming.
 - Shall prepare and send reports as may be required by USA Swimming.
 - Shall maintain swimming Records of the EZ.
- 5.8.5 Age Group Development Committee Members
 - There shall be a Coach and Non-coach member.
 - Shall represent the EZ on the USA Swimming Age Group Development Committee.
- 5.8.6 Zone Championship Coordinator
 - Shall carry out duties and responsibilities as detailed in the Sections 10 and 11 of this Manual.
- 5.8.7 Officials Chair
 - Shall maintain communication with the LSC Officials Chairs in the EZ.
 - Shall assist with the training of Officials within the EZ.
 - Participate in the selection and/or approval of the EZ Speedo Champions Series and EZ AG Championship Meet Referees.
 - Shall carry out the duties described in Attachment J.
- 5.8.8 Webmaster
 - Shall maintain the EZ website.
 - Shall post items relevant to competitive swimming as it specifically pertains to the EZ.
 - Shall post (or provide a link to) information regarding the SC and LC EZ AG Championship Meets and the Speedo Champions Series (Sectional) Meets. This shall include the meet announcement and meet results.
 - Shall post items pertaining to the governance of the EZ.
 - Shall inform LSC General Chairs and Webmasters when Meet information is posted for the EZ Championship meets.
 - Shall maintain a list of LSC Webmasters within the EZ and shall inform them when material items are posted on the EZ website that are of major interest.
- 5.8.9 – Technical Planning Committee
 - Each LSC within the EZ shall appoint a representative to the EZ Technical Planning Committee
 - Shall meet immediately prior to or during the Spring and Annual EZ meetings.

- Shall initiate, invite and review recommendations pertaining to the conduct of the EZ AG Championship Meets and the Speedo Champions Series (Sectional) Meets.
- Shall evaluate all proposed changes to the meet formats, qualifying times and other technical aspects and make recommendations regarding them to the EZ for their consideration.

5.8.10 – Athlete Representative

- Shall solicit views of LSC athlete representatives and present them, as appropriate, to the EZ and USA Swimming.
- Shall represent the EZ on the USA Swimming Athlete Committee.
- Shall report athlete related information from USA Swimming to the EZ and the LSC athlete representatives

6.0 ELECTIONS:

6.1 Shall be held at the Annual EZ meeting held in conjunction with the USA Swimming Convention.

6.2 Nominations:

6.2.1 May be made prior to the annual USA Convention through the USA Swimming Elections Committee.

6.2.2 May be made at the Spring EZ meeting.

6.2.3 May be made from the floor at the Annual EZ meeting held at convention.

6.2.4 May be made by any Convention delegate registered with USA Swimming through an LSC in the EZ.

6.2.5 Each candidate or his/her representative may present an introduction or statement at the Annual meeting, not to exceed two minutes.

6.3 Voting:

6.3.1 Shall be by secret ballot with each LSC having three (3) votes.

6.3.2 Shall be cast by LSC voting representatives.

6.3.3 Election requires a majority of the votes cast.

6.3.4 If there is no majority on a ballot, the leading candidates whose votes total a majority will advance to another ballot, continuing until one candidate receives a majority.

6.3.5 If the vote results in a tie, the Zone Director not running for election will cast the deciding ballot. This should be done in advance.

6.4 Athlete Representative

6.4.1 Shall be elected by one athlete from each represented LSC of the EZ in even numbered years.

7.0 MEETINGS:

7.1 Annual: The Annual meeting of the EZ shall be held in conjunction with the annual convention of USA Swimming.

7.2 Spring: A Spring meeting of the EZ shall be held in the spring at a date and location to be determined at the prior Spring meeting.

7.3 Special Meetings: A special meeting may be called by agreement of both Zone Directors or upon written request to the Secretary by no less than one-third of the LSC's General Chairs.

7.4 Notices:

7.4.1 The notice of the annual convention of USA Swimming shall be considered notice of the Annual meeting of the Zone.

7.4.2 The notice of the Spring meeting or any special meetings shall be sent by the Secretary at least thirty (30) days in advance of the meeting. An

Agenda, setting forth the specific items to be considered and acted upon, shall be sent at least fifteen (15) days in advance of the meeting.

- 7.5 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.
- 7.6 Rules or Order: The procedural rules at all meetings shall be current Robert's Rules of Order
- 7.7 Order of Business: At all meetings of the EZ, the following agenda items shall be the Order of Business:
- a. Call to Order
 - b. Approval of Minutes
 - c. Financial Report
 - d. Approval of Agenda
 - e. Report of Zone Championship Coordinator
 - f. Report of Officers
 - g. Technical Planning Committee Report
 - h. Athlete Representatives report
 - i. Unfinished Business
 - j. Elections (annual meeting)
 - k. Reports from National Committees
 - l. New Business
 - m. Adjournment
- 7.8 Proxy Votes: Each LSC's three (3) votes at an EZ Meeting may be cast by one or more LSC representatives (as determined by the General Chair or their designee) that are present at the meeting. An LSC may not assign its vote(s) to another LSC to be cast on its behalf.
- 8.0 **MAIL VOTE:**
- 8.1 Any action deemed by the Zone Directors to be extraordinary, except amendment of this Policy Manual, may be taken by mail or e-mail vote without a meeting.
- 8.2 The Secretary/Treasurer shall inform each LSC General Chair of the proposed action, provide an opportunity to express approval or disapproval to the General Chairs or representatives of the other LSCs, and provide a reasonable time (which shall be no less than five (5) days) within which to inform the Secretary/Treasurer of their LSC's votes.
- 8.3 The General Chairman shall determine the distribution of the three (3) ballots within the LSC.
- 8.4 Approval by written or e-mail ballot shall be valid only when the number of votes cast within the specified time period constitutes a majority of the votes entitled to be cast.
- 9.0 **MISCELLANEOUS:**
- 9.1 Amendments: Any provision of the EZ Policy Manual (Sections 1 to 9) not prescribed by USA Swimming Bylaws may be amended at any meeting of the EZ by two-thirds (2/3) vote. At least thirty (30) days written notice must be given to the General Chair of each LSC of any proposed amendment. Any provision of the EZ Regulations (Sections 10 and 11) and the Appendices may be amended at any meeting of the EZ by simple majority of the votes cast. The Attachments hereto are information documents; the Secretary-Treasurer shall be responsible for maintaining their accuracy.
- 9.2 The Zone Directors shall have the authority to enforce these rules in accordance

with current USA Swimming Rules and Regulations.

- 9.3 Fiscal Year: The fiscal year of the EZ shall be that adopted by USA Swimming.
- 9.4 Mailing Address: The mailing address for the EZ shall be that of the Secretary.
- 9.5 Notification: Each LSC General Chair shall be responsible for advising the EZ Secretary as to changes regarding the positions of LSC General Chair, LSC Senior Chair, LSC Age Group Chair, LSC Athlete Rep and the LSC representative to the Zone Technical Committee. The information shall include their name, mail and e-mail addresses, and phone numbers. The EZ shall also be informed of any change in addresses and phone number of a permanent office maintained by the LSC. This shall be the information used by the EZ to advise the LSCs of EZ matters..
- 9.6 Dissolution: Upon dissolution of the EZ all assets shall be distributed to the member LSCs in equal shares, or may be distributed to USA Swimming upon a majority vote of the LSCs.
- 9.7 All fines and protest fees collected at an EZ AG Championship or Speedo Champions Series (Sectional) Meet shall be deposited into the EZ Treasury general fund.