

**EASTERN ZONE AGE GROUP CHAMPIONSHIP MEET  
REGULATIONS AND PROCEDURES**

**A. Bid Procedure**

1. Separate bids shall be solicited for the Short Course (SC) and Long Course (LC) meets.
2. Bids will be made and awarded according to the following schedule:
  - a. Both SC and LC meets in a given year shall be bid and awarded at the Annual EZ meeting (held at Convention) in the second calendar year prior to the dates of the meets.
  - b. If a meet is not bid and/or awarded at the appropriate Annual meeting, bids shall be solicited and the meet awarded at the following Spring EZ meeting (i.e., in the calendar year prior to the dates of the meets.)
  - c. If a meet is not bid and/or awarded at the above Spring meeting, the Zone Directors shall be empowered to seek bids and award the appropriate meet.
3. Bids will be made by and awarded to an LSC in the Eastern Zone (EZ); the LSC Chairman shall sign the contracts. The LSC may designate a Club within the LSC to host the meet, but the LSC shall remain responsible for proper conduct of the meet and shall insure that all requirements herein are followed.
4. Bids shall be submitted in writing and must agree to meet or exceed all of the criteria contained in these Regulations. In addition, bids for the SC meet must meet all of the requirements of the USA Swimming Zone Age Group Championship Contract.
5. The written bid proposal shall contain details of any fees or charges exclusive of entry fees (as stated in F.9) and general information on the meet facility, including number of lanes, availability of warm-up/down facilities, spectator capacity and concession availability. The name of the Meet Director must be included in the bid to host an EZ Championship Meet.
6. Each bidder will be allowed a maximum five (5) minute presentation at the appropriate EZ meeting.
7. A majority of eligible votes (by LSC) present will be required to award the bid.
8. The successful bidder shall execute the Eastern Zone Age Group Championship Contract (Appendix A) and [SC only] the USA Swimming Zone Age Group Championship Contract (Appendix \_\_) within 90 days of the meeting at which the bid is awarded, and shall deposit \$500 with the EZ Treasurer prior to the meet; such deposit, minus expenses for championship pins, will be refunded upon completion of all requirements set forth in the contract. If the LSC does not publish the Meet Results and issue the required reports within the specified time after completion of the Championship, the full amount may be retained by the EZ to defray the administrative costs incurred to obtain this information.
9. Once awarded, meet formats may not be changed without approval of the Zone Championship Coordinator and the Technical Planning Chair.

**B. Facility Requirements**

1. Should meet the preferred standards for National Championships as found in the USA Swimming Rules and Regulations, Article 103.
2. An 8-lane competitive course is required. Two 25-yard courses at the same location are required for the SC meet; two 50-meter courses in close geographical proximity are required for the LC meet.
3. Must have automatic timing systems and appropriate backup equipment; should have a scoreboard for each course; a separate display for each lane is preferred.

4. It is preferred that there be an on-site warm-up/down area.
5. There should be adequate spectator seating and on-deck space for each LSC team.

#### C. Meet Coordination Committee

1. The two Zone Directors, Technical Planning Chair, Zone Athlete Representative, Zone Officials Chair, and a Chairman from the meet host (to be appointed by the Zone Directors) shall constitute this committee.
2. A quorum is three (3) members. A majority of the members present is necessary for the committee to take any action.
3. The Committee shall receive the Zone Championship Report.

#### D. Pre-Meet Host Responsibilities

1. Shall consult with the EZ Technical Planning Chair to determine if any changes need be incorporated into the Meet Information.
2. Shall prepare the Meet Information using the Meet announcement from the previous year and submit the Meet Information to the Eastern Zone Technical Planning Chair and the Meet Referee (if named) for review and final approval.
3. Shall distribute the Meet Information to each EZ LSC no later than ninety (90) days prior to the start of the meet. The order of events, qualifying times and meet announcement will be posted on the EZ website.
4. Shall provide names, postal and e-mail addresses and phone numbers of key personnel to the Zone Championship Coordinator.
5. Shall send the following items to the EZ Webmaster for posting on the EZ website. Notification of availability should be sent to the General Chair or Zone Team Manager of each EZ LSC, the Zone Championship Coordinator and the EZ Secretary no later than ninety (90) days prior to the start of the meet:
  - a. Meet information and electronic meet events file
  - b. Officials' application/information
  - c. Any other information which the host requires from the LSCs in order to efficiently run the meet
6. Shall state the entry deadline and method by which entries should be submitted; it is strongly recommended that entries be submitted electronically by the respective LSC.

#### E. Meet Host Responsibilities

1. Pool Time
  - a. The host should provide practice time in the competition pool on the day (afternoon/evening) prior to the start of the meet.
  - b. The warm-up/down areas should be available throughout the meet. If onsite warm-up/down facilities are not available, appropriate breaks must be provided in the meet sessions and notification of such breaks given to each LSC at the Team Managers meeting.
  - c. Lanes for warm-up (prior to each session) and warm-up/down areas shall be used as defined by the Host LSC, following all relevant safety regulations.
2. Personnel. The host shall provide:
  - a. Meet Referee – see Section H-1.
  - b. Automatic timing and officiating equipment and operators.
  - c. Administrative personnel sufficient to staff Clerk of Course, computer and timing system operators, runners, scoring, copying and posting of results.
  - d. Marshals for warm-up sessions, warm-up/down areas and the locker rooms during

competition.

3. Credentials
  - a. The host shall provide a credentials desk.
  - b. Credentials will be provided for the EZ Officers, the Zone Championship Coordinator, working officials, and designated LSC team representatives listed on the LSC team roster.
  - c. Up to eight (8) Team Coaches or other designated Team Representatives plus the Team Manager (or alternate) will be credentialed for each LSC.
  - d. Credentials will be required to be on deck.
4. PsychSheets/Heat Sheets
  - a. All psych sheet/heat sheet event headings shall include the Eastern Zone Record, the National Age Group Record, T16 Eligible Times and the qualifying times for appropriate USA Swimming Championship meets.
  - b. No later than the Team Managers' meeting (the night before the competition), the host shall provide complete heat sheets for each session and the projected time line for each session to credentialed officials and coaches plus two complete Meet Programs for each Team Manager.
  - c. One copy of the complete results of the prior day's Preliminary and Final sessions shall be posted at 7:00 am each morning, other than following the last day of the meet.
  - d. Heat sheets for each day's Finals session shall be available one hour prior to the start of that session.
  - e. Results shall be posted after each session on either the host club or LSC website and made available to the EZ Webmaster for posting. Posting of results in real-time is encouraged. The EZ Webmaster should be notified of the URL where the meet results will be posted.

#### F. Championship Meet

1. **SC** - The meet shall conclude before the first Sunday of April.  
**LC** - The meet will be conducted to finish on the Saturday between the 9<sup>th</sup> and the 15<sup>th</sup> of August.
2. A meeting for all Team Managers shall be held the evening before the competition, to include the Manager and Head Coach of each LSC team.
  - a. The Meet Director or designee shall chair the meeting.
3. The meet shall be conducted under the rules and regulations of USA Swimming.
  - a. The host shall obtain a Sanction for the meet from the host LSC and shall comply with all LSC and USA Swimming code requirements.
  - b. The host shall seek approval of the meet as a "Qualifying Meet" under the National Officials Certification Program.
4. Format
  - a. Age Groups for the meets shall be 10&Under, 11-12, 13-14 and 15-18 for both Girls and Boys. Sessions and events shall be swum as provided for in Appendices A and B.
  - b. **SC** - Individual Events shall be Timed Finals for all 10&Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the (13-14 and 15-18) 1650 and 1000 Freestyle and 11-12 500 Freestyle events which shall be Timed Finals. All heats of the 1000 and 1650 Freestyle and the 11-12 500 Freestyle will be swum at the Prelims sessions. See Appendix A.

**LC** - Individual Events shall be Timed Finals for all 10&Under events; Individual Events for other age groups shall be Prelims and Finals (A-Finals only) except for the

- (13-14 and 15-18) 800 and 1500 Freestyle and 11-12 400 Freestyle events which shall be Timed Finals. The fastest heat of each 800 and 1500 Freestyle event will swim in the Finals session; all other heats will swim in the Prelims session (after the 200 Fly & 50 Free) as the last events of the session. The heats shall be swum in the following order, fastest remaining heat of the 13-14 girls, 13-14 boys, 15-18 girls, 15-18 boys, until all heats have been swum. All entrants for the 800 and 1500 Freestyle events will be required to declare to the Meet Referee their intention to swim this event prior to the conclusion of the Prelims session warm-up on the day of the event. The fastest heat of the 11-12 Girls and Boys 400 Free will be swum in the final session. The remaining heats will be swum slowest to fastest in the Prelims session. (See Appendix B.)
- c. **SC** – All Relays are Timed Finals events. All heats of the 11 and over Relays shall be swum in the Finals session; the 10/U relays shall be swum at the session with other 10&Under events.  
**LC** – All Relays are Timed Finals events. All heats of the 11 and over Relays shall be swum in the Finals session; the relays for 10/U shall be swum at the session with other 10&Under events.
- d. **LC** - Whenever possible, the Finals sessions will not start prior to 4:30 pm nor later than 6:30 pm, provided that two hours has elapsed from the end of the last Prelims session to the start of Finals.
- e. The Meet Format may be changed by a majority vote of eligible members present at an EZ Meeting, except for those meets already awarded. In unusual circumstances that may arise between EZ Meetings, the meet format may be changed by a 2/3 majority of the Zone Directors and the Technical Planning Chair.
- f. Each LSC may bring two (2) swimmers age 12 & under and two (2) swimmers age 13-18 with disabilities to the Meet. These swimmers are in addition to the swimmers who have qualifying times or otherwise qualify for the meet. Each LSC may select the swimmers at their own discretion. With the concurrence of the respective LSC coach or Manager, the meet staff will determine where the swimmer best fits into the meet (i.e., seeded with their peers, seeded with their peers but in a shorter distance, seeded with younger swimmers, etc.) and will place them accordingly.
5. Eligibility
- a. Each swimmer must be a current USA Swimming registered athlete in the LSC that he/she represents. Each swimmer's age is determined by their age on the first day of the meet.
- b. Each swimmer must be entered by their LSC using the meet entry process described in the Meet Announcement.
- c. Competition is restricted to LSCs within the Eastern Zone.
- d. **SC and LC** - Athletes who have competed in an Individual Event at the USA Swimming National Championships, the USA Swimming Spring Championships, the U.S. Open, the USA Swimming Junior Championships or a USA Swimming Trials Class meet are not eligible to enter and compete at an EZ AG Championship meet.
- e. **SC and LC** - athletes 13 years of age and over who have achieved a qualifying times in an individual event for any of the above meets (see F.5d) prior to the entry deadline for the EZ meet, may not enter and compete in an EZ AG Championship meet.
- f. **SC and LC** - Athletes 12 years of age or younger who have achieved a qualifying time in an individual event for any of the above meets (see F.5d), but have not competed in that event at the stated meet, may enter and compete in that event in an EZ AG Championship meet.

- g. **SC** - Each LSC may enter two (2) swimmers in each Individual Event and one (1) Relay in each relay event.  
**LC** - Each LSC may enter all eligible swimmers who have achieved the qualifying time standard for each Individual Event. If an LSC does not enter two (2) swimmers who have achieved the time standard in an event, the LSC may enter up to two (2) swimmers in that event regardless of their qualifying time. All swimmers must be entered with their best LC time achieved between the first day of the prior year's EZ LC Championship meet and the meet entry deadline. Each LSC may enter two (2) Relay teams per event. Qualifying times must have been achieved in long course meters; converted times will not be accepted. The EZ may grant an exception to an LSC that has no or very limited long course competitions within its boundaries.
- h. Each swimmer may be entered in a total of six (6) Individual Events at the meet and not more than three (3) Individual Events per day. Relays must be made up of swimmers entered in Individual Events at the meet.
- i. When Time Trials are offered, a Time Trial event shall count toward the above event limitations (in F.5h).
- j. **LC** - Each LSC is responsible for proof of time for its entry. Proof of time has been defined as a time included in the USA Swimming maintained SWIMS database, or which can be proven by official meet results (including the cover sheet) Each LSC must provide written certification with their entries, via a LSC Officer's signature, attesting to the accuracy of its entries. It is the intent of the EZ, that meet entry times be proven prior to the start of the meet, and rectification of any unproven time should be made before the swimmer is allowed to compete. Within 90 days of the completion of the meet, the Zone Championship Coordinator will conduct an audit of entry times vs. meet results; based on the results of this audit, an LSC may be required to provide proof of time for selected swims, if not already proven. Failure to prove a time will result in a fine of one hundred dollars (\$100) per swim and the LSC will be responsible for paying the fine. Failure to pay the fine will result in exclusion from future EZ Meets. (It is understood that those times entered under the allowed two (2) swimmers per event rule are exempt from proof of time.)
- k. Any LSC falsifying an entry in any way or permitting an unregistered athlete, non-athlete or coach to represent them will be fined one hundred dollars (\$100) per occurrence and will not be permitted to continue to participate until the fine is paid.

## 6. Substitutions

- a. **SC** - Each LSC is entitled to enter two (2) swimmers in each individual event. An LSC may substitute for an entered swimmer that is unable to compete; the substitute swimmer must already be entered in the meet and may not exceed the allowed number of events for that swimmer.  
**LC** - Each LSC is entitled to substitutions only in the event that fewer than two (2) swimmers would be available to compete. A substitute swimmer must already be entered in the meet and may not exceed the allowed number of events for that swimmer.
- b. Substitutes may not be used to increase the number of swimmers (or relays) originally entered in an event.
- c. No adjustment in seeding will be made when substitutes are entered.
- d. Deadline for substitutions will be thirty (30) minutes prior to the starting time of each session.
- e. A form for making substitutions will be provided in the Managers' packets.

7. Scoring
    - a. Scoring shall be according to USA Rule 102.7.3 based on the number of lanes in the pool.
  8. Awards
    - a. Medals will be awarded to individuals placing 1st through 8<sup>th</sup> places and relays placing 1<sup>st</sup> through 3<sup>rd</sup> places.
    - b. A championship banner will be awarded to the winning Girls', Boys' and Overall Champion teams. This is a traveling award.
    - c. Members of the overall championship team will receive a pin that the host team will purchase from the EZ and a Championship Certificate to be provided by the EZ.
    - d. All participants will receive a Participation Certificate to be provided by the EZ.
    - e. All record breakers will receive a Record Certificate to be provided by the EZ.
    - f. Separate meet records shall be kept for the **SC and LC** AG Championships for events offered in those meets
  9. Entry Procedure
    - a. **SC** - Entry fee is \$800.00 per LSC.  
**LC** - Entry fee is \$8 for each Individual Event and \$10 for each Relay.
    - b. The entry fee may be changed by a majority vote of eligible members present at a EZ meeting, except for those meets already awarded.
    - c. Meet information and electronic meet event files will be provided.
    - d. **SC** - Entry times must be in short course yards.  
**LC** - Entry times must be in long course meters.
    - e. The entry deadline shall be no earlier than the Tuesday of the week preceding the week in which the meet begins.
  10. Scratch Procedure

The scratch procedure and no show rule for the meet shall be in accordance with USA Swimming Rule 207.12.10D&E.
  11. Special:

The meet host shall describe fully any unique operational procedures to be employed. Such local procedures cannot contradict established USA Swimming rules and are subject to review by the Zone Championship Coordinator and the Technical Planning Chair.
- G. Team Manager
1. Each LSC must provide the name of an individual to serve as official Team Manager at the EZ Meeting prior to the competition. The General Chairman will receive the meet information in the event that a Team Manager is not designated. An alternate may also be named. Team Managers, or an alternate, may vote (one per LSC) at any meeting called by the Meet Director or Meet Referee to discuss matters concerning the meet. Only the designated Team Manager or alternate is permitted to represent the LSC.
- H. Officials
1. The Meet Referee shall be recommended by the host LSC with the concurrence of the EZ Officials Chair.
  2. An Administrative Referee and Chief Judge shall be named by the Meet Referee prior to the meet.
  3. Each LSC shall provide one (1) USA Swimming certified Stroke and Turn Judge and a minimum of two (2) or more timers at each session.

4. Other key officials, including referees and starters, as endorsed by each LSC, will be assigned where possible. The host LSC will establish final assignment and schedule of officials.
5. Officials may wear uniforms of their respective LSC.
6. Officials working at the meet may apply to have their performance observed for N2/N3 certification, provided the meet has been approved under the National Officials Certification Program. It is the meet host responsibility to apply for the meet to be approved for observation at this level.

**I. Protests**

1. A Meet Jury will adjudicate any protests, including issues of conduct that may occur in the meet venue. All protests must be made in writing.
  - a. Protests regarding eligibility as stated in USA Swimming Rule 102.11.3 will not be accepted from anyone other than the Team Manager or his designee.
  - b. The Meet Jury will consist of the Meet Director, the Meet Referee and, depending upon the session in which the protest originated, an Athlete, a Coach, and a Team Manager appointed by their LSC - according to the following schedule:

<b>Sess.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Athl.	AD	AM	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA
Coach	AM	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA	AD
T.Mg	CT	ME	MD	MR	MA	NE	NJ	NI	PV	VA	AD	AM

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If the designated LSC is an interested party to the protest, or is unavailable to serve, Meet Jury representation will be made by the next disinterested LSC in the rotation. Any member of the Meet Coordination Committee may provide support to the Meet Jury as an ex-officio member. In the event that one or more LSCs do not participate in a meet, the host LSC shall provide an alternative schedule for Meet Jury participation; such schedule to be distributed at the Team Managers meeting.

- c. The Meet Jury shall refer to Rule 102.11 of the USA Swimming Rules and Regulations regarding all protests.
- d. The Meet Jury may not change any of the rules of eligibility, substitution, or scoring.
- e. The Meet Jury shall not overrule a previously rendered decision of the Meet Coordination Committee.
- f. The Meet Coordination Committee shall serve as the Review Board (referred to in 102.11.5) to consider any protest that is not resolved during the competition.

**2. Misconduct**

- a. Any issues of conduct that occur within the meet venue will be adjudicated by the Meet Jury.
- b. Misconduct includes but is not limited to:
  - 1) Violation of the safety guidelines outlined in the meet announcement.
  - 2) Disrespect to meet management personnel, officials, or fellow athletes.
  - 3) Stealing, destroying, vandalizing or possessing the property of others.
  - 4) Possession or use of alcoholic beverages, tobacco products or illegal drugs.

**J. Seating**

1. Deck assignments for seating will be determined at the Team Managers meeting, including provision when special seating arrangements are needed.

2. The host will provide four (4) spectator passes for chaperones of each LSC.

K. Post Meet Obligations

1. Final results
  - a. Shall include Prelims and Finals results of all Individual Events and all Relay events, including all intermediate splits. Relay results shall include all four swimmers' names.
  - b. Shall be provided to the Eastern Zone Webmaster using approved meet management software for posting within 48 hours of the conclusion of the meet.
  - c. Shall be provided to the LSC Times Coordinator for uploading into SWIMS in the form of an electronic backup of the entire meet.
2. Zone Championship Report
  - a. Shall be postmarked within thirty (30) business days of the last day of the meet.
  - b. Shall be sent to the Zone Directors, Technical Planning Chair and Secretary/Treasurer, and shall be presented at the EZ Meeting immediately following the Championship Meet.
  - c. The host LSC shall receive its \$500 deposit (minus cost of pins and certificates) back from the EZ upon distribution of all meet results and reports, assuming all other terms of the contract have been met.
3. Zone Financial statement
  - a. Shall be submitted within thirty (30) days after the close of the championship.
  - b. Shall be submitted to the EZ Directors, Technical Planning Chair and the Secretary /Treasurer on the form provided.