

USA Swimming Zone Directors' Council



SECTIONAL MEET GUIDELINES MANUAL

This document serves as guidance for existing and potential USA Swimming Sectional Meet hosts. The goal of this document is to create a similar competitive experience for our collective USA Swimming membership: athletes, coaches, officials and spectators.

In addition, this document will serve as the initial iteration of the Sectional Business Manual. Sectional Meet Hosts, and Committees are encouraged to provide feedback and constructive criticism to their respective Zone Directors. The Zone Director Council will continually review this document and the processes contained for the betterment of all participants.

SECTIONAL COMMITTEE:

It is recommended that each Sectional shall have a Sectional Committee comprised of the following:

- A Coach Representative from each LSC
- A sufficient number of athlete representatives so as to comprise one-third of the total Sectional Committee, appointed by the Athlete Zone Director.
- It is recommended a Technical Official be elected by the Zone Directors with advice and counsel of USA Swimming Officials Committee Chair, , if needed and 1/3 athlete composition.

Alternatively, the Zone may appoint and/or elect a Technical Committee fulfilling the constituent requirements outlined above, LSC representation and 1/3 athlete composition.

This Committee will be responsible for

- Hosting at minimum one open meeting per year held outside of the Sectional competition dates
- Electing a Chair, Vice Chair, Secretary and Treasurer (as necessary).
- Setting the Order of Events
- Ensuring the Sectional adheres to USA Swimming Rule 204.9.2 *The Senior Development Committee will set nationwide time standards for Sectionals. Individual Sections may have standards that are slower than these standards, but not faster.*
- Meet Administration considerations (e.g., time trials, maximum number of athletes allowed inclusion or exclusion of relay only swimmers and guidelines).
- Publication of the meet announcement with Zone Directors' Council approval
- Regular planning meetings for both long- and short-term planning

COMMUNICATIONS:

The following communications shall be available for public viewing by this timeline:

- Meet date published and announced between nine (9) months to one (1) year prior to the first day of competition.
- Time standards approved and posted one hundred twenty (120) days prior to the first day of competition
- Meet Announcement published one hundred twenty (120) days prior to the first day of competition
- Meet entry process in USA Swimming's Online Meet Entry system opens thirty (30) days prior to the first day of competition
- Meet entries close 8-10 days prior to the first day of competition

OPERATIONS:

- Spring Sectional course shall be determined by the Sectional Committee
- Summer Sectional course will be LCM
- Determine meet size (reference Rule 204.9.3 Sectional Championships)
- Determine allowance of athletes registered outside of the geographic area of the host Zone with priority given to athletes registered within the Zone
- Options for if meet is split:
 - Two (2) sites for prelims with finals in one pool.
- Two (2) sites teams split by LSC with separate prelims/finals, format and order of events should be mirrored at each site, consider crossover opportunities for teams if different dates for the meets are offered.
- Time Trials set up and management under published guidelines

OBLIGATIONS:

The sectional meet host will be required to enter into a written Event Host Agreement with USA Swimming. It is anticipated that the Event Host Agreement will require, but is not limited to, the following:

- Host must use the USA Swimming created logo for Event on all Event-specific merchandise, apparel, literature, and awards. No Event-specific merchandise logo other than the USA Swimming created Event logo shall be printed, sold or given. Host cannot make any modifications to the USA Swimming created Event logo. Host shall include the official USA Swimming Event name and Event logo in all references to Event. All artwork created by Host incorporating the Event logo must be approved by USA Swimming in advance in writing.
- Host shall provide USA Swimming and its marketing partners category exclusivity and the right to display signage at all times during the Event. Host shall be responsible for securing such signage and for returning the signage to the appropriate party within 30 days of the conclusion of Event. Host will incur a financial penalty for damaged or unreturned signage. The amount of the financial penalty shall be \$100 for small 3'x5' banners, \$250 for sponsor 5'x8' banners, and \$350 for long 2'x30' banners.
- Host shall provide USA Swimming and its marketing partners public address announcement recognition in a manner scripted by USA Swimming at least once during each session of the Event.
- Host shall include USA Swimming sponsor logos on the bottom of all heat sheets and printed results. Any other locally developed publication relating to the Event must be approved by USA Swimming in advance in writing.
- If a meet program is produced, Host shall include one page of advertising space for USA Swimming and its marketing partners, and one page of advertising space for Event title sponsor, with no charge to USA Swimming or Event title sponsor.
- Host shall provide to USA Swimming no more than ten (10) tickets, parking passes, and passes for VIP seating or deck credentials with access to any VIP/Coach or Official hospitality area which Host may establish for the use of USA Swimming, its sponsors, licensees, and guests.

- At Host's cost, Host shall obtain Event officials' apparel from Speedo, and shall have apparel embroidered with the official Event logo as distributed by USA Swimming.
- At Host's cost, Host agrees to obtain event credentials with a credential design provided by USA Swimming through Bag Tags, Inc., a USA Swimming sponsor.
- Host will submit a completed "USA Swimming Event Financial Form" to the National Events Department not later than 60 days after the Event.
- Host shall make every effort to webcast the Event. Host shall provide USA Swimming the website URL for the webcast in accordance with the timeline set forth in Exhibit A to the Event Host Agreement.
- Host shall use its best efforts to secure room blocks at Marriott Bonvoy properties, where available. All published hotel lists shall provide priority to Marriott Bonvoy brand properties along with the statement "Marriott is a proud sponsor of USA Swimming." Non-Marriott Bonvoy properties may be listed after any available Marriott Bonvoy properties on the hotel list.

POST MEET REQUIREMENTS:

- Host will submit a completed "USA Swimming Event Financial Form" to the National Events Department not later than sixty (60) days after the Event.
- Financial reports required by Zone Directors and the hosting LSC.
- Distribution and uploading of results within forty-eight (48) hours of competition completion.

RESOLUTION PROCESS

This process can be used for any reconciliation needs prior to the meet entry deadline and is to be used to appeal any discrepancies within the sectional meet creation process. A panel consisting of three individuals will be appointed to resolve a conflict arising from a Sectional meet that does not implicate the USA Swimming Code of Conduct and is outside the jurisdictions of the National Board of Review or the U.S. Center for SafeSport.

Appeals Submission

- Appeals must be submitted in writing not later than two (2) weeks prior to the Sectional meet entry deadline. Appeals may be submitted electronically to the Zone Directors of the Zone in which the Sectional is hosted. The Zone Directors will immediately alert the Zone Director's Council.
- Zone Director's Council, within forty-eight (48) hours of receipt, will convene an appeals panel. The appeals panel will render a decision coming in no later than seventy-two (72) hours after the meeting.
- A written decision will be disseminated to the issuing party immediately upon the adjournment of the appointed appeals panel.

Panel

- The three-person panel will be appointed by the Zone Directors' Council consisting of a Zone Director, an athlete representative and an official. The individuals chosen to hear the appeal shall be from a different Zone than the Zone from which the conflict arises and should have experience at participating in a Sectional or hosting a Sectional.
- A Zone Officials Coordinator appointed by the Zone Directors' Council will contact a Zone Officials Coordinator outside of the Zone from which the conflict arises.

ANNUAL REVIEW

- This manual will be reviewed annually by the Zone Directors' Council at its meeting at the USA Swimming National Workshops.
- Upon submission and approval from USA Swimming this manual will be posted on all Zone websites for public viewing.