

ATTACHMENT O OPEN WATER
EASTERN ZONE MAUAL

REV. 1/12/14

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2 *[This document is intended to expand the previous Eastern Zone Appendices not only to include the*
3 *information germane to the Eastern Zone Open Water Championships, but will be an effort to avoid*
4 *requiring the entire re-write of the Eastern Zone manual for the sake of including the open water*
5 *organizational concerns.*

6 *The intent of this document is to include only items specific to the Open Water Program not covered by*
7 *the present pool information. For example we will not include and/or repeat all the information*
8 *concerning dates, deadlines and follow up procedure for bidding on the Open Water Championships.*

9 **EASTERN ZONE OPEN WATER**

10 Safety is the primary concern of the Eastern Zone and USA-S Open Water Swimming Programs.

11 **EASTERN ZONE OPEN WATER SWIMMING MISSION:**

12 The mission of Eastern Zone Open Water Swimming is to support the initiatives of the Eastern
13 Zone and focus on promotion, training, facilitating, and monitoring Open Water events that will reach a
14 broad community through education, innovation and a commitment to excellence.

15 **EASTERN ZONE OBJECTIVES**

16 To accomplish the Open Water Committee (OWC) Mission, our objectives include:

- 17 A. Conformity with USA Swimming Rules and Regulations,
- 18 B. Establish and follow procedures as set by our National Headquarters in "Sanctioning
19 Procedures for Open water events,"
- 20 C. Assist Meet Management with the planning of all aspects of a meet,
- 21 D. Review and help update Safety plans for individual races.
- 22 E. Establish, coordinate, and oversee the conduct of training Clinics/Courses/Seminars in Open
23 Water within the Eastern Zone.
- 24 F. Develop an Open Water event schedule to include designation of Eastern Zone
25 Championship events.
- 26 G. Coordinate with other committees in The Eastern Zone on policy matters.
- 27 H. Provide material for the EZ_Website.

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29 **EASTERN ZONE OPEN WATER ADMINISTRATION:**

30 The Eastern Zone Open Water Swimming Program shall be administered by an EASTERN ZONE OPEN
31 WATER COORDINATOR (EZOWSC). The EZOWSC shall be elected to a two year term at the Fall EZ
32 Meeting in even number years. (S)he may be re-elected for one additional term. The incumbent may
33 hold other elected and/or appointed positions within the Eastern Zone Organization and serve as the
34 Open Water Swimming Coordinator as a collateral assignment.

35 The duties of the Eastern Zone Open Water Swimming Coordinator shall include but not be limited to
36 the following:

- 37 A. Supervise and oversee the Eastern Zone Open Water Swimming Program(s).
- 38 B. Be a member of the Eastern Zone Technical Planning Committee. The EZOWSC will establish
- 39 and maintain a liaison with the officers and other committees in any and all matters related
- 40 to Open Water Swimming including but not limited to the following: Zone Directors, Age
- 41 Group Development, Technical Planning, Athletes Committee, and Meet Coordination.
- 42 C. Assist and act as a technical advisor to Eastern Zone LSCs in the conduct of their open water
- 43 activities.
- 44 D. Recruit and train the members of the Eastern Zone Open Water Swimming Committee.
- 45 E. Each LSC is should have an OWC and supply their contact information to the EZOWSC.

46 **EASTERN ZONE OPEN WATER CHAMPIONSHIP**

- 47 A. The Eastern Zone Open Water Championships should be conducted as one event with two
- 48 categories- Senior/Open and Age group.
- 49 B. The Eastern Zone Open Water Championships may be contested for individual and team
- 50 competition any time between Memorial Day and Labor Day, but should not be in conflict with
- 51 other Zone or Sectional level events. The EZ OWS Championship should be bid on as a separate
- 52 event and need not be tied to the EZ LC Championships.
- 53 C. The Eastern Zone Open Water Championships may be contested in concert with or as part of
- 54 other events. [For example, the EZ Open Water Championships could be contested at the same
- 55 time as another open water event, or LSC Championship. However, the recording of results etc.
- 56 must reflect the EZ swims separately. The races could be swum at the same time, but separate
- 57 results would be reported.
- 58 D. Because of Course restrictions and safety factors the items listed below, such as course design
- 59 and distance of races, should be considered as guidelines not rules. The Meet
- 60 managers/Organizing committees must have the authority to alter distance, course design,
- 61 change distances, etc.
- 62 E. Such changes must be reflected in Bid Packets and Meet Announcement Information.
- 63 F. If assistance is needed in the organization or conduct of the event or the bidding process, the EZ
- 64 Open Water Swimming Coordinator or designee must be available to assist.

65 **BIDDING TO HOST THE EASTERN ZONE OPEN WATER CHAMPIONSHIPS**

66 [The bidding procedures for open water shall be the same as the short and long course meets as
 67 indicated in Section 10- EASTERN ZONE AGE GROUP CHAMPIONSHIP MEET on page 7 of 49 in the
 68 current EZ Manual.

69 *[Below are some of the main points as they relate to the EZ Open Water Champion ships.]*

- 70 A. The EZ Open Water Championships Bid should be submitted by the prospective host at the
- 71 Annual September EZ Meeting
- 72 B. The bid should contain the following information: Location, dates, course design, water
- 73 temperature, start and safety briefing times, hotel availability, fees, etc.

- 74 C. After a bid is accepted, the host shall take immediate action to secure an Open Water
75 Sanction. Once that is complete, start to publish the entry information, publicize the event
76 and accepting entries.
77 D. Potential Hosts should be fully familiar with LSC AND USA Swimming Rules and Regulations
78 and the sanctioning processes before considering entering a bid.

79 **SANCTIONS**

80 Before an **LSC** Sanctioning authority is permitted to issue a sanction for **any** open water swimming
81 event, application must be made to the designated National Zone Open Water Representative for
82 approval. The completed LSC and USA-S sanction applications, the event announcement/entry form (a
83 draft is acceptable) and event safety plan shall be sent to the NZOWR for review and the authority for
84 the LSC to grant the sanction is then issued once the submissions are approved by the NZOWR. Please
85 note that the term zone is being used to define a geographic area and the representative has no formal
86 association with the Eastern Zone proper. If any problems are identified they will be resolved in a
87 dialogue among the Eastern Zone Open Water Coordinator, The Eastern Zone Open Water
88 Representative for Approval, the host LSC, and the meet management team.

89 The following items for an EZ Championship must be submitted:

- 90 • Application(s) for Sanction (local and USA-S forwarded by LSC)
91 • Application to the Eastern Zone to host the event.
92 • Meet Announcement
93 • Water Quality Certification (website references are acceptable with URL)
94 • Event Safety Plan
95

96 The person submitting the sanction request may make reference indicating where that item can be
97 found in the Meet Announcement or Safety Plan, rather than repeating in detail in the sanction
98 application.

99 The hosting LSC Sanction Chair **is** delegated the authority for submitting the Sanction Application and
100 will work closely with event hosts in complying with the sanctioning procedures. The Independent Safety
101 Monitor, independent of the event's Local Organizing Committee, shall be selected by the designated
102 representative within the LSC. The OWSC is required to review the packet and the name of the
103 Independent Safety Monitor. Once reviewed, the LSC Sanction Chair submits all documents to the
104 Designated Open Water Representative for approval.

105 The Eastern Zone Open Water Representative for approval will send electronic copies of the sanction
106 approval to the OWSC and LSC Sanction Chair with a copy to the meet hosts. The signed original
107 approval of the sanction request form will be mailed to the LSC Office. When the Office receives the
108 original approval they may proceed with the LSC sanction issuing process.

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<i>See the accompanying Open Water Sanction application (Annex One)</i>

110 *Note: The Sanction Application form can be a useful tool used as a checklist in the preparation of the*
111 *Meet Announcement and Event Safety plan. These documents should not be developed independently*
112 *but in concert so that they all reflect the same basic material. Draft copies of the material are acceptable*
113 *when submitting the sanction application.*

114 **ENTRY/MEET INFORMATION SHEETS AND EVENT SAFETY PLANS;**

115 *As stated above, preliminary drafts of the meet information and entry forms along with the events safety*
116 *plans should accompany the sanction and bid applications. The format for these documents is flexible*
117 *in nature but the contents as outlined in the Sanction Application and Bidding Process are essential*
118 *elements. The final document should be published and disseminated as quickly as possible after the*
119 *sanction is issued by the host LSC. A copy of the final documents should be posted on the Eastern Zone*
120 *Web Site as soon as possible.*

121 *Note: A sample of an entry form/information sheet and an Open Water Safety Plan accompany this*
122 *document as Annex 2 and Annex 3 respectively.*

123 **GUIDELINES FOR THE ZONE OPEN WATER CHAMIONSHIP EVENTS:**

124 **A. Recommended events and distances:**

<u>AGE GROUPS</u>	<u>DISTANCE</u>	<u>SENIOR/ OPEN</u>
<u>Boys and Girls</u>		<u>Male and Female</u>
10 and Under	500 Meters	Five (5) Kilometers One class no age groups
11-12	1500 Meters	(For ages 13+ to include any EZ Registered
13-14	Two (2) Kilometers	Swimmer regardless of age.)
15-18	Three (3) Kilometers	

131
132 *When developing the meet schedule, meet managers should arrange it so that swimmers*
133 *competing in both an age group and a senior event have a minimum of one hour's time between*
134 *swims.*

135 **B. COURSE DESIGN:** Several factors come into play when designing the course for the EZOWS
136 Championships. Conceivably, more than one age group race could be in the water at the same
137 time. However, safety factors are paramount and the meet organizational support systems must
138 dictate the course design and length. The design must be that of the host, but is subject to the
139 aforementioned approvals.

140 his course information must be contained in the initial bid to host the championships and in the
141 meet announcement/entry information.

142 **C. ENTRIES:** Each LSC may enter up to three swimmers in an age group event based on criteria
143 established by the LSC, (LSC Zone Qualifying races, Time standards, Etc.). Additional swimmers
144 may be entered based on standards established by the host.

145 For the Open Five (5) Kilometer, the only restriction is that swimmers be at least 13 Years old
146 and registered in the EZ.

147 For Age Group Events- Recommended entry standards:
148 For 12 and under events Minimum of BB time standard in the 500yd freestyle or the 400M
149 freestyle or successfully completed a minimum of a 500M open water swim in a bay, river, lake
150 or at a beach.

151 For 13 and 14 and 15-18 events: Minimum of an A time standard in the 1000yd, 1650yd, 800M,
152 or 1500M freestyle or successfully completed a minimum of a 1K open water in a bay, river, lake
153 or at a beach.

154 For Senior/Open Event: Minimum of a AA time standard in the 1000yd, 1650yd, 800M, or
155 1500M freestyle for 15-18 Age Group or successfully completed a minimum of a 1K open water
156 in a bay, river, lake or at a beach.

157 Because the Eastern Zone Open Water Event is a championship level event, swimmers without
158 open water experience should be discouraged from entering.

159 D. **INDIVIDUAL EVENTS:** If a common finish line is used for several groups at the same time, the
160 order of finish is determined (contingent) on the overall placing in an event. All swimmers
161 entered, including swimmers permitted entry by the Meet Management are ranked and placed
162 according to their finishing position in their respective Gender/Age groups or Open (Senior)
163 classifications.

164 E. **TEAM EVENTS:** Eastern Zone Open Water Team Events will be contested in Male, Female and
165 Combined classifications. To be eligible for the combined event a LSC must score points in both
166 the men's and women's event.

167 F. **SCORING:**

168 1. Age group and senior scoring will be combined to determine over-all team championships –
169 men's, women's and combined. Points: 1st Place- 20 Points, 2nd-17, 3rd- 16, 4th-15, 5th-14,
170 6th-13, 7th-12, 8th-11; 9th-9, 10th-7, 11th-6, 12th-5, 13th-4, 14th-3, 15th-2, and 16th-1.

171 2. If a swimmer competes in an Age Group and the Open event, the LSC must declare before the
172 races begin which event's score is to be tabulated in team scoring.

173 3. For team events, only the points awarded to the top three swimmers from each LSC will be
174 used in team scoring. If any subsequent swimmers from a LSC place ahead of swimmers of other
175 LSCs they will not be included in the scoring and swimmers from the other LSCs move up in the
176 scoring system. For example if an LSC would have swimmers that finish in the top five positions,
177 they would score for only the first three positions (83 Points) the next swimmer in (6th Place)
178 would be awarded the 4th place finish points (15) etc.

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180 **G. ZONE TEAM SCORING:** The scoring for the Individual events and the team events will be
181 combined to determine the Male, Female and Combined Eastern Zone Champion teams.

182 **H. AWARDS:** Shall be the same as those used in the Eastern Zone Pool Championships.

183 1. Medals will be awarded to individuals placing 1st through 8th places

184 2. A championship banner will be awarded to the winning Girls', Boys' and Overall EZ OWS
185 Champion teams. This is a traveling award which will be comparable to the "Pool" one provided
186 by the EZ.

187 3. Members of the overall championship team will receive a pin that the host team will
188 purchase from the EZ and a Championship Certificate to be provided by the EZ.

189 4. All participants will receive a Participation Certificate to be provided by the EZ.

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191 **I. ENTRY FEES:**

192 The meet host must include in its bid the potential entry fee structure. This item can be a subject
193 of discussion and vote before a bid is awarded.