

Colonies Zone Operating Guidelines

The CZOG listed below is a compilation of decisions that have been made in zone meetings in past years. It also recognizes de facto decisions that are implied by general practice. Any zone member who disagrees or wants to change any of the guidelines, please let me know.

Section 1: Administration

- 1.1 Any swimmer registered in Colonies Zone shall be eligible to vote on zone business at all times.
- 1.2 Issues unresolved during zone meetings will be completed by email, phone, snail-mail, etc.
- 1.3 Zone Policies
 - 1.3.1 A list of zone policies shall be developed and maintained by the Zone Rep.
 - 1.3.2 These policies shall include, but not be limited to, decisions made in zone meetings and generally accepted practice over the years.
- 1.4 In addition to the annual zone meeting at convention, an interim meeting will be held during the SCY Zone Championships.

Section 2: Championships

- 2.1. The zone shall sponsor five (5) championships each year: 1) SCY in the spring; 2) SCM in the fall; and 3) a series of three (3) open water championships.
- 2.2 Bids shall be awarded at the annual meeting held approximately two (2) years prior to the championship being awarded. Any championship slots not filled may be awarded by the Zone Rep during the year or at the convention meeting the next year. Bid forms shall be distributed through the zone newsletter and on the zone web site.
- 2.3 Only USMS sanctioned events shall be eligible for zone championship status.
- 2.4 Pool Meets
 - 2.4.1 The SCY meet in the spring should not conflict with USMS Nationals, Y Nationals, or religious holidays. It should be no more than 3–4 weeks before USMS Nationals.
 - 2.4.2 It would be preferable to emphasize the SCM meet in the fall as it will not conflict with SCY Nationals.
 - 2.4.3 Zone meets will be 2–3 day meets and should include all individual events and, if possible, all relay events.
 - 2.4.4 Slow swimmers in distance events should be seeded in Lane 1 and allowed to complete their swim (under hand timing) while the following heats proceed.
 - 2.4.5 Any restrictions on entries shall be posted on the entry form. Meet directors should consider limiting entrants to a specific number of splashes per day rather than specifying limits on relay entries.
 - 2.4.6 The zone will sponsor on-deck coaching at zone championships. There should be an announcement on the entry form to notify swimmers. The first few years, on-deck coaching concepts will be explained. USMS On-Deck Coaching t-shirts will be purchased for the coaches to wear for identification.
 - 2.4.7 Zone meet records shall be maintained for SCY and SCM championships and shall be part of the scoring for the championship.

2.5 Open Water Championships

- 2.5.1 For the purposes of awarding championships, the Zone will be divided into three (3) areas. Each area shall host one (1) championship per year. The areas shall be made up as follows: 1) Area 1—New England, Connecticut, Niagara, and Adirondack; 2) Area 2—Metropolitan, Delaware Valley, and New Jersey; and 3) Area 3—Maryland, Potomac Valley, and Virginia.
- 2.5.2 Distances for the swims will be at the discretion of the meet host, but shall be a minimum of one (1) mile.
- 2.5.3 Meet hosts are encouraged to offer team championships as part of their event.
- 2.5.4 Swimmers who compete in all three championships will receive a participation award from the zone.
- 2.5.5 In future years, zone champions for each age group will be named following the completion of the three events. Placing will be determined by accumulated points earned in individual championships. To be eligible for zone champion, a swimmer must have participated in and completed a minimum of two (2) zone championships.
- 2.5.6 We will endeavor to secure sponsorship for the championship series.

Section 3: Publications

- 3.1 Newsletter—The Zone Rep shall publish a newsletter several times per year and use it as a method of communicating with leaders of the zone. The newsletter may be distributed by email and posted on the web site. Leaders without email, or those who so desire, shall have their copy printed and mailed.
- 3.2 Web Site—A zone web site shall be developed and maintained.
 - 3.2.1 The web site shall be independent of any other sites.
 - 3.2.2 The zone shall pay for the use of the domain name "colonieszone.org."
- 3.3 Big Meet Guide—The Big Meet Guide will be updated and distributed to all LMSC's in the zone.
- 3.4 Swim Magazine Listings—The Zone Rep shall collect 2–3 event listings to be published under Colonies Zone in Swim magazine. The criteria for selection shall be published in the zone newsletter and on the web site. In addition, the Zone Rep will notify all LMSC's by email when it is time to submit listings.

Section 4: Finance

- 4.1 Projects that are universally beneficial to the zone will be funded by collecting a fee per registered swimmer.
- 4.2 The fee shall be no more than 50 cents per swimmer, the amount to be determined by the funding requirements.
- 4.3 The close-out number from the previous registration year shall be used for the calculations.
- 4.4 Any zone fund raising shall not conflict with or interfere with LMSC fund raising efforts.

Section 5: Awards and Recognitions

- 5.1 If zone awards are developed, they should recognize all workers, not just the zone leaders.

Section 6: Archives

- 6.1 The Zone Rep shall be responsible for maintaining archives of the zone history.
- 6.2 Archives may be on hard copy or electronic.

6.3 Archives may be physically maintained by the Zone Rep or by delegated zone officials.

6.4 Archives should include but not be limited to: 1) Meeting minutes; 2) newsletters; 3) zone championship results; 4) zone meet records; 5) LMSC bylaws; and 6) newspaper articles.