NORTHWEST ZONE POLICIES

Revised March 25, 2026

By agreement of the member Local Masters Swimming Committees (LMSCs): Alaska (AK), Inland Northwest (IW), Montana (MT), Oregon (OR), Pacific Northwest (PN), Snake River (SR), and Utah (UT).

SECTION 1 GENERAL INFORMATION

1.1 Zone Leadership

The Northwest Zone (NW Zone) shall elect the Zone Chair, per the U.S. Masters Swimming (USMS) rules. The Zone Chair shall serve a two-year term of office as outlined in the USMS rules. Other positions within the NW Zone will be appointed by the Zone Chair and confirmed by the NW Zone member LMSCs. Other positions may include but not be limited to the following:

1.1.1 Treasurer: Manages the Zone's finances and provides written reports at least quarterly
1.1.2 Secretary: Takes meeting notes, prepares minutes, and handles occasional correspondence
1.1.3 Records: Maintains Zone records for all courses
1.1.4 Awards: Maintains the Zone ribbon inventory and distributes to Zone championship events
1.1.5 Webmaster: Maintains the Zone website

1.2 Meetings

Members of the USMS House of Delegates from the NW Zone shall meet during the USMS Annual Meeting to share ideas. These meetings are intended to encourage and enhance communication and the interchange of ideas among the LMSCs, swimmers of the NW Zone and the Zone Chair. An agenda shall be sent out by the Zone Chair prior to the meeting.

Quarterly conference calls shall be conducted by the Zone Chair to discuss plans for future zone championships, share ideas and problem solve as necessary. The Zone Chair will provide timely notification to all LMSC Chairs and LMSC leadership teams within the Zone. The LMSC Chairs will be responsible to notify any other interested zone members as they deem necessary.

Meetings of the NW Zone are open to all USMS swimmers who are registered within the NW Zone. Guests may attend with approval of the Zone Chair.

1.3 Voting

Each LMSC shall have one vote regarding all NW Zone business except as noted below. Attendance at NW Zone meetings is not mandatory in order for an LMSC to vote. The Zone Chair shall communicate with those LMSC's chair/representative not in attendance at the meeting to get each LMSC's vote on the issues. A quorum shall be 5 of the 7 LMSCs. Each NW Zone member of the USMS House of Delegates has one vote for the Zone Chair. The zone will only conduct business that is on the agenda.

1.4 Communication

The Zone Chair will send the NW Zone Chatter quarterly to LMSC chairs and leadership team members within the zone. The Chatter may contain lists of upcoming meets, LMSC reports and other items of interest to recipients.

1.5 HOST (House Our Swimmers Tonight)

Each LMSC shall encourage a person within their LMSC to serve as a contact person for swimmers desiring housing in other swimmers' homes during swim meets. LMSCs are encouraged to include HOST contact information on all meet entry forms.

1.6 Records

1.6.1 The fastest time by a NW Zone member in each event in a USMS sanctioned competition or recognized event shall be designated as a NW Zone record.
1.6.2 Records shall be achieved only in distances and strokes as recognized for USMS national records.
1.6.3 Records must be made in accordance with all pertinent rules of USMS.
1.6.4 There shall be a NW Zone Records Chair who shall maintain NW Zone records for SCY, LCM and SCM.
1.6.5 Each LMSC shall report its records in each course to the NW Zone Records Chair.

1.6.6 Records for a course shall, at the minimum, be updated prior to a NW Zone Championship for that course and at the end of the season for that course as defined by USMS.

1.7 Awards

National Awards: LMSCs that nominate someone for national awards (i.e., Ransom Arthur, Coach of the Year, or the Dorothy Donnelly USMS Service Award) are encouraged to notify other NW Zone LMSCs of that nomination. Other LMSCs in the Zone might also want to support that candidate.

SECTION 2 ZONE FUND AND FINANCES

2.1 Revenue: The NW Zone ("Zone") Treasurer will oversee the NW Zone Fund ("Fund").

2.1.1 The NW Zone Treasurer shall report the NW Zone Fund balance to the Zone quarterly. Based upon anticipated Zone expenditures against the Fund balance, the Treasurer and a subgroup of the Zone leadership shall make recommendations to the Zone as to whether a fee is recommended for the subsequent year (or years). Action on any assessment of fees shall be completed by the 3rd Quarter meeting of each year to allow LMSCs planning time in their subsequent year budgets.

2.1.2 The Zone Treasurer shall maintain a Zone Fund balance between $5,000 and $7,500 with the following swimmer fee assessment amounts:

- 2.1.2.1 $.50/swimmer fee assessment if the projected balance is below $5,000.
- 2.1.2.2 No swimmer fee assessment if the projected balance exceeds $7,500.
- 2.1.2.3 The Zone leadership may revise these assessment and Fund balance amounts based on input from the Zone Treasurer and a sub-group of the Zone leadership.

2.1.3 The USMS National Office shall hold funds collected for the zone. Checks shall be made payable to U.S. Masters Swimming with "NW ZONE" on the memo line.

2.2 Expenses

2.2.1 Up to $1000 of the Fund may be used to pay for a Zone meeting and a meal at a USMS in-person meeting.

2.2.2 The Fund shall be used to purchase ribbons for NW Zone championship events.

2.2.3 The zone may approve other Zone related expenses upon a vote of the members as provided for in Section 1.3. Eligible expenditures shall: pertain to the business of the Zone or an LMSC as a whole (but not for purely individual benefit), and promote education, coaching, leadership, participation, or competition within the zone or LMSC.

2.3 Reimbursement

2.3.1 Expense reimbursement requests specified in Sections 2.2. shall be submitted to the Zone Treasurer within 30 days of the approved event or activity.

2.3.2 Expense reimbursement related to Zone business may be made directly to an individual upon submission of receipts.

2.3.3 Expense reimbursement related to the USMS Annual Meeting, USMS Relay, and/or clinics shall be made to the LMSC – not to individuals – upon verification the LMSC meets the eligibility requirements outlined in Section 3.

2.3.4 Reimbursable expenses and limitations on reimbursements shall be the same as those found in the USMS Financial Policies and Operating Guidelines, Section III.A.

SECTION 3 SMALL LMSC ANNUAL MEETING DELEGATE FUNDING

3.1 Eligible LMSCs

The following LMSCs are eligible for funding under the Zone's Annual Meeting Reimbursement policies: Alaska, Inland Empire, Montana, Snake River, and Utah.

3.2 Eligible criterion

An LMSC may request reimbursement for eligible expenses if the LMSC fund balance is less than three (3) times their previous year's USMS membership allocation.

3.3 Changes in Eligibility

Any changes to 3.1 shall be made at the Zone meeting held during the USMS Annual Meeting to be effective the subsequent year.

3.4 Named Delegates
The Chair of each LMSC seeking funds shall provide the name(s) of the delegate(s) to be reimbursed to the Zone Chair no later than August 15. The LMSC Chair must inform the Zone Chair of a delegate withdrawal and/or replacement before any reimbursement is approved.

SECTION 4 NW ZONE CHAMPIONSHIPS

4.1 Rules
USMS rules shall govern NW Zone championships.

4.2 Event Location Selection
The site of the Short Course Yards and Short Course Meters NW Zone Championships shall be rotated among Pacific Northwest, Oregon and one of the other NW Zone LMSCs.

The site of the Long Course Meters NW Zone Championships will alternate between an Oregon bid and an Open bid to allow other LMSCs the opportunity to bid for this meet every other year. If no other bids are received, the Long Course Meters NW Zone Championships will revert to an Oregon bid.

All NW Zone LMSCs are encouraged to bid to host championships during "other" and "open" years. In "Other" years, preference shall be given to the LMSCs other than Pacific Northwest or Oregon. The Open Water NW Zone Championships shall be rotated equally among all NW Zone LMSCs.

The rotation schedule noted in attachment A shall be followed as a guideline.
The rotation schedule may be altered by a vote of the NW Zone LMSCs depending on pool and manpower availability. Bids during "Other" years for Short Course Yards, Short Course Meters and Open Water and "Open" years for Long Course Meters shall be solicited by the Zone Chair. The Zone Chair shall include submitted proposals as part of the December zone meeting agenda.
Bids for all Zone Championships are due to the Zone Chair by December 1 of the preceding year.

4.3 Order of Events and Format
4.3.1 During a pool championship, the 1000 & 1650 yard or the 800 & 1500 meter freestyles shall always be offered. At the discretion of the meet director, swimmers may be allowed to enter only one or both of the distances.

4.3.2 Time Considerations: Meet hosts are encouraged to consider travel time for participants when scheduling the meet.

4.3.3 Order of Events: The order of events shall be as listed on the NW Zone Championship order of events noted in attachment B. The various orders of events based on quadrants shall rotate each year. Each quadrant shall be kept intact. Use of the NW Zone Championship order of events by the NW Zone LMSCs for LMSC Championships is optional. If the Zone Championship and an LMSC Championship are held in conjunction, the zone order of events shall take precedence, unless another order is approved by a vote of the NW Zone LMSCs.

4.3.4 Relays: Championship pool meets shall offer all relay distances. Upon a request by the meet director and approval of the NW Zone committee, the 400 or 800 relays may be dropped due to time constraints and pool availability.

4.3.5 Relays can fit into any of the six spots shown. Breaks may be scheduled before and/or after relays at the option of the host.

4.3.6 Warm-ups & Breaks: A second warm-up after early morning distance freestyle may be added. If added, entry forms should indicate, "events to begin no earlier than _____ a.m. or _____ p.m. A break may be scheduled before distance freestyle events at the end of the day.

4.3.7 Individual medley events may be fit into any of the seven possible spots. The 400 individual medley may be scheduled on Friday night. Individual medleys are separated from quadrants by relays & breaks (the break or relay may be before or after the individual medley).

4.3.8 Seeding: Pre-seeding or deck seeding at NW Zone Championships is at the discretion of the meet director. If the meet is to be deck seeded, it must so state on the entry form. If the meet is deck seeded, the event and heat number for each heat in the water must be displayed in a location easily seen by the

participants. If the events are deck seeded, a heat sheet shall be posted for each event prior to the swimming of the event. Events may be seeded slow-to-fast or fast-to-slow; however, all events within the meet must be seeded the same way.

4.4 Open Water Championships

4.4.1 The NW Zone Open Water Championships shall be held between June 1 and September 30 inclusive.

4.4.2 Any USMS sanctioned open water event within the NW Zone is eligible to be a Zone Championship.

4.4.3 Wet suits may be allowed at the discretion of the meet director. If awards are given to wet suit competitors, they shall be awarded separately from those for non-wet suit competitors. Any published results or records must clearly indicate which swimmers wore wet suits.

4.4.4 The meet host shall determine awards, which may include NW Zone ribbons. Individual awards shall be available for at least three places in each age group. Additional awards beyond three places may be given and shall be at the discretion of the meet host.

4.5 Safety Marshals

Safety marshals shall be provided by the meet host. There shall be at least two marshals on deck during all warm-up sessions and one marshal observing warm-up lanes during competition. Marshals shall be familiar with warm-up and safety procedures (USMS and LSMC) and shall enforce such procedures throughout the course of the meet. Each marshal shall be easily identifiable as a safety marshal by an item of clothing or other means. Facility lifeguards may be trained to act as safety marshals.

4.6 Awards

The host LMSC of each NW Zone Championship is responsible for distributing awards for that event. Upon request, the zone shall provide zone championship ribbons to the championship host at no cost. Unused ribbons shall be returned to the Zone Chair within 30 days of the completion of the event.

4.7 Event Information & Results

The meet entry form, banquet reservation form, hotel/motel information, and general meet information shall be sent to the Zone Chair and each NW Zone LMSC chair, newsletter editor, and webmaster at least three months prior to the meet. Meet information shall include relay information as outlined above and deck seeding information if the meet is to be deck seeded. Championship information shall be provided in electronic form. Meet results shall be provided to the Zone Chair for distribution to each LMSC.

4.8 Scoring

There shall be no LMSC, club or team scoring.

Attachment A

NW Zone Championship Rotation Schedule

Year	Course			
	Short Course Yards	Long Course Meters	Short Course Meters	Open Water
2022	OR	Open	Other	MT
2023	PN	OR	OR	OR
2024	Other	Open	PN	PN
2025	OR	OR	Other	SR
2026	PN	Open	OR	UT
2027	Other	OR	PN	AK
2028	OR	Open	Other	IW
2029	PN	OR	OR	MT
2030	Other	Open	PN	OR
2031	OR	OR	Other	PN
2032	PN	Open	OR	SR

2033	Other	OR	PN	UT
2034	OR	Open	Other	AK
2035	PN	OR	OR	IW

Attachment B

NW Zone Championship Order of Pool Events

Year	Courses					
ORDER	**A**	**B**	**C**	**AA**	**BB**	**CC**
2022				SCY	LCM	SCM
2023	SCM				SCY	LCM
2024	LCM	SCM				SCY
2025	SCY	LCM	SCM			
2026		SCY	LCM	SCM		
2027			SCY	LCM	SCM	
2028				SCY	LCM	SCM
2029	SCM				SCY	LCM
2030	LCM	SCM				SCY

PLAN	A	B	C	AA	BB	CC	Relays	Distance	IM
	Friday	**Friday**	**Friday**	**Friday**	**Friday**	**Friday**	**Friday**	**Friday** Distance	**Friday** IM
Quad #1	**Saturday** 200 Free 100 Breast 50 Fly	**Saturday** 50 Back 200 Fly 100 Free	**Saturday** 100 Back 50 Breast 200 Free	**Saturday** 200 Back 50 Free 100 Breast	**Saturday** 50 Breast 100 Fly 200 Free	**Saturday** 50 Free 200 Fly 100 Back	**Saturday**	**Saturday**	**Saturday**
							(Break)		(Break)
							Relay		IM
									Relay
Quad #2	200 Back 50 Free 100 Fly	100 Back 50 Free 200 Breast	100 Breast 200 Fly 50 Free	50 Fly 200 Free 100 Back	100 Breast 200 Back 50 Fly	100 Free 50 Back 200 Breast			
							(Break)	(Break)	(Break)
							Relay	Distance	IM
									Relay
Quad #3	**Sunday** 200 Breast 100 Free 50 Back	**Sunday** 100 Breast 50 Fly 200 Free	**Sunday** 50 Fly 200 Back 100 Free	**Sunday** 200 Fly 50 Breast 100 Free	**Sunday** 100 Back 50 Free 200 Breast	**Sunday** 200 Back 50 Breast 100 Fly	**Sunday**	**Sunday**	**Sunday**
							(Break)		(Break)
							Relay		IM
									Relay
Quad #4	200 Fly 100 Back 50 Breast	50 Breast 200 Back 100 Fly	100 Fly 200 Breast 50 Back	100 Fly 50 Back 200 Breast	50 Back 200 Fly 100 Free	200 Free 100 Breast 50 Fly			
							(Break)	(Break)	(Break)
							Relay	Distance	IM
									Relay

IM	
SCY/SCM	LCM
100	
200	200
400	400

DISTANCE	
SCY	SCM/LCM
500	400
1000	800
1650	1500

RELAYS	
FREE	MEDLEY
200	200
200 MIXED	200 MIXED
400	400
400 MIXED	400 MIXED
800	
800 MIXED	