

### **Zone 3 Meet Scheduling Process**

For meets scheduled and hosted within Zone 3

Any club which failed to hold one or more of their awarded meets from the previous year will only be allowed to schedule a meet or meets by approval of a majority of the membership.

#### **Scheduling Order**

Club attendance at Zone 3 meetings from the previous year will determine the scheduling order. Clubs with the highest attendance will schedule first and continue in descending order. A random draw will determine order among teams that are tied at a given attendance level. This order will remain the same for all rounds of scheduling, including subsequent meetings.

#### **First Round Scheduling**

A calendar with Pacific Swimming meets, events, and other potential conflicts will be emailed to all Zone 3 clubs and will be available at the bid meeting. Prior to the first round of scheduling, the Zone 3 Championships and then any league championships will be scheduled.

Meets scheduled in the first round shall conform to the course of the season. Meets held in a 25-yard or 25-meter course may be scheduled between September 1-March 31 during the first round. Meets held in a 50-meter course may be scheduled between April 1-August 31 during the first round.

Each team will have the opportunity to choose the date(s) on which to schedule one meet during each iteration of the scheduling order, at which time the meet format will also be stated. Once each team has had its opportunity, another iteration will take place in the same order. A team that does not wish to schedule any more meets in the first round will “pass.” This will be repeated until all teams “pass” on selecting dates for a meet.

#### **Second Round**

Meets scheduled in the second round do not have to conform to the course of the season. Meets held in a 25-yard or 25-meter course may be scheduled between April 1-August 31 during the second round. Meets held in a 50-meter course may be scheduled between September 1-April 31 during the second round. Meets will be scheduled by the procedure followed in the first round.

#### **Conflict Resolution**

During the Meet Scheduling Meeting, a club may schedule a meet on the same date(s) as another club’s if permission is granted by the first club to have selected the date(s).

#### **Later Additions**

Any meet that is to be added to the schedule subsequent to the Meet Scheduling Meeting must be approved by a majority of voting members present and by any club which has scheduled a meet within 7 days before or after the proposed addition.