

MOTION 1811JM1

BACKGROUND: this proposed new section of Policies and Procedures was developed to document existing rules and practices for the annual Pacific Swimming Zone All-star Meet (ZAM), and to address needs for the meet going forward, including centralized maintenance and availability of meet information and records as the host rotates to a different Zone each year.

Motion To Amend Pacific Swimming Policies & Procedures, Section VII:

SECTION VII

LSC AGE GROUP CHAMPIONSHIP MEETS

A. Far Western Championships (unchanged)

B. Junior Olympic Meets (unchanged)

ADD NEW SECTION:

C. Pacific Swimming Zone All-Star Meet (ZAM)

1. Purpose

- a. The ZAM provides an entry-level all-star team travel opportunity for the athletes and coaches of Pacific Swimming, in preparation for higher-level all-star travel opportunities. The ZAM also provides a regular outlet for fun and healthy competition between the Zones and athletes of Pacific Swimming.

2. Schedule

- a. The ZAM shall be part of the LSC meet schedule approved by the Pacific Swimming Board of Directors, and officials shall be assigned to the meet by the Pacific Swimming Officials Committee or designee.
- b. The ZAM shall be scheduled annually on the weekend of the first Sunday in March, unless a different schedule is approved by the Pacific Swimming Board of Directors. The Zone teams will travel and practice together on Saturday, participate in a group banquet Saturday evening, and compete and travel home on Sunday.
- c. If circumstances prevent conduct of Saturday team practices at the competition facility, and an alternate practice facility is not available, zones may organize their own team practice to be held before traveling to the meet.

3. Meet Host

- a. Each Zone of Pacific Swimming shall assume meet hosting responsibilities in different years on a rotating basis through the sequence 1N, 1S, 2, 3, 4.
- b. The host Zone shall be responsible to obtain a suitable facility for competition and practice, to obtain the necessary equipment and staff to conduct the meet, to coordinate group activities during the Saturday evening banquet, and to provide the team trophy award.
- c. Pacific Swimming shall reimburse the host Zone up to \$5000 for facility and meet expenses documented by receipts or invoices, unless a different amount is approved by the Pacific Swimming Board of Directors.
- d. Within 72 hours after the completion of the meet, the host shall submit a backup of the completed meet database to the Pacific Swimming Office for records and archiving.

4. Facilities

- a. When possible, a 10-lane 25-yard competition course shall be used. At minimum, a 7-lane 25-yard competition course shall be used.

- b. Sufficient warm-up/warm-down lanes shall be available throughout the competition, and on Saturday afternoon for team practices.
- c. A fully-automatic primary timing system shall be used, except that the primary timing system for 25-yard events may be semi-automatic or manual with three watches. 25-yard events should start from the blocks whenever possible.
- d. There shall be adequate space at the venue to accommodate the Zone teams and staff, while maintaining separation from spectators and the general public.

5. Accommodations

- a. Pacific Swimming shall arrange and provide each Zone team with group transportation, hotel accommodations, Saturday dinner and Sunday breakfast, team sweatshirts, team caps, and bag tags.
- b. Each Zone team is responsible to provide food and drink for its athletes, coaches, and staff at the competition, and during travel between the competition and their Zone. At outdoor venues, Zone teams should be prepared to provide their own shelter as needed.
- c. Optionally the host Zone may operate a snack bar during the competition for the convenience of spectators and other participants. Any profits will remain with the host Zone.

6. Participation

- a. Each prospective ZAM athlete and staff member (coach, manager, or chaperone) must timely complete and submit the appropriate ZAM application prescribed by Pacific Swimming and their Zone. Participants must sign and agree to abide by all forms in the application, including but not limited to the required Code of Conduct and Travel Policy.
- b. Family members or others who are not also athlete or staff participants shall not participate in team activities including travel, practices, meals, or competition, except during competition as spectators, timers, or officials. All athletes will be supervised by designated team coaches and staff during team activities. (See exceptions below for travel and lodging of 8-under athlete participants.)

7. Zone Staff

- a. Each Zone shall select team staff not to exceed 14 total. Team staff shall consist of a Head Team Manager, a Head Coach, and additional coaches and chaperones as needed for adequate and safe team management.
- b. A coach or Head Team Manager may simultaneously serve as a chaperone.
- c. A Head Coach shall be designated by the Zone from among the participating coaches.
- d. The Head Team Manager and Head Coach of each Zone shall be at least 21 years of age prior to commencement of team travel.
- e. All Zone staff shall be current members in good standing of USA Swimming and Pacific Swimming prior to commencement of team travel. All coaching staff shall be current coach members of USA Swimming, and have all required credentials up to date.
- f. Any and all Zone staff potentially transporting team participants separately from the group transportation shall submit to the Pacific Swimming Travel Coordinator a satisfactory motor vehicle driver report from their state motor vehicle department by the deadline set by the Pacific Swimming Travel Coordinator, or shall not transport other team participants.
- g. Other than group travel, lodging, and meals, any staff-related expenses shall be the responsibility of the Zone and/or individual staff members.

8. Athlete Eligibility

- a. Participating athletes must be current 14-under athlete members of Pacific Swimming as of the date of competition, must timely complete and submit the ZAM athlete letter of intent, application, and co-payment prescribed by Pacific Swimming and their Zone, and must be selected by their Zone to compete.
- b. To compete for a Zone, an athlete must be attached to a club member of that Zone or, if unattached, must physically reside within the boundaries of that Zone.
- c. Athletes who have ever competed for any LSC in a higher-level all-star travel meet, including but not limited to Western Zone All-Stars, North American Challenge Cup, or Pacific Coast All-Stars, shall NOT be eligible to compete in the ZAM.
- d. Additional athlete eligibility criteria may be established by each Zone if not in conflict with Pacific Swimming and USA Swimming rules, regulations, and policies.

9. Athlete Selection

- a. Each Zone may select up to 8 athletes per gender in each of the 13-14, 11-12, 9-10, and 8-under age groups, using criteria of the Zone's choice. (Competitive or standards-based selection criteria are recommended.)
- b. Zones may designate one or more alternate athletes in each age group and gender during their selection process. Alternates shall meet all of the same eligibility and selection criteria prescribed above for selected athletes.
- c. An alternate athlete who replaces a selected athlete after the entry deadline for the meet may only compete in the replaced athlete's entered events and assigned lanes.
- d. Alternates who have not been called to replace selected athletes should not travel to the meet. All travel, lodging, and meals for any alternates who do travel to the meet shall be at the sole discretion and expense of their Zone and/or family, and shall not be supervised by team staff. No team apparel will be provided for such alternates.

10. 8-Under Athletes

- a. 8-under athletes may participate under the same conditions as the other age groups, except that they shall not travel on team transportation or lodge in team-supervised hotel rooms.
- b. All transportation and lodging for 8-under participants shall be the sole responsibility of, and shall be arranged and supervised by, the athlete's family, including timely drop-off and pick-up from team practices, meals, and competition.
- c. For each 8-under athlete a release form will be provided and must remain with a designated manager on each Zone team. The release form shall be signed by athlete's parent or guardian each time the athlete is dropped off and picked up for any ZAM activities (Saturday warm-up, Saturday banquet dinner, start of the meet on Sunday, and end of the meet on Sunday).

11. Athlete Co-Pay

- a. Each Zone shall set the co-payment amount for their athlete participants.
- b. Each Zone shall pay to Pacific Swimming \$70 per selected athlete by the deadline established by the Pacific Swimming Travel Coordinator, unless a different amount is approved by the Pacific Swimming Board of Directors.

12. Competitive Events, Entries, and Seeding

- a. The same set and sequence of competitive events shall be conducted each year, as documented in prior meet announcements. All events shall be timed finals.

- b. Each Zone Team may enter up to 4 athletes per individual event and two (2) relay teams per relay event. Each athlete may compete in up to three (3) individual events per day plus relays.
- c. Each event shall be pre-seeded, fastest to slowest within each Zone's entries.
- d. Heats and lanes shall be assigned to each Zone based on the final team ranking from the previous year, in fast to slow order. The previous year's winning Zone shall be assigned the fastest lane in heat 1 of each event, the second-place Zone assigned the next fastest lane in heat 1, and so on, cycling through all of the Zones, lanes, and heats until each Zone has been assigned 4 lanes (2 lanes for relays). Each year's seeding assignments shall be stated clearly in the meet announcement.
- e. When the meet is conducted in fewer than 10 lanes, it is recommended that individual events be seeded in 7 lanes, and relays in 5 lanes, to provide the most uniform conditions of competition without adding heats.
- f. Each Zone shall submit a single electronic entry file accompanied by a PDF or hard-copy of their entries, pre-seeded per the seeding information in the meet announcement. Each Zone shall seed their entries fast to slow in each event. Submission shall be to the person and by the deadline specified in the meet announcement. Unseeded entries received may be returned or seeded at the meet host's discretion.
- g. Entries with "no time" (NT) will NOT be accepted. If no previous yards time exists for an entry, a converted or coach-estimated time shall be entered.

13. Scoring and Awards

- a. Individual events shall be scored to 20 places, and relay events shall be scored to 10 places.
- b. A single team trophy shall be awarded to the highest scoring Zone at the end of the meet.

14. Pacific Swimming Travel Coordinator shall:

- a. Maintain and update the templates for athlete and staff applications, and supply these to each Zone's Head Team Manager or Zone chair by November 15th of each year with appropriate instructions.
- b. Furnish the previous year's meet announcement and team scores, along with appropriate instructions, to the Meet Director or Zone Chair of the next meet no later than November 15th of each year.
- c. Establish and enforce deadlines each year for each Zone to submit their co-payments and all needed team information.
- d. Complete planning, arrangements, and contracts for group transportation, Saturday practices, lodging, and group meals for each of the Zone teams as appropriate, in coordination with the Pacific Swimming Treasurer and with each Zone's designated Head Team Manager and/or Zone Chair.
- e. Order and arrange for delivery of team sweatshirts, team caps, and bag tags for each Zone.

15. Pacific Swimming Office shall:

- a. Store and archive a backup of each year's final meet database, editable meet announcement, team scores, and other relevant meet information.
- b. Update the meet records in the final database, and post the new meet records on the Pacific Swimming web site in both text and machine-readable formats for use in future meets.
- c. Furnish the previous year's meet database, with updated meet records, to the Meet Director or Zone Chair of the next meet no later than November 15th of each year.