



**2019 Western Zones Championships
August 7-10, 2019
Coach/Manager Application and Information**

Coaches and Managers, please return application by April 28, 2019

Thank you for considering a Coach or Team Manager role for the 2019 Western Zone Championship Team. This year, Western Zones will be held in **Gresham, Oregon on August 7-10, 2019**. The team will depart Tuesday, August 6th and return Sunday, August 11th. Please fill out these forms completely and return by the deadline listed on top of page. If you are not selected, your application will be shredded.

****Pacific Swimming gives selected Coaches & Managers a small THANK YOU stipend. However, you must fill out and return with your application the attached W9 Form in order to receive a stipend – Your application will be rejected if not submitted. If you want to decline a THANK YOU stipend from Pacific, please initial here: _____ and leave the W9 Form blank.**

Coaches will each be in charge of 12 athletes in one of the age-groups (Girls 10/U, Boys 10/U etc.). Your job will be to motivate and guide the athletes in your age-group to do their best at the meet. For many athletes, this will be their first time away from home and assisting them to adapt to All-Star coaching and situations will help ease any anxiety they may have. One (1) Head coach and six (6) coaches will be selected for the team.

Team Managers - You will assist the coaches in providing for the needs of the athletes. Your job will be to make sure the athletes are hydrated and fed, have the correct gear etc. You may be driving a minivan to pick up supplies or drive athletes back to the hotel during the meet. You will enforce the Honor Code and Code of Conduct signed by each team member. In order to become a manager, you must become a 2019 USA Swimming non-athlete member and obtain a registration before May 31st, 2019, which includes passing the USA Swimming background check and the online Athlete Protection training. The USA Swimming non-athlete registration fee is \$68. Pacific Swimming will reimburse you for the background check fee. One (1) Head manager and four (4) chaperones will be selected.

Legal Name: _____ **Date of Birth:** _____

Address: _____

Home phone: _____ **Work phone:** _____

Cell phone: _____ **Email:** _____

Club: _____

Coach/Non-Athlete USA Swimming ID# _____

Emergency Contact:

Name: _____ **Relationship:** _____ **Home ph:** _____

Cell or Work ph: _____ **Physician:** _____ **Ph #:** _____

Any special conditions or medications: _____

Jacket size (Come in women & men sizes) _____ **Polo size** (Come in women & men sizes) _____
Please indicate either S-M-L-XL-XXL

T-shirt size (Uni-size) _____ **Lunch:** _____ **Any food allergies:** _____
(Ham/Turkey/Veggie)

Did you receive a Pacific Swimming back pack in 2018? YES or NO (Circle one).
Back packs will be given to returning coaches/managers every 2 years only

Previous Experience:

Please list previous experiences as an All-Star coach or team manager.

Preferences: Coaches, please circle the age group(s) you would be interested in coaching

Girls 10/U 11-12 13-14

Boys 10/U 11-12 13-14

Coaches and Managers, return application by Sunday, April 28, 2019

Return application to:

Jeanette Soe - Pacific Swimming Travel Coordinator
1267 Chrismara Court
San Jose, CA 95120
Phone: 408-769-0565

Or you can fill out application, scan it, and email to: travel@pacswim.org



**Pacific Swimming
Coaches/Managers Code of Conduct**

I, the undersigned staff member agree to participate in the Pacific Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined below, in addition to those guidelines established by the activity director at the activity site. Any additional guide lines regarding conduct will be presented at the first team meeting following establishment of these guidelines.

1. Staff members are required to attend all team functions. These include, but are not limited to, meetings, training sessions, practice sessions, competitions, exhibitions and press conferences unless excused by the activity director.
2. The possession or use of alcohol, tobacco or any non-prescribed controlled substances is prohibited.
3. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
4. Staff members are required to help supervise the athletes at all times during the activity.
5. Barring acceptable extenuating circumstances, failure to comply with this Code of Conduct may result in the following:
 - a. Code of Conduct violations will be immediately referred to the Zone Board of Review.
 - b. Loss of compensation for the activity
 - c. Suspension from participating in future activities
 - d. Reimbursement to Pacific Swimming for all costs incurred on my behalf
6. The Pacific Swimming Administrative Review Board shall within 30 days determine the penalty and notify the staff member of their findings.
7. Any disciplinary action may be appealed in accordance with USA Swimming Rules and Regulations Part Four and Pacific Swimming Bylaws Article 10.

Signature

Date

Print Name

Pacific LSC Travel Policy

Athletes and their parents/legal guardians must read, agree to, and sign the following before traveling:

- Travel Policy (this document)
- Code of Conduct
- Medical consent and release
- Liability release, waiver, or permission to participate

Chaperones and coaches must sign the travel policy (this document).

By signing this travel policy, participants agree to the following rules and policies:

- 1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA swimming, rule 305.5.3)
- 2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies. (Required by the USA swimming rulebook, rule 305.5.4)
- 3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club, (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Chaperones

- 5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.
- 6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming. Rule 305.5.2)
- 7) The use of alcoholic beverages by chaperones is prohibited.
- 8) Chaperones are required to report any violation of the rules. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

- 9) When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.
- 10) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" on another team to facilitate two-deep leadership.

Code of Conduct / Honor Code

- 11) Athletes and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.

- 12) The possession or use of alcohol or tobacco products by any athlete is prohibited.
- 13) Athletes are to refrain from inappropriate physical contact at team activities and events.
- 14) Athletes are to refrain from use of inappropriate language.
- 15) Athletes' bags and belongings are subject to inspection by chaperones at any time.

Conduct within Hotels

- 16) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
(Required by USA swimming rule 305.5.1.)
- 17) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- 18) For overnight travel, chaperones shall stay in nearby rooms.
- 19) Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any athlete who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
- 20) Athletes who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.
- 21) Athletes should not go into the halls or lobby unless they are dressed appropriately.
- 22) Athletes shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
- 23) Any damages, excessive mess, or loss incurred at a hotel will be the expense of the athletes assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

- 24) Athletes are expected to remain with the team at all times during the trip. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach and chaperone.
- 25) When visiting public places such as shopping malls or movie theatres, athletes must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.
- 26) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

Disciplinary Action

Failure to comply with the policies as set forth in this document must result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete's expense
- Disqualification from one or more events
- Suspension from future team travel meets
- Financial penalties
- Dismissal from the team
- Code of Conduct violations will be immediately referred to the Zone Board of Review. Other violations will be sent to the Pacific Swimming's Administrative Review Board

Coach/Chaperone Signature: _____ **Date:** _____