

**2016 Zone All Star Meet (ZAM)**  
**ZONE-4 Coach/Manager/Chaperone Application and Information**

**COACHES: Please return application by December 6, 2015**  
**CHAPERONES: Please return application by January 20, 2016**

*All information listed here except name, club, and phone # is for reference and will not be given out without your authorization*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home ph:** \_\_\_\_\_ **Work ph:** \_\_\_\_\_

**Cell ph:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Club:** \_\_\_\_\_ **Coaches: USA Swimming ID#** \_\_\_\_\_

**Emergency Contact:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Physician Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Any special conditions or medication:** \_\_\_\_\_

**Personal info: Sweatshirt Size:** \_\_\_\_\_ **Food allergies:** \_\_\_\_\_  
Please indicate either S-M-L-XL-XXL

**Previous Experience:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coaching Preference:**

Please circle the age group(s) that you would be interested in coaching.

9-10 Girls      9-10 Boys      11-12 Girls & Boys      13-14 Girls & Boys

**COACHES please postmark by Wednesday December 2<sup>nd</sup>, 2015, and send to:**

Jim Morefield, Zone-4 Chair

1742 Oakwood Drive

Minden, NV 89423

775-782-4360

Jdmore14@gmail.com

**OR hand-deliver to Zone-4 Board Meeting in Carson City on November 17<sup>th</sup>, 2015**

**OR hand-deliver to Carson Distance Pentathlon Meet in Carson City December 4<sup>th</sup>-6<sup>th</sup>, 2015.**

**CHAPERONES please postmark by January 20, 2016, and send to:**

Marjorie Turner, Zone-4 Team Manager

4570 Rio Encantado Lane, Reno, NV 89502

530-363-0950

jorieturner@gmail.com

**OR hand-deliver to Marjorie Turner by January 31, 2016**

**Competition: Pacific Swimming Zone All Star Meet, Livermore, CA, February 27 – February 28, 2016**

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**Pacific Swimming**  
**Coach/Manager Code of Conduct**

I, the undersigned staff member agrees 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 guidelines 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 drugs 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. loss of compensation for the activity
  - b. suspension from participating in future activities
  - c. reimbursement to Pacific Swimming for all costs incurred on my behalf
6. The Pacific Swimming Board of Review 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 Part Four of USA Swimming Rules and Regulations and Article 10 of the Pacific Swimming Bylaws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

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**Pacific LSC Travel Policy**

**Swimmers 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), and USA Swimming's Athlete Protection Training Course.
- 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) Swimmers 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) Swimmers are to refrain from inappropriate physical contact at team activities and events.

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- 14) Swimmers are to refrain from use of inappropriate language.
- 15) Swimmers' 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 swimmer 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) Swimmers 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) Swimmers should not go into the halls or lobby unless they are dressed appropriately.
- 22) Swimmers 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 swimmers 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) Swimmers are expected to remain with the team at all times during the trip. Swimmers 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, swimmers 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
- Disqualification from future team travel meets
- Financial penalties
- Dismissal from the team
- Proceedings for a Western Zone, USA Swimming National Board of Review, and/or LSC Administration Review Board

Coach/Chaperone Signature: \_\_\_\_\_

Date: \_\_\_\_\_