

Dear Pacific Swimming **ZONE 4** Coaches and Parents,

1 December 2023

The Pacific Swimming Zone 1N - Zone 1S - Zone 2 - Zone 3 - Zone 4 **Zone All Star Meet** (ZAM) will be held in Carson City, Nevada, on Sunday, March 3, 2024. ZAM All Star Teams will travel to Carson City on Saturday, March 2nd for team practice/warm-ups at the Carson City Aquatic Facility on Saturday afternoon. Teams (except 8/U athletes) will spend Saturday night in a hotel in Sparks, Nevada, and return home after the meet on Sunday. 8/U athletes may attend the warm-up and team dinner with their coach/chaperone (no parents) on Saturday night. Parents of 8/U athletes are responsible for transporting their athlete(s) to and from all of the ZAM Team activities (Saturday warm-up, Saturday dinner, and Sunday meet). Bus transportation, food, and lodging for coaches, managers, and chaperones are provided by Pacific Swimming. In **Zone 4**, home clubs provide ZAM Coaches' time, and **Zone 4** will reimburse a club \$250 per coach to help defray that expense.

Location: Carson City Aquatic Facility, 841 N. Roop Street, Carson City, Nevada 89701**Deadlines:** applications must be received by Tuesday January 9, 2024 (Coaches) or Sunday January 21 (Chaperones).COACHES please postmark by **Friday January 5, 2024, and mail completed application to:****Jim Morefield**, Zone-4 Chair, 1742 Oakwood Drive, Minden, NV 89423775-782-4360, jdmore14@gmail.comOR send PDF or scan (no phone photos please) to jdmore14@gmail.com by **Tuesday January 9, 2024.**CHAPERONES/MANAGERS please postmark by **Tuesday January 16, 2024, and mail completed application to:****Kelly Schott**, Zone-4 Team Manager, 1899 Rombauer Court, Reno, NV 89519775-750-5033, kburnight@hotmail.comOR send PDF or scan (no phone photos please) to kburnight@hotmail.com by **Sunday January 21, 2024,**OR hand-deliver to **Kelly Schott** by **Sunday January 21, 2024, or at Carson Blizzard Blast meet January 12-14**

Application: Below is the Coach/Manager/Chaperone application for the **Zone 4** All Star Team. Applications must include ALL of the following and be received by the above deadlines to be considered for selection:

- ✓ **Completed Coach/Manager/Chaperone Application**
- ✓ **Signed Pacific Swimming Code of Conduct**
- ✓ **Signed Pacific Swimming Travel Policy**

I am applying as a (check one): ☐ Coach ☐ Manager ☐ Chaperone **Club Team:** _____

Full Legal Name: _____ **USA Swimming Reg #:** _____
First Middle Last

Address: _____
Street City State Zip Code

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

Cell phone: _____ **email:** _____

Sweatshirt Size: ☐ S ☐ M ☐ L ☐ XL ☐ XXL **Dietary/Medical restrictions:** _____

Previous Experience: (Please list any previous experiences as an All-Star coach / manager / chaperone)

COACHES: age group preference(s) - please check the age group(s) that you would be willing to coach

☐ 8-under Girls & Boys ☐ 9-10 Girls & Boys ☐ 11-12 Girls & Boys ☐ 13-14 Girls & Boys



TEAM TRAVEL / EVENT CODE OF CONDUCT: COACH

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ I will at all times, adhere to USA Swimming's rules and code of conduct. ***Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***
- ☐ I will set a good example of respect and sportsmanship for participants and families to follow.
- ☐ I will act and dress with professionalism and dignity in a manner suitable to my profession.
- ☐ I will respect officials and their judgment and abide by the rules of the event.
- ☐ I will treat coaches, participants, and spectators with respect.
- ☐ I will instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ I will coach in a positive manner and not use derogatory comments or abusive language.
- ☐ I will win with humility and lose with dignity.
- ☐ I will treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ I will always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- ☐ I will continue to seek and maintain my own professional development in all areas in relation to coaching and teaching children.
- ☐ I will always maintain a professional separation between coach and athlete.

I understand that any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the LSC's board of directors.

COACH Signature

Date

TEAM TRAVEL / EVENT CODE OF CONDUCT: MANAGER / CHAPERONE

The purpose of this code of conduct for coaches is to establish common expectations for all members of the staff of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ I will at all times, adhere to USA Swimming's rules and code of conduct. ***Staff who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***
- ☐ I will set a good example of respect and sportsmanship for participants and families to follow.
- ☐ I will act and dress with professionalism and dignity in a manner suitable to my profession.
- ☐ I will respect officials and their judgment and abide by the rules of the event.
- ☐ I will treat coaches, participants, and spectators with respect.
- ☐ I will instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ I will act in a positive manner and not use derogatory comments or abusive language.
- ☐ I will treat everyone fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ I will always place the well-being, health, and safety of swimmers above all other considerations.
- ☐ I will always maintain a professional separation between coach, parent, and athlete.

I understand that any complaints violating this code of conduct will be brought to the attention of his/her supervisor and/or the LSC's board of directors.

MANAGER / CHAPERONE Signature

Date

Pacific Swimming 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), 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) 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
- 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 Administrative Review Board

Coach/Chaperone Signature: _____

Date: _____