



ZONE 4

Policies & Procedures of Pacific Swimming Zone 4 last updated: 9 July 2023

1. Board of Directors

- A. Authority.** The Policies and Procedures contained in this document have been adopted by the Zone 4 Board of Directors in conformance with Zone 4 Bylaws and the Bylaws, Rules, and Regulations of Pacific Swimming and USA Swimming, which shall serve as the governing documents for all other aspects of Zone 4 activities not addressed herein. (1/13/2016)
- B. Amendments.** These Policies & Procedures may be amended by majority vote at a regularly scheduled meeting of the Zone 4 Board of Directors, provided that (1) the proposed amendment(s) were presented as part of the agenda at the last regularly scheduled meeting preceding the meeting at which the vote is taken, and (2) both meetings were conducted in accordance with the Zone 4 Bylaws then in effect. Amendments shall take effect immediately upon approval unless stated otherwise in the amendment. (1/13/2016)
- C. Emergency Amendments.** By two-thirds vote at a regularly scheduled or special meeting of the Zone 4 Board of Directors conducted in accordance with the Zone 4 Bylaws then in effect, these Policies and Procedures may be amended temporarily to address emergency situations. Such temporary amendments shall expire no later than the next regularly scheduled meeting, unless continued at that meeting by another two-thirds vote, or replaced by a regularly approved permanent amendment. (1/13/2016)
- D. Reimbursement of USA Swimming Membership Costs.** Upon request to the Treasurer, Zone 4 will reimburse any elected or appointed member of the Zone 4 Board of Directors (excluding representatives appointed solely by a member club), who is not and will not already be a member of USA Swimming in another capacity, for any required non-athlete membership and background screening

expenses for each year they are elected or appointed, upon submission of receipts for such expenses. No reimbursement will be made by Zone 4 if the same expense is reimbursable by Pacific Swimming or any other organization. (11/9/2010)

2. Dues and Fees

- A. Club Dues.** Annual club dues are due and payable to the Zone 4 Treasurer on January 1st of each year, and shall be \$100 for year-round clubs and \$50 for seasonal clubs. (3/12/2013; Bylaws)
- B. Meet Participation Surcharge.** Each Zone 4 club hosting a meet scheduled by Zone 4 and sanctioned after 31 January 2013 shall pay to Zone 4 \$1.00 per athlete entered in the meet, to be received by the Zone 4 Treasurer not later than 30 calendar days after the last day of the meet. Clubs not in compliance with this requirement shall be denied approval of any further meet sanctions until all funds due under this requirement have been received by the Zone 4 Treasurer. (1/31/2013; 3/12/2013)

3. Meet Conduct

- A. Minimum Eligibility for Distance Freestyle Entries.** In meets scheduled by Zone 4 where No-Time (NT) entries are permitted, to be eligible to enter 800m/1000y Freestyle and 1500m/1650y Freestyle events, an athlete must have previously established an official time in an event of 400y/400m or longer. (7/10/2012; 11/13/2012; 9/9/2014)
- B. Distance Eligibility Exceptions.** The foregoing distance eligibility requirement does not apply to meets hosted by Bishop Swim Team (BST). (5/13/2014)
- C. High Country Championship No-Time Entries.** The High Country Championship short-course Prelims/Finals meet shall accept no-time (NT) entries for event distances of 100 yards and shorter. (9/9/2014; 7/9/2023)
- D. TeamUnify Entries.** For meets scheduled by Zone 4, any entries submitted via any club's TeamUnify web platform must first be both committed and approved by the meet's established deadline for online entries, or when a session is closed for entries, whichever occurs first. Entries that are not committed and approved in TeamUnify are incomplete and shall not be accepted after a session closes. (1/13/2016)
- E. Seeding of Timed-finals Events.** All events in timed-finals meets scheduled by Zone 4 shall be seeded fastest to slowest. (3/12/2013)
- F. Proof of Membership and Registration.** For meets scheduled by Zone 4, acceptable proof of membership and registration for athletes, coaches, and officials shall be either (1) live display on the member's USA Swimming Deck Pass application; (2) live display or current print-out of the registration roster of the member's USA Swimming Club Portal by the Club's Portal Administrator or Head Coach; (3) live display of email receipt from an LSC that provides online

registration service, provided it includes all necessary registration and membership information; (4) valid paper membership card printed from the USA Swimming web site; or (5) live email display or telephone conversation from the member's home LSC Registrar verifying valid current membership. Any other form of proof shall be at the sole discretion of the Meet Referee or their designee. (1/10/2018).

4. Zone 4 Travel Team

- A. Participation of 8-under Athletes.** It is the policy of Zone 4 not to accept 8 & under athletes for the Zone 4 Travel Team, except in years when the Zone travel meet is hosted in Zone 4. Zone 4 deems 8 & under athletes to be developmentally too young for Travel Team competition. (3/11/2014; 7/11/2020; 7/9/2023)
- B. Eligibility - No Higher Travel Team Experience.** To be eligible for selection to the Zone 4 Travel Team, an athlete must not have previously competed on a Pacific Swimming LSC Travel Team. (1/12/2012; 7/11/2020; 7/9/2023)
- C. Eligibility - Qualifying Times.** To be eligible for selection to the Zone 4 Travel Team, an athlete who will be 9 years or older must have achieved at least 1 USA Swimming BB motivational time, plus 2 additional USA Swimming B motivational times, in any 3 different events, for the age group in which they will be competing at the meet, no later than the application deadline for that meet. An athlete who will be 8 years or younger must have achieved at least 1 Pacific Swimming "A" time and at least 2 Pacific Swimming "B" times by the deadline to be eligible. An 8-under athlete may use USA Swimming 10-under "B" motivational times (or faster) for any or all of the required times if Pacific Swimming times do not exist for the event(s). (5/11/2010; 1/13/2016; 3/14/2018; 7/11/2020)
- D. Use of Altitude Adjusted Times.** Times used for eligibility and selection to the Zone 4 Travel Team shall be the altitude-adjusted times maintained in the USA Swimming SWIMS database. Altitude-adjusted times shall also be used for entry times submitted to the meet host, except when the meet is held in Zone 4. (1/13/2016; 7/11/2020)
- E. Selection of Athletes.** Selection to the Zone 4 Travel Team shall be based solely on the highest total scores, derived from comparing the best altitude-adjusted short-course times, as of the application deadline date, among all eligible applicants in an age group for the individual meet events in that age group, using the 11-8-5-3-2-1-0-point scoring system, and breaking any ties using best 100 yard freestyle times. Any ties still remaining shall then be broken using best 50 yard freestyle times. No other selection criteria shall be used. (1/13/2016; 3/14/2018; 7/11/2020; 7/9/2023)
- F. Selection of Alternates.** Zone 4 Travel Team alternates shall be selected and ranked at the same time the team is selected, and shall be called in ranked order regardless of the swimmer and events being replaced. (11/10/2009; 7/11/2020)

- G. Notification of Applicants.** All applicants to the Zone 4 Travel Team, including ineligible and non-selected applicants, shall be contacted and informed of their status by Friday of the week in which team selection commences. (3/8/2011; 7/11/2020)
- H. Recruitment of Additional Applicants.** Travel Team coaches may recruit additional Zone 4 athletes for an age group only to complete a partial age group team, and never to replace eligible application(s) already received by the deadline. Recruited athletes shall meet all other requirements of these policies and procedures including eligibility requirements, and a completed athlete application with required co-payment must be received by the Head Team Manager before selection of the recruited athlete is confirmed. (1/13/2016; 7/11/2020)
- I. Athlete Co-payment.** To offset the unreimbursed expenses of the Zone, the athlete co-payment for participation on the annual Zone 4 Travel Team shall be set at \$15 above the co-payment amount due to Pacific Swimming for 9-over athletes, not to exceed \$100 total unless a different total amount is approved by the Zone 4 Board of Directors. The copayment for 8-under athletes shall be a flat \$40 unless a different amount is approved by the Zone 4 Board of Directors. (11/15/2014; 3/14/2018; 7/11/2020; 7/9/2023)
- J. Co-payment Refunds.** The copayments for athletes who are selected to compete with any Zone 4 Travel Team are non-refundable, except for (1) alternates who do not end up competing with the team, or (2) athletes who withdraw prior to the commencement of travel due to illness, injury, or unexpected circumstances beyond the control of the swimmer and family. Co-pays meeting exception (2) will be refunded in full only if an alternate swimmer is available and attends the meet. Otherwise any refund will be less expenses already incurred for the withdrawn swimmer, in which case the swimmer's items such as shirts, caps, etc. will be brought back and may be claimed by the swimmer after the meet. (9/14/2010; 7/11/2020)
- K. Withdrawal of Selected Athletes.** An athlete who applies for and is selected to compete with any Zone 4 Travel Team, and who fails to compete for reasons other than illness, injury, or unexpected circumstances beyond the control of the swimmer, shall forfeit their entire copayment, and shall be ineligible to apply for the next Zone 4 Travel Team. (9/14/2010; 7/11/2020)
- L. Reimbursement for Services.** The clubs of Zone 4 shall be reimbursed for coaching and Team Manager services provided as staff of the annual Zone 4 Travel Team. The amount of reimbursement shall be \$250 per Head Coach, Assistant Coach, and Head Team Manager, up to an annual limit of \$1,250, unless a different amount is approved by the Zone 4 Board of Directors. (11/10/2009; 1/11/2011; 1/15/2013; 11/15/2014; 7/11/2020)
- M. Reimbursement of USA Swimming Membership Costs.** On request, Zone 4 will reimburse parents of member clubs (up to 6 parents total) who volunteer and are selected as chaperones (including the Head Team Manager) for the Zone 4 Travel Team, and who are not and will not already be a member of USA

Swimming in another capacity, for any non-athlete membership and background screening expenses required to become a chaperone for the year of travel, upon submission of copy of card and receipts for such expenses. No reimbursements will be made by Zone 4 if the same expense is reimbursable by Pacific Swimming or any other organization. (1/11/2011; 7/11/2020)

- N. Reimbursement of Travel Expenses.** When Pacific Swimming does not otherwise offer to provide or reimburse transportation, lodging, and meal expenses for a coach or team manager of the Zone 4 Travel Team, Zone 4 shall reimburse all reasonable and necessary transportation, lodging, and meal expenses incurred during service as a Travel Team coach or team manager, based on receipts submitted to the Zone-4 Treasurer no later than 60 days following the conclusion of the meet. (5/8/2022; 7/9/2023)

5. Pacific Swimming Travel Team Co-payment support

- A. Eligibility.** Athletes who are selected and participate as part of a Pacific Swimming LSC Travel Team that charges a co-payment, and who are members in good standing of Zone 4 during the travel event(s), shall be eligible for Zone 4 co-payment support. (7/13/2010; 7/12/2011; 5/8/2012; 5/8/2019; 7/11/2020; 7/9/2023)
- B. Amount of Support.** Upon request, the Zone 4 Treasurer shall reimburse eligible Zone 4 athletes up to 50% of the co-payment collected by Pacific Swimming, up to the aggregate annual limit approved by the Zone 4 Board of Directors. (7/13/2010; 7/12/2011; 5/8/2012; 5/8/2019)
- C. Additional Expenses to Join Travel Team.** If an athlete must incur additional out-of-pocket travel expenses to join the Travel Team at a required location, the Zone 4 Treasurer shall also reimburse up to \$300 of reasonable transportation and lodging expenses for the athlete and one accompanying adult upon submission of receipts documenting such expenses. (7/9/2023)
- D. Adjustment for Annual Limit.** In years when total co-pay and other athlete support requests exceed the approved annual limit, allowable reimbursements for all athletes shall be reduced proportionately to fit within the annual limit. (1/13/2016; 7/13/2016)
- E. Requirements for Valid Request.** Each co-pay support request must be accompanied by documentation of (1) athlete participation in the eligible travel event(s); (2) the co-pay amount(s) paid, (3) receipts for any additional transportation and lodging expenses required to join the event, and (4) the name and address of the family member to whom the check should be made payable. (1/13/2016; 5/8/2019; 7/9/2023)
- F. Dates and Deadlines.** All valid requests for co-pay support for the preceding year (September 1st through August 31st) shall be received by the Zone 4 Treasurer by the following September 15th, and shall be processed and paid promptly following that date. (9/13/2011; 1/13/2016)

6. Olympic Trials and National Championship athlete support

- A. Eligible Meets.** Meets qualifying for support shall be (1) U.S. Olympic Team Trials (Swimming), (2) U.S. Open, (3) USA Swimming National Championships (winter and summer), and (4) USA Swimming Junior National Championships (winter and summer) at which the athlete competed while representing a Zone 4 member club as their primary or secondary club. Up to two meets per year (Sept. 1 through Aug. 31) per athlete shall be eligible for support. (7/13/2016; 7/10/2019)
- B. Eligible Athletes.** Athletes must have represented one or more Zone 4 clubs in competition continuously during the 365 days preceding the first day of the eligible meet, including in at least two USA Swimming sanctioned meets, at least one of which must have been hosted by a Zone 4 club. Any Unattached status during this period must have been solely for purposes of transferring from one Zone 4 club to another Zone 4 club, or of maintaining eligibility for high school or collegiate competition. (7/13/2016)
- C. Eligible Expenses.** Eligible expenses shall be the costs of travel and lodging, subject to the limits specified herein, for the days directly associated with the athlete's travel to and from an eligible meet, plus the period of days during which the athlete competed at the meet, plus one day before the athlete's first competition day. Extra days spent at the meet before or after the foregoing competition period are **not** eligible for lodging reimbursement. (7/13/2016)
- D. Amount of Support.** Upon request, the Zone 4 Treasurer shall reimburse eligible Zone 4 athletes **up to the lesser of** (1) the athlete's eligible expenses **not** reimbursable by or from any other source(s), or (2) \$500 for an eligible meet starting before September 1 of the calendar year in which the athlete graduated from high school, or \$250 for an eligible meet starting after that date. **It is the athlete's sole responsibility to ensure that the requested reimbursement amount does not result in a net financial gain by the athlete for any meet, and does not jeopardize their eligibility for high school, collegiate, or other amateur competition.** (7/13/2016)
- E. Adjustment for Annual Limit.** In years when total athlete support requests exceed the annual limit approved by the Zone 4 Board of Directors, the allowable reimbursements for all athletes shall be reduced proportionately to fit within the annual limit. (7/13/2016)
- F. Requirements for Valid Request.** Each athlete support request shall be accompanied by documentation of (1) the athlete's participation in the eligible meet(s), (2) the eligible expenses paid by or for the athlete, (3) reimbursements of eligible expenses receivable or already received from any other source(s), and (4) the name and address to which the check should be made payable. All determinations of eligibility for reimbursement shall be the sole and final decision of the Zone 4 Board of Directors. (7/13/2016; 1/8/2020)
- G. Dates and Deadlines.** All valid requests for athlete support for the preceding year (September 1st through August 31st) shall be received by the Zone 4

Treasurer by the following September 15th, and shall be processed and paid promptly following that date. (7/13/2016)

H. Expenses Paid by Clubs. When a club pays eligible expenses on behalf of an athlete, the club shall first be reimbursed their net out-of-pocket amount of such expenses for each athlete, subject to all of the foregoing requirements and limits for direct athlete support. If the club's net expenses on behalf of an athlete are less than the applicable limit of support for that athlete, the remaining amount of support shall be available for reimbursement directly to the athlete for any of their remaining net out-of-pocket eligible expenses. Such athlete expenses may include the portion of any co-payment charged by their club that was used for eligible expenses. (1/8/2020)

7. Officials

A. Background Check Reimbursement. On request, and submission to the Zone 4 Treasurer of a copy of their USA Swimming membership registration, any Zone 4 official fully certified in one or more of the following positions shall be reimbursed for the necessary costs of obtaining an initial or renewed USA Swimming background check: (3/8/2011)

- Stroke & Turn Judge
- Chief Judge
- Starter
- Referee
- Administrative Official

B. Online Training Reimbursement. Zone 4 shall reimburse certified Zone 4 and Sierra Nevada Officials who attend Zone 4 officials clinics 50% of the cost of the "www.strokeandturn.com" training course upon completion and submission of a copy of the completion certificate, up to a maximum total of \$1,000.00 per year. (5/11/2016)

C. Minimum Officials. Per Zone 4 Bylaws as amended, the following statement shall be included in the meet announcement of each meet scheduled by Zone 4:

MINIMUM OFFICIALS: All available USA Swimming member certified officials are welcomed and encouraged to work at this meet. As the number of certified officials allows, interested parents/trainees are also welcome to shadow working officials for education and/or mentoring. **Participating clubs are requested to provide at least the following number of certified and carded officials for each session:**

Club Swimmers entered in Session	Trained & Carded Officials requested
1-10	0
11-25	1
26-50	2
51-75	3
76-100	4
101 or more	5

(11/8/2011; Bylaws)