

# Zone All Star Meet Job Descriptions

By Cliff Reyda rev. 11/15/2017

## General

The Zone All Star meet is a timed final competition between the 5 zones within Pacific Swimming. It usually is held in early March and the location rotates such that a zone hosts the meet every five years, Zone 1 South next being host in 2020.

This meet is open only to athletes who have been selected to compete by each zone. No athlete who has **applied and been selected** for either of the Western Zone All-Star or the Pacific Coast All-Star Teams will be eligible regardless of age. Once selected, even if the athlete does not swim, they are no longer eligible for Zone All Star.

The Z1S team consists of 64 swimmers, 8 in each group of: girls and boys 8 & under, 9 & 10, 11 & 12, and 13 & 14. The head coach can determine how to select swimmers, but in the past we've always used a point system based on swim times to select the first 7 swimmers and the head coach decides on the 8th swimmer. Sometimes a tie means the coach does not get to make a choice.

Usually we like to get 8 coaches (one for each age group/gender and one of which is the head coach), a team manager, and two chaperones. The coaches are eligible for a \$100 stipend from Zone 1 South, but not the manager or chaperones.

Pacific will provide for buses and lodging for the 9 to 14 year old swimmers and coaches. The coaches travel with the athletes on the bus to and from Z1S to the meet/hotel. The team manager and chaperones usually follow the bus in someone's personal car and carry a lot of the snacks to keep loading and unloading the bus to a minimum since the busses are sometimes shared to get the athletes from the hotel to the pool and you don't want your snacks to find their way to some other zone's stash.

8 & under swimmers and their parents must provide their own transportation and lodging. In partial compensation, Zone 1 South will pay for their entry fees.

## Team Manager

The Team Manager is the main interface with the Pacific Travel coordinator (currently Jeanette Gonsalves Soe) and will need to get requested information to her by certain dates.

Pacific will send templates of application forms for swimmers and managers/chaperones/coaches. These need to be customized for Zone 1 South. We then, post them to our website, send to our Board distribution list, and bring some copies to our Zone 1 South meet in December or early January. These applications can be returned at those meets or mailed to the person specified on the application by the mail-in deadline.

Next is selection of coaches and chaperones from those applications. Work with the head coach on that.

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Talk to the head coach about how he/she wishes to select the swimmer applicants. If 8 or less in an age group, that is your team. If more than 8, we have used a spread sheet in the past to select the first 7 and then let the head coach chose number 8 however he/she wishes. If using the spreadsheet, you need to get the swimmers times from the USA-S SWIMS database. Go to the USA-S home page and select "TIMES/TIMES SEARCH" at the top. For 25 yard events, you will need to send the names to Swim Connection (Darlene Takaki) and ask them for the times. We assign 9 points to the fastest time, 7 for the 2nd fastest, then 6, 5, 4, 3, 2, 1 (and 0 points for the 9th and higher places). After entering the names, times, and points, the spread sheet totals the points and the top 7 are your team plus the age group coach selection. We have templates for sending out selection/alternate/rejection letters to the athlete applicants.

You need to work with the coaches to get the rooming assignments to Pacific. The team manager, chaperones, and coaches need to keep an eye on the swimmers on ZAM weekend, at the pool and in the hotel. You also need to buy drinks and snacks for the team. Keep all your receipts so that you can be reimbursed by the Zone 1 South treasurer. You also need to keep our parents under control. They are not supposed to be in the team area and on deck only to do timing.

Z1S will be assigned lanes to time and you need to schedule parents for that and provide that schedule to the Pacific Travel Coordinator by the deadline set by the Pacific Travel Coordinator.

## **Head Coach**

The head coach selects up to 7 coaches from the applicants and assigns them (and himself) to the various age groups and genders. The head coach and assistant coaches select the swimmers from the applicants (see team manager section) and assign the events they will swim. A Hy-Tek entry file for the team must be created by the head coach and submitted to the host. All coaches ride with and chaperone the swimmers on the bus. They also monitor the swimmers during warm-ups and during the meet and help being chaperones at the hotel. Z1S coaches are eligible for a \$100 stipend from Zone 1 South.

## **Sample Schedule of Events (from 2017 meet). Real dates will be sent.**

October 31 - Application templates sent. Update and make available.

January 6 - Work with Pacific on a warm up time.

January 27 - Send Pacific the total numbers of athletes by age group/gender.

Send Pacific full names of coaches and chaperones.

February 6 - Return the rooming list spreadsheet.

The team roster to due to Pacific.

Submit the number of swimmers attending the Saturday banquet.

February 15 - All coaches and chaperones must be current on all credentials.

Send copy of DMV driving record if transporting other coaches/chaperones.

Treasurer transfers \$65 per athlete to Pacific.

February 20 - Hy-Tek entry files and PDF files of the entries are due to the zone host.