

2017 Zone All Star Meet (ZAM)

ZONE-?? Coach/Manager/Chaperone Application and Information

COACHES: Please return application by date??, 2017
CHAPERONES: Please return application by date??, 2017

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:** _____

Indicate either S-M-L-XL-XXL

Previous Experience:

List any previous experiences as a All-Star coach or team manager.

Coaching Preference:

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

8-u Girls 8-u Boys 9-10 Girls 9-10 Boys 11-12 Girls 11-12 Boys 13-14 Girls 13-14 Boys

COACHES please postmark by **date??**, and send to:

Name of contact
Address of contact
Phone number of contact
[email](#) address of contact

OR hand-deliver to (name, address?) by date??.

CHAPERONES please postmark by **date??**, and send to:

Name of contact
Address of contact
Phone number of contact
[email](#) address of contact

OR hand-deliver to (name, address?) by date ??.



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 drugs is prohibited.
3. Staff members are prohibited from wearing any home team clothing or trying to recruit athletes, 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

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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), 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 Administration Review Board

Coach/Chaperone Signature: _____

Date: _____

****** If your zone offers a stipend to coaches and chaperones, then the W9 form must be attached to the application, filled out and submitted by the applicant – if your zone does not offer a stipend, then please delete the following verbiage and don't attach the W9**

In order to receive a small THANK YOU stipend from zone ???, you must fill out and return with your application the attached W9 Form. Your application will be rejected if not submitted. If you want to decline a THANK YOU stipend, please initial here: _____ and leave the W9 Form blank.