



ZONE 4

Policies & Procedures of Pacific Swimming Zone 4 last updated: 13 January 2016

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 Invitational No-Time Entries.** The High Country Invitational Championship short-course Prelims/Finals meet shall accept no-time (NT) entries for event distances of 100 yards and shorter. (9/9/2014)
- 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)

4. Zone 4 All-star travel team (ZAM)

- A. Participation of 8-under Athletes.** It is the policy of Zone 4 not to accept 8 & under athletes for the Zone 4 All-star travel team, except in years when the All-star meet is hosted in Zone 4. Zone 4 deems 8 & under athletes to be developmentally too young for All-star travel competition. (3/11/2014)
- B. Eligibility - No Higher All-star Experience.** To be eligible for selection to the Zone 4 All-star travel team, an athlete must not have previously competed on a Pacific Swimming All-star travel team (Pacific Coast All-stars, Western Zone Age Group Championships, or North American Challenge Cup). (1/12/2012)
- C. Eligibility - Qualifying Times.** To be eligible for selection to the Zone 4 All-star travel team, an athlete must have achieved at least 3 **USA Swimming BB 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. (5/11/2010; 1/13/2016)
- D. Use of Altitude Adjusted Times.** Times used for eligibility and selection to the Zone 4 All-star 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)
- E. Selection of Athletes.** Selection to the Zone 4 All-star 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 six individual all-star 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. No other selection criteria shall be used. (1/13/2016)
- F. Selection of Alternates.** Zone 4 All-star 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)
- G. Notification of Applicants.** All applicants to the Zone 4 All-star 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)
- H. Recruitment of Additional Applicants.** All-star 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)
- I. Athlete Co-payment.** To offset the unreimbursed expenses of the Zone, the athlete co-payment for participation on the annual Zone 4 All-star travel team shall be set at \$15 above the co-payment amount due to Pacific Swimming, not

to exceed \$80 total unless a different total amount is approved by the Zone 4 Board of Directors. (11/15/2014)

- J. Co-payment Refunds.** The copayments for athletes who are selected to compete with any Zone 4 All-star 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)
- K. Withdrawal of Selected Athletes.** An athlete who applies for and is selected to compete with any Zone All-star 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 All-star travel team. (9/14/2010)
- 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 All-star 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)
- 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 All-star 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)

5. Pacific Swimming All-star Co-payment support

- A. Eligibility.** Athletes who compete as part of the Pacific Swimming All-star travel team for the North American Challenge Cup (NACC), Western Zone Age Group Championship (WZAG), and/or Pacific Coast All-star meets, and who are members in good standing of Zone 4 during the meet(s), shall be eligible for Zone 4 All-star co-payment support. (7/13/2010; 7/12/2011; 5/8/2012)
- 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 an aggregate annual limit of \$2000, unless a different annual

limit is approved by the Zone 4 Board of Directors. (7/13/2010; 7/12/2011; 5/8/2012)

- C. Adjustment for Annual Limit.** In years when total co-pay support requests exceed the approved annual limit, the 50% reimbursements shall be reduced proportionately to fit within the annual limit.
- D. Requirements for Valid Request.** Each co-pay support request must be accompanied by documentation of (1) athlete participation in the eligible meet(s); (2) the co-pay amount(s) paid, and (3) the name and address of the family member to whom the check should be made payable. (1/13/2016)
- E. 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. 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. 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)