



**Alaska Swimming Inc.**  
**Zone Policy & Procedures Manual**

## Table of Contents

<b>ZONE CHAIN OF COMMAND.....</b>	<b>3</b>
<b>PERSONNEL.....</b>	<b>3</b>
ZONE COMMITTEE.....	3
<i>Zone Committee Selection</i> .....	3
COACHING STAFF.....	3
<i>Zone Coach Selection</i> .....	3
SWIMMERS.....	4
<i>Zone Team Selection</i> .....	4
MANAGER.....	5
<i>Manager Selection</i> .....	5
CHAPERONES.....	5
<i>Chaperone Selection</i> .....	5
<b>DESCRIPTION OF DUTIES.....</b>	<b>6</b>
AGE GROUP CHAIR.....	6
HEAD ZONE COACH.....	6
<i>Prior to Team Selection</i> .....	6
<i>After Application Deadline</i> .....	6
<i>After the Deposit Deadline</i> .....	7
<i>Western Zone Championship Entries</i> .....	7
<i>During the Zone Trip and Meet</i> .....	8
ASSISTANT ZONE COACH.....	8
<i>Prior to Team Selection</i> .....	8
<i>After the Deposit Deadline</i> .....	8
<i>During the Zone Trip and Meet</i> .....	8
ZONE MANAGER.....	8
<i>Prior to Team Selection</i> .....	8
<i>After the Application &amp; Deposit Deadlines</i> .....	9
<i>During the Zone Trip and Meet</i> .....	9
ZONE CHAPERONE.....	9
<i>After the Application &amp; Deposit Deadlines</i> .....	9
<i>During the Zone Trip and Meet</i> .....	10
<b>ALASKA ZONE POLICIES.....</b>	<b>10</b>
TRAVEL & LODGING.....	10
DISCIPLINE.....	10
<b>TIME LINE OF IMPORTANT DATES AND DEADLINES.....</b>	<b>12</b>
<b>APPENDIX A.....</b>	<b>13</b>
COMMENTS ON APPLICATION AND FORMS.....	13
<i>Electronic Versions of Forms and Applications</i> .....	13
<i>Swimmer Application</i> .....	13
<i>Chaperone Application</i> .....	13

<i>Time Update Form</i> .....	13
<i>Medical Consent, Permission to Participate and Release of Liability</i> .....	13
<i>Medical Information Form</i> .....	13
<i>Code of Conduct</i> .....	13
SWIMMER APPLICATION.....	14
CHAPERONE APPLICATION .....	16
TIME UPDATE SHEET.....	17
MEDICAL CONSENT, PERMISSION TO PARTICIPATE AND RELEASE OF LIABILITY .....	18
MEDICAL INFORMATION FORM .....	19
CODE OF CONDUCT .....	20
WESTERN ZONE TRAINING COMMITMENT FORM .....	22

## Zone Chain of Command

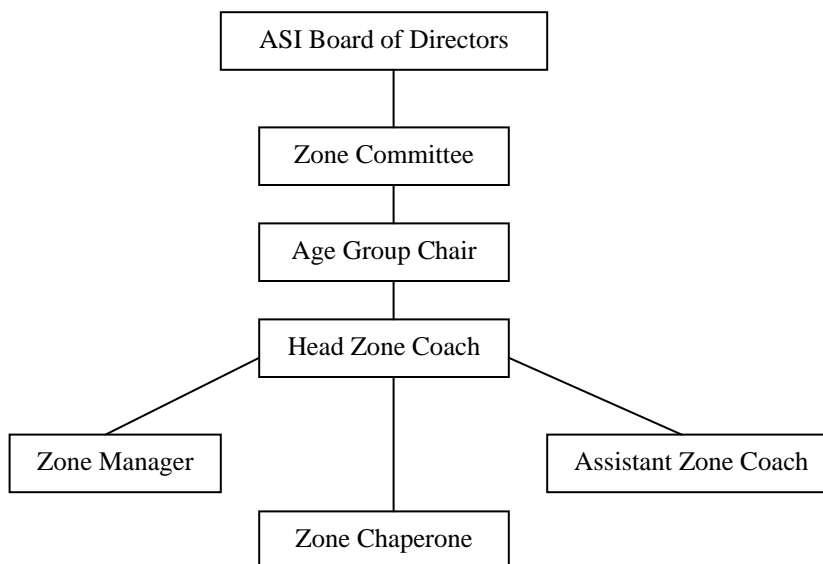


Figure 1

## Personnel

### ***Zone Committee***

#### Zone Committee Selection

A Zone Committee shall be formed with the Age Group Chair as chairman. The Zone Committee will be composed of the following: Vice Chair, Treasurer, one of the last year's Zone coaches, Age Group Chair and Zone Manager.

### ***Coaching Staff***

#### Zone Coach Selection

The Age Group Chair is responsible for the selection of the zone coaching staff. The selection process should begin no later than the end of October of the year preceding the meet.

Zone coach selection is made from a randomized list of Alaska Swimming registered coaches. As new coaches are registered with Alaska Swimming they are placed at the bottom of the list. The Age Group Chair should have regular communication with the Registration Chair so as to keep the list current. Those coaches, whose registration has lapsed, will be removed from the list.

The Age Group Chair will pull from the list any registered coaches that are not to be considered for a zone coach position. Requirements for consideration include:

- Must be 25 years of age by the time zone team travel commences, or able to rent a car from a rental agency. May be waived by board of directors when motor coach is used.
- Being a registered coach for a team, or registered as a coach with Alaska Swimming, who, as considered by the head coach of that club/team, is ready for a coaching position with the zone team.

From the eligible list the Age Group Chair must then go through the list, from the beginning, and select a Head Zone Coach. Those declining the position of Head Zone Coach will be placed at the end of the list. If a person accepts the position then the ASI board of directors must approve him/her. Upon this approval he/she is the Head Zone Coach. The Age Group Chair will select the Head Zone Coach prior to the ASI Age Group Championship.

With the Head Zone Coach selected the Age Group Chair must then identify those coaches that would be eligible to serve as Assistant Zone Coaches. The Age Group Chair must go through the list, from the beginning, and select an Assistant Zone Coach. An Assistant Zone Coach may be a registered head or assistant coach from any Alaska Swimming club/team, or a registered coach with Alaska Swimming Incorporated. If a person declines the position of assistant coach then he/she will be placed at the bottom of the list. If a person accepts the position of potential Assistant Zone Coach the ASI board of directors must approve him/her. Upon this approval he/she is an eligible Assistant Zone Coach. It is recommended that at least four (4) individuals be selected as potential Assistant Zone Coaches.

When the deposit deadline date for swimmers to make the zone team is reached the Age Group Chair will obtain an eligible coach representative from the Alaska Swimming club/team that has the greatest number of swimmers on the zone team. This representative will serve as an Assistant Zone Coach.

When the qualifying cutoff date for swimmers to make the zone team is reached the Age Group Chair will then notify the rest of the prospective Assistant Zone Coaches who have been awarded an Assistant Zone Coach position. The total number of coaches, including the head coach and all assistants, shall comply with the swimmer coach ratio outlined in the *Alaska Swimming Swim Guide* Article 9.D.5.

Criteria for coach selection will be based on brief interviews the Head and Assistant Coach (s) either by phone at an ASI teleconference or in person at a meeting, such as at a swim meet, where three or more of the ASI board members are present. The interview is to determine that:

1. Prospective coaches have read the entire Zone Policy & Procedures Manual and the Alaska Swimming Inc. Swim Guide sections that pertain to the Western Zone All\*Star Team.
2. They understand the duties and responsibilities of the coaches as well as every other person involved (swimmers, chaperones, and Zone Committee).
3. They have the time to adequately devote such a huge responsibility.
4. They feel able to competently familiarize themselves with the swimmers and each swimmers events before arriving at the meet and coach swimmers that are new to them.
5. They are prepared to undertake all of their duties and responsibilities to the best of their ability.

## **Swimmers**

### **Zone Team Selection**

The Age Group Chair is responsible for distributing Alaska All\*Star Team swimmer applications (See Appendix A) to all Alaska Swimming clubs/teams, these forms maybe posted on the ASI web site rather than mailing a copy to each club. These forms, along with a copy of the Western Zone time standards, should be made available by the ASI Age Group Championship.

Within sixty (60) days of the application due date swimmers meeting the criteria will be issued a letter with specifics about the Western Zone Championship meet. Details will include estimated costs, release and medical information forms (See Appendix A), congregation date, an order form for extra equipment, and a request for a deposit to be paid to Alaska Swimming. Upon receipt of the deposit Alaska Swimming will verify membership for that swimmer on that Alaska All\*Star Team.

### **Requirements for participation and funding:**

1. Participation of 85% of your scheduled team practice from the conclusion of the spring championship meet until the conclusion of the summer championship meet. Your coach has the authority to waive the 85% requirement and sign the form if he/she believes you will be able to still perform and compete at this level. If your practice attendance is less than 85%, your eligibility is up to your coach and finally up to the head zone coach.
2. You must participate in an Alaska sanction meet during the ZPT qualifying time period, or higher than an invitational meet outside of Alaska.
3. You are not eligible if:
  - a. You have ever achieved two or more US Open Times or one Junior/Senior National Qualifying time or higher within the past 18 months are not eligible to participate in this meet. If you have one US Open time, you are not eligible to swim that event (stroke and distance) in the meet or applicable relay.

## ***Manager***

### **Manager Selection**

The Zone Committee will select the Zone Manager. It is recommended that the Zone Manager be a former Zone Chaperone or Alaska Swimming Coach who has displayed superior managerial and organizational ability. The Zone Manager must be a non-athlete registered member of United States Swimming, and Alaska Swimming Incorporated.

The Zone Committee will select the next Zone Manager at the face to face ASI board meeting in the fall. The ASI board of directors must approve appointment of the Zone Manager following the same interview criteria as the coaches. Criteria will be based on brief interviews either by phone at an ASI teleconference or in person at a meeting, such as at a swim meet, where three or more of the ASI board members are present. The interview is to determine that:

1. Prospective Zone Managers Prospective coaches have read the entire Zone Policy & Procedures Manual and the Alaska Swimming Inc. Swim Guide sections that pertain to the Western Zone All\*Star Team.
2. They understand the duties and responsibilities of the Zone Manager as well as every other person involved (swimmers, chaperones, and Zone Committee).
3. They have the time available and will competently fulfill the duties of Zone Manager outlined in the Alaska Swim Guide and the Zone Manual.
4. They will communicate fully with the Zone Committee and Head Coach at all times.

## ***Chaperones***

### **Chaperone Selection**

The Head Zone Manager shall receive applications from Zone Chaperone applicants until the due date. Applications should be mailed by the postmark due date, typically the Monday preceding the beginning of the Alaska Junior Olympic Championship, and a hand delivered due date, typically the Sunday of the Alaska J.O. Championship. All applications should be delivered directly to the Zone manager. The manager will forward the Chaperone applications to the Zone Committee within one week of the application due date or hand carry them to the House of Delegates meeting.

The Zone Committee will review the applicants at the House of Delegates meeting. The Zone Chaperone(s) will be selected as per the Zone Manual and *Alaska Swimming Swim Guide* Article 9.F. All Zone Chaperones must be at least 25 years of age or able to rent a rental car, and must be non-athlete members of U.S.A. Swimming and ASI.

## **Description of Duties**

### ***Age Group Chair***

The Age Group Chair will be responsible for timely communications of Zone information, including distribution of applications to all teams. The Age Group Chair should work closely with the Zone Committee in setting up a Zone itinerary; making arrangements for meals, lodging, ground transportation, and team equipment; setting cutoff dates for swimmer and chaperone applications, deposits, and achieving a qualifying time; selecting chaperones.

The Age Group Chair will construct and distribute the Zone information packet to be distributed at Age Group Champs and early December. The packet must contain swimmer and chaperone applications, meet location and dates, the Head Coach name and a list of deadlines for applications, etc.

### ***Head Zone Coach***

The Head Zone Coach must maintain communication with the Age Group Chair and the Zone Committee regarding all administrative aspects of Zone Team operations.

The Head Zone Coach must develop a close working relationship with the Zone Manager. It is important that communication between these two individuals is established and maintained from the time of their appointment through the end of the meet.

### **Prior to Team Selection**

From the time the swimmer and chaperone applications are distributed by the Age Group Chair the Head Zone Coach must accept and keep track of each application returned. The Head Coach must make a note of any swimmer applicants who have already achieved Zone qualifying standards and also keep track of those applicants that are close to qualification. The Head Coach along with the Zone Committee should notify such applicants by letter or email that they will be selected to the team subject to a financial deposit, the amount of which is determined by the Zone Manager.

Qualified applicants should receive regular mailings keeping them notified about developments pertaining to team travel, the Zone meet, etc. Each of these mailings should include a time update sheet (See Appendix A). Completion and return of this sheet to the Head Zone Coach should be strongly encouraged as it will allow the Zone Coaching staff to familiarize themselves with potential All\*Star swimmers.

The Head Coach must also keep track of Chaperone applicants. The Zone Manager will forward the Chaperone applications to the Head Coach within one week of the application due date or hand carry them to the House of Delegates meeting. Chaperone applicants who are parents of qualified swimmer applicants should be noted and recognized and brought to the Zone Committee immediately. It is advantageous to identify potential Zone Chaperones as early as possible. Other coach's who are on the list are encouraged to apply. Acceptance on to the staff as a chaperone, will no remove or change your position on the coach's list.

At the Alaska Swimming Junior Olympics, and prior to the application deadline, a meeting should be held inviting all potential All\*Star members to attend. At this meeting the Head Zone Coach should remind both swimmers and parents to turn in applications before the deadline. The Head Coach should introduce the Zone Manager and together they should introduce the highlights of the Western Zone trip.

### **After Application Deadline**

The Head Zone Coach should immediately identify and list all qualified swimmer applicants and chaperone applicants. All qualified swimmers should be notified, in writing, within fifteen (15) days of the application deadline that they have been accepted to the All\*Star Team contingent upon ASI's receipt of a

deposit. The amount of the required deposit along with all other pertinent information regarding travel to and from the Zone meet should be included in the letter. The Head Zone Coach, the Zone Manager and the ASI Treasurer should write this letter. This letter should be mailed to all timely applicants who achieve qualifying times prior to the qualifying deadline.

### After the Deposit Deadline

The Head Zone Coach should be notified immediately after the deposit deadline, by the Zone Manager, of all swimmers who have made the financial commitment to be members of the All\*Star Team. At this point the Head Coach shall mail a letter of acknowledgement to each member as well as a time update form (see Appendix A). This time update form shall be returned to the Head Zone Coach no later than the last day of the Alaska Long Course Championship.

As soon as the final list of All\*Star Team members is complete, including swimmers, coaches and chaperones, the Head Zone Coach is responsible for ensuring that the equipment package is ordered. The equipment package should always include:

- A team suit
- A team shirt
- Team caps (at least 1)
- A team short
- Team pins (at least 1)

The order for the equipment package should be made with an Alaska Swimming authorized dealer (Currently J.D. Pence) or other vendor who bids the lowest to keep the overall cost under budget, and should include extras (for purchase by team members, parents, etc.).

At the Alaska Long Course Championship the Head Zone Coach shall call a swimmer and parents meeting for all members of the team. At this meeting the Head Zone Coach shall introduce all Assistant Zone Coaches, the Zone Manager and the Zone Chaperones. Last minute details concerning the Zone trip as well as any questions from the swimmers and parents shall be addressed at this meeting.

### Western Zone Championship Entries

It is recommended that the Head Zone Coach commence with the preparation of entries for the Western Zone Championship immediately after Long Course Championship. It is typically desirable that the meet entries are completed in Hytek format. Entries should be prepared as requested in the meet invitation and per the Western Zone Championship regulations.

Prior to finalization of meet entries it is advisable that the Head Zone Coach contact the home coach of each swimmer to verify entries. No coach knows the swimmer like the home coach. During this communication, the Head Zone Coach should make note of any special preparation that the home coach feels is necessary. This final communication with the home coach might take place at the Alaska Long Course Championships.

The Head Coach is responsible for finding an experienced Hy-Tek computer program operator to assist him/her with the meet entries. Preferably someone in the head coaches hometown or if not, someone who has fax and/or e-mail capability. The Head Coach and Hy-Tek operator should work together to enter entries into the meet and think ahead to request a meet results disk from the meet director of the Alaska Long Course Championship to ensure the most up to date best times of swimmers events.

## During the Zone Trip and Meet

From the time the trip commences until the time it ends the Head Zone Coach is the paramount authority of the Alaska Swimming All\*Star Team. The Head Zone Coach is in charge of the entire Zone Staff, including the Manager, the Assistant Coaches and the Chaperones, as well as all swimmers.

It is mandatory that the Head Zone Coach holds daily staff and team meetings. It is at such meetings that the plans for the day and/or the next day can be discussed or announced. The Head Coach is responsible for allowing and maintaining communication throughout the entire team.

Any administrative difficulties, including disciplinary problems should be brought to the attention of the Head Coach. Ultimately it is the responsibility of the Head Coach to resolve these difficulties.

### ***Assistant Zone Coach***

The Assistant Zone Coach (s) should act as an extension of the Head Zone Coach. It is the responsibility of the Assistant Coach to carry out all assignments from the Head Zone Coach.

## Prior to Team Selection

Since it is not known until after the application and deposit deadlines precisely how many assistant coaches will be needed for the All\*Star Team, all prospective coaches should maintain close contact with the Head Zone Coach concerning the important aspects of the Zone trip. Prospective coaches who are more likely to be selected, due to higher positions on the Zone Coach list, may be given assignments before these deadlines. Prospective coaches should take note of swimmer applicants who have already qualified for the team and those who are close to qualifying.

## After the Deposit Deadline

All Assistant Zone Coaches will be named as soon after the deposit deadline as possible. All particulars concerning the Western Zone meet and the All\*Star Team's travel to and from the meet should be given to the Assistant Coaches at this time. At this point the Assistant Coaches may be given various assignments to help the team's last minute preparations for the Zone trip. It is advisable that the Assistant Coaches assist in the meet entry procedure as it will help streamline the rather long task.

## During the Zone Trip and Meet

While on the Zone trip and while at the meet the Assistant Zone Coaches are to perform coaching duties as assigned by the Head Zone Coach.

### ***Zone Manager***

The Zone Manager shall work closely with the Head Zone Coach and the Zone Committee to arrange all aspects of the Alaska All\*Star Team's trip to and from zones excluding the coaching staff duties. The Manager should be aware of any arrangements the Head Coach would like to have made. The Manager must be sure to confirm all arrangements with the Zone Head Coach and the Zone Committee, especially the ASI Treasurer who ultimately makes the financial arrangements for the trip.

## Prior to Team Selection

The Zone Manager, the Head Zone Coach, the Age Group Chair and the ASI Treasurer should meet as early as possible to determine what arrangements are to be made for the All\*Star Team during the trip. An estimate of the number of swimmers should be calculated and arrangements made accordingly. Some aspects of the team's travel that need to be taken care of early are:

- Official team congregation date
- Hotel accommodations
- Ground transportation
- Meal accommodations
- Team equipment package
- Official team departure date

As soon as these preliminary needs are estimated it is the duty of the Zone Manager to make the necessary reservations and arrangements. Keep in mind this may be as early as one year in advance. The smaller the host community the earlier these plans have to be made. The Zone Manager must arrange for the ASI Treasurer to make all of the necessary deposits for all Hotel and Vehicle rentals. The Zone Manager must make sure that all arrangements regarding feeding schedules and similar arrangements coordinate well with the meet schedule outlined by the Head Zone Coach.

### **After the Application & Deposit Deadlines**

After the application and deposit deadlines have past the Zone Manager must fine-tune the travel arrangements for the All\*Star Team. The Zone Manager should confer with the Head Zone Coach and make rooming assignments and then forward them to the hotel. Assignments should be made with up to four (4) swimmers per room and up to two (2) adults per room.

The driving records of all Chaperones and Coaches shall be collected. Names should be assigned to the appropriate vehicles and all reservations verified. When the actual rental occurs, all drivers must accept the additional insurance offered by the rental company. Failure to accept this insurance places the drivers and the ASI board of directors at risk legally.

The Zone Manager will be in charge of collecting all travel itineraries for all team members including staff members. The Manager must then make arrangements for all team members to be picked up and/or a time for team members to meet with the team. It is important that all arrivals are carefully coordinated.

All Medical Consent, Permission to Participate and Release of Liability, Medical Information and Code of Conduct Forms and other pertinent will be collected and stored by the Zone Manager. These forms will be bound and copies given to every staff member.

### **During the Zone Trip and Meet**

Once zone travel has commenced the Zone Manager shall serve as the Head Chaperone. These duties include keeping track of and being in charge of all financial matters and assigning various duties to the other Zone Chaperones.

## ***Zone Chaperone***

### **After the Application & Deposit Deadlines**

The entire Zone Chaperone staff will be announced as soon as possible after these deadlines. Upon being awarded a Zone Chaperone position the individuals should familiarize themselves thoroughly with the plans of the trip. The Zone Chaperones should communicate with the Zone Manager to determine what tasks are expected of them. Zone Chaperones may be assigned tasks, by the Zone Manager, prior to commencement of team travel.

## During the Zone Trip and Meet

While travelling with the All\*Star Team the Zone Chaperones are agents of the coaching staff and as such have full authority over the swimmers on the team. Zone Chaperones will be in charge of the swimmers during all non-swim meet related functions including feeding and hotel times. Any discipline problems are to be brought to the attention of the Head Zone Coach and the Zone Manager immediately.

Zone Chaperones may be assigned tasks by the Zone Manager and/or the Zone Coaching staff.

## Alaska Zone Policies

### ***Travel & Lodging***

Each year there will be a date, place and time by which all All\*Star Team members must assemble. All team members are required to be with the team from that point forward. All team members are expected to lodge with the team.

Each year there will be a date, place and time by which all All\*Star Team members must disassemble. All team members shall make arrangements to accommodate this departure schedule.

Zone Coaches and Zone Chaperones must lodge with other adult members of the All\*Star Team, unless prior approval is arranged for 10 & under to house with adults or a parent who is acting as a chaperone. All swimmers will be housed with the team.

### ***Discipline***

Every All\*Star Team member, including coaches, chaperones and swimmers, is expected to abide by the Code of Conduct (See Appendix A) and any other rules and regulations set forth by the Zone Coaching staff. Any member of the All\*Star Team found in violation of the Code of Conduct and/or any additional disciplinary guideline either written, verbal or implied will result in an immediate hearing to determine disciplinary action.

Hearings will be conducted by a committee made of the All\*Star Team staff. Staff members who are involved in the violation, or are related to a member, who committed the violation, will be excused from the hearing committee. Disciplinary action must be taken immediately by the hearing committee.

Disciplinary action may include but is not limited to:

1. Dismissal from the team and return home at own expense.
2. Disqualification from one or more events or all events of the competition.
3. Disqualification from all future Alaska Swimming Inc. activities.

Any appeal made from any disciplinary action shall be done so in accordance with United States Swimming and Alaska Swimming rules and regulations.

### Parents on the trip

Parents are encouraged to attend the meet. However, they are not part of the team. Food, lodging, transportation etc. are the responsibility of the parent and not ASI. Parents are encouraged to participate at the meet in the capacity of a volunteer for the host. It is encourage for the parents to be timers, and officials. The IRS recognizes this as a volunteer event, and you may be able to use it towards a itemize event on your yearly tax return.

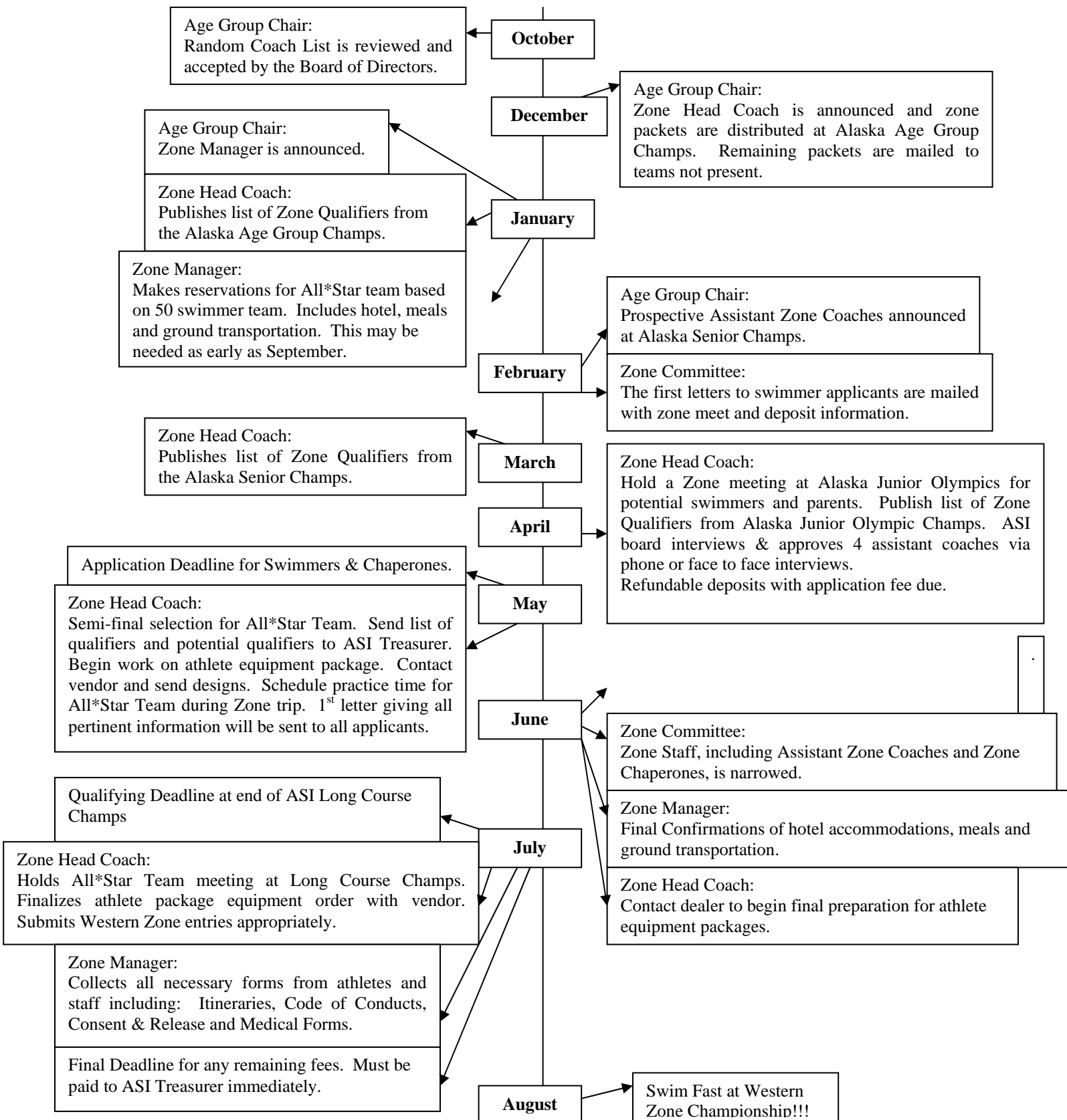
Every effort from the zone manager or staff will work towards having extra shirts that the parents may purchase at the meet, so they can show their support when they are cheering or volunteering.

Once the team leaves the meet venue, parents who are not part of the zone staff, shall not interfere with the decisions or schedule of the team. Parents are not allowed into the hotel rooms. Parents are welcome to meet their children in the hotel lobby.

#### Extra activities

No extra activities shall take place from arrival date through Saturday during the week of the meet. Something may be planned after the meet to be determined by the staff. We are on the trip to swim fast, and are representing Alaska Swimming. Every effort will be made to include an extra event. Shopping for items other than food/drinks will not be feasible during this time period at the host meet area.

## Time Line of Important Dates and Deadlines



## **Appendix A**

### ***Comments on Application and Forms***

#### **Electronic Versions of Forms and Applications**

An electronic version of any and all of the Zone forms and applications may be acquired from the Age Group Chair.

#### **Swimmer Application**

Each year the application should be modified to include the dates and location of the meet as well as the estimated amount of financial support to be given by Alaska Swimming Inc.

#### **Chaperone Application**

Each year the application should be modified to include the dates and location of the meet.

#### **Time Update Form**

Each year the Head Zone Coach should modify the form to suit her/his requirements return dates.

#### **Medical Consent, Permission to Participate and Release of Liability**

This form has been reviewed by legal professionals and should not be modified without the advice of such professionals.

#### **Medical Information Form**

This form has been reviewed by legal professionals and should not be modified without the advice of such professionals.

#### **Code of Conduct**

This code is a tried and true code. It is advised that any code outlined use this minimum base code of conduct.



- Those swimmers who are selected for the Alaska All\*Star Team will receive up to \$400.00 in support for costs associated with travel, accommodations and team equipment.

**Top Eight Events**

Event	Personal Best Times	
	Short Course (Yards)	Long Course (Meters)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

**Information Verification**

The undersigned verify that all information in this application, including the swimmer's best times, are correct.

	Printed Name	Signature
Swimmer:	_____	_____
Parent:	_____	_____
Coach:	_____	_____

Date : \_\_\_\_\_

\_\_\_\_\_  
 Please return this application and a non refundable application fee check of \$ \_\_\_\_\_ (Please make checks out to **ALASKA SWIMMING**): Zone Manager  
 (Announced each year)

Application Deadlines: **(to be announced each year)**



**All\*Star Team**  
 Western Zone Championship  
 August  
 (To be determined each year)

**Chaperone Application**

Name : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip : \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Team/Club  
 Affiliation: \_\_\_\_\_

On the back of this application please write an essay about yourself and include your experience with competitive swimming and any other youth organizations with which you have been involved. Please include one (1) letter of recommendation.

Please enclose a copy of your driving record as it will be a significant part of your duties as a chaperone.

All Chaperones must be registered members of United States Swimming.

All of the information in this application is correct to the best of my knowledge.

Printed Name

Signature

Parent: \_\_\_\_\_

Date : \_\_\_\_\_

Please mail this application to: **Zone Manager**  
 (Announced each year)



### ***Time Update Sheet***

Please complete the form below so that the most recent best times for each team member may be used for the Western Zone Meet entries. This form is due to the Zone Coach by:

### **Best Times**

Name: _____			
Event Distance/Stroke	Short Course Yards	Short Course Meters	Long Course Meters
1			
2			
3			
4			
5			
6			
7			
8			

Swimmer's Signature: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_



**Alaska Swimming Inc.**

**Medical Consent, Permission to Participate and Release of Liability**

I/we \_\_\_\_\_, the parent(s) or guardian(s) of \_\_\_\_\_, hereby give my/our consent for, and authorize **Alaska Swimming Inc.** or its agents to give permission for, emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named youth in the event of the youth's injury or illness, by a physician, qualified nurse, emergency medical technician, and/or hospital during all periods of time in which the youth is away from his/her legal parents or guardians as a member of **Alaska Swimming Inc.** Further, I/we waive, on behalf of myself/ourselves and the above named youth, any legal claim against **Alaska Swimming Inc.** and its employees, board members, volunteers, or participants, arising out of such medical treatment. Further, I/we will assume the cost of the necessary medical and hospital care.

I/we understand that swimming is an athletic sport and could result in serious injury, paralysis, or death. I/we, the parent(s) or guardian(s) of the above named youth hereby give my/our approval for him/her to participate in any and all **Alaska Swimming Inc.** activities. I/we assume all the risks and hazards incidental to such participation including transportation to and from the activities; and I/we do hereby waive and release any legal claim against **Alaska Swimming Inc.** and its employees, board members, volunteers, and participants, arising out of any injury to my/our child occurring or resulting from any and all **Alaska Swimming Inc.** activities, whether the result of negligence or from any other cause.

By signing below, I/we acknowledge that I/we have read, understand, and agree to the above.

\_\_\_\_\_  
Signature of Parent or Guardian, Father

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian, Mother

\_\_\_\_\_  
Date

Note: THIS DOCUMENT MUST BE SIGNED AND RETURNED TO THE **ALASKA SWIMMING INC.:** ZONE MANAGER



**Alaska Swimming Inc.**

**Medical Information Form**

Date \_\_\_\_\_

Name of **Swimmer:** \_\_\_\_\_

**Swimmer's Doctor:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Parent/Guardian:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_

**Medical Insurance:**

Company Name \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Group Number \_\_\_\_\_  
Employee's Identification Number (e.g., social security number), if this is employer provided insurance \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

List all of the allergies to medications, food, animals, or otherwise that Alaska Swimming Inc. should know about

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any medical problems, regularly taken medications or other medical history

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO UPDATE THIS FORM. PLEASE CONTACT THE ZONE MANAGER.**



## **Code of Conduct**

The undersigned athlete/staff (coaches and chaperones) participating as a member of the Alaska Swimming All\*Star Team understands and will comply with the following guidelines as set forth by Alaska Swimming. Additional guidelines regarding conduct may be presented as needed.

### **Behavior Guidelines:**

1. Each swimmer shall be considerate of his/her teammates, and realize that the reputation of Alaska Swimming Inc. dependent on the behavior of each team member. This purpose of this trip is to provide an experience which will afford a valuable competitive opportunity and experience for the participants. The trip is not intended to be a swimming vacation.
2. A specific daily schedule will be distributed to all swimmers and staff with information concerning warm-ups, curfews, and other pertinent information. If you have any questions, see your Head Coach immediately. At times, because of circumstances beyond our control, the schedules will change. Be prepared for such changes.
3. Punctuality is essential. The team will eat and travel together. Do not inconvenience your teammates by being late.
4. The possession or use of alcohol, tobacco products, controlled substances or non-prescription drugs by any athlete/staff is prohibited. The strictest punishment will be imposed for these infractions.
5. Curfew, as established by the coaches, will be adhered to each day during the entirety of the trip. Lights-out is 30 minutes after curfew. Curfew violators will be reassigned to share rooms with other members or with staff. Curfews are designed to provide you with the rest you need in order to perform at your best.
6. Athletes/staff will attend all team functions including meetings, practices, exhibitions, etc. unless excused by the Head Coach.
7. To insure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' rooms and no female athletes in the male athletes' rooms unless the room door is completely open. Only during day time hours before lights out.
8. Damage or theft incurred by the motel or pool facility will be at the expense of the swimmer, with further disciplinary action taken by the staff.
9. Athletes/staff will comply with the uniform requirements as set forth by the coaching staff. Clean and neat attire is required at all times. Team members are expected to exhibit polite and proper attire and behavior at all times.
10. Athletes/staff will refrain from illegal or inappropriate behavior that would detract from a positive image or bring disrespect on Alaska Swimming or be detrimental to its performance objectives.
11. Athletes/staff will display proper respect and sportsmanship toward coaches, officials, administrators and fellow competitors and the public.
12. Athletes will respect and comply with any directions from the chaperones, recognizing the authority of the chaperones as agents of the coaching staff.
13. Any additional guidelines for the Alaska Swimming All\*Star Team will be established by the coaching staff.
14. Anyone found in the presence of others partaking in illicit activities will be subject to the same punishments and probable expulsion from the team.
15. Severity of punishment varies with the severity of infraction, the most serious of which is expulsion from the team and being sent home. Expelled members are responsible for all costs incurred as result, including transportation expense.

**Implementation:**

- A. All athlete/staff are appraised in writing of this policy. Signature of the document constitutes unconditional agreement to comply with the behavior guidelines of the Alaska All\*Star Team.
- B. Failure to comply with the Code of Conduct as set forth in this document will result in disciplinary action which may include but is not limited to:
  - 1. Dismissal from the team and return home at own expense.
  - 2. Disqualification from one or more events or all events of the competition.
  - 3. Disqualification from all future Alaska Swimming Inc. activities.

The staff to determine disciplinary action will conduct a hearing. Any appeal made from any disciplinary action shall be done so in accordance with United States Swimming and Alaska Swimming rules and regulations.

---

Date

---

Signature of Athlete/Staff

---

Signature of Parent/Legal Guardian



### ***Western Zone Training Commitment Form***

As a member of the Alaska Swimming 2008 Zone All-Star Team it is my intent to participate in the Western Zone Championships held in Hood River, Oregon. I plan to train with dedication between now and the Zone meet in August in order to achieve the best possible results at the meet.

My training plans for this time period are:

\_\_\_\_\_  
Signature of Swimmer

\_\_\_\_\_  
Signature of Parent/Guardian if  
Swimmer is under 18

\_\_\_\_\_  
Signature of Coach

Swimmer Bio, to be filled out by coach and returned by coach: