



Zone Athlete Summit Manual



Executive Summary:

Athlete education and programming is critical to the success and guidance of the LSC athlete representatives from either the Zone Athlete Representatives or the Athletes' Executive Committee (AEC). While the AEC has been successful in providing this type of programming and engagement with the LSC athlete representatives, programming from the zone level has been lackluster and inconsistent. With the Central Zone paving the way for a new form of athlete programming and engagement through a Zone Athlete Summit, this manual strives to provide details on how to successfully plan and run a zone athlete summit detailing everything before, during, and after that is necessary to consider. For any further questions please contact Zach Toothman, Annie Kramer, or Savannah Gurley.

Before the Zone Athlete Summit:

8-10 Months Prior

Zone Leadership- All Zone Directors, Junior Athlete Representative, 1 National Athlete Representative from your zone on the AEC, Zone Specific Team Service Members, and anyone who is pertinent to an individual zone's leadership should be involved in discussions for the Zone Athlete Summit.

Location- Conversations of potential location options should be initiated between zone leadership for consideration. The best locations for Zone Athlete Summits are ones that have 1) a zone athlete director residing in the LSC and 2) central location with easy airport access.

Dates- The athlete summit should take place during the summer months of June-July-August as LSC athletes will not be in school. The most ideal time for the event with maximum LSC engagement is the 3rd or 4th weekend in June.

Budget- In order to provide the best opportunity and experience for the LSC athletes attending, the recommendation is to allot \$12,000 for a 3.5 day summit or \$9,000 for a 2.5 day summit. This budget will cover costs associated with 2 T-shirts for the event, facility rentals, meals, zone leadership flights and expenses, materials associated with content presentations, and financial aid for LSCs struggling to cover expenses to the event (rare and few between occurrences).

Swag and Athlete Summit Logo- The lead athlete representatives should begin creating a logo to help brand the event for the LSC athletes. This can be used in promotional materials, presentation slide decks, and any other swag for the athletes.

Mission- Establish a mission early on in the planning process. This should ultimately be what you are hoping athlete representatives to walk away from and gain from attending the summit. This will also be your guiding statement as it relates to planning content and a list of session topics.

Google Drive Folder- The Senior Athlete Director should maintain a shared google drive folder with zone leadership to keep all documents and materials in a central location with access to all members.

6 Months Prior

Location, Date, Athlete Summit Logo- Solidify city location and begin contacting potential hotels or universities that could host the event in the area that are cost effective for the budget. The dates for the event should be finalized when contacting potential venues. During this process, the athlete summit logo should be close to finalized so the quick facts can be available.

LSC Approval and Communication- A zone business meeting should be called to provide the quick facts of the Zone Athlete Summit and to have a specified budget approved by the LSCs. Typically LSC General Chairs like to have the location, date, mission, and general details presented before the LSC budget is approved to allot the appropriate finances to send their cohort.

Athlete Track Schedule- Beginning planning the specific sessions and activities to happen during the summit. This can be a rough itinerary but the main sessions and ideas should be fleshed out along with who will be presenting what during the summit. There can be sessions with non-athlete chaperones, sessions led by external guests, and even sessions led by different Zone leadership folks. Also, establish who will be leading each session topic for the athletes to begin developing content or pulling from the AEC & ZARC content library.

3-5 Months Prior

Continue to brand the location, date, and event with the Athlete Summit logo. Examples can be posting on social media, attending general chair meetings, meetings with each LSC individually, and using email/ group me to consistently send out information.

Venue Contract- Begin finalizing contracts with venue, facilities to be used, and meal catering that you will expect to need. Swim Practices and Dryland sessions are important as coaches are willing to send their athletes since they know they will be staying in shape while away from the club workouts during the duration of the event. This should be discussed with non-athlete leaders as well as they will have the access to how financials will be handled. Zones cannot sign contracts as they have no binding authority. Typically an LSC or club team can sign contracts and then the zone can reimburse any deposits directly.

Athlete Track Schedule- Transition the rough itinerary into a detailed schedule. Athlete track schedules in addition to education sessions, pool training sessions, and social time should include ample time for eating, transitions, and breaks all scheduled into the final track. Having a fleshed out and solidified schedule at this point in the planning process will allow you to see how long you have for each education session and if you need to plan to add/remove content to best fit your summit. Additionally it will allow you to coordinate with the venue at what time you need certain rooms, AV, and how you need the rooms to be set up (tables, chairs, etc). Detailed schedules at this point will also allow you to begin locking in transportation if needed for off site pool training sessions and social events.

Order a rough amount of shirts for the attendees- If you tshirt company prints fast enough you may also wait to print the shirts until you have exact numbers and shirt sizes after your registration closes. Always round up to the nearest 5 or 0 number to plan for extras on the day of the event. Typically order extra sizes in M and L. Be sure you coordinate ample time for this process and shipping.

Order additional swag for the event. This can be swim caps, water bottles, drawstring bags, fun sunglasses, anything your zone can afford in the budget!

Content- Begin starting on the presentations and script for each education session. These documents and presentation slide decks should be included in the shared Google Drive and clearly label for easy finding during the event.

Unofficial and Official Athlete Socials- Plan to coordinate a lowkey on-site social for the athletes to be able to create friendships and bonds whether that be movie night, skit socials, or anything else of the sort on one of the days! Also plan to have an official social event whether off site at local city attractions or on-site. Make sure all logistics are coordinated and always use private methods of transportation for the safety of the athletes and chaperones.

Zone Leadership Meeting- Schedule a meeting with Zone Athlete Summit with 3 months out in order to connect and touch base on different angles that people are working on to identify any glaring gaps or items that need to be addressed with ample time to address them.

1-2 Months Prior

Open registration link- Recommended time for both athlete and non athlete registration to be open is a month to a little over a month. Close registrations about a month before your event begins so you can finalize the number of attendees and last logistics. Make sure to ask for emergency contact information, non-athlete chaperone contact information, shirt sizes, confirm flight information to be sent to zone athlete representatives, LSC, Athlete Rep role, allergies, if ground transportation will be necessary, and then any additional information you may request. Make sure to share this with LSC General Chairs and LSC athlete representatives.

Central Contact Email- Create a central zone email account to distribute all registration and communication through that way all leaders have access to any emails that may come through about the event. This will help field questions and concerns easily. The Senior Athlete Director should put individual contact information (email and phone number) to field specific individual questions directly. Expect phone calls from LSCs and chaperones who are not on BOD leadership looking to know answers about the event. Always try to be accommodating for the attendee's request (Itinerary earlier than distribution date, parking pass request, etc.).

Logistical Spreadsheet- Begin creating a spreadsheet to input key data of the attendees for the event. Include a sheet for budget information as you receive prices on room, meals, flights, swag, shirts, etc. Include an additional sheet for the rooming list if you are staying in a dorm. You can also use this to make sure athletes pick up all materials at check-in, are in the proper communication channels, and record attendance.

Flight Information- Begin booking flights to and from the event if you will need to fly to the event. The recommendation is to fly a day earlier to be able to set up all check-in materials (shirts, swag, folders, workbooks, etc.) as well as to have the opportunity to explore the local area before the event starts. Plan on departing late afternoon or early evening in order to give yourself ample time to wrap up the summit, clean up the venue, and head to the airport before boarding your flight. Send all flight receipts to your zone secretary to handle reimbursement with USA Swimming.

Continue to lock down both the Athlete and Non-Athlete Track Schedules- as the event planning continues, schedules may be in flux. During the months prior schedules may still be flexible, but at this point it is best to have the day to day schedule pretty solidified. *See Sample Athlete Track Schedule in Appendix A. Note it doesn't have to be as long but to be used as a reference.*

Finalize presentations and scripts for each education session- Host meetings with all your presenters to ensure everyone is on the same page and is aware of the event schedule.

Athlete Workbook- As you finalize your presentation content and slide decks begin drafting an athlete workbook for the athletes to write things down as you present and to make it easier to follow along with your slide presentation. Include a few fun word searches, crosswords, or word puzzles too for when there is downtime during the summit!

Begin to order and collect supplies for the event- Supplies may include folders, paper to take notes, welcome bags, pens, sticky notes, and supplies for activities.

Zone Leadership Meeting- Schedule meetings 4 and 8 weeks out to align with other leaders on events and details as it relates to the summit. Being this close to the athlete summit it is important to be on the same page with the specifics of the event well in advance.

2-3 Weeks Prior

Social Media Advertising - Just before registration closes, build some excitement for the event and remind people that registration will be closing to get a boost to participants. This also shows off the event and makes it desirable to athlete reps who may not have been aware of it.

Close Registration and Send Confirmation Email - The registration form should close a few weeks before the summit, to finalize participant numbers and send to vendors (ex: final number of shirts if vendor can print within time). Once registration closes, send an email to each LSCs General Chair or relevant staff members to confirm who will be attending, as well as confirming important information such as allergies. If you will be in a dorm or if zone leadership will be assigning rooms, confirm which athletes are over 18 for MAAPP purposes. This is also a good opportunity to remind LSCs to send you their flight information and encourage them to register a non-athlete chaperone if they have not already done so (ex: "You currently have no chaperone registered. Please have them fill out the registration link by this date"). After hearing back from each LSC, update your logistical spreadsheet according to their response.

Senior Athlete Director Attendee Contact- The Senior Athlete Director will get multiple LSC's attendees/families reaching out individually with questions for the event. Make sure these are addressed in a timely manner so all attendees aren't concerned about heading to the event and have the best experience possible.

Assign Roommates - If you are staying in University dorms or you will be assigning participants a roommate, do this once you have confirmed information and those athletes who are over 18. Assign roommates by gender and age category (minor athlete or 18+).

Finalize Sessions and Content - Individuals should be finalizing their slide decks and presentation content around this time and putting the presentation in the Google Drive. This is also a good time to have a final meeting/email with outside presenters to confirm what they will be speaking about, date and time they will be presenting, and any slide deck or additional materials they may need from you.

1 Week Prior

Meet with Athlete Leadership - The Athlete Director, Junior Rep, and AEC Rep should meet the week before and do a run through of their presentations and explain the content they have planned. By this point everything should be finalized and in the Google Drive, this meeting is to get everyone on the same page and work out any fine details in the sessions.

Create Remind/GroupMe - Create a Remind for all participants to use during the summit to send out daily itinerary, meeting reminders, schedule changes, or any other information that might come up. Also create three GroupMes for the summit: One for athletes, One for chaperones, and one for everyone. Information can also be sent in these chats and gives attendees the chance to ask questions and interact. They can also use this to send any photos at the end of the weekend.

Schedule Pre-Athlete Summit Meeting - Schedule a mandatory logistical meeting with all attendees (athlete and non-athlete) for the Sunday evening before the summit. This is where you will go over what the weekend will look like and answer any questions. More information on this below.

2-3 Days Prior

Pre-Summit Meeting - The Sunday before your summit, host a meeting with all athlete and non-athlete participants to answer any questions they have before the event. Start by introducing athlete and non-athlete leadership who they will be seeing often that weekend (Zone directors, Zone Junior Rep, Team Services, Athlete for AEC). Transition to the goals for the weekend and what your vision of this summit looks like. Have them join the proper channels of communication for the weekend (Remind, GroupMe). Go over expectations for the week, the weather at the location of the summit, and a packing list. Pause for any questions on what has been discussed so far then run through the schedule on each day and any relevant notes/information pertaining to those sessions. Be sure to include what check-in and departure will look like (more information in the during section). Close the meeting out with any final questions or additional information and get athletes excited for the summit! Send out the slide deck following the meeting for those who were not able to attend, as well as for attendees to refer back to later.

Print Session Material - Print any worksheets or paper materials used during activities BEFORE you leave for the summit, as there is no guarantee of printing access once you arrive. If you need a large quantity of something, such as the workbook, you can go somewhere such as FedEx with print service or delegate this to a Non-Athlete Director.

Final Preparation Meeting - Have one last meeting with Zone leadership before the summit to make sure everyone is on the same page or any final obstacles can be smoothed out before. If there are any last tasks to be completed, confirm who has been assigned these tasks and when they will be completed.

1 Day Prior

Walkthrough - Once you arrive and are settled in, do a walk through of relevant locations (especially if staying on a University campus) and take note of how long it takes to walk to each location. This will be especially important when accounting for session start times and staying on schedule. If you are staying in a hotel, check out the rooms you will be hosting sessions in and know how to get to that area of the hotel. If you are staying on a single gender dorm floor, go through and label some as the opposite gender so you have access to both.

Materials - Have a list of the materials you will need to purchase once you arrive (Posters, markers, yarn, etc). Go to the store and purchase these once you arrive and remember to keep receipts for reimbursement.

Set Up Check-In Table - Find a central location where you can set up a check-in area for participants when they arrive. The day before, put name tags together and lay them out by LSC to streamline the process the next day. Put together folders with the workbook and any other documents or materials for the weekend and create labels with each participant's name but let them put it on after picking up a blank folder, so they do not have to spend time searching for their specific folder. Fold shirts and sort them in an area by size. Also distribute any themed or fun swag that you have purchased for the athletes to pick up and get excited for the weekend too! **TIP:** If you have multiple shirts, lay them flat over one another then fold as normal so they only have to pick up one bundle. Be sure to mark the direction they should pick up materials and have an area where you can sit towards the end to confirm they picked up every item and the right size shirt. Putting together these materials and organizing them the day before will help to make this process much quicker and easier for athletes when they arrive.

Set Up Rooms for Day 1 - Find the room(s) you will be presenting in on the first day and set up any materials you may need in the proper areas. Be sure to test the audio and visuals in the room to make sure they are working properly and you understand how to use them before Day 1. The earlier the better as maintenance only may work certain hours each day.

Practice Presentations - Practice your presentations for the next day with the equipment and set up of the room in order to be prepared and comfortable in the environment.

During the Zone Athlete Summit:

*****Sample Athlete Track Itinerary is in Appendix A*****

First Day:

Check In- Begin with a 2-3 hour check in window (Typically begins around 1:00 local time and ends around 3-4 local time). The first day runs smoother with an early afternoon start time for

check-in. Clearly state that once athletes check in they are under the control of the zone leadership team. Establish a central meeting place for the weekend for the athletes to get to know and come to for daily meetings. This is also the time to answer any direct questions with the LSCs and athletes so they are best prepared for the summit!

Ground Transportation- Consider how people will be arriving (which airport, or via car). Make sure athletes have safe forms of transportations arranged, hopefully with their chaperone. If a chaperone is not attending, coordinate with the non-athlete zone directors ground transportation to and from the airport for the event.

Social Media- Make sure to keep your social medias active during the event! Allow for the athletes to do takeovers and repost anything LSCs post on their own pages. Having a social media coordinator to handle all of this makes the athlete leadership's job easier to not have to worry about this topic. Also allows for the best content to use after the summit as promotional materials!

Opening Remarks- Begin the event with an opener and opening remarks. Here is the time to state the mission of your event, and lay out basic expectations for the weekend. **TIP:** Have an action, such as raising your hand, that you ask participants to copy that indicates their conversations should end and it is time for the next session or to move on from an interactive portion. Make sure you introduce the athlete summit leadership team so athletes know who to go to with questions or concerns during the weekend. Here you can also do a run through of the agenda. It is very helpful to establish a phrase that the athletes and non-athletes can embody for the weekend (i.e. CZ uses One Goal, One Zone). You can also have a guest speaker for the opening remarks.

First Educational Sessions- Following the opener, use this time for a solid chunk of the education portion to be presented. Start your event off strong with a good active and engaging education session. Some good sessions include leadership styles, controllables v uncontrollables, and DEI/Safe Sport. You can go through the AEC/ZARC content library for potential session topics.

******For the whole summit it is best to not go more than 6 minutes of talking without some sort of small or big active element to keep the athletes engaged.******

First Day Engagement- Ask questions to the athletes! Allow plenty of opportunities for feedback and ways to share out. On the first day if the athletes are shy, prepare planted questions in the audience with seasoned LSC athlete representatives before each session to encourage participation. VolunTOLDing athletes is also very okay! Give all athletes chances to share. Make participation a standard for your event. **TIP:** Plan initial icebreakers during opening remarks to increase the comfortability of the athletes to be able to participate in those first educational sessions.

Evening Activities- Serve dinner or allow for a dinner break to allow athletes the opportunity to socialize and get to know fellow attendees. Allow for ample time to do this. After dinner, move into closing remarks to get athletes excited for the next day sessions and for the first social of the summit! Make sure to have a fun and engaging social to let the athletes get to know more of the other attendees in a creative way. The photo scavenger hunt is always a great activity but feel free to do anything you think is best! Lights out should be no later than 10:30 Local Time

Lights Out- Make sure the chaperones do room checks at this time and address any evening concerns for their LSC athletes. Chaperones can help deal with bathroom usage for 18 & older athletes to make sure MAAPP is being followed. There should also be hallway patrol at least 30 minutes following scheduled lights out. You can have chaperones scheduled for each of the nights or take shifts so the same chaperones are not doing it every night or for long periods of time

Non-Athlete Programming on Day 1- Do not schedule any programming for non-athletes on Thursday (if starting on a Thursday) or Friday Morning. Most chaperones will still have to work during these days and won't be able to fully commit to any program. The only appropriate session for them to attend is opening remarks so they can know what to expect in their roles over the next few days.

Athlete Leadership Subsequent Days Preparation- While the social activity is going on and during lights out athlete leadership should align on the next day programming and presentation/events. Send any announcements via Remind for the next days events (i.e. Important things to bring, morning start time, meeting location etc.)

Middle Day(s):

Pool/Dryland Sessions- The middle day(s) are more flexible as it relates to scheduling to what best suits the needs of your summit. These days are recommended to include some sort of pool session and/or active dryland/yoga session. These can be done whenever your facilities allow. This is a main compromise for coaches in allowing them to send their athletes in the middle of the season. Allow the coach director to plan the pool workout if it is not a team building meet style practice. The athlete leadership can plan the dryland session(s). When planning this portion allows plenty of time for the athletes to change and transport. It is highly encouraged to feed your athletes a snack or meal after working out to keep them happy and learning! **TIP:** Plan a meal around the pool/ dryland sessions.

Educational Content- Plan these sessions around the pool/dryland times. The educational sessions are flexible to structure where the pool time is dependent on what the facility has available. Make sure to start each day of new education with goals for the day and a brief overview of the agenda. **TIP:** On full days of activities like the middle day(s) of summits, be very aware of the importance of adding active elements to presentations. Use collaboration activities to your advantage. Make sure to have a wrap-up discussion to recap the day's events and to communicate plans for the next day of the summit. If you need content ideas see the AEC/ZARC content library. You can also schedule guest speakers for the event. Reach out to the ZARC chair to contact guest speakers within USA Swimming if necessary/don't have contact information.

Breaks- It is crucial to take breaks throughout the day. Learning by experience, athletes get tired if they are scheduled out to do something from early in the day to late at night non-stop. It is okay not to fit in an additional educational session if a break could make a world of difference in happiness and engagement. This will also help make sure lights out is followed without any of the athletes trying to fit in socializing if they don't get it during the day.

Offsite Social- If you schedule an offsite social make sure you communicate all safety plans and details as it relates to the event and transportation. Make sure you draft a liability waiver for any athletes who join another LSC group for the social that the chaperone is responsible for supervising the athlete. The registration form serves as a liability waiver for any LSC sending a

chaperone. Communicate a meet-up point and time with the LSC groups. This is a great way for the athletes to have fun at a local attraction with the other athletes. **TIP:** Always take private transportation to the offsite event. Public transportation can be unsafe and not reliable for a group of this size.

Lowkey Social- If your summit is not doing an offsite social for a 3.5 day event or is only 2.5 days make sure you plan a fun social and team-building activity for the athletes. This allows them not to be in educational programming all day and to have a little bit of fun to make memories with the other athletes. (CZ has done a skit scenario social before as well as a cup reaction timing social)

Last Day:

*****Do not schedule anything later than 12/12:30 Local Time on the last day!*****

Yoga Session- It has been found that starting the day off with a yoga session allows for an easy stretch and active session for the athletes. Athletes love recovering and doing something that is relaxing to help reflect on the past few days and to get ready for the last day's events.

Educational Sessions- Your last day of your summit will also include some education classroom sessions. Typically 2 hours of programming is the most you can fit in during the morning before closing activities and heading home for afternoon flights. LSC collaboration and project planning sessions are good ideas to include on this last day to tie in all of the other educational pieces from the weekend.

Closing Session/Remarks- Most importantly, allow about an hour or more of a closing activity/ closing ceremony. Many activities will do the job, but focus on an activity that allows the participants to share the most important things they learned from the summit, and what they will take back to their home LSC/team. After the group activity, come back together as the whole group and allow for share outs and closing remarks. At these final closing remarks, share the feedback form to fill out, your contact information, and a way to access all the information they learned during the summit. A wrap-up email sent by the Senior Athlete Director including this information is easiest. Prize giveaways for sharing reflections from the week are encouraged! Group Picture and Photo Opportunities- Make sure to have ample time for photo opportunities and a big group photo with the athletes individually then the non-athletes as well. This can be scheduled within the closing activities session.

Ground Transportation- For athletes that don't have chaperones in attendance make sure they have ground transportation back to the airport coordinated. It is easier to have all of the athletes without chaperones head back to the airport together.

Wrap-Up/Cleaning- Plan on having about an hour or two of clean up and tear down from the weekend after the last scheduled session for the day. Depending on how diligent the zone leadership team is with clean up and organization will depend on how much wrap-up and cleaning you will have to do. Some facilities may have extra protocols to follow when it comes to checking out and departing

After the Zone Athlete Summit:

Follow Up Communication:

By the Wednesday following the summit, send a follow up email thanking all of the attendees for coming and engaging during the weekend. Put any key details that you iterated in the closing remarks, the presentation slide decks, and the feedback form with a deadline to complete the form by 4 weeks after the event. You can also include any photos and videos taken during the event in this email or another email once those are collected and edited. Also put contact information for all athlete leaders and any guest speakers you invited to present during the weekend. Athletes may want to invite certain people to LSC events or utilize content for their own athlete sessions.

Zone Contact Sheets/Zone GroupMe's- Add all attendees contact information to your zone's contact sheet so you continue to grow your zone's athlete database for future communications and engagement. You can also merge the athlete GroupMe with your zone GroupMe so athlete attendees if they are a replacement athlete can receive communication for future opportunities and meetings from the zone athlete reps.

LSC Billing- Allow for the Zone Treasurer/Secretary to handle the billing in the week immediately following the athlete summit. Make sure the Senior Athlete Director is included in these discussions so the proper amounts are being billed to the LSCs. You will also have to reconcile any bills with vendors and facilities at this point. Cross check your budget with the bill so there are no discrepancies or additional fees being charged.

Social Media Communication- Continue to utilize social media to recap the event and engage with potential attendees for the following year's summit. If you make a recap video, posting a reel to Instagram in late summer can re-hype up the excitement from the event and begin discussion for new LSC athletes being elected at fall LSC House of Delegates.

ZARC, AEC, & ZDC Debrief- Provide an update to ZARC, AEC, & ZDC at the next respective meeting. This will allow the other zones to ask questions or take ideas into their next athlete summit. This will also allow for any issues to be discussed and modified for the following year's athlete summit. A one page document or collated feedback form responses can suffice for this report.

Feedback:

Participant Feedback - Continue to send the feedback form from the closing session to attendees through the follow up email, as well as a GroupMe. Give them a date a few weeks after the summit to have this completed by and remind them that honest feedback is welcomed so that we can continue to enhance the summits for their education and the prosperity of their LSCs. This form should ask for participants' LSC and role and the following sections should correspond to the track they followed. Include a Leichhardt scale ranking for each session, as well as a comment section for each session for more specific feedback. At the end, ask for comments on the summit as a whole, and for any additional content attendees would like to see in the future. (An example of this form can be found in the AEC/ZARC content library). After the form closes, read through responses and take note of any trends or recurring comments on sessions to take to discussion with Zone leadership.

Feedback Discussions - Once you have received feedback from your attendees, schedule a meeting with your non-athlete leaders to review your notes from the feedback responses. This is an opportunity to facilitate discussion on how to improve your summit and provide the athletes with the best possible experience. Discuss what went well and should be a staple of the summit and discuss areas which need to be tweaked or modified to best accommodate the circumstances. This discussion will help lay the foundation for planning your next summit.

*****It may also be productive to hold an athlete leadership review discussion as well!*****

Congratulations! You just completed your Zone's Athlete Summit! This is a big undertaking and the work you have done for the LSC athletes will be remembered for years to come! This is not an easy task and you have executed it fantastically! Be very proud of yourself and a pat on the back!

Non-Athlete Track Information

Around 6-8 months out the non-athlete directors should begin communicating session topics with the zone's team services staff to let LSCs know who they should send as their non-athlete chaperone. Non-athlete track sessions should not start until Friday afternoon of the summit given some chaperones will have other responsibilities with their jobs to take care of. The only exception would be the opening remarks session if the zone's summit starts on a Thursday.

Around 3-5 months, similarly to the Athlete Track Schedule, Non-Athlete Track Schedules should also start to be fleshed out with more detail. This will allow for ample time for LSCs to determine who would benefit from the sessions being planned.

Non-Athlete Track Programming- Friday afternoon will be the first time chaperone non-athletes should have their first sessions. Allow for the non-athlete directors and your zone's team service members to collaborate on educational sessions for the non-athlete chaperones. The athlete leadership can invite the non-athlete chaperones to any of the athlete track sessions they feel would be best. However, it is not necessary. The athlete leadership can or cannot be involved with the non-athlete track planning so it runs smoothly without any issues. If the athlete leadership tends to be hands off in the non-athlete track, make sure to do periodic check-ins with the non-athlete zone directors to make sure there are no issues with the track that could impede on the summit. It is imperative to not over schedule the non-athletes as they appreciate the time to do personal work and have discussions with other non-athlete chaperones at the summit. Some of the best sessions for non-athletes are those informal discussions with the non-athlete zone directors or team service members. **TIP:** Athlete leadership can appoint a Director of Curriculum Content and Programming for the non-athlete track if someone else in the zone would be better suited for the role.

******This is a Zone ATHLETE Summit so that means while the non-athlete directors are planning the non-athlete chaperone track they should be there to assist the athlete leadership team with anything they may need assistance for that may arise during the weekend. It is also a good idea to appoint a "gopher" chaperone or two if you may need additional items or swag during the event. That way the zone leadership team can focus on running a successful event without having to go to the store or leave the venue.******



Appendix A

CENTRAL ZONE ATHLETE SUMMIT ITINERARY & INFORMATION

Welcome to the 2023 CZ Athlete Summit! We are so happy to have you here in person to help empower you to be the best leaders for the Central Zone LSCs!

1. **Emergency Contacts:** Zach Toothman Phone # (CZ Athlete Director)
Savannah Gurley Phone # (CZ Junior Athlete Rep)
2. **Follow CZ on Instagram:** @centralzoneswim

THE 2023 CZ ATHLETE SUMMIT ITINERARY:

Thursday (6/8): LSC/Team Shirt Day!

3:00pm Arrival/Check In/Registration
4:00pm Opening Remarks
4:30pm Leadership and USA Swimming Governance Session
6:00pm Break for Dinner/Recharge
7:00pm Mental Health Session: Controllables vs. Uncontrollables
8:30pm Closing Remarks
9:00pm CZ Social (Photo Scavenger Hunt!)
10:30pm Lights Out

Friday (6/9): Mauve Red Shirt Day!

7:00am Dryland Session
8:00am Breakfast/Daily Meeting
9:00am DEI Session- 2021/2022 Workshop and Extend
10:00am Guest Speaker
11:00am Mental Health Session: Crucible Leadership
12:00pm Lunch Break and Get Ready for Pool
12:45pm Depart for Pool
1:00pm Pool Session
3:00pm Return to Dorms
4:00pm Disability Extended Session
5:00pm Dinner
6:00 pm College Recruiting Session
8:00pm Skit Scenario Social
10:30pm Lights Out

Saturday (6/10): Royal Blue Shirt Day!

8:00am Breakfast/Daily Meeting
9:00am Online Engagement Session
10:00am Professionalism Session
11:00am Nutrition Session
12:00pm Lunch Break and Get Ready for Pool
12:45pm Depart for Pool
1:00pm Pool Session
3:00pm Return to Dorms
3:30pm Confidence Skills Session
4:30pm Depart for Mall of America
9:00pm Return to Dorms
10:30pm Lights Out

Sunday (6/11): 2022 CZ Summit Shirt Day!

7:00am Yoga (**BYOT Bring your own Towel!)
8:00am Breakfast/Daily Meeting
9:00am LSC Goal Setting/Brainstorm Session
9:30am LSC Event/Project Planning with Non-Athletes
10:30am Closing Session
11:30am Wrap Up
12:00pm Check out and Depart