
	North Dakota Swimming	Policies and Procedures
Subject: 14 & Under Zone Meet(s)	Document Number: 8.2 Version Number: 04	Effective Date: April 26, 2020 Last Revision: October 13, 2024

8.2 - 14 & UNDER ZONE MEET(S) **(This policy will serve as guidance for the Midwest AllStar Meet)**

A. Athlete Qualification and Selection

- (1) Athletes must be registered as regular (not Flex or Seasonal) with ND Swimming.
- (2) Athletes attending Zone meets are required to swim at least one ND LSC sanctioned meet (not time trials) during that season to receive funding from ND LSC.
- (3) Qualification for Zone meets will be dictated by the official Zone Meet entry information, which will override any conflicting ND LSC policy.
- (4) Athlete selection conforming to the Zone Meet Qualification Standards is the responsibility of the ND LSC.
- (5) Athlete Selection Policy:
 - a. All athletes with a AAA time for an event may participate in that event.
 - b. If an event has two or more athletes qualified with a “AAA” time, then no additional athletes with non-qualifying times may attend.

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01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001
02	10-24-2021	Modification of 8.2.A. and 8.2.E	B.Haglund	HoD	NDS-0002
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c. Athletes with AAA qualifying times prior to the ND LSC State Championship Meet are asked to declare their intent to participate in the Zone Championship Meet with the Zone head coach, prior to the first day of the ND LSC State Championship Meet, but no later than one hour past the conclusion of the ND LSC State Championship Meet. A sign-up form will be provided by the Zone head coach the first day of the ND LSC State Championship Meet. All club coaches will be provided with these forms to disperse accordingly to their club.

d. For events that do not have two AAA participants signed up: intent must be declared by 8pm central time Sunday night of the ND LSC Long Course State Championship to be available for participation based on order of finish from the ND LSC Long Course State Championship. Following the 8pm deadline, the head coach will approve the entry of up to 2 swimmers to fill any open events without “AAA” qualifiers as policy allows. The head coach will notify parents ASAP but no later than noon on Monday following the ND LSC Long Course State Championship of those athletes selected to represent ND LSC at Zones. Information will also be posted via the Zone website. This assumes that the LSC is allowed to enter 2 individuals per event (currently the policy for the Central Zone Meet).

e. Team members with, if allowed by the meet information, will be selected to fill open team positions by the following criteria:

- i. Qualified swimmer (AAA Swimmer) is automatically selected for the team, if commitment has been declared.
- ii. Remaining spots (up to two positions per event/age group depending on results of above selection step) will be filled based on the following qualifications:
 - a. Athletes must declare their intent to attend the meet by the conclusion of the State LC Championship.
 - b. Using the top 10 (LCM) listing per Age Group Per Event by selecting the next fastest swimmer, State Long Course Championship times are eligible.

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c. After exhausting the top 10 list, Zones Coaching staff may fill any remaining entries starting in fastest time sequence from the list of athletes who have declared interest in attending.

iii. "Time trial" times will not qualify a swimmer for one of the top two spots unless that time is a AAA qualifying time. A time trial during the Long Course Championships, resulting in a time lower than a AAA time does not qualify for consideration for Zone selection.

f. Athletes may attend the Zone meet as a "relay only swimmer" under the following conditions:

- i. If there is an open spot.
- ii. The meet information allows.
- iii. At the discretion of the Senior Vice-Chair and Head Coach.


B. Athlete Fees

- (1) Athlete fees or the reimbursement level for Zone meet(s) will be set during the spring LSC meeting for the next Zone meet(s).
- (2) All athlete fees will be billed to their respective teams and be included in the regular monthly invoice.
- (3) No funds will be refunded if an athlete does not attend.
- (4) Any changes to this structure will be agreed upon by the General Chair, Senior-Vice Chair, and Treasurer.

C. Athlete/Parent Responsibilities

- (1) Athletes and parents are strongly encouraged to attend any informational meetings held at the ND LSC Long Course State Championship Meet.
- (2) All required documents and release forms must be completed prior to travel.
- (3) Parents will be required to provide their own transportation for their athletes to and from the meet.

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(4) Athletes will be required to sign and follow a code of conduct. Parents must agree to be responsible for any athlete that violates the code of conduct and any additional expenses incurred to deal with any situations that occur from such violation.

(5) Parents are responsible for athletes when competition is not in session.

D. Coach Responsibilities

(1) Coaches are primarily responsible for athletes during competition. Coaches must be available at all times and help when needed or when assistance is requested.

(2) At no time will swimmers be on deck without a coach during warmups or competition.

E. Coaching

(1) "Coach" is defined as staff that trains the athletes during the season and is contracted by the swim club to coach. All coaches must be USA Swimming registered and in good standing the duration of the trip.

(2) The coaches' representative for that given year of Zones will be the head coach (or will select an alternate with input from the General Chair) for the Zone Swim Meet and will appoint the assistant coaches with input from the General Chair and alternate head coach if applicable.


(3) The ND LSC will provide at least one coach, and three assistant coaches for zones meets. Any changes to this structure will be agreed upon by the General Chair, Senior Vice-Chair, and head coach.

(4) The head coach will be paid \$100.00 per day wages, \$30.00 per day food allowance plus actual room expenses incurred.

(5) Assistant Coaches will be paid \$80.00 per day wages, \$30.00 per day food allowance plus actual room expenses Incurred.

(6) The meet Head Coach shall be reimbursed, no more than a total sum of three hundred twenty dollars (\$320.00) for his or her time in preparing meet entries.

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- (7) The coach's salary begins when the coach leaves his or her home to travel to the meet and ends when the coach returns to his or her home after the meet.
- (8) Travel: All travel arrangements must be agreed upon between the ND General Chair, ND Senior Vice Chair, Treasurer, and the ND All Star Head Coach PRIOR to the All Star and Zone Meet.
 - a. Reimbursement will be at the current federal mileage rate or actual flight cost with actual rental car and rental car insurance costs if applicable.
 - b. If traveling by car, it is expected that coaches will share transportation. Any reimbursement requests outside of shared transportation must be approved prior to the meet as state above.
 - c. If traveling by plane, it is expected that rental car(s) will be shared and should again be approved prior to the meet as stated above.
 - d. ND Swimming reserves the right to rent a vehicle and associated expenses to transport coaches in lieu of reimbursement for milage.
- (9) Coaching Salaries and Per Diem rates apply regardless of the location of the Meet.

F. Transportation

- (1) Athletes will be required to have transportation organized by parents/family.


G. Meet Expenses

- (1) Entry Fees will be paid by the LSC

H. Open Water Events

- (1) If open water events are not held in conjunction with the pool events, the ND LSC will promote attendance at the Zone Open Water Meet. The ND LSC will determine at the spring meeting if they will provide a coach or any direct support (travel, lodging, apparel, etc. or reimbursement) for the Central Zones Open Water Championships.

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- (2) If open water events are held in conjunction with the pool events, the Zone head coach and Senior Vice-Chair may elect to provide limited attendance or not to attend. This decision will be made before or during the registration meeting.

I. Miscellaneous

- (1) The head coach & the Senior Vice-Chair will work together within the limits of the budget to provide team apparel or a package for our Zone Team ND. The ND LSC will provide a Team ND backpack for each new Team ND athlete. Athletes who qualify for Team ND four (4) or more years are eligible for a second Team ND backpack. Athletes will also receive Team ND swim caps and clothing items as determined and designed by the head coach and Senior Vice-Chair as budget allows. The yearly budget will be set at the fall BOD meeting. Additional items may be available for trading purposes.
- (2) ND LSC will pay training fees for Team ND when it is necessary for the team to train in route to meets.
- (3) The Senior Vice-Chair or a representative selected by the Senior Vice-Chair will attend meets. He/she will represent the ND LSC in all affairs during the meet and travel with the team to and from the meet. He/she is additionally responsible for arranging payment of team expenses.
- (4) The Senior Vice-Chair or his/her representative's expenses during the Zone meets will be paid by the ND LSC.

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