

Central California Swimming
Officer & Committee Reports

House of Delegates

January 14, 2004

CENTRAL CALIFORNIA SWIMMING
HOUSE OF DELEGATES
DECEMBER 10, 2003
(not yet approved)

General Chairman Rick Klatt called the meeting to order at 8:00 PM at the Tulare Senior Center. In attendance:

Tom Milich	Senior Vice Chrm	George Christian	Officials Chrm
Myron Smith	Safety	Jim Patterson	Registration/Web
John Julian	Ex-Officio	Spencer Harris	Travel Funding
Jerry Renna	Board of Review	Shawn Holbrook	Clovis Swim Club
Luanne Aakhus	ACB	Moira Orsi	Fresno Dolphins
Shann Blue	Porterville Aquatics	Mitch King	Visitor
Kim Holmes	Sport Development	USA Swimming	
Sue Renna	Secretary		

Rick introduced Kim Holmes from USA Swimming Sport Development. She has been in CCS to make member club visitations.

Rick presented a plaque to John Julian in appreciation from CCS for not only his term as General Chairman but for all his years of service. Thank you John!!

Minutes from the October meeting were approved as presented.

In the absence of the Treasurer, no report was given. The process of changing signatures is time consuming. Sean is preparing budget based on last years budget and actuals.

The General Chairman's report was posted on the web site and included 2 issues.

1. CCS Equipment

Motion: Transfer care and management of CCS equipment from John Kinney to Spencer Harris. He is to maintain inventory and create a "wish list" to bring all equipment up to date for member clubs use.

Discussion: Would it be easier for the clubs with a more central location for the Equip Mngr?

Shall we create a sign off sheet every time a club passes the equipment to another club?

House decided to give it a try as moved. Second, Passed.

2. All Star Dual Meet

To be held at Bakersfield College, January 24, 2004. Against San Diego Imperial. Warm ups 8:30 AM, meet may run until about 3:30 PM. Approximately 80 swimmers will participate. If a swimmer is not able to compete at the Selection Meet on January 10, 11, they may sign the Declaration on the bottom of the Fact sheet form the Selection meet. (see the website for complete meet information).

Pool fee is \$250, Sanction fee to be waived. Bakersfield Swim Club will provide meet administration and concessions, keeping the profits.

Motion: Fund the All Star Team @ \$3000 to include the \$250 pool rental fees. Second. Passed.

CCS team will be bussed to Bakersfield. Friday night is a team dinner and meeting with coaches. Transportation, hotel, food and breakfast will be provided.

3. Leslie Julian is vacating adaptive Swimming Liaison position. Luanne Aakhus volunteered and was approved by the HofD to replace Leslie.

Senior Vice Chairman: CCS needs to determine level of funding for Trials to be held in Long Beach. It is an 11-day meet and 3 CCS swimmers, to date, will attend. This issue was sent to committee and will be presented at the January meeting.

The Grand Prix meet at Stanford in May 2004 has been moved to USC hosted by Irvine Nova Aquatics.

Participants at the US Open were Matt Scanlan, Ronald Meyers, and Kristen Hastrup.

Coaches Rep: This position was vacated when Rick became General Chairman. Coaches will election a new rep at the All Star Selection meet.

Athlete Rep: Patrick Ota will be reimbursed approximately \$180 for his mileage and parking for the USAS convention. He is a student-athlete-volunteer. CCS is pleased he attended the convention.

Officials: George presented an exhibit showing the clubs and their current number of certified officials. Will CCS enforce the proposal made in June

to require Clubs to have 1 certified official for each 20 swimmers registered as of 2002 or be fined \$500 for each official they are short? Current issue is not only numbers but now there are certified officials who do not participate at a meet leaving the officials on deck short handed. CCS must decide to Enforce, Change or Drop the issue. This was sent to committee and George will present proposals at the January meeting.

Safety: Myron has highlights of recent accident report on the website.

Motion: To allocate \$300 travel expense for Safety Co-coordinator to attend the USA Swimming Safety Chrms conference in Atlanta in May, 2004. Second, Passed.

Sanctions: Teams requesting sanctions are not honoring the 90 rule. Fact sheets must be submitted 90 days prior to the first day of the meet in order for the Sanction Co-coordinator to complete the process. Is 90 days to far out, could it be changed to 60 days. Having 2 Sanction persons would lighten the load. Rick will speak with Jeff about 90 vs. 60 days.

Membership Registration: Electronic registrations are going very well with the 4 test clubs. It is for athlete registration only and is done on Hytek team or business manager.

A proposal may occur in January that CCS clubs be required to use electronic registration for 2005. Jim Patterson is available to assist any club who wants to learn the process of registering it's athletes using this method.

Awards: Swimmer of the Year and Top 5 pins will be available next week. Volunteer of the Year will be presented at the All Star Selection meet in January.

Club Development: The Club Development seminar was attended by 5 clubs in Tulare. It was a worthwhile event.

Travel Fund: Championship Travel Funds are at 58.9 % of budget; National Development Travel is at 53.1 % of its budget.

Next year Sectionals, Zone, Nationals and Trials are within our Zone. Spencer has developed a National Travel Fund Budget Survey and will get it to the coaches for information on who may be traveling to any of these meets in 2004.

Rick suggested that Senior Vice Chrnm, Tom Milich, put together a list of meets that would be eligible for National Development Travel Funds.

Providing this to the coaches might result in more athletes attending quality meets with funding from CCS.

Ad Hoc: Report on All Star Meet is found at beginning of these minutes. This committee is working on Zone meet budget and plans for 2005. Report to follow in months ahead.

Website: An advisory committee has been formed to assist the Webmaster on what to put on the CCS website and how best to utilize the website from here on. Spencer Harris Jr and Jessica Hall, Ann Burkholder and Chris Edmondson will stay in touch with Jim and assist in the continue development of the site.

Old Business: !! Renee Patterson is 50 on Saturday. Happy Birthday, Renee!!!!!!!

Have the new procedures and rules for 2004 ABC meets requiring scratch down due to 4 hour rule been proposed? When can we expect them?

Have all the teams who bid on meets for 2004 paid the bid fee? Only ACB has paid.

Motion: To return the check to ACB for the bid meets and put on hold the policy for collecting money for bids until a committee can review the procedure.

New Business: Chris Edmondson has offered to teach any clubs who request, how to run a meet on Hytek. Problems at recent meets were not Hytek related, as perceived but the offer is available to all clubs.

Summer Sectionals have been eliminated (in our Section) after 2004. Winter Sectionals will continue to occur. How will funding be provided for the Junior Meet that will replace Summer Sectionals? Should all money be shifted to National Development so that coaches can have flexibility to use funds where needed?

Next meeting January 14, 2004 in Tulare.

Adjourned 9:55.

Respectfully Submitted,

Sue Renna

Central California Swimming
General Chairman's Report
January 14, 2004

Dowain Wright and his ad hoc committee for age group all-star travel are doing a great job of taking care of travel arrangements for the CCS all-star team competing against San Diego at Bakersfield College on January 24, 2004. Information has been posted on the CCS website by Jim Patterson.

Keith Moore has submitted a fact sheet for the all-star meet to Jeff Schwalb, CCS Sanctioning Coordinator, and Jeff has issued a USA Swimming/CCS "Approval" for the meet. I spent a good deal of time talking with Coach Sue Parnes from San Diego about the meet when I was at a meet in Cerritos in mid December. They are all set to travel to Bakersfield.

Gary Ota, CCS Age Group Vice-Chair, has assigned Coach Charlie Pike from BSC as the Head All-Star Coach. Coach Pike is finalizing his staff. The all-star selection meet is ready to go on January 10-11, 2004 at Central and we should have a great competition.

Mr. Sean James, CCS Treasurer, has received the books from Don Willard and he is putting together a report for the January 14, 2004 meeting of the House of Delegates.

Thanks for your continuing support of our Central California Swimming athletes.

Respectfully submitted,

Rick Klatt, General Chair
r.klatt@comcast.net
559-276-6396 (office)
559-447-8463 (home)

Administrative Vice-Chairman Report

01/14/2004

At the October meeting, the Scheduling Committee presented the 2004 Meet Schedule for ratification. At that time, the committee introduced a new meet format/name, the A/B/C Limited. This led to a discussion of what was the definition of the format. The definition was an attempt to mandate the enforcement of the 4-hour rule and included a mandatory scratch down procedure and standard between-event interval of 35 seconds for time lines.

With the upcoming All-Star Selection Meet the 4-hour rule has become a topic once again, although the All-Star Selection Meet is not designated as an A/B/C Limited meet. CCS needs to come to some definitive decisions on when and how the 4-hour rule will be enforced and establish written/published policies and procedures to do so.

Rick Klatt has made the following recommendation for wording to cover the scratch down procedure:

When submitting entries for a meet where 12 and under swimmers are competing in a given session, all entrants in that session must circle two events and number them "#1, and #2" on their individual entry form or on a hard copy of a Hy-Tek entry file in cases where teams have entered electronically. Should a scratch down become necessary to comply with the four hour rule, a swimmer's "#1" event will be scratched first and their "#2" event scratched second.

While this is a codification for the entry process to designate events to scratch, it doesn't address under what conditions a mandatory scratch down will occur. Also, I have to believe that there are many ways to skin this animal. Creative uses of the CCS and USA Swimming rules may be more appropriate and fit the situation better than a single edict to scratch down. Discretion for the meet host, meet referee, age group committee, technical planning, and scheduling committee may better serve CCS than the scratch down edict.

I would like to have a discussion at the January meeting to include:

- CCS policies/procedures/guidelines for meeting the 4-hour rule at 12 & under swim meets
- Written policies/procedures/guidelines that have been developed to date
- Assign the responsibility for formalizing the policies/procedures/guidelines and establish a timeline for their completion

Respectfully submitted,
Renee Patterson

Membership/Registration Report

01/14/2004

Year To Date Registration Statistics

	2003	2004	%
Year Round Athletes	1,417	948	67%
Seasonal Athletes	172	18	10%
Coaches	55	42	76%
Non-coach Non-athlete	113	63	56%
Total Registrations	1,757	1,071	61%

2004 Registration Notes

- 9 clubs, registered in 2003, had not yet to renew by 1/1/2004. Letters indicating that the club membership has expired and the ramifications thereof were mailed on 1/3/2004 to the primary club contact.
- Began a new month end procedure of notifying Head Coaches when coaches' certifications are coming due. Right now, the procedure is to look 60 days into the future so that coaches have time to find classes. Also, Head Coaches were also notified of expired coach memberships for 2003 staff members.

Membership/Registration Proposals Submitted For Consideration and Approval

- **Proposal #1 – Electronic Membership Registrations**
 - o Beginning in September 2004 (Registration Year 2005), CCS will accept only electronic athlete membership registrations in an electronic form.
 - o Clubs will submit registrations in an SD3 format with MS Word support documentation.
 - o Clubs will be responsible for collecting good funds for CCS/USAS registrations from its members.
 - o Clubs will remit club funds (i.e. a club check) to CCS for all submitted athlete membership registrations.
 - o Paper athlete registrations and personal checks for athlete registrations made payable to CCS will be returned to clubs unprocessed for appropriate disposition.
 - o CCS will conduct, if desired, a training seminar on electronic registration procedures prior to September, 2004
- **Proposal #2 – Club Membership Billings**
 - o CCS will bill clubs for the following types of registrations:
 - Electronic athlete registrations
 - Club renewals
 - Non-athlete registrations for which the club is paying
 - o The bills will be sent to club treasurers or other person designated by the club when registrations are processed.
 - o The bills will detail who has been registered.
 - o Bills are payable upon receipt and are past due 15 days from date of invoice.
 - o A late fee of \$5 per invoiced registration will be assessed to the club for any past due invoices.
- **Proposal #3 – Unregistered Athletes at Swim Meets**
 - o CCS will reconcile meet athlete participants with the athlete registration database before the meet, after the meet or both.
 - o CCS will assess a \$20 fee to the member's club for any CCS athlete that registers on deck at a swim meet. The fee will be split between CCS and the meet host club, \$10 to each. *(This situation will normally occur with a pre-meet reconciliation.)*

- o CCS will assess a \$20 fee to the member's club for any CCS athlete that participates in a meet as an unregistered swimmer. CCS will retain the entire \$20 fee. *(This situation will normally occur with a post-meet reconciliation.)*
- o In the event that the athlete is swimming Unattached due to transferring to a new club (120 day rule), the athlete's new club will be assessed.
- o In the event that the athlete has no club affiliation, the athlete will be assessed the fee.
- **Proposal #4 – Meet Manager Organizational License *(for discussion only)***
 - o Background
 - Most teams in CCS seem to have settled on Hy-Tek's Meet Manager for meet management software
 - There are a variety of versions of Meet Manager available and not all versions are compatible
 - Not all clubs have afforded the Timing Console interface.
 - o CCS will procure an Organizational License from Hy-Tek for Meet Manager with the following options
 - All Standard Options
 - Pro Network Option
 - Timing Console Option
 - o CCS will establish a requirement of Meet Sanctioning that all meet hosts use a technologically current and compatible version of meet management software
 - o CCS will make the software available to any CCS meet host club.
 - There is a limitation for use of one meet per weekend
 - Availability would have to be on a first come/first serve basis
 - o Options for costs to meet host club
 - No cost to meet host club
 - Nominal per meet cost (to be determined)
 - No cost to meet hosts for usage but require that club submit electronic meet entries to all CCS meets.

Respectfully submitted,
Jim Patterson
Membership/Registration Coordinator

Sanctions Report

01/14/2004

The following two pages contain the information about Sanctioned and Approved Meets. As I reported last month, I am now tracking the dates when a sanction or approval is supposed to be requested (according to the guidebook) and when I actually receive the paperwork. I am also tracking my own turnaround time and the turnaround time to get them posted on the website. Here are the definitions of the columns presented on the reports.

- Sanction/Approval/Observation # - Sequential number assigned to each swim meet as Snn04JS, Ann04JS, or Onn04JS.
- Meet - Name of the meet.
- Team - Host swim team.
- Date - Range of dates for the swim meet.
- Starting Date - Hidden date representing the first date of the meet so that the Expected dates can be automatically calculated.
- Paperwork Due Expected - 90 days prior to the Starting Date.
- Paperwork Due Performed - Actual date papers are received.
- Sanction Assigned & Posted on Website Expected - 60 days prior to the Starting Date.
- Sanction/Approval/Observation Assigned Performed - Actual date this happens.
- Mailed to Club and Treasurer Expected - 30 days prior to the Starting Date.
- Mailed to Club and treasurer Performed - Actual date this happens.
- The Expected dates would be good indicators for people to have for getting their meet sheets moving.

As always, I look forward to comments from anyone about making this work and/or how to better track due dates for sanctions, approvals, and observations.

Respectfully submitted,
Jeff Schwalb

2004 Sanctions

as of 01/08/2004

Sanctions	Meet	Team	Date	Paperwork Due		Sanction Assigned & Posted on Website		Mailed to Club & Treasurer	
				Expected	Performed	Expected	Performed	Expected	Performed
S0404JS	Milenium Mile	ACB	3 Jan 2004	05-Oct-03	15-Nov-03	04-Nov-03	02-Dec-03	04-Dec-03	29-Dec-03
S0104JS	All Star Selection Meet	FDST	10-11 Jan 2004	12-Oct-03	26-Oct-03	11-Nov-03	25-Nov-03	11-Dec-03	29-Dec-03
(none)	B/C Meet	(unassigned)	17 Jan 2004	19-Oct-03		18-Nov-03		18-Dec-03	
S0204JS	10&Under Championship	BSC	7 Feb 2004	09-Nov-03	22-Oct-03	09-Dec-03	02-Dec-03	08-Jan-04	29-Dec-03
S0304JS	11&Over Pentathalon	BSC	7 Feb 2004	09-Nov-03	22-Oct-03	09-Dec-03	02-Dec-03	08-Jan-04	29-Dec-03
	A/B/C Limited	TNT	21-22 Feb 2004	23-Nov-03		23-Dec-03		22-Jan-04	
	Senior Q Meet (13-14 AA Std)	CLOV	4-7 Mar 2004	05-Dec-03		04-Jan-04		03-Feb-04	
S0604JS	B/C Championships	PAC	6-7 Mar 2004	07-Dec-03		06-Jan-04		05-Feb-04	
S0504JS	14 & Under Championships (JOs)	BSC	19-21 Mar 2004	20-Dec-03	14-Nov-03	19-Jan-04		18-Feb-04	
	A/B/C Limited	(unassigned)	3 Apr 2004	04-Jan-04		03-Feb-04		04-Mar-04	
	High Point Meet (A/B/C Limited)	RCA	17-18 Apr 2004	18-Jan-04		17-Feb-04		18-Mar-04	
	A/B modified (LC)	KSC	1-2 May 2004	01-Feb-04		02-Mar-04		01-Apr-04	
	Memorial Day Meet - A/B modified (LC)	CLOV	29-31 May 2004	29-Feb-04		30-Mar-04		29-Apr-04	
	A/B/C Limited (LC)	PAC	11-12 Jun 2004	13-Mar-04		12-Apr-04		12-May-04	
	A/B Modified	FDST	26-27 Jun 2004	28-Mar-04		27-Apr-04		27-May-04	
	A/B Modified	ACB	3-4 Jul 2004	04-Apr-04		04-May-04		03-Jun-04	
	Senior Q (LC)	CLOV	16-18 Jul 2004	17-Apr-04		17-May-04		16-Jun-04	
	Summer California Seconals	CLOV	22-25 Jul 2004	23-Apr-04		23-May-04		22-Jun-04	
	B/C Meet	(unassigned)	24-25 Jul 2004	25-Apr-04		25-May-04		24-Jun-04	
	CCS Long Course Junior Olympics	FDST	29 Jul - 1 Aug 2004	30-Apr-04		30-May-04		29-Jun-04	
	B/C Championships	BSC	7-8 Aug 2004	09-May-04		08-Jun-04		08-Jul-04	
	A/B/C Limited	HSC	18-19 Sep 2004	20-Jun-04		20-Jul-04		19-Aug-04	
	Olympic League North 1	CLOV	2 Oct 2004	04-Jul-04		03-Aug-04		02-Sep-04	
	Olympic League South 1	(unassigned)	2 Oct 2004	04-Jul-04		03-Aug-04		02-Sep-04	
	A/B/C Limited	TNT	9-10 Oct 2004	11-Jul-04		10-Aug-04		09-Sep-04	
	Olympic League North 2	FDST	16 Oct 2004	18-Jul-04		17-Aug-04		16-Sep-04	
	Olympic League South 2	(unassigned)	16 Oct 2004	18-Jul-04		17-Aug-04		16-Sep-04	
	Halloween Meet (A/B/C Limited)	MERC	30-31 Oct 2004	01-Aug-04		31-Aug-04		30-Sep-04	
	Olympic League North 3	CLOV	6 Nov 2004	08-Aug-04		07-Sep-04		07-Oct-04	
	Olympic League South 3	ACB	6 Nov 2004	08-Aug-04		07-Sep-04		07-Oct-04	
	A/B Modified	VAST	13-14 Nov 2004	15-Aug-04		14-Sep-04		14-Oct-04	
	A Max	TNT	4-5 Dec 2004	05-Sep-04		05-Oct-04		04-Nov-04	

2004 Approvals

as of 01/08/2004

Approvals	Meet	Team	Date	Paperwork Due		Approval Assigned & Posted on Website (if requested)		Mailed to Club & Treasurer	
				Expected	Performed	Expected	Performed	Expected	Performed
A0104JS	Beat the Cold A/B/C	IWV	31 Jan - 1 Feb 2004	02-Nov-03	23-Nov-03	02-Dec-03	03-Dec-03	01-Jan-04	30-Dec-03
A0204JS	All Star Meet	BSC	24 Jan 2004	26-Oct-03	10-Dec-03	25-Nov-03	04-Jan-04	25-Dec-03	
	Bjorklund Invitational	IWV	22-23 May 2004	22-Feb-04		23-Mar-04		22-Apr-04	

National Travel Fund Report

01/14/2004

Topics that will be presented at the meeting:

- Review of the 2003 travel fund distributions.
- Travel Committee recommendation for funding 2004 Olympic Trials.
- Review of the eligible meets for National Development funds.
- 2004 proposed budget presentation.

Respectfully submitted,
Spencer Harris

Website Advisory Committee Report

01/14/2004

2004 Website & Committee Notes

- In 2003, the CCS website enjoyed over 1,000 hits per week with a total of 52,631 visitations for the year.
- The committee is commencing a review of two possible service providers for an online database and online meet entries. Those providers are Hy-Tek LTD and SwimConnections. It is hoped that by the March meeting, the review will be completed and the committee will be able to make a recommendation of whether or not this service should be contracted for and if so with which provider.
- The committee is reviewing an initiative to recreate a publishable mini-guide book. At the moment, conceptually the mini-guide book would be posted on the CCS website with instructions on how to print, collate and bind the mini-guide book in order to save publication costs. The committee hopes to have some recommendations (primarily as to content) to publish at the 1/14 meeting.

Respectfully submitted,
Jim Patterson

Zone Team Advisory Committee

01/14/2004

- Below are the Guide Book changes recommended by the Zone Team Advisory Committee.
- At the meeting, I will be making a short presentation of finds and recommendations compiled by the committee.

Respectfully submitted,

Dowain Wright
Chairman, Zone Team Advisory Committee

AGE GROUP TRAVEL: WESTERN ZONES AND ALL-STAR

A. General

1. Swimmers must be currently registered and in good standing with Central California Swimming.
2. Swimmers must be United States citizens or hold a permanent resident visa (except high school foreign exchange students).
3. Funding by Central California Swimming for both the Zone and All-Star meets will be determined annually by the House of Delegates.

B. All-Star

1. For the annual CCS All-Star Team, eight females and eight males will be selected in each age group (10 and under, 11-12, 13-14, 15-16, and 17-18). A minimum of six swimmers in each gender/age group will be selected strictly by lowest point totals based on place in their top three events at the All-Star Selection Meet. Only events contested at the All-Star Meet will be considered. In a very limited number of cases, national level CCS athletes will be considered for the All-Star Team based on results from out-of-area competitions. Two swimmers in each gender/age group may be selected as "wild cards" by a consensus vote of the CCS All-Star coaching staff.
2. The coaching staff will be selected by the head coach who is appointed by the Age Group Vice-Chair.
3. Ten and under swimmers will be encouraged to travel with the team, but may travel with a parent or other designated adult.
4. For out of LSC meets, all team members, except ten and under swimmers who are traveling with a parent or other adult, shall travel and be housed together as a

team, under coach and chaperone supervision and be bound by team rules and the CCS Code of Conduct.

5. Travel to meets within the LSC will be determined based on the location of the meet.

C. Zone Team Selection

1. The CCS Western Zone team will be comprised of All-Star swimmers from age 8 to 18 on the first day of the Zone meet.
2. The team will consist of a maximum of 80 swimmers.
3. The age groups are determined by the Western Zone and currently include 10 & under, 11-12, 13-14, 15-16 and 17-18.
4. Male and female swimmers in each age group will be selected based on Zone qualifying standards published by the Western Zone annually. Qualifying times must have been attained in the current year of USA Swimming registration and be listed as officially verified times in the STARS database.
5. Swimmers with 6 Zone times will be selected first. If there are more than 80 swimmers with 6 qualifying times, the final team will be selected by the coaching staff, with preference given to those swimmers most likely to make finals. If there are not enough swimmers to complete the team, then:
6. Swimmers with 5, 4, 3 and then 2 Zone qualifying times will be selected in that order until the team is filled.
7. Swimmers with less than 2 Zone times will be considered on a case by case basis only if the team is not filled and:
 - a. Their single Zone time is in an event that, based on the coaches opinion of the previous years final times, the swimmer has a chance to make finals or:
 - b. If they are needed to complete a relay team for any sex and age group where less than 4 swimmers were selected as above.
8. Application for the CCS Zone team will be due in the first week of July each year. Individuals with less than 2 Zone qualifying times, but expect that they may achieve the times at the Long Course Junior Olympics (LC-JO's) are encouraged to apply.
9. Individuals achieving 2 Zone qualifying times at LC-JO's can apply at that time and will be considered if less than 80 swimmers have been selected as above.
10. The swimmer's share of funds, as defined by the House of Delegates, shall be due and payable within 72 hours of the close of the LC-JO's.
11. Scholarship Fund:
 - a. Requests for need based financial assistance for athletes selected to participate in the Western Zone Swimming Championship will be considered on a case by case basis by the Age Group Vice Chair.
 - b. Application to be submitted by the athlete's club coach.
 - c. Criteria for financial hardship include but are not limited to:
 1. Family absence of funds due to death of parent or guardian
 2. Parent recalled to active duty in the U.S. Military
 3. Recipient of school lunch program

4. Recipient of need based club team scholarship

D. Coach Selection for Zone Teams

1. A minimum of 6 coaches will be selected: one for each age group 10 & under, 11-12, 13-14, 15-16, 17-18 and a head coach.
2. The head coach will be selected by the CCS Age Group Vice-Chair.
3. The head coach will coordinate and organize all activities related to the Zone meet competition.
4. The coaching staff will be selected by the head coach based on experience, attitude and the number of swimmers they are expected to place on the Zone team.
5. Coaches will be responsible for supervision of their swimmers, along with chaperone(s), both during and after competition.

E. Conduct at the meet

1. Team meetings will be conducted daily and attendance by all swimmers is mandatory.
2. Attendance at both preliminaries and finals is required of all swimmers 11 and over.
3. Swimmers must be accompanied by an adult (coach or chaperone) at all times when not on the pool deck or in the team hotel.
4. Swimmers will conduct themselves in a manner consistent with the CCS code of conduct at all times.

F. Zone Travel

1. All swimmers 10 and under will be required to travel with a parent or other designated adult. They may travel with the team or separately. If they travel with the team, the parent is responsible for their portion of transportation costs.
2. All swimmers 11 and over will travel with the team.
3. Individual exceptions will be considered on a case by case basis only.
4. There will be at least one adult present (coach or chaperone) for every 8 swimmers aged 11 and over.

G. Zone Team Housing

1. All team members, except ten and under swimmers, shall be housed together as a team, under controlled situations and shall conform to team rules and the CCS Code of Conduct.
2. Ten and under swimmers will be housed with a parent or designated adult. The adult will be responsible for their own portion of the room and board.