

X. IES Travel Team

- A. The IE Zone/All Star Team Program is created by the approval of the Board and shall be under the direct supervision of the IES Age Group Vice-Chairman.
 1. The IE Age Group Vice-Chair shall serve as the IES Zone/All Star Team Manager. The Executive Committee may appoint another individual to the position of Team Manager if it is determined it is needed/necessary to properly support the team or if the Age Group Vice Chair is unable to attend.
- B. Funding for the IE Zone/All Star Team Program shall be determined by the Board, as outlined in **Section 8** of the Policy and Procedures of Inland Empire Swimming, Inc.
- C. All athlete participants must be year-round athlete members of USA Swimming and must have satisfactorily participated in at least 3 IES Sanctioned Meets during the current eligibility period, as determined by the Age Group Vice-Chairman.
 1. Athletes will be considered members of the IE Zone/All Star Team for the period that begins with the acceptance of their application until the meet entry deadline of the following year in which they:
 - a) Do not meet the qualifying standard
 - b) Have turned 15 years old
 2. Athletes may be removed by the IE Age Group Vice Chairman for violations of IE Policy and Procedures, IE/USA-S Code of Conduct and IE Team Travel Policy, or any other disciplinary reasons described herein at any time during the period outlined above.
 3. All Non-Athlete Participants must be non-athlete members of USA Swimming in good standing having completed both background check and athlete protection training.
 - a) Non-Athlete Participant is defined as: IE Age Group Vice Chair, Zone/All Star Team Coaches, Committee members (if appointed), Chaperones, and any Parent or Legal Guardian that accompanies athletes under the age of 10.
 - b) Non-Athlete Participants will be considered members of the IE Zone/All Star Team from the time their application is accepted until August 31 following the conclusion of the Western Zones Swimming Championship Meet.
 - c) Non-Athlete Participants may be given reimbursement for travel, lodging, and food for attending the Western Zones Swimming Championship Meet, as determined by the Board.
 - (1) The Parent/Legal Guardian of a 10&U Athletes are shall not receive any financial reimbursement for travel, lodging, or meals or any other expenses incurred as part of their requirement to attend IE Zone/All Star Team functions, as described in Section 7.8.1.
 - (2) Non-Athlete Participants may elect to have family members accompany them to an IE Zone/All Star Meet. However, the following conditions apply:

- (a) IE will not cover any food, clothing or any other expenses of the accompanying family member.
 - (b) Accompanying family members should refrain from contact with all participants of the IE Zone/All Star Team, unless the participant is a family member. (The accompanying member is not a designated chaperone and has not met all the requirements of a Team Member.)
 - (c) Accompanying family members will not, under any circumstances, enter the hotel room of any participant, including the family member.
 - (d) An accompanying family member must never be alone with any participant that is not a family member.
- (3) If a Non-Athlete Participant either resigns or is removed from the IE Zone/All Star Team for any reason, it will be the responsibility of the IE Age Group Vice Chair to replace that position, in consultation with the IE Executive Committee. This includes any coaching, chaperone, or other leadership position.
- 4. All athlete and non-athlete participants shall be required to sign and adhere to the IE Zone/All Star Team Code of Conduct, Medical Declaration and Team Travel Policy. Parents are required to accurately report, in writing, any medical concerns and conditions prior to departure. Team leadership can't be held responsible for information not reported prior to the commencement of the trip.
- 5. Any athlete or non-athlete participant found to be in delinquent payment of any monies and/or fees due to IE and/or their attached club, and/or who otherwise does not meet any of the certification/registration requirements of IE or USA Swimming, are hereby not eligible for participation in any function of the IE Zone/All Star Team Program until satisfactorily resolved, as determined by the IE Zone/All Star Team Committee.
- 6. All Administration and Arrangements of the IE Zone/All Star Team Program shall be administered by the IE Age Group Vice Chair.
 - a) The Age Group Vice Chair may opt to create, with the approval of the executive board, a committee to help conduct the development of a successful IE Zone/All Star Team trip.
 - b) The Age Group Vice-Chairman shall serve as Co-Chairman of the Committee, with the IE Zone/All Star Team Manager acting as the other Co-Chairman.
 - c) There shall be no less than 5 and no more than 7 total members of the Committee. If there are 5 members, 1 must be an athlete, and if there are 6 or 7 members, then 2 must be athletes. The total number of Committee members is determined by the IE Age Group Vice-Chairman.
 - d) The term of appointment to the IE Zone/All Star Committee shall be from September 1 until August 31.

- (1) There are no term limits specified at this time. However, it is recommended that no member, aside from the IE Age Group Vice-Chairman, serve for more than 3 years.
- e) At no time shall there be more than two (2) members of the IE Zone/All Star Team Committee that are registered and/or affiliated with the same IE Club or Practice Squad. This provision includes the IE Age Group Vice-Chairman.
- f) Committee Duties
 - (1) At the Fall HOD Meeting, present, for Board Approval, the appointment of the IE Zone/All Star Team Manager.
 - (2) At the Fall HOD Meeting, present:
 - (a) The Western Zones Championship Swimming Time Standards
 - (b) IE Zone/All Star Team Head Coach and Assistant Coaches.
 - (c) The IE Zone/All Star Team Athlete Application
 - (d) The IE Zone/All Star Team Chaperone Application
 - (e) A calendar for upcoming IE Zone/All Star Team functions and deadlines
 - (f) A preliminary itinerary for the Western Zones Swimming Championship Meet
 - (g) Any and all other relevant information
 - (3) At the Spring HOD Meeting, present:
 - (a) The IE Zone/All Star Team Coaching Application for the following year
 - (b) IE Zone/All Star Team Athletes, subject to additions
 - (c) IE Zone/All Star Team Chaperones
 - (d) Any IE Zone/All Star Team Committee resignations or appointments for the upcoming term
 - (e) Any requests for recommended changes to IE Policy and Procedures, IE Code of Conduct, and/or IE Team Travel Policy
 - (f) Any request for budgetary changes to the IE Zone/All Star Team Program
 - (g) Any and all other relevant information
 - (4) Organizing and administrating the affairs of the IE Zone/All Star Team Program, which includes, but is not limited to:
 - (a) The transportation, lodging, meals, uniforms, and team entry for the Western Zone Swimming Championship Meet.
 - (b) Any additional activities approved by a majority vote of the IE Zone/All Star Team Committee and/or approved by the IE Age Group Vice-Chairman.

7. Conduct of Specific Events

- a) The IE Zone/All Star Team shall annually participate in the Western Zone Swimming Championship Meet.
- (1) All athlete and non-athlete members of the IE Zone/All Star Team shall be properly qualified and credentialed, as set forth by the USA Swimming, Western Zone Handbook, IE Policy and Procedures, and in the meet entry information.
 - (a) Any athlete who does not meet the current year's qualifying times may petition the IE Zone/All Star Team Committee to use the previous year's qualifying times for participation in the Western Zones Swimming Championship Meet. The Committee shall only consider such a petition if it, along with the Head Coach, determine that qualified swimmers from the current rankings are not available. Any athlete granted participation must adhere to all other requirements outlined in the IE Policy and Procedures, IE Code of Conduct, and IE Team Travel Policy.
 - (2) All athlete and non-athlete members of the IE Zone/All Star Team must travel, lodge, and eat with the IE Zone/All Star Team until the conclusion of the Western Zone Team Trip or an agreed upon time of withdrawal from the Team Trip. The IE Zone/All Star Team Committee may grant exceptions to this policy with the agreement of the IE Executive Board.
 - (a) All Athletes under the age of 10 must be accompanied by a Parent or Legal Guardian during all IE Zone/All Star Team functions.
 - (b) All Athletes under the age of 10 and their Parent/Legal Guardian shall make
 - (c) every effort to travel, lodge, eat, and otherwise fully participate in IE Zone/All Star Team functions.
 - (d) Parent/Legal Guardians of Athletes under the age of 10 must meet the qualifications of a Non- Athlete Participant, as defined in Sections 7.4-7.6. They are also subject to Disciplinary Procedures, as outlined in Section 7.9
 - (e) Parent/Legal Guardians who are listed as the escort of Athletes under the age of 10 are ineligible to apply for IE Zone/All Star Team Manager and IE Zone/All Star Team Chaperones.
 - (f) The Parent/Legal Guardian escorting a 10&U Athlete shall not receive any financial reimbursement for travel, lodging, or meals or any other expenses incurred during participation in IE Zone/All Star Team functions, as described in Section 7.4.3(A).

- (3) The IE Age Group Vice-Chairman or a designee of shall be the only person permitted to submit meet entries for the IE Zone/All Star Team.
- (4) Swimmer's preferences shall be given the highest priority when selecting and entering individual events.
- (5) Relay participation shall be determined by the IE Zone/All Star Team Head Coach in consultation with the IE Zone/All Star Team Assistant Coaches. IE policy is that the Head Coach shall maximize relay participation to the best of his/her ability.

b) Discipline of IE Zone/All Star Team Program Members

- (1) Any violation of the USA Swimming Code of Conduct, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported other than during the Western Zones Swimming Championship Meet shall be investigated by the IE Zone/All Star Team Committee and/or a designee of as determined by the IE Age Group Vice Chair. This action shall require notification of the IE Executive Board.
- (2) Any disciplinary hearing taking place other than during the Western Zones Swimming Championship Meet, must be recommended by the IE Zone/All Star Team Committee and sanctioned by the IE
- (3) Executive Board. Any disciplinary hearing shall abide by the IE Policy and Procedures and/or outlined by USA Swimming.
- (4) Any violation of the USA Swimming Code of Conduct, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported during the Western Zones Swimming Championship Meet shall be reported to and investigated by the IE Zone/All Star Team Manager or a designee of.
- (5) Failure to accurately report known medical conditions on the IE Zones Medical Declaration Form shall be considered a violation of IE Policy and Procedures and may result in the swimmer being removed from the IE Zone/All Star Team Program if the issue becomes a compliance issue.
- (6) The decision to remove an athlete or non-athlete Participant on these grounds shall be determined by the IE Age Group Chair in consultation with the IE Zone/All Star Team Leadership and the IE Executive Committee.
- (7) The IE Age Group Vice Chair may elect to follow the procedures outlined below for a disciplinary hearing. However, due to the sensitive nature of the medical conditions, the IE Age Group Chair, in consultation with IE Zone/All Star Team Leadership and the IE Executive Committee is allowed to make a final decision on this issue without a disciplinary hearing.

- c) If the violation is determined to be relatively minor and does not require a penalty outlined in Section X.7.b.1 of the IE Policy and Procedures, the IE Zone/All Star Manager and/or IE Zone/All Star Head Coach shall require and enforce a penalty of their choosing.
 - (1) Since relays are determined by the IE Zone/All Star Head Coach, as outlined in Section 7.8.1C2, removal from a relay due to a minor violation is permissible and is at the discretion of the coaching staff.
 - (2) Repeated minor violations can become cause for seeking the penalties listed in Section 7.9.3B, in which case, the course of action outlined in Sections 7.9.3C, 7.9.3D, 7.9.4, and 7.9.5 must be followed.
 - d) The IE Zone/All Star Team Manager, in consultation with IE Zone/All Star Head Coach, may determine that a violation or series of violations (as indicated in Section X.7.b.4 is severe enough to warrant a penalty that includes: an athlete, chaperone, or coach being removed from the team and sent home or an athlete to be scratched from an event.
 - e) If Section 7.9.4B is warranted, the person in violation shall be notified by the Zone Manager of the reported violation, the penalty sought, be given the opportunity to present his/her case before a disciplinary panel, and that he/she has the right to an expedited hearing pursuant to Section 7.9.4D, Section 7.9.5, and Section 7.9.6 of the IE Policy and Procedures.
 - f) Any athlete accused of a violation outlined in Section 7.9.4B shall be entitled to ask an adult to serve as his/her advocate. If an athlete does not select an advocate, the IE Zone/All Star Team Manager shall assign an advocate on his/her behalf. Non-athletes shall represent themselves, unless otherwise determined by the IE Zone/All Star Team Manager.
 - (1) If, after such notification and after consultation with an advocate, the individual elects to acknowledge their violation and accept the penalty recommended by the IE Zone/All Star Team Manager, the penalty shall be enforced, and no hearing shall be held.
 - (2) If, after such notification and after consultation with an advocate, the individual elects to contest the violation and/or the recommended penalty, a hearing in front of a disciplinary panel shall take place.
8. Any disciplinary hearing taking place during the Western Zones Swimming Championship Meet may be called for by the IE Zone/All Star Team Manager upon the conclusion of a satisfactory investigation and in consultation with the IE Zone/All Star Head Coach, as outlined in Section 7.9.3 of the IE Policy and Procedures. The authority to convene such a disciplinary hearing is granted by USA Swimming Rules and Regulations Article 71, paragraph 571.2(2).
- a) The disciplinary panel shall be made up of no less than 3 persons who is 12 or older, one of which must be an athlete, and no more than 5 persons, one of which must be an athlete who is 12 or older.

- b) The disciplinary panel shall not include the Team Manager or the investigating person or persons.

9. Conduct of Disciplinary Proceedings During the Western Zone Swimming Championship Meet

- a) The Disciplinary Proceedings shall be held in private and shall not include anyone but relevant persons. All relevant persons will keep all proceedings confidential to non-relevant persons. Any violation of the confidentiality of the proceedings may subject that person to action outlined in **Section 7.9.1.**
- b) The Team Manager and/or designated staff member, on behalf of IE, shall present the facts of the violation(s) to the panel. The person presenting has the right to recommend a penalty.
- c) Both IE and the Individual shall have the opportunity to present any additional evidence considered relevant and may call witnesses.
- d) Upon hearing the relevant facts and testimony, the panel shall determine if the individual was acting in violation, and, if found in violation, shall either accept the recommended penalty or assess a penalty deemed appropriate by the panel.
- e) The panel's findings shall be the final say in the matter. The Team Manager shall be responsible for enforcing any penalty assessed by the panel.
 - (1) Since Athletes under the age of 10 are required to have a parent or legal guardian present at all functions, as outlined in Section 7.4, any such non-athlete participant removed from the team shall also have their athlete removed as well.
- f) A report, written by the panel, outlining the proceedings and its conclusions, shall be submitted to the IE Zone/All Star Team Manager to be shared with the IE Executive Board and the IE Zone/All Star Team Committee. That report shall be confidential to all non-relevant persons, unless otherwise determined by the IE Age Group Vice-Chairman.