



Welcome to the ZSC Swimming Meet. This handbook outlines preparation procedures, meet structure, event guidelines, safety measures, and participant responsibilities.

## SECTION 1: MEET PREPARATION

### 1.1 Meet Layout

- A complete meet layout will be created prior to the event.
- The layout will list:
  - All scheduled events
  - Number of heats per event (based on registrations)
- Heats will be arranged by:
  - **Age group**
  - **Gender**

### 1.2 Age Groups

Participants will compete within the following divisions:

- Ages **7 – under 10**
- Ages **10 – under 12**
- Ages **12 – under 15**
- Ages **15+**

Age verification may be required upon registration.

### 1.3 Meet Duration

- The meet is estimated to last **approximately 2 hours**.
- A **10-minute break** will occur at the halfway point.
- This estimate does **not** include setup or cleanup time.

## SECTION 2: MEET OPERATIONS

### 2.1 Event Announcements

- Officials will use a megaphone to announce:
  - Current event number
  - Current heat in the water
  - Next event/heat “on deck”

- This ensures smooth and timely transitions between races.

## 2.2 Swimmer Responsibilities

Each swimmer must:

- Report immediately to their assigned lane when called.
- Be present at the lane when the race begins.
- Check in with the lane timer.
- Confirm their **name and team** are correctly recorded.

Failure to report to the assigned lane on time will result in **automatic disqualification**.

## 2.3 Race Start Procedure

Each race will begin as follows:

1. Announcer states: “**Swimmers, take your mark.**”
2. Race begins with:
  - A cap gun, or
  - An approved starting system

## 2.4 Timing & Results

- Timers will:
  - Stop watches at finish
  - Record times next to each swimmer’s name on meet sheets
- At the conclusion of each event:
  - Timer sheets will be collected
  - Times will be ranked
  - The three fastest times will receive:
    - 🏆 1st Place
    - 🥈 2nd Place
    - 🥉 3rd Place

# SECTION 3: EVENTS & STROKE FORMAT

## 3.1 Stroke Format for Z Games

For the Z Games:

- All swim events will be conducted using the **Freestyle stroke only**.

The stroke and distance will be announced before each race.

# SECTION 4: OFFICIALS & STAFFING

The following personnel will serve as volunteers:

- Referees (Stroke & Turn Judges)
- Scorekeepers
- Head Announcer
- Timers

- Swimmer Coordinators

The tournament referee's decisions are final.

## SECTION 5: FACILITY & EQUIPMENT

The following will be provided:

- Safe pool facility
- Lane lines
- Starting blocks
- Backstroke flags
- Stopwatches
- Megaphone
- Cap gun (or approved starting system)
- Locker rooms
- Clipboards and pencils
- Official scorekeeper
- Administrative table
- First aid kit

A **certified lifeguard** will be on duty at all times.

A first aid kit will be available at the scorekeeper's desk.

## SECTION 6: SCHEDULE & POSTINGS

- Event schedule and heat assignments will be posted in the pool area.
- Swimmer coordinators will maintain a master schedule.
- Participants should check posted notices regularly for updates.

## SECTION 7: SWIMMING GLOSSARY

### Distance Reference

- **25 meters** = 1 lap
- **50 meters** = 2 laps
- **100 meters** = 4 laps
- **200 meters** = 8 laps

### Stroke Abbreviations

- **Free** = Freestyle
- **Back** = Backstroke
- **Fly** = Butterfly
- **Breast** = Breaststroke
- **IM** = Individual Medley
  - 100 IM Order: Fly → Back → Breast → Free
- **Doggie** = Doggie Paddle

## SECTION 8: CONDUCT & DISCIPLINE

All participants are expected to:

- Demonstrate sportsmanship.
- Follow official instructions.
- Respect volunteers, officials, and fellow swimmers.
- Follow all posted safety guidelines.

## Provoke & Retaliation Rule

- Any individual who initiates harmful conduct:
  - Will be ejected from the meet
  - Will be banned from participation for **three (3) years**
- Any participant who retaliates:
  - Will be ejected
  - Will be banned for **two (2) years**

Zero tolerance will be enforced.

## SECTION 9: TOURNAMENT AUTHORITY

- All rules and regulations are subject to modification by the Host Committee in collaboration with the ZSC Sports Coordinator without prior written notice.
- Officials' decisions during the meet are final.
- Participation constitutes acceptance of all tournament rules and policies.