



Welcome to the Z Games Swimming Meet! This handbook serves as your comprehensive guide, outlining preparation procedures, meet structure, event guidelines, safety measures, and participant responsibilities. Review the following sections to ensure a successful and enjoyable experience.

Section 1: Meet Preparation

1.1 Meet Layout

A complete meet layout will be prepared prior to the event and will include:

- A list of all scheduled events
- Number of heats per event, organized by:
 - Age group
 - Gender

1.2 Age Groups

Participants will compete in the following age divisions:

- Ages 7 – 9
- Ages 10 – 11
- Ages 12 – 14
- Ages 15+

Note: Age verification may be required upon registration.

1.3 Meet Duration

- Estimated duration: approximately 2 hours
- Includes a 10-minute break at the halfway point
- Does not include setup or cleanup time

Section 2: Meet Operations

2.1 Event Announcements

To ensure smooth transitions between races, officials will use a megaphone to announce:

- Current event number
- Current heat in the water
- Next event/heat “on deck”

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 with the announcer stating: “Swimmers, take your mark.” The race will commence on the sound of a whistle.

2.4 Timing & Results

- Timers will stop watches at the finish and record times next to each swimmer's name on meet sheets.
- At the conclusion of each event, timer sheets will be collected and times ranked.
- The three fastest swimmers in each event will receive 🥇 1st, 🥈 2nd, and 🥉 3rd place.
- Winners will be announced during the Closing Ceremony. Participants do not need to wait for results after each individual event.

Section 3: Events & Stroke Format

3.1 Stroke Format for Z Games

- All swim events will be conducted using the Freestyle stroke only.
- The event and distance will be announced before each race.

Section 4: Officials & Staffing

The following personnel will volunteer:

- Scorekeepers
- Head Announcer
- Timers
- Swimmer Coordinators

Decisions made by the Head Announcer and event coordinators 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, and 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

Section 8: Conduct & Discipline

All participants are expected to:

- Demonstrate sportsmanship
- Follow instructions from event volunteers
- 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 and banned from participation for three (3) years.
- Any participant who retaliates will be ejected and 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. Decisions made by event coordinators and volunteers during the meet are final. Participation constitutes acceptance of all tournament rules and policies.