

SAMPLE INVITATION FOR GULF SWIMMING
APPENDIX E

ITALICS ARE FOR INFORMATION ONLY AND DO NOT APPEAR IN THE FINAL INVITATION.

Title of Meet
HOSTED BY
Club hosting meet
Type of meet
Date(s) of meet
SANCTION #GU (Number issued by Sanction Coordinator)

LOCATION: *Insert name of facility where meet is held.*
Insert address of facility.
Insert city where meet is held.

Directions: *(Insert directions to venue)*

COACHES: *Insert Name* Head Coach
Insert Name Head Age Group Coach
Insert Names As Appropriate Assistant Coach

POOL: Eight lane, *(25 yard or 50 meter as appropriate)*, *(“indoor” or “outdoor” as appropriate)* pool with non-turbulent lane lines. *(Identify separate warmdown facilities as appropriate.)*

TIME AND DATE: *(Insert type of meet, e.g., “This is a timed-finals meet.”)*
Friday: warm-up at 5:00 p.m., meet starts at 6:30 p.m. (TIMED FINAL EVENTS)
Saturday and Sunday: warm-up at 7:30 a.m., meet starts at 9:00 a.m. (TIMED FINAL EVENTS)

(Note: If split warm-ups are going to be used, it must be mentioned in the invitation with a note stating, “Split warm-ups will be in effect, with assignments posted on the Gulf Swimming web site.”) (Note: For certain Long Course meets with split sessions, include “This meet is scheduled to be run in split sessions, but depending upon the number of entries, it may be changed to run in a single session each day. If a change is made, a notice will be posted on the Gulf website by the Tuesday before the meet.”)

Use these times for prelim/final meets:

Saturday:	- Prelims	7:30 a.m. warm-up, meet starts at 9:00 a.m.
	- Finals	5:30 p.m. warm-up, meet starts at 6:30 p.m.
Sunday:	- Prelims	7:30 a.m. warm-up, meet starts at 9:00 a.m.
	- Finals	5:00 p.m. warm-up, meet starts at 6:00 p.m.

Lane assignments for warm-ups and timing will be designated in the psych sheet, and posted on the Gulf Swimming website at least three days prior to the start of the meet.

MEET TYPE: *(For Short Course Meets)* This meet will be run utilizing the “Flyover Starts” procedures unless a waiver is received from the Technical Planning Committee Chair. At the conclusion of each heat, the swimmers shall remain in the water until after the next heat is started. Coaches, please remind your swimmers of the “Flyover Start” procedures.

(For Long Course Meets) This meet will be run utilizing chase starts. Girls and boys will swim alternating heats with the girls starting from one end and the boys starting from the opposite end. Unless a waiver is received from the Technical

Planning Committee Chair, "Flyover starts" will be used for 50 meter events, if starting 50 meter events from both ends of the pool.

MEET REFEREE: *Name*

MEET DIRECTOR: *Name, including phone number, and e-mail address*

SAFETY MARSHAL: *Name*
(*All of the above must be registered members of USA Swimming.*)

SAFETY GUIDELINES AND WARM-UP PROCEDURES: See attached Safety Guidelines and Warm-up Procedures. (*Note: Attach to the invitation the standard Gulf Swimming "SAFETY GUIDELINES AND WARM-UP PROCEDURES".*)

SEEDING: The meet will be a deck-seeded meet. Coaches please inform your swimmers of seeding on deck rules.

For certain championship short course yard meets (that is, Gulf Swimming championship meets which include solely "A" and above swimmers), add this paragraph: Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming long course entries in time order, followed by non-conforming short course entries in time order.

For certain championship long course meter meets (that is, Gulf Swimming championship meets which include solely "A" and above swimmers), add this paragraph: Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming short course meter entries in time order, followed by non-conforming short course yard entries in time order.

SCRATCHING: (*For certain championship short course yard meets, add this entire section:)*
Procedures: Scratches prior to the seeding of heats shall be confirmed by properly filling out a scratch card and depositing in the scratch box. (*Meet hosts are encouraged to also provide an email, fax or phone line for first day scratches.*) After the heats have been seeded, any swimmer who fails to compete in an individual event heat in which they have been entered and have not been scratched will be barred from further individual and relay events that day. No shows will also result in the swimmer being assessed a \$5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear.

Deadlines: The scratch deadline for the first days' events shall be fifteen minutes after the general meeting is adjourned. The scratch deadline for all subsequent days' events shall be _____ (*insert appropriate deadline*).

Location of the Scratch Box: The scratch box shall be located at _____ (*insert appropriate location*).

Relays: Properly completed relay cards must be turned in to the Clerk of Course by _____ (*8:15 AM if relays are first, otherwise as appropriate*), or the entry will be considered scratched.

CHECK-IN: (*For all meets, other than certain championship meets, add this section:)* All swimmers must check in with the Clerk of the Course for all events. (*Check-in normally means circling the swimmers numbered position that is next to the swimmer's name on an official posted heat sheet.*) Swimmers are required to circle-in at least 45 minutes before their event. After the events are officially closed, no one may check in or scratch. After circling in, failure to appear at the starting blocks will result in the swimmer being assessed a \$5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear. Relay

cards must be turned in to the Clerk of Course by _____ (8:15 AM if relays are first, otherwise as appropriate), or the entry will be considered scratched.

FINALS AND SCRATCHING: For Prelim/Final Meets, add this entire section:

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.12.6D and 207.12.6E, as modified below.

Any finalist who fails to compete in finals or consolation finals, or any other bonus final heat, for which he has qualified and failed to scratch with the Clerk of Course prior to the scratch deadline, shall be banned from further competition in the meet in accordance with the *USA Swimming Rules and Regulations* and will be assessed a fine of \$50.00. A Club, which has not paid the fine, will not be allowed to register for membership in the Gulf LSC until the fine is paid.

In a Prelim/Final meet, the finalists and alternates for finals shall be announced and shall have thirty (30) minutes after the announcement to scratch from finals. Any qualified swimmer in the event (a swimmer is qualified for finals or consolation finals or any other bonus finals if he has successfully completed the event in Prelims) may be moved into finals due to scratches, therefore all swimmers who will not be present at finals must scratch to avoid a possible suspension from the meet and a fine of \$50.00. Thirty (30) minutes after the announcement, no further scratches shall be accepted, the existing scratches will be tabulated and the finalists and two (2) alternates for the event shall be set. Only the finalists set at this point may be subject to the above fines and banishment from competition, even though any qualified swimmer may be moved into finals. The alternates, after the existing scratches are tabulated, will not be penalized if they are unavailable to compete in finals.

The USA Swimming National Championships Meets "reserve the right to scratch" rule is not applicable to any Gulf Swimming meet. The "intent to scratch" rule is not applicable to any Gulf Swimming meet.

ON-DECK ENTRIES: Late entries will be accepted each day up to 30 minutes before the start of the meet. Those swimmers missing the 6:00 p.m. Friday deadline may enter the meet on deck in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms entered at the swimmers' best times. The swimmers will be seeded into the events according to their best times.
3. Swimmers must enter all events for the day thirty (30) minutes prior to the start of the day's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the allotted number of events allowed each day.
6. Swimmers who on-deck to change an entry time in an event already entered must circle-in on the posted circle-in sheets. The new time will be used for seeding. The on-deck entry fees still apply to these swimmers.

ENTRY INFORMATION:

Entry Times: Swimmers must enter at their best time. Entry times must be submitted in the course at which the best time was achieved – short course yards (Y), short course meters (S), or long course meters (L). Do not convert *meter* (yard) times to *yard* (meter) times. (Note: Except at certain championship meets, entries are to be made at a swimmer's best time, no matter what the course in which the time was achieved. Entry times should not be converted by the entrant – they will be converted to the proper course by the host team using the default conversions in Hy-Tek.) If entries are made by paper (not using Hy-Tek), swimmers should indicate

on their entry the course at which the entry time was made (i.e., Y, S, or L). If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested. (*For spring and summer championship meets, delete the preceding sentence about NT, and add "Swimmers must have swum each event entered at some time previous to this meet. Swimmers may not enter with no time (NT)".*)

Cut-off Times: (*If using cut-off times, add this statement.*) Swimmers must not have bettered the cut-off times attached. Cut-off times are 200x Gulf "*(insert appropriate standard)*" times and are included with this invitation.

Qualifying Times: (*If using qualifying times, add this statement.*) Swimmers must be qualified to swim the events entered. Qualifying times are 200x-200y Gulf "*(insert appropriate standard)*" times and are included with this invitation. (*Note: USA Swimming issues National Motivational times for the quadrennium. Gulf Swimming uses these USA Swimming National Motivational times beginning in the first Long Course season immediately after USA Swimming has issued the time standards. These times standards are in effect until USA Swimming adopts a new set of time standards. For example, USA Swimming times developed at the Fall 2008 USA Swimming Convention start at the beginning of the 2009 Long Course season and end at the last meet of the Short Course season in 2012-2013.*)

(*If appropriate, add the following.*) Gulf Swimming allows all 13 and older swimmers to qualify for an event with at least a "BB" time, even if that swimmer has not achieved a "BB" time.

Age: As of (*insert the date of the first day of the meet*).

Number of Events: Swimmers may compete in up to (*enter the appropriate limit, check with the Technical Planning Committee Chair*) individual events per day and up to one (1) relay event per day. (*For prelim/final meets, the maximum number is three individual events per day.*)

Deadline: Entries must be in the hands of the Meet Entry Chair no later than 6:00 p.m. on Friday, (*insert a date which is the Friday, one week before the start of the meet*). No late entries will be accepted. Do not send entries via Federal Express, etc., that require a signature; if you must send your entries by express mail, please indicate that a signature is NOT required. Mail or hand deliver entries to the Meet Entry Chair at:

*Name of Meet Entry Chair
Address
Telephone Number
e-mail address*

Entries: All teams entering 10 or more swimmers MUST submit their entries on a diskette or electronically via e-mail, using the Hy-Tek Meet Manager/Team Manager computer software, along with a hard copy printout of the entries. Teams without Hy-Tek should submit their entries on the enclosed Entry Form. A \$25.00 fee must be included with the entry fees for teams that enter 10 or more swimmers using an entry form only (without sending Hy-Tek files). Include relays and relay-only swimmers on your completed entry form, diskette, or electronic submission.

Teams may electronically mail their Meet Manager files. Payments for the electronic entries and a hard copy print-out of the entries must be submitted or postmarked no later than 24 hours after the entry deadline as stated in the Meet Invitation.

Eligible Teams: (*If this is a zoned meet, list the teams eligible to compete.*)

Fees: X dollars (\$X.XX) per Individual Event and X dollars (\$X.00) for each Relay event. Make checks payable to *Team Name*. Entry fees must accompany entries, if delivered by any method other than email. (*See the Gulf Swimming Handbook, for appropriate fee.*)

AWARDS: (*As a minimum, the following should be awarded.*) Individual events: ribbons 1st - 8th place. Relay events: ribbons 1st - 3rd place. (*As appropriate, the following may also apply.*) Medals for individual 1st - 3rd place and 1st place for relays. Plaques will be awarded to the boy and girl in each age group earning the highest points. A team high point trophy will also be awarded.)

SCORING: (*If appropriate, include SCORING.*)
 (*This is an example for an 8 lane pool.*)
 Individual Events: 9-7-6-5-4-3-2-1
 Relay Events: 18-14-12-10-8-6-4-2
 (*If appropriate, include: Any swimmer that fails to make the qualifying time shall not score points.*)

1650 FREE: (*If included in a prelim/final meet, add the following.*)
 This event will be swum as a Timed Final event. The fastest heat will be swum in the finals at night as the FIRST event; all remaining heats will be swum at the END of Prelims, going from fastest to slowest, alternating girls then boys.

(*With approval of the Technical Planning Committee Chair, swimmers in the 1650/1500 Freestyle may elect to swim in prelims. If approved, add the following.*)
 The 1650/1500 Freestyle will be swum as a timed final event and will be combined into one event for girls and one event for boys. Each event will be seeded by entry time and scored separately by age group. For the 1650/1500 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls and the fastest 8 boys who check-in, and who do not elect to swim in prelims, will swim during Sunday's finals. All other heats will be swum, fastest to slowest, alternating girls and boys, as the final event in Sunday's prelim session.

RULES AND SANCTIONS: The 200x-0x USA Swimming and Gulf Swimming rules will apply. The meet will be held under the sanction of USA Swimming and Gulf Swimming. No entries can be accepted unless the entrant is either registered or certified by USA Swimming. (*For zoned meets, add the following: Gulf Zone x teams are not eligible to swim at this meet.*) (*For "BB/B" meets and other meets with cut-off times, add the following: The three (3) event rule and up/down rule do not apply. Swimmers are not eligible to swim an event, if they have times equal to or better than the listed cut-off times for that event. Once swimmers have qualified for a particular division in an event, prior to the entry deadline stated in the meet invitation, they may not swim that event in a slower division. Swimmers entering events in a slower division are subject to disqualification from the meet by the Referee.*)

POOL MEASUREMENT: (*Include one of these statements, as appropriate.*)
 The competition course has been certified in accordance with USA Swimming Rule 104.2.2C(4). The copy of such certification is on file with USA Swimming.

The competition course has not been certified in accordance with USA Swimming Rule 104.2.2(C). The pool will be measured before the competition begins to ensure that the course length is correct.

TIMING SYSTEM: (*Alternative suggested for BB and above and non-zone meets.*)
 A Colorado Model 5000 electronic timing system with electronic scoreboard will be used. Two watches per lane will be used as a back-up. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the psych sheet.

(Alternative suggested for 10 & Under and B & Under Meets.)

Three watches per lane. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the psych sheet.

POOL DECK RESTRICTION: Because of USA Swimming Insurance Safety Regulations, the swimming pool deck, during the operation of all Gulf Swimming sanctioned meets, is closed to all persons except swimmers, coaches, marshals, officials, meet personnel, and timers. All registered non-athletes are required to display their current USA Swimming registration card. If you are asked to leave the deck by any registered personnel, please do so. It is for your safety.

Coaches and Officials must present their membership cards in order to receive complimentary Psych Sheets and for admission to the Hospitality Room.

PROOF OF TIME: Any swimmer that cannot prove that he/she was eligible to swim an event will be fined \$20.00 for each event he/she fails to prove. The fine or proof of time is sent to the Administrative Vice-Chair, *(Insert current name)*.

SWIMMERS WITH DISABILITIES: Coaches and/or swimmers are responsible for notifying the Meet Referee of any disability prior to the competition and for providing their own assistant or equipment. However, Coaches/Swimmers may contact the Meet Director at least two weeks in advance of the meet to reserve Gulf Swimming equipment (remote strobe).

CONCESSIONS: Concessions will be available ...*(fill in as appropriate)*

HOSPITALITY: A hospitality room will be available ...*(fill in as appropriate)*

MERCHANDISE: *(Vendor Name)* will be at the meet selling swim apparel and swim gear. *(fill in as appropriate)*

MEET RESULTS: Meet results will be posted on the Gulf Swimming Web Page (www.gulfswimming.org), within three days after the conclusion of the meet.

(Add any specific information relating to this specific meet or venue.)

Attach Meet Format, Entry Verification Form, Gulf Safety Guidelines and Warm-up Procedures, and Official Meet Entry Form.

ENTRY VERIFICATION
APPENDIX F

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry forms or entry disk are currently registered with USA Swimming. Additionally, I verify that the on-deck coaches have met the current certification requirements.

Signature

Title

Date