



15th TWST MLK Holiday Weekend Meet

A Short Course Yards Open Prelims-Finals Meet



Hosted By
THE WOODLANDS SWIM TEAM
January 15-17, 2016
Sanction No. GU-01-651

LOCATION: CISD Natatorium, 19133 David Memorial Drive, Shenandoah, Texas 77385

DIRECTIONS: **From I-45 Northbound:** Exit College Park Dr. (exit 79A). Proceed north on the frontage road and turn right (east) on Ed English Drive (at Discount Tire Co.). Proceed to David Memorial Drive and turn right (south), the Natatorium will be on your left, adjacent to the football stadium. **From I-45 Southbound:** exit Tamina (exit 77). At the intersection of I-45 and Research Forest/Tamina, turn left (east) onto Tamina Road and travel to first stop light. At the stop light turn left (north) onto David Memorial Drive (behind Home Depot), the Natatorium will be on your right.

MEET STAFF: **MEET REFEREE:** Claude Humbert email: claud_humbert@sbcglobal.net
ADMIN OFFICIAL: Grant Newman email: grant.newman3@gmail.com
MEET DIRECTOR: Blanca Chow-Hickman email: blancachow@yahoo.com
SAFETY MARSHAL: Kathy Dillard
COACH: Tim Bauer

POOLS: Two 25 yard, 8 lane indoor competitive pools with non-turbulent lane lines. Warm-up/warm-down lanes will be available for all sessions.

TIME & DATE: This is a prelims/finals meet for all ages. 15&Up swimmers will swim A/B/C finals; 11-14 swimmers will swim A/B finals and 10&Under swimmers will swim A final. All of Friday's events and all relays are timed finals events. All relays will swim in prelims.

	<u>Warm-ups</u>	<u>Session Start</u>
Friday Timed Finals*	4:30 pm	5:30 pm
Saturday Prelims	7:30 am	9:00 am
Saturday Finals**	4:00 pm	5:00 pm
Sunday Prelims	7:30 am	9:00 am
Sunday Finals**	4:00 pm	5:00 pm

The Friday session will have open warm-up. Saturday and Sunday prelims sessions will have split warm-ups with lane assignments. Lane assignments for prelims warm-ups and timing assignments for prelims sessions will be designated in the psych sheet, and posted on the Gulf Swimming website by Monday, January 11, 2016.

* Swimmers must provide their own timers and, as needed, lap counters for Friday's events.

** Warm-ups for Saturday and Sunday finals sessions will begin 2 hours after the conclusion of the prelims session or 4:00pm, whichever is later, and the session will begin 1 hour after the warm-ups commence.

MEET TYPE: This meet will be run utilizing the “Flyover Starts” procedures unless the meet referee decides otherwise. 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.

MEET FORMAT: Friday’s events will swim girls in the West Pool and boys in the East Pool. Individual events in Saturday and Sunday prelims sessions will swim odd heats in the West pool and even heats in the East pool. All relay events will swim girls in the West pool and boys in the East pool. All finals events will swim in the East pool.

As applicable, all individual events in prelims will swim combined but will be scored separately by age group: 15&Up, 13-14, 11-12, and 10&Under.

TWST reserves the right to limit entries, to combine events by age and/or gender, or move events from one pool to another in order to more efficiently run the meet and to maintain reasonable timelines. Any of these changes will be communicated to attendees either in the warm-up/timeline report posted on the Gulf website or on site via announcement of the changes.

SAFETY GUIDELINES AND WARM-UP

PROCEDURES: See attached Safety Guidelines and Warm-up Procedures.

OFFICIALS: The uniform for all preliminary sessions will be white polo shirt over khaki shorts/pants/skirt. The uniform for finals will be navy polo shirt over khaki pants/skirt (no shorts please).

SEEDING: This will be a pre-seeded meet for individual events 200 yards or less and all relays. Positive check-in is required for Friday’s events only. All heats will swim fastest to slowest except finals heats, which will swim slowest to fastest. On-deck entries will be added to empty lanes or a heat will be added if necessary and if the timeline permits.

FOUR HOUR RULE:

This meet will operate under the USA Swimming Four Hour Rule. The meet host may limit entries, or may limit or eliminate deck entries as needed to conclude each session of the meet within four hours. In addition, The Woodlands Swim team may limit entries, or eliminate deck entries to accommodate facility availability.

CHECK-IN: This is a pre-seeded meet for individual events 200 yards or less and all relays. Positive check-in is only required for Friday’s events. Friday’s positive check-in will close 45 minutes prior to the session start. Athletes who do not perform positive check-in for Friday’s events will be scratched from those events.

**FINALS AND
SCRATCHING:**

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.11.6D and 207.11.6E, 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 Gulf Swimming 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:**

TWST reserves the right to limit on-deck entries to accommodate a reasonable meet timeline, the Four Hour Rule, or facility constraints. Under these conditions, late entries may be accepted each day up to 45 minutes before the start of the session. Those swimmers missing the 6:00 PM, Tuesday January 5, 2016 deadline may enter the meet on deck in the following manner:

1. Swimmers must pay double the entry fee at the time of entry. Swimmers must pay surcharge fee if not already entered in the meet.
2. Swimmers must supply completed entry forms entered at the swimmers' best times. Swimmers will be seeded into open lanes.
3. Swimmers must enter all events for the day forty-five (45) 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. A heat will be added, if necessary and if the timeline permits.

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. 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).

Cut-off Times: No cut-off times.

Qualifying Times: No qualifying times with the following exceptions:

8&Under swimmers: Must have 2013-16 National Age Group Motivational Times 10&Under “BB” time to enter that event.

9-10 year old swimmers: No qualifying time for events 200 yards or less. Must have 2013-16 National Age Group Motivational Times 10&Under “BB” time to enter the 500 Free.

11-12 year old swimmers: No qualifying times for events 200 yards or less. Qualifying times are 2013-16 National Age Group Motivational Times 11-12 “BB” time for 400 IM and 500 Free.

13-14 year old swimmers: No qualifying times for events 200 yards or less. Qualifying times are 2013-16 National Age Group Motivational Times 13-14 “BB” time for 400 IM, 500 Free, 1000 free and 1650 free - may enter 1000 or 1650 free with NT with 500 free qualifying time.

Age: As of January 15, 2016

Number of Events: On Friday, swimmers may only swim 2 (two) events but may not swim both the 1000 Free and 1650 Free. For Saturday and Sunday sessions swimmers may compete in up to 3 (three) individual events and 1 relay event per day. TWST reserves the right to limit meet entries and on-deck entries to accommodate a reasonable meet timeline, the Four Hour Rule, or facility constraints.

Deadline: Entries must be in the hands of the Meet Entry Chairman no later than 6:00 PM, Tuesday January 5, 2016. 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 Entries Chair at:

**Kallie Rees
3 South Regent Oak
The Woodlands, TX 77381**

**e-mail: kallierees@gmail.com
Phone: 201-362-7178**

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 HyTek 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 Announcement.

Eligible Teams: Open to all USA Swimming registered swim teams.

Fees: \$9.00 per Individual Event, \$15.00 per relay, and \$5.00 per swimmer surcharge fee. Make checks payable to The Woodlands Swim Team. Entry fees must accompany entries, if delivered by any method other than email.

AWARDS: **Individual Events:** Ribbons 1st through 8th for 14&U swimmers
Relay Events: Ribbons 1st through 3rd for 14&U swimmers
High Point Award: 10&U, 11-12, 13-14, 15&O

SCORING: **Individual Events:**
1st – 8th place: 20-17-16-15-14-13-12-11
9th – 16th place: 9-7-6-5-4-3-2-1

Relay Events:
1st - 8th place: 40-34-32-30-28-26-24-22
9th - 16th place: 18-14-12-10-8-6-4-2

Events will be scored by: 10&U, 11-12, 13-14, 15&O age groups

**RULES AND
SANCTIONS:**

The current USA Swimming and Gulf Swimming rules will apply. The meet will be held under the sanction of USA Swimming and Gulf Swimming. It is understood and agreed that USA Swimming and Gulf Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. No entries can be accepted unless the entrant is a registered member of USA Swimming as provided in Article 302. On-deck USA Swimming membership registration will not be permitted.

POOL

MEASUREMENT: The competition course is compliant, but not certified, in accordance with USA Swimming Rule 104.2.2(C). Course measurements will be verified each session in accordance with Gulf Swimming Rules. The water depths of the competition course measured from 1 meter to 5 meters on the starting and turning ends of the course are as follows:

<u>Pool</u>	<u>Start End</u>	<u>Turn End</u>
East (Diving)	7'	7'
West (Scoreboard)	7'	7'

TIMING SYSTEM: The Daktronics Omni Sport 2000 electronic timing system with electronic scoreboard will be used. Two watches per lane will be used as a back-up.

POOL DECK

RESTRICTION: Because of USA Swimming Insurance Safety Regulations, the swimming pool deck, during the operation of all Gulf 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/Heat Sheets and for admission to the Hospitality Room.

Please see attached "Rules, Regulation, Prohibitions, and Deck Access" of the CISD Natatorium. **All meet entries must be accompanied by a signed copy of CISD's "Healthy Swimming Policy".**

DECK CHANGING: Deck changes are prohibited. Deck change definition – "changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes".

AUDIO/VISUAL RECORDING

DEVICES: Use of audio or visual recording devices, including a cell phone, is not permitted in the area behind the starting blocks, in changing areas, restrooms, showers or locker rooms. Violators may be reported to law enforcement or other government authorities and/or may be barred from the facility during the sanctioned event.

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, Jason Wedlick.

UNACCOMPANIED

SWIMMERS: Any swimmers entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

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: A concession stand will be open during the meet in the lobby on the second level.

HOSPITALITY: A hospitality room will be available.

MERCHANDISE: Swim Shops of the Southwest is located in the lobby and will be open during the meet to sell swim apparel and swim gear.

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

**SPECTATOR
SEATING:**

Reserving seats between or during sessions is not allowed. Chairs and inflatable mattresses are not allowed. Certain items such as coolers and stadium seat are restricted - please see attached "The CISD Natatorium Rules, Regulation, Prohibitions, and Deck Access" attachment for specific information.

TWST MLK Holiday Weekend Meet

Open Prelim-Finals Meet

A SHORT COURSE YARDS PRELIMS & FINALS MEET

HOSTED BY
THE WOODLANDS SWIM TEAM
 January 15-17, 2016
 SANCTION #GULC-XXXX

Entry rules:	
Type of Meet	Prelims/Finals – 15&Up A/B/C, 11-14, A/B Finals, 10&Under A final
Max # events per day	3 Individual, 1 Relay
Swimmers eligible	All USAS Registered Teams
Entry times in	LCM/SCM/SCY
Qualifying times	None, with exceptions below
Qualifying Times Exceptions	Must have USAS “BB” Motivational time 13-14, 11-12 (as applies) for: 400 IM, 500 Free, 1000 Free, & 1650 Free; may enter 1000 Free, 1650 Free with NT using 500 Free “BB” qualifying time; 9-10 swimmers must have 10&Under “BB” time to enter 500Free; 8&Under swimmers must have 10&Under “BB” time to enter that event
One-up/one-down rule?	No
3-event rule?	No
Cut-off times	None
Enter with no time?	Yes, other than above qualifying times exceptions
Fees	Individual - \$9.00, Relay \$15.00
Swimmer surcharge	\$5.00 per swimmer

ORDER OF EVENTS

Friday January 15, 2016

Open Warm-ups 4:30 pm; session starts at 5:30 pm

Girls	Friday Timed Finals			Boys
Event #	Age	Distance	Stroke	Event #
1	12&Under	500	Freestyle	2
3	13&Over	500	Freestyle	4
5	11-12	400	IM	6
7	13&Over	400	IM	8
9	13&Over	1000	Freestyle	10
11	13&Over	1650	Freestyle	12

ORDER OF EVENTS

Saturday, January 16, 2016

Prelims: Warm-ups start 7:30 am (split sessions); meet starts at 9:00 am

Finals*: Warm-ups start 4:00 pm; meet starts at 5:00 pm

Girls	Saturday Prelims			Boys
Event #	Age	Distance	Stroke	Event #
13	12&Under	200	IM	14
15	13&Over	200	IM	16
17	12&Under	100	Free	18
19	13&Over	100	Free	20
21	12&Under	50	Breast	22
23	13&Over	100	Fly	24
25	12&Under	100	Fly	26
27	12&Under	50	Back	28
29	11&Over	200	Breast	30
31	11&Over	200	Back	32
33	13&Over	400	Free Relay	34
35	12&Under	400	Free Relay	36

ORDER OF EVENTS

Sunday, January 17, 2016

Prelims: Warm-ups start 7:30 am (split sessions); meet starts at 9:00 am

Finals*: Warm-ups start 4:00 pm; meet starts at 5:00 pm

Girls	Sunday Prelims			Boys
Event #	Age	Distance	Stroke	Event #
37	12&Under	200	Freestyle	38
39	13&Over	200	Freestyle	40
41	12&Under	100	Breast	42
43	13&Over	100	Breast	44
45	12&Under	50	Fly	46
47	11&Over	200	Fly	48
49	13&Over	100	Back	50
51	12&Under	100	Back	52
53	13&Over	50	Free	54
55	12&Under	50	Free	56
57	13&Over	400	Medley Relay	58
59	12&Under	400	Medley Relay	60

* Finals warm-ups will begin 2 hours after prelims conclude or at 4:00 pm, whichever is later.

SAFETY GUIDELINES AND WARM-UP PROCEDURES

WARM-UP PROCEDURES

- A. General warm-up (Initial portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
 - 1. **NO DIVING OR RACING STARTS** allowed from the blocks edge of the pool. Swimmers must enter the pool feet first cautiously.
 - 2. **NO SPRINTING OR PACE WORK** allowed during this general warm-up session.
- B. Specific warm-up (Last portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
 - 1. **RACING STARTS ONLY**, either from blocks or from backstroke starts.
 - 2. Lanes are **ONE WAY ONLY**.

SAFETY GUIDELINES

- A. Swimmers Responsibilities
 - 1. All swimmers without a registered coach to observe them at the meet, and/or their coaches, should arrange, prior to their arrival at the meet, for a registered coach to observe them during the warm-up, competition and warm-down. Any unattached or unattended swimmers who have not made previous arrangements with a coach to observe them at the meet will not be allowed on deck and will not compete in the meet.
- B. Coaches Responsibilities
 - 1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practice.
 - 2. Coaches shall stand near the starting end of the pool when starting swimmers on sprint and pace work.
 - 3. Coaches shall actively supervise their swimmers throughout the warm-up session.
 - 4. Coaches shall maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
 - 5. Registered coaches of unattached swimmers and registered coaches of non-Gulf teams should notify the meet host by the entry deadline if they will be at the meet, so that they may be assigned to a warm-up lane.
- C. Safety Marshals
 - 1. Appointed Safety Marshals are members of USA Swimming and have the authority to remove from the deck for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines or warm-up procedures. **THE MEET REFEREE MAY EXERCISE ADDITIONAL ADJUDICATION AUTHORITY AS NECESSARY.**
- D. Miscellaneous
 - 1. Swimmers should be reminded by coaches that breaststrokes need more lead time than freestyle or butterfly swimmers.
 - 2. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the starting blocks, when a backstroke is waiting to start.
 - 3. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
 - 4. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during warm-up periods.
 - 5. Warm-up procedures shall be enforced for any breaks, scheduled or otherwise, during the competition.
 - 6. All diving boards and equipment are **OFF LIMITS**.
- E. Pool Rules
 - 1. Smoking or use of other tobacco products is not allowed on the grounds of USA Swimming meets.
 - 2. Glass containers are prohibited.
 - 3. Swimmers, coaches, and spectators are expected to observe all rules and regulations included in the announcement.

The CISD Natatorium Rules, Regulation, Prohibitions, and Deck Access

1. All participants must follow the CDC “Healthy swimming policy” and shower before warm-up, no exception.
2. Shaving is not permitted anywhere within the entire CISD Natatorium Complex.
3. No chewing gum, food or color based drinks will be allowed on the pool deck, water only.

- Security personnel are empowered to enforce any and all regulations established by CISD Natatorium Policy.
- Only participants, coaches, event administrators, and event volunteers are allowed on the pool deck – all spectators and parents must remain in the grandstand.
- Participants in swim suits are not allowed in the Grandstand-seating area. Participants and spectators are not allowed to lean against glass the rails, climb over banisters / railings, or pass any posted barriers.
- Participants and spectators are not allowed to use other areas of the CISD Natatorium complex during this event without securing a pass at the Services Desk located in the facility lobby.
- Lawn Chairs are not allowed in the CISD Natatorium Grandstand-seating area, Stadium seats shall not exceed 17” wide x 13” deep.
- Each competing team is permitted one temporary banner, placed at the discretion of the Aquatic Director. Team banners must not exceed 5’ by 8’. No handmade signage is allowed.
- Absolutely no tobacco, alcohol products, or glass containers are allowed on Conroe School District property. This applies to the parking lot.
- Spectators are allowed (1) Cooler 13” wide x 11” deep x 12” tall that can be placed directly under their seating area, Participant /Teams are allowed an Ice-Chest (1) PER GENDER on the deck provided they do not contain glass items, bottled water is allowed.
- Betting and gambling is strictly prohibited.
- Teams are expected to police their respective areas at the conclusion of the competition.
- Participating or any activity that can be interpreted or described as “*risky*” or “*horseplay*” is prohibited throughout the entire CISD Natatorium Complex.
- Diving equipment such as trampoline, spotting rigs, dry-board apparatus, and the warm-pool are not to be used unless authorized by the CISD Natatorium Director.
- The use of flash cameras or noise-makers at the start, during or end of any race is prohibited.
- Blocking or restricting fire lanes or emergency exits, and the use of emergency exits for non-emergency use is prohibited.

Access to the deck of the CISD Natatorium is restricted by pass to the following:

- Athletes from competing teams
- Administrative support personnel
- Coaches of competing teams
- Facility/District Staff
- Officials
- Marshals
- Timing System operators
- Security personnel
- Computer systems operators
- Lifeguards
- Lane timers
- Service and supply vendors
- Credentialed media personnel
- Hospitality personnel
- Medical support personnel
- Other personnel on a case-by-case basis at the discretion of the Meet Coordinator, the Meet Director, or the Meet Referee.

CISD Healthy Swimming Policy

CISD is committed to the health and safety of all patrons. *The CISD Natatorium* utilizes advanced training and technology and has adopted the Centers for Disease Controls (CDC) “*Healthy Swimming Policy*”. This policy protects our patrons and spectators from poor air or water quality hazards typical with indoor-swimming pools caused by microorganisms and chloramines. The cornerstone of this policy is based on guidelines which mandate safe practices such as requiring all participants to shower before entering the CISD Natatorium.

“Healthy Swimming Policy” Acknowledgement Form

Receipt Form

Organization: _____

Representative Name and Title: _____

By my signature below I agree, on behalf of my organization that:

- I have received a copy of both the “*Healthy Swimming Policy*” and the CISD Natatorium General Operating Procedures. I understand the responsibility for ensuring that all members of the organization
M
and their guests comply with these rules. I understand that additional copies are available in the office of The Natatorium Coordinator, clerk at the front desk, or at the Facility Manager’s office at the CISD Administration Building.
- I affirm that all required staff members of my organization have current CPR/First Aid certifications and specific training or liability certification requirements needed by the organization’s national governing body.
- I understand that the District may from time to time modify its policies and I agree to abide by those changes.

Head Coach Signature

Date

