



TWST 10&Under Open Halloween Meet



Hosted By: THE WOODLANDS SWIM TEAM
October 29-30, 2016
Sanction No. GUSC 17-020

Entries Due Tuesday, October 18, 2016

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:	Andrea Walin	e-mail: andrea.walin@gmail.com
ADMIN OFFICIAL:	Shawn Anderson	e-mail: shawn.anderson@gmail.com
MEET DIRECTOR:	Monica Lopez	e-mail: monlopez@comcast.net
		phone: 832-515-0407
SAFETY MARSHAL:	Kyle Shumaker	
COACH(ES):	Tim Bauer, Head Coach	
	Valerie Fenter, Head Age Group Coach	

POOL: 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 2 session, 2 day timed finals meet with a PM session on Saturday and AM session on Sunday.

	<u>Date</u>	<u>Warm-ups</u>	<u>Session Start</u>
Session 1	Saturday, October 29 th	1:00 pm	2:30 pm
Session 2	Sunday, October 30 th	7:30 am	8:30 am

Split warm-ups will be in effect, with assignments posted on the Gulf Swimming website. Lane assignments for warm-ups and timing will be posted on the Gulf Swimming website by Monday, October 24, 2016. Each team entered in the meet will be requested to provide timers for each session. Team timing requests will be made on a pro-rata basis. Timer signup sign-in sheets will be posted in the main lobby at the volunteer check-in desk.

MEET TYPE: This is a pre-seeded, timed-finals meet. 8&U swimmers will compete in the West (scoreboard end) Pool and 9-10 swimmers will compete in the East Pool (diving well end). Heats will swim fastest to slowest. 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.

The Woodlands Swim Team reserves the right to consolidate entries between age groups, gender and/or to run girls' heats/odd heats in the West pool and boys' heats/even heats in the East pool in order to run the meet efficiently. Any such changes to the original format of the meet will be announced 30 minutes prior to the start of the events affected by the change.

COSTUME

PARADE:

There will be a short Halloween costume parade on Saturday, October 29, 2016 immediately following warm-ups and before the start of the meet.

SAFETY GUIDELINES AND WARM-UP

PROCEDURES:

See attached Safety Guidelines and Warm-up Procedures.

OFFICIALS:

The uniform for all sessions is white polo shirt over khaki short/pants/skirt.

SEEDING:

This will be a pre-seeded meet. Circle-in is not required. All events will be seeded with heats in the order of fastest to slowest. Coaches, please inform your swimmers of pre-seeded rules. As a courtesy to the host, coaches should inform the clerk of course of swimmers not attending the meet. Empty lanes will be used for deck entries.

FOUR HOUR

RULE:

This meet will operate under the Gulf Four Hour Rule. The meet host may limit entries, including on-deck entries (see ON-DECK ENTRIES section below), as needed to conclude each session of the meet within four hours. CFSC, KATY and STA have agreed up front to support this meet so their entries will be accepted first. All other teams' entries will be accepted subsequently on a first-come, first-served basis. In addition, The Woodlands Swim Team may limit entries to accommodate facility availability.

CHECK-IN:

This is a pre-seeded meet, check-in is not required. The Woodlands Swim Team requests that coaches let the COC know about any scratches for the given session prior to the close of on deck entries so that we can efficiently seed on deck entries.

ON-DECK

ENTRIES:

TWST reserves the right to limit or eliminate on-deck entries to accommodate a reasonable meet timeline, the Four Hour Rule, or facility constraints. On-deck entries may be limited to empty lanes or eliminated entirely depending on the size of the meet. Any information regarding limitations/elimination of on-deck entries will be included in the warm-up/timeline document **posted on the Gulf website October 24, 2016.** Under these conditions, those swimmers missing the 6:00 PM, Tuesday October 18, 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. If not already entered in the meet, the swimmer surcharge shall also apply.

2. Swimmers must supply completed entry forms entered at the swimmers' best times. The swimmers will be seeded into open lanes.
3. Swimmers must enter all events for the applicable session no earlier than the start of warm-ups for that session and no later than forty-five (45) minutes prior to the start of that session'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.

ENTRY

INFORMATION:

Entry Times: Swimmers must enter at their best time. Converted times ARE allowed. If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested.

Cut-off Times: No cut-off times.

Qualifying Times: No qualifying times.

Age: As of October 29, 2016.

Number of Events: 8&U swimmers may compete in up to 3 (three) individual events per day. 9-10 swimmers may compete in up to 4 (four) events per day.

Entries: All teams entering 10 or more swimmers MUST submit their entries electronically via e-mail, using the HY-TEK MEET MANAGER/HY-TEK TEAM MANAGER computer software, along with a summary pdf file of the entries.

Teams with fewer than 10 swimmers may submit their entries by filling out the attached entry form, scanning and submitting via e-mail.

Deadline: Entries must be in the hands of the Meet Entry Chair no later than **6:00 PM, Tuesday October 18, 2016**. No late entries will be accepted. E-mail entries to and mail entry fees, checks payable to The Woodlands Swim Team, to the Meet Entry Chair at:

**Patricia Leijnse
7 Sentinel Place
The Woodlands TX, 77382**

**e-mail: twstmeetentries@gmail.com
Phone: (832) 698-9267**

Eligible Teams: Open to all USA Swimming teams. However, CFSC, KATY and STA have agreed up front to support this meet so their entries will be accepted first. All other teams' entries will be accepted subsequently on a first-come, first-served basis.

Individual Event Fee (per event): \$6.00

Swimmer Surcharge (per swimmer): \$3.00 per swimmer

Make checks payable to: The Woodlands Swim Team

AWARDS:**Individual Events:** Medals 1st through 8th**Individual High Point Award:** A high point award will be given to the top 6 (six) scoring boys and girls swimmers for each age group.**SCORING:****Individual Events:** 1st through 8th: 9-7-6-5-4-3-2-1**Events will be scored by:** 6&U, 7, 8, 9, 10 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 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.

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. Teams will be required to furnish timers on a pro rata basis according to the number of swimmers for the team. Timing assignments will be published in the warm-up/timeline document posted on the Gulf website. Swimmers in the 500 free must provide 2 timers and a lap counter.

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 Heat Sheets and for admission to the Hospitality Room. Coaches must supervise their swimmers.

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 CHANGES: 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 governmental authorities and/or may be barred from the facility during the sanctioned event.

No photography/videography allowed on deck other than by coaches for coaching purposes or by credentialed media personnel approved by the Meet Director prior to the meet start.

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 Gulf Swimming Administrative Vice-Chair.

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).

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 seats are restricted - please see attached “The CISD Natatorium Rules, Regulation, Prohibitions, and Deck Access” attachment for specific information.

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

HOSPITALITY: A hospitality room will be available for coaches and meet officials.

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: Final meet results will be posted on the Gulf Swimming Web Page at: <http://www.gulfswimming.org>, within three days after the conclusion of the meet.

Entry rules:

Type of Meet	Timed Finals
Max # individual events per day	8&U - 3 (three); 9-10 - 4 (four)
Swimmers eligible	All USA Swimming registered swimmers
Entry times in	SCY/SCM/LCM
Qualifying times	None
Cut-off times	None
Enter with no time?	Yes
Fees	Individual Event - \$6.00
Facility surcharge	\$3.00 per swimmer

ORDER OF EVENTS

Saturday, October 29, 2016
Warm-ups 1:00pm, Meet start 2:30pm

8&U Saturday Events West Pool					
Girls					Boys
Event #	Age	Distance	Stroke		Event #
1	7	100	IM		2
3	8	100	IM		4
5	6&U	25	Free		6
7	7	50	Free		8
9	8	50	Free		10
11	6&U	25	Fly		12
13	7	50	Fly		14
15	8	50	Fly		16
17	6&U	25	Back		18

9&10 Saturday Events East Pool					
Girls					Boys
Event #	Age	Distance	Stroke		Event #
19	9	100	Breast		20
21	10	100	Breast		22
23	9	50	Free		24
25	10	50	Free		26
27	9	100	Fly		28
29	10	100	Fly		30
31	9	100	IM		32
33	10	100	IM		34
35	9	50	Back		36
37	10	50	Back		38
39	9	200	Free		40
41	10	200	Free		42

Saturday Notes:

- *There will be a short Halloween costume parade immediately following warm-ups. Shoes are required if parade is outside.*
- *The meet will begin immediately following the parade.*
- *8&U: maximum 3 events per day, will swim in West Pool (scoreboard end)*
- *9-10: maximum 4 events per day, will swim in East Pool (bulkhead end)*
- *All events will be pre-seeded and heats will swim fastest to slowest.*
- *The Woodlands Swim Team reserves the right to consolidate entries between age groups, gender and/or to run girls' heats/odd heats in the West pool and boys' heats/even heats in the East pool in order to run the meet efficiently. Any such changes to the original format of the meet will be announced 30 minutes prior to the start of the events affected by the change.*

Sunday, October 30, 2016

Warm-ups 7:30am, Meet start 8:30am

8&U Sunday Events West Pool						
Girls					Boys	
Event #	Age	Distance	Stroke	Event #		
43	6&U	100	IM	44		
45	7	100	Free	46		
47	8	100	Free	48		
49	6&U	25	Breast	50		
51	7	50	Breast	52		
53	8	50	Breast	54		
55	6&U	50	Free	56		
57	7	50	Back	58		
59	8	50	Back	60		

9&10 Sunday Events East Pool						
Girls					Boys	
Event #	Age	Distance	Stroke	Event #		
61	9	200	IM	62		
63	10	200	IM	64		
65	9	50	Fly	66		
67	10	50	Fly	68		
69	9	100	Free	70		
71	10	100	Free	72		
73	9	50	Breast	74		
75	10	50	Breast	76		
77	9	100	Back	78		
79	10	100	Back	80		
81	9	500	Free	82		
83	10	500	Free	84		

Sunday Notes:

- 500 Free swimmers must provide a lap counter and two timers.
- 8&U: maximum 3 events per day, will swim in West Pool (scoreboard end)
- 9-10: maximum 4 events per day, will swim in East Pool (bulkhead end)
- All events will be pre-seeded and heats will swim fastest to slowest.
- The Woodlands Swim Team reserves the right to consolidate entries between age groups, gender and/or to run girls' heats/odd heats in the West pool and boys' heats/even heats in the East pool in order to run the meet efficiently. Any such changes to the original format of the meet will be announced 30 minutes prior to the start of the events affected by the change.

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 should contact the Meet Director, Safety Marshal or Meet Referee for assistance in making such arrangements prior to their participating in the warm-up.
- 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 backstroker 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 for medical use only, dimensions not to exceed 13” wide x 11” deep x 12” tall. The cooler must 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 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

