

HCAP OPEN INVITATIONAL MEET
hosted by
HARRIS COUNTY AQUATICS PROGRAM
October 14-15, 2017
SANCTION #GUSC 18-013
***Entry deadline: 6:00pm Tuesday, October 3, 2017**

LOCATION: Johnnie Means Swimming Pool
2731 El Camino
Houston, Texas 77054

Directions from Downtown: Take 288 South. Exit Holly Hall. Turn right. Proceed to second street, El Camino, and turn right. Turn in second driveway on the right. Pool is second building to the right.

COACHES: Head Coach - Johnnie Means

POOL: Eight lane, (25 yard, indoor pool with non-turbulent lane lines) with separate warm up/down area.

TIME AND DATE: This is a timed-finals meet.

Session 1: Saturday, October 14, 2017
Warm-up: 7:30 a.m. – 8:45 a.m.
Meet Starts: 9:00 a.m.

Session 2: Saturday, October 14, 2017
Warm-up/
Meet Starts: Host team will publish PM session warm-up and start times with warm-up/timing assignments on Gulf webpage.

Session 3: Sunday, October 15, 2017
Warm-up: 7:30 a.m. - 8:45 a.m.
Meet Starts: 9:00 a.m.

Session 4: Sunday, October 15, 2017
Warm-up/
Meet Starts: Host team will publish PM session warm-up and start times with warm-up/timing assignments on Gulf webpage.

Split warm-ups will be in effect, with assignments posted on the Gulf Swimming website. Lane assignments for warm-ups and timing will be designated in the heat sheet, and posted on the Gulf Swimming website by Monday, October 9, 2017.

MEET TYPE: This meet may run the “Flyover Start” procedures unless a waiver is received from the Technical Planning Committee Chairman. 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 REFEREE: John Haskins jhrider@gmail.com

ADMINISTRATIVE OFFICIAL: Pat Watson pat.watson@cp1.hctx.net

MEET DIRECTORS: John Beaudion john.beaudion@cp1.hctx.net (713) 748-7333

SAFETY MARSHAL: Marion Oliver

SAFETY GUIDELINES AND WARM-UP PROCEDURES: See attached Safety Guidelines and Warm-up Procedures.

SEEDING: The meet will be a pre-seeded meet for events of 200 yards or shorter.

CHECK-IN: All swimmers must positively check-in with the Clerk of Course for events of 400 yards or longer. Check-in for all positive check-in events will be available at the start of warm-up for the session, and due one (1) hour before the event is scheduled to swim. After the events are officially closed, no one may check-in or scratch. After checking-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.

ON-DECK ENTRIES: Late entries will be accepted each day up to **45 minutes** before the start of each session. Those swimmers missing the 6:00 p.m. Tuesday, October 3, 2017 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. The swimmers will be seeded into open lanes.
3. Swimmers must enter all events for the session **forty-five (45) minutes** prior to the start of the 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.
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 times to yard 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). If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested.

Cut-Off Times: None.

Qualifying Times: None.

Age: As of October 14, 2017.

Number of Events: Swimmers may compete in up to five (5) events per day.

Deadline: Entries must be in the hands of the Meet Entry Chairman no later than 6:00 p.m. on Tuesday, October 3, 2017. 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:

Connye Thomas, Meet Entry Chair
2727 El Camino
Houston, Texas 77054
(713) 748-7333 (office) OR (713) 870-6582 (cell)
Connye.thomas@cp1.hctx.net

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).

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: HCAP, TTST, SHARKS, SHAC, SWAT and any other teams to fill the meet.

Fees: \$5.75 per Individual Event and \$3.00 per Swimmer Surcharge. **Make checks payable to Harris County Aquatics Program.** Entry fees must accompany entries, if delivered by any method other than email.

AWARDS: There will be no awards presented at this meet.

SCORING: This meet is scored by individual 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.

TIMING SYSTEM: The water depth of the competition course is 9 feet measured from 1 meter to 5 meters on the starting end of the course, and 7 feet measured from 1 meter to 5 meters on the turning end of the course. A Colorado Model 6000 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 heat sheet. Swimmers in the 400 IM and 500 freestyle 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 Psych Sheets and for admission to the Hospitality Room.

DECK CHANGING PROHIBITION: Except where venue facilities require otherwise, changing into or out of swimsuits other than in lock rooms or other designated areas is not appropriate and is prohibited.

AUDIO/VIDEO 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 events.

DRONES: Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. Exceptions may be granted with prior written approval by the Vice President of Program Operations.

PROOF OF TIME: Any swimmer than cannot prove that he/she was eligible to swim an event will be fined \$20.00 for each event he/she fails to prove, payable to HCAF.

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: Concessions will be available during the meet.

HOSPITALITY: A hospitality room will be available for coaches and officials only. Coaches and officials must show their credentials for admission.

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.

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Entry Rules	
Type of Meet	Timed Finals
Maximum # individual events per day	Five (5) per day
Swimmer eligible	All USA Swimming
Entry times in	SCY/SCM/LCM
Qualifying times	None
Cut-off times	None
Enter with no time?	Does not apply
Gulf "three event" rule applies?	Does not apply
Gulf "up/down" rule applies?	Does not apply
Fees	Individual \$5.75; Swimmer Surcharge \$3.00

**SATURDAY
13&Up**

Girls	AM	Boys
1	200 Free	2
3	100 Breast	4
5	50 Free	6
7	200 Fly	8
9	100 Back	10
11	400 IM*	12

**SATURDAY
12&Under**

Girls	PM	Boys
13	100 IM	14
15	50 Free	16
17	100 Fly	18
19	50 Breast	20
21	100 Back	22
23	200 Free	24

**SUNDAY
13&Up**

Girls	AM	Boys
25	200 IM	26
27	100 Free	28
29	200 Breast	30
31	200 Back	32
33	100 Fly	34
35	500 Free*	36

**SUNDAY
12&Under**

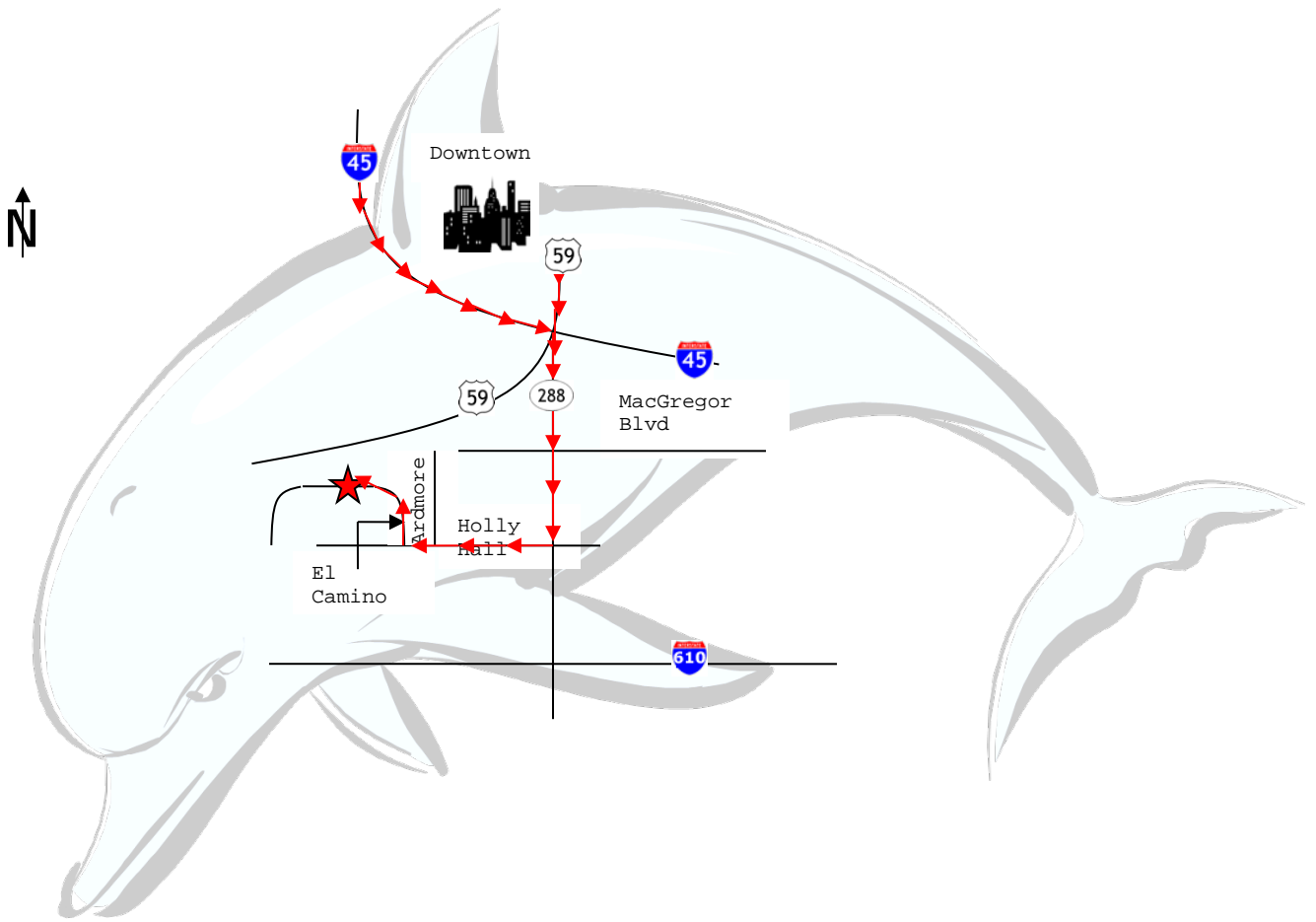
Girls	PM	Boys
37	200 IM	38
39	100 Breast	40
41	50 Fly	42
43	100 Free	44
45	50 Back	46
47	500 Free*	48

All events will be seeded fastest to slowest.

*The 400 IM and 500 Freestyle will be swum alternating girls' and boys' heats. Swimmers entered in these events must provide 2 timers and a lap counter where applicable.

**Warm-up for the Saturday P.M. session will start at 1:00 p.m. or 2 hours after the conclusion of the Saturday A.M. Session. The Saturday P.M. competition will begin 1 hour after the start of warm-up.

From Downtown: Take 288 South. Exit Holly Hall. Turn right. Proceed to second street, El Camino, and turn right. Turn in second driveway on the right. Pool is the second building on the right.



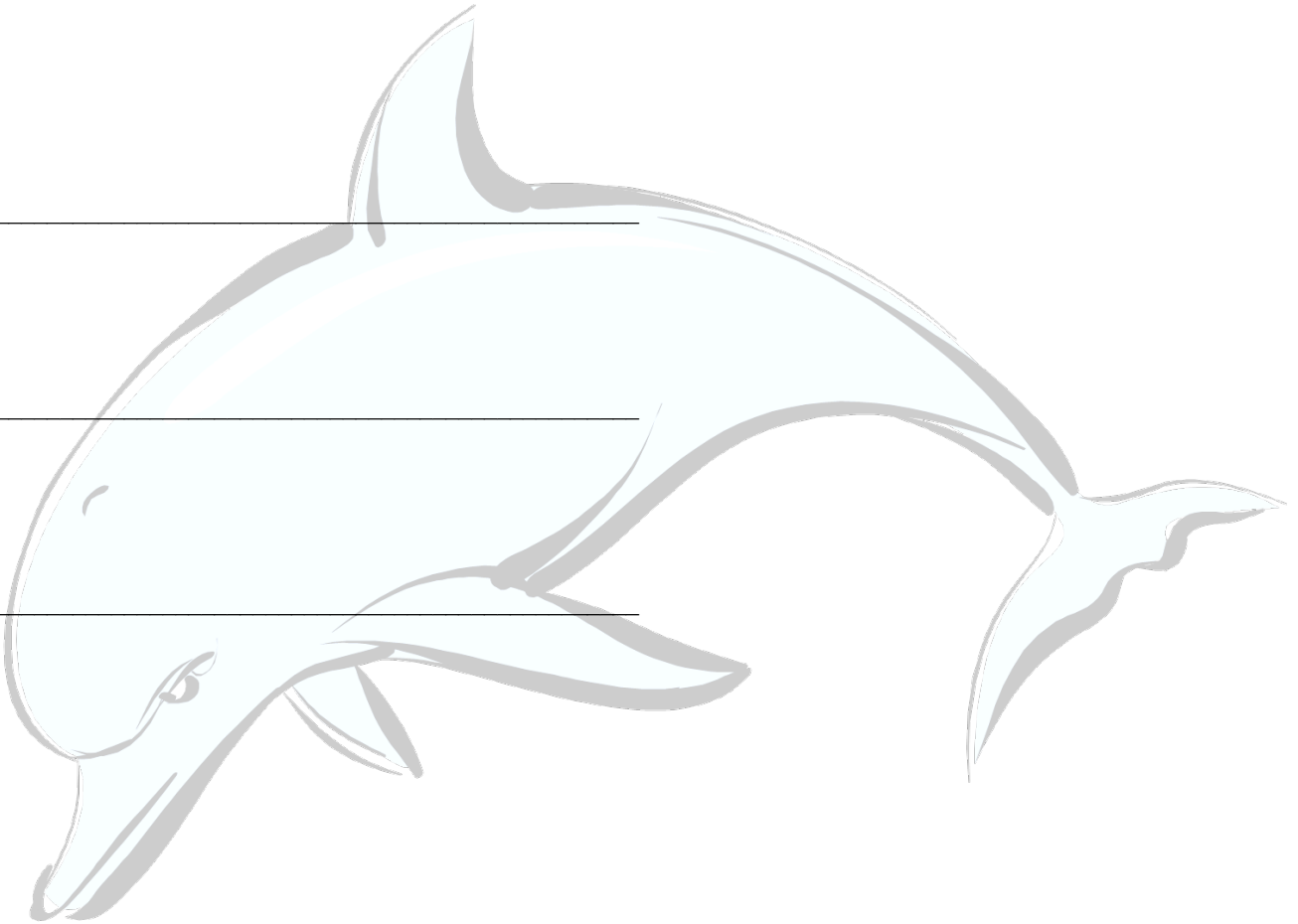
ENTRY VERIFICATION

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



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.

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Team _____ Abbrev. _____ Coach _____ Phone _____

Address _____ City, State & Zip _____

Entry Chair _____ Phone _____ Email Address _____

First Name, Middle Initial, Last Name	Date of Birth	Sex	Age	Event #	Time	Event #	Time	Event #	Time	Event #	Time	# of Events	Fees
TOTALS													