

HCAP 11& UP INVITATIONAL MEET
hosted by
HARRIS COUNTY AQUATICS PROGRAM
October 13-14, 2018
SANCTION #GU-SC-19-008 (R3)
***Entry deadline: 6:00pm Tuesday, October 2, 2018**

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 13, 2018
Warm-up: 7:30 a.m. – 8:45 a.m.
Meet Starts: 9:00 a.m.

Session 2: Saturday, October 13, 2018
Warm-up: Host team will publish PM session warm-up and start times with warm-up/timing assignments on Gulf webpage.

Session 3: Sunday, October 14, 2018
Warm-up: 7:30 a.m. - 8:45 a.m.
Meet Starts: 9:00 a.m.

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 8, 2018.

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: Donna Dormiani donnadormiani@hotmail.com

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

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

SAFETY MARSHAL: Mike McMahan

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

SEEDING: The meet will be deck seeded. Coaches, please inform your swimmers of seeding on deck rules. Once the check-in period closes at 45 min. BEFORE the session begins, all events will be seeded. All events will be seeded with heats in the order of fastest to slowest. 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, Charlie Fry, for each event in which he/she fails to appear.

CHECK-IN: **All swimmers must positively check-in (circle in) with the Clerk of Course for all events.** Check-in for all positive check-in events will be available at the start of warm-up for the session, and due forty-five (45) minutes before the session is scheduled to start. 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 2, 2018 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 not already entered in the meet must also pay the swimmer surcharge fee.
2. Swimmers must supply completed entry forms. Swimmers will be seeded into open lanes in pre-seeded events and according to their best times in deck seeded events.
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: 11-12: Must have 200 Free BB time to enter 500 Free
Must have 200 IM BB time to enter 400 IM
Must have 500 Free A time to enter 1000 Free
13 & Up: None

Age: As of October 13, 2018.

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 2, 2018. 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, LJAC, LAP, AQUA, SCAT, and any other teams to fill the meet.

Fees: \$5.75 per Individual Event and \$5.50 per Swimmer Surcharge (Free Heat Sheets will be available through Meet Mobile. **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: All events other than the 500/1000 Freestyle will be 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 swimmers 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 (for the 500 freestyle).
- 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:** Changing into or out of swimsuits other than in locker rooms is not appropriate and is prohibited.
- AUDIO/VIDEO RECORDING DEVICES:** The 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 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, Charlie Fry.
- 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.
- FACILITY RULES:** A special "viewing area" will be designated in the bleachers for watching individual heats of each swimmer. Camping will not be allowed in this viewing area. This area is intended for you to support your swimming during their heat and to allow others this same courtesy. A monitor will continually watch this viewing area. Anyone abusing this privilege will be asked to leave immediately.

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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	11-12: Must have 200 Free BB time to enter 500 Free Must have 200 IM BB time to enter 400 IM Must have 500 Free A time to enter 1000 Free 13 & Up: None
Cut-off times	None
Enter with no time?	Yes
Gulf "three event" rule applies?	No
Gulf "up/down" rule applies?	No
Fees	Individual \$5.75; Swimmer Surcharge \$5.50 (Free Heat Sheets will be available through Meet Mobile)

SATURDAY AM

Girls	Event	Boys
1	11&O 200 IM	2
3	11&O 50 Free	4
5	11&O 100 Fly	6
7	11&O 200 Breast	8
9	11-12 50 Back	10
11	Open 500 Free**	12

SATURDAY PM

Girls	Event	Boys
13	11&O 200 Free	14
15	11&O 100 Back	16
17	11-12 50 Fly	18
19	11&O 100 Breast	20
21	11&O 400 IM*	22

SUNDAY AM

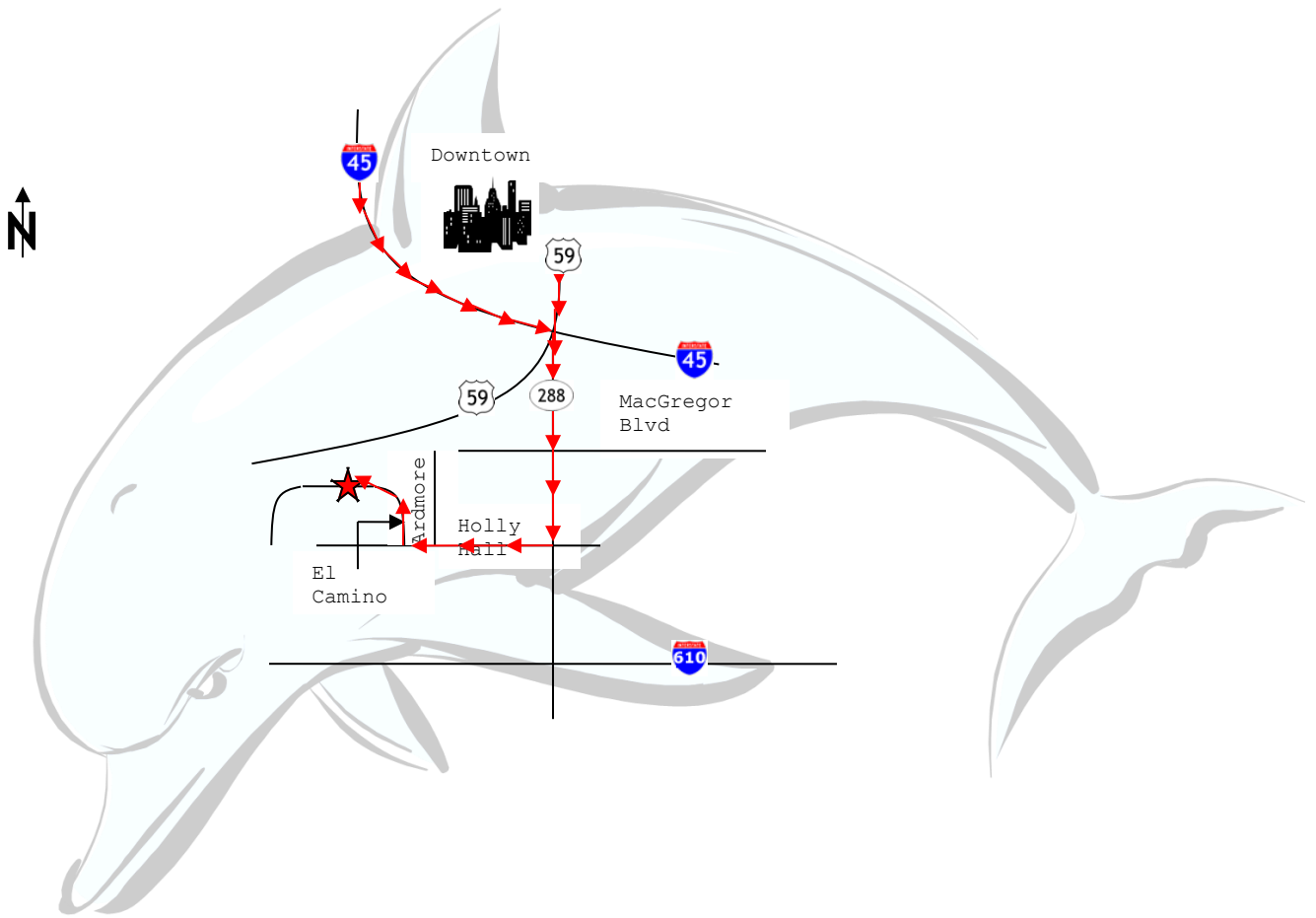
Girls	Event	Boys
23	11&O 200 Back	24
25	11&O 100 Free	26
27	11-12 50 Breast	28
29	11&O 200 Fly	30
31	11-12 100 IM	32
33	Open 1000 Free**	34

All events will be seeded fastest to slowest.

*The 400 IM and 500/1000 Freestyle will be swum alternating girls' and boys' heats. Swimmers entered in these events must provide 2 timers and a lap counter where applicable.

**The 500/1000 Freestyle will not be scored by individual age groups.

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.



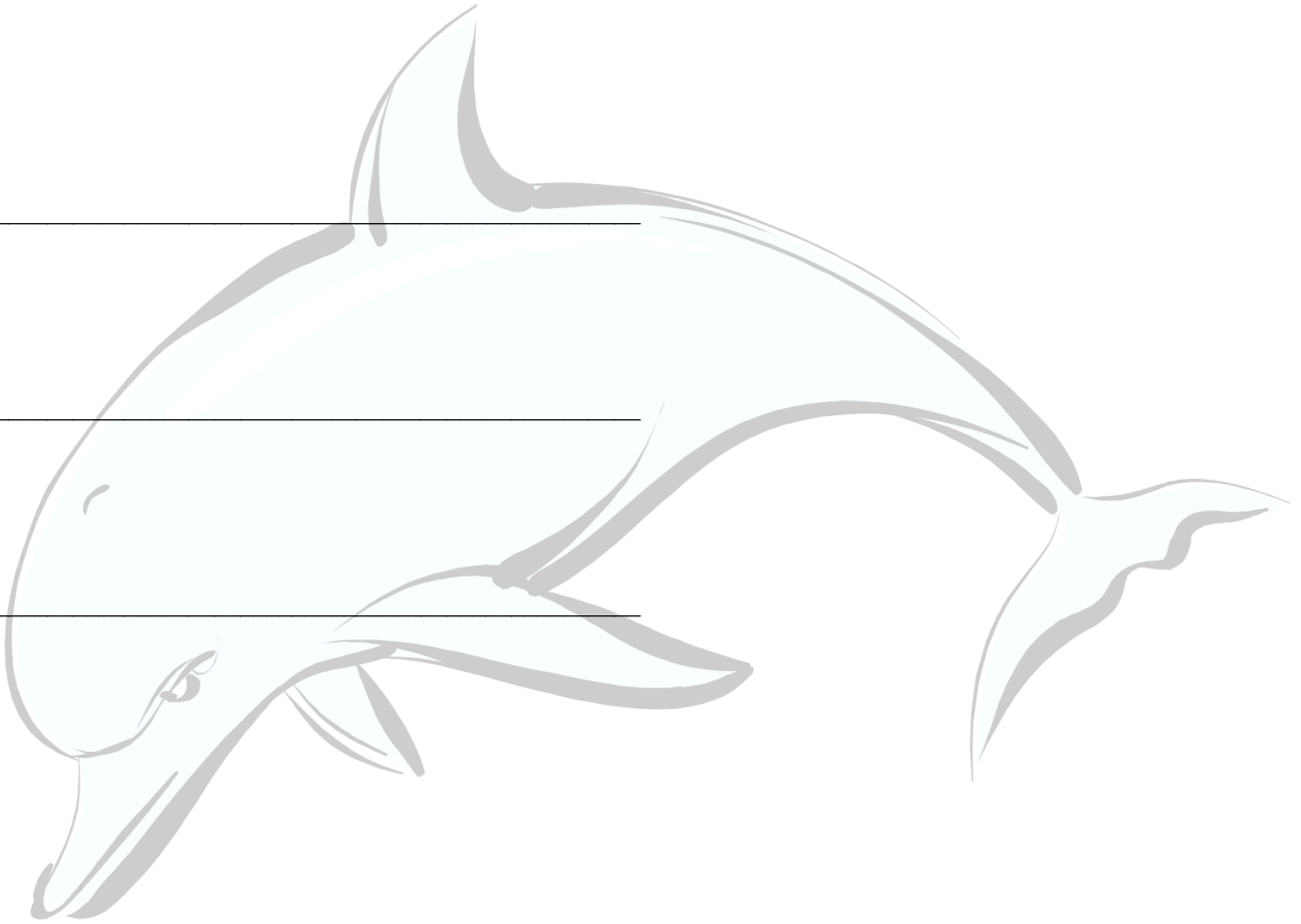
ENTRY VERIFICATION

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.

HCAP OPEN INVITATIONAL MEET
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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													