

HCAP PRELIM/FINAL INVITATIONAL MEET

hosted by

HARRIS COUNTY AQUATICS PROGRAM

February 8-10, 2019

SANCTION #GU-SC-19-075

***Entry deadline: 6:00pm Tuesday, January 29, 2019**

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 seven session, 2 ½ day meet.

11 & up swimmers - prelims/finals meet with a timed final session on Friday and AM prelims/PM finals sessions on Saturday and Sunday.

8 & under swimmers – timed finals sessions on Saturday and Sunday.

Session 1: Friday, February 8, 2019
Age Groups: 11 & Over Girls and Boys
Warm-up: 5:00 PM – 5:45 PM
Meet Starts: 6:00 PM

Session 2: Saturday, February 9, 2019 **(Prelims)**
Age Groups: 11 & Over Girls and Boys
Warm-up: 7:00 AM – 8:15 AM
Meet Starts: 8:30 AM

Session 3: Saturday, February 9, 2019
Age Groups: 8 & Under Girls and Boys
Warm-up/
Meet Starts: Host team will publish PM session warm-up and start times with warm-up/timing assignments on Gulf webpage.

Session 4: Saturday, February 9, 2019 **(Finals)**
Age Groups: 11 & Over Girls and Boys
Warm-up: 4:30 PM** – 5:15 PM
Meet Starts: 5:30 PM

Session 5: Sunday, February 10, 2019 **(Prelims)**
Age Groups: 11 & Over Girls and Boys
Warm-up: 7:00 AM – 8:15 AM
Meet Starts: 8:30 AM

Session 6: Sunday, February 10, 2019
Age Groups: 8 & Under Girls and Boys
Warm-up/
Meet Starts: Host team will publish PM session warm-up and start times with warm-up/timing assignments on Gulf webpage.

Session 7: Sunday, February 10, 2019 **(Finals)**
Age Groups: 11 & Over Girls and Boys
Warm-up: 4:30 PM** – 5:15 PM
Meet Starts: 5:30 PM

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, February 4, 2019.

**Open warm-ups for finals will begin after the conclusion of the 8 & under session, but not before 4:30 pm.

MEET TYPE: This is a prelims/finals meet for 11 & over swimmers with the exception of the 400 I.M. and the 500 freestyle events, which will be timed finals events. There will be A/B finals for 11-12, 13-14, and 15 & Overs.

This is a timed finals meet for 8 & under swimmers.

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.

SPECIAL INSTRUCTIONS: Parking is available on site. Overflow parking, if necessary, will be available at the parking garage across the street from the aquatic center. Tents are allowed to be set up in the grassy areas around the aquatic center.

MEET REFEREE: Herb Schwab

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

MEET DIRECTOR: John Beaudion john.beaudion@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 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 the Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear.

RELAY CARDS: Relay cards must be turned in to the Clerk of Course by 45 minutes before the session in which the event is scheduled to swim or the entry will be considered scratched.

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 or she 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 or she has successfully complete 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.

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, January 29, 2019 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 February 8, 2019.

Number of Events: Swimmers may compete in up to three (3) individual events per day, and no more than eight (8) events for the entire meet.

Deadline: Entries must be in the hands of the Meet Entry Chairman no later than 6:00 p.m. on Tuesday, January 29, 2019. 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:

Connie Thomas, Meet Entry Chair
2727 El Camino
Houston, Texas 77054
(713) 748-7333 (office) OR (713) 870-6582 (cell)
Connie.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, AQUA, LAP, SSS, SCAT, LJAC and any other teams to fill the meet.

Individual Event Entry Fee (per event): \$7.00

Relay Entry Fee (per relay event): \$9.50

Swimmer Surcharge Fee (per swimmer): \$5.50 *Free Heat Sheets will be available through Meet Mobile

Make entry fee checks payable to: Harris County Aquatics Program

Mail entry fees (POSTMARKED BY FRIDAY, FEBRUARY 1, 2019) to the address below:

Harris County Aquatics Program
2727 El Camino Street
Houston, TX 77054
(713) 748-7333
Connie.thomas@cp1.hctx.net

AWARDS:

8 & Under Swimmers:

Individual events: Custom Medals for 1st - 3rd places & Ribbons for 4th - 8th places

Relay events: Custom Medals for 1st place & Ribbons for 2nd - 3rd places

Combined team: Custom Trophies for 1st -3rd places

Individual high point: Girls/Boys 6 & under, 7, 8 (highest individual points earned)

11 & Over Swimmers:

Individual events: Ribbons for 1st - 8th places

- SCORING:** Individual Events: 9-7-6-5-4-3-2-1
Relay Events: 18-14-12-10-8-6-4-2
Individual events will be swum combined but scored separately as 6 & under, 7, 8, 11-12, 13-14, 15 & over.
Relay events will be scored as 8 & under.
- 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.
- 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).
- 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 swimmer 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.
- 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	11 & Over - Prelim/Finals 8 & Under - Timed Finals
Maximum # individual events per day	Three (3) per day
Swimmer eligible	All USA Swimming
Entry times in	SCY/SCM/LCM
Qualifying times	None
Cut-off times	None
Enter with no time?	Yes
Gulf "three event" rule applies?	Does not apply
Gulf "up/down" rule applies?	Does not apply
Fees	Individual \$7.00; Swimmer Surcharge \$5.50

FRIDAY

Girls	Session 1	Boys
1	11 & Over 400 IM*	2
3	11 & Over 500 Free*	4

SATURDAY

Girls	Session 2	Boys
5	11-12 100 IM	6
7	11 & Over 200 Fly	8
9	11 & Over 100 Breast	10
11	11 & Over 50 Free	12
13	11 & Over 100 Back	14
15	11-12 50 Fly	16
17	Open 200 Free	18

Girls	Session 3	Boys
101	8 & Under 25 Back	102
103	8 & Under 50 Fly	104
	5 Minute Break	
105	8 & Under 100 Free Relay	106
107	8 & Under 25 Breast	108
109	8 & Under 50 Free	110
111	8 & Under 100 IM	112

SUNDAY

Girls	Session 5	Boys
19	11 & Over 200 Back	20
21	11-12 50 Breast	22
23	11 & Over 100 Free	24
25	11-12 50 Back	26
27	11 & Over 200 Breast	28
29	11 & Over 100 Fly	30
31	Open 200 IM	32

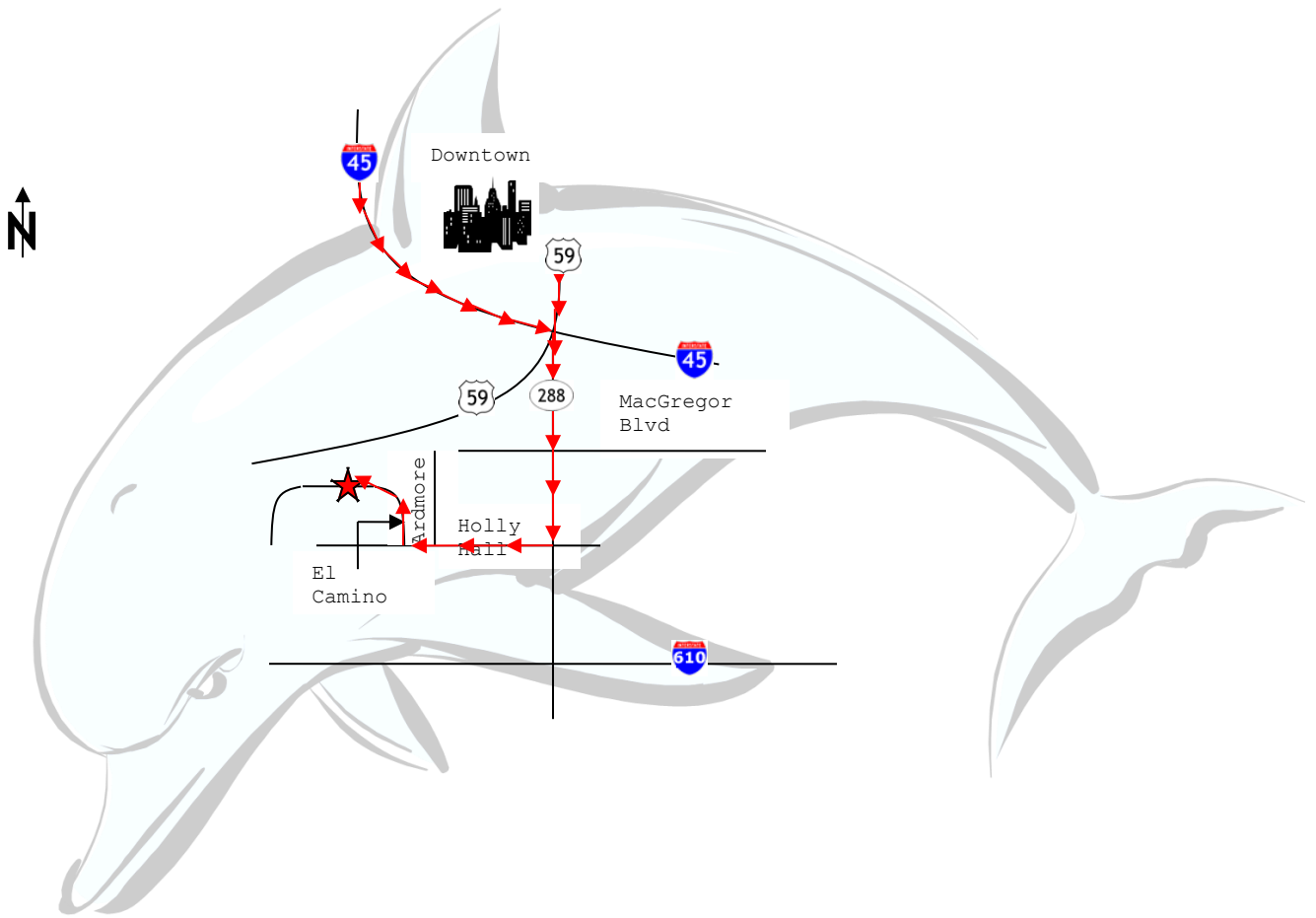
Girls	Session 6	Boys
201	8 & Under 25 Free	202
203	8 & Under 50 Breast	204
	5 Minute Break	
205	8 & Under 100 Medley Relay	206
207	8 & Under 25 Fly	208
209	8 & Under 50 Back	210
211	8 & Under 100 Free	212

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 8 & Under sessions will start upon the conclusion of the A.M. Session, but will not start earlier than 12:30 P.M. The 8 & Under competition will begin 45 minutes 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.



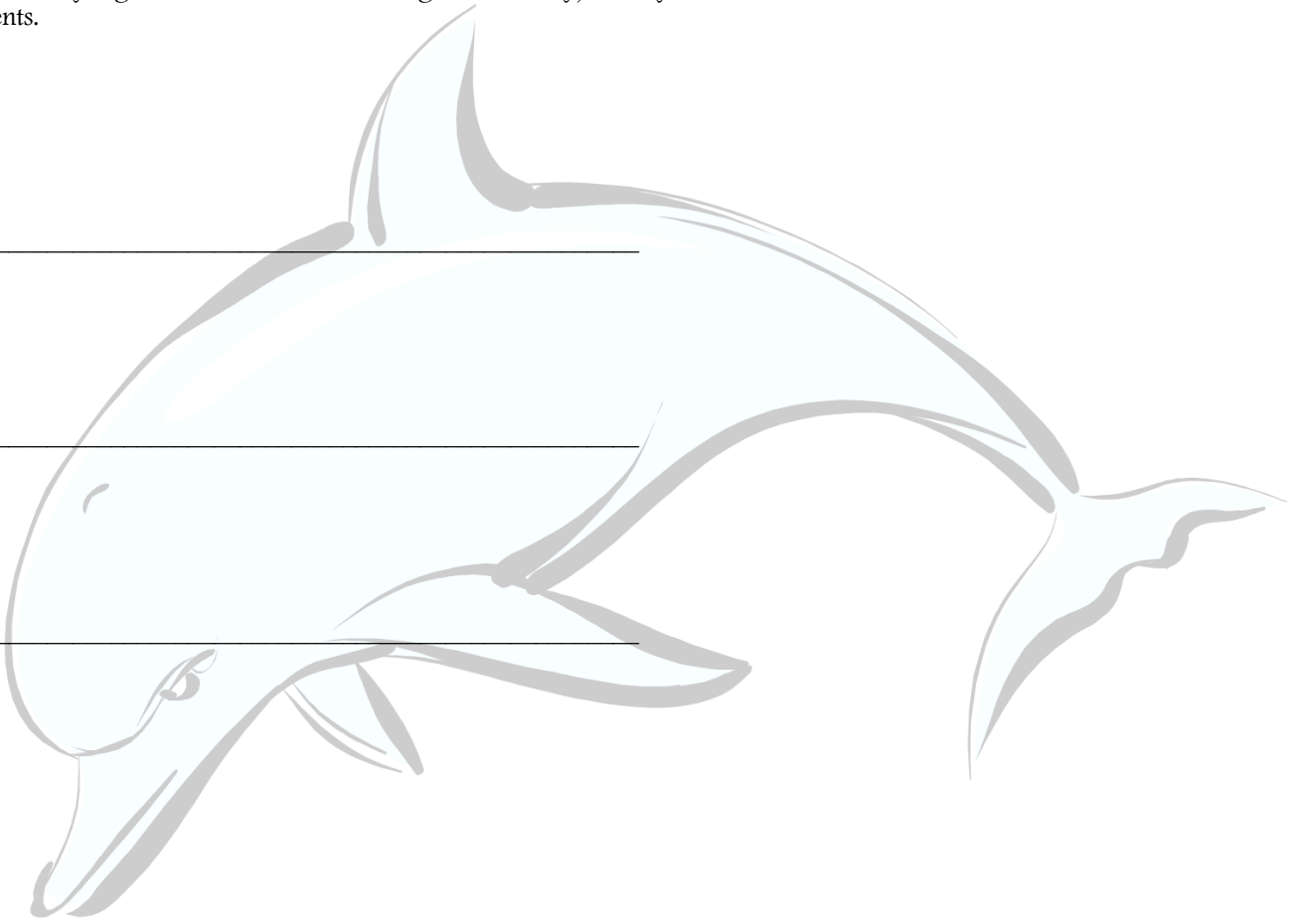
ENTRY VERIFICATION

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 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.

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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													