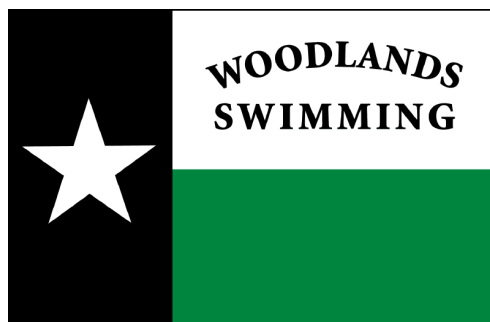


**13 & Over Spring Champs**  
**A SHORT COURSE YARDS PRELIMS & FINALS MEET**  
 Hosted By **THE WOODLANDS SWIM TEAM**  
**February 19 – 21, 2010**  
**Sanction No. GUSC 10-049**



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

**DIRECTIONS:** From I45 North exit Research Forest, From I45 South exit Tamina. At the intersection of I45 and Research Forest/Tamina, turn East onto Tamina Road and travel to first stop light. At the stop light turn left onto David Memorial, the Natatorium will be on your right.

**COACHES:** Head Coach: Tim Bauer, Assistant Head Coach: Scott MacFarland, Director of Swim Development: Valerie Nichols, Head Age Group Coach: Shana Trabona, Age Group Coach: Brad Radford, Age Group Coach: Jennie Shamburger

**POOL:** Dual 25 yard, 8 lane indoor competitive pools with non-turbulent lane lines. The diving well will be available during the meet for warm-ups/warm-down. Preliminary sessions will be swum in two pools, finals will be swum in one pool.

**TIME & DATE:** This is a prelim-finals meet with the exception of relays, the 400 IM, 500/1000/1650 Freestyle events, which will be timed finals. Finals will consist of an A, B, and C Final.

<b>Friday February 19</b>	<b>Timed Finals</b> Warm-up 5:00 – 6:15 PM	Meet Starts 6:30 PM
<b>Saturday February 20</b>	<b>Prelims *</b> Session 1 warm-up 7:30 – 8:05 AM Session 2 warm-up 8:10 – 8:45 AM	Meet Starts 9:00 AM
	<b>Finals **</b> Warm-up 4:30 – 5:15 PM	Meet Starts 5:30 PM
<b>Sunday February 21</b>	<b>Prelims *</b> Session 1 warm-up 7:30 – 8:05 AM Session 2 warm-up 8:10 – 8:45 AM	Meet Starts 9:00 AM
	<b>Finals **</b> Warm-up 3:30 – 4:15 PM	Meet Starts 4:30 PM

\* Split warm-ups will be in effect. Lane assignments for warm-up and timing will be assigned in the psych sheet and posted on the Gulf website ([www.gulfswimming.org](http://www.gulfswimming.org)) three (3) days prior to the meet.

\*\* Warm-up for Finals will begin 3 hours after the last relay, but not before 4:30 PM Saturday or 3:30 PM Sunday. If warm-ups are delayed, finals will start 1 hour after warm-ups commence.

**FLYOVER STARTS:** The preliminary sessions of this meet will be run using 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 OFFICIALS:**

**Referee:** Claude Humbert email: [claude\\_humbert@sbcglobal.net](mailto:claude_humbert@sbcglobal.net)

**Meet Directors:** Jay Knaebel email: [jknaebel@crc-home.com](mailto:jknaebel@crc-home.com)  
Mike Manning email: [mike@napcochemical.com](mailto:mike@napcochemical.com)  
Pat Norris email: [patnorris@me.com](mailto:patnorris@me.com)  
Ted Machicek email: [Ted.Machicek@hp.com](mailto:Ted.Machicek@hp.com)

**Safety Marshal:** Jon Sonka

**SAFETY GUIDELINES  
AND WARM-UP**

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

**SEEDING:** The meet will be a deck-seeded meet. Coaches, please inform your swimmers of seeding on deck rules.

**CHECK-IN:** All swimmers must check in each day with the Clerk of Course for all of the day's events. After the events are officially closed, no one may check in or scratch. Swimmers in the first event of the day must check in 45 minutes prior to the meet starting time. Swimmers in other events must check in 45 minutes prior to the event. After circling 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-Chairman Henry Clark for each event in which he/she fails to appear.

Properly completed relay cards must be submitted to the Clerk of Course by 9:30 am the day of the event. Relay cards not received by the deadline will be considered scratches.

**FINALS AND SCRATCHING:**

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 the Gulf LSC 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:**

Late entries will be accepted each day up to 30 minutes before the start of the meet. Those swimmers missing the 6:00 p.m. Friday, February 12, 2010 entry deadline may enter the meet on deck in the following manner:

1. Swimmers must pay double the entry fee. (\$12.00 for individual events, \$19.00 for relays).
2. Swimmers must supply completed entry forms entered at the swimmers' best times. The swimmers entered on deck will be seeded into the events according to their best times.
3. Swimmers must enter all events for the day thirty (30) 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. Swimmers who on-deck to change a time in an event already entered must circle in on the posted circle-in sheets. The new time will be used for seeding. The on-deck entry fees still apply to these swimmers.

#### **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). Swimmers must have swum each event entered at some time previous to this meet. **SWIMMERS MAY NOT ENTER WITH NO TIME (NT).** Entry times must be from USA Swimming Meets.

#### **Cut-off Times & Qualifying**

**Times:** NONE

**Age:** As of February 19, 2010

#### **Number of events:**

Swimmers may compete in three (3) individual events and one (1) relay event per day.

#### **Deadline:**

Entries must be in the hands of the Entries Director no later than 6:00 p.m., Friday, February 12, 2010. 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 completed entry forms to:

Diane Newberry  
43 Agate Stream Place  
The Woodlands, TX 77381  
[dnewberry@ctss.com](mailto:dnewberry@ctss.com)  
281-380-5754

**Entries:** All teams with 10 or more swimmers entered in this meet **MUST** submit their entries by email, using the Hy-Tek-Meet Manager/Team Manager computer software, along with a hard copy print out of your entries. Unattached swimmers should be entered in a separate file on the same diskette. Teams without Hy-Tek should submit their entries on the enclosed Entry Form. Teams with 10 or more swimmers entered in this meet using only an entry form (no diskette) must pay a \$25 surcharge payable to TWST with their entries. Individual entries may be submitted on the enclosed entry form.

For teams submitting their entries by email, you must zip the commlink file before attaching to the email. The print out of the team's entries, entry verification and payment of entry fees must be postmarked no later than 24 hours after the entry deadline as stated in the Meet Invitation.

**Eligible  
Teams:**

Gulf only registered teams and swimmers.

**Fees:**

Entry fees must accompany entries. Make all checks payable to TWST. \$6.00 per individual event, \$9.50 per relay, \$2.00 per swimmer surcharge

**AWARDS:**

Individual events:

Gulf high point plaques for each age group and gender, 1<sup>st</sup> & 2<sup>nd</sup>

Gulf Custom Medals for 1st-3rd place, Gulf custom ribbons for 4th-8th place.

Relays: Medals for 1st, ribbons for 2nd-3rd place.

Team Awards will be presented to the top 3 teams in the meet.

**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:

1<sup>st</sup> - 8<sup>th</sup> place: 40-34-32-30-28-26-24-22

9<sup>th</sup> - 16<sup>th</sup> place: 18-14-12-10-8-6-4-2

**RULES &  
SANCTIONS:**

This meet is open to Gulf registered swimmers only. The meet will be held under the sanction of USA Swimming and Gulf Swimming. The 2009 - 2010 USA Swimming and Gulf Swimming rules will apply. No entries can be accepted unless the entrant is either USA Swimming registered or certified by USA Swimming. The three (3) event rule and up down rule DO NOT apply to this meet.

**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:

<b>Pool</b>	<b>Start End</b>	<b>Turn End</b>
East (Prelims)	7'	13.5'
West (Prelims)	7'	7'
Center (Finals)	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 based on their percentage of swims at the meet. Timing assignments will be published in the psych sheet. Swimmers in the 400 IM, 500/1000/1650 Free must provide two timers and a lap counter when applicable.

**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".**

**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-Chairman, Henry Clark.

**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 website at: <http://www.gulfswimming.org> and at the TWST website at [www.woodlandsswimming.org](http://www.woodlandsswimming.org) three days after the final day of the meet.

**13 & Over Spring Champs**  
**February 19-21, 2010**  
**Hosted by The Woodlands Swim Team**

**Gulf Swimming custom medals will be awarded**

<b>Entry rules</b>	
Type of Meet	Prelim / A, B, C Finals
Max # individual events per day	Three (3)
Swimmers eligible	Gulf Only
Entry times in	SCY/SCM/LCM
Qualifying times	None
Cut-off times	None
Enter with no time?	No
Gulf "three event" rule applies?	Does not apply
Gulf "up/down" rule applies?	Does not apply
Fees	Individual - \$6.00; Relays - \$9.50 \$2.00 per swimmer surcharge

**ORDER OF EVENTS**

**Friday February 19<sup>th</sup>, 2010**

Warm-ups start 5:00 PM (single session); Meet starts 6:30 PM

Women	Event	Men
1	13-14 400 IM	2
3	15 & Over 400 IM	4
5	13-14 500 Free	6
7	15 & Over 500 Free	8

\* The 400 I.M. and 500 Freestyle will be swum as timed finals events with heats in the order of fastest to slowest. Swimmers in the 400 IM and 500 Freestyle must provide two timers and a lap counter for 500 Free.

## Saturday February 20<sup>th</sup>, 2010

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

Finals\*: Warm-ups start 4:30 pm; Meet starts at 5:30 pm

Women	Event	Men
9	13 & Over 1000 Free**	10
11	13-14 200 Fly	12
13	15 & Over 200 Fly	14
15	13-14 50 Free	16
17	15 & Over 50 Free	18
19	13-14 200 Back	20
21	15 & Over 200 Back	22
23	13-14 100 Breast	24
25	15 & Over 100 Breast	26
27	13-14 200 Free	28
29	15 & Over 200 Free	30
31	13-14 400 Medley Relay	32
33	15 & Over 400 Medley Relay	34

Note: 13 & Over events swum combined and scored as 13-14 and 15 & Over.

\* Warm-up for Finals will begin 3 hours after the last relay, but not before 4:30 PM. If warm-ups are delayed, finals will start 1 hour after warm-ups commence.

\*\* For the 1000 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls or the fastest 8 boys who check-in for each event, and who do not elect to swim in prelims, will swim during finals. All other heats of the 1000 free will be swum fastest to slowest **after** the relay events.

Swimmers in the 1000 Freestyle must provide two timers and a lap counter.

All relays will swim in prelims.

Finals will be swum in event order.

Preliminary sessions will be swum in two pools, finals will be swum in one pool.

## Sunday February 21<sup>st</sup>, 2010

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

Finals\*: Warm-ups start 3:30 pm; Meet starts at 4:30 pm

Women	Event	Men
35	13 & Over 1650 Free**	36
37	13-14 100 Back	38
39	15 & Over 100 Back	40
41	13-14 200 Breast	42
43	15 & Over 200 Breast	44
45	13-14 100 Free	46
47	15 & Over 100 Free	48
49	13-14 200 IM	50
51	15 & Over 200 IM	52
53	13-14 100 Fly	54
55	15 & Over 100 Fly	56
57	13-14 400 Free Relay	58
59	15 & Over 400 Free Relay	60

Note: 13 & Over events swum combined and scored as 13-14 and 15 & Over.

\* Warm-up for Finals will begin 3 hours after the last relay, but not before 3:30 PM. If warm-ups are delayed, finals will start 1 hour after warm-ups commence.

\*\* For the 1650 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls or the fastest 8 boys who check-in for each event, and who do not elect to swim in prelims, will swim during finals. All other heats of the 1650 free will be swum fastest to slowest **after** the relay events.

Swimmers in the 1650 Freestyle must provide two timers and a lap counter.

All relays will swim in prelims.

Finals will be swum in event order.

Preliminary sessions will be swum in two pools, finals will be swum in one pool.

# SAFETY GUIDELINES AND WARM-UP PROCEDURES

## APPENDIX G

### 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 invitation.

## 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.

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Signature

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Title

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Date

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

- Security personnel are empowered to enforce any and all regulations that have been 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 bathing suits are not allowed to be in the grandstand, climb over banister / railings, or pass any posted barriers.
- Lawn chairs are not allowed in the CISD Natatorium seating area.
- Participants and spectators are not allowed to use other areas of the CISD Natatorium complex during this event without purchasing a pass at the Services Desk located in the facility lobby.
- 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 anywhere on Conroe School District property. This applies to the parking lot.
- Coolers are allowed, provided they do not contain glass items.
- No chewing gum, food or color based drinks will be allowed on the pool deck, water only.
- Betting and gambling is strictly prohibited.
- Shaving is not permitted anywhere within the entire CISD Natatorium Complex.
- Teams are expected to police their respective areas at the conclusion of the competition.
- Running or any other sort of activity that might be interpreted or described as “horseplay” is prohibited throughout the entire CISD Natatorium Complex.
- Diving equipment such as trampoline, spotting rigs, dry-board apparatus, and Hot Tubs are not to be used.
- The use of flash cameras at the start of any race is prohibited.
- Blocking or restricting fire lanes or emergency exits, and the use of emergency exits for non-emergency is prohibited.
- All participants must follow the CDC “*Healthy swimming policy*” and shower before warm-up, no exception.

### **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
- One photographer from each competing team
- 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.

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\_\_\_\_\_  
**Head Coach Signature**

\_\_\_\_\_  
**Date**

