



TWST Senior Invitational

June 15-18, 2017

A Long Course Meters Prelim-Finals Meet



Hosted By
THE WOODLANDS SWIM TEAM
Sanction No. GULC xx-xxxx

Entries Due Tuesday, June 6, 2017 By 6:00 PM

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:** Claude Humbert; claude_humbert@sbcglobal.net
ADMIN OFFICIAL: Robin Gawronska; robin_tomek@yahoo.com
MEET DIRECTOR: Monica Lopez; monlopez@comcast.net, 832-515-0407
SAFETY MARSHAL: Pati Bryant
COACH(ES): Andy Pym

POOL: One 50 meter, 8 lane indoor competitive pool with non-turbulent lane lines. Warm-up/warm-down lanes will be available for all sessions.

TIME & DATE: This is a seven session, 3½ day prelims-final meet with a timed finals session on Thursday and AM prelims/PM finals sessions on Friday, Saturday and Sunday.

	<u>Date</u>	<u>Warm-ups</u>	<u>Session Start</u>
Session 1	Thursday, June 15 th timed finals	4:30 pm	6:00 pm
Session 2	Friday, June 16 th prelims	7:30 am	9:00 am
Session 3	Friday, June 16 th finals	4:30 pm	6:00 pm
Session 4	Saturday, June 17 th prelims	7:30 am	9:00 am
Session 5	Saturday, June 17 th finals	4:30 pm	6:00 pm
Session 6	Sunday, June 18 th prelims	7:30 am	9:00 am
Session 7	Sunday, June 18 th finals	3:30 pm	5:00 pm

Open warm-ups will be in effect for all sessions. Team lane timing assignments and timelines will be posted on the Gulf Swimming website (http://www.gulfswimming.org/Meets/2016-2017_SC_LC_Meet_Schedule_Gulf_Swimming.htm) and The Woodlands Swim Team website (www.itwst.org) at least three days prior to the start of the meet.

MEET TYPE:

This is a prelims-finals, long course meters meet with the exception of relays, the 800 free and the 1500 free events, which will be timed finals events. Finals will consist of A, B, C, and D heats. All relays will swim in finals. For the 1500/800 free events on Sunday, the fastest heat of women and the fastest heat of men will swim in finals as the first two events and all other heats will swim in the prelims session as the last two events. Swimmers must elect to swim either in prelims or in finals at check-in – see “POSITIVE CHECK-IN” section below.

Prelims: all heats will swim fastest to slowest. All 50 meter events will start from the East (bulkhead) end of the pool.

Chase starts will be utilized for all other events as follows:

- For all 100 LCM and 200 LCM individual events, odd heats will start at the West (scoreboard) end of the pool and even heats will start at the East (bulkhead) end of the pool.
- 400 Free and 400 IM: alternating women’s and men’s heats with women starting from the West (scoreboard) end of the pool and men starting from the East (bulkhead) end of the pool. The fastest 3 heats of women will swim first, then the fastest 3 heats of men will swim, then the heats will alternate women/men.
- Based on the number of entries for this meet, the Meet Referee, at his or her discretion, may choose to start all events on the same end of the pool utilizing flyover starts.

Finals: All finals events will start from the East (bulkhead) end of the pool other than 50 meter events, which will start at the West (scoreboard) end of the pool. All finals heats will swim slowest to fastest except relays which will swim fastest to slowest alternating women’s and men’s heats.

OFFICIALS:

Help from visiting officials is always welcome and appreciated. All officials must attend a mandatory meeting one hour before each session. The uniform for all prelims sessions will be white polo shirt over khaki shorts/pants/skirt. The finals sessions uniforms will be navy polo shirt over khaki pants/skirt (no shorts).

SAFETY GUIDELINES AND WARM-UP

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

SEEDING:

The meet will be pre-seeded with the exception of the 400 IM, 400 free, 800 free, 1500 free and all relays, which will be deck-seeded events. Coaches please inform your swimmers of pre-seeded and deck seeded rules.

**POSITIVE
CHECK-IN:**

Positive check-in is required for Thursday's session 45 minutes prior to the session start. Positive check-in is required for the 400 IM, the 400 free, the women's 800 free and the men's 1500 free **45 minutes prior to the start of the prelims session** on the day the event will be swum. **NOTE:** At check-in on Sunday, swimmers in the 1500/800 free events must elect to swim in prelims (AM) or finals (PM). The fastest 8 women and the fastest 8 men who check in for each of these events and who **DO NOT elect to swim in prelims (AM)**, will swim in finals (PM). All others will swim in prelims.

RELAY CARDS:

Properly completed relay cards must be turned in to the Clerk of Course by 6:00 PM Friday and Saturday, and by 5:30 PM on Sunday, or the entry will be considered scratched.

**ON-DECK
ENTRIES:**

TWST reserves the right to limit on-deck entries to accommodate a reasonable meet timeline or facility constraints. Under these conditions, late entries may be accepted each day up to 45 minutes before the start of the session. Those swimmers missing the 6:00 PM, Tuesday June 6, 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. Swimmers must pay surcharge fee if not already entered in the meet.
2. Swimmers must supply completed entry forms entered at the swimmers' best times. 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 (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). If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested. Times must be from USA Swimming meets.

Cut-off Times: None.

Qualifying Times: None.

Age: As of June 15, 2017

Number of Events: Swimmers may compete in three (3) individual events per day and up to 1 relay event per day.

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 HyTek 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.

Deadline: Entries must be in the hands of the Meet Entry Chair no later than 6:00 PM, June 6, 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 and fees to the Meet Entries Chair at:

Matt Lanigan
102 E Bracebridge Circle
Spring, TX 77382

e-mail: mattmeetentries@gmail.com
Phone: 346 217 8630

Eligible Teams: Open to all USA Swimming registered swim teams outside the Gulf LSC. "NOT open to Gulf registered teams or swimmers."

Individual Event Entry Fee (per event):	\$10.00
Relay Entry Fee (per relay event):	\$16.00
Swimmer Surcharge Fee (per swimmer):	\$5.00
Make entry fee checks payable to:	The Woodlands Swim Team

Entry fees must accompany entries, if delivered by any method other than email. Mail fees to the Meet Entries Chair at the address above.

AWARDS: No awards are provided for this meet.

SCORING: Individual Events: 1st – 8th place: 9-7-6-5-4-3-2-1
Relay Events: 1st – 8th place: 18-14-12-10-8-6-4-2

**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 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:

<u>Pool</u>	<u>Start End</u>	<u>Turn End</u>
50 Meter	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.

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. Coaches must supervise swimmers.

Only participants, coaches, event administrators, and event volunteers are allowed on the pool deck – all spectators and parents must remain in the grandstand. 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/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 government 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.

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, Jason Wedlick.

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).

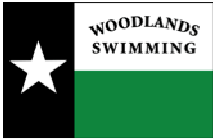
HOSPITALITY: A hospitality room will be available.

MEET RESULTS: Meet results will be posted on the Gulf Swimming website (http://www.gulfswimming.org/Meets/2016-2017_SC_LC_Meet_Schedule_Gulf_Swimming.htm) and the Woodlands Swim Team website (www.itwst.org) within three days after the conclusion of the meet.

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

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.

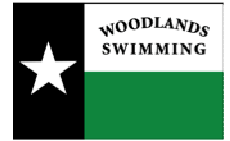
FACILITY RULES: Reserving seats between sessions is not allowed. Chairs and inflatable mattresses are not allowed. Certain items, such as coolers and stadium seats are restricted. Only participants, coaches, event administrators, and event volunteers are allowed on the pool deck – all spectators and parents must remain in the grandstand. Please see attached "The CISD Natatorium Rules, Regulation, Prohibitions, and deck Access" attachment for specific information.



TWST Senior Invitational

June 15-18, 2017

A Long Course Meters Prelim-Finals Meet



Hosted By
THE WOODLANDS SWIM TEAM
Sanction No. GULC XXXXXX

ORDER OF EVENTS

Thursday, June 15, 2017

Open Warm-ups 4:30 pm; session starts at 6:00 pm

Women		Men
Event #	Event Name	Event #
1	800 Free	-
-	1500 Free	2

*800 free (women) / 1500 free (men) are timed final events and will swim fastest to slowest alternating women on the west (scoreboard) end and men on the east (bulkhead) end of the pool. Swimmers must provide 2 timers and a lap counter.

ORDER OF EVENTS

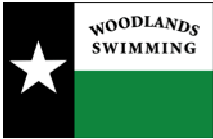
Friday, June 16, 2017

Open Warm-ups 7:30 am; session starts at 9:00 am

Women		Men
Event #	Event Name	Event #
3	50 Back	4
5	200 IM	6
7	50 Free	8
9	400 Free*	10
11	50 Breast	12
13	800 Free Relay**	14

*400 free swims fastest to slowest, alternating women on the west end and men on the east end of the pool. The fastest 3 heats of women will swim first, then the fastest 3 heats of men will swim, then the heats will alternate women/men.

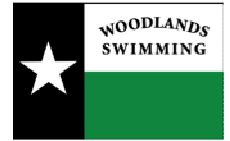
** All relays swim in finals fastest to slowest.



TWST Senior Invitational

June 15-18, 2017

A Long Course Meters Prelim-Finals Meet



Hosted By
THE WOODLANDS SWIM TEAM
 Sanction No. GULC XXXXXX

ORDER OF EVENTS

Saturday, June 17, 2017

Open Warm-ups 7:30 am; session starts at 9:00 am

Women		Men
Event #	Event Name	Event #
15	100 Fly	16
17	200 Free	18
19	100 Back	20
21	400 IM*	22
23	100 Breast	24
25	400 Medley Relay**	26

*400 IM swims fastest to slowest, alternating women on the west end and men on the east end of the pool. The fastest 3 heats of women will swim first, then the fastest 3 heats of men will swim, then the heats will alternate women/men.

** All relays swim in finals fastest to slowest.

ORDER OF EVENTS

Sunday, June 18, 2017

Open Warm-ups 7:30 am; session starts at 9:00 am

Women		Men
Event #	Event Name	Event #
27	200 Breast	28
29	50 Fly	30
31	200 Back	32
33	100 Free	34
35	200 Fly	36
37	400 Free Relay*	38
39	1500 Free**	-
-	800 Free**	40

* All relays swim in finals fastest to slowest.

** 1500 free (women) / 800 free (men) are timed final events and will swim fastest to slowest alternating women on the west (scoreboard) end and men on the east (bulkhead) end of the pool. Swimmers must provide 2 timers and a lap counter. Fastest 8 women and fastest 8 men who DO NOT elect to swim in prelims will swim in finals as **the first two events**.

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 will not be allowed on deck and will not compete in the meet.
- 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

