Games of Texas
Summer 2013

SWIMMING CHAMPIONSHIP
JULY 25-28, CABANISS ATHLETIC COMPLEX
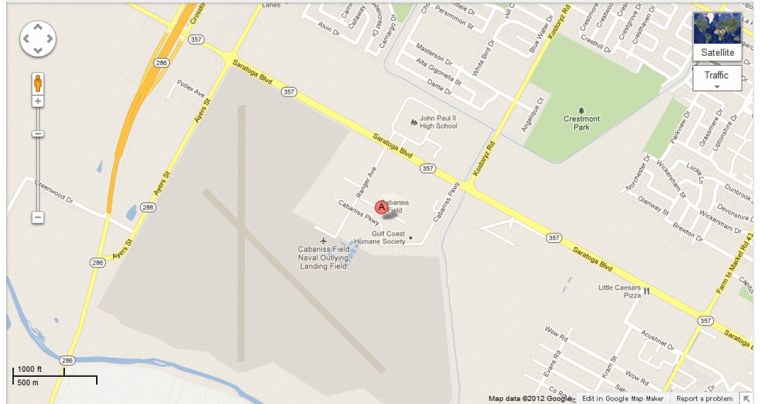CORPUS CHRISTI NATATORIUM

Facility Host:	CCISD Natatorium 3202 Cabaniss Parkway Corpus Christi, TX 78415
Governed by:	Texas Amateur Athletic Federation
Rules & Eligibility:	TAAF 2013 Cavalcade
State Commissioners:	Kristie Weaver kweaver@hursttx.gov 817-788-7333 Curtis Morgan curtis@paddocksw.com 713-477-3896

Facility: Cabaniss Athletic Complex is a **shared** venue. Swimming and Track and Field will take place at the same location. Allow extra time to arrive and find parking. Inside the Natatorium, there will be **"one-way"** access around the pool (see diagram below). **At no time will any coach or parent be allowed to stand behind the starting blocks or have access to the heating/event area.** Corpus Christi staff will be on hand to direct spectators around the pool and keep the aisles and walk ways clear. We ask that every spectator please be respectful to each other and event staff. **At no time will you be allowed to save seats.**

Gate Fee: There will be entrance fees charged - TBD. **Entry is first come, first served – saving seats is not allowed and will be monitored by staff.** Please arrive and enter together.

Parking: The Athletic Complex parking will be shared between the two venues. RV parking is across Saratoga Blvd at John Paul II High School. RV's that park in the Athletic Complex parking lot will be towed at the owner's expense – NO EXCEPTIONS!

Meet Information: Swimmers must qualify through a Regional Swim Meet. Entries are only accepted from the Region Director/Meet Director. Please contact your region for information regarding region meets.

This is an **INDOOR** facility. Tents will be allowed outside the facility and may be set up in designated areas. No saving seats. Staff will monitor and move items to allow patrons to sit.

No outside food/drinks OR CHAIRS allowed inside the facility area; however, a concession stand is accessible from the pool area.

Meet Mobile: **There has been some confusion as to the accuracy of Meet Mobile. We provide this as a <u>courtesy</u> to coaches/spectators. Please keep in mind that results are NOT final until posted on the wall at the conclusion of the protest period.**

Sessions dates & start times:

Times provided are <u>approximate</u> <u>meet</u> start times and gates will open one and one-half hour prior to meet start time. Warm-ups will take place prior to the beginning of each session. Warm-up schedule will be provided to coaches at the coaches meeting. Athletes will need to report to the heating tent when event is called. <u>NO parents/coaches allowed in heating area!</u>

Thursday, 7/25:
    Session 1: Girls 11-14 - 4:00pm
Friday, 7/26:
    Session 2: Boys 9/10 and 15/17 - 9:00am

Session 3: Girls 9/10 and 15/17 - 2:00pm
Opening Ceremonies
Saturday, 7/27:
Session 4: Men 18 & over; Boys 8 & under - 9:00am
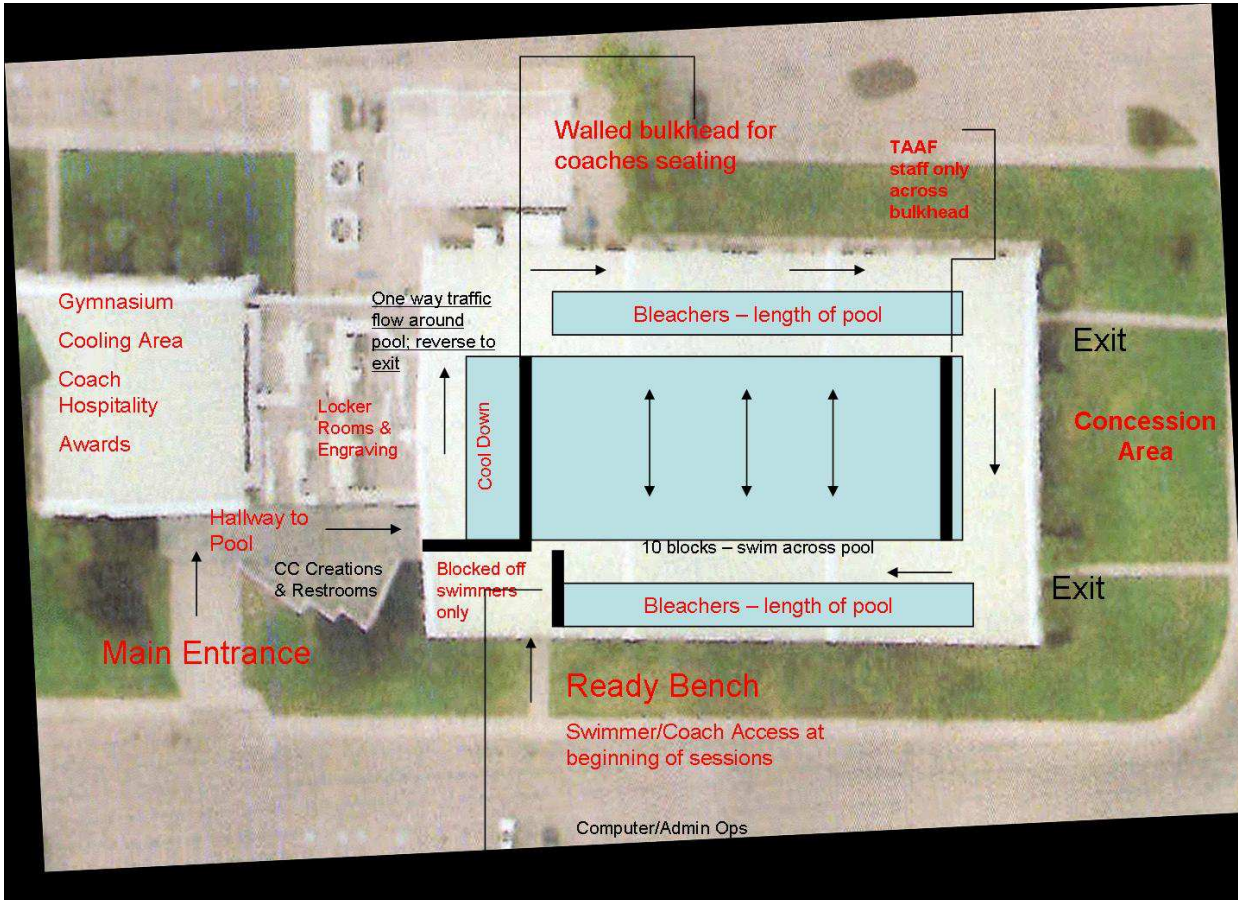Session 5: Women 18 & over; Girls 8 & under - 2:00pm
Sunday, 7/28:
Session 6: Boys 11-14 - 9:00am

Coaches meeting: Thursday, July 25; check-in at 12:30pm – meeting at 1:00pm
Scratches and relay declarations will be made at this meeting. Badges will be given out. If a team representative cannot make the meeting, please inform the state commissioners ahead of time.

COACHES BADGES – This year, only **ONE** badge per team will be issued for the bulkhead. ALL OTHER COACHES MUST SIT IN THE BLEACHERS. Unauthorized coaches in the bulkhead may result in suspension from the meet. Additionally, no coach is allowed in the heating area nor behind the starting blocks.

Protests - $20 with protest form. We will only accept protests from coaches with proper identification. Please print and fill out the form completely to ensure accurate response. Staff will find you when protest is resolved.

Swimmers who fail to report to the ready bench or who are not ready to swim (coach talking to them at the block), and consequently miss their heat, will be DQ'd from the event. It is <u>NOT</u> the responsibility of the timers to make your swimmer step up to the blocks. PREPARE YOUR SWIMMERS IN ADVANCE (whistle starts, commands, etc).

Team Manager/Coach Information

All participants must meet guidelines as outlined in Article 27 of the TAAF Cavalcade. Any participant found to be in violation of the rules will not be allowed to compete in the 2013 TAAF Swimming Championships. It is up to the local swim team manager/coach to ensure participant eligibility prior to competing in any TAAF meet.

Athlete Registration:

TAAF MOP Article 4.1 Individual sports include participants in Boxing, Cheerleading, Golf, Gymnastics, Swimming, Tennis, and Track & Field.

> a) All individual sport registration will be done online at www.taaf.com
> b) Individual athletes must register with T.A.A.F. prior to the athlete's participation
> in any T.A.A.F. meet/tournament on local or regional level.

Athlete registration is done on-line at **taaf.com**. Please ensure that your city/location name is reflected in your team name. This will help tremendously at the state meet. For example, Weatherford Sharks vs. Sharks. If you have multiple teams in the city, this becomes even more crucial.

1. Type www.taaf.com in your web browser (not search bar). Follow links for SUMMER registration.
2. Login with your user name and password in the upper right hand corner. If you do not have a user name and password or have forgotten yours, please contact the TAAF State Office at 512-863-9400.
3. Once you login, the screen will pull up a red banner that has the words: 'Roster,' 'Register,' and 'Entries.' Below the banner is a sentence that reads, 'Click HERE to add athlete.' The list of athletes shown is all the athletes you have registered with your team in the past.
4. Suggestion: at this time, delete athletes who are NOT participating with your team this year.
5. 'Click here to add athletes:' fill in the boxes, paying careful attention to gender and date of birth. Age up date for the summer is June 1. You may add ten (10) athletes at a time. Repeat procedure to add additional athletes.
6. Once you have added ALL of your athletes, click 'Register' in the red banner. Your list of athletes is shown, along with a box next to their name. You will need to check each box next to the name of the athletes you are registering. Once complete, click 'submit/register.'
7. Affiliate Members will be asked to pay the $5/athlete fee with a credit card while on the website. Member Cities will be invoiced at the end of the summer for this amount.
8. Print the registered athlete waiver and collect parent signatures to turn in to your region director/swim commissioner.

Region Meets:

TAAF Article 27.09 If a region does not allow for electronic registrations via Hy-tek, regional meet registration/entry will be done by on-line registration.

Please contact your region director/swim commissioner for entry procedures to your region meet. If you do not know which region you are in, please contact the TAAF State Office at 512-863-9400. If your region does not use Hy-Tek for entries, follow the instructions below. If you region utilizes Hy-Tek, contact your region director/swim commissioner for instructions on how to enter your region meet.

1. Type www.taaf.com into your web browser.
2. Login with your user name and password in the upper right hand corner. If you have forgotten yours, please contact the TAAF State Office at 512-863-9400.
3. Once you login, the screen will pull up a red banner that has the words: 'Roster,' 'Register,' and 'Entries.' Click 'Entries.'
4. Follow the prompts for region meet registration. Ensure you are entering **SWIM** entries (not track).

Region Meet Directors – please follow these instruction when setting up your region meet. This will make forwarding state meet information easy and consistent. If teams are submitting region meet entries via Hy-tex, ask them to follow these guidelines for ease of transition.

SETTING UP THE MEET

When you are **hosting** a meet, please make certain that your meet is set-up in Meet Manager with the correct Meet Type, Class, and ID Format (see below):

Relay Preference: This setting will allow for a swimmer to swim on one relay and be an alternate on another or a swimmer to be an alternate on more than one relay.

Next, make sure your teams are all in the same REGION (click on SET UP and REGION/DIVISION NAMES – add your region if necessary). Under TEAMS and then EDIT each Team information and pick the correct region.

ADDING TEAMS: Hopefully, your teams have provided the correct information to you. If not, please ensure that the full team name is the name that they are registered with at TAAF. Please do not accept 'Marlins' if it is really the Mesquite Marlins or 'Aquacats' for Bay City Aquacats. If there are any questions about the correct name contact the State Office for guidance. Ensure the correct region has been selected.

ADDING COACH INFORMATION: A sub area of the teams is the coaches information. Please have all teams submit their coaches information. Ignore the "Certifications and Expiration Date" as it does not pertain to TAAF. We will build coaches passes off of this list. If they do not provide the info they may not get a deck pass. This will help you at your region meet if you only see the coaches once a year. If your teams use TEAM MANAGER, the coaches info is a sub area of the team screen – they should check the EXPORT WITH ENTRIES box.

Meet Manager   Team Manager

EVENT SET-UP: there are only two items here which have been problems in the past. Correct gender and age groups. All events with participants and 14 and less are termed Girls or Boys. Events with participants of 15 and older are referred to as Women's or Men's. Please be accurate in grouping the swimmers by age. **We have only two XX and under age group that is the 6 and under and the 8 and under. All others are bracketed age groups.**

SWIMMER ENTRIES: We are providing an example of an incorrect entry, as well as a correct entry. In the second we have a correct Last Name, First Name, Preferred name if it is desired and appropriate. The date of birth is entered and the age calculated, along with the TAAF registration numbers and finally realistic times for the events. **Do not accept any entry without a TAAF registration number.** The following fields must be filled out and be correct. **Last name, First Name, Date of Birth, TAAF number and Gender**.

    CORRECT ENTRY - has TAAF ID#   **WRONG ENTRY – missing TAAF ID #**

RELAY ENTRIES: Each relay team must be entered with four swimmers and may have up to two alternates. Do not accept any relay that fails to have the minimum of four swimmers listed. The meet is set up to allow for multiple entries in the relays so that swimmers may appear on more than one relay. There is a maximum of six swimmers names for each relay. NO MORE!! It is these six that will be moved forward (if qualified) to the meet in Waco**. If alternates are not listed prior to the region meet they may not be added after the fact. There may be no changes to the named swimmers on a relay after it has been swum**!

TAAF Article 27.8.04 Each participant must participate in a regional meet and be certified by the region director to be eligible for advancement to the state finals.

a.   The 15-17, 18-24, 25 and over age groups must register and pay for their state entries at the region meet. The region meet director has the option of requiring these individuals to swim at the region meet.

TAAF Article 27.9 State Meet Entries: Each region may enter a minimum of three (3) persons in each event and three (3) relay teams in each relay event in the 6 & under, 8 and under, 9-10, 11-12 and 13-14 divisions. At the regional meet only, if a discrepancy occurs to determine which participant(s) shall advance to the state meet, the meet director must first consider the rule(s) and the timing systems used, and then follow the procedures to select the correct time(s) and placement of the swimmers. If that is not successful, then a swim-off for those swimmers only must be done to determine which swimmers advance to state. TIES MUST HAVE A SWIM-OFF. ONLY ALLOTTED NUMBERS OF PARTICIPANTS PER EVENT WILL ADVANCE TO STATE. Swimmers 15-17 will be limited to 4 entries, plus 3 mixed relays (total of 7) at the state meet. For swimmers 18 & over, unlimited entries will be allowed to advance to the state meet.

.01   Additional Entries:

a)   Additional entries from each region may be awarded by the state commissioner based on the total number of individuals registered per region as of the region meet entry deadline (set by the region) of the current year.

b)   Each region must register a minimum of 1,000 individual participants prior to getting additional entries to the state meet. For every 500 individuals registered thereafter, the region will receive an additional entry to the state championship.

.02   Relay events: In relay events, relay personnel will be the four (4) swimmers who qualified the relay at the regional meet, plus the two (2) alternates who were entered at the regional meet. (The two alternates may be any swimmer of the same age group).

.03   Regional Directors or his/her appointed representative responsibilities after the region meet:

a)   Certify all advancing participants by forwarding entries in the approved manner. Entry procedure will be outlined in the coaches packet (March) and on the website (June) each year.

Region directors/swim commissioners will need to submit required information to Joe Greenwell via joe@swimtaaf.com DEADLINE IS WEDNESDAY JULY 17, 2013 AT 5:00PM.

One check per REGION made payable to TAAF GOT 2013 is due with your state entries. Entries are $7.00/athlete, $28.00/relay. Fees should be collected at the region meet. Credit/debit cards are not accepted. Please mail fees to: TAAF State Office PO Box 1789 Georgetown, TX 78627

What to send to Joe:
1.   A zip backup of your Region Meet
2.   A zip backup of your State Entries. (instructions are on line at www.swimtaaf.com)

Team Manager files are **not** acceptable. Do not send .cl2 or .hy3 files, as they will be rejected. The procedures for producing your entry file are easy and simple. The files should be emailed to either j.greenwell@earthlink.com or joe@swimtaaf.com Please get your entries in as quickly as possible so that there is ample time for corrections.

State Meet Entry Verifications

TAAF Article 27.18 Verification of entries

Once entries have been forwarded state, all region directors/representatives and/or coaches are responsible for verifying entries on-line **prior** to the state meet. At the state meet, a scratch meeting will be held before the meet begins. Only scratches will be accepted at this meeting. Under no circumstances will any changes be made the day of the meet. It will be the regional director's responsibility to see that all coaches and individuals understand that no changes will be made after the scratch meeting is over. Relay swimmers must be declared at this meeting.

www.swimtaaf.com - Please inform your coaches, (coaches meeting is a great time) and the parents to check the website to proof entries once they have been submitted to Joe.   Entries not proofed may not be corrected; this will be at the discretion of the Commissioner.

ENTRIES SHOULD BE CHECKED ON-LINE BY MONDAY, JULY 22, 2013. At this point entries are final and regions will be held accountable monetarily for all swimmers listed.

Corrections will only be accepted from region meet directors and coaches. The database will be checked for coaches' names, finish order, etc to ensure accuracy. If the information does not match, the change will not be made.

If you have any questions, please contact staff ahead of time:

> Eligibility/Entry Questions: Kristie Weaver, kweaver@hursttx.gov
> Curtis Morgan, Curtis@paddocksw.com
>
> Hy-Tek Set-up/State Meet Files: Joe Greenwell, joe@swimtaaf.com