



## T.A.A.F. Region Swim Meet Directors:

Please see the attached **coaches/region meet directors packet** which provides instructions from athlete registration thru state entry processing. Please complete the form below when submitting the state entry payment to the state office. (ADDITIONAL instructions below for any region swim entries that might come thru the TAAF online registration site.)

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### For Region Swim Entries entered online:

A download file of any region entries that were entered online will be emailed to the region meet director (or to the person's email indicated on the region meet information. Please be sure that your email accepts ZIP files) the next working day after the online region entry cutoff deadline, unless otherwise requested. You will receive the file from Joe Greenwell at [joe@swimtaaf.com](mailto:joe@swimtaaf.com) or [joe@kit-tx.com](mailto:joe@kit-tx.com).

### Collection/disbursement of region meet entry fees:

Region entries for member city members entered online, that opted to not pay by credit card, must be collected by the meet director. The online process offers the option but does not require a credit card payment for member cities.

All fees collected online will be paid to the region meet host less 25 cents/entry for online processing fees. Entry fees will be paid by TAAF as quickly after the entry cutoff date as possible. The amount owing for the processing of online entries will be deducted from the region entry monies collected online. If an outstanding amount is due to TAAF, the region meet director will be invoiced by the TAAF State Office for the remaining online processing fee. Any amount remaining of collected region meet entry fees, after deducting the processing fees, will be forwarded to the region meet host by TAAF State Office check.

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### # of State Entries Allowed Per Event - Determination

Determination of additional entries to the state meet is based on the swim athlete registrations held by the region at the time the downloading of the regional meet entries. More than 1000 registrations will receive one (1) additional entry; 1500 or more will receive two (2) additional entries; 2000 will receive three (3) additional entries maximum) to the standard entries (as stated in the Cavalcade – Sports Rules Article 24.9.01 –page 81).

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If you have questions, please contact the TAAF State Office.



Region directors/swim commissioners will need to submit required information to Joe Greenwell via [joe@swimtaaf.com](mailto:joe@swimtaaf.com) DEADLINE IS WEDNESDAY JULY 22, 2015 AT 5:00PM.

## T.A.A.F. Summer Games of Texas STATE SWIMMING ENTRIES REPORT

REGION \_\_\_\_\_ MEET DIRECTOR \_\_\_\_\_

Number of state entries \_\_\_\_\_ @ \$7.00 = \_\_\_\_\_

Amount enclosed = \_\_\_\_\_

State entries are to be emailed to: [joe@swimtaaf.com](mailto:joe@swimtaaf.com)

**MONEY: Entry fees - \$7.00/event/person**(in the form of ONE check made payable to: **TAAF Games of Texas 2015**) to:

T.A.A.F. State Office  
P.O. Box 1789  
Georgetown, TX 78627

Please keep a copy of your information and send all originals to the State office.

T.A.A.F., P.O. Box 1789, Georgetown, TX 78627-1789  
512 863-9400 Fax: 512 869-2393 Website: [www.taaf.com](http://www.taaf.com)  
Email: [mark@taaf.com](mailto:mark@taaf.com) or [charlene@taaf.com](mailto:charlene@taaf.com) or [kmcgrath@suddenlinkmail.com](mailto:kmcgrath@suddenlinkmail.com)



# **Games of Texas**

## **Summer 2015**

SWIMMING CHAMPIONSHIP  
JULY 30 - AUGUST 2  
Texas A&M University

TAAF Games of Texas  
Swimming Championship  
July 30-August 2, 2015  
College Station, Texas

Facility Host: Texas A&M University  
730 Olsen Blvd  
College Station, TX 77843

Governed by: Texas Amateur Athletic Federation

Rules & Eligibility: TAAF 2015 Cavalcade

State Commissioners: Kristie Weaver  
[kweaver@hursttx.gov](mailto:kweaver@hursttx.gov)  
817-788-7333

Curtis Morgan  
[curtis@paddocksw.com](mailto:curtis@paddocksw.com)  
713-477-3896

Facility: Allow extra time to arrive and find parking as the majority *of free parking is across the street at Reed Arena.* Paid covered parking is available in the garage adjacent to the natatorium. At no time will any coach or parent be allowed to stand behind the starting blocks or have access to the heating/event area. Only coaches and athletes are allowed on deck during the meet. We ask that every spectator please be respectful to each other and event staff. ***At no time will you be allowed to save seats.*** Athlete badges will allow access to the deck and spectator seating during the sessions the athlete is competing in only.

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: There is NO RV parking available on Texas A&M campus. Please visit [taaf.com](http://taaf.com) for a list of RV Parks available in the area. 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. A bottle of water may be brought in.

Meet Mobile: There has been some confusion as to the accuracy of Meet Mobile. We provide this as a courtesy 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 approximate meet 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. NO parents/coaches allowed in heating area!

Thursday, 7/30:

Session 1: Girls 11-14 - 4:00pm

Friday, 7/31:

Session 2: Boys 9/10 and 15/17 - 9:00am

Session 3: Girls 9/10 and 15/17 - 2:00pm

Opening Ceremonies

Saturday, 8/1:

Session 4: Men 18 & over; Boys 8 & under - 9:00am

Session 5: Women 18 & over; Girls 8 & under - 2:00pm

Sunday, 8/2:

Session 6: Boys 11-14 - 9:00am

Coaches meeting: Thursday, July 30; 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** – Coaches may sit in the designated coaching area or in the bleachers with the spectators. Coaches are not 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, and consequently miss their heat, will be DQ'd from the event. It is NOT 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 2014 TAAF Swimming Championships. It is up to the local swim team manager/coach to ensure participant eligibility prior to competing in any TAAF meet. As Regional Director/Coach, it is your responsibility to download the current Article 27 from the TAAF website or seek a copy from your local TAAF representative.

### **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](http://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](http://www.taaf.com) in your web browser (not search bar). Follow links for SUMMER registration.
2. Login with your user name and password.. 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. Suggestion: at this time, delete athletes who are NOT participating with your team this year.
4. When you add athletes, fill in the boxes, paying careful attention to gender and date of birth. Age up date for the summer is June 1.
5. 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.
6. Print the registered athlete waiver and collect parent signatures to turn in to your region director/swim commissioner.

### **Region Meets:**

TAAF Article 27.8.09 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](http://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. 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):

Meet Set-up dialog box showing configuration options:

- Meet Name: Region 1
- Location: Rosenberg
- Start Date: 07/24/10
- End Date: 07/24/10
- Age-Up Date: 06/01/09
- Altitude in Feet: [ ]
- Meet Type: Standard
- Divisions: By Event, By Team, By Entry, Flighted, Time Standards, Div by Time Std
- Meet Style: Standard, 2 Team Dual, 3+ Team Dbl Dual
- Course: LC Meters, SC Meters, Yards
- ID Format: USS - United States Swimming, SNZ - Swimming New Zealand, SSA - Swimming South Africa, AUS - Australian Swimming, BS - British Swimming, BCSSA - Canadian League, Other
- Class: Age Group, Senior / Open, High School, College, YMCA, Masters, Disabled
- DQ Codes: Custom DQ Codes, USA-S DQ Codes, FINA DQ Codes, UK-ASA DQ Codes
- Base Country: USA
- Default Touch Pads at both ends: [ ]

Athlete / Relay Preferences dialog box showing settings:

- Athlete Preferences:**
  - Enter ages
  - Enter birth dates
  - Enter school year
  - Enter 'Citizen of'
  - Enter Athlete Status
- Relay Preferences:**
  - Allow "A" Relays only
  - Allow anyone from any team on a relay
  - Allow athlete on 2+ relays in same event
  - All-Star Meets: Relay Names linked to LSC
- Competitor Numbers:**
  - Enter competitor numbers
  - Auto increment competitor numbers

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.

Regions dialog box showing a list of regions:

Reg#	Code	Region Name
1	1	Region 1
2	2	Region 2
3	3	Region 3
4	4	Region 4
5	5	Region 5
6	6	Region 6
7	7	Region 7
8	8	Region 8
9	9	Region 9
10	10	Region 10
11	11	Region 11
12	12	Region 12
13	13	Region 13
14	14	Region 14
15	15	Region 15
16	16	Region 16

Region Names are only used with Teams/Schools.  
To sort, click on the column header.

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.**

Event #	Entry Time	Event #	Event Name
101	1:01.50Y	101	Boys 13-14 100 Freestyle
103	29.98Y	103	Boys 13-14 50 Backstroke
		105	Boys 13-14 50 Breaststroke
		107	Boys 13-14 50 Butterfly
		109	Boys 13-14 50 Freestyle
		111	Boys 13-14 100 M
		112	Boys 13-14 200 Freestyle

**CORRECT ENTRY - has TAAF ID#**

Event #	Entry Time	Event #	Event Name
101	22.10Y	101	Boys 13-14 100 Freestyle
103	10.30Y	103	Boys 13-14 50 Backstroke
		105	Boys 13-14 50 Breaststroke
		107	Boys 13-14 50 Butterfly
		109	Boys 13-14 50 Freestyle
		111	Boys 13-14 100 M
		112	Boys 13-14 200 Freestyle

**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. **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!**

**State Meet Entries:**

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 (advance) 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](mailto:joe@swimtaaf.com) DEADLINE IS WEDNESDAY JULY 22, 2015 AT 5:00PM.**

**Regions are charged for the number of swimmers/relays entering the state meet, not just those who show up. One check per REGION made payable to TAAF GOT 2015 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](http://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](mailto:j.greenwell@earthlink.com) or [joe@swimtaaf.com](mailto: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 State Commissioner.

**ENTRIES SHOULD BE CHECKED ON-LINE BY MONDAY, JULY 27, 2015. 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](mailto:kweaver@hursttx.gov)  
Curtis Morgan, [Curtis@paddocksw.com](mailto:Curtis@paddocksw.com)

Hy-Tek Set-up/State Meet Files: Joe Greenwell, [joe@swimtaaf.com](mailto:joe@swimtaaf.com)