



# Alamo Area Aquatic Association

www.aaaa-sa.org

## Meet Information



Conducted under Sanction by USA Swimming

Sanction Number: STA-18-44

Posted: 04/26/18

- Meet:** ■ **2018 ST AAAA Palo Alto LCM Unclassified**  
 ■ Five sessions over three days
- Dates:** ■ Friday, Saturday, and Sunday, June 1, 2 and 3, 2018
- Venue:** ■ The Aquatic Center at Palo Alto College  
 ■ 1400 West Villaret Blvd.  
 ■ San Antonio, Texas, 78224  
 ■ 210-486-3800

**Daily Schedule:**

	<u>Fri., June 1st</u>	<u>Sat., June 2nd</u>	<u>Sun., June 3rd</u>
■ Coaches Meeting	1540	0610	N/A
■ Warm-ups begin	1600	0630	0630
■ Check-in Events by	1620	1000	1000
■ Late entry deadline	1630	0730	0730
■ Clear Pool	1650	0750	0750
■ Competition begins	1700	0800	0800

- Venue:** ■ The Aquatic Center at Palo Alto College  
 ■ 1400 West Villaret Blvd.  
 ■ San Antonio, Texas, 78224  
 ■ 210-486-3800
- [City Map Locator](#)  
[Campus Map](#)

- Facility:** ■ Eight lane, 50-meter competition course  
 ■ Water depth: The minimum water depth, measured in accordance with Article 103.2.3, is seven feet at the start end and the turn end is 18 feet measured for a distance of one meter to five meters from both end walls.  
 ■ The racing course has not been certified in accordance with Article 104.2.2C(4)  
 ■ DAKTRONICS starting and timing systems  
 ■ Scoreboard with full heat and event display  
 ■ Six constantly available warm-up / cool-down lanes  
 ■ Adequate free parking adjacent to the pool  
 ■ On-deck stadium seating for 1600  
 ■ Concessions and swim shop in the lobby  
 ■ Food from outside sources is not permitted in the Aquatic Center  
 ■ Chairs are not permitted in the facility  
 ■ Deck changing is prohibited!

- Liability:** ■ In granting a Sanction for this meet, it is understood and agreed, USA Swimming, Inc., South Texas Swimming, Inc. (STSI), the Alamo Area Aquatic Association (AAAA), the Alamo Community College District and all meet officials shall be free from any liabilities for claims for damage arising by reason(s) of injuries to anyone during the conduct of this event.  
 ■ Damage to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.

- Sanction:** ■ Held under the sanction of USA Swimming  
 ■ This meet has been sanctioned by South Texas Swimming and current USA Swimming rules and any relevant sections of the South Texas Policies and Procedures Manual will apply  
 ■ All swimmers must be registered as athletes for 2018 with USA Swimming by the meet start date  
 ■ Athletes who register with USA Swimming after the meet entry deadline may deck enter the meet only if they can present their 2018 USA Swimming registration card  
 ■ Or a coach may present the club's official, watermarked roster from the USA Swimming club portal or the USA Swimming Deck Pass Application  
 ■ South Texas Swimming does not allow on-deck USA Swimming registrations  
 ■ Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

- Age up Date:** ■ June 1, 2018

- 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 Program and Events Chair or designee.

## Cell Phone

### Restrictions:

- The presence and / or use of cell phones, smart phones, or any other devices capable of producing audio recordings and / or photographic or video images in locker rooms, rest rooms, or changing areas is strictly and specifically prohibited at all times.
- There are no exceptions to this prohibition.
- Violators are subject to disqualification from the meet, disbarment from the facility and arrest

### Format:

- Timed finals in Long Course meters (LCM) Chase starts may be utilized if necessary to conserve time
- All events will be seeded by time, gender and age
- All events will be swum fastest to slowest
- The 400-meter Individual Medley and 400-meter Freestyle will require **POSITIVE CHECK-INS** by 1620 on Friday. Positive check-in for 800 and 1500 Freestyles on Saturday and Sunday 1000
- Swimmers must be currently (2018) registered with USA Swimming or FINA
- Fly-over starts will be in use for all events except backstroke and the 400 / 800 / 1500 Freestyles
- Entries received without a valid and accurate 2018 USA Swimming Identification Number will not be accepted
- No relays
- No time trials
- If the estimated timelines reach four (4) hours, the meet will be split with the 13 and OVER events swimming in the afternoon.
- Meet entries will be capped when any session reaches an estimated four (4) hours in length.
- The afternoon sessions will start one hour and 15 minutes after the conclusion of the morning session.
- This estimated time lines will be posted by 1800, Tuesday, May 29th
- In the interest of time, the Meet Host reserves the right to utilize chase starts. in which case odd numbered heats will start from the south end and even numbered heats from the north
  - In such case, the details will be covered in the coaches' meeting

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- There are no exceptions to this policy.
- Violators are subject to disqualification from the meet, disbarment from the facility and arrest

## Deck

### Changing:

- Deck changing is prohibited.

## Swimmer

### Photographs

### And Videos:

- There may be one or more photographers and / or videographers on deck at this meet.
- In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made, are required to contact the Meet Director prior to the beginning of warm-ups.
- Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present, are specifically prohibited from making shots during the start phase of any race.

## Entry

### Restrictions:

- This meet is open to all currently (2018) registered USA Swimming and FINA athletes
- Swimmers should enter with a seed time in long course meters (LCM)
- Entries received with No Time (NT) will not be accepted and any entry fees will not be refunded
- Swimmers may enter a maximum of five (5) events per day
- Each session will be capped so as not to exceed four (4) hours in duration
- If the swim meet reaches over four (4) hours, the sessions will be split with the 13 and over warmups beginning as soon as the morning sessions ends and the meet will start no later than one hour and 15 minutes after the last heat finishes from the morning session.

## USA

### Swimming

### Registration:

- All swimmers, coaches, and officials participating in this competition must be currently (2018) registered with USA Swimming or FINA
- Swimmers will be permitted to compete unless registered as a member as provided in Article 302.
- All should also be prepared to present their USA Swimming ID Card as proof of their Registration to the Meet Director or designee at any time
- Swimmers who **1)** late enter when possible; **2)** need to be late-entered because of clerical errors by the entering team or the Meet Host; or **3)** are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club's official, watermarked roster from the USA Swimming club portal).
- South Texas Swimming does not permit on-deck USA Swimming Registrations
- National and LSC Regulations do not allow for any exceptions to these policies

## Qualifying

- Times:**
- NONE, i.e., this meet is unclassified
  - Entries with No Time (NT) will not be accepted and any entry fees will not be refunded.

## Unaccompanied

- Swimmers:**
- Any swimmer entered in this 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

- Entries Open::**
- Entries for AAAA Teams will open at 1200, Monday, May 15, 2018
  - Entries for all other Teams will open at 1200, Tuesday, May 16, 2018

- Entry Deadline:** ■ For all teams is 1800, Monday, May 21, 2018

## Late/Deck

- Entries?**
- Only to fill empty lanes and will close 30 minutes prior to the start of each session.
  - No new heats will be created and standbys will not be permitted

## Entry

- Procedures**
- The only acceptable mode of entry is via Hy-Tek Commlink File
  - A hard copy or pdf file and Entry Fee Report must be included with entries
  - If you have questions on this procedure contact Shanea Allen at the e-mail address noted below
  - An "HYV" File for Team Manager is available on the Meet Calendar Page of the AAAA Web Site ([www.aaaa-sa.org](http://www.aaaa-sa.org))
  - Entries received without a seedtime (NT) will not be entered into this pre-seeded meet and any entry fees will not be refunded
  - Please be certain to confirm your acceptance into this meet prior to making air and / or hotel reservations

## E-Mail

- Entries:**
- Entries in Commlink Format only, MUST be sent to: [karenskhorus@aol.com](mailto:karenskhorus@aol.com)
  - The Commlink File must be renamed to clearly identify the entering team, the shorter the better
  - Athletes included in improperly identified Commlink Files (Cfile0X.cl2 or zfile00X.zip) will not be entered into the meet and any entry fees will not be refunded
  - Athletes WILL NOT be entered into Meet Manager until the Meet Entry Report (hard copy) is received as an attachment to the e-mail or hand-delivered to the meet director

- FAX Entries:** ■ Under no circumstances will entries be accepted via FAX

- Scratch Rules:**
- Most, but not all, events will be pre-seeded and there is no penalty for scratching from pre-seeded events
  - However, the 400-meter Individual Medley and the , 400 / 800 / 1500-meter Freestyle swill be seeded on deck
    - Swimmers who check-in for any of these events and subsequently fail to appear for competition will be disqualified from further competition in the meet, but previous performances will not be nullified

- Entry Fee:**
- \$ 8.00 per event – includes the STSI Splash Fee of \$1.25
  - Late Entries: \$16.00 per event

## Checks

- payable to:**
- Palo Alto College.
  - Please put meet name in memo line.

## Meet

- Management:** ■ HY-TEK Meet Manager 7.0

■ **Meet Director:**

- Shanea Allen
- 210-486-3800
- [sallen83@alamo.edu](mailto:sallen83@alamo.edu)

■ **Entry Chair and**

**Administrative Official:**

- Karen Kliever
- 210-842-7997
- [karenskhorus@aol.com](mailto:karenskhorus@aol.com)

■ **Meet Referee:**

- Ross Robinson
- 210-262-7129
- [ross.robinson@frostbank.com](mailto:ross.robinson@frostbank.com)

## Special

- Needs:**
- Please notify the Aquatic Center at Palo Alto (210-486-3800) in advance of this event with the name and age of any member on your team who needs assistance to enter the building
  - The facility Staff will make reasonable accommodations for swimmers, coaches or spectators who wish to enter and use our facility
  - In any meet sanctioned or approved by South Texas Swimming, Inc., which may include one or more swimmers with visual, hearing, mental, or physical disabilities; the judging of such competitors shall be in strict accordance with the current USA Swimming Rules and Regulations, i. e., Article 105
  - A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities
  - Coaches and / or athletes must notify the Meet Referee before the event begins if they are to be considered to be judged under Article 105

## Warm-ups:

- Warm-ups will be conducted in accordance with the current STSI Policies and Procedures on page five (5)
- If meet is split, afternoon warm ups will begin immediately following the end of the morning session

**Awards:** ■NONE!

**Officials and Timers:**

- Volunteer timers will be needed and greatly appreciated
- All currently (2018) certified / registered and in-training USA Swimming officials are cordially invited to assist in the conduct of this meet
- The uniform is white collared shirts or blouses over khaki trousers, Bermuda-length shorts, skirts or capris
  - PLEASE: NO short shorts, cut-off, jeans or flip-flop
- Wearing of name tags is strongly encouraged
- Please report to the Meet Referee in accordance with the Daily Schedule on page one (1) to receive assignments

**Order of Events**  
Distances are in long course meters

12 and under			
Girl's Event #	Distance	Event	Boy's Event #
Friday Evening, June 1st – 1700			
1	400	Freestyle (mixed gender)	1
2	400	IM (mixed gender)	2
Saturday Morning, June 2nd – 0800			
3	200	Freestyle	4
5	50	Breaststroke	6
7	200	Butterfly	8
9	100	Backstroke	10
11	200	Breaststroke	12
13	50	Butterfly	14
15	800	Freestyle (mixed gender)	15
Sunday Morning, June 3rd – 0800			
17	200	IM	18
19	50	Backstroke	20
21	100	Breaststroke	22
23	50	Freestyle	24
25	100	Butterfly	26
27	200	Backstroke	28
29	100	Freestyle	30
31	1500	Freestyle (mixed gender)	31

13 and over			
Girl's Event #	Distance	Event	Boy's Event #
Friday Evening, June 1st – 1700			
1	400	Freestyle (mixed gender)	1
2	400	IM (mixed gender)	2
Saturday Morning, June 2nd – 0800*may be split if meet reaches 4 hours, will start no later than one hour 15 minutes after morning session is complete			
103	200	Freestyle	104
105	50	Breaststroke	106
107	200	Butterfly	108
109	100	Backstroke	110
111	200	Breaststroke	112
113	50	Butterfly	114
115	800	Freestyle (mixed gender)	115
Sunday Morning, June 3rd – 0800*may be split if meet reaches 4 hours, will start no later than one hour 15 minutes after morning session is complete			
117	200	IM	118
119	50	Backstroke	120
121	100	Breaststroke	122
123	50	Freestyle	124
125	100	Butterfly	126
127	200	Backstroke	128
129	100	Freestyle	130
131	1500	Freestyle (mixed gender)	131

**PLEASE NOTE:** Swimmers competing in events 400-meters or longer will be required to provide their own lap counters and backup timers.



# SOUTH TEXAS SWIMMING, Inc.

## Safety Guidelines and Warm-up Procedures

### A. WARM-UP PROCEDURES

- I. Assigned Warm-up Procedures
  - a. Warm-up lanes and times will be assigned to competing teams based on number of entrants.
  - b. All warm-up activities will be coordinated by the coach(es) supervising that lane.
  - c. Dive sprints shall occur from only the designated end of the pool, swimmers must exit on the opposite end of the pool, and may be done only under the direct supervision of the coach.
- II. Open Warm-up Procedures

### LANE USE

POOL	PUSH/PACE	DIVES/SPRINTS	GENERAL WARMUP
8 Lanes	1 and 8	2 and 7	3 through 6
6 Lanes	1 and 6	2 and 5	3 and 4

- a. The first half of the assigned warm-up time shall be general warm-up for all lanes.
  - b. Push/Pace lanes will push off one or two lengths from starting end.
  - c. Sprint lanes are for diving from blocks or for backstroke starts in specified lanes at designated times and from the designated end. Swimmers must exit the pool on the opposite end.
  - d. There will be no diving in the general warm-up lanes—circle swimming only.
  - e. No kickboards, pull buoys, or hand paddles may be used.
- III. Safety Guidelines
- a. Coaches are responsible for the following:
    1. Instructing swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
    2. Actively supervising their swimmers throughout the warm-up sessions, at meets, and all practices.
    3. Maintaining as much contact with their swimmers AS POSSIBLE, both verbal and visual, throughout the warm-up period.
  - b. The host team will be responsible for the following:
    1. A minimum of four marshals who report to and receive instructions from the Meet Referee and/or Director shall be on deck during the entire warm-up session(s).
    2. Marshals will have the authority to remove from the deck for the remainder of a warm-up session, any swimmer or coach found to be in violation of these procedures.
    3. The host team shall provide signs for each lane at both ends of the pool, indicating their designated use during warm-ups.
    4. Warm-up times and lane assignments will be published in the meet information and posted at several locations around the pool area and the following statement will appear in the meet information: "South Texas Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."
    5. An announcer will be on duty for the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the warm-up.
    6. Hazards in locker rooms, on deck, or in areas used by coaches, swimmers, or officials will be either removed or clearly marked.

### B. MISCELLANEOUS NOTES

- I. Backstrokers will ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker waiting to start.
- II. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
- III. Swimmers are required to exit the pool on completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during the warm-up session.
- IV. Warm-up procedures will be enforced for any breaks scheduled during the competition.
- V. No hand paddles, fins, or kickboards may be used at any time during general, specific, or between warm-ups unless approved by the Meet Referee.

**NOTE: Host Clubs, with the consent of the Meet Referee, may modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other considerations; so long as safety considerations are not compromised. Any such changes will be announced and/or prominently posted in the pool area.**

STSI Safety Guidelines and Warm-up Procedures last Revised 10/9/2016