

Southern Zone Age Group Championships Meet Information Template

This template is required to be used for the Southern Zone Age Group Championship.

While the host team's LSC must approve the meet information, this meet is run by the Southern Zone and as such this meet information shall not be changed. It meets all the requirements of USA Swimming Rules and Regulations.

Information in brackets "< >" should be changed to reflect the dates, location, facility and people for the specific meet. Information not in the brackets is approved by the membership and can only be changed at the Southern Zone Meeting at USAS Convention. Changes required by the host LSC sanction requirements can be made with the prior approval of the Southern Zone Age Group Chair and the Meet Referee.

To simplify use of the template, all occurrences of a replaceable item (ex: <Entry Coord Name>) are the same so a simple find and replace can be used to fill in the template. To determine if all replaceable items have been completed a search of "<" or ">" should result in no items found.

Note: The Host LSC/Team Logo can be added at the top right of the first page of the Meet Information.



**SOUTHERN
ZONE
SWIMMING**

<YYYY> Southern Zone Age Group Championships

Hosted by <Team>

<Meet Dates>

<Meet Location>

<Pool Address>

Held under the Sanction of USA Swimming, Inc.

Issued by <Host LSC> Sanction # <sanction #>

MEET DIRECTOR(S)	MEET ENTRY COORDINATOR	MEET MARSHAL
<Dir name> < Dir email> < Dir phone>	<Entry Coord name> < Entry Coord email> < Entry Coord phone>	<Marshall name> < Marshall email> < Marshall phone>
MEET REFEREE	ADMINISTRATIVE REFEREE	OFFICIALS CONTACT
<Referee name> < Referee email> < Referee phone>	<AR name> <AR email> <AR phone>	<Officals Contact name> < Officals Contact email> < Officals Contact phone>
SZ AGE GROUP CHAIR	SZ COACH DIRECTOR	SZ NON-COACH DIRECTOR
Jonathon Watson 01silversurfer@bellsouth.net	John Roy coachjohn@bellsouth.net	Dave Smith das.davesmith@gmail.com

HOST

The <Team> website is: <team website URL>. <Host LSC> website is <LSC website URL>.

**FACILITY
AND
POOLS**

<Facility Description>

The competition course has (not) been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

<warmup lanes, seating availability/restrictions and other facility restrictions >

PARKING: <Parking accommodations and whether free or paid>

SCHEDULE

Session	Day	Warm-up*	Meet Start
-	Monday evening	4:00-8:00 PM	-
1	Tuesday Timed Finals	6:30-8:50 AM	1:00 PM
2	Wednesday Prelims	4:00-5:00 PM	9:00 AM
3	Wednesday Finals	6:30-8:50 AM	5:30 PM
4	Thursday Preliminaries	4:30-5:45 PM	9:00 AM
5	Thursday Finals	6:30-8:50 AM	5:30 PM
6	Friday Preliminaries	4:30-5:45 PM	9:00 AM
7	Friday Finals	6:30-8:50 AM	5:30 PM
8	Saturday Preliminaries	4:00-5:15 PM	9:00 AM
9	Saturday Finals		5:30 PM

* See warm-up schedule for specifics

IMPORTANT TIMES (MEETINGS, SCRATCH AND POSITIVE CHECK IN DEADLINES)

EVENT	DAY	TIME
General Meeting – Mandatory for Coaches and Captains. Location: <location>	Tuesday	11:00AM
Positive check in for Tuesday Events	Tuesday	15 min after General mtg.
Parade	Wednesday	5:10 PM
Relay Names	All	Start of Finals

ELIGIBILITY

- All swimmers shall be USA Swimming year-round registered athletes.
- Each LSC may select a maximum of forty-eight (48) athletes for its team. They may select a maximum of eight (8) females and eight (8) males in each of the 11-12, 13-14 and 15-18 age groups.
- Swimmers that have ever achieved any current Junior National summer standard are not eligible to participate in the meet, unless they achieved the result within two weeks of the entry deadline.
- -The age of a swimmer on the first day of the respective meet shall determine the swimmer's age for that meet.

ENTRIES

ENTRY DEADLINE = Monday, <Day prior to meet> @ 12:00 PM NOON EDT.

- **There are no late entries or deck entries for this meet.**
- **No deck registration is permitted.**
- An “TM” Event File for Team Manager is available on the Zone Page at < Entry Coord email>
- The **only** acceptable mode of entry is via Hy-Tek Commlink File. The Commlink File must be renamed to clearly identify the entering team, the shorter the better
- A hard copy of your entries **MUST** be hand delivered or attached to your email. Athletes WILL NOT be entered into Meet Manager until the Meet Entry Report (hard copy) is received.
- Entries **MUST** be emailed to: < Entry_Coord email>; submissions to any other address cannot be accepted. **NO** Entries via FAX will be accepted. Receipt of entries will be acknowledged via email.

- If you have an entry question, please contact Entries Chair, <Entry Coord name>, at <Entry Coord email>
- Each LSC shall identify the name and telephone of the person responsible for their entries.
- Each LSC shall bring a copy of their LSC's Official Selection Procedure for this meet to the general meeting
- A list of coaches and chaperones (up to 12 individuals) **must** accompany the entries and may be e-mailed.
- 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 allowed to participate in the meet until entry fee payment has been received by the Meet Director or designee.
- Under no circumstance will any swimmer left off the LSC's original Entry Form be permitted to swim any event(s) in the meet.

DISABILITY ENTRIES

Each LSC may bring six (6) swimmers; three (3) boys and three (3) girls with disabilities who are 11 to 18 years of age; selected in any manner deemed appropriate and assisted by the Southern Zone Adapted Swimming Coordinator, if necessary. Swimmers' disability must satisfy the definition of a disability as outlined in USA Swimming Rules and Regulations: a permanent physical or mental impairment that substantially limits one or major life activities. These swimmers with disabilities are in addition to the permitted forty-eight (48) swimmers and are not required to meet the time standards for their age group/events, however, they must provide a time for each event they enter. Swimmers with disabilities may compete in finals, earn awards and score points for their team in the same manner as the able bodied swimmers. Each swimmer is limited to six (6) individual events for the meet with no more than three (3) events per day.

Entries for swimmers with disabilities should be submitted on the attached entry form indicating preference for seeding, and highlighted on the hard copy of the LSC's meet entry.

Shorter events that are not included in the listing for each age group may be requested. (Such events may be swum with longer events or other age groups during preliminaries, but will be swum separately in finals, possibly combined by gender and stroke and considering intervals between swims.

It is the responsibility of the swimmer, or his/her coach, to inform the Meet Referee of any disability- related accommodations he/she may need to compete. This information must be given in advance of the meet.

ENTRY LIMITS

Each LSC is limited to

- Three (3) individual entries for the 400 Free/400 IM/800 Free/1500 Free • **Unlimited** entries for all other individual events,
- One (1) relay team per relay event.

Each swimmer is limited to

- Six (6) individual events for the meet (entered),
- Three (3) individual events per day (entered).

ENTRY FEES	<p>Southern Zone Age Group Swimming Championships:</p> <ul style="list-style-type: none"> • Individual events - \$7.50/event. • Relay events - \$10.00/event. <p>Please make checks payable to: <Team>. All entry fees must be paid in full to the Meet Director prior to the conclusion of the General Meeting on the first day of competition.</p>
RULES	<p>The meet will be conducted in accordance with USA Swimming Rules and Regulations except where the rules are optional and exceptions are stated.</p>
WARMUPS	<p>See Warm-up procedure attachment</p>
FORMAT	<p>Events on the first day, will be swum as timed final events, alternating girls then boys fastest to slowest. The 13-14 and 15-18 age groups will be seeded to swim together for the 800 and 1500 Free events but separated for entry limit and scoring purposes.</p> <p>Mixed relays shall consist of 2 girls and 2 boys in any order.</p> <p>All individual events for the remaining days will be swum as Prelims/Finals. The top 8 in each age group/gender will swim in finals. All finals will be marched and announced behind the blocks. There will be only one championship heat per event during finals. If disabled swimmers qualify for finals, additional heat(s) will be swum. Relays will be swum in finals as timed final events.</p> <p>Chase starts are preferred for Wednesday through Saturday events if adequate officials are available.</p> <p>With the approval of the SZ Age Group Chair, the Meet Referee and the Meet Director reserve the right to make changes to meet logistics, if deemed appropriate.</p>
SEEDING	<p>The conforming time standard for this meet is long course meters (LCM). Swimmers will be seeded in the order of LCM/SCM/SCY. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. <TEAM> reserves the right to combine heats and events at the discretion of the Meet Referee.</p>
SCRATCH AND POSITIVE CHECK IN PROCEDURES	<p>This meet will follow USA Swimming procedures specified in rule 207.11.6 except where exceptions are stated.</p> <p>We ask all coaches to declare any scratches to the Clerk of Course before the deadlines to insure full heats and the best competition opportunities possible for all athletes.</p> <p>A positive check in, located at Clerk of Course, will be required for these events. Swimmers and relay teams who do not positively check in may not be seeded in the event:</p> <ul style="list-style-type: none"> • 800M Freestyle • 400M Individual Medley • 400M Freestyle • 1500M Freestyle

SCRATCH PENALTIES

According to the scratch rule, a swimmer who is properly checked in for a positive check in event, been seeded, and fails to compete in said event, shall be barred from his/her next individual event unless excused by the Meet Referee. There is no penalty for failure to compete in pre-seeded preliminary heats of individual events except that an individual event from which a swimmer has not scratched prior to the appropriate deadline will be counted toward that swimmer's three events per day limit. There is no penalty for failure to compete in relay events.

A swimmer qualifying for a Final who neither scratches with the Administrative Referee nor declares his intent to scratch within 30 minutes after the announcement of qualifiers for that event is considered checked in. If a checked in swimmer fails to compete in Finals, that swimmer shall be barred from further competition unless excused by the Meet Referee. In order to field full Finals heats, it is requested that swimmers who qualify in the top 50 and have no intention of swimming in Finals indicate this by scratching.

SCORING

Each LSC shall be scored as a team for the Southern Zone Age Group Swimming Championship. Each event shall be scored to eight places under the following system

- Individual events: 9-7-6-5-4-3-2-1
- Relay events: 18-14-12-10-8-6-4-2
- Disability swimmers will be scored based on the number of disability swimmers in that particular event as follows: Five athletes (6, 4, 3, 2, 1); Four athletes (5, 3, 2, 1); Three athletes (4, 2, 1); Two athletes (3, 1); One athlete (2).

All events will be scored separately as 11-12, 13-14 and 15-18.

AWARDS

The following awards shall be awarded:

- Individual events: 1st-8th place medals (Only the top three (3) places in each event will actually be PRESENTED.)
- Relay events: 1st-3rd place medals,
- Team Awards: 1st Place "Champions Medals" and 54 t-shirts. 2nd & 3rd Place: Plaque/Trophy
- Age Group Awards: 1st place Women and Men in each age group – Plaque/Trophy
- The Charlene Craddock Sportsmanship Award: Medals and 54 caps swim caps.

The Craddock Award shall be awarded to the team who exhibits the highest level of sportsmanship throughout the meet. (This is a Sportsmanship Award as opposed to a Spirit Award). This award shall be voted on by the Meet Director, Meet Referee, Head Starter and LSC's (one (1) vote each) during the last session of the competition. A minimum of nine (9) votes shall be required for selection.

PARADE

Wednesday at 5:10 p.m. Swimmers should line up at 5:00 PM. This will be an introduction of all the zone teams by a walk in and walk around the pool area.
Parade Theme: <Theme for parade>

RESULTS

Results will be posted on <Team>'s website <team website URL> within 24 hours of the meet's conclusion and teams will be emailed their results. Meet Mobile and Live Results will be used as facility internet connectivity permits.

TIMERS

<Who is providing timers – host or team assignments>

SPECTATOR ADMISSION

<Admission costs>

Chaperones listed on the team lists shall not be required to pay admission.

HEAT SHEETS

<Heat Sheets costs>

SAFE SPORT

The <LSC> Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. Swimmers may be dropped off only in designated safe areas. Swimmers are not permitted in work out rooms, storage rooms, meeting rooms, or control rooms. No glass containers or bottles are allowed inside the facility at any time. No running or horseplay will be tolerated. Access to the main locker rooms is restricted to swimmers only. Anyone failing to comply with a safety request may forfeit his or her privilege to participate.

Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms, locker rooms or other areas as designated by the facility. Main locker rooms are reserved for participating swimmers only.

Deck changes are prohibited.

Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, 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. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. The swimmer must also declare to the Meet Director a coach of record and who will represent the swimmer at the meet.

Only swimmers, properly certified officials and coaches, and meet volunteers will be allowed on deck. No spectators will be allowed on deck at any time.

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.

OFFICIALS

There will be an officials' meeting 1 hour prior to each session in the <officials room location>. We welcome all certified officials on deck. If you are able to work as a S&T Judge, contact the Meet Referee or sign up in advance at <https://www.teamunify.com/team/szlsc/page/applications> .

CJs/Starters/Referees: Officials who are interested in assigned positions should complete an Application to Officiate found on the Southern Zone website, <https://www.teamunify.com/team/szlsc/page/applications> by the deadline listed.

The uniform is <color> collared shirts over <color> bottoms and white shoes. Long pants or skirts are preferred for Finals. <If different for finals, please indicate the uniform for finals>.

National Officials Evaluations: **This meet has been approved as an Officials Qualifying Meet for N2 and N3 all positions** by USA Swimming. Officials should submit the application found at <https://www.teamunify.com/team/szlsc/page/applications> . Officials are required to work a minimum of 4 sessions to be evaluated. Evaluation requirements can be found at www.USASwimming.org.

**MEET
COMMITTEE**

The Meet Director and the SZ Age Group Chairman will appoint a meet committee. It will consist of: the Meet Referee, the SZAG Chair or his designee (Chairman), the host coach plus two (2) other coaches and two (2) athletes from five (5) different, randomly selected LSC's. This committee will have jurisdiction over technical protests with the exception of officials' judgment calls. The committee will follow the USA Swimming Rules and Regulations, the SZ Age Group Swimming Championships Meet Handbook and the meet information letter at all times.

COACHES

All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of certification/registration and coaches shall prominently display their credentials at all times while on deck. There may be a coaches' meeting after Friday warm ups or other meetings at the Meet Referee's discretion. Meet Management requests that at least one coach representative from each team attend all coaches' meetings.

**HOSPITALITY/
CONCESSIONS**

There will be a hospitality area open to all coaches and officials. Refreshments will be for sale at concession stands. Outside food is not permitted by the facility.

**BAD
WEATHER**

In case of an "Act of God" or bad weather scenario which cancels a session, meet management, in consultation with the meet committee, will make the final decision how the meet will safely proceed.

TRAVEL INFO

<provide travel info, nearby airports, directions from major highways, etc>

LIABILITY

In granting a sanction for this meet, it is understood and agreed that USA Swimming, Inc., the Southern Zone, <LSC>, the <team>, <facility>, and all meet officials shall be free from any liabilities or claims for damage arising by reason(s) of injuries to anyone during the conduct of this meet.

Southern Zone Age Group Swimming Championship

ORDER OF EVENTS

	Tuesday	Timed Finals 1:00 pm
Event # (Female Odd, Male Even)	Age Group	Distance/Stroke
1-2	11-12	400 Free*
3	13-18	800 Free*
4	13-18	1500 Free*
5	11-12	Mixed 200 Relay**
6	13-14	Mixed 200 Relay**
7	15-18	Mixed 200 Relay**
Awards for 400/800/1500 Free and Mixed Relay (during social)		
*The 400, 800, & 1500 Free will be swum fastest to slowest, alternating girls then boys.		
** Mixed Free Relay in even years, Mixed Medley Relay in odd years		
Prelims 9:00 am	Wednesday	Finals 5:30 pm
9-10	11-12	200 Free
11-12	13-14	200 Free
13-14	15-18	200 Free
15-16	11-12	50 Breast
17-18	13-14	200 Breast
19-20	15-18	200 Breast
21-22	11-12	100 Fly
23-24	13-14	100 Fly
25-26	15-18	100 Fly
Awards for 200 Free, 50 & 200 Breast and 100 Fly		
27-28	11-12	400 Medley Relay**
29-30	13-14	400 Medley Relay**
31-32	15-18	400 Medley Relay**
**All relays are timed finals and will be swum in the finals.		
Prelims 9:00 am	Thursday	Finals 5:30 pm
Awards for 400 MR		
33-34	15-18	200 Back
35-36	13-14	200 Back
37-38	11-12	50 Back
39-40	15-18	100 Free
41-42	13-14	100 Free
43-44	11-12	100 Free
45-46	15-18	400 IM
47-48	13-14	400 IM
Awards for 200 & 50 Back, 100 Free and 400 IM		
49-50	11-12	400 Free Relay**
51-52	13-14	400 Free Relay**
53-54	15-18	400 Free Relay**
**All relays are timed finals and will be swum in the finals.		

Prelims 9:00 am	Friday	Finals 5:30 pm
Awards for 400 Free Relay		
55-56	11-12	100 Back
57-58	13-14	100 Back
59-60	15-18	100 Back
61-62	11-12	100 Breast
63-64	13-14	100 Breast
65-66	15-18	100 Breast
67-68	13-14	400 Free
69-70	15-18	400 Free
Awards for 100 Back, 100 Breast and 400 Free		
71-72	11-12	200 Medley Relay**
73-74	13-14	200 Medley Relay**
75-76	15-18	200 Medley Relay**
**All relays are timed finals and will be swum in the finals.		
Prelims 9:00 am	Saturday	Finals 5:30 pm
Awards for 200 MR		
77-78	11-12	200 IM
79-80	13-14	200 IM
81-82	15-18	200 IM
83-84	11-12	50 Free
85-86	13-14	50 Free
87-88	15-18	50 Free
Awards for 200IM and 50 Free		
89-90	11-12	50 Fly
91-92	13-14	200 Fly
93-94	15-18	200 Fly
95-96	11-12	200 Free Relay**
97-98	13-14	200 Free Relay**
99-100	15-18	200 Free Relay**
Awards for 50 & 200 Fly, 200 FR and Team Awards		
**All relays are timed finals and will be swum in the finals.		

<YYYY> USA Swimming Southern Zone Age Group Swimming Championship

<Meet Dates>

Coaches:

Please use this checklist to make sure you return all the required items. This form must be filled out and included with your entry.

- _____ Financial Summary Form (including e-mail address).
- _____ Hard copy of entries.
- _____ Check for all fees (payable to TAC TITANS SWIM TEAM).

I certify that this entry is completed to the best of my ability and that all swimmers entered have achieved the entry time required in each event.

Coach's Signature

Date

LSC

Abbreviation

<YYYY> USA Swimming Southern Zone Age Group Swimming Championship

<Meet Dates>

Meet Entry Summary Sheet

LSC _____ Abbreviation _____

Coach(s) _____

LSC Contact Person #2 _____

Cell Phone _____ Work Phone _____ Email _____

LSC Contact Person #1 _____

Cell Phone _____ Work Phone _____ Email _____

Number of Individual Events _____ X \$7.50 each \$ _____

Number of Relays _____ X \$10.00 each \$ _____

Total Amount Enclosed (checks payable to <Team>) \$ _____

I, the undersigned coach or LSC representative, verify that all the swimmers and coaches listed on the enclosed entry forms are registered with USA Swimming. It is understood and agreed that USA Swimming, Inc., the Southern Zone, <LSC>, the <team>, <facility>, and all meet officials shall be free from any liabilities or claims for damage arising by reason(s) of injuries to anyone during the conduct of this meet.

Signature/Title _____

<Meet Dates>

Swimmers with Disabilities Meet Entry Summary Sheet

Name: _____ DOB: _____ Male Female

Address: _____ Swimming # : _____

City: _____ State: _____ ZIP: _____

Age on 1st day of meet: _____

Swimmer/Parent E-mail Address: _____

Club: _____ Club Coach: _____ Phone: _____

Parent/Guardian's Name: _____

Phone: Day: _____ Evening: _____ Cell: _____

Emergency Contact: Name: _____ Phone: _____

ONLY LONG COURSE METER (LCM) TIMES WILL BE ACCEPTED FOR THE PURPOSES OF SEEDING

#	<u>EVENT</u>	<u>ENTRY TIME</u>	<u>Accommodation Requested</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please indicate the swimmer's requested accommodation (lane, event of diff distance, etc) for each event. Please note that changing age groups may change the session that the swimmer swims. Changing the distance may affect the date on which the swim occurs. Take these factors into consideration when selection the seeding procedure for each event listed below. The Meet Referee has the final decision regarding seeding procedures.

I certify that the above listed times are correct.

Signed: _____ Date: _____

Club Head Coach / Age Group Coach (REQUIRED SIGNATURE)

<YYYY>USA Swimming Southern Zone Age Group Swimming Championship

<Meet Dates>

Warm-Up Procedures

The competition pool will be open for general warm-ups during the following times before the meet begins: This grouping is based on last year's attendance and may be subject to change based on teams entered.

Monday, <Day prior to meet>: <WARM UP Times>

Tuesday, <1st Day of Meet>: <AM Warm up Times>

Lanes	Group 1	Group 2	Group 3
1			
2	Georgia	Mississippi	Kentucky
3	South Texas	Border	North Carolina
4	Florida	North Texas	South Carolina
5	Gulf	Florida Gold Coast	West Texas
6	Louisiana	Southeastern	West Virginia
7			
8	Disability	Disability	Disability

	1st warm-up	2nd warm-up	3rd warm-up
Tuesday	Group 1	Group 2	Group 3
Wednesday	Group 3	Group 1	Group 2
Thursday	Group 2	Group 3	Group 1
Friday	Group 1	Group 2	Group 3
Saturday	Group 3	Group 1	Group 2

Warm-up Times:

Tuesday:

11:00-11:30 PM	Group 1 Warm-up
11:30-12:00 PM	Group 2 Warm-up
12:00-12:30 PM	Group 3 Warm-up
12:30-12:45 PM	Lanes 1, 2, 7, 8 Pace lanes Lanes 3 & 6 One Way Starts Lanes 4 & 5 General warm- up

Wed-Sat Prelims:

7:00-7:30 AM	Group 1 Warm-up
7:30-8:00 AM	Group 2 Warm-up
8:00 -8:30 AM	Group 3 Warm- up

8:30- 8:50 AM	Lanes 1, 8 Pace Lanes 2, 3, 6, 7 One Way Lanes 4 & 5 General Warm- up
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Wed-Sat Finals:

4:00-4:45 PM	Lanes 1-8 General Warm-up
4:45-5:15 PM	Lanes 1 & 8 Pace Lanes Lanes 2, 3, 6, 7 One Way Lanes 4 & 5 General Warm- up

Sprint and Pace Lanes will be added at the discretion of the Meet Referee

On WEDNESDAY night, the day of the parade, the Warm-ups will end at 5:00 p.m.

**The Warm-Up pool will be set up with 5 lane lines and will be available during all sessions for general Warm-Up*

(Local Information including Facility rules, Hotel Information, Restaurant Information, Rental Car information, etc)