

**MEET INFORMATION DOCUMENT**  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29th, 2011  
Page 1 of 9

- FACILITY:** West Gwinnett Park Aquatic Center  
Address: 4488 Peachtree Industrial Blvd.  
Norcross, Georgia 30071  
Phone 770-417-2281
- *USA Swimming certified, indoor, 10 lane, 25 yard competition course*
  - *Separate 4 lane warm down pool*
  - *Electronic Timing: Omega touch pads, Daktronics timing console and scoreboard.*
- DATES:** January 27 - 29, 2011
- MEET DIRECTOR:** Don Faulkner  
Phone: 770-401-1887, Email: president@gwinnettswimdive.org
- RULES:** High School (NFHS) rules will be followed in the conduct and scoring of this meet. Exceptions noted in this document will supercede the Rules Book.
- OFFICIALS:** The Referee, Stroke/Turn Judges and Starter will be staffed by Georgia High School (GHSA) certified officials. Not less than 2 of these officials will also be USA Swimming (USAS) certified Stroke & Turn Officials, who will serve as observers for declared USAS registered swimmers competing in this meet.
- USAS OBSERVED:** This will be an observed meet for USAS registered swimmers. Coaches will be required to submit a list of all USAS swimmers, who wish to have their swims certified and uploaded to the USA Swimming "SWIMS" database. This list of USAS swimmers must be submitted to Meg Rooney via email ([swimmom@bellsouth.net](mailto:swimmom@bellsouth.net)), no later than Friday, January 21<sup>st</sup> at 9:00 PM. The list must include the swimmer's name (as entered in the meet program) and USAS ID Number. Please use the attached form on page 9.
- ELIGIBILITY:** An athlete may be entered in an individual event, only if the athlete has achieved the qualification standard for that event and the qualifying performance has been documented on the Gwinnett Swim & Dive website ([gwinnettswimdive.org](http://gwinnettswimdive.org)). An athlete may be entered in no more than 2 individual events and 2 relay events. An athlete, who is also entered in the Diving competition, may only enter one individual swimming event. The Event Qualification Standards and Proof of Performance statement are provided on page-6 of this document. There are no relay time standards.
- ENTRY LIMIT:** Athletes may be entered in a total of 4 events (maximum of 2 individual events). Each relay and each diving entry counts as one event towards the total of 4 events. Once entered in an event, the athlete is expected to compete in that event. For the Prelim sessions, each team is allowed to enter no more than 3 relay teams per relay event.

MEET INFORMATION DOCUMENT  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29th, 2011  
Page 2 of 9

**FORMAT:**

This will be a Prelims/Finals meet.

1. The top 30 swimmers will compete in Finals of individual events.
  - Swimmers with the 10 fastest prelim times, will swim in the Championship Finals Heat.
  - Swimmers with the 11th-20th fastest prelim times, will swim in the Consolation-A Heat
  - Swimmers with the 21st-30th fastest prelim times, will swim in the Consolation-B Heat.
2. No more than 4 swimmers from each team can qualify to compete in the Finals of a specific individual event. **An exception to this rule will be made, if there are open lanes available after seeding the fastest swimmers based on this “maximum of 4 swimmers per team” requirement. In this case, additional swimmers will be manually seeded into that Finals event to fill any open lanes. These additional swimmers will be exhibition only and they will be seeded based strictly upon their swim times during Prelims.**
3. **Coaches must identify all relay swimmers for Prelims, as part of their team’s meet entry submission.**
4. Relay events will be swum during Prelims and Finals sessions. Only the fastest relay (A-Relay) from each team will compete in Relay events during Finals.
5. It is not necessary to keep the same swimmers in each A-Relay for both Prelims and Finals; however, caution should be exercised if athletes are changed, so that an athlete does not exceed a total of 4 events. This is described further under “RELAY ENTRIES”.
6. During the Finals session, Relays 1-10 (based on fastest Prelims time) will swim in the Championship Finals Heat. Relays 11-18 will swim in the Consolation-A Heat.
7. Relay cards will be provided to the coaches at the coaches’ meeting just prior to the start of the meet. Each relay team will carry their relay card to the starting block. During Prelims, coaches may make changes to a relay card up to the point where the card is handed to the lane timer.

**ENTRY**

**DEADLINE:**

The entry deadline will be Friday, January 21<sup>st</sup> at 9:00 PM. Entries must be submitted via email according to the directions listed below. No entry changes will be accepted after 12:00 Noon on Sunday, January 23rd.

**ENTRIES:**

**No late entries will be accepted.** *Coaches are encouraged to email or call Meg Rooney to confirm that she has received their team’s entries, if you do not receive a confirmation email within 3 hours after sending the entries.*

Hy-Tek Team Manager must be used to create a file for submitting meet entries. Each team will create their own meet entries and will submit these directly to Meg Rooney. Please refer to Appendix-A for detailed instructions.

1. It is imperative that ALL teams meet the published deadlines.

**MEET INFORMATION DOCUMENT**  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29<sup>th</sup>, 2011  
Page 3 of 9

2. No entry changes will be accepted after 12:00 Noon on Sunday, January 23<sup>rd</sup>.
3. The final version of the Meet Program will be prepared for the printer on Sunday evening (1/23).
4. Coaches are strongly encouraged to check their team's entries very carefully, preferably with a parent or assistant coach, before submitting the entry file.
5. If a mistake is found, please send a replacement entry file via email. Only one batch of final corrections will be accepted, per team.
6. All individual entries must strictly adhere to the event qualification standards listed in Table B. An exception report will be generated to ensure adherence to the time standards.

**RELAY ENTRIES:**

Relay team athletes must be identified in the team's meet entry file (*these may still be changed until the time the first relay heat goes to the blocks*). Coaches must provide the names and the order the athletes will swim. Relay cards will be provided. Prelim relay entries should have a seed time from an earlier meet during the same season.

- If an athlete has competed in 2 individual events and 2 Relay events during Prelims, he or she may not change Relay events for Finals. For example, if Joe Smith swims in 2 individual events and also swims in the 200-Medley Relay and 200-Free Relay events in Prelims, he can not be entered in the 400-Free Relay in Finals, because that would constitute a 5<sup>th</sup> event for him. This would result in a disqualification of that A-Relay.
- A swimmer who has been disqualified due to a "no show" may not swim in any later events including relays, for that session. For example, if Mary Jones is disqualified as a "no show" in the 100-Breast in Finals, she cannot then swim in the 400-Free Relay at Finals. If she were to do so, that 400-Free relay team would be disqualified.

**500 FREESTYLE:** This event will be deck seeded for the Prelim sessions. A sign-in sheet will be available at the scoring table. For the Prelim sessions, positive check-in is required and will close at 4:30 PM.

**NO SHOWS:** Failure to compete in an entered event, including relays, will result in that athlete being disqualified from further competition in accordance with the NFHS Rules Book. A coach may withdraw an athlete from an event by making a "Declared False Start" to the Referee prior to the first heat of that event. Events with declared false starts do count as one of the 4 events for that athlete. To expedite the scoring of the meet, please provide a list of known, declared false starts to the Meet Referee prior to the start of the meet.

**SCRATCHES:** Athletes will have 30 minutes to scratch from a Finals event after the Prelim results are posted.

**MEET INFORMATION DOCUMENT**  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29th, 2011  
Page 4 of 9

Coaches must declare all scratches by 4:30 pm on the day of that event. Entrants who do not swim, do not make a Declared False Start, or who miss the 4:30 scratch deadline, will be disqualified from further competition in the current session.

**SCORING:**

The meet will be scored as follows:

Individual event points (places 1-30)

Championship Heat -- 36-33-32-31-30-29-28-27-26-25

Consolation-A Heat – 23-21-20-19-18-17-16-15-14-13

Consolation-B Heat -- 11-9-8-7-6-5-4-3-2-1

Relay event points (places 1-17) – *Double the individual points for place.*

Championship Heat -- 72-66-64-62-60-58-56-54-52-50

Consolation-A Heat -- 46-42-40-38-36-34-32

**AWARDS:**

Awards will be based on order of finish during Finals for places 1-30

- Medals – 1<sup>st</sup> - 10<sup>th</sup>
- Ribbons – 11<sup>th</sup> – 30<sup>th</sup>

Team Trophies will be awarded to the Champion, Runner-up, Third, Fourth, Fifth and Sixth place Boys and Girls teams.

All-Star T-Shirts: The top 5 athletes in each individual event and the top 3 relay teams in each relay event, will qualify to be awarded a Gwinnett Swim and Dive All-Star T-Shirt, which will be presented during the County Awards ceremony at the end of the season.

**AWARDS**

**PRESENTATION:** Awards for the top 10 performers in each event will be presented during breaks at the Finals Session on Saturday, January 29th.

**WARM-UP:**

The warm-up procedure must be followed by all teams participating in this meet. Each team has been allotted a 25-minute warm-up period prior to each competition session. Each team's head coach will be required to monitor their team's warm-up period at poolside. The team shall vacate the assigned warm-up lanes as directed and in a timely manner. The warm-up schedule and lane assignments are listed on page 7 of this document.

**ADMISSION:**

A \$3.00 admission charge will be collected at the gate from all spectators, school age and up. Heat sheets will be available for \$5.00. Heat sheets for the Finals session will be free with the coupon provided in the Prelim Sessions heat sheet. Without the coupon, the price of the Finals Heat Sheet will be \$1.00. GCPS employees will be admitted at no charge, with a valid GCPS ID.

**CONCESSIONS & HOSPITALITY:**

Concessions will be provided by the Grayson, Mill Creek and Meadowcreek booster clubs. No food or glass containers will be allowed on the pool deck.

**SEATING**

The facility will open at 2:30 pm each day for athletes and coaches. Spectators must sit in the grandstand area, which is located upstairs. This

**MEET INFORMATION DOCUMENT**  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29th, 2011  
Page 5 of 9

area will accommodate approximately 700 spectators. It can be reached by stairs or elevator. No folding chairs will be allowed in the grandstand area. Team members, who are not competing in the session that is competing in the pool, will not be permitted on the deck. No parents will be allowed on the pool deck without a security badge.

**PARKING**

Parking is available on facility premises. Vehicles parked in “No-Parking” areas (e.g. yellow curb or grass) are subject to being towed. There is overflow parking available across Berkley Lake Road at Pickneyville Community Center. This is a short 5 min. walk to the pool. PLEASE ENCOURAGE CARPOOLING!!!!

**ORDER OF EVENTS**

**SESSION 1: Boys Prelims**

**Thursday, January 27, 2011– West Gwinnett Park Pool**

3:00 – 3:25 pm Warm-up Session 1  
3:25 – 3:50 pm Warm-up Session 2  
3:50 – 4:15 pm Warm-up Session 3  
4:15 – 4:40 pm Warm-up Session 4  
4:30 pm Timers meeting/Workers  
4:45 pm Coaches Meeting  
5:00 pm Start Time

**SESSION 2: Girls Prelims**

**Friday January 28, 2011 – West Gwinnett Park Pool**

3:00 – 3:25 pm Warm-up Session 1  
3:25 – 3:50 pm Warm-up Session 2  
3:50 – 4:15 pm Warm-up Session 3  
4:15 – 4:40 pm Warm-up Session 4  
4:30 pm Timers meeting/Workers  
4:45 pm Coaches Meeting  
5:00 pm Start Time

**SESSION 3: FINALS**

**Saturday January 29, 2010 – West Gwinnett Park Pool**

3:00 – 3:25 pm Warm-up Session 1  
3:25 – 3:50 pm Warm-up Session 2  
3:50 – 4:15 pm Warm-up Session 3  
4:15 – 4:40 pm Warm-up Session 4  
4:30 pm Timers meeting/Workers  
4:45 pm Coaches Meeting  
5:00 pm Start Time

**MEET INFORMATION DOCUMENT**  
**Gwinnett County Public High School Championship Swim Meet**  
**January 27<sup>th</sup>- January 29th, 2011**  
**Page 6 of 9**

**TEAM DESIGNATORS (Table A)**

The team designators below are the designators, which are assigned to each school by the Georgia High School Swimming and Diving Coaches Association (GHSSCA). These designators must be used in all entry submissions.

Archer	ARC5
Berkmar	BER5
Brookwood	BWD5
Central	CGW5
Collins Hill	COL5
Dacula	DAC5
Duluth	DUL5
Grayson	GRY5
Lanier	LAN3
Meadow Creek	MDW5
Mill Creek	MIC5
Mountain View	MTV5
Norcross	NOR5
North	NGW5
Parkview	PKV5
Peachtree Ridge	PTR5
Shiloh	SHI5
South	SGW5

**EVENT QUALIFICATION STANDARDS (Table B)**

**Proof of Performance for the Gwinnett County Swimming Championship Meet:**

*In order for an athlete to compete in the Gwinnett County Championship Meet, the coach must have exported meet results files to the data manager that include qualifying times/scores. For swimming, the seed time at the County Championship Meet will be the athlete's fastest verified time that is posted on the Gwinnett Swim & Dive website ([www.gwinnettswimdive.org](http://www.gwinnettswimdive.org)). Times must have been achieved during the current HS season. Times achieved in non high school meets will not be considered for seeding or qualification purposes.*

<b>STANDARD</b>	<b>MEN</b>	<b>EVENT</b>	<b>WOMEN</b>	<b>STANDARD</b>
---	3	<b>200 MEDLEY RELAY</b>	4	---
<b>2:15.00</b>	5	<b>200 FREESTYLE</b>	6	<b>2:20.00</b>
<b>2:32.00</b>	7	<b>200 INDIVIDUAL MEDLEY</b>	8	<b>2:42.00</b>
26.20	9	<b>50 FREESTYLE</b>	10	29.50
<b>10 minute break</b>				
<i>(During Finals: Awards for events 3 – 8)</i>				
<b>1:12.00</b>	11	<b>100BUTTERFLY</b>	12	<b>1:18.00</b>
<b>1:00.00</b>	13	<b>100 FREESTYLE</b>	14	<b>1:06.00</b>
<b>6:15.00</b>	15	<b>500 FREESTYLE</b>	16	<b>6:30.00</b>
<b>10 minute break</b>				
<i>(During Finals: Awards for events 9-14)</i>				
---	17	<b>200 FREE RELAY</b>	18	---
<b>1:14.00</b>	19	<b>100 BACKSTROKE</b>	20	<b>1:18.00</b>
<b>10 minute break</b>				
<i>(During Finals: Awards for events 15-18)</i>				
<b>1:18.00</b>	21	<b>100 BREASTSTROKE</b>	22	<b>1:24.00</b>
---	23	<b>400 FREE RELAY</b>	24	----

*(During Finals: Awards for events 19-23 and Team Trophies)*

**MEET INFORMATION DOCUMENT**  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29<sup>th</sup>, 2011  
Page 7 of 9

**WARM-UP SCHEDULE**

Warm-ups will be held in the competition pool. The lane assignments listed below are for the competition pool. These assignments will apply to all 3 swim sessions (Boys Prelims, Girls Prelims and Finals). The warm-down pool may be used for cool downs and warm-ups prior to and following any events. NO DIVING is permitted in the warm down pool.

**Warm up Assignments**

**1<sup>st</sup> Group: 3:00 – 3:25 pm**

Mountain View	Lane 1
South	Lane 2
Collins Hill	Lanes 3,4,5,6,
Peachtree Ridge	Lanes 7,8,9,10

**2<sup>nd</sup> Group: 3:25 – 3:50 pm**

Central	Lane 1
Berkmar	Lane 2
Meadowcreek	Lane 3
Lanier	Lane 3
Parkview	Lanes 4,5,6,7
Shiloh	Lane 8
Dacula	Lane 9
Archer	Lane 10

**3<sup>rd</sup> Group: 3:50 – 4:15 pm**

Mill Creek	Lanes 1,2,3,4
Norcross	Lanes 5,6,7
Duluth	Lanes 8,9,10

**4<sup>th</sup> Group: 4:15-4:40 pm**

North Gwinnett	Lanes 1,2,3,4
Brookwood	Lanes 5,6,7,8
Grayson	Lanes 9, 10

MEET INFORMATION DOCUMENT  
Gwinnett County Public High School Championship Swim Meet  
January 27<sup>th</sup>- January 29th, 2011  
Page 8 of 9

**APPENDIX-A**

**INSTRUCTIONS FOR CREATING THE MEET ENTRY FILE**

**Please be careful. If you forget to enter an athlete, or choose the wrong events, the mistake may only be corrected at the direction of the meet director.**

**A. Creating a new meet in Team Manager**

1. From the menus select **Meets** / select **Add**
2. Fill in following information
  - a. **Meet name** – 2011 Gwinnett HS Championship
  - b. **Course** – select **Y**
  - c. **Meet type** - **HS**
  - d. **Start /end dates** - date(s) of meet: enter Jan 26 - Jan 29, 2010
  - e. Click **Use Since Date** box
  - f. In **Use Time Since** box enter November 12, 2010
  - g. Fill in other information you deem necessary or important
3. Click **OK** / click **Cancel**
4. From menus select **Events** / then select **Copy events**
5. From pull down bar select appropriate **Event Master Meet**
6. Select **All events** and **Both**
7. Click **OK** / click **Close**

**B. Putting meet entries into Team Manager**

1. Highlight appropriate meet
2. From menu select **entries ->entries by name** or **entries-> entry by event**
3. Put in appropriate entries. Remember to check the times in the Event Qualification Standards in Table B.

**C. Exporting meet entries from Team Manager**

1. Return to main menu of Team Manager
2. From menu select **File-> export-> meet entries**
3. From pull down menu select where to **export to** (probably A: drive for floppy disk or C: drive to later copy to CD on laptop)
4. From the pull down menu select the appropriate meet
5. Make sure **Export Relays** is checked
6. Click **OK** / click **Cancel**

**D. RENAME THE FILE**

After storing the CL2, which will be in a zip file, to disk, you need to open the drive from either Windows Explorer or **My Computer** and rename the file to **XXXXCNTY2011.zip** (where **XXXX** is your standard team abbreviation- from Table A)).

**Send the Meet Entries export file to Meg Rooney via Email address:**

[swimmom@bellsouth.net](mailto:swimmom@bellsouth.net)

**Call Meg to confirm receipt of the file: Phone: 770-381-1884**

