

GCSDBC SWIMMING AND DIVING HANDBOOK 2011-2012

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PURPOSE

The purpose of the Swimming and Diving Handbook is to foster a better understanding of the High School swim/dive program, one of the fastest growing varsity activities in the Gwinnett County Public Schools. The great number of participants plus the use of non-Gwinnett County Public School facilities create situations which are unique to the sport of swimming/diving. Dealing with the logistics of this program during the time of year when the weather is a factor requires a great deal of understanding, dedication, sacrifice, and preparation on the part of many people--swimmers, officials, coaches, and parents.

The Handbook should be used by coaches, parent volunteers, and officials. Hopefully, you will find it to be an informative, useful tool designed to insure a successful program. If you have any other suggestions or items which could be included in future handbooks, please submit the information to Susan Moody, Coordinator of Gwinnett County Swim and Diving Booster Club. Coaches are strongly encouraged to reproduce copies of rule clarifications in this book and give them to team/parent officials. The amendments in this book will be considered official for Gwinnett County Public School competitions.

NOTEWORTHY ADDITIONS and CHANGES to THIS YEAR'S HANDBOOK

As the handbook is revised each year, items are rearranged and new items are added to make this as comprehensive and complete a reference as possible. This is a list of changes of particular interest.

Page 15	Proof of Performance Due Dates – Regular Season
Page 23	Reimbursement Procedure Revised
Page 57	Some Appendices re-named (due to additions)
Page 58	New Appendix B – Meet Schedule for 2011-12 Season
Page 73	Appendix F – New GCSDBC Bylaws
Page 81	New Appendix G – Gwinnett County BOE Volunteer Policy
Page 82	New Appendix H – Gwinnett County BOE Volunteer Procedure
Page 90	Appendix K – Change in maximum dive meets permitted for state
Page 99	New Appendix M – Gwinnett County Power Points Tables
Page 109	New Appendix N – Check Request for Reimbursement of Expenses Form

HISTORY OF THE GWINNETT COUNTY PUBLIC SCHOOLS **VARSITY SWIMMING AND DIVING**

Season

- 78-79 Parkview High initiated the sport with over 40 participants. Meets were arranged with several local private schools and schools outside the county. Practices were held at the YWCA in Decatur. There were many drawbacks for the Panthers. Team members had to provide their own transportation, raise money for suits and warm-ups, and pay \$1 per practice at the YWCA. They were only able to practice three days a week for 45 minutes in a pool that did not have lane ropes. There were also no coaching supplements. Despite these drawbacks, the boy's team finished an undefeated dual meet season and placed 5th at State. The team was led by Bill Steel who won the State Championship and established the State record in the 500 Freestyle.
- 79-80 Parkview Boys place 3rd at State
- 80-81 South Gwinnett, Central Gwinnett, and Norcross start their own programs. With the Gwinnett County summer swim league growing to around 1,500 swimmers, all that was needed was a year-round swimming facility. Thanks to some quick action by the High School Booster Club and the County Commissioners, Gwinnett County was about to get its first heated pool. The new pool being constructed at Mountain Park had a heater added to its design. Later that year an air structure covering was purchased for the Mountain Park Aquatic Center through a joint effort of the Northlake Aquatic Club, Gwinnett Recreation Authority and the Board of County Commissioners. This unique facility featured a removable air support building which provided a warm environment in the winter months and could be taken down for outdoor summer swimming. The pool became the State of Georgia's only indoor/outdoor 50 meter facility.
- 81-82 Gwinnett High school swimming seemed to be on the right track when the Recreation Authority of Gwinnett allowed the local high schools to use the Mountain Park facility rent free because of the department's use of several high school gyms. However, there were nine high schools with swimming programs and only one coach. Parents formed booster organizations that paid fees much like the local community schools. Despite overcrowded conditions with more than 250 swimmers, a medley team from Parkview won Gwinnett's first State team event.
- 83-84 Scott Hogg of Parkview establishes the State record in the 50 Freestyle and the 100 Butterfly
- 85-86 Mark Smith of Central Gwinnett establishes the State record in the 100 Breastroke.
- 88-89 Jonathan Jennings of Brookwood establishes the State record in the 200 Individual Medley. Brookwood Boys place 2nd at State. For the past 30 years, the private schools in the state and the high school teams from Dekalb County had dominated the sport of swimming. Mary Ellen Blanchard of Norcross received All American Status. The decade of the 90's began to change all that!
- 89-90 With the fantastic growth of the county and the summer league programs growing to over 4,000 participants, the high schools in Gwinnett began to lead the way at the State meet. Shiloh Boys place 2nd at State. Clay Tippins establishes the State record in the 100 Butterfly.

- 90-91 Shiloh Boys become the first Gwinnett County team to win a State Championship. Clay Tippins of Shiloh establishes the State records in the 100 Butterfly and the 200 Freestyle. The 100 Butterfly is still a current State record.
- 92-93 Shiloh Boys place 2nd at State.
- 93-94 Shiloh Boys win State Championship. Shawn McNew of Shiloh establishes the State record in the 200 Individual Medley. The 200 Medley relay of McNew, Heitner, Keen and Simonton establish the State record. The 200 Free relay of Newman, Lewter, Simon and McNew establish the State record. The 200 Free relay is still the current State record. Other State successes - Parkview Boys - 3rd, Brookwood Boys - 6th, and Brookwood Girls - 5th.
- 94-95 Parkview Boys win State Championship. Other State successes - Brookwood Girls – 3rd, Brookwood Boys - 6th, Shiloh Boys - 9th. For the State of Georgia, Rick Creed (Parkview) was named Boy’s Coach of the Year and Greg Puckett (Brookwood) was named Girl’s Coach of the Year. Collins Hill High School was an addition to our county.
- 95-96 State successes - Parkview Boys - 3rd, Brookwood Boys - 4th, Parkview Girls - 5th.
- 96-97 Parkview is first Girls team in County to win State Championship. Other State successes - Brookwood Girls - 3rd, Parkview Boys - 2nd, Brookwood Boys - 3rd, Duluth Boys - 9th. Whitney Leatherwood of Brookwood is selected as the Female Swimmer of the Year for the State.
- 97-98 County teams dominate State tournament. Parkview becomes first team in County to win both the Boys’ and the Girl’s State Championship in the same year. Other State successes - Duluth Boys - 2nd, Brookwood Boys - 5th, Collins Hill Boys - 10th, Brookwood Girls - 3rd, Collins Hill Girls - 7th. Parkview Boys 400 Free relay of Reed, Baker, Shanteau, and Gayle establish the State record. For the State of Georgia, Rick Creed (Parkview) was named Girl’s Coach of the year and Brook Whitmire (Duluth) was named Boy’s Coach of the year. Katie Permenter of Parkview was selected as the Female Swimmer of the Year for the State.
- 98-99 County teams again successful at State tournament with 7 teams placing in top 10. They were Duluth Boys - 2nd, Brookwood Boys - 3rd, Parkview Boys - 4th, Brookwood Girls - 2nd, Parkview Girls - 5th, Norcross Girls - 8th, and Collins Hill Girls - 9th.
- 99-00 Due to tremendous growth and interest, Parkview and Brookwood start Junior Varsity (JV) teams. State tournament is split for the first time. There is an AAAA meet and a combined AAA/AA/A meet. Gwinnett teams dominate the AAAA meet with Parkview Boys winning the State Championship. Other State successes were Brookwood Boys-2nd, Shiloh Boys - 5th, Duluth Boys - 6th, Brookwood Girls - 2nd, Parkview Girls - 4th, and Norcross Girls - 5th. In the AAA/AA/A meet the Dacula Boys place 9th. For the State of Georgia, Rick Creed (Parkview) was named AAAA Boy’s Coach of the year and Greg Puckett (Brookwood) was named AAAA Girl’s Coach of the year. Christie Hupman of Brookwood was selected as the AAAA Female Athlete of the Year for Georgia.

Parkview established numerous state records:

- Boys 400 Free Relay of Jeff Craig, Eric Shanteau, Landon Odom, and Mike Kauffman
- 200 I.M. - Ashley Daly and Eric Shanteau

- 500 Freestyle - Mike Kauffman

00-01 The new century begins with two new additions to the swim/dive community - Grayson High School has its first team and the 10-lane Collins Hill pool opens. The success of the 90's carries over into the new century. The Parkview Boys and the Brookwood Girls win the first ever AAAAA State Championships. Other State successes were Brookwood Boys 3rd, Shiloh Boys - 5th, Norcross Boys - 8th, Parkview Girls - 4th, Duluth Girls - 8th, and Shiloh Girls - 9th.

Many new State records are set:

- Eric Shanteau of Parkview beats his previous record in the 200 I.M
- The Parkview 400 Free Relay of Eric Shanteau, Jeremy Oversier, John Millen, and Mike Kauffman crush their previous record
- Amanda Weir of Brookwood sets a State record in the 100 Free and ties a 20 year old record in the 200 Freestyle
- For the State of Georgia, Eric Shanteau, Mike Kauffman, and Amanda Weir were selected as the AAAAA Male and Female Athlete's of the Year
- Rick Creed (Parkview) and Greg Puckett (Brookwood) were selected as the AAAAA Boy's and Girl's Coaches of the year for the State.

01-02 The success of the new century continues. The Parkview Boys and Brookwood Girls successfully defend their AAAAA State Championships. Other State successes were Brookwood Boys – 3rd, Shiloh Boys – 9th, Norcross Boys – 10th, and the Parkview Girls – 3rd. The State records continue to fall.

The Parkview Boys set numerous records.

- Eric Shanteau crushes his previous 200 I.M. record
- His teammate Mike Kauffman breaks his previous 500 Free record
- The 200 Medley Relay of David McManic, Eric Shanteau, Michael Kauffman, and John Millen set a new record.
- The 400 Free Relay of Eric Shanteau, John Millen, Michael Miller, and Mike Kauffman break their previous record

The girls also break their share of State records:

- Ashley Daly of Parkview sets record in 200 I.M.
- Amanda Weir of Brookwood breaks her previous record in the 100 Free.
- The Brookwood 400 Free Relay of Andrea Hupman, Meredith Alfrey, Christie Hupman, and Amanda Weir crush the previous record.
- Eric Shanteau, Mike Kauffman, and Christie Hupman were selected as the AAAAA Male And Female Athlete's of the Year for the State of Georgia
- Rick Creed (Parkview) and Greg Puckett (Brookwood) were selected as the AAAAA Boys' and Girls' Coaches of the year for the State

02-03 With more depth our county successes continue. The Parkview Boys and Brookwood Girls successfully defend their AAAAA State Championships. For the girls, Parkview placed 2nd and Duluth placed 9th. For the boys, 8 of the top 15 teams were from Gwinnett with the

following placing in the top 10 – Collins Hill – 6th, Brookwood – 8th, and Shiloh – 9th.
Two more

More new State records were set:

- John Millen in the 500 Free and Amanda Weir in the 50 Free.
- Amanda Weir was chosen as the AAAAA Female Athlete of the Year for the State of Georgia
- Rick Creed (Parkview) and Greg Puckett (Brookwood) were selected as the AAAAA Boy's and Girls' Coaches of the Year for the State.

03-04 Continued Gwinnett success – with some differences. For the first time, this season we are joined by Peachtree Ridge High School, the new Mountain Park pool opens, and coaches have laptops. The Brookwood Girls successfully defend their AAAAA State Championship and become the first girl's team in Georgia to win 4 State Championships in a row. The Collins Hill boys win their first State Championship. The Eagles were joined by four other boys' teams in the top 10 (Parkview 4th, Brookwood 7th, Shiloh 9th and Duluth 10th). The Collins Hill boys also put an end to the 13 year streak of the Parkview boys as County Champions. Jennifer Weaver (Collins Hill) and Greg Puckett (Brookwood) were selected as the State AAAAA Boys' and Girls' Coaches of the Year.

- Amanda Weir set a new state record in the 100 Freestyle
- Amanda also became the first female in Georgia history to be a perfect 8 for 8 as State champion in her individual events.
- During the regular season, the Broncos also set 3 National meter records – 200 Medley Relay (Andrea Hupman, Kimberly Morris, Amanda Weir, and Callie Merriman), 100 and 200 Free – Amanda Weir

04-05 The Gwinnett County High School Swimming and Diving Teams continue their tradition of Excellence. The Brookwood Girls successfully defended their County Championship. The Collins Hill boys repeated as the AAAAA State Champions as well as winning their second straight County Championship. Mill Creek High School opened this year and added another Swimming and Diving program to the county. The county now has 15 schools with Girls and Boys Swimming and Diving programs. Our Coach of the Year for Men's swimming was Jim Reason of Duluth and our ladies Coach of the Year was Susan Ethridge of Grayson. Our Swimming Award winners this year were Greg Tunning from Collins Hill and Layla Lester from Dacula.

05-06 The Parkview Boys Swimming and Diving Team reclaimed the 2006 5A State and County Championships. The Gwinnett County High School Boys Swimming and Diving Teams have won the 5A State Championships for the last six years. In looking at the top 10 teams from the State Championship, Gwinnett County had four Boys Teams (Parkview, Collins Hill, Brookwood, and Duluth) and three Girls Teams (North Gwinnett, Parkview, and Mill Creek) finish in the Top Ten. In doing this, the Gwinnett County High School Swimming and Diving Teams continued their pursuit of Excellence.

The Brookwood Girls narrowly defeated the Parkview Girls to successfully defend their 3rd straight County Championship. Our Coach of the year for the Men's Swimming and Diving was Jeremy Laird of Peachtree Ridge and our Women's Coach of the year was David

Perron of North Gwinnett. Our Swimming Award winners this year were South Gwinnett (Boys) Cole Porter, (Female) Carmen Rodriguez.

For the first time, the Gwinnett County Swimming and Diving Booster Club also recognized a Swimmer and Diver of the Year. Nat Emmett of Collins Hill was the Male Swimmer of the Year and Abigail Alton of Dacula was the Female Swimmer of the Year, Jordan Horsley of Collins Hill was the Male Diver of the Year and Lexie Bryant of Duluth was the Female Diver of the Year.

- Lexie Bryant, a Duluth diver, wins 5A state diving championships. This is the first GCPS girl to win a state title.

06-07 The Gwinnett County High School Boys Swimming and Diving Team took the Top 5 places at this year's State Championship Meet. The Parkview Boys Swimming and Diving Team successfully defended their 5A State Championship, while Brookwood, Collins Hill, Grayson, and Norcross finished out the Top 5. The Gwinnett County High School Boys Swimming and Diving Teams have won the 5A State Championships for the last seven years. The Parkview Boys Swimming and Diving Team also defended their Gwinnett County Championship.

The Gwinnett County High School Girls Swimming and Diving Teams had three teams finish in the Top 5 places at this year's State Championship Meet. The Parkview Girls Swimming and Diving Team performed beyond expectations and were the State-Runner up. North Gwinnett and Brookwood had a great meet to finish fourth and fifth respectively. The Brookwood Girls Swimming and Diving Team made it four straight County Championships by defeating their arch rival Parkview.

- Scott Royal of Peachtree Ridge was the Male Swimmer of the Year.
- Abigail Alton of Dacula was the Female Swimmer of the Year.
- Jacob Tzegaebge of Shiloh was the Male Diver of the Year.
- Heidi Olnhausen of Norcross was the Female Diver of the Year.
- Kevin Rodgers of Mill Creek was the Coach of the year for the Men's Swimming and Diving.
- Michele Broeg of Central Gwinnett was the Coach of the Year for the Women's Swimming and Diving.

07-08 The Brookwood boys had an extremely strong showing to win their first state championship. This is the 9th year in a row that a Gwinnett men's team has won the state championship. Following the Broncos, Gwinnett swept the top five places at state with Parkview (2nd), Mill Creek (3rd), Norcross (4th), and Collins Hill (5th). Peachtree Ridge and Duluth also finished in the top ten with a 7th and 10th place finish respectively. The Brookwood girls took second place in state, and were followed by Mill Creek (5th) and Parkview (6th). Greg Puckett was named AAAAAA Boys Coach of the Year. Tradition was upheld at the county meet where the Brookwood girls and Parkview boys defended their titles. This season also marks the first year that touchpads are in use during dual meets. Permanently mounted 10 line scoreboards are purchased and will be operational during the 2009-2010 season.

The Gwinnett County Booster Club began a new tradition by hosting a county awards banquet. This banquet, hosted by Collins Hill, was a great success and displayed the

countless honors that our athletes have achieved. Amanda Weir (former Brookwood swimmer and Olympian) was the special guest and helped present awards.

- The swimmers of the year were Stephen Swan of Brookwood and Abigail Alton of Dacula.
- The divers of the year were Sara Halliburton of Duluth and Cameron Cowgill of Mill Creek.
- Rick Creed and Kevin Rodgers were named Gwinnett County Girls Coaches of the Year.
- Jack Gayle and Eric Brown were named Boys Coaches of the Year.
- George Ranney was named the Dive Coach of the Year.

08-09 The Brookwood boys won a second state championship. This makes ten years in a row that a Gwinnett boys' team has won the state championship. Following the Broncos were Norcross (2nd), Parkview (3rd), Peachtree Ridge (4th), Collins Hill (6th), Mill Creek (7th), and North Gwinnett (9th). Andrew Ruffing of Parkview was named the 5A Boys Swimmer of the Year, and Greg Puckett of Brookwood was named 5A Boys Coach of the Year. At the girl's state meet, the Brookwood girls took second place followed by Parkview (5th), Mill Creek (6th), and North Gwinnett (8th).

The Brookwood Broncos swept both the boys and the girl's county championship.

The Gwinnett County Booster Club took another step to improve Gwinnett swimming with the introduction of scoreboards, and by hosting the county championship inside Gwinnett County (West Gwinnett Pool) for the first time in a long time.

Peachtree Ridge hosted the Booster Club's Award banquet. The keynote speaker was Eric Shanteau, (former Parkview swimmer and Olympian).

The following honors were bestowed:

- The swimmers of the year were Andrew Ruffing of Parkview and Caroline Kenney of North Gwinnett.
- The divers of the year were Glenn Branscomb of Parkview and Mary Kate Young of Collins Hill.
- Greg Puckett and Michelle Golden were named Gwinnett County Girls Coaches of the Year
- Jennifer Weaver and Corinne Brehm were named Boys Coaches of the Year.
- Bettie Hudson was named the Dive Coach of the Year.

09-10 The Brookwood boys won a third state championship, someone say THREEPEAT! This makes 11 years in a row that a Gwinnett County boys' team has won the state championship. Following the Broncos were Peachtree Ridge (2nd), Parkview (6th) and Collins Hill (8th). Greg Puckett was named 5A Boys Coach of the Year. At the girl's state meet, Mill Creek took 3rd, which was the first time that the Hawks made it to the podium at the state meet. Following the Hawks were Brookwood (4th) and North Gwinnett (9th). Rick Creed was named 5A Girls Coach of the Year. At the Diving state championships Sean Piner from Parkview took 2nd and Tabitha Banks also from Parkview took 5th.

Claiming titles at the county championship meet were the Parkview Boys and for the first time, the Mill Creek Girls. Luke Upchurch of Peachtree Ridge and Caroline Kenney of North Gwinnett were named the swimmers of the year. Sean Piner of Parkview and Tabitha Banks of Parkview were named the divers of the year. Greg Puckett and Michelle Golden were named Gwinnett County Boys Swimming Coaches of the Year. Rick Creed and Kevin Rodgers were named Gwinnett County Girls Swimming Coaches of the Year. Megan White was named Gwinnett Diving Coach of the Year.

We welcomed two new schools this year; Archer and Mountain View.

The Gwinnett County Swimming and Diving celebration was held at Duluth High School. The keynote speaker for this event was Brock Newman (a former Shiloh swimmer).

The Booster Club continued to take steps to improve Gwinnett diving with the purchase of new diving software and judges' score consoles that display dive information and scores on the scoreboards.

10-11 The Gwinnett County High School Boys' Swimming and Diving teams had four teams finish in the top ten at the State Championship Meet. The top 3 places were occupied by Gwinnett County. The Peachtree Ridge Boys Swimming and Diving Team broke through and won their first State Championship by 3 points. The Parkview Boys team finished in 2nd and the Brookwood Boys team finished 3rd. It was one of the closes meets in the history of GHSA State Championships. The two other teams in the top ten are 6th place Collins Hill, and 10th place Mill Creek. From the year 2000, Gwinnett County Boys' teams have won the 5A State Championships 11 times. In all, Gwinnett County Boys' teams have won 16 State Championships.

The Gwinnett County High School Girls' Swimming and Diving teams had four teams in the top ten at this year's State Championship Meet. The Brookwood Girls team finished in 2nd place, Mill Creek Girls finished 3rd, Peachtree Ridge Girls finished 6th, and Parkview Girls finished in 8th. Gwinnett County Girls teams have won a total of 6 State Championships. Seven male divers and 5 female divers from Gwinnett finished in the top ten at State.

Winners at this year's Gwinnett County Swimming and Diving Championship Meet were the Parkview Boys and the Brookwood Girls.

We welcomed Lanier High School this year. On the technical side, a video was created to assist in the training of volunteer dive judges at our dive clinics. Certified volunteer judges were used for the first time during regular season dual meets to provide a field of five judges.

Mill Creek hosted the Booster Club's Award banquet. The keynote speaker was Jacob Tzegaegbe, (former Shiloh diver).

The following honors were bestowed:

- The swimmers of the year were Luke Upchurch of Peachtree Ridge. Sommers Creed and Rachael Dudley both of Mill Creek shared the Girls Swimmer of the Year honor.
- The divers of the year were Sean Piner of Parkview and Darcie O'Brien of Grayson.

- Jeremy Laird and Kara Lane of Peachtree Ridge were named Gwinnett County Boys Coaches of the Year
- Greg Puckett and Meredith Alfrey of Brookwood were named Girls Coaches of the Year.
- Bettie Hudson was named the Dive Coach of the Year. She received special recognition for her years of service as a dive coach as she retires from coaching.

**AMENDMENTS TO THE NATIONAL FEDERATION HIGH SCHOOL
SWIMMING AND DIVING RULE BOOK FOR GWINNETT COUNTY PUBLIC
SCHOOLS**

I. High School Events - Dual Meets (Including all Tri and Quad regular season meets)

The times of meets, as shown on the master schedule, are times the teams begin use of the facility for the purpose of warm-ups. The official start time of the meet is 45 minutes after the time listed on master schedule.

II. Materials and Equipment

The following is a list of materials required to properly run a dual meet. Teams should accumulate this equipment prior to their first meet. Items specified in the “Pool” section can be expected to be supplied by the County Booster Club or the pool facility, and may be found at the facility. Coaches should not expect any other materials to be provided at the pool venues. All equipment provided by the teams should be in good working order. All equipment provided by the facility and the Booster Club should be treated with the utmost respect. The lists below are based on two team dual meets. For Tri and Quad meets, coaches should discuss with all teams who will cover specific duties and provide the equipment. See the Technical Notes manual for specific equipment locations on site.

HOME TEAM:

Clipboards (1 per lane)
Pencils (Spares in case there aren't enough at the pool)
Lane Timer Sheets (Printed from HyTek)
Diving Score Sheets
Meet-Ready Laptop
Printer & Spare print cartridge
Printer paper
16 Stop Watches
National Federation of State High School Association's Swimming and Diving Rule Book
Heat Sheets for Officials

VISITING TEAM:

Laptop for diving (with Meet Backup ready in case of emergency)
National Federation of State High School Association's Swimming and Diving Rule Book
Pens (Spares in case there aren't enough at the pool)
16 Stop Watches

POOL:

(Most items are located in the GCSDBC Storage Cabinet.)
Starting System
Timing Console and Touchpads (Set up Cards in binder)
Lap Counters (1 per lane)
Diving Score Cards (3)
Backstroke Flags/ Lane Ropes/ Starting Blocks
Tables and Chairs
First Aid Kit
Last Lap Bell
Score Table Office Supplies (including calculator, stapler, pens, pencils, manuals)
AC power cables and plug strip
Dry deck mats to cover cables

MEET DIRECTOR'S GUIDELINES

The Meet Director's job is to ensure an efficiently run meet. The director oversees all aspects of the running of a meet except those which the dive judges, starter, and stroke judges handle. If the meet director carries out the job as outlined, the meet should start on time and be conducted smoothly. The home team provides the meet director at all dual, tri and quad meets. The meet director must attend the meet, however, many of the meet tasks may be delegated to others. The meet director does not need to know or to learn High School rules to perform his duties.

Personnel:

Each team is required to provide the following volunteer resources:

Home

1. One (1) Timer per lane (each with a digital watch) at all Gwinnett pools plus 2 extras
2. HY-TEK Computer Operator
3. One (1) Scorer for diving (to assist in verifying scores)
4. One (1) Diving official – (if possible)*
5. Head backup timer (requires 2 digital watches)
6. Timing Console Operator

Visitors

1. One (1) Timer per lane (each with a digital watch) at all Gwinnett pools plus 2 extras
2. Runner to collect lane timer sheets
3. Diving Software Operator
4. Diving announcer
5. One (1) Diving official – (if possible)*
6. Two (2) Score table verifiers (one for the computer operator, one for the console operator)

****Note: Four (4) High School Officials have been requested for each regular season meet. The officials are assigned by the GHSA, not by the Booster Club. When scoring diving using 5 judges, the fifth judge will be a GCSDBC approved volunteer**. This judge is provided by the Away team, if possible.***

If only 3 state officials are present then the 3- Judge method of scoring must be used and only the state officials will judge.

*****A GCSDBC approved dive judge volunteer is a person who has completed the official training at the Dive Clinic held by the Booster Club dive coaches and whose name appears on the published list of "GCSDBC Certified Dive Judges" posted after the clinic on the Booster Club website. NO DIVE COACH MAY SERVE AS A JUDGE!***

Before the Meet

The meet director should arrive at the pool within 30 minutes before the time on the "master schedule". If the pool staff has not arrived by 15 minutes before a morning meet scheduled start time, you should phone the Parks and Recreation pool leader to let them know of the problem so they will take care of it. Make sure you contact the leader first and only call the supervisor if you are unable to reach the leader.

Once you are in the building you should prepare the pool for warm-up. Swimmers and divers will begin warm-ups at the assigned time. They warm-up at the same time, therefore, lane ropes should be set out in all lanes except in the diving area. One diving board will be used for warm-

up at Bogan Park. We will use two diving boards at the Collins Hill, Mountain Park, and West Gwinnett pools. You are responsible for moving lane ropes.

30 minutes are allotted to complete warm-ups. Coaches will allocate the warm-up lanes themselves. The official start time is 45 minutes after the time listed on master schedule. Meet Directors should ensure that the pool is cleared of athletes with enough time to insert and test the touchpads prior to the start of the meet.

Full instructions for meet set up are included in the Technical Notes manual. Review it for complete details of meet operations. A copy may be found in the binder in the Meet Support bin.

Preparing for the Competition

1. Collect all dive sheets and deliver to the Diving Official to put in dive order. When done, the Dive Computer operator needs the sheets to input data for the meet.
2. Teams may elect to use only three dive judges. There must be a consensus among all coaches participating in the meet and this decision must be made prior to the meet and entry of the divers' programs into the software. The final decision regarding the number of judges used for scoring diving must be made no later than 15 minutes prior to the start of the meet in order to permit the dive software operator to complete all data entry before diving competition begins.
3. Post a copy of the dive order of the competitors as provided by the scorer's table. The order sheet shall be taped to the wall or other object about 5 feet from the edge of the diving boards. Also post a copy over in the area where the students are sitting.
4. Set out 3 tables, 2 for swimming and 1 for diving. Provide a minimum of 4 chairs for the score table, two for the dive score table, and 3 to 5 for the dive judges.
5. Unplug the electric start system from the charger and set it up near the score table.
6. Set up electronic timing system: test the console and lane modules with plungers.
7. Bring the meet supply box to the scorer's table.
8. Get the printer and paper from the home coach and place at score table.
9. 15 minutes before the meet, call all meet volunteers to the scoring table or classroom for a meeting with the officials.
10. Announce the end of warm-ups 10 minutes before the meet start time.
11. When the pool is clear, insert the touchpads and test. Touchpads require ***a minimum of 2 people*** to insert them into the lanes. Do not let one person handle the pads alone. This is to ensure that the pads are not dropped or smacked against the deck. Assemble at least two teams of helpers (draw from the timers if necessary) after the timer's meeting to complete this task quickly. Touchpads are sensitive items and cost a great deal to fix or replace.
12. If any stroke judges are missing, after the meet, contact Susan Moody to let her know they were no shows. Use volunteer officials who understand the strokes and turns.
13. At the start of the 100 Freestyle distribute lap counters at the turn end of each lane.
14. At the end of the 500 Freestyle remove the lap counters from the deck, drain and store.
15. Raise the diving boards prior to the first event after warm-ups. ***A minimum of 4 people*** should be charged with moving diving boards. When raised, the boards should never be forced to touch the glass of the facility. They should gently rest against side of the wall. Assemble a team to be in charge of moving the boards after the timer's meeting. Draw from the timers if necessary.
16. Check that the backstroke flags are correctly positioned.

Diving Competition – Events 9 and 10

1. After the 50 Freestyle, swimming will be halted to prepare for diving.
2. Remove the lane ropes and backstroke flags from the area around the diving.
3. Lower the diving boards. This requires ***a minimum of 4 people***. Boards should never be dropped, but carefully laid down.
4. Allow approximately 5 minutes for warm ups.
5. Place dive judges' chairs at the edge of the pool where the dive score table can easily view them (keep athletes and others away from the dive judging area of the pool).
6. Place dive score pads in each chair.
7. Move the starter to the diving area, if necessary (only at certain pools)
8. Call for the diving announcer.
9. After diving is complete, put the lane ropes back in place, raise the boards carefully, replace the backstroke flags, and remove the judges' chairs. Collect the judge's scoring pads and replace in the Meet Support bin.

After Meet is Complete

1. Put the starting system away. Plug it back into the charger.
2. Put away all tables and chairs that were used for the meet.
3. Assign a clean-up person or persons to patrol all areas of the facility, including locker rooms, to pick up.
4. Store and lock electronic timing system console, plungers. Drain the touchpads and restore to cart. Follow instructions for storage of equipment located in Equipment Manual binder. Ensure that ALL equipment is returned to correct bins (office supplies should be watched in particular).
5. Confirm that all storage locations are locked securely once equipment has been returned.
6. Make sure that the Head Official signs the meet results for each coach.
7. On Friday nights only, if a Saturday morning meet is scheduled at the same venue, certain equipment may be left set up to help the morning meet get started on time. The Technical Notes manual includes full details on the specific items.

The Meet Director is charged with ensuring that all equipment used at the meet, both that belonging to the pool facility and the Booster Club, is being handled correctly and safely.

NO EQUIPMENT IS EVER TO BE LEFT OUT AFTER A SATURDAY MORNING MEET!!!

PARENT MEET VOLUNTEER DESCRIPTIONS

Meet Director - An experienced volunteer representing the Home team serves as the Meet Director.

This person oversees proper equipment set up and take down, and the overall smooth running of the meet, including proper timing and scoring functions. The Meet Referee (head official) may seek the assistance of the Meet Director during the meet to help resolve any problems or issues that may arise. The Meet Director also serves as the primary liaison with the lifeguard staff at the host facility (pool).

Timers - Two timers are assigned per lane. One timer (A) uses a stopwatch and the other (B) uses a plunger and clipboard. Timer A starts the watch upon seeing the flash of the strobe light on the Starting System, and then stops that watch when the swimmer touches the wall to complete their event. Timer B presses the plunger button only once during each heat, when the swimmer touches the wall to complete their event. Timer B records the watch time on the timer sheet on the clipboard to the nearest 100th of a second (e.g. 2:57.71). Timer B should verify the swimmer's name. There is 1 Back-up timer who uses 2 stopwatches. As a timer, you should plan to work the entire meet - usually 2 hours of swimming time. There is one extended break during the Diving events. The Home and Away teams each provide 1 timer per lane plus 2 extras. The Home team provides the Back-up Timer. Teams may opt to provide a second shift of timers.

Runners - Two runners are needed for each meet. The runner's responsibility is to pick up the timer sheets after each swim event and bring those to the scoring table. Both are provided by the Away team.

Scoring Computer Operators - We use the same Hy-Tek Meet Manager® software as GCSL (Summer League). We need several parents who are willing to score the meet using the team laptop during Home meets. THIS IS AN EASY, BUT VERY IMPORTANT JOB—you should be comfortable with data entry and the Hy-Tek software. We can provide training if you need it. The Home team provides at least one computer operator per meet.

Timing Console Operators - This person runs the Daktronics timing console during a Home meet. The function of the console is to process the automated timing data that is sent from the touchpads and forward that data to the scoreboard and the scoring computer. THIS IS A VERY IMPORTANT JOB that requires the operator's full attention. The county booster club schedules 2 official training sessions on how to run the console. No advance registration is needed. Additional "at meet" training is also available upon request. The Home team provides at least one Console operator per meet.

Scoring Table Verifiers - The Away team provides 2 parents to function as the Scoring Verifier and Console Verifier. They assist the console and computer operators and double-check all results.

Dive Scoring and Announcer - One parent uses the team laptop to score the diving portion of a meet. This parent should be comfortable with the Excel diving program. A second parent serves as the announcer for diving and should be comfortable with speaking in public. These are both provided by the Away team.

Dive Scoring Verifier - The Home team provides 1 parent to function as the Dive Scoring Verifier.

Dive Judges - New this year, one team parent will serve as the 5th dive judge during meets. Parents must attend a special "Divers & Judges Clinic" training session and become GCSDBC certified. (No advance registration is needed). The Away team provides the fifth judge, if possible.

Concessions at Home Meets – Concessions are optional at the discretion of the Home team. If the Home team does not choose to run concessions, a visiting team may do so with the Home team's permission. The team running concessions recruits all necessary volunteers to help set up, sell during meet, and take down at the end of the meet.

SWIM COACHING RESPONSIBILITIES

Be aware that the coach, as the sole school representative, is responsible for the entire activity of a practice or a meet. You must monitor the conduct of your student athletes and spectators before, during, and after the activity. You are also responsible for seeing that the meet runs smoothly and starts and ends on time. You can rely on parent support to help you accomplish many of your tasks, but you are in charge.

- Please clean up the facilities prior to departing.
- See **Appendix K** for all state meet procedure entries.
- Coaches are responsible for the safety of their swimmers and divers
- Educate athletes in the proper procedure of using touchpads for splits and finishes
- Ensure athletes treat all pool equipment with respect

DIVING FROM STARTING BLOCKS, FROM POOL EDGES, AND OFF DIVING BOARDS PRESENT CERTAIN DANGERS THAT COACHES SHOULD CLEARLY RELATE TO THEIR TEAMS. COACHES SHOULD PRESENT PROPER TECHNIQUES OF DIVING BEFORE ALLOWING THEIR TEAM MEMBERS TO PARTICIPATE IN PRACTICE OR COMPETITION.

Swimming Forms and Information

The following forms must be on file before your swimmers may enter the water for the first practice:

- Gwinnett County Athletic Physical form
- Insurance and Consent form
- Eligibility form for each athlete filed with the athletic director

Proof of Performance for Gwinnett County Swimming/Diving Championships:

Schools (both home and visitor) will submit their exported meet backup file and the diving Excel file (from the previous week) to the Data Manager by the due date for that week. Coaches are expected to check the website at www.gwinnettswimdive.org to make sure their results are posted correctly. Contact the Data Manager at data.manager@gwinnettswimdive.org in a timely manner for corrections. In order for the swimmer/diver to compete in the Gwinnett County Championship Meet, the coach must have exported the files to the data manager that include a qualifying time/score. For swimming, the seed time at the County Championship meet will be the fastest verified time on the website.

For the two invitational diving meets, (Clody and Gwinnett Dive Invite), it is the responsibility of the diving meet manager to submit the diving meet backup file to the Data Manager, data.manager@gwinnettswimdive.org, by the following Sunday at noon.

<i>DUE DATES FOR PROOF OF PERFORMANCE</i>	
<i>MEETS THE WEEK OF</i>	<i>DUE DATE</i>
November 7 – 12	Sunday, November 13 by 12:00 p.m.
November 14 – 19	Sunday, November 20 by 12:00 p.m.
November 21 - December 3	Sunday, December 4 by 12:00 p.m.
December 5 – December 10	Sunday, December 11 by 12:00 p.m.
December 12 - 17	Sunday, December 18 by 12:00 p.m.
January 2 – 7	Sunday, January 8 by 12:00 p.m.
January 9 – 14	Sunday, January 15 by 12:00 p.m.
January 16 - 21	Sunday, January 22 by 5:00 p.m.

Publicity

If we want our students and the swimming and diving programs to have the publicity and recognition they deserve, complete these few simple tasks.

- Both Coaches will provide results to the website coaches' representative no later than 6:00 pm the Sunday after the meet so the information can be posted on the website.

Sportsmanship Announcement

The following statement must be read at the beginning of each competition. This is required by GCPS. The Home team coach should ensure that this is read. Laminated copies are available in the meet support and timing console bins at each site.

“The GHSA and its member schools have made a commitment to promote good sportsmanship by student / athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event.”

Practices

Scheduled practice locations, times, and number of lanes are created and posted at the start of each season. The Coordinator works hard to accommodate all teams and their needs according to the practice space available, size of teams, and the current rental costs. Please adhere to the published schedule. Refer to the section under GCSDBC Policies and Procedures if you require a change in your practice schedule or additional practices.

Illegal Practices Ruling

The following statement comes from the GHSA bylaws and concerns coaches who participate in coaching athletes outside of the high school swim and dive season.

2.69 (b). Illegal practices are defined as practices involving three or more students participating in any extracurricular activity in the presence of, or under the direct or indirect supervision of any coach of the school (including a community coach). At any given point in time, only one (1) coach in a sport may work with up to two (2) athletes in skill-building drills.

(1) Any practice occurring after the beginning of the school year and **before the opening of the designated season** is an illegal practice.

(2) Any practice occurring **after the end of the season** for that team and the end of the school year for students in that school is an illegal practice.

(3) **During the summer** (i.e., between the ending of one school year and the beginning of the next) the only restrictions on practices and competition are that all activities must be strictly voluntary.

NCAA COLLEGE BOUND ATHLETE RECOMMENDATION

The following information comes from the NCAA. Coaches are encouraged to share this with any athlete who has indicated that he/she is preparing to continue participating in swimming and diving at the college level.

Freshmen and Sophomores:

- Start planning now!
- Work hard to get the best grades possible.
- Take classes that match your preferred college's list of approved core HS courses.
- You can receive the lists of approved core HS courses at www.eligibilitycenter.org.

Juniors:

- At the beginning of your junior year, register at www.eligibilitycenter.org.
- Register to take the ACT, SAT or both and use the Eligibility Center code (**9999**) as a score recipient.
- Double check to make sure the courses you have taken match your school's list of approved core courses.
- Ask your guidance counselor to send an official transcript to the Eligibility Center after completing your junior year. If you have attended more than one high school, the Eligibility Center will need official transcripts from all high schools attended. (The Eligibility Center does NOT accept faxed transcripts or test scores.)
- Before registration for classes for your senior year, check with your guidance counselor to determine the amount of core courses that you need to complete your senior year.

Seniors:

- Take the SAT and/or ACT again, if necessary. The Eligibility Center will use the best scores from each section of the ACT or SAT to determine your best cumulative score.
- Continue to take college-prep courses.
- Check the courses you have taken to match your school's list of approved core courses.
- Review your amateurism responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
- Continue to work hard to get the best grades possible.
- Graduate on time (in eight academic semesters). If you fall behind, use summer school sessions before graduation to catch up.
- After graduation, ask your guidance counselor to send your final transcript to the Eligibility Center with proof of graduation.

DIVE COACHING RESPONSIBILITIES

Code of Ethics

1. The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach's own and their welfare shall be uppermost at all times.
2. The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
3. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, high school coaches, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
4. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. The coach must adhere to all GCPS policies as well as GHSA policies.

Illegal Practices Ruling

The following statement comes from the GHSA bylaws and concerns coaches who participate in coaching athletes outside of the high school swim and dive season.

2.69 (b). Illegal practices are defined as practices involving three or more students participating in any extracurricular activity in the presence of, or under the direct or indirect supervision of any coach of the school (including a community coach). At any given point in time, only one (1) coach in a sport may work with up to two (2) athletes in skill-building drills.

(1) Any practice occurring after the beginning of the school year and **before the opening of the designated season** is an illegal practice.

(2) Any practice occurring **after the end of the season** for that team and the end of the school year for students in that school is an illegal practice.

(3) **During the summer** (i.e., between the ending of one school year and the beginning of the next) the only restrictions on practices and competition are that all activities must be strictly voluntary.

Specific Duties

1. Prior to participation of any athlete, the coach must have the following
 - copy of current physical
 - copy of current insurance information
 - emergency personal contact information

2. The coach must conduct a tryout process and assist/advise the high school coach on “cuts” from the team.
3. The coach must be present at and conduct practices for the duration of the season (including holidays).
4. The coach must provide qualified supervision. This includes before practice, in the locker room, during practice, after practice, and while students are waiting to be picked up by their parents.
5. The coach must provide a safe environment. The practice area should be safe for all participants.
6. The coach must provide proper teaching on aspects of diving including but not limited to the following. If you don’t know how to teach a particular skill, you should not teach it.
7. Educate the athlete:
 - on proper procedures and techniques of all dive levels and categories
 - on 6 and 11 dive guidelines
 - on how to properly fill out dive sheets
8. The coach must provide proper conditioning. All athletes should be in condition prior to starting a season. If an athlete is not in proper condition, they should not begin practice until they are in condition.
9. The coach must give sport specific warnings. All participants, including their parents, need to know what the particular risks are for the sport.
10. The coach must provide proper emergency care. It is the responsibility of the coach to know basic first aid procedures and treatment of minor injuries. All injured athletes need to be treated immediately. Athletes who are hospitalized should be accompanied by the coach or the athlete’s parent.
11. The coach should keep records of practice attendance by athletes. The high school coaches should be informed of the attendance of their athletes on a regular basis.
12. The coach should assist athletes in properly filling out dive sheets prior to meets.
13. It is the specific duty of the dive coach to **verify all dive sheets for all meets.**
14. To oversee the verification and timely submission of a state qualifying diver’s dive sheet according to the state rules.

Additional Duties of Dive Coaching Staff

1. Insure that all meets held in Gwinnett County have at least one coach in attendance to instruct and supervise the athletes during the diving portion of the meet. It will be the responsibility of the dive coaching staff in conjunction with the Board to sign up for coverage on the ‘master schedule’. The individual obligations determined at this time should be met during the season. In setting up this schedule, priority should be given to having the coaches who work with athletes on a daily basis covering those specific meets. When feasible, coverage for meets held outside the county should also be provided.
2. Individual coaches of athletes participating in State meet must attend the diving portion of the meet.
3. Be in charge of all aspects of running the dive portion of the following meets – Clody Meet, Gwinnett Invitational, and County Championship.
4. The coach is expected to adhere to all GCPS policies as well as GHSA policies.
5. A dive coach may **NOT** be a judge in any GCPS meet. **EXCEPTION:** With the permission of a Board member, a dive coach may serve as a judge at the three 11-Dive GCSDBC meets.

Dive coaches are required to wear a non team specific shirt at all meets.

GCPS PROCEDURES AND POLICIES

TRANSPORTATION

Scheduling Buses

Transportation arrangements should be made by the head coach and local school activities director with the approval of the principal. Requests for county buses must be submitted as follows:

- At least four weeks prior to the beginning of the season, the coach will provide his/her activity director with a Transportation Sports Schedule filled out in its entirety. Once completed and reviewed, the schedule will be submitted to the local school field trip processor.
- The processor will enter the trips on STIMS, write the trip number on the schedule, return a copy to the coach and forward the original to the field trip office.
- It is only necessary to complete a Field Trip Request form and/or an Overnight Activity Request when taking extended trips.
- Practices must be entered on a practice schedule form. If transportation can add the student to an existing route going by the designated venue, the students will have to be identified in SASI and given a bus should they ride their regular bus any other day home. If the buses that go by the venue do not have room for the swimmers they will have to depart 5:15 or later. We cannot dedicate a bus for practice.

Events that depart during route time have limited availability. Transportation may coordinate with AD for priorities when multiple sports have requested to depart during similar time frames. Unlimited buses are available after 5:30 p.m., so each school should coordinate starting times accordingly. It is advisable to have one to two coaches who hold a Commercial Drivers license with "S" endorsement and are trained to drive a bus with the Transportation Department's approval.

INCLEMENT WEATHER TRANSPORTATION PROCEDURES

Practices

There will be no practices on days that school is canceled due to inclement weather.

Weekday Meets: Monday through Friday 8:00 am to 5:00pm

If a meet is canceled or changed, the head coach will notify the transportation contact person immediately and send an email to transportationFieldTripClerks@gwinnett.k12.ga.us.

Contact	Phone	Notes
Christine Williams	678-226-7028	Trips departing/returning after 5:00pm/weekends/holidays
Vickie Stewart	678-226-7027	Trips departing/returning during route time on school days
Peggy O'Neil	678-226-7022	
Dispatch 24 hour	770-513-6686	If a bus is late or does not show

Weekend Meets

If school is canceled on a Friday, you need to contact your local athletic director concerning your weekend meets. You may want to get a home number to contact them. Call the dispatch contact person in transportation (above) for guidance. You may also want to call someone to verify that the pools will be open. Use the contact information on the next page.

Insurance

Before any student athlete is permitted to participate in swimming or diving the parent representative or coach must submit either a signed "Waiver of Insurance" form or verification that medical insurance has been purchased through the school.

Physicals

A physical examination form is also required. If you have submitted a physical to your school dated after April 1, 2008, you do not have to submit another one at this time. Typically, the system tries to set up free physicals sometime during the month of April. This information is available through the local school athletic director.

Academic Eligibility

To be eligible to participate, practice, and/or try out, a student must be academically eligible. A student is required to pass five (5) Carnegie unit subjects counting toward graduation, or their equivalent, the semester or quarter immediately preceding participation. Students must also be on track for graduation as follows:

- **9th grade:** First semester eligible immediately and second semester must have passed at least 5 courses
- **10th grade:** Must have accumulated 4 Carnegie units in the first year AND passed at least five (5) courses the previous semester in order to participate.
- **11th grade:** Must have accumulated 10 Carnegie units in the first and second years AND passed at least five (5) courses in the previous semester
- **12th grade:** Must have accumulated 16 Carnegie units in the first three years AND passed at least five (5) courses in the previous semester

Student eligibility is determined on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport. Swimming and diving are doubly affected because our season occurs during both semesters.

Additional courses may not be taken during the semester to gain eligibility. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester.

Example: night school classes, correspondence courses, etc.

AVOID PROBLEMS: KEEP THOSE GRADES UP!

GCSDBC POLICIES AND PROCEDURES

REGISTRATION and FEES

All athletes must be registered with the Gwinnett County Swim and Dive Booster Club. Share this information with your athletes and their parents so that everyone is informed. Only participating athletes must be registered; Team Managers and inactive athletes do not need to be registered.

Registration is completed via the Gwinnett County Swim & Dive Booster Club website at (www.GwinnettSwimDive.org). It is the responsibility of the Coach, but may be delegated to another person. Checks are made payable to Gwinnett Swim & Dive Booster Club and must be received by the treasurer by November 8, 2011. Registration is \$100.00 for each athlete who has an active status on the website on November 8, 2011. Checks may be mailed directly to the VP Finance or, delivered to him at the scheduled general club meeting prior to the start of meets. Access to the website for registration purposes will be closed to coaches and parent representatives at 6:00 p.m., November 7, 2011.

The mailing address for all checks is:

Gwinnett Swim & Dive Booster Club – VP Finance
Ed Tate
1430 Cornwall Close
Lawrenceville, GA 30044-6067

There are no refunds granted from Gwinnett Swim Dive Booster Club.

Late Registration

Any athlete who is added to your roster after November 8, 2011 must pay the \$100.00 registration fee prior to participation in meets, and be added to the website by the Data or Website Manager.

1. An email must be sent to both vp.finance@GwinnettSwimDive.org, and vp.information@gwinnettswimdive.org. It must include the athlete name, student identification number, birthdate, year in school, gender, type of participation (diver/swimmer/both), school name, and check number once the check has been mailed.
2. If the check is not received within a “reasonable” amount of time (within 5 days of email) new additions are deactivated until check is received.

Meet Entry Fee Reimbursement for Participants in Out of County or Invitational Meets

GCSDBC will reimburse up to 50% for any one meet entry fee for a team that participates in an out of county or invitational meet. This total cannot exceed \$500.00 per season.

Documentation/receipts should be signed by the coach and parent representative. Submit these items with a completed **Check Request for Reimbursement of Expenses Form** online or in **Appendix N** to the VP Finance to the address above. It must be received within 14 days of the meet.

Inviting Outside Teams

When a GCPS team chooses to invite a school outside of GCPS to swim a meet scheduled by GCSDBC and held at a county pool venue, there will be a fee of \$125.00 collected per team to offset pool rental and officials fees. The fee should be collected by the home coach at the meet and sent to Susan Moody via courier (Trickum Middle) or, by US Mail to 1623 Spruce Pine Ct., Lilburn, Ga. 30047.

REIMBURSEMENT PROCEDURE


If you purchase an item that qualifies for reimbursement by the Booster Club a new reimbursement procedure was put into place as of May 1, 2011, which requires two executive board member signatures for approval. Use of a check request form has been mandated by the Board of Education for implementation by all booster clubs affiliated with GCPS. This procedure is required for any amount over \$50. The form may be found in **Appendix N** and a digital pdf fill-in version is available on our website on the **Documents** page.

Please follow this procedure whenever requesting reimbursement.

1. Reimbursements of less than \$50.00 do not require this form.
2. Keep and submit your original receipts.
3. Fill out the check request form. The requester is to complete the form through the "Description of Purchase" section. Attach all original receipts to the form and mail* to an authorized officer** for signature approval.
4. The first approving officer will review and sign the form and send to another officer.
5. The second approving officer will review and sign the form and send to the VP-Finance.
6. The VP-Finance will ensure that budgeted funds are available and then send a check to the requester.
7. The VP-Finance will retain all completed Check Request forms.
8. Reimbursements between \$50.00 and \$250.00: The form may be signed electronically and emailed to the VP-Finance for reimbursement.
9. Reimbursements over \$250.00: The form must be signed manually and submitted to the VP-Finance. No electronic signatures are permitted.

* *In order to expedite a check request, the completed, scanned form and scanned copies of all receipts may be transmitted via email in lieu of mailing for purchases less than \$250.*

** *Authorized officers are President, VP-Programs, VP-Information, Dive Representative*



Check Request for Reimbursement of Expenses

Date Submitted	
Requested By	Committee
Amount of Request	Budget Line Description
\$	
Name, Address & Telephone (Person to be reimbursed)	
Description of Purchase	
1st Officer Approval / Date	2nd Officer Approval / Date
Accounting	
Date Received by Accounting	Check # Issued
Accounting Approval (VP-Finance)	

* Only the following elected officers may approve this request: President, VP-Programs, VP-Information, Dive Rep. An officer is not permitted to approve his/her own reimbursement.

Please attach all original or scanned receipts to check request.

ALTERNATE or ADDITIONAL PRACTICES

Alternate practice locations and/or additional, special practice dates during school breaks, must be submitted to the Coordinator for Executive Board approval at least ten (10) days in advance of said practice. If advance notice is not provided as specified, and if approval is not received, then the Gwinnett Swim and Dive Booster Club will not be responsible for payment of all fees associated with that unauthorized practice time.

GWINNETT COUNTY CHAMPIONSHIP MEET QUALIFYING TIMES

2011-12 County Qualifying Times		
Boys	Event in Yards	Girls
2:15.00	200 Freestyle	2:20.00
2:32.00	200 Individual Medley	2:42.00
26.20	50 Freestyle	29.50
130	Diving* – 6 Dive Score**	130
210	Diving* – 11 Dive Score	210
1:12.00	100 Butterfly	1:18.00
1:00.00	100 Freestyle	1:06.00
6:15.00	500 Freestyle	6:30.00
1:14.00	100 Backstroke	1:18.00
1:18.00	100 Breaststroke	1:24.00

*Diving scores used to qualify for the county championship meet must be earned at a Gwinnett County Public High School meet.

**To compete at county: A diver must be able to complete an 11 dive format, matching dive order requirements for state but without the mandatory state DD's.

NOTE: The dive coach for a qualifying diver must approve the sheet signifying that the dive coach has seen the diver perform each dive listed prior to the county meet.

CRITERIA for AWARDING the GWINNETT COUNTY SWIMMER/DIVER of the YEAR

The top five swimmers and divers will be identified by the Data Manager using the Gwinnett County Swimming and Diving Power Points Tables (**Appendix M**). Power points are “a protocol where a point value is assigned to a swimmer/diver’s performance(s) rather than to their place in a meet”. The points are calculated from individual events only at the Gwinnett County Public High School Swimming and Diving Championship Meet and the Georgia High School State Championship Meet. The Data Manager will contact the coaches of the qualified athletes. The coaches will then have the opportunity to send in a recommendation pertaining to their athlete. Gwinnett County head swimming coaches will be allowed one vote per team for the Girls Swimmer of the Year, Boys Swimmer of the Year, Girls Diver of the Year, and Boys Diver of the Year. The votes will be sent to the Gwinnett County Swimming and Diving Coordinator for a tally. If there is a tie, then the award will go to the athlete with the most power points based upon the Gwinnett County Swimming and Diving Power Points Tables. The Gwinnett County diving coaches will be allowed one vote for the Boys diver of the Year and the Girls Diver of the Year. There are four (4) awards, which go to the majority of the votes received for the girls swimming, boys swimming, girls diving, and boys diving.

GWINNETT PARKS and RECREATION POOL GUIDELINES

General Rules

1. ALL facility rules and regulations apply to swim meets and practices. Any conflicts or concerns need to be brought to Management's attention.
2. General pool rules are posted and available at each of the pools. Because of physical plant differences, some rules may vary between pools.
3. Any problems, accidents, incidents, or injuries need to be reported immediately to the manager on duty who will be responsible for enforcing appropriate policy. Any other concerns should be addressed through the high school coordinator (Susan Moody) and the aquatic supervisors or coordinators.
4. Behavior by all guests, participants, and coaches in the locker areas, lobby areas, deck areas, parking lots, etc. should be reflective of facility rules and regulations at all times.
5. Coaches are responsible for knowing rules and enforcing them with team members.
6. Coaches are responsible for their team's behavior at all times in the pool area as well as in the locker room and in the hallways.
7. Under no circumstances will swimmers be permitted in the water unless the coach is on deck.
8. Our facilities are places of business. Please assure that other patrons and facility activities are treated with respect and are not hindered by the activities and actions of swim team participants and guests.
9. Vandalism, boisterous activity, inappropriate behavior – to name a few – will not be tolerated.

Practice

1. Pool may be used only during designated times and in the allotted predetermined space.
2. Lane lines must be added or pulled by the high school teams that use them. This means that the first teams to arrive will likely have to add lanes in their designated area and the last team to practice will have to remove the determined number of lanes to return the pool to operational order. Backstroke flags may be put up during designated practice times depending on location and pool configuration and also should be removed at the end of practice time.
3. No diving in the shallow areas of the pool. Persons doing so will be asked to leave the facility for the day.
4. Have swimmers promptly exit the water at the end of practice time.
5. Do not allow swimmers to hang or sit on lane lines. Plan practice drills accordingly to end in the shallow area or plan to have swimmers tread water if they are in the deep area.
6. Clean deck side and bleacher area after practice. Remove bottles, trash, goggles, caps, and other items so that the area is free of debris and clean.
7. No food or drinks other than water are allowed on the pool deck or in the locker rooms. Other food and beverages may be consumed in the picnic or lobby areas only.
8. Equipment used during practice must be picked up and returned to its proper location.
9. Please contact the facility and/or facility supervisor at least 24 hours in advance if a practice is cancelled.

Meets

1. Meets should start and finish within their designated time frame. The posted start and end times include set up and exiting the building by all participants and guests. Participants and guests should not enter the building prior to the designated start time and all must exit by the designated end time.

2. Teams are responsible for adding and removing lanes lines and flags throughout the event. Facility should be returned to operational order and setup at the end of the event.
3. Have swimmers promptly exit the water at the end of the meet.
4. Friday and Saturday evening meets/activities may start after 6:00 pm. This means entry of participants should not occur until after the pool is closed to the public at 6:00 pm. Also understand that cleaning of the facility will occur between 6 to 6:30 pm rendering certain areas of the facility, such as locker rooms and shower areas, off limits at this time.
5. Saturday morning meets may start at any time, but must be finished by 11:30 am to allow transition and cleaning of the facility prior to public hours. This includes meet participants and guests exiting the building.
 **** This will not be common practice.**** Should a situation occur where a meet runs longer than expected the guard staff should be notified of the need to stay longer and an additional 15 minutes may be allowed. The meet manager should call the event at 11:45 am regardless of the status of events and all activity will cease at this time and priority should shift to cleaning and exiting the facility prior to opening to the public at noon. Understand that meets may start as early in the morning as necessary to assure there is adequate time to complete a meet. If a meet runs over for some reason then recognize and adjust the starting times earlier to assure completion by the designated end time.
6. All litter, trash, and belongings must be placed in trash cans or removed from the deck by the meet participants prior to exiting the building. It is unacceptable to leave any trash or food items on the deck at any time and debris is expected to be removed by teams at the finish of the event. Each team is responsible for cleaning their area. We suggest having a rotating cleaning crew from each team. The pool staff will provide necessary cleaning supplies and items.
7. All tables, chairs, and equipment must be returned to their correct locations following all activities. Items left out of the classroom or on the pool deck will be noted and may limit continued use of such items.
8. Participants found with food or drink items on the deck other than water will be asked to throw the items out or remove the items to the designated areas in the lobby or picnic area.
9. Please contact the facility and/or facility supervisor at least 24 hours in advance if a practice is cancelled.

Locker Rooms

1. The pool cannot be responsible for property left in lockers. Lockers are available, but swimmers should bring a lock to secure their belongings. Locks may not be left on overnight.
2. Please place all belongings in a locker to secure items while in practice or in the facility.
3. Items must be placed inside a locker or taken to the bleacher area. Do not leave items out in the open in the locker room. Other patrons must also share this space and should not have to deal with book bags, purses, gym bags, towels, shoes, and other items taking up space on the benches or in the changing areas.
4. Do not leave belongings unattended and do not bring items of value into the facility.
5. Swimmers should be aware that a variety of people use the pool throughout the day and all would like to enter a clean locker room. Therefore, swimmers should not bring food, or deface anything in the pool and locker area. Teams will be responsible for damages incurred during their usage.

Winter Weather and Storms

1. If school is cancelled or released early because of inclement weather, practice and swim meets will also be cancelled. If this should occur on a Friday, then there will be no practices or meets that afternoon and will include Saturday.

2. If there is thunder or lightning at Bogan Park, the pool will be closed for 30 minutes after each clap of thunder or flash of lightning. When this occurs, the pool deck is also cleared of patrons for the duration.
3. Other indoor pools will typically remain open for minor storms. Should there be a loss of power or a severe storm, the pool will be cleared for a minimum of 30 minutes at the manager or full time employee's discretion.

Holiday Schedules

1. Holiday practice schedules will follow the same practice schedule as the regular season at all facilities except Bogan. Because Bogan experiences capacity crowds and changes their schedule over the winter break, swimming practice will be moved to mornings to accommodate expected crowds.

Refer to the GCSDBC Policies and Procedures section of the handbook for information on scheduling additional practice times.

POOL FACILITIES CONTACT INFORMATION

Contact the facility supervisor for the specific pool if a situation arises. You should also alert Susan Moody immediately.

GWINNETT PARKS and RECREATION	
Jim Cyrus, Aquatics Manager	Office: 770.822.8866
Diane Brim, Aquatics Coordinator (over West Gwinnett, Mountain Park, and Bethesda)	Office: 678.924.6338 County cell: 678.938.5357
Christine Kinsella, Aquatics Coordinator (over Bogan and Collins Hill)	Office: 770.932.4425 County Cell: 678.294.0698

BOGAN PARK AQUATIC CENTER	
2723 N. Bogan Rd., Buford, Ga. 30519	770-614-2063
Mary Beth Waller, Aquatic Supervisor:	770-614-2063 Pager: 678-582-4602
Aquatic Recreation Leader	770-614-2063

COLLINS HILL AQUATIC CENTER	
2200 Collins Hill Road, Lawrenceville, Ga. 30043	770-237-5647
Monte Harpe, Aquatic Supervisor:	770-237-5647 Pager: 678-582-4718
Katie Ralston, Aquatic Recreation Leader	770-237-5647

MOUNTAIN PARK AQUATIC CENTER	
1063 Rockbridge Road, Stone. Mountain, Ga. 30087	770.564.4650
Amanda Groth, Aquatic Supervisor	Office: 770.564.4620 Pager: 678-582-4728
Elizabeth Spangler, Aquatic Recreation Leader	Office: 770.564.4622

WEST GWINNETT AQUATIC CENTER	
4488 Peachtree Industrial Blvd., Norcross, Ga. 30071	770-417-2281
Aquatic Supervisor	Office: 770.417.2285 Pager: 678.582.5079
Anthony Munroe, Aquatic Recreation Leader	Office: 770.417.2284

BOOSTER CLUB CONTACT INFORMATION AND EMAIL

The Gwinnett County Swim and Dive Booster Club has its own email service. We use this service to send email users of the Booster Club website. Each Booster Club email address automatically forwards to the member’s personal email account. The reason we use this method is to prevent the need for publishing members’ personal emails in our handbooks and on the website. It also provides a method by which any member can easily send messages to users and user groups from their personal email account without constantly updating their address list. Only Booster Club email addresses are included in this handbook. The sole exception is Swim Coaches. Here we also provide their school email address to allow emails to be directed just to the head coach and not all the other names attached to that user.

A simple naming convention is used for all users. You do not need to know a member’s actual name, only the position he holds (refer to the Board of Directors contact information.) Some special positions also have email addresses, such as the celebration coordinator. The Booster Club email address does not change when someone new assumes a position; only the forwarding addresses attached to that address are modified in the email system.

For example: If you need to send a message to the Booster Club President, you send it to the president’s address, **president@gwinnettswimdive.org**. Regardless of who currently holds the position, the message will be sent to him or her.

Our email domain is *GwinnettSwimDive.org*. The naming convention we use is shown in the table below. For schools that have “Gwinnett” in their names, *Gwinnett* is dropped. Names with two words are treated as one word. Please note where periods are used to separate portions of the username. For example: *school.position*.

USER TYPE / POSITION	USER NAME PORTION OF ADDRESS	EXAMPLE
Coach	<i>schoolname.coach</i>	central.coach@ gwinnettswimdive.org
Representative	<i>schoolname.rep</i>	millCreek.rep@ gwinnettswimdive.org
Board Member	board position *	vp.programs@ gwinnettswimdive.org
Diving Coach	<i>dive.coach.lastname</i>	dive.coach.ranney@ gwinnettswimdive.org

Coach and parent representative addresses are similar. There is one difference with these members in that additional people may be included in the list of forwards.

For example: If Collins Hill has more than one coach, then each coach’s personal address is added to the forwards list in the coach’s Booster Club address. When an email is sent to **collinsHill.coach@gwinnettswimdive.org**, all Collins Hill coaches will receive the message. The same is true for parent representatives.

We created group email addresses to make it simple to email groups of users. Individual members will not need to create distribution lists in their personal accounts. These group emails are maintained by the Booster Club. Note that group email names do not use periods to separate the words. An example of a group address is: AllBoardMembers@gwinnettswimdive.org

A complete list of the email addresses for the current year (at time of publication) is available in table form in **Appendix C**.

BOARD OF DIRECTORS 2011-2012

COORDINATOR	Trickum Middle School		
Susan Moody			
coordinator@gwinnettswimdive.org			

PRESIDENT	Central		
Sean Donaghy			
president@gwinnettswimdive.org			

VICE- PRESIDENT: PROGRAMS			
vp.programs@gwinnettswimdive.org			

VICE-PRESIDENT: FINANCE	Brookwood		
Ed Tate			
vp.finance@gwinnettswimdive.org			

VICE-PRESIDENT: INFORMATION/WEBSITE MANAGER	Mill Creek		
Billy Sachse			
vp.information@gwinnettswimdive.org; website.manager@gwinnettswimdive.org			

TECHNICAL MANAGER	Mill Creek		
Michael Dudley			
technical.manager@gwinnettswimdive.org			

COACHES' REPRESENTATIVE	Collins Hill		
Jennifer Weaver			
coaches.rep@gwinnettswimdive.org			

DATA MANAGER	Mill Creek		
Kevin Rodgers			
data.manager@gwinnettswimdive.org			

DIVING REPRESENTATIVE	Parkview		
Heather Piner			
dive.rep@gwinnettswimdive.org			

TRAINING MANAGER			
Karren Amidon			
training.manager@gwinnettswimdive.org			

RECORDING SECRETARY		Meadowcreek	
Traci Odion			
secretary@gwinnettswimdive.org			

SPONSORSHIP COORDINATOR		Collins Hill	
Tony Aguirre			
sponsorship@gwinnettswimdive.org			

T-SHIRT COORDINATOR			
tshirts@gwinnettswimdive.org			

CELEBRATION COORDINATOR		Meadowcreek	
Traci Odion			
celebration@gwinnettswimdive.org			

EX-OFFICIO			
Don Faulkner			
ex-officio@gwinnettswimdive.org			

POOL MANAGERS			
PoolManagers@gwinnettswimdive.org			
BOGAN PARK	Michael Dudley – Mill Creek		
COLLINS HILL			
MOUNTAIN PARK			
WEST GWINNETT			

SWIM COACHES 2011-2012

ARCHER		678-407-7700	678-407-7725 (Fax)
Pam Autrey			
Shannon Wilson			
archer.coach@gwinnettswimdive.org; pam_autrey@gwinnett.k12.ga.us			

BERKMAR		770-921-3636	770-806-3715 (Fax)
Shannon Finnegan			
Vince Farrugia, Jr.			
berkmar.coach@gwinnettswimdive.org; shannon_finnegan@gwinnett.k12.ga.us			

BROOKWOOD		770-972-7642	770-978-5075 (Fax)
Greg Puckett			
Meredith Hill			
brookwood.coach@gwinnettswimdive.org; greg_puckett@gwinnett.k12.ga.us			

CENTRAL		770-963-8041	770-338-4879 (Fax)
Michele Broeg			
Lori Wood			
central.coach@gwinnettswimdive.org; michele_broeg@gwinnett.k12.ga.us			

COLLINS HILL		770-682-4100	770-682-4105 (Fax)
Jennifer Weaver			
Micah Porter			
collinsHill.coach@gwinnettswimdive.org; jennifer_weaver@gwinnett.k12.ga.us			

DACULA		770-963-6664	770-338-4665 (Fax)
Kristin Hughes			
Waylon Yong			
dacula.coach@gwinnettswimdive.org; kristin_hughes@gwinnett.k12.ga.us			

DULUTH		770-476-5206	770-232-3332 (Fax)
Jim Reason			
David Curlette			
duluth.coach@gwinnettswimdive.org; jim_reason@gwinnett.k12.ga.us			

GRAYSON		770-554-1071	770-554-1074 (Fax)
Rebekah Bullock			
Niles Davis			
grayson.coach@gwinnettswimdive.org; rebekah_bullock@gwinnett.k12.ga.us			

LANIER		678-765-4040	678-765-4049
Lindsey Buffington			
lanier.coach@gwinnettswimdive.org; lindsey_buffington@gwinnett.k12.ga.us			

MEADOWCREEK		770-381-9680	770-806-2230(Fax)
Dr. Anthony Rainge			
meadowcreek.coach@gwinnettswimdive.org; anthony_rainge@gwinnett.k12.ga.us			

MILL CREEK		678-714-5850	678-714-5863 (Fax)
Rick Creed			
Kevin Rodgers			
millCreek.coach@gwinnettswimdive.org; rick_creed@gwinnett.k12.ga.us			

MOUNTAIN VIEW		678-407-7600	678-407-7605 (Fax)
Matthew Beck			
mountainView.coach@gwinnettswimdive.org; matthew_beck@gwinnett.k12.ga.us			

NORCROSS		770-448-3674	770-447-2664 (Fax)
Billie Jatko			
Sarah Mills			
norcross.coach@gwinnettswimdive.org; bjatko@yahoo.com			

NORTH GWINNETT		770-945-9558	770-271-5185 (Fax)
Doug Nieman			
David Ellwanger			
north.coach@gwinnettswimdive.org; doug_nieman@gwinnett.k12.ga.us			

PARKVIEW		770-921-2874	770-806-3797 (Fax)
Jack Gayle			
Eric Brown			
parkview.coach@gwinnettswimdive.org; jack_gayle@gwinnett.k12.ga.us			

PEACHTREE RIDGE		678-957-3100	678-957-3108 (Fax)
Jeremy Laird			
Holly Isserstedt			
peachtree.coach@gwinnettswimdive.org; Jeremy_laird@gwinnett.k12.ga.us			

SHILOH		770-972-8471	770-736-4345 (Fax)
Paul Callis			
Rebecca Kasmier			
shiloh.coach@gwinnettswimdive.org; paul_callis@gwinnett.k12.ga.us			

SOUTH GWINNETT		770-972-4840	770-736-4329 (Fax)
Chris Myers			
Justin Reames			
south.coach@gwinnettswimdive.org; cmyers@gmail.com			

DIVING COACHES 2011-2012

GEORGE RANNEY	Berkmar , North Gwinnett, Peachtree Ridge	West Gwinnett Tues., Thurs.
dive.coach.ranney@gwinnettswimdive.org		

MEGAN WHITE	Lanier, Mill Creek , Mountain View	Bogan Park Mon., Wed.
dive.coach.white@gwinnettswimdive.org		

SARAH NICOLE ACKERMAN	Brookwood , Central, South Gwinnett	Mountain Park Tues., Thurs.
dive.coach.edgar@gwinnettswimdive.org		

CORI HAMM	Grayson, Parkview , Shiloh	Mountain Park Mon., Wed.
dive.coach.hamm.@gwinnettswimdive.org		

MATTHEW BUCKLEY	Archer, Collins Hill , Dacula	Collins Hill Mon., Wed.
dive.coach.buckley@gwinnettswimdive.org		

BARRIE PRICE-KERR	Duluth , Meadowcreek, Norcross	West Gwinnett Mon., Wed.
dive.coach.price-kerr@gwinnettswimdive.org		

Schools in bold represent the assigned school for GHSA purposes. The dive coach is added by that school's Athletic Director to the coaching staff for GHSA passes.

PARENT REPRESENTATIVES 2011-2012

ARCHER	678-407-7700	678-407-7725
Cheryl Petersen		
Michelle Jones		
archer.rep@gwinnettswimdive.org		

BERKMAR	770-921-3636	770-806-3715 (Fax)
berkmar.rep@gwinnettswimdive.org		

BROOKWOOD	770-972-7642	770-978-5075 (Fax)
Kelly Parker		
brookwood.rep@gwinnettswimdive.org		

CENTRAL	770-963-8041	770-338-4879 (Fax)
Cindy Kearney		
central.rep@gwinnettswimdive.org		

COLLINS HILL	770-682-4100	770-682-4105 (Fax)
Melissa Rutledge		
collinsHill.rep@gwinnettswimdive.org		

DACULA	770-963-6664	770-338-4665 (Fax)
Cara Norton		
dacula.rep@gwinnettswimdive.org		

DULUTH	770-476-5206	770-232-3332 (Fax)
Mark Goelz		
duluth.rep@gwinnettswimdive.org		

GRAYSON	770-554-1071	770-554-1074 (Fax)
Susan B. White		
grayson.rep@gwinnettswimdive.org		

LANIER	678-765-4040	678-765-4049 (Fax)
Leigh Jones		
lanier.rep@gwinnettswimdive.org		

MEADOWCREEK	770-381-9680	770-806-2230(Fax)
Traci Odion		
meadowcreek.rep@gwinnettswimdive.org		

MILL CREEK	678-714-5850	678-714-5863 (Fax)
Garry Albrecht		
millCreek.rep@gwinnettswimdive.org		

MOUNTAIN VIEW	678-407-7600	678-407-7605 (Fax)
David Mullins		
mountainView.rep@gwinnettswimdive.org		

NORCROSS	770-448-3674	770-447-2664 (Fax)
Paul Schaefer		
Anne-Marie Schaefer		
norcross.rep@gwinnettswimdive.org		

NORTH GWINNETT	770-945-9558	770-271-5185 (Fax)
Maria Cathcart		
John-Michael Loke		
north.rep@gwinnettswimdive.org		

PARKVIEW	770-921-2874	770-806-3797 (Fax)
Tom Martin		
parkview.rep@gwinnettswimdive.org		

PEACHTREE RIDGE	678-957-3100	678-957-3108 (Fax)
Tom Wescoat		
peachtree.rep@gwinnettswimdive.org		

SHILOH	770-972-8471	770-736-4345 (Fax)
Chris Taylor		
shiloh.rep@gwinnettswimdive.org		

SOUTH GWINNETT	770-972-4840	770-736-4329 (Fax)
Becky Reid		678-234-0671 (C)
south.rep@gwinnettswimdive.org		

GWINNETT COUNTY HIGH SCHOOL
COUNTY CHAMPIONSHIP MEET RECORDS

BOYS

EVENT	TIME	YEAR	SCHOOL	NAME(S)
200 Medley Relay	1:36.08	2011	Peachtree Ridge	Luke Upchurch, Bryce BeVier, John Simmons, Bradley Faxon
200 Free	1:41.63	2007	Brookwood	Stephen Swan
200 Individual Medley	1:49.90	2002	Parkview	Eric Shanteau
50 Free	21.36	2011	Brookwood	Michael Trice
100 Butterfly	49.82	2008	Parkview	Andrew Ruffing
100 Free	46.12	2008	Brookwood	Stephen Swan
500 Free	4:36.41	2002	Parkview	John Millen
200 Free Relay	1:27.60	2009	Parkview	Ben Hudlow, Clarence Messler, Eloi Furtado, Andrew Ruffing
100 Backstroke	50.77	2011	Peachtree Ridge	Luke Upchurch
100 Breaststroke	57.61	2011	Parkview	Ricky Lehner
400 Free Relay	3:10.69	2011	Peachtree Ridge	Bradley Faxon, Bryce BeVier, John Simmons, Luke Upchurch
6 Dive	243.15	1998	Parkview	Jonathon Folds
11 Dive	537.80	2008	Mill Creek	Cameron Cowgill

GIRLS

EVENT	TIME	YEAR	SCHOOL	NAME(S)
200 Medley Relay	1:47.25	2011	Brookwood	Morgan Duncan, Elizabeth Garreau, Kelsey Gouge, Meghan Faulkner,
200 Free	1:49.34	2007	N. Gwinnett	Caroline Kenney
200 Individual Medley	2:03.99	2002	Parkview	Ashley Daly
50 Free	22.90	2003	Brookwood	Amanda Weir
100 Butterfly	54.82	2011	Mill Creek	Rachael Dudley
100 Free	50.85	2002	Brookwood	Amanda Weir
500 Free	4:52.52	2011	Mill Creek	Sommers Creed
200 Free Relay	1:37.53	2009	Brookwood	Kelsey Gouge, Anna Springer, Meghan Faulkner, Allyson Sweeney
100 Backstroke	56.55	2009	Brookwood	Jana Manginelli
100 Breaststroke	1:03.17	1989	Norcross	Mary Ellen Blanchard
400 Free Relay	3:31.91	2011	Mill Creek	Sommers Creed, Frederique Lefebvre, Maddie Wrolson, Rachael Dudley
6 Dive	237.85	2001	Parkview	Stacy Weaver
11 Dive	456.75	2011	Grayson	Darcie O'Brien

GWINNETT COUNTY HIGH SCHOOL
COUNTY RECORDS

BOYS

EVENT	TIME	YEAR	SCHOOL	NAME(S)
200 Medley Relay	1:34.14	2011	Peachtree Ridge	Luke Upchurch, Bryce BeVier, John Simmons, Bradley Faxon
200 Free	1:39.53	2011	Peachtree Ridge	John Simmons
200 Individual Medley	1:47.86*	2002	Parkview	Eric Shanteau
50 Free	21.19	2011	Brookwood	Michael Trice
100 Butterfly	49.47	2009	Parkview	Andrew Ruffing
100 Free	45.89	2008	Brookwood	Stephen Swan
500 Free	4:28.18	2003	Parkview	John Millen
200 Free Relay	1:25.38	1992	Shiloh	Steven Simonton, Steve Lewter, Brock Newman, Shawn McNew
100 Backstroke	49.27	2011	Peachtree Ridge	Luke Upchurch
100 Breaststroke	55.88	2011	Parkview	Ricky Lehner
400 Free Relay	3:08.22	2002	Parkview	Eric Shanteau, Michael Miller, Michael Kauffman, John Millen
6 Dive	357.20	2008	Mill Creek	Cameron Cowgill
11 Dive	566.95	2011	Parkview	Sean Piner

GIRLS

EVENT	TIME	YEAR	SCHOOL	NAME(S)
200 Medley Relay	1:45.05	2009	Brookwood	Jana Manginelli, Anna Springer, Haley Holcomb, Megan Faulkner
200 Free	1:47.10	2009	North Gwinnett	Caroline Kenney
200 Individual Medley	1:58.15	2009	Brookwood	Jana Manginelli
50 Free	22.91*	2003	Brookwood	Amanda Weir
100 Butterfly	54.52	2011	Mill Creek	Rachael Dudley
100 Free	49.06*	2004	Brookwood	Amanda Weir
500 Free	4:48.90	2009	Mill Creek	Sommers Creed
200 Free Relay	1:36.02	2009	Brookwood	Kelsey Gouge, Haley Holcomb, Anna Springer, Allyson Sweeney
100 Backstroke	54.77	2009	Brookwood	Jana Manginelli
100 Breaststroke	1:01.80	1989	Norcross	Mary Ellen Blanchard
400 Free Relay	3:26.54*	2009	Brookwood	Allyson Sweeney, Meghan Faulkner, Kelsey Gouge, Jana Manginelli
6 Dive	305.55	2011	Duluth	Sara Haliburton
11 Dive	456.75	2011	Grayson	Darcie O'Brien

*Times that are in **bold** indicate those that are also State Records.

GWINNETT COUNTY HIGH SCHOOL TEAM RECORDS

ARCHER HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:55.80	2011	Michael Muller, Brady Hammond, Josh Cade, Cole Ketchum
200 Free	2:03.51	2011	Stephen Persaud
200 Individual Medley	2:19.96	2011	Josh Cade
50 Free	23.02	2011	Josh Cade
100 Butterfly	57.58	2011	Josh Cade
100 Free	51.25	2011	Josh Cade
500 Free	5:45.82	2011	Josh Cade
200 Free Relay	1:39.66	2011	Michael Muller, Cole Ketchum, Brady Hammond, Josh Cade
100 Backstroke	1:03.84	2011	Josh Cade
100 Breaststroke	1:14.50	2011	Brady Hammond
400 Free Relay	4:04.71	2011	Michael Muller, Brady Hammond, Stephen Persaud, Josh Cade
6 Dive	170.35	2011	Travis Button
11 Dive	233.50	2011	Adam Largin

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:00.68	2011	Chloe Fitzgerald, Mary Aultman Hurley, Lydia Jones, Lexi Smith
200 Free	1:54.41	2011	Lydia Jones
200 Individual Medley	2:13.18	2011	Lydia Jones
50 Free	23.26	2011	Lydia Jones
100 Butterfly	55.46	2011	Lydia Jones
100 Free	53.11	2011	Lexi Smith
500 Free	5:04.61	2011	Lydia Jones
200 Free Relay	1:42.70	2011	Lexi Smith, Cassie Petersen, Mary Aultman Hurley, Lydia Jones
100 Backstroke	1:02.68	2011	Lydia Jones
100 Breaststroke	1:16.36	2011	Mary Aultman Hurley
400 Free Relay	3:42.69	2011	Lexi Smith, Chloe Fitzzgerald, Mary Aultman Hurley, Lydia Jones
6 Dive	119.75	2011	Barbara Marie Weisenborn
11 Dive			

BERKMAR HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:50.13	2001	Todd Murphy, Ryan Rudolph, Forrest Thompson, Tim Arnold
200 Free	1:51.54	2004	Nathan Cornett
200 Individual Medley	2:01.33	2004	Nathan Cornett
50 Free	22.84	2001	Forrest Thompson
100 Butterfly	59.90	2010	Hector Saldana
100 Free	49.77	2004	Nathan Cornett
500 Free	4:57.16	2003	Nathan Cornett
200 Free Relay	1:35.43	2001	Tim Arnold, Todd Murphy, Ryan Rudolph, Forrest Thompson
100 Backstroke	55.33	2004	Nathan Cornett
100 Breaststroke	1:11.23	2001	Ryan Rudolph
400 Free Relay	3:38.29	2003	Tim Arnold, Tony Gibbs, John Cummings, Nathan Cornett
6 Dive	152.60	2006	Gabriel Roman
11 Dive	246.85	2010	Justin Spencer

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:05.98	1999	Amanda Cornett, Julia Mynett, Melinda Heaton, Lixy Hernandez
200 Free	2:05.74	2006	Elizabeth Burroughs
200 Individual Medley	2:18.38	2001	Julia Mynett
50 Free	25.71	2001	Julia Mynett
100 Butterfly	1:12.01	2010	Virginia Bradbury
100 Free	55.98	2000	Julia Mynett
500 Free	5:28.87	2006	Elizabeth Burroughs
200 Free Relay	1:51.14	1999	Amanda Cornett, Melinda Heaton, Julia Mynett, Lixy Hernandez
100 Backstroke	1:11.06	2006	Elizabeth Burroughs
100 Breaststroke	1:08.35	2000	Julia Mynett
400 Free Relay	4:10.70	1998	Amanda Cornett, Melinda Heaton, Julia Mynett, Lexy Hernandez
6 Dive	185.45	2004	Laura Morena
11 Dive	352.35	1999	Elizabeth Sharp

BROOKWOOD HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:37.09	2009	Thomas Nguyen, Brandon Clay, Danny Nguyen, Conor Sweeney
200 Free	1:39.57	2008	Stephen Swan
200 Individual Medley	1:53.19	2009	Danny Nguyen
50 Free	21.19	2011	Michael Trice
100 Butterfly	50.40	2009	Danny Nguyen
100 Free	45.89	2008	Stephen Swan
500 Free	4:35:10	2010	Conor Sweeney
200 Free Relay	1:26.75	2010	Robbie Swan, Aidan Sweeney, Michael Trice, Conor Sweeney
100 Backstroke	51.87	2006	Kyle Diedrich
100 Breaststroke	57.94	2008	Zach Lopez
400 Free Relay	3:09.79	2009	Mark Dunn, Ken Bolton, Conor Sweeney, Danny Nguyen
6 Dive	291.55	2008	Jacob Modrich
11 Dive	411.25	2008	Jacob Modrich

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:45.05	2009	Jana Manginelli, Meghan Faulkner, Haley Holcombe, Anna Springer
200 Free	1:58.15	2009	Jana Manginelli
200 Individual Medley	2:03.28	2008	Jana Manginelli
50 Free	22.90	2003	Amanda Weir
100 Butterfly	55.04	2003	Amanda Weir
100 Free	49.06	2004	Amanda Weir
500 Free	4:52.65	2003	Amanda Weir
200 Free Relay	1:36.02	2009	Kelsey Gouge, Haley Holcombe, Anna Springer, Allyson Sweeney
100 Backstroke	54.77	2009	Jana Manginelli
100 Breaststroke	1:04.52	1997	Whitney Leatherwood
400 Free Relay	3:26.54	2009	Allyson Sweeney, Kelsey Gouge, Meghan Faulkner, Jana Manginelli
6 Dive	256.05	2011	Chloe Cotter
11 Dive	393.40	2011	Chloe Cotter

CENTRAL GWINNETT HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:47.59	2008	S Thomas, J. Griffiths, M. Jackson, W. Henson
200 Free	1:48.71	1998	Neil Stowe
200 Individual Medley	1:57.24	1988	Mark Smith
50 Free	22.78	1993	Ben O'Neal
100 Butterfly	50.72	2003	Jose Delgado
100 Free	50.53	2008	Stephen Thomas
500 Free	4:49.75	1996	Neil Stowe
200 Free Relay	1:34.32	2008	S. Thomas, W. Henson, B. John, M. Jackson
100 Backstroke	59.09	2009	Jeffrey Griffin
100 Breaststroke	59.37	1986	M. Smith
400 Free Relay	3:33.82	2007	S. Thomas, W. Henson, J. Savage, M. Jackson
6 Dive	289.95	2008	Patrick Brady
11 Dive	412.20	2008	Patrick Brady

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:59.61	2002	A. Korell, N. Razey, C. Heider, G. Savage
200 Free	1:58.20	1994	Julie Wilson
200 Individual Medley	2:11.70	2003	Amanda Korell
50 Free	25.88	1994	Julie Wilson
100 Butterfly	1:01.13	1992	Julie Wilson
100 Free	57.52	2000	Caitlin Heider
500 Free	5:17.11	2001	Amanda Korell
200 Free Relay	1:46.52	1993	Maggie McCoy, Sherry Wilson, Holly Wilson, Julie Wilson
100 Backstroke	1:00.19	2003	Amanda Korell
100 Breaststroke	1:11.66	1988	Kimberly Dennis
400 Free Relay	3:51.57	2002	G. Savage, N. Razey, C. Heider, A. Korell
6 Dive	221.40	2009	Victoria Monetta
11 Dive	329.50	1991	Molly McCoy

COLLINS HILL HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:38.41	2009	Bruce Janzen, Skyler Carroll, Justin Robinson, Joe Strauss
200 Free	1:42.73	2007	Jared Robinson
200 Individual Medley	1:55.14	2009	Joe Strauss
50 Free	21.44	2010	Justin Robinson
100 Butterfly	51.38	2009	Bruce Janzen
100 Free	46.55	2007	Jared Robinson
500 Free	4:46.19	2005	Scott Wherry
200 Free Relay	1:26.86	2010	Justin Robinson, Greg Kyle, Skyler Carroll, Carl Anderson
100 Backstroke	53.18	2009	Bruce Janzen
100 Breaststroke	59.12	2009	Joe Strauss
400 Free Relay	3:13.24	2005	J. Robinson, D. Mikle, J. Wacker, S. Wherry
6 Dive	308.85	2006	Jordan Horsely
11 Dive	523.70	2006	Jordan Horsely

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:54.61	2007	A. Breneman, M. Powers, E. Dobeck, E. Donaldson
200 Free	1:52.33	2007	Erin Dobeck
200 Individual Medley	2:10.19	2007	Erin Dobeck
50 Free	24.83	2011	Jenn Rutledge
100 Butterfly	59.05	2007	Erin Dobeck
100 Free	52.86	2005	Marin Morrison
500 Free	4:56.49	2007	Erin Dobeck
200 Free Relay	1:40.34	2010	Jackie Rajek, Anna Burdette, Jenn Rutledge, Kayla Floor
100 Backstroke	1:01.45	2005	Marin Morrison
100 Breaststroke	1:06.11	1999	Devyn LeBlanc
400 Free Relay	3:41.70	1998	D. LeBlanc, B. Frederick, J. Yantachka, T. Sullivan
6 Dive	268.55	2009	Mary Kate Young
11 Dive	384.55	2004	Marci Hoppa

DACULA HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:40.82	1998	Mike Powell, Ryan Hurt, Zack Lambert, James Campbell
200 Free	1:47.62	2011	Michael Ragan
200 Individual Medley	2:03.53	2011	Michael Ragan
50 Free	22.54	2010	Chris Ragan
100 Butterfly	56.19	2001	James Campbell
100 Free	49.65	2010	Michael Ragan
500 Free	4:43.40	2000	James Campbell
200 Free Relay	1:31.78	2010	Daniel Shadrach, Erik Schrum, Michael Ragan, Chris Ragan
100 Backstroke	57.26	2004	Travis Heller
100 Breaststroke	1:06.52	2010	Erik Schrum
400 Free Relay	3:32.27	2011	Jarrett Babcock, Jacob Oertley Stephen Brinkley, Michael Ragan
6 Dive	245.85	2010	Hunter Ferrer
11 Dive	377.95	2010	Hunter Ferrer

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:55.45	2005	Abigail Alton, Caitlin Shepherd, Aubrey Silva, Layla Lester
200 Free	1:55.13	2004	Elizabeth Stowe
200 Individual Medley	2:12.45	2006	Abigail Alton
50 Free	23.05	2008	Abigail Alton
100 Butterfly	58.63	2011	Megan Heller
100 Free	50.91	2008	Abigail Alton
500 Free	4:58.96	2004	Elizabeth Stowe
200 Free Relay	1:44:45	2006	Caitlin Shepherd, Torrey Cantrell, Jenni Ragan, Abigail Alton
100 Backstroke	58.56	2006	Abigail Alton
100 Breaststroke	1:06:93	2007	Caitlin Shepherd
400 Free Relay	3:46.42	2005	Layla Lester, Jenni Ragan, Caitlin Shepherd, Abigail Alton
6 Dive	235.00	2011	Brittany Swanson
11 Dive	342.10	2011	Brittany Swanson

DULUTH HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:38.64	1999	Scott Davis, Tim Montgomery, Matt Sopp, John Hitt
200 Free	1:42.11	1999	Matt Sopp
200 Individual Medley	1:54.16	1999	Matt Sopp
50 Free	21.64	2005	Todd Weyandt
100 Butterfly	52.25	1999	Matt Sopp
100 Free	47.12	1999	Matt Sopp
500 Free	4:38.60	1998	Scott Davis
200 Free Relay	1:29.80	2008	Blake Harrington, Colin Phillips, Zach Simmonini, Alan Carroll
100 Backstroke	54.74	2004	Todd Weyandt
100 Breaststroke	58.32	2000	Tim Montgomery
400 Free Relay	3:13.55	1999	Scott Davis, Tim Montgomery, Matt Sopp, John Hitt
6 Dive	224.45	2000	Omar Lopez-Cepero
11 Dive	342.75	2011	Andrew Dunn

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:55.57	2002	Julie Granger, Lauren Davidson, Ricci Taylor, Christine Keys
200 Free	1:52.20	2010	Hailey White
200 Individual Medley	2:08.54	1999	Julie Granger
50 Free	24.86	2001	Jaclyn Keys
100 Butterfly	1:00.05	2006	Kelsey Scott
100 Free	54.42	2010	Hailey White
500 Free	4:56.91	2005	Kelsey Scott
200 Free Relay	1:43.25	2001	Jaclyn Keys, Christine Keys, Ricci Taylor, Tyler Davenport
100 Backstroke	58.62	1999	Julie Granger
100 Breaststroke	1:01.78	2005	Julie Granger
400 Free Relay	3:45.10	2005	Lenora Bryant, Charly Champion, Kaitlyn Lamb, Kelsey Scott
6 Dive	305.55	2010	Sara Halliburton
11 Dive	443.25	2006	Lexie Bryant

GRAYSON HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:38.73	2007	Andrew Newport, Jeremy Love, Ryan Pech, Michael Brindley
200 Free	1:46.24	2007	Andrew Kendall
200 Individual Medley	2:04.83	2011	Mason McIntyre
50 Free	21.74	2007	Ryan Pech
100 Butterfly	51.86	2009	Stephen Texas
100 Free	48.23	2007	Michael Brindley
500 Free	4:45.66	2011	Mason McIntyre
200 Free Relay	1:27.64	2007	Michael Brindley, Andrew Kendall, Jeremy Love, Ryan Pech,
100 Backstroke	55.45	2007	Andrew Newport
100 Breaststroke	1:01.02	2011	Zach Kimery
400 Free Relay	3:12.67	2007	Andrew Newport, Ryan Pech, Andrew Kendall, Jeremy Love,
6 Dive	170.30	2007	Cody Glover
11 Dive	188.60	2007	Cody Glover

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:54.59	2007	Britney Zimmerly, Jenna Gilbert, Emily Castle, Ellen Kendall
200 Free	1:51.93	2011	Katie Lohr
200 Individual Medley	2:12.29	2011	Katie Lohr
50 Free	24.78	2009	Katie Lohr
100 Butterfly	58.65	2007	Emily Castle
100 Free	52.77	2010	Katie Lohr
500 Free	4:59.54	2010	Katie Lohr
200 Free Relay	1:41.82	2010	Kristen Clark, Ellen Kendall, Courtney Williams, Katie Lohr
100 Backstroke	1:00.44	2008	Katie Lohr
100 Breaststroke	1:08.70	2008	Jenna Gilbert
400 Free Relay	3:46.16	2010	Courtney Williams, Morgan McIntyre, Ellen Kendall, Katie Lohr
6 Dive	249.80	2010	Darcie O'Brien
11 Dive	445.55	2011	Darcie O'Brien

LANIER HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay			
200 Free			
200 Individual Medley			
50 Free	35.92	2011	Austin Huffman
100 Butterfly			
100 Free	1:26.46	2011	Austin Huffman
500 Free			
200 Free Relay			
100 Backstroke			
100 Breaststroke			
400 Free Relay			
6 Dive			
11 Dive			

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:34.47	2011	Kassie Jones, Elisabeth Accardy, Elizabth Nettleship, Alli McKnight
200 Free	2:51.35	2011	Kassie Jones
200 Individual Medley	2:58.32	2011	Elizabth Nettleship
50 Free	29.63	2011	Elizabth Nettleship
100 Butterfly			
100 Free	1:05.60	2011	Elizabth Nettleship
500 Free			
200 Free Relay	2:14.11	2011	Alli McKnight, Kassie Jones, Elisabeth Accardy, Elizabeth Nettleship
100 Backstroke	1:15.59	2011	Elizabeth Nettleship
100 Breaststroke	1:39.24	2011	Elisabeth Accardy
400 Free Relay			
6 Dive			
11 Dive			

MEADOWCREEK HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:03.24	1996	Bryan Thomas, Ben Smolyansky, Anthony Wray, Greg Pitcher
200 Free	1:58.54	1996	Ben Smolyansky
200 Individual Medley	2:00.59	1996	Ben Smolyansky
50 Free	24.64	1997	Bryan Thomas
100 Butterfly	1:04.34	1995	Jason Crim
100 Free	55.27	1997	Ben Smolyansky
500 Free	5:14.59	1996	Ben Smolyansky
200 Free Relay	1:46.34	1997	Ben Smolyansky, Bryan, Thomas, Shawn Leblanc, Anthony Wray
100 Backstroke	1:04.39	1997	Ben Smolyansky
100 Breaststroke	1:12.07	1997	Ben Smolyansky
400 Free Relay	4:00.50	1996	Bryan Thomas, Ben Smolyansky, Anthony Wray, Greg Pitcher
6 Dive	264.00	2011	Raphael Ramirez
11 Dive	274.00	2011	Raphael Ramirez

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:16.26	1997	Elizabeth Erwin, Melissa Brinker, Linda Spears, Theresa Walsh
200 Free	2:07.07	2003	Alysha Hecht-Furlong
200 Individual Medley	2:24.71	2003	Alysha Hecht-Furlong
50 Free	28.18	2003	Alysha Hecht-Furlong
100 Butterfly	1:06.66	2003	Alysha Hecht-Furlong
100 Free	1:00.84	2003	Alysha Hecht-Furlong
500 Free	5:45.60	2003	Alysha Hecht-Furlong
200 Free Relay	1:59.27	1997	Elizabeth Erwin, Melissa Brinker, Linda Spears, Theresa Walsh
100 Backstroke	1:11.13	2004	Alysha Hecht-Furlong
100 Breaststroke	1:12.89	2005	Alysha Hecht-Furlong
400 Free Relay	4:35.25	1997	Elizabeth Erwin, Melissa, Brinker, Linda Spears, Theresa Walsh
6 Dive	134.24	1997	Jennifer Schildt
11 Dive			

MILL CREEK HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:37.78	2009	Matt Turnblom, Kevin Doran, Joey Turnblom, Alan Carroll
200 Free	1:43.43	2008	Zach Tillman
200 Individual Medley	1:55.98	2009	Kevin Doran
50 Free	21.46	2011	Chris Powell
100 Butterfly	53.03	2008	Matt Turnblom
100 Free	47.10	2011	Chris Powell
500 Free	4:35.84	2008	Zach Tillman
200 Free Relay	1:29.47	2011	Chris Powell, Bryan Murphy, Joey Turnblom, Bradley Tarantino
100 Backstroke	55.41	2008	Matt Turnblom
100 Breaststroke	57.67	2009	Kevin Doran
400 Free Relay	3:16.91	2008	John Petronaci, Parker Schwab, Kevin Doran, Zach Tillman
6 Dive	357.20	2008	Cameron Cowgill
11 Dive	537.80	2008	Cameron Cowgill

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:48.25	2010	Frederique Lefebvre, Katie Evans, Rachael Dudley, Sommers Creed
200 Free	1:49.56	2010	Sommers Creed
200 Individual Medley	2:06.84	2006	Jordan Evans
50 Free	24.51	2008	Jordan Evans
100 Butterfly	54.52	2011	Rachael Dudley
100 Free	52.30	2009	Sommers Creed
500 Free	4:48.90	2009	Sommers Creed
200 Free Relay	1:38.22	2008	Stephanie Doran, Marlie Creed, Sommers Creed, Jordan Evans
100 Backstroke	56.61	2011	Rachael Dudley
100 Breaststroke	1:05.40	2010	Katie Evans
400 Free Relay	3:31.91	2011	Sommers Creed, Frederique Lefebvre, Maddie Wrolson, Rachael Dudley
6 Dive	197.85	2011	Lexi Sachse
11 Dive	278.70	2011	Lexi Sachse

MOUNTAIN VIEW HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:54.16	2011	Daniel McCullough, Josh Roberts, Ross Tarantino, Jake Payne
200 Free	1:56.89	2011	Ross Tarantino
200 Individual Medley	2:31.40	2011	Jordan Rubin
50 Free	23.48	2011	Ross Tarantino
100 Butterfly	57.37	2011	Ross Tarantino
100 Free	50.56	2011	Ross Tarantino
500 Free	5:16.06	2011	Ross Tarantino
200 Free Relay	1:48.41	2011	Chris Tokaji, Edward Lim, Zach Higashi, Burton Law
100 Backstroke	1:08.93	2011	Burton Law
100 Breaststroke	1:15.40	2011	Jordan Rubin
400 Free Relay	3:44.61	2011	Daniel McCullough, Jake Payne, Burton Law, Ross Tarantino
6 Dive	171.95	2011	Blaine Suarez
11 Dive	276.00	2011	Blaine Suarez

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	2:02.30	2011	Brooke Brogdon, Kaitlin Carmichael, Mary Huhn, Megan Mullins
200 Free	2:06.13	2010	Mary Huhn
200 Individual Medley	2:22.03	2010	Kaitlyn Carmichael
50 Free	27.38	2011	Mary Huhn
100 Butterfly	1:04.95	2010	Mary Huhn
100 Free	58.30	2010	Mary Huhn
500 Free	5:28.10	2010	Kate Carmichael
200 Free Relay	1:57.63	2010	Mary Huhn, Brooke Brogdon, Kaitlyn Carmichael, Brittany Partridge
100 Backstroke	1:05.98	2011	Brooke Brogdon
100 Breaststroke	1:15.94	2010	Kaitlyn Carmichael
400 Free Relay	4:06.76	2011	Sandrine Lefebvre, Brooke Brogdon, Kaitlin Carmichael, Mary Huhn,
6 Dive	190.05	2011	Katie Jansen
11 Dive	307.70	2011	Katie Jansen

NORCROSS HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:36.26	2009	K. Spiwak, A. Feeney, C. Stickney, S.Bagent
200 Free	1:42.24	2009	Scott Aron
200 Individual Medley	1:58.45	2009	Andrew Feeney
50 Free	21.72	2009	Sean Bagent
100 Butterfly	51.94	2009	Connor Stickney
100 Free	47.69	2009	Sean Bagent
500 Free	4:37.85	2009	Scott Aaron
200 Free Relay	1:27.46	2009	S. Aron, A. Feeney, S. Hogan, S.Bagent
100 Backstroke	53.22	2009	Connor Stickney
100 Breaststroke	57.68	2009	Andrew Feeney
400 Free Relay	3:12.86	2009	S. Hogan, K. Spiwak, C. Stickney, S. Aron
6 Dive	178.65	2008	Rick Krause
11 Dive	346.45	2010	Rick Krause

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:56.34	2010	Erin Bagent, Janelle Spanjers, Chelsea Dunn, Meghan Feeney
200 Free	1:54.86	2000	Jocelyn Watkins
200 Individual Medley	2:04.53	1989	Mary Ellen Blanchard
50 Free	24.83	1999/2011	Elizabeth Herron / Meghan Feeney
100 Butterfly	57.57	2005	Meghan Martinez
100 Free	53.64	2000	Jocelyn Watkins
500 Free	5:04.87	1991	Jaimie Marion
200 Free Relay	1:40.67	2000	Rostintoski, Park, Herron, Watkins
100 Backstroke	1:01.92	1999	Shirley Roberts
100 Breaststroke	1:03.17	1989	Mary Ellen Blanchard
400 Free Relay	3:38.61	2000	Rostintoski, Park, Herron, Watkins
6 Dive	237.40	2007	Heidi Olnhausen
11 Dive	381.75	2007	Heidi Olnhausen

NORTH GWINNETT HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:39.42	2010	Michael Peribonio, Kyle McLeod Eric Madden, Christian Thompson
200 Free	1:42.25	2009	Eric Madden
200 Individual Medley	1:57.24	2010	Michael Peribonio
50 Free	21.77	2010	Eric Madden
100 Butterfly	50.67	2010	Eric Madden
100 Free	47.83	2009	Eric Madden
500 Free	4:45.97	2011	Ethan Webster
200 Free Relay	1:29.28	2009	Jack Clark, Michael Peribonio, Kyle Wright, Eric Madden
100 Backstroke	53.28	2010	Michael Peribonio
100 Breaststroke	1:02.28	2010	Kyle McLeod
400 Free Relay	3:15.60	2009	Jack Clark, Michael Peribonio, Kyle Wright, Eric Madden
6 Dive	231.70	2004	Chad Lankford
11 Dive	312.60	2004	Chad Lankford

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:48.59	2007	Corinna Kovach, Caroline Kenney, Megan D'Urso, Sarah Looney
200 Free	1:47.10	2009	Caroline Kenney
200 Individual Medley	2:05.66	2007	Megan D'Urso
50 Free	24.12	2009	Caroline Kenney
100 Butterfly	59.02	2006	Corinna Kovach
100 Free	50.15	2009	Caroline Kenney
500 Free	4:59.17	2009	Caroline Kenney
200 Free Relay	1:39.47	2009	Allison Carr, Caroline Kenney, Anna Barnes, Elizabeth Webster
100 Backstroke	57.50	2007	Caroline Kenney
100 Breaststroke	1:03.25	2011	Allison Carr
400 Free Relay	3:35.16	2007	Caroline Kenney Justine Boone, Megan D'Urso, Sarah Looney
6 Dive	233.00	2010	Megan Kurdelmeier
11 Dive	425.85	2001	Stephanie Martineau

PARKVIEW HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:35.76	2011	Rory Martin, Ricky Lehner, Mark Atuan, Brandon Leavenworth
200 Free	1:40.29	2003	John Millen
200 Individual Medley	1:47.86	2002	Eric Shanteau
50 Free	21.37	2008	Andrew Ruffing
100 Butterfly	49.47	2009	Andrew Ruffing
100 Free	47.23	2002	Eric Shanteau
500 Free	4:28.18	2003	John Millen
200 Free Relay	1:26.89	2009	Andrew Ruffing, Clarence Messler, Ben Hudlow, Eloi Furtado
100 Backstroke	50.53	2009	Andrew Ruffing
100 Breaststroke	55.88	2011	Ricky Lehner
400 Free Relay	3:08.22	2002	Eric Shanteau, Michael Miller, Michael Kauffman, John Millen
6 Dive	298.75	2011	Sean Piner
11 Dive	566.95	2011	Sean Piner

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:47.77	2009	Haley Staubach, Julianne Kurke, Elizabeth Charter, Caitlin Martin
200 Free	1:53.28	1998	Bethany Lavigno
200 Individual Medley	2:01.17	2002	Ashley Daly
50 Free	23.66	1998	Katie Permenter
100 Butterfly	56.05	2009	Elizabeth Charter
100 Free	51.79	2002	Ashley Daly
500 Free	5:01.63	2004	Meredith Banks
200 Free Relay	1:39.14	1997	Katie Allred, Bethany Lavigno, Lauren Odom, Katie Permenter
100 Backstroke	56.65	2009	Haley Staubach
100 Breaststroke	1:04.51	2000	Ashley Daly
400 Free Relay	3:35.67	2009	Caitlin Martin, Catherine Orr, Haley Staubach, Elizabeth Charter
6 Dive	262.20	2011	Tabitha Banks
11 Dive	456.65	2001	Stacy Weaver

PEACHTREE RIDGE HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:34.14	2011	Luke Upchurch, Bryce BeVier, John Simmons, Bradley Faxon
200 Free	1:39.53	2011	John Simmons
200 Individual Medley	1:54.49	2011	Bryce BeVier
50 Free	21.56	2009	Luke Upchurch
100 Butterfly	49.61	2011	Luke Upchurch
100 Free	45.63	2011	John Simmons
500 Free	4:38.87	2007	Scott Royal
200 Free Relay	1:28.23	2008	Luke Upchurch, Spencer Deverannes, Drew Harwood, Tommy King
100 Backstroke	49.27	2011	Luke Upchurch
100 Breaststroke	58.28	2011	Bryce BeVier
400 Free Relay	3:08.25	2011	Bradley Faxon, Bryce BeVier, John Simmons, Luke Upchurch
6 Dive	226.75	2011	Michael Russell
11 Dive	361.50	2007	John Marsh

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:53.57	2011	Christina Wang, Carrington BeVier, Savannah Ruedt, Julia Jacobi
200 Free	1:54.41	2011	Savannah Ruedt
200 Individual Medley	2:09.58	2011	Carrington BeVier
50 Free	23.97	2007	Aileen Cole
100 Butterfly	1:00.54	2007	Aileen Cole
100 Free	52.62	2008	Aileen Cole
500 Free	5:07.73	2011	Carrington BeVier
200 Free Relay	1:38.82	2011	Carrington BeVier, Savannah Ruedt, Julia Jacobi, Christina Wang
100 Backstroke	58.16	2011	Christina Wang
100 Breaststroke	1:07.29	2009	Hannah Burke
400 Free Relay	3:38.23	2011	Savannah Ruedt, Carrington BeVier, Julia Jacobi, Christina Wang
6 Dive	237.00	2011	Emily Yoder
11 Dive	375.90	2011	Emily Yoder

SHILOH HIGH SCHOOL

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:38.08	1994	Shawn McNew, Brian Keen, Jim Heitner, Steven Simonton
200 Free	1:39.82	1991	Clay Tippins
200 Individual Medley	1:53.44	1993	Shawn McNew
50 Free	21.56	2000	Brendan Forbes
100 Butterfly	49.82	1991	Clay Tippins
100 Free	47.71	2000	Brendan Forbes
500 Free	4:50.54	1994	Matt Booth
200 Free Relay	1:25.38	1994	Steve Simonton, Shawn McNew, Brock Newman, Steve Lewter
100 Backstroke	50.90	1993	Shawn McNew
100 Breaststroke	58.79	2003	Adam Bilbrey
400 Free Relay	3:17.47	1991	Lee Prophitt, Matt Booth, Todd Slotter, Clay Tippins
6 Dive	330.80	2007	Jacob Tzegaebge
11 Dive	517.15	2007	Jacob Tzegaebge

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:59.16	1996	Nicole Swenson, Allison Kirchner, Crystal McCracken, Amanda Hankla
200 Free	1:53.24	1992	Sara Gieseke
200 Individual Medley	2:17.88	2004	Samantha Hill
50 Free	24.65	1989	Stacy Moore
100 Butterfly	59.10	1992	Sara Gieseke
100 Free	52.89	1992	Sara Gieseke
500 Free	5:06.84	2002	Katie MacDonald
200 Free Relay	1:42.73	1998	Elizabeth Baker, Lauren King, Emily Geiger, Carly Westcott
100 Backstroke	1:01.06	2000	Lauren King
100 Breaststroke	1:10.70	1996	Amanda Hankla
400 Free Relay	3:45.94	2001	Carly Westcott, Elizabeth Baker, Katie MacDonald, Lauren King
6 Dive	185.65	1995	Emily Gissendanner
11 Dive	292.00	1994	Tami Slotten

SOUTH GWINNETT HIGH SCHOOL**BOYS**

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:46.77	2004	Cole Porter, Brandt Allen, Taylor England, Dave Courter
200 Free	1:49.16	2001	Danny Flemming
200 Individual Medley	2:01.45	1996	Jonathan Challen
50 Free	22.66	2002	Danny Flemming
100 Butterfly	52.94	2003	Danny Flemming
100 Free	47.05	2003	Danny Flemming
500 Free	4:41.99	2003	Danny Flemming
200 Free Relay	1:34.03	2002	Danny Flemming, Kyle Phillips, Michael Christie, Robbie Hovden
100 Backstroke	56.17	2009	Danny Flemming
100 Breaststroke	1:03.54	1987	Brian Pettry
400 Free Relay	3:29.11	2003	Brandt Allen, Taylor England, Danny Flemming, Cole Porter
6 Dive	269.10	2005	Steven Currie
11 Dive	347.65	2006	Steven Currie

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay	1:59.17	2005	Lynn Brady, Emily Roberts, Maegan Tait, Amy McEachn
200 Free	1:58.53	1996	Jennifer Mayhew
200 Individual Medley	2:09.27	2006	Emily Roberts
50 Free	25.56	1990	Heather Holman
100 Butterfly	1:02.50	2009	Maegan Tait
100 Free	56.97	2005	Emily Roberts
500 Free	5:13.30	1993	Jennifer Mayhew
200 Free Relay	1:47.81	2004	Amy McEachin, Emily Roberts, Maegan Tait, Brittany Tait
100 Backstroke	1:02.48	2004	Maegan Tait
100 Breaststroke	1:02.86	2006	Emily Roberts
400 Free Relay	3:59.59	2004	Maegan Tait, Brittany Tait, Amy McEachin, Emily Roberts
6 Dive	203.40	2011	Olivia Olson
11 Dive	259.00	2005	Ashley Conley

APPENDIX A:
BOOSTER CLUB CALENDAR – 2011-2012

Note: All general booster club meetings will be held at Berkmar Media Center beginning at 7:00 PM unless otherwise noted via e-mail. The website calendar should also be consulted.

Year 2011

- September 13 General Booster Club Meeting – Coaches and Parent Representatives
- September 13 Coaches' Computer Clinic (Hy-Tek Team Manager) 5PM before general meeting
- October 17 Practice Begins
- October 18 General Booster Club Meeting – Coaches and Parent Representatives
- October 29 Mandatory Training session for Meet Directors and Scoring Table Volunteers
Mountain Park 9:00 AM to 12:00 PM
- November 5 Mandatory Training session for Meet Directors and Scoring Table Volunteers
West Gwinnett Pool 9:00 AM to 12:00 PM
- November 5 Dive Clinic for parents, coaches, officials, and divers / GCSDBC Dive Judge
Certification – Berkmar, Room 2.109 1-3 PM
- November 7 6:00 PM – Website Registration Closed
- November 8 General Booster Club meeting – Coaches and Parent Representatives
Registration money due to VP of Finance
- November 8 Scoring Computer (Hy-Tek Meet Manager) Training 5PM before meeting
- November 11 Competition begins – First meets
- December 9 2011 Clody Meet – Mt. Park – All Diving 3:30 PM– Girls first(warmups 2:30)
- December 10 2011 Clody Meet – Mt. Park – Swimming 8:00 AM – Region 8
- December 10 2011 Clody Meet – West Gwinnett – Swimming 8:00 AM – Region 7

Year 2012

- January 11 General Booster Club meeting – Coaches and Parent Representatives
- January 14 Gwinnett Dive Invitational – Mt. Park – 3PM – Girls first (warm-ups 2:00)
- January 25 County Diving Championship – Mt. Park – Girls 4PM (warm-ups 3PM)
- January 26 County Swim Championship Girls Prelim –5PM West Gwinnett–(warm-ups at 3)
- January 27 County Swim Championship Boys Prelim –5PM West Gwinnett–(warm-ups at 3)
- January 28 County Diving Championship – Mt. Park – Boys 9AM (warm-ups 8AM)
- January 28 County Swim Championship FINALS – West Gwinnett –5PM (warm-ups 3 PM)
- February 10-11 State Diving and Swimming Championships at Georgia Tech
- March 14 County Awards Night at Meadowcreek High School – 7:00 PM
- April 18 Annual Coaches meeting at 5:00 PM
General Booster Club meeting-Coaches and Parent Representatives 7:00 PM

APPENDIX B:
2011 – 2012 GWINNETT COUNTY MEET SCHEDULE

The first team listed (bolded) is the home team for the meet. The home team swims in the odd numbered lanes during a dual meet. Times listed are enter the water times and the time you MUST exit the water. The official start time of the meet is 45 minutes after the time listed. \$\$- designates timing console assistance was requested by one of the teams (not necessarily the home team). An asterisk (*) indicates a meet time was modified from the standard times. Initials represent the dive coach assigned to the meet.

Date	Collins Hill		Mountain Park		West Gwinnett	
	Time	Teams	Time	Teams	Time	Teams
11/5			1:00 PM	Dive Clinic - Berkmar GR, ALL		
11/11	6:30-10:30 PM		6:30-10:30 PM	Central vs South Gwinnett vs Berkmar SA	6:30-10:30 PM	Duluth vs Norcross vs Mtn. View BP
11/12	7:15-11:30 AM		7:30*-11:30 AM	Shiloh vs Meadowcreek vs Lanier SA	7:15-11:30 AM	Grayson vs Peachtree Ridge GR
11/12	6:30-10:30 PM	North Gwinnett vs Archer GR	6:30-10:30 PM	Collins Hill vs Brookwood SA	6:30-10:30 PM	Mill Creek vs Parkview BP
11/18	6:30-10:30 PM	Peachtree Ridge vs Dacula GR	6:30-10:30 PM	Archer vs Shiloh vs South Gwinnett CH	6:30-10:30 PM	Grayson vs Berkmar vs Meadowcreek BP
11/19	7:15-11:30 AM		7:15-11:30 AM		7:15-11:30 AM	Mill Creek vs Mtn. View vs Central MW
11/19	6:30-10:30 PM	North Gwinnett vs Collins Hill MB	6:30-10:30 PM	Parkview vs Brookwood vs Alpharetta SA	6:30-10:30 PM	Norcross vs Walton vs Lanier BP
12/2	6:30-10:30 PM	Grayson vs Collins Hill MB	6:30-10:30 PM	Central vs Shiloh	6:30-10:30 PM	Duluth vs Dacula vs Berkmar BP
12/3	7:15-11:30 AM		7:15-11:30 AM	Parkview vs Harrison CH	7:15-11:30 AM	North Gwinnett vs Mill Creek GR
12/3	6:30-10:30 PM	Mtn. View vs Dacula vs Lanier vs Archer MW	6:30-10:30 PM	Brookwood vs Peachtree Ridge SA	6:30-10:30 PM	Norcross vs South Gwinnett vs Meadowcreek BP
12/9	6:30-10:30 PM		2:30PM-warm ups	Clody - diving all regions(girls first)@2:30	MW, ALL	
12/10	7:15-11:30 AM		8AM-3PM	Clody-Region 8 Swimming	8AM-3PM	Clody - Region 7 Swimming
12/10	6:30-10:30 PM		6:30-11 PM		6:30-11 PM	

12/16	6:30-11 PM	Archer vs Lanier vs Berkmar MW	6:30-11 PM	Dacula vs Shiloh vs Providence CH	6:30-11 PM	Collins Hill vs Parkview MB
12/17	7:15-11:30 AM	Peachtree Ridge vs Mill Creek MW	7:15-11:30 AM	Central vs South Gwinnett vs Meadowcreek SA	7:15-11:30 AM	North Gwinnett vs Duluth BP
12/17	6:30-10:30 PM		6:30-11 PM		6:30-10:30 PM	Norcross vs Grayson vs Mtn. View BP
1/6	6:30-10:30 PM		6:30-10:30 PM	Peachtree Ridge vs Meadowcreek vs Campbell GR	6:30-10:30 PM	Archer vs Central MB
1/7	7:15-11:30 AM	Dacula vs Archer vs Norcross MB	7:30*-11:30 AM	Shiloh vs Berkmar vs Central CH	7:15-11:30 AM	Duluth vs South Gwinnett vs Lanier MW
1/7	6:30-10:30 PM	Collins Hill vs Alpharetta vs Mtn. View MB	6:30-10:30 PM	Parkview vs North Gwinnett CH	6:30-10:30 PM	Brookwood vs Mill Creek MW
1/13	6:30-10:30 PM	Mtn. View vs Meadowcreek vs Shiloh MW	6:30-10:30 PM	Parkview vs Peachtree Ridge vs Archer GR	6:30-10:30 PM	Dacula vs Central vs Grayson CH
1/14	7:15-11:30 AM	Berkmar vs Lanier vs Providence GR	7:15-11:30 AM	Brookwood vs North Gwinnett SA	7:15-11:30 AM	Mill Creek vs Dacula vs South Gwinnett MB
1/14	6:30-10:30 PM		2:00 PM warm ups	Gwinnett Dive Invitational (Girls first @ 3) SA, ALL	6:30-10:30 PM	Norcross vs Collins Hill
1/20	6:30-10:30 PM	Collins Hill vs Dacula MB	6:30-10:30 PM	Brookwood vs Parkview SA	6:30-10:30 PM	Mill Creek vs Norcross vs Northview MW
1/21	7:15-11:30 AM	Mtn. View vs South Gwinnett vs Central vs Lanier MW	7:15-11:30 AM		7:15-11:30 AM	Archer vs Meadowcreek vs Berkmar GR
1/21	6:30-10:30 PM		6:30-10:30 PM	Duluth vs Shiloh vs Grayson CH	6:30-10:30 PM	Peachtree Ridge vs North Gwinnett GR
1/25		Wednesday	3:00 PM warm ups	County Championship Diving (Girls only at 3:00 PM) CH, ALL		
1/26		Thursday			3:00 PM warm ups	County Championship (Girls Prelims) Meet starts at 5:00 PM
1/27		Friday			3:00 PM warm ups	County Championship (Boys Prelims) Meet starts at 5:00 PM
1/28		Saturday	8:00 AM warm ups	County Championship Diving (Boys) CH, ALL	3:00 PM warm ups	County Championship (Finals) Meet starts at 5:00 PM
2/8 to 2/11		Wednesday through Saturday		State Championship Meet at Georgia Tech		

APPENDIX C:
BOOSTER CLUB EMAIL ADDRESSES

We ask that you utilize the club email system. As long as you have provided your correct forwarding address(es), this system will work. These addresses are tied to the club's website email server. Using the club address helps our name recognition in the community and provides consistency when working with outside entities such as sponsors and vendors.

Chairs of club committees have their own email addresses. If you need to contact a chair, use their specific address. You don't need to know their name or personal address.

Use group addresses as you would a distribution list. This way you are certain to include all the group's members with their current addresses. You don't need your own personal distribution list.

When replying to an email sent from a Booster Club address, please ensure that the Booster Club address appears in the TO: box. Because all mail is forwarded, the reply address might be something else.

First Name	Last Name	User Type	School/Position	Email Address	Notes
Sean	Donaghy *	Administrator	President	president@GwinnettSwimDive.org	
Susan	Moody *	Administrator	Coordinator	coordinator@GwinnettSwimDive.org	
Ed	Tate *	Board Member	VP Finance	vp.finance@GwinnettSwimDive.org	
	*	Board Member	VP Programs	vp.programs@GwinnettSwimDive.org	
Billy	Sachse*	Administrator	VP Information	vp.information@GwinnettSwimDive.org	
Jennifer	Weaver *	Board Member	Coaches' Representative	coaches.rep@GwinnettSwimDive.org	
Heather	Piner *	Board Member	Dive Representative	dive.rep@GwinnettSwimDive.org	
Kevin	Rodgers	Administrator	Data Manager	data.manager@GwinnettSwimDive.org	
Billy	Sachse*	Administrator	Website Manager	website.manager@GwinnettSwimDive.org	
Michael	Dudley*	Board Member	Technical Manager	technical.manager@GwinnettSwimDive.org	
Karren	Amidon*	Board Member	Training Manager	training.manager@GwinnettSwimDive.org	
Traci	Odion	Board Member	Recording Secretary	secretary@GwinnettSwimDive.org	
Don	Faulkner	Board Member	Ex-Officio	ex-officio@GwinnettSwimDive.org	
Tony	Aguirre	Board Member	Sponsorship Chair	sponsorship@GwinnettSwimDive.org	
Traci	Odion	Board Member	Celebration Chair	celebration@GwinnettSwimDive.org	
		Board Member	T-Shirt Chair	tshirts@GwinnettSwimDive.org	

First Name	Last Name	User Type	School/Position	Email Address	Notes
Pam	Autrey	Coach	Archer	archer.coach@GwinnettSwimDive.org	
Shannon	Finnegan	Coach	Berkmar	berkmar.coach@GwinnettSwimDive.org	
Greg	Puckett	Coach	Brookwood	brookwood.coach@GwinnettSwimDive.org	
Michele	Broeg	Coach	Central	central.coach@GwinnettSwimDive.org	
Jennifer	Weaver	Coach	Collins Hill	collinsHill.coach@GwinnettSwimDive.org	
Kristin	Hughes	Coach	Dacula	dacula.coach@GwinnettSwimDive.org	
Jim	Reason	Coach	Duluth-GA	duluth.coach@GwinnettSwimDive.org	
Christopher	Felege	Coach	Grayson	grayson.coach@GwinnettSwimDive.org	
Lindsey	Buffington	Coach	Lanier	lanier.coach@GwinnettSwimDive.org	
Anthony	Rainge	Coach	Meadowcreek	meadowcreek.coach@GwinnettSwimDive.org	
Rick	Creed	Coach	Mill Creek	millCreek.coach@GwinnettSwimDive.org	
Matthew	Beck	Coach	Mountain View	mountainView.coach@GwinnettSwimDive.org	
Billie	Jatko	Coach	Norcross	norcross.coach@GwinnettSwimDive.org	
Doug	Nieman	Coach	North	north.coach@GwinnettSwimDive.org	
Jack	Gayle	Coach	Parkview	parkview.coach@GwinnettSwimDive.org	
Jeremy	Laird	Coach	Peachtree Ridge	peachtree.coach@GwinnettSwimDive.org	
Paul	Callis	Coach	Shiloh	shiloh.coach@GwinnettSwimDive.org	
Chris	Myers	Coach	South	south.coach@GwinnettSwimDive.org	
Sara Nicole	Ackerman	Diving Coach	All	dive.coach.ackerman@GwinnettSwimDive.org	
Matthew	Buckley	Diving Coach	All	dive.coach.buckley@GwinnettSwimDive.org	
Cori	Hamm	Diving Coach	All	dive.coach.hamm@GwinnettSwimDive.org	
Barrie	Price-Kerr	Diving Coach	All	dive.coach.price-kerr@GwinnettSwimDive.org	
George	Ranney	Diving Coach	All	dive.coach.ranney@GwinnettSwimDive.org	
Megan	White	Diving Coach	All	dive.coach.white@GwinnettSwimDive.org	
Cheryl	Petersen	Representative	Archer	archer.rep@GwinnettSwimDive.org	
		Representative	Berkmar	berkmar.rep@GwinnettSwimDive.org	
Kelly	Parker	Representative	Brookwood	brookwood.rep@GwinnettSwimDive.org	
Cindy	Kearny	Representative	Central	central.rep@GwinnettSwimDive.org	
Melissa	Rutledge	Representative	Collins Hill	collinsHill.rep@GwinnettSwimDive.org	
Cara	Norton	Representative	Dacula	dacula.rep@GwinnettSwimDive.org	

First Name	Last Name	User Type	School/Position	Email Address	Notes
Mark	Goelz	Representative	Duluth	duluth.rep@GwinnettSwimDive.org	
Susan	White	Representative	Grayson	grayson.rep@GwinnettSwimDive.org	
Leigh	Jones	Representative	Lanier	lanier.rep@GwinnettSwimDive.org	
Traci	Odion	Representative	Meadowcreek	meadowcreek.rep@GwinnettSwimDive.org	
Garry	Albrecht	Representative	Mill Creek	millCreek.rep@GwinnettSwimDive.org	
David	Mullins	Representative	Mountain View	mountainView.rep@GwinnettSwimDive.org	
Paul	Schaefer	Representative	Norcross	norcross.rep@GwinnettSwimDive.org	
Maria	Cathcart	Representative	North	north.rep@GwinnettSwimDive.org	
Tom	Martin	Representative	Parkview	parkview.rep@GwinnettSwimDive.org	
Tom	Wescoat	Representative	Peachtree Ridge	peachtree.rep@GwinnettSwimDive.org	
Chris	Taylor	Representative	Shiloh	shiloh.rep@GwinnettSwimDive.org	
Becky	Reid	Representative	South	south.rep@GwinnettSwimDive.org	
N/A			Group Address	AllBoardMembers@GwinnettSwimDive.org	Voting and Non-voting
			Group Address	AllCoaches@GwinnettSwimDive.org	Swimming and Diving Coaches
			Group Address	AllDiveCoaches@GwinnettSwimDive.org	
			Group Address	AllParentReps@GwinnettSwimDive.org	
			Group Address	AllSwimCoaches@GwinnettSwimDive.org	
			Group Address	ExecutiveBoard@GwinnettSwimDive.org	voting positions only (*)
			Group Address	BoardMembers@GwinnettSwimDive.org	all non-voting board positions
			Group Address	PoolManagers@GwinnettSwimDive.org	volunteer pool managers

APPENDIX D:
WEBSITE RESPONSIBILITIES AS OF 2010

The county booster club maintains a website that is informative and useful for the high school swim and dive season, <http://www.gwinnettswimdive.org>. The website contains a roster of all current athletes that is used to determine the county's top times, both for the current season and historically. This roster also serves to validate athletes who may participate in county and state sponsored swim and dive meets.

In addition to this roster, the meet schedule and results are posted as well as other important information and news articles. The following lists the responsibilities for specific board members and other groups of users with respect to maintaining an accurate and informative website.

- A. President:** *User type: Administrator*
1. May update "Home Page" content as necessary.
 2. May create a website vote when warranted between meetings of the club.
 3. Receives the "Board of Directors" emails from the Contact Us page and responds or forwards as necessary.
- B. VP-Programs:** *User type: Board Member*
1. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.
 2. May request a website vote when warranted between meetings of the club.
- C. VP-Finance:** *User type: Board Member*
1. Receives the "Finance" emails from the Contact Us page and responds or forwards as necessary.
 2. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.
 3. May request a website vote when warranted between meetings of the club.
- D. VP-Information – Website Manager:** *User type: Administrator*
1. Is the primary administrator for the booster club website.
 2. Maintains calendar including the schedule of all meets and club activities.
 3. Updates "Home Page" content as necessary.
 4. Maintains the majority of the website content.
 5. Maintains website documentation and manuals.
 6. Receives the "General Comments", "Information", and "Website" emails from the Contact Us page and responds or forwards as necessary.
 7. May create a website vote when warranted between meetings of the club.
- E. VP-Information – Technical Manager:** *User type: Board Member*
1. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.
- F. Coordinator:** *User type: Administrator*
1. Maintains the "History" page by supplying Website Manager any additional content to be added.
 2. May request a website vote when warranted between meetings of the club.

G. Data Manager:

User type: Administrator

1. Uploads all swimming and diving meet results.
2. Maintains “Qualifying Times” entries.
3. Maintains “Top Times” data entry.
4. May add or modify athletes in the database as required.

H. Coaches’ Representative:

User type: Board Member

1. Receives the “Coaches”, “A Specific School”, and “A Specific Team” emails from the Contact Us page and responds or forwards as necessary.
2. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

I. Dive Representative:

User type: Board Member

1. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

J. Coach:

User type: Coach

1. Enters athlete data (if not performed by parent representative) during the registration period, updating and purging data as necessary.
2. Verifies that all athlete data is correct prior to the first meet.
3. Submits complete meet backup files from Hy-Tek to Data Manager for upload.
4. Submits Excel dive meet files to Data Manager for upload.
5. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.
6. Provides Coordinator, Website Manager, and Coaches Representative with any changes in schedule or calendar events for website updating.

K. Parent Representative:

User type: Representative

1. Enters athlete data (if not performed by the coach) during the registration period, updating and purging data as necessary.
2. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

L. Secretary:

User type: Board Member

1. Supplies all minutes in electronic form to the Website Manager for upload to the website.
2. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

M. Training Manager:

User type: Board Member

1. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

N. Dive Coach:

User type: Dive Coach

1. May be called upon to participate in voting when an issue must be decided between meetings of the booster club.

APPENDIX E:
GCSDBC BOARD AND COMMITTEE CHAIR JOB DESCRIPTIONS

Members of the Executive Board and Committee Chairs may be asked to represent the board at GCSDBC sponsored events in addition to the responsibilities listed below. These events include, but are not limited to, the Clody Invitational, Gwinnett Dive Invitational, and County Championship meets and the annual Award Celebration.

Coordinator

Website User type: Administrator *Vote: Yes*

1. Liaison between the Gwinnett County Public School system and the Booster Club.
2. Liaison between Gwinnett Parks and Recreation Department and the Booster Club.
3. Manages requests for use of monies received from GCPS. This involves submitting invoices and requesting purchase order numbers as required.
4. Manages contracts for community coaches. This involves meeting with the Gwinnett County Athletic Director and arranging for payment by GCPS.
5. Manages contracts for all dive coaches and their GCPS payment schedule.
6. Contracts use and cost of all facilities used for practice and competition.
7. Schedules all practice sessions and competitions held within Gwinnett County.
8. Coordinates with GHSA to schedule all officials for competitions.
9. Presides with Coaches' Representative over spring meeting with all team coaches to create a preliminary meet schedule for the next season and discuss issues.
10. Meets with all dive coaches and the Diving Representative during the off season to schedule upcoming diving assignments.
11. Contracts with outside sources for computer and/or timing system operators for GCSDBC sponsored meets.
12. Coordinates with Cobb Challenge meet director to obtain team assignments and meet schedule.
13. Schedules all Booster Club meeting dates and locations with the appropriate Community School director.
14. Assigns team responsibilities for GCSDBC sponsored meets (hospitality, meet workers, etc.). This information is included in the meet information packet published prior to the meet.
15. Coordinates with Recording Secretary to compile the annual handbook. This requires gathering information beginning at the final booster club meeting of the year and throughout the summer.
16. Coordinates with the GCPS print shop to print all Booster Club publications.
17. Acts as the voice of the Executive Board when recruiting new board members.
18. May be asked to perform the duties of the President in his/her absence.

President

Website User type: Administrator *Vote: Yes*

1. Presides over each meeting of the Executive Board and General Membership.
2. Oversees the smooth operation of the all booster club activities during the term of office.
3. Work with the VP Finance and Coordinator to ensure the financial stability and viability of the booster club.
4. Represents the board and the booster club in all official correspondence.
5. Serves as Meet Director for the County Championship Meet.

- Revises and distribute the Meet Information Document.
 - Submits a request to Georgia Swimming (LSC) for approval of the meet as an “Observed Sanctioned” meet for USA Swimming.
 - Makes arrangements for equipment rentals, including chairs, tables and staging.
 - Mediates all requests and disputes related to meet seeding, scoring, and other issues.
6. Oversees the preparation of awards for the County Awards Celebration in March. Lists will be compiled with the assistance of the Data Manager, the Coaches Rep and the Coordinator.
 - Eight 8 x 10” Cherry Plaques, for Swimmer of Year (Boy & Girl), Diver of Year (Boy & Girl), and Coach of Year (Boy & Girl) – includes head and assistant coaches.
 - All-America (Automatic) plaques for NISCA recognized swimmers.
 - All-America Qualifier plaques for divers
 - Special Dive Coaches’ award plaques.
 - Certificates for these recipient groups: All-America Consideration swimmers, All-State Teams, County All-Stars, Senior Academic Team, Outstanding Seniors (by HS), and Athletes of the Month (by HS).
 7. Other duties and responsibilities as requested by the executive board.

Vice President of Programs

Website User type: Board Member *Vote: Yes*

1. Manages the Sponsorship program. Refer to “Sponsorship Coordinator” duties.
2. Manages all aspects related to the ordering, production and sales of the County Meet T-Shirts and All-Star Shirts. Refer to “T-Shirt Coordinator” duties.
3. Manages all aspects related to the vendor selection, ordering, and pickup of athlete and team awards for the County Championship Meet, including:
 - 1st, 2nd & 3rd Place medals for each individual event and relay event.
 - 4th – 10th Place (2-inch diameter) medals for each individual event and relay event.
 - Dive logo medals will be used for Diving events and Swim logo medals will be used for Swimming events.
 - Place Ribbons for individual events, places 11th – 30th.
 - Place Ribbons for relay events, places 11th – 18th.
 - Team trophies in graduated sizes for the 1st – 6th place Boys and Girls teams (12 trophies).
4. Performs duties of the President in the President’s absence.
5. Performs other duties as requested by the Booster Club Coordinator and/or President.

Vice President of Finance

Website User type: Board Member *Vote: Yes*

1. Responsible for all accounting functions including: depositing funds, paying invoices, reconciling bank statements, and maintaining financial statements.
2. Provides accurate and current financial statements at each meeting of the Executive Board, and to the General Membership as needed.
3. Responsible for ensuring registration payments are received for all athletes with an active status at the start of each season. Additionally, must ensure that any late registrants submit their payments.
4. Prepares an annual budget for the Booster Club.
5. Compiles and turns over all pertinent records for each fiscal year to a Certified Public Accountant for tax return preparation.

6. Provides guidance and analysis to the Executive Board as needed on accounting and financial issues.

Vice President of Information: Website Manager

Website User type: Administrator *Vote: Yes (shared)*

1. Administers the Club website and email server, maintaining accurate, up to date data.
2. Works with host company to correct any issues that arise with the website or Email server.
3. Heads the committee, if created, to discuss and recommend any changes to the website.
4. Maintains the two website manuals, administrator and user.
5. Responsible for all content on the website.
6. Responsible for adding calendar events.
7. Responsible for uploading all documents to the website via the ftp server.
8. Responsible for ensuring sponsorship logos are uploaded to the sponsor page and site header rotation. This requires minor editing of the website html code via the ftp server.
9. Maintains Club document archive, electronic and hardcopy items, including legal documents.
10. Works with the Data Manager to ensure accurate and timely uploads of all meet results and top times.
11. Responsible for ensuring that changes in 3rd party software will not affect uploaded files (Hy-Tek).
12. Oversees Recording Secretary.

Vice President of Information: Technical Manager

Website User type: Board Member *Vote: Yes (shared)*

1. Maintains Club Equipment at all four venues. (requires travel to all venues at least twice a season).
2. Responsible for requesting replacement of equipment (major items such as lap counters and starters) as needed.
3. Responsible for keeping minimum inventories at each pool for all equipment and consumables (timer console paper, batteries, pens, practice equipment, etc.). This includes changing the storage cabinet combinations each spring after the season concludes and maintaining the inventory documentation.
4. Responsible for requesting maintenance or repair of timing equipment and scoreboards. (should be present during service call).
5. Responsible for timely and correct storage of touchpads and consoles during the off-season. This includes maintenance and cleaning of all lane modules after the season concludes in the spring to prevent rust and corrosion during off-season storage.
6. Keeps abreast of new equipment. Proposes purchase of any new items if there is a need.
7. Maintains Club computers for Data Manager, Coordinator, and Dive Operator.
8. Maintains spare printers (one for Dive Operator, one for emergency use)
9. Maintains emergency meet support kits for President and Technical Manager for season.
10. Keeps additional equipment used for the county meet (storage bins, signs, etc.) and emergency printer.
11. May be asked to assist in the fall training sessions to oversee the Meet Director portion of training.
12. Oversees the Pool Manager volunteers.

Coaches' Representative

Website User type: Board Member *Vote: Yes*

1. Acts as the voice for the team coaches to the Executive Board. This includes presenting any coaches' concerns that require discussion by the board or items posed by the board that require the coaches' consensus.
2. Presides with the Coordinator over the annual coach's meeting each spring to discuss issues and meet schedules.
3. Ensures that coaches comply with published responsibilities.
4. Ensures that coaches submit their meet files to the Data Manager in a timely manner and that any issues that arise are resolved.
5. Assigns mentors to new coaches.
6. Compiles the Swimmer/Diver of the Month lists for publication on the website and inclusion in the Award Celebration Program.
7. Compiles additional award lists for the annual Award Celebration as requested.
8. Determines the Swimmers and Divers of the year for the Award Celebration using NISCA power points.

Dive Representative

Website User type: Board Member *Vote: Yes*

1. Liaison for the dive coaches to the Executive Board. This requires meeting with the dive coaches to compile any diving issues that need to be presented to the board for discussion.
2. Acts as the voice of the divers and their parents to the Executive Board.
3. Provides guidance and analysis to the Executive Board on all diving issues.
4. Serves as the Executive Board's representative at the annual diving clinic at the beginning of each season.
5. Assists the Executive Board in finding a qualified computer operator for the major diving meets (Clody, Dive Invitational, and County).

Data Manager

Website User type: Administrator *Vote: No*

1. Responsible for weekly upload of all meet results, swimming and diving, to the Club website database. This requires verification that all participating athletes are properly registered with the Booster Club.
2. Provides a weekly Top Times list of all county athletes to the coaches.
3. Provides a weekly Top Ten Times list to send to the Newspaper, Booster Club Board and Coaches.
4. Maintains a current year Team Manager database for all swimming and diving athletes from all participating public high schools.
5. Maintains an archive of past years' databases.
6. Confirms that the Club website successfully uploads and incorporates new data by spot checking the Top Times tables.
7. Maintains accurate accounts of all records for the following: a) County High Schools, b) County Championship meet, and c) State.
8. Provides the above records to the secretary in order to update the annual GCSDBC handbook.
9. Provides Team Manager back up data to the computer operator for the Clody Invitational and County Championship meets for proof of performance verification and registration validation.

10. Compiles lists of names and scores as required by the awards committee for the purpose of ordering awards or publishing this information in the awards ceremony program.
11. Works closely with the Website Manager and Coaches' Representative to complete above tasks.

Training Manager

Website User type: Board Member *Vote: No*

1. Responsible for conducting training sessions for all equipment and software for Club volunteers (Hy-Tek and Pro-Dive). This may require arranging for trainers from outside when new equipment or software is introduced. This includes two major training sessions at the pool venues in the fall before the season begins. It may also include attending regular season meets to assist teams who request further training. (May request Technical Manager to assist with Meet Director training portion).
2. Keeps abreast of new software and current software versions. Proposes purchase of any new items if there is a need.
3. Maintains Technical Notes training manual
4. Creates and issues Master CD of meet masters and other documents as needed for coaches. (May not be required every year.)

Recording Secretary

Website User type: Board Member *Vote: No*

1. Serves under the direction of the Vice-President of Information.
2. Keeps accurate notes of all general and executive meetings in order to write minutes.
3. Forwards final copies of minutes electronically to the Website Administrator for posting on the club website in a timely fashion.
4. Creates and maintains notarized resolutions pertaining to changes in board personnel. May be delegated to maintain the master minutes and attendance binders.
5. Edits annual Swim and Dive Handbook for fall publication each year.
6. Creates spring awards celebration program.

Sponsorship Coordinator

Website User type: Board Member *Vote: No*

1. Serves under the direction of the VP Programs.
2. Administers the booster club's sponsorship program in accordance with the guidelines described in the "Sponsorship Program" document found elsewhere in this handbook.
3. Recruits sponsorship renewals from among the list of past sponsors.
4. Solicits and recruits new sponsors from among various businesses and vendors.
5. Invite and encourage sponsors to make brief presentations at the general booster club meetings, to promote their services.
6. Follow up on each sponsorship commitment, to collect completed sponsorship form and contribution checks.
7. Provide sponsor logos as JPEG graphic files, to the VP Information/Website Manager for posting on the website Sponsor page.
8. Prior to the Clody Meet:
 - Contact each sponsor and request a suitable ad for the Clody Meet Program. Sponsor ads are needed no later than 3 weeks prior to the meet date.

- Contact each sponsor and determine if they wish to have a sales booth at the meet. Swimwear sponsor/vendors sometimes request a sales booth at one or both meet locations.
9. Prior to the County Meet:
- Contact each sponsor and request a suitable ad for the County Meet Program. Sponsor ads are needed no later than two weeks prior to the meet date.
 - Contact each sponsor and determine if they wish to have a sales booth at the meet. The T-shirt vendor will always have a sales booth. Swimwear sponsor/vendors typically request sales booths.

Celebration Coordinator

Website User type: Board Member *Vote: No*

1. Responsible for coordinating most physical aspects of the Booster Club annual award celebration in the spring. This requires attending some Executive Board meetings and working closely with the members of the board.
2. Procures location and date for the event.
3. Ensures the facility can provide required equipment (stage, projector, tables, chairs, access to kitchen refrigerators and sinks, etc.).
4. Recruits volunteer staff for all aspects of the event (welcome, food and t-shirt distribution, clean up, etc.).
5. Plans menu and orders food for the event while working within the budget provided.
6. Acquires decorations, serving supplies, and any other needs for the event within the budget provided.
7. Prints and sends out invitations to all invited students, coaches, and special guests. The board members will assist with compiling associated lists of invitees.
8. Maintains list of RSVP's.
9. Works with board members to schedule a photographer for the event. Must provide an area at the venue for this purpose.
10. Provides the board with a list of donors and those who should be cited for special recognition in the award program.

T-Shirt Coordinator

Website User type: Board Member *Vote: No*

1. Serves under the direction of the VP Programs.
2. Assists in the selection of a suitable T-Shirt vendor, who can meet the requirements of the booster club, at the most reasonable cost. If possible, the selected vendor should also be a booster club sponsor.
3. **County Meet Shirts:**
 - Design Contest: If a contest is planned, in November, in conjunction with the VP Programs, distribute information to all the parent reps and coaches, to promote the County Meet T-shirt Design Contest. The goal of this contest is to receive T-Shirt graphic design entries for the front of the shirt, from among HS swimmers and divers and to then select the best design by second week of December. The final selection should be made via consensus of the executive board. The winning design entrant will receive recognition in the County Meet Program, at the County Awards Ceremony in March, and will also receive a free T-Shirt.

- The standard design will be utilized for the back of the shirt, which includes the names of all 18 GCPS high schools and the GSDBC logo. The board will also determine the color of the shirt.
- Order Form: No later than January 3rd, prepare and distribute an order form to all the parent reps and coaches, to facilitate the collection of shirt orders by team. The due date for all orders will be the third Monday in January. In recent years, we have offered T-Shirts in both short sleeve and long sleeve styles. Pricing has been set at \$12 for short sleeve, and \$15 for long sleeve in the past.
- Upon receipt of order forms from all teams, compile a list by team, style and size. This list must be sent to the shirt vendor, by no later than one week prior to the meet. Also add additional shirts to be sold at the County Meet.
- The vendor will be asked to distribute the shirts to each team from their sales booth, during the County Championship Dive Meet. Each team should provide a single check for all their shirts, upon picking up their shirt orders. Checks will be made payable to “Gwinnett Swim & Dive Booster Club”. The checks will be submitted to the VP Finance.
- The vendor will sell the club’s shirts that are designated for “on-site sales”, from their sales booth during all 4 sessions of the county meet.
- The vendor will provide a final invoice to the T-shirt Coordinator, by the first week of February. Following careful review; this will be forwarded to the VP Finance for appropriate disposition.

4. All-Star Shirts:

- At the County Meet, athletes who place among the top-5 finishers in an individual event or in a top-3 relay event will receive the designation of County All-Star. Each County All-Star will receive an All-Star T-shirt at the County Awards Ceremony in March. The booster club covers all costs related to production of these All-Star shirts.
- No later than February 1, the shirt vendor should provide several design concepts for the review and approval of the executive board. The back of the shirt should include a list of the All-Star athlete names. The board will also choose the color and style (long or short sleeves).
- The Data Manager will provide a list of all the County All-Star athletes, by team and event. The T-Shirt Coordinator will circulate this list to each of the coaches for confirmation. Upon receiving confirmation, this list will be provided to the vendor for incorporation into the shirt design. This must be completed by March 1.
- The T-shirt Coordinator will bring the shirts, sorted by team, to the County Awards ceremony.
- The vendor will provide a final invoice to the T-shirt Coordinator, by the third week of March. Following careful review; this will be forwarded to the VP Finance for appropriate disposition.

Ex-Officio

Website User type: Board Member *Vote: No*

1. Past member of the board who serves at the request and discretion of the executive board.
2. Provides an historical voice as needed.
3. Typically, the Ex-Officio member will serve in an advisory capacity and may assist the board with one or more specific projects.

Pool Inventory Manager

Website User type: None

Vote: No

There is one Pool Inventory Manager for each pool at which the Booster Club stores equipment for high school meets. The Pool Manager reports directly to the Technical Manager. Duties of the Pool Manager are listed below. If you are present at any high school meet and find any issue with our equipment, contact the appropriate Pool Manager for that pool as soon as possible.

Attached to the inside door of each Booster Club equipment cabinet is an inventory folder. Inside it is the inventory listing for that pool which should be used to track the weekly count. Any changes in inventory should be indicated. The Pool Manager should initial and date the listing after the weekly check has been completed.

Pool Manager Tasks:

1. At least one week prior to the first meet at the pool, test the starter to make sure it takes a charge and leave it charging. Report any problems immediately to the Technical Manager.
2. Once competitions begin, complete a weekly check of the inventory on or before the first weekend meet. You do not need to count every item (especially pens, pencils, etc.). However, you should make sure that those items are not missing and that there are enough for the upcoming meets. For example: Are there enough pens, pencils, and console printer paper to get through the next set of meets? If we are missing any of the support bin materials, we have a problem. Teams count on this equipment being available.
 - a. If any item is missing, broken, or in need of replacement, report it to the Technical Manager immediately in order for action to be taken.
 - b. Look for any evidence of tampering with respect to the cabinet or any of the equipment that does not fit inside the cabinet (practice kickboards and swim buoys in the locked cart). We have had attempted break-ins in the past and need to know if it continues.
 - c. Make sure that the starter unit is fully charged for the upcoming weekend meets.
 - d. Make sure that all equipment is replaced in the cabinet per the storage photo. Do not leave anything outside of the cabinet except those items that are stored elsewhere (touchpads, practice equipment).
 - e. Make sure the kickboard/swim buoy cart is locked correctly (the lids should not be able to open).
 - f. Make sure that the lane modules are drying properly and have silicone in the unused receptacles (buttons 2 and 3).
 - g. Make sure that the dive carpet is not wound too tightly so that it may air out and not mildew.
3. At the end of the season, after the state meet in February, take a final inventory of all equipment. This should be a full inventory, counting every item. Ensure that all cabinets and carts are locked securely.

APPENDIX F:
BY-LAWS OF THE
GWINNETT COUNTY SWIM AND DIVE BOOSTER CLUB, INC.

6 September, 2011

Article 1. Name

The name of this organization shall be the Gwinnett County Swim and Dive Booster Club, Inc. herein referred to as Booster Club.

Article 2. Purpose

- To promote the advancement, visibility and goals of the Swim and Dive Teams at all high schools in the Gwinnett County Public School (GCPS) system.
- To provide support to the coaching staff and the student athletes of each of those Swim and Dive Teams.
- To teach good sportsmanship, leadership and responsibility to the student athletes of GCPS high schools.

Article 3. Financial Objectives

Section 1. As a non-profit organization, it is the primary financial objective of this Booster Club to provide and manage adequate funding, in order to support the athletic endeavors and related activities of the Swim and Dive Teams of all GCPS high schools.

Section 2. The Booster Club has been formed exclusively for charitable or other purposes within the meaning of and specifically permitted by section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code

Section 3. No part of the net revenue of this organization shall inure to the benefit of, or be distributable to its members, officers, or any other private persons; except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2.

Section 4. No substantial part of the activities of the Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Booster Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 5. Notwithstanding any other provision of these articles, the Booster Club shall not carry on any other activities not permitted to be carried on by an organization that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 6. Notwithstanding any other provision of these articles, this Booster Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

Article 4. Policies

Section 1. The Booster Club shall not seek to direct, control, or interfere with the coaching staff of any high school swim and dive team.

Section 2. This Booster Club shall conduct its operations within the parameters described in the Gwinnett County Board of Education policy regarding Volunteer Organizations.

Article 5. Organizational Structure

Section 1. As a non-profit, volunteer, parent-based organization, the Booster Club shall serve as a support organization for the GCPS high school swim and dive teams and their individual booster clubs.

Section 2. The Booster Club shall have a board of directors consisting of a President, Vice-President of Programs, Vice-President of Finance, Vice President of Information; Training Manager; Technical Manager; Dive Representative, Coaches Representative, and Coordinator; with other positions voted on and established to support the club, as needed. No member of the board shall serve more than four (4) consecutive one-year terms, in the same position. No member may serve in more than one position during a given term. The Booster Club and/or Executive Committee may, from time to time, change the requirements of the members of the Board of Directors, executive committee and other positions; however, their general duties are set forth below;

The **President** shall preside at all Booster Club meetings, be ex-officio of all committees, except for the nominating committee. The President must be the parent of a current GCPS high school student and shall serve no more than four (4) consecutive one-year terms.

The **Vice-President of Programs** shall assist in presiding at all Booster Club meetings as well as perform the duties of the President in the absence of that officer. The Vice-President of Programs must be the parent of a current GCPS high school student and shall serve no more than four (4) consecutive one-year terms.

The **Vice-President of Finance** shall be responsible for all financial aspects of the Booster Club. The Vice-President of Finance will submit a yearly revenue and expense report summary and an anticipated budget for the coming year, to the club sponsor and the GCPS administrator for oversight purposes. The Vice-President of Finance position must be adequately bonded, as required by GCPS policy. The Vice-President of Finance must be the parent of a current GCPS high school student and shall serve no more than four (4) consecutive one-year terms.

The **Vice President of Information** shall ensure that written minutes are recorded of all meetings of the Booster Club and shall perform such other duties for the Booster Club as may be assigned. At the discretion of the Board of Directors, a Recording Secretary may be appointed to record meeting minutes and perform similar functions. In this case, the Recording Secretary will be under the direct supervision of the Vice President of Information. The Vice President of Information must be the parent of a current GCPS high school student and shall serve no more than four (4) consecutive one-year terms.

The **Booster Club Coordinator** shall serve as the Booster Club Sponsor. The incumbent in this position shall be an employee of GCPS and shall be designated and appointed as Booster Club Coordinator by Director of Athletics and Community Services of GCPS. The Sponsor will be an ex-officio member of the Executive Committee. This is a non-elective position. The Sponsor will serve as the primary liaison between the GCPS Board of

Education (BOE) and the Booster Club. If neither the President nor VP Programs is able to attend a scheduled meeting, then the Coordinator or another board member designated by the President, shall preside over that meeting. There is no limitation to the number of consecutive terms that one individual can serve in this position.

The **Dive Representative** shall focus on the needs and issues that are specific to the competitive high school diving program. The Dive Representative should be the parent of a current GCPS high school student and shall serve no more than four (4) consecutive one-year terms.

The **Coaches Representative** shall focus on the needs and issues that are specific to GCPS high school swim and dive coaches. This position is elected at an annual meeting of the GCPS Swim & Dive Coaches. The Coaches Representative must be an active head or assistant swim or dive coach. It is not necessary that this position be occupied by an employee of GCPS. The Coaches Representative shall serve no more than four (4) consecutive one-year terms.

The **Technical Manager** shall focus on acquiring and maintaining all equipment and software that is supplied by the Booster Club for the purpose of practice or competition. The Technical Manager should be the parent of a current GCPS high school student. The Technical Manager shall serve no more than four (4) consecutive one-year terms.

The **Training Manager** shall focus on training coaches and parent volunteers in the proper use of all software and equipment supplied by the Booster Club used for team management and competition. The Training Manager should be the parent of a current GCPS high school student. The Training Manager shall serve no more than four (4) consecutive one-year terms.

Article 6. Executive Committee

Section 1. The business and affairs of the Booster Club shall be managed by the Executive Committee, consisting of the Sponsor (Coordinator), President, Vice-President of Programs, Vice-President of Finance, Vice-President of Information, Dive Representative, Coaches Representative, Technical Manager, and Training Manager.

Section 2. The number of members of the Executive Committee shall not be less than five (5). Each member of the Executive Committee, except in the case of death, resignation, retirement, disqualification, or removal, shall serve until the successor shall have been elected and qualified.

Section 3. Any Executive Committee member may be removed from office with or without cause by the affirmative vote of a majority of the members of the Executive Committee and/or the GCPS Director of Athletics and Community Services. Removal action may be taken at any Booster Club meeting with respect to which notice of such purpose has been given, and a removed Executive Committee member's successor may be elected at the same meeting to serve the unexpired term.

Section 4. A vacancy occurring in the Executive Committee, except by reason of removal of an Executive Committee member, may be filled for the unexpired term, and until the Board of Directors shall have elected a successor, by affirmative vote of a majority of the Executive Committee remaining in office, though less than a quorum of the Executive Committee.

Section 5. No notice shall be required for any regularly scheduled meeting of the Executive Committee of the Booster Club.

Section 6. At meetings of the Executive Committee, the presence of at least one-half (1/2) of the members then in office, shall be necessary to constitute a quorum for the transaction of business.

Article 7. Officers and Elections

Section 1. **Officers:** The officers of the Booster Club shall be President, Vice-President of Programs, Vice-President of Finance, Vice-President of Information, Dive Representative, Technical Manager, and Training Manager. Officers shall remain in office until the end of the fiscal year in which their successors are elected. Additional officers may be designated as the Executive Committee sees fit.

Section 2. **Nominations:** The President shall present a proposed slate of candidates to the General membership. Nominations will also be accepted from the floor.

Section 3. **Election:** Officers shall be elected at the final general membership Booster Club meeting of the fiscal year. Typically this election will be held in April.

Section 4. **Term of Office:** The term of office shall begin on July 1st and end on June 30th, corresponding to the Booster Club's fiscal year.

Section 5. A vacancy occurring in any office or committee of the Booster Club shall be filled by action of the Executive Committee, in appointing a qualified member to serve for the remainder of the term.

Article 8. Duties of the Officers

Section 1. The **President** of the Booster Club shall preside at all meetings, shall be a member ex officio of all committees and shall perform other duties that usually pertain to the office. He/she will have the general powers, which are incident to the office of President.

Section 2. The **Vice-President of Programs** shall assist in presiding at all Booster Club meetings as well as perform the duties of the President in the absence of that officer. The Vice-President of Programs shall be directly responsible for directing activities related to fund-raising, sponsorship, awards and apparel. The Vice-President of Programs shall assist the President with any and all tasks needed to be addressed and shall be present at all meetings.

Section 3. The **Vice-President of Finance** shall be responsible for recording and processing all fees, allocating the proper funds to the Booster Club, making payment of all valid invoices, and reimbursing Booster Club members for valid expenses. The Vice-President of Finance will also (1) prepare and submit all required renewals and related fees to the office of the Georgia Secretary of State; (2) prepare and submit all required filing documentation to the IRS, as required to maintain 501(c)(3) status; and (3) initiate an annual, external audit of the booster club's prior year financial records, to be conducted during the period between July 1st and August 31st.

Section 4. The **Vice President of Information** shall make available the attendance and minutes of all meetings of the Executive Committee and General Membership; will be the designated officer to mail and receive all notices served by or upon the Executive Committee or the Booster Club, will execute amendments to these By-laws, will maintain the Booster Club website per the direction of the Executive Committee, and will perform all other duties incident to this office.

Section 5. The **Dive Representative** shall focus on the needs and issues that are specific to the competitive high school diving program. As such, the Dive Representative will serve as a primary liaison between the Dive Coaches and the Executive Committee. The Dive Representative will perform all other duties incident to this office.

Section 6. The **Technical Manager** shall be responsible for maintaining and supervising the proper storage of all Booster Club equipment at all practice and competition venues with Booster Club equipment; tracking the inventory of equipment and acquiring new equipment when necessary; maintaining Booster Club computers and printers; storing spare equipment and county meet equipment; assisting with training sessions on the proper use and storage of Booster Club equipment; coordinating Pool Managers for each venue to oversee the equipment during the season.

Section 7. The **Training Manager** shall be responsible for conducting training sessions for equipment and software; maintaining the Technical Notes Manual; creating and distributing the Master Meets CD with Master Hy-Tek files and other documents as needed.

Article 9. Duties of other Board Members

Section 1. The **Coordinator** shall act as the liaison between the Booster Club and the Gwinnett County Public School system and the Gwinnett County Parks and Recreation Department; managing contracts for community coaches and dive coaches; contracts for use and costs of all facilities used for practice and competition; schedules all practice and competition sessions and coordinates with GHSA to schedule officials; contracts with outside sources for computer and/or timing system operators for Club sponsored meets; schedules all Club meeting dates and locations; act as the voice of the Executive Committee when recruiting new board members.

Section 2. The **Coaches Representative** shall act as the voice of the team coaches to the Executive Committee which includes presenting coaches' concerns that require discussion by the committee or items posted by the Committee that require the coaches' consensus; preside (with the Coordinator) over the annual spring coaches' meeting; ensure that coaches comply with published responsibilities; ensure that coaches submit their meet files to the Data Manager in a timely manner and that any issues are resolved; compile the Swimmer/Diver if the Month lists for publication and award lists for the annual Award Celebration.

Article 10. Fiduciary Responsibilities

Section 1. The Booster Club is a non-profit organization and the Executive Committee is responsible for all budgeting, planning, and execution of the funds received and disbursed on behalf of the Booster Club.

Section 2. The records of the Booster Club are considered as open public records and are subject to audit by the GCPS BOE or its duly authorized representatives. The Vice President of Finance maintains detailed records of all receipts and all expenditures. Any amount paid to the Booster Club should be by check, made payable to "Gwinnett County Swim and Dive Booster Club".

Section 3. It is the goal of the Booster Club to maintain a positive balance in the checking account from year to year. This will provide a small reserve of funds, should investments need to be made in the program in subsequent years.

Section 4. The Booster Club maintains a checking account at the BB&T Bank. There are three (3) designated signers on the account, who are also voting members of the executive committee. These are the Vice-President of Programs, the Vice-President of Information and the Vice President of Finance. As designated check signers, the incumbents of these three positions must be adequately bonded, as required by GCPS policy.

Section 5: **Authorized Officer Signatures:** In general, Booster Club checks will have one authorizing officer signature by the Vice President of Finance. Check request forms for reimbursement of expenses, must be submitted and duly authorized and signed by at least two (2)

other officers. The Vice President of Finance will maintain records containing all duly executed payments and Check request forms and will make those available for review and audit, as appropriately requested.

Section 6. Any officer of the Executive Board can review the financial records at any time for any reason. Any general member of the Booster Club can review these records with reasonable advance notice.

Article 11. Committees

Standing Committees shall be reviewed each year and voted on by the Executive Board. Committees will be developed each year according to the needs of the Booster Club.

Article 12. Membership

Section 1. **General Members:** The general membership of this organization shall consist of the board of directors, the committee members, the swim and dive coaches, and the parent representatives. A parent representative will be designated by the Booster Club of each school and will be a parent or legal guardian of a properly registered student athlete or student manager of that school's swim and dive team.

Section 2. **Voting:** Each member school shall have one (1) vote on each call for a vote. The vote may be cast by either the school's Parent Rep or Coach, but not by both. Board members, committee members, and dive coaches will not cast votes. The executive board may cast a single vote as needed, only for the purpose of breaking a tie.

Article 13. Booster Club Fees

Section 1. **Athlete Fees:** The amount of the annual registration fee will be determined by the Executive Committee. These funds are used to purchase and maintain meet related equipment, to pay for pool rental fees, to pay expenses for meet officials, to cover costs associated with the annual Clody Invitational and Gwinnett County Championship Meets and to meet any other expenses which are deemed appropriate by the executive committee.

Section 2: **Fee Refunds:** Refunds may be granted for valid reasons, at the discretion of the Executive Committee. The Booster Club will announce a date in October or November, for each school booster club to render payment of athlete fees for all registered student athletes who are associated with their swim and dive team. After this specific date, no refund of the athlete registration fee can be made.

Article 14. Meetings

Section 1. A regular meeting of the Executive Committee shall be held at least twice (2 times) per year or as otherwise needed. These meetings shall be open to any current Booster Club general member. The privilege of holding office, making motions, debating, and voting shall be limited to the members of Booster Club.

Section 2. The Booster Club shall hold at least one General Membership Meeting in the fall prior to commencement of the Swim and Dive season. The final General Membership Meeting of the year will be held in April. Additional general membership meetings may be scheduled at other designated times throughout the year, at the discretion of the Executive Committee.

Section 3: **Quorum:** At all meetings of the General Membership of the Booster Club, a quorum shall be constituted if there is majority of the member schools represented by either a Parent Rep or Coach.

Section 4: **Order of Business:** At all meetings of the Booster Club, the order of business shall be as follows:

1. Posting of the minutes
2. Reports of the officers
3. Reports of the standing committees
4. Unfinished business
5. New business
6. Adjournment

Article 15. Parliamentary Authority

The Booster Club intends to follow “Roberts Rules of Order, Revised”. These rules shall govern Booster Club proceedings in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article 16. Amendments

Section 1. All proposed amendments to the by-laws shall be referred to the Executive Committee.

Section 2. These by-laws may be formally amended at any general membership meeting of the Booster Club, by a two-thirds (2/3) vote of the member schools with a quorum present, provided that not less than 14 days written notice has been made to all Booster Club members, stating that by-laws changes are currently under consideration.

Article 17. Fiscal Year

The fiscal year shall be from July 1 through June 30 of each year.

Article 18. Conflicts

If there are conflicts or inconsistencies between the provisions of Georgia law, the Articles of Incorporation, the Declaration, and these By-Laws; the provisions of Georgia law, the Declaration, the Articles of Incorporation, and the By-Laws (in that order) shall prevail.

Article 19. Dispute Resolution

Section 1. Any claim, controversy, or dispute relating to these by-laws or the Articles of Incorporation, or breach thereof, shall be settled by mediation.

Section 2. If mediation is unsuccessful, said dispute shall be resolved through arbitration, in accordance with the Rules of Dispute Resolution (the complete text of which is available at www.wmapeace.com). The methods described in this article, shall be the sole remedy for any such dispute, except to enforce an arbitration decision. This article is governed by the Georgia Arbitration Act, and shall continue to govern any dispute that may arise during or relating to any term of membership with this Booster Club, even after such membership is terminated for any reason.

Article 20. Dissolution

Upon dissolution of the Booster Club, the remaining assets shall be distributed to the GCPS Athletics Program, to be used exclusively for the purposes stated in Article 2 of these By-laws.

Article 21. Ratification

These By-laws were adopted by the Executive Committee on the ____ day of _____ in the year 2011, and ratified by the General Membership on the ____ day of _____ in the year 2011.

President

Date

Vice President of Information

Date

APPENDIX G:
Gwinnett County BOE Volunteer Organizations Policy



**GWINNETT
 COUNTY
 PUBLIC
 SCHOOLS**

Gwinnett County Board of Education

Level: Policy L-Interorganizational Relations	Accompanying Procedure: P.LEC	Descriptor Code: LEC	Rescinds NEW
Descriptor Term: Volunteer Organizations - (Booster Clubs , PTAs, and Foundations)		Effective Date:	

The Board supports the creation and sustainment of volunteer organizations for the purpose of enhancing and promoting academic, co-curricular, and extra-curricular activities. Volunteer organizations must adhere to the basic guidelines stipulated in Procedure P.LEC "Volunteer Organizations" for the establishment and operation of volunteer organizations. The term "volunteer organizations" in this policy refers to all volunteer organizations that operate to support school programs in Gwinnett County Public Schools (GCPS), including but not limited to booster clubs, PTAs and foundations, which are subject to other applicable GCPS and State of Georgia rules and regulations.

APPENDIX H:
Gwinnett County BOE Volunteer Organizations Procedures



**GWINNETT
 COUNTY
 PUBLIC
 SCHOOLS**

Gwinnett County Board of Education

Level: Procedure L-Interorganizational Relations	Accompanying Policy: LEC	Descriptor Code: P.LEC	Rescinds NEW
Descriptor Term: Volunteer Organizations - (Booster Clubs , PTAs, and Foundations)		Effective Date:	

Keywords:
 Student Discipline:
 Policy References:

The following procedure has been established by the Gwinnett County Board of Education as a basic guideline for the establishment and operation of volunteer organizations. The term "volunteer organizations" in this procedure refers to all volunteer organizations that operate to support school programs in the Gwinnett County Public Schools (GCPS), including but not limited to Booster Clubs, PTAs and Foundations, which are subject to other applicable GCPS and State of Georgia rules and regulations. Volunteer organizations desiring to operate on GCPS premises must register with the appropriate GCPS school as prescribed within and must comply with this procedure as a condition of registration :

1. Volunteer organizations, as independent corporations or associations, are solely responsible for appropriate organization and operations and must comply with all applicable statutes and regulations without intervention by or reliance upon GCPS.
2. The sole purpose of a volunteer organization is to support school programs and students. Accordingly, all volunteer organizations must register with the supported school in a manner prescribed by this policy. All existing volunteer organizations must register within ninety days following the effective date of this policy. New volunteer organizations must register within sixty days of formation. Existing volunteer organizations must re-register within thirty days of the start of each school year.
3. A copy of each volunteer organization's by-laws, annual membership-approved budget, and a listing of officers and board members (with contact information) must be submitted to the principal as part of the annual GCPS registration process. Written by-laws shall state a clearly defined purpose and list the objectives of the organization. Any changes to the by-laws and/or officers should be provided to the principal at the time of change to ensure accurate information is on file at all times.
4. Volunteer organizations must follow Georgia law and all applicable GCPS policies and procedures including those pertaining to fund-raising activities and advertising.
5. The principal will designate a "school sponsor" who will work with the volunteer organization in a liaison capacity. The "school sponsor" or his/her designated representative will attend each volunteer organization meeting of the general

membership. GCPS expects that the school sponsor will be included as an ex officio board member of the volunteer organization governing body and will participate, in person or via staff designee, in all volunteer organization governing body meetings. The "school sponsor" must be a full-time GCPS employee at the school supported by the volunteer organization.

6. Subject to volunteer organization bylaws and prior to the annual election, the volunteer organization will announce to its general membership and sponsor, its election calendar for officers and as required by the bylaws, a proposed slate will be presented to the membership for deliberation at an advance time as prescribed. GCPS expects that at the time of his/her election, each officer of a volunteer organization will be a member in good standing as prescribed by the organization's bylaws.
7. Volunteer organization activities must not conflict with or detract from instructional time or objectives. On-premises activities must be scheduled in advance according to the process of the respective school and must be pre-approved by the sponsor.
8. Each volunteer organization will develop a written annual budget, with input from the sponsor. The volunteer organization's budget will be designed to support program needs that cannot be met by the school and must directly support student activities consistent with the "Purpose" section of the organization's bylaws. The school will not confiscate funds or tax volunteer organizations in conflict with organizational "Purpose" as stated in the bylaws although reasonable and customary usage and maintenance fees are anticipated and consistent with the organization's "Purpose" and, with appropriate notice, shall not be unreasonably withheld by the organization.
9. Volunteer organizations are required to pay the entire amount of any coaching/sponsor supplements plus fixed charges for any Board approved programs which they may fund locally. The volunteer organization president will notify the principal of their intention to pay the designated supplement before the coach/sponsor is hired. Any such payments to coaches/sponsors are made through the Business and Finance Division.
10. In its bylaws, each volunteer organization shall include procedures for an annual financial audit/review. The principal and the volunteer organization members will receive a written copy of the volunteer organization's final annual financial report. The superintendent may order, at any time, that a volunteer organization's financial records be audited, at the school district's expense, by an independent accounting firm or qualified accountant, designated by the superintendent.
11. Volunteer organizations are required to incorporate and to file with the Internal Revenue Service for 501(c)(3) non-profit, charitable status when required by law. Volunteer organizations must comply with all applicable federal, state, and local statutes including, but not limited to, the submission of annually required IRS filings and state corporate registrations. Smaller organizations must comply with IRS Form 990-N requirements as appropriate.
12. Prior to funds being collected at the start of the school year, all volunteer organizations with total deposits exceeding \$2,500.00 during the previous school year must ensure that all authorized check signers are adequately bonded.
13. Volunteer organizations are responsible for their own tax filings and accounting and must obtain their own federal tax identification number. Volunteer organization funds must never be commingled with student activity funds or other school or school district funds. All funds collected from a volunteer organization fundraiser or otherwise obtained by a volunteer organization must be deposited into the volunteer organization's bank account. Disbursement from the volunteer organization's bank account will be by check only and

all disbursements will be properly documented, i.e., receipts, invoices, etc. GCPS recommends the use of a check request form, installation of proper operating controls, and compliance with annual self or independent audit requirements as specified in the organization's bylaws. Use of bank debit cards are prohibited for all volunteer organizations registered with GCPS. Volunteer organizations are expressly prohibited from using the GCPS employer identification number to open bank accounts or in the conduct of volunteer organization business.

14. Any facilities, equipment, property or property improvements donated to GCPS by a volunteer organization must comply with all policies and procedures set forth by the Board of Education.
15. Volunteer organizations may disburse funds to a school or to the school district. When these funds are deposited in a school or school district account, the volunteer organization relinquishes all control over these funds.
16. No GCPS faculty sponsor or administrator may hold a leadership position, appear on a signature card, or sign checks for a volunteer organization supporting their department or sponsored activity. Any financial obligation incurred by a volunteer organization shall be solely that of the volunteer organization. Any appearance of a volunteer organization conflict of interest by a faculty sponsor or administrator must be specifically avoided and the circumstances reviewed with the principal and approved in writing prior to GCPS employee participation in that activity.
17. The superintendent or the local school principal may, at his/her sole discretion, terminate/suspend and prohibit volunteer organization operations on GCPS premises for any volunteer organization that does not adhere to these guidelines, including, but not limited to, those that exhibit serious financial irregularities. The assets of a dissolved volunteer organization will be disbursed in accordance with the bylaws of the volunteer organization and/or the laws of the State of Georgia.

APPENDIX I:
Sponsorship Program School Year: 2011-2012



Gwinnett Swim & Dive Booster Club

Sponsorship Coordinator: Tony Aguirre

sponsorship@gwinnettswimdive.org

Sponsorship Levels

Corporate Partner \$1,000.00 Contribution

1. The sponsor will receive recognition as the exclusive sponsor of a chosen event in the printed program and by PA announcements during the event. Key events that are available for exclusive sponsorship include: The Clody Meet, Gwinnett HS Swim & Dive Championship Meet, and Gwinnett HS Swim & Dive Awards Ceremony.
2. Display Banner at County HS Championship Meet and Clody Meet
3. Recognition at County HS Championship Meet and Clody Meet
4. Listing on Heat Sheet covers for County HS Championship Meet and Clody Meet
5. Your logo on Gwinnett Swim & Dive Booster Club Web Page
6. Website-Link on Gwinnett Swim & Dive Booster Club Web Page (www.gwinnettswimdive.org)
7. HS Team Booster Clubs Mailing Labels, on request.
8. Sales / recruiting booth at County HS Championship Meet and Clody Meet
9. Full-page advertisement in County HS Championship Meet and Clody Meet Heat Sheets
10. Invitation to present products/services at all GSDBC Meetings

League Partner \$500.00 Contribution

1. Display on Banner at County HS Championship Meet and Clody Meet
2. Recognition at County HS Championship Meet and Clody Meet
3. Listing on Heat Sheet covers for County HS Championship Meet and Clody Meet
4. Your logo on Gwinnett Swim & Dive Booster Club Web Page
5. Website-Link on Gwinnett Swim & Dive Booster Club Web Page (www.gwinnettswimdive.org)
6. HS Team Booster Clubs Mailing Labels, on request.
7. Sales / recruiting booth at County HS Championship Meet and Clody Meet
8. Full-page advertisement in County HS Championship Meet and Clody Meet Heat Sheets
9. Invitation to present products/services at all GSDBC Meetings

League Sponsor- Platinum \$300.00 Contribution

1. Recognition at County HS Championship Meet and Clody Meet
2. Sales / recruiting booth at County HS Championship Meet and Clody Meet
3. Your logo on Gwinnett Swim & Dive Booster Club Web Page
4. Website-Link on Gwinnett Swim & Dive Booster Club Web Page (www.gwinnettswimdive.org)
5. Half-page advertisement in County HS Championship Meet and Clody Meet Heat Sheets
6. Invitation to present products/services at all GSDBC Meetings

League Sponsor- Gold \$200.00 Contribution

1. Recognition at County HS Championship Meet and Clody Meet
2. Your logo on Gwinnett Swim & Dive Booster Club Web Page
3. Website-Link on Gwinnett Swim & Dive Booster Club Web Page
(www.gwinnettswimdive.org)
4. Half-page advertisement in County HS Championship Meet and Clody Meet Heat Sheets
5. Invitation to present products/services at all GSDBC Meetings

League Sponsor- Silver \$150.00 Contribution

1. Website-Link on Gwinnett Swim & Dive Booster Club Web Page
(www.gwinnettswimdive.org)
2. Quarter-page advertisement in County HS Championship Meet and Clody Meet Heat Sheets
3. Invitation to present products/services at all GSDBC Meetings

League Sponsor- Bronze \$100.00 Contribution

1. Website-Link on Gwinnett Swim & Dive Booster Club Web Page
(www.gwinnettswimdive.org)
2. Business card advertisement in County HS Championship Meet and Clody Meet Heat Sheets
3. Invitation to present products/services at all GSDBC Meetings

- The Gwinnett Swim & Dive Booster Club, Inc (GSDBC) is a 501c (3) organization. Our Federal ID number is available upon request.
- GSDBC is comprised of 18 member teams, which support over 930 Gwinnett County High School swimmers and divers.
- By participating as sponsors in the GSDBC program, vendors explicitly recognize that any information received from GSDBC is to be treated as the confidential and proprietary property of GSDBC. Such information is not to be copied or used except as specifically authorized by the sponsorship program, and such use is limited only to the school year in which the vendor is a contributing sponsor. Any other use or reproduction of GSDBC proprietary information will be subject to legal remedies.

Gwinnett Swim & Dive Booster Club

SPONSORSHIP AGREEMENT

School Year: 2011-2012

Business Name: _____

Address: _____

Telephone: _____

Email Address: _____

Web Site URL: _____

Contact Person: _____ Phone: _____

Sponsor Level:

Corporate Partner (\$1,000)*

* Event: Clody Meet (12/9-10) County HS Meet (January 25- 28) Awards Ceremony (March 14)

League Partner (\$500)

League Sponsor- Platinum (\$300)

League Sponsor- Gold (\$200)

League Sponsor- Silver (\$150)

League Sponsor- Bronze (\$100)

*Please attach a check in the amount specified above, payable to **Gwinnett Swim & Dive Booster Club***

PLEASE NOTE: GSDBC retains the right to approve all ads to be published in its programs and listed on its website.

Authorized Signature: _____

Date: _____

Position: _____

Please send completed form with check to:

**GSDBC Sponsorship Program
c/o Tony Aguirre
50 Taylor Road
Suwanee, GA 30024**

Please send your logo as a JPEG or GIF file via email to: sponsorship@gwinnettswimdive.org

Thank You for Your Sponsorship!

APPENDIX J:
2011 -2012 Clody and County Meet Personal Ads

Praise your team,
Congratulate your seniors,
SEND A SPECIAL CHEER FOR YOUR SWIMMER.

Booster clubs and parents are urged to place ads in the
2011 Clody and 2012 County Meet heat sheets

Full page ads	\$100
½ page ads	\$ 75
¼ page ads	\$ 50
1/8 page ads	\$ 25 (business card size)

All ads for 2011 Clody Meet are due by November 8, 2011
All ads for 2012 County Meet are due by January 11, 2012.

*These rates are special for teams and families only.
No commercial or business logos will be allowed.
If submitted they will be omitted from the ad*

Please send your ad as an attachment to
coordinator@GwinnettSwimDive.org

Make checks payable to: **Gwinnett Swim and Dive Booster Club**

Send your payment to
Gwinnett Swim and Dive Booster Club
c/o Susan Moody
1623 Spruce Pine Ct.
Lilburn, Ga. 30047

APPENDIX K:
GEORGIA HIGH SCHOOL ASSOCIATION

2011 – 2012 SWIMMING AND DIVING RULES AND PROCEDURES

From the GHSA website, www.GHSA.net, posted July 27, 2011

A. Swimming and Diving is a classified event with two state championships (AAAAA and the combined AAAA/AAA/AA/A).

1. Boys and girls compete for separate championships in each class.
2. Beginning and ending dates for practice and competition can be found at the front of this publication.
3. The maximum number of contests for swimming is ten (10) exclusive of the state meet.
4. For divers, the maximum number of dual meet competitions is as follows:
 - a) Six-dive format: ten (10) competitions AND/OR
 - b) Eleven-dive format: five (5) competitions
5. Only one meet may be held per week on a night preceding a school day. A night meet is defined as beginning at 6:00 p.m., or later.
6. It is permissible for coaches to use “split squads” during the regular season. However, the use of split squads will count as two (2) of that school’s maximum allowed competitions.

B. The National Federation Swimming Rules shall be the official rules for all GHSA competitions with the exception of any special regulations found in this section.

C. In those school systems where facilities are limited and one coach is hired to coach more than one high school team, or coaches from several schools use the same facility, the gathering of these students for practice purposes will not violate GHSA regulations. Competitions between schools during these practice sessions must be avoided unless they are counted within the number of allowable contests.

D. Each school with a participating student(s) must have a school representative present at all GHSA meets.

E. ORDER OF EVENTS: (boys events precede girls events)

200-yard Medley Relay
200-yard Freestyle
200-yard Individual Medley
50-yard Freestyle
1 Meter Diving
100-yard Butterfly
100-yard Freestyle
500-yard Freestyle
200-yard Freestyle Relay
100-yard Backstroke
100-yard Breaststroke
400-yard Freestyle Relay

STATE MEET (GENERAL INFORMATION)

- A. In order to participate in the State Swimming and Diving Meet:
1. A participant must qualify at a meet governed by National Federation and GHSA rules.
 2. Qualifying times are listed at the end of this section, and entry deadlines must be met.
 3. Proof of performance (POP) for swimming events must be verified by two GHSA coaches who are in attendance at that meet.
- B. All eligible relay swimmers must be listed on the entry form. It shall not count as an entry unless the competitor actually competes in the event. Any individual listed on the entry form may swim in the prelims, swim-offs, and/or finals provided he does not exceed the permitted entry limit for the meet.
- C. Qualifying standards for the State Meet will be established by the GHSA Executive Director.
- D. A coaches' meeting will be held at the site preceding both the diving competition and the swimming competition.
- E. Only the coaches/faculty members listed on the entry form will have access to the pool deck.
- F. Rules and Restrictions for Meet Entries:
1. A school may enter only one (1) relay team per event.
 2. A school may not have more than four (4) entries in an event in which the contestants compete as individuals.
 3. A contestant may enter a maximum of four (4) events, no more than two (2) of which are individual events.
- G. No team points will be allowed to a swimmer or relay team if the qualifying standard for that event is not met or bettered in either the prelims or the finals. No team points will be awarded to divers if they do not equal or better the qualifying point total for eleven (11) dives.
- H. Reservation of seating space for spectators is not allowed.
- I. The 2011-12 State Swimming & Diving Championships will be held on the following dates at the Campus Recreation Center on the campus of the Georgia Institute of Technology in the following format:

Feb. 10, 2012 9:00 a.m.	Diving Prelims – AAAA/AAA/AA/A
Feb. 10, 2012 9:00 a.m.	Swim Prelims – AAAAA
Feb. 10, 2012 6:30 p.m.	Diving Finals – AAAA/AAA/AA/A
Feb. 10, 2012 6:30 p.m.	Swim Prelims – AAAA/AAA/AA/A
Feb 11, 2012 10:00 a.m.	Diving Finals – AAAAA
Feb.11, 2012 1:00 p.m.	Swim Finals – AAAAA
Feb.11, 2012 6:00 p.m.	Swim Finals – AAAA/AAA/AA/A

J. Team championships will be determined by scoring sixteen (16) places as noted in the National Federation Swimming Rule Book. The top eight (1-8) qualifiers will compete in the championship heat, and the next eight (9-16) will compete in the consolation heat.

K. The lead-off 50-yard Freestyle split in the 200-yard Freestyle Relay, and the lead-off 100-yard Freestyle split in the 400-yard Freestyle Relay will be considered for State records in their respective events. NOTE: If the relay team is disqualified for any reason, the lead-off time will not count for qualifying or for a state record.

L. Admission fee for the GHSA State Swimming and Diving Championship is \$10.00 per day.

M. Free admission will be allowed for the following:

1. Swimmers and divers qualified and entered in the State Meet
2. Coaches that are listed on the Swimming and Diving Coaches list
3. Four girls and four boys designated as substitutes by the coach on the team list
4. Two team attendants or trainers as listed on the team roster
5. Those normally allowed free admission, such as with GHSA passes, will continue to be admitted by signing the pass list

STATE MEET (ELIGIBILITY/PROCEDURES)

DIVING

A. A diver may become eligible for the State Meet using a 6-dive sheet or an 11-dive sheet.

1. **6-Dive Format:** This format is slightly different than the normal 6-dive dual meet format as defined in the NFHS Rules Book. If the 6-dive format is utilized and submitted, the first dive will continue to be from the group as specified by the NFHS and in the NFHS Rules Book. The first dive will maintain its assigned degree of difficulty, unless it is more than 1.8, in which case it will receive no more than 1.8 degree of difficulty. Dives 2-6 shall be one dive from each of the five (5) groups (forward, backward, reverse, inward, and twisting). The degree of difficulty of dives 2-6 when totaled shall be equal to or greater than 10.4 for both boys and girls. The score to be achieved must be 200 points or more.

2. **11-Dive Format:** If the 11-dive format is utilized and submitted, it shall be on the official 11-dive sheet. For girls, the minimum degree of difficulty for optional dives shall be 11.5 when totaled, and the score to be achieved must be 270 points or greater. For boys, the minimum degree of difficulty for optional dives shall be 12.0 when totaled, and the score to be achieved must be 270 points or greater. NOTE: The official 11-dive Checklist as well as the 6-Dive and 11-Dive Forms can be found on the GHSA web site (www.ghsa.net).

B. In both the 6-dive and 11-dive formats, the meet must be scored by at least, but not limited to, three (3) judges. The official dive sheet that is submitted must be completed with all necessary signatures and information provided, such as phone, and e-mail information for the coach and diver, within one (1) week of the performance.

C. Proof of Performance

1. Only one Proof of Performance (POP) dive sheet per diver may be submitted by fax (678-395-4475), mail (2011 Willshire Glen, Alpharetta, GA 30009) or scanned and e-mailed (GHSA_diving@hotmail.com).
2. If the diver's POP is accepted and approved, the name of the diver and school affiliation will appear on the GHSA web site (www.ghsa.net). If the POP dive sheet is in any way

incorrect, the coach will be notified and one (1) additional POP may be submitted, if desired.

3. Dive sheets with electronically generated scores will not be accepted.

D. State Meet Dive Sheets

1. To prepare for the diving competition, the 11-dive sheet to be used in the State Meet must be submitted for the eligible diver by fax (678-395-4475), mail (2011 Willshire Glen, Alpharetta, GA 30009) or scanned and e-mailed (GHSA_diving@hotmail.com) by 4 p.m., on Wednesday, February 1, 2012.

2. The format and criteria required for the state dive sheet shall comply with Section 4 - Choice of Dives that is detailed in the current NFHS Rules Book for championship meets. The sheet must be completed with the signatures, phone number and e-mail address of both the diver and coach.

3. A diver will be automatically entered in the State Meet upon receipt of the actual dive sheet by the deadline and approval of the dive sheet by the GHSA.

4. The deadline for changing a dive sheet is Thursday, February 9, 2012 at 4 p.m. Changes are to be e-mailed only once to dive_changes@hotmail.com or faxed to 678-395-4475.

5. Confirmation of receipt will be sent only for dive sheets and changes submitted via e-mail.

6. Changes may be submitted only by the diver or school official.

E. If a school has more than four (4) divers per gender that have been deemed eligible after official approval of the POP dive sheet, the school may submit a maximum of four (4) and only four (4) dive sheets per gender by the deadline.

F. The Meet Director for the State Diving Meet will have jurisdiction over the method of announcing the diving.

G. If possible, the championship venue(s) shall provide two (2) hours of practice time to State Meet participants the week of the State Meet.

H. Boys will dive first in the odd-numbered years (2013, 2015), and girls will dive first in the even-numbered years (2012, 2014).

I. For questions or concerns about State Meet eligibility and procedures, contact the State Diving Coordinator, Vicky Sanchez Tuymmer, (GHSA_diving@hotmail.com).

J. The diving information found on the GHSA web site supersedes all other sources of information.

SWIMMING

A. Coaches shall submit all of their Proof of Performances on the Georgia High School Swimming Coaches Association (GHSSCA) web site found at www.ghssca.com. All eligible relay swimmers must be listed on the site. It shall not count as an entry unless the swimmer actually competes in the event. Detailed submission instructions are also available on the web site. At the end of the dual meet season, the web site will be closed to accepting new submissions and time will be given for coaches to make their final entry decisions. The coach must make the actual entry for the swimmer to compete in the State Meet on the GHSSCA web site by Thursday, February 2, 2012 at 4:00 p.m.

B. Qualifying times are as follows:

<u>BOYS</u>	<u>EVENT</u>	<u>GIRLS</u>
1:52.00	200 yard Medley Relay	2:08.00
1:56.00	200 yard Freestyle	2:08.00
2:12.00	200 yard Individual Medley	2:24.00
23.50	50 yard Freestyle	26.50
58.00	100 yard Butterfly	1:05.00
52.00	100 yard Freestyle	58.50
5:20.00	500 yard Freestyle	5:40.00
1:41.50	200 yard Freestyle Relay	1:54.00
1:00.00	100 yard Backstroke	1:06.00
1:08.50	100 yard Breaststroke	1:16.00
3:46.00	400 yard Freestyle Relay	4:14.00

DEADLINES

SUBJECT	DATE	TIME
Dive POP	Within 1 week of performance	
Swim POP	Within 1 week of performance	
Dive Last POP	Wednesday, February 1	4:00 p.m.
Swim Last POP	Tuesday, January 31	4:00 p.m.
Dive Dive sheet for State	Wednesday, February 1	4:00 p.m.
Swim Actual meet entry	Thursday, February 2	4:00 p.m.
Dive Changes on State sheet	Thursday, February 9	4:00 p.m.

DEADLINE TO FILE ENTRIES

DIVING: February 1, 2012
SWIMMING: February 2, 2012

See Swimming Section 12 of GHSA Constitution and By-Laws for information and instructions.

GHSA Office Contact:
Dennis Payne
Phone: 706-647-7473 Ext. 23
Cell: 404-431-4244

11-DIVE CHECK LIST

From the GIOSA website, www.giosa.org

5 VOLUNTARY DIVES

- 1 dive of diver's choice from each of the 5 diving groups: Forward, Back, Reverse, Inward & Twisting
- DD's (Degree of Difficulty) when added must total 9.0 or less
- All voluntary dive #'s must be circled

6 OPTIONAL DIVES

- 6 different dives with all 5 groups represented (Forward, Back, Reverse, Inward, & Twisting), and one of the groups will be represented twice
- DD's (Degree of Difficulty) when added must total a minimum of 11.5 for girls and 12.0 for boys

GENERAL

- All of the above dives must be totally different dives. That is, the dive numbers (101, 403) must all be different.
- All 5 groups, (Forward, Back, Reverse, Inward, & Twisting), must be represented in the first 8 rounds of diving. This will be a combination of voluntary and optional dives.

GHSA OFFICIAL 11-DIVE SCORE SHEET

Dives 1-5 Preliminaries

- 2 voluntary and 3 optional dives, in any order
- Circle the 2 voluntary dive numbers.
- The 3 optional dives must be from 3 different dive groups (Forward, Back, Reverse, Inward or Twisting).

Dives 6-8 Semifinals

- 2 voluntary and 1 optional dive, in any order
- Circle the 2 voluntary dive numbers.
- The optional dive must come from a diving group that has not been performed in the preliminary optional dives.

For example: If an optional dive from the Forward group has been performed in the Preliminaries then no optional dive from the Forward group may be performed in the Semifinals. DO NOT REPEAT ANY OPTIONAL DIVE GROUP THAT HAS BEEN PERFORMED IN THE PRELIMINARIES!

Dives 9-11 Finals

- 1 voluntary and 2 optional dives, in any order
- Circle the voluntary dive number.
- 1 of the optional dives will be from a dive group that has already been used. The Finals are the ONLY round in which the optional group may be repeated.

GENERAL

All diving score sheets **MUST** be signed by the diver and the GHSA coach **PRIOR** to submission for competition.

The phone numbers(s) and/or e-mail address of the GHSA coach must be listed in the appropriate place on the score sheet.

FINAL CHECK

1. Are all 5 voluntary dive numbers circled under "Dive Order"?
2. Do the 5 voluntary DD's add up to 9.0 or less?
3. Are the 5 voluntary dives from all 5 different dive groups?
4. Are the 6 optional dives from all 5 diving groups, with 1 group being repeated in the Finals?
5. Are the DD's of the optional dives, when added together, equal to 11.5 or higher (girls) or 12.0 or higher (boys)?
6. Are all 5 different diving groups (Forward, Back, Reverse, Inward and Twisting) represented in the first 8 dives?
7. Are all of the optional dives in the first 8 rounds from different dive groups?
8. Are all 11 dive numbers different?
9. Is the dive description accurate? For example, Forward 1 SS, not Front Flip.
10. Does the dive # match the dive description? For example, 102 should be Forward 1 SS.
11. Does the Degree of Difficulty (DD) match the dive # and position (A, B, C, D)? For example, dive 103 B should have a DD of 1.7. Use the degree of difficulty table found in the National Federation Rule Book.
12. Is the diving form submitted the OFFICIAL GHSA 11-DIVE SCORESHEET?
13. Are all signatures, phone numbers, e-mail addresses in place and legible?
14. Has the student information at the top of the form been properly completed legibly?

STATE MEET PROOF OF PERFORMANCE

1. Has the 270 point minimum for State qualifying been met?
 2. Is ALL of the information on the sheet filled in?
 3. Has the Diving Referee from the qualifying meet signed the score sheet?
 4. Computer generated score sheets are NOT accepted. If the qualifying meet issued computer generated score sheets, did you copy ALL of the information correctly onto a GHSA form? This must include signatures.
 5. Are you SURE that this is THE score sheet that you choose to submit?
- Go back and read over the entire checklist if you have any questions!

GHSSCA: GHSA Diving Qualifying for 2011-2012

State Diving Qualifying Standards for six (6) dives:

Abide by the compulsory group for the week as the first dive performed.

All five dive groups must be performed, one each in dives 2-6.

	<u>Boys</u>	<u>Girls</u>
Degree of Difficulty (for dives 2 - 6)	10.40	10.40
Points	200.00	200.00

State Diving Qualifying Standards for eleven (11) dives:

	<u>Boys</u>	<u>Girls</u>
Optional Degree of Difficulty	12.00	11.50
Points	270.00	270.00

GHSA VOLUNTARY DIVE LIST FOR
2011-2012

- | | | |
|-----|---------------------|----------------|
| 1. | 11/7/11 - 11/12/11 | Forward Group |
| 2. | 11/14/11 - 11/26/11 | Back Group |
| 3. | 11/28/11 - 12/3/11 | Inward Group |
| 4. | 12/5/11 - 12/10/11 | Twisting Group |
| 5. | 12/12/11 - 12/17/11 | Reverse Group |
| 6. | 12/19/11 - 12/31/11 | Forward Group |
| 7. | 1/2/12 - 1/7/12 | Back Group |
| 8. | 1/9/12 - 1/14/12 | Inward Group |
| 9. | 1/16/12 - 1/21/12 | Twisting Group |
| 10. | 1/23/12 - 2/8/12 | Reverse Group |

General Notes:

- Circle all voluntary dive numbers on the diving sheet. This dive must be first in a 6-dive meet.
- Voluntary dives may have a degree of difficulty of 1.8 or lower. Use the assigned DD if 1.8 or lower. Use 1.8 if the assigned DD is higher than 1.8.
- The diver **and** a coach must **both** sign the diving sheet before competition begins!
- For state qualifying using the 6-dive format, please check the GHSA website at: <http://www.ghsa.net/swimming-and-diving> or <http://ghssca.com/>.

APPENDIX L:
STATEMENT FOR USE OF GCSDBC EQUIPMENT BY OUTSIDE GROUPS

→ Policy for Use

The timing systems described below are the property of the Gwinnett County Swim & Dive Booster Club for use by the Gwinnett County High School swimming and diving teams for their seasonal meets. High School meets always receive first priority.

If an outside organization wishes to use this equipment, the dates may not conflict with the high school season. Anyone wishing to use any item or group of items in the list must petition the GCSDBC Board of Directors. Equipment shall be returned in the same condition as first supplied.

Use of the equipment will be permitted only if a GCSDBC Board approved operator is present for the entire event. Approved operators may include employees of companies whose business is meet timing. The operator will, at a minimum, provide access to the equipment. Operators may be in charge of operating the equipment, if requested.

The intention of the Booster Club rental policy is to maintain the integrity of the equipment and prevent premature failure. The Club reserves the right to deny a petitioner use of the equipment.

→ Description of Equipment

The Gwinnett County Swim & Dive Booster Club automatic timing system consists of the following equipment located at three Gwinnett County Parks and Recreation Aquatic Centers (Collins Hill, Mountain Park, and West Gwinnett).

- 12 Touchpads
- 14 Lane modules
- 1 Lane module extension
- 34 Plungers
- 1 Daktronics OmniSport 2000 Timing Console
- 1 10 Lane Scoreboard
- 6 Dive Judging Handheld Consoles
- Assorted items for equipment support such as cables

→ Fees for Use

Use of the timing system equipment constitutes wear and tear on the items. GCSDBC requests a donation to the Booster Club to cover maintenance issues. Additionally, if our operator is running the equipment, a fee of \$200 for up to 6 hours of work must be paid directly to the operator. Outside operators must be approved by the GCSDBC Board and should be paid according to their company's pricing policy.

APPENDIX M:
2011 GWINNETT COUNTY POWER POINTS TABLES

BOYS

Individual Points	200 Freestyle	200 Indiv. Medley	50 Freestyle	100 Butterfly	100 Freestyle	500 Freestyle	100 Backstroke	100 Breaststroke
200	1:33.83	1:41.39	19.43	0:47.08	0:42.34	4:16.39	0:45.49	0:53.67
199	1:34.01	1:41.58	19.47	0:47.17	0:42.42	4:16.88	0:45.58	0:53.77
198	1:34.19	1:41.78	19.50	0:47.26	0:42.50	4:17.37	0:45.66	0:53.87
197	1:34.37	1:41.97	19.54	0:47.35	0:42.58	4:17.85	0:45.75	0:53.98
196	1:34.55	1:42.16	19.58	0:47.44	0:42.66	4:18.34	0:45.84	0:54.08
195	1:34.72	1:42.36	19.62	0:47.53	0:42.74	4:18.83	0:45.92	0:54.18
194	1:34.90	1:42.55	19.65	0:47.62	0:42.82	4:19.33	0:46.01	0:54.28
193	1:35.09	1:42.75	19.69	0:47.71	0:42.91	4:19.82	0:46.10	0:54.39
192	1:35.27	1:42.94	19.73	0:47.80	0:42.99	4:20.31	0:46.19	0:54.49
191	1:35.45	1:43.14	19.76	0:47.89	0:43.07	4:20.81	0:46.27	0:54.59
190	1:35.63	1:43.33	19.80	0:47.98	0:43.15	4:21.30	0:46.36	0:54.70
189	1:35.81	1:43.53	19.84	0:48.07	0:43.23	4:21.80	0:46.45	0:54.80
188	1:35.99	1:43.73	19.88	0:48.16	0:43.32	4:22.30	0:46.54	0:54.91
187	1:36.17	1:43.92	19.92	0:48.26	0:43.40	4:22.80	0:46.63	0:55.01
186	1:36.36	1:44.12	19.95	0:48.35	0:43.48	4:23.29	0:46.72	0:55.12
185	1:36.54	1:44.32	19.99	0:48.44	0:43.56	4:23.80	0:46.80	0:55.22
184	1:36.72	2:44.52	20.03	0:48.53	0:43.65	4:24.30	0:46.89	0:55.33
183	1:36.91	2:44.72	20.07	0:48.62	0:43.73	4:24.80	0:46.98	0:55.43
182	1:37.09	2:44.91	20.11	0:48.72	0:43.81	4:25.30	0:47.07	0:55.54
181	1:37.28	2:45.11	20.14	0:48.81	0:43.89	4:25.81	0:47.16	0:55.64
180	1:37.46	2:45.31	20.18	0:48.90	0:43.98	4:26.31	0:47.25	0:55.75
179	1:37.65	2:45.51	20.22	0:48.99	0:44.06	4:26.82	0:47.34	0:55.85
178	1:37.83	2:45.71	20.26	0:49.09	0:44.15	4:27.32	0:47.43	0:55.96
177	1:38.02	2:45.91	20.30	0:49.18	0:44.23	4:27.83	0:47.52	0:56.07
176	1:38.20	2:46.12	20.34	0:49.27	0:44.31	4:28.34	0:47.61	0:56.17
175	1:38.39	2:46.32	20.37	0:49.37	0:44.40	4:28.85	0:47.70	0:56.28
174	1:38.58	2:46.52	20.41	0:49.46	0:44.48	4:29.36	0:47.79	0:56.39
173	1:38.76	2:46.72	20.45	0:49.56	0:44.57	4:29.87	0:47.88	0:56.49
172	1:38.95	2:46.92	20.49	0:49.65	0:44.65	4:30.39	0:47.97	0:56.60
171	1:39.14	2:47.13	20.53	0:49.74	0:44.74	4:30.90	0:48.06	0:56.71
170	1:39.33	2:47.33	20.57	0:49.84	0:44.82	4:31.41	0:48.16	0:56.81
169	1:39.52	2:47.54	20.61	0:49.93	0:44.91	4:31.93	0:48.25	0:56.92
168	1:39.71	2:47.74	20.65	0:50.03	0:44.99	4:32.45	0:48.34	0:57.03
167	1:39.90	2:47.94	20.69	0:50.12	0:45.08	4:32.96	0:48.43	0:57.14

166	1:40.09	2:48.15	20.73	0:50.22	0:45.16	4:33.48	0:48.52	0:57.25
165	1:40.28	2:48.35	20.76	0:50.31	0:45.25	4:34.00	0:48.61	0:57.36
164	1:40.47	2:48.56	20.80	0:50.41	0:45.33	4:34.52	0:48.71	0:57.47
163	1:40.66	2:48.77	20.84	0:50.51	0:45.42	4:35.04	0:48.80	0:57.57
162	1:40.85	2:48.97	20.88	0:50.60	0:45.51	4:35.57	0:48.89	0:57.68
161	1:41.04	2:49.18	20.92	0:50.70	0:45.59	4:36.09	0:48.99	0:57.79
160	1:41.23	2:49.39	20.96	0:50.79	0:45.68	4:36.62	0:49.08	0:57.90
159	1:41.42	2:49.60	21.00	0:50.89	0:45.77	4:37.14	0:49.17	0:58.01
158	1:41.62	2:49.80	21.04	0:50.99	0:45.85	4:37.67	0:49.27	0:58.12
157	1:41.81	2:50.01	21.08	0:51.08	0:45.94	4:38.19	0:49.36	0:58.23
156	1:42.00	2:50.22	21.12	0:51.18	0:46.03	4:38.72	0:49.45	0:58.35
155	1:42.20	2:50.43	21.16	0:51.28	0:46.12	4:39.25	0:49.55	0:58.46
154	1:42.39	2:50.64	21.20	0:51.38	0:46.20	4:39.78	0:49.64	0:58.57
153	1:42.59	2:50.85	21.24	0:51.47	0:46.29	5:40.32	0:49.73	0:58.68
152	1:42.78	2:51.06	21.28	0:51.57	0:46.38	5:40.85	0:49.83	0:58.79
151	1:42.98	2:51.27	21.32	0:51.67	0:46.47	5:41.38	0:49.92	0:58.90
150	1:43.17	2:51.48	21.36	0:51.77	0:46.56	5:41.92	0:50.02	0:59.01
149	1:43.37	2:51.70	21.41	0:51.87	0:46.64	5:42.45	0:50.11	0:59.13
148	1:43.56	2:51.91	21.45	0:51.96	0:46.73	5:42.99	0:50.21	0:59.24
147	1:43.76	2:52.12	21.49	0:52.06	0:46.82	5:43.53	0:50.30	0:59.35
146	1:43.96	2:52.33	21.53	0:52.16	0:46.91	5:44.06	0:50.40	0:59.46
145	1:44.16	2:52.55	21.57	0:52.26	0:47.00	5:44.60	0:50.50	0:59.58
144	1:44.35	2:52.76	21.61	0:52.36	0:47.09	5:45.15	0:50.59	0:59.69
143	1:44.55	2:52.98	21.65	0:52.46	0:47.18	5:45.69	0:50.69	0:59.80
142	1:44.75	2:53.19	21.69	0:52.56	0:47.27	5:46.23	0:50.78	0:59.92
141	1:44.95	2:53.41	21.73	0:52.66	0:47.36	5:46.77	0:50.88	1:00.03
140	1:45.15	2:53.62	21.77	0:52.76	0:47.45	5:47.32	0:50.98	1:00.14
139	1:45.35	2:53.84	21.82	0:52.86	0:47.54	5:47.86	0:51.07	1:00.26
138	1:45.55	2:54.05	21.86	0:52.96	0:47.63	5:48.41	0:51.17	1:00.37
137	1:45.75	2:54.27	21.90	0:53.06	0:47.72	5:48.96	0:51.27	1:00.49
136	1:45.95	2:54.49	21.94	0:53.16	0:47.81	5:49.51	0:51.37	1:00.60
135	1:46.15	2:54.70	21.98	0:53.26	0:47.90	5:50.06	0:51.46	1:00.72
134	1:46.35	2:54.92	22.02	0:53.36	0:47.99	5:50.61	0:51.56	1:00.83
133	1:46.56	2:55.14	22.07	0:53.47	0:48.08	5:51.16	0:51.66	1:00.95
132	1:46.76	2:55.36	22.11	0:53.57	0:48.17	5:51.71	0:51.76	1:01.06
131	1:46.96	2:55.58	22.15	0:53.67	0:48.27	5:52.27	0:51.86	1:01.18
130	1:47.16	2:55.80	22.19	0:53.77	0:48.36	5:52.82	0:51.95	1:01.30
129	1:47.37	2:56.02	22.23	0:53.87	0:48.45	5:53.38	0:52.05	1:01.41
128	1:47.57	2:56.24	22.28	1:00.97	0:48.54	5:53.94	0:52.15	1:01.53
127	1:47.78	2:56.46	22.32	1:00.08	0:48.63	5:54.50	0:52.25	1:01.65
126	1:47.98	2:56.68	22.36	1:00.18	0:48.73	5:55.06	0:52.35	1:01.76
125	1:48.19	2:56.90	22.40	1:00.28	0:48.82	5:55.62	0:52.45	1:01.88

124	1:48.39	2:57.12	22.45	1:00.39	0:48.91	5:56.18	0:52.55	1:02.00
123	1:48.60	2:57.35	22.49	1:00.49	0:49.00	5:56.74	0:52.65	1:02.12
122	1:48.80	2:57.57	22.53	1:00.59	0:49.10	5:57.31	0:52.75	1:02.23
121	1:49.01	2:57.79	22.57	1:00.70	0:49.19	5:57.87	0:52.85	1:02.35
120	1:49.22	2:58.02	22.62	1:00.80	0:49.28	5:58.44	0:52.95	1:02.47
119	1:49.42	2:58.24	22.66	1:00.90	0:49.38	5:59.00	0:53.05	1:02.59
118	1:49.63	2:58.47	22.70	1:00.01	0:49.47	5:59.57	0:53.15	1:02.71
117	1:49.84	2:58.69	22.75	1:00.11	0:49.56	5:00.14	0:53.25	1:02.83
116	1:50.05	2:58.92	22.79	1:00.22	0:49.66	5:00.71	0:53.35	1:02.95
115	1:50.26	2:59.14	22.83	1:00.32	0:49.75	5:01.28	0:53.45	1:03.07
114	1:50.47	2:59.37	22.88	1:00.43	0:49.85	5:01.85	0:53.56	1:03.19
113	1:50.68	2:59.60	22.92	1:00.53	0:49.94	5:02.43	0:53.66	1:03.31
112	1:50.89	2:59.82	22.96	1:00.64	0:50.04	5:03.00	0:53.76	1:03.43
111	1:51.10	2:00.05	23.01	1:00.75	0:50.13	5:03.58	0:53.86	1:03.55
110	1:51.31	2:00.28	23.05	1:00.85	0:50.23	5:04.16	0:53.96	1:03.67
109	1:51.52	2:00.51	23.09	1:00.96	0:50.32	5:04.73	0:54.07	1:03.79
108	1:51.73	2:00.74	23.14	1:00.06	0:50.42	5:05.31	0:54.17	1:03.91
107	1:51.95	2:00.97	23.18	1:00.17	0:50.51	5:05.89	0:54.27	1:04.03
106	1:52.16	2:01.20	23.23	1:00.28	0:50.61	5:06.47	0:54.38	1:04.15
105	1:52.37	2:01.43	23.27	1:00.38	0:50.71	5:07.06	0:54.48	1:04.28
104	1:52.59	2:01.66	23.31	1:00.49	0:50.80	5:07.64	0:54.58	1:04.40
103	1:52.80	2:01.89	23.36	1:00.60	0:50.90	5:08.22	0:54.69	1:04.52
102	1:53.01	2:02.12	23.40	1:00.71	0:51.00	5:08.81	0:54.79	1:04.64
101	1:53.23	2:02.35	23.45	1:00.81	0:51.09	5:09.40	0:54.89	1:04.77
100	1:53.44	2:02.58	23.49	1:00.92	0:51.19	5:09.98	0:55.00	1:04.89
99	1:53.66	2:02.82	23.54	1:00.03	0:51.29	5:10.57	0:55.10	1:05.01
98	1:53.87	2:03.05	23.58	1:00.14	0:51.39	5:11.16	0:55.21	1:05.14
97	1:54.09	2:03.28	23.63	1:00.25	0:51.48	5:11.75	0:55.31	1:05.26
96	1:54.31	2:03.52	23.67	1:00.36	0:51.58	5:12.35	0:55.42	1:05.38
95	1:54.53	2:03.75	23.72	1:00.46	0:51.68	5:12.94	0:55.52	1:05.51
94	1:54.74	2:03.99	23.76	1:00.57	0:51.78	5:13.53	0:55.63	1:05.63
93	1:54.96	2:04.22	23.81	1:00.68	0:51.88	5:14.13	0:55.73	1:05.76
92	1:55.18	2:04.46	23.85	1:00.79	0:51.97	5:14.73	0:55.84	1:05.88
91	1:55.40	2:04.70	23.90	1:00.90	0:52.07	5:15.32	0:55.95	1:06.01
90	1:55.62	2:04.93	23.94	1:00.01	0:52.17	5:15.92	0:56.05	1:06.13
89	1:55.84	2:05.17	23.99	1:00.12	0:52.27	5:16.52	0:56.16	1:06.26
88	1:56.06	2:05.41	24.03	1:00.23	0:52.37	5:17.13	0:56.27	1:06.38
87	1:56.28	2:05.65	24.08	1:00.34	0:52.47	5:17.73	0:56.37	1:06.51
86	1:56.50	2:05.89	24.12	1:00.45	0:52.57	5:18.33	0:56.48	1:06.64
85	1:56.72	2:06.12	24.17	1:00.57	0:52.67	5:18.94	0:56.59	1:06.76
84	1:56.94	2:06.36	24.22	1:00.68	0:52.77	5:19.54	0:56.69	1:06.89
83	1:57.16	2:06.60	24.26	1:00.79	0:52.87	5:20.15	0:56.80	1:07.02

82	1:57.39	2:06.84	24.31	1:00.90	0:52.97	5:20.76	0:56.91	1:07.14
81	1:57.61	2:07.09	24.35	1:00.01	0:53.07	5:21.37	0:57.02	1:07.27
80	1:57.83	2:07.33	24.40	1:00.12	0:53.17	5:21.98	0:57.13	1:07.40
79	1:58.06	2:07.57	24.45	1:00.24	0:53.27	5:22.59	0:57.24	1:07.53
78	1:58.28	2:07.81	24.49	1:00.35	0:53.37	5:23.20	0:57.34	1:07.66
77	1:58.51	2:08.05	24.54	1:00.46	0:53.47	5:23.82	0:57.45	1:07.78
76	1:58.73	2:08.30	24.59	1:00.57	0:53.58	5:24.43	0:57.56	1:07.91
75	1:58.96	2:08.54	24.63	1:00.69	0:53.68	5:25.05	0:57.67	1:08.04
74	1:59.18	2:08.79	24.68	1:00.80	0:53.78	5:25.67	0:57.78	1:08.17
73	1:59.41	2:09.03	24.73	1:00.91	0:53.88	5:26.28	0:57.89	1:08.30
72	1:59.64	2:09.28	24.77	1:00.03	0:53.98	5:26.90	0:58.00	1:08.43
71	1:59.86	2:09.52	24.82	1:00.14	0:54.09	5:27.53	0:58.11	1:08.56
70	2:00.09	2:09.77	24.87	1:00.26	0:54.19	5:28.15	0:58.22	1:08.69
69	2:00.32	2:10.01	24.92	1:00.37	0:54.29	5:28.77	0:58.33	1:08.82
68	2:00.55	2:10.26	24.96	1:00.49	0:54.40	5:29.40	0:58.44	1:08.95
67	2:00.78	2:10.51	25.01	1:00.60	0:54.50	5:30.02	0:58.55	1:09.08
66	2:01.01	2:10.76	25.06	1:00.72	0:54.60	5:30.65	0:58.67	1:09.21
65	2:01.24	2:11.00	25.11	1:00.83	0:54.71	5:31.28	0:58.78	1:09.35
64	2:01.47	2:11.25	25.15	1:00.95	0:54.81	5:31.91	0:58.89	1:09.48
63	2:01.70	2:11.50	25.20	1:01.06	0:54.91	5:32.54	0:59.00	1:09.61
62	2:01.93	2:11.75	25.25	1:01.18	0:55.02	5:33.17	0:59.11	1:09.74
61	2:02.16	2:12.00	25.30	1:01.29	0:55.12	5:33.80	0:59.22	1:09.87
60	2:02.39	2:12.25	25.34	1:01.41	0:55.23	5:34.44	0:59.34	1:10.01
59	2:02.62	2:12.50	25.39	1:01.53	0:55.33	5:35.07	0:59.45	1:10.14
58	2:02.86	2:12.76	25.44	1:01.65	0:55.44	5:35.71	0:59.56	1:10.27
57	2:03.09	2:13.01	25.49	1:01.76	0:55.54	6:36.35	0:59.68	1:10.41
56	2:03.33	2:13.26	25.54	1:01.88	0:55.65	6:36.99	0:59.79	1:10.54
55	2:03.56	2:13.51	25.59	1:02.00	0:55.76	6:37.63	0:59.90	1:10.68
54	2:03.79	2:13.77	25.63	1:02.11	0:55.86	6:38.27	1:00.02	1:10.81
53	2:04.03	2:14.02	25.68	1:02.23	0:55.97	6:38.91	1:00.13	1:10.94
52	2:04.27	2:14.28	25.73	1:02.35	0:56.07	6:39.55	1:00.25	1:11.08
51	2:04.50	2:14.53	25.78	1:02.47	0:56.18	6:40.20	1:00.36	1:11.21
50	2:04.74	2:14.79	25.83	1:02.59	0:56.29	6:40.85	1:00.47	1:11.35
49	2:04.97	2:15.04	25.88	1:02.71	0:56.39	6:41.49	1:00.59	1:11.48
48	2:05.21	2:15.30	25.93	1:02.83	0:56.50	6:42.14	1:00.70	1:11.62
47	2:05.45	2:15.56	25.98	1:02.95	0:56.61	6:42.79	1:00.82	1:11.76
46	2:05.69	2:15.82	26.03	1:03.07	0:56.72	6:43.44	1:00.94	1:11.89
45	2:05.93	2:16.07	26.08	1:03.19	0:56.82	6:44.10	1:01.05	1:12.03
44	2:06.17	2:16.33	26.13	1:03.31	0:56.93	6:44.75	1:01.17	1:12.17
43	2:06.41	2:16.59	26.18	1:03.43	0:57.04	6:45.40	1:01.28	1:12.30
42	2:06.65	2:16.85	26.23	1:03.55	0:57.15	6:46.06	1:01.40	1:12.44
41	2:06.89	2:17.11	26.28	1:03.67	0:57.26	6:46.72	1:01.52	1:12.58

40	2:07.13	2:17.37	26.33	1:03.79	0:57.37	6:47.38	1:01.63	1:12.72
39	2:07.37	2:17.63	26.38	1:03.91	0:57.47	6:48.04	1:01.75	1:12.85
38	2:07.61	2:17.89	26.43	1:04.03	0:57.58	6:48.70	1:01.87	1:12.99
37	2:07.85	2:18.16	26.48	1:04.15	0:57.69	6:49.36	1:01.99	1:13.13
36	2:08.10	2:18.42	26.53	1:04.27	0:57.80	6:50.02	1:02.10	1:13.27
35	2:08.34	2:18.68	26.58	1:04.40	0:57.91	6:50.69	1:02.22	1:13.41
34	2:08.58	2:18.94	26.63	1:04.52	0:58.02	6:51.36	1:02.34	1:13.55
33	2:08.83	2:19.21	26.68	1:04.64	0:58.13	6:52.02	1:02.46	1:13.69
32	2:09.07	2:19.47	26.73	1:04.76	0:58.24	6:52.69	1:02.58	1:13.83
31	2:09.32	2:19.74	26.78	1:04.89	0:58.35	6:53.36	1:02.70	1:13.97
30	2:09.56	2:20.00	26.83	1:05.01	0:58.46	6:54.03	1:02.81	1:14.11
29	2:09.81	2:20.27	26.88	1:05.13	0:58.58	6:54.71	1:02.93	1:14.25
28	2:10.06	2:20.54	26.93	1:05.26	0:58.69	6:55.38	1:03.05	1:14.39
27	2:10.30	2:20.80	26.98	1:05.38	0:58.80	6:56.06	1:03.17	1:14.53
26	2:10.55	2:21.07	27.03	1:05.51	0:58.91	6:56.73	1:03.29	1:14.67
25	2:10.80	2:21.34	27.09	1:05.63	0:59.02	6:57.41	1:03.41	1:14.82
24	2:11.05	2:21.61	27.14	1:05.75	0:59.13	6:58.09	1:03.53	1:14.96
23	2:11.30	2:21.88	27.19	1:05.88	0:59.25	6:58.77	1:03.65	1:15.10
22	2:11.55	2:22.15	27.24	1:06.00	0:59.36	6:59.45	1:03.78	1:15.24
21	2:11.80	2:22.42	27.29	1:06.13	0:59.47	6:00.13	1:03.90	1:15.39
20	2:12.05	2:22.69	27.34	1:06.26	0:59.59	6:00.82	1:04.02	1:15.53
19	2:12.30	2:22.96	27.40	1:06.38	0:59.70	6:01.50	1:04.14	1:15.67
18	2:12.55	2:23.23	27.45	1:06.51	0:59.81	6:02.19	1:04.26	1:15.82
17	2:12.80	2:23.50	27.50	1:06.63	0:59.93	6:02.88	1:04.38	1:15.96
16	2:13.05	2:23.77	27.55	1:06.76	1:00.04	6:03.57	1:04.51	1:16.11
15	2:13.31	2:24.05	27.60	1:06.89	1:00.15	6:04.26	1:04.63	1:16.25
14	2:13.56	2:24.32	27.66	1:07.01	1:00.27	6:04.95	1:04.75	1:16.40
13	2:13.81	2:24.60	27.71	1:07.14	1:00.38	6:05.64	1:04.87	1:16.54
12	2:14.07	2:24.87	27.76	1:07.27	1:00.50	6:06.34	1:05.00	1:16.69
11	2:14.32	2:25.15	27.82	1:07.40	1:00.61	6:07.04	1:05.12	1:16.83
10	2:14.58	2:25.42	27.87	1:07.53	1:00.73	6:07.73	1:05.25	1:16.98
9	2:14.83	2:25.70	27.92	1:07.65	1:00.84	6:08.43	1:05.37	1:17.12
8	2:15.09	2:25.97	27.97	1:07.78	1:00.96	6:09.13	1:05.49	1:17.27
7	2:15.35	2:26.25	28.03	1:07.91	1:01.07	6:09.83	1:05.62	1:17.42
6	2:15.60	2:26.53	28.08	1:08.04	1:01.19	6:10.54	1:05.74	1:17.56
5	2:15.86	2:26.81	28.13	1:08.17	1:01.31	6:11.24	1:05.87	1:17.71
4	2:16.12	2:27.09	28.19	1:08.30	1:01.42	6:11.95	1:05.99	1:17.86
3	2:16.38	2:27.37	28.24	1:08.43	1:01.54	6:12.65	1:06.12	1:18.01
2	2:16.64	2:27.65	28.29	1:08.56	1:01.66	6:13.36	1:06.24	1:18.16
1	2:30.90	2:27.93	28.35	1:08.69	1:01.77	6:14.07	1:06.37	1:18.30
0	2:17.16	2:28.21	28.40	1:08.82	1:01.89	6:14.78	1:06.50	1:18.45

GIRLS

Individual Points	200 Freestyle	200 Indiv. Medley	50 Freestyle	100 Butterfly	100 Freestyle	500 Freestyle	100 Backstroke	100 Breastroke
<i>200</i>	1:42.81	1:56.45	22.04	0:52.41	0:48.33	4:34.78	0:51.53	0:58.75
<i>199</i>	1:43.01	1:56.67	22.08	0:52.51	0:48.42	4:35.30	0:51.63	0:58.86
<i>198</i>	1:43.20	1:56.89	22.12	0:52.61	0:48.51	4:35.83	0:51.73	0:58.97
<i>197</i>	1:43.40	1:57.12	22.17	0:52.71	0:48.61	4:36.35	0:51.82	0:59.09
<i>196</i>	1:43.59	1:57.34	22.21	0:52.81	0:48.70	4:36.87	0:51.92	0:59.20
<i>195</i>	1:43.79	1:57.56	22.25	0:52.91	0:48.79	4:37.40	0:52.02	0:59.31
<i>194</i>	1:43.99	1:57.78	22.29	0:53.01	0:48.88	4:37.93	0:52.12	0:59.42
<i>193</i>	1:44.19	1:58.01	22.33	0:53.11	0:48.98	4:38.46	0:52.22	0:59.54
<i>192</i>	1:44.38	1:58.23	22.38	0:53.21	0:49.07	4:38.98	0:52.32	0:59.65
<i>191</i>	1:44.58	1:58.46	22.42	0:53.31	0:49.16	4:39.51	0:52.42	0:59.76
<i>190</i>	1:44.78	1:58.68	22.46	0:53.41	0:49.26	4:40.05	0:52.52	0:59.88
<i>189</i>	1:44.98	1:58.91	22.51	0:53.52	0:49.35	4:40.58	0:52.62	0:59.99
<i>188</i>	1:45.18	1:59.13	22.55	0:53.62	0:49.44	4:41.11	0:52.72	1:00.10
<i>187</i>	1:45.38	1:59.36	22.59	0:53.72	0:49.54	4:41.64	0:52.82	1:00.22
<i>186</i>	1:45.58	1:59.59	22.63	0:53.82	0:49.63	4:42.18	0:52.92	1:00.33
<i>185</i>	1:45.78	1:59.81	22.68	0:53.92	0:49.73	4:42.72	0:53.02	1:00.45
<i>184</i>	1:45.98	2:00.04	22.72	0:54.03	0:49.82	4:43.25	0:53.12	1:00.56
<i>183</i>	1:46.18	2:00.27	22.76	0:54.13	0:49.92	4:43.79	0:53.22	1:00.68
<i>182</i>	1:46.38	2:00.50	22.81	0:54.23	0:50.01	4:44.33	0:53.32	1:00.79
<i>181</i>	1:46.59	2:00.73	22.85	0:54.33	0:50.10	4:44.87	0:53.42	1:00.91
<i>180</i>	1:46.79	2:00.96	22.89	0:54.44	0:50.20	4:45.41	0:53.52	1:01.02
<i>179</i>	1:46.99	2:01.19	22.94	0:54.54	0:50.30	4:45.95	0:53.63	1:01.14
<i>178</i>	1:47.19	2:01.42	22.98	0:54.65	0:50.39	4:46.50	0:53.73	1:01.26
<i>177</i>	1:47.40	2:01.65	23.02	0:54.75	0:50.49	4:47.04	0:53.83	1:01.37
<i>176</i>	1:47.60	2:01.88	23.07	0:54.85	0:50.58	4:47.59	0:53.93	1:01.49
<i>175</i>	1:47.81	2:02.11	23.11	0:54.96	0:50.68	4:48.13	0:54.03	1:01.61
<i>174</i>	1:48.01	2:02.34	23.16	0:55.06	0:50.78	4:48.68	0:54.14	1:01.72
<i>173</i>	1:48.22	2:02.57	23.20	0:55.17	0:50.87	4:49.23	0:54.24	1:01.84
<i>172</i>	1:48.42	2:02.81	23.24	0:55.27	0:50.97	4:49.78	0:54.34	1:01.96
<i>171</i>	1:48.63	2:03.04	23.29	0:55.38	0:51.07	4:50.33	0:54.45	1:02.07
<i>170</i>	1:48.83	2:03.27	23.33	0:55.48	0:51.16	4:50.88	0:54.55	1:02.19
<i>169</i>	1:49.04	2:03.51	23.38	0:55.59	0:51.26	4:51.43	0:54.65	1:02.31
<i>168</i>	1:49.25	2:03.74	23.42	0:55.69	0:51.36	4:51.99	0:54.76	1:02.43
<i>167</i>	1:49.46	2:03.98	23.46	0:55.80	0:51.45	4:52.54	0:54.86	1:02.55
<i>166</i>	1:49.66	2:04.21	23.51	0:55.90	0:51.55	4:53.10	0:54.97	1:02.67
<i>165</i>	1:49.87	2:04.45	23.55	0:56.01	0:51.65	4:53.66	0:55.07	1:02.79
<i>164</i>	1:50.08	2:04.69	23.60	0:56.12	0:51.75	4:54.21	0:55.17	1:02.91

163	1:50.29	2:04.92	23.64	0:56.22	0:51.85	4:54.77	0:55.28	1:03.02
162	1:50.50	2:05.16	23.69	0:56.33	0:51.94	4:55.33	0:55.38	1:03.14
161	1:50.71	2:05.40	23.73	0:56.44	0:52.04	4:55.89	0:55.49	1:03.26
160	1:50.92	2:05.64	23.78	0:56.54	0:52.14	4:56.46	0:55.59	1:03.38
159	1:51.13	2:05.87	23.82	0:56.65	0:52.24	4:57.02	0:55.70	1:03.50
158	1:51.34	2:06.11	23.87	0:56.76	0:52.34	4:57.58	0:55.81	1:03.63
157	1:51.55	2:06.35	23.91	0:56.87	0:52.44	4:58.15	0:55.91	1:03.75
156	1:51.77	2:06.59	23.96	0:56.98	0:52.54	4:58.72	0:56.02	1:03.87
155	1:51.98	2:06.83	24.01	0:57.08	0:52.64	4:59.28	0:56.13	1:03.99
154	1:52.19	2:07.08	24.05	0:57.19	0:52.74	4:59.85	0:56.23	1:04.11
153	1:52.40	2:07.32	24.10	0:57.30	0:52.84	5:00.42	0:56.34	1:04.23
152	1:52.62	2:07.56	24.14	0:57.41	0:52.94	5:00.99	0:56.45	1:04.35
151	1:52.83	2:07.80	24.19	0:57.52	0:53.04	5:01.56	0:56.55	1:04.48
150	1:53.05	2:08.04	24.23	0:57.63	0:53.14	5:02.14	0:56.66	1:04.60
149	1:53.26	2:08.29	24.28	0:57.74	0:53.24	5:02.71	0:56.77	1:04.72
148	1:53.48	2:08.53	24.33	0:57.85	0:53.34	5:03.29	0:56.88	1:04.84
147	1:53.69	2:08.77	24.37	0:57.96	0:53.45	5:03.86	0:56.98	1:04.97
146	1:53.91	2:09.02	24.42	0:58.07	0:53.55	5:04.44	0:57.09	1:05.09
145	1:54.12	2:09.26	24.47	0:58.18	0:53.65	5:05.02	0:57.20	1:05.22
144	1:54.34	2:09.51	24.51	0:58.29	0:53.75	5:05.60	0:57.31	1:05.34
143	1:54.56	2:09.76	24.56	0:58.40	0:53.85	5:06.18	0:57.42	1:05.46
142	1:54.78	2:10.00	24.61	0:58.51	0:53.95	5:06.76	0:57.53	1:05.59
141	1:54.99	2:10.25	24.65	0:58.62	0:54.06	5:07.34	0:57.64	1:05.71
140	1:55.21	2:10.50	24.70	0:58.73	0:54.16	5:07.93	0:57.75	1:05.84
139	1:55.43	2:10.75	24.75	0:58.84	0:54.26	5:08.51	0:57.86	1:05.96
138	1:55.65	2:10.99	24.79	0:58.96	0:54.37	5:09.10	0:57.97	1:06.09
137	1:55.87	2:11.24	24.84	0:59.07	0:54.47	5:09.69	0:58.08	1:06.21
136	1:56.09	2:11.49	24.89	0:59.18	0:54.57	5:10.27	0:58.19	1:06.34
135	1:56.31	2:11.74	24.93	0:59.29	0:54.68	5:10.86	0:58.30	1:06.46
134	1:56.53	2:11.99	24.98	0:59.41	0:54.78	5:11.45	0:58.41	1:06.59
133	1:56.75	2:12.24	25.03	0:59.52	0:54.88	5:12.05	0:58.52	1:06.72
132	1:56.97	2:12.49	25.08	0:59.63	0:54.99	5:12.64	0:58.63	1:06.84
131	1:57.20	2:12.75	25.12	0:59.74	0:55.09	5:13.23	0:58.74	1:06.97
130	1:57.42	2:12.00	25.17	0:59.86	0:55.20	5:13.83	0:58.85	1:07.10
129	1:57.64	2:13.25	25.22	0:59.97	0:55.30	5:14.42	0:58.96	1:07.23
128	1:57.87	2:13.50	25.27	1:00.09	0:55.41	5:15.02	0:59.08	1:07.35
127	1:58.09	2:13.76	25.32	1:00.20	0:55.51	5:15.62	0:59.19	1:07.48
126	1:58.31	2:14.01	25.36	1:00.31	0:55.62	5:16.22	0:59.30	1:07.61
125	1:58.54	2:14.27	25.41	1:00.43	0:55.72	5:16.82	0:59.41	1:07.74
124	1:58.76	2:14.52	25.46	1:00.54	0:55.83	5:17.42	0:59.53	1:07.87
123	1:58.99	2:14.78	25.51	1:00.66	0:55.94	5:18.03	0:59.64	1:08.00
122	1:59.22	2:15.03	25.56	1:00.77	0:56.04	5:18.63	0:59.75	1:08.13

121	1:59.44	2:15.29	25.61	1:00.89	0:56.15	5:19.24	0:59.87	1:08.25
120	1:59.67	2:15.55	25.65	1:01.00	0:56.26	5:19.84	0:59.98	1:08.38
119	1:59.90	2:15.80	25.70	1:01.12	0:56.36	5:20.45	1:00.09	1:08.51
118	2:00.13	2:16.06	25.75	1:01.24	0:56.47	5:21.06	1:00.21	1:08.64
117	2:00.35	2:16.32	25.80	1:01.35	0:56.58	5:21.67	1:00.32	1:08.78
116	2:00.58	2:16.58	25.85	1:01.47	0:56.68	5:22.28	1:00.44	1:08.91
115	2:00.81	2:16.84	25.90	1:01.59	0:56.79	5:22.89	1:00.55	1:09.04
114	2:01.04	2:17.10	25.95	1:01.70	0:56.90	5:23.51	1:00.67	1:09.17
113	2:01.27	2:17.36	26.00	1:01.82	0:57.01	5:24.12	1:00.78	1:09.30
112	2:01.50	2:17.62	26.05	1:01.94	0:57.12	5:24.74	1:00.90	1:09.43
111	2:01.73	2:17.88	26.10	1:02.06	0:57.23	5:25.35	1:01.01	1:09.56
110	2:01.96	2:18.14	26.15	1:02.17	0:57.33	5:25.97	1:01.13	1:09.70
109	2:02.20	2:18.41	26.20	1:02.29	0:57.44	5:26.59	1:01.25	1:09.83
108	2:02.43	2:18.67	26.25	1:02.41	0:57.55	5:27.21	1:01.36	1:09.96
107	2:02.66	2:18.93	26.30	1:02.53	0:57.66	5:27.83	1:01.48	1:10.09
106	2:02.89	2:19.20	26.35	1:02.65	0:57.77	5:28.46	1:01.60	1:10.23
105	2:03.13	2:19.46	26.40	1:02.77	0:57.88	5:29.08	1:01.71	1:10.36
104	2:03.36	2:19.73	26.45	1:02.89	0:57.99	5:29.70	1:01.83	1:10.49
103	2:03.59	2:19.99	26.50	1:03.01	0:58.10	5:30.33	1:01.95	1:10.63
102	2:03.83	2:20.26	26.55	1:03.13	0:58.21	5:30.96	1:02.07	1:10.76
101	2:04.06	2:20.52	26.60	1:03.25	0:58.32	5:31.59	1:02.18	1:10.90
100	2:04.30	2:20.79	26.65	1:03.37	0:58.43	5:32.22	1:02.30	1:11.03
99	2:04.54	2:21.06	26.70	1:03.49	0:58.54	5:32.85	1:02.42	1:11.17
98	2:04.77	2:21.33	26.75	1:03.61	0:58.65	5:33.48	1:02.54	1:11.30
97	2:05.01	2:21.60	26.80	1:03.73	0:58.77	5:34.11	1:02.66	1:11.44
96	2:05.25	2:21.86	26.85	1:03.85	0:58.88	5:34.75	1:02.78	1:11.57
95	2:05.49	2:22.13	26.90	1:03.97	0:58.99	5:35.39	1:02.90	1:11.71
94	2:05.72	2:22.40	26.95	1:04.09	0:59.10	5:36.02	1:03.02	1:11.84
93	2:05.96	2:22.67	27.00	1:04.21	0:59.21	5:36.66	1:03.13	1:11.98
92	2:06.20	2:22.95	27.05	1:04.33	0:59.33	5:37.30	1:03.25	1:12.12
91	2:06.44	2:23.22	27.11	1:04.46	0:59.44	5:37.94	1:03.37	1:12.25
90	2:06.68	2:23.49	27.16	1:04.58	0:59.55	5:38.58	1:03.50	1:12.39
89	2:06.92	2:23.76	27.21	1:04.70	0:59.67	5:39.23	1:03.62	1:12.53
88	2:07.16	2:24.04	27.26	1:04.83	0:59.78	5:39.87	1:03.74	1:12.67
87	2:07.41	2:24.31	27.31	1:04.95	0:59.89	5:40.52	1:03.86	1:12.81
86	2:07.65	2:24.58	27.36	1:05.07	1:00.01	5:41.16	1:03.98	1:12.94
85	2:07.89	2:24.86	27.42	1:05.20	1:00.12	5:41.81	1:04.10	1:13.08
84	2:08.13	2:25.13	27.47	1:05.32	1:00.23	5:42.46	1:04.22	1:13.22
83	2:08.38	2:25.41	27.52	1:05.44	1:00.35	5:43.11	1:04.34	1:13.36
82	2:08.62	2:25.69	27.57	1:05.57	1:00.46	5:43.76	1:04.47	1:13.50
81	2:08.87	2:25.96	27.63	1:05.69	1:00.58	5:44.42	1:04.59	1:13.64
80	2:09.11	2:26.24	27.68	1:05.82	1:00.69	5:45.07	1:04.71	1:13.78

79	2:09.36	2:26.52	27.73	1:05.94	1:00.81	5:45.73	1:04.84	1:13.92
78	2:09.60	2:26.80	27.78	1:06.07	1:00.92	5:46.38	1:04.96	1:14.06
77	2:09.85	2:27.07	27.84	1:06.19	1:01.04	5:47.04	1:05.08	1:14.20
76	2:10.09	2:27.35	27.89	1:06.32	1:01.16	5:47.70	1:05.21	1:14.34
75	2:10.34	2:27.63	27.94	1:06.44	1:01.27	5:48.36	1:05.33	1:14.48
74	2:10.59	2:27.91	28.00	1:06.57	1:01.39	5:49.03	1:05.45	1:14.62
73	2:10.84	2:28.20	28.05	1:06.70	1:01.51	5:49.69	1:05.58	1:14.77
72	2:11.09	2:28.48	28.10	1:06.82	1:01.62	5:50.35	1:05.70	1:14.91
71	2:11.33	2:28.76	28.16	1:06.95	1:01.74	5:51.02	1:05.83	1:15.05
70	2:11.58	2:29.04	28.21	1:07.08	1:01.86	5:51.69	1:05.95	1:15.19
69	2:11.83	2:29.33	28.26	1:07.21	1:01.97	5:52.35	1:06.08	1:15.34
68	2:12.08	2:29.61	28.32	1:07.33	1:02.09	5:53.02	1:06.20	1:15.48
67	2:12.34	2:29.89	28.37	1:07.46	1:02.21	5:53.69	1:06.33	1:15.62
66	2:12.59	2:30.18	28.42	1:07.59	1:02.33	5:54.37	1:06.45	1:15.77
65	2:12.84	2:30.46	28.48	1:07.72	1:02.45	5:55.04	1:06.58	1:15.91
64	2:13.09	2:30.75	28.53	1:07.85	1:02.57	5:55.71	1:06.71	1:16.05
63	2:13.34	2:31.04	28.59	1:07.98	1:02.68	5:56.39	1:06.83	1:16.20
62	2:13.60	2:31.32	28.64	1:08.10	1:02.80	5:57.07	1:06.96	1:16.34
61	2:13.85	2:31.61	28.69	1:08.23	1:02.92	5:57.74	1:07.09	1:16.49
60	2:14.11	2:31.90	28.75	1:08.36	1:03.04	5:58.42	1:07.22	1:16.63
59	2:14.36	2:32.19	28.80	1:08.49	1:03.16	5:59.11	1:07.34	1:16.78
58	2:14.62	2:32.48	28.86	1:08.62	1:03.28	5:59.79	1:07.47	1:16.93
57	2:14.87	2:32.77	28.91	1:08.75	1:03.40	6:00.47	1:07.60	1:17.07
56	2:15.13	2:33.06	28.97	1:08.88	1:03.52	6:01.16	1:07.73	1:17.22
55	2:15.38	2:33.35	29.02	1:09.02	1:03.64	6:01.84	1:07.86	1:17.36
54	2:15.64	2:33.64	29.08	1:09.15	1:03.76	6:02.53	1:07.99	1:17.51
53	2:15.90	2:33.93	29.13	1:09.28	1:03.89	6:03.22	1:08.12	1:17.66
52	2:16.16	2:34.22	29.19	1:09.41	1:04.01	6:03.91	1:08.24	1:17.81
51	2:16.42	2:34.52	29.24	1:09.54	1:04.13	6:04.60	1:08.37	1:17.95
50	2:16.68	2:34.81	29.30	1:09.67	1:04.25	6:05.29	1:08.50	1:18.10
49	2:16.94	2:35.10	29.36	1:09.81	1:04.37	6:05.99	1:08.63	1:18.25
48	2:17.20	2:35.40	29.41	1:09.94	1:04.49	6:06.68	1:08.76	1:18.40
47	2:17.46	2:35.69	29.47	1:10.07	1:04.62	6:07.38	1:08.90	1:18.55
46	2:17.72	2:35.99	29.52	1:10.21	1:04.74	6:08.08	1:09.03	1:18.70
45	2:17.98	2:36.29	29.58	1:10.34	1:04.86	6:08.78	1:09.16	1:18.85
44	2:18.24	2:36.58	29.64	1:10.47	1:04.99	6:09.48	1:09.29	1:19.00
43	2:18.50	2:36.88	29.69	1:10.61	1:05.11	6:10.18	1:09.42	1:19.15
42	2:18.77	2:37.18	29.75	1:10.74	1:05.23	6:10.88	1:09.55	1:19.30
41	2:19.03	2:37.48	29.80	1:10.87	1:05.36	6:11.59	1:09.68	1:19.45
40	2:19.30	2:37.78	29.86	1:11.01	1:05.48	6:12.29	1:09.82	1:19.60
39	2:19.56	2:38.08	29.92	1:11.14	1:05.61	6:13.00	1:09.95	1:19.75
38	2:19.82	2:38.38	29.98	1:11.28	1:05.73	6:13.71	1:10.08	1:19.90

37	2:20.09	2:38.68	30.03	1:11.41	1:05.86	6:14.42	1:10.22	1:20.05
36	2:20.36	2:38.98	30.09	1:11.55	1:05.98	6:15.13	1:10.35	1:20.21
35	2:20.62	2:39.28	30.15	1:11.69	1:06.11	6:15.84	1:10.48	1:20.36
34	2:20.89	2:39.58	30.20	1:11.82	1:06.23	6:16.56	1:10.62	1:20.51
33	2:21.16	2:39.89	30.26	1:11.96	1:06.36	6:17.27	1:10.75	1:20.66
32	2:21.43	2:40.19	30.32	1:12.10	1:06.48	6:17.99	1:10.89	1:20.82
31	2:21.70	2:40.49	30.38	1:12.23	1:06.61	6:18.71	1:11.02	1:20.97
30	2:21.96	2:40.80	30.43	1:12.37	1:06.74	6:19.43	1:11.15	1:21.12
29	2:22.23	2:41.10	30.49	1:12.51	1:06.86	6:20.15	1:11.29	1:21.28
28	2:22.50	2:41.41	30.55	1:12.65	1:06.99	6:20.87	1:11.43	1:21.43
27	2:22.78	2:41.72	30.61	1:12.78	1:07.12	6:21.59	1:11.56	1:21.59
26	2:23.05	2:42.02	30.67	1:12.92	1:07.24	6:22.32	1:11.70	1:21.74
25	2:23.32	2:42.33	30.72	1:13.06	1:07.37	6:23.05	1:11.83	1:21.90
24	2:23.59	2:42.64	30.78	1:13.20	1:07.50	6:23.77	1:11.97	1:22.05
23	2:23.86	2:42.95	30.84	1:13.34	1:07.63	6:24.50	1:12.11	1:22.21
22	2:24.14	2:43.26	30.90	1:13.48	1:07.76	6:25.23	1:12.24	1:22.37
21	2:24.41	2:43.57	30.96	1:13.62	1:07.89	6:25.97	1:12.38	1:22.52
20	2:24.68	2:43.88	31.02	1:13.76	1:08.01	6:26.70	1:12.52	1:22.68
19	2:24.96	2:44.19	31.08	1:13.90	1:08.14	6:27.43	1:12.66	1:22.84
18	2:25.24	2:44.50	31.13	1:14.04	1:08.27	6:28.17	1:12.79	1:22.99
17	2:25.51	2:44.82	31.19	1:14.18	1:08.40	6:28.91	1:12.93	1:23.15
16	2:25.79	2:45.13	31.25	1:14.32	1:08.53	6:29.65	1:13.07	1:23.31
15	2:26.06	2:45.44	31.31	1:14.46	1:08.66	6:30.39	1:13.21	1:23.47
14	2:26.34	2:45.76	31.37	1:14.60	1:08.79	6:31.13	1:13.35	1:23.63
13	2:26.62	2:46.07	31.43	1:14.74	1:08.92	6:31.87	1:13.49	1:23.79
12	2:26.90	2:46.39	31.49	1:14.89	1:09.06	6:32.62	1:13.63	1:23.94
11	2:27.18	2:46.70	31.55	1:15.03	1:09.19	6:33.36	1:13.77	1:24.10
10	2:27.46	2:47.02	31.61	1:15.17	1:09.32	6:34.11	1:13.91	1:24.26
9	2:27.74	2:47.34	31.67	1:15.31	1:09.45	6:34.86	1:14.05	1:24.42
8	2:28.02	2:47.66	31.73	1:15.46	1:09.58	6:35.61	1:14.19	1:24.58
7	2:28.30	2:47.97	31.79	1:15.60	1:09.71	6:36.36	1:14.33	1:24.74
6	2:28.58	2:48.29	31.85	1:15.74	1:09.85	6:37.11	1:14.47	1:24.91
5	2:28.86	2:48.61	31.91	1:15.89	1:09.98	6:37.87	1:14.61	1:25.07
4	2:29.15	2:48.93	31.97	1:16.03	1:10.11	6:38.62	1:14.75	1:25.23
3	2:29.43	2:49.26	32.03	1:16.18	1:10.25	6:39.38	1:14.90	1:25.39
2	2:29.71	2:49.58	32.10	1:16.32	1:10.38	6:40.14	1:15.04	1:25.55
1	2:30.00	2:49.90	32.16	1:16.47	1:10.51	6:40.90	1:15.18	1:25.72
0	2:30.28	2:50.22	32.22	1:16.61	1:10.65	6:41.66	1:15.32	1:25.88

APPENDIX N:
CHECK REQUEST FOR REIMBURSEMENT FORM



Check Request for Reimbursement of Expenses

	Date Submitted
Requested By	Committee
Amount of Request	Budget Line Description
\$	
Name & Address (Person to be reimbursed)	
Description of Purchase	
1 st Officer* Approval / Date	2 nd Officer* Approval / Date
Accounting	
Date Received By Accounting	Check # issued
Accounting Approval (VP-Finance)	

** Only the following elected officers may approve this request: President, VP-Programs, VP-Information, Dive Rep. An officer is not permitted to approve his/her own reimbursement.*

Please attach all original or scanned receipts to check request.

APPENDIX O:
HANDBOOK UPDATE FORMS

Handbook Contact Information

2012 - 2012 Contact Information

(Published in the *Booster Club Handbook*)

Please fill in **ALL** information. We assure you that we understand your privacy concerns. Your personal (alternate) email address is required to ensure that you receive all notifications from the booster club. It is not made public.

PLEASE PRINT

If there are no changes at all from the previous year's handbook please initial here. _____

SCHOOL REPRESENTED (Swim Coaches and Parent Reps only): _____

SCHOOL MAIN PHONE: _____ **SCHOOL FAX:** _____

POSITION: **HEAD COACH** **ASST. COACH** **DIVE COACH** **PARENT REP.**
(circle one)

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

SCHOOL EMAIL: _____

ALTERNATE EMAIL: _____

Handbook Record Change Form

2012 – 2012
HANDBOOK RECORD CHANGE FORM

SCHOOL: _____

(Please **use this form only** to indicate new records or corrections to existing records to help data entry.)

BOYS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay			
200 Free			
200 Individual Medley			
50 Free			
100 Butterfly			
100 Free			
500 Free			
200 Free Relay			
100 Backstroke			
100 Breaststroke			
400 Free Relay			
6 Dive			
11 Dive			

GIRLS

EVENT	TIME	YEAR	NAME(S)
200 Medley Relay			
200 Free			
200 Individual Medley			
50 Free			
100 Butterfly			
100 Free			
500 Free			
200 Free Relay			
100 Backstroke			
100 Breaststroke			
400 Free Relay			
6 Dive			
11 Dive			