

2016 Northwest Swim Circuit Invitational

July 10, 2016

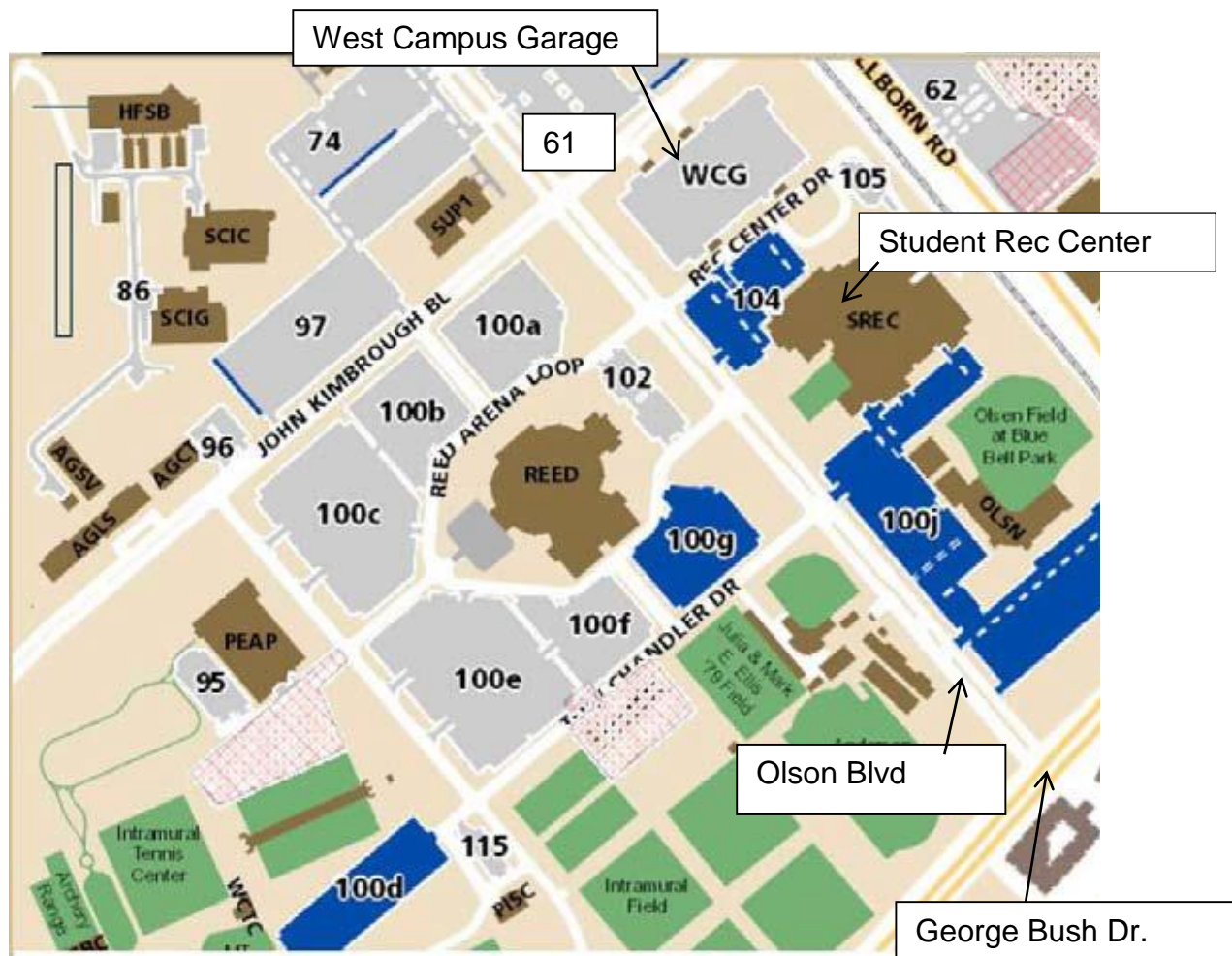
SCHEDULE

- July 3, 2016**
6:00 pm **Team Volunteer Sign-up Sheets Due.** Send to Nancy Bibb - Volunteer Coordinator meet.director@bcmarlins.com
- July 4, 2016**
3:00 pm **Invitational Meet Entry Files Due: Team Roster, Proof of Meets Attended, Proof of Times.** Send to Circuit Computer Representatives: on NWSC Google Drive. There are several other important dates and times for computer data. Please see attached computer data time line.
- July 9, 2016**
4:00 pm **FINAL Invitational Meet Entry Files Due.** Team Computer Reps to upload to NWSC Google Drive
- 7:00 pm** **Receive FINAL Seeded Invitational Meet Database.** From Glen Taffinder to Circuit Computer Representatives. A PDF Heat Sheet will also be sent.
- July 10, 2016**
12:00 pm **Teams may begin setting up in their designated areas.** Map will be available upon arrival at A&M Natatorium.
- 12:15 pm** **Team Warm-Ups Begin. See Warm-Up Schedule, attached.**
- 1:00 pm** **Officials Meeting in Hospitality Room**
- 1:15 pm** **Coaches Meeting in Hospitality Room**
- 1:30 pm** **Start of Meet.**
- July 18, 2016**
10:00 pm **Invitational Meet Back-Up Sent.** From Glen Taffinder to Team Computer Reps

FACILITIES

LOCATION

The Texas A&M Natatorium is located on Olson Blvd right next to Olson Field.
Address: 797 Olsen Boulevard College Station, TX 77845



PARKING

The West Campus Garage located immediately adjacent to the Rec Center is paid parking. There are also some paid parking spaces in lot 104. Both of these areas remain paid parking even on the weekends. Lots 100a, 102, and 100g in front of Reed Arena are free on the weekends.

ACCESS

Swimmers, coaches, and volunteers will enter the natatorium entrance which faces parking lot 104. Volunteer check-in will be at this entrance.

All Attendees will enter the main door of the Rec Center which faces Kyle Field. The spectator entrance to the natatorium will be up the staircase just inside the entrance. Elevators are available at the staircase.

SWIM MEET OVERVIEW

FORMAT

This meet is for the individual swimmer. There will be no scoring.

The meet will consist of individual events – short freestyle, individual medley, backstroke, breaststroke, long freestyle, and butterfly. A swimmer may compete in a maximum of three individual events for which they have a recorded qualifying time in a dual or divisional meet during the 2016 season and have competed in at least two regular season meets.

Medley and Freestyle relays will be conducted at their normal event numbers. Each teams “A” relay will be automatically qualified. Relays that follow the NWSC bylaws will be eligible for awards. A swimmer may compete in a maximum of one relay event if they have competed in two regular season meets during the 2016 season.

The meet will take place in two 25-yard pools, one for the boys events and one the girls events. The girls will start in the pool farthest from the diving well. The boys will start in the pool closest to the diving well.

All events will start on the starting blocks!

QUALIFYING TIMES

As posted at the beginning of the 2016 swim season.

CHECK-IN

Each team will be responsible for checking in their swimmers. **NO deck entries** are allowed.

EVENT ENTRIES

Individual Events: Swimmers may enter up to three (3) individual events in which they have qualifying times during the 2016 dual meet and divisional meet season.

Relay Events: Swimmers may enter up to one (1) relay event. A swimmer is qualified if they have swum in two (2) regular season meets.

AWARDS

Medals are given for First, Second, and Third place finishes. All other places will receive participation ribbons in recognition of their participation.

Medals and participation ribbons will be collected for each team, by team, in the team’s awards container during the meet and delivered to a designated team volunteer at the conclusion of the meet. Each team must supply an awards container marked with the team name for this purpose to the award table prior to the start of the meet.

*Make sure you have a designated team representative stay after the meet to pick up your team’s awards container

INVITATIONAL SWIM MEET MANAGEMENT

OBSERVATION Family members may observe the meet from the stadium seating area at the main entrance level to the facility.

DECK ENTRY Deck access to the Natatorium is only permitted for qualifying NWSC invitational meet swimmers, registered coaches and volunteers, and registered meet officials.

Volunteers for Team Parent, Timer, Starter, Announcer, Stroke Judge, Runner, Ready Bench, Computer, and Post Meet Director will be given a Deck Pass to access the deck area and must be helping for that specific purpose. Deck Pass must be visible at all time or removal from the deck will occur.

Any non-registered individuals not respecting these rules will be removed from that area or from the facility at the discretion of the Meet Director, Northwest Swim Circuit officials or Natatorium Staff.

DECK EXIT Parents/guardians who want to pick up their young swimmers after they swim, but BEFORE the meet ends, will need to exit the natatorium and come around to the swimmer entrance across from lot 104. They will need to tell the security person what team their swimmer is from and stay there until the swimmer(s) are brought to them by a coach or volunteer (NO EXCEPTIONS).

VOLUNTEERS Teams are assigned various volunteer positions. The team Circuit Representative or designated Team Official is responsible for identifying those volunteers prior to the meet.

The Meet Director will select individuals who are certified, qualified, and experienced for Starter and Stroke Judge.

TEAM RESOURCES

Coach & Parent Limitations Each team will be allotted a set number of resources (coaches/parents) to assist in preparing swimmers for each swim. This number will be determined by the estimated number of qualifiers and communicated to each team by the meet director and/or volunteer coordinator.

Teams must supply an official list of their Coaches/Pit Parents when they submit their Volunteer list.

Deck Parents Each team will be allowed additional deck parents to help swimmers get to their event, keep them out of the way of meet officials, and out of pool side walkways when not swimming.

HEAT SHEETS **Heat sheets for meet officials (awards, starters, stroke judges, ready bench) will be provided by the NWSC.**

Each team will provide heat sheets for their team for this meet. The computer representative for each team is responsible for coordinating this with their team.

HOSPITALITY

Each team will be responsible for their swimmers, parents, and meet volunteer needs for any food and drink. Each team will be allowed two (2) coolers on deck. Pizza, snacks, and water for coaches will be available in the hospitality suite located on the second floor, above the meet operations room.

SECURITY

Volunteers for Security will assist in policing the pool areas. The Security volunteers will be responsible for monitoring deck entries and checking volunteer credentials. They will have full authority to not allow access to the pool deck area without seeing proper identification.

MEET OFFICIALS

Meet Director

Harry Schultze, 512-663-6347, austinchirohc@yahoo.com

**Volunteer
Coordinator**

Nancy Bibb, meet.director@bcmarlins.com

**Circuit Computer
Representative**

Glen Taffinder, gtaffinder@yahoo.com

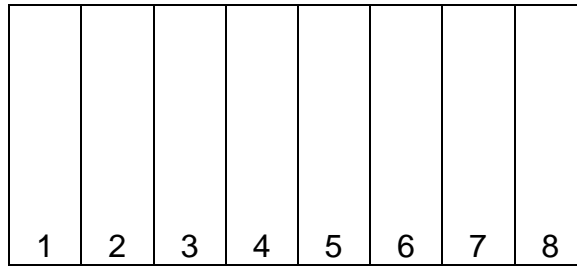
WARM-UP, LANE, POOL and TIME ASSIGNMENTS

There will be two 30-minute warm-up sessions. The first 20 minutes is for swimming. The remaining 10 minutes is for diving practice. All Starts will take place in the main pool, so teams that begin warming up in the Diving Well will move to the main pool. Separate Starts practice is to ensure safety of swimmers by avoiding diving in one lane next to a lane of swimmers. This will be strictly enforced. Your team’s warm-up will be cut short if not followed.

The diving well will be used for warm-ups by some teams and then 4 lanes will also be available during the meet for swimmer warm-up and cool down. Remind your swimmers that the use of the diving well pool during the meet is for limited warm-up/cool down time – not for play time. If any swimmer is identified as not using this pool as intended, they will be removed from the diving well and not allowed to return for the duration of the meet.

	Swimming	Diving
Session 1	12:15 pm – 12:35 pm	12:35 pm-12:45 pm
Session 2	12:50 pm – 1:10 pm	1:10 pm-1:20 pm

DIVING WELL



MAIN POOL

Girls Pool (Closest to Score board)

Boys Pool (Closest to Diving Well)

Lane 1	Bulk Head	Lane 1
Lane 2		Lane 2
Lane 3		Lane 3
Lane 4		Lane 4
Lane 5		Lane 5
Lane 6		Lane 6
Lane 7		Lane 7
Lane 8		Lane 8

FIRST WARM-UP SESSION

SWIM WARM UP (12:15pm-12:35pm)

DIVING WELL

Steiner Ranch Blue				Cedar Park		Hurri- canes	
1	2	3	4	5	6	7	8

MAIN POOL

Girls Pool

Boys Pool

Lane 1: Steiner Ranch Red	Bulk Head	Lane 1: Brushy Creek
Lane 2: Steiner Ranch Red		Lane 2: Brushy Creek
Lane 3: Steiner Ranch Red		Lane 3: Brushy Creek
Lane 4: Steiner Ranch Red		Lane 4: Brushy Creek
Lane 5: Steiner Ranch Red		Lane 5: Round Rock
Lane 6: Pflugerville		Lane 6: Round Rock
Lane 7: Pflugerville		Lane 7: Round Rock
Lane 8: Pflugerville		Lane 8: Round Rock

DIVING WARM UP (12:35pm-12:45pm)

MAIN POOL

Girls Pool

Boys Pool

Lane 1: Steiner Ranch Red	Bulk Head	Lane 1: Brushy Creek
Lane 2: Steiner Ranch Red		Lane 2: Brushy Creek
Lane 3: Steiner Ranch Red		Lane 3: Brushy Creek
Lane 4: Steiner Ranch Red		Lane 4: Cedar Park
Lane 5: Steiner Ranch Blue		Lane 5: Hurricanes
Lane 6: Steiner Ranch Blue		Lane 6: Round Rock
Lane 7: Pflugerville		Lane 7: Round Rock
Lane 8: Pflugerville		Lane 8: Round Rock

SECOND WARM-UP SESSION

SWIM WARM UP (12:50-1:10)

DIVING WELL

Balcones Country Club			Block House Creek				
1	2	3	4	5	6	7	8

MAIN POOL

Girls Pool

Boys Pool

Lane 1: Georgetown	Bulk Head	Lane 1: Wells Branch
Lane 2: Georgetown		Lane 2: Wells Branch
Lane 3: Georgetown		Lane 3: Wells Branch
Lane 4: Georgetown		Lane 4: Anderson Mill
Lane 5: Forest North		Lane 5: Anderson Mill
Lane 6: Forest North		Lane 6: Anderson Mill
Lane 7: Forest North		Lane 7: Anderson Mill
Lane 8: Forest North		Lane 8: Anderson Mill

DIVING WARM UP (1:10pm-1:20pm)

MAIN POOL

Girls Pool

Boys Pool

Lane 1: Georgetown	Bulk Head	Lane 1: Wells Branch
Lane 2: Georgetown		Lane 2: Wells Branch
Lane 3: Georgetown		Lane 3: Block House
Lane 4: Balcones CC		Lane 4: Block House
Lane 5: Balcones CC		Lane 5: Anderson Mill
Lane 6: Forest North		Lane 6: Anderson Mill
Lane 7: Forest North		Lane 7: Anderson Mill
Lane 8: Forest North		Lane 8: Anderson Mill

Date	Day of Week	Action Item	Responsible Party	Send to: ¹	Deadline	Comments
6/25/2016	Saturday	Send best times file	Computer Representatives	NWSC Google Drive	6:00 PM	Use File->Export->Best Times in Set Best Times Since to first dual 2016. Check Use Since Date. Mi Standard should be clear. Include times.
6/26/2016	Sunday	Invitational and Divisional Rankings	Glen Taffinder	NWSC Swimming Website	10:00 PM	Assumes teams meet BTF submit deadline.
7/1/2016	Friday	Note to Divisional Meet hosts	Divisional host computer representative	NWSC Google Drive	6:00 PM	Divisional host computer represen must contact Glen Taffinder by th if they need assistance seeding th meets.
7/2/2016	Saturday	Send best times file	Computer Representatives	NWSC Google Drive	6:00 PM	Use File->Export->Best Times in Set Best Times Since to first dual 2016. Check Use Since Date. Mi Standard should be clear. Include times.
7/3/2016	Sunday	Invitational and Divisional Rankings	Glen Taffinder	NWSC Google Drive	10:00 PM	Assumes teams meet BTF submit deadline.
7/4/2016	Monday	Send INVITATIONAL Meet Entries, Team Roster, proof of meets attended, proof of times file2.	Computer Representatives	NWSC Google Drive	3:00 PM	Computer representatives are responsible for running exception in Meet Manager to verify that th no exceptions.
7/5/2016	Tuesday	Receive Draft Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	9:00 PM	Meet DB will be sent out to CR's suggest you post a draft heat shee if anyone was missed.
7/5/2016	Tuesday	Send Divisional Meet Entries	Computer Representatives	Divisional host computer representative	6:00 PM	Remember, a swimmer must have competed in a minimum of two D Meets of the current season and m have a valid time in the events. M sure to send proof of meets attend proof of times files along with en the host CR.
7/6/2016	Wednesday	Receive Seeded Divisional Meet Databases	Divisional host computer representative	Visiting computer representatives	6:00 PM	

7/9/2016	Saturday	Send completed Divisional Meet Databases	Divisional host computer representative	NWSC Google Drive	4:00 PM	
7/9/2016	Saturday	Send final INVITATIONAL Meet Entries and proof of times file2, and proof of official meets attended3 .	Computer Representatives	NWSC Google Drive	4:00 PM	Computer representatives are responsible for running exceptions in Meet Manager to verify that there are no exceptions for meet entries.
7/9/2016	Saturday	Receive final Draft Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	7:00 PM	Meet DB will be sent out to CR's assumes that everyone meets the deadline. Draft heatsheets will be posted here: https://nwsc.swimtopia.com/swimtopia
7/9/2016	Saturday	Receive Final Seeded Invitational Meet Database	Glen Taffinder	NWSC Google Drive	9:00 PM	Meet DB will be sent out to CR's Heatsheets will be posted here: https://nwsc.swimtopia.com/swimtopia
7/12/2016	Tuesday	Invitational Meet Back up file	Glen Taffinder	NWSC Google Drive	6:00 PM	

1 Folders will be set up for the files requested and a link sent out. Please upload files to the NWSC Google Drive and verify files upload correctly. If you cannot download and open the file you just uploaded, then please upload again.

2 Proof of times file: In Team Manager - Use File->Export->Proof of Time. Set Best Times Since to first dual meet 2016. Use Since Date.

3 Meets attended files (PDF and CSV): In Team Manager - "Reports \ Meet Reports \ Number of Meets Attended - Splash graphic below shows the settings assuming that you have designated your official meets as "Meet Type = SUM", Export reports both PDF and CSV.

TAMU Pool Layout

