

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

USA SWIMMING SOUTHERN ZONE MEET HANDBOOK (UPDATED 5/2004)

TABLE OF CONTENTS:

SECTION I	RESPONSIBILITIES OF ZONE AGE GROUP CHAIRMAN	2
SECTION II	ZONE MEET EVALUATION COMMITTEE	3
SECTION III	ZONE MEET BIDS	4
SECTION IV	ZONE MEET HOST RESPONSIBILITIES	5
SECTION V	VISITING LSC OBLIGATIONS	7
SECTION VI	ZONE MEET RULES AND REGULATIONS	8
APPENDIX I	ZONE MEET INFORMATION LETTERS (SAMPLE)	11
APPENDIX II	ZONE CHAMPIONSHIPS BID APPLICATION	22
APPENDIX III	ZONE CHAMPIONSHIPS RECAP FORMS	28
	FINANCIAL REPORTS FORMS	29
	EVALUATION FORM	30
	LSC MAILING ROSTER FORM	32
	CODE OF CONDUCT	33
APPENDIX IV	ZONE MEET RECORDS	34

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION I - RESPONSIBILITIES OF ZONE AGE GROUP CHAIRMAN

- The Zone Age Group Chairman (Z.A.G.C.) shall be elected by the Zone members in even years to serve a two-year term.
- Pre-meet
 - ❑ Act as Meet Coordinator for the Annual Southern Zone Age Group Championships and the Annual Southern Zone Age Group Open Water Championships.
 - ❑ Following the annual meeting, put together the general meet information for the upcoming year's host.
 - ❑ By January 1, forward drafts to Zone Directors, Zone Secretary and meet host for review.
 - ❑ Approve the final draft of the meet information for both meets, as completed by the meet host.
 - ❑ Ensure the meet host distributes meet information in accordance with Section IV.
 - ❑ To ensure a smoothly run, quality competitions for the athletes, the Z.A.G.C. shall act as liaison between LSC's, meet host and Zone Directors regarding any questions or problems that may arise prior to the meets.
- Meets
 - ❑ The Z.A.G.C. or Designee will attend the meets to ensure smoothly run, quality competitions for the athletes; the Z.A.G.C. shall run the General Meeting prior to the start of competition and Chair the Meet Committee.
- Post-meet
 - ❑ Work with meet host to ensure that post-meet obligations are met in a timely manner.
 - ❑ Chair the Zone Championship Evaluation Committee and report on that Committee's meeting to the annual meeting of the Zone.
 - ❑ Update the Southern Zone Meet Records and distribute them to the member LSC's at the Annual Southern Zone Meeting at the USA Swimming Convention.
- Zone Handbook
 - ❑ Will update the Zone Handbook as required and directed by the voting membership of the Southern Zone LSC's attending the Southern Zone Meetings at each year's USA Swimming Convention.
 - ❑ Ensure that the distribution of the Southern Zone Handbook will be as follows:
 - One (1) Copy to each of the member LSC's General Chairman.
 - One (1) Copy to each of the member LSC's Age Group Chairman.
 - Twenty (20) Copies to the Zone Meet Host for distribution to the Head Coach of each Team participating, the Host Meet Director, and the Zone Meet Head Referee.
 - One (1) copy to each of the Southern Zone Directors.
 - ❑ Ensure that a copy of the Meet Handbook is posted on the Southern Zone Website, if applicable.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION II - ZONE MEET EVALUATION COMMITTEE

➤ Membership

- The Z.A.G.C. shall serve as Chairman.
- At least six (6) additional members shall be appointed by the Z.A.G.C. If at all possible the committee should include:
 - the immediate past Zone Meet Director;
 - the immediate past Meet Referee;
 - no more than one (1) representative from each LSC;
 - representation from coaches, athletes and lay people.

➤ Purpose and Duties

- Shall meet at the annual convention to evaluate past meets and establish the meet format, order of events, fees and general procedures for the conduct of the meet..
- Any item included in this provision may be rejected by a two-thirds (2/3) vote of the SZC at the annual meeting. An amendment or substitute of a rejected item may be adopted by a majority vote of the SZC.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION III - ZONE MEET BIDS

- **Bid Procedures**
 - ❑ A written statement of LSC intention to bid must be submitted to the Z.A.G.C. thirty (30) days prior to the first session of the annual Zone meeting. (Convention) This written proposal shall include general information on the facilities (Appendix II). No additional bids will be accepted after this time.
 - ❑ Zone Meet bids must be made **2 years** in advance beginning with the 2003 USA Convention.
 - ❑ All bidders must agree to meet or exceed all of the criteria and requirements contained in this handbook as well as in the USA Zone Age Group Championship Contract.

- **Rotation**
 - ❑ Priority for rotation will be the East in the odd years and West in the Even years with the East and West LSC's divided as follows:
 - EAST - Florida, Florida Gold Coast, Georgia, Kentucky, North Carolina, South Carolina, Southeastern, West Virginia;
 - WEST - Border, Gulf, Louisiana, Mississippi, North Texas, South Texas, West Texas.

- **Facility Requirements**
 - ❑ The facility shall meet the preferred standards for National Championships as found in the current USA Swimming Rules and Regulations.
 - ❑ The preference shall be for facilities with the capability to run the meet in two courses or from "both ends" of the same course.
 - ❑ An on-site warm-up pool is required.

- **Awarding of Bids**
 - ❑ A majority vote of LSC Representatives attending the annual meeting is required for site selection.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION IV - ZONE MEET HOST RESPONSIBILITIES

➤ Pre-meet Obligations

- By MARCH 1, the meet host shall add specifics (i.e. key officials' names, pool specifications, warm-up procedure, admission fees (if any), hotels, restaurants, maps, special events, etc.) to the meet information draft provided by the Z.A.G.C. and return completed information letter to the Z.A.G.C.
- By March 1, the meet host shall distribute the completed meet information to the Z.A.G.C., Zone Directors, Zone Secretary and the LSC's in the following manner: one (1) copy each to the LSC General Chair, LSC Age Group Chair, Official's Chair and permanent office.
- By July 1, the meet host shall mail an invitation, registration to officiate form to the Official's Chair of each LSC, and a current address form for key positions in the LSC (see #2 above for positions) to the General Chairman of each LSC. Such forms should be returned to the meet host by the entry deadline.
- In addition, the host agrees to the following:
 - To sign and adhere to all requirements and agreements in the USA Swimming Zone Age Group Championship Meet contract and the USA Swimming Southern Zone Age Group Open Water Championships.
 - To provide a specific, detailed warm-up schedule and procedure in the meet information letter and ensure the enforcement of these procedures by the Meet Marshals.
 - To provide pool time for practice/warm-up one (1) day prior to the start of the meet. Additional time may be scheduled at the discretion of the Meet Director.
 - To provide a meeting room for the General Meeting which shall be held two (2) hours prior to the first event of the meet and 1 hour prior to the start of the first open water event.
 - Officials - The following minimum standards for the number of officials at the Zone Championships: 1 Referee; 1 Starter; 2 Place Judges; 2 Stroke Judges; 4 Turn Judges; Marshals as needed; Relay Take-Off Judges as necessary.
 - To provide heat sheets to all LSC coaches and meet officials.
 - To check membership credentials of all coaches and officials as required by USA Swimming.
 - To determine, in consultation with the Z.A.G.C., the make-up of the Meet Committee.
 - The Committee shall include the Z.A.G.C. or Designee (Chairman) Head Referee, two (3) coaches and two (2) athletes appointed by three (5) randomly selected LSC's.
 - This committee shall have jurisdiction over questions of entry, eligibility, technical protests with the exception of officials' judgment calls and weather issues. The Meet Committee Meeting may only be called by the Z.A.G.C. (or Designee) or the Head Referee.
 - To apply for national certification for meet officials.
 - To provide all awards, individual and team, for the meet.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

➤ **At the Meet**

- ❑ The host shall provide preliminary heat sheets; finals heat sheets and final results.
 - Each of the publications shall include the Southern Zone Meet Records (Appendix V), all National Qualifying Times and National Top 16 Reportable Times.
 - The prelim heat sheets shall be available no later than the start of the General Meeting. The finals heat sheets shall be available prior to the start of finals each day.
- ❑ A maximum of ten (10) deck passes will be issued to each LSC for those coaches, managers and/or chaperones listed on the meet entry form.
- ❑ The host shall be responsible for providing all timers and officials necessary to conduct the meet. Any visiting officials are encouraged to assist in officiating the meet.
- ❑ There shall be an OVC official or OVC applications at the meet, in order that OVC's may be issued in a timely manner.
- ❑ The host shall designate a "trading post" area where swimmers may exchange equipment.
- ❑ The host shall distribute a copy of the Meet Evaluation Form to the Head Coach of each LSC, the Head Referee, the Z.A.G.C. or Designee and the 2 athletes on the Meet Committee and collect them prior to the Conclusion of the meet.
- ❑ Meet production shall include: Finalist Ready Room; Athlete/Coach Credentials; Athlete Seating on deck; Finalist Introductions and Awards Ceremony.

➤ **Post-Meet**

- ❑ A hard copy of the final results must be postmarked within fifteen (15) days after the completion of the competition to Swimming World Magazine, the Zone Directors, Z.A.G.C., Zone Secretary, USA Swimming Open Water Swimming Coordinator, and the following from each participating LSC: General Chairman; Age Group Chairman, Head Coach and permanent office. Five (5) copies should be sent to the USA Swimming Domestic Technical Director. One copy of the results on disk will also be sent to the Head Coach of each LSC Team and the Z.A.G.C.
- ❑ Additional copies may be ordered at the meet for a fee.
- ❑ Final results must include each participant's age and LSC designation.
- ❑ One disk copy of the final results in SDI format shall be sent to each participating LSC's Top 16 Tabulator and the National Top 16 Coordinator and the Z.A.G.C, along with a hard copy.
- ❑ All financial reports (Appendix III) must be filed with the Zone Directors, Z.A.G.C. and USA Swimming Athlete Development Director no later than thirty (30) days following the last day of the competition.
- ❑ The Meet Director's report/meet evaluation and the Meet Evaluations filled out at the meet, shall be submitted to the Z.A.G.C. no later than thirty (30) days following the last day of the competition.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION V - VISITING LSC OBLIGATIONS

➤ Responsibilities

- ❑ The official contact within each LSC shall be the Age Group Chair unless the LSC informs the Meet Director and Z.A.G.C. otherwise.
- ❑ Each LSC shall determine its own team selection procedure within the following guidelines.*
 - Any swimmer who has ever achieved any current USA Swimming Senior National Championship time standard (long or short course) prior to the latest possible entry deadline for the current summer's USA Swimming Senior National Championships is ineligible to compete in the Southern Zone Age Group Championships.
 - Maximum of six (6) participants of each sex in each age group. (10/15-18)
 - Maximum total number on each LSC's team is Forty-eight (48) Master entry shall include each athlete's name, age, home club and complete USA Swimming number.
- ❑ Master entry shall include the name, address and phone number of the person in charge of entries for the LSC.
- ❑ Entries for the pool meet shall be on Hy-Tek disk, faxed or hand-delivered to the Meet Director by 6:00am C.D.T. on the day prior to the start of the Southern Zone Age Group Swimming Championships. The entries for the Open Water Competition shall be faxed in by the entry deadline listed in the Zone Open Water Meet Information Letter.
 - The person in charge of entries for the LSC shall phone the Meet Director after faxing the entries to ensure the entries have been received by the host.
- ❑ Original Entries and Entry Fees for both meets shall be hand delivered to the Meet Director prior to the conclusion of the General Meeting at the Southern Zone Age Group Swimming Championships.
- ❑ Each Head Coach is responsible for ensuring his/her team's compliance with the published warm-up guidelines and procedures for the host LSC and Facility.
- ❑ Each LSC shall at the earliest possible date forward to the Meet Director a list of officials who are interested in working at the meet.
- ❑ Each LSC shall designate at least one (1) and no more than three (3) team captains, at least one of whom shall attend the general meeting.
- ❑ Each LSC shall have a Team Staff with Coaches and Chaperones at a ratio of one (1) adult (Coach/Chaperone) to every five (5) swimmers attending the meet, with a mandatory requirement of up to a maximum of eight (8) adults. These Zone Team Staff Members **must** stay with the team throughout the duration of the trip.

The Southern Zone Age Group Open Water Championships will be open to all Year-round USA Swimming registered members of the Southern Zone.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SECTION VI - ZONE MEET RULES AND REGULATIONS

- **Dates**
 - ❑ The dates of the meets shall be determined by a majority vote of LSC representatives at the annual meeting.
- **Rules**
 - ❑ The meets shall be conducted according to the rules of USA Swimming.
- **Eligibility ***
 - ❑ All swimmers shall be USA Swimming year-round registered athletes.
 - ❑ Each LSC may select a maximum of forty-eight (48) athletes for its team. They may select a maximum of seven (7) females and seven (7) males in each of the following age groups: 11-12, 13-14 and ten (10) females and ten (10) males from the 15-18 age group.
 - ❑ Any swimmer who has ever achieved the current USA Swimming Senior National Championship Time Standard in any event (long or short course) prior to the latest possible entry deadline {the actual date shall be published in the meet information letter} for the current summer's USA Swimming Senior National Championships is ineligible for competition in the Southern Zone Age Group Championships.
 - ❑ The age of a swimmer on the first day of the respective meet shall determine the swimmer's age for that meet.
- **Events**
 - ❑ The order of events is published in Appendix I.
- **Open Water**
 - ❑ USA Swimming Open Water Guidelines are published in Appendix IV.
- **Entries**
 - ❑ Entries for each meet must be submitted on the standardized form furnished with the meet information. Hy-tek entry sheets are accepted when using a disk. No other forms of entry shall be accepted.
 - ❑ Each LSC shall identify, on their master entry form, the name and telephone of the person responsible for their entries.
 - ❑ Each LSC shall include as part of their entries, a copy of their LSC's Official Selection Procedure for this meet.
 - ❑ Entries shall include each swimmer's first and last name, age as of the first day of the meet, home club and their complete USA Swimming number.
 - ❑ Entries for the meet shall be Hy-tek e-mail,(hard copy must be faxed), faxed or hand-delivered to the Meet Director by 6:00am C.D.T. on the day prior to the start of the Southern Zone Age Group Swimming Championships. The entries for the Open Water Competition shall be faxed in by the entry deadline listed in the Zone Open Water Meet Information Letter. The person in charge of entries for the LSC shall phone the Meet Director after faxing the entries to ensure the host has received the entries. No other form of entry will be accepted. Original Entries for both meets shall be hand delivered to the Meet Director prior to the conclusion of the General Meeting at the Southern Zone Age Group Swimming Championships.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

- Entry limits
 - Each LSC is limited to
 - Three (3) individual entries for the 400 Free/400 IM/800 /1500 FREE
 - **Unlimited** entries for all other individual events,
 - one (1) relay team per relay event.
 - Each swimmer is limited to
 - six (6) individual events for the meet (entered),
 - three (3) individual events per day (entered).
- Entry fees for Southern Zone Age Group Swimming Championships:
 - Individual events - \$7.50/event.
 - Relay events - \$10.00/event.
 - Fees may be changed by a majority vote of the LSC representatives in attendance at the annual meeting.
- Entry fees for Southern Zone Age Group Open Water Championships:
 - \$15.00 per event.
- Seeding
 - Only long course times shall be used for seeding.
 - The 13-14 and 15-18 800/1500 Free shall be deck-seeded, timed final events. Positive check-in will be required. The heats in these events will be swum slowest to fastest, alternating women and men.
 - All other individual events will be seeded as Prelim/Final events.
 - All relays will be swum as timed finals during the Finals sessions.
 - Re-seeding shall only be done in the case of administrative error by the host.
 - Under no circumstance will any swimmer left off the LSC's original Entry Form be permitted to swim any event(s) in the meet.

The Southern Zone Age Group Open Water Championships will be open to all USA Swimming registered members of the Southern Zone.

➤ **Scratches**

- No penalty for scratches on the blocks in the preliminaries.
- For deck-seeded events, swimmers who are checked in and then fail to compete will be barred from their next individual event.
- For the Finals, those swimmers who qualify for the finals and fail to declare their intention to scratch to the Head Referee or Clerk of Course (which ever is applicable) within thirty (30) minutes of the announcement of the finalists for that event, and then fail to scratch within thirty (30) minutes of their last event of that session and then fail to compete in the event in the finals, will be barred from all subsequent competition in the meet. (Exception: The Head Referee may allow a swimmer to compete further if based on his judgment, the swimmer was ill or the reason for missing the final was beyond the control of the swimmer.).

➤ **Scoring**

- Each meet shall be scored separately. Each LSC shall be scored as a team for the Southern Zone Age Group Swimming Championship. Each Zone Team and Individual Team entering the Southern Zone Age Group Open Water Championship shall be scored separately.
- Each event shall be scored according to the amount of lanes in use at said facility. (Ex)
- Southern Zone Age Group Swimming Championship:
 - Each event shall be scored to eight places under the following system:
 - Individual events: 9-7-6-5-4-3-2-1
 - Relay events: 18-14-12-10-8-6-4-2

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

- Southern Zone Age Group Open Water Championship:
 - Each event shall be scored to sixteen places under the following system:
 - Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

➤ Awards

- Awards shall be presented no later than after each series of Finals.
- The following awards shall be presented at the Southern Zone Age Group Swimming Championships:
 - Individual events: 1st-8th place medals,(or lanes in use ie.10 lanes)
 - Relay events: 1st-3rd place medals,
 - Team Championship: Rotating Banner and 56 t-shirts.
 - The Charlene Craddock Sportsmanship Award: Banner and 56 caps swim caps.
 - Shall be awarded to the team who exhibits the highest level of sportsmanship throughout the meet. (*This is a Sportsmanship Award as opposed to a Spirit Award*).
 - Shall be voted on by the Meet Director, Head Referee, Chief Starter and LSC's (one (1) vote each) during the last session of the competition.
 - A minimum of nine (9) votes shall be required for selection.
 - Rotating banners for the following: female/male champions and age group champions. T-shirts awarded to team champions and female/male champions. Each swimmer shall receive a trophy for the age group champion category.
- The following awards shall be presented at the Southern Zone Age Group Open Water Championships:
 - Individual events: 1st-8th place medals.

➤ Warm-up

- The competition pool shall be available exclusively for meet warm-up at least two (2) hours prior to the start of the preliminary sessions.
- The competition pool shall be available exclusively for meet warm-up at least one and one-half (1 1/2) hours prior to the start of the final sessions.
- Warm-up procedures shall be set by the Host LSC and Facility and will comply with the current USA Swimming Rules and Regulations.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

APPENDIX - I

**SOUTHERN ZONE
AGE GROUP SWIMMING CHAMPIONSHIP
AND
SOUTHERN ZONE
OPEN WATER SWIMMING CHAMPIONSHIP**

**MEET INFORMATION LETTERS
(SAMPLES)**

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

2004 USA SWIMMING SOUTHERN ZONE AGE GROUP SWIMMING CHAMPIONSHIPS AUGUST 3 - AUGUST 7, 2004 (SAMPLE)

SPONSORED BY: USA SWIMMING
SANCTIONED BY: HOST LSC SANCTION #
HOST: HOST TEAM
MEET DIRECTOR: _____

HEAD REFEREE:

HEAD STARTER:

HEAD STROKE & TURN: _____

HEAD MARSHALL: _____

FACILITY: HOST FACILITY

POOL SPECS:

TIMING SYSTEM:

MEET SCHEDULE:	TUESDAY, Aug 3	WARM-UP	3:00PM
		TIMED FINALS	6:00PM
WED.-SAT Aug 4-7		WARM-UP	7:00AM
		TRIALS	9:00AM
		WARM-UP	4:00PM
		FINALS	6:00PM

PLEASE SEE ATTACHED WARM-UP SCHEDULE FOR LANE ASSIGNMENTS

RULES: CURRENT USA SWIMMING RULES WILL GOVERN THE MEET

ELIGIBILITY: CURRENTLY REGISTERED, USA SWIMMING YEAR-ROUND ATHLETES SELECTED BY THEIR LSC. **ANY SWIMMER WHO HAS EVER ACHIEVED THE CURRENT SUMMER SENIOR National CHAMPIONSHIP TIME STANDARD IN ANY EVENT (LONG OR SHORT COURSE) PRIOR TO THE LATEST POSSIBLE ENTRY DEADLINE (actual date here) FOR THE 2004 LONG COURSE USA SWIMMING SENIOR National CHAMPIONSHIPS IS INELIGIBLE TO COMPETE IN THE 2004 SOUTHERN ZONE AGE GROUP CHAMPIONSHIPS.**

ENTRY LIMIT: **EACH LSC IS LIMITED TO:**
*48 SWIMMERS - 7 Females & 7 Males in each age group for 11-12 and 13-14 and 10 females and 10 males for the 15-18 age group.
*ONE RELAY TEAM PER EVENT;
*THREE INDIVIDUAL ENTRIES PER EVENT FOR THE 400 FREE, 400 IM & 800/1500 FREE;
***Unlimited** INDIVIDUAL ENTRIES PER EVENT FOR ALL OTHER INDIVIDUAL EVENTS.

EACH SWIMMER IS LIMITED TO:
*SIX INDIVIDUAL EVENTS (ENTERED) FOR THE MEET

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

*THREE INDIVIDUAL EVENTS (ENTERED) PER DAY

AGE: THE AGE OF THE SWIMMER ON THE FIRST DAY OF THE MEET WILL BE THEIR AGE FOR THE ENTIRE MEET.

SEEDING: ONLY LONG COURSE (50 METER) TIMES WILL BE ACCEPTED FOR THE PURPOSE OF SEEDING. TUESDAY AFTERNOON'S EVENTS WILL BE DECK-SEEDED TIMED FINALS; POSITIVE CHECK-IN AT THE GENERAL MEETING WILL BE REQUIRED. ALL AGES SWUM TOGETHER AND SCORED SEPARATELY. THE HEATS IN EACH EVENT WILL BE SWUM SLOWEST TO FASTEST, ALTERNATING WOMEN AND MEN. (IN FACILITIES WITH TWO COMPETITION COURSES, TUESDAY'S TIMED FINAL EVENTS AND ALL PRELIMINARY EVENTS WILL BE SWUM IN TWO COURSES WITH THE WOMEN IN ONE COURSE AND MEN IN THE OTHER COURSE).

SCRATCHES:

1. NO PENALTY FOR SCRATCHES ON THE BLOCKS IN THE PRELIMINARIES.
2. FOR DECK SEEDED EVENTS, SWIMMERS WHO ARE CHECKED IN, AND THEN FAIL TO COMPETE WILL BE BARRED FROM THEIR NEXT INDIVIDUAL EVENT.
3. FOR THE FINALS, THOSE SWIMMERS WHO QUALIFY FOR THE FINALS AND THEN FAIL TO DECLARE THEIR INTENTION TO SCRATCH, TO THE HEAD REFEREE, OR CLERK OF COURSE (WHICH EVER IS APPLICABLE) WITHIN THIRTY (30) MINUTES OF THE ANNOUNCEMENT OF THE FINALISTS FOR THAT EVENT, AND THEN FAIL TO SCRATCH WITHIN THIRTY (30) MINUTES OF THEIR LAST EVENT OF THAT SESSION AND THEN FAIL TO COMPETE IN THE EVENT IN THE FINALS, WILL BE BARRED FROM ALL SUBSEQUENT COMPETITION IN THE MEET (EXCEPTION: THE HEAD REFEREE MAY ALLOW A SWIMMER TO COMPETE FURTHER IF BASED ON HIS JUDGMENT, THE SWIMMER WAS ILL OR THE REASON FOR MISSING THE FINAL WAS BEYOND THE CONTROL OF THE SWIMMER.).

RELAYS: ALL RELAYS WILL BE SWUM IN THE EVENING SESSION AS TIMED FINALS. RELAY CARDS WILL BE FILLED OUT AT THE MEET AND TURNED IN AS SPECIFIED BY THE REFEREE.

ENTRY FORM: ELECTRONIC ENTRIES ARE REQUIRED. A TEAM MANAGEMENT "MEET EVENTS" FILE WILL BE POSTED FOR DOWNLOAD ON THE SOUTHERN ZONE WEB SITE BY JUNE 30, _____. PLEASE BE SURE TO INCLUDE EACH SWIMMER'S USA SWIMMING NUMBER AND HOME USA SWIMMING CLUB CODE. CONFIRMATION WILL BE SENT CONFIRMING RECEIPT OF THE ENTRIES. CORRUPT, UNREADABLE, OR INCORRECTLY FORMATTED FILES MUST BE RETRANSMITTED WITHIN 24 HOURS OF THE ENTRY DEADLINE. ERRORS IN ENTRIES SUBMITTED ELECTRONICALLY ARE THE RESPONSIBILITY OF THE APPLICANT. **A COPY OF THE LSC'S OFFICIAL SELECTION PROCEDURE FOR THIS MEET MUST HAND DELIVERED TO THE MEET DIRECTOR PRIOR TO THE FIRST DAY'S EVENTS.**

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

ENTRY FEES: \$7.50 PER INDIVIDUAL EVENT. \$10.00 PER RELAY.

PLEASE MAKE CHECKS PAYABLE TO:

ALL ENTRY FEES ARE TO BE HAND DELIVERED AND PAID IN FULL TO THE MEET DIRECTOR PRIOR TO THE CONCLUSION OF THE GENERAL MEETING ON THE FIRST DAY OF THE COMPETITION.

ENTRY DEADLINE: ALL ENTRIES MUST BE E-MAILED (SDIF or COMMLINK ONLY – NO FREE TEXT) BY 12:00 NOON E.D.T. ON MONDAY, _____. NO OTHER FORM OF ENTRY WILL BE ACCEPTED. IT IS THE RESPONSIBILITY OF EACH LSC TO CONTACT THE VOICE CONFIRMAION NUMBER AFTER E-MAILING THEIR ENTRIES TO ENSURE THAT THE ENTRIES HAVE BEEN PROPERLY RECEIVED.

E-MAIL ENTRIES TO: _____

VOICE CONFIRM: _____

CODE OF CONDUCT: ALL ATHLETES AND COACHES ARE REQUIRED TO SIGN THE ENCLOSED CODE OF CONDUCT IN ORDER TO PARTICIPATE IN THE MEET. FORMS MUST BE TURNED INTO THE MEET DIRECTOR AT REGISTRATION OR THE GENERAL MEETING.

AWARDS: INDIVIDUAL EVENTS: 1ST-8TH PLACE MEDALS (or lanes used)
RELAYS: 1ST-3RD PLACE MEDALS
TEAM CHAMPIONSHIP BANNER & 56 T-SHIRTS TO 1ST PLACE TEAM (See awards appendix)
ALL AWARDS WILL BE GIVEN THE DAY OF THE EVENT

SCORING: 8-LANE POOLS: 10-LANE POOLS:
INDIVIDUAL EVENTS: 9-7-6-5-4-3-2-1 11-9-8-7-6-5-4-3-2-1
RELAY EVENTS: double individual scoring

CHARLENE CRADDOCK SPORTSMANSHIP AWARD: A BANNER & 48 SWIM CAPS WILL BE AWARDED TO THE TEAM WHO EXHIBITS THE HIGHEST LEVEL OF SPORTSMANSHIP THROUGHOUT THE MEET. THE WINNER WILL BE DECIDED BY A VOTE DURING THE LAST SESSION OF THE COMPETITION. EACH LSC, THE MEET DIRECTOR, HEAD REFEREE AND CHIEF STARTER WILL BE ENTITLED TO ONE VOTE. A MINIMUM OF NINE (9) VOTES WILL BE REQUIRED FOR SELECTION.

MEDICAL RELEASES: THE SOUTHERN ZONE AND MEET HOST RECOMMEND THAT THE COACH CARRY EMERGENCY MEDICAL RELEASES FOR THEIR ATHLETES.

CAPTAINS: EACH LSC IS REQUIRED TO DESIGNATE AT LEAST ONE AND NO MORE THAN THREE ATHLETES AS CAPTAINS. ONE CAPTAIN MUST ATTEND THE PRE-MEET GENERAL MEETING.

GENERAL MEETING: THERE WILL BE A MANDATORY MEETING FOR ALL HEAD COACHES AND AT LEAST ONE CAPTAIN FROM EACH LSC ON TUESDAY, _____, APPROX 1 HOUR PRIOR TO START OF WARM-UP FOR MEET.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

MEET COMMITTEE: THE MEET DIRECTOR AND SOUTHERN ZONE AGE GROUP CHAIRMAN WILL APPOINT A MEET COMMITTEE. IT WILL CONSIST OF THE HEAD REFEREE, ZONE AGE GROUP CHAIRMAN OR HIS DESIGNEE, 3 COACHES AND 2 ATHLETES FROM 5 DIFFERENT, RANDOMLY SELECTED LSC'S. THIS COMMITTEE WILL HAVE JURISDICTION OVER TECHNICAL PROTESTS WITH THE EXCEPTION OF OFFICIALS' JUDGMENT CALLS. THE COMMITTEE WILL FOLLOW THE USA SWIMMING *RULES AND REGULATIONS*, THE *SOUTHERN ZONE AGE GROUP SWIMMING CHAMPIONSHIPS MEET HANDBOOK* AND THE MEET INFORMATION LETTER AT ALL TIMES.

LIABILITY: THIS MEET IS HELD UNDER THE SANCTION OF USA SWIMMING, INC., AND MEET HOST. THE SANCTION NUMBER IS #_____. NO ENTRY WILL BE ACCEPTED UNLESS THE ENTRANT IS REGISTERED WITH USA SWIMMING, INC., AND THE LSC THEY REPRESENT. THE COMPLETE USA SWIMMING REGISTRATION NUMBER FOR EACH INDIVIDUAL MUST BE PLACED ON THE TEAM ENTRY FORM. IN GRANTING THIS SANCTION, IT IS UNDERSTOOD AND AGREED THAT USA SWIMMING, INC., AND ALL MEET OFFICIALS SHALL BE FREE FROM ANY LIABILITIES OR CLAIMS FOR DAMAGE ARISING BY REASON OF INJURIES TO ANYONE DURING THE CONDUCT OF THE EVENT. DAMAGE TO THE FACILITY, WHEN PROVEN, WILL CAUSE THE OFFENDING SWIMMER'S LSC TO BE HELD ACCOUNT- ABLE FOR REPAIRS.

VISITING OFFICIALS: THE MEET IS APPROVED AS A NATIONAL CERTIFICATION MEET FOR OFFICIALS. IT IS REQUESTED THAT ANY LSC WITH QUALIFIED OFFICIALS, WHO ARE INTERESTED IN WORKING AT THE MEET, PLEASE CONTACT THE MEET DIRECTOR. UNIFORM FOR ALL SESSIONS WILL BE WHITE SHIRT OVER BLUE SHORTS/PANTS/SKIRT AS APPROPRIATE.

SPECTATOR ADMISSION: PRELIMS - FINALS -

HEAT SHEETS: PRELIMS - FINALS -

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

Two Pools:

7:00-8:45 AM

Lane	Pool #1	Pool #2
1.	Florida	Florida Gold Coast
2.	North Carolina	South Carolina
3.	Georgia	Southeastern
4.	South Texas	Gulf Swimming
5.	Team North Texas	Mississippi
6.	West Virginia	West Texas
7.	Louisiana	Border
8.	Kentucky	Open
9.	Sprint Lane	Sprint Lane
10.	Pace Lane	Pace Lane

Lane Assignments for Warm-ups - FINALS:

ALL DAYS	4:00-5:00 PM:	ALL LANES GENERAL WARM-UP; CIRCLE SWIM ONLY
	5:00-5:45 PM:	LANES _____ PACE 50'S & 100'S FROM PUSH ONLY
		LANES _____ ONE WAY RACING START SPRINTS ONLY
		LANES _____ GENERAL WARM-UP; CIRCLE SWIM ONLY

IT IS THE RESPONSIBILITY OF EACH LSC TO ENSURE THAT ITS ATHLETES COMPLY WITH THE ABOVE GUIDELINES. FAILURE TO DO SO MAY RESULT IN THE DISQUALIFICATION OF THE OFFENDER(S).

IMPORTANT CONTACT INFORMATION:

_____ - MEET DIRECTOR _____ _____ (HOME) _____ (OFFICE) _____ (E-MAIL)	DUFFY DILLON - ZONE DIRECTOR (COACH) 503 Seabreeze Boulevard FORT LAUDERDALE, FLORIDA 33316 954-593-8552 (HOME) 954-394-8573 (OFFICE) 954-788-7315 (FAX) DDILLON@FLACAMPS.COM (E-MAIL)
SHANNON GILLESPIE - ZONE AGE GROUP CHAIRMAN 2701 N. Grapevine Mills Blvd. #1618 Grapevine, Texas 76051 972-906-0205 (HOME) 972-539-1591 (OFFICE) GILLESPIE@LISD.NET (E-MAIL)	DAN MCALLEN - ZONE DIRECTOR (NON-COACH) 9607 Shadydale Lane DALLAS, TX 75238-4230 214-341-7390 (HOME) 214-316-9215 (OFFICE) 972-385-9486 (FAX) D.MCALLENIII@ATT.NET (E-MAIL)

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

ORDER OF EVENTS (Odd # events - Women / Even # events - Men):

Day One Start 2PM

Event #	Age Group	Event	Event #
1	13-18	800	
	13-18	1500	2
Events 1 and 2 will be swum together ages 13-18. They will be scored and awarded separately for 13-14 and 15-18.			

Day Two Start P. 9AM/F. 6PM

Event #	Age Group	Event	Event #
3	11-12	200 Free	4
5	13-14	200 Free	6
7	15-18	200 Free	8
9	11-12	50 Breast	10
11	13-14	200 Breast	12
13	15-18	200 Breast	14
15	11-12	100 Fly	16
17	13-14	100 Fly	18
19	15-18	100 Fly	20

Day Three Start P. 9am/F. 6pm

Event #	Age Group	Event	Event #
21	15-18	200 Back	22
23	13-14	200 Back	24
25	11-12	50 Back	26
27	15-18	100 Free	28
29	13-14	100 Free	30
31	11-12	400 Free	32
33	15-18	400 I.M.	34
35	13-14	400 I.M.	36

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

Day Four Start P. Start 9am/F. 6pm

Event #	Age Group	Event	Event #
37	11-12	100 Back	38
39	13-14	100 Back	40
41	15-18	100 Back	42
43	11-12	100 Breast	44
45	13-14	100 Breast	46
47	15-18	100 Breast	48
49	11-12	100 Free	50
51	13-14	400 Free	52
53	15-18	400 Free	54
55	11-12	Med. Relay	56
57	13-14	Med. Relay	58
59	15-18	Med. Relay	60

Day Five P. Start 9am/F. 6pm

Event #	Age Group	Event	Event #
61	11-12	50 Fly	62
63	13-14	200 Fly	64
65	15-18	200 Fly	66
67	11-12	50 Free	68
69	13-14	50 Free	70
71	15-18	50 Free	72
73	11-12	200 I.M.	74
75	13-14	200 I.M.	76
77	15-18	200 I.M.	78
79	11-12	Free Relay	80
81	13-14	Free Relay	82
83	15-18	Free Relay	84

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

2004 USA SWIMMING SOUTHERN ZONE AGE GROUP OPEN WATER CHAMPIONSHIPS AUGUST 8, 2004 - (SAMPLE)

SPONSORED BY: UNITED STATES SWIMMING

SANCTIONED BY: **HOST LSC and #**
HOST: HOST TEAM or LSC.

LOCATION:

SCHEDULE OF EVENTS:	8:00AM	REGISTRATION/CHECK-IN
	8:30AM	MEETING FOR ALL PARTICIPANTS
	9:00AM	WARM UP
	9:45AM	2 MILES START FOR 15-18 SWIMMERS
	9:47AM	1.5 MILES START FOR 13-14 SWIMMERS
	9:49AM	1 MILE START FOR 11-12 SWIMMERS

IF A LARGE NUMBER OF SWIMMERS ENTER THE MEET, THE SCHEDULE MAY BE ADJUSTED SO THAT EACH AGE GROUP SWIMS SEPARATELY ON THE COURSE. ALL EVENTS SHOULD BE FINISHED BY 1:00PM.

COURSE: SWIMMERS WILL START IN THE WATER, AND WILL COMPLETE _____ OR MORE CIRCUITS OF A _____ WELL MARKED _____ MILE COURSE. THE COURSE DEPTH WILL BE APPROXIMATELY _____. THE WATER TEMPERATURE IS EXPECTED TO BE APPROXIMATELY _____.

SAFETY: DIFFERENT COLORED CAPS WILL BE ISSUED TO SWIMMERS IN EACH AGE GROUP SO THAT MEET DIRECTORS CAN MONITOR THE SWIMMERS' PROGRESS THROUGH THE COURSE. MEET/SAFETY PERSONNEL WILL PATROL THE COURSE. QUALIFIED FIRST AID PROVIDERS WILL BE ON SITE. IN THE CASE OF INCLEMENT WEATHER, THE MEET COMMITTEE MAY MODIFY STARTING TIMES OR CANCEL EVENTS.

ELIGIBILITY: OPEN TO ALL USA-S/SOUTHERN ZONE REGISTERED ATHLETES IN THE FOLLOWING AGE GROUPS, 11-12, 13-14 OR SENIOR, AS OF _____.

QUALIFYING STANDARDS: NONE.

ENTRIES: ENTRIES MUST BE SUBMITTED USING THE ENCLOSED FORMS. THEY MUST BE RECEIVED BY ALL ENTRY FEES SHALL BE HAND-DELIVERED TO THE MEET DIRECTOR PRIOR TO THE CONCLUSION OF THE GENERAL MEETING AT THE SOUTHERN ZONE AGE GROUP SWIMMING CHAMPIONSHIPS.

ENTRY LIMIT: THE MEET MANAGEMENT RESERVES THE RIGHT TO LIMIT THE NUMBER OF PARTICIPANTS IN EACH AGE GROUP TO THE FASTEST 50 SWIMMERS ENTERED.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

- ENTRY FEE:** \$15.00 PER EVENT. MAKE CHECKS PAYABLE TO:
_____.
- SEEDING:** THE FOLLOWING LONG COURSE METER EVENTS BE USED FOR ENTRY PURPOSES:

<u>11-12</u>	<u>13-14</u>	<u>SENIOR</u>
3k	5K	5K
- HEAT SHEETS:** PSYCH SHEETS WILL BE POSTED NEAR THE START/FINISH LINE.
- WARM UP:** WARM UP PROCEDURES WILL BE DISCUSSED DURING THE PRE MEET MEETING.
- AWARDS:** INDIVIDUAL 1ST-8TH PLACE MEDALS IN EACH AGE GROUP BY SEX WILL BE AWARDED.
- SCORING:** EACH ZONE TEAM AND INDIVIDUAL TEAM ENTERING THE SOUTHERN ZONE AGE GROUP OPEN WATER CHAMPIONSHIP SHALL BE SCORED SEPARATELY. SIXTEEN PLACES WILL BE SCORED AS FOLLOWS:
 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
- RESULTS:** RESULTS OF THE OPEN WATER EVENTS WILL BE INCLUDED WITH THE EVENTS OF THE "POOL" EVENTS, BUT THEY WILL BE SCORED SEPARATELY.
- MEET DIRECTOR:** _____
- MEET REFEREE:** _____
- STARTER:** _____
- MARSHALL:** _____

IMPORTANT CONTACT INFORMATION:

_____ - MEET DIRECTOR _____ _____ (HOME) _____ (OFFICE) _____ (E-MAIL)	DUFFY DILLON - ZONE DIRECTOR (COACH) 503 Seabreeze Boulevard FORT LAUDERDALE, FLORIDA 33316 954-593-8552 (HOME) 954-394-8573 (OFFICE) 954-788-7315 (FAX) DDILLION@FLACAMPS.COM (E-MAIL)
SHANNON GILLESPIE - ZONE AGE GROUP CHAIRMAN 2701 N. Grapevine Mills Blvd. #1618 Grapevine, Texas 76051 972-906-0205 (HOME) 972-539-1591 (OFFICE) GILLESPIE@LISD.NET (E-MAIL)	DAN MCALLEN - ZONE DIRECTOR (NON-COACH) 9607 Shadydale Lane DALLAS, TX 75238-4230 214-341-7390 (HOME) 214-316-9215 (OFFICE) 972-385-9486 (FAX) D.MCALLENIII@ATT.NET (E-MAIL)

ORDER OF EVENTS:

1-2	SENIOR	TWO MILES*
3-4	13-14	ONE AND ONE HALF MILES*
5-6	11-12	ONE MILE*

*SEXES WILL SWIM TOGETHER BY AGE GROUP BUT SCORED SEPARATELY.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

APPENDIX - II

**SOUTHERN ZONE
AGE GROUP SWIMMING CHAMPIONSHIP
AND
SOUTHERN ZONE
AGE GROUP OPEN WATER CHAMPIONSHIP
MEET BID APPLICATION**

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

APPLICATION FOR SOUTHERN ZONE AGE GROUP SWIMMING AND OPEN WATER CHAMPIONSHIPS

The _____ Local Swimming Committee wishes to bid for the 20____ Southern Zone Age Group Swimming and Open Water Championships.

Chairman, Local Swimming Committee
USA Swimming, Inc.

The organization that will be assigned the Championship is the:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____

The organization President is:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ (____) _____
Home Work

FACILITY INFORMATION

Please read the Southern Zone Championship Meet Handbook and Article 103 - Facility Standards, *USA Swimming Rules and Regulations*. Please be certain you understand the requirements for hosting the meets.

If the organization is awarded these Championships, we propose to conduct the meet at the following facilities.

SWIMMING CHAMPIONSHIPS:

1. Name of Facility: _____

2. Name of Pool (if different): _____

3. Organization Administering Facility: _____

4. Facility Administrator: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

5. Pool Street Address: _____

City: _____ State: _____ Zip: _____

6. The pool is _____ years old. It opened for the first time on _____ (date).

7. The pool is: ___indoor ___outdoor ___indoor / outdoor

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

8. What is the depth of the pool? Start end:_____ Center:_____ Turn end:_____.
Are all lanes the same depth? _____. If not, explain:_____

Please sketch a profile of the pool bottom with the depths marked:

9. There are ____ lanes for racing. Each lane is ____ wide.
10. Does the pool have a water heater? _____
A water cooling system? _____
11. Can you guarantee that the water will be the correct temperature range for competition? ____
with no current _____.
12. What is the candlepower lighting three feet above the water with existing lights? _____
Candlepower at finishing and turning end? _____
13. Brand name of lane dividers _____
14. What type of gutter system is installed? _____
15. Warm-Up Pool(s): (min of 6 lanes)
Length _____ Width _____ Depth at Shallow end: _____
Number of lanes _____ Width of lanes _____
Starting Platforms _____ Indoor/Outdoor pool _____
Distance from competitive pool _____
Will lane dividers be provided? _____ What type? _____
16. Starting platform information:
A. Size of platform surface Length _____ Width _____
B. If slanted, the degree of slant _____
C. Height above water surface _____
D. Are all surfaces non-skid _____
17. Timing system trade name and model of automatic timing system: _____

A. Is it installed or rented? _____
B. Name of touch pads _____
C. Name of back up system _____
D. Where is it located? _____
E. Is a readout scoreboard installed? _____
If not will you rent one? _____
How many lines? _____
18. Do you have, or will you have a sound starting device under each lane? _____
19. Computerization:
What computer system and meet management program will be used for the meet? _____

20. Scoreboard:
Will you have a team scoreboard for 1 - 15 places? _____
What type? _____
21. What are the deck measurements? Left side _____ Right side _____
Turning end _____ Behind start _____
22. Total seating capacity in pool area _____ (min of 1200 seating) (min deck space 550-700)
Right side of pool _____
Left side of pool _____ Starting end _____ Turning end _____
Comments: _____

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

23. Resting Area:
Is it convenient? _____ Is it shaded? _____ How large? _____ Indoor/Outdoor? _____
How far from the rest area to the pool? _____
24. Locker Facilities: (20 swimmer+ equipment min)
Women: # lockers _____ Men: # lockers _____
showers _____ # showers _____
toilets _____ # toilets _____
25. P.A. System:
In pool area? _____ In locker rooms? _____ In rest area? _____
Are acoustics acceptable if indoors? _____
Are speakers adequate if outdoors? _____
26. Will the facilities be available to the swimmers only on a full-time basis beginning one day before the meet? _____
27. Is a Certification of Pool Length Application on file at the United States Swimming National Headquarters? _____
28. Do you have any policies that would restrict USA sponsorship obligations? _____
-
29. Per USA Swimming Rules and Regulations NO NOISE MAKERS WILL BE ALOUD AT MEET.
30. Will meet marshals be available throughout the meet? _____

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

OPEN WATER CHAMPIONSHIPS:

1. Name of Facility: _____
2. Name of Body of Water (if different): _____
3. Organization Administering Facility: _____
4. Facility Administrator: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____
5. Facility Street Address: _____
City: _____ State: _____ Zip: _____
6. The facility is _____ years old. It opened for the first time on _____ (date).
7. What is the depth of the water? Start : _____ Ave. course depth: _____.
Please sketch a profile of the body of water with the course and depths marked:

8. What will the water temperature (estimate)? _____
9. Timing system trade name and model: _____
 - A. Name of back up system _____
 - B. Where is it located? _____
 - C. Is a readout scoreboard installed? _____
If not will you rent one? _____
10. Do you have, or will you have a sound starting device at both ends of start? _____
11. Computerization:
What computer system and meet management program will be used for the meet? _____

12. Scoreboard:
Will you have a team scoreboard for 1 - 15 places? _____
What type? _____
13. Resting Area:
Is it convenient? _____ Is it shaded? _____ How large? _____ Indoor/Outdoor? _____
How far from the rest area to the water? _____
14. Locker Facilities:
Women: # lockers _____ Men: # lockers _____
showers _____ # showers _____
toilets _____ # toilets _____
15. P.A. System:
In start area? _____ In locker rooms? _____ In rest area? _____
Are speakers adequate for outdoors? _____
16. Do you have any policies that would restrict USA sponsorship obligations? _____

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

OTHER INFORMATION:

1. Hotel Headquarters:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____
Manager's Name: _____
Number of rooms: _____ Distance from hotel to pool: _____
Room rates: Single _____ Double: _____ Quad: _____

Describe facilities, including the restaurants and hours of operation: _____

2. Other Hotels:

Please attach a list of other hotels with the following information:
Name: _____ Number of rooms: _____
Room rates: Single _____ Double _____ Quad _____ Driving time to pool: _____
Address: _____
Contact Name: _____ Phone: (____) _____

3. Please indicate the number of restaurants in each category:

Fast food: 1-5 miles _____ 6-10 miles _____ 11-20 miles _____
Inexpensive: 1-5 miles _____ 6-10 miles _____ 11-20 miles _____
Moderate: 1-5 miles _____ 6-10 miles _____ 11-20 miles _____

4. Transportation To And From The City:

Airlines serving the city: _____

Distance from airport to the pool: _____
Will there be free transportation from the hotels to the pool ? _____ Schedule? _____
How many rental vans are available at the airport? _____
Car rental companies serving the city: _____

Is there a traffic problem getting to the pool from housing? _____ If so, explain: _____

Please submit a written description of any other provisions you will make for the athletes, coaches and officials that will enhance your bid. (Use extra paper if necessary). Also include at least five (5) current airfare rates from major appropriate airports.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

APPENDIX - III

**SOUTHERN ZONE
AGE GROUP SWIMMING CHAMPIONSHIP
AND
SOUTHERN ZONE
AGE GROUP OPEN WATER CHAMPIONSHIP**

**RECAP & FINANCIAL REPORT
MEET EVALUATION FORM
ADDRESS ROSTER
CODE OF CONDUCT**

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

USA SWIMMING EVENT FINANCIAL REPORT

EVENT: _____
 SITE: _____
 DATE: _____

EXPENSES

Rental Facilities _____
 Championship Coordination
 Meeting (in Colorado) _____
 Rental Equipment _____
 Temporary Help _____
 Printing (copies, tickets,
 programs, heat sheets) _____
 Computer Expenses _____
 Medals and Awards _____
 Promotion and Publicity _____
 Hospitality _____
 Press Room Set-up _____
 Telephone _____
 Postage _____
 Office Supplies _____
 Black and White Photos _____
 Officials' shirts, stipend gifts _____
 Officials Room Expenses _____
 Surcharge Fee Paid To LSC _____
 Sanction Fee Paid To LSC _____
 *Other _____

TOTAL EXPENSES \$ _____

TOTAL REVENUE \$ _____

TOTAL EXPENSES \$ _____

NET PROFIT (LOSS) \$ _____

TIME TRIALS \$ _____

REVENUES

Ticket Sales _____
 Entry Fees _____
 Event Sponsorship Sales _____
 Program Advertising Sales _____
 Program Sales _____
 Final Results Sales _____
 Heat Sheet Sales _____
 Concessions - Net Sales
 Souvenirs _____
 Snack Bar _____
 USA Swimming Gift Services _____
 USA Swimming Sponsorship
 Funds (contingent upon
 contract fulfillment) _____
 Contributions _____
 *Other _____

TOTAL REVENUE \$ _____

*Please detail Other Revenue and Other Expenses on separate sheet(s) and attach.

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

Southern Zone Age Group Championship Meet Evaluation Form

Meet: _____ Date: _____ Location: _____

This form will be used to assist future hosts, officials and the Zone in general, to improve competition for our athletes. Please complete and deposit in Meet evaluation box or mail directly to the Southern Zone Age Group Chairman: Shannon Gillespy, 124 Raven Lane, Coppell, Texas 75019

(PLEASE CIRCLE A NUMBER FOR SECTIONS 1 THRU 5, #1 BEING LOW / #4 BEING HIGH)

1. PRE-PLANNING				
Pre-meet information	1	2	3	4
Packets	1	2	3	4
Hotels & Restaurants	1	2	3	4
Maps	1	2	3	4
Transportation (cost/convenience)				
a. Airlines	1	2	3	4
b. Car Rental	1	2	3	4
Planning for Climatic Changes	1	2	3	4
2. FACILITIES/GENERAL				
Parking	1	2	3	4
Registration	1	2	3	4
Restrooms/Dressing rooms	1	2	3	4
Swimmers' Rest Areas	1	2	3	4
Public Address System	1	2	3	4
Spectator seating	1	2	3	4
Warm up/down facilities	1	2	3	4
3. FACILITIES/COMPETITION POOL				
Pace Clocks	1	2	3	4
Scoreboard/timing equip/computer	1	2	3	4
Lighting	1	2	3	4
Ventilation	1	2	3	4
Water Conditions	1	2	3	4
Starting System	1	2	3	4
Pool set-up (deck space, media...)	1	2	3	4
4. OFFICIALS				
Meet	1	2	3	4
Administrative Referee	1	2	3	4
Deck Referee(s)	1	2	3	4
Starter(s)	1	2	3	4
Announcer(s)	1	2	3	4
Chief Judge(s)	1	2	3	4
Stk & Turn	1	2	3	4
Relay take-off	1	2	3	4
Clerk of Course	1	2	3	4
Meet Director	1	2	3	4
5. GENERAL APPRAISAL				
Meet Administration	1	2	3	4
Hospitality	1	2	3	4
Awards/Ceremonies	1	2	3	4
Safety Procedures	1	2	3	4
Overall success of meet	1	2	3	4

Use page 2 for general comments of if you gave any category a rating of 2 or lower.

Signed: _____ (optional)

{ } Swimmer { } Coach { } Official - Position _____ { } Other - Title _____

LSC: _____

(Southern Zone Meet Evaluation Page 1 of 2)

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

6. LIST THINGS THAT WERE PARTICULARLY GOOD:

7. LIST THINGS THAT NEED TO BE IMPROVED TO MAKE THE NEXT MEET BETTER:

8. LIST GENERAL COMMENTS YOU WOULD LIKE TO MAKE ABOUT THIS MEET:

9. IF YOU GAVE ANY CATEGORY A RATING OF 2 OR LOWER, PLEASE EXPLAIN:

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

Southern Zone Age Group Championship LSC Mailing Roster

LSC: _____

LSC General Chairman

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

LSC Age group Chairman

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

LSC Head Coach

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

LSC Permanent Office (If Applicable)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

LSC Top 16 Tabulator

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

USA SWIMMING SOUTHERN ZONE AGE GROUP SWIMMING CHAMPIONSHIPS CODE OF CONDUCT

The following code is in effect throughout the 2001USA Swimming Southern Zone Age Group Swimming Championships. Anyone who, in the opinion of the LSC Zone Meet Coaching Staff, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including barring from future LSC trips or competition may be imposed.

- 1) The LSC may travel as a team to these meets/training sessions and everyone is expected to behave in an exemplary manner. The reputation of the LSC, as well as the other athletes with you, is dependent on your behavior.
- 2) The LSC Coaching Staff holds the final word on any rules, regulations or disciplinary actions.
- 3) The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any member found or suspected to be in the **presence of others** (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the LSC Zone Team. Any swimmer suspected of such activity will appear before a review committee composed of the LSC Coaching Staff, and LSC Zone Team Captains .
- 4) At no times will male and female athletes be in the same hotel room together. This applies to your LSC Zone Team members or members of any other LSC Zone Team.
- 5) No team meetings or practices may be missed. Be punctual to all meetings and warm-up times.
- 6) No team member may be out of their room after the assigned curfew time and no one may leave their room alone. Permission must be obtained from the LSC Coaching Staff to leave the room.
- 7) Any damages or thievery incurred at a hotel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, such behavior should be kept to a minimum in your rooms. Make all phone calls (except within the hotel) from a pay phone.
- 8) Any individual damages or thievery incurred on the trip will be at the expense of the swimmer, and further disciplinary action will be taken. Such behavior will not be tolerated.
- 9) All team members will be polite in restaurants. Leave a 15% tip (Minimum). If there is a problem with the service, see the LSC Coaching Staff.
- 10) Agree to follow these and any other rules having to do with the behavior and the LSC Zone Team, as established by the Coaching Staff and the LSC.

I recognize my responsibility to abide by these rules and requirements and those of the LSC Zone Team I am representing and I acknowledge that I have received and read such.

Swimmer's Signature _____ Dated _____

LSC Head Coach's Signature _____

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

APPENDIX IV
ZONE MEET RECORDS

SOUTHERN ZONE MEET HANDBOOK (revised 5/2004)

SOUTHERN ZONE MEET RECORDS Long Course – Meters

(Updated: 9/1/03)

				11-12				
YEAR	NAME	LSC	TIME	EVENT	TIME	LSC	NAME	YEAR
2001	Julie Smith	NC	27.31	50 FR	25.68	MS	Ben Davidson	1993
2001	Chelsea Nauta	FL	59.27	100 FR	56.37	MS	Ben Davidson	1993
2003	Chelsea Franklin	FL	2:06.31	200 FR	2:02.83	WV	Danny Ott	1987
2003	Chelsea Franklin	FL	4:27.80	400 FR	4:17.74	SC	Reeve Irvin	1991
1996	Amanda Paulo	FL	31.69	50 BA	29.69	SC	Rick Hancock	1998
2003	Steffanie Jurusik	MS	1:08.17	100 BA	1:02.80	NC	Robert Padgett	2000
1993	Laura Holt	ST	34.57	50 BR	32.67	SC	Scott Simon	1993
1994	Pricila Humberstone	GA	1:15.29	100 BR	1:12.15	GU	Maverick Smalley	2000
1999	Margo McCawley	SE	29.79	50 FL	27.82	GA	Mujahid El-Amin	1999
2003	Chelsea Franklin	FL	1:06.29	100 FL	1:01.22	WV	Danny Ott	1987
2003	Kelsey Amundsen	GU	2:26.65	200 IM	2:16.58	WV	Danny Ott	1987
2003	E. Stewart, C. Smith, M. Pesacreta, T. Long	NC	1:53.14	200 F.R.	1:48.88	SE	J. Renegar, W. Taylor, J. Musselwhite, B. Jones	2000
1998	Vanderbilt, Galvin, Rice, Hobbs	SE	2:07.92	200 M.R.	2:02.35	SE	Salazar, Nguyen, Navarro, Cameron	1993
				13-14				
YEAR	NAME	LSC	TIME	EVENT	TIME	LSC	NAME	YEAR
2003	Jenna Stewart	FL	27.29	50 FR	24.80	SC	Justin Cain	2003
2002	Sarah Peterson	SE	58.99	100 FR	53.77	NC	Robert Padgett	2002
2001	Caitlin Reynolds	GA	2:07.35	200 FR	1:56.74	SE	Brooks Stovall	2002
2003	Ellen Grigg	NC	4:23.69	400 FR	4:04.57	SE	Brooks Stovall	2002
2003	Ellen Grigg	NC	9:01.13	800 FR				
2001	Margo McCawley	SE	1:06.59	100 BA	59.60	FG	Jeff Raymond	2003
2001	Margo McCawley	SE	2:22.60	200 BA	2:09.10	NC	Bradley Ally	2001
2002	Whitney Hall	NT	1:13.43	100 BR	1:07.63	GA	Robert Padgett	2002
2001	Jaime Williamson	GU	2:38.77	200 BR	2:25.38	LA	Dillon Connolly	2003
2001	Margo McCawley	SE	1:03.28	100 FL	56.72	GA	Adam Klein	2003
2003	Sarah Sykes	FL	2:21.36	200 FL	2:07.82	GA	Mujahid El-Amin	2001
2001	Caitlin Reynolds	GA	2:24.05	200 IM	2:10.28	NC	Dan McMahon	2002
2003	Candice Burgan	SE	5:01.28	400 IM	4:42.34	NC	Robert Padgett	2002
2001	S. Pelham, K. Hanson, M. McCawley, S. Peterson	SE	1:50.38	200 F.R.	1:40.10	GU	Geoffrey Sanders	2003
2002	S. Terrell, W. Hall, B. Barwegen, C. Barnett	NT	2:04.26	200 M.R.	1:52.07	NC	Counts, Stanka, Panek, Allenstein	1992
							E. Godsoe, J. Dozier, R. Berens, R. Padgett	2002
				15-18				
YEAR	NAME	LSC	TIME	EVENT	TIME	LSC	NAME	YEAR
2002	Rachel McLauren	GU	27.24	50 FR	24.29	ST	Michael Tamayo	1991
2001	Katie Roberts	NT	59.03	100 FR	52.87	SE	Joseph Schneider	2002
2002	Katie Bowden	FL	2:06.37	200 FR	1:53.96	SE	Joseph Schneider	2002
2002	Katie Bowden	FL	4:24.83	400 FR	4:04.65	FL	Clay Bullock	2003
2003	Elizabeth Stowe	GA	8:58.93	800 FR				
2001	Courtney Patterson	NT	1:05.88	100 BA	58.22	FL	Clay Bullock	2003
2002	Beverly Walker	GA	2:20.79	200 BA	2:05.60	FG	Bradley Ally	2002
2001	Elizabeth Tinnon	KY	1:14.71	100 BR	1:06.76	KY	Ben Grafchik	2002
2001	Elizabeth Tinnon	KY	2:40.77	200 BR	2:21.85	NC	Robert Yeager	2001
2003	Jenny Schimenti	GA	1:04.61	100 FL	56.67	NT	Jim Kibbe	2001
2001	Megan Nebera	SE	2:18.03	200 FL	2:05.15	SE	Gil Stovall	2002
2001	Isabell Miesner	KY	2:24.12	200 IM	2:08.31	FL	Brian Shue	2001
2001	Kelley McCallum	GA	5:02.90	400 IM	4:33.17	SC	Tristan Davidson	2001
2003	J. Staffer, J. Schimenti, J. Richards, K. Suhr	GA	1:50.68	200 F.R.	1:36.73	SC	Tristan Davidson	2001
2001	S. Menefee, E. Tinnon, I. Miesner, C. Burckle	KY	2:02.75	200 M.R.	1:49.52	SE	T. Rice, J. Schneider, R. Rhoades, R. Imboden	2002
							R. Rhoades, M. Bellew, T. Rice, R. Imboden	2002