

The background features a large, light blue logo for "Texas Gulf Swimming". The word "TEXAS" is at the top in a bold, sans-serif font, flanked by two white stars. Below it, the word "GULF" is written in a large, stylized font where the letters are interconnected. At the bottom, the word "SWIMMING" is written in a bold, sans-serif font. A light blue banner with a wavy edge is positioned across the bottom of the logo, containing the word "SWIMMING" in white. The entire logo is set against a white background.

Meet Directors Clinic

2025 – 2026 Season

Presented by

Davis Peden, tpc@gulfswimming.org

Outline

1. Gulf Swimming Meets at a Glance
2. What is a Meet Director?
3. Hosting a USA-S/Gulf Swimming Sanctioned Swim Meet



Names and Email Addresses:

Technical Planning Chair – Davis Peden, tpc@gulfswimming.org

General Chair – Paige Sikkema, nochcoachpaige@gmail.com

Admin Vice Chair – Travis Sandifer, coachtravis@katyaquatics.org

*Sanction Coordinator – Natalie Melenric, sanctions@gulfswimming.org

Officials Chair – Fred Bogar– officialschair@gulfswimming.org

*Executive Director – Julie Bachman, julie.bachman@gulfswimming.org

*Membership Admin Assist – Loren Fischbach, loren.fischbach@gulfswimming.org

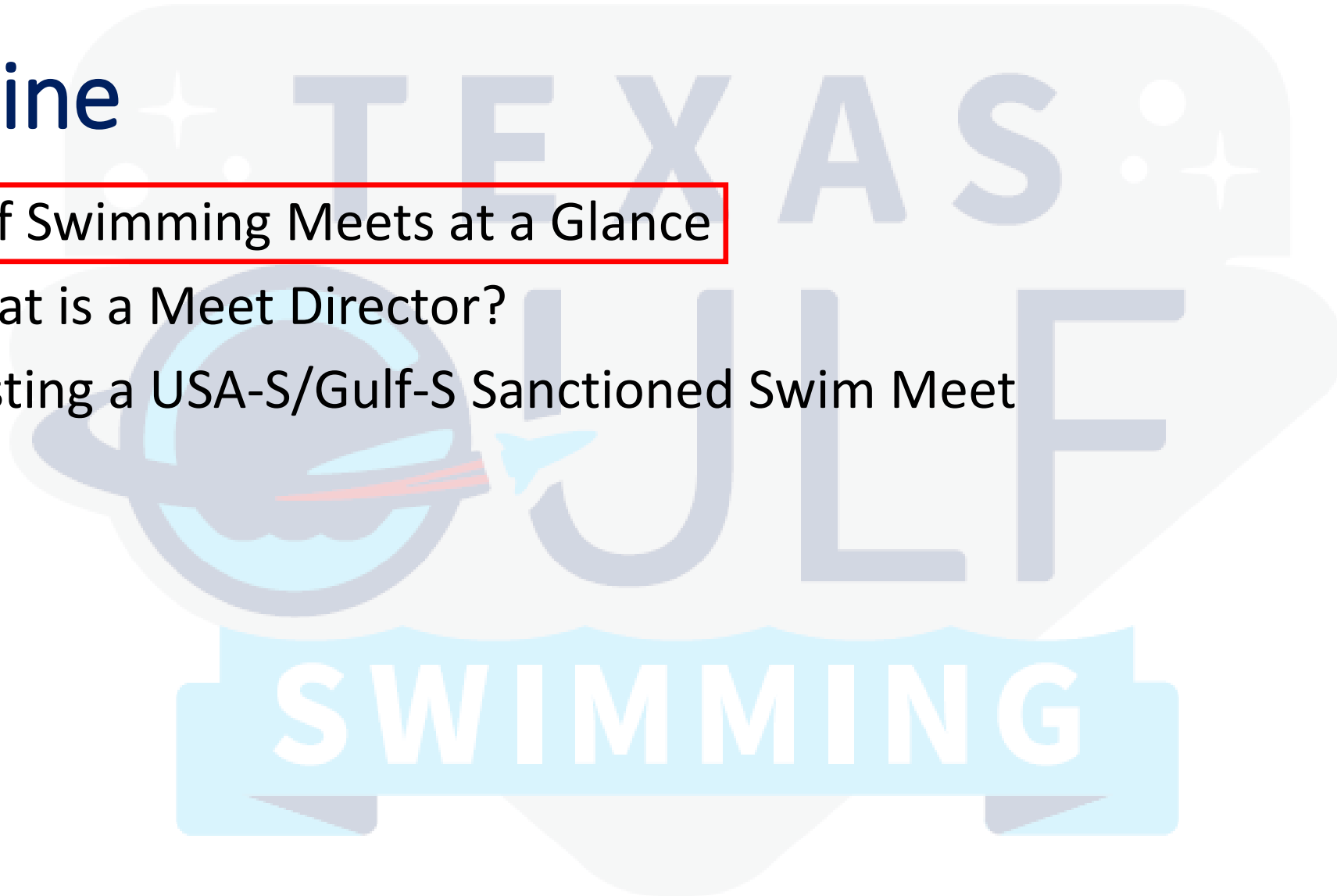
Treasurer – Tom Hasz, gulftreasurer@gmail.com

Hasty Awards Rep – Angie Powelson, angiepowelson@hastyawards.com

* Can post files generated by Meet Directors to the Gulf website

Outline

1. Gulf Swimming Meets at a Glance
2. What is a Meet Director?
3. Hosting a USA-S/Gulf-S Sanctioned Swim Meet



Gulf Swimming Meets

- The Gulf Swimming Meet Schedule is comprised of
 - Gulf Swimming sponsored Championship meets
 - Club sponsored meets (invitationals, intrasquads, dual/tri...)
- Gulf-Swimming sponsored Championship meets
 - Formats, dates and entry fees are formulated by the TPC and approved by Gulf Swimming Board of Directors and/or House of Delegates
- Club sponsored meets
 - Formats and entry fees are determined by the Club host
 - Limitation on dates (Cannot host on Gulf Swimming Champ weekends)
 - 4 hour rule penalty
- Common rules for both types of meets
 - Sanctioning, reporting, fees...
 - USA-S and Gulf Swimming rules of Conduct

Gulf sponsored Championship meets

- Gulf sponsored Championship meets are offered in the months of December, February/March and July
- Each meet series serves 4,000 – 5,000 Gulf swimmers
- Time standards and age groups are used to create formats that provide the best competition for the athletes and optimal meet management.
- Host clubs cannot make format changes without Gulf TPC approval
- Long Course meets may require all events to be deck-seeded (circle-in or scratch box)
- Short Course meets may require:
 - Pre-seed events 200 yards & shorter
 - Deck seed (circle-in or scratch box) events 400 yards & longer
- Host club may request a Splash Fee refund to recover financial loss

Gulf sponsored Championship meets

Meets with one venue –

- Gulf TPC creates Meet Manager file, Entry file & Meet Template
- Meet entries due to host ~2 weeks prior to meet.

Meets with more than one venue –

- Gulf TPC creates Meet Manager file, Entry file & Meet Announcement Template
- Meet entries due ~3 weeks prior to TPC Chair
- Venues are divided equally by swimmer number
- TPC Chair emails the Meet Manager file with entries to each host

Gulf-Sponsored Championship Meets

2025-2026 Championship Meets			
Meet	Dates	Number of 8-Lane Pools Needed	Entry Deadline
Southern Senior Champs	Dec. 4-7, 2025	1	11/24/2025
Gulf Age Group Champs	Dec. 5-7, 2025	1	11/24/2025
Gulf Senior Champs	Dec. 12-14, 2025	4*	11/24/2025
Gulf Fall Champs	Dec. 19-21, 2025	6*	12/1/2025
Gulf 12 & Under Champs	Feb. 20-22, 2026	6*	2/2/2026
Gulf 13 & Over Champs	Feb. 27 – Mar. 1, 2026	4*	2/9/2026
LC Gulf Age Group Champs [†]	Jul. 9-12, 2026	1	6/29/2026
LC Gulf Senior Champs [†]	Jul. 9-12, 2026	1	6/29/2026
LC Gulf Summer Champs [†]	Jul. 17-19, 2026	2	6/29/2026
SC Gulf B & Under Champs [†]	Jul. 25-26, 2026	4*	7/7/2026

*Fewer total facilities needed if multi-pool facilities win bids

[†] Tentative Dates.

Gulf Championship Meets Fees (2025)

Gulf Swimming Championship Meet Entry Fees - **Effective 01/01/2025**

Maximum Swimmer Surcharge Fees:

Facility Description	Fee (if heat sheets not via Meet Mobile)	Fee (if heat sheets via Meet Mobile)
One 8x25 Yard Pool with 1 or fewer warm-up/warm-down lanes	\$4.00	\$6.00
One 8x25 Yard Pool with 2 or more warm-up/warm-down lanes	\$6.00	\$8.00
Two 8x25 Yard Pools with 2 or more warm-up/warm-down lanes	\$10.00	\$12.00
One 50 Meter Pool with no warm-up/warm-down lanes	\$6.00	\$8.00
One 50 Meter Pool with 1 or more warm-up/warm-down lanes	\$11.00	\$13.00

Maximum Individual and Relay Entry Fees:

Short Course Season Meet Types	Individual Event	Relay Event
Open Water	\$50.25 (1st swim)	N/A
Short Course Prelim/Final Champs Meet	\$15.25	\$27.25
Short Course Timed Final Champs Meet	\$10.25	\$16.25
Long Course Season Meet Types	Individual Event	Relay Event
Long Course Prelim/Final Summer Champs Meets	\$15.25	\$27.25
Short Course Sprint Champs Meets	\$10.25	\$16.25

Teams may add \$2 to the facility surcharge if they offer free, electronic heat sheets.

Gulf Championship Meets Fees (2026)

Gulf Swimming Championship Meet Entry Fees - Effective 01/01/2026

Maximum Swimmer Surcharge Fees:

Facility Description	Fee (if heat sheets not via Meet Mobile)	Fee (if heat sheets via Meet Mobile)
One 8x25 Yard Pool with 1 or fewer warm-up/warm-down lanes	\$4.00	\$6.00
One 8x25 Yard Pool with 2 or more warm-up/warm-down lanes	\$6.00	\$8.00
Two 8x25 Yard Pools with 2 or more warm-up/warm-down lanes	\$10.00	\$12.00
One 50 Meter Pool with no warm-up/warm-down lanes	\$6.00	\$8.00
One 50 Meter Pool with 1 or more warm-up/warm-down lanes	\$11.00	\$13.00

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Teams may add \$2 to the facility surcharge if they offer free, electronic heat sheets.

4 Hour Rule - Club sponsored meets

- Meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours. Sessions that exceed four hours are not in violation of the rule if properly planned.
- Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12&U events and ends with the conclusion of the last 12&U event of the day for the same gender.
- Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12&U designations, such as 11-12, 10&U, 12&U, etc.
- The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered.

4 Hour Rule - Club sponsored meets

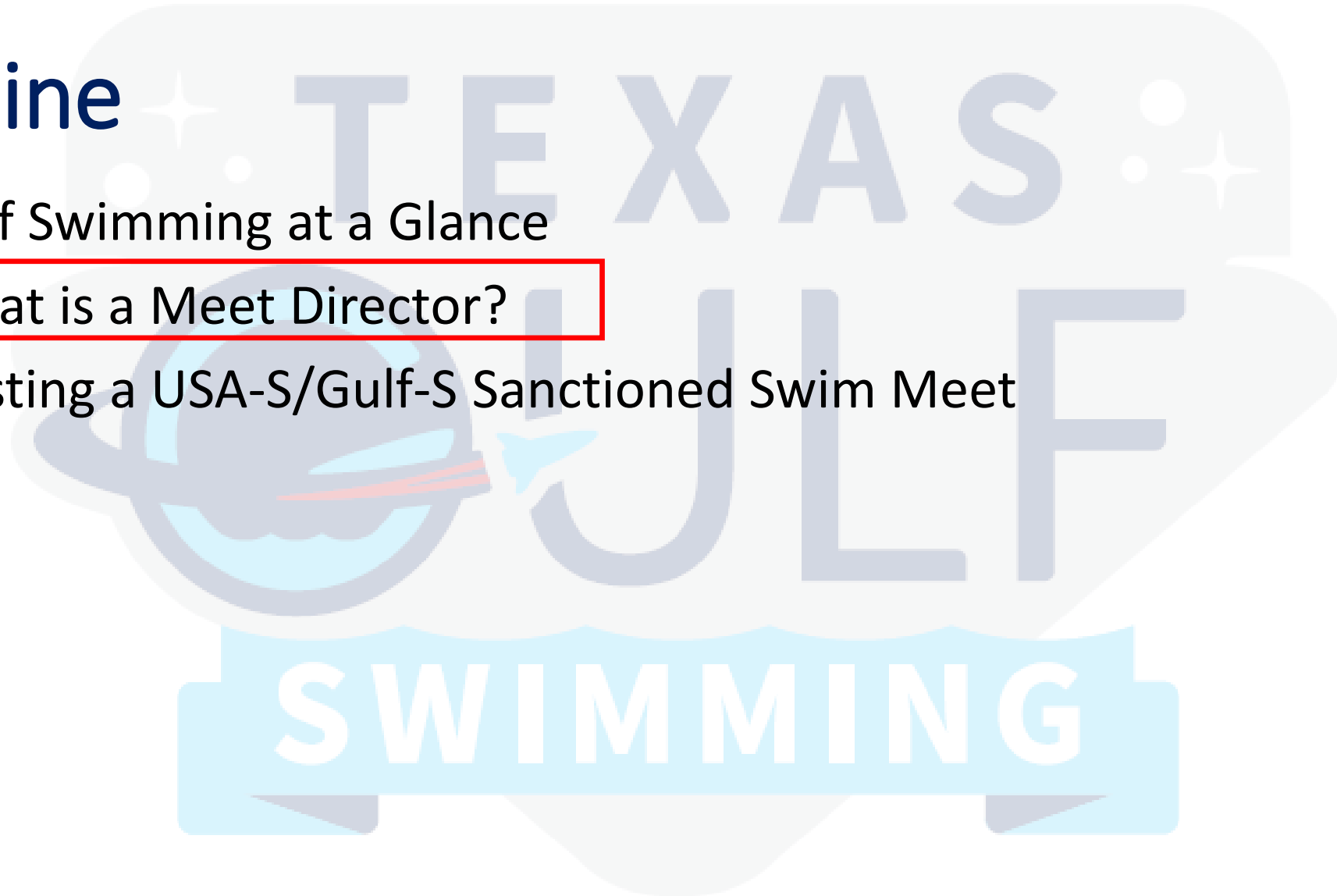
Fines -

- For every violation, host club must pay double the splash fee
- Every splash made after 4-hours is considered a violation.
- The Meet Referee must note start/end time in meet report.
- The Meet Director is responsible for paying the penalty fee to Gulf Swimming.

4-hour rule DOES NOT apply to Gulf sponsored Championship meets

Outline

1. Gulf Swimming at a Glance
2. What is a Meet Director?
3. Hosting a USA-S/Gulf-S Sanctioned Swim Meet



Meet Director – Requirement for Sanction

- ✓ Gulf Swimming Rules require that Meet Directors understand USA Swimming and Gulf Swimming rules concerning swim meet management and operation, and that they be certified annually based upon requirements set out by the Gulf Swimming Technical Planning Committee to ensure this knowledge and skill.
- ✓ A meet host must have a certified Meet Director in order to receive a sanction and all Gulf Swimming meets must have a Meet Director on deck.
- ✓ Meet Directors must be registered as USA Swimming non-athlete members in order to receive a sanction for a meet and to work on deck.

Am I the right person for the job?

- What are my weaknesses?
 - Computers (software, hardware, networking)
 - USA Swimming Rules (USA-S, Gulf Swimming)
 - Facility Management
 - Safety
 - Warm-up and Competition
 - Pool Deck
 - Spectator & Rest Areas
 - Water
 - Air quality

What are the expectations?

- What are your expectations?
 - What type of swimmers will I have at my meet?
 - Younger – 10 & Under (New to the Sport)
 - Older – Senior (experienced)
 - All Ages – mix of new, experienced, younger and older
 - Can you communicate this concept with
 - Volunteers
 - Facility Management

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What are the expectations?

- Gulf Swimming & USA Swimming
 - Follow USA Swimming and Gulf Swimming rules
 - Safety Marshalls
 - Members and Non-members
 - Educate Volunteers
 - Follow the sanctioned format of your announcement
 - Personnel on Meet Announcement present
 - Submit the appropriate forms according to timelines
 - Sanction applications & meet announcements
 - Equipment rentals
 - Posting pre-meet and post meet reports & results

Certification for Meet Directors

- Attend Gulf Swimming Meet Directors Clinic of approximately two hours in length or watch the video of the Meet Directors Clinic
- Pass an open-book test
 - 80% passing grade
 - Knowledge of USA-S and Gulf Swimming rules
 - Prepared by the Technical Planning Chairman
- Register as a USA-Swimming non-athlete member
- Pass USA-Swimming Background check
- Take USA-Swimming Athlete Protection Training

Resources and Getting Help

- Meet Directors Clinic slides
- USA-S website <http://www.usaswimming.org/>
 - USA-S handbook, standards, report of occurrence
- Gulf-S website <http://www.gulfswimming.org/>
 - Meet schedule, formats, Gulf awards
 - Gulf handbook, sanction application, sample announcement, reporting forms
 - Safety information
 - Gulf Equipment (renting/use policy, meet configurations, status report forms)

Meet Director – Roles and Responsibilities

USA-S Rule 102.9 - shall be appointed by the meet Host. Responsibilities include BUT are not limited to:

- Procuring Awards;
- Procuring the Facility;
- Obtaining the Meet Sanction;
- Arranging for personnel, equipment and supplies for meet operations;
- Processing of meet entries;
- Printing meet programs and heat sheets;
- Preparing the Facility;
- Running the Meet;
- Arranging for publicity and media coverage;
- Preparing, distributing meet results and filing the LSC post meet reports.

No Meet Director can do all these jobs

1. Make a list of positions needed for your meets
2. Appoint “Key People” on an annual basis
3. Match people with jobs
4. Make service hours part of your club’s requirements
5. Train new volunteers at Intra-squad meets
6. Have two or more Meet Directors at the meet
7. Communicate shiftwork through email & your website

11&Up Open Volunteer Sign-Up:						
YOUR HELP IS GREATLY NEEDED TO RUN THIS FUNDRAISER MEET AT THE TAMU REC CENTER DURING THE MONTH OF JANUARY!! EACH FAMILY SHOULD SIGN UP TO VOLUNTEER FOR AT LEAST ONE SHIFT.						
	January 6th	January 7th	January 7th	January 8th	January 8th	
	<u>Friday</u>	<u>Saturday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Sunday</u>	
	4:30pm-9:00pm	7:45am-12:00noon	12:noon-4:15pm	7:45am-12:00noon	12:noon-4:15pm	
Meet Director/Announcer:	☒ Henry Clark	☒ Henry Clark	☒ Henry Clark	☒ Henry Clark	☒ Henry Clark	
Computer Operator (Girls' End):	☒ Stacy Wagner	☒ Tom McDonald	☒ Tom McDonald	☒ Jeff Bourne	☒ Jeff Bourne	
Computer Operator (Boys' End):	☒ Donna Miller	☒ Leonarda Horvat	☒ Leonarda Horvat	☒ Leonarda Horvat	☒ Leonarda Horvat	
Runner (Girls' End):	☒ Brett Peters	☒ Feng Xu	☒ Bhanu Chowdhary	☒ Mau Gupta	☒ Clyde Munster	
Runner (Boys' End):	☒ Ree Kenerley	☒ Helen Carstens	☒ Rachel Cohen	☒ Laura Hendrix	☒ Robin Burley	
Aggie E-Mail (Girls End):	N/A (Runner)	☒ Yanbo Huang	☒ Nick King	☒ Devin Williams	N/A (Runner)	
Aggie E-Mail (Boys End):	N/A (Runner)	☒ Meixi Li	☒ Felipe Zambrano	☒ Nikolai Kalouguine	N/A (Runner)	
Program Sales:	☒ Pam Adelson	☒ Cynthia Palomares		☒ Glenda Miller		
Clerk of Course & Scoring/Awards:	☒ Shannon Clark	☒ Shannon Clark	☒ Shannon Clark	☒ Shannon Clark	☒ Shannon Clark	
	☒ Margaret Appleton	☒ Martha Hirsch	☒ Lynne Torres	☒ Cathy Carpio	☒ Glenn Schroeder	
Head Timers (Girls End):	☒ Michelle Alpha	☒ Tom O'Shea	☒ Melinda Wales	☒ Royce Draehn	☒ Sorin Popescu	
Head Timers (Boys End):	☒ Matt Wagner	☒ Jack Burley	☒ Allison Ficht	☒ Kay Simmons	☒ Sharon Pittman	
Hospitality:	☒ Elena Lyuksytov	☒ Bharathi Shetty	☒ Ann Sommer	☒ Laura Jackson	☒ Laura Jackson	
		☒ Renata Myers				
Concession Sales:	☒ Marcy Beverly	☒ Susan Strawser	☒ Cecilia Yip	☒ Sarah Williams	☒ Megan Rooney	
	☒ Danny Beverly	☒ Tillie McVay	☒ Melinda Miller	☒ Heather Williams		
Safety Marshall & Door Entry (Front):	☒ Stephen Cast	☒ Hugh Walker	☒ Hugh Walker	☒ Robin Melkeun	☒ Robin Melkeun	
Hospitality (P/up food):	☒ Laura Gonzalez	☒ Laura Jackson		☒ Laura Jackson	☒ Laura Gonzalez	
Hospitality:	On the day of the meet, maintain the room of food for coaches, officials and timers. Distribute drinks and snacks as necessary on the deck.					
Hospitality (p/up food):	Pick up all pre-ordered food for that particular meet session. (Works in coordination with the prep person.					
Program Sales:	Collects money for the sale of heat sheets/programs at the entrance door to the spectator seating area.					
Computer Runner:	Works with the computer operator to hang up heat/lane assignments and results in the appropriate places.					
Head Timer:	Starts two watches at the start of every race as a back-up for lane timers.					
Aggie E-mail:	Sits in the stands and lifts the envelope containing heat/lane assignments and results to post in the spectator area.					
Clerk of Course:	Collects on-deck entries from swimmers, pulls the circle-in sheets and coordinates both with the computer operators.					
Scoring and Awards:	Works with the computer operator to score events and label awards for distribution.					
Concession Sales:	Sells soda and munchies in the spectator area.					
Head Timer:	Starts two watches at the start of every race as a back-up for lane timers.					
Safety Marshall:	Ensures all athletes are acting in a safe manner. Ensures no non-registered people are on the pool deck.					
Program Sales:	Collects money for the sale of heat sheets/programs at the entrance door to the spectator seating area.					

Key People needed for a Swim Meet

- Meet Referee
- Officials – required minimum
 - Referee
 - Administrative Official
 - Starter
 - Stroke & Turn Judge
- Meet Director
- Safety Marshal

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Meet Referee

Meet Referee – USAS Rule: 102.11.1

- Shall have full authority over all officials and shall assign and instruct them;
- Shall enforce all applicable rules
- Shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules
- Can overrule any meet official on a point of rule interpretation, or on a judgement decision pertaining to an action which the Referee has personally observed.

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Administrative Official

Administrative Official – USAS Rule 102.14.1

- Shall be responsible to the Referee for the supervision of the following:
 - A. The entry and registration process
 - B. Clerk of Course
 - C. Timing Equipment Operator
 - D. Scoring personnel
 - E. Other administrative personnel
- The Administrative Official may supervise and work in one or more of the administrative positions, but may not work in a Deck Official position while serving as the meet's Administrative Official.

How do I get Officials for my Swim Meet?

- Check the Sign Up system for officials that have committed to working your meet. Sign up links on www.gulfswimming.org
- Contact officials of attending teams if needed
- Recruit Officials from your own team
- Work with the Officials Representative on your team
 - Recruit!! Recruit!! Recruit!!

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Safety Marshals

- Marshals must
 - Be at least 21 years old
 - Be registered as USA-S non-athlete members
 - Pass the Background Screening
 - Complete the USA-S Athlete Protection Training course.
- A registered Meet Marshal is required to obtain a meet sanction
- Meet Marshals may not perform any other job at the meet.
i.e. officiating or coaching, clerking, etc.

Safety Marshals

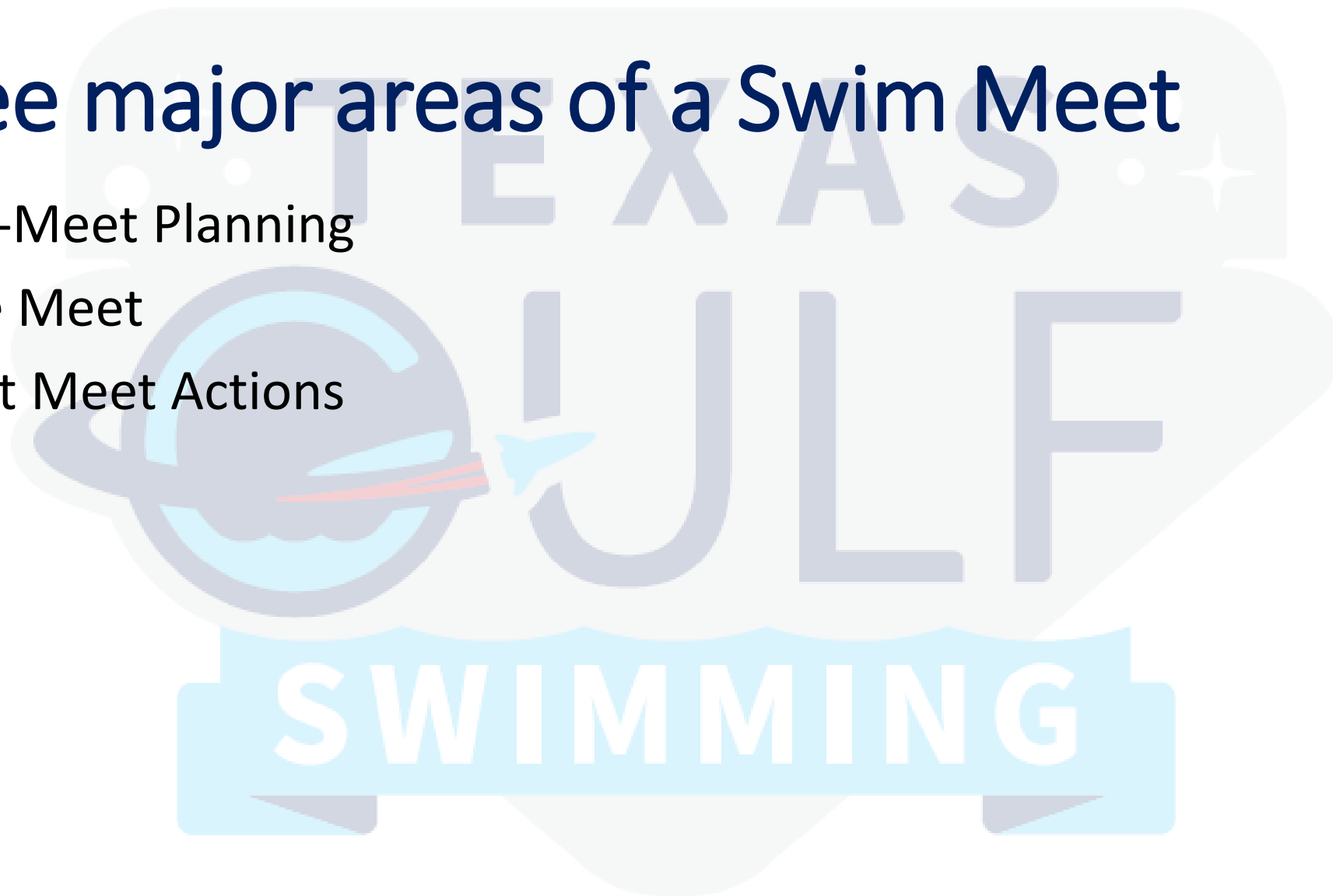
- Arrive fifteen (15) minutes prior to warm-ups.
- Check in with the Meet Director
 - Discuss special safety concerns
- Head marshal should have a whistle
- Easily identifiable by a safety vest
- Marshal warm-down areas throughout the meet
- Do not leave the area until coverage is provided
- Submit Report of Occurrence on USA-S website

Outline

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2. What is a Meet Director?
3. Hosting a USA-S/Gulf-Swimming Sanctioned Swim Meet

Three major areas of a Swim Meet

1. Pre-Meet Planning
2. The Meet
3. Post Meet Actions



1. Pre-Meet Planning – Annually to 10 Wks out

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract / Facility Planning
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Submit Sanction fee, application and Meet Announcement Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	Sanctions Process should be complete EV3 set up file to Gulf Swimming web page and send out (Invitational/Club Sponsored Meets ONLY)
4 weeks	Get donated goods from local businesses Contact Officials about working at the meet
2 weeks	Entry deadline After receipt of the entries, reconcile the entries with the athlete registration file (Including Adult Athletes per MAAP Guidelines)
Monday before the meet	Send tentative timeline and warm-up schedule to the Gulf Swimming web page
0 days	Run the meet On a daily basis, reconcile the on-deck entries with the athlete registration file
Within 3 days after meet	Send results to the Gulf Swimming web page. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results.
Within 2 weeks after meet	Send printed Final Results to any teams requesting a paper copy Send reports to Gulf Swimming Treasurer and Technical Planning Chair

1. Pre-Meet Planning – 8 Weeks out

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract / Facility Planning
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Submit Sanction fee, application and Meet Announcement Request Gulf equipment (if needed)
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Sanctions, Announcements, Fees

- A sanction application packet includes:
 - Completed sanction application form
 - Meet announcement
 - Sanction fee (\$50 total – 3 teams or fewer - \$50/day for 4+ teams).
 - Separate fee for Gulf equipment trailers (\$100/day) per trailer.
 - Make payments thru Gulf Pay by Credit Card
- Time trials require a separate sanction application form and fee (\$50)
 - Include the Time Trial information in the Meet Announcement. That is, Time Trials do not require a separate Meet Announcement.

Sanctions, Announcements, Fees

- Registrations, Certifications, USA-S credentials of all people listed on the announcement will be checked:
 - Meet Referee
 - Administrative Official
 - Meet Director
 - Safety Marshal
 - Coach
- A Medical Supervision Statement must be included. This statement states what, if any, type of medical assistance you might have at your facility (i.e. AEDs, Lifeguards, First Aid kits, etc.). There are no required personnel or pieces of equipment that have to be listed in order to sanction.

Sanctions, Announcements, Fees

- COVID Disclaimers must be included in the meet announcement, but you no longer need to provide any type of COVID facility procedures, protocols or plans.

The logo for the Texas Junior College League of Football (JCLF) Swimming is centered in the background. It features a large, light blue shield shape. Inside the shield, the word "TEXAS" is written in large, light blue, sans-serif capital letters at the top. Below it, "JCLF" is written in a similar font. In the center of the shield is a stylized illustration of a swimmer in blue and red, with a splash of water. At the bottom of the shield, the word "SWIMMING" is written in white, bold, sans-serif capital letters on a light blue banner.

SWIMMING

Sanctions, Announcements, Fees

- Email the announcement in MS Word format to the Sanction coordinator - sanctions@gulfswimming.org
- The Sanctions Coordinator will handle all meet setup (SWIMS, OTS and Sign-up Genius)
- Loren Fischbach is the point person for posting your meet announcement
NOTE: Loren can post unsanctioned meet announcements as soon as you would like before a sanction finalizes
- Include these people on the email as well:
 - TPC Chairman – tpc@gulfswimming.org
 - Loren Fischbach - loren.fischbach@gulfswimming.org
 - Your Meet Referee
 - Your Admin Official
- *REMINDER: Don't forget to include your sanction payment receipt when you apply for your sanction.*

Gulf Sponsored Meet Announcements

- Use the Template provided by Gulf Swimming
- Where indicated, please enter:
 - Your team name and logo
 - The appropriate names of key people that are required for the sanction
 - The Facility name and address
- **Changes to the information provided by the TPC are NOT allowed without approval from the TPC.** Any changes must be proposed 90 days prior to the meet start date.
- Be sure to include:
 - Map and local information (parking/hotels...)
 - Any additional Safety protocols for your facility.
 - Concessions, swim shop and program sales information

Club Sponsored Meet Announcements

- Use the sample announcement on Gulf website. Begin the Meet Name with the Year: “2025 AGS April Long Course Invitational”
- Remove language that does not pertain...
- Add appropriate names, dates and locations...
- Be sure to include:
 - Order of events, Qualifying and/or cut-off times...
 - Map and local information (parking/hotels...)
 - Safety Guidelines and Warm-up Procedures
 - Entry forms (for hand entries)
 - Entry Verification Form
 - Concessions, swim shop and program sales information
 - Include the USA Swimming /Gulf Swimming disclaimers and any additional safety protocols for your particular facility.

Announcements: Revisions???

- Things Change, it happens. What next??
- What can change??
 - Meet Personnel
 - Facility Issues/ Venue Changes
 - Session Start Times
 - Meet Formats
- Revisions MUST be initiated by the Host Team
 - The Sanctions Coordinator can NOT make revisions to your Announcement.
 - Revise and resend (highlight changes)
 - The TPC must approve any changes for Gulf sponsored meets

Renting Gulf Swimming Equipment

- All information about renting, meet configurations and equipment care is on the Gulf website
- Request equipment
 - At time of sanctioning – 8 weeks prior to meet
 - Email Gulf Equipment Coordinator (GEC)
 - GEC will assign you a Trailer Host (3 locations)
- Pay fee thru Gulf Pay by Credit Card
 - Fee is \$100/day per trailer (Gulf sanctioned meets)

Inventory Your Equipment

- Meet operations equipment should be inventoried and tested before each meet. Items include:
 - Computers, printers, network and cables
 - Timing system equipment (if not renting Gulf)
 - Lap counters (if not renting Gulf)
 - Stop watches (if not renting Gulf)
 - Lap bell (if not renting Gulf)
 - Scoreboard
 - Remote Strobe (if not renting Gulf)
 - PA system
 - Supplies (clip boards, paper, pens, tape, toner)
 - Batteries (console, head sets, wireless mic)

Inventory Your Equipment

- Think about which pieces of equipment could cause a train wreck, if they failed:
 - Only computer fails
 - Only printer fails (no replacement toner/paper)
 - Only computer-console cable gets lost
 - Timing system fails and you have ONLY minimum number of stop watches
 - Having ONLY minimum number of timing system components for championship meets (pads, consoles, back-up buttons, cables...etc)

1. Pre-Meet Planning – 7 to 2 Weeks out

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract / Facility Planning
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Submit Sanction fee, application and Meet Announcement Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	Sanctions Process should be complete EV3 set up file to Gulf Swimming web page and send out (Invitational/Club Sponsored Meets ONLY)
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Gulf Sponsored Championship Meets Awards

- All Gulf Sponsored Championship meets are to have awards for swimmers
- Gulf Swimming will determine
 - Places that will receive Medals & Ribbons for individual and relay events
 - Places for Individual High Point awards
 - Places for Team awards
- Remember, awards generate excitement and enthusiasm...first ones earned are particularly important.
- Gulf Swimming will handle the orders for Gulf-Sponsored Championship meet awards. Teams can contact Hasty Awards directly (Angie Powelson) if there are issues or if extras are needed.
 - angiepowelson@hastyawards.com
 - Team awards are at no cost if you place the Hasty ad in your Meet Program
 - Order at least 6 – 7 weeks before your meet date

Meet Manager Software

- Gulf sanctioned meets must use the current version of the Hy-tek meet management software - Meet Manager 8.0 (MM)
- Register with Meet Mobile (recommended)
- Hosts should update MM software before creating their meet files for the latest features.
- Times standards are updated annually and can be obtained from the Gulf Swimming website

Verify the Details!!

- Check your .hyv file with Team Manager or Team Unify BEFORE posting or sending to the visiting Teams

The screenshot displays the Hy-Tek's TEAM MANAGER software interface. The main window is titled "Hy-Tek's TEAM MANAGER - Database:c:\AggieSwimClubData.MDB - [Meet Browser]". It features a menu bar with options like Add, Edit, Delete, Events, Results, Entries, Ageup, Reports, Window, and Help. Below the menu is a toolbar with various icons. The main area shows a list of meets with columns for Meet Name, Start Date, Course, Type, Age, Since, Ind Charge, Relay Charge, Meet Charge, and Location. A "Meet Maintenance" window is open, showing details for the "AggieLand July Prelims Finals Invitational". This window includes fields for Meet Name, Location, Remarks, Instructions/Directions, Course, Meet Type, Sanction #, and various checkboxes for entry rules. It also has a "Dates" section for Start Date, End Date, Age-up Date, and Use Times Since. The "Entry Fees" section shows Individual Events (\$10.50), Relay Events (\$0.00), Swimmer Surcharge (\$5.00), Team Surcharge (\$0.00), and Facility Surcharge (\$0.00). A "Conversion Factor" section is also present. In the background, another window titled "Hy-Tek's TEAM MANAGER - Database:c:\AggieSwimClubData.MDB - [Events]" is visible, showing a detailed event list with columns for Session, Division, Event #, Gen, Distance, Stroke, Age, LR, Fee, and various time standards (Faster Than, Slower Than, etc.). The Windows taskbar at the bottom shows the Start button and several open applications including Outlook Express, Admin Officials Clinic, Microsoft PowerPoint, and Hy-Tek's TEAM MANAGER.

Receiving Team Entries...

Single Venue Gulf Sponsored Champ & Club Sponsored Meets –

- Teams will send entry files or hardcopy forms to be imported/entered into Meet Manager
- Look at entries for each team as they come in
- Respond back with a confirmation email
- Contact missing teams early!

Multi-Venue Gulf Sponsored Championship Meets –

- TPC Chairman will email you your Meet Manager back-up file with your entries

Receiving Team Entries...

- Build your Meet Manager file with a stable computer and back-up often
- Look at entries for each team as they come in
- Check for missing relay entries
- Check for Entry times that make no sense (look at 1st and last times)

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Receiving Team Entries....

- Generate team financial list and check-off teams as entry checks are received. Avoids tracking people down at the meets or getting paid after the meet.
- Collect and sort team entry reports into alphabetical order. Print out emails of last-minute changes to entry times and events.
- Keep team entry reports, email print-outs and financial reports with Clerk of Course.

Receiving Team Entry files

- After receiving entries, run Exception reports for:
 - Swimmers in the wrong age group or gender events
 - Over entries (over limits per day or meet)
 - Swimmers that are Under/Over qualified
- Email MM Backup to Loren Fischbach (Gulf-S Membership Administrative Asst.), loren.fischbach@gulfswimming.org
 - Loren will reconcile all swimmers as well as provide a list of all 18&Over Athletes who do not meet their APT requirements

Swimmer Reconciliation

- Swimmer reconciliation is important because
 - All swimmers must be registered as athletes with USA-S to be covered under USA-S insurance, and all 18&Over Athletes must complete their APT Training per USA-S MAAP requirements.
 - A mistake in name or USA number will prevent times from being entered in the SWIMS database
- Swimmer reconciliation should be performed
 - After team entries are received
 - After each session during the meet to check on-deck entered swimmers
 - Before posting results on the Gulf website

2- The Meet

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract / Facility Planning
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Submit Sanction fee, application and Meet Announcement Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	Sanctions Process should be complete EV3 set up file to Gulf Swimming web page and send out (Invitational/Club Sponsored Meets ONLY)
4 weeks	Get donated goods from local businesses Contact Officials about working at the meet
2 weeks	Entry deadline After receipt of the entries, reconcile the entries with the athlete registration file (Including Adult Athletes per MAAP Guidelines)
Monday before the meet	Send tentative timeline and warm-up schedule to the Gulf Swimming web page
0 days	Run the meet On a daily basis, reconcile the on-deck entries with the athlete registration file
Within 3 days after meet	Send results to the Gulf Swimming web page. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results.
Within 2 weeks after meet	Send printed Final Results to any teams requesting a paper copy Send reports to Gulf Swimming Treasurer and Technical Planning Chair

Files on Gulf Website by Monday of Meet

- Post the Team List, Timeline and Warm-up/Lane Timing assignments
- Special instructions & maps: parking, seating, locker rooms...
- Email all files in compressed pdf file format to:
 - Loren.fischbach@gulfswimming.org OR
 - sanctions@gulfswimming.org OR
 - julie.bachman@gulfswimming.org

Coaches and Officials

- Coaches and Officials with expired credentials may not work the meet or be on the deck
 - Violates your USA-S liability insurance
 - If this individual is involved in an incident, you will have no insurance coverage for that event.
- Lists of registered & expired Coaches and Officials can be retrieved from loren.fischbach@gulfswimming.org
- All Coaches and Officials must present their USA-S Deck Pass on request at the meet.

Day of the Meet

- Be VISIBLE and Accessible!!
 - You are the volunteer manager and the Meet Director
 - Problem solver
 - Are volunteers doing their job?
 - Do they understand their job?
- Review Safety Procedures
 - Walk the deck with Head Safety Marshall
 - Is weather a consideration for the Meet – review procedures

Day of the Meet

- 15 minutes till...Check on these activities in preparation:
 - Clear competition pool – warm up pool should remain open
 - Call for timers
 - Put out clip boards & watches
 - Test timing system (pads, buttons and scoreboard)
- 5 minutes till...
 - Call for first events
 - Play National Anthem

Day of the Meet

- During the meet
 - Collect relay cards
- Collect lane timer sheets
 - Hand to the Scoring Table
 - Timing Equipment Malfunctions – ALERT AO!
- Print and post results (show splits & time standards)

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3- Post Meet actions

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract / Facility Planning
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Submit Sanction fee, application and Meet Announcement Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	Sanctions Process should be complete EV3 set up file to Gulf Swimming web page and send out (Invitational/Club Sponsored Meets ONLY)
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0 days	Run the meet On a daily basis, reconcile the on-deck entries with the athlete registration file
Within 3 days after meet	Send results to the Gulf Swimming web page. Send a zipped MDB file (Meet Manager Backup), a zipped CL file, and a PDF file of the Final Results.
Within 2 weeks after meet	Send printed Final Results to any teams requesting a paper copy Send reports to Gulf Swimming Treasurer and Technical Planning Chair

Meet Results

- Within 3 days after the meet, email to Loren Fischbach (Loren.fischbach@gulfswimming.org):
 - The MM back-up file for final swimmer reconciliation
 - Results in pdf format listed in “Publication Order”, printed two (2) columns per page showing all NS, DQ and SCR, teams list and team/individual scoring.
- Once cleared by Loren, the results files will be posted on the Gulf website and loaded into SWIMS.
- The fine for submitting late/incomplete results or backup file is \$100.

Financial Meet Reports

The meet director is responsible for completing and submitting the following reports within 2 weeks of the conclusion of the meet to the Gulf Swimming Treasurer/Comptroller (Tom Hasz):

- Meet Director Financial Report including, Splash fee check (**\$2.25/splash** – made out to Gulf Swimming) and Teams List report. Mail to Tom Hasz, 1911 Shadow Forest Drive, Katy, Texas 77494.
- Meet Director Financial Statement. Include with the Meet Director Financial Report or send by email to (gulftreasurer@gmail.com)

TPC Meet Reports

- The meet director is responsible for completing and submitting the following forms within 2 weeks of the conclusion of the meet.
- Email to the TPC, (tpc@gulfswimming.org):
 - Meet Summary Report Form
 - Team Report with Athlete Entry Counts
 - Meet Evaluation Forms

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The logo for Texas Gulf Swimming is a shield-shaped emblem. At the top, the word "TEXAS" is written in a large, light blue, sans-serif font, flanked by two white stars. Below this, a circular design features a blue outer ring and a white inner circle with a blue swoosh. The word "GULF" is written in a large, light blue, sans-serif font across the center of the shield. At the bottom, a light blue banner with a slight 3D effect contains the word "SWIMMING" in a white, bold, sans-serif font.

**Thank you for your
time and dedication to
Gulf Swimming!!**

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