



***Eastern Zone  
Short Course  
All Star Age Group  
Swimming Championships  
April 1-3, 2004***

*Sanctioned by USA Swimming through Virginia Swimming, Inc.  
Sanction #VA-00-0000-00*

**Hosted by Virginia Swimming, Inc. and The QDD Swim Team**

**Entry Deadline: Wednesday, March 24<sup>th</sup>, 2004 by 5:00 PM**

**Entry address on page 6 of this invitation**

**Meet Directors:** Bill Shaw Kevin Hogan  
11000 Vine Ct. 3020 Amberfield Trail  
Manassas, Va. 20111 Charlottesville, Va. 22911  
home 703-361-9843 434-964-1944  
cell 703-861-7010 [khogan@ntelos.net](mailto:khogan@ntelos.net)  
[qddswim@erols.com](mailto:qddswim@erols.com)

**Head Referee:** George Homewood  
H – 757-229-2688  
W – 804-966-9690  
Email – H - [Homewood@widomaker.com](mailto:Homewood@widomaker.com)  
W - [gmhomewood@co.newkent.state.va.us](mailto:gmhomewood@co.newkent.state.va.us)

**Location:** George Mason University's Freedom Aquatic and Fitness Center  
10900 University Boulevard  
Manassas, Virginia 20110  
703-993-8444

**Facility:** The Freedom Center is a 50 meter by 25 yard indoor pool with depth ranging from 6'4" to 13" in the racing course. The pool will be split by a single bulkhead into two 25 yard 8 lane courses. Colorado Timing Systems will be used with a split deluxe score board to track both courses. There will be a 4 lane warm-up/warm-down pool separated by a bulkhead available. The meet will be managed using the Windows version of HY-TEK Meet Manager Pro Networked Software.

**Facility Safety Chairman and Coordinator: Leslie Shiners**  
**Assistant General Manager – Freedom Center**  
**703-993-8483**

**Practice Schedule:** Wednesday, March 31 Assigned Team Warm-up  
The Freedom Center pool will be available from 3:00 to 9:00 PM  
Practice times will be assigned based on travel distance and expected time of arrival.

**Warm-up and Session Times:** Thursday, April 1 to Saturday, April 3

Session	Warm-up	Start
11 and Over Preliminary Sessions	7:00-8:20 AM	8:30 AM
10 and Under Timed Finals (T & F)	12:00-12:50PM	1:00 PM
10 and Under Timed Finals(Sat)	12:30- 1:20PM	1:30 PM
11 and Over Final Sessions	4:30-5:50 PM	6:00 PM

**Other Information:** Two Courses will be used during the 11 and Over Preliminary Sessions. All 11 and Over Relays will be conducted during the evening finals session. All 10 and Under events are timed finals and will be swum between the 11 and Over Preliminaries and Finals sessions. Continuous warm-up/warm-down is available throughout the meet.

**Warm Up:** The prescribed Virginia Swimming, Inc., warm-up procedures and safety policies will be followed. The meet director will determine the structure of the warm-up, including times and lane assignments. Complete information will be mailed to the Zone Team Manager of each LSC in advance of the meet.

**11 & Over Preliminaries**

Each LSC will be able to utilize three (3) lanes exclusively for forty (40) minutes in either the first or second half of the eighty (80) minute warm-up period

**10 & Under Timed Finals**

Each LSC will be able to utilize one (1) lane exclusively for fifty (50) minutes. Throughout the warm-up period four (4) sprint lanes will be available.

**11 & Over Finals**

Each LSC will be able to utilize two (2) lanes exclusively for forty (40) minutes in either the first or second half of the eighty (80) minute warm-up period.

- Awards:**
1. Medals will be awarded to individuals placing 1<sup>st</sup> through 8<sup>th</sup> and relays placing 1<sup>st</sup> through 3<sup>rd</sup>.
  2. A Championship banner will be awarded to the winning Men's, Women's and Overall Champions. This is a traveling award.
  3. Members of the Overall championship team will receive a pin and a championship certificate.
  4. All participants will receive a participation certificate.
  5. Meet Record Breakers will receive a record breaker certificate.

**Rules:** Current USA Swimming rules shall govern the meet.

## Eligibility:

- Open to all registered USA Swimming Athletes as selected by their respective LSC.
- Each swimmer must be a 2004 USA Swimming registered athlete in the LSC in which he/she represents.
- Each swimmer must be entered by the LSC on the official entry form provided.
- Competition is restricted to Eastern Zone LSCs
- Athletes who have competed in the USA Swimming ConocoPhillips National Championships or a USA Olympic Trials class meet in an individual event are not eligible to enter this meet.
- Athletes aged 13 and over who have achieved USA Swimming ConocoPhillips National Championship, or USA Olympic Trials class meet qualifying times in an individual event but who have not competed in an individual event at those meets may participate in the zone meet but may not enter that event or compete in a relay for that stroke and distance, nor may their times be used to enter an LSC relay for that stroke and distance.
- Athletes aged 12 and under who have achieved USA Swimming ConocoPhillips National Championship or USA Olympic Trials class meet qualifying times in an individual event but who have not competed in an individual event at any of the above mentioned meets may enter that event in the meet.
- Each LSC may enter two (2) swimmers per individual event and one (1) relay team per relay event.
- A contestant may enter a maximum of six (6) individual events and no more than three (3) individual events per day. Swimmers shall compete at the age attained on the first day of the meet.
- Relays must be made up of swimmers entered in the meet in individual events.

## Scratches

The USA Swimming Scratch Policy Rule (207.5.9D&E) will be enforced throughout the meet.

## Individual Events:

All 11 and Over events are trials and finals except for relays; the 1000 freestyle (13-14 & 15-18), 1650 freestyle (13-14 & 15-18), and the 11-12 500 freestyle which will be timed finals.

All 11 & Over individual events will have one heat in the finals sessions except for the 11-12 500 free, and 13-14 and 15-18 1000 free and 1650 free.

All 10 & Under events are timed finals

The 1000, 1650, and the 11-12 500 Freestyle will be swum fastest to slowest. **All heats** of the 11-12 500 free

and 1000 and 1650 free will be swum at the prelims session as timed finals.

## Relay Events

All heats of all relays shall be swum in the finals session except for all the 10 and Under events.

**Adapted Swimmers:** Each LSC may bring two swimmers with disabilities age 12 and under and two swimmers age 13-18 to the meet. These adapted swimmers are in addition to the permitted 2 swimmers per event. Each LSC may select the adapted swimmers at their own discretion. With the recommendation of the LSC coach or Manager, the meet staff will determine where the swimmer best fits into the meet (seeded with their peers, seeded with their peers but in a shorter distance, seeded with younger swimmers, etc.) and will place them accordingly. All adapted swimmers competing in the meet will receive participation medals.

### **Adapted Swimmers: Procedures for Inclusion of Swimmers with Disabilities**

1. Swimmers with disabilities may compete without having achieved the qualifying standard for their age group. This meet does not use Time Standards. However, they must provide a time for each event they enter. Swimmers with disabilities shall be highlighted on the hard copy of the LSC's meet entry. Classification of a swimmer with a disability is irrelevant. LSCs must use the attached form to enter a swimmer with a disability.
2. Each LSC may select two swimmers with disabilities age 12 and under and two swimmers age 13-18 in any manner deemed appropriate. Examples of selection criteria and procedures are available from the Adapted Chairman. Lee Gibbs at [lee\\_gibbs@dom.com](mailto:lee_gibbs@dom.com)
3. Swimmers with disabilities may compete in finals, earn awards and score points for their team in the same manner as the able bodied swimmers.
4. It is the responsibility of the swimmer, or his/her coach, to inform the Meet Referee of any disability-related accommodations he/she may need to compete. This information must be given in advance of the meet. The Meet Referee shall inquire about the swimmer's needs and determine any modifications that may be required. This information shall be relayed to the starter and stroke and turn judges. Visually impaired swimmers who require tappers must bring their own devices and individuals to use them.
5. Aside from the norm, the Meet Referee has the ability to seed the swimmer with a disability in a number of ways. These options include: seed the swimmer with others of the appropriate gender, allowing the swimmer to complete half the distance of their age group (swim the 100 yard backstroke during the 200 yard race), or swim with a younger age group where their entry time is similar to the able-bodied swimmers for the same distance (a 15 year old swimmer with a disability could swim the 100 freestyle with the 9-10 age group). The final meet results should show the swimmer with a disability listed in the correct age and event, regardless of where he/she actually competed. The Meet Referee may reassign the lane of a deaf swimmer if a required view of the strobe light is obscured, and the light cannot be repositioned.
6. It is the responsibility of the USA Swimming Adapted Chair to provide the Meet Referee with current American Records for swimmers with disabilities. It is the swimmer's responsibility to complete and submit an application for an American Record should one be set.



**Time Trials:** There will be no time trials conducted at this meet.

**Athlete**

- Substitution:**
1. Each LSC is entitled to its maximum number of entrants in each event.
  2. No adjustment in seeding will be made.
  3. Deadline for substitutions will be thirty (30) minutes prior to the starting time of each session.
  4. A form for making substitutions will be provided in the Team Manager's packet. No adjustments in seeding will be made for substitutions.

**Protests:**

1. A meet jury will adjudicate protests including issues of conduct that may occur in the meet venue.
2. All protests must be made in writing and submitted in a timely manner.
3. Protests regarding athlete eligibility (as stated in rule 102.11) will not be accepted from anyone other than the Team Manager or his or her designee.
4. The meet jury will consist of a coach, an official, and an athlete representative, to be designated at the Managers' meeting prior to the meet. The Meet Referee may designate a pool of jurors in each category to avoid situations where jurors may be directly or indirectly involved in the protest.
5. Misconduct:
  - a. Any issues of conduct that occur within the meet venue will be adjudicated by the meet jury.
    - 1) Violation of the safety guidelines outlined in the meet announcement.
    - 2) Disrespect to meet management personnel, officials, or fellow athletes.
    - 3) Stealing, destroying, vandalizing or possessing the property of others **specifically including championship banners and trophies.**
    - 4) Possession or use of alcoholic beverages, tobacco products or illegal drugs.

**Scoring:** Scoring shall be according to USA Swimming Rule 102.7

Individual events: 9-7-6-5-4-3-2-1 (8 places)

Relay events: 18-14-12-10-8-6-4-2 (8 places)

- Meetings:**
1. The Coaches/Scratch meeting will take place forty-five (45) minutes prior to the start of each session.
  2. The officials meeting will take place one hour prior to the start of each session.
  3. The Managers meeting will occur at 8:00 PM on Wednesday, March 31, 2004 at the Freedom Center pool. Coaches are invited to attend.

**Supervision:** Coaches and Team Managers are responsible for the conduct of their swimmers and for cleaning up their team areas. Parents not working the meet as a deck official, volunteer lane timer, or other meet position are not permitted on deck. Only athletes, USA Swimming certified coaches, and deck officials working the session are permitted on the pool deck; coaches & deck officials are required to display their 2004 USA Swimming Card.

**Seating:** Deck assignments for seating will be distributed in the Team Manager's packet at the Wednesday PM meeting.

**Admission/Program:** Admission will be \$4 per day (covers trials and finals). Children 12 and under are free. Programs for the Three (3) day program \$15

**Timers**

? Each LSC must provide a minimum of two (2) timers at each session.

**Officials**

- Each LSC is requested to provide at least one (1) certified stroke and turn judge at each session.
- The meet referee will have the approval of the Championship Meet Coordination Committee
- Key officials, referees, starters, as endorsed by each LSC will be assigned where possible. Officials may sign up for the meet on either the Eastern Zone or the Virginia Swimming web sites commencing in October 2003 or via e-mail to the meet referee. Final assignments and scheduling of officials will be established by the meet referee.
- The meet will provide opportunity to earn, renew and upgrade National Officials Certification. Officials wishing to avail themselves of this opportunity must have been certified by their LSC in the position for which National Officials certification is sought for a minimum of one year, must work no fewer than three sessions successfully at this meet including attending the pre-session briefing prior to each session, complete the appropriate form and pay the requisite fee (currently \$7.00 for new certification and \$2.00 for renewal or upgrade).

**Credentials:** Deck credentials will be provided only for working officials, chaperones, the Meet Coordination Committee, and designated LSC team representatives who are listed on the LSC team roster. Credentials must be worn at all times while on the pool deck. Up to eight (8) team coaches, plus the Team Manager or alternate will be provided with credentials.

**Team Manager:**

- Each LSC must provide the name of an individual to serve as their official Team Manager. An alternate may also be named. Team Managers or alternates may vote (one per LSC) at any meetings called by the Meet Director(s) to discuss matters concerning the meet. Only the designated Team Manager or alternate is permitted to represent the LSC. Protests will not be accepted from anyone other than the Team Manager or alternate.

**Entries:**

- **Entry fee is \$450 per LSC.**
- Entry forms will be provided; all sections must be completed. HY-TEK MM or TM disk entry by email is encouraged followed by a disk backup.
- Relay cards will be prepared via computer.
- Entry times must be in short course yards
- **Mail entries with check payable to : “VSI”**

**Send Entries to: Terry and Bill Randolph**  
**144 View Point Drive**  
**Newport News, Va. 23603**  
**Email – [randtb@msn.com](mailto:randtb@msn.com)**

**\*\* PLEASE NOTE: IF SENDING ENTRIES VIA OVERNIGHT EXPRESS MAIL, PLEASE WAIVE SIGNATURE OF DELIVERY.**

**ENTRY DEADLINE:** The Entry Chairman must receive all entries by 5:00 PM, Wednesday, March 24<sup>th</sup>, 2004. Entries received after this date will be returned to the LSC. Change in events for athletes already entered will be accepted until 5:00 PM, Friday, March 26<sup>th</sup>, 2004.

***Warning: Any LSC entering an unregistered athlete, falsifying an entry in any way, or permitting an unregistered athlete to represent them will be fined \$100 and will not be permitted to continue participation until the fine is paid.***

**Concessions and Refreshments:** A QDD Swim Team sponsored concession will be available in the Multi-purpose Room throughout the meet.

**Accommodations and Directions:** (See Attached sheets)

**Parking:** Ample parking adjacent to the complex.

**IMPORTANT:** This entry form represents a contract between the LSC and the Host Team and entry into the meet represents compliance with rules and regulations stated.

**Final Results:** Meet Results will not be sent to the individual teams. All results will be posted on the Virginia Swimming Website at [www.virginiawimming.org](http://www.virginiawimming.org).

**Meet Summary Form**  
**This Form Must Accompany All Entries**

Team Name \_\_\_\_\_

CODE \_\_\_\_\_ Coach \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

# of Girl Swimmers \_\_\_\_\_

# of Individual Girl Entries \_\_\_\_\_

# of Boy Swimmers \_\_\_\_\_

# of Individual Boy Entries \_\_\_\_\_

# of Relays \_\_\_\_\_

**Team Fee is \$450 per LSC**

**Please Make Checks Payable to VSI**

All entries must be submitted for this meet no later than  
**5:00 PM, Wednesday, March 24<sup>th</sup>, 2004.**

**Send Entries To: Terry and Bill Randolph**  
**144 View Point Drive**  
**Newport News, Va. 23603**  
**Email [randtb@msn.com](mailto:randtb@msn.com)**

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