

27th Annual Cary City Invitational Swim Meet

Saturday — June 28, 2008

Hosted by



Official Registration Packet

Registration Due Wednesday, June 18, 2008

***THIS PACKET CONTAINS IMPORTANT INFORMATION FOR
YOUR SWIM TEAM'S REPRESENTATIVE,
FAMILIES & COACHES***

Swim Team: _____

Team Rep: _____

27th Annual Cary City Invitational Swim Meet

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► Information for Swim Club Representatives ◀

Thank you for participating in the 27th Annual Cary City Invitational Swim Meet. As one of the original participants, Scottish Hills Recreational Club (SHRC) is excited to once again host the City Meet for the seventh time in the past twelve seasons. Over the years, as the area has grown, so has the popularity of the City Meet. The Meet Chair from Scottish Hills is Renee Mitchell.

This year's meet will be similar to previous Cary City Invitational Swim Meets. We will be using the same electronic timing system that has been so successful in recent years.

Warm-ups for the morning session will begin at 7:00am. The meet will start at approximately 8:00am with opening announcements. The first event should begin at approximately 8:15am. Swimmers 10 and under will swim from approximately 8:15am to 2:00pm. The older swimmers, 11 and up, will begin warm-ups shortly after the early session ends, approx. 1:30pm. The afternoon session will begin approximately 2:30pm and end about 7:00pm, weather permitting.

Points will be awarded for the top sixteen (16) places for individual & relay events. ONLY one relay team for each event per club may score. Point scorers will receive medals or ribbons. Awards will be made for the top three (3) overall point scorers in each boys and girls age group. Trophies will be awarded for the top five (5) teams as well as a special Team Spirit award. All other clubs will receive a participant trophy. Results will be posted in the tennis court area on the tennis wall.

Bob Figures, USA Swimming Certified Referee will be the Meet Referee and oversee the stroke & turn judges and starters. Tarheel Swimming Association (TSA) rules will apply for this meet.

Encourage your parents to bring their own chairs. Bleachers will be set up and some deck chairs will be available, but in limited quantities. Clubs must provide no more than three (3) chairs for their coaches.

Your team's tent location will be shown at the pre-meet meeting on June 26th at SHRC.

Please set your tent up on June 27th and remove it on June 28th or 29th. Please keep this area clean. **If your swim team has “any one single tent” over 700 sq. ft.**, you need to contact the Cary Fire Department at 469-4056 to apply for a tent permit

NO glass, alcohol, pets, firearms, or fireworks are allowed anywhere on the property of SHRC. Smoking is not permitted on the pool deck or in the pool shelters. SHRC assumes NO responsibility for lost or stolen items, or damaged tents. Please be vigilant.

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Important Dates:

- Registration information due back to SHRC by Wednesday, June 18th at 5:00pm.
- Pre-Meet Orientation Meeting at SHRC Thursday, June 26th at 7:30pm.
- Rain date is Sunday, June 29th, same time(s). *See Page 4.*

Registration: Swimmers 7 and older may register for up to three (3) individual events; 6 and under may register for up to two (2) individual events (freestyle and/or backstroke). Each club is limited to no more than two (2) teams per relay event. Registration fees are \$3 for each individual event and \$8 for each relay team. There will also be a \$3 Facility Surcharge for each swimmer. Please provide one check per team made payable to SHRC at the time you submit your registration information. Registration is due at SHRC by 5:00pm Friday, June 18th. We will be using Hy-Tek Meet Manager software for the meet. Our Registration Coordinator is Steve McNatton. SHRC will provide the Meet Manager entry file to all clubs via email. Also, please provide a printed report of your registration data. Registration instructions are included in this packet.

Pre-Meet Orientation: Each club is expected to send a representative to this meeting, to be held at SHRC, 1423 Tarbert Drive, Cary on June 26th, 7:30pm. You will receive tent location information and Volunteer assignments, plus other information.

Meet Volunteers: Each team will be expected to provide a variety of volunteers or the meet will not take place. Team Volunteer assignments will be given out at the pre-meet meeting on June 28th. Meet Volunteers include Timers, Stroke & Turn Judges, Starters, Runners, Kid Pushers, etc. If your club is providing Timers, please bring at least three watches. Volunteers will receive a complimentary lunch.

Advertising: Teams and individuals may place ads in the Heat Sheets. Prices and samples are enclosed. Ads must be prepaid and are DUE with registration. Contact Ad Chair Mariel Swiggard at 380.7340 if you have any questions or interest in placing an ad.

Tents: Tents will be erected in the large grassy area adjacent to the pool. Your tent location will be disclosed at the pre-meet meeting on June 28th. Tent should be erected on June 27th and removed on June 28th or 29th.

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► Information for Swim Club Representatives ◀

Parking: Parking will be restricted to one side of most neighborhood streets. Traffic cones and signs will be in place designating NO Parking areas. Parking will be available at Annie Jones Park across the street from the pool. Only cars with parking passes will be allowed in the SHRC parking lot. Each club will be given ONE parking pass. There will be a drop off area approximately fifty yards up Tarbert Drive across from the Annie Jones Park tennis courts for swimmers and their gear. This leads directly to the team tent area. We encourage car-pooling.

Concessions: Bring your appetite! There will be a variety of things to eat for breakfast and lunch, all reasonably priced, including bagels, coffee, drinks, snacks, pizza, hamburgers, hotdogs, and much more. 27th Anniversary Cary City Swim Meet T-Shirts will be available for sale for \$10. Souvenir Heat Sheets will be on sale for \$5. Augusta Swim Supply will be on hand and will have suits and accessories for sale.

Rain date: Sunday, June 29th, same time(s) will be used as a rain date.

Condition 1: Meet cannot begin on Saturday, or

Condition 2: Meet is interrupted. See Inclement Weather Policy below.

Inclement Weather Policy: Our policy for 2008 is based upon the Tarheel Swimming Association rules regarding inclement weather and meet cancellations.

If the meet is stopped due to the weather, it will be declared over if on Saturday all breaststroke events have been completed, or if on Sunday all backstroke events have been completed. The winner is determined by the points accumulated at the end of the last completed stroke (all ages & genders). If all breaststroke events

have not been completed on Saturday, the meet will resume on Sunday with the event that was to be swum when the event was halted.

Refund Policy: We have implemented a refund policy in an effort to return funds to swim clubs for heats that have to be cancelled due to weather conditions. As we have certain costs that will be incurred whether the meet runs in its entirety or is shortened due to unforeseen conditions, the refund for these heats will not be “dollar-for-dollar” but will reflect a genuine attempt to be fair to all concerned.

Thank you for your assistance in making this years’ Cary City Invitational Swim Meet a success. Many of our local swimmers view this meet as the premier meet of the summer. We look forward to perfect weather, good sportsmanship and great fun in a safe environment for swimmers and spectators alike. Encourage your team to have a positive attitude. If you have any questions, please contact the 2008 Cary Invitational Swim Meet Chair: Renee Mitchell, 468-0227 or e-mail her via ccm@scottishhills.org.

27th Annual Cary City Invitational Swim Meet

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Points will be awarded for the top sixteen (16) places for individual & relay events. ONLY one relay team for each event per club may score. Point scorers will receive medals or ribbons. Awards will be made for the top three (3) overall point scorers in each boys and girls age group. Trophies will be awarded for the top five (5) teams as well as a

special Team Spirit award. All other clubs will receive a participant trophy. Results will be posted in the tennis court area on the tennis wall.

Bob Figures, USA Swimming Certified Referee will be the Meet Referee and oversee the stroke & turn judges and starters. Tarheel Swimming Association (TSA) rules will apply for this meet.

Bring your own chairs. Bleachers will be set up and some deck chairs will be available, but in limited quantities.

Ask your team's representative about your team's tent location. Access to the tent area will be off of Tarbert. Please keep this area as clean as possible —use the trash cans.

NO glass, alcohol, pets, firearms, or fireworks are allowed anywhere on the property of SHRC. Smoking is not permitted on the pool deck or in the pool shelters. SHRC assumes NO responsibility for lost or stolen items, or damaged tents. Please be vigilant.

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Rain date: Sunday, June 29th, same time(s) will be used as a rain date only if the meet has not begun on Saturday, June 28th or if the meet begins on Saturday & all breaststroke events have not been completed and the meet is called. If all breaststroke events have been completed on Saturday when the meet is called, then the meet is officially over.

Registration: Swimmers 7 and older may register for up to three (3) individual events; 6 and under may register for up to two (2) individual events (freestyle and/or backstroke). Each club is limited to no more than two (2) teams per relay event. Registration fees are \$3 for each individual event and \$8 for each relay team. There will also be a \$3 Facility Surcharge for each swimmer. Your club's team representative has the registration information. We will be using Hy-Tek Meet Manager software.

Meet Volunteers: Each team will be expected to provide a variety of volunteers or the meet will not take place. Meet Volunteers include Timers, Stroke & Turn Judges, Starters, Runners, Kid Pushers, etc. If your club is providing Timers, please bring at least three watches. Please contact your club's team representative and volunteer!

Advertising: Teams and individuals may place ads in the Heat Sheets. Prices and samples are enclosed. Ads must be prepaid and are DUE with registration. Contact Ad Chair Mariel Swiggard at 380.7340 if you have any questions or interest in placing an ad.

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Concessions: Bring your appetite! There will be a variety of things to eat for breakfast and lunch, all reasonably priced, including bagels, coffee, drinks, snacks, pizza, hamburgers, hotdogs, and much more. 27th Annual Cary City Swim Meet T-Shirts will be available for sale for \$10. Souvenir Heat Sheets will be on sale for \$5. Augusta Swim Supply will be on hand and will have suits and accessories for sale.

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REGISTRATION FORM

PARENTS: Registration forms are due back to your team's coaches by June 16th. Please submit your child's form promptly as your coaches must compile the data on all of your club's forms and submit the registration payment and data no later than June 18th. Thanks!

Each swimmer may register to compete in several individual events as follows:

Ages 6 & under — up to two (2) individual events

Ages 7 & up — up to three (3) individual events

- The individual events cost \$3 per event per swimmer.
 - If your child is to participate in a relay, each relay cost \$8 per relay team (\$2 per swimmer).
 - There will be a \$3 facility surcharge per swimmer.
-

Swimmer's Name _____

Age _____

Gender: M F

Individual Events:

Free Style _____

Back Stroke _____

Breast Stroke _____ [Must be 7 or older]

Butterfly _____ [Must be 7 or older]

Relay Team:

Medley _____

Freestyle _____

Facility Surcharge: _____ **\$3**

Total Amount Due to Club: _____

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► Meet Entry Instructions ◀

Scottish Hills will be running the meet this year with Hy-Tek Meet Manager.

Entries may be submitted from Hy-Tek Team Manager, Team Manager II, or Team Manager II Lite. If you already have one of those products, you only need to import the meet events file that will be sent in a separate email <MM062808.HYV> and proceed to Step 3.

Note that the CD of Hy-Tek TM II Lite distributed in previous years can be used to create your entries this year. If you do not have one of Hy-Tek's team manager products, send an email to Steve McNatton at ccm@scottishhills.org and he will supply Hy-Tek TM II Lite to you. If you need the software, please contact Steve immediately.

To install, insert the CD and the Set-up routine should start automatically. If setup does not start automatically, use Start-> Run and enter D:\setup. After setting up and starting TM II Lite, detailed instructions for the entry process can be found by clicking **Help**, and then **Contents**. Scroll down the page to the TM II Lite section and click on **Here** in the body of the paragraph. You will find links for a five-step entry process.

Some helpful hints:

Step 1. Set up your team

Click: Teams /Add. Input your team abbreviation (see page 3), your formal team name, and your team nickname.

Step 2. Set up your Athletes

Click: Athletes / Add.

Required information is last and first name, age, and gender.

Select Team for the first swimmer. Team should remain selected for remainder of entries.

Step 3. Import Meet Events

Click: File / Import / Meet Events. Browse to where you have saved the attached file.

Click: Open.

Step 4. Declare your Entries

For Individual Events:

Click: Meets / Entries / Entries by Name.

Select a team. Select a swimmer and click in the **Entered** boxes for the events that swimmer will enter.

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Enter the times in the Custom Time column as **Minutes: Seconds. Hundredths**. You do not have to enter “zero” minutes.

Remember that 6&U swimmers are restricted to two (2) events, even though the program will allow you to sign up for three (3) events.

For Relays:

Click: Meets / Entries / Entries by Events.

Select a team. Select a relay event.

Click: New Relay to create a generic relay entry. Enter the time in the Custom Time column.

Also note the entries in TM II Lite are restricted to one hundred (100) swimmers per team. If you have more than one hundred (100) swimmers, please divide your entries into two or more parts and submit these as separate entry files using the same team designation.

Step 5. Review & Export your Entries

Click: Reports / Performance / Meet Entries and check them for completeness and accuracy.

Click: File / Export / Meet Entries. Browse to where you want to save the entry file.

Step 6. Email the file & postal mail the check

A ZIP file will be created. E-mail that file to ccm@scottishhills.org. The deadline for entry submission is Wednesday, June 18th. Make your checks payable to "SHRC".

Mail a check for the entry fee to:

Jeff Morgan, Treasurer
Scottish Hills Recreational Club, Inc.
Post Office Box 859
Cary, NC 27511

Confirmation e-mail will be sent on Monday, June 23rd for all entries that have been received. Please carefully review the confirmation attachments. Any error (gender, age, event) will need to be corrected immediately.

If you have any difficulties with registration, please contact Renee Mitchell at 468-0227.

The **Pre-Meet Orientation** is at Scottish Hills on Thursday, June 26th at 7:30pm.

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► Meet Entry Instructions ◀

~~This year, we are using the following team abbreviations for the Meet Manager database:~~

<i>Team Name</i>	<i>Abbreviation</i>
Abbingdon	ABB
Apex	APEX
Bentwinds	BENT
Carpenter Village	CRPV
Cary	CARY
Cary Park	CPC
Devereaux	DEVX
Dutchman Downs	DUTC
Glenridge	GLEN
Haddon Hall	HH
Kildaire Farms	KILD
MacGregor Downs	MCGR
Medfield	MEDF
Olive Chapel	OCSC
Oxford Hunt	OXH
Park Village	PARK
Regency Park	REG
Scottish Hills	SCOT
Scotts Mill	SOAK
Silverton	SILV
The Reserve	RESV
Walden Creek	WC
Weatherstone	WEAT
Wellsley	WELL

Note: If your club's name is not on this list, please contact SHRC for abbreviation.