



February 23-26 → Hosted by **HOUSTON**

2011 C-USA Women's Swimming & Diving Championship and Invitational Handbook

Hosted by: The University of Houston

February 23-26, 2011

TABLE OF CONTENTS

Table of Contents.....	2	Lane Assignments.....	14
Championship Administration.....	3	Locker rooms.....	14
Administration Phone Numbers.....	4	Medical and Training Services.....	14
Conference USA Staff Directory.....	4	Media Information.....	14
Competing Institutions' Administration.....	5	Meet Results.....	14
Schedule of Events.....	6	Merchandise.....	14
Schedule of Competitive Format.....	7	Observed Times.....	14
Warm Up Procedures.....	8	Parking.....	14
Championship policies.....	9-17	Participant Seating.....	14
Academics.....	10	Photography/Camera Use.....	14
Artificial Noisemakers.....	10	Platform Diving.....	14
Awards.....	10	Protests/Protest Committee.....	15
Banners.....	10	Protocol.....	15
Championship Officials.....	10	Relays.....	15
Check-In.....	11	Senior Recognition.....	15
Clearing of the Course.....	11	Scoring.....	15
Coaches Meeting.....	11	Scratch Procedures.....	15
Competition Format.....	11	Seeding.....	16
Deck.....	11	Squad Size.....	16
Diving Judges.....	11	Tickets.....	16
Diving Scoring.....	11	Time Trials.....	16
Diving Sheets.....	11	Uniforms.....	16
Diving Statistics.....	11	Warm-Up.....	16
Entry Challenges.....	12	Championship Facility Information.....	18
Entry Deadlines.....	12	Restaurants.....	19
Entry Regulations.....	12	Hotels.....	20
Equipment.....	13	Directions.....	21
Facilities.....	13	Area Maps.....	22
Heat Sheets.....	13		
Hospitality Areas.....	13		
Hotel.....	13		
Individual Awards.....	13		
Invitational.....	13		

CHAMPIONSHIP ADMINISTRATION

1. **Conference Liaison**
Name: Keisha Dunlap
Office: (214) 774-1355
Cell: (479) 283-6283
E-mail: kdunlap@c-usa.org
2. **Championship Director**
Name: Kevin Klotz
Office: (713) 743-9382
Cell: (832) 523-8648
E-mail: kklotz@central.uh.edu
3. **Facility Coordinator**
Name: Reginald Riley
Office: (713) 743-9505
E-mail: rriley@central.uh.edu
4. **Ticket Coordinator**
Name: Keith Marshall
Office: (713) 743-0794
Cell: (713) 569-3503
E-mail: kjmarsh2@central.uh.edu
5. **C-USA Merchandising Coordinator**
Name: Keisha Dunlap
Office: (214) 774-1355
Cell: (479) 283-6283
E-mail: kdunlap@c-usa.org
6. **C-USA Marketing Coordinator**
Name: Kelly Carney
Office: (214) 774-1348
Cell: (214) 673-2034
E-mail: kcarney@c-usa.org
7. **Merchandising Coordinator**
Name: Felix Robinson
Cell: (713) 748-0923
E-mail: felix.robinson@mail.uh.edu
8. **Marketing Coordinator**
Name: Greg Brungardt
Office: (713) 743-9452
Cell: (281) 757-3569
E-mail: grbrunga@central.uh.edu
9. **Hospitality Coordinator**
Name: Tory Teykl
Office: (713) 743-9453
Cell: (713) 703-9986
E-mail: tteykl@central.uh.edu
10. **Sports Medicine Coordinator**
Name: Lauren LeBlanc
Office: (713) 743- 9422
Cell: (281) 732-1853
E-mail: ldlebla2@central.uh.edu
11. **C-USA Media Coordinator**
Name: Nicole Cartier
Office: (214) 774-1354
Cell: (612) 741-4033
E-mail: ncartier@c-usa.org
12. **Media Coordinator**
Name: Alissa Bauer
Office: (713) 743-9407
Cell: (785) 550-2990
E-mail: anbauer@central.uh.edu

ADMINISTRATION PHONE NUMBERS

Area Code (713)		
Title	Name	Work Number
Director of Athletics	Mack Rhoades	743-9370
Championship Director/Assistant AD-Compliance and Eligibility	Kevin Klotz	743-9382
Associate Athletic Director/SWA	DeJuena Chizer	743-9468
Sports Information Director	Cassie Arner	743-9409
Assistant Sports Information Director	Alissa Bauer	743-9407
Business Manager	Mathilda Christophe	743-9475
Ticket Manager	Mike Rea	743-9447
Head Athletic Trainer	Mike O'Shea	743-0782
Assistant Athletic Trainer	John Houston	743-0786
Marketing Coordinator	Greg Brungardt	743-9452
Head Coach	Mark Taylor	743-9373
Assistant Coach	Jamie Lewis	743-9398
Diving Coach	Jane Figueiredo	743-9372
Fax Number		743-9488
Sports Information Fax Number		743-9411
Hotel Number	Hyatt Regency	713-375-4724
Facility Number		743-SWIM (7946)

CONFERENCE USA STAFF DIRECTORY

Britton Banowsky	Commissioner
Judy MacLeod	Executive Associate Commissioner
Alfred White.....	Associate Commissioner
Kelly Carney	Associate Commissioner
Robert Philippi	Associate Commissioner for Compliance/Academics
Chris Woolard	Associate Commissioner for Sport Services
Catrina Gibson	Assistant Commissioner for Business Affairs
Russell Anderson	Assistant Commissioner for Football/Baseball Operations
Courtney Morrison-Archer.....	Assistant Commissioner for Public Affairs
Keisha Dunlap.....	Assistant Commissioner for Sports Services
Callie Hubbell	Director of Compliance and Student Services
Monay Lyles.....	Director of Events
Nicole Cartier.....	Director of New Media
Debbie Davis.....	Associate Director of Media Relations
Carmen Jones	Assistant Director of Marketing and Business Affairs
Walter Brock.....	Assistant Director of Sports Services
Darlene Winsett.....	Executive Assistant to the Commissioner
Katie Fleming.....	Administrative Assistant
James Etter	Intern
Kelly Ninemire.....	Intern
Erika Amstadt Hirschfield.....	Multimedia/Creative Services Consultant
Telephone / Fax.....	214.774.1300/ 214.496.0046

SCHEDULE OF EVENTS (All times Central)

The 2011 Conference USA Swimming & Diving Championship will be held February 23-26 at the University of Houston. All competition will be conducted at the CRWC.

Tuesday

3:00 p.m. – 9:00 p.m. OPEN PRACTICE – 8 Lane competition course only & Diving Boards
First Come, First Serve Basis
***No one may enter the facility before 3:00 p.m.**

Wednesday

7:00 a.m. - 4 p.m. OPEN PRACTICE – 8 Lane competition course only & Diving Boards
First Come, First Serve Basis

12:00 p.m. Coaches Meeting – CRWC Classroom

2:00 p.m. Men's 1-meter Diving Prelims

4:00 p.m. Swimming Warm-up

6:00 p.m. – 9:00 p.m. Swimming Finals
Men's 1m Springboard Finals

Thursday - Saturday

6:30 a.m. – 7:30 a.m. Wake-up Swim - 8 lane competition course only

7:30 a.m. - 9:45 a.m. Swimming Warm-up – 16 lanes (8 lanes warm-up/warm-down course; 8 lane competition course)
Diving Warm-up

10:00 a.m. – 1:00 p.m. Swimming Preliminaries

10:00 a.m. Diving Warm-up

1:00 p.m. Diving Preliminaries

4:00 p.m. - 5:45 p.m. Swimming Warm-up
Diving Warm-up

6:00 p.m. - 10:00 p.m. Swimming Finals
Diving Finals

SCHEDULE OF COMPETITION FORMAT

Wednesday (Day 1):

12 pm Coaches Meeting
 2pm 1 m Diving – (M) Prelims
 6pm 200-yd Med Relay – (W) Final
 200-yd Med Relay – (M) Final
 1m Diving – (M) Finals
 800-yd Free Relay – (W) Final
 800-yd Free Relay – (M) Final

Thursday (Day 2 Trials):

10am 500-yd Free – (W)
 500-yd Free – (M)
 200-yd Indiv Med – (W)
 200-yd Indiv Med – (M)
 50-yd Free – (W)
 50-yd Free – (M)
 1pm 3m Diving – (W) Prelims
 3m Diving – (W) Semifinals

Thursday (Day 2 Finals):

6pm 500-yd Free – (W) Consol
 500-yd Free – (W) Final
 500-yd Free – (M) Consol
 500-yd Free – (M) Final
 200-yd Indiv Med – (W) Consol
 200-yd Indiv Med – (W) Final
 200-yd Indiv Med – (M) Consol
 200-yd Indiv Med – (M) Final
 50-yd Free – (W) Consol
 50-yd Free – (W) Final
 50-yd Free – (M) Consol
 50-yd Free – (M) Final
 3m Diving – (W) Final
 400-yd Med Relay – (W) Final
 400-yd Med Relay – (M) Final

Friday (Day 3 Trials):

10am 400-yd Indiv Med – (W)
 400-yd Indiv Med – (M)
 100-yd Butterfly – (W)
 100-yd Butterfly – (M)
 200-yd Free – (W)
 200-yd Free – (M)
 100-yd Breast – (W)
 100-yd Breast – (M)
 100-yd Back – (W)
 100-yd Back – (M)
 1pm 3m Diving – (M) Prelims
 1m Diving – (W) Prelims
 1m Diving – (W) Semifinals

Friday (Day 3 Finals):

6pm 200-yd Free Relay – (W) Final
 200-yd Free Relay – (M) Final
 1m Diving – (W) Finals
 400-yd Indiv Med – (W) Consol
 400-yd Indiv Med – (W) Final

400-yd Indiv Med – (M) Consol
 400-yd Indiv Med – (M) Final
 100-yd Butterfly – (W) Consol
 100-yd Butterfly – (W) Final
 100-yd Butterfly – (M) Consol
 100-yd Butterfly – (M) Final
 3m Diving – (M) Finals
 200-yd Free – (W) Consol
 200-yd Free – (W) Final
 200-yd Free – (M) Consol
 200-yd Free – (M) Final
 100-yd Breast – (W) Consol
 100-yd Breast – (W) Final
 100-yd Breast – (M) Consol
 100-yd Breast – (M) Final
 100-yd Back – (W) Consol
 100-yd Back – (W) Final
 100-yd Back – (M) Consol
 100-yd Back – (M) Final

Saturday (Day 4 Trials):

10am 200-yd Back – (W)
 200-yd Back – (M)
 100-yd Free – (W)
 100-yd Free – (M)
 200-yd Breast – (W)
 200-yd Breast – (M)
 200-yd Butterfly – (W)
 200-yd Butterfly – (M)
 1650-yd Free – (W)
 1650-yd Free – (M)
 1pm Platform Diving – (W) Prelims
 Platform Diving – (M) Prelims
 Platform Diving – (W) Semifinals

Saturday (Day 4 Finals):

6pm 1650-yd Free – (W) Final
 1650-yd Free – (M) Final
 Platform Diving – (W) Finals
 200-yd Back – (W) Consol
 200-yd Back – (W) Final
 200-yd Back – (M) Consol
 200-yd Back – (M) Final
 100-yd Free – (W) Consol
 100-yd Free – (W) Final
 100-yd Free – (M) Consol
 100-yd Free – (M) Final
 200-yd Breast – (W) Consol
 200-yd Breast – (W) Final
 200-yd Breast – (M) Consol
 200-yd Breast – (M) Final
 200-yd Butterfly – (W) Consol
 200-yd Butterfly – (W) Final
 200-yd Butterfly – (M) Consol
 200-yd Butterfly – (M) Final
 Platform Diving – (M) Finals
 400-yd Free Relay – (W) Final
 400-yd Free Relay – (M) Final

WARM-UP PROCEDURES

The following procedure will be in effect two hours prior to the start of the events for each session. Announcer should provide this information at the appointed time.

Preliminaries

8:00 a.m. All kicking/pulling moves into the warm-up pool – **NO EQUIPMENT IN COMPETITION POOL AFTER 8:00 A.M.**

Lanes 3,4,5,6: Standard warm-up
Lanes 2,7: Sprint (one way only)
Lanes 1,8: Pace

9:15 a.m. Lanes 4,5: Standard warm-up
Lanes 2,3,6,7: Sprint (one way only)
Lanes 1,8: Pace

9:25 a.m. Lanes 1,4,5,8: Pace
Lanes 2,3,6,7: Sprint (one way only)

9:45 a.m. Clear the competition pool

Finals

4:00 p.m. All kicking/pulling moves into the warm-up pool – **NO EQUIPMENT IN COMPETITION POOL AFTER 4:00 P.M.**

Lanes 3,4,5,6: Standard warm-up
Lanes 2,7: Sprint (one way only)
Lanes 1,8: Pace

5:15 p.m. Lanes 4,5: Standard warm-up
Lanes 2,3,6,7: Sprint (one way only)
Lanes 1,8: Pace

5:25 p.m. Lanes 1,4,5,8: Pace
Lanes 2,3,6,7: Sprint (one way only)

5:45 p.m. Clear the Competition Pool

Starts from platforms are prohibited in standard warm-up lane.

CHAMPIONSHIP & INVITATIONAL POLICIES



February 23-26 → Hosted by **HOUSTON**

CHAMPIONSHIP & INVITATIONAL POLICIES

Unless stated otherwise in the Handbook, all Conference USA Swimming & Diving procedures are in effect during the Championship.

Academics. If academic support is required, contact Lori Selzer, Academic Counselor, (713) 743- 9367, lmselzer@uh.edu.

Artificial Noisemakers. Artificial noisemakers, air horns, and electronic amplifiers shall not be permitted, and such instruments shall be removed from the competition and spectator areas. The Championship Director shall be responsible for enforcing these provisions.

Awards.

The Conference office will provide the following awards and present them during the meet and at the awards ceremony following the meet.

1. **Team Trophies.** First and second place team Championship trophies and first and second place Men's Invitational trophies will be presented. A first place Women's Invitational trophies will also be presented.
2. **Championship Swimmer of the Meet.** The Swimmer of the Meet award will go to a female selected by the coaches following the meet.
3. **Championship Diver of the Meet.** The Diver of the Meet award will go to a female selected by the coaches following the meet.
4. **Championship Coach of the Year.** The Swimming Coach of the Year and Diving Coach of the Year for women will be selected by the coaches following the meet.
5. **Championship Individual awards.** For the women's champion team members only.
6. **Men's Invitational Swimmer/Diver of the Meet.** A male Swimmer and a male Diver of the Meet award shall be selected by the coaches following the meet.
7. **Men's Invitational Swimming Coach and Diving Coach of the Meet.** A Swimming Coach and Diving Coach of the Meet shall be selected by the coaches following the meet.
8. **Event Medals.** For first, second and third place finishers for women and men (all women and men participants are eligible).

Please Note: Women's Invitational participants will not be eligible for specialty awards (Swimmer of the Meet, Diver of the Meet, etc.).

Banners. Per facility policy, only professionally produced banners, no more than 3' X 5' may be hung. These banners must be approved by meet and facility host and may only be hung by the CRWC staff.

Championship Officials

Conference Liaison:	Keisha Dunlap
Championship Director:	Kevin Klotz
Officials' Coordinator:	Herb Schwab
Meet Manager:	Linda Brenneke
Head Referee – Swimming:	Rick Tobin
Head Referee – Diving:	Penny Cano
Official Starter:	Dorthy Brelih - Women Gary Baker - Men

Check-In. Athletes are required to check-in 10 minutes before their event's finals. The check-in area is located at Campus Recreation pool side.

Clearing of the Competitive Course. The competitive course will be cleared fifteen minutes prior to the 10:00 a.m. start of preliminaries of each day. Additional warm-up may be taken in the designated sections of the pool or in other warm-up areas. The competitive course will be cleared fifteen minutes prior to the 6:00 p.m. start of the finals each day. Additional warm-up will be limited to other warm-up areas. Music shall be turned off in the diving well area before the meet begins.

Coaches Meeting. A brief meeting of the head coaches will be held on Wednesday, February 23 at 12:00 pm to discuss pertinent championship information. The meeting will be held at the CRWC Wellness Classroom.

Competition Format

1. The 1650 heats will be run fastest to slowest in both men's and women's events. The 1650 heats during preliminaries will be timed finals and exclude the eight fastest seeded swimmers who will compete during the evening competition. Heats for the 1650s shall be held at the conclusion of preliminaries on the third day of competition. The 1650 heats will alternate women's and men's heats.
2. Platform diving shall be conducted on a scored event for team points. Individual points shall be awarded and platform diving finalists may receive awards and be eligible for Conference honors.
3. Starting times are 10:00 am for swimming preliminaries and 6:00 pm for finals. Diving preliminaries will begin at approximately 1:00 pm and be run as closely as possible to mirror the NCAA Championship.
4. Time standard trials shall take place after prelims and finals at the Conference Championships. In accordance with NCAA rules, a relay preliminary swim conducted on the same day that is non-scored, in natural order of events, is optional.
5. The championship will be conducted in short course yards.

Deck. The control of the deck shall be at the discretion of the officials. The athletes shall not be allowed to stand on the turn bulkhead.

Diving Judges. Judges will be selected by random draw each day. One name will be drawn to sit out. An individual who sits out will not have his or her name put back into the lot and will thereafter be automatically included on the judging panel. It is permissible for an institution's coach to judge his or her own diver. Whenever possible, there shall be a panel of at least five judges for the finals. The judges are required to remain for all scored events.

Diving Scoring. **Five or Seven scores** shall be recorded for each diver and added together and that total will be multiplied by the degree of difficulty.

Diving Sheets. Entries shall be submitted via DiveMeets.com. Entries are due **by midnight on Tuesday, February 15, 2011.**

Diving Statistics. Each institution is required to submit their competing divers to DiveMeets.com for all diving competition. Divers should also be entered on the official entry form submitted to the Meet Manager.

Entry Challenges. The NCAA regulation as it relates to challenging entries shall be adopted for the Championship/Invitational. If any competitor’s qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing all three computer times for level two times, contemporaneous completed timing card with three separate stopwatch times for level three times. Meet administrators must retain all meet information in the event challenges are submitted.) If verification is not forthcoming, copies of the protest will be sent to the directors of athletics of the parties involved, and the involved student-athlete(s) may be disqualified from the championship. Relay optional-entry challenges will be accepted from time of posting until the coaches meeting on Wednesday afternoon.

Entry Deadlines. Entry forms shall be submitted to the Meet Manager and to the Conference office (via receipt mail, e-mail, facsimile) **by midnight on Tuesday, February 15, 2011.** Those teams who have **“Team Manager”** can submit their entry on a disk with supporting hard copy information by deadline date. A psych sheet will be provided to each team via e-mail and the Conference USA website (www.conferenceusa.com). Coaches should call to confirm reception of their entries. Coaches should keep a copy of the completed team entry form for his/her records and maintain it until check-in.

Entry forms and/or disks should be mailed to:

Meet Manager: Linda Brenneke 527 Nottingham Oaks Trail Houston, TX 77079	Conference USA: Keisha Dunlap 5201 N. O’Connor Blvd. Suite 300 Irving, TX 75039	Diving Entries: Log onto www.DiveMeets.com to submit entries.
Email entries should be sent to: gulf_sanctions@yahoo.com	E-mail entries should be sent to: kdunlap@c-usa.org	
Fax: (281) 366-7406 (*fax is least preferred)	Fax: (214) 496-0046	

Facsimile entries will be accepted provided they are legible. Any entry errors as a result of a faxed copy will be the responsibility of the coach who prepared and sent the entry.

Entry Regulations

1. A maximum of 30 swimmers/divers per institution shall be permitted to participate in the championship, as counted by the NCAA: an entrant who swims will be counted as one competitor; an entrant who swims and dives shall be counted as one competitor; an entrant who only dives shall be counted as one-half. Eighteen are allowed to compete in the finals.
2. Each team is allowed one relay team per event. The relay seedtime shall be entered only once on the entry blank. First and last names of relay swimmers and their order of swimming must be declared prior to the start of the heat in which the relay is entered.
3. Each participant is permitted to compete in a maximum of seven events, of which no more than three may be individual events.
4. All relays and the 1650 freestyle will be timed finals. Challenged entries must be proven through meet documentation at the coaches' meeting.
5. For seeding in the 1650 event, institutions must submit the swimmers best individual times for the 1650 from the season. A 1000 time can be submitted, only if there is no 1650 time from the current season.
6. Official meet results shall be acceptable proof of swimming times when required for Conference championship entries. No time entries will be accepted.

Equipment. Relay touch pads shall be used at Conference Championships. The NCAA rule will be in effect when takeoff pad are used.

Facilities. The 2011 Conference USA Swimming and Diving Championship and Invitational will take place at the University of Houston.

Campus Recreation and Wellness Center Natatorium
4500 University Drive
Houston, Texas 77204-6056
(713) 743-SWIM (7946)

The CRWC Natatorium Policies are attached.

Championship meet participants are limited to the Natatorium and locker room facilities only. Hot tub use is for competing divers only.

Heat Sheets. Four complimentary heat sheets will be given to each team per session. Additional heat sheets for each championship session will be for sale for spectators.

Hospitality Areas

Student-Athlete Hospitality. This area will be located on the pool deck at the lobby end of the pool and will be restricted to participating student-athletes only. The host institution will provide fruit and Gatorade for participants.

Official Staff Hospitality. This area will be located in the wet/dry classroom at the diving end of the pool. This area is **restricted** to each team's staff (e.g., coaches, trainers, SIDs), meet officials, VIP's, and working press. The host institution will provide a schedule of meals at the head coaches meeting.

Hotel. Below is the designated Championship hotel. All teams **must** stay in the designated hotel.

Hyatt Regency
1200 Louisiana St.
Houston, TX 77002
(713) 375-4631 phone
(713) 375-4724 fax
Contact: Rebecca Randolph
Team Rate: \$99.00/night

Individual Awards. The Meet Director from time to time during the finals session shall create breaks to give individual awards. Medal ceremonies shall be held during the evening sessions after the diving events have been completed. The time line for each of these session finals will be distributed during the corresponding prelims session.

Invitational. Conference USA shall sponsor an invitational swimming and diving meet (for both men's and women's teams) to be held in conjunction with the Women's Swimming & Diving Championship. The number of invited women's teams plus the number of Conference women's teams shall not exceed 12 total teams. On the men's side, the Conference will select and invite teams not to exceed the total number of women's teams competing. Invited teams will be responsible for the expenses associated with the Invitational.

Lane Assignments. Finals for all individual events will be swum eight and eight (consolations and finals). Preliminary events will be swum eight to a heat. Relay teams will be assigned lanes according to the best time as verified by the coach.

Locker Rooms. Day use lockers are located at the exit of the changing rooms and are available on a first come, first serve basis.

Medical and Training Services. The championship's physician will be on call during the morning warm-up session and all championship sessions. A certified trainer shall be located in the pool area during all hours the pool is in use. Team trainers or managers are asked to check with the championship trainer if first aid supplies or facilities are needed. Adequate rubdown areas should be available in the pool area. A defibrillator and trained staff person to use it must be on site. An ambulance will be on site during all diving competition. The following staff will be available to assist you with your training needs:

Morgan Lowman, Athletic Trainer, (713) 743-9422, morganlowman8@hotmail.com
Amanda Barbee, Athletic Trainer, (713) 743-9422, abarbel@tigers.lsu.edu

Media Information. All persons requesting media credentials must do so in writing to Nicole Cartier, Conference USA Director of New Media (214) 774-1354 or Alissa Bauer, The University of Houston (713) 743-9407. Both Sports Information and media personnel are required to have credentials to be admitted to the pressroom at the CRWC Natatorium and to the deck areas. Photographers will have access to poolside during the meet. Press credentials can be picked up at the University of Houston from Alissa Bauer.

Meet Results. Results will be posted in two locations: 1) Upstairs in the spectator balcony; and 2) on the pool deck. Complete results for the day will be available following the meet.

Merchandise. Championship merchandise will be available throughout the Championship in the CRWC Lobby. Merchandise hours of operation will be available at the coaches meeting.

Observed Times for USA Swimming Entries/Official Times for NCAA Div I Championship Entries. The host team shall submit the meet results to the USA Swimming SWIMS database within 48 hours after the completion of the competition.

Parking.

- **Team Buses** – Monday through Friday the team buses can drop off and pick up on University Drive but they must then go to the Energy Research Park (5000 Gulf Freeway) to park. The driver can ride the UH shuttle back to the Rec Center. The UH shuttle stops running to the Energy Research Park at 7PM so drivers may move them into lot 20A after 6:30 pm. Buses may also park in lot 20A on Saturday. Buses that do not utilize the Energy Research Park location during the specified hours risk being blocked in by private vehicles.
- **Team Vans** – Team vans can park in Lots 4A, 20A, or 20C. Each team may request up to two passes at no charge after that they are \$3.00 per day.
- **Officials** – The meet officials can park in lots 4A, 20A, or 20C.
- **Spectators** – Monday through Thursday spectators may park in the East Garage or Welcome Center Garage. On Friday and Saturday only, spectator parking will be available in parking lots 20A and 20C.

Participant Seating. The choice of seating for teams at the championship site may be determined on the basis of the previous year's final standing. The returning teams will select team seating in order of last year's conference championship finish and the invitational teams will randomly draw their order. Team seating will be selected at the pre-championship coaches meeting.

Photography/Camera Use. Use of photographic equipment (including video cameras) is allowed during the event. However, flash photography at start of each race and use of electrical outlets in the natatorium is prohibited. In addition, no tripods or standing cameras will be allowed in the spectator seating area. No photography or videotaping is allowed in the other areas of CRWC. Only one camera per team may be set up at the back of the natatorium. **Only credentialed photographers shall be permitted on the pool deck.**

Platform Diving. The competition pool will close during platform diving. The warm-up pool will remain open.

Protest/Protest Committee. Protests will be considered only as designated by the national rules (NCAA) governing the respective sport. The Protest Committee shall consist of the swimming referee, starter, championship director and the conference liaison, and the chair of the coaches committee. (See NCAA Rulebook for Complaints.)

Protocol. The protocol for trials and finals will follow the NCAA format for the championship finals. Participants in the final championship heat and diving finals shall be introduced individually using name, year in school and institution, which shall be provided by the head coach.

Relays. The relays will be conducted in one (1) heat as timed finals.

Senior Recognition. All seniors, prior to start of the mile final, for each institution will be introduced. Each team shall be responsible for providing flowers or other awards.

Scoring. The championship scoring procedure for sixteen places and final seeding procedure shall be according to the NCAA rules, as follows:

1. Sixteen swimmers shall swim in the finals (8) and consolation finals (8).
2. The scoring of place value for individual events (including diving) shall be by the following points: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1.
3. The scoring of place value for relay events shall be by the following points: 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2.
4. Points for first through eighth place shall be awarded solely on the basis of a championship final. Points for ninth through sixteenth place shall be awarded solely on the basis of a consolation final.

Please Note: Following the above guidelines, for Championship scoring, the 6 C-USA institutions places in the finals and consols will be scored. A separate Women's Invitational score (with all competing women's teams) will be tabulated at the end of each day.

Scratch Procedures.

1. The scratch procedure as outlined in the NCAA Rule Book will be followed.
2. Scratches are to be made by the coach or official team representative prior to the official scratch deadline.
3. An official scratch box, clearly marked, should be located in the pool area or the coaches' office. A numbered order of events shall be posted on or near the scratch box.

4. All entries not scratched will become official entries with the exception of all diving events. Entries in these events are made by dropping the official time card or completed diving score sheet into the scratch box.
5. It shall be the duty of the swimming referee and the diving referee to remind coaches of the scratch deadline at the appropriate time prior to each evening's competition. A checklist shall be maintained indicating that each coach has been reminded.
6. Closing times for the scratch box are as follows:
 - Wednesday at coaches meeting for Wednesday events,
 - Wednesday, 7:00 p.m. for Thursday events,
 - Thursday, 7:00 p.m. for Friday events,
 - Friday, 7:00 p.m. for Saturday events.

Seeding

1. All seeding procedures will follow NCAA Rules, except as noted by Conference USA rules.
2. Seed times shall be the best times performed by the swimmer or relay team the season immediately preceding the championship as verified by the coach. Times should be recorded to the 1/100 of a second.
3. There shall be no changes in seed times on the entry blank after the entry deadline.
4. Proof of times must be submitted for timed final events, including relays. Aggregate times will be accepted for relays.
5. Seeding for 1650s. The host institution shall notify each head coach prior to the end of Friday night's session of the seeding for the 1650s. Heat sheets should be available to head coaches for next days preliminary at conclusion of preceding night final.

Squad Size. Teams are allowed to travel and enter 30 athletes to the championship. Eighteen (18) student-athletes are allowed to compete in the finals with divers counting as ½. These 18 designated student-athletes, including divers, must be cleared at the coaches meeting.

Team Packets. Team packets may be picked up at the University of Houston CRWC from Alissa Bauer on Tuesday, February 22, 2011 between the hours of 3:00 pm and 5:00 pm and will only be distributed to a member of the institution's coaching staff. Teams unable to pick-up their team packet at the designated time may pick-up their packet at the coaches meeting or must call Alissa Bauer at (713) 743-9407 to arrange an alternative time.

Tickets. Based on Conference policy, only the official traveling party will be allowed complimentary admission into the Championship. There will be no complimentary admission for student-athletes' guests. However, each institution will have the opportunity to purchase tickets for student-athletes' guests to receive complimentary admission via a pass list in accordance with NCAA bylaws. Institutions that choose to purchase complimentary admission for student-athletes' guest will be invoiced for the number of tickets used at the conclusion of the Championship. The host institution will have staff available to administer complimentary ticketing.

If the institution wishes to purchase tickets for student-athletes' guests complimentary tickets, please contact Keith Marshall, Ticket Manager, (713) 743-0794, kjmarsh2@central.uh.edu. Also, please send along the appropriate NCAA complimentary ticket list for the host institution's staff to administer on your behalf.

Admission Fees are:

\$15 Adults/per day
\$9 Youth/per day
\$35 Adult/All Session
\$20 Youth/All Session

*Conference USA students free with valid ID

Time Trials. Time trials shall be held, as needed, following the last preliminary and final event each day for all events starting with that day's event in meet order. Time trials are for championship and invitational entrants only.

Uniforms. Athletes must compete in their respective team's uniforms as described by the NCAA Guide. Coaches are reminded that all student-athlete uniforms must conform to NCAA rules regarding commercial logos (Bylaw 12.5.4). This bylaw is applicable to all apparel worn by student-athletes during the conduct of the institution's competition, which includes any pre or post event activities (e.g., post event celebrations at the meet site, pre or post event press conferences) involving student-athletes. This will be strictly enforced.

Warm-up. It is essential that sufficient time be allotted for all swimmers and divers to warm-up prior to the championship. NCAA Championship warm-up procedures will be followed. Wake-up swims shall begin at 6:30 am on Thursday, Friday and Saturday.

Any questions regarding the Championship should be directed to Keisha Dunlap at the Conference office (214) 774-1355 or Kevin Klotz at the University of Houston (713) 743-9382.

CHAMPIONSHIP FACILITY INFORMATION AND POLICIES

UNIVERSITY OF HOUSTON CRWC NATATORIUM

Policies:

1. All aquatic safety will begin and end with the CRWC Natatorium Lifeguards. A lifeguard supervisor will be on duty at all times.
2. Only divers will be allowed to use the springboards, towers and hot tubs. Divers will need to have their coach deck side prior to using the well.
3. Athletes, coaches and other staff are only allowed in the areas designated for their event or championship.
4. No swimming under the bulkheads will be permitted.
5. No jumping off towers during or following the championships will be permitted.
6. Spectators may not use body paints. They will be prohibited entry.
7. All team banners must be hung from designated areas only.
8. No balloons will be permitted in the facility.
9. Please respect the facility and clean up after your team at the conclusion of each session.
10. Flash photography will not be permitted at the start of each race.

MAKE THE CHAMPIONSHIP THE BEST EVER AND GOOD LUCK!

General Guidelines:

- Enter the water only when a lifeguard is on duty.
- Shower before entering the water.
- Shower after a stay in the sauna.
- Proper swimming attire is required for use of this facility.
- The Aquatic Staff have authority over all participants regarding policy enforcement.
- Groups that have rented/reserved the pool are only allowed in their designated pool area and locker rooms.

The following is not allowed in the Natatorium:

- Running
- Tanning/Baby Oil/Body Paint
- Floats/Rafts/Inner Tubes
- Glass or Breakable Containers
- Hard Plastic Toys
- Food/Gum/Drinks other than Water
- Riding, Standing on Shoulders, or Aggressive Play
- Band-Aids
- Spitting/Spouting in the Pool, please use the gutters
- Individuals with skin diseases, infections, or open sores
- Crossovers, Deep Water Bobbing or Voluntary Breath Holding
- Hanging or Sitting on the Lane Lines
- Individuals who are Intoxicated
- Use of Tobacco Products is strictly prohibited

Unauthorized personnel may not:

- Walk on or swim under the bulkheads.
- Wear Street shoes on the deck.
- Stand on or use starting blocks.

General Guidelines for the Diving Boards/Platforms:

- Only 1 person on the board/platform at a time.
- Exit the dive well immediately after diving.

General Guidelines in the Spa:

- Shower before entering the spa.
- Shower before entering the spa or pool after a stay in the sauna.
- Limit your use of the spa to 15 minutes; long exposure may result in nausea, dizziness, or fainting.
- Only 15 persons at a time are permitted in the spa.
- Individuals with the following should **not** use the spa:
 - Heart disease
 - Diabetes
 - High or low blood pressure
 - Circulatory problems
 - Respiratory problems
 - Seizures
 - Epilepsy
 - Pregnancy
 - On prescription medication
 - Those under the influence of alcohol and/or illegal drugs

The following is not allowed in the Spa:

- Body lotions, oils, or suntan preparations.
- Submerging to the bottom of the spa. Hair/clothing may become entangled in the drain suction.

General Guidelines in the Sauna:

- Cool down 5 minutes after exercising before entering.
- Shower before entering the spa or pool after a stay in the sauna.
- Strenuous exercise is prohibited in the sauna.
- Only swimwear may be worn in the Sauna.
- All individuals using the sauna must sit on a towel.
- Limit your use of the spa to 15 minutes; long exposure may result in nausea, dizziness, or fainting.
- Only 15 persons at a time are permitted in the spa.
- Individuals with the following should **not** use the sauna
 - Heart disease
 - Diabetes
 - High or low blood pressure
 - Circulatory problems
 - Respiratory problems
 - Seizures
 - Epilepsy
 - Pregnancy
 - On prescription medication
 - Those under the influence of alcohol and/or illegal drugs

RESTAURANTS

17 at Alden Hotel \$\$-\$\$\$
1117 Prairie & San Jacinto
832-200-8888
Traditional Texas dishes

Downtown Aquarium \$\$
410 Bagby & Prairie
713-223-3474
Seafood

Artista in The Hobby Center \$\$
800 Bagby & Rusk
713-278-4782
Unique fine-dining

Azuma Sushi/Robata Bar \$-\$\$
909 Texas Ave.
713-223-0909
Sushi

Baba Yega's (Montrose) \$-\$\$
2607 Grant & Missouri
713-522-0042
American food

Bank Jean-Georges \$\$\$
220 Main & Congress
713-224-4266
Chef Vongerichten's

Benihana of Tokyo \$\$
1318 Louisiana & Polk
713-659-8231
Japanese Steakhouse

Birraporetti's \$-\$\$
500 Louisiana & Prairie
713-224-9494
Pizza, pasta, and seafood

Bistro Lancaster \$\$
701 Texas Louisiana
713-228-9502
Bistro cuisine

Bossa \$\$
610 Main & Texas
713-223-2622
Cuban

The Breakfast Klub \$
3711 Travis & W. Alabama
713-528-8561

Brennan's of Houston \$\$\$
3300 Smith & Stuart
713-522-9711
Creole cuisine

Cabo \$
419 Travis & Prairie
713-225-2060
California Baja food

Café Le Jadeite \$-\$\$
1952 W. Gray & Driscoll
713-528-4288
Asian & French Fusion

Cava Bistro \$-\$\$
301 Main & Congress
713-223-4068
American Bistro

Charley O'Rourke's \$\$-\$\$\$
517 Louisiana
713-224-4438
Elegant prime steaks & seafood

China Garden \$
1602 Leeland & Crawford
713-652-0745
Chinese

Chipotle \$
909 Texas & Main
713-225-6633
Mexican

Corner Bakery \$
1000 Main & McKinney
713-657-0685
Sandwiches and baked goods

Daiji's \$
1201 Caroline & Dallas
713-651-3030
Japanese Sushi & Tapas

Damian's Cucina Italiana \$\$
3011 Smith & Elgin
713-522-0439
Italian

El Centro \$-\$\$
416 Main & Prairie
713-225-1200

Hard Rock Café \$-\$\$
570 Texas & Louisiana
713-227-1392
American food

Havana Latin Grill \$
818 Travis & Rusk
713-222-2254
South American Food

Hunan \$-\$\$
812 Capital & Travis
713-227-8999
Asian/Hunan cuisine

Ibiza \$-\$\$
Louisiana & McIlhenny
713-524-0004
South American Food

Irma's Southwest Grill \$-\$\$
1314 Texas & Caroline
713-247-9651
Southwest cuisine

Josephine's Italian Ristorante \$
1209 Caroline & Dallas
713-759-9323
"Home-style" Italian food

Kim Son \$-\$\$
2001 Jefferson Chartres
713-222-2461
Vietnamese and Chinese

Laidback Manor \$\$
706 Main & Capital
713-227-0402
Chef Randy Rucker

Lastrada-Montrose \$-\$\$
322 Westheimer
713-523-1014
Italian

KEY
\$ - \$15 or less per entrée
\$\$ - \$16 to \$30 per entrée
\$\$\$ - \$31 to \$50 per entrée
\$\$\$\$ - \$51 or more per entrée

HOTELS

HOST HOTEL:

Hyatt Regency Houston
1200 Louisiana Street
Houston, Texas 77002
(713) 375-4631
(713) 375-4724 fax
Contact: Rebecca Randolph
Team Rate: \$99.00 per night
Fan Rate: \$109.00 per night

ADDITIONAL AREA HOTELS FOR FANS:

Marriott Houston Hobby Airport

9100 Gulf Freeway – Houston, Texas 77017
(713) 943-4023

Doubletree Hotel Houston Downtown

400 Dallas Street – Houston, Texas 77002
(713) 351-5708

Residence Inn by Marriott- Houston Medical Center

7710 South Main Street – Houston, Texas 77030
(713) 351-1028

Renaissance Hotel

6 Greenway Plaza East – Houston, Texas 77046
(713) 629-1200

Holiday Inn Astrodome @ Reliant Park

8111 Kirby Drive – Houston, Texas 77054
(713) 790-1900

Hilton Americas - Houston

1600 Lamar – Houston, Texas 77010
(713) 739-8000

Hilton University of Houston

4800 Calhoun Street – Houston, Texas 77204-3028
(713) 741-2447

DIRECTIONS

From Houston Bush International Airport (IAH) to Hyatt Regency

From Bush (IAH), take 59 South toward Houston
Merge onto Interstate 10-west toward San Antonio
Merge again onto Interstate 45-south
Take the McKinney Street exit (47C) and follow onto McKinney Street
Turn right onto Smith Street
Turn left onto Dallas Street
Hotel address is 1200 Louisiana Street

From Houston Hobby Airport (HOU) to Hyatt Regency

From Hobby (HOU), take Interstate 45-north toward Houston
Take Houston Avenue exit toward Memorial Drive
Take a slight left on Houston Avenue
Keep right at the fork to continue on Houston Avenue
Take right on Capitol Street (becomes Rusk Avenue)
Turn right onto Smith Street
Turn left onto Dallas Street
Hotel address is 1200 Louisiana Street

From Hyatt Regency to University of Houston's Campus Recreation and Wellness Center Natatorium

Turn Left onto Smith Street from Parking Garage, follow until Pierce Street
Take a left onto Pierce Street until entrance ramp onto I-45 South/TX Spur 5
Follow TX Spur 5 until University Drive
Turn right and park in lot at first Stop sign on right (Lot 20A or 20C)

From University of Houston's Campus Recreation and Wellness Center Natatorium to Hyatt Regency

Turn Left onto University Drive from Parking Lot
Turn Left at second traffic light
Merge onto ramp on the left, and follow signs for Downtown Destinations
Exit onto Pease Street and follow until Louisiana Street
Turn right on Louisiana Street
Hotel address is 1200 Louisiana Street

AREA MAP

