



Integrity, Inclusion, Education, Excellence

Calvin Early Bird ABC Meet

Hosted By: East Grand Rapids Aquatics

April 29th, 2017

Sanction - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number **MI 1617104**. In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. MS rules, safety, and warm up procedures will govern the meet as is fully set forth in these meet rules.

Location - Calvin College
Venema Aquatic Center
3195 Knight Way SE
Grand Rapids, MI 49546-4406
<http://www.calvin.edu/map/directions.htm>

Times - **Saturday, April 29**
12 & Unders
Warm-up Starts: 8am; Events Begin: 9am
13 & Overs
Warm-up Starts: 1pm; Events Begin: 2pm

Motels – use your favorite Hotel booking website.

Facilities - The Venema Aquatic Center is an 8 lane pool. 7 lanes will be used for competition with one lane being available for warm-up/warm-down. Depth at start is 8' and 15' at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado timing with an 8 lane display will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). No public phones will be available. The competition course has not been certified in accordance with 104.2.2C (4).

Eligibility - Calvin Early Bird is for all registered USA swimmers. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on first date of meet will determine his/her eligibility for a particular age group.

Deck Registration - Unregistered swimmers must register on deck at this meet by turning in the athlete registration form and payment to the Meet Referee. The cost of registering on deck is double the normal fee (\$148.00 per swimmer for 2016-17 registration).

Meet Format - ABC Meet. All events are timed finals. All 12 & Unders will swim Saturday AM; All 13 & Overs will swim Saturday PM

Entry Limits - Entries will be accepted on a first come first serve basis by date of email for electronic entries and date of receipt by the Administrative Official for hard copy entries until the Michigan Swimming Four (4) hour per session maximum time limit is met. As set forth in entry procedures below, (A) a hard copy of your club's entry summary sheet, (B) a hard copy of your club's signed release/waiver agreement (C) your club's certification of entered athletes and (D) your club's entry and entry fees must be received by the Entry Chair in a timely fashion prior to the start of the meet, or your swimmers will not be allowed to swim in the meet. Entries received after the four (4) hour per session time limit has been met will be returned even if received before the entry deadline.

Swimmers Without A Coach - Any swimmer entered in the meet, unaccompanied by a USA-S member coach, must be certified by a USA-S member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Individual Entry Limits - Swimmers may enter a maximum 4 individual events and 2 relays on Saturday.

Electronic Entries - \$5.00 per individual event and \$12.00 for relays. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: East Grand Rapids Aquatics.

Paper Entries - MS rules regarding non-electronic entries apply. \$6.00 per individual event and \$13.00 for relays. There is a \$1.00 additional charge per individual event and \$1.00 per relay event paid if the entry is not submitted in Hy-Tek format. The Michigan Swimming \$1.00 general surcharge for each swimmer also applies to paper entries. Paper entries may be submitted to the Administrative Official on a spreadsheet of your choice however the paper entry must be logically formatted and must contain all pertinent information to allow the Administrative Official to easily enter the swimmer(s) in the correct events with correct seed times.

Entry Procedures - Entries may be submitted to the Administrative Official as of **Saturday, April 1 2017 at 9am**. The Administrative Official must receive all entries no later than **Saturday, April 21 2017 at 11:59pm**. Entries must include correct swimmer name (as registered with USA/MS Swimming), age and USA number. You can import the order of events and event numbers from the Michigan Swimming website (<http://www.miswim.org/>). All individual entries should be submitted via electronic mail to the Administrative Official at entries@egrawaves.com. All entries will be processed in order by email date code or mail date code. Any entries submitted will be considered provisional until such time as the Administrative Official has received a hard copy of: (a) your club's entries (Team Manager Meet Entries Report), (b) a hard copy of your club's signed release/waiver agreement (c) your club's signed certification of entered athletes and (d) your club's entry fees. This must be received in a timely fashion prior to the start of the meet or your swimmers will not be allowed to swim in the meet. The complete Calvin Early Bird entry packet with entry forms is available on the Michigan Swimming Website at <http://www.miswim.org/>

Refunds - Once a team or individual entry has been received and processed by the Administrative Official there are no refunds in full or in part unless the "over qualification exception" applies (see MS Rules).

Entries - Your club's Entry, Entry Summary Sheet, Release/Waiver, Certification of Entered Athletes and Check should be sent via U.S. mail or nationally recognized overnight courier to:

Brandon Converse
1910 Sherwood Drive SE
Grand Rapids, MI 49506
coachconverse@egrawaves.com

Administrative Official: Ruth Andegeko entries@egrawaves.com

Check In - Check in will be required, and will be available **30 Minutes prior to the start of warm up each session**. Check in is mandatory for all events and is required by the time set forth in this meet announcement. Failure to check in will cause the swimmer to be scratched from all events in that session. Check in will close 15 minutes after the start of warm up for each session. Check in sheets will be posted on deck just outside the locker rooms.

Scratch Rules - Prior to check in close a swimmer may scratch events at the Clerk of Course. After check in closes, you must see the Meet Referee to scratch an event.

Marshaling - All events are self-marshal.

Seeding - Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. All events are timed finals and will be seeded slowest to fastest, other than the 400 Free events which will be seeded fastest to slowest alternating genders-women/men.

Deck Entries/Time Trials - Deck entries will only be taken if time permits at discretion of the Meet Director and Meet Referee. Deck entries are \$7.00 for individual events and \$14.00 for relays. Fees will be taken at the check-in tables until check-in closes. Deck entry swimmers are subject to the Michigan Swimming \$1.00 general surcharge if they are not already entered in the meet. For deck entries, registration status must be proven by providing a current USA Swimming membership card or a current print out of an athlete roster from the Club Portal, the Club Portal is located on the USA Swimming website. The athlete may also enter by showing their membership from USA Swimming's DECK PASS on a smart phone. Name, athlete ID and club affiliation should then be added to your database just as it appears on the card or list or the swimmer may compete unattached (UN) if they request to do so.

No time trials will be offered.

Meet Programs/Admissions - Heat sheets will be available for \$3.00 per session. Admission is \$5.00 per day. 10&Unders are free.

Scoring – Team scoring will be kept and the top 3 teams will receive a trophy.

Awards –

10&Under and 11-12
A/B/C: Medals 1-3, Ribbons 4-8
Relays: Medals 1-3
Top 3 teams will receive a trophy

Results - Complete Official meet results will be posted on the Michigan Swimming Website at <http://www.miswim.org/>. Unofficial results will also be available on flash drive (HY-TEK Team Manager result file) upon request. Teams must provide their own flash drive.

Concessions - Food and beverages will be available at the Calvin concession stand. No food or beverage will be allowed on the deck of the pool, in the locker rooms or in the spectator areas. A hospitality area will be available for coaches and officials.

Lost and Found - Articles may be turned in/picked up at the lifeguard office. Articles not picked up by the end of the meet will be retained by the Meet Director or a representative for at least 14 days (any longer period shall be in the sole discretion of the Meet Director).

Swimming Safety - Michigan Swimming warm up rules will be followed. To protect all swimmers during warm-ups, swimmers are required to enter the pool feet first at all times except when sprint lanes have been designated. No jumping or diving. The same rules will apply with respect to the warm-down pool and diving well. Penalties for violating these rules will be in the sole discretion of the Meet Referee which may include ejection from the meet.

Deck Personnel/Locker Rooms/Credentialing - Only registered and current coaches, athletes, officials and meet personnel are allowed on the deck or in locker rooms. Access to the pool deck may only be granted to any other individual in the event of emergency through approval by the Meet Director or the Meet Referee. The General Chair of MS, Program Operations Vice-Chair of MS, Officials Chairs of MS, and the Michigan Swimming Office staff are authorized deck personnel at all MS meets. Personal assistants/helpers of athletes with a disability shall be permitted when requested by an athlete with a disability or a coach of an athlete with a disability.

Lists of registered coaches, certified officials and meet personnel will be placed outside the hallway to the locker rooms. Meet personnel will check the list of approved individuals and issue a credential to be displayed at all times during the meet. This credential will include the host team logo, name as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, or Meet Personnel). In order to obtain a credential, Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel must return the credential at the conclusion of working each day and be reissued a credential daily.

All access points to the pool deck and locker rooms will either be secured or staffed by a meet worker checking credentials throughout the duration of the meet.

Swimmers with Disabilities - All swimmers are encouraged to participate. If any of your swimmers have special needs or requests please indicate them on the entry form and with the Clerk of Course and/or the Meet Referee during warm ups.

General Info - Any errors or omissions in the program will be documented and signed by the Meet Referee and available for review at the Clerk of Course for Coaches review. Information will also be covered at the Coaches' Meeting.

First Aid - Supplies will be kept in the lifeguard office.

Facility Items –

- (A) No smoking is allowed in the building or on the grounds of Calvin College.
- (B) Pursuant to applicable Michigan law, no glass will be allowed on the deck of the pool or in the locker rooms.

- (C) No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions.
- (D) An Emergency Action Plan has been submitted by the Host Club to the Safety Chair and the Program Operations Chair of Michigan Swimming prior to sanction of this meet and is available for review and inspection at the lifeguard office.
- (E) To comply with USA Swimming privacy and security policy, the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- (F) Deck changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes is **prohibited**.
- (G) Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

Meet Director - Brandon Converse / 616-460-5630 / coachconverse@egrawaves.com

Meet Referee - Scott Appleyard / 616-304-2760 / Scott.appleyard@asmnet.com

Safety Marshal - Andy Milnes

Administrative Official - Ruth Andegeko / entries@egrawaves.com

Calvin Early Bird ABC Meet
Sanction Number: MI 1617104
Events list

12&Unders AM Session

Warm-up 8am; Start 9am

Girls	Event	Boys
1	12&Under 200 Medley Relay	2
3	12&Under 200 IM	4
5	12&Under 100 Free	6
7	12&Under 50 Breast	8
9	12&Under 100 Back	10
11	12&Under 50 Free	12
13	12&Under 100 Fly	14
15	12&Under 50 Back	16
17	12&Under 200 Free	18
19	12&Under 100 Breast	20
21	12&Under 50 Fly	22
23	12&Under 400 Free	24
25	12&Under 200 Free Relay	26

13&Over PM Session

Warm-up 1pm; Start 2pm

Girls	Event	Boys
27	13&Over 200 Medley Relay	28
29	13&Over 400 IM	30
31	13&Over 200 Free	32
33	13&Over 100 Back	34
35	13&Over 200 Breast	36
37	13&Over 50 Free	38
39	13&Over 100 Fly	40
41	13&Over 200 Back	42
43	13&Over 100 Free	44
45	13&Over 200 IM	46
47	13&Over 100 Breast	48
49	13&Over 400 Free	50
51	13&Over 200 Free Relay	52

Meet Evaluation Form

Sanction Number: MI 1617104

Name of Meet: Calvin Early Bird ABC Meet

Date of Meet: April 29th, 2017

Host of Meet: East Grand Rapids Aquatics

Place of Meet: Calvin College

Who do you represent (circle)? Host Club Visiting Club Unattached

Describe yourself (circle) Athlete Coach Official Meet Worker Spectator

Please rate the overall quality of this meet:

(Please write any comments or suggestions below or on the reverse side)

	Low			High	
1. Swimming pool (e.g., water quality, ventilation)	1	2	3	4	5
2. Equipment (e.g., timing system, PA system):	1	2	3	4	5
3. Swimmer facilities (e.g., locker rooms, rest areas):	1	2	3	4	5
4. Spectator facilities (e.g., seating, rest rooms):	1	2	3	4	5
5. Meet services (e.g., concessions, admissions, programs):	1	2	3	4	5
6. Officiating	1	2	3	4	5
7. Awards and award presentations:	1	2	3	4	5
8. Safety provisions:	1	2	3	4	5
9. Overall success of the meet:	1	2	3	4	5
10. Other (please specify):	1	2	3	4	5

Return this completed evaluation to a representative of the Meet Host. Thank you.

Meet Host: Copy all of these submitted Meet Evaluations to the current Program Operations Vice-Chair (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.