



Integrity, Inclusion, Education, Excellence

**13/14 and Open Long Course
State Championship Meet
Hosted by Michigan Swimming, Inc.
July 25 through 28, 2019**

SANCTION - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a Prelim/Finals and timed finals meet on behalf of USA Swimming (USA-S). Sanction Number **MI1819142**. The time trial Sanction Number, if needed, is **MITT1819142**. In granting this sanction it is understood and agreed that USA Swimming, Inc. and Michigan Swimming, Inc. 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 if fully set forth in these meet rules.

LOCATION/FACILITIES – Holland Community Aquatic Center, 550 Maple Ave., Holland, MI 49423
The Holland Aquatic Community Center is an 8-lane pool, 50 meter pool with an attached 6 lane 25 yard pool available for warm up and cool down. Depth at start is 6’9”¹ and 13’ at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado timing system with an 8-lane display will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will not be available. The competition course has not been certified in accordance with 104.2.2C (4).

ADMISSIONS - Admissions: \$5.00 per person/per day. Children age eight and younger are free. Spectator Passes: An all session wristband (Thursday through Sunday) may be purchased for \$20. Although there is no discount associated with the Spectator Pass it will eliminate the need to stand in the admission line each morning. The Spectator Pass must be worn on your wrist at all times.

PROGRAMS - Meet programs will be \$15.00, with heat sheet coupons included. These will be available at admissions. Heat sheets for preliminary sessions will be \$4.00. Heat sheets for finals sessions will be \$3.00.

CONTROLLED WARMUP - Teams will be assigned to a warm-up group for Friday, Saturday, and Sunday Prelims.

| DAY | GROUP A | GROUP B | 1 WAY | EVENTS START | AGE GROUP |
|-----------------|---------|---------|---------|--------------|--------------|
| Thursday Finals | 3:30 PM | | | 5:00 PM | 13/14 & Open |
| Friday Prelim | 7:30 AM | 8:00 AM | 8:30 AM | 9:00 AM | 13/14 & Open |
| Friday Finals | 4:30 PM | | 5:00 PM | 5:30 PM | 13/14 & Open |
| Saturday Prelim | 7:30 AM | 8:00 AM | 8:30 AM | 9:00 AM | 13/14 & Open |
| Saturday Finals | 4:30 PM | | 5:00 PM | 5:30 PM | 13/14 & Open |
| Sunday Prelim | 7:30 AM | 8:00 AM | 8:30 AM | 9:00 AM | 13/14 & Open |
| Sunday Finals | 4:00 PM | | 4:30 PM | 5:00 PM | 13/14 & Open |

¹Depth at Start must meet State of Michigan requirements.

ELIGIBILITY - All athletes registered with Michigan Swimming who have achieved current long course meters, short course meters or short course yards times equal to or faster than the qualifying standards (referred to as Q1 times) during the qualifying period are eligible to enter an event. Athletes with a disability should refer to the LSC Disability Motivational Time Standards adopted by Michigan Swimming and found on the Michigan Swimming web site under the Time Standard tab. The explanation of the P1, P2, and P3 classifications and the Time Standards for each event offered are included there also. The qualifying time must have been achieved between 01/01/18 and 07/25/19.

Para-Swimming Eligibility -

USA Swimming Rule 105.1.1 defines a "disability" as a permanent physical or cognitive disability that substantially limits one or more major life activities.

An athlete with a disability who achieved the qualifying P1, P2, or P3 time standard for their age/classification/events may enter those events in the 13/14 and Over Short Course State Championship Meet. An official sport class recognition of a swimmer with a disability is **NOT** required.

ENTRY LIMITS - A swimmer may enter as many events as they qualify for but may swim no more than (3) individual events per day. A swimmer may swim no more than (6) individual events and (5) relay events for the entire three-and-a-half-day meet. If a swimmer is entered in more than (3) individual events and (2) relay events per day, he/she must scratch out of the desired excess events.

DECK REGISTRATION - Deck registrations will NOT be accepted at this meet.

DECK ENTRIES - Deck entries will NOT be accepted at this meet.

AGE UP DATE - A swimmer's age on July 25, 2019, will determine his/her eligibility for a particular age group for the entire meet.

MEET FORMAT - Three and a half Day Championship State meet where swimmers swim prelim/final events in their age group with a few exceptions for timed final events listed below:

- 13/14 & Open 800 Freestyle and 1500 Freestyle seeded fastest to slowest alternating gender.
- 800 Free Relay will swim Thursday evening seeded slowest to fastest.
- 400 Free Relay will swim Friday at finals seeded fastest to slowest.
- 200 Medley Relay will swim Saturday at prelims seeded slowest to fastest.
- 200 Free Relay will swim Saturday at finals seeded fastest to slowest.
- 400 Medley Relay will swim Sunday at prelims seeded slowest to fastest with awards to follow.

SEEDING

Individual Events: The fastest three heats will be circle seeded and the remainder will be seeded slowest to fastest, with the following exceptions, seeded fastest to slowest:
13/14 and Open 800 Freestyle and 1500 Freestyle are timed final events. 13/14 & Open will be swum together and be separated for scoring and awards.

The fastest two heats of the 400 Freestyle and the 400 IM will be circle seeded and the remainder of the heats will be seeded slowest to fastest.

Exception for down seeding the individual Timed Finals Events: A swimmer, if entered in two or more events on the day of the 1500 Freestyle, may down seed to the minimum Q1 standard.

The fastest seeded heat (top 8) after scratches of the 1500 Freestyle will swim during the finals sessions. The remaining heats of this event will swim in the morning session and be swum fastest to slowest and alternating gender (female/male). Swimmers should consult the heat sheets carefully for their heat and lane. Awards and scoring/place for these timed finals events are determined by all the athletes' performances in all the heats (i.e. times achieved in the preliminary heats are used to determine the top 16 finishers even though the time was not achieved in the Finals).

Para-Swimmers will be seeded with the able-bodied swimmers in prelim events but will swim in a separate final ("C") per the following Michigan Swimming Rule and Procedure. Para-swimmers shall be seeded with other Para-Swimmers unless there is only one swimmer. If only one swimmer is competing, the Para-swimmer shall be seeded with able-body peers as appropriate yet scored and awarded separately.

Relay Events: All relay events will be seeded slowest to fastest except for the 400 Free Relay and the 200 Free Relay which will be seeded fastest to slowest.

FINALS INFO

Individual Events: There will be two heats of individual events at finals (A Final, B Final). Each heat will be comprised of a maximum of eight (8) swimmers. These two heats will swim in a B-Consolation (9-16), A-Championship Finals order (1-8), with the exception of the timed-finals events.

***Para-Swimming events** – There will be the addition of a "C" final prior to the B-Consolation in any event that a Para-Swimmer has competed in for Para-Swimmers only. At the discretion of the Meet Referee, this heat may be combined with the B-Consolation, space permitting. A para-swimmer who qualifies for either the A Final or the B Consolation based on overall place shall swim with that heat, with the exception of the timed-finals events.

TIME TRIALS - Time permitting, at the discretion of the Meet Referee and Meet Director, time trials for athletes may be offered each day 15 minutes after the completion of the preliminary session. Athletes must be already entered in the meet to swim a time trial. Time trials do count against the maximum per day entry limit of three (3) but not against the total meet entry limit of six (6) and are limited to no more than two (2) per day. The entry fee is \$10.00 per individual event and \$15.00 for relays. Time trials sign up will begin at 10:00 AM each day of the meet.

At the discretion of the Meet Referee, athletes who are not already entered in the meet and are potential National, US Open, World Cup, or Olympic Trial qualifiers may be allowed to compete in time trial events.

TIME STANDARDS - Long Course Q1 Time standards are on the Michigan Swimming Web Site.

CONVERSION/ENTRY TIMES - No time conversions permitted. Submit times in Long Course Meters, Short Course Meters, or Short Course Yards.

ATHLETE CHECK IN – will be located at the hallway entrance leading to the locker rooms.

Event List

Thursday Evening Timed Finals

3:15 - 3:30 PM General Coaches' Meeting (scheduled)

Scratch box closes 15 minutes after the General Coaches' meeting for Thursday Timed Final Events

3:30-4:50 PM General Warm up; see procedure in coaches' packet

6:00 PM 800 Freestyle Relay names declared (by coaches only)

Timed Final Events start at 5:00 PM

| <u>Girls</u> | <u>Event</u> | <u>Boys</u> |
|---------------------|------------------------------|--------------------|
| Event # | | Event # |
| 1 | 13-14 and Open 800 Freestyle | 2 |
| 3 | 13-14 800 Freestyle Relay | 4 |
| 5 | Open 800 Freestyle Relay | 6 |

Events 1 & 2 seeded fastest to slowest alternating genders.

Event Order 1 thru 6

Awards ceremonies following events 2 and 6

Friday Morning Prelims

7:15-7:30 AM Coaches' Meeting (scheduled)

Scratch box will close 15 minutes after the General Coaches' meeting for Friday Prelims

7:30-8:50 AM General Warm up; see procedure in coaches' packet

11:00 AM 400 Freestyle Relay names declared (by coaches only)

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

Preliminary Events start at 9:00 AM

| <u>Girls</u> | <u>Event</u> | <u>Boys</u> |
|--------------|----------------------------|-------------|
| Event # | | Event # |
| 7 | 13-14 200 Breaststroke | 8 |
| 9 | Open 200 Breaststroke | 10 |
| 11 | 13-14 100 Butterfly | 12 |
| 13 | Open 100 Butterfly | 14 |
| 15 | 13-14 200 Freestyle | 16 |
| 17 | Open 200 Freestyle | 18 |
| 19 | 13-14 50 Backstroke | 20 |
| 21 | Open 50 Backstroke | 22 |
| 23 | 13-14 400 IM | 24 |
| 25 | Open 400 IM | 26 |
| 27 | 13-14 400 Freestyle Relay* | 28 |
| 29 | Open 400 Freestyle Relay* | 30 |

* Timed Finals event all heats will swim in Finals

Friday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Friday Finals Check in Required

Scratch Box closes for Saturday Prelims at 6:00 PM

Saturday 200 Medley Relays and 200 Freestyle Relays must be checked-in (for seeding only by coaches) no later than 6:00 pm

200 Medley Relay names declared (by coaches only) no later than 6:00 pm

Event order: 7 thru 30

Awards Ceremonies following events 10, 14, 18, 22, 26, and 30

Saturday Morning Prelims

7:30-8:50 AM General Warm up; see procedure in coaches' packet

9:00 AM Preliminary Events start

11:00 AM 200 Freestyle Relay names declared (by coaches only)

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

| <u>Girls</u> | <u>Event</u> | <u>Boys</u> |
|--------------|--------------------------|-------------|
| Event # | | Event # |
| 31 | 13-14 200 Medley Relay** | 32 |
| 33 | Open 200 Medley Relay** | 34 |
| 35 | 13-14 200 IM | 36 |
| 37 | Open 200 IM | 38 |
| 39 | 13-14 50 Freestyle | 40 |
| 41 | Open 50 Freestyle | 42 |
| 43 | 13-14 200 Butterfly | 44 |
| 45 | Open 200 Butterfly | 46 |
| 47 | 13-14 100 Backstroke | 48 |
| 49 | Open 100 Backstroke | 50 |
| 51 | 13-14 50 Breaststroke | 52 |
| 53 | Open 50 Breaststroke | 54 |
| 55 | 13-14 400 Freestyle | 56 |
| 57 | Open 400 Freestyle | 58 |
| 59 | 13-14 200 Free Relay* | 60 |
| 61 | Open 200 Free Relay* | 62 |

** Timed Finals event all heats will swim in Prelims

* Timed Finals event all heats will swim in Finals

Saturday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Saturday Finals Check in Required

Scratch Box closes for Sunday Prelims and the 1500 Free at 6:00 PM

Sunday 400 Medley Relays must be checked-in (for seeding only by coaches) no later than 6:00 pm

Event order: 35 thru 62

Awards Ceremonies following events 38, 42, 46, 50, 54, 58 and 62

Sunday Morning Prelims

7:30-8:50 AM General Warm up; see procedure in coaches' packet

9:00 AM Preliminary Events start

10:00 AM 400 Medley Relay names declared (by coaches only)

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

| <u>Girls</u> | <u>Event</u> | <u>Boys</u> |
|---------------------|--------------------------|--------------------|
| Event # | | Event # |
| 63 | 13-14 50 Butterfly | 64 |
| 65 | Open 50 Butterfly | 66 |
| 67 | 13-14 100 Breaststroke | 68 |
| 69 | Open 100 Breaststroke | 70 |
| 71 | 13-14 200 Backstroke | 72 |
| 73 | Open 200 Backstroke | 74 |
| 75 | 13-14 100 Freestyle | 76 |
| 77 | Open 100 Freestyle | 78 |
| 79 | 13-14 400 Medley Relay** | 80 |
| 81 | Open 400 Medley Relay** | 82 |
| 83 | 1500 Freestyle*** | 84 |

** Timed Finals event all heats swim in Prelims only. Awards will follow the event in Prelims

*** Timed Finals event, fastest (top 8) seeded heat will swim in Finals.

Sunday Finals

4:00-4:50 PM Warm Up

5:00 PM Events Start

No Sunday Finals Check in Required

Event order: 83, 84, 63 thru 78

Awards Ceremonies following events 66, 70, 74, and 78

Team and Individual High Point awards will be given out after the conclusion of the meet.

ENTRY OPEN/ DEADLINE - The website for entries is as follows, www.USASwimming.org/OME and going to: MICHIGAN SWIMMING 2019 13/14 & OPEN LCM STATE MEET. **OME entries will open on July 2, 2019 and close at 9:00 AM July 23, 2019.** Entries submitted will not be considered as officially received until the host team has received the following:

Signed Release and Waiver Form and the Certification of Registration Status Form with your check.

All paperwork and full payment may be mailed, or hand delivered but **must be received by** Thursday, July 26, 2018 in order for your team to participate in the meet.

MISSED ENTRY - A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet, paying a fee of \$100.00 per team and double the entry fee for the event, and providing a paper proof of time (meet results) to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from a late entry. The Meet Referee's decision on a missed entry is final and non-appealable.

RELAY ENTRY - Each team may enter no more than two (2) relays in a relay event. Relay entries must be designated as "A" and/or "B". "A and/or B" relays must be entered with a seed time, and the seed time must be at or faster than the qualifying standard for the relay event. "A and/or B" relays may be entered without proof of a qualifying time. Teams may enter relays by entering a relay time for the team which is already in SWIMS, by entering an aggregate time from SWIMS, or they may enter a custom time for the relay(s). Swimmers participating in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay.

All relay only swimmers must be entered using OME. Athletes not on the OME entry report are not eligible to swim at this meet.

All relay only swimmers must be entered using OME. Athletes not on the OME entry report are not eligible to swim at this meet. **PROOF OF TIMES** - Michigan Swimming will accept all qualifying times contained in USA Swimming's SWIMS database, as well as times from meets sanctioned by other national governing bodies including college, high school, Masters, YMCA, and foreign meets approved by FINA that have been run on approved meet management software within the qualifying period. The SWIMS database contains results of all sanctioned, observed and approved meets held in the USA for athletes who are registered USA swim member at the time of the swim. Times from the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME it is **NOT** a proven time. Use the custom time entry function to enter the meet with this time and send in a proof of time.

Custom times are NOT proven and require a proof of time submission to the Michigan Swimming Office. If you do not supply an acceptable proof of time before the proof of time deadline, the swimmer will be scratched from all events requiring the proof of time. Refunds will not be issued for failure to supply a proof of time.

Acceptable proofs include printed meet results which clearly identify the meet host, meet location and meet date as well as the name of the event and the names, clubs and times of other swimmers in the event. The **preferred** proof is a locked Meet Manager backup of the meet results. Team Manager export files are also acceptable but are not preferred. Computer printed award labels and/or time cards signed by a meet referee are **NOT** acceptable for proof purposes.

PROOF OF TIME DEADLINE - All proofs for times must be submitted to the Michigan Swimming Office by **July 24, 2019 at 6:00 PM**. However, all clubs are encouraged to send them as soon as possible. Swimmers whose times cannot be proven will be rejected and will not be entered in that event. Any rejected entries will be notified using the email address provided in OME. Email all proof of times to the Michigan Swimming Office at: Proofoftimes@miswim.org.

RELAY PROOF OF TIME - With the OME system, THE TEAM OWNS THE TIME and the only proofs needed are if a team overrides the entry time (i.e. Uses a "custom time") and does not swim equal to or faster than the cut.

If an override (custom) time is used for the relay entry and the team is DQ'd or swims slower than the cut, then they will have to prove the time after the meet.

This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the Michigan Swimming office. The aggregate time to be proved need not be equivalent to the submitted entry time for the relay, however, the time must be at or faster than the qualifying standard for the relay event.

Aggregate proof times must all be equivalent (i.e. all LCM, all SCM, all SCY), all times must have been achieved during the qualifying period and may not use conversions in determining the submitted proof of time. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

ENTRY FEES - The fees are **\$10.00** per individual event and **\$15.00** per relay. Please include a **\$5.00** Michigan Swimming Athlete Surcharge for each swimmer entered. Entry fees may only be paid by check. Please make checks payable to:

**Holland Community Aquatic Center
550 Maple Ave.
Holland, MI 49423**

REFUNDS - There are no refunds in full or in part once a team or individual entry has been entered into OME and you have checked out.

DECLARATION OF RELAY SWIMMERS - Positive check in of relays is required however the names and order of relay swimmers should be initially declared by:

6:00 PM Thursday names declared for the 800 Free Relays

11:00 AM Friday for the 400 Free Relays

6:00 PM Friday for the 200 Medley Relays

11:00 AM Saturday for the 200 Free Relays

10:00 AM Sunday for the 400 Medley Relays

The order of relay swimmers may be changed **before** the start of the relay heat. If the relay fails to swim in the final order as declared on the lanes timer sheet - the relay will be disqualified.

MARSHALING - This is a self-marshaled meet.

SCRATCH RULES - All individual events will conform to the USA National Scratch Procedures Article 102.4. Early Team or individual scratches for all Friday events will be accepted at escratch@miswim.org on Thursday July 25, 2019 from 8:00 AM to 3:00 PM.

Scratch deadline for all Final events - Thirty minutes after the qualifiers for the event are announced. (See USA Rule 207.11.6 D and E).

PENALTIES FOR FAILURE TO COMPETE -

Preliminary Events - If a swimmer fails to drop his/her scratch card by the time stated for the event and fails to compete in that event, the swimmer will be barred from all further preliminary individual and relay events of that day. Additionally, the swimmer will not be seeded in any further individual events on succeeding days unless that swimmer declares intent to swim prior to the close of the scratch box for that day's event. (See Meet Referee or his/her designee).

Finals - If a swimmer qualifies for a finals event as a result of his/her preliminary swim and fails to properly scratch or fails to properly declare an intention to scratch pursuant to the rule within 30 minutes after the final qualifiers are announced, and fails to compete in that event final, the swimmer will be barred from further competition for the remainder of the meet.

NOTE: If a swimmer declares that he/she may want to scratch an event but does not return to confirm that scratch within 30 minutes following the conclusion of the swimmer's last event, the swimmer will be seeded into the Finals event, and will be similarly penalized if the swimmer does not compete in Finals. (See Meet Referee or his/her designee).

Additional \$50 Penalty - In addition to the procedures and penalties stated above, if a swimmer participates in any event in this meet and then fails to compete in his/her last scheduled individual event

of the meet without being properly scratched for that event, he/she shall be fined \$50 payable immediately to MS.

The swimmer is not allowed to compete in any subsequent MS sanctioned or approved events until the fine is paid.

RESULTS - Official results will be posted following the conclusion of the meet on the Michigan Swimming Website at www.miswim.org. Unofficial results will also be available (HY-TEK Meet Manager) to coaches only (Coaches must provide a flash drive). Please use Meet Mobile for Unofficial live results.

SCORING

Individual events points: 30,27,26,25,24,23,22,21,19,17,16,15,14,13,12,11 for 1st-16th respectively. Where there is a "C" Final: 9,7,6,5,4,3,2,1 Points earned by the para-swimmer in this heat will be added to their team's overall final points total.

Relays: 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2 for 1st -16th respectively, affect team scoring only.

AWARDS - Michigan Swimming provides medals for 1st - 8th place finishers for all individual and relay events and ribbons for 9th - 16th place finishers in each individual event. There are individual high point awards for 1st - 3rd place finishers in each age group calculated based upon those points in the A Final and B Consolation heat only. There is an overall Team State Champion and runner-up trophy calculated based upon points in the A Final, B Consolation and C Final heats. There will be separate medals 1st -8th place for those events that have a "C" Final. A C Final high point award will be given, based upon points earned solely in C Final heats.

AWARD PRESENTATIONS - There will be a formal awards presentation. (See event schedule)

AWARD DISTRIBUTION - Individual event awards for 9th - 16th place will be bagged for each team and available for immediate pickup at the end of the meet on Sunday evening. No awards will be mailed. There will be no exceptions.

FACILITY ITEMS

1. First Aid supplies will be kept in the Lifeguard Office.
2. No smoking is allowed in the building or on the grounds.
3. No glass containers or coolers will be allowed on the pool deck and will be confiscated if found.
4. No bare feet allowed outside of the pool area.
5. An Emergency Action Plan is available for review at the Administrative Referee table.
6. 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**.
7. 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.
8. Articles may be turned in to a designated lost and found area in the Lifeguard Office. The Meet host will retain articles not picked up by the end of the meet for 14 days. Articles will be donated to a charitable organization after 14 days.
9. Concessions will be available for purchase in the upstairs spectator seating area.
10. Hospitality will be provided for the Coaches, Officials, and Volunteers.

SAFE SPORT/SAFE FACILITY - Michigan Swimming safety and warm up rules will be followed. In the event of a medical emergency the swimmer's coach is responsible for the care of the athlete. The participating athlete and/or the athlete's USA Swim Club will be responsible for any costs incurred if it is necessary to call 911, EMS, etc. If the athlete is participating without a parent present it is highly suggested that the coach(s) have the athlete's insurance cards and signed releases allowing them to direct medical care.

DECK PERSONNEL - 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, the Program Operations Vice-Chair of MS, the Michigan Swimming Officials Chair, 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 at check-in in the room adjacent to the pool entrance. 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 as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, or Meet Personnel). 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 session and will be reissued a credential at the start of the next session.

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 - If any of your swimmers have special needs or requests, please indicate them on OME, with the Clerk of Course, and/or the Meet Referee during warm ups.

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.

GENERAL INFO - Any errors or omissions in this meet announcement, with the authorization of the Meet and Sanctioning Chair, will be documented by the Meet Referee and available for review at the Administrative Referee table. Information will also be covered at the Coaches' Meeting.

PROTESTS - USA Swimming Rule 102.23 shall be used.

| | | |
|-------------------------|---------------------------|--------------------------------|
| MEET REFEREE: | Casey Kern | ckern1213@sbcglobal.net |
| ADMIN OFFICIALS: | Betty Peristeridis | bperisao@gmail.com |
| MEET DIRECTOR: | Sara Kadzban | skadzban@mlaswim.org |
| SAFETY MARSHALL: | Thomas Miller | |

EVENT SCHEDULE

Thursday

8:00 AM – 3:00 PM Thursday Early Scratch Opportunity opens for Friday events

Thursday Timed Finals Events

3:15 - 3:30 PM General Coaches meeting.

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Thursday timed final events.

3:30 – 4:50 PM General warm up; see procedure in coach's packet

5:00 PM Preliminary Events Start

6:00 PM 800 Freestyle Relay Names Declared, by Coaches Only

Friday Prelims

7:15 – 7:30 AM General Coach's meeting in the hospitality room on second floor.

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Friday prelims.

7:30 – 8:50 AM General warm up; see procedure in coach's packet

9:00 AM Preliminary Events Start

11:00 AM 400 Freestyle Relay Names Declared, by Coaches Only

Friday Finals

No Finals Check-In required.

4:30 – 5:20 PM Warm Up

5:30 PM Final Events Start

6:00 PM Scratch Box closes for Saturday Prelims, 200 Medley Relay and the 1500 Freestyle.

6:00 PM 200 Medley Relay Names Declared, by Coaches Only

Saturday Prelims

7:30 – 8:50 AM General warm up; see procedure in Coach's packet

9:00 AM Preliminary Events Start

11:00 AM 200 Freestyle Relay Names Declared, by Coaches Only

Saturday Finals

No Finals Check-In required.

4:30 – 5:20 PM Warm Up

5:30 PM Final Events Start

6:00 PM Scratch Box Closes for Sunday Prelims

6:00 PM 400 Medley Relays must be checked in (for seeding purposes only by Coaches)

Sunday Prelims

7:30 – 8:50 AM General warm up; see procedure in Coach's packet

9:00 AM Preliminary Events Start

10:00 AM 400 Medley Relays Names Declared, by Coaches Only.

Sunday Finals

No Finals Check-In required. Note that this Session starts ½ hour earlier than Fri and Sat Finals Sessions

4:00 - 4:50 PM Warm Up

5:00 PM Final Events Start



USA Swimming and Michigan Swimming are working to increase awareness and reduce the risk of athlete abuse through implementation of the USA Swimming Safe Sport program.

5 Tips to Keep Kids Safe in Youth Sports*:

1. **Get Educated** — Education is the most important tool for combatting misconduct
2. **Create Healthy Boundaries** — It's important to establish healthy boundaries between athletes and coaches and have clear expectations about the coach's role
3. **Identify and Address High Risk Areas** — For misconduct to take place, an offender needs privacy, access, and control
4. **Speak Up** — If you recognize questionable behaviors, say something!
5. **Talk to your Kids!** — Physical and sexual misconduct can be a hard topic for parents to talk about with their children. Having these conversations is extremely important in helping prevent your child from becoming a victim of abuse.

USA Swimming

www.usaswimming.org/protect

Michigan Swimming

To find out about ongoing Safe Sport initiatives with Michigan Swimming, www.miswim.org and click on the Administration tab.



*adapted from USA Swimming's '5-tips for parents keeping kids safe in youth sports'

MEET EVALUATION FORM

Sanction Number: MI1819142

Name of Meet: 2019 Michigan Swimming 13/14 & Open LC State Championship Meet

Date of Meet: July 25-28, 2019

Host of Meet: MLA

Place of Meet: Holland Community Aquatic Center

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.



<https://goo.gl/forms/fcQemFHNCILxHQ6y1>

Michigan Swimming 13/14 and Open LC State Championship Meet

OME Entry Instructions

- Step 1** Go to www.usaswimming.org/OME
- Step 2** Click on "Available Meets", select Michigan Swimming LSC, and then click on "Search". Scroll down to locate the **13/14 and Open LCM State Championship Meet** from the list of meets.
- Step 3** Click on "Enter team" and login using your team login (HEAD COACH ID); or you may need to create an account for your team, then login. A pick list of your athletes who have qualifying times in SWIMS will appear. From here, select the events you want to enter. Athletes whose times are not in SWIMS must enter using the custom time option. If a custom time is entered and the athlete does not swim the time standard established for that event, a proof of time will be required to be sent to the MS Office. If after thirty (30) days a proof of time is not received for any athlete, a report will be furnished to the MS Board of Directors.
- Step 4** Double click on the athletes who you want to enter into the meet and complete your entry. You may add to your entry. It does not have to be completed at one time.
- Steps 5** When you are finished make sure to check out. You may pay by sending a check made out to **MLA** to the entity listed in the Entry Fee section. **Make sure your entry is done before you checkout. You will not be able to change it after checking out.**
- Step 6** You will receive an email confirming your entries.
- Step 7** Mail your completed Release and Waiver, Certification of Registration Status, and check to the Meet Host payment contact. Mail or email any necessary proof of time documents to the OME Administrator, Dawn Gurley at proofoftimes@miswim.org