

Manchester Swim Team

4th of July Memorial Swim Meet

Raco Theodore Swimming Pool, Manchester, NH

July 3-5, 2015

Sanctioned by NE Swimming #NE-15-123 TT

Meet Director: Greg Gown (MSTRapids@comcast.net, 603-661-4186)

Meet Referee: Sarah Aldrich (sarahaldrich272@gmail.com, 603-493-6655)

Entry Chairperson: Greg Gown (MSTRapids@comcast.net, 603-661-4186)

Admin Official: Greg Gown (MSTRapids@comcast.net, 603-661-4186)

Safety Monitor: Bruce Mayhew (Breakouttech@comcast.net, 603-289-1009)

MEET FORMAT: The meet will be swum as timed finals. Each session will be seeded by computer based on positive check-in at the beginning of each session. Coaches will receive a positive check-in sheet before each session that must be returned no later than 30 minutes before the beginning of the session. Heat sheets will be posted around the pool deck. Coaches will be able to pick up heat sheets at the computer table. The 800/1500 freestyle will be swum fast-to-slow, alternating heats of women and men. Slowest heats of women and men will be combined if it saves time. No events will swim with more than one swimmer per lane. Swimmers must provide their own timer for events 400 meters or longer. There will be a 30-40 minute break for lunch at an appropriate time near the lunch hour. The pool will be open for warm-ups during this break.

SITE:

The Raco Theodore Swimming Pool is a 10-lane, 50 meter pool with seven-foot-wide lanes and non-turbulent lane lines. Fully-automatic electronic timing with touch pads at the finish end of the pool. There are no touch pads at the turn end of the pool. Some or all of the 50 meter events may be timed with stop watches only. The start end of the pool is 7 feet deep; the turn end of the pool is 4 feet deep. The pool is located at Raco Theodore Park on Head Street in Manchester NH. Directions may be found later in this document. The competition course has [not] been certified in accordance with 104.2.2C (4). The copy of such certification is on file with USA Swimming.

COURSE: Long course meters

CUT PROTOCOL: If a session is over-subscribed, the following cuts will be made in this order:

- 800 and 1500 will be limited to 1 heat for boys and 1 heat for girls. MST does not fall under the cut protocol
- The Meet Director reserves the right to limit events, heats, swimmers or adjust the format to conform to the 4-hour rule

Clubs will be notified of cuts no later than Monday before the meet. All pre-meet cuts will be refunded to teams.

SESSION CHANGE PROTOCOL: In the event that the either session is under or oversubscribed, the Meet Director may choose to move one or more events from one session to the other. Clubs will be notified of any session changes no later than Monday before the meet.

RESERVE THE RIGHT TO MAKE CHANGES: Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of the Technical Chair, Laura Matuszak. Any change to the meet format after the meet begins will be at the discretion of the Meet Referee, and will be presented to the coaches at a coaches meeting.

MEET COMMITTEE/JURY: The meet jury will be made up of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate the jury but not vote. The three members shall be from separate teams. The meet jury will decide all issues of eligibility and anything not addressed in the Meet Announcement. The Meet Referee shall have authority as described in the current USA Swimming Rulebook

WEATHER PROTOCOL: If weather or facility conditions make it impossible to follow the original timeline of events, the Meet Director and Meet Referee have a right to make changes to the meet sessions. The Meet Director will notify the teams of the changes with as much notice as possible. **Cancellation of the meet, or a session**, is the decision of the Meet Director, Meet Referee and the meet jury.

ELIGIBILITY All swimmers must be 2015 registered swimmers with United States Swimming. Swimmers may register with Carol Healey, PO Box 920133, Needham, MA 02492: office@neswim.com. Age is determined by the age of the swimmer on the first day of the meet. All coaches on deck must be registered with USA Swimming and display their coach membership cards. Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement

REGISTRATIONS: All swimmers must be registered (includes proof of age and payment) with USA Swimming before the first day of the start of the meet. Any swimmer who has entered a meet and does not register by 11:59 PM on the day before the first day of the meet is subject to a \$100 fine and will be scratched from the meet. Teams are **required** to check their entries with the online registration check tool on the [New England Swimming web site](#) to verify registration status.

DISABILITY SWIMMERS: Any current athlete members of USA Swimming with a disability, as defined by USA Swimming Rules and Regulations, may enter this meet. If modifications to USA Swimming rules are necessary then the coach or athlete must notify the meet referee and meet director of any disability prior to competition.

EVENTS and SESSIONS: See attached list.

ENTRY INFORMATION:

First date of entry acceptance: 5/25/2015, (entry received prior to 5/25/2015 will be considered received 05/25/2015)

Final date of entry acceptance: 06/15/2015,

Make checks payable to **Manchester Swim Team**.

Mail completed signed entry cover page and waiver, and payment to the entry chairperson:

Gregory Gower

23 Grant Drive

Hooksett NH, 03106.

Payment due date for all entries: 06/19/2015. Any team that fails to send payment, cover page and waiver form, by this due date can be scratched from the meet at the discretion of the Entry Chairperson.

ENTRY POLICY: 75%/25%

Teams that are included in the 75% of guaranteed entries must submit their entry and payment to the host team no later than 7 calendar days before the first date of entries, or the host team may remove them from the 75% of guaranteed entries. The team will still be liable for payment of the entry fee, and will be referred to the Board of Review. The host team can release this liability if it is able to fill the meet with entries from other teams.

Teams accepted in the 25% or the lottery must send payment for their entry within 4 calendar days of the notification. Accepted teams that do not send payment within 4 calendar days will forfeit their entry, but will still be liable for payment of the entry fee, unless the host team is able to fill the meet with entries from other teams. No refunds will be given for entries that are accepted or for entries that are rejected due to improper entry. *Any swimmer who is entered with incorrect swimmer information, or an incorrect or no ID, or is unregistered, will be scratched from the meet until corrections are made per the New England policy.*

All unattached swimmers must be declared as unattached in writing before the meet begins.

ENTRY FEES: Electronic entries:

\$5.00 for all individual events including distance, and time trials

Non-electronic entries: \$5.50 for individual events

Swimmer Participation Fee is \$10.00 per swimmer

NE Swimming Travel Fee of \$1.00 per swimmer (to be included in the check and the host team will send to NE Swimming)

ELECTRONIC ENTRIES: Electronic entries (such as from Hy-Tek Team Manager or other team management software) that are in CL2 or SD3/SDIF format may be emailed as an attachment to the entry chairperson at MSTRapids@comcast.net. Please check that your team name, address, and contact information are listed correctly in this file. For email entries, payment and hardcopy of the entry (including signed entry cover page and waiver) must be received by: 06/19/2015.

ENTRY LIMITS: Athletes may enter and swim in a maximum of 5 events per day for timed final events. Time Trials count in the per day event count.

ENTRY TIME UPDATES: Entry times may be updated until 7 days prior to the first day of the meet. No new entries will be accepted after the 06/19/2015, entry deadline. Entry time updates should be sent via email to the entry chairperson at MSTRapids@comcast.net. Entry time updates must be sent as Hy-Tek format CL2 files with updated times. (New entries will be automatically excluded.)

ENTRY TIMES: All entries must be specified in long-course yard (50 meter pool) times. Yard times must be converted to Meter times. (Coach's times are suggested instead of NT's)

TIME TRIALS: Time trials will be offered at the discretion of the Meet Director and the Meet Referee if time allows. Time trials are \$5.00 for individual events, and \$20.00 for relays.

LEGAL SPLITS: legal splits (including relay lead-offs) must be requested before the event using a legal split form (available from the Clerk of Course) and the requesting party must supply an additional timer on the lane for the split, if necessary, to meet the USA requirement.

ADMISSION: None

PROGRAMS: \$5.00 per session.

WARM-UPS: The pool will open for warm-ups approximately 45 minutes to one-hour before the beginning of each session. The pool will close five minutes before the beginning of each session. Teams will be assigned warm-up lanes after all entries are received. One lane may stay open for continuous warm-up and warm down unless 10 lanes are used for competition.

OFFICIALS: If you know that you will be attending this meet, please email the Meet Referee and let him/her know your level of certification, team, and sessions you will be available. This is for pre-meet planning purposes only. All officials are welcome to work any number of sessions and walk-ons are always welcome. Announce any meetings, place and time. (Officials meetings must be at least one hour prior to the start of a session.)

SAFETY:

1. Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm-down areas at any time
2. No shaving is permitted at the competition site.

3. No glass containers are permitted within the facility.
4. Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
5. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, behind the blocks, or in any marked NO CAMERA ZONE.
6. Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

RULES: Current USA Swimming rules will govern all competition. Decisions by the meet referee will be final unless a written protest is lodged within 30 minutes of the heat swum. All swimmers, coaches and officials will follow the USA Swimming code of conduct under article 304 of the USA Swimming rules and regulations. Any violation of such policy will be reported to the Meet Referee and the New England Swimming office for further review and/or action.

SAFE SPORT: The conduct of all participants and spectators at a meet is governed by USA Swimming Rules 304/305. Any and all infractions must be reported to an official, the Referee or the Meet Director to be resolved.

PHOTOGRAPHY: PHOTOGRAPHERS ON DECK: As per New England Swimming policy, professional photographers contracted by Manchester Swim Team or press photographers who have been approved in advance by the Meet Director are allowed on deck. Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks, including in any spectator area behind the starting blocks, nor in any other marked NO CAMERA ZONE, including on deck. All NO CAMERA ZONES will be clearly designated. Email the Meet Director with questions and requests

DECK ACCESS: Only 2015 USA Swimming registered athletes, coaches, officials, and official meet staff are permitted on the pool deck. All non-athletes on the pool deck must display their current USA Swimming registration card at all times. Individuals without their USA Swimming registration card will be removed from the pool deck, and will be subject to a fine by New England Swimming.

SCORING/AWARDS: The meet will not be scored and no awards given.

FOOD: A concession stand will be in operation for the duration of the meet.

EQUIPMENT VENDOR: A swimming equipment vendor will be selling suits, goggles, and other accessories for the duration of the meet.

MISCELLANEOUS: Manchester Swim Team assumes no responsibility for lost or stolen property. Pets of any kind and smoking are not permitted within the facility.

DIRECTIONS: The Raco Theodore Swimming Pool is located at 54 Head Street, Manchester, NH 03102.

From the north, take 293 South to exit 4. Go straight through the lights. You should be on Harvell Street. Take a right onto Main Street. Go to your 3rd set of lights. Take a left onto Varney Street. Take your first right onto Head Street, the swimming pool will be on the left.

From the south, take 293 North to exit 4. Take a right onto Second Street. Go to the 2nd set of lights and take a left onto West Hancock Street. At the end of street take a right onto Main Street. At lights take a left onto Varney Street. Take your first right onto Head Street, the park will be on the left.

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Friday July 3rd, 2015-----Warm up 2:30PM, Session Starts at 3:30PM

Female Event Number	Event	Male Event Number
1	Open 400 Free	2
3	Open 400 IM	4
5	Open 800 Free	6
7	Open 1500 Free	8

Saturday July 4th, 2015-----Warm up 7:00AM, Session Starts at 8:00AM

Female Event Number	Event	Male Event Number
9	12&U 50 Free	10
11	13&O 100 Free	12
13	12&U 50 Fly	14
15	Open 200 Fly	16
17	12&U 100 Back	18

Saturday July 4th, 2015-----Warm up 12:00PM, Session Starts at 12:30PM

Female Event Number	Event	Male Event Number
19	Open 200 Back	20
21	Open 200IM	22
23	Open 100 Breast	24

Sunday July 5th, 2015-----Warm up 7:00AM, Session Starts at 8:00AM

Female Event Number	Event	Male Event Number
25	12&U 100 Free	26
27	13&O 50 Free	28
29	12&U 50 Back	30
31	Open 100 Fly	32
33	12&U 50 Breast	34

Sunday July 5th, 2015-----Warm up 12:00PM, Session Starts at 12:30PM

Female Event Number	Event	Male Event Number
35	Open 200 Free	36
37	Open 200 Breast	38
39	13&O 100 Back	40

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CONTACT INFORMATION *(all fields required)*

Team Name: _____ Abbreviation: _____

Deck Coach: _____ Phone: _____ Email: _____

Entries Contact: _____ Phone: _____ Email: _____

Address: _____

Unattached Swimmers: _____

ENTRY FEES (non-electronic add .50 per entry)

_____ Individual Entries all distances @ \$5.00/ \$5.50 = \$ _____

_____ Trials/Finals Event Entries @ \$6.00/ \$6.50 = \$ _____

_____ Swimmer Participation Fee: @ \$ 10.00 = \$ _____

_____ NE Travel Surcharge: @ \$1.00 each = \$ _____

Total: \$ _____

Make check payable to:
Manchester Swim Team
Mail entries and check to:
Gregory Gower
23 Grant Drive
Hooksett NH, 03106

Entry Deadline: 06/15/15

For e-mailed entries, this form and payment must be received by: 06/19/2015

LIABILITY RELEASE

Any swimmer whose entry is accepted will, for him/herself, his/her heirs, executors and administrations, waive and release any and all rights and claims for damages he/she may have against United States Swimming, New England Swimming, Manchester Swim Team and Raco Theodore Swimming Pool for any and all injuries suffered by him/her at said meet. **In submitting this entry the undersigned team certifies that all athletes in the entry are registered with USA Swimming and understands that the team may be fined \$100 for each swimmer in the entry that is not registered with USA Swimming.**

Signature of Authorized Team Official

Date