**DEADLINE CHECKLIST**

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| **DATE** | **DEADLINE** | **DESCRIPTION** |
| Monday, April 15 | 8:00 AM | Entries open; can be emailed to lkopp2@aol.com |
| Monday, April 22 | 8:00 AM | Entry deadline; all entries must be received |
| Wednesday, April 24 |  | Teams will be notified whether or not their entry has been accepted into the meet |
| Tuesday, April 26 | 6:00 PM | Deadline for changes to entry |
| Tuesday, April 30 |  | Limits, if needed, will be posted to carmelswimclub.org |
| Friday, May 3 (Day 1 of meet) | 4:00 PM | Warm-up beginsPositive check in closesDeck entries close |
| 4:45 PM | Coaches meeting |
| 5:00 PM | Session begins |
| Saturday, May 4 (Day 2 of meet)Sunday, May 5 (Day 3 of meet) | 6:30 AM | Warm-up begins |
| 7:00 AM | Deck entries close |
| 7:10 AM | Positive check in closes |
| 7:45 AM | Coaches meeting (Saturday only) |
| 8:00 AM | Session begins |
| 1:00 PM | Warm-up beginsDeck entries close |
| 1:10 PM | Positive check in closes |
| 2:00 PM | Session begins |

**SANCTION**

This meet is sanctioned by USA Swimming and Indiana Swimming. Sanction number:IN19260

**HOST**

Carmel Swim Club

515 E. Main Street, Suite 121

Carmel, Indiana 46032

**LOCATION**

Carmel Aquatic Center

Eric Clark Activities Center – Carmel High School

520 East Main Street

Carmel, Indiana 46032

**FACILITY**

Competition pool: one 50-meter pool, 8 lanes, each with competitor non-turbulent lane markers. Colorado System 6 Timing will be used. The competition course has not been certified in accordance with 104.2.2C(4).

THERE IS ABSOLUTELY NO SMOKING OR VAPING IN THE BUILDING.

**PARKING**

Free parking will be available in the lots adjacent to Carmel High School. Additional parking is available north of the pool at

the football stadium (approximately 1/3 mile). Meet attendees will not have access to parking on school grounds prior to 3:30

PM Friday, May 3.

**RULES**

Current USA Swimming and Indiana Swimming rules will govern this meet.

USA Swimming Rule 202.5.2 - At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down.

Coaches MUST present their current USA Swimming coaches pass to gain deck access. The meet referee reserves the right to ask for coach credential display and/or deny deck access if a coach does not comply or credentials are no longer valid or current. Coaches must show a photo ID at the check in table to gain deck access.

ABSOLUTELY NO PARENTS WILL BE ALLOWED ON THE POOL DECK. This is an insurance requirement of USA Swimming, and will be strictly enforced.

Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, 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. It is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.

In swimming competitions, the competitor must wear only one swimsuit in one or two pieces except as provided in 205.10.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee.

Use of audio or visual recording devices, including a cell phone, is not permitted in the changing areas or locker rooms.

Deck changes are prohibited.

**USA Swimming article 202.4.9 J** shall apply: 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.  Exceptions may be granted with prior written approval by the Program Operations Vice Chair.​

Any photographs, videotape or other audio and/or visual recordings of the event created by a spectator may be used solely for such spectator’s personal non-commercial use, and may not be broadcast, published or disseminated, or used for any commercial purposes, without the prior written consent of USA Swimming.

All participants agree to be filmed and photographed by the official photographer(s) and network(s) of USA Swimming under the conditions authored by USA Swimming, and allow event organizers the right to use names, pictures, likenesses, and biographical information before, during or after the period of participation in USA Swimming competitions to promote such competitions. All participants agree not to use or authorize use of pictures in the uniforms and equipment provided by USA Swimming for the purpose of trade, without the consent of USA Swimming. All participants agree not to use medals or photos, or portraits or films with the medals, which are received for performances in this competition, for the purpose of trade. Furthermore, participants agree to return these uniforms and equipment, bearing USA Swimming logos and marks, if and when requested.

**ELIGIBILITY**

Swimmers must be registered with USA Swimming prior to the competition. Age as of May 3, 2019 shall determine the swimmer’s age for the entire meet. Registration numbers must accompany entries. There will not be any USA Swimming registration at the meet.

**MEET FORMAT**

All events are TIMED FINALS. The Friday night sessionconsists of the following age groups: 11**/**12 and Open. The morning sessions consist of Open events. The afternoon sessions consist of 10 & Under and 11/12 events. Carmel Swim Club reserves the right to use lanes 1-7 for competition, with lane 8 reserved for warm-up/warm-down for some or all events.

**TIMELINE MANAGEMENT**

Carmel Swim Club reserves the right to limit select events during any or all sessions if it is deemed necessary to complete the session(s) within the requirements of Indiana Swimming rules. Any limits to events will be posted to [www.carmelswimclub.org](http://www.carmelswimclub.org) no later than Tuesday, April 30, 2019. Please check the posted psych sheets online for limits to the number of heats for each event. Fees will be refunded for any swimmer cut from an event due to timeline management. Carmel Swim Club also reserves the right to combine age groups within given session(s) to control the timeline. Please note that chase starts may be utilized for all events. For any session where chase starts are utilized, **ALL** events will be seeded and swam **fastest to slowest** in order to maintain a reasonable timeline and optimal conditions for the swimmers.

**ENTRY LIMITS**

No team’s entries will be broken. Each swimmer will be limited to no more than 3 individual events per session. If a swimmer is entered in more than the maximum number of individual events for that day and does not scratch down by the deadline, the entry will be made by order of events, starting with Event #1 until the limit is satisfied. There will be NO refunds for swimmers entered in more events than permitted.

**ENTRY ACCEPTANCE AND DEADLINES**

* ***This meet traditionally fills quickly!***
* Entries will be accepted starting 8:00 AM, Monday, April 15, 2019
* The entry deadline will be 8:00 AM, Monday, April 22, 2019
* The entry deadline will be extended if the meet does not fill
* Teams will be notified by Wednesday, April 24, 2019 whether or not their entries have been accepted into the

meet

* Updated information can be found at [www.carmelswimclub.org](http://www.carmelswimclub.org)

**ENTRY PROCEDURE:**

Between April 15th and April 22nd, 2019 submit your entries via email using the Hytek Commlink file (CL2 file) or Team Unify Standard SD3 file:

* Review your entry for correct contact information prior to submission
* Be sure to include all swimmers’ full names and USA Swimming ID number
* All times must be submitted in long course meters (LCM)
* Send your email with attached entry file to:

**ENTRY CHAIR**

Lori Kopp

317-575-8244

lkopp2@aol.com

* Please include your team name and entry chair’s contact information in the email
* You will receive an email with 24 hours confirming that your entry file has been received and processed. This does NOT mean you have been accepted into the meet.

After acceptance, an entry report will be emailed to your team. Be sure to check your entry report for errors. The deadline for changes is at 6:00 PM Friday, April 26, 2019. Carmel Swim Club has sole discretion in determining which entries to accept. In exercising its discretion, Carmel Swim Club will consider: timeline, number of officials provided by team, balance of age groups and gender in entries, level of competition, previous meet attendance and geographic location.

**ENTRY FEES**

All fees must be paid no later than 1 hour prior to the start of the first session in which a team/athlete is competing.

Please make checks payable to CARMEL SWIM CLUB and include the Release and Hold Harmless Agreement with

payment.

Individual timed final events: $5.00 per event

Indiana Swimming surcharge $2.00 per swimmer

**DECK ENTRIES**

Deck entries for individual events will be accepted until 60 minutes before the next session is scheduled to begin and at the discretion of Carmel Swim Club. Deck entries will only be accepted provided there is a lane available and only as a new addition. No additional heats will be created to accommodate deck entries. No deck entries will be permitted for events that have been limited. Deck entries will be entered as NT (no time). Entry fee for deck entries is $10.00 per individual timed final event.

**POSITIVE SIGN-IN**

All sessions will require positive check-in. Positive check-in means **“I am here and I intend to swim this event.”** Check-in sheets will be located at the security desk on the deck level. All swimmers not declaring intent to swim via check-in will be scratched.

**Deadlines: Friday 4:00 PM**

 **Saturday/Sunday AM 7:10 AM**

 **Saturday/Sunday PM 1:10 PM (or 50 minutes prior to session start time)**

**SEEDING OF EVENTS**

Seeding of all events will be done following the close of positive-check in.

**CLERK OF COURSE**

Clerk of Course will be provided for 10 & under events only.

**FINAL RESULTS**

Final results will be posted at the CSC website at [www.carmelswimclub.org](http://www.carmelswimclub.org/). Meet results posted through the online application Meet Mobile are not considered final. We will provide coaches with final results in the following formats:

* Meet Manager Backup (Emailed)
* Team Manager .cl2 file (Emailed)
* PDF Full Meet Results (Emailed)

**AWARDS**

* 13 & Over: No individual event awards
* 12 & Under: Ribbons will be awarded for 1st through 8th places in individual events and relays
* \*Awards will not be mailed\*

**ADMISSION**

Admission will be charged. Children 10 and under are free.

**HEAT SHEETS**

Lane & heat assignments will be posted at various points around the pool. Heat sheets will be available for purchase at admission.

**CONCESSIONS**

Concessions will be available.

**MEET DIRECTORS**

Kathy Kok

317-575-8244

threekoks@gmail.com

Beth Russo

317-575-8244

aloha9800@yahoo.com

**MEET REFEREE**

Megan Kight

317-575-8244

**OFFICIALS**

The Carmel Swim Club will need and appreciate any help of your USA Swimming Officials.

**INCLEMENT WEATHER**
Pursuant to Article 102.7.4 of the USA Swimming Rule Book, Carmel Swim Club reserves the right to alter the meet schedule if winter weather poses a travel problem for participating athletes.  The decision to delay or cancel the meet will be communicated to participating teams as soon as possible.  It is the intent of Carmel Swim Club to make every effort to host this meet, but the safety of participating swimmers, coaches, officials & volunteers is our first priority.

**MEET SCHEDULE**

Warm up session lane assignments will be posted on the pool deck. Warm up sessions may be split. *Please note that chase starts may be utilized for all events/sessions. For any session where chase starts are utilized,****ALL****events will be seeded and swam* ***fastest to slowest*** *in order to maintain a reasonable timeline and optimal conditions for the swimmers.*

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|  | **FRIDAY TIMED FINALS** |  |
|  | **Warm-Up: 4:00 pm** |  |
|  | **Meet Start: 5:00 pm** |  |
| **Girls Event #** | **Event** | **Boys Event #** |
| 1 | Open 400 IM | 2 |
| 3 | 11-12 400 Free | 4 |
| 5 | Open 400 Free | 6 |

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|  | **SATURDAY TIMED FINALS** |  |
|  | **Warm-Up: 6:30 am** |  |
|  | **Meet Start: 8:00 am** |  |
| **Girls Event #** | **Event** | **Boys Event #** |
| 7 | Open 200 IM | 8 |
| 9 | Open 100 breast | 10 |
| 11 | Open 100 free | 12 |
| 13 | Open 200 fly | 14 |
| 15 | Open 100 back | 16 |

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|  | **SUNDAY TIMED FINALS** |  |
|  | **Warm-Up: 6:30 am** |  |
|  | **Meet Start: 8:00 am** |  |
| **Girls Event #** | **Event** | **Boys Event #** |
| 37 | Open 200 free | 38 |
| 39 | Open 100 fly | 40 |
| 41 | Open 200 back | 42 |
| 43 | Open 200 breast | 44 |
| 45 | Open 50 free | 46 |

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|  | **SATURDAY TIMED FINALS** |  |
|  | **Warm-Up: Not before 1:00 pm** |  |
|  | **Meet Start: Not before 2:00 pm** |  |
| **Girls Event #** | **Event** | **Boys Event #** |
| 17 | 11-12 200 free | 18 |
| 19 | 10 & under 200 free | 20 |
| 21 | 11-12 50 breast | 22 |
| 23 | 10 & under 50 breast | 24 |
| 25 | 11-12 100 fly | 26 |
| 27 | 10 & under 100 fly | 28 |
| 29 | 11-12 50 back | 30 |
| 31 | 10 & under 50 back | 32 |
| 33 | 11-12 100 free | 34 |
| 35 | 10 & under 100 free | 36 |

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|  | **SUNDAY TIMED FINALS** |  |
|  | **Warm-Up: Not before 1:00 pm** |  |
|  | **Meet Start: Not before 2:00 pm** |  |
| **Girls Event #** | **Event** | **Boys Event #** |
| 47 | 11-12 200 IM | 48 |
| 49 | 10 & under 200 IM | 50 |
| 51 | 11-12 100 breast | 52 |
| 53 | 10 & under 100 breast | 54 |
| 55 | 11-12 50 free | 56 |
| 57 | 10 & under 50 free | 58 |
| 59 | 11-12 100 back | 60 |
| 61 | 10 & under 100 back | 62 |
| 63 | 11-12 50 fly | 64 |
| 65 | 10 & under 50 fly | 66 |

**RELEASE AND HOLD HARMLESS AGREEMENT**

This summary form must be completed and returned to the entry chair upon arrival at the meet, along with payment.

Release and Hold Harmless Agreement

In consideration of being permitted to participate in this swim meet, and for other good and valuable consideration, the undersigned, for him/herself, the club and its swimmers, their successors and assigns, hereby release and forever discharge Carmel Swim Club and its Board of Directors, United States Swimming, IUPUI Natatorium, Indiana Swimming, Inc. and each of their respective officers, agents, employees, members, successors and assigns, and all other persons in any way connected with this swim meet, from any and all liabilities, claims, demands, actions, or causes of action of whatever kind of character arising out of or in connection with said event. Further the undersigned representative and his swimmers shall indemnify and hold harmless Carmel Swim Club, United States Swimming, Indiana Swimming, Inc. and the IUPUI Natatorium and the officers, trustees, agents, employees and members of the foregoing and all other persons in any way connected with this event, from any and all other losses, expenses, damages, demands and claims arising out of or in connection with any injury, including death, or alleged injury or damage to property sustained or alleged to have sustained in connection with or to have arisen out of said event.

Executed this \_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_

Signature of Club Official or Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Cell Phone Number of Coach Attending Meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_