



Hickory Willow Swim Association's 36th Annual Winter Splash January 3rd, 4th, & 5th, 2020



SANCTION: By USA Swimming and Illinois Swimming Inc.
Sanction # ILS20-0101

LOCATION: A. A. Stagg High School
8015 W. 111th Street & Roberts Road, Palos Hills, IL 60465

FACILITY: Six-lane, 25 yard competition pool. Starting area has a 14-foot depth. Turn end has a 6-foot depth. Seating capacity for 550+ spectators. Fully automatic IST timing system with touch pads, button back up and 6 line electronic scoreboard. The meet will be computerized using the latest version of Hy-Tek Meet Manager. The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

<p>MEET DIRECTOR Tom Rieman Email: tom.rieman@hwsadolphins.org Cell: 312-301-1870</p> <p>HOST CLUB WEBSITE www.hwsadolphins.org</p>	<p>ENTRY CHAIRPERSON Tom Rieman Email: tom.rieman@hwsadolphins.org Cell: 312-301-1870</p> <p>Mailing Address HWSA – ATTN: Tom Rieman P.O. Box 515 Palos Heights, IL 60463</p>	<p>SAFETY COORDINATOR Megan Vallance Email: megan.vallance@hwsadolphins.org</p> <p>MEET REFEREE Jacqueline Witherspoon Email: jwitherspoon75@gmail.com</p>
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Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

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.

Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

MEET FORMAT: All events will be seeded Timed Finals. Heats will be arranged slowest to fastest, according to seed times submitted.

MEET SCHEDULE:

January 3 - 5, 2020	Friday PM	Saturday & Sunday AM	Saturday & Sunday MIDDAY	Saturday & Sunday PM
Warm-Ups	4:00 PM	7:00 AM	Not before 10:45 AM	Not before 1:45 PM
Positive Check-In Closes	4:15 PM	7:15 AM	11:00 AM	2:00 PM
Meet Starts	5:00 PM	8:00 AM	11:30 AM	2:45 PM

SWIMMERS WITHOUT A COACH: 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.

RULES AND SAFETY: This meet will be conducted in accordance with all current USA Swimming and Illinois Swimming Rules and Regulations, including Illinois Swimming Safety Rules, which will be strictly enforced (except where rules therein are optional and exceptions are stated).

ELIGIBILITY: All USA Swimming registered swimmers are eligible. All swimmers must be registered prior to entry deadline. Entries listed, as "Registration applied for" will not be accepted. There will be no on deck registration available at this meet. Swimmer's age on the first day of the meet determines age group for the entire competition.

SWIMMERS WITH DISABILITIES: Hickory Willow Swim Association welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit Hickory Willow Swim Association's ability to accommodate all requests.

ENTRIES: Entries must be submitted in the course in which they were achieved. Converted times should NOT be used. Non-conforming times will be seeded last.

Entries submitted in Hy-Tek format require no hard copy entry forms. Email is required for electronic entries. A completed and signed Entry Summary Sheet (included in this announcement) and payment-in-full must be received by the Meet Entry Coordinator by the entry deadline. The host team's entries will be entered first and then accept teams/entries in the order received, until the four/eight hour rule is reached. Entries received thereafter will be returned immediately.

ENTRY FORMS: This is a Hy-Tek Meet Manager meet using the latest version software. All clubs are encouraged to use Hy-Tek software to submit their entry via E-mail or other electronic media. Submit best short course yard times.

Your mailing should include:

- Hy-Tek electronic meet entry file, emailed to the Entry Chairperson.
- Manual entry form, if this is not a Hy-Tek entry.
- Summary of Fees Statement completed and signed.
- Check made payable to **Hickory Willow Swim Association** or **HWSA**.

Failure to submit completed entry documentation will be sufficient grounds for refusal of the entry.

ENTRY LIMITATIONS: All swimmers will be limited to **two** individual events on Friday. All other sessions swimmers can swim up to **four** individual entry events plus **1 relay** event per day on Saturday and Sunday. Deck entries will not be permitted.

ENTRY VERIFICATION: An E-mail will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt.

ENTRY DEADLINE: Entries will not be accepted before **8:00 am, CST Friday, December 6, 2019**. Entries will be accepted until the meet is determined to be full. Please use E-Mail, U.S. Post Office, FedEx, or any other overnight courier service. Sign release for drop-off with no signature required.

ENTRY FILE FOR TEAM MANAGER: The 'HYV' file for team manager event set-up can be found at www.hwsadolphins.org.

E-MAIL ENTRIES: The following guidelines must be followed for E-mail entries.

1. Official entry forms (see entry forms section below), and all entry fees are due within **72 hours** of our receiving the entry.
2. E-mail entries must be in the form of a Commlink or SDIF file. The file must be zipped so that it arrives to the entry chair intact.
3. The club's entire entry should be sent in one E-mail.

ENTRY FEES:

\$4.00 per individual event

\$10.00 per relay

\$2.00 per swimmer ISI surcharge

\$2.00 facility charge per swimmer

Make check payable to: **HICKORY WILLOW SWIM ASSOCIATION** or **HWSA**

SEEDING: The conforming time standard for this meet is **SCY**. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order.

CHECK-IN: Positive Check-In will be required for all events. Positive Check-In will close at 4:15 PM on Friday, 7:15 AM on Saturday and Sunday AM sessions, 11:00 AM on Saturday and Sunday MIDDAY sessions, and 2:00 PM on Saturday and Sunday PM sessions. **Swimmers that fail to check in will be subject to be scratched from the event and not seeded. This will be at the digression of the Head Referee.**

SCORING: Scoring is as stated in USA Swimming Rules & Regulations manual for the top twelve.

- Relays – 32-26-24-22-20-18-14-10-8-6-4-2
- Individual – 16-13-12-11-10-9-7-5-4-3-2-1
- There will be no scoring for the 8 & under group on Friday's session.

AWARDS:

- High point trophies will be awarded to the top 3 scoring boys & girls in each age group up to age 14. Age group 13 & 14 will be swum together with the open group but scored separately.
- The Open age group will receive a trophy for the top swimmer.
- Team plaque for 1st - 3rd place. Host team will not be eligible for the team plaque.

COACHES: All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of certification/registration and shall prominently display their registration cards at all times while on deck.

OFFICIALS: **There will be a need for officials. HWSA welcomes and encourages anyone willing to volunteer to contact the Meet Referee by e-mail prior to the meet or sign in once you arrive at the meet. All officials on deck must be registered and certified with USA Swimming and will be required to show proof of certification/registration. Officials shall prominently display their registration cards at all times while on deck. Any official's assistance will be greatly appreciated and will help to ensure a great meet for the swimmers. Official briefings will be held one hour prior to the start of each session in the hospitality area.**

HOSPITALITY: There will be a hospitality area open to all coaches and officials.

CONCESSIONS: Refreshments will be available on all days. A dining area will be set up down the hallway from the pool and bleacher area. **This will be the only area that food and drink will be allowed.** A complete line of swimmer apparel and accessories will be provided for sale.

WARM-UP: All current Illinois Swimming warm-up and safety guidelines will be in effect. The host club will post additional warm-up information for all swimmers and coaches attending the meet. Meet Marshall will ensure all teams, coaches, and swimmers follow these procedures. Meet management reserves the right to change warm-up times according to the number of entries.

DECK ACCESS: Current USA Swimming membership is required for coaches and working officials to be on deck. Coaches and officials must display USA Swimming credentials at all times while on deck.

TIMERS: Volunteer Timers may be needed at this meet. The host club will communicate a list of timing assignments made up of teams with swimmers in the meet at least 48 hours prior to the start of the competition.

SPECTATOR AREA: Seating is available for at least 550 spectators

ADMISSION: Daily admissions available. Heat Sheets will be sold each session.

BULLPEN: A bullpen will be provided for the 8 & under swimmers in the Saturday and Sunday AM sessions.

RELAYS: Relay cards will be distributed to the coaches prior to the start of the meet. Please fill out the cards and return them to the pool office within 1 hour after the start of the meet.

MEET RESULTS: Results will be posted on the Hickory Willow Swim Association website: www.hwsadolphins.org & on [Meet Mobile](#) application.

PARKING AND ENTRANCE AREA: Please use the doors on the WEST side of the building, located behind the main building (South side). Parking is available on the EAST, WEST & SOUTH side of the building.

HOTEL INFORMATION:

Doubletree Hotel Chicago/Alsip

5000 West 127th Street, Alsip, Illinois, 60803

Tel: 1-708-371-7300 Fax: 1-708-371-9949



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A. WARM-UP PROCEDURES

1. **General Warm-up** (first 30-45 minutes)
 - a. **NO DIVING** allowed from the blocks or edge of pool. Swimmers must enter the pool feet first, while maintaining contact with the deck with the body and a hand from the start end of the pool.
 - b. No sprinting or pace work allowed during this general warm-up session.
 - c. Entry into pool from starting end of pool only, unless noted otherwise by the meet director and meet referee.
2. **Specific Warm-up** (last 30-45 minutes)
 - a. **Push/Pace Lanes** - Push off one or two lengths from starting end. Circle swim only. **NO DIVING.**
 - b. **Diving Lanes** - Sprint lanes for diving from blocks or for backstroke starts in specified lanes at designated times. (One length only)
 - c. **General Warm-up Lanes - NO DIVING.** Circle swim only.
 - d. At approximately half way through diving and push/pace, additional lanes may be opened at the request of the coach.

POOL	LANE USE		
	PUSH/PACE	DIVING	GENERAL WARM-UP
6 LANE	1 & 6	2 & 5	3, 4
8 LANE	1 & 8	2 & 7	3, 4, 5, 6
10 LANE	1 & 10	2 & 9	3, 4, 5, 6, 7, 8

B. SAFETY GUIDELINES

1. **Coaches Responsibilities**
 - a. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
 - b. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and all practices.
2. **Host Team Responsibilities**
 - a. Marshaling
 - 1) A minimum of two (2) marshals, who report to and receive instructions from the Meet Referee, shall be on the deck during the warm-up session.
 - 2) Marshals shall be current members of USA Swimming.
 - 3) Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety or warm-up procedures.
 - b. The host team shall provide signs for each lane at both ends of the pool, which indicate the designated use during warm-up.
 - c. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area. The following statement shall appear in the information: "Illinois Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in affect at this meet."
 - d. An announcer shall be on duty for the entire Warm-up session to announce lane and/or time changes and to assist with the conduct of the Warm-up.
 - e. Hazards in locker rooms, on the deck area or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
3. **Miscellaneous:**
 - a. Backstrokes shall ensure that they are not starting at the same time as a swimmer on the blocks.
 - b. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
 - c. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during the warm-up session.
 - d. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
 - e. The Referee may restrict use of bands, hand paddles, or fins during warm-up. The Referee shall have control over mitigation actions necessary to relieve situations deemed as dangerous or impairing the safety of other swimmers.



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Session # 1
Friday PM Session
Warm-Ups: 4:00pm – Meet Starts 5:00pm

Female	Event	Male
1	10 & Under 100 IM **	2
3	12 & Under 200 IM **	4
5	Open 400 IM **	6
7	10 & Under 200 Free **	8
9	11-12 500 Free **	10
11	Open 500 Free **	12

Session # 2
Saturday AM Session
Warm-Ups: 7:00am – Meet Starts 8:00am

Female	Event	Male
13	10 & Under 50 Free	14
15	10 & Under 100 Fly	16
17	8 & Under 25 Fly	18
19	10 & Under 50 Back	20
21	10 & Under 100 Breast	22
23	8 & Under 25 Breast	24
25	10 & Under 200 Medley Relay	26
27	8 & Under 100 Medley Relay ***	28

Session # 3
Saturday MIDDAY Session
Warm-Ups: not before 10:45am – Meet Starts 11:30am

Female	Event	Male
29	11-12 100 Free	30
31	11-12 50 Fly	32
33	11-12 100 Back	34
34	11-12 50 Breast	36
37	11-12 200 Medley Relay ***	38

Session # 4
Saturday PM Session
Warm-Ups: 1:45pm – Meet Starts 2:45pm

Female	Event	Male
39	13 & Over 50 Free	40
41	13 & Over 200 Breast **	42
43	13 & Over 100 Back	44
45	13 & Over 200 Fly **	46
47	13 & Over 200 Free **	48
49	13 & Over 200 Medley Relay ***	50

** HWSA reserves the right to limit these events based on 4 hour rule

*** HWSA reserves the right to remove the relay events based 4 hour rule
(any events limits or removed will be refunded)



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Session # 5
Sunday AM Session
Warm-Ups: 7:00am – Meet Starts 8:00am

Female	Event	Male
51	10 & Under 50 Breast	52
53	8 & Under 25 Free	54
55	10 & Under 100 Free	56
57	10 & Under 50 Fly	58
59	8 & Under 25 Back	60
61	10 & Under 100 Back	62
63	10 & Under 200 Free Relay ***	64
65	8 & Under 100 Free Relay ***	66

Session # 6
Sunday MIDDAY Session
Warm-Ups: not before 10:45am – Meet Starts 11:30am

Female	Event	Male
67	11-12 100 IM	68
69	11-12 50 Free	70
71	11-12 100 Fly	72
73	11-12 50 Back	74
75	11-12 100 Breast	76
77	11-12 200 Free Relay ***	78

Session # 7
Sunday PM Session
Warm-Ups: 1:45pm – Meet Starts 2:45pm

Female	Event	Male
79	13 & Over 200 IM **	80
81	13 & Over 100 Free	82
83	13 & Over 100 Breast	84
85	13 & Over 200 Back **	86
87	13 & Over 100 Fly	88
89	13 & Over 200 Free Relay ***	90

** HWSA reserves the right to limit these events based on 4 hour rule

*** HWSA reserves the right to remove the relay events based 4 hour rule
(any events limits or removed will be refunded)



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MANUAL ENTRY FORM

	NAME	USA SWIMMING ID	EVENT #	EVENT NAME	SEED TIME
	LAST, FIRST, MI				
1					
2					
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TEAM NAME _____ TEAM CODE _____

_____ # SWIMMERS X \$2.00 ISI SURCHARGE _____

_____ # SWIMMERS X \$2.00 Facility SURCHARGE _____

_____ # INDIVIDUAL EVENTS X \$4.00

_____ # RELAY X \$10.00

TOTAL THIS PAGE _____

If needed, please make copies of this form.



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Complete this form and mail it with payment to the Entry Chairperson at HWSA PO Box 515, Palos Heights, IL 60463. Make check payable to: **HICKORY WILLOW SWIM ASSOCIATION** or **HWSA**

TOTAL # OF INDIVIDUAL ENTRIES _____ @ \$ 4.00 EACH ENTRY = \$ _____

Total # OF RELAY ENTRIES _____ @ \$10.00 EACH ENTRY = \$ _____

TOTAL # OF SWIMMERS (ISI FEE) _____ @ \$ 2.00 EACH ENTRY = \$ _____

TOTAL # OF SWIMMERS (Facility FEE) _____ @ \$ 2.00 EACH ENTRY = \$ _____

TOTAL FEES \$ _____

NAME OF CLUB _____

CLUB CONTACT _____

CLUB CODE FOR HEAT SHEET _____ USA SWIMMING LSC IL ILLINOIS, OTHER LSC _____

COMPLETE MAILING ADDRESS _____

CITY, STATE, ZIP _____ PHONE _____

E-MAIL ADDRESS _____

NAME(S) OF COACHES ATTENDING MEET _____

Waiver, Acknowledgement and Liability Release: I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Illinois Swimming, Inc regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. Hickory Willow Swim Association, Consolidated District 230, A. A. Stagg High School, Illinois Swimming, Inc., and USA Swimming Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

SIGNATURE (Coach or Club Representative) CLUB _____

TITLE DATE _____