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**Integrity, Inclusion, Education, Excellence**

**2019 CW Speedo Midwest Challenge**

**Hosted By: Club Wolverine**

**December 6 – 8, 2019**

**Sanction** - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a prelim-final meet (with timed finals) on behalf of USA Swimming (USA-S), Sanction Number MI1920xxx. 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.

**Locations –**

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| **Friday and Saturday** | **Sunday** |
| Michael H. Jones NatatoriumEastern Michigan University (EMU)Olds-Robb Recreation BuildingYpsilanti, MI 48197 | Donald B. Canham NatatoriumUniversity of Michigan (U-M)500 E. Hoover AveAnn Arbor, MI 48104 |

**Times –**

|  |  |  |
| --- | --- | --- |
| **Session** | **Warm-up Start** | **Event Start** |
| Friday Timed Finals | 4:30 PM | 5:30 PM |
| Saturday/Sunday Prelims | 7:00 AM | 8:00 AM |
| Saturday/Sunday Timed Finals\* | Following conclusion of prelims, but not before 12:00 PM | 1 hour after the start of warm-up, but not before 1:00 PM |
| Saturday/Sunday Finals | 5:00 PM | 6:00 PM |

*\*Times will be confirmed and communicated to attending teams once entries close.*

**Motels –** Use your favorite Hotel booking website.

**Facilities -** The Michael H. Jones Natatorium (EMU) is a 10 lane, 25-yard pool with a supervised warm-up and warm down area available. Depth at start and turn ranges from 12-17ft. Permanent starting blocks and non-turbulent lane markers will be used. Daktronics Timing with a 10-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). The Michael H. Jones Pool will be used for ALL Friday & Saturday Sessions. **NOTE: The REC/IM Building will be under construction during this meet. A map will be sent to teams the week of the meet. Those needing ADA seating should contact the meet director prior to the meet for assistance.**

Donald B. Canham Natatorium (U-M) is an 8 lane, 25-yard pool with a supervised warm-up and warm down area available. Depth at start and turn is 7ft. 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). Public phones will not be available. The competition course has not been certified in accordance with 104.2.2C (4). The Donald B. Canham Natatorium will be used for ALL Sunday sessions.

**Parking –** Parking at the Donald B. Canham Natatorium will be free and located behind the building. Please refer to attached map for parking at the Donald B. Canham Natatorium (page 9). Parking at EMU is enforced daily by the University. Vehicles without an appropriate parking pass that are parked in locations designated as “paid”, or metered parking, may be ticketed. Information about parking for EMU, as well as a map, will be distributed prior to the meet.

Attendees should read any other lot or street parking signs carefully. Neither Club Wolverine, nor Michigan Swimming, are responsible for any parking violations.

**Eligibility -** The 2019 CW Speedo Midwest Challenge is for those 11 & Over swimmers who have met the qualifying times (where applicable) as published in this document, and all 10 & Under swimmers. “NT,” or no times, will NOT be accepted for any age group.All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on December 6, 2019 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 ($160.00 per swimmer for 2019-20 registration).

**Meet Format -** Short Course Yard Meet.

All Friday events, relays, and events in the afternoon middle sessions are timed finals. All other events will be conducted as prelim-finals.

For 11-12 events, there will be 2 heats (A and B) of finals. The top-16 swimmers from preliminaries will advance to finals (A and B heats). The “B” final will be swum first, followed by the “A” final.

For 13 & Over / Open events, there will be 3 heats (A, B, and C) of finals. The top-16 swimmers from preliminaries will advance to finals (A and B heats). The “C” final will be comprised of the next 8 fastest remaining 14 & Under Swimmers. The “C” final will be swum first, followed by the “B” and “A” finals.

Teams are limited to three (3) relays teams per relay event (these will be labeled A, B, and C). All 11-12, 13-14, and 15 & Over relays will be swum at finals. 10 & Under relays will be swum at the end of the afternoon session. Relay cards will be due to the Administrative Referee no later than 1 hour after the start of the session.

ALL Friday and Saturday sessions will be conducted at the Michael H. Jones Natatorium. ALL Sunday sessions will be conducted at the Donald B. Canham Natatorium.

**Entry Limits -** Entries will be accepted on a first come, first served basis by date of email for electronic entries and date of receipt by the Administrative Referee 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 in the 11-12, 13 & Over, and Open age groups may participate in no more than three (3) individual events and one (1) relay per day. 10 & Under swimmers may participate in no more than five (5) individual events and one (1) relay per day. 11-12 swimmers may **NOT** participate in both a preliminary and timed final session in the same day. 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.

**Electronic Entries -** $7.50 per individual prelim-final event, $5.00 per individual timed final event, and $12 for relays. Please include a $1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: **Club Wolverine.**

**Paper Entries -** MS rules regarding non-electronic entries apply. $8.50 per individual prelim-final event, $6.00 per individual timed final event, and $13 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 Referee on a spreadsheet of your choice however the paper entry must be logically formatted and must contain all pertinent information to allow the Administrative Referee to easily enter the swimmer(s) in the correct events with correct seed times.

**Entry Procedures -** Entries may be submitted to the Administrative Referee as of **Monday, November 18, 2019 at 8:00 AM EST.** The Administrative Referee must receive all entries no later than **Monday, December 2, 2019 at 12:00 PM EST**. 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 Referee at **entriescw@gmail.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 Referee 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 clubs 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 2019 CW Speedo Midwest Challengeentry 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 Referee 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:

**Club Wolverine
Attn: 2019 CW Speedo Midwest Challenge**

**PO Box 130229
Ann Arbor, MI, 48113**

**entriescw@gmail.com**

**Check In –** Only timed final events (except relays) will require positive check in. All relays are assumed to be swimming unless a coach writes SCRATCH on the relay card and turns it in to the Admin table. Positive check in will be available on the pool deck near the locker rooms. Check-in will be available 30 minutes prior to the start of each timed final session. See below for check in deadlines. Swimmers who do not check in, will be scratched.

Friday Events #1-8: Friday 4:45 PM

Open 1650 (Events #9-10): Friday 6:15 PM

Saturday / Sunday Timed Final Sessions: 15 minutes after the start of warm-up

**Scratches –** Scratches for Saturday’s preliminary events are due at 7:15 AM on Saturday. Scratches for Sunday’s preliminary events are due 30 minutes after the start of Saturday’s finals. Scratch cards will be available at the Admin table on the pool deck. Teams not attending Friday may email scratches to the Administrative Referee.

USA Swimming Championship rules shall apply. Swimmers qualifying for Finals, or Final, based on the results of the preliminaries, must notify the Administrative Referee or his/her designee within 30 minutes after the announcement of the qualifiers for that race that they do not intend to compete. If a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined $25 payable immediately to Club Wolverine.

**Scratch Penalty –** 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.

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.

**Marshaling -** This will be a self-marshaled meet. Heat Sheets will be posted in well-trafficked areas around the pool deck.

**Seeding -** All timed final events will be deck seeded via check-in. All timed final events will be swum slowest to fastest, except for the 500 Free, 400 IM, and 1650 Free, which will be seeded fastest to slowest, alternating genders. All preliminary events will be pre-seeded.

**Deck Entries/Time Trials -** Deck entries MAY be accepted if time and space permits, and at the sole discretion of the Meet Referee and Meet Director. $7.50 per individual prelim-final event, $6.00 per individual timed final event, and $13 for relays.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, date of birth and club affiliation should then be provided to meet administrative staff.

Time Trials MAY be offered if time permits, and at the sole discretion of the Meet Referee and Meet Director. If offered, Time Trial entries are $7.50 per individual event.

**Meet Programs/Admissions -** Admissions will be $5.00 per day. Heat sheets will be available for purchase for $2.00. Heat sheets will also be posted for public viewing, and unofficial results may appear on Meet Mobile (pending internet connectivity).

**Scoring –** No scoring will be kept.

**Awards –** 10 & Under = All events. Medals 1-3.
11-12 = Friday Events, Prelim-Final Events, and Relays. Medals 1-3.

**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 in the Donald B. Canham lobby. Due to ongoing construction, food and beverages for EMU will be located outside the building via Food Trucks.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 atthe timing office (Canham) or Lost and Found (EMU).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 pool deck. 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, 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 with the lifeguarding staff of both pools.

**Facility Items –**

(A) No smoking is allowed in the building or on the grounds of Donald B. Canham Natatorium or Eastern Michigan University*.*

(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 timing 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 -** Joshua Wood - coachjosh@clubwolverine.org

**Meet Referee –** Bill Case -billcasemi@gmail.com

**Safety Marshal –** Bernie Ray

**Administrative Referee –** Dan Meconis – entriescw@gmail.com

**Sanction: MI1920---**

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| **Friday, December 6th****Timed Finals @ EMU** |
| **Warm-up: 4:30 PM** |  | **Events Start: 5:30 PM** |
| **Girls Event #** | **Qualifying Time** | **Event** | **Qualifying Time** | **Boys Event #** |
| 1 | 6:38.39 | 11-12 500 Free | 6:27.49 | 2 |
| 3 | 6:20.09 | 13 & Over 500 Free | 5:58.99 | 4 |
| 5 | 5:56.79 | 11-12 400 IM | 5:46.39 | 6 |
| 7 | 5:39.69 | 13 & Over 400 IM | 5:17.39 | 8 |
| 9 | 21:26.19 | Open 1650 Free | 20:02.89 | 10 |

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| **Saturday, December 7th****Prelims/Finals @ EMU** |
| **Warm-up: 7:00 AM** |  | **Events Start: 8:00 AM** |
| **Girls Event #** | **Qualifying Time** | **Event** | **Qualifying Time** | **Boys Event #** |
| 11 | 2:47.79 | 11-12 200 IM | 2:44.19 | 12 |
| 13 | 2:39.19 | 13 & Over 200 IM | 2:28.59 | 14 |
| 15 | 1:08.29 | 11-12 100 Free | 1:05.89 | 16 |
| 17 | 1:05.79 | 13 & Over 100 Free | 1:00.89 | 18 |
| 19 | :34.09 | 11-12 50 Fly | :34.19 | 20 |
| 21 | 2:37.89 | Open 200 Fly | 2:26.99 | 22 |
| 23 | 1:27.39 | 11-12 100 Breast | 1:25.49 | 24 |
| 25 | 1:22.39 | 13 & Over 100 Breast | 1:15.59 | 26 |
| 27 | :35.59 | 11-12 50 Back | :35.29 | 28 |
| 29 | 2:35.39 | Open 200 Back | 2:25.89 | 30 |
| 31 | --- | 11-12 200 Free Relay^ | --- | 32 |
| 33 | --- | 13-14 200 Free Relay^ | --- | 34 |
| 35 | --- | 15 & Over 200 Free Relay^ | --- | 36 |

^ = Timed final event, with all heats swum at FINALS **Finals will be swum in the same order as prelims.**

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| **Saturday, December 7th****Timed Finals @ EMU** |
| **Warm-up:** Following conclusion of prelims, but not before 12:00pm |  | **Events Start:** 1 hour after the start of warm-up, but not before 1:00pm |
| **Girls Event #** | **Event** | **Boys Event #** |
| 201 | 10 & Under 200 IM | 202 |
| 203 | 11-12 200 IM | 204 |
| 205 | 10 & Under 50 Fly | 206 |
| 207 | 11-12 50 Fly | 208 |
| 209 | 10 & Under 100 Free | 210 |
| 211 | 11-12 100 Free | 212 |
| 213 | 10 & Under 100 Breast | 214 |
| 215 | 11-12 100 Breast | 216 |
| 217 | 10 & Under 50 Back | 218 |
| 219 | 11-12 50 Back | 220 |
| 221 | 10 & Under 200 Free Relay | 222 |

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| **Sunday, December 8th****Prelims/Finals @ Canham** |
| **Warm-up: 7:00 AM** |  | **Events Start: 8:00 AM** |
| **Girls Event #** | **Qualifying Time** | **Event** | **Qualifying Time** | **Boys Event #** |
| 37 | 2:29.69 | 11-12 200 Free | 2:24.59 | 38 |
| 39 | 2:22.19 | 13 & Over 200 Free | 2:12.79 | 40 |
| 41 | 1:18.29 | 11-12 100 Fly | 1:16.49 | 42 |
| 43 | 1:11.39 | 13 & Over 100 Fly | 1:06.39 | 44 |
| 45 | :39.99 | 11-12 50 Breast | :39.59 | 46 |
| 47 | 2:58.29 | Open 200 Breast | 2:45.59 | 48 |
| 49 | 1:18.49 | 11-12 100 Back | 1:15.79 | 50 |
| 51 | 1:11.69 | 13 & Over 100 Back | 1:06.89 | 52 |
| 53 | :31.49 | 11-12 50 Free | :30.29 | 54 |
| 55 | :30.29 | 13 & Over 50 Free | :27.89 | 56 |
| 57 | --- | 11-12 200 Medley Relay^ | --- | 58 |
| 59 | --- | 13-14 200 Medley Relay^ | --- | 60 |
| 61 | --- | 15 & Over 200 Medley Relay^ | --- | 62 |

^ = Timed final event, with all heats swum at FINALS **Finals will be swum in the same order as prelims.**

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| **Sunday, December 8th****Timed Finals @ Canham** |
| **Warm-up:** Following conclusion of prelims, but not before 12:00pm |  | **Events Start:** 1 hour after the start of warm-up, but not before 1:00pm |
| **Girls Event #** | **Event** | **Boys Event #** |
| 301 | 10 & Under 200 Free | 302 |
| 303 | 11-12 200 Free | 304 |
| 305 | 10 & Under 100 Fly | 306 |
| 307 | 11-12 100 Fly | 308 |
| 309 | 10 & Under 50 Free | 310 |
| 311 | 11-12 50 Free | 312 |
| 313 | 10 & Under 50 Breast | 314 |
| 315 | 11-12 50 Breast | 316 |
| 317 | 10 & Under 100 Back | 318 |
| 319 | 11-12 100 Back | 320 |
| 321 | 10 & Under 200 Free Relay | 322 |

**CERTIFICATION OF REGISTRATION STATUS OF ALL ENTERED ATHLETES**

**RELEASE AND WAIVER**

**2019 CW Speedo Midwest Challenge**

**Sanction Number: MI1920xxx**

Enclosed is a total of $\_\_\_\_\_\_\_\_\_\_ covering fees for all the above entries. In consideration of acceptance of this entry I/We hereby, for ourselves, our heirs, administrators, and assigns, waive and release any and all claims againstClub Wolverine, The University of Michigan, Eastern Michigan University, Michigan Swimming, Inc., and United States Swimming, Inc. for injuries and expenses incurred by Me/Us at or traveling to this swim meet.

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In granting the sanction it is understood and agreed that USA Swimming 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 this event.

Michigan Swimming Clubs must register and pay for the registration of all athletes that are contained in the electronic TM Entry File or any paper entries that are submitted to the Meet Host with the Office of Michigan Swimming **prior to submitting the meet entry to the meet host**. Clubs from other LSCs must register and pay for the registration of their athletes with their respective LSC Membership Coordinator.

A penalty fee of $100.00 per unregistered athlete will be levied against any Club found to have **entered** an athlete in a meet without first registering the athlete and paying for that registration with the Office of Michigan Swimming or their respective LSC Membership Coordinator.

Submitting a meet entry without the athlete being registered and that registration paid for beforehand may also subject the Club to appropriate Board of Review sanctions.

The authority for these actions is: UNITED STATES SWIMMING RULES AND REGULATIONS 302.4 FALSE REGISTRATION – A host LSC may impose a fine of up to $100.00 per event against a member Coach or a member Club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed Club is not properly registered. The host LSC will be entitled to any fines imposed.

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I certify that **all** athletes submitted **with this meet entry** are currently registered members of USA Swimming and that I am authorized by my Club to make this representation in my listed capacity.

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| --- | --- |
| Signature: | Position: |
| Street Address:  | City, State Zip: |
| Club Email: | Phone: |
| Coach Name: | Club Name: |
| Coach Email: | Club Code: |

**Meet Evaluation Form**

**Sanction Number: MI1920xxx**

**Name of Meet:** 2019 CW Speedo Midwest Challenge

**Date of Meet:** December 6 – 8, 2019

**Host of Meet:** Club Wolverine

**Place of Meet:** The University of Michigan and Eastern Michigan University

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

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2. Equipment (e.g., timing system, PA system): 1 2 3 4 5

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3. Swimmer facilities (e.g., locker rooms, rest areas): 1 2 3 4 5

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4. Spectator facilities (e.g., seating, rest rooms): 1 2 3 4 5

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5. Meet services (e.g., concessions, admissions, programs): 1 2 3 4 5

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6. Officiating 1 2 3 4 5

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7. Awards and award presentations: 1 2 3 4 5

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8. Safety provisions: 1 2 3 4 5

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9. Overall success of the meet: 1 2 3 4 5

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10. Other (please specify): 1 2 3 4 5

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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 (programopsvicechair@miswim.org) and the Michigan Swimming Office (office@miswim.org) within 30 days.