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**Integrity, Inclusion, Education, Excellence**

**Penguin Plunge Open Water 1k, 3k, 5k**

**Hosted By: Huron Valley Penguins**

**June 21st, 2018**

**SANCTION:**  This meet is sanctioned by Michigan Swimming, Inc. (MS), as an Open Water meet on behalf of USA Swimming (USA-S), Sanction Number **MI1718136**. 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.

**RULES:** The current Michigan Swimming, Central Zone Open Water and USA Swimming Open Water Rules will govern the Meet as outlined in Part Seven of the USA Swimming Rules and Regulations Handbook. USA Swimming Rules 202.3.2 - 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.  The Meet Director or Meet Referee shall assist the athlete to make arrangements for such supervision. This competition will be an unescorted race.

**COMPETITION:** This Open Water Meet is sanctioned by Michigan Swimming, Inc. The competition will be organized according to these age classifications:

|  |  |  |
| --- | --- | --- |
| **AGE** | **DIST** | **Type** |
| 13 & Over | 5 Kilometer | Individual |
| 11 & Over | 3 Kilometer | Individual |
| 9 & Over | 1 Kilometer | Individual |

Swimmers will compete as individuals for their club.

**COURSE:** This course is a 1 Kilometer Course. One lap = 1 Kilometer.

**LOCATION***:* The Meet will be conducted at Island Lakes State Recreation Area- Kent Lake 12950 E. Grand River Avenue, Brighton MI 48116.

**ENTRANCE FEE**: Extra $9 - 11 for access to park is required per car, free if car has valid Michigan Recreation Passport.

**CHECK-IN:** Swimmers must report to the check-in table appropriate for their age and gender, and report to the Meet Volunteer that they are present and prepared to swim. At that time the swimmers will be briefed regarding instructions for the competition deemed necessary. Check-in will be located at: adjacent to the race start area.

SAFETY

**PROCEDURES:** There will be a mandatory Pre-Race Briefing held before competition begins to discuss the course, rules and safety procedures. The Referee **will** remove any swimmer from competition who does not attend the clinic or is found to be inattentive during the clinic. Course will be patrolled by qualified safety personnel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check-In** | **Event** | **Pre-race meeting** | **Events Start** | **Time Limit** |
| **3:30** | **1** | **4:20** | **4:30** | **2 hours** |
| **4:30** | **2** | **5:20** | **5:30** | **1.5 hours** |
| **4:30** | **3** | **5:20** | **5:30** | **1 hour** |

**TIMES:**

ATHLETE

**ATTITUDE:** Athlete conduct will be governed by Part Seven of the USA Swimming Rules and Regulations Handbook. Intentional obstruction, interference or intentional contact with another swimmer may be deemed "Unsporting Impedance" and lead to disqualification. Swimmers shall maintain clearance from other swimmers except at the start, turn, and the finish or where the course or race conditions dictate otherwise*. Parents and swimmers should be advised there are a significant number of entrants, open water swimming may be expected to involve inadvertent contact with other swimmers. It is important that swimmers keep a cool head while in the water.*

**ELIGIBILITY:** Swimmer(s) must be registered with USA Swimming to be accepted into this meet. Age as of date of competition shall determine the swimmer’s age for this meet. Swimmers must have a **“National B time”** <You cannot remove this time standard. You may use faster time standards, BB, A, AA…John this does not print! Leave it> or better in one of the following events:

* **9-10 -** 200Y/400M/500Y freestyle
* **11-12 -** 400M/500Y/800M/1000Y/1500M/1650Y freestyle
* **13-14 and Open -** 800M/1000Y/1500M/1650Y freestyle

This swim shall have been achieved during any USA Swimming sanctioned event January 1, one-year prior through the Entry Deadline. Premeet verification of this swim is required. Registered athletes from other LSCs may enter this competition.

**ENTRY FEES:** **$35.00** per individual event – non-refundable, plus **$1.00** Michigan Swimming Surcharge.

**ENTRY PROCEDURES**

**& DEADLINE:** Entries will be accepted after: June 7, 2018 @ 12PM. Entries close on June 14, 2018 @ 12PM.

**DECK ENTRIES:** Deck entries will be allowed for this meet (if the meet is below the maximum number of athletes). The deck entry fee is **$45.00** plus the **$1.00** Michigan Swimming athlete surcharge. 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.

**START/FINISH:** An in water start and on the beach finish, will be used for each individual event.

**TIMING SYSTEM:** A NK Interval 2000xc Timing System will be used to manage times collection.

**ENTRY CHAIR:** Please submit all Hy-Tek Team Manager Entries via e-mail (preferred) or paper entry. Fees to Entry Chair, and the forms below should be mailed to the following address.

Meet fees, paper work need to be sent to:

Steve Smetana

1575 Burns Rd

Milford, MI 48381

Please make checks payable to

Huron Valley Schools

**SEEDING/**

**CONDUCT:**

• All swimmers must report to the check in area prior to the mandatory safety briefing for their competitor number, body marking, and cap.

• Please make sure that fingernails and toenails are trimmed, and all jewelry and watches are removed prior to the morning registration. Swimmers must be nail-checked before body marking.

• There will be no penalty for scratching; entry fees will not be refunded.

• Athletes must notify the Clerk of Course if they decide to scratch from their event after completing registration.

• No swimmer shall be allowed to use or wear any device that may be an aid

to his/her speed.

**MEET DIRECTOR:** Janette Heaton, coach\_janette@yahoo.com

**MEET REFEREE:** Paul Jones, pwj6@outlook.com

**ADMIN OFFICIAL: Entries emailed to:** Steve Smetana, hvpmeetentries@gmail.com

**INDEPENDENT**

**SAFETY MONITOR:** Melissa Millerick-May, melissa.may@miswim.org

**OFFICIALS:** We welcome all USA Swimming Certified Officials, and you may receive your certification as an Open Water Judge or Open Water Referee at this meet. Please refer to the Michigan Swimming website for complete certification requirements. The on-line tests for Open Water Judge and Open Water Referee can be found on the USA Swimming website in the Officials Section.

**SCORING:** No Scoring

**AWARDS:**

|  |  |
| --- | --- |
| Individual Events:  1st through 3th place will receive medals. | Bonus Awards:  None |
| Ceremony:  The awards ceremony will be conducted immediately after the conclusion of each race | |

GENERAL

**ADMISSION:** There is no admission fee.

MEET WARM-UP

**PROCEDURES:** A designated area adjacent to the competition will be available for monitored continuous warm-up and warm-down during competition.

FEEDING

STATION: There will be no feeding station provided, recovery food will be provided for all swimmer’s post-race – Gatorade, Water, Protein Bars, Fruit.

**FINAL RESULTS:** Final results and Hy-Tek Team Manager Results file will be posted to Michigan Swimming Web site

**CONCESSIONS:** Will not be provided, vending machine by the beach house is available.

**PARKING:** Will belocated near the start/finish location.

RECORDING DEVICES: **Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.**

**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.

**DECK**

**REGISTRATIONS:** Will be allowed at this of competition.

**REFUNDS:** Once a team or individual entry has been received and processed by the Administrative Official there are no refunds in full or in part unless the “over qualification exception” applies (see MS Rules) or stated in the contingency plan.

MARSHALING: This meet is self-Marshalled.

**Lost and Found:** Articles may be turned in/picked up atthe administration table.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).

**FACILITY ITEMS:**

(A) No smoking is allowed within ¼ mile of competition***.***

(B) Pursuant to applicable Michigan law, no glass will be allowed in the locker rooms.

(C)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.

(D) 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**.

(E) 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.

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

**RELEASE AND WAIVER**

**Penguin Plunge Open Water 1k, 3k, 5k**

**Sanction Number: MI1718136**

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 againstHuron Valley Penguins, Island Lake State Recreation Area, Michigan Department of Natural Resources, 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.

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

**MEET EVALUATION FORM**

**Sanction Number: MI1718136**

**Name of Meet: Penguin Plunge Open Water 1k, 3k, 5k**

**Date of Meet: June 21, 2018**

**Host of Meet: Huron Valley Penguins**

**Place of Meet: Island Lake State Recreation Area**

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 venue (e.g., water quality, etc.) 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.

Meet Host: Copy all of these submitted Meet Evaluations to the current Program Operations Vice-Chair (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.

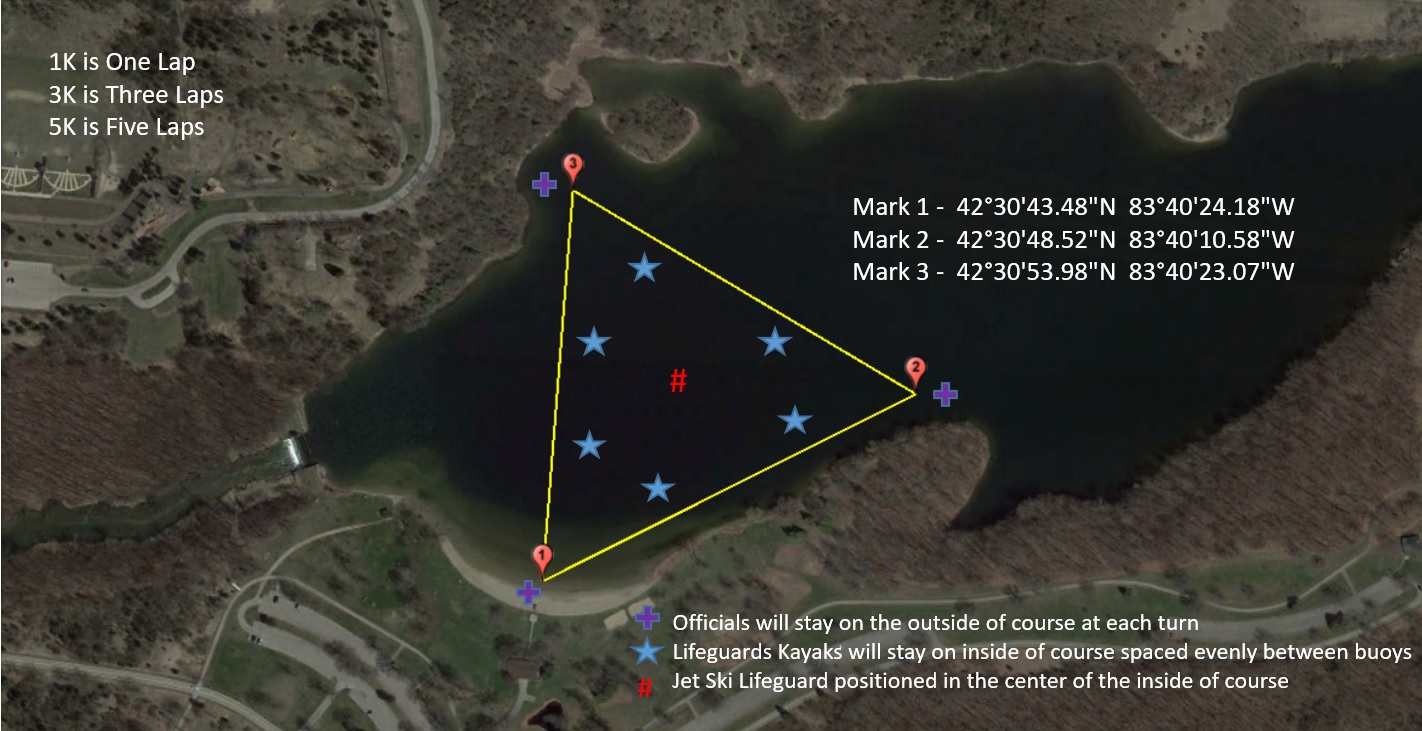
Central Zone Application, Complete by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Survey: Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONITORING SWIMMERS DURING RACE**

1. Certified Lifeguards, experienced in open bodies of water, and Rescue Kayakers/non-motorized boats will be used.
2. All athletes will be observed at all times in the race by a member of the safety team. Elimination of “blind spots” is the primary goal.
3. The course will have lifeguards at each turn on the course.
4. The race course will be broken down into zones with “first responders” as safety personnel:

* Inside of course side: Lifeguard Kayaks will be in place evenly spaced between the buoys.
* Shoreline: There will be Lifeguards for the shoreline side. Each lifeguard will carry a Guard Rescue Tube (40 inch minimum”)
* Outside of Course: Certified officials will be on the outside of the course at each turn.
* Reaction Time: All “first responders” shall have the capacity to react to a need for assistance within 10 seconds, and are able to reach the swimmer within an additional 20 seconds.

<Insert Site Survey here>

Safety Plan: Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAFETY COMMUNICATIONS PLAN**

Safety communications will have three elements:

1. Water to Water – All Rescue Kayakers, and all Officials in boats will be equipped with 2 ways radios, allowing efficient and immediate communications with the Safety Officer, and Meet Referee as well as DNR employees and Michigan State Police if necessary.
2. Water to Land – Same as above, with the lifeguards/paddle-boarders with whistles.
3. Land to Water – Same as above, with the addition of the public address system, and lifeguards with whistles.

**COURSE EVACUATION PLAN**

The following priority will occur in this order, if the Safety Officer, Meet Referee, Meet Director, or Independent Safety Monitor becomes aware of any situation requiring abandonment (including inclement weather).

1. Radio Communication to Officials and Safety Personnel on Course.
2. All Lifeguards issue a 3 loud short blast whistle command, and instruct all swimmers to evacuate the course.
3. Announcer instructs all swimmers, safety personnel, and Officials, to exit the course. If the reason for abandonment is inclement weather, announcer will instruct all athletes, coaches, parents, and meet personnel to go to the shelter, team bus, or vehicles, until inclement weather passes.
4. Everyone will be instructed to go to vehicles, until safe conditions return.

<Insert Safety plan>

Contingency plans: Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEDICAL SERVICES

* EMTs will be on-site from the Highland Township Fire/EMT Department
* EMTs will be on-site from Green Oak Township Fire/EMT Department
* A MD will be located at the first aid tent we are setting up near the start/finish of the course.
* Providence Park Hospital

(248) 465-4100

47601 Grand River Ave, Novi, MI 48374

11.1 Miles 14 Minutes

* Medical Tent on site with all supplies for triage/quick care

ACCOUNTING OF SWIMMERS<insert plan here>

The following “accounting for swimmer” system will be used.

1. Advance registration is required entry into The Open Water Championship.
2. All competitors are pre-assigned Competitor Numbers.
3. All swimmers must check-in at Clerk Of Course, receive their Race Ticket, and be marked with their competitor numbers. Any swimmer not checking in, is scratched.
4. All scratches are sent to Admin 30 minutes before each race.
5. After mandatory pre-race Instructional Briefing (Technical Meeting), all athletes enter the Pre-Race Assembly Area. Referee collects each Race Ticket re-confirming the Athlete Name & Competitor Number markings.
6. Any swimmer that decides not to compete, after checking in, the Race Ticket is collected by a Referee, sent to Admin, as a post check-in scratch.
7. The Race Tickets for each event are sent to the Chief Finish Judge.
8. During each race, all swimmers who abandon prior to the finish are DQ’d, the DQ is sent to the Chief Finish Judge, and the Race Ticket is pulled and handed to the swimmer.
9. As each swimmer completes the race, their competitor number is recorded on the Order of Finish Sheet, by the Finish Judges.
10. As each swimmer completes the race, their Race Ticket is handed to the swimmer.
11. The Order of Finish Sheet is sent to Admin by the Chief Finish Judge immediately following the conclusion of each event, accounting for all competitors that started, and actually finished.
12. Any remaining Race Tickets (unaccounted for swimmers) are immediately investigated by the Chief Finish Judge and/or Administrative Referee back to the Coaches and/or Parents.

TECHNICAL MEETING

The pre-race instructional briefing (technical meeting) will contain the following:

* Course Layout
* Rules of the swim (Officiating – Yellow/Red Flag)
* Water conditions
* Marine Life
* Weather Conditions
* The Safety Plan
* Emergency Conditions
* The Safety Communication Plan
* The Evacuation Plan for clearing the race course (abandonment)
* Safety Craft & Safety Personnel (lifeguards, paddle-boarders, kayakers)
* On-site EMTs & ambulance – Highland Twp. Fire Department & Green Oak Township EMTs
* Emergency Phone Numbers (park rangers, police, emergency room, etc.)
* Local Hospital – Providence Park Hospital

SAFETY FOR WARM UPS AND WARM DOWN

A designated warm-up/warm-down is available to the left side of the competition course. Certified lifeguards on shore and kayakers will be on-duty during all warm-up/warm down sessions, and is closed to all boating traffic during these times.

WATER AND AIR TEMPERATURES

* Thermometers (with both marking in Celsius and Fahrenheit) will be used before & during competition.

1. Water Temperature Thermometer, located on a Turn Judge Boat or Buoy, will be used to monitor Water Temperature.
2. An Air Temperature Thermometer, located in the Administration Tent, will be used to monitor Air Temperature.

* Temperatures will be recorded by Safety Officer (or designee):

1. 30 Minutes before competition
2. Hourly throughout the competition
3. Posted at Competition for all Athletes, Coaches, and Parents.

* Follow Requirements:

1. If the water temperature is below 16° C (60.8° F), no race can be held.
2. For races of 5K and above, if the water is above 29.5° C (85° F), no race can be held.
3. If the air temperature and water temperature added together are less than a total of 30° Celsius (118° F), no race can be held.
4. If the air temperature and water temperature added together (in Celsius) are greater than 63° Celsius (177.4° F), no race can be held.

**OPEN WATER EVENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Girls** **EVENT #** | **AGE** | **DIST** | **TYPE** | **Boys** **EVENT #** |
| 1 | 13 & Over | 5 Kilometer | Individual | 1 |
| 2 | 11 & Over | 3 Kilometer | Individual | 2 |
| 3 | 9 & Over | 1 Kilometer | Individual | 3 |