**Revised 8/24/17**



**Integrity, Inclusion, Education, Excellence**

**Name and Type of Meet**

**Hosted by: Team Name**

**Date of Meet**

**Approval:** This meet is approved by Michigan Swimming, Inc. (MS), as a ***timed final/prelim-final*** meet on behalf of USA Swimming (USA-S), Approval Number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** In granting this approval 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 if fully set forth in these meet rules.

**Location: *Location, Address, including zip code***

**Times: *List each Session (i.e. Friday P.M./Saturday A.M./etc. For each Session indicate]*** Warm Up Starts: Time and Events Begin: Time

***(Example: Friday PM Warm Up Starts: 5:30 p.m. Events Begin: 7:30 p.m.)***

**Motels: (Example: *Please see attached list of area motels or select your favorite hotel booking site.***

**Facilities: *Describe, Name of Pool*** is a ***6/8/10*** lane pool ***with a diving well which will be available for supervised warm-up and warm down.*** Depth at start is \_\_\_\_[[1]](#footnote-1) and \_\_\_ at turn. Permanent starting blocks and non-turbulent lane markers will be used. ***\_\_\_\_\_\_\_\_ timing with an \_\_ lane display will be used.*** There is ample balcony seating for spectators. Lockers are available ***(provide your own lock).***  Public phones will be available. **Choose one which applies to the facility A.** The competition course has been certified in accordance with 104.2.2C (4). The copy of such certification is on file with USA Swimming; **or** **B.** The competition course has not been certified in accordance with 104.2.2C (4).

**Deck Registration:** Unregistered swimmers may 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 ($152.00 per swimmer for 2017-18 registration).

**Meet Format: *Description of meet/session formats.***

**Entry Limits:** Entries will be accepted on a first come first serve basis by date of email for electronic entries and date of receipt by the entry chair for hard copy entries until the Michigan Swimming Four (4) Hour time limit is met for those sessions with 12 and Under events. As set forth in entry procedures below, (A) a hard copy of your club’s entry summary sheet, (B) your club’s certification of entered athletes (for USA Swimming registered athletes only) and (C) 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 coach, must be approved by their 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: In this section detail maximum individual and/or relay limits. USA Swimming rules permit no more than 3 individual events per day in a prelim/final format meet and no more than 6 individual events per day in a timed finals format.**

**Electronic Entries: $\_\_\_\_\_** per individual event and **$\_\_\_\_\_** for relays. Make checks payable to: **Host Club**. See Michigan Swimming entry fee structure for appropriate fees for your type of meet.

**Entry Procedures:** Entries may be submitted to the entry chairperson as of ***Date and Time—this date cannot be earlier than 4 weeks prior to the first day of the meet.*** The Administrative Official must receive all entries no later than ***Date.*** Entries must include correct swimmer name and age. *Only athletes registered with USA Swimming are allowed to have an ID built in the entries.* All individual entries should be submitted via electronic mail to the Administrative Official at ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***  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 Official has received a hard copy of: (a) your club's entries (Team Manager Meet Entries Report), (b) 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.

**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.

**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:

**Name and Address for Entries include phone number**

**Add Administrative Officials email address**

**Check In:** Check in will/will not be required. If required, it will be available **insert time**. If mandatory check in is used, it will be required by the time set forth in this meet announcement. Failure to check in, if required, it will cause the swimmer to be scratched from all events in that session. Check in will close 15 minutes after the start of warm up for each session. Check in sheets will be posted **insert location of check in.**

**Scratch Rules: Describe all applicable scratch rules,** example, Prior to check in close a swimmer may scratch events at the Clerk of Course **or list alternative location.** After check in closes, you must see the Meet Referee to scratch an event.

**Marshaling: Describe exact type of marshaling, i.e. marshaled, self-marshaled, etc.** **Suggested text for marshaled meet: Swimmers will be responsible for reporting to the marshaling area when their event is called.**

**Seeding: Describe seeding method. Example, Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event.** Suggested additional text for a timed-final session: All events are timed finals and will be seeded slowest to fastest other than distance events, define, which will be seeded fastest to slowest (alternating genders-women/men).

**Deck Entries/Time Trials: Describe if deck entries and/or time trials will be offered and the fees that would apply. Refer to MS rules pertaining to deck entries/time trials and fees.**  For deck and time trial entries, if they are registered athletes then their name, athlete ID and club affiliation should then be added to your database just as it appears on the card or list or the swimmer may compete unattached (UN) if they request to do so. If they are not USA Swimming athletes, **do not build their ID.**

**Meet Programs /Admissions: Detail the meet program and admission fees.** See Michigan Swimming entry fee structure for appropriate fees for your type of meet. The fee structure sets maximum admission fees. Any or all groups may be charged less in the discretion of the meet host.

**Scoring: Describe scoring method or indicate that no individual or team scoring that will be kept.**

**Awards: Describe**

**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 **describe location/availability**.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.

**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 Chair 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, stairway, or door** to the **locker rooms/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, name** 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 in **describe location**.

**Facility Items:**

(A) No smoking is allowed in the building or on the grounds of **Name of Facility*.***

(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 **location.**

(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 - Name/Phone/E-Mail** (a USA Swimming member)**Meet Referee - Name/Phone/E-Mail****Safety Marshal – Name****Administrative Official - Name/Phone/E-Mail** |

***(Insert Schedule of Events)***

***(Next include event names and numbers)***

**RELEASE AND WAIVER**

**Approved Number**

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 against ***Team Name***, ***Location Entity***,Michigan Swimming, Inc., and United States Swimming, Inc. for injuries and expenses incurred by Me/Us at or traveling to said swim meet.

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In granting the approval 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.

Signature:

Position:

Street Address:

City, State, Zip

E-mail:

Coach Name:

Coach Phone:

Coach E-Mail:

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Depth at Start must meet State of Michigan requirements. [↑](#footnote-ref-1)