

MLA 12 & Under Closed LCM Invite
Hosted By: Michigan Lakeshore Aquatics
March 23, 2013

Sanction:	This meet is sanctioned by Michigan Swimming, Inc. (MS), as a <i>timed final</i> meet on behalf of USA Swimming (USA-S), Sanction Number MI1213082 . 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 if fully set forth in these meet rules.
Location:	<i>Holland Community Aquatic Center 550 Maple Ave Holland, Mi 49423</i>
Times:	<i>Session 1: Warm Up Starts:12:00pm Events Begin:1:00pm</i>
Motels:	<i>[Please see attached list of area motels]</i>
Facilities:	<i>The Holland Community Aquatic Center is an 8 lane, 50 meter pool with a separate 6-lane 25 yard supervised pool provided for warm up and cool down. Depth at start is 6'9"¹ and 13'6" at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado Timing with and 8 lane full color display will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will be available. The competition course has not been certified in accordance with 104.2.2C(4)</i>

¹Depth at Start must meet State of Michigan requirements.

Eligibility:	MLA 12 & Under Closed LCM Invite is <i>a closed invitational open only to 12 & unders of those teams that are entered in the MLA Senior Invitational</i> . All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on <i>March 23, 2013</i> will determine his/her eligibility for a particular age group.
Deck Registration:	Unregistered swimmers <i>must</i> register on deck at this meet <i>by turning in the athlete registration form and payment to the Meet Referee</i> . <i>The cost of registering on deck is double the normal fee (\$118 per swimmer for 2012-13 registration)</i> .
Meet Format:	<i>This is a timed finals meet, with mixed events and no time standards.</i>
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 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:	<i>Swimmers may enter up to 4 individual events.</i>
Electronic Entries:	\$4.00 per individual event. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: <i>Michigan Lakeshore Aquatics.</i>
Paper Entries:	MS rules regarding non-electronic entries apply. \$5.00 per individual event. 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 entry chair on a spreadsheet of your choice however the paper entry <i>must</i> be logically formatted and must contain all pertinent information to allow the entry chair to easily enter the swimmer(s) in the correct events with correct seed times.
Entry Procedures:	Entries may be submitted to the entry chairperson as of <i>Friday, Feb. 22 at 8am</i> . The entry chairperson must receive all entries no later than <i>Friday, Mar. 15 6pm</i> . 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 entry chairperson at <i>Cody Tozer (malcontact@yahoo.com)</i> . 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 entry chairperson 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 <i>MLA 12 & Under Closed LCM Invite</i> entry 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 entry chair there are no refunds in full or in part unless the "over qualification exception" applies (see MS Rules).

Entry Chair:	<p>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:</p> <p style="text-align: center;">Cody Tozer MLAcontact@yahoo.com 550 Maple Ave Holland Mi, 49423</p>
Check In:	<p>Check In will be available as of 11:30am. Check in is mandatory for all events and is required by the time set forth in this meet announcement. Failure to check in will cause the swimmer to be scratched from all events in that session. Check in will close 15 minutes after the start of warm ups. Also note that pursuant to MS Rules that failing to swim an event <u>after</u> checking in for that event will disqualify a swimmer from his or her next event. Check in sheets will be posted <i>In the hallway prior to entering the locker rooms</i>.</p>
Scratch Rules:	<p><u>Prior</u> to check in close a swimmer may scratch events at the Clerk of Course. <u>After</u> check in closes, you must see the Meet Referee to scratch an event. Once a swimmer has checked in for an event that swimmer must compete in that event or the swimmer will be scratched from his/her next event.</p>
Marshaling:	<p>All events will be self-marshaled.</p>

Seeding:	Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. <i>All events are timed finals and will be seeded slowest to fastest.</i>
Deck Entries / Time Trials:	<i>Deck entry swimmers are subject to the Michigan Swimming \$1.00 general 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. There will be no time trials offered.</i>
Meet Programs / Admissions:	<i>Heat sheets will be available for \$1.00 after check-in closes and meet operations needs are met.</i>
Scoring:	<i>No individual or team scoring will be kept.</i>
Awards:	<i>No awards</i>
Results:	Complete meet results will be posted on the Michigan Swimming Website at http://www.miswim.org/ . 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 <i>in the concession stand in the bleacher area</i> . 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 at <i>announcers table</i> . 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.
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. <i>[The same rules will apply with respect to the warm-down pool and diving well]</i> . 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:	<p>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 and the Program Operations Vice-Chair of MS 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.</p> <p>Lists of registered coaches, certified officials and meet personnel will be placed at the entrance 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, 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.</p> <p>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.</p>
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 at each lifeguard station as well as the meet management office.

Facility Items:	<p>(A) No smoking is allowed in the building or on the grounds of <i>Holland Community Aquatic Center</i>.</p> <p>(B) Pursuant to applicable Michigan law, no glass will be allowed on the deck of the pool or in the locker rooms.</p> <p>(C) No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions. No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions.</p> <p>(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 <i>Clerk of Course</i>.</p> <p>(E) To comply with USA Swimming privacy and security policy, <u>the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.</u></p>
Meet Director:	<p>Don Kimble 616-393-7595 mlacontact@yahoo.com</p>
Meet Referee:	<p>Scott Appleyard Cell# 269-598-6838</p>
Safety Marshal:	Sara TenBrink

Order of events:

<u>Event #</u>	<u>Event</u>
<u>1</u>	<u>Mixed 12&U 200 IM</u>
<u>2</u>	<u>Mixed 12&U 50 Free</u>
<u>3</u>	<u>Mixed 12&U 50 Back</u>
<u>4</u>	<u>Mixed 12&U 100 Breast</u>
<u>5</u>	<u>Mixed 12&U 200 Free</u>
<u>6</u>	<u>Mixed 12&U 50 Fly</u>
<u>7</u>	<u>Mixed 12&U 100 Back</u>
<u>8</u>	<u>Mixed 12&U 50 Breast</u>
<u>9</u>	<u>Mixed 12&U 100 Free</u>
<u>10</u>	<u>Mixed 12&U 100 Fly</u>
<u>11</u>	<u>Mixed 12&U 400 Free</u>

RELEASE AND WAIVER

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 *Michigan Lakeshore Aquatics, Holland Community Aquatic Center, Michigan Swimming, Inc., and United States Swimming, Inc.* for injuries and expenses incurred by Me/Us at or traveling to said swim meet.

[illegible]

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.

Signature: _____

Position: _____

Street Address: _____

City, State, Zip _____

E-mail: _____

Coach Name: _____

Coach Phone: _____

Coach E-Mail: _____

Club Name: _____

Club Code:

**Certification of Registration Status
Of All Entered Athletes
MLA 12 & Under Closed LCM Invite**

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.

[illegible]

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.

By: _____
(Signature)

(Printed Name of person signing above)

Capacity: _____

Club Name: _____

Date: _____

This form must be signed and returned with the entry or the entry will not be accepted.

[Insert apparel descriptions, if any, and hotel information on succeeding pages]

Meet Evaluation Form

Name of Meet _____

Date of Meet _____

Host of Meet _____

Place of Meet _____

Who do you represent (circle)? the host club a visiting club unattached

Describe yourself (circle) athlete coach official meet worker
spectator

Please rate the overall quality of this meet:

(Please write any compliments or suggestions below or on the reverse side)

	Low				High
1. Swimming pool (e.g., water quality, ventilation)	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 within 30 days.