



MICHIGAN
SWIMMING



**Michigan Swimming, Inc.
Open Long Course State Championships
Hosted by: Michigan Lakeshore Aquatics
MI1213115**

Friday August 2 - Sunday August 4, 2013

Sanction: This meet is sanctioned by Michigan Swimming, Inc., as a Championship prelim/finals and timed finals (selected events) swimming meet on behalf of USA Swimming, Sanction: **MI1213115** and will also offer time trials **MITT1213115** at the discretion of the Meet Referee and Meet Director if time permits. 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. All Michigan Swimming, Inc. rules, safety and warm up procedures will govern the meet as if fully set forth in this meet announcement.

**Location: Holland Community Aquatic Center
550 Maple Ave
Holland, MI 49423
616-393-7595**

Facilities: The Holland Aquatic Center is an 8 lane 50 meter pool with an attached 6-lane 25 yard pool available for supervised warm-up and cool down. Depth at start is 6'9"¹ and 13' at the turn end. 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. Public phones will be available. The competition course has not been certified in accordance with 104.2.2 C (4)

Eligibility: All swimmers registered with Michigan Swimming and residing within the USA who have achieved an actual short course yards, short course

¹Depth at Start must meet State of Michigan requirements.

meters or long course meters time equal to or faster than the qualifying standards (referred to as Q1 times) during the qualifying period are eligible to enter an event.

Athletes with a disability should refer to the Michigan Swimming Rules and Procedures Section H (9 a&b) pages 19 - 21, which can be found on the Michigan Swimming, Inc. website at www.miswim.org, under the Administration tab, for qualifying information.

Qualifying Period: The qualifying time must have been achieved on or since January 1, 2012.

Hotel Info:

Holiday Inn Express	(616)738-2800
Hampton Inn	(616)399-8500
Holland Inn and Suites	(616)994-0400
Residence Inn	(616)393-6900
Microtel Inn and Suites	(616)392-3235
Doubletree Hotel	(616)394-0111
Fairfield Inn	(616)786-9900
Comfort Inn	(616)392-1000
Country Inn	(616)396-6677

State Meet Apparel: Pre-order form for apparel is below. Very limited numbers of t-shirts and shorts will be sold at the meet at an increased price. There will be limited colors available, so order NOW! Orders must be RECEIVED by the date stated.

Parking: There is a large parking lot directly adjacent to the Holland Aquatic Center that may be used to park and pick up/drop off swimmers. This parking lot is shared with Holland Community Hospital and will fill quickly. When the parking lot is full there is street parking available in the immediate blocks surrounding the Holland Aquatic Center.

Heat Sheets: Preliminary heat sheets are \$3.00. Final session heat sheets are \$2.00 and can be purchased at admissions.

Admissions: \$5.00 per person/per day (one-time fee for the day's prelims and finals). Children age 12 and under are free. All session wrist bands will be available for \$15. Although there is no discount associated with the All-Session Pass, it will eliminate the need to stand in the admission line. The wristband must be worn on one of your wrists. No exceptions. Please do not abuse this family friendly policy.

Swimmer Gift: Swimmers' Gift will be available for pick-up near the entrance to the locker room hallway on the main floor. **NOTE: Gifts will not be available after the Sunday Preliminary Session.**

Concessions/Hospitality: Food and beverages will be available at all sessions through the Holland Aquatic Center Concession Stand. Food and beverages in plastic containers will be allowed on the deck. NO glass containers will be allowed on the pool deck and will be confiscated if found. Violators of the No Glass Rule face ejection from the meet (either spectator or athlete) at the discretion of the Meet Referee. Violators may also face further sanctions from Michigan Swimming. A hospitality area will be available for coaches & officials.

Meet Schedule:

Friday Preliminaries: Warm up: 7:30 am; Start: 9:00 am

- 6:30 AM Credentials table opens
- 7:00 AM Grandstand opens for spectator seating
- 7:00 AM Coaches meeting
- 7:00 AM Pool deck opens to athletes and coaches
 - *Scratch box closes for Friday's Prelims 15 minutes after the close of the Coaches Meeting. Fridays 400 Free Relay must be checked in (by Coaches only) to be seeded.*
 - *Swimmers entered in the 800/1500 Free on Friday must check in by 10:00 AM and confirm their intention to compete in order to be seeded.*
- 10:00 AM 400 Free Relays declared

Friday Finals: Warm up: 4:00 pm; Start: 5:30 pm

- 3:30 PM Credentials table opens
- 4:00 PM Grandstand opens for spectator seating
- 4:00 PM Pool deck opens to athletes and coaches
- 6:00 PM Scratch box closes for Saturday Prelims. Positive check-in for Saturday's 400 Medley relays (by coaches only).
 - *Top 8 seeded 400 Free Relays swim in Finals.*

Saturday Preliminaries: Warm up: 7:30 am; Start: 9:00 am

- 6:30 AM Credentials table opens
- 7:00 AM Grandstand opens for spectator seating
- 7:00 AM Pool deck opens to athletes and coaches
 - *Swimmers entered in the 800/1500 Free on Saturday must check in by 10:00 AM and confirm their intention to compete in order to be seeded.*
- 10:00 AM 400 Medley Relays declared

Saturday Finals: Warm up: 4:00 pm; Start: 5:30 pm

- 3:30 PM Credentials table opens
- 4:00 PM Grandstand opens for spectator seating
- 4:00 PM Pool deck opens to athletes and coaches
- 6:00 PM Scratch box closes for Sunday Prelims. Positive check in for Sunday's 800 Free relays (by coaches only).
 - *Top 8 seeded 400 Medley Relays swim in Finals.*

Sunday Preliminaries: Warm up: 7:30 am; Start: 9:00 am

- 6:30 AM Credentials table opens
- 7:00 AM Grandstand opens for spectator seating
- 10:00 AM 800 Free Relays declared

Sunday Finals: Warm up: 3:30 pm; Start: 5:00 pm

***Note that Sunday Finals Session starts ½ hour earlier than Fri and Sat Finals Sessions**

- 3:30 PM Credentials table opens
- 4:00 PM Grandstand Opens for spectator seating
- 4:00 PM Pool Deck Opens to athletes and coaches
 - *Top 8 seeded 800 Free Relays swim in Finals.*

Deck Registration: Deck registrations are not accepted at this meet. (See 202.3.4 (B))

Format / Seeding for Individual Events:

- All individual events recognized by USA Swimming, Inc. are offered for this Open Meet.
- All individual events are prelim/final events with the exception of the 800m and 1500m free events which are timed final events.

- Preliminaries are swum in the morning and the finals are swum at night.
- In finals, there will be three (3) heats of each individual event—each heat comprised of a maximum of eight (8) swimmers. These will be referred to as “A, B, C Finals” or “Finals, Consolation and Bonus Finals”. These will swim in a C-Bonus, B-Consolation, A-Finals order.
- The 800m and 1500m free events will be seeded fastest to slowest after check-in closes. The fastest seeded heat (Top 8) after scratches (if any) of the 800m and 1500m free events will swim during the Finals session. The remaining heats of these events will swim in the morning preliminary sessions. All swimmers MUST check heat sheets for exact heat and lane assignments. Awards and scoring/place for these events are determined by all the athletes’ performances in all the heats (i.e., times achieved in the preliminary heats are also used to determine the Top 16 finishers even though the time was not achieved in the Finals.
- Note the order of events as stated in the schedule of events for finals. Finals are not necessarily swum in the same order as they are swum in the Prelims. Always check the heat sheet.
- The final three (3) heats of all prelim/final events will be circle seeded slowest to fastest. All swimmers MUST check heat sheets for heat and lane assignments.
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Format/Seeding for Relay Events:

- All relays are timed finals.
- The fastest seeded heat of all relays (Top 8) will be swum during the finals sessions in the evening as stated in the Schedule of Events. The rest of the relays swim in the prelims in the mornings.
- Relays will be seeded slowest to fastest.

Conversion: No time conversions are permitted. Times must be submitted in long course meters, short course meters, or short course yards.

Entry Times: Entry times for individual events shall (a) be achieved during the qualifying period (b) be submitted to the hundredths of a second and (c) be the fastest achieved time by the swimmer/relay during the qualifying period. Exception for the two individual Timed Finals Events: A swimmer, if entered in two or more events on the day of the 800m Freestyle or the 1500m Freestyle, may enter the 800m Freestyle and/or 1500m Freestyle timed final event at his/her fastest time or at the Q1 time standard at his/her discretion. **Swimmers wishing to down seed must declare this intent before the close of check in for those events. See the RELAY ENTRY section below for directions regarding relay events.**

Relay Entry:

1. Each team may enter no more than two (2) relays in a relay event. Relay entries must be designated as "A" and/or "B".
2. "A" and/or "B" relays must be entered with a seed time, and the seed time must be at or faster than the qualifying standard for the relay event. "A" and/or "B" relays may be entered without proof of a qualifying time. Teams may enter relays by using a relay time for the team which is already in SWIMS, by entering an aggregate time from SWIMS, or they may enter an override (custom) time for the relay(s).
3. Swimmers participating in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an "A" or "B" relay.
4. ALL RELAY SWIMMERS MUST BE ENTERED IN THE MEET USING OME. **ATHLETES NOT ON THE OME ENTRY REPORT ARE NOT ELIGIBLE TO SWIM.**

Paper Entry: PAPER ENTRIES ARE NOT ACCEPTED FOR THIS MEET. All Entries must be processed using Online Meet Entry (OME).

Entry Procedures: Michigan swimming has adopted USA Swimming's OME (Online Meet Entry) as the sole process for entering teams and individual swimmers into the State Meet. Times achieved at any USA Swimming sanctioned, observed or approved meet will appear in OME. Follow the step by step instructions to complete your entries.

Step 1 Go to www.usaswimming.org/OME

Step 2 Click on "Available Meets", accept the default Organization of USA Swimming, and then click "Search". Scroll down to locate the MICHIGAN OPEN LONG COURSE STATE CHAMPIONSHIP from the list of meets.

Step 3 Click on "Enter team" and login using your team login; or you may need to create an account for your team, then login. A pick list of your athletes who have qualifying times in SWIMS will appear. From here, select the events you want to enter. Athletes whose times are not in SWIMS must enter using "Override Times". Any athlete entering using the Override Times option must send a proof of time to the Michigan Swimming **MEET ENTRY CONTACT**. See the Proof of Time section for further instruction. Relay only swimmers must be entered in OME, by listing in the Relay Only section for your team.

Step 4 Double click on the athletes who you want to enter into the meet and complete your entry. You may add to your entry. It does not have to be completed at one time.

Step 5 You may log out and then return to your entries at a later time without checking out. You may update times up until entries close even if you have checked out; however, you will not be able to change events once you have checked out.

Step 6 When finished, be sure to check out. You may pay with a credit card or send a check to the PAYMENT CONTACT (see PAYMENT CONTACT section).

Step 7 You will receive an email confirming your entries.

Step 8 Mail your completed athlete Release and Waiver, and check (if you did not pay with a credit card) to the **PAYMENT CONTACT**.

Step 9 Mail or email any necessary proof of time documents for your "Override Times" entries to Jan Cartmill, **MEET ENTRY CONTACT**, at the Michigan Swimming office

Entry Limits: A swimmer may enter any number of individual events in which the qualifying time standard has been met. However, a swimmer may swim no more than three (3) individual events per day. A swimmer may swim no more than six (6) individual events for the entire three-day meet. If a swimmer is entered in more than three (3) individual events per day, he/she must scratch out of the desired excess event(s) by using a scratch card dropped in the scratch box by the stated time. Failure to properly scratch excess events will result in an automatic scratch of all events that exceed the event per day limit.

Bonus Events: Swimmers who have achieved fewer than four (4) individual event time standards may supplement their entry with bonus events (i.e. one (1) qualified and one (1) bonus, two (2) qualified and two (2) bonus, three (3) qualified and one (1) bonus). **Athletes with four (4) or more state cuts are not eligible to swim bonus events.** Swimmers entering bonus events may be entered at their actual time. If your swimmer does not have a time in the bonus event, please create a custom long course time for this event. Please be certain to check the box indicating "bonus" for each event that is a bonus entry.

***A SWIMMER MAY NOT ENTER THE 800 OR 1500 FREESTYLE AS BONUS EVENTS.**

Entry Fees/Payment Contact: \$7.50 per individual event and \$12.00 per relay plus a \$3.00 athlete surcharge per swimmer. Make checks payable to **Michigan Lakeshore Aquatics** if you did not pay via credit card on OME. Checks as well as the Release and Waiver form must be mailed to the **PAYMENT CONTACT** at the following address or brought to the meet on the first day of competition. Send to:

Margaret Green
22362 Morley Avenue
Dearborn, Michigan 48124
call with any questions (**no calls after 9pm**): (313) 418-0301

If sending the by overnight courier /express mail, you must waive the signature requirement.

Refunds: There are no refunds in full or in part once a team or individual entry has been entered into OME and you have checked out.

Entry Deadline: OME entries will close at **8:00 PM on Monday, July 29, 2013**. Entries submitted will not be considered as officially received until the **PAYMENT CONTACT** has received: (a) the signed release/waiver agreement, and (b) the team check, or credit card payment via OME. All paperwork must be received no later than the first day of competition in order for your team to participate in the meet.

Deck Entries: Deck entries will not be accepted at this meet.

Missed Entry: A coach or an entry chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or a swimmer in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline on the first day of the meet b) paying a fee of \$100 per team and double the entry fee for the event, and c) providing a paper proof of time (meet results) to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non-appealable..

Proof of Times: Michigan swimming will accept all qualifying times contained in USA swimming's SWIMS database, as well as times from meets sanctioned by other national governing bodies including college, high school, Masters, YMCA, and foreign meets approved by FINA that have been run on approved meet management software within the qualifying period (on or after January 1, 2012). The SWIMS database contains results of all sanctioned, observed and approved meets held in the USA for athletes who are registered USA swim member at the time of the swim. Times from the

SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. Use the OVERRIDE TIMES entry function to enter the meet with this time and send in a proof of time. If you do not supply an acceptable proof of time before the deadline (see the proof of time deadline) the swimmer will be scratched from any and all events requiring the proof of time. Refunds will not be issued for failure to supply a proof of time.

Acceptable Proofs include printed meet results which clearly identify the meet host, meet location and meet date (swim date must be on or after January 1, 2012) as well as the name of the event and the names, clubs and times of other swimmers in the event. The **PREFERRED PROOF** is a locked Meet Manager backup of the meet results. Please do not send Team manager export files. Computer printed award labels; top times lists and/or time cards signed by a meet referee are **NOT** acceptable for proof purposes.

Relay Proof of Time: With the OME system, *the team owns the time* and the only proofs needed are if a team overrides the entry time (i.e. uses a "custom time") and does not swim equal to or faster than the cut. Therefore, if an override (custom) time is used for the relay entry and the team is DQ'd or swims slower than the cut, then they will have to prove the time after the meet. This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the Michigan Swimming office (**MEET ENTRY CONTACT**). The aggregate time to be proved need not be equivalent to the submitted entry time for the relay; however, the time must be at or faster than the qualifying standard for the relay event. Aggregate proof times must all be equivalent (i.e. all SCY, all LCM, all SCM), all times must have been achieved during the qualifying period (on or after January 1, 2012 and may not use conversions in determining the submitted proof of time. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

Proof of Time Deadline: All proofs for "override" times achieved prior to July 19th must be received by the **MEET ENTRY CONTACT** by Tuesday, July 23, 2013. Proofs for cuts achieved on or after July 19th are due by Monday, July 29, 2013. Coaches are encouraged to send proofs as soon as they enter an override time into the OME (see below for address).

Swimmers whose times cannot be proven will be rejected and will not be entered in that event. The Meet Entry Contact will notify the swimmer's club entry chair of the rejection using the email address provided in OME.

Mail or email all proofs to the **MEET ENTRY CONTACT**, Michigan Swimming Office, 2900 Rodd St # 1784, Midland, MI 48641-1784, or to JBCartmill@gmail.com. Do not send these to the **Payment Contact**.

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.

Warm-Up: 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 area. Penalties for violating these rules will be in the sole discretion of the Meet Referee which may include ejection from the meet.

Scratch Rules/Individual Events:

1. All individual events will conform to the USA National Scratch Procedure **with the exception of the 800 Free and the 1500 Free**. With these rules in effect you are no longer required to "check in" for any individual events – you are already "checked in" by virtue of your entry and thus expected to swim the event. If you are entered in an event you must swim the event, or if desired, scratch the event correctly in order to avoid being penalized. To scratch a preliminary or timed finals event you must drop a scratch card in the scratch box by the time stated. To scratch from a Finals event (that you have qualified for) you must scratch or declare your intention to scratch within 30 minutes after the qualifiers are announced pursuant to 207.11.6 (B). If you fail to scratch out of any individual event correctly and fail to compete in the event you will be penalized.
2. **For the 800 Free and 1500 Free events, athletes MUST check-in prior to the scratch deadline for events that day. See "Penalties for Failure to Compete" below for additional information.**
3. Once a scratch card is dropped in the scratch box the swimmer is declared scratched from the event. Only Coaches and swimmers may use a scratch card to scratch an event.
4. A separate scratch card must be used to scratch each individual event a swimmer desires to scratch. Exception: A coach may use a single scratch card to scratch a swimmer from all events the swimmer is entered in (i.e. remove the swimmer from the entire meet).

Penalties for Failure to Compete:

Preliminary Events: If a swimmer fails to drop his/her scratch card in the scratch box 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. Additionally, the swimmer will not be seeded in any further individual events on succeeding days unless that swimmer declares the intent to swim prior to the close of the scratch box for that day's event. (See Meet Referee or his/her designee).

Finals: 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. NOTE: If a swimmer declares that he/she may want to scratch an event but does not return to confirm that scratch within 30 minutes following the conclusion of the swimmer's last event, the swimmer will be seeded into the Finals event, and will be similarly penalized if the swimmer does not compete in Finals. (See Meet Referee or his/her designee).

800 Free and 1500 Free Timed Final events: If, after a swimmer checks in for the 800 Free or the 1500 Free and (A) as a result of top 8 seeding, fails to properly scratch, and fails to compete in the evening finals, the swimmer will be barred from swimming any events for the remainder of the meet, or (B) as a result of being seeded in the heats that swim during the preliminary sessions and fails to compete, the swimmer will be barred from swimming any further preliminary individual or relay events that day. Additionally, the swimmer will not be seeded in any further individual events on succeeding days unless that swimmer declares his/her intent to swim prior to the close of the scratch box for that day's event. (See Meet Referee or his/her designee).

Scratch Deadlines:

Scratch deadline for Prelim Events: All prelim scratch times are specifically listed above in the "**Meet Schedule**" section.

Scratch deadline for all Final events: Thirty minutes after the qualifiers for the event are announced. (See USA Rule 207.11.6 B)

Additional \$50 Penalty: In addition to the procedures and penalties stated above, if a swimmer participates in any event in this meet and then fails to compete in his/her last scheduled individual event of the meet without being properly scratched for that event, he/she shall be fined \$50

payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

Relay Check In: All relay check in times are listed in the "Meet Schedule" section. All relays must be positively checked in by the scratch deadline for that day's events to be seeded.

Declaration of Relay Swimmers: In addition to the relay check in requirement, the names and order of relay swimmers and alternates must initially be declared (**Relays Declared**) by accurately writing all the swimmer's names and order on a relay card provided for that purpose. The names and order of the four relay swimmers must be declared for seeding purposes by: **(1)** 10:00 AM Friday for the 400 Free Relays **(2)** 10:00 AM Saturday for the 400 Medley Relays and **(3)** 10:00 AM Sunday for the 800 Free Relays. The order of relay swimmers may be changed (by coaches only) up to the start of the heat.

If a coach wishes to change the order of the four swimmers that will actually swim, the coach must indicate the change to the Deck Referee or his/her designee sufficiently in advance to the start of the heat so as not to delay the heat. The Deck Referee or his/her designee, in the coach's presence, will alter the order of swimmers on the relay card. If the relay fails to actually swim in the final order as declared on the relay card the relay will be disqualified.

Down-Seeding: Down-seeding will only be allowed for the 800 and 1500 Freestyles. Down-seeding must be declared by the check-in deadline for that event. When down seeded, the swimmer will be placed in the same relative order in prelims as their seeding would be in finals. Requests for down-seeding will be accommodated until it jeopardizes the evening's final's heats.

Protests: USA Swimming Rule 102.23 shall be used.

Marshaling: This is a self-marshaled meet. All swimmers will be expected to find their heat and lane independently. Heats will not be delayed. Heat cards will not be used. Heat sheets will be posted.

Time Trials: At the discretion of the Meet Referee and Meet Director, and if time permits, time trials may be offered for all events immediately following the conclusion of the day's preliminary heats. However, time trials for the 800/1500 will be offered **ONLY** on the days those events are swum. Athletes swimming time trials for the 800/1500 will be placed in the slowest heats with open lanes in the preliminary events, regardless of gender. Heats will be added as needed.

Each day's time trial events will follow the order of that day's competition events, followed by the subsequent day's competition events, and finally the previous day's events as applicable.

Time trials are \$7.50 for an individual event and \$15 for a relay. Time trials are subject to the Michigan Swimming Championship Time Trial Rules which are reviewable in full on the Michigan Swimming website. Notable portions of the rule include:

1. To participate in time trials the swimmer must be already participating in this Long Course State Meet, either in an individual event or a relay event (including relay only athletes)
2. Swimmers are limited to two time trials for the entire meet.
3. Time trials count against the total number of individual events per day (no more than 3 individual per day) but not toward the total number of individual events for the entire meet (6). If an athlete has entered the maximum number of individual events allowed per day and wants to swim a time trial, the athlete must scratch an event using the scratch box by the stated deadline or not swim the time trial in order to assure the limit of swims per day is not exceeded.

Awards: Michigan Swimming provides medals for 1st – 8th place finishers in both individual and relay events, and ribbons for 9th – 16th in all individual events. There are individual high point awards for 1st – 3rd place finishers. There is an overall Team State Champion and runner-up trophy.

Award Presentation: At Finals Sessions only, a formal awards presentation will take place at intervals designated on the Schedule of Events below. It is expected that athletes will appear on time for awards so as not to delay the meet.

All relay awards will be held at the end of the respective Finals Session they are swam in.

Award Distribution: Awards for 9th – 16th place will be bagged for each team and available for immediate pickup at the end of the meet on Sunday evening. No awards will be mailed. No exceptions.

Scoring: *Individual events points:* 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1 for 1st-16th respectively.

Relays: 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2 for 1st –16th respectively.

Relay points affect team scoring only and are not counted toward individual high point.

Results: Live meet results will be available via the Meet Mobile application for iPhone and Android devices during the meet. Follow the links below for more information.



Following the meet, results will be available on the Michigan Swimming website at www.miswim.org. Coaches who provide a flash drive may obtain a copy of the Hy-Tek Meet Manager backup at the conclusion of the meet.

Lost and Found: Articles may be turned in to a designated lost and found area on the pool deck. The Meet host will retain articles not picked up by the end of the meet for 14 days. Articles will be donated to a charitable organization after 14 days.

Safety: Michigan Swimming safety and warm up rules will be followed. In the event of a medical emergency the swimmer's coach is responsible for the care of the athlete. The participating athlete and/or the athlete's USA Swim Club will be responsible for any costs incurred if it is necessary to call 911, EMS, etc. If the athlete is participating without a parent present it is highly suggested that the coach have the athlete's insurance cards and signed releases allowing them to direct medical care.

Deck Personnel / Locker Rooms / Credentialing: Only registered and current coaches, athletes, officials and meet personnel are allowed on the deck and/or in locker rooms. **Without exception, coaches and officials must present government-issued photo identification matching their USA Swimming credentials.** Meet personnel will check the list of approved individuals supplied by Michigan Swimming. **Without exception, no coach or official will be admitted if he/she does not appear on the list as current or provide an email memo from the Michigan Swimming Office.** Individuals may inquire with Michigan Swimming, check their Deck Pass on their smart phone or check their club roster in their club portal to confirm that they are current with all requirements. Coaches and Officials must be current in all requirements through the final date of the meet to be issued a credential.

Meet Personnel will issue a credential to qualified individuals to be displayed at all times during the meet. This credential will include the host team as well as the function of the individual being granted access to the pool deck. **Individuals must return the credential at the conclusion of each session and be reissued a credential for any subsequent session.** 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.

Access to the pool deck may be granted to any other individual only in the event of emergency, and with approval of 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. Lists of registered coaches, certified officials and meet personnel will be placed outside the entrance to the locker rooms/pool deck.

General Info: Any errors or omissions in this meet announcement will be documented by the Meet Referee and available for review at the Clerk of Course. Information will also be covered at the Coaches' Meeting.

Facility Items:

- (A) First Aid supplies will be kept with the lifeguard on duty.
- (B) No smoking is allowed in the building or on the grounds.
- (C) No glass or coolers are allowed anywhere in the aquatics center.
- (D) No folding chairs/bag chairs/camping chairs will be allowed in the balcony.
- (E) No bare feet allowed outside of the pool area.
- (F) An Emergency Action Plan is available for review near the Clerk of Course.
- (G) 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 area, restrooms, or locker rooms.
- (H) Changing into or out of swimsuits is permitted only in locker rooms or restrooms. Deck changing is strictly prohibited.

Meet Referee: Scott Appleyard

Meet Director: Norman VerMeulen

Clerk of Course: Margaret Green - mlanegreen@aol.com

Safety Marshall: Troy Emmons

Swim Vendor: Different Strokes

Engraving: JBL Enterprises

State Meet Apparel:



Ink Combo
A

Apparel Order Form & Descriptions



Ink Combo
B

Orders must be RECEIVED by July 16 (not postmarked by July 16) in order to be processed.

Please read through apparel descriptions on next 2 pages prior to ordering. Ink combinations shown above.
At the meet, item selections will be limited and priced higher.

Please indicate quantity in the size columns.

Item	Ink Combo	XS	S	M	L	XL	2XL	Price	Total
Adult S/S (runs small) Dark Heather	A							\$15.00 \$17.00 for 2XL	
Adult S/S (runs small) Blue Indigo	A							\$15.00 \$17.00 for 2XL	
Adult S/S Lime	B							\$15.00 \$17.00 for 2XL	
Junior S/S (runs small) Heather Purple	B							\$15.00 \$17.00 for 2XL	
Junior S/S (runs small) Heather Orange	B							\$15.00 \$17.00 for 2XL	
Flowy Racer-Back Tank Coral	B							\$20.00	
Hoodie Dark Heather	A							\$30.00 \$32.00 for 2XL	
Hoodie Blue Indigo	A							\$30.00 \$32.00 for 2XL	
Hoodie Orange	B							\$30.00 \$32.00 for 2XL	
Cheer Short Zebra Print								\$18.00	
Sport Mesh Short Black								\$18.00 \$20.00 for 2XL	

Parent Name: _____ Parent Phone: _____

Parent Email: _____

Note to Swimmers and Parents: Please complete the above portion of this order form and send to your team representative by the deadline specified by your team, along with your check payable to your team. ONLY team reps will be able to pick up orders at the meet.

Note to Team Representative: Please gather your team's order forms and send all order forms, as well as a master order form for the entire team, filling in the information below. Send one check payable to Michigan Lakeshore Aquatics and mail to: **MLA, State Team Apparel, PO Box 1593, Holland, MI 49422. No orders will be accepted after July 16, 2013.**

Team Name: _____

Team Representative: _____ Team Rep Phone: _____

Team Rep Email: _____

If you are a team representative and have questions about your team's order, please contact us at mlaboosters@gmail.com and put 'Apparel Question' in the subject line.

Apparel Descriptions



Front Design - Ink Combo A
Screen printed in white and cardinal red on the front of apparel. Items printed with this ink combo will be marked ink combo 'A' in description.



Front Design - Ink Combo B
Screen printed in white and sapphire blue on the front of apparel. Items printed with this ink combo will be marked ink combo 'B' in description.

Back Design
All team names will be screen printed in white. Racer-back tank will not have back design.



Short Design
Screen printed in sapphire blue on the front left leg.



Adult Short Sleeve:

100% cotton, preshrunk jersey knit with soft style yarns. **Runs Small – order one size larger.**

Colors: Dark Heather, Indigo Blue

Ink Combo: A

Sizes: S, M, L, XL, 2XL

Price: \$15.00 (2XL: \$17.00)



Adult Short Sleeve:

100% cotton, preshrunk. Runs true to size

Colors: Lime

Ink Combo: B

Sizes: S, M, L, XL, 2XL

Price: \$15.00 (2XL: \$17.00)



Junior Short Sleeve:

100% cotton, preshrunk jersey knit with soft style yarns. **Runs Small – order one size larger.**

Colors: Heather Purple, Heather Orange

Ink Combo: B

Sizes: S, M, L, XL, 2XL

Price: \$15.00 (2XL: \$17.00)



Flowy Racer-Back Tank:

65% polyester, 35% viscose. **Runs Small – order one size larger.**

Colors: Coral

Ink Combo: B

Sizes: S, M, L, XL

Price: \$20.00



Hoodie:

50% cotton, 50% polyester preshrunk yarn. Runs true to size

Colors: Dark Heather, Indigo Blue

Ink Combo: A

Colors: Orange

Ink Combo: B

Sizes: S, M, L, XL, 2XL

Price: \$30.00 (2XL: \$32.00)

Continued on next page

Apparel Descriptions *(continued)*



Cheer Short:

50% cotton, 50% polyester jersey knit. 3" inseam.

Colors: Zebra

Ink: Sapphire Blue

Sizes: XS, S, M, L, XL

Price: \$18.00



Sport Mesh Short:

100% polyester pro-mesh, double layered. 9" inseam.

Colors: Black

Ink: Sapphire Blue

Sizes: S, M, L, XL, 2XL

Price: \$18.00 (2XL: \$20.00)

Schedule of Events:

Friday Prelims:

Warm up: 7:30 am Start: 9:00 am

6:30 AM Credential table opens
7:00 AM Balcony opens for spectators
Positive check-in for Friday's relays
10:00 AM Friday's relays declared

Events

1	Women	100	Breaststroke
2	Men	100	Breaststroke
3	Women	200	Freestyle
4	Men	200	Freestyle
5	Women	100	Butterfly
6	Men	100	Butterfly
7	Women	400	IM
8	Men	400	IM
9	Women	400	Free Relay
10	Men	400	Free Relay
11	Women	1500	Freestyle**
12	Men	800	Freestyle**

**800/1500 Freestyle is seeded fastest to slowest

Friday Finals:

Warm up: 4:00 PM Start: 5:30 PM

3:00 PM Credential table opens
3:30 PM Balcony opens for spectators
6:00 PM Scratch deadline for Saturday events.
Positive check-in for Saturday's relays.

- The order of events is the same as the preliminary session.
- Top 8 seeded 400 Freestyle Relays, 800 Freestyle, and 1500 Freestyle swim in finals.
- Award breaks will be after the 200 Freestyle, after the 400 IM, and at the end of the session.

Saturday Prelims:
Warm up: 7:30 AM Start: 9:00 AM

6:30 AM Credential table opens
7:00 AM Balcony opens for spectators
10:00 AM Saturday's relays declared

Events

13	Women	400	Freestyle
14	Men	400	Freestyle
15	Women	50	Freestyle
16	Men	50	Freestyle
17	Women	100	Backstroke
18	Men	100	Backstroke
19	Women	200	IM
20	Men	200	IM
21	Women	400	Medley Relay
22	Men	400	Medley Relay
23	Women	800	Freestyle**
24	Men	1500	Freestyle**

**800/1500 Freestyle is seeded fastest to slowest

Saturday Finals:
Warm up 4:00 PM Start 5:30 PM

3:00 PM Credential table opens
3:30 PM Balcony opens for spectators
6:00 PM Scratch deadline for Sunday events
Positive check-in for Sunday's relays.

- The order of events is the same as the preliminary session.
- Top 8 seeded 400 Medley Relays, 800 Freestyle, and 1500 Freestyle swim in finals.
- Award breaks will be at the end of the 50 Freestyle, at the end of the 200 IM, and at the end of the session.

**Sunday Prelims:
Warm up 7:30 AM Start 9:00 AM**

6:30 AM Credential table opens
7:00 AM Balcony opens for spectators
10:00 AM Sunday's relays declared

Events

25	Women	200	Backstroke
26	Men	200	Backstroke
27	Women	200	Breaststroke
28	Men	200	Breaststroke
29	Women	100	Freestyle
30	Men	100	Freestyle
31	Women	200	Butterfly
32	Men	200	Butterfly
33	Women	800	Freestyle Relay
34	Men	800	Freestyle relay

**Sunday Finals:
Warm up: 3:30 PM Start: 5:00 PM**

3:00 pm Credential table opens
3:30 pm Balcony opens for spectators

- Award breaks will be at the end of the 200 Breaststroke, at the end of the 200 Butterfly, and at the end of the meet.

**Time Standards for 2013 MS Open Long Course State Championship
Meet (Q1 Times)**

Qualifying Period: January 1, 2012 to entry deadline

MI1213115

WOMEN		OPEN			MEN	
SCY	SCM	LCM	EVENT	LCM	SCM	SCY
25.79	28.89	29.49	50 Freestyle	26.49	25.79	22.99
55.19	1:02.79	1:03.69	100 Freestyle	58.09	56.49	50.19
1:59.99	2:15.39	2:17.59	200 Freestyle	2:07.09	2:05.19	1:49.09
5:23.99	4:45.79	4:53.19	400/500 Freestyle	4:34.99	4:26.49	4:58.99
11:11.99	9:48.09	10:08.09	800/1000 Freestyle	9:38.79	9:25.49	10:39.99
18:50.09	18:52.39	19:30.99	1500/1650 Freestyle	18:50.99	18:13.69	17:59.99
1:03.99	1:13.29	1:15.39	100 Backstroke	1:09.59	1:08.09	57.99
2:16.59	2:36.39	2:40.99	200 Backstroke	2:31.89	2:28.19	2:08.99
1:12.39	1:21.59	1:24.49	100 Breaststroke	1:18.99	1:16.99	1:05.99
2:36.99	2:56.49	3:04.89	200 Breaststroke	2:55.69	2:52.49	2:26.99
1:02.99	1:10.49	1:11.29	100 Butterfly	1:05.29	1:05.39	56.19
2:23.39	2:45.89	2:48.89	200 Butterfly	2:40.99	2:38.59	2:16.39
2:17.59	2:33.69	2:38.99	200 IM	2:25.99	2:21.09	2:05.59
4:51.79	5:36.79	5:42.99	400 IM	5:23.99	5:19.39	4:36.99
3:51.19	4:07.79	4:16.99	400 Freestyle Relay	3:55.89	3:46.69	3:29.99
8:30.79	9:04.59	9:23.49	800 Freestyle Relay	8:51.89	8:32.69	7:59.99
4:17.99	4:48.99	4:59.69	400 Medley Relay	4:49.19	4:39.19	4:10.09

**2013 Michigan Swimming, Inc.
Open Long Course State Championship
Hosted by: Michigan Lakeshore Aquatics**

**Release and Waiver
MI1213115**

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, their affiliates, agents or assigns, 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 or any liabilities or claims by reason of injuries to anyone during the conduct of this event.

In granting the sanction it is understood and agreed that Michigan Lakeshore Aquatics, their affiliates, agents or assigns, Holland Community Aquatic Center, Michigan Swimming, Inc., and United States 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: _____

Meet Evaluation Form

Name of Meet: 2013 Open Long Course State Championship MI1213115

Date of Meet: August 2 - 4, 2013

Host of Meet: Michigan Lakeshore Aquatics (MLA)

Place of Meet: Holland Community Aquatic Center

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 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, etc.):	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.
Meet Host: Copy all of these submitted Meet Evaluations to the Michigan
Swimming Office, 2900 Rodd St #1784, Midland, MI 48641 within 30 days.**