**The Michigan Swimming Open Water Process**

**Read and delete this instructional page**

**Process overview:**



Each pass through sanctioning is slowing other meets down for clubs in your LSC. Try to make this process as complete as possible on the first pass. If done complete and correctly this process will be easy and quick for everyone involved.

1. **Change only the items in RED, additional changes will reject your packet without notice!**
2. **Have your Central Zone application, site survey, EAP, contingency plan defined and included.**
3. **Update the packet on the following pages. Inserting required documents**
4. **Complete the Open Water meet readiness check off sheet on Page 2 of this document completed. This is required and will be remove by sanctioning once the sanction is approved by Michigan Swimming and then the Central Zone.**
5. **Once completed discard this page**

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**Integrity, Inclusion, Education, Excellence**

**Name and Type of Meet**

**Hosted By: Team Name**

**Date of Meet**

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

**COMPETITION:**  The competition will be organized according to these age classifications:

|  |  |
| --- | --- |
| AGE | DISTANCE |
| 15 & Over | ? Kilometer |
| 13 – 14 | ? Kilometer |
| 11 – 12 | ? Kilometer |
| 10 & Under | ? Kilometer |

Swimmers will compete as individuals for their club.

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

**LOCATION***:* The Meet will be conducted at Inset Location, address, directions.

**ENTRANCE FEE**: Extra $ for access to park is required per car.

**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: Location

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIMES:** **Check-In** | **Event**  | **Pre-race meeting** | **Events Start** | **Time Limit** |
| **Time** |  |  |  |  |
|  |  |  |  |  |

**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 the Open Water Championship. Athlete must show proof of swimming distances greater than 500yrd/400M in a USA swimming sanctioned meet. This swim shall have been achieved during any USA Swimming sanctioned event January 1, one year prior through the Entry Deadline. Premeet verification of the swim is required.

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

**ENTRY PROCEDURES**

 **& DEADLINE:** Entries will be accepted after: date/time. Entries close on date/time

**Deck Entries:** Deck entries will/will not be allowed for this meet. 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 ? start and finish will be used for each individual event.

**TIMING SYSTEM:** A \_\_\_\_\_\_\_\_\_ 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 Manual Entry Form found on Michigan Swimming Web site. Fees to Entry Chair, and forms below should be mailed address below.

**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.

**ENTRY CHAIR:** Meet fees and all required paper work must be sent to:

 Meet host name and address

 Please make checks payable to

 insert Meet Host name

**MEET DIRECTOR:** insert Name, Phone, E-mail

 All questions should be directed to: insert e-mail

**MEET REFEREE:** insert Name, Phone, E-mail

**ADMIN OFFICIAL: Entries emailed to:** insert Name, E-mail

**INDEPENDENT**

**SAFETY MONITOR:** insert Name, Phone, E-mail

**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 USA 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:** Scoring/No Scoring

**AWARDS:** Awards/No Awards

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: Will be provided (not required for 1K races)

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

**CONCESSIONS:** Will/will not be provided

**PARKING:** Will belocated at 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 Registration:** Is/Isnot allowed at this type of competition. Unregistered swimmers must register on deck at this meet by turning in the athlete registration form and payment to the Meet Referee. The cost of registering on deck is $10.00 for an open water single event registration.

**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).

Marshaling: This meet is self-Marshaled.

**Lost and Found:** Articles may be turned in/picked up atdescribe location.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.

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

<Application>

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

<Insert Site Survey here>

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

<Insert Safety plan>

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

<insert plan here>

**OPEN WATER EVENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOYS****EVENT #** | **AGE** | **DIST** | **TYPE** | **GIRLS****EVENT #** |
| 1 | 15 & Over | ? Kilometer | Individual | 2 |
| 3 | 13-14 | ? Kilometer | Individual | 4 |
| 5 | 11-12 | ? Kilometer | Individual | 6 |
| 7 | 10 & Under | ? Kilometer | Individual | 8 |

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

**RELEASE AND WAIVER**

**Name of Meet**

**Sanction Number: sanction**

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<host and facility>, Michigan Swimming, Inc., and United States Swimming, Inc. for injuries and expenses incurred by Me/Us at or traveling to this swim meet.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

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.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

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: sanction**

**Name of Meet: Meet Name**

**Date of Meet: Date**

**Host of Meet: Host**

**Place of Meet: Location**

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.

 **OPEN WATER ENTRY FORM**

**(Manual Entries Only)**

 **Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In each box below, put:****NAME on the top line,****ID # underneath****Mark the age in the box to the right.** **Mark if this swimmer is part of a relay.** **Indicate the course where the qualifying time took place.** **Put the seed time under the corresponding event** | **Event #** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Event** | **Girls 10&U****1K** | **Boys 10&U****1K** | **Girls 11-12****2K** | **Boys 11-12****2K** | **Girls****13-14****3K** | **Boys****13-14****3K** | **Girls 15&O****4K** | **Boys 15&O****4K** |
| **Age** | **Relay Y/N**  | **Course****SCY SCM LCM** |  |  |  |  |  |  |  |  |
| Name on USA ID Card |  |  |  |  |  |  |  |  |  |  |  |
| USA ID Number |  |  |  |  |  |  |  |  |  |  |  |
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**ENTRY SUMMARY**

Please fill out the information requested below and submit with your payment.

**Make checks payable to**: **Insert Meet Host Name**

Thank you.

**Send to: insert Name**

 **Entry Chair**

**insert street address**

 **insert City, State, Zip**

 **insert e-mail**

NAME OF CLUB CODE

Number of individual entries: X $35.00 = \_\_\_\_\_\_\_\_

Number of Swimmers – Michigan Swimming Surcharge \_\_\_\_\_\_ X $1.00= \_\_\_\_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:**

 \_\_\_\_\_\_\_\_

**Club Official Submitting Entry:** **Coaches:**

Name:

Address:

City:

State: Zip: Head Coach E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: ( ) Club Official Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Club Official/Coach**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**

\*You may have one designated spokesperson for your team to talk to the referee or Clerk-of-Course. The coach would be the logical person.

Please list the name of your spokesperson:

**Did you include:**

|  |  |
| --- | --- |
|  | **Entries in Writing** |
|  | **Check for entries and surcharges** |
|  | **The completed forms** |