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**Integrity, Inclusion, Education, Excellence**

**2019 Grand Rapids Open**

**Hosted By: Grand Rapids Aquatics**

**February 2nd – 3rd, 2019**

**Sanction** - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number **MI1819066.** 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.

**Location -** Kentwood Aquatic Center
 6230 Kalamazoo Ave. SE
 Kentwood, MI 49508

**Times - Saturday & Sunday Morning – 13 & Over**

Warm Up: *8:00 a.m.*

 Meet Start: *9:00 a.m.*

**Saturday & Sunday Afternoon – 12 & Under**

Warm Up: Immediately following the morning session; not before *11:30 a.m.*

 Meet Start: 1 hour after warm up starts; not before *12:30 p.m.*

**Saturday Evening – Distance Session**

 Warm up: Immediately following the afternoon session; not before *3:30 p.m.*

 Meet Start: 30 minutes after warm up starts; not before *4:00 p.m.*

**Motels –** Baymont Inn, 8282 Pfeiffer Farms Dr. SW, Byron Center, MI**,** (866) 573-4235

**Facilities –** The Kentwood Aquatic Center, is an 8-lane pool with a supervised warm-up and warm down area available. Depth at start is 9’[[1]](#footnote-1) and 7.5’ at turn. Permanent starting blocks and non-turbulent lane markers will be used. A Colorado timing system with an 8-lane display will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will be available. (1) The competition course has not been certified in accordance with 104.2.2C (4).

**Eligibility –** The 2019 Grand Rapids Open is for those swimmers currently registered with United States of America Swimming (USA-S). A swimmer's age on February 2nd, 2019 will determine his/her eligibility for a particular age group.

**Deck Registration -** 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 double the normal fee ($156.00 per swimmer for 2018-19 registration).

**Meet Format -** This is a timed final meet consisting of the following age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16, and 17 & Over.  13 & Over events will be offered in the morning; 12 & Under events in the afternoons.  The distance events (400 I.M., 1000 Free, & 500 Free) will be seeded after check in, fastest to slowest, alternating between girls and boys heats, and will be scored separately by age group.

**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 Administrative Official 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 –** Swimmers will be limited to a maximum of **5** individual events plus **1** relay per day.

**Electronic Entries - $5** per individual event and **$12** for relays. Please include a $1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: **Grand Rapids Aquatics**.

**Paper Entries -** MS rules regarding non-electronic entries apply. **$6** per individual event and **$13** for relays.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 Administrative Official on a spreadsheet of your choice however the paper entry must be logically formatted and must contain all pertinent information to allow the Administrative Official to easily enter the swimmer(s) in the correct events with correct seed times.

**Entry Procedures -** Entries may be submitted to the Administrative Official as of **January 7th, at 9:00 a.m.** The Administrative Official must receive all entries no later than **Saturday, January 26th**. 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 Administrative Official at **msmeetentries@gmail.com.**  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) 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 2019 Grand Rapids Openentry 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 Administrative Official there are no refunds in full or in part unless the “over qualification exception” applies (see MS Rules).

**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:

Alexander Brinks
2805 Coit Ave., NE
Grand Rapids, MI 49505
coachalex@grnsa.org (616) 634-2044
msmeetentries@gmail.com

**Check In -** This is a pre-seeded meet.  No check in is required **EXCEPT** for in the distance events (400 I.M., 1000 Free, & 500 Free) which will require a positive check in.  Check in for *Events 25*, *26*, *79*, and *80* will close at **10:30 a.m.** and check in for *Events 51*, *52*, *53*, and *54* will close at **3:30 p.m.** on the day of the event.  Swimmers who are not checked in will be scratched from these events. Check in sheets for the distance events will be posted by the timing table.

**Scratch Rules -** Prior to check in close a swimmer may scratch events at the Clerk of Course**.** After check in closes, you must see the Meet Referee to scratch an event.

**Marshaling -** This is a self-marshalled meet. Swimmers will be responsible for reporting to the blocks when their race is called.

**Seeding -** All events are timed finals and will be seeded slowest to fastest other than distance events (400 I.M., 1000 Free, & 500 Free) which will be seeded fastest to slowest (alternating genders-women/men).

**Deck Entries/Time Trials –** Deck entries will be allowed only in empty lanes wand will be accepted up to 45 minutes prior to the start of each session, at the discretion of the Meet Referee and Meet Director.The cost for deck entries is **$7.50** per individual event and **$15.00** per relay event. Deck entry swimmers are subject to the Michigan Swimming $1.00 general surcharge if they are not already entered in the meet. 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.

**Meet Programs/Admissions -** Meet programs and admissions for both days are **$12.00**. This includes a two-day wristband and heat sheets for all sessions.  Cut bands are NOT allowed for re-entry. Otherwise, admission cost is **$5.00** per day, full meet programs can be purchased for **$5.00**, and individual session heat sheets can be purchased for **$2.00**.  Children 10 & younger are free with a paying adult.  NO BAG CHAIRS/FOLDING CHAIRS/CAMP CHAIRS ARE ALLOWED.  The Aquatics Center will open at 7:30 a.m. each day.

**Scoring -** Team Scores will be kept based on USA Swimming 8-lane scoring. All 15 & Over events **EXCEPT** for the relay events (#s *23,* *24, 77, and 78)* will score separately as: 15-16 and 17 & Over. All 13 & Over events (#s *25, 26, 79, and 80)* will score separately as: 13-14, 15-16, and 17 & Over. Events *31*, *32*, *39*, 40, 81, 82, 89, and 90 (10 & Under 50s) will score separately as: 8 & Under and 9-10. Events *51* and *52* will score separately as: 10 & Under and 11-12. Events *53* and *54* will score separately as: 12 & Under, 13-14, 15-16, and 17 & Over.

**Individual:** 9-7-6-5-4-3-2-1     **Relays:** 18-14-12-10-8-6-4-2

**Awards – Individual Events:** Medals for 1st-3rd, Ribbons for 4th-8th

**Relay Events:** Medals for 1st place; Ribbons for 2nd & 3rd

**Individual High Point Awards for each Age Group (8 & Under, 9-10, 11-12, 13-14 15-16, 17 & Over):** Trophies for 1st-3rd

**Team Awards:** Trophies for 1st-3rd; host team will be ineligible for team trophies.

All medals and ribbons will be given to the coaches at the end of the meet.  They will not be distributed during the meet or mailed.  *The High Point Award’s will be announced at the end of the Sunday’s sessions of the meet.*

**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 the balcony concessions area.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 atthe pool office.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).

**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 Chairs 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 door 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.

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 at the lifeguard stations.

**Facility Items –**

(A) No smoking is allowed in the building or on the grounds of East Kentwood High School*.*

(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 pool office.

(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.

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| **Meet Director –** Alex Brinks / (616) 634-2044 / coachalex@grnsa.org **Meet Referee –** Casey Kern / (517) 339-4050 / ckern1213@sbcglobal.net**Safety Marshal –** Trenten Babcock**Administrative Official –** Monika Steffens / (616) 633-5063 / msmeetentries@gmail.com |

**Sanction Number: MI1819066
Saturday, February 2nd, 2019**

**13 & Over**

**Warm up: 8:00 a.m.**

**Meet Start: 9:00 a.m.**

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| --- | --- | --- | --- | --- |
| **GIRLS** | **AGE GROUP** | **EVENT** | **AGE GROUP** | **BOYS** |
| 1 | 13-14 | 200 Freestyle | 13-14 | 2 |
| 3 | 15 & Over | 200 Freestyle | 15 & Over | 4 |
| 5 | 13-14 | 100 Butterfly | 13-14 | 6 |
| 7 | 15 & Over | 100 Butterfly | 15 & Over | 8 |
| 9 | 13-14 | 200 Backstroke | 13-14 | 10 |
| 11 | 15 & Over | 200 Backstroke | 15 & Over | 12 |
| 13 | 13-14 | 100 Breaststroke | 13-14 | 14 |
| 15 | 15 & Over | 100 Breaststroke | 15 & Over | 16 |
| 17 | 13-14 | 50 Freestyle | 13-14 | 18 |
| 19 | 15 & Over | 50 Freestyle | 15 & Over | 20 |
| 21 | 13-14 | 400 Freestyle Relay | 13-14 | 22 |
| 23 | 15 & Over | 400 Freestyle Relay | 15 & Over | 24 |
| 25 | 13 & Over | 400 I.M. | 13 & Over | 26 |

All 15 & Over events **EXCEPT** for *23* and *24* will score separately as: 15-16 and 17 & Over.
*Events* *25* and *26* will score separately as: 13-14, 15-16, and 17 & Over.

**Saturday, February 2nd, 2019**

**12 & Under**

**Warm up: Immediately following the morning session; not before 11:30 a.m.**

**Meet Start: 1 hour after warm up starts; not before 12:30 p.m.**

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| --- | --- | --- | --- | --- |
| **GIRLS** | **AGE GROUP** | **EVENT** | **AGE GROUP** | **BOYS** |
| 27 | 10 & Under | 100 Freestyle | 10 & Under | 28 |
| 29 | 11-12 | 100 Freestyle | 11-12 | 30 |
| 31 | 10 & Under | 50 Butterfly | 10 & Under | 32 |
| 33 | 11-12 | 50 Butterfly | 11-12 | 34 |
| 35 | 10 & Under | 100 Backstroke | 10 & Under | 36 |
| 37 | 11-12 | 100 Backstroke | 11-12 | 38 |
| 39 | 10 & Under | 50 Breaststroke | 10 & Under | 40 |
| 41 | 11-12 | 50 Breaststroke | 11-12 | 42 |
| 43 | 10 & Under | 200 I.M. | 10 & Under | 44 |
| 45 | 11-12 | 200 I.M. | 11-12 | 46 |
| 47 | 10 & Under | 200 Freestyle Relay | 10 & Under | 48 |
| 49 | 11-12 | 200 Freestyle Relay | 11-12 | 50 |

*Events 31*, *32*, *39*, and 40 will score separately as: 8 & Under and 9-10.

**Saturday, February 2nd, 2019**

**Distance Session**

**Warm up: Immediately following the afternoon session; not before 3:30 p.m.**

**Meet Start: 30 minutes after warm up starts; not before 4:00 p.m.**

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| --- | --- | --- | --- | --- |
| **GIRLS** | **AGE GROUP** | **EVENT** | **AGE GROUP** | **BOYS** |
| 51 | 12 & Under | 500 Freestyle | 12 & Under | 52 |
| 53 | Open | 1000 Freestyle | Open | 54 |

*Events 51* and *52* will score separately as: 10 & Under and 11-12.
*Events 53* and *54* will score separately as: 12 & Under, 13-14, 15-16, and 17 & Over.

**Sanction Number: MI1819066
Sunday, February 3rd, 2019**

**13 & Over**

**Warm up: 8:00 a.m.**

**Meet Start: 9:00 a.m.**

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| --- | --- | --- | --- | --- |
| **GIRLS** | **AGE GROUP** | **EVENT** | **AGE GROUP** | **BOYS** |
| 55 | 13-14 | 200 I.M. | 13-14 | 56 |
| 57 | 15 & Over | 200 I.M. | 15 & Over | 58 |
| 59 | 13-14 | 100 Freestyle | 13-14 | 60 |
| 61 | 15 & Over | 100 Freestyle | 15 & Over | 62 |
| 63 | 13-14 | 200 Breaststroke | 13-14 | 64 |
| 65 | 15 & Over | 200 Breaststroke | 15 & Over | 66 |
| 67 | 13-14 | 100 Backstroke | 13-14 | 68 |
| 69 | 15 & Over | 100 Backstroke | 15 & Over | 70 |
| 71 | 13-14 | 200 Butterfly | 13-14 | 72 |
| 73 | 15 & Over | 200 Butterfly | 15 & Over | 74 |
| 75 | 13-14 | 400 Medley Relay | 13-14 | 76 |
| 77 | 15 & Over | 400 Medley Relay | 15 & Over | 78 |
| 79 | 13 & Over | 500 Freestyle | 13 & Over | 80 |

All 15 & Over events **EXCEPT** for *77* and *78* will score separately as: 15-16 and 17 & Over.
*Events 79* & *80* will score separately as: 13-14, 15-16, and 17 & Over.

**Sunday, February 3rd, 2019**

**12 & Under**

**Warm up: Immediately following the morning session; not before 11:30 a.m.**

**Meet Start: 1 hour after warm up starts; not before 12:30 p.m.**

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| --- | --- | --- | --- | --- |
| **GIRLS** | **AGE GROUP** | **EVENT** | **AGE GROUP** | **BOYS** |
| 81 | 10 & Under | 50 Freestyle | 10 & Under | 82 |
| 83 | 11-12 | 50 Freestyle | 11-12 | 84 |
| 85 | 10 & Under | 100 Breaststroke | 10 & Under | 86 |
| 87 | 11-12 | 100 Breaststroke | 11-12 | 88 |
| 89 | 10 & Under | 50 Backstroke | 10 & Under | 90 |
| 91 | 11-12 | 50 Backstroke | 11-12 | 92 |
| 93 | 10 & Under | 100 Butterfly | 10 & Under | 94 |
| 95 | 11-12 | 100 Butterfly | 11-12 | 96 |
| 97 | 10 & Under | 200 Freestyle | 10 & Under | 98 |
| 99 | 11-12 | 200 Freestyle | 11-12 | 100 |
| 101 | 10 & Under | 200 Medley Relay | 10 & Under | 102 |
| 103 | 11-12 | 200 Medley Relay | 11-12 | 104 |

*Events 81*, *82*, *89*, and *90* will score separately as: 8 & Under and 9-10.

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

**RELEASE AND WAIVER**

**2019 Grand Rapids Open**

**Sanction Number: MI1819066**

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 againstGrand Rapids Aquatics, East Kentwood High School, 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 Email: | Phone: |
| Coach Name: | Club Name: |
| Coach Email: | Club Code: |

**Meet Evaluation Form**

**Sanction Number: MI1819066**

**Name of Meet: 2019 Grand Rapids Open**

**Date of Meet: February 2nd – 4th, 2019**

**Host of Meet: Grand Rapids Aquatics**

**Place of Meet: East Kentwood High School**

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 pool (e.g., water quality, ventilation) 1 2 3 4 5

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

2. Equipment (e.g., timing system, PA system): 1 2 3 4 5

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3. Swimmer facilities (e.g., locker rooms, rest areas): 1 2 3 4 5

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4. Spectator facilities (e.g., seating, rest rooms): 1 2 3 4 5

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5. Meet services (e.g., concessions, admissions, programs): 1 2 3 4 5

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6. Officiating 1 2 3 4 5

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7. Awards and award presentations: 1 2 3 4 5

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8. Safety provisions: 1 2 3 4 5

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9. Overall success of the meet: 1 2 3 4 5

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10. Other (please specify): 1 2 3 4 5

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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.

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