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**Integrity, Inclusion, Education, Excellence**

**[Select One, delete the other: Closed Invitational OR Open Invitational]**

**Hosted By: Team Name**

**Date of Meet**

**Sanction** – This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** MS or USA-S may revoke this sanction at any time in response to the COVID-19 pandemic.

It is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries, including exposure to or infected with COVID-19 which may result in illness, personal injury, permanent disability, and/or death, to anyone during the conduct of the event.

It is further understood and agrees that Michigan Swimming, Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries, including exposure to or infected with COVID-19 which may result in illness, personal injury, permanent disability, and/or death, to anyone during the conduct of the event.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING, MICHIGAN SWIMMING, AND **name of facility used** AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO PARTICIPATION IN THIS COMPETITION.

[EXAMPLE Assumption of Risk Language – please review specific language with your legal counsel and modify, as appropriate. If you choose to use this example language, you agree to forever release Michigan Swimming, Inc., USA Swimming, and each of their officers, directors, agents, employees, or other representatives from any and all liability or claims arising from its use.] You acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your family, including child(ren), may be exposed to or infected by COVID-19 while on site at the pool or facility and that such exposure or infection may result in the personal injury, illness, permanent disability and death. You understand that the risk of becoming exposed to or infected by COVID-19 at the pool or facility may result from the actions, omissions, or negligence of myself and others, including but not limited to employees, volunteers and program participants and their families.

**Name of host team** will include the above information in meet announcements, heat sheets and posted around the pool facility.

**COVID-19 Procedures/Requirements**

All athletes, coaches, officials, clubs, spectators, and other individuals participating in this meet or seeking ingress into the facility in which this meet is conducted will abide by (1) all federal, state, and local laws, orders, administrative rules, and guidelines; (2) all protocols outlined in the COVID-19 LSC Supplemental Sanction Requirements documents for this meet; and (3) all COVID-19 preparedness plans for the relevant facility. Failure to maintain strict compliance with all COVID-19 procedures and protocols will result in disciplinary action by the Michigan Swimming, Inc. Board of Directors, including, but not limited to, fines, suspension of certain membership privileges, or referral to the USA Swimming National Board of Review with a recommendation to terminate a member’s membership in Michigan Swimming and USA Swimming.

**Minor Athlete Abuse Prevention Policy Acknowledgement**

All applicable adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (“MAAPP”), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.

**Location**

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

**Times**

**List the dates and times for each session.**

**Facilities**

**Name of Pool,** is a(n) **6/10** lane pool **with a supervised warm-up and warm down area available**. Depth at start is \_\_\_\_[[1]](#footnote-1) and \_\_\_ at turn. Permanent starting blocks and non-turbulent lane markers will be used. **List type of timing system with a(n) \_\_ lane display will be used.**

**Course Certification** [Select one, delete the provision not selected]

Option 1: The competition course has not been certified in accordance with 104.2.2C(4)

Option 2: The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA-S.

**Meet Format**

**In this section, describe the format you will be using (timed finals, prelim/finals).**

**Eligibility** [Select one; delete the provision not used. Option 1 is required for all open invitational competitions.]

Option 1: All athletes and clubs registered with Michigan Swimming or another USA Swimming LSC are eligible to participate in this meet.

Option 2: Only athletes registered and attached to **<INSERT LIST OF CLUBS HERE>** are eligible to participate in this meet.

**Entry Procedures** [Timeline must be in compliance with current policy. No exceptions.]

Entries may be submitted to the Administrative Official as of **Date and Time.** The Administrative Official must receive all entries no later than **Date and Time**. Entries must include correct swimmer name (as registered with USA/MS Swimming), age and USA number. All individual entries should be submitted via electronic mail at the e-mail address listed in the last section of this meet information packet.

**Entry Acceptance and Processing** [Select one; delete the provisions not used.

Option 1: Entries will be accepted and processed on a first come, first served basis in the order in which they are received after the entry open date listed above.

Option 2: **Detail your own entry acceptance and processing procedures as permitted by the Michigan Swimming Rules & Procedures.**

**Individual Entry Limits**

**In this section detail maximum individual and/or relay limits. USA Swimming rules permit no more than 6 individual events per day in a timed finals format.**

**Entry Fees**

**$\_\_\_\_\_** per individual event and **$\_\_\_\_\_** for relays. Make checks payable to **\_\_\_\_\_\_\_\_\_\_** [See Michigan Swimming entry fee structure for appropriate fees for your type of meet and events offered.]

**Surcharges**

A $1.00 per athlete Michigan Swimming athlete surcharge applies.

**Paper Entries**

MS rules regarding non-electronic entries apply. **$\_\_\_\_\_\_\_** per individual event and **$\_\_\_\_\_\_** per relay. There is $1.00 additional charge per event paid if the entry is not submitted in Hy-Tek format. Any surcharges detailed in the previous section also apply 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.

**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).

**Entry Paperwork**

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:

**Please provide mailing address for checks.**

**Check In** [Select one that matches your seeding selection below; delete the provision not selected]

Option 1: Check-in will not be required.

Option 2: Check-in will be required and will be located **describe location**.

**Marshaling** [Select one; delete the provision not selected.]

Option 1: Swimmers will be responsible for reporting to the marshaling area when their event is called.

Option 2: **Describe the exact type of marshalling that will be used.**

**Seeding** [Select one; delete the provision not selected]

Option 1: The meet will be **pre-seeded** after entries are closed.

Option 2: **Detail your own seeding procedures (i.e. after check-in closes and scratches are processed)**

**Deck Entries** [Select one; delete the provision not used.]

Option 1: Deck entries will **not** be allowed.

Option 2: Deck entries will be allowed and will be conducted in accordance with current Michigan Swimming, Inc. rules & procedures, including all Michigan Swimming, Inc. COVID-specific sanctioning or approval policies. If an athlete is not currently registered with Michigan Swimming or another USA Swimming LSC, the athlete must deck register for a $168.00 fee before being entered into the meet.

**Meet Programs/Admissions**

**Detail the meet program and admission fees for each facility.** [See Michigan Swimming entry fee structure for appropriate fees for your type of meet. The fee structure sets maximum admission fees. Any or all groups may be charged less in the discretion of the meet host.]

**Scoring**

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

**Awards**

**Describe awards, if applicable.**

**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**

[To minimize contact across persons, we strongly recommend avoiding providing concessions and/or hospitality.] **Describe location/availability at each facility**.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 **describe location at each facility**.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.

**Racing Start Certification**

Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.

**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 Michigan Swimming Board of Directors, 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 **hallway, stairway, or door** to the **locker rooms/pool deck**. Meet personnel will check the list of approved individuals and issue a credential to be displayed at all times during the meet. This credential will include the host team **logo, name** as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, or Meet Personnel). In order to obtain a credential, Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel must return the credential at the conclusion of working each day and be reissued a credential daily.

All access points to the pool deck and locker rooms will either be secured or staffed by a meet worker checking credentials throughout the duration of the meet.

**Swimmers with Disabilities**

All swimmers are encouraged to participate. If any of your swimmers have special needs or requests, please indicate them on the entry form and with the Clerk of Course and/or the Meet Referee during warm ups.

**First Aid**

Supplies will be kept in **describe location at facility**.

**Facility Items**

(A) No smoking is allowed in the building or on the grounds ofany facility listed above***.***

(B) Pursuant to applicable Michigan law, no glass will be allowed on the deck of the pool or in the locker rooms.

(C) No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions.

(D) An Emergency Action Plan has been submitted by the Host Club to the Safety Chair and the Program Operations Chair of Michigan Swimming prior to sanction of this meet and is available for review and inspection at the **location**.

(E)To comply with USA Swimming privacy and security policy, the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

(F) Deck changing, in whole or in part, into or out of a swimsuit when wearing just one

suit in an area other than a permanent or temporary locker room, bathroom,

changing room or other space designated for changing purposes is **prohibited**.

(G) Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

**General Information and Errors/Omissions**

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.

**Meet Personnel**

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

**Insert Schedule of Events**

**Include event names, numbers and qualifying times (if any)**

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

**RELEASE AND WAIVER**

**Name of Meet**

**Sanction Number: SANCTION NUMBER**

Enclosed is a total of $\_\_\_\_\_\_\_\_\_\_ covering fees for all the above entries. In consideration of acceptance of this entry I/We hereby, for ourselves, our heirs, administrators, and assigns, waive and release any and all claims against**Meet Host**, **Meet Location**, 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 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 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: |

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