



**MINNESOTA  
SWIMMING**

**Minnesota Senior Short Course State Championship  
NORTH SUBURBAN AQUATIC CLUB**

**Thursday, March 05, 2020 — to — Sunday, March 08, 2020**

**Sanction Number:** MN20W-01-011Y

**Time Trial Sanction Number:** MN20W-01-011YTT

**Held under the sanction of USA Swimming.**

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 to anyone during the conduct of the event.

It is further understood and agreed that Minnesota Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

**Meet Director:** Andrea Connolly-Dees, email: [aconnollydees@gmail.com](mailto:aconnollydees@gmail.com), phone: 952-237-1950

**Inquiries:** Rory Coplan, email: [nsacheadcoach@gmail.com](mailto:nsacheadcoach@gmail.com), phone: 612-839-5876

**Emergency Phone:** For emergency use only: 612-626-6674 or 425-343-5646

**Meet Type:** This is a 3 ½ day state championships meet for all swimmers with verifiable Senior Championship qualifying times. This is a closed meet. Only swimmers from the Minnesota LSC can participate.

**Fees:** \$3.00 MSI Entry Fee, \$9.75 per individual splash (\$5.50 Splash Fee + \$4.25 Facility Splash Fee), \$39.00 per relay splash (\$22.00 Relay Splash + \$17.00 Facility Splash Fee) and a \$10.00 per swimmer program fee

With the adoption of Policy 239, attending athletes will no longer have to pay a separate facility fee as set by the different championship hosts. The Championship Facility Splash Fee is created by adding together the Age Group & Senior State facility costs and dividing by the total number of estimated splashes for those sites. Each athlete pays the splash fee only for the events entered.

**Win it and  
Swim it:**

“Win it and swim it” qualifiers from the 2020 Winter Minnesota Regional Championships (MRC)

- These are the individual event champions from the MRC’s who have not achieved a “CH” time. There are no alternate “Win It and Swim It” qualifiers from the MRC’s if the champion chooses not to enter the individual event at the Senior State Meet.

- Only “Win It and Swim It” qualifiers age 15 & Over may enter the same event at the Senior State meet (14&Under Win It and Swim It qualifiers must enter the same event at the 14&Under State Meet)

MRC individual events and corresponding State events	
MRC event (SC)	State event (SC)
15-16	SENIOR
17&O	SENIOR
Para Events	Para Events

- Win it and Swim it entrants must use their time from their qualifying MRC event to enter the corresponding event at the Senior State Meet.
- Relays may not be created using a single “Win it and Swim it” qualifier. There must be at least one other swimmer in the gender and age-group who qualified for the meet with an individual “CH” time.
- Swimmers entering under this new criterion must note this in the body of the email with your entries.

**Athletes with Disabilities:**

Swimmers with a permanent disability as defined by USA Swimming are welcome to participate in this meet. Swimmers will use the current Minnesota Para time standards and descriptions to qualify. They must have a verifiable Champ time in the SWIMS database or from results published by a bona fide sanctioning body, within the eligibility period for the meet, for the event(s) they wish to enter.

The entering coach or swimmer must contact the Referee to discuss any modification for the disabled swimmer to participate. Swimmers entering under this criterion must be noted on the team’s Proof of Time report.

Para swimmers must compete in both prelims and finals to earn points. Finals may be swum as mixed/combined events at the agreement of the meet referee and the para swimmer’s coach. Para swimmers may choose to swim their prelim events with their able-bodied peers or as a separate heat. Coaches should note the swimmer’s preference with their entry email.

**Time Schedule:**

	Doors Open	Deck Access	Warm ups	Meet Start	
<b>Thurs. General Mtg</b>	<b>2:00 pm</b>				
<b>Thursday Distance</b>	<b>3:00 pm</b>	<b>3:15 pm</b>	<b>3:30 pm</b>	<b>5:00 pm</b>	
<b>Friday Prelims</b>	<b>8:00 am</b>	<b>8:15 am</b>	<b>8:30 am</b>	<b>10:00 am</b>	
<b>Friday Finals</b>	<b>4:00 pm</b>	<b>4:15 pm</b>	<b>4:30 pm</b>	<b>6:00 pm</b>	
<b>Saturday Prelims</b>	<b>8:00 am</b>	<b>8:15 am</b>	<b>8:30 am</b>	<b>10:00 am</b>	
<b>Saturday Finals</b>	<b>4:00 pm</b>	<b>4:15 pm</b>	<b>4:30 pm</b>	<b>6:00 pm</b>	
<b>Sunday Prelims</b>	<b>8:00 am</b>	<b>8:15 am</b>	<b>8:30 am</b>	<b>10:00 am</b>	
<b>Sunday Finals</b>	<b>4:00 pm</b>	<b>4:15 pm</b>	<b>4:30 pm</b>	<b>6:00 pm</b>	

**GENERAL MEETING:** It is the obligation of every team entered in the meet to have a representative at all meetings and to become acquainted with the changes (if any) and the decisions made at this meeting including changes to the meet format or conduct. **This will take place on Thursday, March 5, 2020 at 2:00 pm in the “Wet Classroom” on the pool deck**

**Awards:**

- Individual Events, Relays, High Point:
  - ✓ Senior awards will be given at this meet. Individual Events: 1st - 8th place medals  
Relay Events: 1st - 8th place medals
  - ✓ Certificates will be given to the Top 3 High Point swimmers in each gender.
  - ✓ Distance High Point Award for the combined (400 IM/500 Free/1000 Free/1650 Free) will be given to the Top 3 High Point swimmers in each gender
  - ✓ An award will be given to the Top High Point swimmer ages 15 and younger/16/17/18 & Older in each gender.

- ✓ Team:
  - ✓ MN High Point Championship and Runner-up plaques will be awarded separately for men and women teams.
  - ✓ Senior Championship banners will be awarded to the Top 3 teams in A, AA, AAA Divisions.
  - ✓ A MN Senior Championship plaque will be awarded to the overall Top Team

Awards will be given out to athletes 30 minutes after the posting of the final results, barring complications with the results. (Per legislation passed 1/17/06, awards must be given to athletes at the meet.) Meets are exempt from this requirement if they have an awards presentation.

**Scoring:** All individual and relay events will be scored to 24 places. Relays will receive double points.  
 Individual Event Points: 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1  
 Relay event points: 64-56-54-52-50-48-46-44-40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

**Programs:** Programs will be provided via: Meet Mobile and a Pdf on MNSI website and a Pdf on host website

**Amenities:** Elsmore Aquatics and apparel by Sports Banners

## FACILITY/LOCATION

**Meet Location:** Jean K. Freeman Aquatic Center, 1910 University Ave SE, Minneapolis, MN 55455.

**Directions:** Head southwest on Glumack Dr  
 Continue onto Airport Ser Rd (0.4 mi)  
 AIRPORTContinue onto Glumack Dr (0.1 mi) Slight left to stay on Glumack Dr (0.3 mil)  
 Keep left at the fork and merge onto MN-5 E (66 ft.)  
 Take the MN-55 W/MN-55 E exit toward Minneapolis Fort Snelling/Hastings (0.8 mi) Keep left at the fork, follow signs for MN-55 W and merge onto MN-55 W (0.4 mi)  
 Exit onto MN-55 W/Hiawatha Ave (0.7 mi)  
 Keep right at the fork, follow signs for I-35W N and merge onto I-35W N (5.7 mi) Take exit 18 for University Ave toward 4th St SE/County Rd 36 (1.1 mi)  
 Turn right onto University Ave SE - Destination will be on the right (0.2 mi)

Metro Transit has light rail service from the Minneapolis/St. Paul International Airport to the University! From the airport you will board the Blue Line train towards downtown Minneapolis. When you reach the "US Bank Stadium" station, you will transfer to the Green Line train towards Downtown St. Paul. Exit the Green Line at the "East Bank" station and you are just two blocks from the Aquatic Center. For more information on planning your trip to or from the airport to campus via light rail, please visit [metrotransit.org](http://metrotransit.org).

**Facility:** 8 lanes, 25 yard indoor pool with lanelines and backstroke pennants. Slanted Starting blocks are 27 inches above the water surface.

**Water depth:** The minimum water depth, measured in accordance with Article 103.2.3 is 7 ft at the start end and 7.5 ft at the turn end.

**Course certification:** The competition course HAS been certified in accordance to 104.2.2C(4). The copy of such certification is on file with USA Swimming.

**Other:** The diving well will provide additional lanes of warm-up space (as available) throughout the meet. Due to building/fire codes, NO CAMPING is permitted anywhere in the venue. Blankets, personal chairs, etc. are also not permitted.

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## ENTRIES

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- Entries To:** Linda McKee, [lmckee@umn.edu](mailto:lmckee@umn.edu) (425) 343-5646
- Form of Entries:** Email entries only.
- Entry Start Date:** Entries will be accepted beginning at 8:00 pm on Monday, February 03, 2020
- Entry Close Date:** An Email copy of your entry is due **Monday, February 24, 2020 by 8:00 PM. Please include your Proof of Times with your email entries.**
- To correct entry mistakes:** The host will confirm the entries received from each team as soon as it is administratively feasible. In the event there are mistakes, the entering team may submit corrections to the host for swimmers already in the meet. This is not to add swimmers or events for those who missed the Monday, February 24, 2020 deadline.
- To add new qualifiers only:** Swimmers qualifying for new events between the entry deadline and 2:00pm on Monday, March 2, 2020, require the entering team to email all the initial entries AND the new qualifiers in a single new entry file to the host club, and bring to the meet a new hard copy with all the new events and changes highlighted a check for the entry fees. This is not to add swimmers or events for those who missed the Monday, February 24, 2020 deadline.
- Late Entries:** Any team or athlete missing the entry deadline will be permitted to submit a Late Entry subject to the following restrictions:
- 1) Late entries must be submitted via email to the Entries Chair, no later than Monday, March 2, 2020.
- A one-time processing fee of \$50 and entry fees of \$19.50 per individual event; \$78.00 per relay event must be paid prior to the start of the meet. (Fees are double the on-time entry fees. All Late Fees will go to the MN Swimming General Fund.)
- Entry Limitations:** A swimmer may enter a maximum of 9 individual events but can only compete in a maximum 3 individual events per day to a maximum of 7 individual events in the meet. Relay events do not count against daily or meet maximums. All seed times must be either short course yards (seeded first) or long course meters (seeded last).
- Swimmer may swim a total of seven (7) individual championship events and (2) Time Trial events.
- All entries must be verifiable from January 1, 2019 to present.**
- Relays:** **All relays will be swum with finals.** All relays must have one (1) swimmer in the age group who achieved the championship (CH) qualifying time or faster and is entered in at least one individual event in the age group at the meet to enter 1 relay per relay event. Entering a "B" relay team requires five (5) individual qualifiers in the gender/age-group from your team.
1. Limit of two (2) relays per gender per club per relay event
  2. All swimmers must be registered members of the club they are swimming with. No unattached swimmer may swim on a relay, nor can there be an "unattached relay" entered in an event.
  3. **"Relay only swimmers" and "relay alternate"** must be entered in the meet by the entry deadline. Teams cannot use any relay only swimmers unless they were entered prior to the meet entry deadline.
  4. All relay swimmers must meet the requirements 1-3 above.

Entries for the 800 Free Relay:

1. Limit of one (1) relay team per gender per club.
2. Qualifying aggregate time equal to four times the 'A' standard for the 200 Freestyle.

800 Free Relay Qualifying Standard			
Women		Men	
SCY	LCM	SCY	LCM
8:33.96	9:45.96	7:50.76	8:59.56

**Proof of Times:**

A qualifying time may be achieved at USA Swimming sanctioned or approved or observed swims. These times are verified through the USA Swimming SWIMS database.

A qualifying time may also be achieved at a bona fide meet sanctioned and conducted by a recognized organization (i.e. high school, college, YMCA) with verifiable and independently obtainable results published by the meet host or that organization. This proof of time must come from the actual published results of the meet. Each team or individual is responsible for providing their proof of times.

All "Custom or Override Times" must be verified prior to the scratch deadline for that event. If an entry time is entered into the SWIMS database after the entry deadline, be prepared to prove the time. Computer access will NOT be provided; coaches/swimmers must bring appropriate proof of time to the meet. Times that are not proven prior to seeding will be scratched!

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**ELIGIBILITY / ATHLETES**

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**Eligibility:**

All swimmers with verifiable Senior Championship qualifying times.

**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. 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.

**USA Swimming Membership:**

No swimmer will be permitted to compete unless the swimmer is a member as Provided in Article 302 of USA Swimming Rules. All coaches must be current members as provided in Article 302 of USA Swimming Rules. Any club or individual entering a non-USA Swimming registered swimmer will be subject to a \$25 fine per event per swimmer.

**Swimmers without A Coach Present:**

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 in making arrangements for such supervision.

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**MEET ADMINISTRATION, CONDUCT**

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**Coach's Meeting:**

Will take place 90 minutes before the start of the warmup of the first session of the meet.

**Deck Access - Coach & Official check-in:**

Due to USA Swimming insurance, only athletes, working coaches or officials, authorized meet volunteers and facility personnel are allowed on deck. All others must remain off the pool deck unless timing for an event in which swimmers must provide their own timer.

- ❖ Coaches must check in at the bottom of the North Stairwell and will receive a colored wristband for admittance to the deck. The required check in sheets will be available and we will cross reference with the app and the current printed spreadsheets with names and qualifications. The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.

- ❖ Working officials must check-in with the Referee (or designee) at the bottom of the North Stairwell and will receive a colored wristband for admittance to the deck. The required check in sheets will be available and we will cross reference with the app and the current printed spreadsheets with names and qualifications. The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.

All working coaches or officials, and any other person required by sanction to be members of USA Swimming shall visibly display the valid membership credential for the meet at all times.

The Referee and/or Meet Director(s) (or their designees) reserve the right to ask a working coach or official for proof of their active membership during the meet, and/or deny deck access if a working coach or official does not comply or any membership requirement is no longer valid.

**Warm-up:**

Current MSI and USA Swimming Rules will govern all aspects of the warm-ups. If warmup procedures have been modified to accommodate the size of the meet, the procedures MUST be prominently posted in the pool area.

Swimmers and coaches are expected to be acquainted with all rules and regulations; the NO Diving and Slip-In Entry rules will be strictly enforced.

**Rules and Regulations:**

All information, rules and regulations including time standards, schedules, order of events, meet operations, and requirements will be in accordance with Minnesota Swimming Inc. policies, rules and regulations and USA Swimming Rules and Regulations current edition, and take precedence over any errors or omissions on this form.

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.

**Changes to the Meet Information:**

Any changes to the meet information will be discussed, reviewed and voted on at the coaches meeting held each morning before the beginning of the first session of the day. Changes must be approved by a 100% vote of coaches in attendance at the appointed meeting.

**Prohibited:**

- ✓ **Deck changing: Deck changes are prohibited.**
- ✓ **Use of audio or visual recording devices** including a cell phone, is not permitted in changing areas, rest rooms, locker rooms nor behind the blocks at either the start of the race or as swimmers exit the pool.
- ✓ **Operations 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.

**Meet Format:**

All events individual events and the 800 Free Relay are deck seeded. All swimmers must report to their blocks for the start of their heat. Relays will be timed finals and will be swum to completion at Finals. Timed final individual events are described under Scratch Rules / Check-in. Host club reserves the right to do two pool racing.

**Finals Qualifications:**

The Top 24 qualifiers in each prelim/finals event advance to Evening Finals. The top 8 qualifiers will swim in the Championship heat, the 9<sup>th</sup>-16<sup>th</sup> qualifiers will swim in the Consolation heat, and the 17<sup>th</sup>-24<sup>th</sup> qualifiers will swim in the Bonus heat. All 24 places will score. All swimmers must report to their blocks for the start of their heat.

**Aging up:**

Swimmers who have exceeded the qualifying time for a championship meet but age-up before the subsequent championship meet will be permitted to compete at that subsequent meet in their new age-group thereby allowing them the opportunity to participate in a season culminating championship meet. Swimmers meeting these criteria should enter the meet with a provable seed

time. A note should be sent to the entry coordinator explaining that they are entering under the age-up exception. The swimmer will be eligible to receive awards. However, they would not be included in the MSI formula concerning number of relays allowed at the State Meet based on the number of Champ swimmers. Swimmers being entered under this criterion should be noted in the email with the team entries.

**Daily limits and meet limits:**

There are daily and meet limits on the number of individual events in which an athlete may compete. Athletes are solely responsible for ensuring that they do not exceed those limits. If an athlete exceeds those limits they will be automatically removed, without notice, from those events that exceed the limit. If an athlete is inadvertently seeded or allowed to compete in an event that exceeds one of the event limits, they will be disqualified from that event and will not receive an official time for that event.

**400 IM, 500 & 1000 Freestyle and 800 Freestyle Relays:**

Will be seeded slowest to fastest with all women's heats first followed by all men's heats. Heats may be combined across gender at the Meet Referee's discretion.

**1650 Freestyle:**

Are seeded fastest to slowest and swum alternating women and men heats. Heats may be combined across gender at the Meet Referee's discretion. The fastest seeded heat for both men and women is swum with finals.

**Scratch Rules Check-in:**

**Scratch Rules:** All individual events will conform to USA Swimming National Scratch Procedure Rules (207.11.6 A-E) with the scratch deadlines as listed below. There is no penalty for failure to compete in a timed final event. A coach or a swimmer may declare a false start.

**Scratch Deadline:** A scratch box will be available at the Clerk of Course table throughout all meet sessions. All athletes or their coaches are required to fill out a scratch slip, verified by the Clerk of Course, and place it in the scratch box prior to the scratch deadline for that event. This applies to all events, timed final, preliminary and relays.

- **Thursday Timed Finals** - Scratch deadline for Thursday, March 5, 2020 events shall be 30 minutes after the conclusion of the General Meeting.
- **Prelims –**
  - Scratch deadline for Friday, March 6, 2020 events shall be 30 minutes after the start of Thursday, March 5, 2020 evening finals session. **(competition starts at 5:00 p.m.),**
  - Scratch deadline for Saturday, March 7, 2020 events shall be 30 minutes after the start of Friday, March 6, 2020 evening finals session. **(competition starts at 6:00 p.m.),**
  - Scratch deadline for Sunday, March 8, 2020 events shall be 30 minutes after the start of Saturday, March 7, 2020 evening finals session. **(competition starts at 6:00 p.m.),**
- **Finals** - USA Swimming National Scratch Procedure Guidelines (207.11.6 D) will be followed.

**Positive Check-in:** Entrants in the 400 IM, 500, 1000 and 1650 Freestyle must check in and confirm their intention to compete prior to the scratch deadline for that day's events in order to be seeded. Declaration of AM or PM swim is required for 1650 entrants.

**Relay cards** designating the swimmers' names shall be submitted to meet management on the day of the relay. Names and order of swimmers may be changed up to the time of the swim.

**Time Trials:**

Time trials will be offered, time permitting at the discretion of the meet referee. Time trials are open only to swimmers in the meet. Time trials count toward a swimmer's daily entry limit (but not against their overall individual championship event total for the meet -See Entry Limitations). Sign up will be at the Admin/Meet Management table. There will be a cost of \$10.00 per time trial event. A 10-minute warm-up for time trials will be allowed as time permits at the discretion of the meet referee. Time trial swimmers are required to supply their own timer. Any time trial must be submitted by the athlete's coach.

**Time Standards:**

MN Swimming Time Standards – the most current edition published on the Minnesota Swimming website will be used. A swimmer must have a 15&O CH (Championship) time or faster to enter the meet. The time must have been achieved since January 1, 2019 and be verifiable. The meet will be seeded with conforming times first and non-conforming times thereafter. The order will be short-course yards and long course meters.

**Meet Lane Timing Needs:**

A motion was passed on 10/20/1998 that states: “During all MSI regularly bid, sanctioned events, visiting clubs will provide timers as necessary for the duration of the competition. The meet will not begin until the timing needs have been met. The host club may not place requirements on any individual team to participate at any specific level.”

If your club would like to help out on a specific time or day, please contact the Meet Director.

**NOTE: Teams must supply their own timers for swimmers participating in the 1650 Freestyle. The top 8 seeds swim in Finals and timers will be supplied for those swimmers.**

**Applications to Officiate:**

This meet will be submitted for designation as an “Officials Qualifying Meet” for certification and re-certification evaluations. Applications for evaluation can be found on the Minnesota Swimming web site (<http://www.mnswim.org/TabGeneric.jsp?tabid=12811&team=czmnlsc>).

These can be e-mailed to the Meet Referee. Not all applications for evaluation may be accepted. Opportunities for evaluations may be restricted by the available officiating positions, number of evaluators, and positions which the evaluators may evaluate.

**ORDER OF EVENTS**

Preliminary Sessions								
Friday			Saturday			Sunday		
F		M	F		M	F		M
7	200 Free	8	17	200 Fly	18	31	200 IM	31
9	100 Breast	10	19	50 Free	20	33	200 Back	34
11	100 Fly	12	21	100 IM	22	35	100 Free	36
13	400 IM	14	23	100 Back	24	37	200 Breast	38
			25	500 Free	26	<b>10 Minute break</b>		
						29	1650 Free*	30

\* The fastest men’s and women’s heats of the 1650 free will swim with Finals. These are Timed Finals events.

Finals Sessions											
Thursday			Friday			Saturday			Sunday		
F		M	F		M	F		M	F		M
1	400 FRR**	2	7	200 Free	8	17	200 Fly	18	29	1650 Free*	30
3	1000 Free*	4	9	100 Breast	10	19	50 Free	20	31	200 IM	31
5	800 FRR**	6	11	100 Fly	12	21	100 IM	22	33	200 Back	34
			13	400 IM	14	23	100 Back	24	35	100 Free	36
			15	200 FRR**	16	25	500 Free	26	37	200 Breast	38
						27	400 MR**	28	39	200 MR**	40

\*The fastest men's and women's heats of the 1650 will swim with Finals. These are Timed Finals events.  
 \*\* All relays swim with Finals (max of 2 relays per gender, per team) Relays are Timed Finals events.



Meet Calculation Form

2020 MN Senior State Course State Championships

Thursday, March 05, 2020 — to — Sunday, March 08, 2020

Sanction Number: MN20W-01-011Y

Time Trial Sanction Number: MN20W-01-011YTT

Entering Club's Name: \_\_\_\_\_ Club Code \_\_\_\_\_

Coach: \_\_\_\_\_ Phone # \_\_\_\_\_

Entries Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Entry Data Costs:

MSI Entry Fee: \_\_\_\_\_ # of Swimmers entered x \$3.00 = \$\_\_\_\_\_.

\_\_\_\_\_ Total Splashes x \$9.75 = \$\_\_\_\_\_ # of boys \_\_\_\_\_ # of girls \_\_\_\_\_

\_\_\_\_\_ Total Relays x \$39.00 = \$\_\_\_\_\_

\_\_\_\_\_ Total Swimmers x \$10.00 (Program Fee) = \$\_\_\_\_\_

**Total Due = \$\_\_\_\_\_**

**Make checks payable to:** North Suburban Aquatics Club **All fees are due prior to the start of the meet.**

**E-Mail results to:** Name \_\_\_\_\_

Email Address \_\_\_\_\_

The undersigned team representative certifies by his/her signature that all athletes participating in this meet are currently registered athlete members of USA Swimming, Inc. The undersigned further certifies that any person appearing on deck in this meet in the capacity of coach is currently a coach member of USA Swimming, Inc.

\_\_\_\_\_

**Who should we contact if there is a problem with your entry file?**

Name \_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_

Email Address: \_\_\_\_\_