Integrity, Inclusion, Education, Excellence

2020 Hot Chocolate Classic Meet ABC

Utica Shelby Swim Club

January 31, 2020 - February 2, 2020

Sanction - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a **timed final** meet on behalf of USA Swimming (USA-S), Sanction Number **MI1920063.** The Time Trial Sanction Number if needed is **MITT1920063**. 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 – Waterford Kettering High School 2800 Kettering Dr., Waterford, MI 48329

Times – Friday P.M.
Warm-up Starts at 5:00 p.m.
Events Start at 6:00 p.m.

Saturday A.M. / Sunday A.M.
Warm-up starts at 8:00 a.m.
Events start at 9:00a.m.

Saturday P.M. / Sunday P.M.
Start times will be communicated with all registered teams.
Meet warm-up will not start before 12:00 noon.
Events will start 1 hour after warm up begins.

Motels – Use your favorite hotel booking website.

Facilities - Waterford Kettering pool is an 8 lane pool with a separate supervised warm-up and warm down area available. Depth at start is 8.5' and 3.5' at turn. Permanent starting blocks and non-turbulent lane markers will be used. 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. The competition course has not been certified in accordance with 104.2.2C (4).

Eligibility – USSC Hot Chocolate Classic Meet is for all swimmers**.** All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on **January 31, 2020** 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 ($160.00 per swimmer for 2019-20 registration).

Meet Format – All events are timed finals. USSC reserves the right to limit heats of events 200 yards or longer. Entry chair will be notified within 7 days of their submission of their entries if their swimmers must be removed from events that are 200 yards or longer. All Events will be swum slow to fast except for the 500 and the 1650.

Entry Limits - Entries will be accepted giving priority to those teams that have patronized this meet in the past 2-3 years. After these entries are accepted, entries will be on a first come first serve basis by date of email for electronic entries and date of receipt by the Administrative Official until the Michigan 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 – 4 individual events on Friday. 4 Individual events on Saturday and Sunday, a 5th event Sunday is allowed if it includes the 500 Freestyle or the 1650 Freestyle event. Time Trials shall not count towards the daily limit for any athlete, but the athlete may not swim in more than 6 individual events per day per USA Swimming Rules.

Electronic Entries - $5.00 per individual event, except the 1650, which is $10. Please include a $1.00 Michigan Swimming surcharge for each swimmer entered and a **$7.50 Facilities Fee surcharge**. Make checks payable to: **USSC**. See Michigan Swimming entry fee structure for appropriate fees for your type of meet.

Paper Entries - MS rules regarding non-electronic entries apply. **$6.00** per individual event, except the 1650 which is $11, which reflects a $1.00 additional charge per event paid if the entry is not submitted in Hy-Tek format. The Michigan Swimming $1.00 general surcharge and **$7.50 Facilities Fee** 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 4, 2020 @ 9:00 a.m.** The Administrative Official must receive all entries no later than **January 24, 2020 @ 9:00 a.m.** 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 **Usscentries@gmail.com.** Entries will be accepted and processed, by the Meet Host by giving priority to those teams that have patronized this Meet for the past 2-3 years. The second priority will be to accept and process entries on a date code and time stamp basis until the Michigan Swimming Four (4) hour per session rule maximum time limit has been met. 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 **2020 Hot Chocolate Classic ABC Meet** entry 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:

USSC
PO Box 182032
Shelby Township, MI 48318
Usscentries@gmail.com
586.588.0477

Check In - Check in will be required. It will be available **30 minutes prior to each session.** It will be required by the time set forth in this meet announcement. Failure to check in will cause the swimmer to be scratched from all events in that session. Check in will close 15 minutes after the start of warm up for each session. Check in sheets will be posted **in the hallway leading into the pool.**

Scratch Rules - Prior to check in closing 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 – Self Marshaled

Seeding - Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. All events are timed finals and will be seeded slowest to fastest other than the 500 Freestyle and the 1650 Freestyle, which will be seeded fastest to slowest.

Deck Entries/Time Trials – Deck entries /Time Trials will be at the discretion of the meet referee and meet director. Deck entries are $7.50 per event and $10 per event for Time Trials. Deck entry and time trial swimmers are subject to the

Michigan Swimming $1.00 general surcharge **and the $7.50 Facilities Fee** 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. Name, date of birth and club affiliation should then be provided to meet administrative staff.

Meet Programs/Admissions -Admissions will be $5.00 per person per day for 12 & Over. Meet Programs will be available for $7.00 and will include a coupon for daily heat sheets. Individual heat sheets will be offered each session at a cost of $3.00 per set. A meet program and heat sheet will be posted in a public viewing area for the duration of the meet.

Scoring – No Individual or Team Scoring will be kept.

Awards – Awards for 12 & Under Individual events only-Top 8.

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 main lobby at the concessions stand**. 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 **the Announcers table**. 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 in **the Meet Operations Room**.

Facility Items –

(A) No smoking is allowed in the building or on the grounds of **Waterford Kettering 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 **Meet Operation Room**.

(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 – Erica Thomas, coach_erica@yahoo.com (a USA Swimming member)

Meet Referee – Cynda Avery cja2474@gmail.com

Safety Marshal –Mike Kamlay Michael.kamlay@gmail.com

Administrative Official Holly Russell Usscentries@gmail.com
248-872-7464

Sanction Number: MI1920063
Friday PM Session 1

Girls	*Age*	*Event*	*Boys*
1	11-12	400 IM	2
3	11-12	200 FR	
4	Open	200 FR	5
6	11-12	100 Fly	
7	Open	100 Fly	8
9	11-12	100 Backstroke	
10	Open	100 Backstroke	11
12	11-12	100 IM	
13	Open	200 Breaststroke	14
15	11-12	50 Breaststroke	
16	Open	50 Freestyle	17
18	11-12	50 Freestyle	

Saturday AM Session 2

Girls	*Age*	*Event*	*Boys*
	11-12	100 Freestyle	19
20	10 & Under	100 Freestyle	21
22	8 & Under	50 Freestyle	23
	11-12	50 Backstroke	24
25	10 &Under	50 Backstroke	26
27	8 & Under	25 Backstroke	28
	11-12	200 IM	29
30	10 & Under	200 IM	31
32	8 & Under	100 IM	33
	11-12	50 Butterfly	34
35	10 & Under	50 Butterfly	36
37	8 & Under	25 Butterfly	38
	11-12	100 Breaststroke	39
40	10 & Under	100 Breaststroke	41
42	8 & Under	50 Breaststroke	43

Saturday PM Session 3

Girls	*Age*	*Event*	*Boys*
44	Open	200 Butterfly	45
46	11-12	50 Butterfly	
47	Open	200 IM	48
49	11-12	200 IM	
50	Open	100 Freestyle	51
52	11-12	100 Freestyle	
53	Open	100 Breaststroke	54

55	11-12	100 Breasktroke	
56	Open	200 Backstroke	57
58	11-12	200 Backstroke	

Sunday AM Session 4

Girls	***Age***	***Event***	***Boys***
	11-12	200 Freestyle	59
60	10 & Under	200 Freestyle	61
62	8 & Under	100 Freestyle	63
	11-12	50 Breaststroke	64
65	10 & Under	50 Breaststroke	66
67	8 & Under	25 Breaststroke	68
	11-12	100 Backstroke	69
70	10 & Under	50 Backstroke	71
	11-12	100 IM	72
73	10 & Under	100 IM	74
75	8 & Under	25 Freestyle	76
	11-12	100 Butterfly	77
78	10 & Under	100 Butterfly	79
80	8 & Under	50 Butterfly	81
	11-12	50 Freestyle	82
83	10 & Under	50 Freestyle	84

Sunday PM Session 5

Mixed/Girls	***Age***	***Event***	***Mixed/ Boys***
85	Open	500 Freestyle	85
86	Open	1650 Freestyle	86

CERTIFICATION OF REGISTRATION STATUS OF ALL ENTERED ATHLETES

RELEASE AND WAIVER

2020 Hot Chocolate Classic ABC

Sanction Number:MI1920063

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 Utica Shelby Swim Club(USSC), Waterford Kettering 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: MI1920063

Name of Meet: **USSC 2020 Hot Chocolate Meet**

Date of Meet: **January 31, 2020 thru February 2, 2020**

Host of Meet: **Utica Shelby Swim Club**

Place of Meet: **Waterford Kettering 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
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 (programopsvicechair@miswim.org) and the Michigan Swimming Office (office@miswim.org) within 30 days.