

Revised 12/30/16



Integrity, Inclusion, Education, Excellence

Ease Into Fall Invite

Hosted By: Tri-Cities Guardians

September 30 - October 1st, 2017

Sanction - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number **MI 1718001**. 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 – Spring Lake Aquatic Center (Spring Lake High School)
16140 148th Ave.
Spring Lake, MI 49456

Times - Session 1 (10 & Under, Open), Saturday September 30, 2017
Warm Up 8:00 a.m. Check-in Closes 8:15 a.m., Meet Stars 9:00 a.m.

Session 2 (11 & Over, Open), Saturday September 30, 2017
Warm Up 1:00 p.m. Check-in Closes 1:15 p.m., Meet Stars 2:00 p.m.

Session 3 (10 & Under, Open), Sunday October 1st, 2017
Warm Up 8:00 a.m. Check-in Closes 8:15 a.m., Meet Stars 9:00 a.m.

Session 4 (11 & Over, Open), Sunday October 1st, 2017
Warm Up 1:00 p.m. Check-in Closes 1:15 p.m., Meet Stars 2:00 p.m.

Motels – Please visit your favorite travel website for motel/ hotel accommodations.

Facilities – The Spring Lake Aquatic Center is an 8 lane 25 yards pool with a two lane 20 yard diving well to be used as a warm down pool. Depth at start is 8 ft 6 in. and 4 ft at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado timing system will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will not be available. The competition course has not been certified in accordance with 104.2.2C (4).

Eligibility – Ease Into Fall Invite is Short Course Yard meet for those swimmers who have A, B or C times. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on September 30, 2017 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 (\$152.00 per swimmer for 2017-18 registration).

Meet Format – All events are timed finals. The morning session is for all 10 & under swimmers, and open distance. The afternoon session is for 11 & over swimmers, and open distance.

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 may swim a maximum of 5 events with no more than 4 individual events each day.

Electronic Entries - \$5.00 per individual event and \$12.00 per relay. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: Tri-Cities Guardians.

Paper Entries - MS rules regarding non-electronic entries apply. \$6.00 per individual event. 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 September 6, 2017 at 8:00 a.m. The Administrative Official must receive all entries no later than September 23, 2017 at 7:00 p.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 amarom.msao@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 club's 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 Ease Into Fall 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:

Paperwork and Payments: Tri-Cities Guardians
Attn. Brandon Muma
1Y Drive
Grand Haven, MI 49417

Administrative Official: Maritza Amaro, amarom.msao@gmail.com
618-208-2909 (coaches only)

Check In - Check in will be required. Check in will be available 30 minutes prior to Warm-up Start. Mandatory check in for all events used, it will be required by the time set forth in this meet announcement. Failure to check in, if required, it 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 at the entrance to the pool deck.

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 – Ease Into Fall Invite is a self-marshaled meet. Swimmers are responsible for being in the correct heat and lane. Heat sheets will be posted prior to the start of each session.

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 distance events (400 IM, 500 Free) which will be seeded fastest to slowest (alternating genders-women/men).

Deck Entries/Time Trials - Deck entry will be accepted on the deck at the Clerk of Course table prior to seeding the meet, time permitting, and at the sole discretion of the Meet Director and the Meet Referee. Deck entry fee is 7.50 per individual 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. Name, athlete ID and club affiliation should then be added to your database just as it appears on the card or list or the swimmer may compete unattached (UN) if they request to do so.

Meet Programs/Admissions – Admission is \$5.00 per person with 10-year old's and under free, with a paying adult. Heat Sheets will be available for \$2.00 per session.

Scoring – Team Scores will be kept.

Awards – Ribbons will be awarded for 1st to 8th for all 12 and under events, and for 1st to 3rd place on relay events. No awards will be given for 12 and over events.

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 at the pool balcony. 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 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 Spring Lake Aquatic Center pool lobby. 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 pool office.

Facility Items –

- (A) No smoking is allowed in the building or on the grounds of Spring Lake Aquatic Center.
- (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.

Meet Director – Brandon Muma (a USA Swimming member), Brandon.muma@tcfymca.org

Meet Referee – Steve Weeks, 616-566-0986, steve.weeks@evoqua.com

Safety Marshal – Cheri Krawczyk, cheri.krawczyk@tcfymca.org

Administrative Official – Maritza Amaro, 618-304-2909, amarom.msao@gmail.com

Ease Into Fall Invite

Sanction Number: MI1718001

Session 1 Saturday, September 30, 2017

Warmup 8:00 a.m.; Check-in Closes 8:15 a.m., Meet Start 9:00 a.m.

Girls	Description	Boys
1	10 & Under 200 IM	2
3	8 & Under 100 IM	4
5	9-10 50 Free	6
7	8 & Under 50 Free	8
9	10 & Under 100 Fly	10
11	8 & Under 25 Fly	12
13	9-10 50 Back	14
15	8 & Under 50 Back	16
17	10 & Under 100 Breast	18
19	8 & Under 25 Breast	20
21	8 & Under 100 Free Mixed Relay	
22	10 & Under 200 Free Mixed Relay	
23	Open 400 IM	24

Session 2 Saturday, September 30, 2017

Warmup 1:00 p.m.; Check-in Closes 1:15 p.m., Meet Start 2:00 p.m.

Girls	Description	Boys
25	Open 50 Free	26
27	11-12 50 Free	28
29	Open 200 Breast	30
31	11-12 200 Breast	32
33	Open 50 Back	34
35	11-12 50 Back	36
37	Open 100 Fly	38
39	11-12 100 Fly	40
41	Open 200 IM	42
43	11-12 200 IM	44
45	Open 100 Free	46
47	11-12 100 Free	48
49	Open 100 Back	50
51	11-12 100 Back	52
53	11-12 200 Free Relay	54
55	Open 400 Free Relay	56

Session 4
Sunday, October 1st, 2017 Morning Session

Warmup 8:00 a.m.; Check-in Closes 8:15 a.m., Meet Start 9:00 a.m.

Girls	Description	Boys
57	10 & Under 200 Free	58
59	8 & Under 25 Free	60
61	10 & Under 100 IM	62
63	8 & Under 100 Free	64
65	9-10 100 Free	66
67	8 & Under 50 Fly	68
69	9-10 50 Fly	70
71	8 & Under 25 Back	72
73	10 & Under 100 Back	74
75	8 & Under 50 Breast	76
77	9-10 50 Breast	78
79	8 & Under Mixed 100 Medley Relay	
80	10 & Under Mixed 200 Medley Relay	
81	Open 500 Free	82

Session 4
Sunday, October 1st, Afternoon Session

Warmup 1:00 p.m.; Check-in Closes 1:15 p.m., Meet Start 2:00 p.m.

Girls	Description	Boys
83	Open 100 IM	84
85	11-12 100 IM	86
87	Open 200 Free	88
89	11-12 200 Free	90
91	Open 50 Fly	92
93	11-12 50 Fly	94
95	Open 100 Breast	96
97	11-12 100 Breast	98
99	Open 200 Back	100
101	11-12 200 Back	102
103	Open 50 Breast	104
105	11-12 50 Breast	106
107	Open 200 Fly	108
109	11-12 200 Fly	110
111	11-12 200 Medley Relay	112
113	Open 400 Medley Relay	114

Meet Evaluation Form

Sanction Number: MI 1718001

Name of Meet: Ease Into Fall Invite

Date of Meet: September 30 – October 1st, 2017

Host of Meet: Tri-Cities Guardians

Place of Meet: Spring Lake Aquatic Center

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	2	3	4	5
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 (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.