



Integrity, Inclusion, Education, Excellence

**2017 Michigan Swimming
12 & Under Short Course State Championships
Hosted by: MLA
Friday through Sunday, March 17 through 19, 2017**

SANCTION: This meet is sanctioned by Michigan Swimming, Inc., as a championship prelim/finals and timed finals (selected events) swimming meet on behalf of USA Swimming, Sanction Number **MI1617099**. The Time Trial Sanction Number, if needed, **MITT1617099**. In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising because of injuries to anyone during the conduct of the event. All Michigan Swimming, Inc. rules, safety and warm up procedures will govern the meet as if fully set forth in this meet announcement.

LOCATION: Holland Community Aquatic Center
550 Maple Avenue
Holland, MI 49423

FACILITY: Holland Community Aquatic Center is an 8 lane 25-yard pool with 12 additional 25 yard lanes which will be available for supervised warm-up and warm down. Depth at start is 6'9"¹ and 4'0" at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado Timing 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).

CONTROLLED WARM UP: Teams will be assigned to a group.

- Group 1 general warm-up in prelims from 7:30 to 8:00am; No dives allowed
- Group 2 general warm-up in prelims from 8:00 to 8:30 a.m.; No dives allowed
- One-way sprints & dives lanes two through seven from 8:30 to 8:50 a.m. Lanes one and eight will be push/pace lanes.

PARKING: There is a large parking lot directly adjacent to the Holland Community Aquatic Center that may be used to park and pick up/drop off swimmers. This lot is shared with Holland Community Hospital and will fill quickly. When the parking lot is full, there is street parking available in the immediate blocks surrounding the Holland Community Aquatic Center.

HOTELS:

Comfort Inn – 2.0 mi from pool	(616)392-1000
Doubletree Hotel – 2.2 mi from pool	(616)394-0111
Microtel Inn and Suites – 2.2 mi from pool	(616)392-3235
Residence Inn – 3.7 mi from pool	(616)393-6900
Country Inn – 4.0 mi from pool	(616)396-6677
Fairfield Inn – 4.2 mi from pool	(616)786-9900
Hampton Inn – 4.2 mi from pool	(616)399-8500
Holiday Inn Express – 4.2 mi from pool	(616)738-2800
Holland Inn and Suites – 4.2 mi from pool	(616)994-0400

¹Depth at Start must meet State of Michigan requirements.

GENERAL MEETING: Friday, at 7:15 AM. Additional coach's meetings may be held as determined by the Meet Referee. It is the responsibility and obligation of each team or unattached swimmer to be represented at all coach's meetings. Coaches, or other team and swimmer representatives, are responsible for all information presented at these meetings being passed on to those from their team not in attendance.

ELIGIBILITY: All 12 and Under athletes registered with Michigan Swimming who have achieved current short course yard, long course meter or short course meter times equal to or faster than the qualifying standards (referred to as **Q1** times) during the qualifying period are eligible to enter an event.

Athletes with a disability should refer to the Michigan Swimming Rules and Procedures Section H (9 (a) & (b) page 19; which can be found on the Michigan Swimming website at www.miswim.org, under the Administration tab, for qualifying information.

STATE MEET APPAREL: State Meet Apparel will be available at the meet (limited items) and by pre-ordering. Pre-order deadline is March 8, 2017. Copy and paste the following link for the Order Form information into your preferred browser or select Ctrl+Click on the link.

<https://drive.google.com/file/d/0B-l24Vm59Am4OU5QNGJqazViM2M/view>

DECK REGISTRATION: Deck registrations are not accepted at this meet.

EVENT SCHEDULE

Friday Prelims:

7:15 – 7:30 a.m. General Coach's meeting
7:30 – 8:50 a.m. General warm up; see procedure in coach's packet

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Friday Prelims, 400 IM, and relay check in closes for the 200 Free Relays (by Coaches for seeding purposes only).

9:00 a.m. Preliminary Events Start
10:00 a.m. 200 Free Relays Declared

Friday Finals:

4:30 – 5:20 p.m. No Finals Check-In required.
Warm Up
5:30 p.m. Final Events Start
6:00 p.m. Scratch Box closes for Sat Prelims and the 500 Freestyle

Saturday Prelims:

7:30 – 8:50 a.m. General warm up; see procedure in Coach's packet
9:00 a.m. Preliminary Events Start

Saturday Finals:

4:30 – 5:20 p.m. No Finals Check-In required.
Warm Up
5:30 p.m. Final Events Start
6:00 p.m. Scratch Box Closes for Sunday Prelims, the 1000, and 1650 Freestyle
6:00 p.m. Relay check in closes for Sunday's 200 Medley Relay (by Coaches for seeding purposes only).

Sunday Prelims:

7:30 – 8:50 a.m.

9:00 a.m.

10:00 a.m.

General warm up; see procedure in Coach's packet

Preliminary Events Start

Sunday 200 Medley Relays Declared

Sunday Finals:

4:00 - 4:50 p.m.

5:00 p.m.

Warm Up

Final Events Start

No Finals Check-In required / **Note that this Session starts ½ hour earlier than Fri and Sat Finals Sessions**

AGE GROUP: A swimmer's age on March 17, 2017 will determine his/her eligibility for a particular age group for the entire meet. Swimmer must swim his/her own age group.

Format:

(1) All Michigan Swimming LSC individual events in the specified age groups are offered in this three day meet.

(2) All individual events are prelim – final events with four selected timed finals exceptions, the 500 Free, 1000 Free, 1650 Free and the 400 IM, with the preliminaries swum in the morning and the finals at night.

(3) The 500 Free, 1000 Free, 1650 Free, and 400 IM will swim as Timed Finals events, seeded fastest to slowest with the fastest heat, after scratch downs, swimming at night in Finals.

(4) All relays are timed finals. The two (2) fastest seeded heats of the relay events will be swum during the finals sessions in the evening as stated in the Schedule of Events.

QUALIFYING PERIOD: The qualifying time must have been achieved on or since January 1, 2016.

CONVERSION/ INDIVIDUAL ENTRY TIMES: No time conversions are permitted. Times must be submitted in short course yards, long course meters, or short course meters. Entry times for individual events shall (a) be achieved during the qualifying period (b) be submitted to the hundredths of a second and (c) be the fastest achieved time by the swimmer during the qualifying period. Exception for the four individual Timed Finals Events: A swimmer, if entered in two or more events on the day of the 500 Free, 1000 Free, 1650 Free, or the 400 IM, may down seed *at the meet* to the minimum Q1 standard. **See page 6 for directions regarding relay entries.**

ENTRY PROCEDURE: Michigan swimming has adopted USA Swimming's OME (Online Meet Entry) as the sole process for entering teams and individual swimmers into the State Meet. Times achieved at any USA Swimming sanctioned, observed or approved meet will appear in OME. Entry opening date is February 25, 2017. Follow the step by step instructions to complete your entries:

Step 1 Go to www.usaswimming.org/OME

Step 2 Click on "Available Meets", select Michigan Swimming LSC, and then click on "Search". Scroll down to locate the 2017 MICHIGAN 12 AND U SC STATE CHAMPIONSHIP from the list of meets.

Step 3 Click on "Enter team" and login using your team login (HEAD COACH ID); or you may need to create an account for your team, then login. A pick list of your athletes who have qualifying times in SWIMS will appear. From here, select the events you want to enter. Athletes whose times are not in SWIMS must enter using the custom time option and send a proof of time to the Michigan Swimming Entry Contact. See the Proof of Time section for further instruction. Relay only swimmers must enter by listing in the Relay Only section for your team.

- Step 4** Double click on the athletes who you want to enter into the meet and complete your entry. You may add to your entry. It does not have to be completed at one time.
- Step 5** When you are finished make sure to check out. You may pay with a credit card or send a check to the Payment Contact (see PAYMENT CONTACT section). **Make sure your entry is done before you checkout. You will not be able to change it after checking out.**
- Step 6** You will receive an email confirming your entries.
- Step 7** Mail your completed Release and Waiver, Certification of Registration Status, and check (If you did not pay with a credit card) to the Payment Contact. Mail or email any necessary proof of time documents to the Entry Contact.

PROOF OF TIMES: Michigan swimming will accept all qualifying times contained in USA Swimming's SWIMS database, as well as times from meets sanctioned by other national governing bodies including college, high school, Masters, YMCA, and foreign meets approved by FINA that have been run on approved meet management software within the qualifying period (on or after January 1, 2016). The SWIMS database contains results of all sanctioned, observed and approved meets held in the USA for athletes who are registered USA swim member at the time of the swim. Times from the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME it is **NOT** a proven time. Use the custom time entry function to enter the meet with this time and send in a proof of time.

EVENT ENTRIES USING THE CUSTOM TIME PROCESS ARE NOT PROVEN AND REQUIRE A PROOF OF TIME SUBMISSION TO THE ENTRY CONTACT. IF YOU DO NOT SUPPLY AN ACCEPTABLE PROOF OF TIME BEFORE THE DEADLINE, THE SWIMMER WILL BE SCRATCHED FROM ANY AND ALL EVENTS REQUIRING THE PROOF OF TIME. REFUNDS WILL NOT BE ISSUED FOR FAILURE TO SUPPLY A PROOF OF TIME.

ACCEPTABLE PROOFS include printed meet results which clearly identify the meet host, meet location and meet date (swim date must be on or after January 1, 2016) as well as the name of the event and the names, clubs and times of other swimmers in the event. The **PREFERRED PROOF** is a locked Meet Manager backup of the meet results. Team Manager export files are also accepted but are not preferred. Computer printed award labels and/or time cards signed by a meet referee are NOT acceptable for proof purposes.

DEADLINE: All proofs for times achieved prior to March 6, 2017 should be received by the MI Swimming Office by Tuesday, March 7, 2017. Proofs for cuts achieved or updated times achieved on or after March 13, 2017 are due by Tuesday, March 14, 2017, but clubs are encouraged to send them as soon as possible. Coaches may send proofs to the Entry Contact as soon as they enter an override time into the OME.

Swimmers whose times cannot be proven will be rejected and will not be entered in that event. The Entry Contact will notify the swimmer's club entry chair of the rejection using the email address provided in OME.

Mail or email all proofs to the ENTRY CONTACT, Michigan Swimming Office, 2245 Knollcrest, Rochester Hills, Michigan 48309, Attention Dawn Gurley (248) 997-6696. DO NOT SEND THESE TO THE MEET PAYMENT CONTACT.

ENTRY LIMITS: A swimmer may enter any number of individual events in which the qualifying time standard has been met. However, a swimmer may swim no more than three individual events and one relay event per day. A swimmer may swim no more than six individual events and two relay events for the entire three day meet. If a swimmer is entered in more than three individual events per day, he/she must scratch out of the desired excess event(s) by using a scratch card dropped in the scratch box by the stated time. Failure to properly scratch excess events will result in an automatic scratch of all events that exceed the event per day limit.

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.

ENTRY FEES: \$7.50 per individual event and \$12.00 per relay. Please include a \$3.00 Michigan Swimming Athlete Surcharge for each swimmer entered. Checks will be accepted as payment, if you did NOT pay by credit card on OME. Please make checks payable to **MLA**.

PAPER ENTRY: Paper entries are not accepted for this meet. All Entries must be processed using Online Meet Entry (OME).

ENTRY DEADLINE: The OME entries will close at 8:00 am on Tuesday, March 14, 2017. Entries submitted will not be considered as officially received until the PAYMENT CONTACT has received: (a) the signed Release and Waiver, (b) the Certification of Registration Status form, and (c) the team check or credit card payment via OME. All paperwork must be received by Wednesday, March 15, 2017 in order for your team to participate in the meet. If overnight courier is used, you must waive the signature requirement.

MISSED ENTRY: A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet; b) paying a fee of \$100.00 per team and double the entry fee for the event; and, c) providing a paper proof of time (meet results) to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non-appealable.

DECK ENTRY: There are no deck entries for this meet.

PAYMENT CONTACT: Your Club's entry package and check, if not paying by credit card, should be sent via U.S. mail or nationally recognized overnight courier to the payment contact. **If sending the entry by overnight courier/express mail, you must waive the signature requirement.**

Jim Whitehead
Holland Community Aquatic Center
550 Maple Avenue
Holland, MI 49423
(616) 393-7595 ext. 118

REFUNDS: There are no refunds in full or in part once a team or individual entry has been entered into OME and you have checked out.

FINALS INFO:

Individual Events: There will be two heats of individual finals for Prelim/Finals events, 10 and under and 11/12 – each heat is comprised of a maximum of eight (8) swimmers. These will be referred to as "A, B" Finals or "Championship Finals and Consolation Finals." These will swim in a B-Consolation, A-Championship Finals order.

Relay Events: The two fastest seeded heats (top sixteen) of all relays will swim in the evening Finals session. The remainder of the relays, swim during the morning prelims.

Order of Events: Note the order of events as stated in the schedule of events for Finals.

Finals are not necessarily swum in the same order as they are swum in the Prelims.

Consult the heat sheet.

Scratch Rules/Individual Events: (1) All individual events will conform to the USA National Scratch Procedure **except for the 400 IM, 500 Free, 1000 Free, and the 1650 Free.** With these rules in effect you are no longer required to "check in" for any individual events – you are already "checked in" by virtue of your entry and thus expected to swim the event. If you are entered in an event you must swim the event, or if desired, scratch the event correctly to avoid being penalized. To scratch a preliminary or timed finals event you must drop a scratch card in a scratch box by the time stated. To

scratch from a Finals event (that you have qualified for) you must scratch or declare your intention to scratch within 30 minutes after the qualifiers are announced pursuant to 207.11.6 E (2). If you fail to scratch out of any individual event correctly and fail to compete in the event you will be penalized. **(2)** Once a scratch card is dropped in the scratch box the swimmer is declared scratched from the event. Only Coaches and swimmers may use a scratch card to scratch an event. **(3)** A separate scratch card must be used to scratch each individual event a swimmer desires to scratch. Exception: A Coach may use a single scratch card to scratch a swimmer from all events the swimmer is entered in (i.e. remove the swimmer from the entire meet)

Penalties for Failure to Compete:

Preliminary Events: If a swimmer fails to drop his/her scratch card by the time stated for the event and fails to compete in that event, the swimmer will be barred from all further preliminary individual and relay events of that day. Additionally, the swimmer will not be seeded in any further individual events on succeeding days unless that swimmer declares intent to swim prior to the close of the scratch box for that day's event. (See Meet Referee or his/her designee).

Finals: If a swimmer qualifies for a finals event as a result of his/her preliminary swim and fails to properly scratch, or fails to properly declare an intention to scratch pursuant to the rule within 30 minutes after the final qualifiers are announced, and fails to compete in that event final, the swimmer will be barred from further competition for the remainder of the meet. NOTE: If a swimmer declares that he/she may want to scratch an event but does not return to confirm that scratch within 30 minutes following the conclusion of the swimmer's last event, the swimmer will be seeded into the Finals event, and will be similarly penalized if the swimmer does not compete in Finals. (See Meet Referee or his/her designee).

SCRATCH DEADLINES:

Scratch deadline for Prelim Events: All prelim scratch times are specifically listed above in the "Times" section.

Scratch deadline for all Final events: Thirty minutes after the qualifiers for the event are announced. (See USA Rule 207.11.6 D and E).

Additional \$50 Penalty: In addition to the procedures and penalties stated above, if a swimmer participates in any event in this meet and then fails to compete in his/her last scheduled individual event of the meet without being properly scratched for that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

Early Thursday Scratch opportunity:

Early Team or individual scratches will be accepted via email to the Administrative Referees noted in the packet. Early Scratches will be Open via email beginning 8:00 AM Thursday morning March 16, 2017. Early Scratches will be accepted up until 5:00 PM Thursday evening March 16, 2017.

RELAY ENTRY:

A. Each team may enter no more than two (2) relays in a relay event. Relay entries must be designated as "A" and/or "B".

B. A and/or B relays must be entered with a seed time, and the seed time must be at or faster than the qualifying standard for the relay event. A and/or B relays may be entered without proof of a qualifying time. Teams may enter relays by entering a relay time for the team which is already in SWIMS, by entering an aggregate time from SWIMS, or they may enter a custom time for the relay(s).

C. Swimmers participating in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay.

D. ALL RELAY SWIMMERS MUST BE ENTERED IN THE MEET USING OME. **ATHLETES NOT ON THE OME ENTRY REPORT ARE NOT ELIGIBLE TO SWIM.**

RELAY PROOF OF TIME: With the OME system, THE TEAM OWNS THE TIME and the only proofs needed are if a team overrides the entry time (i.e. Uses a "custom time") and does not swim equal to or faster than the cut. Therefore, if an override (custom) time is used for the relay entry and the team is DQ'd or swims slower than the cut, then they must prove the time after the meet. This is done by

proving the aggregate time for the four individuals who swam on that relay within 30 days following the conclusion of the meet to the Michigan Swimming office (**Dawn Gurley**). The aggregate time to be proved need not be equivalent to the submitted entry time for the relay. However, the time must be at or faster than the qualifying standard for the relay event. Aggregate proof times must all be equivalent (i.e. all SCY, all LCM, all SCM), all times must have been achieved during the qualifying period (on or after January 1, 2016), and may not use conversions in determining the submitted proof of time. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

RELAY CHECK IN: All relay check in times are listed in the “**Times**” section. All relays must be positively checked in by the scratch deadline for that day’s events to be seeded.

DECLARATION OF RELAY SWIMMERS: In addition to the relay check in requirement, the names and order of relay swimmers and alternates must initially be declared (**Relays Declared**) by accurately writing all the swimmers names and order on a relay card provided for that purpose. The names and order of four relay swimmers must be declared by: **(1)** 10:00 a.m. Friday for the 200 Free Relays and **(2)** 10:00 a.m. Sunday for the 200 Medley Relays. The order of relay swimmers may be changed (by coaches only) up to the start of the heat.

If a coach wishes to change the order of the four swimmers that will swim, the coach must indicate the change to the Deck Referee or his/her designee sufficiently in advance to the start of the heat so as not to delay the heat. The Deck Referee or his/her designee in the coach’s presence will alter the order of swimmers on the relay card. If the relay fails to swim in the final order as declared on the relay card - the relay will be disqualified.

SEEDING:

Individual Events:

(1) Individual events will be swum in preliminary/final format except for the 10 & Under and 11/12 500 Free, the Girls 11-12 1000 Free, the Boys 11-12 1650 Free, and the 11/12 400 IM which will be swum in a Timed Finals format.

(2) These four Timed Final events (10 and under and 11/12 500 Free, Girls 11-12 1000 Free, Boys 11-12 1650 Free, and 11/12 400 IM) will be seeded after the scratch box closes for the event. The fastest seeded heat (top 8) after scratches (if any) of these events will swim during the finals sessions on Friday night (400 IM), the Finals session on Saturday night (500 Free) and during the Finals on Sunday night (Girls 11-12 1000 Free and Boys 11-12 1650 Free). The remaining heats of these four timed finals events will swim in the morning sessions and be swum fastest to slowest and alternating gender (female/male). Swimmers should consult the heat sheets carefully for their heat and lane. Awards and scoring/place for these four timed finals events are determined by all the athletes’ performances in all the heats (i.e. times achieved in the preliminary heats are also used to determine the top 16 finishers even though the time was not achieved in the Finals.)

(3) The final three heats of all other prelim/final events will be circle seeded slowest to fastest.

RELAY EVENTS:

(1) All relay events will be timed finals.

(2) The two fastest seeded heats (top sixteen) of the relay events will be swum during the finals sessions in the evening as stated in the schedule of events.

(3) Relays will be standard seeded slowest to fastest.

PROTESTS: USA Swimming Rule 102.23 shall be used.

MARSHALING: This is a self-marshaled meet. All swimmers will be expected to find their heat and lane independently. Heats will not be delayed. Heat cards will not be used. Heat sheets will be posted around the deck and at least one will be posted in the spectator area.

TIME TRIALS: At the discretion of the Meet Referee and Meet Director, and if time permits, time trials may be offered for all listed events immediately following the conclusion of the day’s preliminary heats. However, time trials for the 500 Free/1000 Free/1650 Free/400 IM will be offered only on the days

those events are swum in prelims. Athletes swimming time trials for the 500 Free//400 IM will be placed in the slowest heats with open lanes in the preliminary events, regardless of gender. Athletes swimming time trials for the 1000 Free/1650Free will be placed in the slowest heats with open lanes in the preliminary events, however these are gender specific time trial events. Time trials are \$7.50 for an individual event and \$15 for a relay. Time trials are subject to the Michigan Swimming Championship Time Trial Rules which are reviewable in full on the Michigan Swimming website. Notable portions of the rule include: (1) To participate in time trials the swimmer must be already participating in this Short Course State Meet, either in an individual event or a relay event (including relay only athletes) (2) Swimmers are limited to two time trials for the entire meet (3) Time trials count against the total number of individual events per day (no more than 3 individual per day) but not toward the total number of individual events for the entire meet (6). If an athlete has entered the maximum number of individual events allowed per day and wants to swim a time trial, the athlete must scratch an event using the scratch box by the stated deadline or not swim the time trial in order to assure the limit of swims per day is not exceeded.

AWARDS: Michigan Swimming provides medals for 1st – 8th place finishers in both individual and relay events, and ribbons for 9th – 16th in all individual and relay events. There are individual high point awards for 1st – 3rd place finishers in each age group. There is an overall Team State Champion and runner-up trophy.

AWARD PRESENTATIONS: There will be a formal awards presentation. See event schedule for finals.

AWARD DISTRIBUTION: Awards for 9th – 16th place will be bagged for each team and available for immediate pickup at the end of the meet on Sunday evening. No awards will be mailed. No exceptions.

PROGRAMS: Meet Programs are \$10.00 which includes a coupon for heat sheets for all preliminary sessions. An announcement will be made that the session's heat sheets are available. Preliminary heat sheets are \$4.00. Final session heat sheets are \$3.00 and can be purchased at Admissions.

ADMISSIONS: \$5.00 per person/per day (one-time fee for the day's prelims and finals). Children age 10 and younger are free.

SCORING: Individual events points: 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1 for 1st-16th respectively.

Relays: 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2 for 1st –16th respectively. Relay points affect team scoring only and are not counted toward individual high point.

RESULTS: Official results will be posted, following the conclusion of the meet, on the Michigan Swimming Website at www.miswim.org. Unofficial results will also be available (HY-TEK Meet Manager) to coaches only (Coaches must provide a flash drive).

CONCESSIONS/HOSPITALITY: Full concessions will be available for purchase in the spectator area. NO glass containers will be allowed on the pool deck and will be confiscated if found. Violators of the No Glass Rule face ejection from the meet (either spectator or athlete) at the discretion of the Meet Referee. Violators may also face further sanctions from Michigan Swimming. A hospitality area will be available for coaches & officials.

LOST AND FOUND: Articles may be turned/picked up in to a lost and found area in the pool office. The Meet host will retain articles not picked up by the end of the meet for 14 days. Articles will be donated to a charitable organization after 14 days.

SAFETY: Michigan Swimming safety and warm up rules will be followed. In the event of a medical emergency the swimmer's coach is responsible for the care of the athlete. The participating athlete and/or the athlete's USA Swim Club will be responsible for any costs incurred if it is necessary to call 911, EMS, etc. If the athlete is participating without a parent present it is highly suggested that the coach has the athlete's insurance cards and signed releases allowing them to direct medical care.

DECK PERSONNEL: 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, the Program Operations Vice-Chair of MS, the Michigan Swimming Officials Chairs, 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 at check in near the pool access area from the main foyer. 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 as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, or Meet Personnel). 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.

FACILITY ITEMS:

- (A) No smoking is allowed in the building or on the grounds of Holland Community 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 in the Meet Director's 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: Sara Kadzban, skadzban@mlaswim.org

MEET REFEREE: Scott Appleyard, scott.appleyard@advantagesolutions.net

ADMINISTRATIVE REFEREE: Paul Jones, pwj6@outlook.com

CLERK OF COURSE: Sara Kadzban and Theresa Asselin, volunteers@mlaswim.org

SAFETY MARSHALL: Thomas Miller tmiller@hollandaquaticcenter.org

2017 Short Course 12 & Under State Championship Meet Standards (Q1 Times)
Qualifying Period: January 1, 2016 to Entry Deadline
Posted December 2016

GIRLS			EVENT	BOYS		
LCM	SCM	SCY	10 & UNDER	SCY	SCM	LCM
34.89	34.29	30.99	50 Freestyle	31.29	34.59	35.19
1:16.89	1:15.49	1:08.89	100 Freestyle	1:09.49	1:16.29	1:17.59
2:47.49	2:43.99	2:29.39	200 Freestyle	2:32.89	2:46.99	2:50.49
5:52.19	5:42.69	6:40.09	500/400 Freestyle	6:52.79	5:54.49	6:04.29
41.09	39.69	36.39	50 Backstroke	37.49	41.39	42.79
1:28.49	1:25.79	1:18.49	100 Backstroke	1:20.89	1:28.59	1:31.29
47.19	46.09	41.69	50 Breaststroke	43.29	47.49	48.69
1:42.09	1:39.89	1:31.09	100 Breaststroke	1:33.99	1:43.49	1:45.69
39.59	38.49	35.09	50 Butterfly	36.09	39.59	40.79
1:31.79	1:30.49	1:22.89	100 Butterfly	1:27.09	1:34.69	1:36.09
-	1:26.79	1:19.39	100 Individual Medley	1:20.39	1:28.69	-
3:12.89	3:07.69	2:51.19	200 Individual Medley	2:56.49	3:13.99	3:19.19
2:28.99	2:25.99	2:10.99	200 Freestyle Relay	2:13.99	2:28.99	2:31.99
2:52.99	2:47.99	2:30.99	200 Medley Relay	2:41.99	2:59.99	3:04.99

GIRLS			EVENT	BOYS		
LCM	SCM	SCY	11 - 12	SCY	SCM	LCM
30.89	30.39	27.49	50 Freestyle	27.69	30.49	30.99
1:07.49	1:06.29	1:00.29	100 Freestyle	1:00.19	1:06.39	1:07.59
2:26.89	2:23.89	2:11.69	200 Freestyle	2:12.49	2:24.89	2:27.89
5:10.69	5:02.29	5:51.49	500/400 Freestyle	5:55.89	5:05.59	5:13.99
11:15.99*	10:55.49*	12:19.99*	1000/800 Freestyle	12:59.99*	11:21.99*	11:59.99*
21:35.99*	20:46.99*	20:55.99*	1650/1500 Freestyle	21:35.99*	21:35.99*	22:09.99*
36.39	35.19	31.89	50 Backstroke	32.39	35.59	36.79
1:17.49	1:15.09	1:08.49	100 Backstroke	1:10.09	1:16.89	1:19.29
2:47.19	2:42.89	2:28.39	200 Backstroke	2:31.29	2:43.99	2:48.29
40.79	39.69	36.19	50 Breaststroke	36.19	39.89	40.89
1:28.49	1:26.59	1:18.59	100 Breaststroke	1:19.99	1:26.89	1:28.79
3:10.39	3:07.99	2:50.69	200 Breaststroke	2:53.29	3:10.39	3:12.79
34.69	33.69	30.49	50 Butterfly	30.89	34.19	35.19
1:16.89	1:15.79	1:08.89	100 Butterfly	1:10.49	1:17.59	1:18.69
2:58.29	2:56.49	2:42.49	200 Butterfly	2:47.19	3:02.59	3:04.99
-	1:16.89	1:09.59	100 Individual Medley	1:10.39	1:17.09	-
2:48.59	2:44.09	2:29.39	200 Individual Medley	2:31.09	2:46.69	2:51.19
6:05.49	5:55.39	5:22.49	400 Individual Medley	5:25.19	5:56.99	6:07.19
2:07.99	2:05.99	1:52.99	200 Freestyle Relay	1:56.99	2:09.99	2:12.99
2:27.99	2:23.99	2:08.99	200 Medley Relay	2:14.99	2:29.99	2:33.99

**Michigan Swimming 12 and Under Short Course
State Championship Meet
Sanction Number: MI 1617099**

Event List

Friday Morning Prelims

7:15-7:30 am Coaches' Meeting (scheduled)

7:30-8:50 am General Warm up; see procedure in coaches' packet

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

Preliminary Events start at 9:00 am

10:00 AM 200 Free Relays declared

Girls	Event	Boys
Event #		Event #
1	11-12 200 Breast	2
3	10 & Under 50 Backstroke	4
5	11-12 50 Back	6
7	10 & Under 200 Freestyle	8
9	11-12 200 Freestyle	10
11	10 & Under 100 Fly	12
13	11-12 100 Fly	14
15	10 & Under 200 IM	16
17	11-12 400 IM*	18
19	10 & Under 200 Free Relay**	20
21	11-12 200 Free Relay**	22

* Timed Finals event, fastest (top 8) seeded heat will swim in Finals

** Timed Finals event, fastest (top 16) seeded heats will swim in Finals

Friday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Friday Finals Check in Required

Scratch Box closes for Saturday Prelims at 6:00 PM

Event order: 1 thru 22

Fastest Seeded (Top 16) of Events 19 - 22 (200 Free Relay) swim in Finals

Awards Ceremonies following events 6, 14, 18, and 22

**Michigan Swimming 12 and Under Short Course
State Championship Meet**

Saturday Morning Prelims

7:30-8:50 am General Warm up; see procedure in coaches' packet

9:00 am Preliminary Events start

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
Event #		Event #
23	11-12 200 IM	24
25	10 & Under 50 Freestyle	26
27	11-12 50 Freestyle	28
29	10 & Under 100 Backstroke	30
31	11-12 100 Backstroke	32
33	10 & Under 50 Butterfly	34
35	11-12 50 Butterfly	36
37	10 & Under 100 Breaststroke	38
39	11-12 100 Breaststroke	40
41	10 & Under 500 Freestyle*	42
43	11-12 500 Freestyle*	44

* Timed Finals event, fastest (top 8) seeded heat will swim in Finals

Saturday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Saturday Finals Check in Required

Scratch Box closes for Sunday Prelims, the 1000 Free, and the 1650 Free at 6:00 PM

Sunday 200 Medley Relays must be checked-in (for seeding only by the coaches) no later than 6 pm

Event order: 21 thru 44

Awards Ceremonies following events 28, 36, 40, and 44

**Michigan Swimming 12 and Under Short Course
State Championship Meet**

Sunday Morning Prelims

7:30-8:50 am General Warm up; see procedure in coaches' packet

9:00 am Preliminary Events start

10:00 am 200 Medley Relays Declared

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
Event #		Event #
45	11&12 200 Backstroke	46
47	10 & Under 50 Breaststroke	48
49	11-12 50 Breaststroke	50
51	10 & Under 100 IM	52
53	11-12 100 IM	54
55	10 & Under 100 Freestyle	56
57	11-12 100 Freestyle	58
59	11-12 200 Butterfly	60
61	10 & Under 200 Medley Relay**	62
63	11-12 200 Medley Relay**	64
65	11-12 1000 Freestyle*	-
-	11-12 1650 Freestyle*	66

* Timed Finals event, fastest (top 8) seeded heat will swim in Finals

** Timed Finals event, fastest (top 16) seeded heats will swim in Finals

Sunday Finals

4:00-4:50 PM Warm Up

5:00 PM Events Start

No Sunday Finals Check in Required

Event order: 43 thru 66

Fastest Seeded (Top 16) of Events 61 thru 64 (200 Medley Relays) swim in Finals

Awards Ceremonies following events 50, 60, 64, and 66

Relay, Team, and Individual High Point awards will be given out after the conclusion of the relays.



USA Swimming and Michigan Swimming are working to increase awareness and reduce the risk of athlete abuse through implementation of the USA Swimming Safe Sport program.

5 Tips to Keep Kids Safe in Youth Sports*:

- 1. Get Educated** – Education is the most important tool for combatting misconduct
- 2. Create Healthy Boundaries** – It’s important to establish healthy boundaries between athletes and coaches and have clear expectations about the coach’s role
- 3. Identify and Address High Risk Areas** – For misconduct to take place, an offender needs privacy, access, and control
- 4. Speak Up** – If you recognize questionable behaviors, say something!
- 5. Talk to your Kids!** – Physical and sexual misconduct can be a hard topic for parents to talk about with their children. Having these conversations is extremely important in helping prevent your child from becoming a victim of abuse.

USA Swimming

www.usaswimming.org/protect
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Michigan Swimming

To find out about ongoing Safe Sport initiatives with Michigan Swimming. www.miswim.org and click on the Administration tab.
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*adapted from USA Swimming’s ‘5-tips for parents keeping kids safe in youth sports’

**Michigan Swimming 12 and Under Short Course
State Championship Meet**

**Meet Evaluation Form
Sanction Number: MI 1617099**

Name of Meet: 12 and Under Short Course State Championship Meet

Date of Meet: March 17 through 19, 2017

Host of Meet: Michigan Lakeshore Aquatics

Place of Meet: Holland Community 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. 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 the 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.