

Revised 08/02/17



## **Integrity, Inclusion, Education, Excellence**

### **Calvin Early Bird Meet**

**Hosted By: Calvin Swim Club**

**April 21, 2018**

**Sanction** - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number MI1718108. 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** - Calvin College  
Venema Aquatic Center  
3195 Knight Way SE  
Grand Rapids, MI 49546-4406  
<http://www.calvin.edu/map/directions.htm>

**Times** - Saturday, April 21, 2018

Morning Session: 12 & Unders

Warm-up: 9am; Events Begin: 10am

Afternoon Session: 13 & Overs

Warm-up: will begin 15 minutes after the conclusion of the morning session but not before 1:00pm;

Events Begin: one hour after warm-up begins but not before 2:00pm

**Motels** – Please visit your favorite Hotel booking website.

**Facilities** – The Venema Aquatic Center is an 8 lane pool 50 meter pool where 7 lanes will be used for competition and one lane will be available for supervised warm-up and warm down. Depth at start is 8'<sup>1</sup> and 15' 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 not be available. The competition course has not been certified in accordance with 104.2.2C (4).

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<sup>1</sup>Depth at Start must meet State of Michigan requirements.

**Eligibility** - Calvin Early Bird is for all registered USA swimmers. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on April 21, 2018 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** – The Calvin Early Bird Meet is a meet where all events are timed finals. All 12 & Unders will swim Saturday AM; All 13 & Overs will swim Saturday PM.

**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 enter a maximum 4 individual events and 2 relays.

**Electronic Entries** - \$5 per individual event and \$12 for relays. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: Calvin Swim Club.

**Paper Entries** - MS rules regarding non-electronic entries apply. \$6 per individual event and \$13 for relays. 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 9:00am March 27<sup>th</sup>, 2018. The Administrative Official must receive all entries no later than 8:00pm April 14<sup>th</sup>, 2018. 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 bperisao@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 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 Calvin Early Bird 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:

All payments and paperwork should be delivered to the pool office 15 minutes prior to the start of the morning warm-up session.

Administrative Official: Betty Peristeridis [bperisao@gmail.com](mailto:bperisao@gmail.com)

**Check In** - Check in will be required and will be available 30 minutes prior to the start of warm up for each session. 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 on the pool deck outside of the locker rooms.

**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** – The Calvin Early Bird Meet is a self-marshaled meet.

**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 except for the 400 free which will be swam fastest to slowest alternating genders.

**Deck Entries/Time Trials** – Deck entries will be accepted if time permits at the discretion of the Meet Director and Meet Referee. Deck entries are \$7.00 per individual event and \$14.00 for relays. 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 to the Early Bird Meet is \$5.00 per day and children 10 & under are free. Heat sheets will be available for \$3.00 per session.

**Scoring** – No team or individual scoring will be kept.

**Awards** – Awards will be given in all 12 & under events. Awards for 12 & under will be divided into 8 & under, 9 & 10 and 11 & 12 categories. Ribbons will be given for 1<sup>st</sup> -8<sup>th</sup> place in each category. No awards will be given in 13 & 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 at the Calvin College concession 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 lifeguard 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 stairway to the locker rooms/pool deck. Meet personnel will check the list of approved individuals and issue a credential to be displayed at all times during the meet. This credential will include the host team logo, name as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, or Meet Personnel). In order to obtain a credential, Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel must return the credential at the conclusion of working each day and be reissued a credential daily.

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

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

**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 lifeguard office.

#### **Facility Items –**

- (A) No smoking is allowed in the building or on the grounds of Calvin College.
- (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** – Chris Sullivan, [cms65@calvin.edu](mailto:cms65@calvin.edu), (616)589-7928

**Meet Referee** – Scott Appleyard, [Scott.appleyard@asmnet.com](mailto:Scott.appleyard@asmnet.com), (616)304-2760

**Safety Marshal** – Helena Tolic, [helena.tolic@gmail.com](mailto:helena.tolic@gmail.com), (616)589-2261

**Administrative Official** – Betty Peristeridis, [bperisao@gmail.com](mailto:bperisao@gmail.com), (269)760-3996

**Calvin Early Bird ABC Meet**

**April 21, 2018**

**Events list**

**Sanction Number: MI 1718108**

12 & Under AM Session

Warm-up 9:00am; Start 10:00am

| <b>Girls</b> | <b>Event</b>                | <b>Boys</b> |
|--------------|-----------------------------|-------------|
| 1            | 12 & Under 400 Free Relay   | 2           |
| 3            | 12 & Under 200 IM           | 4           |
| 5            | 12 & Under 100 Free         | 6           |
| 7            | 12 & Under 50 Breast        | 8           |
| 9            | 12 & Under 100 Back         | 10          |
| 11           | 12 & Under 50 Free          | 12          |
| 13           | 12 & Under 100 Fly          | 14          |
| 15           | 12 & Under 50 Back          | 16          |
| 17           | 12 & Under 200 Free         | 18          |
| 19           | 12 & Under 100 Breast       | 20          |
| 21           | 12 & Under 50 Fly           | 22          |
| 23           | 12 & Under 400 Medley Relay | 24          |
| 25           | 12 & Under 400 Free         | 26          |

13 & Over PM Session

Warm-up will begin 15 minutes after the conclusion of the morning session but not before 1:00pm; Meet will start one hour after warm-up begins but not before 2:00pm

| <b>Girls</b> | <b>Event</b>               | <b>Boys</b> |
|--------------|----------------------------|-------------|
| 27           | 13 & Over 400 Medley Relay | 28          |
| 29           | 13 & Over 200 Free         | 30          |
| 31           | 13 & Over 100 Back         | 32          |
| 33           | 13 & Over 200 Breast       | 34          |
| 35           | 13 & Over 50 Free          | 36          |
| 37           | 13 & Over 100 Fly          | 38          |
| 39           | 13 & Over 200 Back         | 40          |
| 41           | 13 & Over 100 Free         | 42          |
| 43           | 13 & Over 200 IM           | 44          |
| 45           | 13 & Over 100 Breast       | 46          |
| 47           | 13 & Over 400 Free Relay   | 48          |
| 49           | 13 & Over 400 Free         | 50          |







**Meet Evaluation Form**

**Sanction Number: MI 1718108**

**Name of Meet:** Calvin Early Bird Meet

**Date of Meet:** April 21, 2018

**Host of Meet:** Calvin Swim Team

**Place of Meet:** Calvin College

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 (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.**