

Revised 08/02/17



**Integrity, Inclusion, Education, Excellence**

**2018 Grand Rapids Open**

**Hosted By: Grand Rapids Aquatics**

**February 3<sup>rd</sup>-4<sup>th</sup>, 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 **MI1718078**. 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** – Kentwood Aquatic Center  
6230 Kalamazoo Ave. SE  
Kentwood, MI 49508

**Times - Saturday & Sunday Morning – 13 & Over**

Warm Up: 8:00 a.m.

Meet Start: 9:00 a.m.

**Saturday & Sunday Afternoon – 12 & Under**

Warm Up: Immediately following the morning session; not before 11:30 a.m.

Meet Start: 1 hour after warm up starts; not before 12:30 p.m.

**Saturday Evening – Distance Session**

Warm up: Immediately following the afternoon session; not before 3:30 p.m.

Meet Start: 30 minutes after warm up starts; not before 4:00 p.m.

**Motels** – Baymont Inn, 8282 Pfeiffer Farms Dr. SW, Byron Center, MI, (866) 573-4235

**Facilities** - The Kentwood Aquatic Center is a 10 lane pool with a supervised warm-up and warm down area available. Depth at start is 9' and 7.5' at turn. Permanent starting blocks and non-turbulent lane markers will be used. A Colorado timing system with a 10 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** – The 2018 Grand Rapids Open is for all swimmers currently registered with United States of America Swimming (USA-S). A swimmer's age on February 3<sup>rd</sup>, 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** - This is a timed final meet consisting of the following age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16, and 17 & Over. 13 & Over events will be offered in the morning; 12 & Under events in the afternoons. The distance events (400 I.M., 1000 Free, & 500 Free) will be seeded after check in, fastest to slowest, alternating between girls and boys heats, and will be scored separately by age group.

**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 will be limited to a maximum of **5** individual events plus **1** relay per day.

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

**Paper Entries** - MS rules regarding non-electronic entries apply. **\$6.00** per individual event and **\$13.00** 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 **Monday, January 15<sup>th</sup>, at 9 a.m.** The Administrative Official must receive all entries no later than **Saturday, January 27<sup>th</sup>, at 9 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 [msmeetentries@gmail.com](mailto:msmeetentries@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 2018 Grand Rapids Open 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:

Alexander Brinks  
2805 Coit Ave., NE  
Grand Rapids, MI 49505  
[coachalex@grnsa.org](mailto:coachalex@grnsa.org) (616) 634-2044  
[msmeetentries@gmail.com](mailto:msmeetentries@gmail.com)

**Check In** - This is a pre-seeded meet. No check in is required **EXCEPT** for in the distance events (400 I.M., 1000 Free, & 500 Free) which will require a positive check in. Check in for *Events 25, 26, 79, and 80* will close at **10:30 a.m.** and check in for *Events 51, 52, 53, and 54* will close at **3:30 p.m.** on the day of the event. Swimmers who are not checked in will be scratched from these events. Check in sheets for the distance events will be posted by the timing table.

**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** - This is a self-marshalled meet. Swimmers will be responsible for reporting to the blocks when their race is called.

**Seeding** - All events are timed finals and will be seeded slowest to fastest prior to the start of the meet, other than the distance events (400 I.M., 1000 Free, & 500 Free), which will be swam fastest to slowest, alternating between girls and boys heats.

**Deck Entries/Time Trials** - Deck entries will be allowed only in empty lanes and will be accepted up to **45 minutes** prior to the start of each session, at the discretion of the Meet Referee and Meet Director. The cost for deck entries is **\$7.50** per individual event and **\$15.00** per relay event. Time trials will not be offered. 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** - Meet programs and admissions for both days are **\$12.00**. This includes a two-day wristband and heat sheets for all sessions. Cut bands are NOT allowed for re-entry. Otherwise, admission cost is **\$5.00** per day, full meet programs can be purchased for **\$5.00**, and individual session heat sheets can be purchased for

**\$2.00.** Children 10 & younger are free with a paying adult. NO BAG CHAIRS/FOLDING CHAIRS/CAMP CHAIRS ARE ALLOWED. The Aquatic Center will open at 7:30 a.m. each day.

**Scoring** - Team Scores will be kept based on USA Swimming 10-lane scoring. All 15 & Over events **EXCEPT** for the relay events (#s 23, 24, 77, and 78) will score separately as: 15-16 and 17 & Over. All 13 & Over events (#s 25, 26, 79, and 80) will score separately as: 13-14, 15-16, and 17 & Over. Events 31, 32, 39, 40, 81, 82, 89, and 90 (10 & Under 50s) will score separately as: 8 & Under and 9-10. Events 51 and 52 will score separately as: 10 & Under and 11-12. Events 53 and 54 will score separately as: 12 & Under, 13-14, 15-16, and 17 & Over.

**Individual:** 11-9-8-7-6-5-4-3-2-1

**Relays:** 22-18-16-14-12-10-8-6-4-2 (Only 'A' Relays score)

**Awards** – Awards will be bagged for the coaches to pick up at the end of each session. Individual High Point Awards and Team Awards will be available for pick-up after the end of the Sunday Afternoon session.

**Individual Events:** Medals for 1<sup>st</sup>-3<sup>rd</sup>, Ribbons for 4<sup>th</sup>-8<sup>th</sup>

**Relay Events:** Medals for 1<sup>st</sup> place; Ribbons for 2<sup>nd</sup> & 3<sup>rd</sup>

**Individual High Point Awards for each Age Group (8 & Under, 9-10, 11-12, 13-14 15-16, 17 & Over):** Trophies for 1<sup>st</sup>-3<sup>rd</sup>

**Team Awards:** Trophies for 1<sup>st</sup>-3<sup>rd</sup>; host team will be ineligible for team trophies.

**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 balcony concessions area. 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 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.

**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 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 and at all lifeguard stations.

**Facility Items –**

- (A) No smoking is allowed in the building or on the grounds of East Kentwood 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 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** – Alex Brinks / (616) 634-2044 / [coachalex@grnsa.org](mailto:coachalex@grnsa.org)

**Meet Referee** – Paul Jones / 248-310-3300 / [pwj6@outlook.com](mailto:pwj6@outlook.com)

**Safety Marshal** – Patrick Lentz

**Administrative Official** – Monika Steffens / (616) 633-5063 / [msmeetentries@gmail.com](mailto:msmeetentries@gmail.com)

**Sanction Number: MI1718078**

**Saturday, February 3<sup>rd</sup>, 2018**

**13 & Over**

**Warm up: 8:00 a.m.**

**Meet Start: 9:00 a.m.**

<b>GIRLS</b>	<b>AGE GROUP</b>	<b>EVENT</b>	<b>AGE GROUP</b>	<b>BOYS</b>
1	13-14	200 Freestyle	13-14	2
3	15 & Over	200 Freestyle	15 & Over	4
5	13-14	100 Butterfly	13-14	6
7	15 & Over	100 Butterfly	15 & Over	8
9	13-14	200 Backstroke	13-14	10
11	15 & Over	200 Backstroke	15 & Over	12
13	13-14	100 Breaststroke	13-14	14
15	15 & Over	100 Breaststroke	15 & Over	16
17	13-14	50 Freestyle	13-14	18
19	15 & Over	50 Freestyle	15 & Over	20
21	13-14	400 Freestyle Relay	13-14	22
23	15 & Over	400 Freestyle Relay	15 & Over	24
25	13 & Over	400 I.M.	13 & Over	26

All 15 & Over events **EXCEPT** for 23 and 24 will score separately as: 15-16 and 17 & Over.  
Events 25 and 26 will score separately as: 13-14, 15-16, and 17 & Over.

**Saturday, February 3<sup>rd</sup>, 2018**

**12 & Under**

**Warm up: Immediately following the morning session; not before 11:30 a.m.**

**Meet Start: 1 hour after warm up starts; not before 12:30 p.m.**

<b>GIRLS</b>	<b>AGE GROUP</b>	<b>EVENT</b>	<b>AGE GROUP</b>	<b>BOYS</b>
27	10 & Under	100 Freestyle	10 & Under	28
29	11-12	100 Freestyle	11-12	30
31	10 & Under	50 Butterfly	10 & Under	32
33	11-12	50 Butterfly	11-12	34
35	10 & Under	100 Backstroke	10 & Under	36
37	11-12	100 Backstroke	11-12	38
39	10 & Under	50 Breaststroke	10 & Under	40
41	11-12	50 Breaststroke	11-12	42
43	10 & Under	200 I.M.	10 & Under	44
45	11-12	200 I.M.	11-12	46
47	10 & Under	200 Freestyle Relay	10 & Under	48
49	11-12	200 Freestyle Relay	11-12	50

Events 31, 32, 39, and 40 will score separately as: 8 & Under and 9-10.

**Saturday, February 3<sup>rd</sup>, 2018**

**Distance Session**

**Warm up: Immediately following the afternoon session; not before 3:30 p.m.**

**Meet Start: 30 minutes after warm up starts; not before 4:00 p.m.**

<b>GIRLS</b>	<b>AGE GROUP</b>	<b>EVENT</b>	<b>AGE GROUP</b>	<b>BOYS</b>
51	12 & Under	500 Freestyle	12 & Under	52
53	Open	1000 Freestyle	Open	54

Events 51 and 52 will score separately as: 10 & Under and 11-12.

Events 53 and 54 will score separately as: 12 & Under, 13-14, 15-16, and 17 & Over.

**Sanction Number: MI1718078**

**Sunday, February 4<sup>th</sup>, 2018**

**13 & Over**

**Warm up: 8:00 a.m.**

**Meet Start: 9:00 a.m.**

<b>GIRLS</b>	<b>AGE GROUP</b>	<b>EVENT</b>	<b>AGE GROUP</b>	<b>BOYS</b>
55	13-14	200 I.M.	13-14	56
57	15 & Over	200 I.M.	15 & Over	58
59	13-14	100 Freestyle	13-14	60
61	15 & Over	100 Freestyle	15 & Over	62
63	13-14	200 Breaststroke	13-14	64
65	15 & Over	200 Breaststroke	15 & Over	66
67	13-14	100 Backstroke	13-14	68
69	15 & Over	100 Backstroke	15 & Over	70
71	13-14	200 Butterfly	13-14	72
73	15 & Over	200 Butterfly	15 & Over	74
75	13-14	400 Medley Relay	13-14	76
77	15 & Over	400 Medley Relay	15 & Over	78
79	13 & Over	500 Freestyle	13 & Over	80

All 15 & Over events **EXCEPT** for 77 and 78 will score separately as: 15-16 and 17 & Over.  
*Events 79 & 80 will score separately as: 13-14, 15-16, and 17 & Over.*

**Sunday, February 4<sup>th</sup>, 2018**

**12 & Under**

**Warm up: Immediately following the morning session; not before 11:30 a.m.**

**Meet Start: 1 hour after warm up starts; not before 12:30 p.m.**

<b>GIRLS</b>	<b>AGE GROUP</b>	<b>EVENT</b>	<b>AGE GROUP</b>	<b>BOYS</b>
81	10 & Under	50 Freestyle	10 & Under	82
83	11-12	50 Freestyle	11-12	84
85	10 & Under	100 Breaststroke	10 & Under	86
87	11-12	100 Breaststroke	11-12	88
89	10 & Under	50 Backstroke	10 & Under	90
91	11-12	50 Backstroke	11-12	92
93	10 & Under	100 Butterfly	10 & Under	94
95	11-12	100 Butterfly	11-12	96
97	10 & Under	200 Freestyle	10 & Under	98
99	11-12	200 Freestyle	11-12	100
101	10 & Under	200 Medley Relay	10 & Under	102
103	11-12	200 Medley Relay	11-12	104

*Events 81, 82, 89, and 90 will score separately as: 8 & Under and 9-10.*







**Meet Evaluation Form**

**Sanction Number: MI1718078**

**Name of Meet:** 2018 Grand Rapids Open

**Date of Meet:** February 3<sup>rd</sup>-4<sup>th</sup>, 2018

**Host of Meet:** Grand Rapids Aquatics

**Place of Meet:** East Kentwood 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	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.