



Integrity, Inclusion, Education, Excellence

Frozen Lakes Medal Meet (ABC Long Course)

Hosted By: Michigan Lakeshore Aquatics

January 13-14, 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 MI1718062. Time Trial Sanction Number MITT1718062. 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 - Holland Community Aquatic Center

550 Maple Avenue

Holland, Michigan 49423

Times - Saturday, January 13, 2018 Evening Session (Open)

Warm Up Starts: 4:30pm Events Begin: 5:30pm

Sunday, January 14, 2018 Morning Session (12 & Under)

Warm Up Starts: 8:00am Events Begin: 9:00am

Sunday, January 14, 2018 Afternoon Session (Open)

Warm Up Starts: 15 minutes after the conclusion of the Morning Session,
but not before 1:00pm.

Events will start one hour after warm-up begins but not before 2:00pm.

The 800 Freestyle will be swum 15 minutes after the completion of Event 34,
but not earlier than 3:30pm.

Motels – Double Tree by Hilton 616-394-0111

Or please see your favorite travel website for hotel accommodations.

Facilities – Holland Community Aquatic Center is an 8 lane 50-meter pool. The 6 lane 25-yard instructional pool 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

¹Depth at Start must meet State of Michigan requirements.

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 – The MLA Frozen Lakes Medal Meet is for all swimmers. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on January 13, 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 meet has a timed finals ABC format. Open events are offered Saturday Evening and Sunday Afternoon. 12 & Under events are offered Sunday Morning. The 800 Freestyle will start 15 minutes after the completion of Event 34, but not earlier than 3:30pm. The competition pool will be available for warm up during the 15-minute break after Event 34. Check in for the 800 Freestyle will be on deck and closes at 3:15pm.

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 are limited to a maximum of four (4) individual events each day on Saturday and Sunday.

Electronic Entries - \$5.00 per individual event. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: Holland Community Aquatic Center.

Paper Entries - MS rules regarding non-electronic entries apply. \$6.00 per individual event. There is a \$1.00 additional charge per individual 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 December 18, 2017 at 4:00pm. The Administrative Official must receive all entries no later than January 7, 2018 at 6:00pm. 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 bmeinao@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 MLA Frozen Lakes Medal 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:

Sara Kadzban
Holland Community Aquatic Center
550 Maple Avenue
Holland, Michigan 49423
(616) 393-7595 ext. 118

Administrative Official:
Brent Mein bmeinao@gmail.com (616) 262-1830 before 9:00pm

Check In - Check in will be required. If required, it will be available at 4:00pm for the Saturday Evening Session, 7:30am for the Sunday Morning Session, and 12:30 noon for the Sunday Afternoon Session. Check in for the 800 Freestyle will be on deck outside the pool office and will close at 3:15pm. If mandatory check in is 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 in the hallway outside 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 – This is a "self-marshalling" 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, 400IM, 400 Freestyle, 800 Freestyle, which will be seeded fastest to slowest (alternating genders-women/men).

Deck Entries/Time Trials – Deck entries and time trials will be allowed if time is available under the Michigan Swimming 4-hour rule. Deck entries and time trials count toward an athlete's individual entry limit; time trials are limited to 2 events per day. Deck entry and time trial 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 – Admissions: \$5.00 per person per day (children 10 and under are free with a paying adult). Heat Sheets will be available each session at the admissions table for \$3.00 after the meet is seeded. Bag tags will be provided to all swimmers admitted on deck. Wrist bands will be issued to documented coaches. NO BAG CHAIRS/FOLDING CHAIRS/CAMP CHAIRS OR COOLERS ARE ALLOWED IN THE BALCONY.

Scoring – No team scoring will be kept. Individual scores will be kept. Standard points will be used: 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1

Awards – Medals 1st thru 3rd place and ribbons 4th thru 8th place for male and females in each age group 8 & Under, 9-10, 11-12. No awards for 13 & Over/Open. Two (2) High Point Awards to the top scoring female and male for each age group (8 & Under, 9-10, 11-12, 13-14, 15-16, and 17 & Over) will be given. Coaches must claim awards at the end of the meet. Awards will not be mailed.

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 spectator 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 (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 in the Aquatic Center 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 at the First Aid Station located by the blue double doors on the East end of the pool deck.

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 at 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 (616) 393-7595 ext. 118
(a USA Swimming Member) skadzban@mlaswim.org

Meet Referee - Steve Weeks (616) 566-0986
steve.weeks@evoqua.com

Safety Marshal - Thomas Miller (616) 393-7595 ext. 124
Jose Lozada
Hannah Breuker

Administrative Official - Brent Mein (616) 262-1830
bmein@meino.com

**MLA Frozen Lakes Medal Meet
Sanction # MI 1718062**

**Saturday, January 13, 2018
Evening Session (Open)**

Warm-up Starts: 4:30pm Check-in Closes: 4:45pm Meet Starts: 5:30pm

Girls	Description	Boys
1	Open 100 Freestyle	2
3	Open 200 Breaststroke	4*
5	Open 200 Butterfly	6
7	Open 50 Freestyle	8*
9	Open 100 Backstroke	10
11	Open 400 Freestyle	12

**Sunday, January 14, 2018
Morning Session (12 & Under)**

Warm-up Starts: 8:00am Check-in Closes: 8:15am Meet Starts: 9:00am

Girls	Description	Boys
13	12 & Under 100 Freestyle	14
15	12 & Under 100 Backstroke	16*
17	12 & Under 100 Butterfly	18
19	12 & Under 100 Breaststroke	20*
21	12 & Under 200 IM	22
23	12 & Under 50 Freestyle	24

**Sunday, January 14, 2018
Afternoon Session (Open)**

Warm-up starts 15 minutes after completion of morning session but not before 1:00pm.

Check-in closes 15 minutes after warm-up starts.

Meet starts one hour after warm-up begins but not before 2:00pm.

The 800 Freestyle will be swum 15 minutes after the completion of Event 34, but not earlier than 3:30pm. On deck check in for 800 Freestyle closes at 3:15pm.

Girls	Description	Boys
25	Open 400 IM	26
27	Open 200 Freestyle	28*
29	Open 100 Breaststroke	30
31	Open 100 Butterfly	32*
33	Open 200 Backstroke	34
35	Open 800 Freestyle	36

*5-minute break after this event.

Meet Evaluation Form

Sanction Number: MI 1718062

Name of Meet: MLA Frozen Lakes Medal Meet

Date of Meet: January 13-14, 2018

Host of Meet: Michigan Lakeshore Aquatics

Place of Meet: Holland Community Aquatics 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 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.