



Michigan Swimming
13/14 & Open Short Course State Championship
Hosted by: CW/TSSD
March 17-20, 2016

Sanction –

- This meet is sanctioned by Michigan Swimming, Inc. (MS), as a Prelim / Finals and timed finals (select events) meet on behalf of USA Swimming (USA-S).
- Sanction Number **MI1516105**. The Time Trial Sanction Number for this meet is **MITT1516105**.
- 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 if fully set forth in these meet rules.

Location/Facilities -

- Eastern Michigan University
Olds-Robb Student Recreation Building
100 Olds/Robb
Ypsilanti, MI 48197
For directions and interactive map: <http://www.emich.edu/maps/?building=recimbuilding>
 - 10 lanes, 25 yard pool will be used for competition.
 - Supervised warm-up and warm down area available.
 - Depth at start is 12' and 4' at turn.
 - Permanent starting blocks.
 - Non-turbulent lane lines
 - Lockers are available (provide your own lock).
 - Public phones will be available.
 - Balcony seating capacity for spectators.
 - *Eastern Michigan University, Michigan Swimming Inc., Club Wolverine, Tiger Sharks Swim Team of Detroit, any of their affiliates, agents or assigns are not responsible for lost or stolen items.*

Timing system / Display:

- Daktronics timing system with 10 lane display will be used.

Pool Certification:

- The competition course has not been certified in accordance with 104.2.2C (4)

Eligibility –

- All 13/14 and Open athletes registered with Michigan Swimming who have achieved current short course yards, short course meters or long course meters' time 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) pages 19 and 20; which can be found on the Michigan Swimming website at www.miswim.org, under the Administration tab, for qualifying information.

DECK REGISTRATION:

- Deck registrations are not accepted at this meet.



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Age Up Date:

- A swimmer's age on March 17, 2016 will determine his/her eligibility for a particular age group for the entire meet. Swimmer must swim his/her own age group.

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 per day.
- A swimmer may **swim** no more than six individual events for the **entire four-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 or per meet 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.

Controlled Warm-Up:

- Teams will be assigned to a warm-up group for Friday, Saturday, and Sunday Prelims.
- Group 1 general warm-up in prelims from 7:30 to 8:00 AM; No dives allowed
- Group 2 general warm-up in prelims from 8:00 to 8:30 AM; No dives allowed
- One-way sprints & dives all eight lanes from 8:30 to 8:50 AM.

Meet Format

- All Michigan Swimming LSC individual events in the specified age groups are offered in this four-day meet.
- All individual events are prelim – final events except for the following exceptions.
- There are two selected timed finals exceptions, the 1,000 and 1,650 Free. The 1,650 will be swum on Thursday and the 1,000 preliminaries swum in the morning with the fasted seeded heats swum during the finals session.
- All relays are timed finals.
- The 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, 2015.

Time Standards:

- To enter a particular event, the swimmer's fastest time achieved between January 1, 2015 and March 13, 2016, must be equal to, or faster than, the "Q1" (State qualifying) time standards).
- A swimmer may only compete in events in which they have achieved a Q1 State Championship qualifying time during the qualifying period.
- This includes any 8 & under swimmer who has achieved the 10 & under Q1 standard.



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CONVERSION/ INDIVIDUAL ENTRY TIMES:

- No time conversions are permitted.
- Times must be submitted in short course yards, short course meters, or long course meters.
- Entry times for individual events shall be achieved during the qualifying period.
- Be submitted to the hundredths of a second.
- Be the fastest achieved time by the swimmer during the qualifying period
- Exception for the two individual Timed Finals Events:
 - A swimmer, if entered in two or more events on the day of the 1,650 or 1,000 Free, may down seed at the meet to the minimum Q1 standard.

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 (NGB) 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, 2015).
- 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. If the OME user chooses to enter a custom time, by using the Override Times entry function to enter the meet with an unproven time, they must send a proof of time by mail or email to, **Michigan Swimming Office, 2900 Rodd St, #1784, Midland, MI 48641-1784, or to Jan.Cartmill@miswim.org.**

OME EVENT ENTRIES USING THE CUSTOM TIME PROCESS:

- CUSTOM TIMES 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 SCRATCH DEADLINE FOR THAT DAY'S EVENTS, 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, 2015) 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.

PROOF OF TIME DEADLINE:

- All proofs for times achieved prior to March 7, 2016 should be received by Jan Cartmill in the Michigan Swimming Office by Tuesday, March 8, 2016.
- Proofs for cuts achieved or updated times achieved on or after March 7, 2016 are due by Tuesday, March 15, 2016, but clubs are encouraged to send them as soon as possible.



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- Coaches may email 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, 2900 Rodd St, #1784, Midland, MI 48641-1784, or to Jan.Cartmill@miswim.org.**

- **DO NOT SEND THESE PROOF OF TIMES TO THE MEET PAYMENT CONTACT.**

ENTRY FEES:

- **OME ENTRIES ARE THE ONLY ENTRIES TO BE ACCEPTED. NO PAPER ENTRIES.**
- \$7.50 per individual event and \$12.00 per relay.
- Please include a \$3.00 Michigan Swimming Athlete Surcharge for each swimmer entered.
- Payment should be made with a team check (for unattached entries a personal check will be accepted).
- Please make checks payable to **Club Wolverine**.

ENTRY DEADLINE:

- The OME entries will close at 8:00 AM on Tuesday, March 15, 2016. Entries submitted will not be considered as officially received until the PAYMENT CONTACT has received:
 - The signed Release and Waiver.
 - The Certification of Registration Status form.
 - The team check (or personal check for unattached swimmers).
 - All paperwork must be received by Wednesday, March 16, 2016 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:
 - entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet.
 - by paying a fee of \$100.00 per team and double the entry fee for the event.
 - 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 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. Send to:



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Club Wolverine Meet Entry
P.O. Box 130229
Ann Arbor, MI 48113
SwimEntriesLL@yahoo.com.

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, except for the 1,000 Free on Sunday, which will be comprised of the fastest 8 swimmers without regard to age.
- 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 fastest seeded heat (top eight) of all relays will swim in the evening Finals session. The remainder of the relays, swim during the morning prelims.

Scratch Rules/Individual Events:

- All individual events will conform to the USA National Scratch Procedures Article 102.4) *with the exception of the 1000 and 1650 Free.*

EARLY Thursday Scratch opportunity:

- Early Team or individual scratches will be accepted via email to the Administrative Referee noted in the packet.
- Early Scratches will be open via email beginning 8:00 AM Thursday morning, March 17, 2016.
- Early Scratches will be accepted up until completion of the Thursday evening session.

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).



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SCRATCH DEADLINES:

Scratch deadline for Prelim Events:

- All prelim scratch times are specifically listed in APPENDIX 1 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 Michigan Swimming, Inc.
- The swimmer is not allowed to compete in any subsequent Michigan Swimming sanctioned or approved events until the fine is paid.

RELAY ENTRY:

- Each team may enter no more than two (2) relays in a relay event.
 - Relay entries must be designated as "A" and/or "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).
 - Swimmers participating in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay.
 - **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 will have to prove the time after the meet.
- This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the Michigan Swimming office (**Jan Cartmill**). 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, 2015), 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, Inc.
- 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.



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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 Names 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 for seeding purposes by:
 - 10:00 AM Friday Morning for the 400 Medley Relays
 - 10:00 AM Saturday Morning for the 800 Free Relays
 - 10:00 AM Sunday Morning for the 400 Free Relays
- The order of relay swimmers may be changed (by coaches only) **before the start of their relay heat.**
- If a coach wishes to change the order of the four swimmers that will actually 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 actually swim in the final order as declared on the relay card - the relay will be disqualified.

SEEDING:

Individual Events:

- Individual events will be swum in preliminary/final format except for the 1000 Free and the 1650 **Free** which will be swum in a Timed Finals format (13/14 and Open will be swum together based on seed time but scored separately for awards).
- These two Timed Final events (1000 Free and 1650 free) will be seeded after the scratch box closes for the event.
 - The 1650 Free will be swum on Thursday fastest to slowest alternating genders. The top 8 seeded 1000 Free will be swum with Finals on Sunday night.
 - The remaining heats of 1000 Free 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 two timed finals events are determined by all the athletes’ performances in all the heats (i.e. times achieved in the preliminary heats are used to determine the top 16 finishers even though the time was not achieved in the Finals.)
- The final three heats of all other prelim/final events will be circle seeded slowest to fastest.

RELAY EVENTS:

- All relay events will be timed finals.
- The fastest seeded heats (top eight) of the relay events will be swum during the finals sessions in the evening as stated in the schedule of events.
- Relays will be standard seeded slowest to fastest.



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PROTESTS: USA Swimming Rule 102.23 shall be used.

MARSHALING:

- This is a self-marshaled meet.

AWARDS:

- Michigan Swimming provides medals for 1st – 8th place finishers in both individual and relay events, and ribbons for 9th – 16th in all individual 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 and will include coupons for heat sheets for each preliminary session.
- Heat sheets for preliminary sessions will be \$3.00 without a coupon.
- Heat sheets for finals sessions are \$2.00 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.
- Spectator Passes (all sessions Friday through Sunday) are available for \$15 on Friday or available for \$20 (all sessions Thursday through Sunday) on Thursday.
- Although there is no discount associated with the Spectator Pass it will eliminate the need to stand in the admission line.
- The Spectator Pass must be worn on your person at all times.
- No exceptions. Please do not abuse this family friendly policy.

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:

- Results will also 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).
- Please use Meet Mobile for **UNOFFICIAL** live results.



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CONCESSIONS/HOSPITALITY:

- Full concessions will be available for purchase in the **concession area in the pool balcony 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 in to a designated lost and found area in the pool office (on deck).
- 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.

SAFE SPORT / SAFE FACILITY:

- Michigan Swimming safety and warm up rules will be followed.
- In the event of a medical emergency the legal guardian or the swimmer's coach is responsible for the care of the athlete.
- The participating athlete, their legal guardian, 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 have the athlete's insurance cards and signed releases allowing them to direct medical care.
- 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 and the Program Operations Vice-Chair of MS 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).
- 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.



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FACILITY ITEMS:

- First Aid supplies will be kept with the life guard on duty.
- No smoking is allowed in the building or on the grounds.
- No glass or coolers are allowed anywhere in the aquatics center.
- No folding chairs/bag chairs/camping chairs will be allowed in the balcony.
- No bare feet allowed outside of the pool area.
- An Emergency Action Plan is available for review near the clerk of course.
- 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.
- 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.

GENERAL INFO:

- Any errors or omissions in this meet announcement will be documented by the Meet Referee and available for review at the Clerk of Course
- Information will also be covered at the Coaches' Meeting.

MEET REFEREE:

- **Fang Liu**
- **734-507-1190**
- Fanliu579@yahoo.com

ADMINISTRATIVE REFEREE:

- **Dan Meconis**
- **248-417-9703**
- Daniel.meconis@sbcglobal.net

MEET DIRECTOR:

- **Mike Pettigrew**
- pettigrewm122973@gmail.com

SAFETY MARSHALL:

- **Paul Cowley**
- drillerdog@aol.com

SWIM VENDOR: Making Waves, info@makingwaves.com

APPAREL PRINTING: Making Waves, info@makingwaves.com



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APPENDIX 1 – TIMES - WARM-UP/EVENT START



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EVENT SCHEDULE

- **Thursday Timed Finals:**
 - 3:30 – 4:00 PM General Coach's meeting
 - 3:30 – 4:50 PM 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 Thursday 1650's.
- **5:00 p.m. Final Events Start**
 - 6:00 PM Scratch Box closes for Fri Prelims
 - 6:00 PM Friday 400 Medley Relay Check-In for seeding only
 - ONLY COACHES MAY CHECK IN RELAYS. (NO ATHLETES)
- **Friday Prelims:**
 - 7:30 – 8:50 AM General warm up; see procedure in coach's packet
 - **9:00 AM Preliminary Events Start**
 - 10:00 AM Saturday 400 Medley Relays Declared Names Declared by Coaches Only.
- **Friday Finals:**
 - No Finals Check-In required.
 - 4:30 – 5:20 PM Warm Up
 - **5:30 PM Final Events Start**
 - 6:00 PM Scratch Box closes for Sat Prelims.
 - 6:00 PM Saturday 800 Free Relay Check-In for seeding only
 - ONLY COACHES MAY CHECK IN RELAYS. (NO ATHLETES)
- **Saturday Prelims:**
 - 7:30 – 8:50 AM General warm up; see procedure in Coach's packet
 - **9:00 AM Preliminary Events Start**
 - 10:00 AM Saturday 800 Free Relays Names Declared by Coaches Only.
- **Saturday Finals:**
 - No Finals Check-In required.
 - 4:30 – 5:20 PM Warm Up
 - **5:30 PM Final Events Start**
 - 6:00 PM Scratch Box Closes for Sunday Prelims and 1000 Free (to be seeded)
 - 6:00 PM 400 Free Relay Check-In for seeding only
 - ONLY COACHES MAY CHECK IN RELAYS. (NO ATHLETES)
- **Sunday Prelims:**
 - 7:30 – 8:50 AM General warm up; see procedure in Coach's packet
 - **9:00 PM Preliminary Events Start**
 - 10:00 AM 400 Free Relays Names Declared by Coaches Only.
- **Sunday Finals:**
 - 4:00 - 4:50 PM Warm Up
 - **5:00 PM Final Events Start**
 - No Finals Check-In required / **Note that this Session starts ½ hour earlier than Fri and Sat Finals Sessions**



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APPENDIX 2 – Q1 TIME STANDARDS

Qualifying Period: January 1, 2015 to Entry Deadline

GIRLS			EVENT	BOYS		
LCM	SCM	SCY	13-14	SCY	SCM	LCM
29.59	28.99	26.09*	50 Freestyle	24.79*	27.39	27.89
1:03.69	1:02.59	56.59*	100 Freestyle	53.79*	59.29	1:00.29
2:18.19	2:15.29	2:02.59*	200 Freestyle	1:57.49*	2:09.39	2:12.09
4:55.39	4:47.49	5:32.49*	500/400 Freestyle	5:19.09*	4:35.39	4:42.99
10:07.69	9:55.49	11:26.59	1,000/800 Freestyle	11.19.19	9:49.09	10:01.09
19:41.29	19:08.59	19:23.49	1,650/1,500 Freestyle	19:02.79*	18:41.39	19:13.19
1:12.89	1:10.69	1:03.99*	100 Backstroke	1:01.79*	1:07.99	1:10.09
2:36.69	2:32.69	2:18.09*	200 Backstroke	2:13.69*	2:27.19	2:31.09
1:22.99	1:21.19	1:13.49*	100 Breaststroke	1:08.49*	1:15.49	1:17.19
3:00.89	2:58.59	2:41.39*	200 Breaststroke	2:31.59*	2:46.99	2:49.09
1:11.49	1:10.49	1:03.89*	100 Butterfly	1:00.29*	1:06.39	1:07.29
2:44.19	2:42.59	2:26.79*	200 Butterfly	2:20.69*	2:33.79	2:35.39
2:39.99	2:35.79	2:20.59*	200 Individual Medley	2:13.09*	2:26.99	2:30.99
5:44.19	5:34.69	5:02.19*	400 Individual Medley	4:49.99*	5:16.69	5:25.69
4:36.99	4:30.99	4:03.99	400 Freestyle Relay	3:57.99	4:23.99	4:29.99
10:01.89	9:49.99	8:51.99	800 Freestyle Relay	8:41.99	9:38.99	9:50.99
5:03.99	4:55.99	4:25.99	400 Medley Relay	4:24.99	4:54.99	5:02.99

GIRLS			EVENT	BOYS		
LCM	SCM	SCY	OPEN	SCY	SCM	LCM
28.59	28.09	25.19	50 Freestyle	22.99*	25.49	25.89
1:01.69	1:00.59	54.49	100 Freestyle	49.79*	55.19	56.19
2:13.99	2:11.19	1:58.59*	200 Freestyle	1:50.39*	2:01.29	2:03.79
4:44.69	4:37.09	5:20.29*	500/400 Freestyle	5:01.39*	4:19.59	4:26.79
9:58.99	9:46.99	11:17.89*	1,000/800 Freestyle	10:39.79	9:14.89	9:26.79
19:11.39	18:39.59	19:07.69*	1,650/1,500 Freestyle	18:10.49	17:56.59	18:27.19
1:10.59	1:08.49	1:01.79*	100 Backstroke	57.69*	1:03.49	1:05.49
2:30.99	2:27.09	2:13.09*	200 Backstroke	2:06.09*	2:18.29	2:21.89
1:20.79	1:19.09	1:11.49*	100 Breaststroke	1:05.39*	1:12.49	1:14.09
2:55.29	2:53.09	2:36.59*	200 Breaststroke	2:25.89*	2:39.49	2:41.49
1:08.99	1:07.99	1:01.49*	100 Butterfly	55.89*	1:01.69	1:02.59
2:36.39	2:34.79	2:20.19*	200 Butterfly	2:10.79*	2:23.09	2:24.59
2:34.19	2:30.09	2:15.89*	200 Individual Medley	2:04.69*	2:17.19	2:20.99
5:31.79	5:22.59	4:52.19*	400 Individual Medley	4:34.69*	4:52.59	5:10.69
4:17.99	4:12.99	3:47.99	400 Freestyle Relay	3:29.99	3:52.99	3:57.99
9:24.99	9:12.99	8:18.99	800 Freestyle Relay	7:43.99	8:34.99	8:44.99
4:59.99	4:50.99	4:21.99	400 Medley Relay	4:04.99	4:31.99	4:39.99

Athletes who have swum a time equal to or faster than the time in any event listed here (in any Course) during the qualifying period are qualified to swim the event at this meet.



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Appendix 3 – MOTELS – FINDING HOTELS

Marriott Eagle Crest:

175 S. Huron Street, Ypsilanti, Michigan 48169; Phone: 734.487.2000 or 800.228.9290

Ann Arbor Regent, Hotel & Suites:

2455 Carpenter Road, Ann Arbor, Michigan 48108; Phone: 734.973.6100 or 800.973.6101

or use your favorite hotel booking web site.



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APPENDIX 4 - 13 & OVER STATE MEET APPAREL PRE-ORDER FORM

***PRE ORDERS ARE ALL DISCOUNTED \$3.00 PER ITEM, ALL PRICING GOES UP AT MEET**

***ITEMS LISTED IN RED WILL NOT BE SOLD AT MEET**

NAME: _____ TEAM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

CIRCLE ONE: PICK UP AT MEET (FREE)/SHIP DIRECTLY TO HOME

GILDAN 50/50 SPORT GREY T-SHIRT W/
FULL COLOR LOGO SCREENED CENTER CHEST &
MICHIGAN SWIMMING LOGO ON SLEEVE-
\$14.00



ADULT SIZE (CIRCLE ONE): SM MD LG XL XXL

GILDAN 50/50 SPORT LONG SLEEVE W/
FULL COLOR LOGO SCREENED CENTER CHEST &
MICHIGAN SWIMMING LOGO ON SLEEVE
\$17.00



***ONLY AVAILABE ON PRE ORDER WILL NOT BE AT MEET**

ADULT SIZE (CIRCLE ONE): SM MD LG XL XXL



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GILDAN 50/50 HOODIE SWEATSHIRT W/
FULL COLOR LOGO SCREENED CENTER CHEST & MICHIGAN
SWIMMING LOGO ON SLEEVE - **\$22.00**
***ONLY AVAILABLE ON PRE ORDER WILL NOT BE AT MEET**

COLOR OPTION (CIRCLE ONE): BLACK/HOT PINK

ADULT SIZE (CIRCLE ONE): SM MD XL XXL



GILDAN 50/50 CREWNECK SWEATSHIRT W/
FULL COLOR LOGO SCREENED CENTER CHEST &
MICHIGAN SWIMMING LOGO ON SLEEVE - **\$22.00**

COLOR OPTION (CIRCLE ONE): BLACK/HOT PINK ADULT SIZE

(CIRCLE ONE): SM MD LG XL XXL



MEN'S UNISEX BLACK BELLA T--SHIRT W/
FULL COLOR LOGO SCREENED & MICHIGAN SWIMMING
LOGO ON SLEEVE (SHIRT RUNS SMALL) - **\$16.00**

***ONLY AVAILABLE ON PRE ORDER WILL
NOT BE AT MEET**

SIZE (CIRCLE ONE): SM MD LG XL XXL

WOMENS BELLA V--NECK BLACK T--SHIRT W/
FULL COLOR LOGO SCREENED &
MICHIGAN SWIMMING LOGO ON SLEEVE
(SHIRT RUNS SMALL) - **\$16.00**

***ONLY AVAILABLE ON PRE ORDER WILL NOT BE AT MEET**



ADULT SIZE (CIRCLE ONE): XS SM MD LG XL XXL



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BLACK CHAMPION MESH SHORT W/
FULL COLOR LOGO SCREENED BOTTOM RIGHT LEG - **\$17.00**

SIZE (CIRCLE ONE): SM MD LG XL XXL



FEMALE BOXERCRAFT BLACK SHORT W/LINING INSIDE
& FULL COLOR LOGO SCREENED BOTTOM RIGHT LEG - **\$17.00**

SIZE (CIRCLE ONE): SM MD LG XL XXL



BOXERCRAFT UNISEX FLANNEL PANT W/
FULL COLOR LOGO SCREENED TOP LEFT HIP - **\$22.00**

***ONLY AVAILABLE ON PRE ORDER WILL NOT BE AT MEET**

COLOR OPTION (CIRCLE ONE): BLACKWATCH/MALIBU

FASHION ADULT SIZE:

(CIRCLE ONE): SM MD L XL XXL

SUB-TOTAL: _____

SHIPPING: _____

TAX 6%: _____

TOTAL \$ DUE: _____

CREDIT CARD (CIRCLE ONE): VISA / DISCOVER / MASTERCARD/AM EX CREDIT CARD NUMBER:

EXP. DATE: __ CVV: __

***ORDERS CAN BE CALLED IN OR SCAN & EMAIL ORDER FORM TO
INFO@MAKINGWAVESUSA.COM***



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APPENDIX 5 – OME - ENTRY PROCESS/ELIGIBILITY

OME ENTRY PROCESS:

- Michigan swimming has adopted USA Swimming's OME (Online Meet Entry) as the sole process for entering teams and individuals' swimmers into the State Meet.
- Times achieved at any USA Swimming sanctioned, observed or approved meet will appear in OME.
- **Entry opening date is March 6, 2016.** 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 2016 MICHIGAN 13/14 AND OPEN SCY 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, than 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.

Steps 5

- **When you are finished make sure to check out. Send a check to the Payment Contact (see PAYMENT CONTACT section).**
- **Make sure your entry is done before your 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 to the Payment Contact.
- Mail or email any necessary proof of time documents to the Entry Contact.



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APPENDIX 6 - TIME TRIALS

TIME TRIALS:

- At the discretion of the Meet Referee and Meet Director, and if time permits, time trials may be offered for all events immediately following the conclusion of the day's preliminary heats. However, time trials for the 1000 Free/1650 Free will be offered only on the days those events are swum in prelims.
- Athletes swimming time trials for the 1000 Free/1650 Free will be placed in the slowest heats with open lanes in the preliminary events, regardless of gender.
- 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:
 - 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)
 - Swimmers are limited to two time trials per day.
 - Time trials count against the total number of individual events per day (no more than 3 individuals 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.



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APPENDIX 7 - 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.**
- **THIS IS A CHAMPIONSHIP MEET AND THE FOUR (4) HOUR RULE IS NOT APPLICABLE.**

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.

Event List

Thursday Evening Timed Finals

3:30 -4:00 PM Coaches' Meeting (scheduled)

3:30-4:50 PM General Warm up; see procedure in coaches' packet

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Thursday's 1650 Free.

Scratch Box closes for Friday's Prelims and the 400 Medley Relays at 5:30 PM.

Friday's 400 Medley Relays must be checked-in (for seeding Only) by Coaches by 5:30 PM

Events Start at 5:00 PM

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
<u>Event #</u>		<u>Event #</u>
1	Open 1650 Free*	2

*Timed Finals swum Slowest to Fastest, alternating genders, Awards at the end of the session.

The 13/14 and 15 and Open athletes will swim together but the event will be broken by age group for award purposes. Awards for the 1650 Free will presented prior to the start of Friday night finals.



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Friday Morning Prelims

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

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Friday Prelims and 500 Free Preliminary Events start at 9:00 AM

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>
<u>Event #</u>		<u>Event #</u>
3	13 -14 200 IM	4
5	Open 200 IM	6
7	13-14 100 Free	8
9	Open 100 Free	10
11	13-14 100 Breast	12
13	Open 100 Breast	14
15	13-14 100 Fly	16
17	Open 100 Fly	18
19	13-14 500 Free	20
21	Open 500 Free	22
23	13-14 400 Medley Relay*	24
25	Open 400 Medley Relay*	26

* Timed Finals event, top 8 seeded swimmers 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

Saturday 200 Free Relays must be checked in by Coaches by 6:00 PM

Event order: 3 thru 26

Fastest Seeded (Top 8) of Events 23 - 26 (400 Medley Relay) swim in Finals

Awards Ceremonies prior to the start of finals for the 1650 Free then following events 8, 16, and 22.

Awards for events 23 - 26 will be prior to the start of Saturday Finals



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Saturday Morning Prelims

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

9:00 AM Preliminary Events start

10:00 AM Saturday 800 Free 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 #
27	13-14 400 IM	28
29	Open 400 IM	30
31	13-14 50 Free	32
33	Open 50 Free	34
35	13-14 200 Breast	36
37	Open 200 Breast	38
39	13-14 100 Back	40
41	Open 100 Back	42
43	13-14 800 Free Relay *	44
45	Open 800 Free Relay *	46

* Timed Finals event, top 8 seeded swimmers 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 at 6:00 PM

Sunday 400 Free Relays must be checked-in (for seeding only) by Coaches by 6:00 PM

Sunday 1000 Free must be checked-in (for seeding only) by the coaches by 6 PM

Event order: 27 thru 46

Fastest Seeded (Top 8) of Events 43 thru 46 (800 Free Relays) swim in Finals

Awards Ceremonies prior to the start of finals for events 23 - 26 then following events 30, 38, and 46



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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 Sunday 400 Free 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 #
47	13-14 200 Back	48
49	Open 200 Back	50
51	13-14 200 Free	52
53	Open 200 Free	54
55	13-14 200 Fly	56
57	Open 200 Fly	58
59	13-14 400 Free Relay*	60
61	Open 400 Free relay*	62
63	Open 1000 Free*	64

* Timed Finals event, top 8 seeded swims no matter of age will swim in Finals
Events 63 and 64 will be swum fastest to slowest alternating heats between gender.

Sunday Finals

4:00-4:50 PM Warm Up* Note this is ½ hour earlier than Friday and Saturday

5:00 PM Events Start* Note this is ½ hour earlier than Friday and Saturday

No Sunday Finals Check in Required

Event order: 63 & 64, followed by 49-62

Fastest Seeded (Top 8) of Events 59 thru 64 (400 Free relay and 1000 Free) swim in Finals

Awards Ceremonies following events 64, 54, and 62

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



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APPENDIX 10 - MEET EVALUATION FORM
Sanction Number: MI1516105

Name of Meet: Michigan Swimming 13/14 and Over Short Course State Meet

Date of Meet: March 17 through 20, 2016

Host of Meet: Club Wolverine and Tiger Sharks Swim Team of Detroit

Place of Meet: EMU Jones Natatorium

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 (Mike Cutler) and the Michigan Swimming Office (Jan Cartmill and John Loria) within 30 days.



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**APPENDIX 11 - NATIONAL CHAMPIONSHIP SCRATCH RULES AND PENALTIES.
(ARTICLE 102.4)**

- With the National Championship Scratch 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 in order 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.
 - Once a scratch card is **accepted by the Administrative Referee**, the swimmer is declared scratched from the event. Only Coaches and swimmers may use a scratch card to scratch an event.
 - 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).