

Revised 10/4/16



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

### **Hot Chocolate ABC**

**Hosted By: February 3-5 2017**

**Sanction** - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a timed final meet on behalf of USA Swimming (USA-S), Sanction Number MI1617068. Time Trial Sanction Number MITT1617068. 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** - Stoney Creek High School; 575 E. Tienken Rd. Rochester MI 48307

**Times - Friday PM** 5pm Warm-up, 6pm Start

**Saturday AM** 8am Warm-up, 9am Start

**Saturday PM** Warm-up not before 11am, the meet will start one hour after warm-up begins. PM time to be determined after entries close or when the meet reaches capacity.

**Sunday AM** Warm-up 8:00 a.m. Start 9:00 AM

**Motels** – Use your favorite Hotel booking website.

**Facilities** – Stoney Creek High School, is an 8 lane pool with a supervised warm-up and warm down area available. Depth at start is 8<sup>1</sup> and 4 at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado timing system 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.

**Eligibility** – **ABC Hot Chocolate** is for all swimmers. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on February 3, 2017 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 (\$148.00 per swimmer for 2016-17 registration).

**Meet Format** - SCY Timed Finals ABC Meet. In order to comply with the 10:00 PM Rule on Friday night, USSC reserves the right to limit heats of the 1650 Free. Mixed 1650 Free has

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

a qualifying time of 22:59.99. If your 1650 entry is not accepted due to heat limits you have the option to be added to the deck entry list or receive a refund.

USSC reserves the right to limit the number of heats in events that are 200 yards in length and longer in order to meet the 4 Hour Rule. Those events will be accepted based on date and time of entry. Entry chairs will be notified within seven (7) days of their submission of their entries if swimmers must be removed from events 200 or longer in order to meet USA Swimming 10:00 PM rule and the 4 Hour Rule. Swimmers removed from their events will be put on the deck entry list and will be entered according to scratches that occur.

**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** - No more than 2 individual events on Friday. No more than 4 individual events and two relays on Saturday and 4 individual events on Sunday.

**Electronic Entries** - \$5 per individual event and \$10 for relays. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: USSC .

**Paper Entries** - MS rules regarding non-electronic entries apply. \$6 per individual event and \$11 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 January 7, 2017 at 9am. The Administrative Official must receive all entries no later than January 28, 2017 12noon. 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 [teammeetentries@yahoo.com](mailto:teammeetentries@yahoo.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 ABC Hot Chocolate 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:

USSC

PO Box 182032

Shelby Twp. MI 48316

[Teammeetentries@yahoo.com](mailto:Teammeetentries@yahoo.com) 586.588.0477

**Check In** - Check in will be required. Check-in will be available 30 minute prior to warm-up each session. 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 leading into the pool area.

**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** – Self-marshaled.

**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 will be seeded slowest to fastest other than the 1650 which will be swum fastest to slowest.

**Deck Entries/Time Trials** - Deck and Time Trial entries may be accepted at the Clerk of Course, if time and space permit, and at the discretion of the Meet Referee and Meet Director. Individual Deck and Time Trial entries are \$7.00 each. Deck Entries and are subject to a limit of 4 individual events per day. Deck entries will close when the check-in closes for that day's events. Time Trial Entries (if accepted) are not subject to the limit of 4 individual events per day but are limited to two per day per Michigan Swimming rule, but are subject to USA Swimming's maximum of 5 events per day.

Time Trial entries (if accepted) will close approximately 1 hour before the proposed start time of Time Trials. Events offered in Time Trials are only the events' listed in the Event list of this Meet Information Packet. 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** - Admission \$5.00, under 12 and over 65 free. Meet program \$ 5.00, includes heat sheet coupons. Heat sheets \$2.00.

**Scoring** – No scoring.

**Awards** – Top 16 individual finishers will receive awards in the following age groups: 8 & Under, 9-10, 11-12, and 12 & Under. All 12 & Under events will be awarded as 11-12 and 9-10. All 10 & Under Events will be awarded 8 & Under and 9-10. No awards for 13 & Over or Open Events. Relays will be awarded 1st-3rd.

**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 hallway leading into the pool 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 announcer's table. 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 hallway, 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 pool office.

**Facility Items –**

- (A) No smoking is allowed in the building or on the grounds of Stoney Creek 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**.

**Meet Director –** Erica Thomas coach\_erica@yahoo.com

**Meet Referee -** Pete Olson olsonpl@yahoo.com

**Safety Marshal –** Frank DiCosmo

**Administrative Official -** Becky Bouchey 586.588.0477

teammeetentries@yahoo.com

Time Standard		HOT CHOCOLATE EVENTS		Time Standard
	GIRLS	FRIDAY PM	BOYS	
	1	12 & Under 500 FREE	2	
	3	OPEN 400 IM	4	
22:59.99	5	MIXED OPEN 1650		
	GIRLS	SATURDAY AM	BOYS	
	6	8&U 100 Medley Relay	7	
	8	10&U 200 Medley Relay	9	
	10	8 & Under 25 FLY	11	
	12	10 & Under 100 FLY	13	
	14	10 & Under 200 FREE	15	
	16	8 & Under 25 BACK	17	
	18	10 & Under 50 BACK	19	
	20	10 & Under 100 IM	21	
	22	8 & Under 25 BREAST	23	
	24	10 & Under 100 BREAST	25	
	26	8 & Under 25 FREE	27	
	28	10 & Under 50 FREE	29	
	30	8 & U100 FREE RELAY	31	
	32	10 & U200 FREE RELAY	33	
	GIRLS	SATURDAY PM	BOYS	
	34	11-12 200 Medley Relay	36	
	36	13 & Over 200 IM	37	
	38	11-12 100 IM	39	
	40	OPEN 200 BACK	41	
	42	11-12 50 BACK	43	
	44	OPEN 100 FLY	45	
	46	11-12 100 FLY	47	
	48	OPEN 200 FREE	49	
	50	11-12 200 FREE	51	
	52	OPEN 100 BREAST	53	
	54	11-12 100 BREAST	55	

	56	OPEN 50 FREE	57	
	58	11-12 50 FREE	59	
	60	11-12 200 FREE RELAY	61	

	GIRLS	SUNDAY AM	BOYS	
	62	12 & Under 100 FREE	63	
	64	OPEN 200 BREAST	65	
	66	12 & Under 50 FLY	67	
	68	OPEN 100 FREE	69	
	70	12 & Under 200 IM	71	
	72	OPEN 100 BACK	73	
	74	12 & Under 100 BACK	75	
	76	OPEN 200 FLY	77	
	78	12 & Under 50 BREAST	79	
	80	13 & Over 500 FREE	81	

**Sanction Number: MI 1617068**

[illegible]

Club Code: \_\_\_\_\_



This form must be signed and returned with the entry or the entry will not be accepted.

**Meet Evaluation Form  
ABC Hot Chocolate**

**Sanction Number:MI 1617068**

**Name of Meet:** Hot Chocolate

**Date of Meet:** February 3-5 2017

**Host of Meet:** USSC

**Place of Meet:** Stoney Creek 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. 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.