



Integrity, Inclusion, Education, Excellence

2016 Holiday Invitational

Hosted By: Club Wolverine Swimming

December 16, 17 and 18, 2016

Sanction - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a **timed final** meet on behalf of USA Swimming (USA-S), Sanction Number **MI 1617034**. 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 - Eastern Michigan University
Olds-Robb Student Recreation Building
100 Olds/Robb
Ypsilanti, MI 48197
(734) 487-1338

For directions and interactive map: <http://www.emich.edu/maps/?building=recimbuilding>

Parking- Parking at EMU will be strictly enforced during the meet. Please utilize the parking structure located at Oakwood Drive and Structure Drive or the Bowen Lot located adjacent to the pool.

Times –

Session	Warm-up/Check-in Closes	Event Starts
Fri Events 1-4	5:00 pm / 5:15 pm	6:00 pm
Fri Events 5-6	Any time after 5:00 pm / check-in closes 7:00 pm	After Completion of Event 4 (Not before 7:30)
Sat AM	9:00 am / 9:15 am	10:00 am
Sat PM	2:00 pm / 2:15 pm	3:00 pm
Sun AM	7:30 am / 7:45 am	8:30 am
Sun PM	12:30 pm / 12:45 pm	1:30 pm

Motels – Use your favorite Hotel booking website.

Facilities - Michael Joes pool in the Olds-Robb Student Recreation Center, is a 10 lane 50 meter pool, configure to a 25-yard short course format. Lanes will be provided in this pool for supervised with warm-up and warm down. Depth at start is 12 feet¹ and 4 feet at the turn. Permanent starting blocks and non-turbulent lane markers will be used. Daktronics timing 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 not be available. The competition course has not been certified in accordance with 104.2.2C (4).

Eligibility - 2016 Club Wolverine Holiday Invitational is an ABC meet. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on **December 16, 2016** 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 - The 2016 Club Wolverine Holiday Invitational is an ABC timed finals meet.

Entry Limits - Entries will be accepted on a first come first serve basis by date of email for electronic entries and date of receipt by the Administrative Official for hard copy entries until the Michigan Swimming Four (4) hour per session maximum time limit is met. As set forth in entry procedures below, (A) a hard copy of your club's entry summary sheet, (B) a hard copy of your club's signed release/waiver agreement (C) your club's certification of entered athletes and (D) your club's entry and entry fees must be received by the Entry Chair in a timely fashion prior to the start of the meet, or your swimmers will not be allowed to swim in the meet. Entries received after the four (4) hour per session time limit has been met will be returned even if received before the entry deadline.

Swimmers Without A Coach - Any swimmer entered in the meet, unaccompanied by a USA-S member coach, must be certified by a USA-S member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Individual Entry Limits - Swimmers may enter one (1) event on Friday evening and four (4) events per day plus one (1) relay on Saturday and Sunday.

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: Club Wolverine.

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.

¹Depth at Start must meet State of Michigan requirements.

Entry Procedures - Entries may be submitted to the Administrative Official as of **Monday, November 21 at noon**. The Administrative Official must receive all entries no later than **December 9 at noon**. 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 SwimEntriesLL@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 **2016 Club Wolverine Holiday Invitational** 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:

Club Wolverine

Meet Entry

P.O. Box 130229

Ann Arbor, MI 48113

SwimEntriesLL@yahoo.com

Check In - Check in will be required. It will be available **15 minutes before the start of warm-up**. 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 on the pool deck.

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 - All sessions of the meet will be self-marshaled. Heat Sheets for all events will be posted in the pool area. Swimmers are responsible for reporting to the starting blocks in time to swim their respective event.

Seeding - Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. All events are timed finals and will be seeded slowest to fastest, **except for Friday events which will be seeded fastest to slowest. ALL FRIDAY EVENTS WILL ALTERNATE WOMEN AND MEN.**

The Meet Referee and Meet Director reserve the right to combine genders and/or same stroke/distance events in order to reduce the number of heats.

Deck Entries/Time Trials – Time Trials will not be offered at this meet. Deck entries may be accepted at the Clerk of the Course and may swim if time and space permit at the sole discretion of the Meet Referee and Meet Director. Deck entries are **\$7.00** for an individual event and **\$12.00** for a relay. Deck entry swimmers are subject to the Michigan Swimming \$1.00 general surcharge if they are not already entered in the meet. For deck entries, registration status must be proven by providing a current USA Swimming membership card or a current print out of an athlete roster from the Club Portal, the Club Portal is located on the USA Swimming website. The athlete may also enter by showing their membership from USA Swimming's DECK PASS on a smart phone. Name, athlete ID and club affiliation should then be added to your database just as it appears on the card or list or the swimmer may compete unattached (UN) if they request to do so.

Meet Programs/Admissions - Admission to each session: \$5.00 per person, Heat Sheets (available after the start of the meet): \$3; All sessions plus heat sheets: \$20.

Scoring - No individual or team scoring will be kept.

Awards – Ribbons will be given to 12 and under athletes only in A, B and C divisions. Ribbons will be awarded to 1st – 8th places in individual events only. Awards will not be distributed to swimmers; all awards will be given to coaches at the end of the Sunday session. Unattached swimmers may pick up their awards at the awards table after the completion of their last session. Awards must be picked up, as they will not be mailed.

A meet t-shirt will be awarded to any swimmer who breaks a current Club Wolverine Holiday Invitational meet record. The meet records will be published on the CW web site

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 - **–Bearclaw** (coffee and food) will be available on the second floor commons area outside of the spectator entrance.

Swim Supplies - Making Waves will be available on the second floor outside the spectator entrance.

Food and beverages will also be **available in the lobby of the EMU Recreation Center**. 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.

Meet shirts will be available at the meet. They will be made to order on-site and will offer a large variety of types and colors.

Lost and Found - Articles may be turned in/picked up at **the Lost and Found table on the pool deck**. 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. 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. 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 the check-in table outside the locker rooms. 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 at the First Aid Station on the pool deck, to be administer by the Eastern Michigan University Lifeguard Staff.

Facility Items –

- (A) No smoking is allowed in the building or on the grounds of **Eastern Michigan University**.
- (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 scoring table.
- (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 – Paul Cowley / drillerdog@aol.com

Meet Referee - Fang Liu / fangliu579@yahoo.com

Safety Marshal – Mike Pettigrew

Administrative Official - Lisa Lambert / SwimEntriesLL@yahoo.com / 734.945.4832
(Coaches ONLY Please)

2016 Holiday Invitational
Club Wolverine Swimming
December 16, 17, and 18, 2016
Sanction # MI 1617034

	Friday Start - 6:00 PM	
Girls	Event	Boys
1	500 Free - Age 9 and Over	2
3	400 IM - Age 11 and Over	4
4	1650 Free - Age 12 and Over	6

	Saturday AM Start - 10:00 AM	
Girls	Event	Boys
7	11-12 200 Free	
8	10 & Under 200 Free	9
10	8 & Under 25 Free	11
12	11-12 100 IM	
13	10 & Under 100 IM	14
15	11-12 100 Back	
16	10 & Under 100 Back	17
18	8 & Under 25 Fly	19
20	11-12 100 Fly	
21	10 & Under 100 Fly	22
23	11-12 200 Breast	
24	10 & Under 50 Breast	25
26	11-12 50 Free	
27	10 & Under 50 Free	28
29	11-12 50 Breast	
30	10 & Under 200 Medley Relay	31
32	11-12 200 Medley Relay	

	Saturday PM Start - 3:00 PM	
Girls	Event	Boys
	11-12 200 Free	33
34	13 & Over 200 IM	35
	11-12 100 IM	36
37	13 & Over 200 Fly	38
	11-12 100 Fly	39
40	13 & Over 100 Breast	41
	11-12 200 Breast	42
43	13 & Over 100 Free	44
	11-12 50 Free	45
46	13 & Over 200 Back	47
	11-12 100 Back	48
	11-12 50 Breast	49
50	13 & 200 Medley Relay	51
	11-12 200 Medley Relay	52

	Sunday AM Start - 8:30 AM	
53	11-12 200 IM	
54	10 & Under 200 IM	55
56	8 & Under 25 Breast	57
58	11-12 200 Back	
59	10 & Under 100 Breast	60
61	8 & Under 25 Back	62
63	11-12 50 Back	
64	10 & Under 50 Back	65
66	11-12 200 Fly	
67	10 & Under 50 Fly	68
69	11-12 100 Free	
70	10 & Under 100 Free	71
72	11-12 100 Breast	
73	11-12 50 Fly	
74	10 & Under 200 Free Relay	75
76	11-12 200 Free Relay	

	Sunday PM - Start 1:30 PM	
Girls	Event	Boys
	11-12 200 IM	77
78	13 & Over 200 Free	79
	11-12 100 Free	80
81	13 & Over 100 Back	82
	11-12 200 Back	83
84	13 & Over 100 Fly	85
	11-12 200 Fly	86
87	13 & Over 200 Breast	88
	11-12 100 Breast	89
	11-12 50 Back	90
91	13 & Over 50 Free	92
	11-12 50 Fly	93
94	13 & 200 Free Relay	95
	11-12 200 Free Relay	96

Sanction Number: MI 1617034

[illegible]

Club Code: _____

Sanction Number: MI 1617034

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

Meet Evaluation Form

Sanction Number: MI 1617034

Name of Meet: 2016 Holiday Invitational

Date of Meet: December 18-20, 2016

Host of Meet: Club Wolverine

Place of Meet: Eastern Michigan University

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 Co Vice-Chair (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.