



Integrity, Inclusion, Education, Excellence

Deep Freeze A/B/C

Hosted By: AQUA Club

January 13th, 2017 – January 15th, 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 **MI 1617057**. 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 - Oxford High School 745 N. Oxford Rd Oxford, MI 48371

Times –	Session	Warm-Up	Event Start
	Friday PM	5:00PM	6:00PM
	Saturday AM	7:30AM	8:30AM
	Saturday PM	12:30PM	1:30PM
	Saturday Eve	5:45PM	6:30PM
	Sunday AM	7:30AM	8:30AM
	Sunday PM	12:30PM	1:30PM

Motels – Use your favorite Hotel booking website.

Facilities – Oxford High School Pool, is a(n) **8 lane pool with a supervised warm-up and warm down area available**. Depth at start is 5'5" and 3'5" at turn. Permanent starting blocks and non-turbulent lane markers will be used. Daktronics timing system with a(n) 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 (4).

Eligibility – **Deep Freeze A/B/C** is for those swimmers **with ABC times**. All swimmers must be currently registered with United States of America Swimming (USA-S). A swimmer's age on **January 13th, 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 - A/B/C (SCY) Timed Finals

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 - Individuals are limited to two (2) individual entries on Friday, four (4) individual entries Saturday and Sunday and one (1) Relay events per day. Relay swimmers must be entered in at least one (1) individual event.

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: **ENDMS Group LLC**.

Paper Entries - MS rules regarding non-electronic entries apply. **\$6.00** per individual event and **\$13.00** for relays. There is a \$1.00 additional charge per individual event and \$1.00 per relay event paid if the entry is not submitted in Hy-Tek format. The Michigan Swimming \$1.00 general surcharge for each swimmer also applies to paper entries. Paper entries may be submitted to the Administrative Official on a spreadsheet of your choice however the paper entry must be logically formatted and must contain all pertinent information to allow the Administrative Official to easily enter the swimmer(s) in the correct events with correct seed times.

Entry Procedures - Entries may be submitted to the Administrative Official as of **December 16th, 2016 at 8:00am**. The Administrative Official must receive all entries no later than **January 6th, 2017 at midnight**. 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 **swimentriesAW@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 **Deep Freeze A/B/C** 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:

Mike Kavanaugh c/o Aqua Club
29350 Northwestern Hwy, Southfield MI 48034
swimentriesAW@gmail.com

Check In - Check in will be required. It will be available **15 minutes prior to the start of the warm-up**. Failure to check in 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 locker room hallway**.

Scratch Rules - Prior to check in close a swimmer may scratch events at the Clerk of Course **or at the scorer's table**. After check in closes, you must see the Meet Referee to scratch an event.

Marshaling – This will be a self-marshaled meet.

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, 500 Freestyle, and 1650 Freestyle, which will be seeded fastest to slowest (alternating genders-women/men).

Deck Entries/Time Trials – Deck entries (\$7) may be accepted and time trials will not be offered. Deck entry swimmers are subject to the Michigan Swimming \$1.00 general surcharge if they are not already entered in the meet. For deck entries, registration status must be proven by providing a current USA Swimming membership card or a current print out of an athlete roster from the Club Portal, the Club Portal is located on the USA Swimming website. The athlete may also enter by showing their membership from USA Swimming's DECK PASS on a smart phone. Name, athlete ID and club affiliation should then be added to your database just as it appears on the card or list or the swimmer may compete unattached (UN) if they request to do so.

Meet Programs/Admissions - \$5 admission fee for adults

Heat sheets \$1.00

Children under 12 are free

Scoring – Team scoring will be kept.

Awards – Individual awards will be given to the top eight finishers (1-3 with medals, 4-8 with ribbons) in each event. Relay awards will be given to the top eight finishers (1-3 with medals, 4-8 with ribbons).

Team trophies will be awarded to the top three scoring teams.

Standard scoring will be used with points being:

Individual: 8,7,6,5,4,3,2,1

Relays: 16,14,12,10,8,6,4,2

All awards are to be picked up by their coach or team representative at the end of the meet. Unclaimed awards will not be forwarded after the meet.

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 at the bottom of the stairs leading up to 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 **admission 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 **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 in **Coach's Office located on the pool deck**.

Facility Items –

(A) No smoking is allowed in the building or on the grounds of Oxford High School Pool.

- (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 **Oxford high School Pool**.
- (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 – Mike Kavanaugh

Phone: 224-338-9460

Email: mike@AquaSwimClub.com

Meet Referee – Jeff Wilkins

Phone: (313)-574-3638

Email: Jeffrey.wilkins@comcast.net

Safety Marshal – Janis Schnur

Email: Janis @Aquaswimclub.com

Phone: (248)-420-8064

Administrative Official – Alyssa Wilkins

Phone: (313) 399-8289

Email: swimentriesAW@gmail.com

Friday PM Session
Sanction Number: MI 1617057

Girls	Event	Boys
1	Open 400 IM	2
3	10 & Under 200 IM	4
5	11-12 200 IM	6
7	Open 200 Fly	8
9	10 & Under 200 Free	10
11	11-12 500 Free	12
13	Open 500 Free	14
15	Open 800 Free Relay	16

Saturday AM Session
Sanction Number: MI 1617057

Girls	Event	Boys
17	10 & Under 100 Back	18
19	11-12 100 Back	20
21	10 & Under 50 Free	22
23	11-12 50 Free	24
25	10 & Under 100 Breast	26
27	11-12 100 Breast	28
29	10 & Under 50 Fly	30
31	11-12 50 Fly	32
33	10 & Under 100 IM	34
35	11-12 100 IM	36
37	10 & Under 200 Free Relay	38
39	11-12 400 Free Relay	40

Saturday PM Session
Sanction Number: MI 1617057

Girls	Event	Boys
41	Open 200 Free	42
43	8 & Under 50 Free	44
45	Open 200 back	46
47	8 & Under 25 Back	48
49	Open 100 Breast	50
51	8 & Under 100 IM	52
53	Open 100 Free	54
55	8 & Under 100 Free Relay	32
57	Open 400 Free Relay	58

Saturday Evening Session
Sanction Number: MI 1617057

Girls	Event	Boys
59	Open 1650	60

Sunday AM Session
Sanction Number: MI 1617057

Girls	Event	Boys
61	11-12 100 Free	62
63	10 & Under 100 Free	64
65	11-12 50 Breast	66
67	10 & Under 50 Breast	68
69	11-12 200 Free	70
71	10 & Under 100 Fly	72
73	11-12 100 Fly	74
75	10 & Under 50 Back	76
77	11-12 50 Back	78
79	10 & Under 200 Medley Relay	80

81	11-12 400 Medley Relay	82
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Sunday PM Session
Sanction Number: MI 1617057

Girls	Event	Boys
83	Open 200 IM	84
85	8 & Under 25 Fly	86
87	Open 50 Free	88
89	8 & Under 25 Free	90
91	Open 100 Fly	92
93	8 & Under 25 Breast	94
95	Open 200 Breast	96
97	8 & Under 100 Free	98
99	Open 100 Back	100
101	8 & Under 100 Medley Relay	102
103	Open 400 Medley Relay	104

Sanction Number: MI 1617057

[illegible]

Club Code: _____

Sanction Number: MI 1617057

I certify that **all** athletes submitted **with this meet entry** are currently registered members of USA Swimming and that I am authorized by my Club to make this representation in my listed capacity.

Date: _____

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

Meet Evaluation Form

Sanction Number: MI 1617057

Name of Meet: Deep Freeze A/B/C

Date of Meet: January 13th, 2017 – January 15th, 2017

Host of Meet: AQUA Swim Club

Place of Meet: Oxford High School Pool

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.