



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

### **Polar Plunge ABC Meet**

**Hosted By: Livonia Community Swim Club**

**February 3<sup>rd</sup>-5<sup>th</sup>, 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 1617060**. 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** - Livonia Recreation Center 15100 Hubbard Livonia, MI 48154

**Please park in the parking lot just East of the Rec Center, South of 5 mile. See map at back of the Meet Packet. You may drop off athletes at door and go park at the parking lot just east of the Rec Center, South of 5 mile.**

<b>Times -</b>	<b>Warm Ups</b>	<b>Events Start</b>
	Friday PM 5:00 PM	6:00 PM
	Saturday AM 7:30 AM	8:30 AM
	Saturday PM 12:30 PM	1:30 PM
	Saturday Eve <b>Not before 5:15 PM</b>	<b>6:00 PM</b>
	Sunday AM 7:30 AM	8:30 AM
	Sunday PM 12:30 PM	1:30 PM

**Motels** – Please see attached list of area motels.

**Facilities** - Livonia Community Recreation Center (LCRC) Pool, is a(n) 8 lane pool with a supervised warm-up and warm down area available. Depth at start is 12 ft and 7 ft at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado 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** be available. The competition course has not been certified in accordance with 104.2.2C (4)

**Eligibility** – Polar Plunge ABC Meet 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 **February 3<sup>rd</sup>, 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** - A/B/C (SCY) Timed Finals. The 1650 events will be limited to two heats of girls (fastest 16) and two heats of boys (fastest 16). In the event that fewer than 16 entries for either girls or boys are received at the discretion of the Meet Referee, a combined heat of the 1650 events will be run as long as the total number of entries does not exceed 32 athletes.

**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 a maximum of two (2) individual events on Friday and five (5) individual events per day for both Saturday and Sunday and one (1) relay per day for both Saturday and Sunday.

**Electronic Entries** - **\$5** per individual event and **\$12** for relays. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: **Livonia Community Swim Club**.

**Paper Entries** - MS rules regarding non-electronic entries apply. **\$6** per individual event and **\$13** 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 6<sup>th</sup> at 8pm**. The Administrative Official must receive all entries no later than **January 27<sup>th</sup> 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 **Polar Plunge ABC 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:

LCSC

PO Box 510566

Livonia, MI 48151

[swimentriesAW@gmail.com](mailto:swimentriesAW@gmail.com)

Phone: 313-399-8289 (no calls after 9pm)

**Check In** - Check in will be required. It will be available **30 minutes prior to the start of the meet**. 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 desk between the female and male locker rooms down the hall from the rock climbing wall. **Check in for the 1650 Freestyle will be available at 4:30 PM. Warm-up will not begin prior to 5:15 PM.**

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

**Marshaling** - This is a self- marshaled meet. All swimmers will be expected to find their heat and lane independently. Heat sheets will be posted on the pool deck.

**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, the 400 IM and 1650 Free, which will be seeded fastest to slowest (alternating genders-women/men).

**Deck Entries/Time Trials** - Deck entries will be offered at the discretion of the Meet Referee if time allows. All deck entries are (\$7) per individual event. **Sunday PM will not take deck entries.** 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** – Heat Sheet: \$2

Friday admission: \$2 per person. (12 & under free)

Sat & Sun admissions: \$5 per person. (12 & under free)

**Scoring** - No individual or team scoring that will be kept.

**Awards** – Ribbons will be awarded for all (ABC) divisions for 1st through 8th places for 10 and under, 11-12, and 13-14 year old events, and 1st through 4th place for relay events.

No ribbons will be distributed for Open events

**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 concession area on the first floor. 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 hallway near the entrance to the girl's locker room (by the Rec Center's equipment desk). 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, the Program Operations Vice-Chair of MS, Officials Chair 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 locker rooms/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.

**Parents who need to be with their children for changing should use the rest rooms near the entrance to Recreation Center, near the front desk.**

**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 the pool office (coaches/officials hospitality room on deck).

**Facility Items –**

- (A) No smoking is allowed in the building or on the grounds of Livonia Recreation Center.
- (B) Pursuant to applicable Michigan law, no glass will be allowed on the deck of the pool or in the locker rooms.
- (C) No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions.
- (D) An Emergency Action Plan has been submitted by the Host Club to the Safety Chair and the Program Operations Chair of Michigan Swimming prior to sanction of this meet and is available for review and inspection at the **front desk**.
- (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** - Jill Caruso

Email: [jmhcaruso@gmail.com](mailto:jmhcaruso@gmail.com) (a USA Swimming member)

**Meet Referee** - Jeff Wilkins

Phone: (313) 574-3638

Email: [jeffrey.wilkins@comcast.net](mailto:jeffrey.wilkins@comcast.net)

**Safety Marshal** – Sabine Thurston

Email: [sabine.thurston@gmail.com](mailto:sabine.thurston@gmail.com)

**Administrative Official** - Alyssa Wilkins

Email: [swimentriesaw@gmail.com](mailto:swimentriesaw@gmail.com)

Phone: 313-399-8289 (No calls after 9:00 PM)

**Friday PM Session**  
**Check-In: 4:30pm-5:15pm**  
**Warm-up: 5:00pm**  
**Start: 6:00pm**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENT</b>	<b>BOYS</b>
1	10 & Under 500 Free	2
3	11-12 500 Free	4
5	13-14 500 Free	6
7	Open 500 Free	8
9	10 & Under 200 IM	10
11	11-12 200 IM	12
13	Open 400 IM	14

**Saturday AM Session**  
**Check-In: 7:00am-7:45am**  
**Warm-up: 7:30am**  
**Start: 8:30am**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENT</b>	<b>BOYS</b>
15	8 & Under 100 IM	16
17	10 & Under 100 IM	18
	11-12 100 IM	19
20	8 & Under 25 Back	21
22	10 & Under 50 Back	23
	11-12 50 Back	24
25	8 & Under 25 Breast	26
27	10 & Under 50 Breast	28
	11-12 50 Breast	29
30	8 & Under 50 Fly	31
32	10 & Under 100 Fly	33
	11-12 100 Fly	34
35	8 & Under 50 Free	36
37	10 & Under 100 Free	38
	11-12 100 Free	39
40	8 & Under 200 Free Relay	41
42	10 & Under 200 Free Relay	43
	11-12 200 Free Relay	44

**Saturday PM Session**  
**Check-In: 12:00pm -12:45pm**  
**Warm-up: 12:30pm**  
**Start: 1:30pm**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENT</b>	<b>BOYS</b>
45	11-12 50 Back	
46	13-14 100 Back	47
48	Open 100 Back	49
50	11-12 100 Fly	
51	13-14 200 Fly	52
53	Open 200 Fly	54
55	11-12 50 Breast	
56	13-14 100 Breast	57
58	Open 100 Breast	59
60	11-12 100 IM	
61	13-14 200 Free	62
63	Open 200 Free	64
65	11-12 100 Free	
66	13-14 50 Free	67
68	Open 50 Free	69
70	11-12 200 Free Relay	
71	13-14 200 Free Relay	72
73	Open 200 Free Relay	74

**Saturday Evening Session**  
**Check-In: 4:30pm -5:45pm**  
**Warm-up: 5:30pm**  
**Start: 6:15pm**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENTS</b>	<b>BOYS</b>
75	Open 1650 Free	76

**Sunday AM Session**  
**Check-In: 7:00am-7:45am**  
**Warm-up: 7:30am**  
**Start: 8:30am**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENT</b>	<b>BOYS</b>
77	8 & Under 50 Back	78
79	10 & Under 100 Back	80
	11-12 100 Back	81
82	8 & Under 25 Fly	83
84	10 & Under 50 Fly	85
	11-12 50 Fly	86
87	8 & Under 50 Breast	88
89	10 & Under 100 Breast	90
	11-12 100 Breast	91
92	8 & Under 25 Free	93
94	10 & Under 50 Free	95
	11-12 50 Free	96
97	8 & Under 100 Free	98
99	10 & Under 200 Free	100
	11-12 200 Free	101
102	8 & Under 200 Medley Relay	103
104	10 & Under 200 Medley Relay	105
	11-12 200 Medley Relay	106



**Sunday PM Session**  
**Check-In: 12:00pm -12:45pm**  
**Warm-up: 12:30pm**  
**Start: 1:30pm**  
**Sanction Number: MI 1617060**

<b>GIRLS</b>	<b>EVENT</b>	<b>BOYS</b>
107	11-12 100 Back	
108	13-14 200 Back	109
110	Open 200 Back	111
112	11-12 50 Fly	
113	13-14 100 Fly	114
115	Open 100 Fly	116
117	11-12 100 Breast	
118	13-14 200 Breast	119
120	Open 200 Breast	121
122	11-12 50 Free	
123	13-14 100 Free	124
125	Open 100 Free	126
127	11-12 200 Free	
128	13-14 200 IM	129
130	Open 200 IM	131
132	11-12 200 Medley Relay	
133	13-14 200 Medley Relay	134
135	Open 200 Medley Relay	136

**Sanction Number: MI 1617060**

[illegible]

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

## Certification of Registration Status

## Of All Entered Athletes

## Polar Plunge ABC Meet

**Sanction Number: MI1617060**

Michigan Swimming Clubs must register and pay for the registration of all athletes that are contained in the electronic TM Entry File or any paper entries that are submitted to the Meet Host with the Office of Michigan Swimming **prior to submitting the meet entry to the meet host**. Clubs from other LSCs must register and pay for the registration of their athletes with their respective LSC Membership Coordinator.

A penalty fee of \$100.00 per unregistered athlete will be levied against any Club found to have **entered** an athlete in a meet without first registering the athlete and paying for that registration with the Office of Michigan Swimming or their respective LSC Membership Coordinator.

Submitting a meet entry without the athlete being registered and that registration paid for beforehand may also subject the Club to appropriate Board of Review sanctions.

The authority for these actions is:

UNITED STATES SWIMMING RULES AND REGULATIONS 302.4 FALSE REGISTRATION – A host LSC may impose a fine of up to \$100.00 per event against a member Coach or a member Club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed Club is not properly registered. The host LSC will be entitled to any fines imposed.

[illegible]

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.

By: \_\_\_\_\_

(Signature)

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(Printed Name of person signing above)

Capacity: \_\_\_\_\_

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Meet Evaluation Form

Sanction Number: MI 1617060

**Name of Meet:** Polar Plunge ABC Meet

**Date of Meet:** February 3<sup>rd</sup> – February 5<sup>th</sup>, 2016

**Host of Meet:** Livonia Community Swim Club

**Place of Meet:** Livonia Recreation Center

Who do you represent (circle)?      Host Club                      Visiting Club                      Unattached

Describe yourself (circle)    Athlete      Coach      Official      Meet Worker      Spectator

**Please rate the overall quality of this meet:**

(Please write any comments or suggestions below or on the reverse side)

	Low			High	
1. Swimming pool (e.g., water quality, ventilation)	1	2	3	4	5
2. Equipment (e.g., timing system, PA system):	1	2	3	4	5
3. Swimmer facilities (e.g., locker rooms, rest areas):	1	2	3	4	5
4. Spectator facilities (e.g., seating, rest rooms):	1	2	3	4	5
5. Meet services (e.g., concessions, admissions, programs):	1	2	3	4	5
6. Officiating	1	2	3	4	5
7. Awards and award presentations:	1	2	3	4	5
8. Safety provisions:	1	2	3	4	5
9. Overall success of the meet:	1	2	3	4	5
10. Other (please specify):	1	2	3	4	5

Return this completed evaluation to a representative of the Meet Host. Thank you.

Meet Host: Copy all of these submitted Meet Evaluations to the current Program Operations Vice-Chair (Joe McBratnie) and the Michigan Swimming Office (Dawn Gurley and John Loria) within 30 days.

**Local Hotels:**

**Days Inn 734.427.1300**

**Marriott 734.462.3100**

**Comfort Inn 734.458.7111**

**Parking Map and Guide:**

**Please try to park in the 5 mile parking lot. We are trying to not to overwhelm the normal Recreation Center parking area. Just walk around the building to the front door. Access to the 5 mile parking lot is off of 5 mile, just East of Hubbard. Feel free to drop the kids off in the front circle and then go and park the car.**

