



Integrity, Inclusion, Education, Excellence

Snowball Splash ABC Meet

Hosted By: Livonia Community Swim Club

December 2nd-4th, 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 **MI1617031**. 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.

Times -	Warm Ups	Events Start
	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 Not before 5:30 PM	6:15 PM
	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. (1) The competition course has not been certified in accordance with 104.2.2C (4)

Eligibility – Snowball Splash 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 **December 2nd, 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 Meet is an ABC Short Course Yards timed finals meet. Friday provides the opportunity to swim longer events like the 200 IM, 500, and Saturday Evening the 1000 Freestyle for all ages.

11-12 BOYS and 10 & under boys and girls swim the Saturday and Sunday AM sessions.

11-12 GIRLS, 13 & 14 and Open boys and girls swim the Saturday and Sunday PM sessions.

Saturday Evening the OPEN 1000 FREE will be swam

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 - A swimmer may enter a maximum of 2 individual events Friday evening and 5 individual events Saturday and 5 individual events Sunday and and 1 relay per day 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 **November 6th, 2016 at 8pm** The Administrative Official must receive all entries no later than **November 25th, 2016 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 **Snowball Splash 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

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

Check In - Check in will be required. If required, it will be available **30 minutes prior to warm-ups**. 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 desk between the female and male locker down the hall from the rock climbing wall. **Check-In is alphabetical by gender.**

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

Marshaling - All age groups will be self-marshaled. Heat sheets for all events will be posted in the pool area in three locations. Swimmers will be responsible for reporting to the starting area when their event is called. One heat sheet will be posted in the spectator section.

Seeding - Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. Suggested additional text for a timed-final session: All events are timed finals and will be seeded slowest to fastest other than distance events, the 500 Free and the 1000 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 Director and Meet Referee. All deck entries are (\$7) per individual event and (\$14) per 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 - Heat Sheet: \$2

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

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

Scoring- No individual scoring 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.

Ribbons will not be distributed to swimmers during the meet. All awards must be picked up at the end of the meet by a coach or team representative. Awards are located on the first floor in the concessions area. Only a self-addressed, prepaid envelope will be accepted to mail the awards back to the team.

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, 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 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 (a USA Swimming member)

Meet Referee - Jeff Wilkins

Phone: (313) 574-3638

Email: jeffrey.wilkins@comcast.net

Safety Marshal – Sabine Thurston

Email: sabine.thurston@gmail.com

Administrative Official - Alyssa Wilkins

Email: swimentriesaw@gmail.com

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

Friday PM Session
Sanction Number: MI 1617031
Check-In: 4:30pm-5:15pm
Warm-up: 5:00pm
Start: 6:00pm

GIRLS	EVENT	BOYS
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

Saturday AM Session
Sanction Number: MI 1617031
Check-In: 7:00am-7:45am
Warm-up: 7:30am
Start: 8:30am

GIRLS	EVENT	BOYS
13	8 & Under 100 IM	14
15	10 & Under 100 IM	16
	11-12 100 IM	17
18	8 & Under 25 Back	29
20	10 & Under 50 Back	21
	11-12 50 Back	22
23	8 & Under 25 Breast	24
25	10 & Under 50 Breast	26
	11-12 50 Breast	27
28	8 & Under 50 Fly	29
30	10 & Under 100 Fly	31
	11-12 100 Fly	32
33	8 & Under 50 Free	34
35	10 & Under 100 Free	36
	11-12 100 Free	37
38	8 & Under 200 Free Relay	39
40	10 & Under 200 Free Relay	41
	11-12 200 Free Relay	42

Saturday PM Session
Sanction Number: MI 1617031
Check-In: 12:00pm -12:45pm
Warm-up: 12:30pm
Start: 1:30pm

GIRLS	EVENT	BOYS
43	11-12 50 Back	
44	13-14 100 Back	45
46	Open 100 Back	47
48	11-12 100 Fly	
49	13-14 200 Fly	50
51	Open 200 Fly	52
53	11-12 50 Breast	
54	13-14 100 Breast	55
56	Open 100 Breast	57
58	11-12 100 IM	
59	13-14 200 Free	60
61	Open 200 Free	62
63	11-12 100 Free	
64	13-14 50 Free	65
66	Open 50 Free	67
68	11-12 200 Free Relay	
69	13-14 200 Free Relay	70
71	Open 200 Free Relay	72

Saturday Evening Session
Sanction Number: MI 1617031
Check-In: 4:30pm -5:45pm
Warm-up: 5:30pm
Start: 6:15pm

GIRLS	EVENTS	BOYS
73	Open 1000 Free	74

Sunday AM Session
Sanction Number: MI 1617031
Check-In: 7:00am-7:45am
Warm-up: 7:30am
Start: 8:30am

GIRLS	EVENT	BOYS
75	8 & Under 50 Back	76
77	10 & Under 100 Back	78
	11-12 100 Back	79
80	8 & Under 25 Fly	81
82	10 & Under 50 Fly	83
	11-12 50 Fly	84
85	8 & Under 50 Breast	86
87	10 & Under 100 Breast	88
	11-12 100 Breast	89
90	8 & Under 25 Free	91
92	10 & Under 50 Free	93
	11-12 50 Free	94
95	8 & Under 100 Free	96
97	10 & Under 200 Free	98
	11-12 200 Free	99
100	8 & Under 200 Medley Relay	101
102	10 & Under 200 Medley Relay	103
	11-12 200 Medley Relay	104

Sunday PM Session
Sanction Number: MI 1617031
Check-In: 12:00pm -12:45pm
Warm-up: 12:30pm
Start: 1:30pm

GIRLS	EVENT	BOYS
105	11-12 100 Back	
106	13-14 200 Back	107
108	Open 200 Back	109
110	11-12 50 Fly	
111	13-14 100 Fly	112
113	Open 100 Fly	114
115	11-12 100 Breast	
116	13-14 200 Breast	117
118	Open 200 Breast	119
120	11-12 50 Free	
121	13-14 100 Free	122
123	Open 100 Free	124
125	11-12 200 Free	
126	13-14 200 IM	127
128	Open 200 IM	129
130	11-12 200 Medley Relay	
131	13-14 200 Medley Relay	132
133	Open 200 Medley Relay	134

Club Code: _____

Meet Evaluation Form

Sanction Number: MI 1617031

Name of Meet: Snowball Splash ABC Meet_____

Date of Meet: December 2nd – December 4th, 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 Co Vice-Chair (Mike Cutler and Steve Shipps) 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.

