Manchester Swim Team

2017 NE MST June Invitational

SNHU Pool,

Hooksett NH

June 16-17

Sanctioned by NE Swimming #NE 17-0616-NC TT

**First Date of Entry Acceptance**: Friday, May 12, 2017

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| Meet Director | Gregory Gowern | MSTRapids@comcast.net | 603-661-4186 |
| Meet Referee | Sarah Aldrich | sarahaldrich272@gmail.com | 603-493-6655 |
| Entry Chair | Gregory Gowern | MSTRapids@comcast.net | 603-661-4186 |
| Admin Official | Gregory Gowern | MSTRapids@comcast.net | 603-661-4186 |
| Safety Monitor | Bill Ewing | wewing@comcast.net | 603-860-5050 |

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MEET FORMAT**:**

 The meet will be swum as timed finals. Each session will be seeded by computer based on positive check-in at the beginning of each session. Coaches will receive a positive check-in sheet before each session that must be returned no later than 30 minutes before the beginning of the session. Heat sheets will be posted around the pool deck. Coaches will be able to pick up heat sheets at the computer table.

SITE**:**

 The Southern New Hampshire University Pool is a 6-lane, 25-meter pool with seven-foot-wide lanes and non-turbulent lane lines. Electronic timing will be used. The finish end of the pool is 12 feet deep; the turn end of the pool is 4 feet deep. (25 meter events will start at the turn end.) The pool is located inside the Southern New Hampshire University Athletic/Recreation Complex, 2500 North River Road, Manchester NH 03106. Directions may be found later in this document. The competition course has not been certified in accordance with 104.2.2C(4)

COURSE**:** Short Course Meters

DISTANCE EVENTS: Swimmers must provide their own timer and counters for events 400 meters or longer. The 800/1500 freestyle will be swum fast-to-slow, alternating heats of women and men. Slowest heats of women and men will be combined if it saves time. No events will swim with more than one swimmer per lane.

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ENTRY POLICY*:* This meet will use the First Come First Served (FCFS) entry policy

Click to view the [NE Swimming Entry Policy](#NESwimmingEntryPolicy). All unattached swimmers must be declared as unattached in writing before the meet begins.

CUT PROTOCOL: If a session is over-subscribed, the Meet Director reserves the right to limit events, heats, swimmers, or adjust the format to conform to the 4-hour rule using the following cut protocols in any order deemed necessary:

* Teams may be asked to cut each athlete to 4 events.
* For Distance Events: 800 and 1500 will be limited to 1 heat for boys and 1 heat for girls

If deck scratches allow a reasonable time-line, the swimmers can be reinstated into those previously entered events**.** Clubs will be notified of cuts no later than Monday before the meet.

RESERVE THE RIGHT TO MAKE CHANGES: Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of the Technical Chair, Laura Matuszak. Any change to the meet format after the meet begins will be at the discretion of the Meet Referee, and will be presented to the coaches at a coaches meeting.

MEET COMMITTEE/JURY: The Meet Jury will be made up of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate the jury but not vote. The three members shall be from separate teams.  The Meet Jury will decide all issues of eligibility and anything not addressed in the Meet Announcement.  The Meet Referee shall have authority as described in the current USA Swimming Rulebook.

WEATHER PROTOCOL: If weather or facility conditions make it impossible to follow the original timeline of events, the Meet Director and Meet Referee have a right to make changes to the meet sessions. The Meet Director will notify the teams of the changes with as much notice as possible. **Cancellation of the meet, or a session**, is the decision of the Meet Director, Meet Referee and the Meet Jury.

ELIGIBILITY**:** All swimmers must be 2017 registered swimmers with United States Swimming. Swimmers may register with Carol Healey, PO Box 920133, Needham, MA 02492: office@neswim.com. Age is determined by the age of the swimmer on the first day of the meet. All coaches on deck must be registered with USA Swimming and proof of membership. Deck Pass is acceptable proof of membership.

Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement

REGISTRATIONS: All swimmers and non-athletes must be registered (includes proof of age and payment) with USA Swimming before 5:00 pm on the Thursday before the first day of the start of the meet. New England teams are **required** to check their entries with the online registration check tool on the [New England Swimming web site](http://www.teamunify.com/SubTabGeneric.jsp?team=lscnes&_stabid_=17033) to verify registration status.

FALSE REGISTRATION**:** If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC may impose a fine of up to $100.00 per event against the individual, member coach or a member club submitting a meet the entry.

DECK REGISTRATIONS**:** Will not be accepted

DISABILITY SWIMMERS**:** Any current athlete members of USA Swimming with a disability, as defined by USA Swimming Rules and Regulations, may enter this meet. If modifications to USA Swimming rules are necessary then the coach or athlete must notify the meet referee and meet director of any disability prior to competition. Coaches and teams entering swimmers with disabilities that require any accommodations shall provide advance notice in writing to the meet director by the entry deadline. Failure to provide advance notice may limit the host’s ability to accommodate all requests.

The swimmer (or the swimmer’s coach) is responsible for notifying the Referee, prior to the competition, of any disability of the swimmer and of the requested modification. The swimmer/coach shall provide any assistant(s) or equipment if required.

EVENTS and SESSIONS**:** [Click to view](#Eventsandsessions)

ENTRY INFORMATION**:**

First date of entry acceptance: Friday, May 12, 2017(any entry received before this date will be considered received on Friday, May 12, 2017)

Final date of entry acceptance: Friday, June 9, 2017

Make checks payable to “Manchester Swim Team”.

Mail completed signed entry cover page and waiver, and payment to the entry chairperson:

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23 Grant Drive

Hooksett NH, 03106

Teams will be notified within 48 hours of receiving entry if they are accepted into the meet.

Payment due date for all entries: Tuesday, June 13, 2017. Any team that fails to send payment, cover page and waiver form, by this due date can be scratched from the meet at the discretion of the Entry Chairperson.

ENTRY FEES**:** Electronic entries:

$5.00 for all individual events, and time trials

$7.00 for distance events (events 400 meters or longer)

Swimmer Participation Fee is $10.00 per swimmer

**NE Swimming Travel Fee of $1.00 per swimmer** (to be included in the check and the host team will send to NE Swimming)

ELECTRONIC ENTRIES**:** Electronic entries (such as from Hy-Tek Team Manager or other team management software) that are in CL2 or SD3/SDIF format may be emailed as an attachment to the entry chairperson at **Error! Reference source not found.** **Error! Reference source not found.**. Please check that your team name, address, and contact information are listed correctly in this file.

ENTRY LIMITS**:** Athletes may enter and swim in a maximum of 6 events per day for timed final events. Time Trials count in the per day event count.

ENTRY TIMES**:** All entries must be specified in SCM pool times. SCY/LCM times must be converted to SCM times. (Coach’s times should be used instead of NT’s)

ENTRY TIME UPATES**:** Entry times may be updated until 7 days prior to the first day of the meet. No new entries will be accepted after the Friday, May 12, 2017 entry deadline. Entry time updates should be sent via email to the entry chairperson at **Error! Reference source not found.**. Entry time updates must be sent as Hy-Tek format CL2 files with updated times. New entries will be automatically excluded.

TIME TRIALS**:** Time trials will be offered at the discretion of the Meet Director and the Meet Referee if time allows. Time trials are $10.00 for individual events, and $40.00 for relays.

LEGAL SPLITS: Legal splits (including relay lead-offs) must be requested by a coach before the event using a legal split form (available from the Clerk of Course) and the requesting party must supply an additional timer on the lane for the split, if necessary, to meet the USA requirement.

ADMISSION**:** No Charge

PROGRAMS**:** $3.00 per session.

MEET MOBILE**: (optional):**Meet Mobile will be functional for this meet, after each session is completed due to no internet access at facility. All users should be aware that Meet Mobile publishes unverified raw data which cannot be relied upon until the official results have been published and posted in the facility.

WARM-UPS**:** The pool will open for warm-ups approximately 45 minutes to one-hour before the beginning of each session. The pool will close five minutes before the beginning of each session. Teams will be assigned warm-up lanes after all entries are received. One lane may stay open for continuous warm-up and warm down unless 10 lanes are used for competition.

OFFICIALS**:** If you know that you will be attending this meet, please email the Meet Referee and let him/her know your level of certification, team, and sessions you will be available. This is for pre-meet planning purposes only. All officials are welcome to work any number of sessions and walk-ons are always welcome.

SAFETY**:**

1. Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm-down areas at any time
2. No shaving is permitted at the competition site.
3. No glass containers are permitted within the facility.
4. Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
5. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, behind the blocks, or in any marked NO CAMERA ZONE.
6. Deck Changes are prohibited.

DRONES**:** Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. Exceptions may be granted with prior written approval by the Vice President of Program Operations.

RULES**:** Current USA Swimming rules will govern all competition. Decisions by the Meet Referee will be final unless a written protest is lodged within 30 minutes of the heat swum. All swimmers, coaches and officials will follow the USA Swimming code of conduct under article 304 of the USA Swimming rules and regulations. Any violation of such policy will be reported to the Meet Referee and the New England Swimming office for further review and/or action.

SAFE SPORT**:** The conduct of all participants and spectators at a meet is governed by USA Swimming Rules 304/305. Any and all infractions must be reported to an official, the Meet Referee or the Meet Director to be resolved.

USA Swimming and NE Swimming encourage all to report any witnessed or suspected forms of abuse/safe sport violations to the NE Swimming Safe Sport Chair, Anne Kaufman: nesafesport@gmail.com (857-928-3638) or through the [USA-S online reportable form](https://adobeformscentral.com/?f=6Ni-GQ9HnkqePYFgAZrRog).

PHOTOGRAPHY/PHOTOGRAPHERS ON DECK**:** As per New England Swimming policy, professional photographers contracted by Manchester Swim Team or press photographers who have been approved in advance by the Meet Director are allowed on deck. Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks, including in any spectator area behind the starting blocks, nor in any other marked NO CAMERA ZONE, including on deck. All NO CAMERA ZONES will be clearly designated. Email the Meet Director with questions and requests

DECK ACCESS**:** Only 2017 USA Swimming registered athletes, coaches, officials, and official meet staff are permitted on the pool deck. All non-athletes on the pool deck must display proof of their valid USA Swimming registration at all times. Deck Pass is an acceptable proof of membership. Individuals without proof of a valid membership in USA Swimming will be removed from the pool deck, and will be subject to a fine by New England Swimming.

SCORING**:** The meet will not be scored.

AWARDS**:** Ribbons will be awarded to the top six finishers in each individual event for 12&Under Only.

FOOD**:** A concession stand will be in operation for the duration of the meet.

EQUIPMENT VENDOR**:** There will NOT be a vendor will be at this meet

MISCELLANEOUS**:** Manchester Swim Team assumes no responsibility for lost or stolen property. Pets of any kind and smoking are not permitted within the facility.

PARKING**:** There is ample parking available in the parking lot adjacent to the Southern New Hampshire University Athletic/Recreation Complex.

DIRECTIONS**:** The Southern New Hampshire University Athletic/Recreation Complex is located at 2500 North River Road, Manchester NH 03106. From I-93 take exit 9N onto US3/RT 28 heading north. At the first intersection, go left onto West Alice Drive, which becomes Donati Drive at the sharp curve. Follow Donati to the end, and then go right onto Bicentennial Drive. Follow Bicentennial to the stop sign, and then take a right onto North River Road. The university is 1/4 mile on the left. The pool is located in the Athletic/Recreational Complex (the first build on the left after the guard shack)

LODGING**:** The following hotels and motels are in the area:

Country Inn & Suites, 250 South River Drive, Bedford, NH 03110, 603-666-4800 (3.5 miles from pool)

Best Western, 13500 South Willow Street, Manchester, NH 03103, 603-627-2525 (7.4 miles from pool)

 Events and Sessions

|  |
| --- |
| Session 1 – Friday Night |
| Warm-up: 4:00PM / Session Start : 5:00PM |
| Girls Event # | **Age Group / Distance / Stroke** | **Boys Event #** |
| 1 | Open 400 Free | 2 |
| 3 | Open 400 IM | 4 |
| 5 | Open 800 Free | 6 |
| 7 | Open 1500 Free | 8 |
| Session 2 – Saturday Morning |
| Warm-up: 7:00AM / Session Start : 8:00AM |
| Girls Event # | **Age Group / Distance / Stroke** | **Boys Event #** |
| Pick up to 4 events 1-28 |
| 1 | Open 200 Free | 2 |
| 3 | 8&U 25 Free | 4 |
| 5 | Open 50 Free | 6 |
| 7 | Open 100 Free | 8 |
| 9 | 8&U 25 Breast | 10 |
| 11 | 12&U 50 Breast | 12 |
| 13 | Open 100 Breast | 14 |
| 15 | 8&U 25 Fly | 16 |
| 17 | 12&U 50 Fly | 18 |
| 19 | Open 100 Fly | 20 |
| 21 | 8&U 25 Back | 22 |
| 23 | 12&U 50 Back | 24 |
| 25 | Open 100 Back | 26 |
| 27 | 12&U 100 IM | 28 |
| 29 | Open 200 IM | 30 |
| Pick 1 event from 33-35 |
| Mixed Gender | **Event** |
| 33 | 200 Back |
| 32 | 200 Breast |
| 33 | 200 Fly |

COVER SHEET

|  |  |
| --- | --- |
| Manchester Swim Team 2017 NE MST June InvitationalSNHU Pool, Hooksett NHJune 16-17Sanctioned by NE Swimming #NE-17 |  |

**CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Club |  | Abbr: |  |
| Deck Coach: |  | Phone: |  | Email: |  |
| Entries Contact; |  | Phone: |  | Email: |  |
| Address: |  |
| Unattached Swimmers: |  |
|  |

**ENTRY FEES (non-electronic are an additional .50 per entry)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Individual Entries (Events 200 and under) | @ | $5.00/$5.50 | = | $ |   |
|   | Distance Entries (Events 400 and greater) | @ | $7.00/$10.50 | = | $ |   |
|  | NE Travel Surcharge: # athletes  | @ | $1.00 | = | $ |   |
|  | TOTAL | = | $ |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Make check payable to: | Manchester Swim Team | Entry Deadline |  |
| Mail entries and check to:Gregory Gowern 23 Grant Drive Hooksett NH, 03106 | For all entries, this form and payment must be received byTuesday, June 13, 2017 |
| Phone: 603-661-4186 |

**Liability Waiver**

Any swimmer whose entry is accepted will, for him/herself, his/her heirs, executors and administrations, waive and release any and all rights and claims for damages he/she may have against United States Swimming, New England Swimming, Manchester Swim Team any and all injuries suffered by him/her at said meet. If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC may impose a fine of up to $100.00 per event against the individual, member coach or a member club submitting a meet the entry

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Signature of Authorized Team Official Date

NEW ENGLAND SWIMMING CALENDAR MEET ENTRY POLICY**:**

**75%/25%**

The hosting club will reserve up to 75% of the splashes for their own team and any other teams (New England and/or out of LSC ) that it invites to the meet. These 75% of splashes are guaranteed entry into the meet. Teams that are included in the 75% of guaranteed entries must submit their entry and payment to the host team no later than 7 calendar days before the first date of entries, or the host team may remove them from the 75% of guaranteed entries and will report them to the Board of Review. The host team can release this liability if it is able to fill the meet with entries from other teams. If the host team under-estimates the entries for the 75% of guaranteed entries, the host team must cut swimmers or entries from their own team first, and then follow the entries cut procedure in the meet announcement.

The remaining 25% of entries will be open for other teams to submit entries. Entry acceptance will open at

12:00 AM on the first date of entries. Entries received on or before the first day of acceptance (up until 11:59 pm local time) shall be considered received at the same time. If the meet becomes oversubscribed, a lottery will be conducted by the New England Swimming office to determine the sequence that the tied teams will be accepted into the meet. The New England Swimming office will share the results of the lottery with all teams participating in the lottery.

**FIRST COME FIRST SERVE:**

The entries for this meet will be first come first serve. Entries will open at 12:00 AM on the first date of entries. Entries received on or before the first day of acceptance (up until 11:59 pm local time) shall be considered received at the same time. If the meet becomes oversubscribed, a lottery will be conducted by the New England Swimming office to determine the sequence that the tied teams will be accepted into the meet. The New England Swimming office will share the results of the lottery with all teams participating in the lottery.

If a lottery is not necessary, entering teams will be notified that they have been accepted or cut from the meet within 48 hours of the first date of entries, or within 48 hours of the host team receiving your entry, whichever is later. Teams that are cut from the meet will have their entry fee returned within four days of being cut from the meet.

Accepted teams must send payment for their entry within 4 calendar days of the notification. Accepted teams that do not send payment within 4 calendar days will forfeit their entry, but will still be liable for payment of the entry fee, unless the host team is able to fill the meet with entries from other teams. No refunds will be given for entries that are accepted or for entries that are rejected due to improper entry. Any swimmer who is entered with incorrect swimmer information, or an incorrect or no ID, or is unregistered, will be scratched from the meet until corrections are made per the New England policy.

If a meet becomes full or oversubscribed, the host team must notify the New England Swimming office so that the meet may be listed as "Full" on the New England Swimming website. Additionally, the list of teams accepted and not accepted into a meet must be submitted to the New England Swimming office