

Manchester Swim Team

Manchester LCM Team Specialty Meet

Raco Theodore Swimming Pool, Manchester, NH

July 5-7, 2013

Sanctioned by NE Swimming #NE-13-106 TT

Meet Director: Rhonda Farrington (mst@farrington-berg.com, 603-264-4152)

Meet Referee: Sarah Aldrich (sarahaldrich272@gmail.com, 603-493-6655)

Entry Chairperson: Rhonda Farrington (mst@farrington-berg.com, 603-264-4152)

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, which 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 for each event at the control office. The meet will be run each day as a single session with a 30 minute break for lunch at an appropriate time near the noon hour. The pool will be open for warm-ups during this break. The 800 and 1500 freestyle will be swum fast-to-slow, alternating heats of women and men. (After the entries are received, the Meet Director reserves the right to cut distance events by time or to swim 2 per lane if necessary.) If swimming two per lane, the swimmers start the first heat on the right and then the second heat starts 15 seconds later on the left. Swimmers must provide their own timer for events longer than 400 yards.

SITE: The Raco Theodore Swimming Pool is a 10-lane, 50 meter pool with seven-foot-wide lanes and non-turbulent lane lines. Fully-automatic electronic timing with touch pads at the finish end of the pool. There are no touch pads at the turn end of the pool. At least one lane will be available for warm-up and warm down. Some or all of the 50 meter events may be timed with stop watches only. The start end of the pool is 7 feet deep; the turn end of the pool is 4 feet deep. The pool is located at Raco Theodore Park on Head Street in Manchester NH. Directions may be found later in this document. The competition course has [not] been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

COURSE: Long course meters (50.29 meters. A conversion factor of .994 will be used to calculate the results.)

CUT PROTOCOL: If a session is over-subscribed, the following cuts will be made in this order: events will be cut to conform to timelines based on the meet director discretion in order of team entries then events. Clubs will be notified of cuts no later than Wednesday before the meet and all cuts will be refunded.

RESERVE THE RIGHT TO MAKE CHANGES: Changes can be made to the meet invitation before the meet, only with the approval of the Technical Chair, Mariella Allard. If changes need to be made once the meet begins, the Meet Committee will make the decision, after consulting with the Technical Chair, and will present it to the coaches at a coaches meeting for a vote.

MEET COMMITTEE: The meet committee should be made up of the Meet Director, Meet Referee, two coaches, and one athlete. The five members should be from separate teams.

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 session,** is a decision of the Meet Director, Meet Referee and the Meet Committee.

ELIGIBILITY All swimmers must be 2013 registered swimmers with New England 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 the first day of the meet and must be shown on the entry form. All coaches on deck must be registered with USA Swimming and display their coach membership cards.

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: Swimmers must be registered before the entry is submitted. Teams that enter unregistered swimmers will be subject to a fine of \$100 per unregistered swimmer. Teams are **required** to check their entries with the online registration check tool on the New England Swimming web site.

ADAPTED SWIMMING: 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.

EVENTS and SESSIONS: See attached list.

ENTRY INFORMATION: Entries will be accepted on and after May 17, 2013. Entries received before May 17, 2013 will be considered received on May 17, 2013. Entries must be received no later than June 28, 2013. Make checks payable to "Manchester Swim Team". Mail completed signed entry cover page and waiver, and payment to the entry chairperson: Rhonda Farrington, 3 Ledgewood Road, Bedford, NH 03110. No deck entries will be accepted. No refunds will be given for entries that are accepted, or for entries that are rejected due to improper entry. **Special requests may be made to the Meet Director for any swimmers 12 & Under who want to swim in an Open event.** *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. Manchester Swim Team will reserve 75% for its own team and any other teams (New England and/or out of district) that it may want to invite to the meet. The other 25% of the splashes will be first come first serve.*

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 mst@farrington-berg.com. Please check that your team name, address, and contact information are listed correctly in this file. For email entries, payment and hardcopy of the entry (including signed entry cover page and waiver) must be received within four (4) days, excluding Sundays and holidays, of receipt of the email entry. If payment is received within four (4) days, excluding Sundays and holidays, of the email entry, the email receipt date will be considered the date of entry. If payment is received more than four (4) days, excluding Sundays and holidays, after the email entry, the payment receipt date will be considered the date of entry.

ENTRY LIMITS: Athletes may enter and swim in a maximum of 5 events per day.

ENTRY TIME UPDATES: Entry times may be updated until 7 days prior to the first day of the meet. No new entries will be accepted after the June 28, 2013 entry deadline. Entry time updates should be sent via email to the entry chairperson at mst@farrington-berg.com. Entry time updates must be sent as Hy-Tek format CL2 files with updated times. (New entries will be automatically excluded.)

ENTRY FEES: Electronic entries:
\$4.00 for individual events,
5.00 for distance events, and trials and finals events,.

\$16.00 for relays.

On deck entries \$7.00.

Non-electronic entries: \$4.50 for individual events, \$5.50 for distance events, and \$18.00 for relays.

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).

ENTRY TIMES: All entries must be specified in long-course meters (50-meter pool) times. Yard times must be converted to meter times. (Coach's times should be used instead of NT's.)

ENTRY CUTS: Entry cuts, if necessary, will be made by the date of receipt. Teams will be notified that they have been accepted or cut from the meet within seven days of receipt of entry. If the meet becomes oversubscribed, a random selection of those entries received on the date the meet becomes oversubscribed will be conducted in accordance with New England Swimming guidelines. Teams that are cut from the meet will have their entry fee returned within four days of being cut.

RELAYS: Relays will be limited to 6 relays per team per event. All relay swimmers must be officially entered in the meet.

50 METER EVENTS: 50-meter events will start at the starting end and watches will be used.

PROGRAMS: Programs will be for sale for \$4.00.

ADMISSION: There is no charge for admission to the meet.

WARMUPS: The pool will open for warm-ups at least 60 minutes 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 or the sessions may have open warm-ups. The swimming well area will be available during the meet for warm-up and warm-down.

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. Announce any meetings, place and time. (Officials meetings must be at least one hour prior to the start of a session.)

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, on deck or in the locker rooms.
6. Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

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 Referee or the Meet Director to be resolved.

TIME TRIALS: Time trials will be offered at the discretion of the Meet Director and the Meet Referee if time allows. Time trials are \$5.00 for individual events, and \$20.00 for relays.

DECK ACCESS: Only athletes, coaches, officials, and official meet staff are permitted on the pool deck. All non-athletes on the pool deck must display their USA Swimming registration card at all times. Individuals without their USA Swimming registration card 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: No awards.

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

EQUIPMENT VENDOR: A swimming equipment vendor will be selling suits, goggles, and other accessories for the duration of the 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 a field near the pool. Turn right onto Dunham Street to access the parking lot. Cars parked on the streets around the pool may be ticketed and towed at owner's expense.

DIRECTIONS: The Raco Theodore Swimming Pool is located at 54 Head Street, Manchester, NH 03102.

From the north, take 293 South to exit 4. Go straight through the lights. You should be on Harvell Street. Take a right onto Main Street. Go to your 3rd set of lights. Take a left onto Varney Street. Take your first right onto Head Street, the swimming pool will be on the left.

From the south, take 93 North to exit 4. Take a right onto Second Street. Go to the 2nd set of lights and take a left onto West Hancock Street. At the end of street take a right onto Main Street. At lights take a left onto Varney Street. Take your first right onto Head Street, the park will be on the left.

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)