



Hickory Willow Swim Association's 30th Annual Winter Splash January 3rd, 4th, & 5th, 2014



SANCTION: By USA Swimming and Illinois Swimming Inc.
Sanction # ILS 14-0102

LOCATION: A. A. Stagg High School
8015 W. 111th Street & Roberts Road, Palos Hills, IL 60465

FACILITY: Six lane, 25 yard competition pool. Starting area has a 14-foot depth. Seating capacity for 550+ spectators. Fully automatic IST timing system with touch pads, button back up and 6 line electronic scoreboard. The meet will be computerized using the latest version of Hy-Tek Meet Manager. The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

<p>MEET DIRECTOR Beth Falejczyk Email: beth.f@hwsadolphins.org Cell: 847-997-3855</p> <p>HOST CLUB WEBSITE www.hwsadolphins.org</p>	<p>ENTRY CHAIRPERSON Tom Rieman Email: tom.rieman@hwsadolphins.org Cell: 312-301-1870</p> <p>Mailing Address HWSA – ATTN: Tom Rieman P.O. Box 190 Worth, IL 60482</p>	<p>SAFETY COORDINATOR Emily Watson Email: emily.watson@hwsadolphins.org Cell: 815-260-3405</p> <p>MEET REFEREE Lisa Gregor Email: lisagregor@sbcglobal.net</p>
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Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

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.

MEET FORMAT: All events will be seeded Timed Finals. Heats will be arranged slowest to fastest, according to seed times submitted.

MEET SCHEDULE:

January 3 - 5, 2014	Friday PM	Saturday & Sunday AM	Saturday & Sunday PM
Warm-Ups	5:00 PM	7:00 AM	Not before 12:00 PM
Positive Check-In Closes	5:15 PM	7:15 AM	12:15 PM
Meet Starts	6:00 PM	8:00 AM	1 hour after warm-ups start

SWIMMERS WITHOUT A COACH: 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.

RULES AND SAFETY: This meet will be conducted in accordance with all current USA Swimming and Illinois Swimming Rules and Regulations, including Illinois Swimming Safety Rules, which will be strictly enforced (except where rules therein are optional and exceptions are stated).

ELIGIBILITY: All USA Swimming registered swimmers are eligible. All swimmers must be registered prior to entry deadline. Entries listed, as "Registration applied for" will not be accepted. There will be no on deck registration available at this meet. Swimmer's age on the first day of the meet determines age group for the entire competition.

SWIMMERS WITH DISABILITIES: Hickory Willow Swim Association welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit Hickory Willow Swim Association's ability to accommodate all requests.

ENTRIES: Entries must be submitted in the course in which they were achieved. Converted times should NOT be used. Non-conforming times will be seeded last.

Entries submitted in Hy-Tek format require no hard copy entry forms. Email is required for electronic entries. A completed and signed Entry Summary Sheet (included in this announcement) and payment in full must be received by the Meet Entry Coordinator by the entry deadline. The host team entries will be entered first and then accept teams/entries in the order received, until the four/eight hour rule is reached. Entries received thereafter will be returned immediately.

ENTRY FORMS: This is a Hy-Tek Meet Manager meet using the latest version software. All clubs are encouraged to use Hy-Tek software to submit their entry via E-mail or other electronic media. Submit best short course yard times.

Your mailing should include:

- Hy-Tek meet entry diskette if this is not an e-mail or manual entry.
- Manual entry form if this is not a Hy-Tek entry.
- Summary of Fees Statement completed and signed.
- Check made payable to **Hickory Willow Swim Association** or **HWSA**.

Failure to submit completed entry documentation will be sufficient grounds for refusal of the entry.

ENTRY LIMITATIONS: All swimmers will be limited to **two** individual events on Friday. AM session swimmers only (8 & unders, and 13 & overs) can swim up to **four** individual entry events plus **1 relay** event per day on Saturday and Sunday. PM session swimmers only (9-10, and 11-12) can swim up to **three** individual entry events plus **1 relay** event per day on Saturday and Sunday. Deck entries will not be permitted.

ENTRY VERIFICATION: An E-mail will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt.

ENTRY DEADLINE: Entries will not be accepted before **8:00 am, CST Friday, December 6, 2013**. Entries will be accepted until the meet is determined to be full. Please use E-Mail, U.S. Post Office, FedEx, or any other overnight courier service. Sign release for drop-off with no signature required.

ENTRY FILE FOR TEAM MANAGER: The 'HYV' file for team manager event set-up can be found at www.hwsadolphins.org.

E-MAIL ENTRIES: The following guidelines must be followed for E-mail entries.

1. Official entry forms (see entry forms section below), and all entry fees are due within **72 hours** of our receiving the entry.
2. E-mail entries must be in the form of a Commlink or SDIF file. The file must be zipped so that it arrives to the entry chair intact.
3. The club's entire entry should be sent in one E-mail.

ENTRY FEES: \$4.00 per individual event, \$10.00 per relay, plus a \$2.00 per swimmer ISI surcharge. Make check payable to: **HICKORY WILLOW SWIM ASSOCIATION** or **HWSA**

SEEDING: The conforming time standard for this meet is **SCY**. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order.

CHECK-IN: Positive Check-In will be required for all events. Positive Check-In will close at 5:20 PM on Friday, 7:20 AM on Saturday and Sunday morning sessions and 12:20 PM on Saturday and Sunday afternoon sessions. **Swimmers that fail to check in will be scratched from the event and not seeded.**

SCORING:

- High point trophies will be awarded to the top 3 scoring boys & girls in each age group up to age 14. Age group 13 & 14 will be swum together with the open group but scored separately.
- The Open age group will receive a trophy for the top swimmer.
- Team plaque for 1st - 3rd place. Host team will not be eligible for the team plaque.

AWARDS: Scoring is as stated in USA Swimming Rules & Regulations manual for the top twelve.

- Relays – 32-26-24-22-20-18-14-10-8-6-4-2
- Individual – 16-13-12-11-10-9-7-5-4-3-2-1
- There will be no scoring for the 8 & under group on Friday's session.

COACHES: All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of certification/registration and shall prominently display their registration cards at all times while on deck.

OFFICIALS: **There will be a need for officials. HWSA welcomes and encourages anyone willing to volunteer to contact the Meet Referee by e-mail prior to the meet or sign in once you arrive at the meet. All officials on deck must be registered and certified with USA Swimming and will be required to show proof of certification/registration. Officials shall prominently display their registration cards at all times while on deck. Any official's assistance will be greatly appreciated and will help to ensure a great meet for the swimmers. Official briefings will be held one hour prior to the start of each session in the hospitality area.**

HOSPITALITY: There will be a hospitality area open to all coaches and officials.

CONCESSIONS: Refreshments will be available on all days. A dining area will be set up down the hallway from the pool and bleacher area. **This will be the only area that food and drink will be allowed.** A complete line of swimmer apparel and accessories will be provided for sale.

WARM-UP: All current Illinois Swimming warm-up and safety guidelines will be in effect. The host club will post additional warm-up information for all swimmers and coaches attending the meet. Meet Marshall will ensure all teams, coaches, and swimmers follow these procedures. Meet management reserves the right to change warm-up times according to the number of entries.

DECK ACCESS: Current USA Swimming membership is required for coaches and working officials to be on deck. Coaches and officials must display USA Swimming credentials at all times while on deck.

TIMERS: Volunteer Timers may be needed at this meet. The host club will communicate a list of timing assignments made up of teams with swimmers in the meet at least 48 hours prior to the start of the competition. Swimmers competing in the 1650 Freestyle (if applicable) must provide their own timers.

SPECTATOR AREA: Seating is available for at least 550 spectators

ADMISSION: \$5.00 per day. Heat Sheets will be sold each session.

BULLPEN: A bullpen will be provided for the 8 & under swimmers in the Saturday and Sunday AM sessions.

RELAYS: Relay cards will be distributed to the coaches prior to the start of the meet. Please fill out the cards and return them to the pool office within 1 hour after the start of the meet.

MEET RESULTS: Results will be posted on the Hickory Willow Swim Association website: www.hwsadolphins.org & on Meet Mobile application.

PARKING AND ENTRANCE AREA: Please use the doors on the WEST side of the building, located behind the main building (South side). Parking is available on the EAST, WEST & SOUTH side of the building.

HOTEL INFORMATION: Hickory Willow has reserved rooms for the meet

Doubletree Hotel Chicago/Alsip

5000 West 127th Street, Alsip, Illinois, 60803

Tel: 1-708-371-7300 Fax: 1-708-371-9949



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A. WARM-UP PROCEDURES

1. **General Warm-up** (first 30-45 minutes)
 - a. **NO DIVING** allowed from the blocks or edge of pool. Swimmers must enter the pool feet first, while maintaining contact with the deck with the body and a hand from the start end of the pool.
 - b. No sprinting or pace work allowed during this general warm-up session.
 - c. Entry into pool from starting end of pool only, unless noted otherwise by the meet director and meet referee.
2. **Specific Warm-up** (last 30-45 minutes)
 - a. **Push/Pace Lanes** - Push off one or two lengths from starting end. Circle swim only. **NO DIVING.**
 - b. **Diving Lanes** - Sprint lanes for diving from blocks or for backstroke starts in specified lanes at designated times. (One length only)
 - c. **General Warm-up Lanes - NO DIVING.** Circle swim only.
 - d. At approximately half way through diving and push/pace, additional lanes may be opened at the request of the coach.

POOL	LANE USE		
	PUSH/PACE	DIVING	GENERAL WARM-UP
6 LANE	1 & 6	2 & 5	3, 4
8 LANE	1 & 8	2 & 7	3, 4, 5, 6
10 LANE	1 & 10	2 & 9	3, 4, 5, 6, 7, 8

B. SAFETY GUIDELINES

1. **Coaches Responsibilities**
 - a. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
 - b. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and all practices.
2. **Host Team Responsibilities**
 - a. Marshaling
 - 1) A minimum of two (2) marshals, who report to and receive instructions from the Meet Referee, shall be on the deck during the warm-up session.
 - 2) Marshals shall be current members of USA Swimming.
 - 3) Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety or warm-up procedures.
 - b. The host team shall provide signs for each lane at both ends of the pool, which indicate the designated use during warm-up.
 - c. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area. The following statement shall appear in the information: "Illinois Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in affect at this meet."
 - d. An announcer shall be on duty for the entire Warm-up session to announce lane and/or time changes and to assist with the conduct of the Warm-up.
 - e. Hazards in locker rooms, on the deck area or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
3. **Miscellaneous:**
 - a. Backstrokes shall ensure that they are not starting at the same time as a swimmer on the blocks.
 - b. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
 - c. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during the warm-up session.
 - d. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
 - e. The Referee may restrict use of bands, hand paddles, or fins during warm-up. The Referee shall have control over mitigation actions necessary to relieve situations deemed as dangerous or impairing the safety of other swimmers.



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Session # 1
Friday PM Session
Warm-Ups: 5:00pm – Meet Starts 6:00pm

Female	Event	Male
1	10 & Under 200 IM	2
3	11-12 400 IM	4
5	Open 400 IM	6
7	10 & Under 200 Free	8
9	11-12 500 Free	10
11	Open 500 Free	12

Session # 2
Saturday AM Session
Warm-Ups: 7:00am – Meet Starts 8:00am

Female	Event	Male
13	8 & Under 50 Free	14
15	Open 100 Free	16
17	Open 200 IM	18
19	8 & Under 50 Fly	20
21	Open 200 Fly	22
23	8 & Under 25 Breast	24
25	Open 100 Breast	26
27	8 & Under 50 Back	28
29	Open 200 Back	30
31	8 & Under 100 Free Relay	32
33	Open 400 Free Relay	34

Session # 3
Saturday PM Session
Warm-Ups: not before 12:00pm – Meet Starts 1 hour after warm-ups start

Female	Event	Male
35	11-12 100 Free	36
37	9-10 100 Free	38
39	11-12 200 IM	40
41	9-10 50 Fly	42
43	11-12 50 Fly	44
45	9-10 100 Back	46
47	11-12 100 Back	48
49	9-10 50 Breast	50
51	11-12 50 Breast	52
53	10 & Under 200 Free Relay	54
55	11-12 200 Free Relay	56



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Session # 4
Sunday AM Session
Warm-Ups: 7:00am – Meet Starts 8:00am

Female	Event	Male
57	8 & Under 100 IM	58
59	Open 50 Free	60
61	8 & Under 25 Free	62
63	Open 200 Breast	64
65	8 & Under 50 Breast	66
67	Open 100 Back	68
69	8 & Under 25 Back	70
71	Open 200 Free	72
73	8 & Under 25 Fly	74
75	Open 100 Fly	76
77	8 & Under 100 Medley Relay	78
79	Open 400 Medley Relay	80

Session # 5
Sunday PM Session
Warm-Ups: not before 12:00pm – Meet Starts 1 hour after warm-ups start

Female	Event	Male
81	11-12 50 Free	82
83	9-10 50 Free	84
85	11-12 100 Fly	86
87	9-10 100 Fly	88
89	11-12 50 Back	90
91	9-10 50 Back	92
93	11-12 100 Breast	94
95	9-10 100 Breast	96
97	11-12 100 IM	98
99	9-10 100 IM	100
101	11-12 200 Free	102
103	10 & Under 200 Medley Relay	104
105	12 & Under 400 Medley Relay	106



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MANUAL ENTRY FORM

	NAME	USA SWIMMING ID	EVENT #	EVENT NAME	SEED TIME
	LAST, FIRST, MI				
1					
2					
3					
4					
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23					

TEAM NAME _____ TEAM CODE _____

_____ # SWIMMERS X \$2.00 ISI SURCHARGE _____

_____ # INDIVIDUAL EVENTS X \$4.00

_____ # RELAY X \$10.00

TOTAL THIS PAGE _____

If needed, please make copies of this form.



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Complete this form and mail it with payment to the Entry Chairperson.
Make check payable to: **HICKORY WILLOW SWIM ASSOCIATION** or **HWSA**

TOTAL # OF INDIVIDUAL ENTRIES _____ @ \$ 4.00 EACH ENTRY = \$ _____

Total # OF RELAY ENTRIES _____ @ \$10.00 EACH ENTRY = \$ _____

TOTAL # OF SWIMMERS (ISI FEE) _____ @ \$ 2.00 EACH ENTRY = \$ _____

TOTAL FEES \$ _____

NAME OF CLUB _____

CLUB CONTACT _____

CLUB CODE FOR HEAT SHEET _____ USA SWIMMING LSC IL ILLINOIS, OTHER LSC

COMPLETE MAILING ADDRESS _____

CITY, STATE, ZIP _____ PHONE _____

E-MAIL ADDRESS _____

NAME(S) OF COACHES ATTENDING MEET _____

Waiver, Acknowledgement and Liability Release: I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Illinois Swimming, Inc regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. Hickory Willow Swim Association, Consolidated District 230, A. A. Stagg High School, Illinois Swimming, Inc., and USA Swimming Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

SIGNATURE (Coach or Club Representative)

CLUB

TITLE

DATE