



Pacific Northwest Swimming
42nd Annual Washington Open -- Approval #1801-SP01
Time Trials Approval #1801-SP02

Weyerhaeuser King County Aquatic Center, Federal Way, Washington
Hosted by Valley Aquatics



Held under approval of Pacific Northwest Swimming, Inc., and USA Swimming, Inc.

SCHEDULES	Thursday	Friday	Saturday	Sunday
Dates	January 11, 2018	January 12, 2018	January 13, 2018	January 14, 2018
	4:00 PM - Check in and coaches' packets at Clerk of Course. No group coaches meeting			
Coaches' Meeting		8:15 AM		
Individual Event Positive Check-in/scratch Deadlines	1000 free--5:00 pm	Deadlines will be announced by Monday, Jan. 8	Deadlines will be announced by Monday, Jan 8	Deadlines will be announced by Monday, Jan 8
Officials Meeting -- Prelims		8:00 AM	One hour prior to prelims	One hour prior to prelims
Warm-up -- Prelims		8:00-9:20 AM	7:30-8:50 AM	7:30-8:50 AM
Prelims		9:00 AM*	9:00 AM*	9:30 AM*
Officials Meeting -- Finals	5:30 PM	4:30 PM	4:30 PM	4:00 PM
Warm-up -- Finals	4:30-5:50 PM	4:00-5:20 PM*	One hour prior to finals	One hour prior to finals
Finals	6:00 PM	5:30 PM*	5:30 PM*	5:00 PM*
Dive Tank Pool	Available for warm-up and cool-down			
Entries Due	Entries are due by Wednesday, January 3, 2018.			
*Prelims and finals may start up to an hour earlier or later depending on entries. Exact start times will be posted on the PNS website by Sunday evening, January 7.				

MEET DIRECTOR:

Suzanne Rychlik

- swimvast@hotmail.com
- 253-241-4827

MEET REFEREE:

Mike Murphy

- swimoff1@gmail.com

LOCATION AND DIRECTIONS

Weyerhaeuser King County Aquatic Center
650 SW Campus Drive
Federal Way, Washington

Directions from I-5: Take Exit 142B west on 348th. It becomes Campus Drive after crossing 1st Ave S. Pool is on the right side approximately 1 1/4 miles from I-5.

Note: In the event of inclement weather, call the King County Aquatic Center Hotline: 206-477-4444 or toll-free 1-855-952-9970

FACILITY

- Site of the 1990 Goodwill Games and multiple USA Swimming and NCAA Division 1 Championships.
- Two 25 yard, 9 feet deep, 8-lane competitive pools. The area between the bulkheads is closed at all times.
- The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

- Diving tank will be available for continual warm-up and cool-down.
- 2500 spectator seats
- Omega electronic timing system with full-read scoreboard
- Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind starting blocks on pool deck.
- 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.
- Deck changes are prohibited.

ONSITE AMENITIES

- **Vendor:** Northwest Swim Shop
- **Heat Sheets:** \$3.00 prelims each day, \$1.00 for finals or available through Meet Mobile for \$10.00 for all sessions.
- **Results** on PNS web site
- **Concessions:** under contract with King County; neither PNS nor the host team derive any benefit
- **Hospitality** for coaches and officials only
- **Parking:** pool parking lots (front and rear). Illegally parked cars will be ticketed and towed by the Federal Way Police Dept. Do not leave valuables in cars.



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ELIGIBILITY & ENTRY INFORMATION:

- All swimmers must be registered with USA Swimming, a FINA member covered under USA Swimming's "open border" policy included in its Registration Manual, or the NCAA. Neither USA Swimming nor any other on-deck athlete registration will be permitted.
- Swimmers must have met the listed minimum qualifying time standards in each individual event entered, with the exception of bonus events.
- Swimmers with a disability must meet the qualifying standards for this meet in compliance with PNS Policy AD 97-02.
- There is no entry limit, but each swimmer may not compete in more than three (3) individual events per day plus relays. Swimmers who **compete** in more than three individual events on any given day will be disqualified from all individual events following their third daily individual event. A swimmer declaring a false start (DFS) for an event will be considered as having competed in that event.
- All entry times should be clearly identified as SCY or LCM. Times not otherwise identified will be assumed to be SCY. Converted times are not allowed.
- No deck entries will be permitted.
- All USA Swimming registration numbers will be verified for PNS swimmers.

BONUS EVENTS

- Swimmers entered in at least one individual event with a qualifying time may enter up to two (2) additional events 200Y or shorter as bonus events, subject to the entry and splash limits stated above.
- For example:
 1. Qualify in 1=swim up to 3
 2. Qualify in 2=swim up to 4
 3. Qualify in 3=swim up to 5
- All bonus events must be 200Y or shorter. Events 400Y or longer may not be entered as bonus events and any such entry fees will not be refunded.
- Bonus swims must be clearly identified in submitting entries; teams using Team Manager must designate bonus swims on the Meet Entries Screen. See Entry Submittal Information.
- Entries exceeding this limit will be scratched without notification, and entry fees for entry count limitation scratches will not be refunded.

ENTRY FEES:

- Surcharge: \$15.00
- Individual Event: \$10.00
- Relay: \$16.00
- No refunds or credits will be given for events entered but not swum; no event swapping.
- All fees must accompany entries.

AWARDS AND SCORING:

- **Individual events:** Medals 1st - 3rd places.
Scoring 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
- **Relay events:** Medals 1st - 3rd places.
Scoring 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
- **Team trophies:** Top three teams--combined men's and women's scores
- **Individual high point:** Top scoring male swimmer and top scoring female swimmer

MEET RULES:

- This year's meet course will be short course yards (25 yard pool).
- Current USA Swimming and PNS rules govern throughout the meet, including warm-ups.
- The meet will be swum as prelims/finals (C/B/A) except for relays and the 1000/1650 events.
- See Order of Events for more information.
- Seeding will be SCY/LCM.
- At the Meet Referee's discretion, two pools may be used for prelims. An announcement will be made at the Coaches' Meeting.
- The meet may be limited to the team with the 900th swimmer accepted.

Positive Check-In for Individual Events 200Y or shorter: All individual events 200Y or shorter may be subject to a positive check-in. Should that be the case, check-in deadlines and other information will be announced not later than Monday, January 8, 2018.

Distance Events:

- The 500, 1000, and 1650 freestyle, and the 400 IM events will require a positive check-in to be seeded. Swimmers not checking in for these events will automatically be scratched without penalty. Swimmers checking in for any of these events who do not swim will be disqualified from their next scheduled individual event.
- The 1000 free and 1650 free events may be limited to six (6) heats of women and six (6) heats of men.
- Each swimmer must provide their own timer and counter, if desired, for these events. Swimmers who cannot meet this requirement should notify the Clerk of Course at least an hour before the start of the event.

Finals:

- Once the C, B, and A finalists are announced, those swimmers have 30 minutes to declare their intention to scratch and until 30 minutes after the completion of their last preliminary (not timed finals) event to finalize their intention to scratch. There is no penalty for scratches during this time.
- A swimmer for the C, B, or A finals of any prelims/finals event who fails to show will be barred from competing in the rest of the meet, including relays, unless properly scratched. A swimmer



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who is not an announced C, B, or A finalist 30 minutes after the announcement of an event's results will not be penalized for a failure to scratch.

- The Administrative Referee will actively work to recruit swimmers up to 36th place for swimming in finals. Please have your athletes scratch if they are 1st through 36th place if they are not planning on returning for finals. 36th-44th place athletes must inform the Clerk of Course if they would like to swim in finals. There may be empty lanes in finals.
- Reseeding due to scratches made after the initial 30 minute deadline will be at the discretion of the meet referee.

RELAYS:

Relay Information:

- All heats of the 200 relays will be swum in the beginning of prelims.
- All heats of the 800 Free Relay will swim at the end of finals. Each team may enter no more than two (2) relays in each of the 800 Free Relay events. Additional entries will be scratched without credit or refund.
- All heats of the 400 Medley Relay will be swum at the end of finals.
- All heats of the 400 Free Relay will be swum at the end of prelims

Relay Slips:

- The top two copies of the relay slips must be submitted to the Clerk of Course by the announced deadline. Deadlines will be announced at the Coaches' Meeting.
- The Lane Copy of the relay slip must be presented to the Head Lane Timer of the appropriate lane prior to the swim to verify the order in which the athletes will swim. This copy must be complete and legible.

WARM-UP PROCEDURES:

- Circle swim counter-clockwise only.
- Last half hour of each warm-up period:
 - Lanes 1 & 8—pace lanes, no diving
 - Lanes 2 & 7—sprint lanes, dive starts, return in lanes 3 & 6
 - Lanes 3, 4, 5 & 6—general warm-up, no diving
 - Additional sprint lanes may be made available upon request to the Meet Referee.
- Pool closed promptly ten (10) minutes prior to the start of competition.
- Warm-up may be modified at the discretion of the Meet Referee to accommodate the number of swimmers entered.

SAFETY:

- No diving from the blocks or sides of pool except for designated sprint lanes during designated times in main pool.
- Jumping into the pool is not allowed.
- Backstroke swimmers enter the water feet first in rotation; no diving or jumping over persons in the water.

- Deck Marshals will be assigned to supervise the warm-up. Deck Marshals have the authority to remove any swimmer, coach, or club who does not follow the safety rules during warm-ups or the meet.
- Coaches are responsible for their team's swimmers throughout the meet, including warm-ups and warm-downs.
- All participating swimmers must be under the supervision of a USA Swimming member coach, a FINA-member coach covered under USA Swimming's "open border" policy included in its Registration Manual, or an NCAA coach and may not enter the water at any time unless under the supervision of said coach. The Meet Director or Meet Referee may assist a swimmer in making supervision arrangements, but it is the swimmer's responsibility to make arrangements prior to the start of warm-ups and to so notify the Meet Referee.
- Any USA Swimming registered athlete 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.
- **Shaving is not permitted in the facility.**

OTHER NOTES:

- It is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. It is further understood that Pacific Northwest Swimming and the host club shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- Only properly credentialed athletes, coaches, officials, authorized volunteers and facility employees are allowed on deck or in the locker rooms. All volunteers must check in prior to their assigned shift for a name tag which must be displayed while on deck.
- All others must remain in the designated spectator area or in public lobbies and are not allowed in the natatorium unless timing for an event in which swimmers must provide their own timers.
- In order to be on deck and serve in their official capacity, all coaches, officials and any other person required by approval to be members of USA Swimming, of a FINA member covered by USA Swimming's "open border" policy or of the NCAA shall visibly display their membership credentials at all times.
- All persons acting in any coaching capacity must be coach members of: USA Swimming, a FINA member covered by USA Swimming's "open border" policy, the NCAA.
- Alcoholic beverages, tobacco products of any kind, and glass containers are not allowed in the swimming venue.
- Any act of theft, vandalism or similar action will result in immediate disqualification from the meet and the loss of any points accumulated toward team standings by the individual.



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- **Team Areas:** Please keep your area clean, and pick up all trash before leaving each session.
- **Lost and Found:** Items will be left in place during the meet. After the meet, contact KCAC.
- **Team Banners:** Banners must be fabric. No helium balloons or paper signs.

OFFICIALS: All certified officials are welcome. The uniform is white polo shirts over navy pants or skirts (no shorts for finals), white sport shoes.

- This meet is applying for designation as an OQM meet for N2 officials certification. Officials wishing to obtain or renew N2 certification must apply by January 3, 2018. Preference will be given to those who agree to work all sessions. Instructions for certification will be provided during the Official's meetings.
- Once N2 designation has been granted, this meet information sheet will be updated, and the Application to Officiate form will be made available.

TIMERS:

- All participating teams are asked to provide timers for prelims. The host will provide timers for finals.
- Lane assignments will be posted on Valley Aquatics' web page, www.swimvast.org, the week prior to the meet.
- Larger teams should be prepared to take the first shift Friday.
- We appreciate your cooperation in facilitating this request.

TIME TRIALS:

- Time Trials will first be seeded in open lanes during the meet. Additional time trial may be available at the conclusion of prelims, subject to the Meet Referee's discretion.
- Only swimmers who are pre-entered into the meet (i.e., meet entry surcharge paid prior to the entry deadline) are eligible for time trials.
- One Time Trial per day per swimmer, subject to meet entry limitations.
- Deck-entry only at the Clerk of Course.
- Time Trial fee: \$10.00 per individual event, \$16.00 per relay
- Each swimmer should provide a timer and counter, if needed.

ENTRY SUBMITTAL INFORMATION:

Entries will be only be accepted upon receipt of all of the following prior to the entry deadline, January 3, 2018:

1. **Entry File** from Team Manager or equivalent.
2. **Meet Entry Reports** for individual (sorted by swimmer) and relay (sorted by event) events from Team Manager or equivalent, with bonus events clearly identified.
3. **Meet Entry Fee Report** from Team Manager or equivalent.
4. **Master Entry Summary Form**—Completed and hand-signed hardcopy only (original or faxed); typed signatures will not be accepted
5. **Meet Entry Fees**—one check payable to Valley Aquatics

Submittal Formats and Notes:

- **Electronic files:** email items #1, #2, and #3.
- **Hardcopies:** mail or hand-deliver items #4 and #5. If sending via express mail, waive signature requirement.
- Please be advised that bonus swims may not import into Meet Manager from non-Hy-Tek products, and the host club cannot be responsible for entry errors due to software incompatibility especially if bonus swims are not clearly identified on accompanying printed reports.
- Late, incomplete, or paper entries will not be processed.
- Relay-only swimmers must be listed on the Meet Entry Report or equivalent, and appropriate surcharges must be included with the entry.
- Recheck all entries as no additional entries or corrections will be accepted after the deadline.
- All entry times must be identified as SCY or LCM. Times not otherwise identified will be assumed to be LCM.
- Your cooperation is appreciated in facilitating the entry process by making your entries complete, orderly, and legible.
- Mail entries to Suzanne Rychlik, 27435 Maple Ridge Way SE, Maple Valley WA 98038.
- E-mail entries to: swimvast@hotmail.com



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MASTER ENTRY SUMMARY

Please complete this form and send with your entries (disk or hard copy). Failure to submit this form will delay your entry processing and may result in your entries being rejected.

TEAM NAME:			
TEAM CODE:		LSC CODE: (If Canadian, write "Canada.")	
COACH:		HOME PHONE:	
EMAIL ADDRESS:		OFFICE PHONE:	
TEAM MAIL ADDRESS:		CELL PHONE:	
CITY, STATE, ZIP:		POOL PHONE:	
ENTRY INFORMATION PREPARED BY:		PHONE:	

MEET ENTRY FEES ENCLOSED:

SURCHARGE:		X \$15.00	\$
INDIVIDUAL EVENTS:		X \$10.00	\$
RELAYS:		X \$16.00	\$
		SUBTOTAL:	\$
LESS OUTREACH VOUCHERS:			(\$)
		TOTAL:	\$

Make one check payable to: **Valley Aquatics**

THE FOLLOWING STATEMENT MUST BE SIGNED:

I attest that all swimmers entered hereon are properly registered athlete members of USA Swimming, Inc., of a FINA member covered by USA Swimming's "open border" policy, or of the NCAA.

Signature of Coach or Team Representative

Date

Phone Number

Important Note: Upon processing of the pre-meet exception report, PNS will register as a full-year USA Swimming athlete member any swimmer not then registered. PNS shall require the club or responsible party to pay an amount equal to the current full-year USA Swimming athlete registration fee, including the PNS surcharge, plus a \$15.00 fine for each athlete who is registered from the pre-meet exception report. The fines are due prior to the entry deadline of the next meet entered by the team being fined or within 15 business days after the receipt of the fine statement, whichever occurs first. See PNS AD 97-08 for additional information.