

Mid-Missouri Conference Championship 2004 July 10th at Sedalia, Missouri

June 16, 2004

Coaches & Team Representatives
Mid-Missouri Conference

The Mid-Missouri Conference Championship Swim Meet will be held in Sedalia on Saturday, July 10th, 2004. The enclosed information is provided to assist your team and the conference in having a successful event. This will be the ONLY mailing for volunteer assignment sheets and AD sheet information. However, this letter will be available for download on the conference internet site as well as blank ad forms and volunteer assignment sheets. Also, please feel free to duplicate as needed. Please note the following and respond promptly!

ENTRIES & VOLUNTEER SHEETS MUST BE RECEIVED NO LATER THAN JULY 3, 2004 ENTRIES WILL NOT BE PROCESSED, UNLESS VOLUNTEER SHEETS ARE IN!

1] This year the Championship meet will be hosted by Centralia. Janice Jacobson from the Centralia team will be assisting in the electronic processing of team entries. She will also provide a clearing house for volunteer sheets and ad copy. We are asking that entries for the meet be produced using HyTek Team Manager and email to jacobsonj@missouri.edu. Additionally, as a backup please mail a diskette of the entries and printout of the HyTek "Meet Entries" report as well as the volunteer sheets and ad sheets to: Janice Jacobson Centralia Swim Team 817 Doty Ave Centralia, MO 65240

Anyone needing assistance with the HyTek software should contact Janice at (573) 682-3944 or email her at jacobsonj@missouri.edu. Proof sheets will be email back prior to the meet. All items must be received by July 3, 2004 . 2] Each swimmer is permitted to enter a **maximum of five (5) events including relays**. You may list a swimmer as an alternate in a relay, making their name appear six times. However, if the swimmer does swim the relay, the **MUST** scratch another event. If the relay teams do not have alternates listed and a member of the team is not present, the relay team may not swim. **RELAY TEAMS MUST SWIM IN ORDER LISTED ON ENTRY.**

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3] Individual events may have unlimited entries from each team. Swimmers are not permitted to "swim up" in the Championship Meet with the exception of open & relay events.

4] Relay event entries are limited to two (2) relay teams from each league team. The only exception is if you enter a coed team (which must swim in a boy's event); the team may enter only that team.

5] **NO NEW ENTRIES WILL BE ACCEPTED AFTER THE DEADLINE DATE OF JULY 3RD.** All scratches should be reported at the Scratch Meeting or before if possible. Please email or call Janice Jacobson if you know a swimmer will not come after you have sent in their entry.

6] Please remember that our meet is a success because of the volunteers from each team. Please provide workers for each category listed on the sign-up sheet. Stroke Judges and Starters must be experienced and familiar with Mid-MO and USS regulations. Teams should provide their own stop watches.

7] Divided AD sheets, to be printed in the program, are enclosed. Up to 8 spaces per page may be sold at \$1 each or \$8 for a full page. No more than 8 spaces per page allowed. However, you may combine the spaces for ¼ or ½ pages, for \$2 or \$4, respectively. You are welcome to create your own computer generated pages, but please be conscious of at least a 1 inch margin on the left-hand side for stapling.

8] **WARM- UP SCHEDULE: 8:15 AM** Lane 1 Lane 2 Lane 3 & 4 Lane 5 & 6
8:45 AM Lane 1 Lane 2 Lane 3 & 4 Lane 5 & 6 Exact lane assignments will be mailed prior to the meet.

9] Scratch meeting will be at 8:30 AM. Coaches and Starters will meet at 9:00 AM. Timers, Pickers and Runners meeting will also be at 9:00 AM. Stroke Judges will meet at 9:15 AM. The first bullpen call will be at 9:15 AM. The meet will begin promptly at 9:30 AM.

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10] Concession and Championship T-Shirt stands will be open throughout the day. Action Accents, a swimming apparel company will also be on hand with suits and accessories.

11] Please remind your spectators that alcoholic beverages are prohibited.

12] **ONLY** Coaches, Swimmers and authorized Workers will be allowed on the pool deck. **SWIMMERS MUST REMAIN OUTSIDE THE FENCE EXCEPT WHEN COMPETING.** Swimmers should be instructed to enter the pool via the bullpen gate. Workers should enter via the locker rooms. Each team is requested to provide an escort for 10 & under relay teams. Escorts will bring the team to the bullpen when called, help line up the swimmers, and take them to the blocks. Remember; relay teams must swim in

order. Sedalia's pool is a six-lane 25 meter pool, with blocks. All 25 meter events will start from the block end and swimmers may use a standing start. For all relays, swimmers starting in the shallow end must start in the water. It is our plan to run as efficient a meet as possible. With each swimmer and their family's cooperation this will be possible. Thank-you in advance for your help in making this a successful day of good sportsmanship!

Sincerely,
Centralia Hurricanes