



# 2024 Caitlin Lehmann Memorial

Hosted by the Cougar Aquatic Team

Hosted by Cougar Aquatic Team at the Wellness & Events Center, NJIT

Held under the sanction of USA Swimming

Meet Sanction Info:	<b>NJ swimming Sanction # - NJS-TF-112324-SCY</b> <b>Any changes of the meet information without the approval of the administrative chairman, age group chairman or senior chairman are a violation of the sanction.</b> It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.		
Dates of Meet:	<b>Saturday-Sunday November 23<sup>rd</sup>-24<sup>th</sup>, 2024</b>		
Facility:	<b><u>Wellness &amp; Events Center, NJIT</u></b> <i>(link to facility location &amp; directions, and pool certification information)</i>		
Host Team Contact:	Jon Siegel		<a href="mailto:jon@cougaraquatic.com">jon@cougaraquatic.com</a>
Meet Director:	Jon Siegel		<a href="mailto:jon@cougaraquatic.com">jon@cougaraquatic.com</a>
Meet Referee:	John Kelly		<a href="mailto:Johnfk41965@gmail.com">Johnfk41965@gmail.com</a>
Admin Official:	Be Smartt Inc		<a href="mailto:besmarttinc@gmail.com">besmarttinc@gmail.com</a>
Safety Marshall:	Terry Murray Rich Palm		<a href="mailto:teammurray@verizon.net">teammurray@verizon.net</a> <a href="mailto:rich@cougaraquatic.com">rich@cougaraquatic.com</a>
Entry Coordinator:	Be Smartt Inc	609-558-0988	<a href="mailto:besmarttinc@gmail.com">besmarttinc@gmail.com</a>
Entries Open:	<b>Wednesday October 30<sup>th</sup>, 2024 at 6:00am</b>		
Entry Deadline:	<b>Friday November 15<sup>th</sup>, 2024, at 6:00pm or when the meet has filled , if earlier.</b>		
Swimmer Age	Swimmer ages for this meet are as of: <b>Saturday November 23<sup>rd</sup>, 2024</b>		
Entry Fees:	Individual Entry: \$10.00 1000/1650 Free: \$14.00 <b>There will be a \$20 per swimmer surcharge.</b>	400 IM/500 Free: \$12.00	
Meet Course:	Short Course Yards (SCY)		
Meet Format:	<ul style="list-style-type: none"><li>• This meet will be run as a timed final meet.</li><li>• There will be 12 &amp; Under, and 13 &amp; Over events.</li><li>• There are no qualifying times for this meet.</li><li>• This meet will be deck seeded with coaches checking in/scratching all swimmers and relays. When the seeding has been posted, swimmers will report to the blocks on their own.</li></ul>		
Entry Limits:	Daily: <b>3</b> Individual events	Meet: <b>6</b> Individual Events	
Checks Payable To:	<b>Cougar Aquatic Team, LLC</b>		
Email Entry Files To:	<a href="mailto:besmarttinc@gmail.com">besmarttinc@gmail.com</a>		
Checks/Waivers:	Bring to the first session of the meet where the team is competing.		
No Show Policy	No penalty will be incurred for an unscratched swimmer who fails to report to the starting blocks for his/her scheduled event. However, the event will be counted toward the swimmer's maximum allowable swims for that day. The swimmer may be allowed to swim the event in a later heat or a subsequent event if the swimmer is at the starting end of the pool, ready to swim, and an open lane is available. However, the host club will not schedule an additional heat to accommodate the swimmer.		

## Tentative Meet Schedule

*This schedule is tentative pending receipt of entries.*

*Depending on the entries, sessions may be combined or split.*

*The complete schedule with session warm-up and start times will be established when all entries have been received. This will be published on the meet website, the meet section of the NJS website and e- mailed to the coaches of participating teams.*

Saturday		
Session 1	Morning	13 & Over
Session 2	Midday	Distance
Session 3	Afternoon	12 & Under
Sunday		
Session 4	Morning	13 & Over
Session 5	Midday	Distance
Session 6	Afternoon	12 & Under

Scoring:	Team Scoring will not be kept.
Awards:	<ul style="list-style-type: none"> <li>No awards.</li> </ul>
Starts:	'Fly-over/Over-the-top' starts will be used during this meet.
Admissions:	<ul style="list-style-type: none"> <li>Spectators will be admitted up to the capacity of the gallery.</li> <li>Heat sheets will be online at <a href="http://www.besmarttinc.com">www.besmarttinc.com</a> (free) and Meet Mobile (subscription required)</li> </ul>
Concessions:	<ul style="list-style-type: none"> <li>None.</li> </ul>
Vendor:	<ul style="list-style-type: none"> <li>None.</li> </ul>
Heat-Limited Events:	<ul style="list-style-type: none"> <li>Depending on entries, it may be necessary to heat-limit the following events:               <ul style="list-style-type: none"> <li>1000 Freestyle, 9-12 500 Freestyle, 13 &amp; Over 400 IM, 9-12 400 IM: fastest 24 per gender</li> <li>1650 Freestyle: fastest 16 per gender</li> </ul> </li> <li>The determination will be made once entries are received. Coaches will be informed if their swimmers are excluded from an event and may sign their swimmers up for alternative events or wait to see if there are scratches on the day. Any excluded swimmers will receive refunds for the event.</li> </ul>
Internet Website Posting:	<ul style="list-style-type: none"> <li>Internet location for all meet information: <a href="http://www.besmarttinc.com">http://www.besmarttinc.com</a></li> </ul>
Meet Requirement Statement:	In order to be eligible for the NJ Swimming Zone Championship Team or for NJ Swimming Athlete Travel Grants for sectional and national level meets, NJ Swimming policy stipulates certain participation requirements. As a NJ Swimming sanctioned meet, this meet counts toward those participation requirements.

## Event List

Event #	Event
<b>Session: 1 Saturday 13 &amp; Over</b>	
1	Women 13 & Over 500 Freestyle
2	Men 13 & Over 500 Freestyle
3	Women 13 & Over 200 IM
4	Men 13 & Over 200 IM
5	Women 13 & Over 100 Freestyle
6	Men 13 & Over 100 Freestyle
7	Women 13 & Over 200 Breaststroke
8	Men 13 & Over 200 Breaststroke
9	Women 13 & Over 100 Butterfly
10	Men 13 & Over 100 Butterfly
11	Women 13 & Over 200 Backstroke
12	Men 13 & Over 200 Backstroke

Event #	Event
<b>Session: 2 Saturday Distance</b>	
13	Women 13 & Over 1000 Freestyle
14	Men 13 & Over 1000 Freestyle

Event #	Event
<b>Session: 3 Saturday 12 &amp; Under</b>	
15	Girls 12 & Under 50 Freestyle
16	Boys 12 & Under 50 Freestyle
17	Girls 12 & Under 200 Freestyle
18	Boys 12 & Under 200 Freestyle
19	Girls 12 & Under 100 Backstroke
20	Boys 12 & Under 100 Backstroke
21	Girls 12 & Under 200 Breaststroke
22	Boys 12 & Under 200 Breaststroke
23	Girls 12 & Under 50 Breaststroke
24	Boys 12 & Under 50 Breaststroke
25	Girls 12 & Under 100 Butterfly
26	Boys 12 & Under 100 Butterfly
27	Girls 12 & Under 200 IM
28	Boys 12 & Under 200 IM
29	Girls 9-12 500 Freestyle
30	Boys 9-12 500 Freestyle

Event #	Event
<b>Session: 4 Sunday 13 &amp; Over</b>	
31	Women 13 & Over 400 IM
32	Men 13 & Over 400 IM
33	Women 13 & Over 50 Freestyle
34	Men 13 & Over 50 Freestyle
35	Women 13 & Over 100 Breaststroke
36	Men 13 & Over 100 Breaststroke
37	Women 13 & Over 200 Butterfly
38	Men 13 & Over 200 Butterfly
39	Women 13 & Over 100 Backstroke
40	Men 13 & Over 100 Backstroke
41	Women 13 & Over 200 Freestyle
42	Men 13 & Over 200 Freestyle

Event #	Event
<b>Session: 5 Sunday Distance</b>	
43	Women 13 & Over 1650 Freestyle
44	Men 13 & Over 1650 Freestyle

Event #	Event
<b>Session: 6 Sunday 12 &amp; Under</b>	
45	Girls 12 & Under 50 Butterfly
46	Boys 12 & Under 50 Butterfly
47	Girls 12 & Under 100 Freestyle
48	Boys 12 & Under 100 Freestyle
49	Girls 12 & Under 50 Backstroke
50	Boys 12 & Under 50 Backstroke
51	Girls 12 & Under 200 Butterfly
52	Boys 12 & Under 200 Butterfly
53	Girls 12 & Under 100 Breaststroke
54	Boys 12 & Under 100 Breaststroke
55	Girls 12 & Under 200 Backstroke
56	Boys 12 & Under 200 Backstroke
57	Girls 9-12 400 IM
58	Boys 9-12 400 IM

## NJS Information and Policies for USA Sanctioned Meets

Locker Rooms:	<ul style="list-style-type: none"> <li>• <b>If only one locker room/restroom:</b> If Athletes and Adults including Coaches &amp; Officials must use the same facility, make sure you are not alone with an athlete in the locker room, including using the restroom. Be proactive and tell the meet director immediately if this happens, even when no fault of your own.</li> <li>• <b>If multiple facilities:</b> There is a separate locker room/restroom for athletes <b>only!</b> All other adults including Coaches &amp; Officials need to make sure that you are only using the facility marked for you.</li> </ul>
Spectator Considerations:	<ul style="list-style-type: none"> <li>• <b>As per USA Swimming Safe Sport Protocols, Parents or legal guardians will have access to their child and an opportunity to observe their child if the facility protocols allow for spectators.</b></li> </ul>
Entry Info:	<ul style="list-style-type: none"> <li>• There will be no refunds after the entry deadline except for events that may be scratched from meet by the Entry Coordinator or Meet Director, or as otherwise directed by NJ Swimming. Entries will be acknowledged within 48 hours of receipt.</li> <li>• All entries will be accepted on a first come basis.</li> <li>• Team entries will be considered accepted when the host club accepts the entries.</li> <li>• Meet Entries will be taken until the meet fills. The host club must stay within the four hour per session rule.</li> <li>• <b>Special Notice:</b> Entry forms, verification forms, waiver release, and fees must be received no later than the first session of the meet where the team competes. If a team fails to make payment by that time all their swimmers may be scratched, at the discretion of the Host Team.</li> </ul>
Entry Times:	<ul style="list-style-type: none"> <li>• New Jersey Swimming does not allow 'NT' or 'No Time' to be used as an entry time.</li> <li>• Unless otherwise specified in the earlier Meet Course section, entry times should be for the course that the meet is going to be swum, with converted times being permitted.</li> </ul>
Relays:	<ul style="list-style-type: none"> <li>• Relay scratches should be turned in at the required time noted by the meet director.</li> <li>• Coaches must turn in relay cards listing correct swimmers' names and correct order prior to the start of the event.</li> </ul>
Swimmer Eligibility:	<ul style="list-style-type: none"> <li>• No swimmer will be permitted to compete unless the swimmer is a member of USA Swimming as provided in Article 302.</li> <li>• All transfer swimmer(s) must swim unattached for 60 days from their last attached competition. Swimmers must use an UN- (New Team Alpha Code) as their team affiliation. All Unattached swimmers must be listed on the team's official waiver entry form.</li> <li>• All swimmers 18 &amp; Over at the meet start date must have met the USA Swimming Athlete Protection Training requirement. Failure to complete it will result in an athlete's inability to swim in this meet.</li> </ul>
Check-In:	<ul style="list-style-type: none"> <li>• All check-in sheets must be turned into the scoring table before the start of each session. Check-in times will be noted on the check in sheets. Swimmers that are swimming will have a line through their name. Swimmers that are being scratched will have their names circled with a "SCR" next to the circle. Swimmers scratching a single event will have a line through their name and the event number circled with "SCR" next to the circle.</li> <li>• Failure to follow this procedure may result in the swimmer(s) being scratched from the session.</li> </ul>
Adaptive Provisions:	<p>USA Swimming rules and regulations provides "guidelines for officiating swimmers with disabilities" and any athlete who needs any of these adaptations should provide the Referee with a note stating their name, their specific need, and a list of events in which they need assistance prior to the start of each session's competition. If necessary, this information may be provided by the swimmer's coach or guardians. NJ swimming will provide all swimmers with disabilities a chance to swim in events for which they have qualified (met the time standards of the meet).</p>

<p>Host Club Responsibilities:</p>	<ul style="list-style-type: none"> <li>• The host club will help provide timers for the meet.</li> <li>• The host club will e-mail entry verification back to the participating clubs.</li> <li>• The host club will create a warm-up schedule that will be fair and equal to all teams.</li> <li>• The host club will create timing assignments that are fair and equitable with as many teams participating as possible.</li> <li>• Warm-up schedules and assignments, and timing assignments will be e-mailed to all participating clubs no later than 1 week before the meet.</li> </ul>
<p>Participating Club Responsibilities:</p>	<ul style="list-style-type: none"> <li>• Participating clubs must help with timing assignments. Timing assignments will be e-mailed to participating clubs 1 week prior to the meet.</li> <li>• Participating club parents must stay off the pool deck except for timing assignments. Parent timers may not use phones/cameras while on the deck.</li> <li>• Participating clubs should help with officiating whenever possible.</li> </ul>
<p>Coaches Conduct &amp; Eligibility:</p>	<ul style="list-style-type: none"> <li>• This meet is conducted according to current USA Swimming Rules, and in adherence to the USA-S Minor Athlete Abuse Prevention Policy (MAAPP 2.0).</li> <li>• Make sure all interactions with athletes are observable and interruptible, including any meetings you have in between races or sessions.</li> <li>• As a reminder, coaches are not allowed to massage any athlete, even if you are a licensed massage therapist. This includes all massages, rubdowns, stretching, physical manipulation, injury rehabilitation, and the use of electronic or instrument assisted modalities such as stim treatment, dry needling, and cupping.</li> <li>• All coaches “on the deck” must be currently registered coach members of USA Swimming. Verification can be in the form of a current USA Swimming membership credential or Coaches Pass available thru the USA swimming Deck Pass App.</li> <li>• Coaches must show their USA swimming coaching card or Coaches Pass for entrance to facility.</li> <li>• All Coaches must have some form of USA coaching credential verification with them at all times.</li> </ul>
<p>Officials Conduct &amp; Eligibility:</p>	<ul style="list-style-type: none"> <li>• This meet is conducted according to current USA Swimming Rules, and in adherence to the USA-S Minor Athlete Abuse Prevention Policy (MAAPP 2.0).</li> <li>• Make sure all interactions with athletes are observable and interruptible.</li> <li>• Current USA Swimming and NJS Swimming certification is required for all officials and the Meet Referee will check your credentials.</li> <li>• Swimming officials from participating teams should contact the meet referee (see page 1) with the sessions when they are able to help.</li> <li>• All officials must wear the standard white and blue uniform.</li> <li>• Officials will be required to work the entire session to receive credit for the session.</li> </ul>
<p>Meet Format Waiver:</p>	<ul style="list-style-type: none"> <li>• This meet will be run in accordance to current USA Swimming Rules.</li> <li>• The host club has the right to change the format of the meet with the approval of the Administrative vice chair and either the Age Group or Senior vice chair. These changes would be made for a more efficient swim meet for the swimmers and the host club. Reasons for these changes include: <ul style="list-style-type: none"> <li>• To allow more swimmers to swim.</li> <li>• To conform to facility capacity limits or for facility safety concerns.</li> <li>• To condense the meet into smaller time frame.</li> </ul> </li> <li>• Some of the changes that may be made: 1) add a session, 2) heat limit distance events 3) condense sessions, and 4) eliminate relays.</li> </ul>

Warm-up Procedures:	<ul style="list-style-type: none"> <li>• Warm-ups will be run under New Jersey Swimming Warm-up and Safety Guidelines. Teams will be assigned lanes according to the size of their entries, to achieve a fair and comparable warm-up for all swimmers.</li> <li>• Swimming Equipment is not allowed in the competition pool during all warm-up sessions. This includes kick boards, hand paddles, and pull buoys.</li> <li>• All swimmers must enter the pool feet first from the starting end of the pool.</li> <li>• New Jersey Swimming officials and Safety Marshals will monitor warm-ups.</li> <li>• All general warm-up lanes will swim in a counterclockwise direction.</li> </ul>
Results:	<ul style="list-style-type: none"> <li>• Meet result files for TM will be emailed to all participating teams.</li> <li>• Meet results will be posted on the meet website and on the New Jersey Swimming Website: <a href="http://www.njswim.org">www.njswim.org</a></li> </ul>
USA-S Racing Start Certification Statement:	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.
Audio/Visual Recording Statement:	Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms or behind the starting blocks.
USA-S Deck Change Policy Statement:	Deck changes are prohibited.
USA-S Drone Policy Statement:	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.
Minor Athlete Abuse Prevention Policy (MAAPP 2.0)	All applicable adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP 2.0"), and that they understand that compliance with the MAAPP 2.0 policy is a condition of participation in the conduct of this competition.
Tech Suit/Swimwear Policy:	<p>Swimwear must conform to USA Swimming Rules.</p> <ul style="list-style-type: none"> <li>• Rule 102.8. Only swimsuits complying with FINA swimsuit specification may be worn in any USA Swimming sanctioned or approved competition. "Tech suits" are not permitted at this meet for 12 &amp; under swimmers. "Tech Suits" are defined, as suits that have bonded seams, kinetic tape, or meshed seams. A list of restricted suits can be found on the NJ Swimming Website; <a href="http://www.njswim.org">www.njswim.org</a>.</li> <li>• Rule 102.8.1E explicitly bans the use of therapeutic elastic tape (eg: kinesio tape) on any part of the body.</li> </ul> <p>Pursuant to USA Swimming Rule 205.10.1, it is permissible for a swimmer to wear a single set of garments underneath his or her competition swimsuit for modesty and/or other privacy reasons.</p>