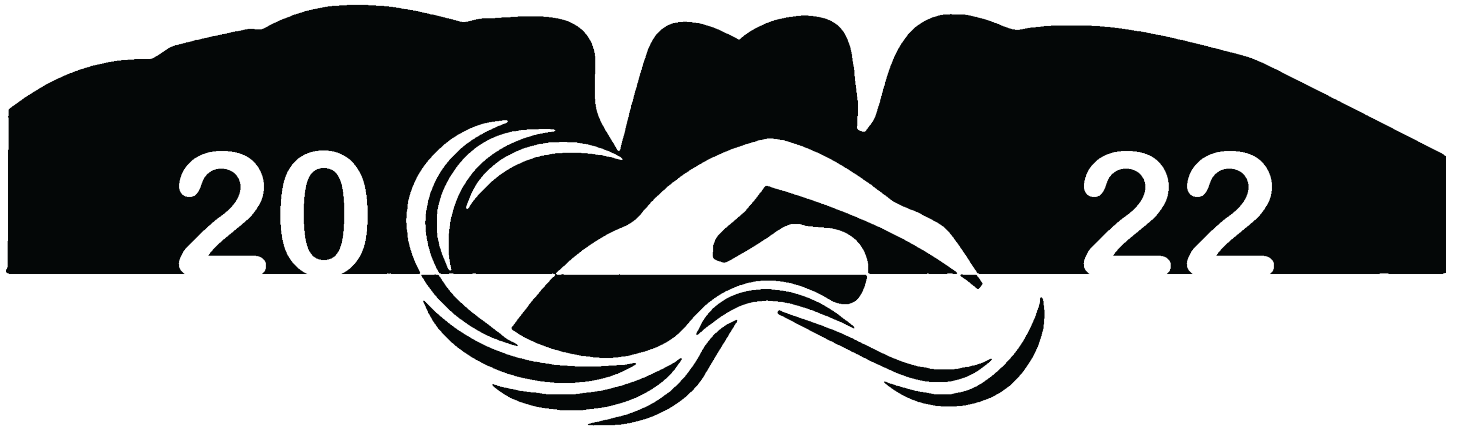


HORSETOOTH SUMMER LEAGUE



City Meet

2022 Horsetooth Summer Swim League Championship Meet

Fort Collins, CO

Friday, July 22nd, 2022 (11 & Over)

Saturday, July 23rd, 2022 (10 & Under)

Bucking Horse
Centennial Rec
Collindale
Fossil Lake Ranch Penguins
Genesis Miramont
Huntington Hills Hurricanes
Maple Hill Makos
Nelson Farm Gators
Observatory Village

Parkwood
Registry Ridge
Ridgewood Hills
SCCA Sharks
Stetson Creek Cutthroats
Stoneridge Stingrays
Village Green Velociraptors
Westfield Waves
Willow Springs

Nelson Farm Pool – 1771 Norwood Lane Fort Collins, 80525

Welcome Horsetooth Summer Swim Clubs!

Thank you for participating in the Horsetooth Summer Swim League Championship Meet, to be held at the Nelson Farm Pool on July 22nd and 23rd, 2022. This is your information packet and contains all pertinent information regarding events, scoring, awards, merchandise orders and advertising forms. Please share with the families on your team, all coaches and managers.

Deadlines:

- **MERCHANDISE ORDERS:** Can be made online with MI Sports any time between NOW-7/6 2022. Here is the link to do online orders: [Horsetooth Summer League](#)
- **FEE PAYMENT:** Wednesday, July 13, 2022 by 12:00pm (noon). Two checks required with attached entry fee form; one payable to Horsetooth Summer Swim League, one payable to Nelson Farm Swim Team.
- **PROGRAM ORDERS:** Wednesday, July 13, 2022, by 12:00pm (noon). A check required with attached order form payable to Nelson Farm Swim Team.
- **ELECTRONIC SWIMTOPIA ENTRIES:** Saturday, July 16th, by 1:00pm. All PAYMENT for entries is due Wednesday, July 13th by 12:00pm (noon).
 - **LATE ENTRIES ACCEPTED:** Saturday, July 16th, 2022 AFTER 3:00pm to Sunday, July 17th, 2022, by 5:00pm (A check for all entries and late fee will be written to Nelson Farm Swim Team.)
 - **Please email a PDF copy of your SwimTopia "Meet Entry Fees" Report for both days to Melissa Willey when you submit your final entries.** Use these options for the Meet Entry Fees Report: Display: Meet Host Fees; leave all three boxes unchecked.
- **ADVERTISEMENT SALES/ ARTWORK:** Monday, July 11th, 2022, by 1:00pm. (A check with the Advertisement fee form, plus an email with artwork/advertisement.)

Note: Because Fee Payment is due three days before Electronic Entries, you must know what events your swimmers and team are swimming by Wednesday, July 13, 2022, by 12:00pm (noon) to complete your entry fee form.

Meet Director	Melissa Willey	melissa@willeyfam.com	970-213-4873
Volunteer Coordinator	Melissa Willey	melissa@willeyfam.com	970-213-4873
Treasurer	Sarah Putman		
Entry Chair, Computer Expert	Jeff Willey	jeff@willeyfam.com	
Head of Swim Operations	John Cloudman	jcloudm@gmail.com	970-222-7854
Head Official	Amy Dellwardt	amydellwardt@gmail.com	

Pool Emergency Number: 970-226-5490

Meet Format: The meet will be run as Timed-Finals. Swimmers will be seeded from slowest to fastest in a 6-lane pool, alternating heats of girls and boys. The 400 Freestyle events will be run as a gender event but scored as individual Men's/Women's event and as an individual age-group event.

Facility: The Nelson Farm Pool is a 6-lane, 25-yard pool. The competition course has a Colorado Timing Systems Dolphin electronic timing system with automatic electronic start and a manual stop. The meet will utilize 1 additional manual stopwatch as a backup time for events. Spectator seating is limited, so plan accordingly and bring along your own personal chairs.

Facility Location: 1771 Norwood Lane, Fort Collins, CO 80525

COURSE: The course is run as a Short Course Yards (SCY) course and all times reported as such.

SESSION TIMES:

<u>Session 1</u>	<u>Friday, July 22nd, 2022</u>	<u>11 & Older Swimmers</u>
Warm up:	6:00 AM - 6:25 AM	First Wave
	6:25 AM - 6:50 AM	Second Wave
	6:50 AM – 7:15 AM	Third Wave
	7:15 AM – 7:40 AM	Final Wave
Coaches' Meeting	7:30 AM – in the Baby Pool Area, scratches submitted	
Timers' & Heating Meeting	7:35 AM – at Computer Tent	After this meeting, all go directly to their lanes for Dolphin test, then the meet will start.
<u>Session 2</u>	<u>Saturday, July 23rd, 2022</u>	<u>10 & Under Swimmers</u>
Warm up:	6:00 AM - 6:25 AM	First Wave
	6:25 AM - 6:50 AM	Second Wave
	6:50 AM – 7:15 AM	Third Wave
	7:15 AM – 7:40 AM	Final Wave
Coaches' Meeting	7:30 AM – in the Baby Pool Area, scratches submitted	
Timers' & Heating Meeting	7:35 AM – at Computer Tent	After this meeting, all go directly to their lanes for Dolphin test, then the meet will start.

WARM UPS: Lane assignments will be provided based on entries. Teams will be informed of the warm-up schedule on the Wednesday or Thursday prior to the meet, July 20th or 21st, 2022.

ELECTRONIC ENTRIES: All entries are to be submitted in Short Course Yards (SCY) via SwimTopia. Please check that your team name, address, and contact information are listed correctly in this file. **All entries are due on Saturday, July 16th by 1:00pm.**

ENTRY LIMITATIONS: Swimmers may swim a maximum of 4 individual events and 2 relay events. Each swimmer can only swim in ONE medley relay and ONE free relay.

RELAYS: All relay swimmers must be officially entered in the meet and swimming in at least ONE individual event. Coaches are responsible for getting relay teams to the heating area. Please ensure that coaches are following proper heating and seating procedures. CHECK IN is required at the Clerk of Course for this meet. All relays must have 4 individuals participating. There will be mixed relays and swim ups are allowed. See SwimTopia for specific guidelines on mixed relays.

DECK ENTRIES & SCRATCH PROCEDURES: There will be NO deck entries accepted at the meet. All entries must be submitted electronically using SwimTopia by Saturday, July 16th, 2022 at 1:00pm. Meet scratches for individual and relay events occur, each day, at the Coach's meeting, prior to the start of the meet. Coaches meetings are scheduled for 7:30am each day, at the Baby Pool area.

DEADLINES: Deadline for SwimTopia entries is Saturday, July 16th, 2022, 1:00pm. All entries per team must be "locked out" then set to "Ready" in SwimTopia by 1:00pm or they will be considered late. Please see entry and fee guidelines for details.

ENTRY FEES: Electronic entries: A \$4.00 fee is assessed per swimmer as an entry fee. In addition to entry fees are: \$4.00 for each individual event, \$10.00 for relays. Manual entries done by NFG personnel (does not pertain to electronic entries) will result in an additional \$50.00 processing fee, and entry fees will be \$6.00, \$8.00 for individual events, and \$15.00 for relays. **PLEASE NOTE:** Failure to submit entries and fees by the deadline will also result in a \$50.00 processing fee and entry fees will triple. No refunds will be given for entries that are accepted, or for entries that are rejected due to improper entry.

Electronic Entries by July 16th Deadline:

Individual Entry Fee:	\$4.00
Individual Event Fee:	\$4.00
Relay Event Fee:	\$10.00

Manual Entries by July 16th Deadline:

Individual Entry Fee:	\$6.00
Individual Event Fee:	\$8.00
Relay Event Fee:	\$15.00
Processing Fee:	\$50.00

Entries Submitted after July 16th 3pm and no later than July 17th (5pm):

Individual Entry Fee:	\$12.00
Individual Event Fee:	\$12.00
Relay Event Fee:	\$24.00
Processing Fee:	\$50.00

PAYMENT INSTRUCTIONS: Checks are payable to Nelson Farm Swim Team for all individual event, relays and program fees. A separate check will be written to Horsetooth Summer Swim League for all entry fees. Mail or drop off to Sarah Putman's home: 3206 Wedgewood Ct. Fort Collins, CO 80525. Please Note: You can write ONE check for the total amount for meet programs and meet events to Nelson Farm Swim Team, but a separate check for meet entries to Horsetooth Summer Swim League is required. The deadline for online merchandise orders is Wednesday, July 6th, directly at [Horsetooth Summer League](#). The deadline for payment for meet programs and entries is Wednesday, July 13th, 2022 (noon), and the deadline for electronic SwimTopia entries is Saturday, July 16th 2022 1:00pm.

EVENTS: The meet is pre-seeded and swimmers must swim in assigned heats and lanes. Heating changes may occur only by Meet Director/Entry Chair approval. If scratches leave an event with less than 3 swimmers, NFG reserves the right to deck-seed the event. Additionally, swimmers missing their heat or event because they did not show up in the heating area, **WILL NOT** be re-heated.

RULES: Current CSSCSA Swimming rules will govern all competition.

COACH COMMITTEE: Nelson Farm will have a committee of 3 coaches total from the Horsetooth Summer Swim League to discuss any officiating discrepancies that might occur during the City Meet days.

ELIGIBILITY: All athletes must be current athlete members of a Horsetooth Summer Swim League club, whose age group is defined as the age the swimmer is on the 15th of May of the current season. Swimmers whose birthday falls on May 15th, 12:00AM, or later, must swim in that age-group during the season. (For example, a swimmer who turns 11 at 12:01AM on May 15th must swim in the 11-12 age group.)

MERCHANDISE ORDER DEADLINE: Pre-orders of merchandise can be done online starting now. Send the below link out to your swimmers and families and they can do their own individual purchase of merchandise. Orders for your team will be ready for pick up on Friday, July 22nd, 2022 at the Nelson Farm Pool. No merchandise will be available for purchase at the City Meet, nor will NFG be placing orders for teams or families. Deadline to make online orders is Wednesday, July 6th, 2022. The website to make online orders is: [Horsetooth Summer League](#)

PROGRAM ORDER DEADLINE: Pre-orders of the meet program is highly encouraged. The deadline for Meet Program pre-orders is Wednesday, July 13th, 2022 (noon). Teams have the option to drop off OR mail their check with a copy of the Program Order to a locked mailbox at Sarah Putman's home: 3206 Wedgewood Ct. Fort Collins, CO 80525. Checks will be made out to Nelson Farm Swim Team. Meet Programs are \$5.00 for pre-orders and additional Meet Programs may be available at the meet for \$6.00, but quantities will be limited, so please encourage your team to pre-order.

TIMER ASSIGNMENTS: Please see the timing assignments below and make a note of each shift's end and start events. Final timing assignments will be posted prior to each session. Please double check the lane assignments, at that time, as the meet director reserves the right to alter this preliminary schedule based on meet entries. **Teams are expected to provide 2 parent volunteers to time for each slot listed.** If parent volunteers cannot be provided, then the coaches are expected to fill this position. Melissa Willey should be given names and phone numbers of each volunteer by Monday, July 11th.

SESSION 1 FRIDAY, JULY 22nd 11 & OLDER SWIMMERS

Lane	1	2	3	4	5	6
1st Shift Event 1-24	Fossil Lake Ranch	Ridgewood Hills	Village Green	Westfield Waves	Willow Springs	Stetson Creek
2nd Shift Event 25-56	Genesis Miramont	Huntington Hills	Collindale	SCCA	Parkwood	Maple Hill

400 Free Events 55-56: Each team will provide own Lap Counters

SESSION 2 SATURDAY, JULY 23rd 10 & UNDER SWIMMERS

Lane	1	2	3	4	5	6
1st Shift Event 57-72	Registry Ridge	Stoneridge	Huntington Hills	Observatory Village	Westfield Waves	Centennial Rec
2nd Shift Event 73-92	Bucking Horse	Willow Springs	Genesis Miramont	Village Green	Fossil Lake Ranch	SCCA

MEET VOLUNTEERS: ALL teams are required to supply additional volunteers for the City Meet. Please see below what is required from your team. **Send parent names and phone numbers by July 11th to melissa@willeyfam.com.**

POSITIONS REQUIRED FROM THE HORSETOOTH SUMMER SWIM LEAGUE TEAMS:

SESSION 1 FRIDAY, JULY 22nd 11 & OLDER SWIMMERS

1st Shift Event 1-24	Heat Winner Presenter (1): Stoneridge	Concessions (1): Genesis Miramont	Runner (1): Willow Springs	Clerk of Course (3): Huntington Hills, Huntington Hills, Village Green	Safety Marshall (1): Registry Ridge
2nd Shift Event 25- 54	Heat Winner Presenter (1): Stoneridge	Concessions (1): Bucking Horse	Runner (1): Willow Springs	Clerk of Course (3): Fossil Lake Ranch, Westfield, Westfield	Safety Marshall (1): Registry Ridge

SESSION 2 SATURDAY, JULY 23rd 10 & UNDER SWIMMERS

1st Shift Event 57- 72	Heat Winner Presenter (1): Ridgewood	Concessions (1): Collindale	Runner (1): Stetson Creek	Clerk of Course (3): SCCA, SCCA, Village Green	Safety Marshall (1): Maple Hill
2nd Shift Event 73- 92	Heat Winner Presenter (1): Ridgewood	Concessions (1): Collindale	Runner (1): Centennial Rec	Clerk of Course (3): Fossil Lake Ranch, Observatory Village, Observatory Village	Safety Marshall (1): Parkwood

Nelson Farm will provide volunteers for the below positions:

SESSION 1 FRIDAY, JULY 22nd

11 & OLDER SWIMMERS

1st Shift Event 1-24	Announcer (1)	Computer (3)	Meet Set up (4)	Concessions (1)	Hospitality (1)	Clerk of Course (2)	
2nd Shift Event 25-54	Announcer (1)	Computer (3)	Meet tear down (4)	Concessions (1)	Hospitality (1)	Clerk of Course (2)	Ribbon Labels (2)

SESSION 2 SATURDAY, JULY 23rd

10 & UNDER SWIMMERS

1st Shift Event 57-72	Announcer (1)	Computer (3)	Meet Set up (4)	Concessions (1)	Hospitality (1)	Clerk of Course (2)	
2nd Shift Event 73-92	Announcer (1)	Computer (3)	Meet tear down (4)	Concessions (1)	Hospitality (1)	Clerk of Course (2)	Ribbon Labels (2)

Please arrive in time to set up your space and attend your meeting if you are a timer or heater/seater. We will hold only **one meeting for BOTH first and second shifts at 7:35am.** Second shift should be prepared to switch between events 24 and 25 on Friday and events 72 and 73 on Saturday.

*****ALL volunteers are required to sign in at the concessions stand.**

HEATING/SEATING DECK ACCESS: Only athletes, coaches, officials and the official meet staff actively participating in the meet are permitted in the Heating/Seating pool deck area. Parents are NOT PERMITTED in the Heating/Seating area unless given prior approval by the Meet Director.

SCORING: The scoring of individual placings is as follows: 16-13-12-11-10-9-7-5-4-3-2-1

The scoring of relay placings is as follows: 32-26-24-22-20-18-14-10-8-6-4-2

AWARDS: Medals will be awarded to the top 1st-3rd place finishers in each event. Ribbons will be awarded to the 4th-12th place finishers for each event. Medals and ribbons can be picked up at Sarah Putman's home during the week following the City meet. Awards will be given to each division. Below are the Divisions from 2021.

Division 1	Division 2	Division 3	Division 4
SCCA	Village Green	Parkwood	Maple Hill
Huntington Hills	Willow Springs	Stoneridge	Collindale
Nelson Farm	Stetson Creek	Bucking Horse	Centennial
Westfield Waves	Ridgewood Hills	Observatory Village	Ft. Collins Country Club
Fossil Lake Ranch	Genesis Miramont	Registry Ridge	Paragon Point

The divisions are based on the top 5 scoring teams at the last city championship meet for Division 1, followed by the next top scoring teams, etc.

HOSPITALITY FOR COACHES AND OFFICIALS: Food and beverages will be available throughout each session in the baby pool area.

CONCESSIONS: Consuelo's breakfast burritos, coffee, drinks and various healthy and kid-friendly snacks will be available for sale at our concessions booth. Kona Ice truck will arrive at 10:30am each day and will be available for shaved-ice purchases.

PARKING: Parking is limited around the pool area. Please make an effort to keep driveways clear- carpooling is highly encouraged! Do not park in front of neighborhood driveways. The main parking lot will not be available for general parking, it will be for Kona Ice and handicap parking only. There is plenty of parking along Centennial Dr., Parklake Dr. and Lochwood. Norwood Ct will be blocked off for City Meet parking.

TENT SET UP: Tent spaces will be available inside and outside of the pool area, excluding the East side along the bike path. Please do NOT cross any caution taped off areas. Do not set up on someone's property. Tennis courts are also off limits to all. Space is very limited and we ask that all teams limit their tents to a 20x20 space. Please note there will be no lawn chairs or chase lounges provided. All spectators must provide their own seating.

WEATHER PROTOCOL: In case of adverse weather conditions in the area (thunder/lightning, hail), the Nelson Farm Swim Team reserves the right to interrupt the meet according to the weather safety guidelines as defined by Splash Pool Management. The team reserves the right to implement the half hour safety delay following the last sighted lightning strike or to resume the meet following subsided hail events, or to cancel the remaining meet events at the discretion of the Meet Director. In cases of thunder/lightning, all teams and swimmers will be asked to immediately evacuate the fenced pool area. In cases of hail events, all teams and swimmers will be asked to seek covered shelter.

SAFETY:

1. Diving will be prohibited during warm-ups except from diving blocks.
2. There will be no diving or swimming in the pool area at any time, except during events.
3. Glass containers are NOT permitted within the facility.
4. No one, except for officials, coaches and specific volunteers will be allowed in the baby pool area.
5. Video recording devices, including cell phones, are not permitted in changing areas or restrooms.

PHOTOGRAPHY AND VIDEO RECORDING: Meet management has the full authority to restrict any and all flash photography during the start of any heat, including whenever any swimmer is stepping up or standing on a block for the purpose of the start of a heat.

ADVERTISING SALES: shout outs, business card sized, ¼ page, ½ page and full-page advertisement spaces for the City Championship Meet Program are available for sale to businesses and/or families. It's a great opportunity to raise additional funds for your team and Business. Each spot sold by a team will credit the team 75% of the revenues. 25% of the revenue will go back to Nelson Farm to help fund the City Meet division awards. Business card sized ads are \$10.00, ¼ page, ½ page and full-page ads are \$13.00, \$25.00, and \$50, respectively.

MEET PROGRAM PRE-ORDER

HORSETOOTH SUMMER LEAGUE



Place total quantity of Meet Programs ordered and multiply by \$5.00/program for subtotal amount.

Quantity of Meet Programs	Price Per Program	Final Cost
	\$5.00	

Your Team Name: _____

Contact Person regarding this order: _____

Contact Person's email and phone number: _____

Checks should be made out to: Nelson Farm Swim Team

(You can write 1 check for the total regarding programs and meet entries if you wish.)

Order Forms and payment must be received by: **Wednesday, July 13th, 2022, by 12:00 (noon)**

Mail or drop off to locked mail box at Sarah Putman's house: 3206 Wedgewood Ct. Fort Collins, CO 80525

PRE-PAID MEET
ENTRY FEE FORM



Your Team Name: _____

Contact Person regarding this order: _____

Contact Person's email and phone number: _____

MEET ENTRIES:

Please indicate the appropriate quantity of each event category

	Quantity	Price/Item (Manual/late entry prices)	Sub-total, then final total
Swimmers entered		\$4.00 (\$6.00 manual/ \$12.00 late)	
		TOTAL DUE TO HORSETOOTH SUMMER SWIM LEAGUE	

Individual events		\$4.00 (\$6.00 manual/ \$12.00 late)	
Relay events		\$10.00 (\$15.00 manual/ \$24.00 late)	
		TOTAL DUE TO NELSON FARM SWIM TEAM (Add \$50 manual and late fee to total)	

_____ Check here if your submission requires manual entry. If you check here, please submit the First and Last name of swimmer, birthdate and any event numbers they are swimming. By checking here, you are aware that your fees will increase, and you will be assessed an additional processing fee of \$50.00.

_____ Check here if your submission is late (after 3:00pm on July 16th, 2022, no later than July 17th, 5:00pm). By checking here, you are aware that your fees will increase, and you will be assessed an additional processing fee of \$50.00. Entries will be added to the meet upon receipt of entry fees.

Checks should be made out to: Nelson Farm Swim Team (You can write 1 check for total regarding programs and meet events.)

An additional check will be made out to Horsetooth Summer Swim League for entries.

This form plus payment plus Meet Entry Fees PDF report must be received by: Wednesday, July 13th, 2022, by 12:00 (noon)

Electronic Entries are due by 1:00pm on July 16th.

Mail or drop off to locked mail box at Sarah Putman's house: 3206 Wedgewood Ct. Fort Collins, CO 80525

MEET PROGRAM ADVERTISEMENTS

Ad Contact Name, Phone and Email: _____

Team Name: _____

Team Contact & Email: _____

Background Information: This black and white copy program, with approximately 40 pages, is for the Horsetooth Summer Swim League City Meet. This two-day meet will be held July 22-23, 2022. This year it is being held at Nelson Farm HOA Pool. We are expecting 450 swimmers, with their parents and families in attendance.

ADVERTISEMENT SALES: We accept JPEG, GIF, BMP, PDF Formats and/or business cards that are camera ready to scan. Full page ads are available on the inside front and back cover, divider page for day separation and throughout the program. Business card, ¼ page or ½ page ads will be spread throughout the program. If the ad has a logo specific font or needs, it must be supplied at the proper size for submission. Please attach or email verbiage to be read during Shout Out. See layout guidelines below.

TYPE / SIZE	PRICE	QUANTITY	SUB-TOTAL
Shout Outs During Meet			
Day or Event:	\$10.00		
Business Card Size			
(3.5"x2")	\$10.00		
¼ Page Ad			
(3.5"x5")	\$13.00		
½ Page Ad			
(7"x5")	\$25.00		
Full Page Ad			
(7"x10")	\$50.00		

Total Due:

July 11, 2022

This form along with any accompanying ads or shout outs,

MUST BE RECEIVED BY: MONDAY JULY 11TH, 2022 BY 1:00 PM

Email finished artwork to melissa@willeyfam.com by Monday July 11th, 2022.

Checks should be Made Out to: Nelson Farm Swim Team

Drop off a check to locked Mailbox at Sarah's House or Mail to:

Nelson Farm Swim Team c/o Sarah Putman

3206 Wedgewood Court, Fort Collins, CO 80525