

**WELCOME COACHES, OFFICIALS, AND ATHLETES**  
**Harvard University**  
**CRA & USC Specialty Meet**  
**May 10-12, 2024**

**IMPORTANT CONTACTS:**

Dan Warner, Meet Contact & Entry Chair 978-852-3985 (danwarner1955@gmail.com)

Betsy Russell, Meet Referee 617-699-1033 ([betsy@byrussell.com](mailto:betsy@byrussell.com))

**TEAM LIABILITY RELEASE:** We have migrated to an online waiver. All coaches, please complete this form prior to warm up on Friday: <https://fs18.formsite.com/suMOJL/nb4clixbgv/index>

**Event Consent and Release of Minors:** each swimmer attending the meet must complete this form and be collected by a coach to bring to the meet and have them available if needed, you do not need to turn all the forms in at the meet, just have them available if needed by meet administration.

Link to Form: <https://19vd79.p3cdn1.secureserver.net/wp-content/uploads/2024/04/Event-Consent-and-Release-Agreement-for-Minors.pdf>

**DEDICATED WEB PAGE:** Click this link <https://charlesriveraquatics.com/specialty-meet-with-distance-at-harvard-may-10-12-2024/> to receive all meet information, details and results. Please pass this link onto your parents so they also have access to the site.

**FINANCIAL FORM & PAYMENT:** All coaches, please complete the financial form (located at the end of the meet information) with payment before warm ups on Friday. If you have not already paid, please turn your team check and form in on Friday at the timing table. NO payment and forms No swimming! Reach out with any questions, your prompt attention to this is appreciated.

**SESSION BREAKDOWNS:** Check the team warmup schedule for warmups and start times.

**TIMERS & PARENT VOLUNTEER WORKERS:** We are asking each team for help, please see timing assignments. Timers will meet in the wet corridor to the pool 30 minutes before the start of the session for their briefing and will then be escorted to the timing area on deck. Teams are more than welcome to rotate parents throughout the sessions for their lane responsibility, however when timer shifts have ended, they must leave the deck. If any team cannot help, please let us know by Wednesday, May 8, 2024, and we will offer those opportunities to get parents on deck to other teams.

**FACILITY ENTRANCE AND EXIT:** All swimmers, parents and coaches will enter and exit through the second level main entrance leading to the spectator area.

**PRE-MEET SCRATCHES:** If you have advance individual scratches or anyone who will not be attending the meet, please email danwarner1955@gmail.com with those scratches by noon on Friday or do them at the meet. Please try to do any known scratches before getting to the meet.

**SCRATCH SHEET DEADLINES:** Scratch sheets will be used for all sessions and must be turned in at the control table 30 minutes before the start of each session.

**DISTANCE EVENTS:** All events will swim from fast to slow.

**TIME UPDATES:** Will be accepted until Monday, May 6, 2024 (no new entries or changes).

**TEAM ENTRY LIST:** Please review your posted entry list and report any issues to Dan at ([danwarner1955@gmail.com](mailto:danwarner1955@gmail.com)) by 9:00 PM Wednesday, May 8, 2024.

**ALL PERTINENT INFORMATION:** Refer to the meet web page for all attachments and ongoing information.

**MEET MOBILE:** Results will be active throughout the meet and free heat sheets will also be posted through meet mobile and on the meet web page.

**SPECTATORS AREA:** The spectator bleachers are open and free of charge.

**PARKING:** Information posted on meet web page.

**REGISTRATION ISSUES:** Please confirm with NE Swimming any registration issues with your swimmers by 5:00 PM, Thursday, May 9, 2024 with the NE Swimming office.

**CREDENTIALS:** (Coaches & officials) will use their valid USA Swimming card/deck pass to gain access to the deck. Coaches and swimmers will be allowed on deck 15 minutes prior to the start of each session warm up.

**OFFICIALS:** Anyone interested in officiating may contact the meet referee prior to the meet. Walk on officials are more than welcome.

**HOSPITALITY:** There will be no food allowed on deck. CRA & USC will provide officials and coaches with a hospitality area at ground level in the lobby throughout the meet.

**SPECIAL NOTE:** Harvard has been gracious in accepting this meet into their complex and will expect proper behavior from everyone. Please ask your athletes, coaching staff and parents to respect the space, clean up their areas, and obey all Harvard rules and regulations.

**QUESTIONS:** Please direct all meet questions to Dan Warner at 978-852-3985, [danwarner1955@gmail.com](mailto:danwarner1955@gmail.com).