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# Fall Meet

## MEET ANNOUNCEMENT

### About the Meet

Date: October 14 - 15, 2017

Location: St Mary's College

Entry Deadline: September 29, 2017

Hosted by: Y in Central Maryland

Meet Director: Melanie Greenhill

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### ABOUT THE MEET

This meet is a sanctioned, closed, inter-association Invitational YMCA meet. This meet and all participants will adhere to the Rules that Govern YMCA Competitive Sports and the Swimming Addendum to the Rules that Govern YMCA Competitive Sports. USA Swimming technical rules will be followed. The meet is YMCA sanctioned and approved by Maryland Swimming, Inc of USA Swimming.

In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities and claims for damages arising by reason of injuries to anyone during the conduct of the event.

YMCA Sanction number:

USA-S/Maryland Swimming, Inc: Approval #MD 17/18 AM -005

### MEET FORMAT WAIVER

**RESERVE THE RIGHT TO MAKE CHANGES:** The host organization reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient running of the meet. Changes will be communicated as far in advance as possible. None of the required elements of a sanctioned meet may be changed.

### LOCATION AND FACILITY

**Location:** St. Mary's College of Maryland Aquatic Center at the Michael P. O'Brien Athletics and Recreation center 18952 E. Fisher Road St. Mary's City, MD 20686

St. Mary's College features an indoor eight lane 25 yard pool, non-turbulent lane lines and continuous flow through gutters. The competition course shall consist of eight 25 yard lanes. There is an adjacent 7 lane 25 yard pool available for continuous warm-up / warm-down. The competition course has not been certified in accordance with 104.2.2c(4). The minimum water depth, measured in accordance with Article 103.2.3, is 7'0" – 7'6". The facility has fully automatic timing (Daktronics Omni Sport 2000), touchpads, scoreboard and horn start.

All swimmers and spectators attending this meet are guests of the St. Mary's College of Maryland and are required to adhere to the following: Parking is authorized in designated areas only. Vehicles parked in unauthorized parking spaces are subject to citation and towing. Chairs are not permitted in the stands. Swimmers leaving the pool area are required to wear shirts, shorts or pants and shoes at all times.



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### CONTACT INFORMATION

Meet Director: Melanie Greenhill [melaniegreenhill@ymaryland.org](mailto:melaniegreenhill@ymaryland.org)

Entry Chairperson: Melanie Greenhill [melaniegreenhill@ymaryland.org](mailto:melaniegreenhill@ymaryland.org)

Meet Referee: TBD

Officials Coordinator: [ycmofficials@ymaryland.org](mailto:ycmofficials@ymaryland.org)

### MEET TIMELINE

Warm-up and start times for all sessions are subject to change depending on the size of the meet

Session	Day	Warm-up	Meet Start	Age Group
1	Saturday, October 14	9:00 AM	10:00 AM	12 and Under
2	Saturday, October 14	2:15 PM	3:15 PM	13 and Over
3	Sunday, October 15	7:30 AM	8:30 AM	12 and Under
4	Sunday, October 15	12:30 PM	1:00 PM	Open
5	Sunday, October 15	3:00 PM	4:00 PM	13 and Over

Inclement Weather/Cancelation: In the event of inclement weather refunds are at the discretion of the Y in Central Maryland

### ELIGIBILITY

#### ATHLETE

YMCA Membership: An athlete must be a YMCA member in good standing who holds an annual, full privilege membership at the YMCA he/she represents for a period of at least 30 days prior to the first day of the meet.

Amateur Status: An athlete may not have represented a college, university or other post-high school institution in any competition and may not have accepted pay or compensation for competing as a swimmer.

Unattached Athletes: There is no unattached status in YMCA Swimming.

Age: An athlete must be at least five (5) years of age, and not older than nineteen (19) years of age on the first day Meet.

Times: No Times **are not** accepted

Athletes with a Disability: Swimmers with a disability are welcome to enter this meet. The coach or team entry person must alert the meet director and the meet referee as to the need for any special accommodations or seeding arrangements at



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the time the entry is submitted. (Article 105 USA) the coach or athlete must notify the meet referee of any disability prior to competition.

### COACH

Required Certifications: Coaches must hold current certifications in the following courses in order to receive a deck credential: Professional Rescuer CPR, First Aid, Safety Training for Swim Coaches (a Lifeguard certification may be used if accompanied by completion of the Safety Training for Swim Coaches online content) and Principles of YMCA Competitive Swimming and Diving. A list of the acceptable certifications can be found in the Swimming Addendum to the Rules That Govern Competitive Sport.

Coach Registration: Each coach must have completed the annual YMCA on-line team and coach registration process. Coaches who are not registered and approved will not be permitted on deck.

Teams without A Coach at the Meet: All athletes and teams must have at least one certified and credentialed YMCA coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. The Meet Director and Meet Referee must be notified of this situation.

### TEAM

Team Registration: Each team must have completed the annual YMCA on-line team registration and paid the annual registration fee.

Insurance: Each team that participates in the meet must have a current and correct Certificate of Liability Insurance, in effect through the last day of the meet.

## ENTRY INFORMATION

**ENTRY LIMITS:** Swimmers may swim a maximum of 4 individual events per day and a total of 8 individual events. **Session IV events will be limited to the top 32 seeded swimmers.**

**USA-S IDs:** Only USA-S registered athletes should have an ID number in the Meet Entry File.

**TIMES:** No times are not accepted

### ENTRY FEES:

Facility Charge	\$6.00 per Swimmer
Individual Event	\$6.00 per event



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**ENTRY DEADLINE: Friday, September 29th @ 6:00PM.**

**ENTRY PROCEDURE:** All entries MUST be submitted via Hy-tek's Team Manager. Email is preferred for electronic entries. NO LATE ENTRIES will be accepted. **NO changes at the block will be made or additions will be accepted.** PLEASE make sure your entry file only includes USA IDs for swimmers who are USA registered. **If you are using Team Unify files, please send me a list of your swimmers who are USA registered so ID's for non-USA participants can be eliminated from the meet manager database.**

A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by Friday, October 6<sup>th</sup> to be considered complete and entries confirmed. Entries will not be considered complete until fees are received.

The Meet Entry Coordinator must receive entries by the date and time listed in the Deadline and Meeting Summary. No late entries will be accepted. There will be no on deck registrations.

**PAYMENT:** Make checks payable to: Y in Central Maryland Swim Team, fees are refundable at the discretion of the Y in Central Maryland. Entry fees and forms should be mailed to: Melanie Greenhill, The Y in Ellicott City, 4331 Montgomery Road, Ellicott City, MD 21043

**OVER-SUBSCRIPTION:** The Y in Central Maryland Swim Team entries will be entered first and then accept teams/entries in the order received, until the four/five hour rule is reached. Entries received thereafter will be returned immediately

**ENTRY VERIFICATION:** An email will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt.

## **VOLUNTEERS/OFFICIALS/TIMERS**

**OFFICIALS AND TIMERS:** There will be a need for officials. The Y in Central Maryland Swim Team welcomes and encourages anyone willing to volunteer to email [ycofficials@ymaryland.org](mailto:ycofficials@ymaryland.org) prior to the meet or sign in once you arrive at the meet. At least two certified USA or Y Swimming officials will be on the deck for observation purposes at each session of the competition. Official briefings will be held in the hospitality area at the date and time listed in the Deadline and Meeting Summary.

**Teams will be required to supply timers.** A timer's meeting will take place 20 minutes prior to each session.



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## CHECK-IN PROCEDURE

**MEET CHECK-IN PROCEDURE:** A positive check-in will be located at the announcer's table on deck and is required for the following events:

**EVENT CHECK-IN:** Positive check-in for session IV is Sunday, October 15th by 11:30 a.m.

**COACHES MEETING/SCRATCH MEETING:** There will be a coach/general meeting on Saturday, October 14<sup>th</sup> at 8:30 a.m. Other meetings may be held at the meet referee's discretion. Meet Management requests that at least one coach representative from each team attend all coaches meetings.

### OFFICIALS AND TIMERS MEETING:

ALL DAYS	20 minutes prior to session start time	Timers Meeting
ALL DAYS	20 minutes prior to session start time	Official Briefings

## PROCEDURES AND OPERATIONS

**RULES:** All swimmers must be Y members in good standing. If your swimmer is a USA member and you wish to have their times submitted, the swimmers must be registered prior to entry deadline. There will be no on deck registration available at this meet.

Each swimmer must be a member in good standing of their local Y/YMCA and must have a full privilege annual membership. This meet is open to CPSL teams.

A swimmer's age on 12/1/2017 will determine their age for the entire meet.

This meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional and exceptions are stated.

Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks or in changing areas, rest rooms or locker rooms. (USA 206.6.6E)

**SAFETY: The Maryland Swimming, Inc. Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated.** All swimmers MUST dry off, have clothing AND shoes upon leaving the pool area!! The hallways MUST stay as dry as possible. All meet participants and family members MUST remain in the areas of the building allotted to meet attendees. Anyone outside of the appropriate areas will be asked to leave the meet. Marshalls will enforce the rules for safety.



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**HEALTH GUIDELINES:** All meets in the Maryland Swimming LSC are guided by the Maryland Department of Health and Mental Hygiene as posted on the Maryland Swimming Website. This not only applies to Viral Gastroenteritis but other infectious diseases as well. The Meet Staff has the authority to inform and protect coaches and swimmers from a potential outbreak of illness. At the discretion of the Meet Referee, any participants or spectators who exhibited symptoms of illness within 24 hours prior and/or during the event may be asked to withdraw from the competition and/or leave the venue as a safety precaution.

**DRONE OPERATION:** 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.

**EVENT SEEDING:** The conforming time standard for this meet is short course yards. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order.

**SCRATCH PROCEDURES:** An athlete is considered entered into an event unless he/she scratches from that event. If an athlete does not scratch from an event and does not swim the event, that event still counts toward the athlete's total number of events for the meet.

**NO SHOW:** An athlete who is seeded in an event and fails to compete (i.e., a "no show") shall not compete in any further individual or relay events unless the athlete and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the athlete.

**WARM-UP SAFETY PROCEDURES:** Teams will be assigned lanes for warm-ups. During designated warm up sessions, athletes may only enter the competition pools from the starting end. Athletes are expected to use a three-point entry in which they sit on the side of the pool then slide into the pool gently, with one hand on the wall. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts. In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshall will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries.

**STARTS:** Any swimmer entered in the meet must be certified by their coach as being proficient in performing a racing start or must start each race from within the water. If needed, overhead (dive-over) starts will be used during the meet. Coaches are asked to make sure your swimmers understand how overhead starts are done.

**PROTEST PROCEDURE:** Protests may only be initiated by a person with standing, that is, a coach or YMCA supervisor whose team is competing in the meet. Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decisions will be final USA-S Rule 102.23.



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**CONDUCT AND RESTRICTIONS:** The Meet Referee reserves the right to dismiss any swimmer, coach and/or spectator from the competition due to inappropriate conduct

- Deck access is limited to only registered and approved coaches, swimmers, timers, authorized volunteers and working officials.
- Except where the venue facilities require otherwise, changing, into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. USA-S Rule 206.6.6F) The USA Swimming Rulebook defines Deck Change as: Changing, in whole or in part, into or out of a swimsuit (excluding a drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes while at a practice, competition, or other pool-related activity." This includes slipping off the top of a one-piece performance suit to place on an alternate bikini top immediately following a race.
- Glass, Food, and Chairs are not permitted on deck.
- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- Massage tables are not permitted.
- Individuals are responsible for the security of their personal belongings and are encouraged not to bring valuables to the meet venue and not to leave items unattended.
- Shaving is not permit in any areas of the facility.
- Swimmers must wear shoes and a shirt while walking from the gym area to the pool deck.

## AWARDS, RECOGNITION AND RESULTS

**SCORING:** Individual events: Top 8 places

**AWARDS:** Ribbons will be awarded to the top 8 finishers in the **12 & Under age groups**.

**RESULTS:** Results will be posted on the Y in Central Maryland Swim Team's and MSI's website within 48 hours of the meet's conclusion. At the conclusion of the meet, teams may obtain Hy-tek backups either on a memory stick or via email attachment. Results will be forwarded to the Y regional representative at the end of the meet.

## SPECTATORS

**HEAT SHEETS/PROGRAMS:** Meet Mobile will be utilized

**CONCESSION STAND/HOSPITALITY:** There will be a hospitality area open to all coaches and officials. Refreshments will be available at the concession stand.

**SPECTATOR SEATING:** No spectators will be allowed on the pool deck.





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### **CONDUCT AND RESTRICTIONS:**

- No Flash Photography at the start of competition races.
- No personal chairs are allowed in the spectator stands.
- Parents are responsible for the conduct of their children. Children are not allowed to roam the facility unattended.
- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- Spectators are not permitted on deck.
- No smoking, drugs, or alcohol are permitted in the swimming complex.

### **LIABILITY, SAFETY AND EMERGENCY PROCEDURES**

**INSURANCE:** Each Association participating in this meet must have insurance coverage for representative(s) including leadership and participants who will be in attendance for the period of travel from their Association to the meet, during the entire period of the meet and return to their Association. Appendix 3 must be signed by each association participating in the meet.

#### **LIABILITY LIMITS:**

- In granting of the USA-S/Maryland Swimming approval, it is understood and agreed that USA Swimming and Maryland 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 meet.
- In granting the YMCA Sanctioning, it is understood and agreed that YMCA of the USA 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 meet.

**EMERGENCIES:** The facility personnel will handle all emergencies at the meet. These individuals will provide CPR and first aid as needed and will ensure that individuals with serious injuries are transported immediately to the nearest hospital for further treatment. Defibrillators will be on site. Any coach, athlete or official who recognizes an emergency situation should immediately inform the facility's personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

**UNACCOMPANIED ATHLETE:** Each athlete must have a certified coach responsible for him/her while on the pool deck. The coach of the athlete must authorize in writing a coach from another team to represent their team and be responsible for the swimmer(s).



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**CONCUSSION AWARENESS:** This meet will follow the YMCA of USA Concussion procedure. Anyone who observes or has knowledge of a potential head injury should immediately notify lifeguards and/or hired medical personnel. Once the injury report is completed, the lifeguard and/or hired medical personnel will notify the Event Staff, the athlete's coaching staff, and the Meet Director.

If a head injury occurs, the action plan below will be followed:

1. Athlete is removed immediately from participation by the Meet Director
2. Athlete must be evaluated by a licensed health care professional experienced in identifying and treating concussions. In addition, the athlete must be in compliance with the laws that are in effect within the jurisdiction where the meet is held.
3. The coaching staff will inform the athlete's parents or guardians about the possible concussion and give or send them the fact sheet on concussion.
4. The athlete will not be allowed back to warm-up or compete until a health care professional, experienced in evaluating concussions determines that the athlete is symptom-free and is OK to return to participation.

**LIGHTNING POLICY:** The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, and YMCA of the USA all recommend or require closing an indoor pool during an electrical storm. This policy will be followed at the meet.



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**APPENDIX 1: ORDER OF EVENTS**

**Saturday October 14<sup>th</sup>, 2017**  
**Session I**  
**Warm-ups: 9:00 AM**  
**Meet Starts: 10:00 AM**

<b><u>Girls</u></b>	<b><u>Age group</u></b>	<b><u>Event</u></b>	<b><u>Boys</u></b>
1	11-12	200 IM	2
3	10 & U	200 IM	4
5	11-12	50 Free	6
7	10 & U	50 Free	8
9	11-12	100 Breast	10
11	10 & U	100 Breast	12
13	11-12	50 Back	14
15	10 & U	50 Back	16
17	11-12	100 Fly	18
19	10 & U	100 FLY	20
21	11-12	200 FREE	22
23	10 & U	200 FREE	24



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**Saturday October 14<sup>th</sup>, 2017**

**Session II**

**Warm-ups: 2:15 PM**

**Meet Starts: 3:15 PM**

<b><u>Girls</u></b>	<b><u>Age group</u></b>	<b><u>Event</u></b>	<b><u>Boys</u></b>
25	15-18	50 Free	26
27	13-14	50 Free	28
29	15-18	100 Breast	30
31	13-14	100 Breast	32
33	15-18	200 Back	34
35	13-14	200 Back	36
37	15-18	100 Fly	38
39	13-14	100 Fly	40
41	15-18	200 Free	42
43	13-14	200 Free	44



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**Sunday October 15<sup>th</sup>, 2017**

**Session III**  
**Warm-ups: 7:30AM**  
**Meet Starts: 8:30AM**

<b><u>Girls</u></b>	<b><u>Age group</u></b>	<b><u>Event</u></b>	<b><u>Boys</u></b>
45	11-12	100 Free	46
47	10 & U	100 Free	48
49	11-12	50 Breast	50
51	10 & U	50 Breast	52
53	11-12	100 IM	54
55	10 & U	100 IM	56
57	11-12	50 Fly	58
59	10 & U	50 Fly	60
61	11-12	100 Back	62
63	10 & U	100 Back	64



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**Sunday, October 15<sup>th</sup>, 2017**  
**Session IV**  
**Warm-ups: 12:30 PM**  
**Meet Starts: 1:00 PM**  
**Positive Check-in by 11:30 AM**

<b><u>MIXED Girls &amp; Boys</u></b>	<b><u>Age group</u></b>	<b><u>Event</u></b>
65	OPEN	400 IM
66	OPEN	500 Free
67	OPEN	1000 Free



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**Sunday October 15<sup>th</sup>, 2017**

**Session V**  
**Warm-ups: 3:00 PM**  
**Meet Starts: 4:00 PM**

<b><u>Girls</u></b>	<b><u>Age group</u></b>	<b><u>Event</u></b>	<b><u>Boys</u></b>
69	15-18	200 Breast	70
71	13-14	200 Breast	72
73	15-18	100 Free	74
75	13-14	100 Free	76
77	15-18	200 Fly	78
79	13-14	200 Fly	80
81	15-18	100 Back	82
83	13-14	100 Back	84
85	15-18	200 IM	86
87	13-14	200 IM	88



# FALL MEET October 14-15, 2017

## Fall Meet 2017 Summary of Fees/Release Form

Complete and email or mail this form along with entry fees to  
(checks payable to **the Y in Central Maryland Swim Team**):

Melanie Greenhill

**The Y in Ellicott City**  
**4331 Montgomery Road**  
**Ellicott City, MD 21043**

melaniegreenhill@ymaryland.org

Team Name			
Club Code			
Coach			
Coach Phone			
Coach Email			
Team Address			
Item	Total Number	Cost per	Total
Facility Fee		\$6.00 per swimmer	
Individual Entries		\$6.00 per event	
<b>Total Fees Due</b>			

### **Waiver, Acknowledgement and Liability Release:**

I, the undersigned coach or team representative acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Maryland Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. The Y in Central Maryland Swim Team, TBD Maryland Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

\_\_\_\_\_  
SIGNATURE (Coach or Club Representative)

\_\_\_\_\_  
CLUB

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE





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**YMCA Sanctioned Meet Declaration Form**

(Return signed form to the meet director)

**Participating YMCA:**

**YMCA Address:**

**Meet Name: Fall Meet**

**Meet Date(s): October 14 -15, 2017**

**Meet Host: Y in Central Maryland Swim Team**

**Meet Location: St. Mary's College of Maryland Aquatic Center**

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We the undersigned attest to the following:

**SWIMMERS** - All swimmers representing the YMCA above are full privilege members of the YMCA and meet all eligibility requirements.

**COACHES** - All coaches representing the YMCA above hold current certifications in CPR Pro, First Aid, Coaches Safety Training and Principles of YMCA Competitive Swimming and Diving and have completed the annual YMCA coach registration online.

**INSURANCE** - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the Mark Schisler Memorial Meet for the period of travel from our Association to the meet, during the entire period of the meet and return to our Association. I hereby certify that YMCA has a minimum of \$1,000,000/\$2,000,000 in liability insurance that covers our coaches and swimmers during their participation in the Mark Schisler Memorial Meet.

**RELEASE** - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, Y in Central Maryland Swim Team, their agents representatives or assigns, and the TBD any and all injuries which may be suffered by participants at the Mark Schisler Memorial Meet. Furthermore we understand that the YMCA of the USA and the Y in Central Maryland Barracudas are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

\_\_\_\_\_  
*Name and Signature of Head Coach*

\_\_\_\_\_  
*Name and Signature of YMCA Executive Director or Designee*