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# 8 and Under Championship

## MEET ANNOUNCEMENT

### About the Championship

Date: March 4, 2018

Location: McDonogh School

Entry Deadline: February 19, 2018

Hosted by: The Y in Central Maryland

Meet Director: Melanie Greenhill

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### **ABOUT THE CHAMPIONSHIP**

This meet is a 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.

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.

This meet is USA Approved – Approval #MD 17/18 AM 003

### **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: Rosenberg Aquatic Center, McDonogh School, 8600 McDonogh Road,  
Owings Mills, MD 21117

Emergency Phone Number: 410-3630600

McDonogh School has an indoor eight-lane, 25 yard competition pool. In addition, opposite the competition pool is a nine-lane, 20 yard warm-up/cool-down pool. The facility is equipped with a Daktronic Inc. automatic timing, scoreboard, horn start, non-turbulent lane dividers and a separate spectator seating area. The minimum water depth, measured in accordance with USA Swimming Article 103.2.3 is 8'0" at the start end and 6'0" at the turn end." The competition course has not been certified in accordance with USA Swimming Article 104.2.2C (4).

### **CONTACT INFORMATION**

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

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

Volunteer Coordinator: [ycmvolunteers@ymaryland.org](mailto:ycmvolunteers@ymaryland.org)

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



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### MEET TIMELINE

Warm-up and start time is subject to change depending on the size of the meet

Session	Day	Warm-up	Meet Start	Age Group
1	Sunday, March 4th	9:00 am	9:45 am	8 and Under

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. An athlete may have only represented that YMCA team in competition between Sept 1, 2017 and March 4, 2018.

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 eight (8) years of age as 12/1/2017.

Times: This is a NT meet

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 the time the entry is submitted (Article 105 USA Swimming) 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.



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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 3 individual events and a 1 relay for a total of 4 events.

**TIMES:** NT Times are accepted

#### ENTRY FEES:

Individual Event	\$6.00 per event
Relay Event	\$24.00 per relay event
Athlete Surcharge	\$2

**ENTRY DEADLINE:** Monday, February 19<sup>th</sup>, 2018 @ 7:00PM.

**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 deck entries will be accepted. Changes for swimmers in the meet will be accepted if space allows.**

A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by Monday, February 19<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.**



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

**OVER-SUBSCRIPTION:** The Y in Central Maryland 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 contact the Meet Referee at [ycmofficials@ymaryland.org](mailto:ycmofficials@ymaryland.org) prior to the meet or sign in once you arrive at the meet. 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.** Teams will be assigned lanes once entries are finalized. It will be the responsibility of the each head coach to make sure their lane assignments are filled with a timer. A timer’s meeting will take place 20 minutes prior to each session.

## CHECK-IN PROCEDURE

**COACHES MEETING/SCRATCH MEETING:** There will be a coach/general meeting on Sunday, February 4th at 9:30 am. Meet Management requests that at least one coach representative from each team attend the coaches meetings.

### OFFICIALS AND TIMERS MEETING:

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

## PROCEDURES AND OPERATIONS

**RULES:** All swimmers must be Y members in good standing. 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. CPSL teams will have priority, if space allows the meet will be opened to teams outside the CPSL.

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



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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. There is to be NO BALL PLAYING OR THROWING OF ANY KIND in the gym areas. 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.

**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.

**OPERATION OF A DRONE:** 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").

**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



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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.

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

- 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.
- 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.

## AWARDS, RECOGNITION AND RESULTS

**SCORING:** The value of points for 1<sup>st</sup> through 10<sup>th</sup> place in individual events and relays events is:

**Individual Events:** 11-9-8-7-6-5-4-3-2-1

**Relay Events:** 22-18-16-14-12-10-8-6-4-2



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**AWARDS:** Medals will be awarded to the 1<sup>st</sup>-3<sup>rd</sup> places and ribbons will be awarded to 4<sup>th</sup>-10<sup>th</sup> places in individual events. Medals will be awarded to 1<sup>st</sup>-3<sup>rd</sup> places for relays. Team trophies will be awarded to the highest scoring boys and girls separately for 1<sup>st</sup>-3<sup>rd</sup> place.

**RESULTS:** Results will be posted on the Y in Central Maryland Swim Team's website within 48 hours of the meet's conclusion. Results will be forwarded to the CPSL webmaster, MD Swimming and competing teams at the end of the meet.

### SPECTATORS

**HEAT SHEETS/PROGRAMS:** The meet program will be sent out prior to the meet. Swimmers should arrive with knowledge of their swimmer's event, heat, and lane. Parents wanting a program should download the program to their phones or print their own copies. Only a few copies will be available at the meet.

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

**T-SHIRTS:** There will be a T-shirt vendor on site to sell meet shirts and other swim related shirts.

**SEAT SAVING POLICY:** Spectator seating is on the pool deck. The pool deck across from the bleachers is restricted to swimmers, coaches and meets volunteers ONLY. Spectators are permitted in the gym and bleacher area on the pool deck only. Due to limited spectator seating there is no "Saving" seats. The Spectator area is a watch and leave area.

### 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.





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**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).

**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**

**Sunday March 4, 2018**

**Warm-ups: 9:00 a.m.**

**Meet Starts: 9:45 a.m.**

1	Boys 8 & Under 100 Medley Relay
2	Girls 8 & Under 100 Medley Relay
3	Boys 8 & Under 100 IM
4	Girls 8 & Under 100 IM
5	Boys 6 & Under 25 Freestyle
6	Girls 6 & Under 25 Freestyle
7	Boys 7 Year Olds 25 Freestyle
8	Girls 7 Year Olds 25 Freestyle
9	Boys 8 Year Olds 25 Freestyle
10	Girls 8 Year Olds 25 Freestyle
11	Boys 6 & Under 25 Butterfly
12	Girls 6 & Under 25 Butterfly
13	Boys 7 Year Olds 25 Butterfly
14	Girls 7 Year Olds 25 Butterfly
15	Boys 8 Year Olds 25 Butterfly
16	Girls 8 Year Olds 25 Butterfly
17	Boys 8 & Under 50 Freestyle
18	Girls 8 & Under 50 Freestyle
19	Boys 6 & Under 25 Backstroke
20	Girls 6 & Under 25 Backstroke
21	Boys 7 Year Olds 25 Backstroke
22	Girls 7 Year Olds 25 Backstroke
23	Boys 8 Year Olds 25 Backstroke
24	Girls 8 Year Olds 25 Backstroke
25	Boys 6 & Under 25 Breaststroke
26	Girls 6 & Under 25 Breaststroke
27	Boys 7 Year Olds 25 Breaststroke
28	Girls 7 Year Olds 25 Breaststroke
29	Boys 8 Year Olds 25 Breaststroke
30	Girls 8 Year Olds 25 Breaststroke
31	Boys 8 & Under 100 Freestyle Relay
32	Girls 8 & Under 100 Freestyle Relay



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### 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**):

**Melanie Greenhill**  
**4331 Montgomery Road,**  
**Ellicott City, 21043**  
[ycmentries@ymaryland.org](mailto:ycmentries@ymaryland.org)

Team Name			
Club Code			
Coach			
Coach Phone			
Coach Email			
Team Address			
Item	Total Number	Cost per	Total
Individual Entries		\$6.00 per event	
Relay Entries		\$24.00 per event	
Athlete Surcharge		\$4.00 Per Swimmer	
<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, The Y in Randallstown, 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