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# 2017 YMCA Sectional Swim Meet

## MEET ANNOUNCEMENT

### **About the Championship**

Date: Sunday February 12<sup>th</sup>, 2017

Location: Indianola YMCA

Entry Deadline: February 6<sup>th</sup>, 2017

Hosted by: Indianola Tide and Walnut Creek Dolphins

Meet Director: Tiffany Scovel

tiffany.scovel@dmymca.org

Web Site: [www.iowaymcaswimming.org](http://www.iowaymcaswimming.org)



# 2017 YMCA Sectional Swim Meet

## February 12, 2017

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### **ABOUT THE CHAMPIONSHIP**

This meet is a sanctioned, closed, inter-association championship 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.

YMCA Sanction number: CAQ-2017-IA01018313.

### **MEET FORMAT WAIVER**

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: Indianola YMCA  
303 East Scenic Valley Ave  
Indianola, Ia. 50125

Emergency Phone Number: 515-777-7746

The Indianola YMCA is configured as 8 lane, 25 yard course. Water depth at start is 14' (minimum 5 feet required) and at turn end is 4 1/2 feet. Daktronics electronic timing system will be used. The competition course has been certified in accordance with 104.2.2C (4)

### **HOLDING AREA FOR SWIMMERS**

Each team will be designated a holding area in the gym and or lobby to park themselves and their belongings. Coolers, duffle bags, coats, chairs, etc. may be stored in this area. Each team is responsible to keep their area clean. Each team will need to provide two adults to supervise their designated area at all times.



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### **HOSPITALITY ROOM**

A coach/official hospitality room has been set up in the back office behind welcome desk. Snacks and drinks will be available throughout the day for coaches and officials.

### **SEATING FOR OUR GUESTS**

We will have bleachers in the pool area set up. Space is limited; therefore, no coolers or coats will be allowed in this area. Also, because it is limited, we ask that spectators only use this area when their swimmers are competing.

### **CONCESSION STAND**

A concession stand will be available. The concession stand is located in the community room off the pool deck. Signs will be posted to direct you. Tables and chairs will be set up in this room.

### **MEET PROGRAMS**

Meet programs will be available. Programs will be sold on the pool deck SW corner.

### **FIRST AID**

First aid kits will be located on the pool deck (see a lifeguard) and at the front desk.

### **HANDICAPPED SEATING**

Handicapped seating can be made available upon request. Please let email us at [tiffany.scovel@dmymca.org](mailto:tiffany.scovel@dmymca.org) before February 10 so we can have accommodations ready for those who need them.

### **CLEAN-UP**

Team camps must be cleaned up (gym & locker room) before the coach can pick up team awards.



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### CLERK OF COURSE

- We will have a modified clerk of course. Swimmers will walk to the pool by following the black mats from the gym down the hall to the NE of the pool. Parents volunteers will be in the back hallway and on the pool deck helping swimmers get behind the blocks.
- Swimmers will exit the pool area along the east side of the pool through the South pool doors and through the locker rooms to return to their camp area.
- Event numbers will be posted in the pool, hallway outside locker rooms and in the Gym-Swimmers Camp area. The swimmers are responsible for getting themselves to Clerk of Course on time.
- It will be very helpful to have a designated team parent/coach accompany your 8 and under relay teams to clerk of course and help line them up and stay with them in the shallow end during their relay races.

### WEB SITE

Meet Information can be found at: [www.iowaymcaswimming.org](http://www.iowaymcaswimming.org)

### CONTACT INFORMATION

Meet Director:	Tiffany Scovel	<a href="mailto:tiffany.scovel@dmymca.org">tiffany.scovel@dmymca.org</a>
Entry Chairperson:	Kim Furbush	<a href="mailto:kjfurbush@gmail.com">kjfurbush@gmail.com</a>
	Lydia Clark -	<a href="mailto:iowayswimresults@gmail.com">iowayswimresults@gmail.com</a>

Meet Referee: Brian Crees and Rich Thompson

Administrative Official: Tiffany Scovel [tiffany.scovel@dmymca.org](mailto:tiffany.scovel@dmymca.org)

Officials Coordinator: Brian Crees



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### MEET TIMELINE

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

7:30am	Facility Opens for participants and spectators
8:45am	Coaches Meeting held in the hospitality room behind welcome desk
8 to 9:45am	Warm Ups
9:15am	Officials' Meeting in Studio A
9:30am	Timers' Meeting in Studio A
9:50am	Prayer Service/National Anthem
10:00am	Meet Begins

### Warm Up Schedule

Each team will have a designated warm up time and lane(s) assigned to them. It is the responsibility of the team to ensure they attend their assigned time. Please do not exceed the time slot allocated to your team. Diving is not permitted during warm ups. Please remind your swimmers to use a 3 point entry when entering the warm up pool.

Indianola:	8:00 to 8:30	Lanes 1-8
Walnut Creek:	8:30 to 9:30	Lanes 1-8
Mahaska:	9:00 to 9:30	Lanes 1-4
Newton	9:00 to 9:30	Lanes 5-6
Rathbun:	9:00 to 9:30	Lanes 7-8
All teams starts/sprints	9:30 to 9:50	Lanes 1-8

Clear pool at 9:50!

Inclement Weather/Cancelation: Coaches will be notified by 6am February 14th if the meet is cancelled due to weather.



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### 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 90 days prior to the first day of the meet. An athlete may have only represented that YMCA team in competition for a period of 90 days prior to the first day of the meet, excluding scholastic competition.

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 twelve (12) years of age, and not older than twenty-one (21) years of age on the first day Meet.

YMCA Meet Participation: In order to be eligible to compete, each athlete must have competed in a minimum of 3 closed YMCA inter-association meets since September 1 of the current season.

Times: There are no qualifying times to enter the Sectional Meet. During the Sectional Meet, swimmers will have the opportunity to achieve a qualifying time allowing them to swim at the 2017 YMCA State Championship Swim Meet. The first-place swimmer in an event automatically advances to the State Championship Meet even if they did not make a qualifying time.

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. If modifications to USA Swimming rules are necessary, then the coach or athlete must notify the meet referee of any disability prior to competition.



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### **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.





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### ENTRY INFORMATION

#### ENTRY LIMITS:

Each swimmer may enter a total maximum of three individual events and two relay events. A swimmer may swim in each relay event only once.

#### Entry Format:

All entries must be received by midnight on Monday, February 6th. Entries should be sent to [kjfurubush@gmail.com](mailto:kjfurubush@gmail.com). Please include a Hytek file and a PDF of your entries.

#### Entry Verification

After entries are received and entered, each team will be sent a file of their entries to be double checked by noon on Thursday, February 9th. If you do not receive this email by noon on Feb 9th, please contact the entry coordinator at [kjfurubush@gmail.com](mailto:kjfurubush@gmail.com)

Any changes or issues needs to be reported to the entry coordinator ([kjfurubush@gmail.com](mailto:kjfurubush@gmail.com)) by Noon, February 10th. Anything after this deadline will not be accepted. So please review entry sheets thoroughly.

### VOLUNTEERS/OFFICIALS/TIMERS

We will need many officials, both Level I and Level II, to properly run this meet. If you have a current YMCA certification, you are strongly encouraged to officiate at this meet. Please bring your white shirt and your Officials patch.

ALL teams are responsible for providing 2 timers for their lanes for the entire day. You may create your own timers' schedule for your assigned lane, but there MUST BE at least one certified Level 1 or 2 timer in your lane at ALL times.

Lane assignments for timing: Indianola, Walnut Creek, and Mahaska 2 lanes each, Newton and Rathbun 1 lane each.

Please email your list of timers and officials to [tiffany.scovel@dmymca.org](mailto:tiffany.scovel@dmymca.org) by February 9th. Please include which timers are certified as Level 1 or 2 officials.



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Timers may be moved from their specified team lane to ensure that at least one certified official timer is in each lane. Two timers are needed in each lane for events finishing in the deep end of the pool. Three timers will be needed to time 25 yard events where touchpads are not available for the finish of the race. Timers must be at least 16 years of age.

### CHECK-IN PROCEDURE

#### **COACH CHECK-IN PROCEDURE:**

All Coaches MUST check in! Check in will be on the pool deck upper level computer management area (NW corner). After checking in the Head Coach will receive their team packet and scratch sheet in the hospitality room.

Help orientate your swimmers to the various locations around the YMCA. Location of the holding area, locker room, and pool entrance. Help them understand how and where events will be called so that they are on time for their events.

**EVENT CHECK-IN:** See Clerk of Course

**COACHES MEETING/SCRATCH MEETING:** Meet at 8:45 in the hospitality room behind welcome desk.

**OFFICIALS AND TIMERS MEETING:** 9:15 in Studio A for Officials, 9:30 Studio A for timers.

### CHAMPIONSHIP PROCEDURES AND OPERATIONS

**CHAMPIONSHIP COMMITTEE:** The Committee will consist of the Meet Director, Meet Referee, Committee Representative, 2x coaches from another team.

**RULES:** The meet will run under YMCA Rules that Govern Competitive Sports, Addendum to the YMCA Rules that Govern Competitive Sports, USA-S Technical Rules.

**MEET FORMAT:** The meet will be swum using a Finals only format. Swimmer's age will be determined as of 12/01/2016.

**EVENT SEEDING:** Events will be seeded Slowest to Fastest. The Meet Referee/Administrative Official reserve the right to combine heats.

**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



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and does not swim the event, that event still counts toward the athlete's total number of events for the meet.

**DECLARED FALSE START:** An athlete may also withdraw from a heat or swim-off by electing to take a declared false start. Such declaration must be made known to the Deck Referee before the heat or swim off is announced. A declared false start counts as an event swum for the athlete and will be counted in the maximum number of events allowed for each athlete.

**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.

**STARTS:** 'Fly-over' starts will be used at this meet. All swimmers (except for Backstroke starts) should remain in the water at the completion of their race until the next heat has begun.

**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. The Championship committee will arbitrate protests, eligibility issues, safety rules and other issues

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

- Deck access is limited to only registered and approved coaches, swimmers, 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. The USA Swimming Rulebook defines Deck



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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.
- Swimmers are not permitted in the spectator stands.
- Shaving is not permit in any areas of the facility.
- No Flash Photography at the start of competition races.
- No personal chairs are allowed in the spectator area.
- 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.
- No smoking, drugs, or alcohol are permitted in the swimming complex
- Participants and spectators who are here to attend the swim meet are not permitted to use any other portion of the YMCA.

### **AWARDS AND RECOGNITION**

**AWARDS:** Medals will be awarded for places 1-3. Ribbons will be awarded for places 4-8. Each swimmer will receive a participation ribbon.

### **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.



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### **LIABILITY LIMITS:**

- 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).

**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,



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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.

### **DIRECTIONS**

Driving directions from North:

Hwy 65/69 south to E Hillcrest Ave turn east. E Hillcrest to N 4th St turn north.

Driving directions from South:

Hwy 65/69 north to E Hillcrest Ave turn east. E Hillcrest to N 4th St turn north.

### **PARKING**

Plenty of parking surrounding the YMCA



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## APPENDIX 1: ORDER OF EVENTS

### Iowa YMCA Order of Events and State Qualifying Times

(Times valid through the 2018/2019 Season)

GIRLS Time Standard	#	Age Group	Event	#	BOYS Time Standard
34.00	1	11 - 12	50Y Butterfly	2	37.50
1:13.00	3	12 - 21	100Y Butterfly	4	1:15.00
2:50.00	5	9 - 10	200Y Freestyle	6	2:50.00
2:30.00	7	11 - 12	200Y Freestyle	8	2:30.00
2:20.00	9	13 - 14	200Y Freestyle	10	2:15.00
2:20.00	11	15 - 21	200Y Freestyle	12	2:10.00
1:38.00	13	8 & U	100Y Medley Relay	14	1:50.00
2:46.00	15	9 - 10	200Y Medley Relay	16	2:52.00
2:23.00	17	11 - 12	200Y Medley Relay	18	2:36.00
2:19.00	19	13 - 14	200Y Medley Relay	20	2:28.00
2:19.00	21	15 - 21	200Y Medley Relay	22	2:25.00
18.50	23	8 & U	25Y Freestyle	24	18.25
34.00	25	9 - 10	50Y Freestyle	26	35.00
30.50	27	11 - 12	50Y Freestyle	28	30.75
28.50	29	13 - 14	50Y Freestyle	30	27.00
28.50	31	15 - 21	50Y Freestyle	32	27.25
2:36.00	33	12 - 21	200Y Individual Medley	34	2:36.00
1:52.00	35	8 & U	100Y Individual Medley	36	1:54.00
1:30.00	37	9 - 10	100Y Individual Medley	38	1:30.00
1:17.00	39	11 - 12	100Y Individual Medley	40	1:21.00
5:44.50	41	12 - 21	400Y Individual Medley	42	5:51.00
50.00	43	8 & U	50Y Backstroke	44	50.00
40.50	45	9 - 10	50Y Backstroke	46	41.75
36.25	47	11 - 12	50Y Backstroke	48	37.50
2:39.00	49	12 - 21	200Y Backstroke	50	2:47.00
22.25	51	8 & U	25Y Butterfly	52	24.00
40.50	53	9 - 10	50Y Butterfly	54	43.00
2:41.00	55	12 - 21	200Y Butterfly	56	2:44.00
56.00	57	8 & U	50Y Breaststroke	58	1:01.00
46.25	59	9 - 10	50Y Breaststroke	60	47.50
39.75	61	11 - 12	50Y Breaststroke	62	41.75
3:01.00	63	12 - 21	200Y Breaststroke	64	3:01.00
42.50	65	8 & U	50Y Freestyle	66	42.00
1:20.00	67	9 - 10	100Y Freestyle	68	1:18.75
1:07.00	69	11 - 12	100Y Freestyle	70	1:10.00
1:04.00	71	13 - 14	100Y Freestyle	72	1:00.50
1:03.00	73	15 - 21	100Y Freestyle	74	1:00.00
22.50	75	8 & U	25Y Backstroke	76	22.50
1:30.00	77	9 - 10	100Y Backstroke	78	1:35.00
1:18.00	79	11 - 12	100Y Backstroke	80	1:22.00
1:13.00	81	13 - 14	100Y Backstroke	82	1:13.50
1:15.00	83	15 - 21	100Y Backstroke	84	1:25.00
25.75	85	8 & U	25Y Breaststroke	86	26.50
1:42.00	87	9 - 10	100Y Breaststroke	88	1:45.00
1:27.00	89	11 - 12	100Y Breaststroke	90	1:33.00
1:24.00	91	13 - 14	100Y Breaststroke	92	1:20.00
1:24.00	93	15 - 21	100Y Breaststroke	94	1:30.00
6:19.00	95	12 - 21	500Y Freestyle	96	6:20.00
1:28.00	97	8 & U	100Y Freestyle Relay	98	1:29.00
2:29.50	99	9 - 10	200Y Freestyle Relay	100	2:34.00
2:10.00	101	11 - 12	200Y Freestyle Relay	102	2:16.00
2:03.00	103	13 - 14	200Y Freestyle Relay	104	2:03.00
2:03.00	105	15 - 21	200Y Freestyle Relay	106	2:03.00



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### **APPENDIX 2: YMCA SANCTIONED MEET DECLARATION FORM**

*(Note: Return signed Declaration form to the meet director)*

**Participating YMCA:** \_\_\_\_\_

**YMCA Address:** \_\_\_\_\_

**Meet Name:** \_\_\_\_\_

**Meet Date(s):** \_\_\_\_\_

**Meet Host:** \_\_\_\_\_

**Meet Location:** \_\_\_\_\_

We the undersigned attest to the following:

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

**COACHES** - All coaches representing the YMCA above hold current certifications in CPR, First Aid, Coaches Safety Training and Principles of YMCA Competitive Swimming and Diving.

**INSURANCE** - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the [MEET\_NAME] \_\_\_\_\_ for the period of travel from our Association to the meet, during the entire period of the meet and return to our Association. (We suggest you investigate trip insurance). 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 travel to and from and during their participation in the [MEET\_NAME] \_\_\_\_\_. The YMCA of the USA must be named the Certificate Holder and also names the YMCA of the USA as an additional insured as it relates to this 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, [MEET\_HOST\_ORGANIZATION] \_\_\_\_\_, their agents, representatives or assigns, and the [MEET\_LOCATION] \_\_\_\_\_ for any and all injuries which may be suffered by participants at the [MEET\_NAME] \_\_\_\_\_. Furthermore, we understand that the YMCA of the USA and [MEET\_HOST\_ORGANIZATION] \_\_\_\_\_ 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*





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