**2018 Northwest Ohio YMCA**

**Swim League Championship**

**Meet Information**

Date: March 10-11, 2017

Location: Bowling Green State University

 Student Rec Center

Entry Deadline: Wednesday, February 21, 2018, 8:00PM

Hosted By: Putnam County YMCA

Meet Director: Amanda Schroeder, aschroeder@putnamymca.org

Website: <http://www.putnamcoswimteams.com>

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**IMPORTANT INFORMAITON**

 **ENTRY DEADLINE**

 **Wednesday, February 28, 2018, 8:00PM**

**ENTRY LIMITS**

Maximum of 4 events per day / 6 events total for the meet

 **ENTRY SUBMISSION**

Email to aschroeder@putnamymca.org

 **SANCTIONED MEET DECLARATION FORM**

This must be turned in when the coach checks in at the meet. (Appendix A)

 **INDIVIDUAL & TEAM ELIGIBILITY**

All teams and swimmers must be eligible under the Rules that Govern YMCA Competitive Sports.

 **REGISTRATION**

The annual team registration must be submitted online by December 1, 2017.

 **COACHES**

All coaches must register online by December 1, 2017, and must be on the Approved Coach list to be on deck at the meet. Only coaches on the list will receive a deck pass.

Only coaches with current CPR Pro, First Aid, Coaches Safety Training (Safety Training for Swim Coaches or Lifeguard/YASA with successful completion of the Safety Training for Swim Coaches online course) and Principles of YMCA Competitive Swimming and Diving certifications are permitted on deck. All coaches’ certifications must be current through the end of the meet.

 **DATE SUMMARY**

December 1 Online team & coach registration due

 December 2 Fines for late coach registrations begin

 January 15 Coaches registration late fee increases from $25 to $50

 February 28 Entry deadline

 March 11 Coaches certifications must be valid through March 11

**ABOUT THE CHAMPIONSHIP**

This meet is a sanctioned YMCA Championship 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 the Ohio Swimming Inc. LSC of USA Swimming

YMCA Sanction Number: CAQ-2017-OH09063082

USA-S/OH Approval Number: OH-18SC-**xxxxx**

 **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**

 Bowling Green State University – [www.bgsu.edu](http://www.bgsu.edu)

 Samuel Cooper Natatorium, Student Recreation Center

 1411 Ridge Road, Bowling Green, OH 43403

 Emergency Phone Number: 419-372-2000

 (Emergency only please. Do not call with questions about the meet.)

The BGSU Cooper Pool is configured as a 10 lane, 25 yard course. Water depth at start is 12 feet (minimum 5 feet required) and at turn end is 12 feet. Colorado electronic timing system will be used. It has been measured and certified in accordance with USAS section 104.2.2C(4). The copy of such certification is on file with USA Swimming.

 Multiple-lane continuous warm-up/warm-down lanes are available outside the competition area.

**WEBSITE**

 Meet Information can be found at: <http://www.putnamcoswimteams.com>

Online Meet Results: Meet Results will be posted on Meet Mobile. Meet Mobile Results are not official. Official results will be on the website at the end of each session.

 **CONTACT INFORMAITON**

 Meet Director: Amanda Schroeder / aschroeder@putnamymca.org / 419-615-7101

 **MEET SCHEDULE**

Warm-up and Start Times are approximate. A revised schedule of events will be posted on the website no later than 8:00pm on the Monday before the meet.

 Weather Delays/Information will be announced as needed on the meet website.

 **MEET SCHEDULE**

**Saturday Saturday**

**March 10, 2018 March 10, 2018**

**Morning Session Afternoon Session**

11-12 Girls, 13-14, 15 & Over 10 & Under, 11-12 Boys

7:30AM Building Opens 12:45PM Warm-Up

7:30AM Pool Deck Opens 1:25 PM Opening Ceremonies

8:00AM Warm-Up 1:30PM Competition Starts

8:55AM Opening Ceremonies 5:00PM Approximate Finish

9:00 AM Competition Starts

12:30PM Approximate Finish

**Sunday Sunday**

**March 11, 2018 March 11, 2018**

**Morning Session Afternoon Session**

11-12 Girls, 13-14, 15 & Over 10 & Under, 11-12 Boys

7:30AM Building Opens 12:45PM Warm-Up

7:30AM Pool Deck Opens 1:25 PM Opening Ceremonies

8:00AM Warm-Up 1:30PM Competition Starts

8:55AM Opening Ceremonies 5:00PM Approximate Finish

9:00AM Competition Starts

12:30PM Approximate Finish

 **Order of Events**

 AM Session – 11-12 Girls and All 13 & Older

 8:00 AM Warm-up/ 9:00 AM Start/ Est Finish 12:30 PM\*\*

 Saturday, March 10, 2018 Sunday, March 11, 2017

Girls Boys Girls Boys

101 11-12 200 Free x 301 11-12 50 Free x

102 13-14 200 Free 103 302 13-14 50 Free 303

104 15 & Over 200 Free 105 304 15 & Over 50 Free 305

106 11-12 200 Med Rel x 306 11-12 50 Back x

107 13-14 200 Med Rel 108 307 13-14 100 Back 308

109 15 & Over 200 Med Rel 110 309 15 & Over 100 Back 310

111 11-12 100 IM x 311 11-12 50 Breast x

112 13-14 200 IM 113 312 13-14 100 Breast 313

114 15 & Over 200 IM 115 314 15 & Over 100 Breast 315

116 11-12 100 Free x 316 11-12 200 Fr Rel x

117 13-14 100 Free 118 317 13-14 200 Fr Rel 318

119 15 & Over 100 Free 120 319 15 & Over 200 Fr Rel 320

121 11-12 50 Fly x 321 13-14 500 Free 322

122 13-14 100 Fly 123 323 15 & Over 500 Free 324

124 15 & Over 100 Fly 125

126 11-12 500 Free x

 PM Session – 11-12 Boys and All 10 & Under

 12:45 PM Warm-up / 1:30 PM Start / Est. Finish 5:30 PM\*\*

 Saturday, March 10, 2018 Sunday, March 11, 2017

Girls Boys Girls Boys

201 9-10 200 Free 202 x 11-12 100 Free 401

 x 11-12 200 Free 203 402 8 & Under 50 Free 403

204 8 & Under 100 Med Rel 205 404 10 & Under 100 Free 405

206 10 & Under 200 Med Rel 207 x 11-12 500 Free 406

 x 11-12 200 Med Rel 208 407 8 & Under 25 Back 408

209 8 & Under 100 IM 210 409 10 & Under 50 Back 410

211 9-10 100 IM 212 x 11-12 50 Back 411

 x 11-12 100 IM 213 412 8 & Under 25 Breast 413

214 8 & Under 25 Free 215 414 10 & Under 50 Breast 415

216 10 & Under 50 Free 217 x 11-12 50 Breast 416

 x 11-12 500 Free 218 417 8 & Under 100 Fr Rel 418

219 8 & Under 25 Fly 220 419 10 & Under 200 Fr Rel 420

221 9-10 50 Fly 222 x 11-12 200 Fr Rel 421

 x 11-12 50 Fly 223

*\*\*Warm-up & Start Times are approximate. Updates will be announces after all entries are received.*

**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 competitions and may not have accepted pay or compensations for competing as a swimmer.

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

Age: An athlete’s age will be decided by the date of December 1, 2017.

YMCA Meet Participation: In order to be eligible to compete, each athlete must have competed in a minimum or 3 closed YMCA inter-association meets since September 1, 2017 and the entry deadline.

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.

 **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 Sports.

Coach Registration: Each coach must have completed the annual YMCA online 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 a least one certified and credentialed YMCA coach designated as being responsible for their supervision during competition. When a TMCA 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 online 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**

A swimmer may enter up to six events for the total meet, but no more than 4 events per day. Events can be any combination of individuals and relays, with no more than 1 relay event per day.

 There is no limit on the number of entries a team may have in each individual event.

Teams may enter up to 5 relay teams. Only 1 relay team per event may score points, but all relays will receive their respective awards.

 All relay swimmers must be included with your team entry.

 **QUALIFICATION PERIOD**

Entry times must have been achieved from March 1, 2017 through the entry deadline.

 **USA-S ID’S**

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

 **TIME STANDARDS**

There are no qualifying times for the meet, however coaches should use good judgement when entering swimmers in the 500 Free. Swimmers may be asked to move to another event if times are outside of a reasonable range.

 **TIMES**

No Times (NT) are not allowed. Submit entry times in Actual times (no conversion), SCY, SCY, LCM. Non-confirming times will be seeded first.

 **ENTRY FEES**

$16.00 Per Swimmer Entered in the meet.

 All entry fees payable to Putnam County YMCA

 All fees should be mailed to

 Putnam County YMCA – Attn; Amanda Schroeder

 101 Putnam Parkway, Ottawa, OH 45875

 **ENTRY DEADLINE**

Wednesday, February 28, 2018, 8:00 PM
 **ENTRY PROCEDURE**

All entries must be submitted by email on an electronic entry file to aschroeder@putnamymca.org.

An event file to import you team manager is posted on the meet webpage at <http://www.putnamcoswimteams.com>

 **PAYMENT**

 Make all checks payable to: Putnam County YMCA

 All fees should be mailed to:

Putnam County YMCA – Attn: Amanda Schroeder; 101 Putnam Parkway, Ottawa, OH 45875

Once your entry has been accepted teams are responsible for payment of entry fees for all swimmers – even if they do not attend the meet.

 **OVER-SUBSCRIPTION**

Teams who submit entries that violate the above entry limits will have the swimmers automatically disqualified from the extra events. Coaches do not get to enter extra events and scratch swimmers from their least desirable events. Teams who submit entries that violate the above entry limits will be notified that they must make changes. The team has until 8 PM on Monday, March 5, 2018 to make changes. If the matter is not addressed, then the swimmer is automatically dropped from the offending event.

**VOLUNTEERS/OFFICIALS/TIMERS**

Each team is required to supply timers for the meet. Timing assignments for each team will be posted after the entries are received.

In addition each team will be asked to supply at least 1 official per day. Officials should contact Julie Knott at jknott2314@gmail.com

**CHECK-IN PROCEDURE**

 **MEET CHECK-IN PROCEDURE**

Coaches will check-in at the main entrance to the facility. Coaches will receive a team packet with all of the deck passes for their team’s swimmers. Coaches should distribute deck passes to swimmers.

 **EVENT CHECK-IN**

 All events will be pre-seeded. If you have scratches please notify the meet referee.

 **COACHES MEETING/SCRATCH MEETING**

**There will not be a coaches meeting.**  Please read the pre-meet information before arriving at the meet for specific details about the meet.

 **OFFICIALS AND TIMERS MEETING**

Officials and Timers meetings will be schedules before the start of each session. Details will be announced before the meet on the website.

**CHAMPIONSHIP PROCEDURES AND OPERATIONS**

 **CHAMPIONSHIP COMMITTEE**

The Committee will consist of the Meet Director, Meet Referee, and YMCA Directors who are at the meet.

 **RULES**

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

 **MEET FORMAT**

The meet will be swim using a Time Finals format. Swimmer’s age will be determined as of December 1, 2017.

 **EVENT SEEDING**

 All events will be seeded in advance of the meet, slowest to fastest.

Should a swimmer need special consideration in seeding, please send a note to the meet hosts separate from your entry file.

 **NO SHOW**

There will not be a penalty for an athlete who is seeded in an event and fails to compete (i.e., a “no show”). That event still counts toward the athlete’s total number of events for the meet.

 **TIME TRIALS**

 Time trials will not be offered.

 **WARM-UP SAFETY PROCEDURES**

Each team’s coach will be responsible for maintaining a safe warm-up for their swimmers. An approved coach must be on deck and observing their swimmers at all times while their swimmers are in the water.

All warm-ups require feet first entry into the pool except when starts are allowed. Sprint lanes are ONE WAY ONLY. Swimmers must exit at the turn end of the pool. Swimmers may not enter the water from the turn end of the pool.

A specific warm up schedule will be posted on the website the week of the meet.

 **STARTS**

Depending on the number of entries and the meet schedule, “Fly-over” starts may be used at this meet. If so, 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 judgement decisions or 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 RESTRICITONS:**

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 register and approves 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 Change as: Changing, in whole or in part, into or out of a swim sit (excluding drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or the space designated for changing purposes while at a practice, competition, or the pool-related activity.” This include slipping off the top of a one-piece performance suit to place on an alternate bikini top immediately following a race.
* There is no shaving permitted on pool premises: this includes locker rooms and restrooms of the Natatorium.
* There is to be no use of oils for swimmer rubdowns.
* Glass containers of any kind are not permitted in the pool area or locker rooms.
* Coolers, noise makers and balloons are not permitted.
* Disorderly conduct will not be tolerated.
* Vandalism of any nature will be just cause for team disqualification.
* Teams are expected to police their team areas at the end of each session.
* All swimmers are required to wear some type of footwear when they leave the pool deck. A designated person shall be responsible for the supervision and conduct of their team members.
* Swimmers are not permitted on deck until a certified coach is on deck.
* Bleachers are available on deck for swimmers. No chairs, blankets, sleeping bags, etc. are permitted on deck.
* Use or audio or visual recording devices, including cell phone, is not permitted in changing areas, rest rooms or locker rooms – in accordance with USA Swimming Rule 202.4.6e

**AWARDS AND RECOGNITION**

 **SCORING**

Points will be awarded for the first twenty finishers for each event according to the following table. Only one relay per team is able to score points.

 Individual Events: 24-21-20-19-18-17-16-15-14-13-11-9-8-7-6-5-4-3-2-1

 Relay Events: 48-42-40-38-36-34-32-30-28-26

 **AWARDS**

Medals will be awarded to the first through third places; ribbons will be awarded to the fourth through tenth places.

**SPECTATORS**

 **ADMISSION FEE**

$5.00 per person, per session. Children 8 & Under not in the meet do not need to pay admission to enter with their family.

 **HEAT SHEETS/PROGRAMS**

$5.00 per version.

 There will be a Morning Session Version and Afternoon Session Version of the heat sheet.

 Saturday and Sunday events are included in each version.

 **CONCESSION STAND**

A complete concession stand will be available throughout the meet and will be located behind the tall bleachers.

 **ATHLETE APPAREL**

 Meet Apparel will be available throughout the meet.

 **HANDICAP SEATING**

Swimmers and Spectators with special needs are encouraged to contact the meet director 30 days before the start of the meet if any special needs or accommodations are necessary. Email aschroeder@putnamymca.org to make arrangements.

 **CONDUCT AND RESTRICTIONS**

* 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.
* Spectators are not permitted on deck.
* No smoking, drugs, or alcohol are permitted in the swimming complex.

**LIABILITY, SAFETY AND EMERGENCY PROCUDURES**

 **INSURANCE**

Each Association participating in the 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 our Association. Appendix A must be signed by each association participating in the meet.

 **LIABILIYT LIMITS**

* In granting of the USA-S/Ohio Swimming Inc. approval, it is understood and agreed the USA Swimming and Ohio 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 BGSU Staff 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.

It is suggest that coaches carry medical release forms for any swimmer traveling without their parents. If your team has no certified coach to be on deck with the swimmer(s) pleas have a waiver indicating a certified coach that will be responsible for your swimmer(s).

 **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 athletes, coaching staff, and the Meet Director.

If a head injury occurs, the action plan below w2ill 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 with 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.

**MEET LOCATIONS**

 Address for GPS: 1411 Ridge Road, Bowling Green, OH 43403

 Samuel Cooper Natatorium, Student Recreation Center

 Bowling Green State University – [www.bgsu.edu](http://www.bgsu.edu)

**LODGING**

 Use your favorite online booking site for convenient hotel locations.

**PARKING**

Free Parking will be available for the entire meet with a parking pass only in approved BGSU Lots. A parking pass and map will be posted on the website.

**NATIONAL ANTHEM AND DEVOTIONS**

If you are interested in offering a devotion or performing the National Anthem prior to the start of each session of the meet, please email aschroeder@putnamymca.org

**SENIORS**

We will honor all graduating seniors on all teams before the start of the meet on Sunday. Please submit a list of all of your seniors to the scoring table on Saturday and make sure your seniors are poolside at the start of the meet on Sunday.

**APPENDIX A: YMCA Sanctioned Meet Declaration Form**

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

**Participating YMCA:**

**YMCA Address:**

**Meet Name: Northwest Ohio YMCA Swim League Championship Meet**

**Meet Date(s): March 10-11, 2018**

**Meet Host: Putnam County YMCA**

**Meet Location: Bowling Green State University**

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 NW Ohio YMCA Swim League Championship Meet 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 NW Ohio YMCA Swim League Championship Meet. 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, the Putnam County YMCA, their agents, representatives or assigns, and the Bowling Green State University for any and all injuries which may be suffered by participants at the NW Ohio YMCA Swim League Championship Meet. Furthermore, we understand that the YMCA of the USA and the Putnam County YMCA 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.

*Head Coach Name Signature of Head Coach & Date*

*Executive Director Name Signature of YMCA Executive Director & Date*