

Swimming

Championships

*Hosted by*



Congressional Country Club

July 25-26, 2016

Meet Announcement

Required Information

 And

Host Club Arrangements

*CCSDA SWIMMING CHAMPIONSHIPS*

*July 25-26, 2016*

*Congressional Country Club*

***8500 River Road***

***Bethesda, Maryland 20817***

***Main Number (301) 469-2000***

**Scratch Meeting and Related Information**

1. ***Scratch Meeting***

The Scratch Meeting will commence promptly at 6:30 p.m. on Friday, July 22, 2016, in the Congressional Room at Congressional Country Club. The Congressional Room is located on the main floor of the Clubhouse. The agenda for the meeting will be as follows:

1. Submission by each Club of: (1) Meet entries using HY-TEK format, in accordance with attached instructions (TAB A); (2) Review of Club Officials selected for Championships, all officials nominated and available for Championships are to be submitted to the CCSDA President Jim Griffin at jamesegriffin@me.com and Vice President Kevin Howard at Kevin.Howard@cbre.com no later than Friday, July 22, 2016 (TAB B); (3) Individual Team Records (TAB C); and (4) Name and college/university of each graduating senior from each team (TAB D).
2. Presentation by Congressional Country Club representative regarding facilities, parking and general ground rules for supporting the meet (TAB F).
3. The return of the CCSDA perpetual rotating trophies.
4. CCSDA old and new business.

PLEASE ENSURE THAT ALL REQUIRED MATERIALS ARE COMPLETED AND IN ORDER UPON ARRIVAL AT THE SCRATCH MEETING. WE ARE REQUESTING THAT EVERY TEAM REPRESENTATIVE AND COACH STAY UNTIL THEIR TEAM’S ENTRIES ARE LOADED AND ALL PAPERWORK IS CHECKED AND COMPLETED. **TEAMS WHO HAVE OUTSTANDING DUES AND/OR MEET EXPENSES (PAPER AND RIBBONS) CAN MAKE PAYMENT TO THE CCSDA TREASURER AT THE SCRATCH MEETING**.

1. ***Eight Lanes to be Used***
2. Congressional Country Club has an eight-lane, 25 meter pool. All eight lanes will be used for Trials, Consolation and Final events.
3. Eight swimmers will qualify for the Finals and eight in the Consolation heat in each individual event. Awards will be given to all qualifiers.
4. ***Time of Events***

TRIALS: Monday, July 25, 2016:

1. 8 and Under and 10 and Under Trials: warm-ups at 9:00 a.m.; events at 10:00 a.m.
2. Break from 12-1:00 p.m.
3. 12 and Under; 14 and Under; and 18 and Under Trials: warm-ups at 1:00 p.m.; events at 2:00 p.m.

FINALS: Tuesday, July 26, 2016:

1. Events 1-24: warm-ups at 9:00 a.m.; events at 10:00 a.m.
2. Opening Ceremonies and Parade of Teams immediately following morning warm-ups.
3. Lunch break immediately following Event 24 until 1:00 p.m.
4. Events 25-50: warm-ups at 1:00 p.m.; events at 1:45 p.m.

All relay events will be swum as Timed Finals on Tuesday, July 26th.

1. ***Rain Postponement Plans***

Every effort will be made to complete this meet on the days scheduled. However, safety of swimmers and attendees at this meet is our primary concern.

1. If Monday’s Trials are rained out, in whole or in part, they will be rescheduled to begin or resume at 9:00 a.m. Tuesday, with warm-ups beginning at 8:00 a.m.
2. If Tuesday’s Finals are delayed by rain, every attempt will be made to continue the through Tuesday, through the evening if necessary, to complete the Finals.
3. If either session has to be carried over into Wednesday, CCSDA Leadership will decide at the appropriate time.
4. ***Rules for the Conduct of the Meet***

The 2016 CCSDA Championship Swimming Meet shall be competed using the USA Swimming Rules for 2016, as specifically modified by the current CCSDA Constitution and By-Laws.

6*.* ***Meet Entry Instructions***

1. No entries will be accepted unless outstanding dues and meet expenses (paper and ribbons) have been paid to the CCSDA Treasurer.
2. In accordance CCSDA by-laws, each team may enter a swimmer in no more than two individual events, one medley relay, and the graduated free relay.
3. Each team is permitted two entries for each individual event and one entry for each relay event. Entry of a swimmer as an alternate countsagainst the limit of two individual events per swimmer. Unless the alternate is designated and entered in the specific event at the Scratch Meeting, the individual shall not swim that event in the Championships. Alternates who replace the designated swimmer for an event shall report to The Clerk of Course when the event is called, give his or her name, and give the name of the person being scratched.
4. Each Club shall prepare a HY-TEK meet entry data. The event number for the individual event will be the same as for dual meets. Detailed instructions for HY-TEK computer entries are provided at TAB A.
5. Relay entry time shall be the actual time from a relay swum during a dual meet or division championship meet. Times may be adjusted to convert from yards to meters, as necessary, using the appropriate conversion factor. All names of relay swimmers shall be on the HY-TEK file submitted, 4 for medley and 5 for freestyle. If someone is scratched it must be done by 12:00 noon on the day of the finals, July 26, 2016, and handed in to the officials’ desk.

7. ***Scratching from Finals or Consolation Heat***

Any swimmer, who qualifies for the finals event or the consolation heat and does not intend to swim, has 30 minutes after the completion of the time trials to scratch. Scratches must be communicated to the Referee and the Table Officials.

8. ***Warm-Ups***

Warm-ups for each session shall be held in the Competition Pool under the supervision of the deck referee. Warm-ups shall be monitored by Meet Marshals. Warm-up session times and designated lanes are contained in TAB E. The Adult Pool shall be made available for warm-up/warm-downs ONLY. Please instruct your swimmers accordingly.

9. ***Records***

CCSDA relies exclusively on the dedication and attention to detail of each member Club as the only source of individual, team, pool and meet records. CCSDA Club representatives shall compile appropriate listings of their records for the 2016 season and present them at the Scratch Meeting using the form at TAB C.

10. ***Officials and Volunteers***

1. In accordance with Article XIII, Section 6B, CCSDA intends to provide the best possible officiating at this meet. Attention is invited to Article X, Section 8 of the CCSDA Constitution and By-laws, which define the policies and procedures for qualification as a CCSDA official. Each Club shall nominate as a deck official only those individuals who are known to be fully qualified. A list of certified officials nominated for duty at the Preliminary and Finals events, using the form at TAB B, may be submitted by email to CCSDA President Jim Griffin at jamesegriffin@me.com and Vice President Kevin Howard at Kevin.Howard@cbre.com or presented at the Scratch Meeting Friday, July 22, 2016. Each Club will use this form to nominate one person for duty as Clerk of Course.
2. Timers are required for this meet. Clubs are requested to identify experienced timers in advance of the meet. Timers shall be asked to report to the Starter at the appropriate time before or during the meet. Eight Relay Judges are required for Tuesday’s afternoon session. Clubs are asked to identify experienced judges for judging the take-offs of the medley and graduated freestyle relays. They will be asked to report with the Stroke and Turn officials at the start of the Tuesday afternoon session.
3. Volunteers will be required for merchandise and program sales Monday and Tuesday for all sessions. The following clubs need to supply volunteers for the sales: Argyle, Avenel, Belle Haven, Bethesda, Chevy Chase, Columbia, Edgemoor, Manor, Montgomery and Norbeck. Merchandise and programs sales will be coordinated by Pam Hjelle (pamhjelle@gmail.com).
4. ***Awards***

Awards shall be given to all swimmers who qualify to compete in the Finals and Consolation Heats. To reduce the stress on the swimmers and facilitate an efficiently run meet, the swimmers own award shall not be given to the swimmer immediately following the end of their race. Instead swimmers shall report to the awards stand, located at the infant pool, immediately after their race for pictures with symbolic awards. After the conclusion of the meet, awards shall be available for pick-up by the coaches and/or team representatives in the Windsor Room (located on the main floor of the Clubhouse).

Please inform your parents that the CCSDA shall provide a professional photographer to take pictures of the event winners with their symbolic awards. These pictures will be available for purchase and the forms are available online at the CCSDA website: [www.countryclubswimanddive.org](http://www.countryclubswimanddive.org).

1. ***Graduating Seniors***

CCSDA has traditionally recognized our swimmers who are completing their CCSDA careers at this meet. Each Club is requested to identify each graduating senior and the college or university they will attend using the form at TAB D.

TAB A

HY-TEK

Meet Entry Instructions

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

***CCSDA CHAMPIONSHIP SWIMMING MEET 2016***

***INSTRUCTIONS FOR SUBMISSION OF ENTRIES***

***USING HY-TEK TEAM MANAGER***

**GENERAL INSTRUCTIONS**

1. All CCSDA member Clubs will submit their entries for championships in HY-TEK TEAM MANAGER format. In order for the entry process to proceed smoothly, all Clubs **ARE REQUIRED** to use **HY-TEK TEAM MANAGER for WINDOWS.** If your Club has not updated its current software or has not purchased this software, you may order this software directly from HY-TEK by telephone: (252) 633-5111. HY-TEK also has a website at www.hy-tekltd.com.

2. Since we will be interchanging information with your TEAM MANAGER and the CCSDA MEET MANAGER (the software that will actually run the championship meet), we must use the same team abbreviations. CCSDA uses the following common two-letter names for each member Club:

Army Navy - AN Argyle - AG Belle Haven - BH

Avenel – AV Chevy Chase – CH Columbia - CO

Bethesda - BE Edgemoor - ED Kenwood - KE

Congressional - CG Lakewood - LA Manor - MA

Montgomery - MO Norbeck – NO Washingtonn Golf – WG

**SPECIFIC INSTRUCTIONS**

**FIRST, FOLLOW INSTRUCTIONS IN THE HY-TEK TEAM MANAGER FOR WINDOWS MANUAL**

**Step 1** – Import Team Manager MEET EVENT file provided by CCSDA. “**Meet Events–2016 CCSDA Swimming Championships–25JUL2016-001”**. ContactRich Bettencourt at lainirich@gmail.com or 240-423-6266 if you have questions.

**Step 2** - Enter the names of your two swimmers for each event, by event number. NOTE: Each team is limited to two entries in each individual event, and one team for each relay event. Each swimmer may be entered in two individual events and two relays. **YOU MUST also enter the names of your alternates on your entry file.**

**Step 3** – Prepare and Print the following REPORTS:

1. Meet Entry Report BY EVENT
2. Meet Entry Report BY NAME

Create these reports in Team Manager. **PDF** is the PREFERRED FORMAT!

**Save these files as well. They will need to be emailed with your entries.**

**PLEASE DO NOT FORGET THIS STEP, IT IS IMPERATIVE THAT WE HAVE THE PROPER PAPERWORK WITH THE CORRECT SWIMMERS’ NAMES.**

**Step 4** - In TEAM MANAGER, click on **File**, then **Export** from the Main Menu bar. Then click on **Meet Entries**. TEAM MANAGER will ask you to specify where you wish to store the Meet Entries export file. Please store to a zip drive or CD.

**Step 5** -TEAM MANAGER will then ask you the meet name (**Meet Events–2016 CCSDA Swimming Championships–25JUL2016-001”** and course (S). You will then EXPORT the meet entries in the COMMLINK II/SDIF file format just as you have specified them. This can only be done if you have designated which swimmers will swim in each event of the meet. Your entry should now be complete.

**Step 6 -** After you EXPORT your Entry File, please EXPORT your ***ENTIRE*** Team Roster file.

**Step 7** – Email your entries to Rich Bettencourt at lainirich@gmail.com ***no later than Thursday, July 21, 2016 at 5 p.m.***

Please use the following SUBJECT LINE when sending your entries – 2016 CCSDA Champs Entry – “YOUR CLUB NAME”. The following items should be attached to your email:

1. Team Entry File
2. Team Roster File
3. Report BY NAME
4. Report BY EVENT

Entries will be accepted at the Scratch Meeting, but having the files ahead of time will allow for any necessary corrections to be made ahead of time and save time at the meeting. Any questions call Rich at 240-423-6266. In addition, please bring a back-up copy of your entries to the Scratch Meeting at Congressional Country Club. Bring all paper reports (see below) to the Scratch Meeting. Be sure to include your ALTERNATES in the reports. The reports are imperative. They are very useful if problems arise and will shorten the duration of the Friday Scratch Meeting.

**ADDITIONAL INSTRUCTIONS**

1. As noted above, all entries shall be accompanied by a copy HY-TEK TEAM MANAGER Roster File, Meet Entry report BY NAME and a Meet Entry Report BY EVENT. These TEAM MANAGER inputs shall be used to generate the meet program, heat sheets and lane assignment/timer sheets. This MUST be done.

2. We will use MEET MANAGER to build the meet itself. Please proof read all your entries.

3. With your entry file, please provide **the names** **and** **telephone numbers of the Head Coach** **and available Team Representative.** A contact must be available during the period of July 20 through July 26 for any format or entry related questions.

4. Names of swimmers participating in relay events must be submitted to the Table Officials in hard copy format no later than 12:00 noon the day of the final meet Tuesday, July 26, 2016.

5. NOTE: SCRATCH/SUBSTITUTION POLICY - In accordance with CCSDA By-Laws, after the names of swimmers are submitted, no changes are permitted except that a Club may scratch a swimmer from an event and substitute that Club’s alternate for that PRELIMINARY event. In Finals, scratched swimmers will be replaced from the 1st and 2nd alternates. The alternates do not move up to the Championship heat. If there is a scratch in the Championship heat, the 9th place swimmer moves up. Then the 1st place alternate moves up to the 16th place.

6. **These meet materials shall be delivered to CCSDA President Jim Griffin at the CCSDA Scratch Meeting, to be held at Congressional Country Club on Friday, July 22, 2016 at 6:30 p.m. If you have any questions, please call or email** CCSDA President Jim Griffin at jamesegriffin@me.com and Vice President Kevin Howard at kevin.howard@cbre.com.

**HY-TEK questions can be directed to: Rich Bettencourt at** **lainirich@gmail.com****. Any questions call Rich at 240-423-6266.**

TAB B

OFFICIALS

NOMINATED FOR DUTY

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

OFFICIALS FORM

Each Club shall complete the attached Officials Form, indicating those officials from their Club willing and qualified to perform the designated duties. Your attention is invited to Article X, Section 8 of the CCSDA Constitution and By-Laws and to the procedures; concerning the qualification requirements for the key officials (Referee, Starter and Stroke & Turn Judge).

CCSDA intends to provide the best possible officiating at this very important meet (Article XIII Section 6b). Hence, the team representative should nominate as officials for any position only those individuals who are known to be fully qualified and capable of consistent performance over an extended period and under stressful conditions.

Please indicate beside the name of each nominated official for those three positions the number of CCSDA (dual and divisional championship) meets at which they officiated in that position this year. (Example: Referee, John Doe, 5 meets). Also, please enter the phone number for each person.

Key officials will be called to ensure their availability. Timers will be asked to report when volunteers are called at the beginning of and during each meet session. Relay Judges will report with the Stroke and Turn Officials at 1:15 p.m. on Tuesday.

CLUB NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| OFFICIALSNAME | HOME PHONE | OFFICE PHONE | MONDAY JULY 25REPORT9:00 AM | MONDAY JULY 25REPORT1:00 PM | TUESDAYJULY 26REPORT9:00 AM | TUESDAYJULY 26REPORT1:15 PM |
| REFEREE |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| STARTER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| STROKE &TURN |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| HEAD TIMER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| CLERK OFCOURSE |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| RELAY JUDGE |  |  |  |  |  |  |
|  |  |  | -------------- | --------------- | --------------------- |  |
|  |  |  | -------------- | ---------------- | --------------------- |  |
| ANNOUNCER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| TIMERS |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

TAB C

CLUB RECORDS

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

CCSDA INDIVIDUAL TEAM RECORDS 2016

CLUB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DIVISION \_\_\_\_\_\_\_

DIVISIONAL DUAL MEETS

MEETS WON\_\_\_\_\_\_ MEETS LOST\_\_\_\_\_

OPPONENT YOUR SCORE THEIR SCORE

1.

2.

3.

4.

5.

NON-DIVISIONAL DUAL MEETS

OPPONENT YOUR SCORE THEIR SCORE

1.

2.

3.

DIVISIONAL CHAMPIONSHIPS

YOUR TEAM SCORE\_\_\_\_\_\_\_\_\_\_\_\_\_ YOUR TEAM PLACE\_\_\_\_\_\_\_\_\_\_\_\_\_

DIVISIONAL RELAYS

YOUR RELAY SCORE\_\_\_\_\_\_\_\_\_\_\_\_ YOUR TEAM PLACE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR TRIPLE WINNERS

NAME AGE GROUP EVENT

1.

2.

3.

NEW CCSDA OR POOL RECORDS SET AT YOUR POOL (USE REVERSE SIDE IF NECESSARY)

LENGTH OF POOL\_\_\_\_\_\_\_\_

NAME CLUB AGE GROUP EVENT

1.

2.

3.

TAB D

GRADUATING SENIORS

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

CCSDA 2016

GRADUATING SENIORS

CLUB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIMMER COLLEGE/UNIVERSITY

TAB E

WARM-UPS

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

***CCSDA CHAMPIONSHIP SWIMMING MEET 2016***

***WARM-UP SCHEDULE***

#### Monday, July 25, 2016, AM Session

LANE # 9:00-9:15 AM 9:15-9:30 AM 9:30-9:45 AM

1 SPRINT LANE SPRINT LANE SPRINT LANE
2 LAKEWOOD KENWOOD WGCC
3 COLUMBIA ARGYLE ARMY NAVY
4 BETHESDA CONGRESSIONAL NORBECK

5 EDGEMOOR CHEVY CHASE BELLE HAVEN

6 MANOR AVENEL MONTGOMERY

7 SPRINT LANE SPRINT LANE SPRINT LANE

8 PACE LANE PACE LANE PACE LANE

***Monday, July 25, 2016, PM Session***

LANE # 1:00-1:15 PM 1:15-1:30 PM 1:30-1:45 PM

1 SPRINT LANE SPRINT LANE SPRINT LANE
2 KENWOOD MANOR ARMY NAVY

3 CONGRESSIONAL NORBECK COLUMBIA

4 ARGYLE WGCC BETHESDA

5 CHEVY CHASE BELLE HAVEN MONTGOMERY

6 LAKEWOOD AVENEL EDGEMOOR

7 SPRINT LANE SPRINT LANE SPRINT LANE

8 PACE LANE PACE LANE PACE LANE

***Tuesday, July 26, 2016, AM & PM Sessions***

LANE # 9:00-9:15 AM 9:15-9:30 AM 9:30-9:45 AM

 1:00-1:10 PM 1:10-1:20 PM 1:20-1:30 PM

1 SPRINT LANE SPRINT LANE SPRINT LANE

2 MANOR AVENEL KENWOOOD

3 LAKEWOOD COLUMBIA ARMY NAVY

4 MONTGOMERY BETHESDA ARGYLE

5 NORBECK BELLE HAVEN WGCC

6 CONGRESSIONAL EDGEMOOR CHEVY CHASE

7 SPRINT LANE SPRINT LANE SPRINT LANE

8 PACE LANE PACE LANE PACE LANE

TAB F

HOST CLUB

ARRANGEMENTS

CCSDA SWIMMING CHAMPIONSHIPS

*Hosted by*

*CONGRESSIONAL COUNTRY CLUB*

*July 25-26, 2016*

*July 25-26, 2016*

*Congressional Country Club*

***8500 River Road***

***Bethesda, Maryland 20817***

***Main Number (301) 469-2000***

**Host Club Arrangements**

Congressional Country Club is proud to host the 2016 CCSDA Championship Swimming Meet. Our goal is to provide the venue and infrastructure for a safe, rewarding and memorable event for each participating CCSDA swimmer and their parents.

1. ***Guidelines for CCSDA Championship Swimming Meet at Congressional Country Club***

**Safety is paramount.** All athletes, coaches, and spectators must comply with published and posted regulations and follow the direction of Congressional pool staff and meet marshals.

Specific instructions include:

* + Swimmers may not enter the Competition Pool deck unless swimming or waiting for their heat.
	+ Everyone must stay off the diving boards and guard stands.
	+ No running or horseplay in the pool areas.
	+ No swimmers are allowed unattended in the warm-up and warm-down pool area.
	+ Please place all trash in the provided containers.
	+ Food and beverage service will be offered during the familiarization session and on each day of the meet. Food and beverage tickets will be sold at the entrance to the Competition Pool and may be purchased with cash only (except that members of Congressional may use their Club number).
	+ No outside food or beverages may be brought into the Club.
	+ After each day’s session, please clean your team area and remove all trash and personal belongings.
	+ First aid assistance is available at the Aquatic Director’s office.
	+ Swimmers and spectators should not enter the Clubhouse unless there is an emergency, and they are instructed to do so.
	+ No tobacco products with the exception of inside your car.
	+ No cell phones inside the Clubhouse. No talking on cell phones anywhere on Club premises except in the parking lots.
	+ Assign an assistant coach or parent to your team area to maintain order and to ensure that swimmers report to Clerk of Course on time.

2. ***Location***

Congressional Country Club is located at 8500 River Road, Bethesda, Maryland, 20817. Directions are attached.

A diagram describing the flow of swimmers during the meet and the location of principal activities such as the Clerk of Course, Team Areas, Locker Rooms, Refreshment Stands and Warm-up areas is attached.

Please note that access to the pool areas will not be until 8:00 a.m. each morning. Swimmers, coaches and families should not arrive any earlier as they will not be able to access the pools. *All towels and personal belongings must be removed from the spectator bleachers at the end of each day*.

3. ***Parking***

Parking will be available on Club premises but spaces are limited. We STRONGLY encourage carpooling. Priority parking passes will be distributed to coaches and/or team representatives at the Scratch Meeting. All others may park as directed by Club officials on the Club grounds. The following should be noted during the entire meet:

* There will be a clearly marked off drop off area for swimmers.
* Please drive slowly and carefully entering and leaving the Club.
* Please respect pedestrians.
* Please note posted signs and obey instructions for Club personnel directing traffic.
1. ***Locker Facilities and Rest Rooms***

Toilet and shower facilities are available in the girls’ and boys’ locker rooms adjacent to the Competition Pool, and in the women’s and men’s facilities adjacent to the warm-up/warm-down pool. Two additional restroom facilities are available at the pavilion near the Clerk of Course on the Competition Pool deck.

1. ***Team Area***

The attached diagram designates a team area for each team. Teams are invited to bring a tent or shelter for sun and rain protection. Each team is requested to assign an assistant coach or a parent to its team area to maintain order and to ensure that swimmers report to the Clerk of Course on time. Teams are requested to keep their assigned area policed during the trials and finals and completely cleaned at the end of each day.

6. ***Off Limits Areas to Athletes and Spectators***

The following areas are off-limits to athletes and spectators:

1. Fitness Center

b. Main Clubhouse Locker Rooms

1. Golf and Tennis Facilities
2. Main Clubhouse, except for designated eating areas, with the appropriate attire.

7. ***Competition Pool Deck***

The pool deck shall be open only to officials, coaches, and swimmers. A coaches’ area has been established along one side of the pool deck. Each team will be assigned two on-deck passes for coaches. Marshals shall ensure only authorized officials, coaches, and swimmers are on the pool deck. Safety is paramount. All athletes, coaches, and spectators must comply with published and posted regulations and the direction of Congressional pool staff and meet marshals.

8. ***Clerk of Course***

 The Clerk of Course will be located at the Pavilion adjacent to the Competition Pool.

1. ***Program and Merchandise Sales***

CCSDA volunteers will sell programs and meet merchandise at designated sales tables. Tee shirts and tank tops will be sold for $20 and shorts for $25. Prelim programs will be $5. Finals programs will be $10. Acceptable forms of payment are cash or check (payable to CCSDA) only.

10. ***Refreshments and Meals***

Congressional Country Club will offer beverage service only during the familiarization sessions and food and beverage service on each day of the meet. Tickets will be required for the purchase of all food and beverages during this time. Tickets may be purchased starting at 8:00 a.m. on each day of the meet at the tables located at the entrance to the Competition Pool. Cash is required for the purchase of food and beverage tickets on Monday and Tuesday. Tickets also may be purchased on Sunday, July 24th, between the hours of 8:30 a.m. -12:00 p.m. at the entrance to the Competition Pool. *On Sunday only,* members of clubs with reciprocal agreements with Congressional may use their club number to purchase tickets. ALL TICKET SALES ARE FINAL.

1. Beverage service will be offered during the familiarization swim on Sunday from 8:30 a.m. – 12:00 p.m. in the Snack Bar Pavilion located outside the Competition Pool.
2. The Snack Bar Pavilion will be serving breakfast, lunch, snacks and beverages on Monday & Tuesday from 8:00 a.m. – 4:00 p.m.
3. Multiple lunch buffet stations serving a variety of fare will be available on Monday and Tuesday from 11:00 a.m. – 2:00 p.m. on the Ballroom Terrace.
4. Bar service will be available for adults on Monday & Tuesday from 12 p.m. – 4:00 p.m. at the Stone Bar.
5. The Chop House will be open for officials and volunteers who have been provided a previously purchased wristband by their home Club. Wristbands will be available for purchase by coaches and team reps at the Scratch Meeting. The cost is $25 per person per day. The Chop House will be open from 8:00 a.m. – 4: 00 p.m. and will serve breakfast and lunch. Snack and drinks will be available throughout the day.
6. Light hors d’oeuvres and a member sign bar will be available at the Scratch Meeting. Members with reciprocal Club arrangements are welcome to dine in any of the restaurants after the Scratch Meeting.

WITH THE EXCEPTION OF FOOD FOR INFANT CHILDREN, PLEASE DO NOT BRING FOOD OR BEVERAGES ONTO THE PREMISES.

11. ***Pool Familiarization***

The Competition Pool will be open on Sunday morning, July 24th, for pool familiarization. A coach from each team must be present and responsible for supervising that team’s athletes during familiarization. The snack bar will be open and beverages may be purchased using tickets as previously described. Tickets will be available for purchase from 8:30 a.m.- 12:00 p.m.

##### Sunday, July 24, 2016

LANE # 9:00-10:00 AM 10:00-11:00 AM 11:00-12:00 NOON

1 SPRINT LANE SPRINT LANE SPRINT LANE
2 AVENEL BETHESDA WASHINGTON GOLF
3 CONGRESSIONAL EDGEMOOR ARMY NAVY
4 NORBECK COLUMBIA BELLE HAVEN
5 MANOR CHEVY CHASE MONTGOMERY
6 ARGYLE KENWOOD LAKEWOOD

7 SPRINT LANE SPRINT LANE SPRINT LANE

8 PACE LANE PACE LANE PACE LANE

12. ***Sportsmanship***

CCSDA was founded on June 4, 1950 to foster age-group swimming and diving competition. The objectives of CCSDA and its 15 member Clubs are: to promote competitive swimming and diving between member Clubs; to foster amateur swimming and diving; to encourage good sportsmanship; and to protect and promote the mutual interest of its members. Spirit and enthusiasm are an integral part of this swimming competition, which must be properly bounded by good order and discipline. Excessive displays shall be dealt with accordingly.

The annual Parade of Teams will be held Tuesday before the meet.

Please ensure that all pagers and cell phones are turned off or have audible ringers disabled during the meet. Cell phone use is not permitted in the Clubhouse. Talking on cell phones is not permitted anywhere on Club premises, except in the parking lots. Kindly maintain quiet for the Start. No flash photography is permitted during the Start.

13*.* ***Emergency Procedures***

**IN THE EVENT OF AN EMERGENCY, ALL ATHLETES, COACHES, DECK OFFICIALS AND SPECTATORS SHALL COMPLY WITH THE INSTRUCTIONS OF THE POOL STAFF.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CCSDA Representatives**

 CCSDA President CCSDA Vice President

 Jim Griffin Kevin Howard

 703-994-1161 (cell) 202-669-0757 (cell)

**Congressional Country Club Representatives**

Assistant General Manager Director of Aquatics Team Representatives

Michael Troyner Kerry Ellett Christine Drummond

301-469-2040 (office) 301-469-2057 (pool office) 301-455-3843 (cell)

 240-355-7946 (cell) Deanne Giarraputo

 301-512-5670 (cell)

## ***Directions to***

 ***Congressional Country Club***

***8500 River Road***

***Bethesda, Maryland 20817***

***(301) 469-2000***

**FROM MARYLAND & POINTS EAST**

Take I-495 West/Capital Beltway toward Northern Virginia; Take Exit 39, MD-190 West (River Road) toward Potomac; Congressional is on the left.

**FROM VIRGINIA & POINTS SOUTH**

Take I-495 North/Capital Beltway toward Rockville/Baltimore crossing into Maryland;

Take Exit 39A, MD-190 West (River Road), toward Potomac; Congressional is on the left.

## **FROM FREDERICK & POINTS NORTH**

Take I-270 South toward Washington; Keep right at I-270 Spur which turns into I-495 South/Capital Beltway; Take Exit 39, MD-190 West (River Road) toward Potomac; Congressional is on the left.

***Congressional Country Club***

***Swim Championships Floor Plan***

