

2008 Great Lakes Zone YMCA Swimming Championships
March 14, 15, 16, 2008
Cleveland State University

Meet Web site: <http://www.glzyswim.org> and click on 2008 Zones

Note: All times listed are Eastern Standard Time

Changes / Important Items for 2008

1. Entries will be processed online. There will be NO e-mail, paper or FAX entry process. You submit your entry file to an on-line link and the entries are validated and processed to the meet hosts. **The entries cutoff is 2 PM on March 10, 2008.**
2. Swimmers are not allowed to enter the water from the diving board end of the pool.
3. Swimmers leaving the deck must have footwear. Bare feet are not permitted outside of the pool deck.
4. There are bleachers surrounding the deck of the pool. There will be no place for chairs on deck or in the stands. Swimmers (or coaches) will not have room to setup blankets, sleeping bags or chairs on deck.
5. Banners must be hung by the CSU staff. Deliver your banners to the Scorers podium for hanging.
6. Randomly selected teams will be asked to provide paper proof of times. These teams will be notified in advance of the meet.

Reminders:

1. All coach's certifications are due to your league representative by January 14, 2008.
2. Between January 15 and February 15, registrations must be sent to Toby Boedeker with a \$15 late fee.
3. After February 16, registrations must be sent to Toby Boedeker with a \$25 late fee.
4. There are forms to be submitted by **February 15, 2008** to register at **no cost**.
5. A certified coach must accompany every swimmer on the deck.
6. Swimmers will not be permitted to register until a certified coach has checked in. If your coach is not able to attend the meet, please send in the attached coach's authorization form with your team registration to designate a certified coach for your swimmers.
7. All swimmers must be entered on the Team Manager file, including relay only swimmers.
8. **Deck Changing is not permitted at any YMCA meets, and is cause for ejection from the meet.**

Parking

Directions for parking will be posted on the web site.

Handicap Accessibility

We will post this on the web when we have the information from the facility.

Devotions and anthem

Each cluster has been given an assignment for devotions and anthem. If you are interested in participating, contact your representative.

Revisions:

Times must be achieved from March 1, 2007 up to the entry date.

Checklist

TO BE ELIGIBLE FOR ENTRY INTO THE 2008 ZONE MEET

- ** You must submit the following forms by **February 15, 2008** to register at **no cost**
- ** Registrations submitted between Feb. 16, 2008 and Mar. 10, 2008 will be charged a \$40 late registration fee
- ** Registrations received after Mar. 10, 2008 will not be accepted, and entries will not be accepted.

In your envelope you must include

1. Rules of Time Standard Verification _____
2. Rules of Conduct _____

Mail forms to

Claudia Multer
2008 Zone Swim Meet
1075 Oakmont Avenue
Hamilton, Ohio 45013

Electronic entries are due through ONLINE ENTRY on Monday, March 10, 2008 at 2 PM. Instructions are on the entries link of the 2008 Zones website.

*****NOTE***** Your entry fees must be paid at the meet. You must have a check or check request, or your team must write a personal check to cover the entry fees. Checks will be cashed on March 31, 2008. Checks that are returned for non-sufficient funds will have the return fees added to their costs for the meet.

Coach's certifications must be submitted to your league coordinator by their deadline to have a "no-cost" deck pass. The following are necessary for a coach to be on the deck.

*Coach's certifications (4)

1. Principles of Coaching _____
2. Lifeguarding _____
 - a. (American Red Cross or YMCA)
 - b. or Red Cross Safety Training for Swim Coaches
 - c. or Y Aquatic Safety Assistant. _____
3. CPR _____
4. First Aid _____

All certifications must be current through March 16, 2008

T-Shirt order forms are processed separately and must be received by February 20, 2008. T-Shirt order forms and logos are available on the Zones Web Site under the 2008 Zones link.

Official and Timer responsibilities are assigned based on attendance of the 2007 Zone meet. Check the Zone Meet web page for your assignments. Volunteers must be identified in advance of the meet – to maintain strict control of the individuals on deck.

2008 Great Lakes Zone Championships – March 14 – 16, 2008

YMCA Name: _____

Abbreviation: _____ YMCA Association Number: _____

Team Name (If different than Official YMCA name): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Coach's Name: _____

Coach's Address: _____

City: _____ State: _____ Zip: _____

Coach's Phone: Home (_____) _____ Work (_____) _____

E-mail Address _____

Great Lakes Zone YMCA Swimming Championships Rules of Conduct

Considering the level of competition and the YMCA Philosophy, It is expected that swimmers, parents and coaches Comply with and help enforce the following rules:

1. There is no shaving permitted on pool premise: this includes locker rooms and restroom of the Natatorium **PENALTY --- EJECTION FROM THE MEET**
2. There is to be no use of oils for swimmer rubdowns. This is a safety hazard on deck as well as being a problem with proper pool maintenance.
3. Glass containers of any kind are not permitted in the pool area or locker rooms.
4. Coolers are not permitted.
5. Noisemakers are not permitted.
6. Balloons are not permitted.
7. Disorderly conduct will not be tolerated.
8. Vandalism of any nature will be just cause for team disqualification.
9. Teams are expected to police the areas they occupy between events.
10. ALL swimmers are required to wear some type of footwear when they leave the pool deck.
11. A designated person shall be responsible for the supervision and conduct of their team members.
12. Swimmers are not permitted on deck until a certified coach is on deck
13. Deck changing is not permitted, and is cause for ejection from the meet.

Depending on the severity of the infraction, and violation or disregard for these rules may result in disqualification of the swimmer or entire team from meet participation. NOTE: If you copy a single page from results for ease of proof, you must also carry the entire meet results to verification of times.

This form must be returned in order for your entry form to be processed.

Return this portion by **February 14, 2008** with the coach's signature to verify that team members are aware of these rules and that the team and coach agree to abide by these rules.

Coach's Signature: _____

Supervisor in charge of team conduct: _____

**Mail forms to: Claudia Multer, 2008 Zone Swim Meet
1075 Oakmont Avenue, Hamilton, Ohio 45013**

**Great Lakes Zone
YMCA Swimming Championships
Rules of Time Standard Verification**

The Great Lakes Competitive Swimming Committee adopted the following rules on August 24, 1989, on the issue of verification of times at the Zone Championship.

1. A random check of team entries is conducted prior to the start of the meet on Friday or before the first event for the team. Exact seed times, or faster times, are what must be proven. Entry times from every team can be spot checked at any time.
2. In doing the random check of team entries, only the following meet results will be accepted:
 - a. Original, good carbon, or Xeroxed copy signed by the referee head scorer and both coaches, Signatures are only necessary on hand written results. Computer generated results do not need to be signed. Either the referee or the scorer must be a YMCA certified official.
 - b. Official results from invitational meets or championship meet and YMCA, USA Swimming or High School competitions.
 - c. The referee or head scorer and both coaches must sign high school dual meet result sheets. The referee or head scorer must hold some type of certification and that must be indicated on the result sheet.
 - d. Newspaper results are NOT acceptable.
 - e. Any entry will be scratched if the seedtime cannot be verified prior to the start of the individual's session.
 - f. Coaches who are unable to prove a sufficient number of times will be banned from next year's Zone Meet, and a letter will be sent to the Executive Director explaining the action.

In order that all coaches understand the rules, please read and sign the statement below, along with your Executive director, and return with your entry forms

Release: In consideration of acceptance of this entry, I/We hereby, for ourselves, our heirs, administrators And assigns, waive and release any and all claims against The Cleveland State University and YMCA Of Greater Cincinnati for injuries, losses, and expenses incurred by me/us at said swim meet, or on the Road to and from the meet. I/We are bonifide amateur athletes and eligible to compete in all events entered.

The _____ YMCA has read and understand the Rules of Verification adopted by the Great Lakes Competitive Swimming Committee on August 24, 1989, and the Release as printed below. These rules supersede all previous rules on verification by the Zone.

Coach (Print) _____ Signed _____

Executive
Director (Print) _____ Signed _____

Date _____

Mail forms to: **Claudia Multer**
 2008 Zone Swim Meet
 1075 Oakmont Avenue
 Hamilton, Ohio 45013

2008 Great Lake Zone YMCA Swimming Championships

March 14, 15, 16, 2008

CLEVELAND STATE UNIVERSITY

Robert Busbey Aquatic Center

2121 Euclid Avenue

Cleveland, Ohio 44115-2214

Friday, March 14, 2008

Timed Finals Session

13-14, 15 & Over, Senior

Registration check-in opens	2:00 PM
Pool deck opens	3:30 PM
Warm-up	4:00 PM
Opening Ceremonies	4:50 PM
Competition Begins	5:00 PM
Competition Complete	8:30 PM

Saturday, March 15, 2008

Timed Finals Session Morning Session

13-14, 15 & Over, Senior

Pool deck opens	7:00 AM
Warm-up	7:30 AM
Opening Ceremonies	8:30 AM
Competition	8:40 AM
Time Trials (approx)	12:45 PM

Timed Finals Session Afternoon Session

10 & Under, 11-12

Warm-up	2:00 PM
Opening Ceremonies	3:00 PM
Competition	3:10 PM
Competition Complete	6:00 PM

Sunday, March 16, 2008

Time Finals Session Morning Session

13-14, 15 & Over, Senior

Pool deck opens	7:00 AM
Warm-up	7:30 AM
Opening Ceremonies	8:30 AM
Competition	8:40 AM
Time Trials (approx)	1:10 PM

Timed Finals Session Afternoon Session

10 & Under, 11-12

Warm-up	2:00 PM
Opening Ceremonies	3:00 PM
Competition	3:10 PM
Competition Complete	6:00 PM

Site: The Cleveland State University, Robert Busbey Aquatic Center

Host: Blue Ash YMCA, Powel Crosley YMCA

Questions: Bill Whatley, Blue Ash YMCA, 513-791-5000 (coachbill88@swimbash.com); Mike Leonard, Powel Crosley YMCA, 513-521-7112 (mleonar353@aol.com); Claudia Multer, 513-863-6298, (claudiam@one.net)

Rules:

Except for rule changes listed in this information packet, the 2007 USA Swimming and Diving rules will govern the meet. This meet will be conducted in accordance with the **"RULES THAT GOVERN YMCA COMPETITIVE SPORTS."**

Entry Times:

All entry times must be actual times (yards or short course meter) in hundredths of seconds. Times must be achieved from March 1, 2007 up to the entry date.

Please note we are allowing HY-TEK to make the conversion and swimmers will be seeded properly. **Do not** convert short course meter times. For short course meter time for 500 free -- use the 400 meter free, not a 500 meter free time.

Entries:

We expect Hy-Tek Team Manager (or equivalent) entries. They must be submitted via the web entry method. The entry file submission must represent the entire set of entries for a team. The web entry process does NOT process additions – the entire entry file is replaced.

Team Manger Lite is a free entry software tool, which can be obtained if you do not have Team Manager. Contact Hy-Tek at www.hy-tekld.com for a copy of Team Manager Lite. Deck Entries or changes to the entries after the entry deadline will not be accepted.

EXCEPTION: A swimmer, who has not been properly entered or incorrectly entered by fault of the meet entry chairperson, may be properly placed in the appropriate events

EXCEPTION: A swimmer, otherwise qualified, who was mistakenly not entered by his/her entry chairperson, may be deck entered up to 24 hours before the beginning of the MEET, provided he/she pay the appropriate entry fee plus a \$25.00 processing charge to the meet host. The swimmer will be entered in an open lane, if available. The event will not be reseeded.

Relay teams must be designated TEAM CODE A, TEAM CODE B, etc.

A PROOF OF TIME FILE CAN BE SENT TO Claudia Multer (claudiam@one.net) IN PLACE OF PROVING TIMES AT REGISTRATION. Randomly selected teams will be contacted in advance to prove times via paper at the meet.

A swimmer may enter a total of three (3) individual events (age group & senior) and one (1) age group relay event each day. Senior Relays are unlimited. There is no limit on the number of entries a team may have in each event provided the time standard has been met.

All swimmers must be entered on the Team Manager file, including relay only swimmers. You can either enter them in the relays they will swim, or you can “right click” on their name in your relay entry to designate them as relay only. You can also enter them in event 109 or 110, which are set up to accept relay only swimmers. A \$10 fee will be charge to register a relay only swimmer at the meet. **PLEASE NOTE THAT RELAY ONLY SWIMMERS MUST BE ENTERED ON A RELAY OR ENTERED INTO EVENTS 109 & 110. THE ENTRY PROGRAM DOES NOT CARRY THE RELAY ONLY SWIMMERS OVER CORRECTLY.**

Entry Fees:

Per Entry Fee -	\$4.00 per individual entry	\$16.00 per relay entry
Swimmer surcharge-	\$5.00 per swimmer	

**Make all checks payable to the Powel Crosley YMCA.
Bring your personal check, YMCA Check or Purchase Order to the meet – mail will not arrive to the host teams in time.**

Entry Deadline:

Team manager entries – Due Monday, March 10, 2008 (2 PM). Bring Entry fees to the meet.

Admissions: Admission will be charged to enter the facility for spectators. Athletes, coaches and pre-registered volunteers will not have to pay an admission. The admission fee is \$3.00 per person per day.

Heat Sheets: \$5.00 per Morning (13 & Over/Senior) Session (Friday night included)
\$5.00 per Afternoon (12 & Under) Session

Final Results:

Posted results will be provided in the Natatorium area. All results will be considered final thirty (30) minutes after posting.

Results will be posted at <http://www.glzyswim.org>

Meet Apparel

Official Meet Shirts (T-shirts and Sweatshirts) will be pre-sold to teams. A separate **Order form – official meet shirts** should be utilized for pre-ordering specific items and a check. Preorders are due February 20, 2008.

There will be a limited number of shirts available at the meet. Pre-order to be sure you get your shirts and the right sizes. Official Meet Shirts may also be ordered at the meet. They will be delivered by mail for a nominal mailing charge.

Food: A full concession stand will be available at the Natatorium.

Warm-Up Sessions: All warm-ups require feet first entry into the pool, except when starts are allowed.

Warm-Up/Cool Down: The lanes closest to the shallow end will be available for quiet warm-up/cool downs during competition. This is not a recreational swim area for your competitors.

Sanction:

The meet has been sanctioned by the National YMCA Competitive Swimming & Diving Committee. Sanction #CAQ-07-08-xxxx.

Meet Workers:

All teams will be assigned worker positions according to last year's entries, (our entries are due too late to get the information out). Each team must supply their assigned worker positions in order to participate in the meet. As a general standard, Teams should be able to provide 1 worker for every 5 swimmers entered in a session. Check the website. <http://www.glzyswim.org> for workers assignments.

**** Note: If you foresee significant changes in you numbers contact Claudia Multer (claudiam@one.net) by December 15, 2007 as we expect to get the assignments posted by January 1, 2008. ****

***** Verification of Times: *****

- * Coaches must come prepared to verify times prior to the start of the meet. Teams will not be permitted to compete until this requirement is satisfied.
- * All teams must comply with the attached Rules of Time Standard Verification. All conditions must be met and the form should be received by February 14, 2008.
- * Coaches may export a proof of time file from Team Manager in place of proving times at registration. Randomly selected teams will be notified in advance and requested to bring paper proof of times.
- * During Verification of Times, coaches will be provided heat sheets, warm-up procedures and other meet information.
- * Proof of time will begin at 3:00 PM on Friday.
- * Swimmers check in will begin at 3:15 PM Friday. Swimmers will not be permitted to check in until the team's certified coach has completed check in and verification of times. The deck will not open until 4:30 PM.

National Time Trials:

Time Trials will be offered **BETWEEN** sessions on Saturday and Sunday as time permits. We will offer the national meet order of events (excluding the 1650). We will swim the 50 events, the 100 events the 200 events and then relays. Swimmers must be 12 the first day of nationals to compete. Qualifying times for time trials will be set at the national qualifying time plus.5 sec per 50. In the event that more than one heat is needed we will swim free, back, fly, breast in that order. The fee will be \$5.00 per individual event and \$10.00 per relay.

Deck Passes

Coaches who desire to be on the deck must satisfy the **Coaches Safety Certification requirements**. To simplify this process we have asked the league representatives to collect certifications and send them to Linda Brooks and Claudia Multer by January 15, 2008. We will post a list of those coaches who have satisfied this requirement on the web site. If your name appears there, you do not need to send the certification again.

*Required Coaches certifications (all must be current through March 18, 2008)

1. Principles of Coaching
2. Lifeguarding (American Red Cross or YMCA), or Red Cross Safety Training for Swim Coaches or Y Aquatic Safety Assistant.
3. CPR
4. First Aid

Volunteers will need to pre-register and secure a deck pass to be on deck. Individuals on deck without a deck pass will be escorted from the building.

Banners:

All banners will be placed around the pool area by the CSU staff. Banners must be turned in at the announcer's table.

Emergency Care:

In the event of an accident at the meet, the team coach is responsible for managing the care of the athlete. The CSU staff will respond in any emergency. The participating YMCA Association will be responsible for any cost incurred if it is necessary to call 911 or receive care in a hospital emergency room. It is suggested 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) please have a waiver indicating a certified coach that will be responsible for your swimmer(s).

Eligibility:

Only certified Associations are eligible to compete in events involving other Associations. An Association is a YMCA unit, which is certified by the National Board, hold an Association branch or unit number, and is eligible for separate listing in the YMCA Directory. A Branch, Department or Center of a Metropolitan Association shall be considered an Association for the purpose of competition.

1. Be a member of a local YMCA and must have a full privilege Annual membership for a minimum of ninety days prior to the first day of the Zone Championships.
2. Age Groups are 10 & under; 11 & 12; 13 & 14; and 15 & over. Swimmers 18 – 21 may swim in the Championships if they have not represented a scholastic institution beyond grade 12. The age of a Swimmer is his/her age on December 1, 2007.
3. Senior Events: Swimmers 12 years of age and not older than 21 as of April 1, 2008 may compete in the senior events. If they have not represented a scholastic institution beyond grade 12.
4. We adhere to the eligibility standards as set forth in the YMCA black book.
5. A swimmer must have competed in three (3) YMCA inter – association meets during the current season (Since September 1, 2007).

Qualifying for Age Group and Senior Events:

1. All swimmers or relay teams who have met or surpassed the 2008 qualifying time(s) may enter the Championship events if they have met the above eligibility requirements. **NO TIMES will not be accepted.** Composite times may be used for relay events.
2. An age group relay may consist of two swimmers from that specific age group and two younger swimmers who may move up to fill that relay. This will count as one age group relay for the day.

Scoring:

Points will be awarded for the first sixteen (16) finishers for each event (age group and senior events) according to the following table.

Place:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Individual Events:	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1
Relays:	40	34	32	30	28	26	24	22	18	14	12	10	8	6	4	2

Awards:

Medals will be awarded to the first through eighth places; ribbons will be awarded to the ninth through twentieth places. Ribbons will be awarded for all senior events. There will be age group team awards (10 & under; 11 & 12; 13 & 14; 15 & Over) for first place boys and first place girls. There also will be an overall team trophy. Awards **will not be mailed.** Please pick them up at the conclusion of the meet.

Clerk of Course:

This meet will be pre-seeded utilizing the entry times submitted for each participant. **There will not be a Clerk of Course.** Swimmers will be responsible for reporting to the starting blocks when their events are called.

Parking:

There is a map of the area available as a link off of the 2008 zones web page.

Order of events for 2008 Great Lakes Zone Swim Meet

All events are Timed Finals

Friday, March 14, 2008 Evening			
1 – 2	Senior	800	Freestyle Relay
3 – 4	Senior	400	Individual Medley
5 – 6	Senior	200	Backstroke
7 – 8	Senior	200	Breaststroke
9 – 10	13 – 14	500	Freestyle
11 – 12	15 & Over	500	Freestyle
Saturday, March 15, 2008 Morning		Saturday, March 15, 2008 Afternoon	
13 – 14	Senior	400	Medley Relay
5 Minute Break			
15 – 16	13 – 14	200	Individual Medley
17 – 18	15 & Over	200	Individual Medley
19 – 20	Senior	50	Breaststroke
21 – 22	13 – 14	100	Butterfly
23 – 24	15 & Over	100	Butterfly
25 – 26	13 – 14	100	Freestyle
27 – 28	15 & Over	100	Freestyle
29 – 30	Senior	50	Backstroke
31 – 32	13 – 14	200	Freestyle Relay
33 – 34	Senior	400	Freestyle Relay
35 – 36	Senior	1000	Free
37 – 38	11-12	200	Freestyle Relay
39 – 40	10 & U	200	Freestyle Relay
41 – 42	11-12	200	Freestyle
43 – 44	10 & U	200	Freestyle
45 – 46	11-12	100	Breaststroke
47 – 48	10 & U	50	Backstroke
49 – 50	11-12	50	Backstroke
51 – 52	10 & U	100	Individual Medley
53 – 54	11-12	100	Individual Medley
55 – 56	10 & U	50	Freestyle
57 – 58	11-12	50	Freestyle
10 minute break			
59 – 60	11-12	100	Butterfly
Sunday, March 16, 2008 Morning		Sunday, March 16, 2008 Afternoon	
61 – 62	Senior	200	Freestyle Relay
5 Minute Break			
63 – 64	13 – 14	200	Freestyle
65 – 66	15 & Over	200	Free
67 – 68	Senior	50	Butterfly
69 – 70	13 – 14	100	Breaststroke
71 – 72	15 & Over	100	Breaststroke
73 – 74	13 – 14	100	Backstroke
75 – 76	15 & Over	100	Backstroke
77 – 78	Senior	200	Butterfly
79 – 80	13 – 14	50	Freestyle
81 – 82	15 & Over	50	Freestyle
83 – 84	13 – 14	200	Medley Relay
85 – 86	Senior	200	Medley Relay
87 – 88	Senior	1650	Freestyle
89 – 90	11-12	200	Medley Relay
91 – 92	10 & U	200	Medley Relay
93 – 94	11-12	200	Individual Medley
95 – 96	10 & U	100	Freestyle
97 – 98	11-12	100	Freestyle
99 – 100	10 & U	50	Butterfly
101 – 102	11-12	50	Butterfly
103 – 104	10 & U	50	Breaststroke
105 – 106	11-12	50	Breaststroke
10 Minute Break			
107 – 108	11-12	100	Backstroke

Devotion and anthem assigned by cluster

Friday	Michigan
Saturday AM	Indiana
Saturday PM	Southeast
Sunday AM	Northeast
Sunday PM	Northwest

Volunteer Form Officials

Required Participation -- 1 Official per 5 swimmers

Be expected to furnish one official or timer per 5 swimmers. Based on the entries for the 2006 meet, the assignments will be posted at <http://www.glzyswim.org>.

Check the web:

Assignments will be posted by January 1, 2008.

Your team will be barred from competition if the timer and official assignments are not filled