[Template dated November 2019]

**[Name of the Sanctioned Invitational Meet]**

**Meet Announcement**

**About the Invitational Meet**

Date: [Dates of Meet]

Location: [Location of Meet]

Entry Deadline: [Entry Deadline Date]

Hosted by: [Host Organization]

Meet Director: [Name and email]

Web Site: [Web site Address]

Contents

[About The Invitational Meet 2](#_Toc464622732)

[Location and Facility 2](#_Toc464622733)

[Web Site 3](#_Toc464622734)

[Contact Information 3](#_Toc464622735)

[Notices 3](#_Toc464622736)

[Eligibility 3](#_Toc464622737)

[Entry Information 5](#_Toc464622738)

[Volunteers/Officials/Timers 6](#_Toc464622739)

[Check-in Procedure 6](#_Toc464622740)

[Meet Procedures and Operations 6](#_Toc464622741)

[Awards and Recognition 9](#_Toc464622742)

[Time Trials 9](#_Toc464622743)

[Spectators 10](#_Toc464622744)

[Liability, Safety and Emergency Procedures 10](#_Toc464622745)

[Directions 12](#_Toc464622746)

[Lodging 12](#_Toc464622747)

[Parking 12](#_Toc464622748)

[APPENDIX 1: Order of Events 12](#_Toc464622749)

[APPENDIX 2: Qualifying Times 12](#_Toc464622750)

[APPENDIX 3: YMCA Sanctioned Meet Declaration Form 13](#_Toc464622751)

Note: TOC must be refreshed after updates

# About The Invitational Meet

This meet is a sanctioned, closed, inter-association YMCA Invitational 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 [LSC] of USA Swimming].

YMCA Sanction number: xxxxxxxx.  
USA-S/[LSC] Approval number xxxxxx. [if appropriate]  
USA-S/[LSC] Time Trial Approval number xxxxxx. [if appropriate]

**ADJUSTMENTS TO THE MEET ANNOUCEMENTS:** The Meet Committee 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 or due to unforeseen issues of weather or facility problems. Changes will be communicated as far in advance as possible. None of the required elements for a YMCA Sanctioned Invitational meet [and USA-S Approved meet] can be changed.

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

[Description of the sessions, age groups, warm-ups times, meeting times]

**INCLEMENT WEATHER/CANCELATION:** [Description of what happens if meet is canceled]

# Location and Facility

Location: [Name of facility and its address]

Emergency Phone Number: [xxx-xxx-xxxx]

The [Name of Facility] is configured as a \_\_\_ lane, \_\_\_\_\_\_\_ course. Water depth at start is \_\_\_\_ (minimum 5 feet required) and at turn end is \_\_\_\_ feet. \_\_\_\_\_\_\_ electronic timing system will be used. The competition course [has/has not] been certified in accordance with 104.2.2C (4) [Adjust description as needed except water depth]

[If appropriate, description of warm-up pool,]

[Description of Spectator seating]

[Description of Swimmer seating/holding area if not on deck]

[Availability of WiFi, cost & access information if available]

# Web Site

Meet Information can be found at: [Web site link address]

Online Meet Results: [Meet Mobile information and/or address of online meet results]

# Contact Information

Meet Director: [Name and email and/or phone number]

Entry Chairperson: [Name and email and/or phone number]

Meet Referee: [Name and email and/or phone number]

Administrative Official: [Name and email and/or phone number]

Officials Coordinator: [If appropriate, Name and email and/or phone number]

Safety Director: [If appropriate, Name and email and/or phone number]

# Notices

[List any general notices that are unrelated to other sections in the template such as special invitations, special volunteer requests, availability of the facility for use by spectators, swimmers, etc]

[List of any required notices from the Approving USA-S LSC]

# Eligibility

**ATHLETE**

**YMCA Membership**: An athlete must be a YMCA member in good standing who holds an annual, full privilege membership at the YMCA he/she represents for a period of at least 30 days prior to the first day of the meet.

**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**: [List any other conditions that athletes must meet to compete in this Invitational]

**Times**: [If the Invitational has qualifying time] An athlete must achieve the minimum qualifying time standard for each event in which he/she enters during the period of [September 1 of current season] and the entry deadline.

[If the meet has no qualifying time]The are no time standards for this meet

**Athletes with a Disability**: Swimmers with a disability are welcome to enter this meet. The coach or team entry person must alert the meet director and the meet referee as to the need for any special accommodations or seeding arrangements at the time the entry is submitted. 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:** **Required Certifications:** Coaches must hold current certifications in the following courses in order to receive a deck credential:

* Safety Training for Swim Coaches
* Basic Life Support (Professional Rescuer CPR)
* First Aid
* Principles of YMCA Competitive Swimming and Diving
* Child/Athlete Protection Training

A list of the acceptable certifications can be found in the CERTIFICATION REQUIREMENTS FOR SWIM COACHES or SWIMMING ADDENDUM TO THE RULES THAT GOVERN YMCA COMPETITIVE SPORTS

**Coach Registration**: Each coach must have completed the annual YMCA on-line coach registration process prior to the entry deadline. 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 prior to the entry deadline.

**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**: [Description of entry limits – individual, relay, age group]

**[Note: If the Meet is USA-S Approved.** If the meet includes time trials or allows deck entries, the meet information must state that time trial and/or deck entry events count toward the daily limitation on the number of events a swimmer can swim (rule reference 102.2.2 and 102.2.7).

a. A swimmer may swim no more than 3 individual events per day in a prelims/finals meet and no more than 5 individual events per day in a timed final meet

b. Time trial events must count as a part of this daily total.]

**QUALIFICATION PERIOD:** The qualification period is [Date] through the entry deadline.

**USA-S IDs:** [If USA-S approved meet] Only USA-S registered athletes should have an ID number in the Meet Entry File.

**TIME STANDARDS**: Swimmers/Relays must have equaled or bettered the minimum time standard: Appendix 1.

**TIMES:** No Times (NT) are [not] allowed. Submit entry times in [Actual time (no conversion), SCY, LCY]. Entered times must be the swimmer’s BEST time achieved during the qualifying period.

**ENTRY FEES**: [Description of Entry fees - event, relay, facility charge, swimmer surcharge, coach deck pass, Late fees, etc]

**OTHER**: [Description of other information such a t-shirt orders, list of graduating seniors]

**ENTRY DEADLINE**: [Date of Deadline or Description of entry deadline details]

**ENTRY PROCEDURE**: [Description of how to submit entries]

**PAYMENT:** [Description of how payment should be made and name that checks should be payable to]

**OVER-SUBSCRIPTION**: [Description of over subscription conditions and consequences, if appropriate]

# Volunteers/Officials/Timers

**OFFICIALS AND TIMERS**: [Description of requirements/suggestions number of officials and timers from teams]

**SIGN-UP PROCEDURE**: [Description of how the volunteers should sign-up]

**BACKGROUND CHECK POLICY**: [If appropriate, description of deck clearance policy, (e.g. background check)]

**ATTIRE:** [List any attire notes for officials]

# Check-in Procedure

**MEET CHECK-IN PROCEDURE**: [Description of how Coaches, Teams, Officials and Swimmers should check-in at the meet]

**EVENT CHECK-IN**: [If appropriate, description of positive check-in for specific event,]

**COACHES MEETING/SCRATCH MEETING**: [Description of coaches meeting or scratch meeting, or notation that there will be no coaches meeting and/or scratch meeting]

**OFFICIALS AND TIMERS MEETING**: [Description of Officials meeting, date, time, etc]

# Meet Procedures and Operations

**MEET COMMITTEE:** The Committee will consist of the Meet Director, Meet Referee, [Regional Rep, if attending], [League Rep, if appropriate].

**RULES**: The meet will run under Rules That Govern YMCA Competitive Sports, Swimming Addendum to the Rules That Govern YMCA Competitive Sports, [League rules, if appropriate], USA-S Technical Rules.

**MEET FORMAT**: The meet will be swum using a [Timed finals, Prelims and Finals] format. Swimmer’s age will be determined as of [first day of the meet/December 1.] [Further description of any details related to the meet format such as events run as Open but scored by age group, etc]

**EVENT SEEDING**: Events will be seeded Slowest to Fastest, except for the following events: [Exceptions]. [Change if necessary] 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 and does not swim the event, that event still counts toward the athlete’s total number of events for the meet. [Alter to the specifics of 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. [Alter to the specific of the Meet]

**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. [Alter to the specifics of the meet such as no shows will be accommodated if open lanes are available]

**WARM-UP SAFETY PROCEDURES**: Teams [will/will not] be assigned lanes for warm-ups. [If teams are not assigned to lanes] No team has exclusive rights to any pool lanes during warm up period, during or before the start of the meet. Teams will need to share lane space and work cooperatively in reflection of the YMCA values and sportsmanship.

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.

Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions.

[Additional description of warm-up procedures]

**READY BENCH**: [Description of Ready Bench, if appropriate]

**STARTS**: 'Fly-over' starts [will/will not] be used at this meet. [If Fly-over starts] All swimmers (except for Backstroke starts) should remain in the water at the completion of their race until the next heat has begun. [Alter description if necessary]

**SWIM-OFFS:** [If appropriate] In the event a swim-off is necessary, the meet referee will set a time for the swim-off which will not be any later than 45 minutes after the last heat of any event in which any of the swimmers in the swim-off is competing. (USA Swimming Rule 102.5.2) [Alter description to the specifics of the meet]

**SWIMS (USA-S):** [If USA-S Approved meet] This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS as long as USA-S ID numbers have been included with your entry.

**RESULTS:** Any results displayed on the scoreboard are unofficial until final results are published. Results will be posted [List where results will be posted or available]

**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 Meet 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 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. *[If appropriate]*
* The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
* Photographs are not allowed to be taken behind the block during competition.
* 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 [If appropriate]
* Shaving is not permitted in any areas of the facility.
* [Description of additional pool deck/swimmer restrictions]
* [Description of any restricted/off-limit restricted area]
* [List any local or LSC required items]

# Awards and Recognition

**SCORING:** [Description of scoring details such as points per place for individual and relays]

**AWARDS:** [Description of awards event, team, age group, participation, etc. Description of Awards Presentation protocol. Also include information about professional photographer if present]

**RECOGNITIONS:** [Description of any recognition activities such a Senior recognition, Coach of the Meet, etc]

# Time Trials

**FORMAT AND FEE:** [If Time Trials are held] Time Trials are open only to athletes entered in the Invitational meet.

An athlete may only swim the stroke being contested in a Time Trials event, e.g. an athlete may not swim backstroke in a breaststroke event in Time Trials.

[Information specific to the Time Trials including fees, refunds, scratching, etc]

**TIME TRIAL LIMITS:** [List any limits to the number of time trials].

[If USA-S Approved: Note: USA-S rules limit the total number of individual event swims (Rule reference 102.2.2 and 102.2.7.

* A swimmer may swim no more than 3 individual events per day in a prelims/finals meet
* Time trial events must count as a part of this daily total.

**TIME TRIAL ENTRIES:** [List the process for entering time trial events]

**TIME TRIAL PROCEDURE:** [When and how time trials will be run]

# Spectators

**ADMISSION FEE:** [Admission fee information: adult, children]

**HEAT SHEETS/PROGRAMS**: [Availability and cost of heat sheets and/or programs]

**CONCESSION STAND**: [Description if available]

**ATHLETE APPAREL**: [Description, if available]

**SEAT SAVING POLICY**: [if appropriate]

**HANDICAP SEATING:** [If available]

**LOST AND FOUND:** [If appropriate]

**CONDUCT AND RESTRICTIONS**:

* No Flash Photography at the start of competition races.
* No personal chairs are allowed in the spectator area [If appropriate]
* 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 [If appropriate]
* No smoking, drugs, or alcohol are permitted in the swimming complex.
* [Description of any restricted/off-limit restricted areas]
* [Description of any restrictions for bringing outside food/drink into facility]
* [List any local or LSC conduct or restriction items]

# 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 the meet. The Declaration Form must be signed by each YMCA participating in the meet.

**LIABILITY LIMITS**:

* [If Invitational is USA-S approved] In granting of the USA-S/[LSC] approval, it is understood and agreed that USA Swimming and [LSC] 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 Sanction~~ing~~, 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.
* [Facility waiver clause, if required]

**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. [Adjust as appropriate]

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:** [**RECOMMENDED LANGUAGE BUT CAN BE ALTERED:** 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.]

**DRONES:** Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

**EVACUATION PROCEDURE:** [Description of or reference to the evaluation procedure of the facility if available]

**[Other:** List any other local or USA-S LSC required liability, safety or emergency procedures]

# Directions

[Directions to Facility]

# Lodging

[Lodging details, if appropriate]

# Parking

[Parking details, including any fees]

# APPENDIX 1: Order of Events

[Order of Events]

# APPENDIX 2: Qualifying Times

[Event Qualifying time standards]

# APPENDIX 3: 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 BLS (Professional Rescuer CPR), First Aid, Safety Training for Swim Coaches, Child/Athlete Protection Training and Principles of YMCA Competitive Swimming and Diving and have completed the annual YMCA coach registration online.

**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 the meet. 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 participation in the [MEET\_NAME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**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

**This is the last page of the Meet Announcement**