**[Name of the Sanctioned Championship]**

**Meet Announcement**

**About the Championship**

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]

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Note: TOC must be refreshed after updates

# About The Championship

This meet is a sanctioned, closed, inter-association championship YMCA meet. This meet and all participants will adhere to the Rules that Govern YMCA Competitive Sports and the Swimming Addendum to the Rules that Govern YMCA Competitive Sports. USA Swimming technical rules will be followed. The meet is YMCA sanctioned and approved by the [LSC] of USA Swimming.

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

# 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

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]

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

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

# 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]

# Eligibility

**ATHLETE**

YMCA Membership: An athlete must be a YMCA member in good standing who holds an annual, full privilege membership at the YMCA he/she represents for a period of at least 90 days prior to the first day of the meet. An athlete may have only represented that YMCA team in competition for a period of 90 days prior to the first day of the meet, excluding scholastic competition.

Amateur Status: An athlete may not have represented a college, university or other post-high school institution in any competition and may not have accepted pay or compensation for competing as a swimmer.

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

Age: An athlete must be at least twelve (12) years of age, and not older than twenty-one (21) years of age on the first day Meet.

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

Times: [If meet has qualifying Times] An athlete must achieve the minimum qualifying time standard for each event in which he/she enters during the period of [Sept 1 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 Sport.

Coach Registration: Each coach must have completed the annual YMCA on-line team and coach registration process. Coaches who are not registered and approved will not be permitted on deck.

Teams without A Coach at the Meet: All athletes and teams must have at least one certified and credentialed YMCA coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. The Meet Director and Meet Referee must be notified of this situation.

**TEAM**

Team Registration: Each team must have completed the annual YMCA on-line team registration and paid the annual registration fee.

Insurance: Each team that participates in the meet must have a current and correct Certificate of Liability Insurance, in effect through the last day of the meet.

# 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.

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:** 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]

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

# 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]

# Championship Procedures and Operations

**CHAMPIONSHIP 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 YMCA Rules that Govern Competitive Sports, Addendum to the YMCA Rules that Govern 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]

**TIME TRIALS**: [If appropriate] There will be individual time trials following the session for individual events offered during the meet. Time trial entry fee is $[Fee] per event. [Other details related time trials, when to sign-up, event limits, payment details, etc]

**WARM-UP SAFETY PROCEDURES**: Teams [will/will not] be assigned lanes for warm-ups. During designated warm up sessions, athletes may only enter the competition pools from the starting end. Athletes are expected to use a three-point entry in which they sit on the side of the pool then slide into the pool gently, with one hand on the wall. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts. [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. 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]

**PROTEST PROCEDURE:** Protests may only be initiated by a person with standing, that is, a coach or YMCA supervisor whose team is competing in the meet. The Championship committee will arbitrate protests, eligibility issues, safety rules and other issues

Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee’s decisions will be final USA-S Rule 102.23).

**CONDUCT AND RESTRICTIONS:** The Meet Referee reserves the right to dismiss any swimmer, coach and/or spectator from the competition due to inappropriate conduct

* Deck access is limited to only registered and approved coaches, swimmers, and working officials.
* Except where the venue facilities require otherwise, changing, into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. The USA Swimming Rulebook defines Deck 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.
* 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 permit in any areas of the facility.
* [Description of additional pool deck/swimmer restrictions]
* [Description of any restricted/off-limit restricted area]

# 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. Also include information about profession photographer if present]

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

# 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]

**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]

# Liability, Safety and Emergency Procedures

**INSURANCE:** Each Association participating in this meet must have insurance coverage for representative(s) including leadership and participants who will be in attendance for the period of travel from their Association to the meet, during the entire period of the meet and return to their Association. Appendix 3 must be signed by each association participating in the meet.

**LIABILITY LIMITS**:

* 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 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.
* [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:** 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. [If necessary, adjust based on different criteria of the facility]

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

# 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 CPR, First Aid, Coaches Safety Training and Principles of YMCA Competitive Swimming and Diving.

**INSURANCE** - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the [MEET\_NAME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of travel from our Association to the meet, during the entire period of the meet and return to our Association. (We suggest you investigate trip insurance). I hereby certify that YMCA has a minimum of $1,000,000/$2,000,000 in liability insurance that covers our coaches and swimmers during their travel to and from and during their participation in the [MEET\_NAME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The YMCA of the USA must be named the Certificate Holder and also names the YMCA of the USA as an additional insured as it relates to this meet.

**RELEASE** - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, [MEET\_HOST\_ORGANIZATION] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, their agents, representatives or assigns, and the [MEET\_LOCATION] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for any and all injuries which may be suffered by participants at the [MEET\_NAME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Furthermore, we understand that the YMCA of the USA and [MEET\_HOST\_ORGANIZATION] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

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

Name and Signature of Head Coach

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

Name and Signature of YMCA Executive Director or Designee

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

**Date of Template: March 2016**