



The 22nd Annual HAGY Holiday Invitational

MEET ANNOUNCEMENT

About the Invitational Meet

Date: December 8-9 (Inclement weather Dec. 10)

Location: YMCA of Hagerstown

Entry Deadline: November 27, 2023 @ 6:00pm

Hosted by: Hagerstown Gators Swim team

Meet Directors: Shaun Martin SwimTeam@YMCAHagerstown.org

USA Sanction #: 23/24-005Approved

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ABOUT THE INVITATIONAL MEET

This meet is a closed 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.

ADJUSTMENTS TO THE MEET ANNOUNCEMENTS: 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.

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

Session	Day/date	Warm up	Meet start	Age group
1	Friday/Dec 8	5:30pm	6:15pm	Open/positive check in 5:45pm
2	Saturday am/Dec 9	7:30am	9:00am	12&Under
3	Saturday pm/Dec 9	1:00pm	2:30pm	13&Over

INCLEMENT WEATHER/CANCELTATION: If meet is delayed due to weather, it will be held on Sunday December 10th at the same time.

LOCATION AND FACILITY

Location: YMCA of Hagerstown, 1100 Eastern Boulevard N, Hagerstown MD

Emergency Phone Number: 301-739-3990

The YMCA of Hagerstown is configured as a 6 lane, 25-yard course. Water depth at start is 10 ft. and at turn end is 3.6 ft. IST electronic timing system will be used. The competition course has not been certified in accordance with 104.2.2C (4).

There is a viewing area at the turn end of the pool that will be available for spectator viewing. This area is not very large, so no chairs will be allowed in this area. Deck traffic is limited to swimmers, coaches and meet staff including volunteers.

Swimmers and their families will be hosted in the gymnasium between events. A Clerk of Course will seed the swimmers in the gym for all sessions. Swimmers will be escorted from the gym to the pool through the family locker rooms by the clerk volunteers.



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CONTACT INFORMATION

Meet Director: Shaun Martin SwimTeam@YMCAHagerstown.org

Entry Chairperson: Shaun Martin ShaunM@YMCAHagerstown.org

Meet Referee: Hope Fuss

NOTICES

Additional information will be distributed to participating teams closer to the date of the meet.

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 five (5) years of age, and not older than eighteen (18) years of age on the first day of the meet.

Times: An athlete must achieve the minimum qualifying time standard for each event in which he/she enters for Friday December 11th, Session #1.

EVENT	MINIMUM QUALIFYING TIME
1000 FREE	14:00 min
500 FREE	7:20 min
400 IM	6:45 min

*Note: swimmers must provide their own timers & counters for all session #1 events (500 Free, 1000 Free & 400 IM).

There are no time standards for Saturday Dec. 9. (Session 2 & 3)



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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 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.



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ENTRY INFORMATION

Entry Deadline	November 27 th , 2023
Entry Fees	Individual Event: \$7.00 Swimmer Surcharge \$10.00
Entry Limits	Maximum 2 IE Friday, Session 1 Maximum 4 events Saturday, sessions 2 & 3

No changing or adding events will be accepted after the entry deadline.

TIMES: No Times (NT) are allowed. Submit entry times in SCY.

CLOTHING VENDOR: T-shirts with all participating teams' names will be available for purchase at the meet.

ENTRY PROCEDURE: All entries MUST be submitted via Hy-Tek's team manager/team Unify to the meet entry director. Please include entry fee report & insurance certificate with your entries. Entries will not be considered completed until payment has been received. No manual entries will be accepted.

OVER-SUBSCRIPTION: Entries will be accepted in the order they are received. Once the meet is over-subscribed, no further entries will be accepted.

VOLUNTEERS/OFFICIALS/TIMERS

OFFICIALS AND TIMERS: Teams will be asked to supply volunteers via a [SignUp Genius](#). Link will be posted after the entry deadline.

SAFE-SPORT REQUIREMENTS: All volunteers must take Safe Sport – Parent's guide to misconduct in sports training.

All volunteers must also undergo a background check. Teams not able to fulfill the above requirements must notify the Safe Sport Coordinator, April Miles at AprilM@YMCAHagerstown.org, in writing of their association rules and regulations regarding the federal safe sport act. Officials who are USA-S certified and who are USA-S registered do not need to take the Safe Sport Training (as long as their APT has been taken in the last 12 months) or undergo a background check since they are required to take an approved training & undergo a background check under USA policy.

CHECK-IN PROCEDURE

MEET CHECK-IN PROCEDURE: A greeter will have sign-in sheets for officials & volunteers. Coaches should check in on deck with the Admin Official.



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EVENT CHECK-IN: Clerk of course will stage swimmers in the gym for session 2 only.

Officials Meeting	Saturday Session #2	8:15am
	Saturday Session #3	1:45pm
Timers Meeting	Saturday Session #2	8:30am
	Saturday Session #3	2:00pm

MEET PROCEDURES AND OPERATIONS

RULES: The meet will run under Rules That Govern YMCA Competitive Sports, Swimming Addendum to the Rules That Govern YMCA Competitive Sports & USA-S Technical Rules.

MEET FORMAT: The meet will be swum using a timed finals format. Swimmer's age will be determined as of December 1, 2023.

EVENT SEEDING: Events will be seeded Slowest to Fastest, except for the following events: 1000 Free, 500 Free & 400 IM. The Meet Referee/Administrative Official reserve the right to combine heats.

SCRATCH PROCEDURES: An athlete is considered entered in 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.

WARM-UP SAFETY PROCEDURES: Teams will be assigned lanes for warm-ups. Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions.

STARTS: 'Fly-over' starts will 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.

RESULTS: Any results displayed on the scoreboard are unofficial until final results are published. Results will be emailed to participating teams after the meet is complete.

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, working officials & meet volunteers.



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- Deck changing is prohibited.
- 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.
- Cell phones are not permitted to be used 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 will exit the pool deck through the boys/girls locker rooms.
- Parents are responsible for the conduct of their children. No child is allowed to roam around the facility unattended.
- No personal chairs are allowed in the spectator viewing area.

AWARDS AND RECOGNITION

Medals & ribbons will be awarded for swimmers 12 & under only. Medals will be awarded for the top 3 finishers of each event and ribbons will be awarded for 4th through 8th place finishers. No awards/ribbons will be issued for Friday's events.

SPECTATORS

ADMISSION FEE: [Admission will be free]

HEAT SHEETS/PROGRAMS: Meet will be available on Meet Mobile. Paper programs will be available for purchase for \$3.00 per session or \$5.00 for both sessions 2 & 3.

CONCESSION STAND: A concession stand will be available for the duration of the meet.

ATHLETE APPAREL: Pools Patios & Porches & Cre8tee will be on site for the meet.

SEAT SAVING POLICY: Spectator viewing area is only at the turn end of the pool. We ask spectators to view their swimmer; then return to their seat in the gym so other families can watch their swimmers' events.

HANDICAP SEATING: Please notify us ahead of time with any handicap needs.



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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.

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.

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.



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THUNDER/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. Everyone will be asked to wait in the gym or lobby areas until we resume the meet. We will resume the meet 30 minutes after the last sign of thunder or lightning.

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.

DIRECTIONS

The YMCA is conveniently located in the NE end of Hagerstown and is accessible from both I-81 & I-70. There is sufficient parking for over 200.

YMCA of Hagerstown
Richard A. Henson Family center
1100 eastern Boulevard North
Hagerstown, MD 21742-1857



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APPENDIX 1: ORDER OF EVENTS

Event No. Boys	Event Description	Event No. Girls
Session 1 – Friday PM		
1	Open 500 Free	2
3	Open 1000 Free	4
5	Open 400 IM	6
Session 2 – Saturday AM (12 & Under)		
7	10 & Under 50 Free	8
9	11-12 50 Free	10
11	8 & Under 25 Free	12
13	11-12 200 IM	14
15	9-10 50 Breast	16
17	11-12 50 Breast	18
19	9-12 100 Breast	20
21	8 & Under 25 Breast	22
23	10 & Under 100 IM	24
25	12 & Under 100 Free	26
27	9-10 50 Back	28
29	11-12 50 Back	30
31	9-12 100 Back	32
33	8 & Under 25 Back	34
35	9-10 50 Fly	36
37	11-12 50 Fly	38
39	9-12 100 Fly	40
41	8 & Under 25 Fly	42
43	12 & Under 200 Free	44
Session 3 – Saturday PM (13 & Over)		
45	13 & Over 200 Free	46
47	13-14 50 Free	48
49	15 & Over 50 Free	50
51	13 & Over 200 Breast	52
53	13-14 100 Breast	54
55	15 & Over 100 Breast	56
57	13 & Over 200 Back	58
59	13-14 100 Back	60
61	15 & Over 100 Back	62
63	13-14 100 Free	64
65	15 & Over 100 Free	66
67	13 & Over 200 Fly	68
69	13-14 100 Fly	70
71	15 & Over 100 Fly	72
73	13 & Over 200 IM	74



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APPENDIX 2: YMCA SANCTIONED MEET DECLARATION FORM

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

Participating YMCA: _____

YMCA Address: _____

Meet Name: 22nd Annual HAGY Holiday Invitational

Meet Date(s): December 8-9, 2023

Meet Host: YMCA of Hagerstown Gators Swim Team

Meet Location: YMCA of Hagerstown, 1100 Eastern Blvd. N. Hagerstown, MD

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 22nd Annual HAGY Holiday Invite 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 22nd Annual HAGY Holiday Invite

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, Hagerstown YMCA Swim team, their agents, representatives or assigns, and the Hagerstown YMCA for any and all injuries which may be suffered by participants at the 22nd Annual HAGY Holiday Invite. Furthermore, we understand that the YMCA of the USA and Hagerstown YMCA Swim team 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



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APPENDIX 3: ENTRY FEE REPORT

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Summary of Fees/Release Form

Complete and email this form to: ShaunM@ymcahagerstown.org

Please bring checks to the meet instead of mailing (payable to **YMCA of Hagerstown Swim Team**).

Team Name	
Club Code	
Head Coach	
Head Coach Cell Phone Number	
Head Coach Email Address	
Team Mailing Address	

Item	Total Number	Cost Per	Total
Individual Entries		\$7.00 per event	
Swimmer Surcharge		\$10.00 per swimmer	
Total Fees Due			

Waiver, Acknowledgement and Liability Release:

I, the undersigned coach or team representative, verify that all the swimmers and coaches listed on the enclosed entry are registered with YMCA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Maryland Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. HAGY Swim Team, YMCA of Hagerstown, Maryland Swimming, Inc. and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

SIGNATURE (Coach or Club Representative)

CLUB

TITLE

DATE