



# **2023 YCM Mark Schisler Memorial MEET ANNOUNCEMENT**

## **About the Invitational Meet**

Date: December 8-10, 2023

Location: Fairland Aquatic Center,  
13820 Old Gunpowder Rd. Laurel, MD 20707

Entry Deadline: 8pm Monday, November 27th, 2023

Hosted by: Y in Central Maryland

Meet Director: Laura Dunn, [LauraDunn@ymaryland.org](mailto:LauraDunn@ymaryland.org)

# 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. The meet is YMCA sanctioned and approved by the LSC-PVS of USA Swimming.

YMCA Sanction number: TBA

USA-S/PVS Approval number TBA

**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. 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

Session	Day/Date	Warm-up	Session Start	Age Group
1	Friday, 12/8	5:00pm	6:00pm	All- Distance Events
1	Saturday, 12/9	7:00am	8:15am	13&Over
2	Saturday, 12/9	12:30pm	1:45pm	12&Under
3	Sunday, 12/10	7:00am	8:15am	13&Over
4	Sunday, 12/10	12:30pm	1:45pm	12&Under

**INCLEMENT WEATHER/CANCELTION:** If the meet needs to be canceled due to inclement weather, information will be sent to the coaches via email ASAP

**COVID-19 RELATED PROTOCOLS:** For the health and safety of everyone involved in this event, all protocols and procedures as required by local and state health authorities, the host YMCA, the host facility and the USA Swimming LSC will be followed.

# Location and Facility

Location: Fairland Aquatics Center 13820 Old Gunpowder Rd. Laurel, MD 20707

The Fairland Aquatics Center is configured as an 18 lane, 25 yard course. Competition will be held in ten (10) lanes running from wall to wall. Eighteen (18) lanes will be used for warm-ups. Water depth at start is 5'-13' (minimum 5 feet required) and at turn end is 5'-13' feet. Colorado electronic timing system will be used. The competition course has not been certified in accordance with 104.2.2C (4)

Continuous warm-up will be available during the meet. Coaches are responsible for supervision of their swimmers.

Spectator seating is available.

## Contact Information

Meet Director and Entry Chairperson: Laura Dunn, [LauraDunn@ymaryland.org](mailto:LauraDunn@ymaryland.org)

Meet Referee: Robert Johnson, [johnsra@comcast.net](mailto:johnsra@comcast.net)

Administrative Official: TBA

Safety Director: Adam Rutz, [AdamRutz@ymaryland.org](mailto:AdamRutz@ymaryland.org)

## 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 nine (9) years of age, and not older than twenty-one (21) years of age on December 1st, 2023.

**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

<b>Entry Deadline</b>	8pm, Monday, November 27th, 2023
<b>Entry Fees</b>	Individual Event: \$8.00 Facility Surcharge per Swimmer: \$20.00
<b>Entry Limits</b>	A swimmer may enter a maximum of seven (7) individual events. Of those, the maximum per day is as follows: <ul style="list-style-type: none"><li>▪ Swimmers may swim in one (1) individual event on Friday.</li><li>▪ Swimmers may swim in three (3) individual events per day on Saturday and Sunday.</li></ul>

**ENTRY LIMITS:** A swimmer may enter a maximum of seven (7) individual events. Of those, the maximum per day is as follows:

- Swimmers may swim in one (1) individual event on Friday.
- Swimmers may swim in three (3) individual events per day on Saturday and Sunday.

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

**TIMES:** No Times (NT) are not allowed. Submit entry times in SCY. A coach's time may be used if the event has not been previously swum in competition.

**ENTRY PROCEDURE:** All entries must be submitted via Hy-Tek's team manager/team unify to the Meet Director at [LauraDunn@ymaryland.org](mailto:LauraDunn@ymaryland.org) **Please put "Mark Schisler Entries" and your team name in the subject line.** Please include entry fee report & Appendix #2 with your entries. Entries will not be considered complete until payment has been received. No manual entries will be accepted.

**PAYMENT:** Checks should be made payable to Y in Central Maryland mailed to:

Attention: Adam Rutz  
Y in Central Maryland  
4331 Montgomery Rd  
Ellicott City, Maryland, 21043

**OVER-SUBSCRIPTION:** Entries will be accepted in the order they are received. Once the meet is fully subscribed, no additional entries will be accepted. Teams will be notified by Wednesday evening, 11/29/2023 if their entries were not accepted.

# Volunteers/Officials/Timers

**TIMERS/OFFICIALS:** Each team **must** provide timers and officials. Each team will be notified of their lane assignments based on the number of swimmers per session.

Swimmers in distance events (500 Free, 1000 Free) will need to provide their own timer and counter. Swimmers in the 400 IM will need to provide their own timer.

## Check-in Procedure

**MEET CHECK-IN PROCEDURE:** A greeter will be available inside the front entrance to check-in volunteers and officials. Volunteers will receive wristbands, vests or badges allowing them on-deck access.

Coaches should check-in on deck at the admin table.

### EVENT CHECK-IN:

Event		Check in Deadline
1 – 2	13-14 & 15-21 1000 Freestyle	Friday at 5:30 pm
3 – 4	12 & U 500 Freestyle	Friday at 5:30 pm
33 – 36	13-14 & 15-21 400 IM	Saturday at 9:30 am
89 - 92	13-14 & 15-21 500 Freestyle	Sunday at 9:30 am

Swimmers must provide their own counters and timers for 500 and 1000.

Swimmers must provide their own timer for the 400 IM.

**COACHES MEETING/SCRATCH MEETING:** TBA

**OFFICIALS AND TIMERS MEETING:** TBA

## Meet Procedures and Operations

**MEET COMMITTEE:** The Committee will consist of the Meet Director, Meet Referee, and the host team Head Coach.

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

**MEET FORMAT:** The meet will be swum using a Timed Finals format. Swimmer's age will be determined as of the first day of the meet. This meet will not be scored.

**EVENT SEEDING:** Events will be seeded Slowest to Fastest, except for the following events: 400 IM, 500 Free and 1000 Free. The Meet Referee/Administrative Official reserves 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.

**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.

**NO SHOW:** An athlete who is seeded in an event and fails to compete (i.e., a "no show") will still have the event count towards their total number of events for the day/meet.

**WARM-UP SAFETY PROCEDURES:** Teams will be assigned lanes for warm-ups. Teams may 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.

**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.

**SWIMS (USA-S):** 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.

**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.
- 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
- Shaving is not permitted in any areas of the facility.

## Awards and Recognition

**SCORING:** This meet will not be scored.

**AWARDS:** There will not be awards for this meet.

## Spectators

***Spectators will be permitted.***

**ADMISSION FEE:** There will not be an admission fee

**HEAT SHEETS/PROGRAMS:** Heat Sheets will be available on Meet Mobile

**HANDICAP SEATING:** Is available in the spectator stands.



## **CONDUCT AND RESTRICTIONS:**

- No Flash Photography at the start of competition races.
- No personal chairs are allowed in the spectator area.
- 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.
- No smoking, drugs, or alcohol are permitted in the swimming complex.
- Swimmers are not allowed to leave the pool deck without appropriate attire.
- No glass containers.

## **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:**

- In granting of the USA-S/PVS approval, it is understood and agreed that USA Swimming and PVS 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, 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.

**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.

**LIGHTNING POLICY:** TBA- Fairland Facility

**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

**Physical Address:** 13820 and 13950 Old Gunpowder Road, Laurel, MD 20707

## Parking

Parking is available at the facility.

# APPENDIX 1: Order of Events

**FRIDAY, December 8, 2023**

## **SESSION 1**

These will be contested fastest to slowest, alternating women and men

**Warm Up at 5:00 PM**

**Meet Starts at 6:00 PM**

Girls Event Number	Event	Boys Event Number
1	13-14, 15-21 1000 Freestyle	2
3	9-12 500 Freestyle	4

**SATURDAY, December 9, 2023****SESSION 2 – 13-14 and 15-21**(all events in **BOLD** will be swum fastest to slowest, alternating women and men)**Warm Up at 7:00 AM****Meet Starts at 8:15 AM**

Girls Event Number	Event	Boys Event Number
5	13-14 50 Freestyle	6
7	15-21 50 Freestyle	8
9	13-14 200 Backstroke	10
11	15-21 200 Backstroke	12
13	13-14 50 Butterfly	14
15	15-21 50 Butterfly	16
17	13-14 100 Breaststroke	18
19	15-21 100 Breaststroke	20
21	13-14 200 Freestyle	22
23	15-21 200 Freestyle	24
25	13-14 50 Backstroke	26
27	15-21 50 Backstroke	28
29	13-14 200 Butterfly	30
31	15-21 200 Butterfly	32
33	<b>13-14 400 IM</b>	34
35	<b>15-21 400 IM</b>	36

**SESSION 3 – 10&U and 11-12****Warm Up at 12:30 PM****Meet Starts at 1:45 PM**

Girls Event Number	Event	Boys Event Number
37	9-10 50 Freestyle	38
39	11-12 50 Freestyle	40
41	9-10 100 Backstroke	42
43	11-12 100 Backstroke	44
45	9-10 50 Breaststroke	46
47	11-12 50 Breaststroke	48
49	9-10 200 Freestyle	50
51	11-12 200 Freestyle	52
53	9-10 100 Butterfly	54
55	11-12 100 Butterfly	56

**SUNDAY, December 10, 2023****SESSION 4 – 13-14 and 15-21**

(all events in **BOLD** will be swum fastest to slowest, alternating women and men)

**Warm Up at 7:00AM****Meet Starts at 8:15AM**

Girls Event Number	Event	Boys Event Number
57	13-14 100 Freestyle	58
59	15-21 100 Freestyle	60
61	13-14 200 IM	62
63	15-21 200 IM	64
65	13-14 100 Butterfly	66
67	15-21 100 Butterfly	68
69	13-14 200 Breaststroke	70
71	15-21 200 Breaststroke	72
73	13-14 100 Backstroke	74
75	15-21 100 Backstroke	76
77	13-14 50 Breaststroke	78
79	15-21 50 Breaststroke	80
81	<b>13-14 500 Freestyle</b>	82
83	<b>15-21 500 Freestyle</b>	84

**SESSION 5 – 10&U and 11-12****Warm Up at 12:30PM****Meet Starts at 1:45PM**

Girls Event Number	Event	Boys Event Number
85	9-10 100 Freestyle	86
87	11-12 100 Freestyle	88
89	9-10 100 IM	90
91	11-12 200 IM	92
93	9-10 50 Butterfly	94
95	11-12 50 Butterfly	96
97	9-10 100 Breaststroke	98
99	11-12 100 Breaststroke	100
101	9-10 50 Backstroke	102
103	11-12 50 Backstroke	104

# **APPENDIX 2: YMCA Sanctioned Meet** **Declaration Form**

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

**Participating YMCA:** \_\_\_\_\_

**YMCA Address:** \_\_\_\_\_

**Meet Name:** 2023 YCM Mark Schisler Memorial Meet

**Meet Date(s):** December 8-10, 2023

**Meet Host:** Y in Central Maryland

**Meet Location:** Fairland Aquatic Center, 13820 Old Gunpowder Road Laurel, Maryland 20707

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 YCM Mark Schisler Memorial Meet 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 YCM Fall 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, Y in Central Maryland, their agents, representatives or assigns, and the Fairland Aquatic Center for any and all injuries which may be suffered by participants at the YCM Mark Schisler Memorial Meet. Furthermore, we understand that the YMCA of the USA and Y in Central Maryland 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**