



# Cumberland YMCA Queen City Classic

## MEET ANNOUNCEMENT

### **About the Invitational Meet**

**Date:** January 25, 2025

**Location:** Cumberland YMCA

**Entry Deadline:** January 21, 2025

**Hosted by:** CUY Sea Otters

**Meet Director:** Jake Miller

[cuywimteam@cumberlandymca.org](mailto:cuywimteam@cumberlandymca.org)



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## ABOUT THE MEET

This YMCA Invitational meet is open to swim teams in the CPSL and surrounding areas. 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 ANNOUNCEMENT:** 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. Team warm-up schedules will be published after the registration deadline.

Session	Age Group/Description	Warm-Up Time	Start Time
1	10 & Under	8:00 AM	9:00 AM
2	11 & Over	11:30 PM	12:30 PM
3	All Ages – Distance Events	3:00 PM	4:00 PM

**INCLEMENT WEATHER/CANCELATION:** If the meet needs to be canceled due to inclement weather, information will be sent to the coaches by 5:00 am or earlier if possible.

**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.



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## LOCATION AND FACILITY

**Location:** Riverside YMCA 601 Kelly Road, Cumberland, MD 21502

**Emergency Phone Number:** 301-777-9622

The Riverside YMCA is configured as a 6 lane, 25 yard pool. Water depth at start is 6.5 feet and at turn end is 3.5 feet. A Colorado electronic timing system will be used. The competition course has not been certified in accordance with 104.2.2C (4)

There is limited seating in the pool area bleachers. Spectators should plan to cycle in and out of the pool area to observe their swimmers.

Swimmers and their families will be held in the gymnasium between events. A Clerk of course will seed the swimmers in the gym. Swimmers will be escorted from the gym to the pool through the locker rooms by the clerk volunteers.

Swimmers should bring appropriate covering to walk throughout the facility.

## WEBSITE

**Online Meet Results:** Meet results will be available on Meet Mobile

## 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 nineteen (19) years of age on the first day of the Meet.

**Times:** There 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.



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**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 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 LIMITS:** All swimmers may enter up to four (4) individual events and two (2) relays in Session 1 or 2. A team may enter more than one team in each relay event. Swimmers may enter up to two (2) individual events in Session 3.

**ENTRY FEES:**     \$ 7.00 per individual event  
                       \$ 14.00 per relay event  
                       \$ 10.00 swimmer surcharge

**ENTRY DEADLINE:** January 21, 2025

**ENTRY PROCEDURE:** All entries **MUST** be submitted via Hy-tek's Team Manager/Team Unify. Deck entries and changes will not be accepted the day of the meet. Please include the entry fee report.

Emails should be sent to [cuyswimteam@cumberlandymca.org](mailto:cuyswimteam@cumberlandymca.org).

**PAYMENT:** Make checks payable to Cumberland YMCA. Checks should be mailed:

Attention: Jake Miller  
YMCA of Cumberland – Swim Team  
601 Kelly Rd.  
Cumberland, MD 21502

**OVER-SUBSCRIPTION:** The number of swimmers per event may be limited to ensure the session runs within the allotted time. Entries will be taken in order received.



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## VOLUNTEERS/OFFICIALS/TIMERS

**OFFICIALS AND TIMERS:** There will be a need for officials. The Cumberland YMCA Swim Team welcomes and encourages anyone willing to volunteer to contact **Jake Miller** by email at [cuyswimteam@cumberlandymca.org](mailto:cuyswimteam@cumberlandymca.org) or sign-in once you arrive at the meet.

Teams will be required to supply timers. The number of timers per team will be based upon the number of swimmers your team has entered in the meet. The meet director will contact teams with numbers needed per team.

**Safe Sport Requirement:** All head coaches are responsible to ensure that all of their team meet volunteers have been appropriately screened through their YMCA.

## CHECK-IN PROCEDURE

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

**EVENT CHECK-IN:** Clerk of course will stage swimmers in the gym.

**COACHES MEETING/SCRATCH MEETING:** There will not be a coaches meeting.

All communications before the start of the meet will be via email.

Please provide any scratches to the IT table before the end of warm ups.

### OFFICIALS AND TIMERS MEETING:

**Session 1:** Officials Meeting 8:30 AM in Family Locker Room, Timers Meeting 8:45 AM under Flag on Pool Deck.

**Session 2:** Officials Meeting 12:00 PM in Family Locker Room, Timers Meeting 12:15 PM under Flag on Pool Deck.

## 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, 2024.

**EVENT SEEDING:** Sessions 1 and 2 will be seeded slowest to fastest. Session 3 will be seeded fastest to slowest. The Meet Referee/Administrative Official reserves the right to combine heats.



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**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. Please send any known scratches via e-mail to the team email address prior to the meet. Last minute scratches can be made at the table on deck.

**WARM-UP SAFETY PROCEDURES:** Teams will be assigned lanes for warmups. 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. Feet first entry into the pool is required. The exception is during specific warm up periods when practicing racing starts under the supervision of a coach. Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions.

**STARTS:** "Dive-over" starts will be used. 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 posted on the wall in the hallway beside the gym.

**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 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.
- 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 enter and leave the pool deck through the locker rooms.
- Spectators will enter and leave the pool bleacher area through the glass doors from the hallway.



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## AWARDS AND RECOGNITION

**AWARDS:** Results will be separated by gender and age groups. Age groups are 6 and under, 7-8, 9-10, 11-12, 13-14, and 15 and over. Place ribbons will be awarded.

## SPECTATORS

**HEAT SHEETS/PROGRAMS:** Programs will be available for purchase at the concession stand.

**CONCESSION STAND:** A concession stand will be provided for light snacks and some meal items in the lobby outside the gym.

### CONDUCT AND RESTRICTIONS:

- No Flash Photography at the start of competition races.
- Parents are responsible for the conduct of their children. Children are not allowed to roam the facility unattended.
- Adults are to use the restrooms off the main lobby. Only swimmers are allowed in the locker rooms.
- 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.
- Spectators will enter and leave the pool bleacher area through the glass doors from the hallway.
- No smoking, drugs, or alcohol are permitted in the swimming complex.

## SAFETY AND EMERGENCY PROCEDURES

**THUNDER/LIGHTNING POLICY:** In the event of severe weather, such as thunder and lightning, the lifeguard must enforce YMCA policy to maintain the safety of its members and participants. At the first sound of thunder or sighting of lightning, the pool and pool deck must be cleared. When notified by the YMCA, teams may return to the pool 30 minutes after the last sign of lighting or thunder.

**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.





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## **DIRECTIONS**

**From I-70 West: Take exit 1A for I-68 toward Cumberland. Take exit 43A for Beall Street. Turn left on Kelly Road. Riverside YMCA will be on the right.**

## **PARKING**

**There is parking across from and beside the Riverside YMCA.**



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## APPENDIX 1: ORDER OF EVENTS

### Session 1: Saturday Morning

<b>Boys Event No.</b>	<b>Event Description</b>	<b>Girls Event No.</b>
1	8 & Under 100 Medley Prince/Princess Relay	2
3	9-10 200 Medley King/Queen Relay	4
5	Mixed 10 & Under 100 IM	5
6	8 & Under 25 Breaststroke	7
8	10 & Under 50 Backstroke	9
10	7-10 100 Breaststroke	11
12	8 & Under 25 Backstroke	13
14	10 & Under 50 Butterfly	15
16	7-10 100 Backstroke	17
18	8 & Under 25 Butterfly	19
20	10 & Under 50 Freestyle	21
22	7-10 100 Butterfly	23
24	8 & Under 25 Freestyle	25
26	10 & Under 50 Breaststroke	27
28	7-10 100 Freestyle	29
30	8 & Under 100 Freestyle Prince/Princess Relay	31
32	9-10 200 Freestyle King/Queen Relay	33
34	Mixed 7-10 200 Freestyle Clubs	34



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## Session 2: Saturday Afternoon

<b>Boys Event No.</b>	<b>Event Description</b>	<b>Girls Event No.</b>
35	11-12 200 Medley Prince/Princess Relay	36
37	13-14 200 Medley Prince/Princess Relay	38
39	15-18 400 Medley King/Queen Relay	40
41	11 & Over 200 IM	42
43	11 & Over 50 Backstroke	44
45	11 & Over 100 Breaststroke	46
47	Mixed 11 & Over 200 Backstroke Diamonds	47
48	11 & Over 50 Butterfly	49
50	11 & Over 100 Backstroke	51
52	Mixed 11 & Over 200 Butterfly Hearts	52
53	11 & Over 50 Freestyle	54
55	11 & Over 100 Butterfly	56
57	Mixed 11 & Over 200 Freestyle Clubs	57
58	11 & Over 50 Breaststroke	59
60	11 & Over 100 Freestyle	61
62	Mixed 11 & Over 200 Breaststroke Spades	62
63	11-12 200 Freestyle Prince/Princess Relay	64
65	13-14 200 Freestyle Prince/Princess Relay	66
67	15-18 200 Freestyle King/Queen Relay	68

## Session 3: Saturday Late Afternoon

<b>Event No.</b>	<b>Event Description</b>
69	Mixed 500 Freestyle Aces
70	Mixed 400 IM Blackjack
71	Mixed 1650 Freestyle Royal Flush



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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: CUMBERLAND YMCA QUEEN CITY CLASSIC

MEET DATE: JANUARY 25, 2025

MEET HOST: YMCA OF CUMBERLAND

MEET LOCATION: YMCA OF CUMBERLAND, 601 KELLY RD, CUMBERLAND, MD 21502

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 LAST CHANCE QUALIFYING 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 LAST CHANCE QUALIFYING 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, THEIR AGENTS, REPRESENTATIVES OR ASSIGNS, AND THE CUMBERLAND YMCA, 601 KELLY RD, CUMBERLAND, MD 21502 FOR ANY AND ALL INJURIES WHICH MAY BE SUFFERED BY PARTICIPANTS AT THE LAST CHANCE QUALIFYING MEET. FURTHERMORE, WE UNDERSTAND THAT THE YMCA OF THE USA AND CUMBERLAND YMCA 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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## ENTRY FEE REPORT

SEND TO: YMCA OF CUMBERLAND

ATTENTION: SEA OTTERS

601 KELLY RD

CUMBERLAND, MD 21502

PLEASE SEND THIS FORM ELECTRONICALLY ALONG WITH ENTRIES AND HARD COPY ALONG WITH PAYMENT

CLUB NAME: \_\_\_\_\_

CLUB COACH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TOTAL INDIVIDUAL ENTRIES: \_\_\_\_\_ X \$7.00 = \_\_\_\_\_

TOTAL RELAY ENTRIES: \_\_\_\_\_ X \$14.00 = \_\_\_\_\_

PER SWIMMER SURCHARGE: \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

TOTAL ENTRY FEE: \_\_\_\_\_

\*HYTEK TEAM MANAGER "MEET ENTRY FEES" REPORT MAY BE SUBSTITUTED FOR THIS FORM ONLY IF IT

CONTAINS ALL THE INFORMATION REQUESTED ABOVE.

\* ALL ENTRIES FOR THE MEET MUST BE SUBMITTED BY COACHING STAFF.