



# 8 and under Championships

## MEET ANNOUNCEMENT

### **About the Invitational Meet**

Date: February 23, 2025

Location: Henson Family YMCA  
715 S. Schumaker Drive  
Salisbury, MD 21801

Entry Deadline: February 17, 2025

Hosted by: Henson Family YMCA

Meet Director: Jenifer Seip

### Table of Contents

ABOUT THE INVITATIONAL MEET .....	2
LOCATION AND FACILITY .....	2
WEBSITE .....	3
CONTACT INFORMATION .....	3
NOTICES .....	3
ELIGIBILITY .....	4
ENTRY INFORMATION .....	5
VOLUNTEERS/OFFICIALS/TIMERS .....	6
CHECK-IN PROCEDURE .....	7
MEET PROCEDURES AND OPERATIONS .....	7
AWARDS AND RECOGNITION .....	9
SPECTATORS .....	9
LIABILITY, SAFETY AND EMERGENCY PROCEDURES .....	10
LODGING .....	11
PARKING .....	11
APPENDIX 1: ORDER OF EVENTS .....	12
APPENDIX 2: YMCASANCTIONED MEET DECLARATION FORM .....	13
APPENDIX 4: ENTRY FEE REPORT .....	14

## ABOUT THE INVITATIONAL MEET

This meet is a 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.

**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	Session Start	Age Group
1	Sunday, 2/23	8:30am	9:45am	8 & Under

**INCLEMENT WEATHER/CANCELATION:** If the meet needs to be cancelled due to inclement weather, information will be sent to the coaches by 5:00am (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. These are included in this document.

## LOCATION AND FACILITY

Location: Henson Family YMCA  
715 S. Schumaker Drive  
Salisbury, MD 21801

Emergency Phone Number: 410-749-0010 (facility) 443-366-4690 (Aquatic Director)

The Henson Family Y is configured as a 6 lane, short course. Water depth at start is 7 feet and at turn end is 3.5 feet. CTS Gen 6 electronic timing system will be used.

Spectator seating is available in the Hallway. Parents can stand in pool area, but once swimmers are finished swimming please exit pool area.

Swimmers and families will be in the gymnasium and other studio facilities between events. A clerk of course will line-up all swimmers for all sessions. Swimmers will be escorted to the pool deck by volunteers. No street shoes will be allowed on the pool deck. Swimmers should bring appropriate covering to walk throughout the facility.

## WEB SITE

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

## CONTACT INFORMATION

Meet Director: Jen Seip ([jseip@ymcachesapeake.org](mailto:jseip@ymcachesapeake.org))

Entry Chairperson: Melissa Williams [mel.patch2@outlook.com](mailto:mel.patch2@outlook.com)

Meet Referee: Pam Lauer [map259@hotmail.com](mailto:map259@hotmail.com)

Officials Coordinator: Pam Lauer [map259@hotmail.com](mailto:map259@hotmail.com)

## NOTICES

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

All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of the participation in the conduct of this competition.

## 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 under eight (8) years of age. Age groups for competition will be determined by age as of 12/01/2024.

**Times:** There are no time standards for this meet. No Time (NT) is acceptable however, to assure proper seeding, a coach’s time may be used if the event has not been previously swum in competition.

**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>	Monday, February 17, 2025 9:00pm
<b>Entry Fees</b>	Individual Event: \$8.00 Relay Events: \$24.00 Facility Surcharge per Swimmer:\$10.00
<b>Entry Limits</b>	Maximum of 4 events total 3 individual events 1 relay

**ENTRY LIMITS:** A swimmer may swim no more than 3 individual events. No deck entries will be allowed. **Swimmers may swim 1 relay.**

**TIMES:** No Times (NT) are allowed. No Time (NT) is acceptable however, to assure proper seeding, a coach's time may be used if the event has not been previously swum in competition. Submit entry times in SCY.

**ENTRY PROCEDURE:** All entries must be submitted via Hy-Tek's team manager/team unify to the meet entry chairperson at [Mel.patch2@outlook.com](mailto:Mel.patch2@outlook.com). **Please put "Meet Entries" and your team name in the subject line.** Please include entry fee report & insurance certificate with your entries. Entries will not be considered complete until payment has been received. No manual entries will be accepted.

**PAYMENT:** Meet entry fees should be brought to the meet and hand delivered to the meet director (preferred) or be mailed to arrive by Thursday prior to the meet.

Checks should be made payable to HFY Swim Team and mailed to:  
HFY Swim Team

Attn: Jenifer Seip  
715 S. Schumaker Drive  
Salisbury, MD 21801

**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 Saturday evening, 2/15/2025 if their entries were not accepted.

## **VOLUNTEERS/OFFICIALS/TIMERS**

### **OFFICIALS AND TIMERS:**

**Officials** will be needed for all sessions. Certified YMCA or USA-S officials should sign-up, preferably by 2/18/2025, using the form at the following link:

[ADD LINK](#)

Teams will be required to provide timers. The quantity of timers per team will be based on the number of swimmers your team has entered into that session. The meet entry director will contact teams with the number of volunteers needed from each team.

Each team is responsible for getting their swimmers to the clerking area. In addition, each team is asked to provide 1 volunteer for the main clerking area.

**SIGN-UP PROCEDURE:** Teams will be asked to provide their list of volunteers via email.

**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 be available inside the front entrance to check-in coaches, volunteers and officials. Coaches and volunteers will receive wristbands allowing them on-deck access.

**COACHES MEETING/SCRATCH MEETING:** There will not be a coaches/scratch meeting for this event. All communications prior to the start of the meet will be via email. Coaches should provide any scratches to the IT table by the end of warm-ups.

### **OFFICIALS AND TIMERS MEETING:**

Officials Meetings	Session 1	9:00am, on deck
Timers Meeting	Session 1	9:15am, pool deck

## MEET PROCEDURES AND OPERATIONS

**MEET COMMITTEE:** The Committee will consist of the Meet Director, Meet Referee, and 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 December 1, 2024. This meet will not be scored.

**EVENT SEEDING:** Events will be seeded Slowest to Fastest. 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.

**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:** '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. Preliminary results will be posted hard copy in the facility and will be available via Meet Mobile. Final meet results will be emailed to all participating teams at the conclusion 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 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, volunteers and working officials.
- All swimmers must use Guest Locker rooms only. No spectators allowed in the Guest Locker rooms.
- All swimmers will sit in the recreation pool. There will be a clerk of course.
- Deck changing is prohibited. 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, and Food, are not permitted on deck.
- Chairs are allowed on deck but not along the immediate perimeter of the competition pool.
- 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 warmups or 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.
- 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.

## **AWARDS AND RECOGNITION**

SCORING: The following points will be awarded for 1st through 6th place:

7-5-4-3-2-1

Points for relays will be awarded 14-10-8-6-4-2

INDIVIDUAL AWARDS: Individual Events: Top three (3) will receive medals, places 4th through 6th will receive ribbons.

Relay Events: Top three (3) will receive medal

Age Groups: 6 and under, 7 year old, 8 year old

## **SPECTATORS**

***Spectators will be permitted in the competition pool area.***

**ADMISSION FEE:** None

**HEAT SHEETS/PROGRAMS:** Programs will not be available for sale however the meet will be available on Meet Mobile and meet programs will be sent electronically to coaches for electronic distribution.

**CONCESSION STAND:** Will not be available throughout the meet.

**ATHLETE APPAREL:** None

**SEAT SAVING POLICY:** We request that spectators watch their swimmer then return to seating in the gym/studio. There will be no saving of seats in the spectator area.

**HANDICAP SEATING:** Please notify us ahead of time with any handicapped needs so arrangements can be made.

**CONDUCT AND RESTRICTIONS:**

- No Flash Photography at the start of competition races.

- No personal chairs are allowed in the spectator area.
- Adults should use restrooms off the main lobby or the Adult locker rooms.
- Adults are **NOT** allowed in the Guest locker rooms.
- Parents are responsible for the conduct of their children. Children are not allowed to roam the facility unattended.
- Spectators are not allowed in Health & Wellness Center or other closed portions of the facility.
- No food and drinks (other than water) are allowed in the gym/studios. Eating is allowed in Community Room A, near the concessions stand.
- 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.

## **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.

**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.

## **LODGING**

If needed, numerous hotels are available in the Salisbury/Ocean City area.

## **PARKING**

Parking is available in the Y parking lot. Park only in marked spaces. Do not park in fire lanes. Illegally parked cars are subject to towing at the owner's expense.

## **APPENDIX 1: ORDER OF EVENTS**

### **Session 1 – AM**

8:30am WU

9:45am Start

Boys Event Number	Event	Girls Event Number
1	8&Under 100 Medley Relay	2
	5 Min Break	
3	6 & Under 25 Free	4
5	7 Year Old 25 Free	6
7	8 Year Old Free	8
9	6 & Under 25 Fly	10
11	7 Year Old 25 Fly	12
13	8 Year Old 25 Fly	14
15	8 & Under 100 IM	16
17	6 & Under 25 Back	18
19	7 Year Old 25 Back	20
21	8 year Old 25 Back	22
23	6 & under 25 Breast	24
25	7 Year Old 25 Breast	26
27	8 Year Old 25 Breast	28
29	8 & Under 50 Free	30
	5 Min Break	
31	8 7 under 100 Freestyle Relay	32

## **APPENDIX 2: YMCA MEET DECLARATION FORM**

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

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

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

**Meet Name:** 8 and under Championship

**Meet Date(s):** February 23, 2025

**Meet Host:** Henson Family YMCA

**Meet Location:** Henson Family YMCA, 715 S. Shumaker Drive, Salisbury, MD 21801

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, Frederick County YMCA, their agents, representatives or assigns, and the Natelli Family YMCA, 3481 Campus Drive, Ijamsville, MD 21754 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 Frederick County 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*

## APPENDIX 3: ENTRY FEE REPORT

Hand Deliver or Send to:

Henson County YMCA  
Attention: Melissa Williams  
715 S. Schumaker Drive  
Salisbury, MD 21801

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 \$8.00 =

\_\_\_\_\_

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.