
Iowa Y Sectionals Championship Meet

MEET ANNOUNCEMENT

Date: **Saturday, Feb. 11, 2017**

Location: **Ankeny YMCA**

Entry Deadline: **Monday, Feb. 6**

Hosted by: **Ankeny YMCA Aquahawks**

Website: **www.iowaymcaswimming.org**

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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 Iowa of USA Swimming.

YMCA Sanction number: CAQ-2017-IA01030573

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: Ankeny Family YMCA, 1102 N. Ankeny Blvd. Ankeny, IA 50023

Emergency Phone Number: 515-965-8800

The Ankeny YMCA is configured as an 8 lane, 25 yard course. Water depth at start is 8 feet (minimum 5 feet required) and at turn end is 3.75 feet. Daktronics electronic timing system will be used. The competition course has been certified in accordance with 104.2.2C (4)

The bleachers provide seating for about 280 spectators.

Swimmers and families may camp in the middle school balcony.

Free Wi-Fi is available throughout the facility.

WEB SITE

Meet Information & Results can be found at: www.iowaymcaswimming.org

Meet Mobile: Meet Mobile will be available and listed as Ankeny YMCA Sectionals

CONTACT INFORMATION

Meet Director: Melissa Kuennen, Melissa.kuennen@dmymca.org

Entry Chairperson: Melissa Kuennen, Melissa.kuennen@dmymca.org

Meet Referee: Aric Birchmier, aric.birchmier@gmail.com



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Administrative Official: Melissa Kuennen & Cassandra Wiederholt
Officials Coordinator: Aric Birchmier, aric.birchmier@gmail.com
Safety Director: Cassandra Wiederholt, tcwiederholt@q.com

MEET TIMELINE

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

9:30am Facility opens for participants and spectators
10:00am Head Coaches meeting in the large conference room
9:45am Ankeny Team Warm-Ups
10:10am Away Team Warm-Ups
10:30am Swim Officials meeting in the large conference room
10:35am Timers meeting in the pool breezeway
10:40am National Anthem
10:45am Meet Begins

Warm Up Schedule

9:45-10:10am: Ankeny
10:10-10:30am: Boone
10:10-10:30am: Muscatine:
10:10-10:30am: Stoney Point:
10:30-10:40am: Starts off the blocks for ALL teams in all 8 lanes.

Inclement Weather/Cancelation: In the event of dangerous weather, the committee will convene to determine a course of action for the meet. This information will be communicated to coaches via email.

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.



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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.

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.



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ENTRY INFORMATION

ENTRY LIMITS: Each swimmer may enter a total maximum of 3 individual events and 2 relays. A swimmer may swim in each relay event only once.

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

TIME STANDARDS: There are no qualifying times to enter the Sectional Meet. During the Sectional meet, swimmers will have the opportunity to achieve a qualifying time allowing them to swim at the 2016 Iowa YMCA State Swim Meet. Swimmers/Relays must have equaled or bettered the minimum Iowa YMCA State time standard: Appendix 1.

ENTRY DEADLINE: Monday, Feb. 6 BY MIDNIGHT

ENTRY PROCEDURE: Please email your entry files to Melissa.kuennen@dmymca.org. When you email your team entries, please include:

- Zip(Hy-Tek) file of entries
- PDF of your team entries
- YMCA Sanctioned Meet Declaration Form filled out (see appendix 3 in this meet handbook)

VOLUNTEERS/OFFICIALS/TIMERS

Your team will be required to provide volunteer timers & officials.

OFFICIALS AND TIMERS: We will need many officials, both Level I and Level II, to properly run this meet. If you have a current YMCA certification, you are strongly encouraged to officiate at this meet. Please wear your white Y officials shirt when officiating on the pool deck.

TIMERS: ALL teams are responsible for providing 2 timers for their lanes for the entire day. You may create your own timers' schedule for your assigned lane. Timers must be at least age 16.

Assigned Lanes for Timers for each team:

Lane 1: Boone

Lane 2: Muscatine

Lane 3: Stoney Point

Lanes 4-8: Ankeny

TIMERS & OFFICIALS SIGN-UP PROCEDURE: Please email your list of timers and officials to Melissa.kuennen@dmymca.org by **THURSDAY, FEB. 11TH BY NOON**. Please include name of your timers as well as the name of your swim officials and indicate whether they are Level 1 or 2 officials.



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CHECK-IN PROCEDURE

COACHES MEETING/SCRATCH MEETING: All coaches MUST check in! All coaches are required to check-in prior to being on deck. Coaches are required to show their deck pass and photo ID at this time. Check in will be in the hospitality room which is the large conference room located on the 1st floor of the YMCA, across from the stairway entrance to the 2nd floor. To be allowed on deck all coaches must wear their deck pass at all times. Coaches without a valid deck pass will not be permitted on deck.

There will be a brief head coaches meeting at 10:00am in the large conference room. Scratches will be due at this time.

We ask that **all teams supply coaches to assist with the 8 & under relays.**

OFFICIALS AND TIMERS MEETING:

10:30am Swim Officials meeting in the large conference room

10:35am Timers meeting in the pool breezeway

CHAMPIONSHIP PROCEDURES AND OPERATIONS

CHAMPIONSHIP COMMITTEE: The Committee will consist of the Meet Director, Meet Referee, Regional Rep

RULES: The meet will run under YMCA Rules that Govern Competitive Sports, Addendum to the YMCA Rules that Govern 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

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.

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.



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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.

WARM-UP SAFETY PROCEDURES: Teams will 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.

READY BENCH: pool breezeway

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.

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.



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- 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.
- Shaving is not permitted in any areas of the facility.
- Spectators are not permitted in designated coach's deck pass area on the pool deck.

AWARDS AND RECOGNITION

SCORING: Events will be scored through 8th place as follows:

Individual Events: 9, 7, 6, 5, 4, 3, 2, 1

Relay Events: 18, 14, 12, 10, 8, 6, 4, 2

AWARDS: Medals will be awarded for places 1-3. Ribbons will be awarded for places 4-8. Each swimmer will receive a participation ribbon after 8th place.

SPECTATORS

HEAT SHEETS/PROGRAMS: programs will be for sale at the concession stand

CONCESSION STAND: located outside of main pool entrance

ATHLETE APPAREL: Elsmore Swim Shop will be selling items

SEAT SAVING POLICY: you may not save seats in the pool bleachers.

Spectator seating is available in the bleachers in the pool area. Space is limited; therefore, no coolers, chairs or bags will be allowed in this area. Also, we ask that spectators only use this area when their swimmers are competing.

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.
- No smoking, drugs, or alcohol are permitted in the swimming complex.



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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 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/IA approval, it is understood and agreed that USA Swimming and IA 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.

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



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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.

EVACUATION PROCEDURE: Fire evacuation will be to your nearest exit to the track parking lot of the middle school. For tornado, you will evacuate to the first floor north hallway.

DIRECTIONS

From Interstate 35 take exit 92 for 1st Street in Ankeny. Head west on 1st street and then head north on North Ankeny Blvd. Then turn west on 11th street into the Northview Middle School parking lot and the YMCA is connected to the school. You will enter our facility on the southwest end of the building.



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APPENDIX 1: 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



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This is the last page of the Meet Announcement