



EARLY SEASON MINI & MID DISTANCE MEET

Hosted by Columbia Aquatics Association

OCTOBER 14 & 15, 2023

Held at Leonidas S. James Physical Education Complex, 14000 Jericho Park Rd, Bowie, MD, 20715

Held under the sanction of USA Swimming, Inc. issued by Maryland Swimming, Inc. and Potomac Valley Swimming

Sanction # 23/24-xxx and PVS-24-601

In granting this sanction it is understood and agreed that USA Swimming and Maryland Swimming, Potomac Valley Swimming, Columbia Aquatics Association and Leonidas S. James Physical Education Complex shall be free and held harmless from any liabilities or claims for damages arising by reason of injury to anyone during the conduct of the event. USA Swimming Article 202.4.10

Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy 2.0 ("MAAPP"), and the Maryland Swimming Code of Conduct (www.mdswim.org) will govern this meet.

| Meet Administration | |
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| Certified Meet Director | Certified Meet Entry Coordinator |
| Lori McArthur 443-474-7986 laura.mcarthur@columbiaassociation.org | Kelsey Lord/Susan McDonald (mentor) 410-381-0020 kelsey.lord@columbiaassociation.org |
| Meet Referee | USA Swimming Registered Operational Risk Director |
| Casey Otten 410-381-0020 caseypotten@gmail.com | Carl Barr 410-381-0020 carl.barr@columbiaassociation.org |
| Officials Contact | Administrative Official |
| Casey Otten 410-381-0020 caseypotten@gmail.com | David Ose 410-381-0020 David@osehome.net |

| Deadline and Meeting Summary | | |
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| Tuesday, October 3, 2023 | 6:00PM | Entry Deadline |
| Saturday & Sunday October 14 & 15 | 1 hour prior to session start | Officials' Briefing Hospitality Room |

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| Saturday & Sunday October 14 & 15 | ½ hour prior to session start | Timers' Briefing Lobby Area |
| Facility Information | | |
| Facility Address | Leonidas S. James Physical Education Complex 14000 Jericho Park Rd, Bowie, MD, 20715 | |
| Pool Information | <ul style="list-style-type: none"> • Competition Pool: <ul style="list-style-type: none"> ○ Eight 25-yard lanes ○ Competition lanes are a minimum of 8' wide. ○ Water depth is 10.5 feet at the start end and 4 feet at the turn end. ○ Starting blocks will be used for all events. • The competition course has not been certified in accordance with 104.2.2C(4). • The meet will be swum in a 25-yard course. Lane configurations for competition will be determined upon receipt of entries. Lanes will not be available for continuous warm-up/down. • The meet will use a Colorado Automatic Timing System for capturing and recording the times | |
| Facility Information | <ul style="list-style-type: none"> • All swimmers and meet personnel on deck must have credentials to be on deck. • Locker rooms are located in the hallway adjacent to the pool area and will be clearly marked. Swimmers may enter from the pool deck or through the hallway in the lobby area. No adults will be allowed in these locker rooms. • Restrooms for spectators and volunteers are located in the main lobby hallway between the basketball courts and check-in tables. • Athletes and non-athletes may enter the facility through the main entrance. Limited spectator seating will be available in the upstairs balcony. Swimmers will sit on the pool deck with their coaches. | |
| Medical Assistance and Supervision | Lifeguards will be on site for medical assistance, and will have first aid and the use of the AED readily available. | |
| Parking | Swim meet parking will be available in Parking Lot H next to the Physical Education Complex. The pool entrance is a short walk across the West Promenade toward Holmes Plaza. | |
| Hospitality | There will be a hospitality room open to all coaches and officials located in the lobby just off the pool deck. | |
| Concessions | There will not be a concession stand at this meet. | |
| Vendor | n/a | |

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| Meet Fees: Checks payable to Columbia Aquatics Association, Inc. | |
| Athlete Surcharge | \$12.00 per swimmer |
| Individual Event Fee | \$8.00 per event entry |

| Organization Regulations | |
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| Rules | <ul style="list-style-type: none"> • The Meet Referee will be in charge of the meet. Any questions regarding the conduct of the meet should be made directly to the Meet Referee. The Meet Committee and/or Meet Referee may find it necessary to change some meet procedures and/or timeline to provide the best possible situations and conduct of the meet for the athletes; including, but not limited to start times, breaks, distance event procedures, weather related disruptions, etc. • This meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional, and exceptions are stated. MDSI Rules shall also apply. • USA Swimming / MDSI Safety Guidelines and warm-up procedures will be in effect for the entire 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. • Please note that the timing equipment uses a strobe as part of the starting equipment. Therefore, flash photography is PROHIBITED at the start of all the races. • No one will be allowed on deck unless they are registered with USA Swimming as an athlete, coach or official and/or those who are part of the timing, marshal and administrative staff assisting with the conduct of the meet. • Swimmers entering the meet must be registered with MDSI by the entry deadline date. Per MDSI rules, any club that enters an unregistered athlete will be fined \$100.00 per unregistered athlete. No Deck Registrations will be permitted. • Use of audio or visual recording devices, including a cell phone, are not permitted behind the starting blocks or in changing areas, rest rooms or locker rooms. • 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. • Videotaping or picture taking on deck, by any meet volunteer, shall not be permitted. Volunteers wishing to video or photograph their swimmer shall do so from the spectator area if available. Any person(s) violating this rule will be subject to discipline by the Meet Director or Referee up to and including removal from the venue for the remainder of the meet. EXCEPTION: The MDSI Certified meet photographer and anyone else specifically given pre-authorization by the Meet Director or Referee. • Deck changes are prohibited. Swimmers participating in deck changing will be in violation of the USA Swimming Code of Conduct/Sportsmanship Policy and could be subject to removal from further competition in the meet. |

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| | <ul style="list-style-type: none"> • Tech Suits are banned for all 12 & Under swimmers (USA Swimming Rule 102.8.1.F). • Failure to comply with any rules and/or the request of a Safety Marshall shall be considered a Code of Conduct Violation. |
| Safety | <ul style="list-style-type: none"> • The Maryland Swimming, Inc. safety program is in effect for this meet. • All USA Swimming athletes must be under the supervision of a USA Swimming member coach. Arrangements for coach supervision must be made in advance of the meet. • No running or horseplay will be tolerated. • Upon approval of the facility, swimmers are allowed to use only personal kickboards, pull buoys, and snorkels in non-competition warm-up areas. |
| Racing Starts | <ul style="list-style-type: none"> • Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing both a forward racing start and a backstroke start or must start each race from within the water without the use of the backstroke ledge. • When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. |
| Health Guidelines | <ul style="list-style-type: none"> • All meets in the Maryland Swimming LSC are guided by the Maryland Department of Health and Mental Hygiene. This not only applies to Viral Gastroenteritis but other infectious diseases as well. The Meet Referee has the authority to inform and protect coaches, spectators, volunteers, and swimmers from a potential outbreak of illness. • At the discretion of the Meet Referee, anyone who exhibits symptoms of illness may be asked to withdraw from the competition for a 24-hour period. Swimmers must be cleared, by the Meet Referee, prior to returning to competition. |
| Deck Access | <ul style="list-style-type: none"> • There will be a check-in process for all coaches, officials, and approved meet staff. • The check-in table will be located inside the lobby area of the main entrance. • Credentials must be presented showing current fully certified USA Swimming membership. Meet staff must be listed on an approved list provided to the host team. • No one without proper clearance may be allowed in the competition areas without approval of the meet host. |
| Officials | <ul style="list-style-type: none"> • There will be a need for officials. CAA welcomes and encourages anyone willing to volunteer to contact the Meet Referee by email prior to the meet or sign in once you arrive at the meet. • The Maryland Swimming Officials uniform policies, available at www.mdswim.org, shall apply to this meet. |

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| | <ul style="list-style-type: none"> Official briefings will be held at the date and time listed in the Deadline and Meeting Summary. You can sign up for Officiating the meet with the following link. |
| Volunteers | <ul style="list-style-type: none"> Volunteers will be determined by the meet host and will be communicated to the teams attending the meet prior to meet. |

| Meet Information | |
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| Format | <ul style="list-style-type: none"> This is a timed final, age group meet, open to all USA Swimming registered athletes up to 12 years of age. Events will be swum slowest to fastest unless otherwise indicated. Upon request by the Meet Director, the Technical Planning Chair may split or combine sessions in order to run a more effective meet. The order of events may not be changed. |
| Eligibility | <ul style="list-style-type: none"> All swimmers must be registered with USA Swimming, Inc. Swimmers must be registered prior to the entry deadline. There will be no on-deck registration available at this meet. A swimmer's age on the first day of the meet will determine their age for the entire meet. This is a NO TIME STANDARDS meet. |
| Swimmers with Disabilities | <ul style="list-style-type: none"> CAA welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Entry Director, Meet Director, and Meet Referee by the entry deadline, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit the ability to accommodate all requests. |
| Entry Procedures | <ul style="list-style-type: none"> Entry deadline is Tuesday, October 3, 2023 at 6:00PM. No Times (NT) will be accepted. The conforming time standard will be SCY times. Non-conforming times will be accepted. Converted times will be accepted. A completed and signed entry summary sheet and payment in full must be received by the Meet Entry Coordinator prior to the entry deadline. The host team's entries shall be processed first, then entries will be processed in the order in which they were received until the timeline limit is reached. Entries thereafter shall be returned immediately. There will not be deck entries allowed. Maryland Swimming, Inc. entries received prior to the entry deadline receive priority over out of LSC entries. |

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| Entry Limitations | <ul style="list-style-type: none"> Swimmers may enter a maximum of 4 individual events per session for Sessions 1 or 3. Swimmers may enter a maximum of 2 individual events for Session 2 and 4. |
| Entry Verification | <ul style="list-style-type: none"> An email will be sent to the person submitting the entries confirming receipt of the entry file within 48 hours of receipt. |

| Meet Procedures | |
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| Seeding | <ul style="list-style-type: none"> The conforming time standard for this meet is short course yards. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. |
| Positive Check-in | <ul style="list-style-type: none"> There will be no positive check-in at this meet. |
| Scoring | <ul style="list-style-type: none"> There will be no team or individual scores kept for this meet. |
| Awards | <ul style="list-style-type: none"> Ribbons will be awarded 1-8 for each event. |
| Warm-Ups | <ul style="list-style-type: none"> The meet host will provide a complete schedule of warm-up procedures to include lane assignments and times, which must be adhered to by all participants. This information will be distributed in advance of the meet and posted throughout the venue. Warm-up procedures may be modified based on the number of swimmers in the meet and other safety and logistical concerns. |
| Results | <ul style="list-style-type: none"> Results will be posted on the Maryland Swimming, Inc. website within 24 hours of the conclusion of the meet. Results will be posted in the lobby during the meet and on Meet Mobile. |

Order of Events

| Session 1 | | |
|----------------------------|----------------------|-----------------------|
| Saturday, October 14, 2023 | | |
| Warm-up: 7:00AM | | Session Start: 8:10AM |
| Boys Events | Event | Girls Events |
| 1 | 7 & Under 50 Free | 2 |
| 3 | 8 Year old 50 Free | 4 |
| 5 | 6 & Under 25 Breast | 6 |
| 7 | 7 Year old 25 Breast | 8 |
| 9 | 8 Year old 25 Breast | 10 |
| 11 | 6 & Under 25 Back | 12 |
| 13 | 7 Year old 25 Back | 14 |
| 15 | 8 Year old 25 Back | 16 |
| 17 | 7 & Under 50 Fly | 18 |
| 19 | 8 Year old 50 Fly | 20 |
| 21 | 7 & Under 100 IM | 22 |
| 23 | 8 Year old 100 IM | 24 |
| 25 | 7 & Under 50 Breast | 26 |
| 27 | 8 Year old 50 Breast | 28 |
| 29 | 6 & Under 25 Free | 30 |
| 31 | 7 Year old 25 Free | 32 |
| 33 | 8 Year old 25 Free | 34 |
| 35 | 6 & Under 25 Fly | 36 |
| 37 | 7 Year old 25 Fly | 38 |
| 39 | 8 Year old 25 fly | 40 |
| 41 | 7 & Under 50 Back | 42 |
| 43 | 8 Year old 50 Back | 44 |
| 45 | 7 & Under 100 Free | 46 |
| 47 | 8 Year old 100 Free | 48 |

| Session 2 | | |
|----------------------------|-----------------|-----------------------|
| Saturday, October 14, 2023 | | |
| Warm-up: 12:00PM | | Session Start: 1:10PM |
| Boys Events | Event | Girls Events |
| 49 | 9-12 200 IM | 50 |
| 51 | 9-10 200 Fly | 52 |
| 53 | 9-10 200 Breast | 54 |
| 55 | 9-12 500 Free | 56 |

Swimmers in the 500 free will need to provide their own counter.

| Session 3 | | |
|--------------------------|----------------------|-----------------------|
| Sunday, October 15, 2023 | | |
| Warm-up: 7:00AM | | Session Start: 8:10AM |
| Boys Events | Event | Girls Events |
| 57 | 7 & Under 50 Free | 58 |
| 59 | 8 Year old 50 Free | 60 |
| 61 | 6 & Under 25 Breast | 62 |
| 63 | 7 Year old 25 Breast | 64 |
| 65 | 8 Year old 25 Breast | 66 |
| 67 | 6 & Under 25 Back | 68 |
| 69 | 7 Year old 25 Back | 70 |
| 71 | 8 Year old 25 Back | 72 |
| 73 | 7 & Under 50 Fly | 74 |
| 75 | 8 Year old 50 Fly | 76 |
| 77 | 7 & Under 100 IM | 78 |
| 79 | 8 Year old 100 IM | 80 |
| 81 | 7 & Under 50 Breast | 82 |
| 83 | 8 Year old 50 Breast | 84 |
| 85 | 6 & Under 25 Free | 86 |
| 87 | 7 Year old 25 Free | 88 |
| 89 | 8 Year old 25 Free | 90 |
| 91 | 6 & Under 25 Fly | 92 |
| 93 | 7 Year old 25 Fly | 94 |
| 95 | 8 Year old 25 fly | 96 |
| 97 | 7 & Under 50 Back | 98 |
| 99 | 8 Year old 50 Back | 100 |
| 101 | 7 & Under 100 Free | 102 |
| 103 | 8 Year old 100 Free | 104 |

| Session 4 | | |
|--------------------------|---------------|------------------------|
| Sunday, October 15, 2023 | | |
| Warm-up: 11:15AM | | Session Start: 12:25PM |
| Boys Events | Event | Girls Events |
| 105 | 9-12 200 Back | 106 |
| 107 | 9-12 200 Free | 108 |
| 109 | 9-12 400 IM | 110 |

EARLY SEASON MINI & MID DISTANCE MEET

Summary of Fees/Release Form

Complete and email or mail this form along with entry fees to (checks payable to **Columbia Aquatics Association, Inc.**):

Jeff Scrivener
9450 Gerwig Lane, Columbia, MD 21046
Email to: Jeff.Scrivener@ColumbiaAssociation.org

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| 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 | | \$8.00 per event | |
| Swimmer Surcharge | | \$12.00 per swimmer | |
| Total Fees Due | | | |

Waiver, Acknowledgement and Liability Release:

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA 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. Columbia Aquatics Association, Bowie State University, Leonidas S. James Physical Education Complex, Maryland Swimming, Inc. **Potomac Valley Swimming** 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

