

YMCA Central Section Swim Meet

Sunday February 2nd, 2020

Minnetonka Aquatic Center

Minnetonka Middle School East

17000 Lake Street Extension

Minnetonka, MN 55345



Meet Handbook

Meet Handbook

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Meet Handbook

Welcome to 2020 YMCA Central Section Swim Meet. This is the Central Section qualifying meet for representatives to the Minnesota State Meet. You have all worked hard to get here and you are encouraged to continue that strong competition in the spirit of good sportsmanship. Good luck and success to all our swimmers and coaches.

MEET HOST & CONTACTS

The New Hope Y AquaForce is proud to welcome you to the 2020 Central Section Swim Meet.

AquaForce Head Coach / Entries	PJ Ahler nwaquaforce@yahoo.com
New Hope Aquatics Director	Joe Janda Joe.Janda@ymcamn.org
Meet Coordinator	Becky DeGroot
Volunteer Coordinator	
Administrative Official	Deb Ahler, Kristin Willers

Meet Web Site: <https://www.teamunify.com/SubTabGeneric.jsp?team=mnnha&stabid=204433>

IMPORTANT DATES

Friday January 24th Entries must be emailed no later than 7:00pm to nwaquaforce@yahoo.com

Monday January 27th Psych Sheets & Meet Entry Reports will be emailed out in the evening

Tuesday January 28th All teams must email changes or acceptance of their entries to nwaquaforce@yahoo.com by 11:30pm

Wednesday January 29th Teams must complete Sign Up Genius with names of volunteers and officials

Friday January 31st Final psych sheets will be sent out

Sunday February 2nd Meet Day! Doors open for participants at 8:15am

VENUE

The Minnetonka Aquatics Center is a \$6.1 million competitive and recreational swimming and diving facility. Opened in June 2009, it is one of two pools in the Minnetonka School District. It features:

- Competition Pool
 - Seven-foot diving depth at starting end and 3.5-foot depth at turning-end – creating less water resistance.
 - State of the art filtration jet – many small water jets rather than fewer large jets produce less current in the pool.
 - Eight swim lanes with nine lane lines – a small, unused lane running along both sides of the pool reduces backsplash for swimmers in the outer lanes.
- A separate competition-standard diving well / warm-up pool
- Bleacher gallery seating for 370
- A swimmers' balcony, plus additional deck seating for swimmers
- A state-of-the-art score board and timing system at the finishing end
- Handicap accessible locker rooms, restrooms, and gallery
- Concession area

Entrance:

The entrance to the Minnetonka Aquatics Center is located on the northeast side of Minnetonka Middle School East. The pool area should be accessed through this entrance only. There is no pool access through the school.

Parking:

Parking is available in the lot outside the Aquatics Center along the east side of the building. Additional parking is available in the school lot to the south. No on street parking is allowed.

Directions:

From I-494, exit for west bound MN Hwy 7. Drive 2.9 miles and turn right on County Rd 101 north. Drive approximately .9 mile and turn right on Lake Street Extension. The school is approximately .3 mile on the left side of the road.

Crash/Camping Area:

A crash area for swimmers and families will be available in the gymnasium downstairs. NO CAMPING will be allowed in the foyer, lobby, hallways, stairways, or the gallery area per the facility fire code.

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Pool Deck Access:

ALL coaches and volunteers must have a Deck Access wrist band to be on deck. Wrist bands will be issued at the check-in table.

Only swimmers, credentialed coaches, and registered volunteers will be allowed on the pool deck. Spectators will not be allowed on the pool deck. Security will monitor all deck access points to restrict spectators and to assist with any emergencies.

Coaches will only be allowed deck access with the presentation of a Meet Deck Pass. Volunteers must be registered in advance and will be issued a Deck Access wrist band upon check-in. Coaches, officials, and volunteers are requested to wear clean shoes on the deck.

No food will be allowed on the pool deck, only beverages. Glass containers are strictly prohibited.

EVENTS & MEET ENTRY PROCEDURE

Events:

All events are timed finals.

The age-up date for all events is December 1, 2019

We will be using the 2019-20 MN YMCA Swim League 114 Event schedule. This file will be supplied to each team by the meet host.

Eligibility:

Athletes must have participated in a minimum of 3 closed YMCA swim meets in the current season (after September 1, 2019) and be a member of the Y in good standing. There are no time standard requirements for this meet. Swimmers must not have competed as attached for a non-scholastic (ie: club) team other than their own USAS-YMCA dual team since November 17, 2019.

Individual Entries:

Each swimmer may enter a maximum of 3 individual events and 2 relay events. Scratches and relay substitutions will be permitted during the meet, however no new individual or relay event entries will be allowed the day of the meet.

Per Minnesota Swim League rules, the maximum age-up for all events is two age groups. Swimmers must swim events in their own age group before aging up. If an event is not offered for their age group, they must swim up to the closest age group. The youngest age for 15 & over events is 11 years. Age-up is allowed in relays, however at least one of the relay members must be of that age group.

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Timing:

We will be using a Colorado 6 electronic timing system with the latest version of Meet Manager. The timing system is equipped with horn and strobe start, and touchpads with backup buttons for finishes. Stopwatch timers will be used as a tertiary system. No electronic timing will be available for 25 yard events, those will be stopwatch times only.

Meet Conduct:

Pre-race whistle warnings and flyover starts will be used. Swimmers are responsible to report to the lane timers in advance of their race. There will be no scheduled breaks during the meet.

Entries:

Coaches must submit entries in .sd3 file format for Meet Manager. A PDF of your Meet Entry Report must also be sent with the entry file. All entries must be emailed no later than 7:00pm Friday January 24th to nwaquaforce@yahoo.com. You will receive an email reply as confirmation that we have received the meet file. Once entries are submitted, no modifications or late entries will be allowed except for extreme circumstances.

Psych Sheets, Meet Entry Reports & Entry Confirmation:

Preliminary Psych Sheets & Meet Entry Reports will be emailed out late on Monday January 27th. Coaches will have approximately 24 hours to review entries. *All teams must email* acceptance of their entries or changes to nwaquaforce@yahoo.com by 11:30pm Tuesday January 28th. Only minor changes will be accepted. No changes will be accepted after noon Wednesday January 29th. Seed time changes of less than 5 seconds will not be accepted. Proof of time must be submitted with all seed time change requests. Final Psych Sheets and Meet Entry Reports will be sent out Friday January 31st.

Participant Expectations:

See under General Information

Awards:

Ribbons will be awarded for first through twelfth place based on the Official Preliminary Meet Results. We will make every effort to label and distribute ribbons by the end of the meet. If ribbons are not completed, they will be couriered to the attending teams the week after the event. Meet results are not final until the coach review process is complete (see "Final Results" below). If the final meet results are different from the preliminary results, new ribbons *will not* be awarded.

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TENTATIVE MEET SCHEDULE (Subject to Change)

Please keep in mind that warm-up sessions may change due to the number of entries per team. A final copy of the schedule and warm-up lane assignments will be provided the day of the meet.

- 8:00.....Facility opens to YMCA staff and set-up volunteers
- 8:15.....Facility opens to meet participants and families
- 8:30–9:05.....Warm Up Session One
 - Lanes 1, 2 & 3 – New Hope
 - Lanes 4, 5 & 6 – Ridgedale
 - Lanes 7 & 8 – Southdale
- 9:10–9:45.....Warm Up Session Two
 - Lanes 1, 2 & 3 – St. Cloud
 - Lanes 4, 5 & 6 – Elk River
 - Lanes 7 & 8 – Southdale
 - *******The warm-up pool** will be available for lap swimming throughout the meet. No diving or horse play will be allowed. *No athlete will be allowed to enter the warm-up pool without a coach’s supervision.* Deck Marshalls will enforce these rules.

- 9:30.....Head Coaches meet in Hospitality Room
- 9:30.....Officials meet at Scoring Table
- 9:30.....Timers meet at Starting Blocks
- 9:30.....Scoring Table Volunteers and Runners report to scoring table
- *******All second half volunteers** will report to the appropriate meeting locations during the first heat of the 500’s.

- 9:50.....Welcome Announcement and National Anthem
- 10:00.....Meet Begins

COACH CREDENTIALS & RESPONSIBILITIES

Deck Passes:

As this is a large and important meet, coaches and volunteers will be required to display their deck pass wrist bands at all times during the meet. Anyone without a deck pass will not be allowed onto the deck.

Check-In:

Coaches please check in at the volunteer table to receive deck pass, then report to the hospitality room to collect coach's packets. Packets can be picked up starting at 8:15. All volunteers should check in before their assigned shift.

Scratch Cards:

The USA-S scratch procedures (USA Rule 207.12.6) will be followed, as modified for this meet and set forth below:

Scratch cards will be available during coach's check-in in the coach's packet and thereafter from the scoring table. A separate scratch card must be used for each event, although more than one swimmer from the same team in a particular event can be entered on the same scratch card. Once a scratch card is submitted to the scoring table, the swimmer is declared scratched and may not compete in that event.

Protests:

The USA-S protest procedures (Rule 102.1) will be utilized, as modified for this meet and set forth below:

All protests must be made using the protest form and delivered to the meet referee. Protest forms can be obtained from the scoring table during the meet. All protests must be made to the meet referee using the Protest Form within 30 minutes after the results of the race which the alleged infraction occurred are (time stamp) posted. 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. Any questions concerning judgments by deck officials should be first addressed to the particular deck referee, and then to the meet referee, as appropriate. The results of any protested race will not be announced, no awards will be given, and any points will not be allocated until the protest is resolved or withdrawn, in writing.

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RESULTS & AWARDS

Results:

Updated Preliminary Meet Results will be posted through the facility during the meet. Posting location information will be in the coach packet.

Preliminary Meet Results will be emailed to team representatives within 24 hours of the conclusion of the meet. Coaches will have 24 hours to review the results. By the end of that period, coaches must submit (via email) either acceptance of the results or protests regarding time and final place discrepancies. Disqualification protests will not be considered. If a protest is submitted, it will be reviewed by the meet Administrative Official, and if warranted, the results will be changed. All coaches will be informed of any challenges and changes. New awards will not be issued. The lack of response from a team after the 24 hour deadline will be regarded as acceptance of the results

Final Meet Results will be sent to all coaches and the State Chairman once all teams have accepted the results, or all challenges have been reviewed and, if necessary, corrected. Once Final Results are published and submitted to the State Chairman, the meet will be considered closed.

Awards:

Ribbons will be awarded for first through sixteenth place based on the Official Preliminary Meet Results. We will make every effort to label and distribute ribbons by the end of the meet. If ribbons are not completed, they will be couriered to the attending teams the week after the event. Meet results are not final until the coach review process is complete (see "Final Results" below). If the Final Results are different from the Preliminary Results, new ribbons *will not* be awarded.

GENERAL INFORMATION

Meet Web Site:

Updated information regarding the meet can be found on the meet web site:
<https://www.teamunify.com/SubTabGeneric.jsp?team=mnnha&stabid=204433>

All meet entry information, site information, volunteer needs, etc. will be posted on this page.

Swimmer's Area:

Due to limited deck space, seating on the deck is limited and will only be available for coaches and session swimmers.

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Volunteers:

As Section host, New Hope will be providing volunteers for key positions at this meet. However, there is a need for other teams to provide volunteers for positions as timers, officials, runners, and security. A general outline of volunteer job position needs and their assigned teams are located in Appendix A. A Sign Up Genius page will be created and a link posted on the meet web site. Volunteer names must be submitted by 10:00pm Wednesday January 29th.

First half volunteers will be asked to report to the appropriate meetings listed in the tentative schedule. Second half volunteers will report to the appropriate meeting locations during the first heat of the 500's. We ask that volunteers wear YMCA or their team clothing if they own it.

Officials:

To properly conduct a meet of this magnitude, the availability of a large number of officials to staff the deck is necessary. There is a need for YMCA Level I, YMCA Level II, and YMCA Administrative officials. All officials attending the meet are strongly encouraged to sign up to work at this meet.

In order to bring a high degree of consistency to the officiating, if officials are willing to help for the duration of the meet it is appreciated and encouraged. Officials working both halves of the meet will receive lunch in the hospitality room during the break. Please report the names of any officials willing to help to PJ Ahler (nwaquaforce@yahoo.com) no later than Thursday January 30th.

Participant Expectations:

All participants, including athletes, coaches, volunteers, and parents, are expected to conduct themselves in accordance with the YMCA Core Values of Respect, Responsibility, Honesty, and Caring. Anyone not abiding by these Core Values may be removed from the venue.

Only a team's person of standing (coach, assistant coach, coach designate) may address officials regarding calls or meet conduct.

The facility has requested that all jewelry (bracelets, anklets, necklaces, earrings) that can be removed, is removed.

Temporary body art (other than event numbers) is discouraged. Athletes with artwork or phrases that are considered advertising, offensive, or taunting will be asked to remove it.

Swimmers may only wear caps of their own team or blank caps. Designer caps are not allowed. All swimwear must conform to USA Swimming Rule 102.8.1.

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Swimmers are responsible to be behind the blocks in advance of their event and check in with the lane timers. A swimmer who misses their event due to negligence will not be allowed to swim that event. Re-swims may be allowed for good cause if there is an available lane.

Warm-up Pool:

The warm-up pool will be available for lap swimming throughout the meet. No diving or horse play will be allowed. *No athlete will be allowed to enter the warm-up pool without a coach's supervision.* Deck Marshals will enforce these rules.

Vendors/Concessions:

- Concessions will be available for sale. Athletes will be allowed to bring coolers however they must be kept in the crash area. No food will be allowed on deck.
- A vendor will be available for swim suit and equipment sales in the crash area
- Northwest Designs will have customizable YMCA Sectional Meet Apparel available

Smoking, Alcohol & Drugs:

There shall be absolutely no smoking, alcohol, or drugs in the swimming complex.

Crash/Camping Area:

A crash area for swimmers and families will be available in the gymnasium on the lower level. General areas will be designated for each team. NO CAMPING will be allowed in the foyer, lobby, hallways, stairways, or the gallery area per the facility fire code.

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Appendix A – Volunteer Needs (subject to change)

<i>Position</i>	<i>Specific</i>	<i>1st Half</i>	<i>2nd Half (After 500s)</i>
Officials	Referee		
	Level 1 Official	RD	RD
		SD	SD
		ERY	ERY
		STC	STC
	NH	NH	
Head Timer		NH	NH
Timers	Lane 1	STC	STC
	Lane 1	STC	STC
	Lane 2	STC	STC
	Lane 2	RD	RD
	Lane 3	RD	RD
	Lane 3	RD	RD
	Lane 4	SD	SD
	Lane 4	SD	SD
	Lane 5	SD	SD
	Lane 5	SD	SD
	Lane 6	ERY	ERY
	Lane 6	ERY	ERY
	Lane 7	ERY	ERY
	Lane 7	NH	NH
	Lane 8	NH	NH
	Lane 8	NH	NH
Clerk of Course		SD	STC
		EBH	RD
		NH	NH
Volunteer Check-in	New Hope		
Ribbons	New Hope		
Locker Room Security	Girls	SD	ERY
		RD	STC
	Boys	ERY	SD
		STC	RD
Crash Space Security	New Hope		
Pool Deck Marshal	New Hope		
Pool Deck Security		SD	STC
		ERY	RD
Program Sales	New Hope		
Hospitality Room	New Hope		
Runners		STC	ERY
		SD	RD

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