



# Swimming Championships

*Hosted by*



Congressional Country Club

July 22-23, 2013

Meet Announcement  
Required Information  
And  
Host Club Arrangements

**CCSDA SWIMMING CHAMPIONSHIPS**  
**July 22-23, 2013**

**Congressional Country Club**  
**8500 River Road**  
**Bethesda, Maryland 20817**  
**Main Number (301) 469-2000**

**Scratch Meeting and Related Information**

**1. Scratch Meeting**

The Scratch Meeting will commence promptly at 6:30 p.m. on Friday, July 19, 2013, in the Congressional Room at Congressional Country Club. The Congressional Room is located on the main floor of the Clubhouse. The agenda for the meeting will be as follows:

- a. Submission by each Club of: (1) Meet entries using HY-TEK format, in accordance with attached instructions (TAB A); (2) Review of Club Officials selected for Championships, all officials nominated and available for Championships are to be submitted to the CCSDA President Mary Wallack at [wallackma57@yahoo.com](mailto:wallackma57@yahoo.com) and Vice President Jim Griffin at [jamesegriffin@cox.net](mailto:jamesegriffin@cox.net) no later than Friday, July 19, 2013 (TAB B); (3) Individual Team Records (TAB C); and (4) Name and college/university of each graduating senior from each team (TAB D).
- b. Presentation by Congressional Country Club representative regarding facilities, parking and general ground rules for supporting the meet (TAB F).
- c. The return of the CCSDA perpetual rotating trophies.
- d. CCSDA old and new business.

PLEASE ENSURE THAT ALL REQUIRED MATERIALS ARE COMPLETED AND IN ORDER UPON ARRIVAL AT THE SCRATCH MEETING. WE ARE REQUESTING THAT EVERY TEAM REPRESENTATIVE AND COACH STAY UNTIL THEIR TEAM'S ENTRIES ARE LOADED AND ALL PAPERWORK IS CHECKED AND COMPLETED. **TEAMS WHO HAVE OUTSTANDING DUES AND/OR MEET EXPENSES (PAPER AND RIBBONS) CAN MAKE PAYMENT TO THE CCSDA TREASURER AT THE SCRATCH MEETING.**

**2. Eight Lanes to be Used**

- a. Congressional Country Club has an eight-lane, 25 Meter pool. All eight lanes will be used for Trials, Consolation and Final events.

- b. Eight swimmers will qualify for the Finals and eight in the Consolation heat in each individual event. Awards will be given to all qualifiers.

3. **Time of Events**

TRIALS: Monday, July 22, 2013:

- a. 8 and Under and 10 and Under Trials: warm-ups at 9:00 a.m.; events at 10:00 a.m.
- b. Break from 12-1:00 p.m.
- c. 12 and Under; 14 and Under; and 18 and Under Trials: warm-ups at 1:00 p.m.; events at 2:00 p.m.

FINALS: Tuesday, July 23, 2013:

- a. Events 1-24: warm-ups at 9:00 a.m.; events at 10:00 a.m.
- b. Opening Ceremonies and Parade of Teams immediately following morning warm-ups.
- c. Lunch break immediately following Event 24 until 1:00 p.m.
- d. Events 25-50: warm-ups at 1:00 p.m.; events at 1:45 p.m.

ALL RELAY EVENTS WILL BE SWUM AS TIMED FINALS ON TUESDAY, JULY 23<sup>RD</sup>.

4. **Rain Postponement Plans**

Every effort will be made to complete this meet on the days scheduled. However, safety of swimmers and attendees at this meet is our primary concern.

- a. If Monday's Trials are rained out, in whole or in part, they will be rescheduled to begin or resume at 9:00 a.m. Tuesday, with warm-ups beginning at 8:00 a.m.
- b. If Tuesday's Finals are delayed by rain, every attempt will be made to continue the through Tuesday, through the evening if necessary, to complete the Finals.
- c. If either session has to be carried over into Wednesday, CCSDA Leadership will decide at the appropriate time.

5. **Rules for the Conduct of the Meet**

The 2013 CCSDA Championship Swimming Meet shall be competed using the USA Swimming Rules for 2013, as specifically modified by the current CCSDA Constitution and By-Laws.

6. **Meet Entry Instructions**

- a. No entries will be accepted unless outstanding dues and meet expenses (paper and ribbons) have been paid to the CCSDA Treasurer.
- b. In accordance CCSDA by-laws, each team may enter a swimmer in no more than two individual events, one medley relay, and the graduated free relay.
- c. Each team is permitted two entries for each individual event and one entry for each relay event. Entry of a swimmer as an alternate counts against the limit of two individual events per swimmer. Unless the alternate is designated and entered in the specific event at the Scratch Meeting, the individual shall not swim that event in the Championships. Alternates who replace the designated swimmer for an event shall report to The Clerk of Course when the event is called, give his or her name, and give the name of the person being scratched.
- d. Each Club shall prepare a HY-TEK meet entry data. The event number for the individual event will be the same as for dual meets. Detailed instructions for HY-TEK computer entries are provided at TAB A.
- e. Relay entry time shall be the actual time from a relay swum during a dual meet or division championship meet. Times may be adjusted to convert from yards/feet to meters, as necessary, using the appropriate conversion factor. All names of relay swimmers shall be on the HY-TEK file submitted, 4 for medley and 5 for freestyle. If someone is scratched it must be done by 12:00 noon on the day of the finals, July 23, 2013, and handed in to the officials' desk.

7. **Scratching from Finals or Consolation Heat**

Any swimmer, who qualifies for the finals event or the consolation heat and does not intend to swim, has 30 minutes after the completion of the time trials to scratch. Scratches must be communicated to the Referee and the Table Officials.

8. **Warm-Ups**

Warm-ups for each session shall be held in the Competition Pool under the supervision of the deck referee. Warm-ups shall be monitored by Meet Marshals. The Adult Pool shall be made available for warm-up/warm-downs. Warm-up session times and designated lanes are contained in TAB E.

9. **Records**

CCSDA relies exclusively on the dedication and attention to detail of each member Club as the only source of individual, team, pool and meet records. CCSDA Club representatives shall compile appropriate listings of their records for the 2013 season and present them at the Scratch

Meeting using the form at TAB C.

10. **Officials and Volunteers**

- a. In accordance with Article XIII, Section 6B, CCSDA intends to provide the best possible officiating at this meet. Attention is invited to Article X, Section 8 of the CCSDA Constitution and By-laws, which define the policies and procedures for qualification as a CCSDA official. Each Club shall nominate as a deck official only those individuals who are known to be fully qualified. A list of certified officials nominated for duty at the Preliminary and Finals events, using the form at TAB B, may be submitted by email to CCSDA President Mary Wallack at President Mary Wallack at [wallackma57@yahoo.com](mailto:wallackma57@yahoo.com) and Vice President Jim Griffin at [jamesegriffin@cox.net](mailto:jamesegriffin@cox.net) or presented at the Scratch Meeting Friday, July 19, 2013. Each Club will use this form to nominate one person for duty as Clerk of Course.
- b. Timers are required for this meet. Clubs are requested to identify experienced timers in advance of the meet. Timers shall be asked to report to the Starter at the appropriate time before or during the meet. Eight Relay Judges are required for Tuesday's afternoon session. Clubs are asked to identify experienced judges for judging the take-offs of the medley and graduated freestyle relays. They will be asked to report with the Stroke and Turn officials at the start of the Tuesday afternoon session.
- c. Volunteers will be required for tee shirt and program sales Monday and Tuesday for all sessions. The following clubs need to supply volunteers for the sales: Argyle, Avenel, Belle Haven, Bethesda, Chevy Chase, Columbia, Edgemoor, Manor, Montgomery and Norbeck. Volunteers can sign up on the CCSDA web site [www.countryclubswimanddive.org](http://www.countryclubswimanddive.org) via Sign Up Genius. During the meet, preferred seating near the Officials Table will be provided for the volunteers to view their swimmer's events. The seating is available ONLY during their volunteer time slot.

11. **Awards**

Awards shall be given to all swimmers who qualify to compete in the Finals and Consolation Heats. To reduce the stress on the swimmers and facilitate an efficiently run meet, the swimmers own award shall not be given to the swimmer immediately following the end of their race. Instead swimmers shall report to the awards stand, located at the infant pool, immediately after their race for pictures with symbolic awards. After the conclusion of the meet, awards shall be available for pick-up by the coaches and/or team representatives, in the Windsor Room (located on main floor of the Clubhouse).

Please inform your parents that the CCSDA shall provide a professional photographer to take pictures of the event winners with their symbolic awards. These pictures will be available for purchase and the forms are available online at the CCSDA website [www.countryclubswimanddive.org](http://www.countryclubswimanddive.org).

12. **Graduating Seniors**

CCSDA has traditionally recognized our swimmers who are completing their CCSDA careers at this meet. Each Club is requested to identify each graduating senior and the college or university they will attend using the form at TAB D.

**TAB A**

**HY-TEK**

**Meet Entry Instructions**

**CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*

***CONGRESSIONAL COUNTRY CLUB***

***July 22-23, 2013***

**CCSDA CHAMPIONSHIP SWIMMING MEET 2013  
INSTRUCTIONS FOR SUBMISSION OF ENTRIES  
USING HY-TEK TEAM MANAGER**

**GENERAL INSTRUCTIONS**

1. All CCSDA member Clubs will submit their entries for championships in HY-TEK TEAM MANAGER format. In order for the entry process to proceed smoothly, all Clubs **ARE REQUIRED** to use **HY-TEK TEAM MANAGER for WINDOWS**. If your Club has not updated its current software or has not purchased this software, you may order this software directly from HY-TEK by telephone: (252) 633-5111. HY-TEK also has a website at [www.hy-tekltd.com](http://www.hy-tekltd.com).
2. Since we will be interchanging information with your TEAM MANAGER and the CCSDA MEET MANAGER (the software that will actually run the championship meet), we must use the same team abbreviations. CCSDA uses the following common two-letter names for each member Club:

Army Navy - AN	Argyle - AG	Belle Haven - BH
Avenel – AV	Chevy Chase – CH	Columbia - CO
Bethesda - BE	Edgemoor - ED	Kenwood - KE
Congressional - CG	Lakewood - LA	Manor - MA
Montgomery - MO	Norbeck – NO	Washington Golf – WG

**SPECIFIC INSTRUCTIONS**

**FIRST, FOLLOW INSTRUCTIONS IN THE HY-TEK TEAM MANAGER FOR WINDOWS MANUAL**

**Step 1** – Import Team Manager MEET EVENT file provided by CCSDA. “**Meet Events–2013 CCSDA Swimming Championships–22JUL2013-001**”. Contact Rich Bettencourt at [lainirich@gmail.com](mailto:lainirich@gmail.com) or 240-423-6266 if you have questions.

**Step 2** - Enter the names of your two swimmers for each event, by event number. NOTE: Each team is limited to two entries in each individual event, and one team for each relay event. Each swimmer may be entered in two individual events and two relays. **YOU MUST also enter the names of your alternates on your entry file.**

**Step 3** – Prepare and Print the following REPORTS:

1. Meet Entry Report BY EVENT
2. Meet Entry Report BY NAME

Create these reports in Team Manager. **PDF** is the PREFERRED FORMAT!

**Save these files as well. They will need to be emailed with your entries.**

**PLEASE DO NOT FORGET THIS STEP, IT IS IMPERATIVE THAT WE HAVE THE PROPER PAPERWORK WITH THE CORRECT SWIMMERS' NAMES.**



**Step 4** - In TEAM MANAGER, click on **File**, then **Export** from the Main Menu bar. Then click on **Meet Entries**. TEAM MANAGER will ask you to specify where you wish to store the Meet Entries export file. Please store to a zip drive or CD.

**Step 5** - TEAM MANAGER will then ask you the meet name (**Meet Events–2013 CCSDA Swimming Championships–22JUL2013-001**) and course (S). You will then EXPORT the meet entries in the COMMLINK II/SDIF file format just as you have specified them. This can only be done if you have designated which swimmers will swim in each event of the meet. Your entry should now be complete.

**Step 6** - After you EXPORT your Entry File, please EXPORT your **ENTIRE** Team Roster file.

**Step 7** – Email your entries to Rich Bettencourt at [lainirich@gmail.com](mailto:lainirich@gmail.com) ***no later than Thursday, July 18 at 5 p.m.***

Please use the following SUBJECT LINE when sending your entries – 2013 CCSDA Champs Entry – “YOUR CLUB NAME”. The following items should be attached to your email:

1. Team Entry File
2. Team Roster File
3. Report BY NAME
4. Report BY EVENT

Entries will be accepted at the Scratch Meeting, but having the files ahead of time will allow for any necessary corrections to be made ahead of time and save time at the meeting. Any questions call Rich at 240-423-6266. In addition, please bring a back-up copy of your entries to the Scratch Meeting at Congressional Country Club. Bring all paper reports (see below) to the Scratch Meeting. Be sure to include your ALTERNATES in the reports. The reports are imperative. They are very useful if problems arise and will shorten the duration of the Friday Scratch Meeting.

### **ADDITIONAL INSTRUCTIONS**

1. As noted above, all entries shall be accompanied by a copy HY-TEK TEAM MANAGER Roster File, Meet Entry report BY NAME and a Meet Entry Report BY EVENT. These TEAM MANAGER inputs shall be used to generate the meet program, heat sheets and lane assignment/timer sheets. This **MUST** be done.
2. We will use MEET MANAGER to build the meet itself. Please proof read all your entries.
3. With your entry file, please provide **the names and telephone numbers of the Head Coach and available Team Representative**. A contact must be available during the period of July 18 through July 23 for any format or entry related questions.
4. Names of swimmers participating in relay events must be submitted to the Table Officials in hard copy format no later than 12:00 noon the day of the final meet Tuesday, July 23, 2013.

5. NOTE: SCRATCH/SUBSTITUTION POLICY - In accordance with CCSDA By-Laws, after the names of swimmers are submitted, no changes are permitted except that a Club may scratch a swimmer from an event and substitute that Club's alternate for that PRELIMINARY event. In Finals, scratched swimmers will be replaced from the 1<sup>st</sup> and 2<sup>nd</sup> alternates. The alternates do not move up to the Championship heat. If there is a scratch in the Championship heat, the 9<sup>th</sup> place swimmer moves up. Then the 1<sup>st</sup> place alternate moves up to the 16<sup>th</sup> place.

6. **These meet materials shall be delivered to CCSDA President Mary Wallack at the CCSDA Scratch Meeting, to be held at Congressional Country Club on Friday, July 19, 2013 at 6:30 p.m. If you have any questions, please call or email CCSDA President Mary Wallack at [wallackma57@yahoo.com](mailto:wallackma57@yahoo.com) or 202-669-9161 (cell).**

**HY-TEK questions can be directed to: Rich Bettencourt at [lainirich@gmail.com](mailto:lainirich@gmail.com). Any questions call Rich at 240-423-6266**

**TAB B**

**OFFICIALS  
NOMINATED FOR DUTY**

**CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*  
***CONGRESSIONAL COUNTRY CLUB***  
***July 22-23, 2013***

## OFFICIALS FORM

Each Club shall complete the attached Officials Form, indicating those officials from their Club willing and qualified to perform the designated duties. Your attention is invited to Article X, Section 8 of the CCSDA Constitution and By-Laws and to the procedures; concerning the qualification requirements for the key officials (Referee, Starter and Stroke & Turn Judge).

CCSDA intends to provide the best possible officiating at this very important meet (Article XIII Section 6b). Hence, the team representative should nominate as officials for any position only those individuals who are known to be fully qualified and capable of consistent performance over an extended period and under stressful conditions.

Please indicate beside the name of each nominated official for those three positions the number of CCSDA (dual and divisional championship) meets at which they officiated in that position this year. (Example: Referee, John Doe, 5 meets). Also, please enter the phone number for each person.

Key officials will be called to ensure their availability. Timers will be asked to report when volunteers are called at the beginning of and during each meet session. Relay Judges will report with the Stroke and Turn Officials at 1:15 p.m. on Tuesday.

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

[illegible]

**TAB C**

**CLUB RECORDS**

**CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*  
***CONGRESSIONAL COUNTRY CLUB***  
***July 22-23, 2013***

**CCSDA INDIVIDUAL TEAM RECORDS 2013**

**DUAL MEET RESULTS**

**CLUB**\_\_\_\_\_

**DIVISION**\_\_\_\_\_

**DIVISIONAL MEETS**

**MEETS WON**\_\_\_\_\_ **MEETS LOST**\_\_\_\_\_

**YOUR RELAY SCORE**\_\_\_\_\_ **PLACE**\_\_\_\_\_

**MEET SCORES**

**OPPONENT**

**YOUR SCORE**

**THEIR SCORE**

- 1.
- 2.
- 3.
- 4.
- 5.

**NON-DIVISIONAL MEETS**

**MEET SCORES**

**OPPONENT**

**YOUR SCORE**

**THEIR SCORE**

- 1.
- 2.
- 3.

**DIVISIONAL CHAMPIONSHIPS**

**YOUR TEAM SCORE**\_\_\_\_\_ **YOUR TEAM PLACE**\_\_\_\_\_

**YOUR TRIPLE WINNERS**

**NAME**

**AGE GROUP**

**EVENTS**

- 1.
- 2.
- 3.
- 4.

**NEW CCSDA OR POOL RECORDS SET AT YOUR POOL**

**(USE REVERSE SIDE IF NECESSARY)**

**CLUB**\_\_\_\_\_ **DIVISION**\_\_\_\_\_

**LENGTH OF POOL**\_\_\_\_\_

**NAME**

**AGE GROUP**

**EVENTS**

- 1.
- 2.
- 3.
- 4.

**TAB D**

**GRADUATING SENIORS**

**CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*

***CONGRESSIONAL COUNTRY CLUB***

***July 22-23, 2013***



**CCSDA 2013**  
**GRADUATING SENIORS**

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

Swimmer

College/University

**TAB E**

**WARM-UPS**

**CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*  
**CONGRESSIONAL COUNTRY CLUB**  
*July 22-23, 2013*

**CCSDA CHAMPIONSHIP SWIMMING MEET 2013**  
**WARM-UP SCHEDULE**

**Monday, July 22, 2013**

LANE #	9:00-9:15 AM	9:15-9:30 AM	9:30-9:45 AM
1	SPRINT LANE	SPRINT LANE	SPRINT LANE
2	LAKEWOOD	KENWOOD	WGCC
3	COLUMBIA	ARGYLE	ARMY NAVY
4	BETHESDA	CONGRESSIONAL	NORBECK
5	EDGEMOOR	CHEVY CHASE	BELLE HAVEN
6	MANOR	AVENEL	MONTGOMERY
7	SPRINT LANE	SPRINT LANE	SPRINT LANE
8	PACE LANE	PACE LANE	PACE LANE

**Monday, July 22, 2013**

LANE #	1:00-1:15 PM	1:15-1:30 PM	1:30-1:45 PM
1	SPRINT LANE	SPRINT LANE	SPRINT LANE
2	KENWOOD	MANOR	ARMY NAVY
3	CONGRESSIONAL	NORBECK	COLUMBIA
4	ARGYLE	WGCC	BETHESDA
5	CHEVY CHASE	BELLE HAVEN	MONTGOMERY
6	LAKEWOOD	AVENEL	EDGEMOOR
7	SPRINT LANE	SPRINT LANE	SPRINT LANE
8	PACE LANE	PACE LANE	PACE LANE

**Tuesday, July 23, 2013**

LANE #	9:00-9:15 AM	9:15-9:30 AM	9:30-9:45 AM
	1:00-1:10 PM	1:10-1:20 PM	1:20-1:30 PM
1	SPRINT LANE	SPRINT LANE	SPRINT LANE
2	MANOR	AVENEL	KENWOOD
3	LAKEWOOD	COLUMBIA	ARMY NAVY
4	MONTGOMERY	BETHESDA	ARGYLE
5	NORBECK	BELLE HAVEN	WGCC
6	CONGRESSIONAL	EDGEMOOR	CHEVY CHASE
7	SPRINT LANE	SPRINT LANE	SPRINT LANE
8	PACE LANE	PACE LANE	PACE LANE

# **TAB F**

## **HOST CLUB ARRANGEMENTS**

### **CCSDA SWIMMING CHAMPIONSHIPS**

*Hosted by*  
***CONGRESSIONAL COUNTRY CLUB***  
***July 22-23, 2013***

*July 22-23, 2013*

*Congressional Country Club  
8500 River Road  
Bethesda, Maryland 20817  
Main Number (301) 469-2000*

**Host Club Arrangements**

Congressional Country Club is proud to host the 2013 CCSDA Championship Swimming Meet. Our goal is to provide the venue and infrastructure for a safe, rewarding and memorable event for each participating CCSDA swimmer and their parents.

1. **Guidelines for CCSDA Championship Swimming Meet at Congressional Country Club**

**Safety is paramount.** All athletes, coaches, and spectators must comply with published and posted regulations and follow the direction of Congressional pool staff and meet marshals.

Specific instructions include:

- Swimmers may not enter the Competition Pool deck unless swimming or waiting for their heat.
- Everyone must stay off the diving boards and guard stands.
- No running or horseplay in the pool areas.
- No swimmers are allowed unattended in the warm-up and warm-down pool area.
- Please place all trash in the provided containers.
- Food and beverage service will be offered during the familiarization session and on each day of the meet. Food and beverage tickets will be sold at the entrance to the Competition Pool and may be purchased with cash only (except that members of Congressional may use their Club number).
- No outside food or beverages may be brought into the Club.
- After each day's session, please clean your team area and remove all trash and personal belongings.
- First aid assistance is available at the Aquatic Director's office.
- Swimmers and spectators should not enter the Clubhouse unless there is an emergency, and they are instructed to do so.

- No tobacco products, with the exception of inside your car.
- No cell phones inside the Clubhouse. No talking on cell phones anywhere on Club premises, except in the parking lots.
- Assign an assistant coach or parent to your team area to maintain order and to ensure that swimmers report to Clerk of Course on time.

## 2. **Location**

Congressional Country Club is located at 8500 River Road, Bethesda, Maryland, 20817. Directions are attached.

A diagram describing the flow of swimmers during the meet and the location of principal activities such as the Clerk of Course, Team Areas, Locker Rooms, Refreshment Stands and Warm-up areas will be distributed at the Scratch Meeting on Friday, July 19, 2013.

Please note that access to the pool areas will not be until 8:00 a.m. each morning. Swimmers, coaches and families should not arrive any earlier than this time as they will not be able to access the pools.

## 3. **Parking**

Parking will be available on Club premises but spaces are limited. We strongly encourage carpooling. Priority parking passes will be distributed to coaches and/or team representatives at the Scratch Meeting. All others may park as directed by Club officials on the Club grounds. The following should be noted during the entire meet:

- There will be a clearly marked off drop off area for swimmers.
- Please drive slowly and carefully entering and leaving the Club.
- Please respect pedestrians.
- Please note posted signs and obey instructions for Club personnel directing traffic.

## 4. **Locker Facilities and Rest Rooms**

Toilet and shower facilities are available in the girls' and boys' locker rooms adjacent to the Competition Pool, and in the women's and men's facilities adjacent to the warm-up/warm-down pool. Two additional restroom facilities are available at the pavilion near the Clerk of Course on the Competition Pool deck.

## 5. **Team Area**

An area designated for each team shall be provided at the Scratch Meeting. Each team is invited to bring a tent or shelter for sun and rain protection. Each team is requested to assign an assistant coach or a parent to its team area to maintain order and to ensure that swimmers report to the Clerk of Course on time. Teams are requested to keep its assigned area policed during the trials and finals and completely cleaned at the end of each day.

## 6. **Off Limits Areas to Athletes and Spectators**

The following areas are off-limits to athletes and spectators:

- a. Fitness Center
- b. Clubhouse Locker Rooms
- c. Golf and Tennis Facilities
- d. Main Clubhouse, except for designated eating areas, with the appropriate attire.

7. **Competition Pool Deck**

The pool deck shall be open only to officials, coaches, and swimmers. A coaches' area has been established along one side of the pool deck. Each team will be assigned two on-deck passes for coaches. Marshals shall ensure only authorized officials, coaches, and swimmers are on the pool deck. Safety is paramount. All athletes, coaches, and spectators must comply with published and posted regulations and the direction of Congressional pool staff and meet marshals.

8. **Clerk of Course**

The Clerk of Course will be located at the Pavilion adjacent to the Competition Pool.

9. **Programs and Tee Shirts**

CCSDA volunteers will sell programs and meet tee shirts and tank tops at the designated sales tables. The shirts & tank tops will be sold for \$20.

10. **Refreshments and Meals**

Congressional Country Club will offer beverage service only during the familiarization sessions and food and beverage service on each day of the meet. Tickets will be required for the purchase of all food and beverages during this time. Tickets may be purchased starting at 8:00 a.m. on each day of the meet at the tables located at the entrance to the Competition Pool. Cash is required for the purchase of food and beverage tickets on Monday and Tuesday. Tickets also may be pre-purchased on Sunday, July 21<sup>st</sup>, between the hours of 8:00 a.m. -12:00 p.m. at the entrance to the Competition Pool. *On Sunday only*, members of clubs with reciprocal agreements with Congressional may use their club number to purchase tickets. **ALL TICKET SALES ARE FINAL.**

- a. Beverage service will be offered during the familiarization swim on Sunday beginning at 8:00 a.m.
- b. The Snack Bar Pavilion located outside the Competition Pool will be serving breakfast, lunch and beverages on Monday & Tuesday from 8:00 a.m. – 7:00 p.m.
- c. On Tuesday, from 11:00 a.m. – 2:00 p.m., freshly grilled lunch items will be available near the Great Lawn.
- d. Bar service will be available for adults at the Stone Bar on Monday & Tuesday from 12 p.m. – 4:00 p.m.
- e. A member sign bar will be available at the Scratch Meeting. Members with reciprocal Club arrangements are welcome to dine in the Founder's Pub after the Scratch Meeting.

**WITH THE EXCEPTION OF FOOD FOR INFANT CHILDREN, PLEASE DO NOT BRING FOOD OR BEVERAGES ONTO THE PREMISES.**

11. **Pool Familiarization**

The Competition Pool will be open on Sunday morning, July 21<sup>st</sup>, for pool familiarization. A coach from each team must be present and responsible for supervising that team's athletes during

familiarization. The snack bar will be open and food may be purchased using food and beverage tickets as previously described. Tickets will be available for purchase from 8 a.m.- 12 p.m.

**Sunday, July 21, 2013**

LANE #	9:00-10:00 AM	10:00-11:00 AM	11:00-12:00 NOON
1	SPRINT LANE	SPRINT LANE	SPRINT LANE
2	AVENEL	BETHESDA	WASHINGTON GOLF
3	CONGRESSIONAL	EDGEMOOR	ARMY NAVY
4	NORBECK	COLUMBIA	BELLE HAVEN
5	MANOR	CHEVY CHASE	MONTGOMERY
6	ARGYLE	KENWOOD	LAKEWOOD
7	SPRINT LANE	SPRINT LANE	SPRINT LANE
8	PACE LANE	PACE LANE	PACE LANE

12. **Sportsmanship**

CCSDA was founded on June 4, 1950 to foster age-group swimming and diving competition. The objectives of CCSDA and its 15 member Clubs are: to promote competitive swimming and diving between member Clubs; to foster amateur swimming and diving; to encourage good sportsmanship; and to protect and promote the mutual interest of its members. Spirit and enthusiasm are an integral part of this swimming competition, which must be properly bounded by good order and discipline. Excessive displays shall be dealt with accordingly.

The annual Parade of Teams will be held Tuesday before the meet.

Please ensure that all pagers and cell phones are turned off or have audible ringers disabled during the meet. Cell phone use is not permitted in the Clubhouse. Talking on cell phones is not permitted anywhere on Club premises, except in the parking lots. Kindly maintain quiet for the Start. No flash photography is permitted during the Start.

13. **Emergency Procedures**

**IN THE EVENT OF AN EMERGENCY, ALL ATHLETES, COACHES, DECK OFFICIALS AND SPECTATORS SHALL COMPLY WITH THE INSTRUCTIONS OF THE POOL STAFF.**

CCSDA President	CCSDA Vice President
Mary Wallack	Jim Griffin
202-669-9161 (cell)	703-994-1161 (cell)

Congressional Country Club Swim Team Representative  
Christine Drummond  
301-455-3843 (cell)

Congressional Country Club Director of Aquatics  
Kerry Ellett  
301-469-2057 (pool office)  
240-355-7946 (cell)

Congressional Country Club Assistant General Manager  
Michael Troyner  
301-469-2040



*Directions to  
Congressional Country Club  
8500 River Road  
Bethesda, Maryland 20817  
(301) 469-2000*

**FROM MARYLAND & POINTS EAST**

Take I-495 West/Capital Beltway toward Northern Virginia; Take Exit 39, MD-190 West (River Road) toward Potomac; Congressional is on the left.

**FROM VIRGINIA & POINTS SOUTH**

Take I-495 North/Capital Beltway toward Rockville/Baltimore crossing into Maryland; Take Exit 39A, MD-190 West (River Road), toward Potomac; Congressional is on the left.

**FROM FREDERICK & POINTS NORTH**

Take I-270 South toward Washington; Keep right at I-270 Spur which turns into I-495 South/Capital Beltway; Take Exit 39, MD-190 West (River Road) toward Potomac; Congressional is on the left.