

# Dubuque Dolphins YMCA Home Meet

## Meet Announcement

Date: Saturday, December 13, 2025  
Meet Starts: 1:00 PM  
Location: DUBUQUE COMMUNITY YMCA  
35 N Booth St. Dubuque, IA 52001  
Entry Deadline: Wednesday, December 10  
Entries: Email [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org)  
Hosted by: Dubuque Dolphins  
Meet Director: Kathy Stierman  
(563)542-2617  
Visiting Teams: BHC, Maquoketa, and Muscatine

**ABOUT THE MEET:** This is a closed, inter-association 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 not sanctioned.

**ADJUSTMENTS TO THE MEET ANNOUNCEMENTS:** The Meet host reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient communication as far in advance as possible.

**MEET TIMELINE:** Warm-up and start times for all sessions are subject to change depending on the final entry count.

**Warm-ups (see assignments below):** 11:00 am-12:50 pm

**Warm up Information:** Warm up assignments to be determined. Lanes may be adjusted due to the number of swimmers. The visiting teams will warm up after 12:00 PM, but more information to come, once we have all the swim entries.

**Scratch Deadline:** 12:00 pm to the timing table on pool deck

**Officials Meeting:** 12:15 pm Conference Room (across from girl's locker room)

**Timers Meeting:** 12:30 pm Conference Room (across from girls's locker room)

**First Call to Clerk of Course Events:** 12:55 pm #1-6

**Meet starts: 1:00 pm**

**Warm Up Sessions (subject to change based on entries):**

Feet First Entry, circle swim ALL LANES

Coaches are in charge of their own starts, during their last five minutes of warm-up times. Please allow teams to clear out of the pool area in between warm up sessions.

Dubuque Warm Up Times 11:00-12:00

Visitors Warm Up Times 12:00-12:25 Maquoketa Lanes 1-4, BHC Lanes 5-6

Visitors Warm Up Times 12:25-12:50 Muscatine Lanes 1-6

## **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.

**Age:** An athlete must not be older than twenty-one (21) years of age on the first day Meet. Swimmer's age will be determined as of December 1.

### **COACH:**

Teams without a Coach at the meet. All athletes and teams must have one 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.

**ENTRY INFORMATION:** Swimmer's age will be determined as of December 1.

**Entry Limits:** Each swimmer may enter a total of five (5) events.

**Individual Events:** Swimmers may swim up to but shall not exceed three (3) individual events.

**Relay Entries:** Swimmers may participate in a maxim but shall not exceed two (2) relays and may not swim the same relay event twice.

**Entry Deadline:** The Wednesday, before the meet. No late entries will be accepted. Deck entries will not be accepted.

**Entry Procedure:** Please email a HY3 or SD3 file and PDF of your entries to [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org)

**Entries:** Please email entries to the Dubuque Dolphins email account at [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org). Please submit entries no later than midnight on Wednesday, December 4. Any scratches may be sent to the email account up until **Saturday at 10:00 am.**

**VOLUNTEERS/OFFICIALS/TIMERS:**

Each team will be asked to provide 2 timers for a lane, for the first half of the meet. We welcome officials from visiting teams to help officiate. Please contact [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org) if you are able to assist.

**CHECK-IN PROCEDURE**

Meet Check-In Procedure: Please check-in with the timing table when you arrive at the meet. Report any scratches and relay changes to the timing table as soon as possible. If you know of changes or scratches prior to the meet please email these to [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org).

**MEET PROCEDURES AND OPERATIONS:**

**RULES:** The meet will run under Rules that Govern YMCA competitive sports, Swimming Addendum to the Rules That Govern YMCA Competitive Sports, USA-S Technical Rules.

**MEET FORMAT:** The meet will be swimming using a times finals format. Swimmer's age will be determined as of December 1.

**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 event.

**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.

**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 Meet Director 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 pool from the start end. Athletes are expected to use a three-point entry in which they sit on the pool side and then slide into the pool gentry, with one hand on the wall. The exception during specific warm up periods when sprint lanes are designated for practicing starts.

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 events & 8u 25 yard events) should remain in the water at the completion of their race until the next heat has begun. Relay swimmers are reminded to exit the water immediately after swimming their leg of the race so they do not trigger touch pads for the next leg.

**RESULTS:** Any results displayed on the scoreboard are unofficial until final results are published. Results will be posted in the hallway outside the spectator entrance. All results will also be emailed to all coaches after 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 be considered by the referee and the Referee's decisions will be final (USA-S Rule 102.23).

**CONDUCT AND RESTRICTIONS:** the Meet Director and/or Meet Referee reserves the right to dismiss any swimmer, coach and or spectator from the competition due to inappropriate conduct.

- Designed areas are limited to only coaches, swimmers, meet personnel 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 Rule book defines Deck Change as; Changing, in a 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.
- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- **No Flash Photography allowed at the start of competition races.**
- **Photographs and video are not allowed to be taken behind the block during competition.**
- 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.
- Swimmers are not permitted to “camp” in the spectator stands.
- Shaving is not permitted in areas of the facility.

### **General Information:**

- Sandals/Shoes must be worn at all times.
- No food or drink (other than swimmers’ water bottles) on the pool deck. No glass bottles are allowed in the building.
- Walking space is limited in the pool area; please be careful and watch your step. Do not bring/wear coats in the pool area.
- Be respectful of the other members using the facility as the building will remain open. No running in the halls. No swimmers are allowed in the small pool or hot tub.

**Handicapped Seating:** Assistance upon request.

**Locker Rooms:** Please have your swimmers use the boy’s locker room and the girl’s locker room and have them bring their own padlocks. Swimmers are not allowed to use the adult locker rooms. We encourage spectators to use the restrooms located in the main lobby.

**Concession Stands:** A concession stand will be located on the second floor at the top of the staircase in Fitness Studio 2. We appreciate your help in keeping our facility clean. **Cash and please bring small bills - we can only make change for so many \$20 bills.**

**Shoes or sandals must be worn to prevent the floors becoming slippery and wet.**

No swimmers are allowed in the small pool or the hot tub; removal from the swim meet. The small pool and hot tub are open for DCY members only.

### **Clerk of Course:**

Swimmers need to report to the clerk of course for staging. For relays, please have the swimmers gather their relay team before reporting to the clerk of course. All four swimmers should check in together at the clerk of course. The clerk of course is not responsible for tracking down swimmers.

**ATTIRE (for Officials):** Please bring your white shirts and navy shorts or pants and your Officials patch. You will not be allowed on the pool deck without your patch.

Please email your officials names to [dolphins@dubuquey.org](mailto:dolphins@dubuquey.org) by Wednesday.

## **SPECTATORS**

**HEAT SHEETS/PROGRAMS:** Programs will be available for sale at the concession stand.

**CONCESSION STAND:** Concession stand will be available upstairs.

**SEAT SAVING POLICY:** "Seat Saving" will not be permitted in the Spectator Seating Area. Athletes are not permitted to "camp" in Spectator seating areas.

## **SAFETY AND EMERGENCY PROCEDURES:**

**EMERGENCIES:** Designated 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 facilities personnel and then make sure the vicinity of the emergency is clear for the 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 will be followed:

1. Athlete is removed immediately from participation by the Meet Director.
2. Athlete must be evaluated by a licensed healthcare 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 concussions.
4. The athlete will not be allowed back to warm-up or compete until a healthcare professional, experienced in evaluating concussions, determines that the athlete is symptom-free and is OK to return to participation.

**DRONES:** 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

**EVACUATION PROCEDURE:** Please proceed to an emergency exit at the direction of the Facility staff. In all other emergency situations, the lifeguard is in charge.

**INCLEMENT WEATHER/CANCELTATION:** The safety of all participants is our number one priority. In the event of dangerous weather, the meet director and the YMCA facility staff will determine to proceed with or cancel the meet. This information will be communicated to coaches via email/phone.