

YMCA Central Sections Swim Meet

Saturday January 25th, 2014

Southview Middle School

Art Downey Aquatic Center

4725 S View Ln, Edina MN 55424



Meet Handbook

VENUE

The Art Downey Aquatic Center has an 8 lane, 25-yard pool as well as a separate diving well. There is spectator viewing accessible up the stairs from the main entrance.

There are 2 main entrances to the Art Downey Center. Please use the South entry as we will be keeping the North entry locked to help facilitate a secure crash space. The front foyer will be set up as the crash area with tables and chairs for swimmers and families.

Pool Deck – Who has Access:

Spectators will not be allowed on the pool deck. Coaches will be allowed access with the presentation of a deck pass. Coaches and officials are requested to wear clean tennis shoes. All other volunteers will be asked to wipe their feet before entering.

No food will be allowed on the pool deck, only beverages.

Timing: We will be using an electronic timing system with backup buttons, horn start and touchpad at the start end of the pool. Timers will be a tertiary system.

Directions:

From the North, take 100 S and take the Benton Ave exit. Continue straight onto Normandale Rd. Turn Left onto Benton Ave. Turn Left onto Normandale Rd. Take the first Right to stay on Normandale. Turn Right onto South View Ln. Parking lot will be on your right.

From the South, take 100 N and take the exit towards Eden Ave. Merge onto Grange Rd and continue onto Willson Rd. Keep straight onto Normandale Rd. Turn Left onto South View Ln. Parking lot will be on your Right.

Parking:

There is a large parking lot between Southview Middle School (which Art Downey is attached to) and Normandale Elementary School. This is the main parking lot to use, but will most likely fill up. On the South-East Side of Southview there is a second parking lot available.

MEET ENTRY PROCEDURE

Entries:

All entries must be submitted no later than Monday January 20th by 11pm to Meagan.matrejek@ymcatwincities.org . You will receive an email reply as confirmation that we have received the meet file. Once entries are submitted, there will be not late entries allowed.

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Eligibility:

There is a limit to 3 individual events and 2 relays that athletes may enter. Athletes must have participated in a minimum of 3 YMCA swim meets in the past season (After September 16th) and be in good standing.

Psych Sheets & Meet Entry Reports:

Will be mailed out no later than the Tuesday preceding the meet. You will have 2 days to review entries and email confirmation to Ridgedale by the Thursday preceding the meet.

TENTATIVE MEET SCHEDULE

Please keep in mind that warm-up sessions may change due to the number of entries per team. A final copy of the schedule will be emailed out on the Wednesday preceding the meet.

- 1:00.....Facility opens to YMCA staff and set-up volunteers
1:15.....Facility opens to meet participants and families
1:30–2:15.....Warm Ups
- Lanes 1 & 2 – New Hope
 - Lanes 3 & 4 – Emma B Howe
 - Lanes 5 & 6 – Ridgedale
 - Lanes 7 & 8 – St. Cloud
 - Warm-Up Pool – Southdale

The warm-up pool will be available throughout the meet for athlete use however no athlete will be allowed to enter the pool without coach supervision.

- 2:00.....Head Coaches meeting in Hospitality Room
2:00.....Officials Meeting at Scoring Table
2:00.....Timers meeting at Starting Blocks
2:15.....Volunteers for Hospitality, Scoring Table, Security, Runners report to scoring table
2:30.....Meet Begins

COACH CREDENTIALS & RESPONSIBILITIES

Deck Passes:

As this is a sanctioned meet, coaches are required to display their deck passes at all times during the meet. No coach without a deck pass will be allowed onto the deck.

Check-In:

Please report to the hospitality room to collect coach's packets as well as scratch cards. Packets can be picked up starting at 1:15. Please have your deck passes ready in order to collect packets.

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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 even, 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 conclusion of the race which the alleged infraction occurred. 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, any awards will be by given and any points will not be allocated until the protest is resolved or withdrawn, in writing.

Final Results:

Updated meet results will be posted through the facility. Final meet results will be emailed to team representatives no later than 1 week following the meet.

Swimmer's Area:

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

GENERAL INFORMATION

Volunteers:

Ridgedale will be providing the majority of the volunteers for the meet as Section host, however there is a need for other teams to provide volunteers for positions as timers, officials, and security. Volunteer job position needs are located in Appendix A. Job descriptions are located in Appendix B. Volunteers will be asked to report to the

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appropriate meetings listed in the tentative schedule. We ask the volunteers wear any YMCA clothing if they own it.

Officials:

To properly conduct a sectioned meet of this magnitude, it requires that a large number of officials be available to staff the deck. There is a need for both YMCA Level I and YMCA Level II 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 the duration of the meet it is appreciated and encouraged. Officials working more both halves of the meet will receive a free dinner available in the hospitality room during the break. Please report the names of any officials willing to help to Meagan Matrejek no later than Friday January 17th, 2014.

Awards:

Ribbons will be awarded for first through sixteenth place. 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.

Vendors/Concessions:

- Pre-packaged concessions will be available for sale in the main lobby. Athletes are still encouraged to bring snacks as well.
- Rah Sports will be available for swim suit sales in the crash area
- Northwest Designs will be providing customizable YMCA Sectional Meet Apparel also in the crash area.

Smoking, Alcohol& Drugs:

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

Crash Space:

There are 2 main entrances to the Art Downey Center. Please use the South entry as we will be keeping the North entry locked to help facilitate a secure crash space. The front foyer will be set up as the crash area with tables and chairs for swimmers and families.

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Appendix A – Volunteer Needs

<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
		EBH	EBH
		STC	STC
		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	RD	RD
	Lane 4	SD	SD
	Lane 5	SD	SD
	Lane 5	SD	SD
	Lane 6	EBH	EBH
	Lane 6	EBH	EBH
	Lane 7	EBH	EBH
	Lane 7	NH	NH
	Lane 8	NH	NH
	Lane 8	NH	NH
Clerk of Course			
Entries			
Ribbons			
Locker Room Security	Girls		
	Boys		
Crash Space Security			
Pool Deck Security			
Program Sales			
Hospitality Room			
Runners			

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