

The 2025 Maryland Winterfest Championship

MEET ANNOUNCEMENT

About the Championship

Date: January 17 - 19, 2025

Location: Eppley Campus Recreation Center, University of Maryland

Entry Deadline: January 3, 2025

Hosted by: Greater Annapolis Family Center YMCA/SPY Swimming

Meet Director: Tim Steppe, winterfestmeet@gmail.com

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ABOUT THE CHAMPIONSHIP

This meet is a sanctioned, closed, inter-association championship 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 YMCA sanctioned, approved by Maryland Swimming & Potomac Valley Swimming of USA Swimming, and held under the approval of USA Swimming.

YMCA Sanction number:

USA-S MDSI Approval Number: 24/25-102 approved

PVS Approval Number: PVO-25-302

USA-Swimming Sanction Approval Condition

In granting this approval it is understood and agreed that USA Swimming, Maryland Swimming, and Potomac Valley Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.



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ADJUSTMENTS TO THE MEET ANNOUNCEMENT: The Meet Committee reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient running of the meet or due to unforeseen issues of weather or facility problems. Changes will be communicated as far in advance as possible. None of the required elements for a YMCA Sanctioned Invitational meet and USA-S Approved meet can be changed.

MEET TIMELINE: Warm-up and start times for all sessions may be subject to change if deemed necessary to ensure the fair and efficient running of the meet or due to unforeseen circumstances.

Session	Day	Warm-up	Meet Start	Age Group
1	Friday, PM	4:00- 4:50 pm	5:00 pm	All Ages
2 and 3	Saturday AM	6:30- 7:50 am	8:00 am	13-14, 15&O
4 and 5	Saturday PM	12:30 pm	1:15pm	12 and under
8	Saturday Finals	5:00 pm	6:00 pm	Finals 11 and older
7 and 8	Sunday AM	6:30-7:50 am	8:00 am	13-14, 15&O
9 and 10	Sunday PM	12:30 pm	1:15 pm	12 and under
11	Sunday Finals	5 pm	6:00 pm	Finals 11 and older

INCLEMENT WEATHER/CANCELATION: In the event of inclement weather refunds are at the discretion of the Severna Park Swimming Association.

LOCATION AND FACILITY

Location: University of Maryland, 1115 Eppley Recreation Center, College Park, MD 20742. Emergency Phone Number: (301) 226-4400

The University of Maryland is configured as two 8 lane pools, each a 25-yard course. Water depth of Course 1 at start is 8 (minimum 5 feet required) and at turn end is 11 feet. Water depth of Course 2 is 11 feet six inches at start and 13 feet at turn end. Colorado electronic timing system will be used. The meet hosts will ensure the required course dimensions.

A separate 8-lane, 25-yard pool is available for continuous warm-up and warm down.



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WEB SITE

Meet Information can be found at:

<https://www.gomotionapp.com/team/mdspy/page/events1/winterfest>

Meet Results: Meet results can be found on Meet Mobile and will be uploaded in intervals. Meet results will also be uploaded to SwimCloud after the event.

CONTACT INFORMATION

Meet Director/Entry Coordinator: **Tim Steppe**, winterfestmeet@gmail.com

Meet Referee: **Eric Harnish**, winterfestref@spyswimteam.org

Administrative Referee: **Nancy Pressly**

Officials Coordinator: **Roseanne Tvedt**, rotvedt@gmail.com

NOTICES & RULES

- Current USA Swimming rules shall govern this meet.
- All swimmers, (including relay swimmers) must qualify for 1 event.
- Bonus events are available. All 13 & Over swimmers may swim up to 4 events. E.g. Qualify for 1 event, get 3 bonus events. All (12 & Under) swimmers may swim up to 5 events. Swimmers qualified for 4 (13 & O) or 5 (12 & U) or more events may swim all the events for which they are qualified as per stated Entry Limits.
- *500 Free, 400 IM, 12&U 200 Free and 12&U 200 IM events are not bonus eligible.*
- ***There is a change to the format for the 11/12 500 Free events and the 13&O 400 IM events***
 - ***11/12 500 free events will be expanded to the top 32 swimmers (up to 4 heats for each event.***
 - ***The fastest heat for each event of the 400 IM events will be swim during the Sunday evening Finals Sessions.***
- ***Split times for an initial distance in a longer event must be requested to be entered into USA-S SWIMS. Forms will be available for this request and should be provided to the Administrative Referee.***
- The meet will be capped at 600 swimmers per session for 13&O (AM Sessions) and 12&U (PM Sessions)
- *Bonus event swims will be the first to be cut, if the meet becomes oversubscribed.*
- Entries will be done exclusively through the SwimCloud system (Appendix 3).
- All applicable 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 the MAAPP policy is a condition of participation in the conduct of this competition.



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- No on-deck USA Swimming registration is permitted.
- In compliance with *USA Swimming Rules and Regulations*, the use of audio or visual recording devices, including a cell phone is not permitted in the changing areas, rest rooms, or locker rooms. Per MDSI and PVS policy, the use of equipment capable of taking pictures (i.e., cell phones, cameras, etc.) is banned from behind the starting blocks during the entire meet, including warm up, competition and cool down periods.
- Deck changes are prohibited.
- Dive-over starts will be used.
- Operation of a drone or any other flying devices 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.
- Swimmers, coaches, officials, and volunteers must enter and exit through the athlete entrance located in the parking lot.
- Swimmers are allowed only 1 bag in the facility.
- Host Team reserves the right to assign seating areas for each team.
- Late entries *will not* be permitted.
- NT entries will not be accepted.
- Swimmer's age will be determined as **of December 1, 2024**.
- The Meet Director, the MDSI, and the PVS Technical Committee reserve the right to limit events, heats, swimmers or adjust the format to conform with the 4-hour provision for sessions that include 12 & U events per Rule 205.3.1F.
- Shoes must be worn at all times by swimmers when off the deck.
- Deck access is limited to only registered and approved coaches, swimmers, volunteers, and working officials.
- Food will be permitted, but no glass containers will be allowed in the facility.

ELIGIBILITY

ATHLETE:

All swimmers (including relay swimmers) must qualify for 1 event.

Bonus events are available. All swimmers may swim up to 4 (13 & O) or 5 (12 & U) events. E.g. Qualify for 1 event, get 3 or 4 bonus events, depending on age group. Swimmers qualified for 4 (13 & O) or 5 (12 & U) or more events may swim all the events for which they are qualified.

500 Free, 400 IM, 12&U 200 Free, & 12&U 200 IM events are not bonus eligible.

An athlete's age will be determined as of **December 1, 2024**.

Times must be obtained between September 1, 2023 and entry deadline.

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 90 days prior to the first day of the meet. An athlete may have only



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represented that YMCA team in competition for a period of 90 days prior to the first day of the meet, excluding scholastic competition.

USA Swimming Membership: Any swimmer registered as an athlete member of USA Swimming should provide their USA Swimming ID in the entry file. Those swimmers with a valid USA Swimming ID will have their meet results uploaded to SWIMS.

Race Starts: Any swimmer entered in the meet must be certified by a coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge.

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 may not be older than twenty-one (21) years of age on the first day Meet.

MAAPP: Any athlete 18 years and older must complete Athlete Protection Training. Coaches must submit proof that each athlete has completed APT in the last 12 months.

Athletes with a Disability: MDSI, PVS and host clubs along with their Meet Director are committed to the [Inclusion Policy](#) as adopted by the BOD. Swimmers with a disability are welcome to enter this meet. The coach or team entry person must alert the Meet Director and the Meet Referee as to the need for any special accommodations or seeding arrangements at the time the entry is submitted. If modifications to USA Swimming rules are necessary, then the coach or athlete must notify the Meet Referee of any disability prior to competition.

COACH

Required Certifications: Coaches must hold current certifications in the following courses to receive a deck credential: YMCA-USA approved Athlete Protection Training, Professional Rescuer CPR, First Aid, Safety Training for Swim Coaches (a Lifeguard certification may be used if accompanied by completion of the Safety Training for Swim Coaches online content) and Principles of YMCA Competitive Swimming and Diving. A list of the acceptable certifications can be found in the Swimming Addendum to the Rules That Govern Competitive Sport.

Coach Registration: Each coach must have completed the annual YMCA on-line coach registration process. Coaches who are not registered by January 5, 2024 and approved will not be permitted on deck.

Teams without A Coach at the Meet: All athletes and teams must have at least one certified and credentialed YMCA coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present,



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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.

TEAM

Team Registration: Each team must have completed the annual YMCA on-line team registration and paid the annual registration fee.

Insurance: Each team that participates in the meet must have a current and correct Certificate of Liability Insurance, in effect through the last day of the meet.

Any club that enters an unregistered or improperly registered athlete, falsifies an entry in any way, or permits an unregistered coach to represent them will be fined the sum of \$100 by MDSI and PVS and no further entries will be accepted from that club until the said fine is paid.

ENTRY INFORMATION

ENTRY LIMITS:

There are no restrictions on the number of entries per team in individual events. Teams will be limited to 2 relays per relay event and only one relay team per association may score in an event.

Swimmers may swim in one (1) individual event and one (1) relay on Friday. Swimmers may swim in three (3) individual and two (2) relays per day on Saturday and Sunday for a total of 7 individual events and 5 relays. Relay swimmers may be changed at the meet.

Failure of any swimmer to comply with the above rules will result in the swimmer being scratched from all events entered beyond the above rule at the discretion of the Meet Director.

The Meet Director reserves the right to further limit entries to ensure that sessions fall within the Maryland Swimming and Potomac Valley LSC Guidelines per rule 205.3.1F. If the meet becomes oversubscribed, the meet will be reduced at the discretion of the Meet Director. Bonus events will be the first to be eliminated.

LATE ENTRIES WILL NOT BE ACCEPTED. NO EXCEPTIONS.

USA-S IDs: USA-S registered athletes should have an ID number in the Meet Entry File.

TIME STANDARDS: Swimmers must have equaled or bettered the minimum time standard for at least 1 individual event: Appendix 2.

TIMES: No Times (NT) are not allowed. Submit entry times in short course yards, **only.** Entry times must be swimmer's best time achieved from 09/1/23 to entry deadline.



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ENTRY FEES: Individual events: \$12.50. Relays: \$40. Swimmer surcharge: \$20 per swimmer.

ENTRY DEADLINE: All entries must be received no later than January 3, 2025 at 5 PM.

ENTRY PROCEDURE: All entries must be made through the SwimCloud online entry system. See Appendix 3 for instructions and links.

Meet Link: <https://www.swimcloud.com/results/318882/times/>

Entries may be imported into the SwimCloud system from Meet Manager or Team Unify; or, entries may be manually entered through SwimCloud. Questions regarding entries may be submitted to: winterfestmeet@gmail.com

The Meet Director reserves the right to adjust times/sessions after entries are received.

PAYMENT: Checks should be made payable to "SPSA" and sent to the attention of "Winterfest" at 623 Baltimore Annapolis Blvd., Severna Park, MD 21146. All checks must be postmarked no later than Friday, January 16, 2025.

VOLUNTEERS/OFFICIALS/TIMERS

OFFICIALS: Each team is requested to provide two (2) certified USA or YMCA officials. Please sign up at the following link: <https://forms.gle/mUqGVyQu3e1HvSc77>

Officials are requested to sign up by **December 10th, 2024.**

ATTIRE:

The attire for the meet is white polo shirts or blouses over navy blue shorts, pants, or skirts. Shoes should be closed-toe awith white as predominant color.

All officials registered via the online portal by December 12th, 2024 will be provided a white Winterfest Officials shirt.

VOLUNTEERS

TIMERS:

A link for timer sign-up will be provided in December. Based on sign-ups, we will request timers based on sign-ups and team size.

CHECK-IN PROCEDURE

MEET CHECK-IN PROCEDURE: All coaches, volunteers and officials must enter the pool deck through the athlete entrance in the parking lot.

All registered coaches must check in at the Coaches Check-In table the first day of attendance. A coaches' packet will be given to the head coach. The check-in is at the entrance of the athlete's entrance on the pool deck.



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Officials and volunteers must report to the volunteer check-in table each day to receive a badge to be on deck. The volunteer check-in is located just inside the athlete entrance area. ONLY volunteers and officials with badges will be permitted on deck.

Officials will report to the Officials Room located adjacent to the warm up pool.

Positive Check-in Events:

500 Free: The 32 fastest qualifying times for 500 Freestyle: (Events 7, 8, 9, 10) will be entered. A positive check-in is required for Events 5, 6, 7, 8, 9, and 10 **no later than 4:15 pm** on Friday, January 17th. Events will be seeded from fastest to slowest.

400 IM Entries: The 32 fastest qualifying times for the 13 & over 400 IM Events (Event 87, 88, 89 & 90) will be entered. A positive check-in **no later than 7:30am on Sunday, January 19th** will be required for these events. Heat sheets will be posted no later than 10 am. Events will be seeded and swum fastest to slowest in the morning with the ***fastest heat of each 400 IM to be swum during Sunday finals session. At discretion of Meet Administration: Age groups for 500 free and 400 IM may be mixed with heats alternating between boys and girls.*** Awards will be by age group.

If an entered swimmer does not initially make the top 32 or 16 fastest swimmers at the entry deadline, the swimmer may choose to withdraw the entry and enter another event. Coaches have 24 hours following the posting of the distance event entries to declare their swimmer's intent to withdraw and choose another. If they remain entered in the event, but do not swim, the event will count as one of their daily entries.

COACHES MEETING: The Coaches meeting will take place at 7:30 am on Saturday, January 18, 2025. Location: Hospitality area.

OFFICIALS AND TIMERS MEETING: The Officials meetings will be held in the Officials' Room 60 minutes prior to the start of each session. *All* timers are asked to check-in at the volunteer table (pool entrance) at least 45 minutes prior to the start of the session.

CHAMPIONSHIP PROCEDURES AND OPERATIONS

CHAMPIONSHIP COMMITTEE: The Committee will consist of Eric Harnish, Meet Referee; Tim Steppe, Meet Director; & Administrative Referee Nancy Pressly

RULES: The meet will run under YMCA Rules that Govern Competitive Sports, Swimming Addendum to the YMCA Rules that Govern Competitive Sports, USA-S Technical Rules. The Meet Referee reserves the right to make any adjustments to the provisions of the meet announcement to ensure the fair and efficient running of the meet.

MEET FORMAT: The meet will be swum using Timed Finals for 10 and Under events, relays, the 500 Freestyle, and the 400 IM events; Prelims and Finals format for all other events. ***Each of the fastest heat for the 13/14 and 15&O 400 IMs will be swum***



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Sunday night part of the finals session. A&B finals for 13&O (Top 16) events and A finals (Top 8), only, for 11&12 events and 12&U 200 Free and 12&U 200 IM events.

There will be no Time Trial opportunities.

EVENT SEEDING: Events will be seeded slowest to fastest, except for the following events: 500 Free and 400 IM events. The Meet Referee/Administrative Official reserves the right to combine heats.

DECK SEEDS: Deck seeds will not be allowed.

SCRATCH PROCEDURES: If an athlete scratches from an event or does not swim the event, that event still counts toward the athlete's total number of events for the meet. It is strongly encouraged that any swimmer qualifying in the top 30 of a preliminary event, scratch if there is no intention of returning to Finals. Scratches must be submitted to the scratch table.

SCRATCHING FROM FINALS: For an athlete initially qualifying for the A or B Final, the swimmer or their coach must notify the scratch table within 30 minutes following the announcement of their name as a finalist that he/she will not compete in Finals in that event.

If there have been scratches from a Final event, the Administrative Referee will attempt to notify any coaches/swimmer moved up into Finals.

Failure to compete in a Finals Event from which the athlete has not scratched (finals "no show") shall disqualify the athlete from the remainder of the meet. However, no penalties shall apply for failure to compete in Finals if the referee is notified in the event of injury or illness and accepts the proof thereof, or it is determined by the referee that failure to compete is caused by circumstances beyond the control of the athlete.

DECLARATION OF INTENT TO SCRATCH: An athlete qualifying for A or B, Finals (or their coach), based upon the results of the Prelims in an event, may notify the Scratch table within 30 minutes after announcement of the qualifiers for that event that he/she may not compete in the Finals of the event, pending the results of a subsequent individual Prelims events in which he/she is entered. The athlete (or their coach) must declare their final intentions within 30 minutes following their last individual Prelim event. If the athlete (or their coach) does not declare their final intention, it will be assumed the athlete has chosen not to scratch from the Finals of the original event. If the athlete then fails to compete in this Finals Event, they shall be barred from further competition for the remainder of the meet.

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



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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 a Prelim event and fails to compete (i.e., a “no show”) will be allowed to swim in further individual and/or relay events. A no show will be counted in the maximum number of events allowed for each athlete.

If an athlete fails to check-in for the positive check-in event (500 Freestyle and 400 IM), the athlete will not be allowed to compete in the event.

If an athlete checks in for a positive check-in event and fails to swim in that event, the swimmer will be prevented from competing in their next individual event unless the swimmer declares a false start as described above.

WARM-UP SAFETY PROCEDURES:

Friday: All pools are open. **4:30 PM:** Lanes 1&8, pace lanes. Lanes, 2&7, one way sprint lanes.

AM: All pools are open. **6:35 AM:** Lanes 1&8, pace lanes. Lanes 2,3,6,7, one way sprint lanes.

PM: Times and lanes will be assigned.

Finals: All pools are open.

For finals, teams will need to share lane space and work cooperatively in reflection of the YMCA values and sportsmanship. However, the Meet Director reserves the right to adjust finals warm-up procedures in order to comply with University of Maryland & Prince George’s county health guidelines.

During designated warm up sessions, athletes may only enter the competition pools from the starting end. Athletes are expected to use a three-point entry in which they sit on the side of the pool then slide into the pool gently, with one hand on the wall. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts.

Coaches are responsible for the safety of their athletes and are expected to monitor their swimmers at all times during warm up sessions. Lane assignments and warm-up time will be sent to Coaches and provided in Coaches’ packets prior to the start of the meet.

The Maryland Swimming, Inc. Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated. All swimmers MUST dry off, have clothing AND shoes upon leaving the pool area. The hallways and stairs MUST stay as dry as possible. There is to be NO BALL PLAYING OR THROWING OF ANY KIND. All meet participants MUST remain in the areas



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of the building allotted to meet attendees. Anyone outside of the appropriate areas will be asked to leave the meet. Marshalls will enforce the rules for safety.

STARTS: All swimmers (except for Backstroke starts) should remain in the water at the completion of their race until the next heat has begun.

SWIM-OFFS: In the event a swim-off is necessary, the meet referee will set a time for the swim-off which will not be any later than 45 minutes after the last heat of any event in which any of the swimmers in the swim-off is competing. (USA Swimming Rule 102.5.2.)

SWIMS (USA-S): This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS if USA-S ID numbers have been included with your entry.

RESULTS: Any results displayed on the scoreboard are unofficial until final results are published. Results will be posted on the pool deck in selected areas. Results will also be posted to SwimCloud and the SPY website

<https://www.gomotionapp.com/team/mdspy/page/home> as soon as possible after the conclusion of the meet. Ongoing results will be posted on Meet Mobile at set intervals during 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 Championship committee will arbitrate protests, eligibility issues, safety rules and other issues.

Any 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 (USA-S Rule 102.23.)

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

- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- The use of equipment capable of taking pictures (cell phones, cameras, PDA's, etc.) are banned from behind the starting blocks on the deck or in the stands during the entire meet, including warm-up, competition, and cool-down periods.
- Additional "Non-Camera Zones" may be designated by Meet Management. Any individual failing to abide by these rules may be ejected from the facility and be subject to a Code of Conduct violation at the discretion of Meet Management.
- Glass and Chairs are not permitted on the deck or in the stands.
- Massage tables are not permitted.



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- 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.
- Shaving is not permitted in any areas of the facility.
- Each local YMCA has established policies for background screening, child abuse prevention training and code of conduct for staff and volunteers. It is the responsibility of each YMCA staff member and volunteer to know and comply with those local YMCA policies. In addition, each USA Swimming member coach and volunteer must be in compliance with USA Swimming and U.S. Safe Sport Law requirements.

AWARDS AND RECOGNITION

SCORING: When 16 competitors (13&O Finals Events) qualify for Finals of a championship meet, the scoring will be as below. When only top 8 competitors return for evening Finals (11-12) or no evening Final is offered (10 and under), scoring will only be per top 8. Relays will score through 16th place. **Only 1 relay per team will score in an event.**

Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

Top 8 (when appropriate): 20-17-16-15-14-13-12-11

AWARDS: The top eight placed teams for combined scoring will receive plaques. 10 & Unders only will receive awards first through eighth places in all individual events. Coaches must pick up all individual and team awards promptly at the end of the meet in the Officials/Awards room.

RECOGNITIONS: Birthdays will be announced by the Announcer.

SPECTATORS

Up to 800 spectators will be allowed per session.

LIABILITY, HEALTH, SAFETY AND EMERGENCY PROCEDURES

INSURANCE: Each Association participating in this meet must have insurance coverage for representative(s) including leadership and participants who will be in attendance for the period of the meet. Appendix 3 must be signed by each association participating in the meet.

LIABILITY LIMITS:



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- In granting the YMCA Sanction, it is understood and agreed that YMCA of the USA shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.
- In granting this sanction it is understood and agreed that USA Swimming, Maryland Swimming, Potomac Valley Swimming (Virginia Swimming Inc), Eppley Campus Recreation Center, University of Maryland and Greater Annapolis Family Center YMCA/SPY Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

EMERGENCIES: The facility 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 facility's personnel and then make sure the vicinity of the emergency is clear for the emergency 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 below will be followed:

1. Athlete is removed immediately from participation by the Meet Director.
2. Athlete must be evaluated by a licensed health care 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 concussion.

The athlete will not be allowed back to warm-up or compete until a health care professional, experienced in evaluating concussions determines that the athlete is symptom-free and is OK to return to participation.

HEALTH GUIDELINES: 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



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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 WITH SERIOUS MEDICAL CONDITIONS: The swimmer's coach is responsible for notifying the Meet Referee, prior to the competition, of the medical condition that is potentially life-threatening while swimming and of any requested accommodation. Early notice (e.g., concurrent with the meet entry) is encouraged to allow for any needed planning or logistical support.

If the swimmer has a history of needing assistance exiting the pool at the completion of the race a coach must be in place to provide that assistance.

This provision does not apply to medical conditions that are not life threatening while swimming including injuries that limit range of motion.

LIGHTNING POLICY: The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, and YMCA of the USA all recommend or require closing an indoor pool during an electrical storm. This policy will be followed at the meet.

EVACUATION PROCEDURE: Follow facility posted evacuation procedures.

LODGING

See www.hotels.com, etc

Destination: 1115 Eppley Recreation Center, College Park, MA 20742

PARKING

Available parking in areas may change depending on activities in progress at the University. Updated information regarding parking will be sent via email prior to the meet as well as posted on the SPY website [SPY Swim Team Home \(gomotionapp.com\)](http://SPY Swim Team Home (gomotionapp.com))

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APPENDIX 1: ORDER OF EVENTS

Friday January 17, 2025 – Session 1

11-12, 13-14, 15&O, and Open Timed Finals

Events in BOLD will be swum as Timed Finals

50 Free Finals will be swum on Saturday Evening

Positive Check-in for all 500 Free events due by 4:15PM

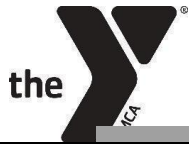
Women's Event #	Name	Men's Event #
1	13-14 50 Free	2
3	15 & O 50 Free	4
5	11-12 500 Free	6
7	13-14 500 Free	8
9	15 & O 500 Free	10
11	13-14 200 Free Relay	12
13	Open 200 Free Relay	14

Saturday, January 18, 2025 – Sessions #2 (Women) and #3 (Men)

13-14, 15&O, and Open Prelims

Events in BOLD will be swum as Timed Finals during Prelims

Women's Event #	Name	Men's Event #
15	Open 400 Medley Relay	16
17	13-14 400 Medley Relay	18
19	15 & O 200 Free	20
21	13-14 200 Free	22
23	15 & O 100 Back	24
25	13-14 100 Back	26
27	15 & O 200 IM	28
29	13-14 200 IM	30
31	15 & O 100 Fly	32
33	13-14 100 Fly	34



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35	15 & O 200 Breast	36
37	13-14 200 Breast	38

Saturday, January 18, 2025 – Sessions #4 (Women) and #5 (Men)

10 & U and 11-12 Prelims

Events in BOLD will be swum as Timed Finals during Prelims

Women's Event #	Name	Men's Event #
39	11-12 200 Medley Relay	40
41	10 & U 200 Medley Relay	42
43	12 & U 200 Free	44
45	10 & U 100 IM	46
47	11-12 50 Back	48
49	10&U 50 Back	50
51	11-12 100 Fly	52
53	10 & U 100 Fly	54
55	11-12 50 Breast	56
57	10& U 50 Breast	58
59	11-12 50 Free	60
61	10 & U 50 Free	62

Sunday, January 19, 2025 – Sessions #7 (Women) and #8 (Men)

13-14, 15&O, and Open Prelims

Events in BOLD will be swum as Timed Finals during Prelims

Positive Check-in for 400 IM events due by 7:30 AM

Events #87, 88, 89 and 90 will be seeded fastest to slowest

Women's Event #	Name	Men's Event #
63	Open 400 Free Relay	64
65	13-14 400 Free Relay	66
67	15 & O 200 Back	68



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69	13-14 200 Back	70
71	15 & O 100 Breast	72
73	13-14 100 Breast	74
75	15 & O 200 Fly	76
77	13-14 200 Fly	78
79	15 & O 100 Free	80
81	13-14 100 Free	82
83	Open 200 Medley Relay	84
85	13-14 200 Medley Relay	86
87	15 & O 400 IM	88
89	13-14 400 IM	90

Sunday, January 19, 2025 – Sessions #9 (Women) and #10 (Men)

10 & U and 11-12 Prelims

Events in BOLD will be swum as Timed Finals During Prelims

Women's Event #	Name	Men's Event #
91	11-12 200 Free Relay	92
93	10 & U 200 Free Relay	94
95	11-12 100 Back	96
97	10 & U 100 Back	98
99	11-12 100 Breast	100
101	10 & U 100 Breast	102
103	11-12 50 Fly	104
105	10 & U 50 Fly	106
107	11- 12 100 Free	108
109	10 & U 100 Free	110
111	11-12 200 IM	112
113	10 & U 200 IM	114



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APPENDIX 2: QUALIFYING TIMES

Friday January 17, 2025 – Session 1				
11-12, 13-14, 15&O and Open Timed Finals				
Events in BOLD will be swum as Timed Finals; 50 Free Finals will be swum on Saturday Evening				
Positive Check-in for all 500 Free events due by 4:15PM				
Women's Event #	QT	Name	QT	Men's Event #
1	27.79	13-14 50 Free	26.89	2
3	26.79	15 & O 50 Free	24.39	4
5	6:18.99	11-12 500 Free	6:29.99	6
7	5:45.69	13-14 500 Free	5:43.09	8
9	5:28.79	15 & O 500 Free	5:07.49	10
11	NT	13-14 200 Free Relay	NT	12
13	NT	Open 200 Free Relay	NT	14

Saturday, January 18, 2025 – Sessions #2 (Women) and #3 (Men)				
13-14, 15&O, and Open Prelims				
Events in BOLD will be swum as Timed Finals during Prelims				
Women's Event #	QT	Name	QT	Men's Event #
15	NT	Open 400 Medley Relay	NT	16
17	NT	13-14 400 Medley Relay	NT	18
19	2:03.89	15 & O 200 Free	1:53.39	20
21	2:10.29	13-14 200 Free	2:06.39	22
23	1:04.39	15 & O 100 Back	1:00.39	24
25	1:08.79	13-14 100 Back	1:07.59	26
27	2:20.19	15 & O 200 IM	2:09.99	28
29	2:25.99	13-14 200 IM	2:24.29	30
31	1:05.19	15 & O 100 Fly	59.39	32
33	1:09.99	13-14 100 Fly	1:08.99	34



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35	2:42.59	15 & O 200 Breast	2:34.49	36
37	2:46.99	13-14 200 Breast	2:45.89	38

Saturday, January 18, 2025 – Sessions #4 (Women) and #5 (Men)

10 & U and 11-12 Prelims
Events in **BOLD** will be swum as Timed Finals during Prelims

RELAYS AND ALL 10&U EVENTS WILL BE SWUM AS TIMED FINALS

Women's Event #	QT	Name	QT	Men's Event #
39	NT	11-12 200 Medley Relay	NT	40
41	NT	10 & U 200 Medley Relay	NT	42
43	2:20.59	12 & U 200 Free	2:24.19	44
45	1:26.29	10 & U 100 IM	1:29.39	46
47	35.19	11-12 50 Back	36.49	48
49	40.89	10&U 50 Back	42.29	50
51	1:19.29	11-12 100 Fly	1:19.99	52
53	1:40.39	10 & U 100 Fly	1:41.89	54
55	38.89	11-12 50 Breast	41.89	56
57	46.89	10& U 50 Breast	48.29	58
59	29.59	11-12 50 Free	29.99	60
61	33.89	10 & U 50 Free	34.99	62

Sunday, January 19, 2025 – Sessions #7 (Women) and #8 (Men)

13-14, 15&O, and Open Prelims
Events in **BOLD** will be swum as Timed Finals during Prelims
Events with `***` will have the fastest heat in Sunday Finals

Positive Check-in for 400 IM events due by 7:30 AM

Events #87, 88, 89 and 90 will be seeded fastest to slowest

Women's Event #	QT	Name	QT	Men's Event #
63	NT	Open 400 Free Relay	NT	64
65	NT	13-14 400 Free Relay	NT	66



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67	2:20.89	15 & O 200 Back	2:12.69	68
69	2:27.49	13-14 200 Back	2:21.39	70
71	1:16.39	15 & O 100 Breast	1:08.09	72
73	1:19.39	13-14 100 Breast	1:16.99	74
75	2:27.69	15 & O 200 Fly	2:21.39	76
77	2:35.99	13-14 200 Fly	2:28.99	78
79	56.99	15 & O 100 Free	51.79	80
81	59.09	13-14 100 Free	57.89	82
83	NT	Open 200 Medley Relay	NT	84
85	NT	13-14 200 Medley Relay	NT	86
87**	4:55.99	15 & O 400 IM	4:42.29**	88
89**	5:02.99	13-14 400 IM	4:49.29**	90

Sunday, January 19, 2025 – Sessions #9 (Women) and #10 (Men)

10 & U and 11-12 Prelims
Events in **BOLD** will be swum as Timed Finals During Prelims

RELAYS AND ALL 10&U EVENTS WILL BE SWUM AS TIMED FINALS

91	NT	11-12 200 Free Relay	NT	92
93	NT	10 & U 200 Free Relay	NT	94
95	1:15.09	11-12 100 Back	1:18.19	96
97	1:29.99	10 & U 100 Back	1:31.29	98
99	1:26.29	11-12 100 Breast	1:28.99	100
101	1:40.89	10 & U 100 Breast	1:43.29	102
103	33.29	11-12 50 Fly	35.79	104
105	40.09	10 & U 50 Fly	41.89	106
107	1:04.69	11- 12 100 Free	1:06.69	108
109	1:14.19	10 & U 100 Free	1:17.99	110
111	2:38.79	11-12 200 IM	2:47.59	112
113	3:11.29	10 & U 200 IM	3:15.69	114



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APPENDIX 3: PREPARING TO USE THE MEET ENTRY SYSTEM

In order to submit your team’s entries, your submitter must be a registered SwimCloud user. Registration is free.

Link to meet on SwimCloud: <https://www.swimcloud.com/results/318882/times/>

The 2025 Maryland Winterfest Championship will use the SwimCloud system for meet entry processing. All entries will be submitted through the SwimCloud system between **Nov 10th 2024 and January 3rd (5 PM), 2025.**

Does the person who will be submitting your entries already have a SwimCloud account?

If YES, then there is no immediate action to take. Be on the alert for messages which announce the availability of entry procedures and training opportunities.

If NO, then don’t delay in registering for an account. Once the submitter has requested an account there is an approval process which can take up to several days. Register now so your submitter will be ready to proceed without delay. ***Registration is free.***

Below are some helpful tips:

In order to submit your entry on Swimcloud, you need to have a SwimCloud coach account. [Click here to register for a SwimCloud coach account.](#)

Be sure to submit all of your team’s meet results to results@swimcloud.com throughout the season so your entry times can be validated. [Here’s how.](#)

SwimCloud documentation about importing your entry files from TeamUnify or Team Manager, click [here.](#)

Email confirmation will be sent through the email account you used for registration. If you do not receive confirmation, check your spam folder and whether the submission status beside your team says ‘Submitted’ or ‘Not Submitted’.

ENTRY WARNING MESSAGE

When you enter a swimmer into a bonus event or if you enter a time from a meet that does not have results in SWIMS or in the SwimCloud database (e.g. dual meet, intra squad meet, etc) you will see a warning message (see image below).

‘Ineligible Time’.

13-14

1:09.49



Ineligible Time: Does not meet qualifying standards. (2023: 1:08.79 SCY)



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Your swimmer(s) ***will be*** entered into the meet and reviewed by Meet Admin.

Helpful Support Links: (will need to be registered to access links 2 - 5)

1. [Coach Account Registration](#)
2. [Adding an existing swim meet to your schedule](#)
3. [Submitting Entries into SwimCloud](#)
4. [Importing Entries into SwimCloud from Hytek, TeamUnify, or Splash](#)
5. [Warning messages after entry import](#)

Entry Problems:

If you experience problems while using the SwimCloud system you can Request Help by emailing: support@swimcloud.com or winterfestmeet@gmail.com.



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APPENDIX 4: YMCA SANCTIONED MEET DECLARATION FORM

(Note: Return signed Declaration form to the Meet Director)

Participating YMCA: _____

YMCA Address: _____

Meet Name: The 2025 Maryland Winterfest Championship

Meet Date(s): January 17-20, 2025

Meet Host: Greater Annapolis SPY Swimming

Meet Location: University of Maryland Eppley Recreation Center

We the undersigned attest to the following:

SWIMMERS - All swimmers representing the YMCA above are full privilege members of the YMCA and meet the eligibility requirements. All swimmers 18 years of age and older must complete YMCA-USA approved Athlete Protection Training.

COACHES - All coaches representing the YMCA above hold current certifications in CPR, First Aid, YMCA-USA approved Athlete Protection Training, Coaches Safety Training and Principles of YMCA Competitive Swimming and Diving. Coaches must complete *BLS or Professional Rescuer CPR*.

INSURANCE - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the 2025 Maryland Winterfest Championship for the period of the meet. I hereby certify that YMCA has a minimum of \$1,000,000/\$2,000,000 in liability insurance that covers our coaches and swimmers during their participation in the 2025 Maryland Winterfest Championship.

RELEASE - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, Greater Annapolis SPY Swimming their agents, representatives or assigns, the University of Maryland Eppley Recreation Center, USA Swimming, Maryland Swimming, Potomac Valley Swimming (Virginia Swimming) for any and all injuries which may be suffered by participants at the 2025 Maryland Winterfest Championship. Furthermore, we understand that the YMCA of the USA and Greater Annapolis SPY Swimming are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

Name and Signature of Head Coach

Name and Signature of YMCA Executive Director or Designee

This is the last page of the Meet Announcement