

59TH ANNUAL
**WASHINGTON METROPOLITAN INTERSCHOLASTIC
SWIMMING & DIVING CHAMPIONSHIPS**

FEBRUARY 7-10, 2024

MEET ANNOUNCEMENT PVO-24-XXX

Sanctioned By: National Federation of State High School Athletic Associations through Montgomery County Public Schools and approved by Potomac Valley Swimming

Meet Director: Christa Krukiel christa.krukiel@montgomerycountymd.gov
Meet Referee: Scott Witkin switkin1@gmail.com
Aquatics Manager: Carrie Headen carrie.headen@montgomerycountymd.gov

Location: Germantown Indoor Swim Center, 18000 Central Park Circle, Boyds, MD 20841 (240) 777-6830

The swim center operated by Montgomery County Recreation, features a 10-lane competitive pool and a 7-lane recreational pool, which will be available for continuous warm-ups as well as two 1-meter springboards. The use of any other springboards or dive platforms is prohibited during warm-ups or competition.

Directions - Exit I-270 at Route 118 (Germantown Road). Turn right on Richter Farm Road. Turn left on Schaeffer Road. Make the first right in the traffic circle to Central Park Circle. Make the first left and pool is on right. Parking is available in front of the pool facility and next door in the Splash Pool lot.

Coaches, Athletes, Officials, and Spectators must enter the building from the main entrance.

Schedule of Events

Wednesday Boys Diving Preliminary, Semi-finals & Finals
Thursday Girls Diving Preliminary, Semi-finals & Finals

Dive Schedule both days:

Check-in opens at 2:15 PM
Changes to dive sheets CLOSE at 3:45 PM
Warm-ups 3:00 – 4:15 PM Event at 4:30 PM

Friday 500 Freestyle & 400 Freestyle Relay Trials
Warm-ups 4:10 - 4:50 PM Events at 5:00 PM
There will be a 10-minute break between the 500 Freestyle and the 400 relays

Saturday Morning Swimming - Prelims (except 500 Freestyle & 400 Freestyle Relay)
Facility will open at 6:00 AM
Warm-ups 6:30 – 7:50 AM Event at 8:00 AM

***20 minutes after the conclusion of Saturday morning prelims,
the entire facility is closed and will re-open at the times noted below.***

Saturday Evening Swimming - Finals
Facility opens for Coaches and Athletes at 3:30 PM
Spectators will be allowed in the building at 4:15 PM
Warm-ups 4:30 – 5:20 PM Event at 5:30 PM

Prelim Breaks: two 10-minute breaks after the 50 Freestyle and 100 Freestyle events.

Finals Breaks: two 10-minute breaks after the 50 Freestyle and 500 Freestyle events
and a 5-minute break after the 100 Breaststroke events.

The Competition Pool is CLOSED during the breaks.

Meet Information

For good sportsmanship to prevail, student-athletes, coaches and spectators must display respect, fairness, civility, honesty, and responsibility before, during and after the meet. With submittal of an entry, all agree to abide by the above statement. Failure to do so will jeopardize participation in the meet.

Ethical conduct is a set of guiding principles with which each person follows the letter and spirit of the rules. Such conduct reflects a higher standard than law because it includes, among other principles, fundamental values that always define sportsmanship both in and away from the pool. It is the responsibility of each institution to manage its athletes, staff, representatives, and program in a manner that promotes the ideals and integrity of the National Federation of State High School Athletic Association and Montgomery County Recreation.

Eligibility - Entries will only be accepted from invited high school or prep schools in the Washington Metropolitan area (MD, DC, VA). Maryland schools must be members of the Maryland Public Secondary Schools Athletic Association (MPSSAA) or have been approved by the MPSSAA as non-member schools. Virginia or DC schools must be approved members of their state high school athletic associations (VHSL, DCIAA) and in compliance with the current Standards of Competition. Schools must be approved by December 2, 2023.

The School/Coach/Athletic Director (AD) is responsible for ensuring their school is eligible to compete. For more information, including forms, and a current list of approved non-member schools for MPSSAA please visit <https://www.mpssaa.org/schools/sanctioning/> for details. Virginia or DC schools please speak to your AD's.

Each school's cover sheet must bear certification by the Athletic Director/School Administrator that all entrants listed are students in good standing at their school and that they meet the school's rules for athletic eligibility, and they meet the eligibility regulations of the conference or association of which the school is a member. Swimmers must have equaled or bettered the 2023 qualifying standards for the meet.

Coach Access for FINALS

- ❖ Only official coaches will receive deck credentials. Names must be on cover sheet signed by school administrator.
- ❖ Pickup Opportunities – (have a photo ID ready, if asked)
 - **Saturday prelims:** deck credentials can be picked up at the admin table behind the announcer up to 15 minutes after the conclusion of the session.
 - **Saturday finals:** beginning at 3:30 PM in the facility conference room, enter at main entrance.
 - Pickup is NOT available Wednesday/Thursday/Friday.
- ❖ Deck credentials must be shown before being allowed on deck for finals.
- ❖ ***The credential MUST be worn around the neck and visible at all times.***

Athlete Credentials & Wristbands

It is the coaches' responsibility to make sure all team members are informed of the below policy. To receive a deck credential or wristband to access the pool deck for finals the following procedures must be followed:

- All team athletes/managers must be included on the electronic team roster submitted by the entry deadline.
- **Meet Finalists** – top 20 individuals and top 20 relay teams (4 swimmers listed on prelim relays)
 - Athletes who qualify for finals must pick up their deck credential **BEFORE** they leave the preliminary session, the table will be located behind announcer.
 - Athletes must show this credential before being allowed on the pool deck for finals warm-ups.
- **Rostered Athletes (Non-Finalists)** - athletes who do not qualify for finals will be given wristbands prior to the start of the final's session in the facility conference room.
 - Athletes **MUST** present a photo ID to receive a wristband. The wristband will only be given to athletes listed on the electronic roster and only to the athlete who presents a photo ID.
 - The wristband must be worn at all times.
 - Athletes found violating the policy, removing, or trying to share the wristband will be escorted out of the facility.

- If an athlete qualifies as an alternate (individual or relay), they will not receive a deck credential. They should check in for a wristband. If they become a finalist, the coach and athlete should report to the Meet Director to receive a deck credential. Do not remove wristband.

Photographers/Media Credentials - Any school photographer or news media that wishes to be on deck during the meet must register with MCR/Carrie Headen **before the entry deadline**. Details below.

Only one person/school is allowed on deck at any time.

Procedure to register Team Photographer

Prior to the meet entry deadline, email the following information to carrie.headen@montgomerycountymd.gov:

- Email name of the photographer and school they are representing as well as coaches' name and which days/sessions they will be attending.
- At the meet, check-in is REQUIRED at the facility front desk PRIOR to accessing the pool deck.
- To receive deck privileges; must sign and agree to all meet guidelines.
- Anyone who is on deck and not registered will be removed from the pool deck immediately.

Team Banners/Posters – Team may start hanging team banners/posters on Wednesday of diving starting at 2:00 PM. Banners may only be hung on the spectator railings and must be hung on the bottom rail so the security glass does not get blocked. Teams may hang team posters on the walls with painters' tape and MUST remove all posters at the conclusion of the meet. The facility is not responsible for posters that fall off the walls.

Team Areas – Team areas will not be assigned. Teams may sit on deck around all three pools. The following areas are off limits: under the 3-meter spring boards/dive platforms, hallways, in front of hospitality and any doors, around the slide receiving pool, and in the hot tub. In addition, *during PRELIMS ONLY*, teams may sit in the upper bleachers at the turn end of the pool. For finals, this section will be open to spectators, therefore teams must relocate to the pool deck for finals.

Facility & Spectator Seating - The facility & spectator gallery bleacher seating area above the pool deck will CLOSE 15 minutes after the conclusion of Saturday morning's preliminary session. Any personal items remaining will be removed and placed in the lost and found. The facility will re-open 15 minutes before warm-ups begin for finals. Once re-opened seating is first come first serve. Seats may not be saved with personal items for "team areas".

Personal Chairs - Athlete and spectator personal chairs are not permitted anywhere in the facility (pool deck, balconies/walkways or in the lobby).

Awards - Team trophies are awarded for the top three cumulative scores for both boys' and girls' teams. Individuals and Relays placing in the top 3 in Finals will receive awards. An individual athlete will be chosen to receive the "Outstanding Performance Award" in memory of Frank Martin, the Metro Meet founder.

USA Swimming (USAS) – Make sure you have entered your athletes LEGAL names (no nicknames) and date of birth (DOB) into your team database as well as their 14-digit USAS member ID#. Please make sure your team database is accurate **before** submitting your entries, Meet Management will not make adjustments at the meet. Suggestion: have your USAS athletes provide a screenshot of their athlete member card. This will show how they are legally registered with USAS.

Rules - Rules for competition will be those set forth in the current National Federation Swimming and Diving Rulebook. The Meet Referee, Starter and all Stroke and Turn Judges will be currently certified USA Swimming officials. Swimmers who wish to use times from this meet for USAS competition will be judged by USA Swimming rules. This meet is approved as an observed meet by Potomac Valley Swimming. All times must be verifiable through the meet results. Competitors may qualify for All-American at this meet. One of the goals of this meet is to encourage high school swim and dive team competition. Therefore, each team must have competed in at least two meets since November 15, 2023 and be prepared to produce appropriate meet results by the entry deadline, to validate their meet entry. School teams not competing in structured programs must be prepared to show meet results, if challenged.

Meet Format - All swimming events will be run as Trials & Finals; the top 20 competitors will return for finals. Points for places 1 - 10 will be awarded based on the results of the Championship Final Heat. A Consolation Heat will be swum before the Championship Final Heat to determine places 11 - 20. No swimmer in the Consolation Heat may displace a swimmer from the Championship Heat.

Swim Events - Swimmers must have equaled or bettered the 2024 qualifying standards for the meet. The qualifying period is 2/8/23 through this year's entry deadline, only times from official high school meets qualify. Proof of time by name, including relays, must be included with your entry.

Relay Events - Relay cards will be available to be picked up by the coaches during warm-ups, for both Prelims and Finals. All swimmers who are included in the electronic roster file are eligible to compete. Additional instructions will be given out at the meet.

Diving Events - The dive meet coordinator for the 2024 meet is Noah Ehrenberg. The diving event will consist of Preliminaries, Semifinals and Finals as described in the National Federation Rule Book. The Meet Director reserves the right to limit the number of divers entered in the meet or waive the cut after the 3rd dive of preliminaries. In the interest of having a manageable diving event, we ask coaches to restrict their entries to those athletes who have prepared for, and have sufficient skills for, a safe eleven-dive championship. All divers must be able to do all eleven dives.

Each diver must be listed on their team's electronic entry and entry reports. When entering divers in your team manager software please enter divers with a NT or NP.

We will be using the DiveMeets.com to generate diver sheets. Additional information will be sent out regarding the process. Divers MUST use this program to submit their dive sheets. Any diver who registers for the meet through DiveMeets.com but is not listed on the team entry file/reports will **NOT** be allowed to dive.

2024 Meet Qualifying Standards:

Qualifying period 2/8/2023 thru entry deadline

EVENT #	BOYS	EVENTS	GIRLS	EVENT #
1	1:52.99	200 Yard Medley Relay	2:05.99	2
3	1:56.49	200 Yard Freestyle	2:08.59	4
5	2:14.99	200 Yard Individual Medley	2:25.99	6
7	23.79	50 Yard Freestyle	26.59	8
9	---	Diving (1 Meter, 11 Dives)	---	10
11	59.49	100 Yard Butterfly	1:06.59	12
13	52.99	100 Yard Freestyle	58.69	14
15	5:19.99	500 Yard Freestyle	5:47.99	16
17	1:42.99	200 Yard Freestyle Relay	1:54.99	18
19	1:02.19	100 Yard Backstroke	1:07.29	20
21	1:08.29	100 Yard Breaststroke	1:14.79	22
23	3:48.59	400 Yard Freestyle Relay	4:16.99	24

Entry Deadline - Team entries must be received no later than **Sunday, February 4, 2024 at 12 noon**, with a completed cover sheet (see below regarding signatures). Signed cover sheet and meet entry fee must be received on schools first day of competition.

Entries - All entries are final. There will not be a scratch meeting. A competitor will be permitted to enter a maximum of 4 events, no more than 2 of which may be individual events. Each team may enter a maximum of 4 swimmer or divers in any individual event and one team in each relay event. All entries must include the METRO cover sheet. It is required that entry for METRO Championships be done electronically with Team Manager/Team Unify or another approved software and submitted by email.

- Individual Entries \$7.00 per swimmer, per individual event
- Relay Entries \$14.00 per relay
- Manual Data Entry Fee \$50.00, if applicable* (if applicable, manual entries only, contact the Meet Director for directions*)

Make checks payable to: ActiveMontgomery (please do not mail checks, hand deliver at meet, otherwise contact the Meet Director for an address)

Email entries to Christa.Krukiel@montgomerycountymd.gov

Questions - Contact Christa by email or in an emergency by phone (301) 742-4996

The following 4 items must be attached for a team entry to be accepted:

1 - Metro cover sheet

- Make sure to save/rename the file with your school's name.
- The cover sheet must be completed with Coach and Athletic Director/School Administrator names/emails/contact info, including coaches' signature, with the team entry by the entry deadline. A scanned copy is acceptable and preferred.
- The final cover sheet with the **Athletic Director/School Administrator** signature must be turned in with the entry fee check on the school's first day of competition.
- Teams who fail to submit a fully completed/signed copy of the cover sheet will not receive credentials.
- Only official coaches will receive deck credentials. They must be listed on the cover sheet signed by school administrator.

2 - Team roster zip file (all swimmers/divers must be included to be relay eligible)

- Only currently enrolled 9-12th graders can be included on this roster. For those that have middle school teams, those swimmers cannot be included.
- This is a zip file, NOT a hard copy report.
- In Team Manager, select file, then export, then select Athlete/Teams, then export.
- Make sure/rename the file with your school's name in full.

3 - Entry zip file

- Make sure to save/rename the file with your school's name.
- Do not forget to enter your divers in the entry file.
 - When entering divers in your team software, please enter with a NT or NP.
 - Official Dive Sheet will need to be completed at DiveMeets.com by Sunday, February 4 at 12 noon (this is the official meet entry deadline). More information to come.
 - Changes and signatures can be made on the day of the event by the listed deadline

4 - Entry Report by Event (this report must include proof of time and relays w/names)

- In Team Manager on the main menu select reports, then meet entry report, then meet entries; a box will appear.
- Once in this box:
 - Select the METRO Meet in the drop down meet box.
 - Under "Sort by" select Meet Event Number
 - Under "Other Options" select include Proof of Time
 - Under "Event Filters" select Individual and Relays.
 - Then create your report and export.
- Make sure to save/rename the file with your school's name in full.

No school entry will be accepted without all 4 attachments.

Divers and relays must be included in the entry file and roster file.