

Dear Coaches and Program Directors:

The Geauga YMCA Swim Team is proud to be hosting the 2011-2012 NEO Division 1 Championships at the Spire Institute on February 4, 2012. The meet will be run in dual-pool format as in the prior years.

All entries are required to be submitted via Hy-Tek Team Manager to Jodi Clute jclute@clevelandymca.org no later than **Thursday, January 26 at 5:00 pm**. Please include a Meet Entry and Meet Fees report from Team Manager with your team's entry file. Entries will be imported in meet manager during the evening of January 26 and early January 27. You will receive an email with an entry report confirmation so that each team can check their entries on Friday morning, January 27. Each coach will have until 12 noon on Monday, January 30 to make any changes/corrections.

We will need each team to supply four (4) Officials (2 for each end of the pool), six (6) timers (3 for each pool), and four (4) Age Group Coordinators to get their own swimmers to the Clerk of Course (10 & Under) or to the Blocks for their events (11 & Older). It will be each team's responsibility to get their swimmers to the blocks or to the Clerk of Course.

Please note that we will NOT be running a Clerk of Course for the 11 & older swimmers.

PLEASE MAKE SURE THAT YOUR PARENTS UNDERSTAND THAT THEY ARE NOT ALLOWED ON THE POOL DECK UNLESS THEY ARE VOLUNTEERING. All volunteers will be given a bracelet and name tag.

In order to give us enough time to prepare volunteer bracelets and verify that we have the correct number of workers, please submit all Volunteer Lists via email to csuszynski@pdr-usa.net with "Divisional Volunteers" as the subject by **January 20, 2012**.

We will have a hospitality room at the meet for Coaches and volunteers. Only volunteers with a bracelet will be allowed in the hospitality room. Due to facility restrictions NO food or beverage will be allowed to leave the hospitality room. The facility graciously allowed us to supply food for the hospitality room only. We will supply bottled water on deck for volunteers and coaches.

Each team will be supplied an area on the second floor for the 10 and under swimmers to gather and wait for their next race. These areas will be marked off with masking tape. These areas are carpeted and spilled beverages would damage the carpeting.

Each team will be responsible for their marked off area and any damages that occur. We highly encourage you to limit colored beverages and encourage swimmers to eat at the tables in the food court. 11 and Over swimmers will have bleachers on deck to observe the meet.

GO will have multiple Chinese raffle items at the meet for families to purchase tickets for and we will have a vendor onsite making t-shirts for the swimmers based on the swimmers requests. Multiple versions of t-shirts and hoodies will be available for selection.

If you have any questions, please do not hesitate to contact Matt Parrish, Head Coach or Jodi Clute, Meet Director.

Jodi Clute
Meet Director
440-285-7543 (YMCA)
440-759-9639 (Cell)
jclute@clevelandymca.org

Matt Parrish
GO Head Coach
440-285-7543 (YMCA)
440-488-4575 (cell)
mparrish@clevelandymca.org

Topic	Information
LOCATION	<p align="center">SPIRE Institute 1822 South Broadway Geneva, Ohio 44041 Ph. 440.466.1002</p>
POOL	<p>Dual (2), ten (10) lanes, 25 yard indoor pools, large spectator seating area on both sides of the pool, Colorado Timing systems/scoreboard for each pool.</p>
FACILITY RULES	<p>Please note that facility security will be on hand to observe for any rule breakers.</p> <ol style="list-style-type: none"> 1. No food or beverage may be brought into the facility. Swimmers may bring sports drinks or water into the facility for race hydration but no coolers of beverages will be allowed. 2. 11 and Over Swimmers are encouraged to stay on deck for the duration of the meet and bleachers will be provided on deck. 3. Each team will be supplied an area on the second floor for the 10 and under swimmers to gather and wait for their next race. These areas will be marked off with masking tape. These areas are carpeted and spilled beverages would damage the carpeting. Each team will be responsible for their marked off area and any damages that occur. 4. Swimmers MUST wear footwear and a cover-up when leaving the pool deck. Cover-up can be shorts or a t-shirt. This is due to Health Board Restrictions and the nearby cafeteria. 5. No spectators will be permitted on the pool deck unless they are a meet volunteer and wearing a volunteer bracelet. 6. Food must stay in the food court area. 7. No coolers will be permitted in the facility. 8. Swim team banners may be hung from the upper deck metal bars. Please do not tape banners to the walls.
PARKING	<p>SPIRE has one very large parking lot that wraps around the aquatics facility. Please see map.</p>
MEET DIRECTOR	<p align="center">Jodi Clute Meet Director 440-285-7543 (YMCA) jclute@clevelandymca.org</p>

Topic	Information
ELIGIBILITY	<p>Swimmers must have participated in three (3) dual meets during the 2010-2011 Season to be eligible.</p> <p>Each swimmer may enter and compete in a maximum of two (2) individual events and two (2) relay events. If a team has fewer than four swimmers entering in as age group, then the swimmers can enter in three (3) individual events. 10 & Under swimmers may swim three individual events only if a team has three or less 10 & Under and no 8 & Under. 8 & under swimmers may swim in three (3) individual events only if a team has three or less 8 & Under and no 10 & under. Teams have no limit on the number of entries for each event.</p>
ENTRIES	<p>We are requiring that all entries to be submitted via Hy-Tek Team Manager. Relay entries are due when entries are submitted but changes will be accepted up to 30 minutes before the meet starts.</p> <p>The event file can be downloaded from www.neoswim.org and a "lite" version of Hy-tek Team Manager can be downloaded at www.hy-tektd.com.</p> <p>All entries are due to Jodi Clute via email at jclute@clevelandymca.org no later than 5:00 pm on Thursday, January 26.</p> <p>There is a \$200 administration fee charged to any team submitting paper entries</p> <p>All teams' entries must be paid in full and postmarked by Friday, January 27, 2012.</p> <p>\$3.00 per individual and \$12.00 per relay entry.</p> <p>Please make all checks to Geauga YMCA and mail payments for entries to:</p> <p>Jodi Clute 12460 Bass Lake Road, Chardon, Ohio 44024</p>
MEET SCHEDULE	<p>MEET START TIME IS 12:30 pm</p> <p>11 & Older in West Pool / 10 & Under in East Pool</p> <p>Each pool will be running their "session" simultaneously to the other.</p> <p>WARM-UPS START AT 10:30 AM</p> <p>We highly suggest that if you have swimmers who are competing in both pools, sit in the middle of the spectator area in order to comfortably view both pools.</p>
ALL MEETINGS	<p>Coaches Meeting – 10:15 am - West End of Pool outside Main office.</p> <p>Clerk of Course Meeting – 11:45 am – East End of Pool at Clerk of Course area.</p> <p>Timers Meeting 11:45 am - West End of Pool outside Main office.</p>

Topic	Information
ADMISSION	ADULT: \$5.00 CHILDREN/SENIORS: \$3.00 UNDER 5: FREE
HEAT SHEETS	\$5.00 includes both pools
ALL VOLUNTEERS	<p>NO CHARGE FOR ADMISSION OR HEAT SHEETS IF WORKING THE MEET</p> <p>Each team will need to supply at least four Officials, six timers and at least four (4) Age Group Coordinators to get their own swimmers to the Clerk of Course (10 & Under) or to the Blocks for their events (11 & Older). It will be each team's responsibility to get their swimmers to the blocks or to the Clerk of Course.</p> <p>Volunteer Lists are due to Cindie Suszynski via email to csuszynski@pdr-usa.net with "Divisional Volunteers" as the subject by January 20, 2012</p>
POOL DECK	<p>All coaches and volunteers must wear a bracelet in order to be admitted onto the pool deck. PARENTS WHO ARE NOT VOLUNTEERING TO WORK THE MEET WILL NOT BE PERMITTED ON POOL DECK.</p>
SWIMMERS AREA	<p>11 and over swimmers will have bleachers on deck and 10 and under swimmers will have a marked area on the facility second floor. Any damages that are incurred on the second floor area will be the responsibility of the team assigned to that area to resolve the issue. Food should remain in the food court area and beverages should be limited to table areas.</p>
OBSERVATION DECK	<p>There are two observation seating areas with separate entrances on the second floor. These observation areas are North and South of the pool. Parents may sit in either area. The facility seats 1200. Most seating is stadium seating with bleachers on the ends. Please do not use the seats to hold your miscellaneous items. There is area behind the stands to store additional items. All seats will be needed to hold attendees.</p>
CLERK OF COURSE	<p>ALL 10 & Under Swimmers should report to Clerk of Course at the end of the East Pool. 11 & Older Swimmers should report behind the blocks at West Pool.</p> <p>All teams are required to have one parent on deck for 10 & Older relays and two parents on deck for 8 & Under relays. Please have the age-group coordinator stay on deck during the relays for the 8 and under relays.</p>
HOSPITALITY	<p>Food will be provided to all volunteers, officials and coaches who work the meet.</p> <p>No food may leave the hospitality room.</p> <p>Only individuals with volunteer bracelets will be allowed in the hospitality room.</p>

Topic	Information
CONCESSIONS	Concession stand provided by SPIRE. SPIRE has a fully functioning cafeteria with salad bar, grill, pizza bar and all sorts of snack.
T-SHIRTS	A vendor will be onsite to create one of a kind apparel for the swimmers. Various t-shirts and hoodies will be available to purchase with a custom logo applied to the front of the item. Optional back logos will include the team name and all the names of the swimmers on that team.
AWARDS	Heat Winner Ribbons Ribbons for 1 st – 16 th place for relay and individual events
SCORING	Relays = 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2 Individual = 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1

Warm-Up Schedule**

****If necessary we will revise lane assignments once we receive the entries.
We will notify coaches of any changes**

Each team will get the same lanes at both ends of the pool at the same time.

11 and over will warm-up in West Pool

10 and under will warm-up in East Pool

10:30 am – 11:05 am		Team Size
Lanes 0-3	Lake County Central End YMCA	Large
Lanes 4-7	Lake County West End YMCA	Large
Lanes 8-9	Ashtabula YMCA	Small
11:05 am – 11:40 am		
Lanes 0-3	French Creek YMCA	Large
Lanes 4-7	Youngstown YMCA	Large
Lanes 8-9	Lake County East YMCA	Small
11:40 am – 12:15 am		
Lanes 0-3	Green YMCA	Large
Lanes 4-6	Geauga YMCA	Small
Lanes 7-9	David YMCA	Small

MORE PARKING

Indoor Track

Outdoor Track and Football Stadium

Pool

PARKING - GRAVEL LOT

Concession Stands

Walk Outside

Stairs to Observation Deck on 2nd Floor





Entrance - Door says FUEL

Stairs to Observation Deck on 2nd Floor

FUEL Food Court

FRONT

PARKING - PAVED LOT

-  = ENTRANCE TO THE
-  = Elevator to 2nd Floor
-  = Girls Locker Room
-  = Boys Locker Room

Notes about Complex:

-Currently this facility has three large buildings. This map is not to exact scale. Please keep that in mind as you navigate the complex.
 -There is a functioning elevator, but security will need to allow you access to the elevator. Please ask the FUEL registers to contact security.

ENTRANCE FROM RT 534