

Meet Handbook



National YMCA Short Course Swimming Championship

April 1 - 4, 2008

Fort Lauderdale Aquatic Complex
Ft. Lauderdale, Florida
954-828-4580
www.ymcaswimminganddiving.org

Corrections: - all corrections are indicated in the handbook in blue text

Date	Page (s)	Correction
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KEY MEET OFFICIALS

Meet Director – John Mendell

Assistant Meet Director – Glenda Pae

Meet Coordinators

Diving – Don Leas

Facilities – Laura Voet/Jeff Stafford

Championship Committee

Jeff Allen – Coaches Representative

Jim Everett- Chairperson, National Advisory Committee

Mike Graves – Help Desk /V.I.P. Coordinator

Bruce Griffin – Announcer & MC for Special Events

Don Leas – Diving Meet Manager

John Mendell – Meet Director

Ed Miller – Meet Referee/Director of Officials

Glenda Pae – Assistant Meet Director

Jim Ryan – Former Chairperson, National Advisory Committee

Mary Ellen Smolinski – Meet Operations

Tom Warrick – Meet Registration

Bettie Williams – Long Course Meet Director

Mike Eubank – YMCA of the USA, Director of Competitive Sports (Ex Officio)

SCHEDULE OF EVENTS

Sunday, March 30, 2008

6:00 A.M. Pool Opens for Practice – to 8:00 P.M.*
 11:00 A.M. Registrations and Ticket Sales/ Pickup
 Opens – to 3:00 P.M. - Las Olas
 Ballroom****
 5:00 P.M. Rogers Award Presentation – to 7:00
 P.M. - Hall Of Fame**

Monday, March 31, 2008

6:00 A.M. Pool Opens for Practice – to 8:00 P.M.*
 9:00 A.M. Registrations and Ticket Sales/Pickup
 Opens – to 3:00 P.M. - Las Olas Ballroom

 11:00 A.M. Ticket Sales Opens at Pool – to 8:00
 P.M.*
 3:00 P.M. Registration Closes but Scratch Box
 Remains Open - Las Olas Ballroom ****
 4:00 P.M. Coaches Advisory Meeting
 Coaches Association Meeting following
 the Coaches Advisory Meeting
 New Coaches meeting following Coaches
 Association Meeting
 - Las Olas Ballroom****
 10 minutes Scratch Box Closes - Las Olas ****
 after completion of Coaches Scratch Box will remain closed until
 Advisory Meeting Tuesday, April 1 at 7:30 A.M. when
 Meeting Scratch Box is moved to scratch/relay
 4:30 P.M. – Meeting of all Meet Deck Officials Atlantic table at the Pool.
 5:30 P.M. Room ****
 4:30 P.M. Diving Coaches' Meeting – Gulfstream

 5:30 P.M. Athlete Welcome Party - Pool*
 7:00 P.M. Registration Opens – to 8:00 P.M. ***

Tuesday, April 1, 2008

6:00 A.M. Pool Opens for Practice *
 8:00 A.M. Officials Briefing Session **
 and 4:45 P.M.
 7:30 A.M. Registration Opens – To 11:00 A.M. ***
 9:00 A.M. Preliminary Swimming Events *
 12:00 Noon Diving *
 12:00 Noon Scratch Box Closes *
 12:00 Noon Coaches And Officials Lunch **
 6:00 P.M. Registration Opens – To 7: 00 P.M. ***
 5:15 P.M. Opening Ceremonies *

* Ft. Lauderdale Aquatic Complex
 ** International Hall of Fame Auditorium
 *** Registration Office, located in the Hall of Fame Board Room
 **** Sheraton Yankee Trader – Headquarters

6:00 P.M. Swimming Finals *

Wednesday, April 2, 2008

6:00 A.M. Pool Opens For Practice *
 8:15 A.M. & Officials Briefing Session **
 5:15 P.M.
 7:30 A.M. Registration Opens – To 11:00 A.M. ***
 9:00 A.M. Preliminary Swimming Events *
 12:00 Noon Diving *
 12:00 Noon Scratch Box Closes *
 12:00 Noon Coaches And Officials Lunch **
 5:40 P.M. Opening Ceremonies & Seniors'
 Recognition*
 6:00 P.M. Registration Opens – To 7:00 P.M. ***
 6:00 P.M. Swimming Finals *

Thursday, April 3, 2008

6:00 A.M. Pool Opens For Practice *
 8:15 A.M. & Officials Briefing Session **
 5:15 P.M.
 7:30 A.M. Registration Opens – To 11:00 A.M. ***
 9:00 A.M. Preliminary Swimming Events *
 12:00 Noon Diving *
 12:00 Noon Scratch Box Closes *
 12:00 Noon Coaches And Officials Lunch **
 5:40 P.M. Opening Ceremonies *
 6:00 P.M. Swimming Finals *

Friday, April 4, 2008

6:00 A.M. Pool Opens For Practice *
 8:15 A.M. & Officials Briefing Session **
 5:15 P.M.
 7:30 A.M. Registration Opens – To 11:00 A.M. ***
 9:00 A.M. Preliminary Swimming Events *
 12:00 Noon Diving *
 12:00 Noon Scratch Box Closes *
 12:00 Noon Coaches And Officials Lunch **
 5:30 P.M. Opening Ceremonies *
 6:00 P.M. Swimming Finals*

Time Trial Registration

9:00 A.M – Tuesday through Friday, Coaches'
 11:00 A.M. Hospitality*
 5:00 P.M. – Tuesday through Thursday, Coaches'
 6:30 P.M. Hospitality*

ELIGIBILITY

The Rules That Govern YMCA Competitive Sports must be followed at all levels of YMCA competition. Some, but not all, of those rules are referenced below. Coaches, athletes and YMCA supervisors are responsible for knowing and abiding by the Rules That Govern.

Swimmers

YMCA Membership

A Swimmer must be a YMCA member who, after due application, is enrolled by the association as a member, entitled to full privileges, activities, and services of that association. This means that members of YMCA competitive teams must have full-privilege YMCA memberships that entitle them to the same activities and services as other full-privilege YMCA members.

A swimmer must be a member in good standing of his/her YMCA for 30 days prior to competing for that YMCA in a meet. The swimmer must be a member in good standing of his/her YMCA for 90 days prior to representing that YMCA in a district, regional, state or national championship meet. (Rules That Govern, Rule II Sec.1a) A swimmer may only represent his/her YMCA for at least 90 days prior to the YMCA National Championship Meet entry deadline in order to compete in that meet. The National Advisory Committee recommends that local, district, regional and state leagues and committees adopt the same rule for their championship meets.

Dual Representation and Membership Transfer

Swimmers who wish to change their membership from one YMCA to another may do so through **Transfer by Consent**. An athlete may transfer from one YMCA team to another YMCA team and be eligible to compete for his/her new YMCA team immediately upon the written consent of the YMCA that he/she previously represented. This includes transfer from one metropolitan branch to another. The membership transfer shall be completed **BEFORE** the individual competes for the new association or branch. This written consent must be in the form of a letter from the executive director of the YMCA association or branch that he/she previously represented. However, the athlete must still be a full privilege member of a YMCA - any YMCA - for 30 days prior to competing in any YMCA meet and be a full privilege member of a YMCA - any YMCA - for at least 90 days prior to competing in a YMCA district, regional, state or national championship meet. Once an individual transfers by consent to another YMCA, that person cannot transfer back and compete for the YMCA unit he/she previously represented for one year from the date of the original transfer. (Rules That Govern, Rule 2 Sec. 2)

Swimmers who wish to **transfer from a non-YMCA team** (USA Swimming team) to a YMCA team during the current season must observe the YMCA membership rules as stated above and in the Rules That Govern. To be eligible to compete in the YMCA National Championship meets a swimmer must not have represented any organization other than his/her YMCA team (high school excepted) for at least 90 days prior to the YMCA National Championship entry deadline. A swimmer must also have met the additional eligibility requirements for YMCA Nationals as stated below.

Collegiate competition

According to the Rules That Govern, an athlete must maintain amateur status to participate in YMCA competition (Rules That Govern, Rule 1 Sec. 1). Any student who represents or has at any time represented an educational institution beyond Grade 12 in competitive swimming or diving shall be ineligible to participate in the National YMCA Swimming Championship Meet.

Additional Eligibility Requirements for YMCA National Championship Qualification

Age

An athlete must be at least twelve (12) years of age, and not older than twenty-one (21) years of age on the first day of the National Championship Meet.

Qualifying Time Standards

An athlete must achieve the minimum qualifying time standard for each National Championship Meet event in which he/she enters. Coaches must be prepared to show proof of this achievement at meet registration.

Any time achieved at an inter-association meet, or YMCA championship meet in which the swimmer competed under their YMCA name is acceptable. USA Swimming times and high school times are also accepted.

YMCA Meet Participation

In order for an athlete to be eligible to compete in the YMCA National Championship meets, he/she must have competed in three closed inter-association YMCA meets plus one sanctioned YMCA championship meet since September 1 of the current season. See definitions and standards in Competition section below.

Coaches

Safety Certifications

The YMCA of the USA recommends that all coaches who work with YMCA competitive swimmers be currently certified in the following areas. Coaches must hold current certifications in these areas in order to be permitted on deck at the YMCA National Championship meets.

CPR

First Aid

YMCA Lifeguard, YMCA Aquatic Safety Assistant (YASA) or Red Cross Safety Training for Swim Coaches

Principles of YMCA Competitive Swimming and Diving

*The YMCA of the USA recognizes certifications for CPR/AED, First Aid and Oxygen Administration from the following organizations:

American Red Cross

American Heart Association

American Safety and Health Institute

National Safety Council

*The YMCA of the USA does not currently recognize Ellis certifications.

Team Registration and Coaches' Deck Passes

Group representatives distribute team registration information to YMCA teams in their geographic regions each fall.

Teams return the registration forms, fees and copies of their coaches' current safety certification cards as listed above.

Group representatives issue deck passes to coaches that are to be displayed for deck access at all sanctioned championship meets including YMCA Nationals.

Associations

Definition of an Association

According to the Rules That Govern (Rule I, Sec. 12), for the purpose of YMCA competitive sports an association is any YMCA unit that is approved by the National board, has a separate branch or association number and is eligible for a separate listing in the YMCA Directory. This could be a branch or a metropolitan association. A metropolitan association must decide whether to operate one competitive swimming program that represents the association as a whole, or to have each branch within the metropolitan association operate its own team. A YMCA team must compete under one name and one association number during a given season.

Associations in Good Standing

According to the Rules That Govern, a YMCA association must be in good standing with its state, cluster and region in order to participate in YMCA competition. (Rules That Govern, Rule III) The National Advisory Committee recommends that leagues, districts, states and regions require an annual team registration process with the group representative for the region. This procedure assists in communication of program information and the gathering of regional and national data on YMCA competitive swimming and diving programs.

USA-S Insurance - Team and YMCA Name

Each Association (Branch) may hold only one USA Swimming Certificate of Insurance. An Association (Branch) may not be part of more than one USA Swimming Certificate of Insurance (Cannot be comprised of swimmers of more than one USA Swimming Team). Associations MUST have their official YMCA name as listed in the YMCA directory on their USA Swimming Certificate of Insurance.

YMCA without a Swim Team

If an Association does not sponsor a swimming team, an eligible athlete from that Association may participate in the National Championship Meet representing his/her own YMCA, provided the entry is approved by the group representative in that region and by the National Advisory Committee. The National Advisory Committee recommends that leagues, districts, states and regions afford such swimmers the same privileges.

ENTRY INFORMATION

Official Entry

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at www.ymcaswimminganddiving.org. Swimmers entered in an event with times over the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete. For those swimmers coming to the meet as members of relays only (not entered in individual events), they must be so designated in the disk entry as relay swimmers and fees paid. If you have such a swimmer, PLEASE ENTER THEM INTO A RELAY EVEN AS AN ALTERNATE. Relay names can be changed at the meet. The fee is \$8.00 per swimmer (the cost of an individual entry). **Remember, all swimmers listed as relay only must swim in at least one relay.**

Entry Deadline And Procedure

Entries are due on Wednesday, March 19th, 2008. Online meet entry is REQUIRED.

Also, although there are separate handbooks for the Swimming Championship and the Diving Championship, all entries, both swimming and diving, for an association must be submitted in the same file.

Before going online, please create a Meet Entry file in Hy-Tek's Meet Entry format. You can do this by either using Hy-Tek Team Manager, the Hy-Tek Team Manager Lite free version (available from www.hy-tektd.com/downloads.html), or a similar program that is able to create a Hy-Tek Meet Entry format file. You can download an Events File for this meet from the <http://www.ymcaswimminganddiving.org/2008sc.htm>.

Once you have entered your qualified athletes in the desired events, AND verified this through the Hy-Tek Team Manager program, then export your entry file. You can choose to export it to either a floppy or your hard drive. However, if you export it to your hard drive, please remember the drive and folder name that contains the file. You will need this later in the process.

The new meet entry online form can be found at www.ymcaswimminganddiving.org/2008sc.htm. Click on the link on the page marked "New ONLINE Meet Entry".

Complete the information on the screens. You will then be requested to **UPLOAD** your Meet Entry file (instructions will be given) from the drive and folder you noted above.

Once you have uploaded your file, it will be checked for errors and possible error conditions. A report showing these errors will be displayed for you. Please print the report and return to your Hy-Tek Team Manager (or similar program) and fix the mistakes.

After you have fixed the errors and created a new Meet Entry file, then once again go online and repeat the online process. You may re-upload your entry as many times as you like. However, please realize that each upload **OVERRIDES** the prior upload. Each upload must be a complete meet entry.

The Online Entry procedure will also include an online entry form to enter the names of your athletes who are currently seniors in high school along with the college the athlete will be attending. More information can be found in the Senior Recognition section of this handbook.

When you indicate that you want to complete the entry process, a series of forms will be displayed for you to print:

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 by March 21, 2008	Bring to Registration	Notes
Certification, Eligibility & Release Declaration	This must be printed and signed by your YMCA's Executive Director, Membership Director and Head Coach.	Yes	Yes	
Individual Entry Certification	This will print with each of your entered athletes names listed. Each athlete must read and sign this form.	Yes	Yes	
Interassociation and YMCA Sanctioned Meets	You must list the three interassociation meets and at least one YMCA sanctioned meet in which your athletes have participated	Yes	Yes	
Entry Fees Summary	This will list all of the fees that are due for your team to be able to compete in the meet.	No	Yes	VERY IMPORTANT: You must bring this form, with a check for the exact amount specified (made payable to YMCA of the USA – 2008 Short Course), to Meet Registration . Teams that do not bring this form and check will not be allowed to participate in the meet.
Coaches Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	Yes	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be represented by a different coach.
Parent's Consent and Waiver	Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian	No	Yes	This form will be required at registration for athlete check-in.

Meet entry will close at midnight EST on Wednesday, March 19th, 2008. Absolutely NO entry will be accepted after March 19th. Also, no mail, fax or email entries will be accepted. You must follow the entry procedures above.

The above forms, once printed following your online entry procedure, are your verification that your entry has been received. The list of Insurance Certificates and Faxes Received that will be available from www.ymcaswimmingnanddiving.org/2008SC.htm will indicate whether or not your fax has been received. Although the entry process is automated, the list of faxes and insurance certificates is update manually. Updates may not be posted until the end of each day.

Entry Information

A team may only have one entry in a relay event.

An individual may compete in a maximum of nine events of which no more than four may be individual events. (Not including diving)

There is no limitation as to the number of events the athlete may enter.

Insurance

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance on file with the YMCA of the USA. Once this form has been submitted to the YMCA of the USA, it should serve to cover all YMCA of the USA sponsored events through the expiration date indicated on the certificate. In other words, a certificate filed prior to the Short Course Championship that has a long enough expiration date may cover the Masters and Long Course Championship as well. A list of teams with the expiration dates of their certificates (if 2008 or greater) will be available at www.ymcaswimminganddiving.org/2008sc.htm web page.

You must have submitted a valid certificate to the YMCA of the USA by Noon (EST) on Friday, March 21st to be able to compete in the meet.

Qualifying Time Standards

2008 National YMCA Short Course Swimming and Diving Championships Meet Qualifying Time Standards

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:28.73	:28.22	:25.29	50 Free	:22.59	:25.21	:25.96
1:02.26	1:01.14	:54.79	100 Free	:49.19	:54.89	:56.54
2:12.75	2:11.12	1:57.49	200 Free	1:47.39	1:59.85	2:02.73
4:40.43	4:34.79	5:14.09 *	500 Free	4:50.29	4:13.97	4:22.70
9:31.88	9:18.13	10:40.99	1000Y/800MFree	10:07.99	8:52.01	9:04.80
18:18.96	17:53.76	17:56.99	1650 Free	* 16:48.79	16:45.77	17:14.65
1:09.48	1:08.62	1:01.49	100 Back	:56.09	1:02.60	1:04.47
2:29.25	2:27.42	2:12.09	200 Back	2:01.59	2:15.70	2:19.75
1:20.21	1:17.89	1:09.79	100 Breast	1:02.89	1:10.18	1:12.70
2:50.78	2:47.73	2:30.29	200 Breast	2:17.39	2:33.33	2:38.83
1:08.07	1:07.62	1:00.59	100 Fly	:54.39	1:00.70	1:01.45
2:30.77	2:29.76	2:14.19	200 Fly	* 2:02.59	2:16.81	2:19.30
2:31.35	2:28.64	2:13.19	200 IM	2:01.89	2:16.03	2:20.91
5:21.23	5:17.28	4:44.29	400 IM	* 4:22.39	4:52.84	5:01.59
1:56.35	1:54.27	1:42.39 *	200 Fr Rel	1:31.29	1:41.88	1:44.93
4:13.17	4:08.64	3:42.79 *	400 Fr Rel	* 3:19.89	3:43.09	3:49.75
9:03.60	8:56.93	8:01.09 *	800 Fr Rel	* 7:20.29	8:11.39	8:23.18
2:10.52	2:08.33	1:54.99 *	200 Med Rel	* 1:42.89	1:54.83	1:57.85
4:42.73	4:38.00	4:09.09 *	400 Med Rel	* 3:43.99	4:09.98	4:16.57

* **New Time** *

Qualifying Period for the Short Course YMCA National Championship Meet:

March 1 , 2007 - March 19, 2008

Time Conversion

Use the actual times. Time conversions are NOT PERMITTED.

Responsibility of Coaches & Contestants

It shall be the responsibility of the coaches, swimmers and divers to acquaint themselves with all information pertaining to swim-offs, final events, and the participation therein, and other related meet data including scratch procedures. Each contestant must have a certified coach responsible for him/her while on the pool deck.

Fees

Meet Fee

A meet fee of \$50.00 per Association will be charged.

Competition Fees

The entry fee will be \$2.00 for each athlete, \$8.00 per individual event and \$32.00 for each relay team listed on the entry form.

Coaches Fees

Each coach must pay a deck fee of \$15.00 to receive credentials. Note: Those listed as coaches must be at least 18 years of age and have the required certifications (current through the last day of the meet as specified in the previous Eligibility section) to be on deck. Number of coaches permitted per team as follows:

of Swimmers:

1-5	1 coach
6-10	2 coaches
11-20	3 coaches
21-25	4 coaches
25 & more	5 coaches

All fees must be paid by check at meet registration. Make checks payable to:
YMCA of the USA-2008 Short Course

REGISTRATION

Registration Procedure

Registration will take place at the Sheraton Yankee Trader. This registration process is for every contestant, coach and official. Registration will be located in the Las Olas Ballroom. Coach's packets will contain meet information. Contestants' bags will be available only at Registration. Scratch and relay cards will also be available there. Registration will be open as follows:

Sunday, March 30	11:00 a.m. – 3:00 p.m. Las Olas Ballroom
Monday, March 31	9:00 a.m. – 3:00 p.m. (Las Olas Ballroom) 7:00 pm -8:00 p.m. (Registration Office located in the Hall of Fame Boardroom)
Tuesday & Wednesday, April 1 st & 2 nd	7:30 a.m. – 11:00 a.m. (Registration Office located in the Hall of Fame Boardroom) 6:00 pm – 7:00 p.m. (Registration Office located in the Hall of Fame Boardroom)
Thursday & Friday, April 3 rd & 4 th	7:30 a.m. – 11:00 a.m. (Registration Office located in the Hall of Fame Boardroom)

Coach's packets will be available for the Head Coach listed on the official entry blank. This individual shall be the DESIGNATED head coach attending the meet. Any exception must be requested in writing (Coaches Authorization Form). All coaches must have photo ID and their certifications to obtain their packet and credentials. All certifications must be current originals.

Athletes will no longer need to bring their YMCA membership card or other proof of membership to the meet. We will be using the individual entry certification that each participant signed to check them in at the registration table. However it will still be necessary to bring the Parents Consent and Waiver form to the registration table. (form available from <http://www.ymcaswimminganddiving.org>).

Bands and goodie bags will be given at this time. Coaches will not be permitted to pick up participants bags or bands. ALL participants must register in person.

Proof Of Times

Proof of time will be done on a random selection of teams. 15% of all the teams will be picked randomly (Example: If we have 208 teams then 31 of those (15%) will be chosen). The teams selected to prove times will be notified by email by Friday, March 28, 2008. This email will be sent to the email address of the registration coordinator that is given during the online entry process. All teams notified will be required to go through the proof of time process.

It is up to the coach(es) of the teams not notified whether or not they want to bring their proofs to the meet. However, please be aware that other factors may require that a team that has not been notified in advance may have to prove times. This includes, but is not limited to, a protest from another coach.

All new coaches (not just new teams) will meet with the Assistant Meet Director to go over meet procedures and answer any questions he/she may have in regards to the national meet. . This is another way to help educate the new coaches.

For those teams selected the Proof of Times procedure will be:

At least one individual event for each swimmer must be proved.

At least one relay from each team must be proved. When proving an intact relay at the National YMCA Championships the following conditions must be met:

1. The names of that swimmer **MUST** appear on the team entry form for the National Championship.
2. Any team that uses a relay time prior to September 1, 2007 **MUST** prove that all four of those swimmers who swam the event, are still eligible members of the team. A relay time achieved during the Current Season belongs to the team and requires no intact proof. If these conditions are not met you must use a composite time using only times of those names which appear on the entry form.

If a coach fails to prove any single time the entire list must be proved. Entered times (or faster times) must be proven. This means the entered time (seed time) must be proven to the hundredth of a second. It is permissible to prove a faster time. It is not sufficient to prove the time standard unless it is the swimmer's entered time. Times to be proved must be achieved before the entry deadline, March 19th, 2008. Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

Proof must be from meet results, USA SWIMS data base, all hand written results must be signed by the meet referee or USA-S NTV cards. Misstated times in an event will be accepted provided proof can be shown that the individual's time is at or below the Time Standard for that event. A penalty fee for misstated times will be \$25.00 per individual event and \$50.00 for relays.

Failure to have proof will result in elimination of that individual from that specific event unless heats have been seeded, in which case it counts as an event and they may not swim in it. Misstated times will be corrected providing the scratch box has not been closed for that day. No penalty fee for misstated letters (S or M).

SCRATCH PROCEDURES

The USA-S scratch procedures (USA-S Rule 207.12.10) will be followed, as modified for this Meet, as set forth below:

Scratching from Preliminaries

A swimmer is considered entered into an event unless he/she scratches from that event. If a swimmer does not scratch from an event and does not swim the event, the swimmer is still counted as participating in the event for purposes of determining the number of events in which that swimmer may compete.

Scratch cards will be available from the official maintaining the scratch box.

A separate scratch card must be used for each event, although more than one swimmer in a particular event can be entered on the same scratch card.

Once a scratch card is dropped in the scratch box, the swimmer is declared scratched and may not compete in that event.

The scratch box will be available during registration hours In the Las Olas Ballroom at the Yankee Trader on Sunday, March 30th and Monday, March 31st. At the close of registration on Monday, the scratch box will remain in the Las Olas Ballroom before and during the Coaches' Advisory Meeting, and will remain open until 10 minutes after the conclusion of the Coaches' Advisory Meeting. Scratch Box will remain closed until Tuesday, April 1 at 7:30 A.M. when Scratch Box is moved to scratch/relay table at the Pool.

The scratch box will close at the following times:

For the preliminary events on Tuesday, April 1st – 10 minutes after the conclusion of the Coaches' Advisory Meeting on Monday, March 31st.

For the preliminary events on Wednesday, April 2nd – Noon on Tuesday, April 1st.

For the preliminary events on Thursday, April 3rd – Noon on Wednesday, April 2nd.

For the preliminary events on Thursday, April 4th – Noon on Thursday, April 3rd.

Declared False Start

A swimmer may also withdraw from a preliminary 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 swimmer and will be counted in the maximum number of events allowed to be entered by each swimmer.

Scratching from Finals

Swimmers initially qualifying for the Consolation and Championship Finals shall have 30 minutes following the announcement of their names as finalists to scratch a final event by notifying the scratch table. If any swimmer scratches from a final event, the first and/or second alternates will be notified. They will then have to declare their intention to swim in or scratch from the Finals in that event. Failure to compete in a Finals Event from which the swimmer has not scratched shall disqualify the swimmer from the remainder of the meet. Exceptions: 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.

It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Declaration of Intent to Scratch

A swimmer qualifying for consolation or championship finals, based upon the results of the preliminaries 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 preliminary event in which he/she is entered. The swimmer must declare his/her final intentions within 30 minutes of the completion of subsequent preliminary event.

PROTESTS

The USA-S protest procedures (Rule 102.11) will be utilized, as modified for this Meet, as 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 Help Desk.

For protests made prior to a race, concerning the eligibility of a swimmer or swimmers to compete, the Meet Committee will endeavor to resolve the protest before the start of the race in question. If the Meet Committee cannot resolve the issue before the race is swum, the affected competitor(s) shall be allowed to swim under protest and that fact shall be announced.

All other protests must be made to the Referee, using the Protest Form, within 30 minutes after the conclusion of the race in 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 first be addressed to the particular Deck Referee, and then to the Meet Referee, as appropriate.

The Meet Committee will consider all other protests lodged against the Meet, and its decisions will be final.

The results of any protested race will not be announced, any awards will not be given and any points will not be allocated until the protest is resolved or withdrawn, in writing.

COMPETITION

Order of Events

2008 Short Course Nationals

Day One

W	M	Event
1	2	100 Backstroke
3	4	500 Freestyle
5	6	200 IM
7	8	50 Freestyle
9	10	200 Medley Relay
	11	1 Meter Diving*

Day Three

W	M	Event
23	24	400 IM
25	26	100 Freestyle
27	28	200 Backstroke
29	30	800 Freestyle Relay***
	31	3 Meter Diving*

Day Two

W	M	Event
12		3 Meter Diving*
13	14	100 Butterfly
15	16	200 Breaststroke
17	18	200 Freestyle
19	20	400 Freestyle Relay
21	22	1000 Freestyle**

Day Four

W	M	Event
32		1 Meter Diving*
33	34	200 Freestyle Relay
35	36	200 Butterfly
37	38	100 Breaststroke
39	40	400 Medley Relay
41	42	1650 Freestyle **

* Diving starts at 12:00 noon or the completion of the relay preliminaries whichever is later – entire event contested each day.

** The 1000 and 1650 yard Freestyle events will be “timed final” events: All except the fastest heat to be swum as the final event of the prelims. Heats will be contested fastest to slowest. The fastest seeded heats (one for women and one for men) will be the first two events of the finals session for that day. There will be a 15-minute interval before the 1000 and 1650 in the prelims. Officials may combine heats if needed.

*** The 800 Yard Freestyle Relay events will once again be prelim/final events.

NOTE: A consolation final shall immediately precede the championship final of each event except for the 1000 and 1650 yard freestyle.

Relay Check-In Procedure

Prelims – Each head coach shall be provided in his/her coach’s packet a relay form. The head coach shall list the team name, the competing relay swimmers (last and first names). Relay entry forms for Preliminaries must be turned in to the relay official before the 15-minute break to be accepted. The approved copy of the relay form must accompany the swimmers to the block and be given to the head timer in that lane. On Day Four relay entry forms for the 200 Free Relay must be turned in to the relay table before 8:45 a.m. Relay changes may be declared by submitting a new relay card, of a different color, (Red) to the referee prior to the start of the relay’s heat.

Finals – Qualifying teams for finals will need to file a second form. Each coach shall pick up relay entry forms from the relay check-in table. All of other instructions and conditions shown shall apply.

Heat Sheets

Coaches: May pick up their heat sheets at the coaches entrance.

All Others: Heat sheets will be available at ticket sales for \$3.00

All-session heat sheet punch cards will be available for sale with pre-ordered tickets and at registration and at the meet for \$20.

Unofficial Psyche Sheets

Will be available on the website at
www.ymcaswimminganddiving.org.

Final Results

Daily results will be posted throughout the facility. Results will be available on the website at
www.ymcaswimminganddiving.org.

Timing

The timing of all swimming events will be posted to the hundredths. In case of a tie to the hundredths in places 8, 16, 17 or 18 there will be a swim-off.

Scoring

Scoring will be as follows: 20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1 for individual events, and 40 – 34 – 32 – 30 – 28 – 26 – 24 – 22 – 18 – 14 – 12 – 10 – 8 – 6 – 4 – 2 for relay events.

Emergency Procedure

Emergency Personnel will be available 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.

AWARDS

Event Awards

Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteenth places. Plaques will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for both men's and women's swimming teams and for both men's and women's diving teams. A combined point award will be given to the team combining the highest total number of points from both men's and women's events and both men's and women's diving events.

Swimming Award Presentation

Individual awards will be presented in the following manner:

Swim Women's Event A

Swim Men's Event A

Swim Women's Event B

Swim Men's Event B

Present awards to Women's Event A finalists

Present awards to Men's Event A finalists

Present awards to Women's Event B finalists

Present awards to Men's Event B finalists

Swim Women's Event C, etc.

Award Presentation Protocol

All award winners MUST wear apparel that is appropriate and acceptable to the Championship Meet Committee. You MUST wear a "tee-shirt" or jacket (team warm-up jacket is preferable) on the award stand. No caps or towels are permitted on the awards stand. **IF YOU DO NOT FOLLOW THESE RULES, YOU WILL NOT BE PERMITTED ON THE AWARD STAND OR RECEIVE YOUR AWARDS.** The awards for the relays that are conducted as the final event each day will be presented after the Opening Ceremonies on the following evening. On the last evening of the meet, the relay awards will be presented before the team trophies.

Outstanding Athlete Scholarship Award presented by Nike

Criteria

Must be a graduating senior and must have been a YMCA swimmer and/or diver for five years.

Must maintain a grade point average of 3.5 or better on a 4.0 or equivalent scale during senior year in high school

Must have plans to continue education at a university or junior college

Must present two letters of recommendation from a coach, clergy, teacher, or YMCA staff person. Letters must reflect the athlete's display of the YMCA character traits of caring, honesty, respect and responsibility. **Letters must be no longer than one page.**

Must present a **one page letter** reflecting upon what the athlete's participation in the YMCA competitive swimming and/or diving program has meant to him/her.

Must compete at the National Short Course Swimming & Diving Championships in their senior year and be present to accept the award.

Application Procedure

Applications will be available on <http://www.ymcaswimminganddiving.org>

Interested individuals must complete and return their applications along with two letters of recommendation and a one page letter reflecting upon what their participation in the YMCA competitive swimming and/or diving program has meant to them by March 21, 2008 to: Mike Eubank, YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

Applications will be reviewed and the final selection made by a panel of individuals appointed by the YMCA of the USA Competitive Swimming & Diving Advisory Committee.

The winner will be announced at the National YMCA Short Course Swimming & Diving Championship in Fort Lauderdale on April 3, 2008.

A check for \$1,000.00 will be issued directly to the athlete's institution of higher learning.

Conrad Carroll Award

The Conrad "Connie" Carroll Award is given in memory and honor of a person who best exemplifies the "True Official", a person who has given of himself for the betterment of officiating in the YMCA Competitive Swimming & Diving Program. The recipient will be introduced preceding the finals on the third day of the meet.

Coach of the Meet Award

(in memory and honor of Larry Lyons, Coach of M.E. Lyons YMCA)

The Coach of the Meet recognizes the coach/coaching staff that has prepared their athlete(s) and/or team for extraordinary performances at these Championships. The Award will be determined by a vote of coaching peers at the meet based on results through preliminaries of the fourth day of the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

Coach of the Year Award

The Coach of the Year recognizes the coach/coaching staff that has exemplified the YMCA values in his/her program and community during the year. Team accomplishments and community involvement are to be taken into consideration when submitting candidates. Potential candidates may be nominated by submitting the form at www.ymcaswimminganddiving.org to the email shown, or during the Short Course Championship meet itself.

Robert Moss Award

An award in memory of Robert Moss will be presented to an individual who has made an outstanding contribution to diving. This may be an exceptional performance as a diver, as an outstanding coach or some other individual who has contributed to the enhancement of the YMCA diving program. This award will be presented preceding the finals on the last day of the meet.

John DeBarbadillo Award

The DeBarbadillo Award for Excellence in Sportsmanship will be awarded annually at the National YMCA Short/Long Course Swimming Championships. Though the Award will be given at these two venues, the act of Sportsmanship can take place at any YMCA swimming/diving function. Nominations will continually be accepted on a year round basis. A nomination form is available at www.ymcaswimminganddiving.org.

Senior Recognition

Once again, high school seniors will be recognized in our heat sheets. Also, during the Opening Ceremonies before Finals on Wednesday evening we will have a special recognition of all high school senior athletes.

To be listed in the heat sheet, coaches should enter the names of all of their high school seniors and the college the athlete will attend during the Online Entry process. There will be forms at the Coaches Registration table for those that may have been missed during the online entry but those will be processed as time permits.

ADMISSIONS

Ticket Information

Wristbands that will admit spectators to 8 sessions (prelims and final) will be available for sale. Advance sales are \$25.00 per wristband. Advance orders must be received prior to March 21, 2008. All-session heat sheet cards can also be pre-ordered at \$20.00 per card. **Advance orders may be picked up at registration or at ticket sales at the meet.**

Wristbands and pre-ordered heat sheet cards may be ordered from:

Carolyn Ryan
125 Wynnwood Dr.
Wilmington, DE 19810
Phone #: 302-475-3457- Admission Questions Only!

Make checks payable to: YMCA of the USA- 2008 Short Course

Wristbands and tickets for individual sessions will be sold at registration and at the pool complex.

Prices during registration and the meet - \$30.00 per wristband. Individual tickets: prelims - \$5.00 each, Finals - \$5.00 each

Children 11 years & younger – half price

Wristbands must be secured and worn on the wrist of the purchaser at all times while in the pool complex.

Ticket Sales Schedule:

During Meet Registration at the Sheraton Yankee Trader Las Olas Ballroom (Before the meet begins all advance orders must be picked up here during the following times):

.....Sunday, March 30th, – 11:00 am – 3:00 pm

.....Monday, March 31st– 9:00 am – 3:00 pm.

Ticket and Heat Sheet sales at the Pool Complex:

.....Monday March 31st, 11:00 am – 8:00 pm

.....Tuesday, April 1st through Friday, April 4th – 7:00 a.m. to 11:00 a.m. and 5:00 p.m. to 7:00 p.m.

Media

Accreditation for press and television must be secured from the Meet Director.

Coaches

Coaches will be admitted to the pool complex by special identification badges and wristbands that will be issued at time of registration. These badges and wristbands must be worn for you to be admitted to the pool. You must wear the badge (above the waist) and the wristband at all times while in the pool complex. Lost badges will be replaced for a charge of \$20.00.

Officials

Officials will be admitted to the pool complex by special identification badges and wristbands will be issued at time of registration. These badges and wristbands must be worn for you to be admitted to the pool. You must wear the badge (above the waist) and the wristband at all times while in the pool complex. Lost badges will be replaced for a charge of \$20.00.

Application To Officiate

Anyone wishing to officiate for the swimming events in the meet may apply to:

Email: ChetAtoZ@aol.com

Postal: Chet Andruskiewicz, 4 Auspice Court, Newark, DE, 19711

Additional information and the application to officiate are available at www.ymcaswimminganddiving.org.

For those who register to officiate: there will be a MANDATORY meeting in the Atlantic Room at the Sheraton Yankee Trader Beach Resort at 4:30 pm – 5:30 pm. Monday, March 31st. 2008.

Contestants

Swimmers and divers will be admitted to the pool area by special wristband that will be issued at time of registration. These wristbands must be worn on the WRIST for you to be admitted to the pool or to compete. Competitors – you must wear your wristband to compete. If a wristband is loose or partially broken, have it replaced before you step up on the block or diving board. This means whether on the diving board or on the starting blocks, you must wear your wristband! Any contestant stepping on the blocks or the diving board without a wristband on the wrist will be asked to step down and will be disqualified from the event. Lost bands will be replaced at a charge of \$5.00.

Spectator Area

The seats on the north side of the pool are primarily for spectators. They have paid to gain admittance and should have the best seats in the house. Swimmers, divers and coaches are not allowed in these areas without special permission. Conversely, the south stands are off limits to spectators. These are for swimmers. Spectators will not be allowed on the pool deck. Spectators are NOT to save seats for individuals arriving later.

Cameras

Camcorder operators' equipment will not be permitted to take up seats in the spectator area. No flash photography will be allowed during competition.

Swimmers and Divers Area

There will be an area specifically designated for competitors (and their coaches). It is the entire roof of the men's and women's locker rooms on the south side of the pool complex. Entrance to this area will be from diving tower to back stairs by the women's locker room. A tented area will be available.

Coaches Area

Coaches may use the east and west bleachers of the pool complex. The area behind the blocks is off limits at all times to all except officials and those contestants getting ready to swim.

Heat Sheets

All session heat sheet cards can be pre-ordered for \$20 (pick up at the meet) from Carolyn Ryan at the above noted address (See ticket information).

Individual session heat sheets can be obtained from ticket sales for \$3.00. All-session heat sheet cards will be available for sale for \$20 during registration and at the meet at ticket sales.

GENERAL INFORMATION

Rubbing Tables

Rubbing tables will not be provided. We suggest you bring your own if you want to use them. There will be room for them in a designated area. They will not be permitted on the pool deck or the diving area.

Banners

Maximum banner size shall be 5 feet by 8 feet. Advertising size can be no more than 96 square inches. The use of the National YMCA Swim logo may not be used without written consent from the YMCA of the USA Swimming and Diving Advisory Committee. There is no restriction on the size of YMCA or team name. The YMCA of the USA Swimming and Diving Advisory Committee reserves the right to restrict placement of team banners in order to maintain dignity and decorum of the meet. Permission to place banners must be granted by the Facilities coordinator. Banners should be consistent with YMCA Graphic Standards.

Smoking, Alcohol & Drugs

THERE SHALL BE NO SMOKING, ALCOHOL OR DRUGS IN THE SWIMMING COMPLEX.

Chaperones

The YMCA of the USA Competitive Swimming and Diving Advisory Committee recommends that chaperones be furnished for all contestants. Each contestant MUST have a certified coach responsible for him/her while on the pool deck.

Housing

Coaches and parents should contact hotels directly. A list of hotels is available on www.ymcaswimminganddiving.org.

Air Transportation

Best Travel/YMCA of the USA has been designated as the travel agent for the attendees of the National YMCA Swimming and Diving Championships, April 1-4, 2008, in Ft. Lauderdale, Florida. The earlier you make your reservations, the better the price. This is a tremendous opportunity for saving money for the YMCA. This program is available to all attendees whether staff, parent or team member. Their phone number is 1-877-359-9622.

TIME TRIALS

Purpose

To provide swimmers an opportunity to achieve the time standards required to compete in future Championship meets. It also provides swimmers an opportunity to swim additional events.

Format

Time Trials will be held in conjunction with the National YMCA Short Course Championships. They are open to all swimmers participating in the meet. The Time Trial Sessions will begin 30 minutes after the preliminaries. They will be conducted in East and West Courses and run through completion.

Order of Events

Day 1	Day 2	Day 3	Day 4
100 Back	100 Fly	400 IM	200 Fly
500 Free	200 Breast	100 Free	100 Breast
200 IM	200 Free	200 Back	1650 Free
50 Free	1000 Free	50 Free	
100 Free	50 Back	50 Breast	
50 Fly			

Entries and Fees

Coaches may sign up for Time Trials online with their entries. The website will have two links—one for National entries and one for Time Trial entries. There is no penalty for switching events; **there will be no refunds**. Online Time Trial entries will be accepted up until the start of the Coaches' Advisory Meeting. Coaches or swimmers may also register for a Time Trial event during each Preliminary Session from 9am to 11am. Also, beginning the first evening of the competition, swimmers or their coaches may sign up for the following day's Time Trials between 5pm and 6:30pm. Entries submitted after the Coaches' Advisory Meeting may be done manually or by an export disk. The cost of all Time Trial events is \$10.00. Each swimmer may swim one event per day. Swimmers might be asked to provide their own timers. Registration at the pool will be on the Championship Course in front of the hospitality room. If adverse weather conditions cause the cancellation of events, the Time Trials Manager will determine the appropriate action, which may result in the cancellation of the day's events.

Qualifying Time Standards for Time Trials

2008 National YMCA Short Course Swimming and Diving Championships

Time Trial Qualifying Time Standards

YMCA National Short Course Swimming Championships

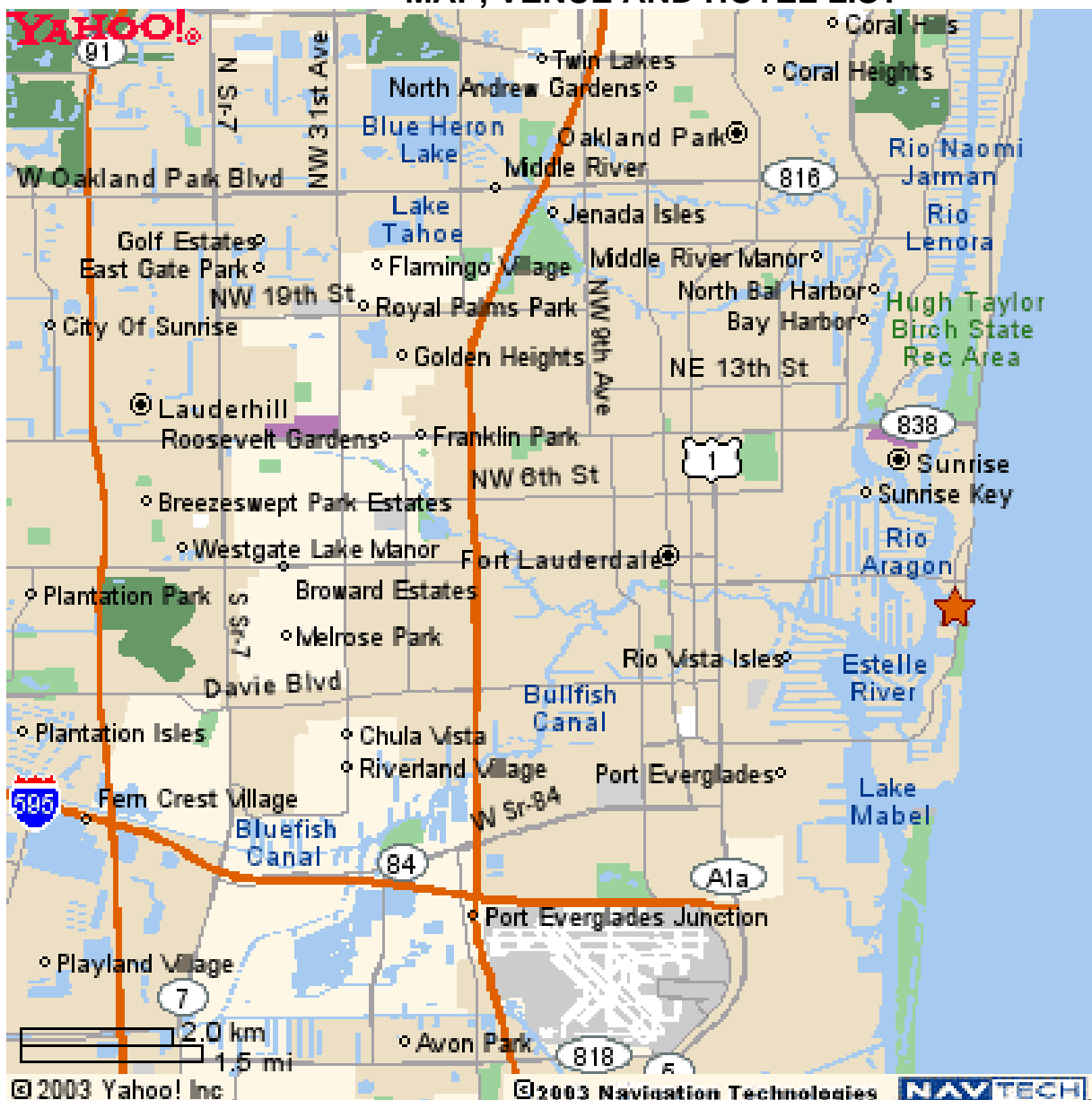
April 1-4, 2008

Women				Men		
LCM	SCM	SCY		SCY	SCM	LCM
:31.61	:31.04	:27.81	50 Free	:24.84	:27.73	:28.56
1:08.48	1:07.26	1:00.26	100 Free	:54.10	1:00.38	1:02.19
2:26.03	2:24.23	2:09.23	200 Free	1:58.12	2:11.84	2:15.00
5:08.48	5:02.27	5:45.49	500 Free	5:19.31	4:39.36	4:48.97
10:29.07	10:13.94	11:45.08	1000Y/800MFree	11:08.78	9:45.21	9:59.28
20:08.86	19:41.14	19:44.68	1650 Free	18:29.66	18:26.34	18:58.12
1:16.42	1:15.48	1:07.63	100 Back	1:01.69	1:08.86	1:10.91
2:44.17	2:42.16	2:25.29	200 Back	2:13.74	2:29.27	2:33.73
1:28.24	1:25.67	1:16.76	100 Breast	1:09.17	1:17.20	1:19.97
3:07.86	3:04.50	2:45.31	200 Breast	2:31.12	2:48.67	2:54.71
1:14.88	1:14.38	1:06.64	100 Fly	:59.82	1:06.77	1:07.60
2:45.85	2:44.74	2:27.60	200 Fly	2:14.84	2:30.50	2:33.23
2:46.48	2:43.51	2:26.50	200 IM	2:14.07	2:29.64	2:35.00
5:53.35	5:49.01	5:12.71	400 IM	4:48.62	5:22.13	5:31.75
2:07.98	2:05.70	1:52.62	200 Fr Rel	1:40.41	1:52.07	1:55.42
4:38.48	4:33.51	4:05.06	400 Fr Rel	3:39.87	4:05.40	4:12.73
9:57.96	9:50.62	8:49.19	800 Fr Rel	8:04.31	9:00.53	9:13.50
2:23.57	2:21.17	2:06.48	200 Med Rel	1:53.17	2:06.31	2:09.64
5:11.00	5:05.80	4:33.99	400 Med Rel	4:06.38	4:34.98	4:42.23
:34.59	:33.40	:29.93	50 Back	:27.58	:30.78	:32.39
:38.39	:36.81	:32.99	50 Breast	:30.66	:34.21	:36.29
:32.39	:31.77	:28.47	50 Fly	:25.94	:28.95	:29.89

Time trials time standards are 10% over the meet qualifying time standard for each event.

For 50s of the strokes the standard is set at 10% over the short course
qualifying time for Long Course Nationals

MAP, VENUE AND HOTEL LIST



Venue

Ft. Lauderdale Aquatic Complex. Phone: (954) 828-4580
501 Seabreeze Boulevard..... Fax: (954) 468-1582
Fort Lauderdale, Florida 33316
Online: <http://ci.ftlaud.fl.us/flac/>

Sheraton Yankee Trader Beach Resort – *headquarters hotel*
321 Ft. Lauderdale Beach Blvd., Fort Lauderdale, FL 33304
(954) 467-1111 Fax (954) 467-0100

Hotel List

A list of recommended hotels with contacts is available at www.ymcaswimminganddiving.org.

COACH'S CHECK LIST

Meet Entry

Have you created your Meet Entry file?

Have you completed your ONLINE registration? Including printing the signature and Entry Fee form?

Have you obtained all proper signatures on the forms?

Have you faxed the signature forms?

Does your team have adequate insurance? And did you send your Certificate of Insurance to YMCA of the USA?

Pre-Meet

Remember to bring your Entry Fee form and check

Bring all Parents Consent and Liability Waiver forms

Bring all YOUR certifications (current through the meet) & a photo I.D.

Do you have proof of times for each entry?

Does your Y know where the team is staying?

Do you have a contract with your athletes as to their expected behavior?

Are your athletes familiar with the YMCA four core values – Honesty, Responsibility, Caring and Respect?

Did you obtain permission for emergency medical care?

Scratch box 10 minutes after the completion of the Coaches Advisory Meeting on Monday only. The scratch box closes at noon on Tuesday, Wednesday and Thursday.

(List items below you wish to remind yourself)

Character development focusing on the four values of honesty, responsibility, caring and respect is an integral part of the YMCA competitive swimming and diving program.

Our ultimate purpose is to help participants realize their fullest potential as individuals and grow in spirit, mind and body.

There are many wonderful opportunities to teach the four values in the YMCA swimming and diving program.



Procedures have been approved by the YMCA of the USA Competitive Swimming and Diving Advisory Committee.