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# *Meet Handbook*

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*National YMCA Long Course Swimming Championship*

*July 27 - 31, 2009*

*Eppley Recreation Center*

*University of Maryland*

*College Park, MD*

[www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

**Y SWIMMING & DIVING™**

We build strong kids, strong families, strong communities.

## UPDATES

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Date	Page(s) Changed	Change Made
6/19/09	2, 7, 8, 22	With input and approval from the YMCA Coaches Association, the Meet Committee has decided to re-align the swimming of the 1500 Freestyle events and the 800 Freestyle Relay events. The 800 Freestyle Relay events will be returned to swimming on Thursday. All heats of the 1500 Freestyle events will be contested on Monday evening. See the Pages Changed for more information.

## NEW THIS YEAR

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FEES – \$60 Team Registration, \$3 athlete charge, \$10 individual event, \$40 Relay event

Admission –

Daily charge \$12

Session charge \$7

Children 11 & under \$3 per session

Advance purchase weekly pass \$40

Weekly passes purchased at the meet will be \$45

C finals – Individual events with the exception of the 800 and 1500 Freestyle will have a C final in addition to the normal A and B final.

Coaches – The deck pass fee is \$20. The number of coaches permitted has changed. (See coaches section in handbook.)

Proof of time – A reconciliation of times will be run against SWIMS. If selected for proof of time and your times are in SWIMS, you will not need to bring further proof of time.

~~All except the two fastest heats 800 Freestyle Relays and all except the fastest heat of~~ All heats of the Women's and Men's 1500 Freestyle will be contested on Monday night. These heats will be swum fastest to slowest alternating Women's and Men's heats. The winners will be awarded as the first presentation during the Tuesday Finals Session.

The 800 Freestyle Relays will be contested as in the past with all except the two fastest heats of the Women's and Men's 800 Freestyle Relays will be contested during the Prelims Session on Thursday. The two fastest heats of both the Women's and Men's 800 Freestyle Relay will be contested as the last events of the Finals Session on Thursday.

Depending on the number of entries into the meet, the preliminary events may have to be restructured. This will be determined after July 17<sup>th</sup>. Please watch the website for more details after that date.

**Due to the Monday evening events, the Scratch Box will close at 3:00 PM on Monday afternoon and will remain closed until Tuesday morning at 7:00 AM. All scratches for the ~~800 Freestyle Relays~~, the 1500 Freestyle events and all of Tuesday's events must be submitted by 3:00 PM on Monday afternoon.**

Due to several important USA-Swimming championship meets occurring after the scheduled entry deadline, for this year only, we are allowing Additional Entries for the 2009 Long Course Championship after the published meet entry deadline date of July 15, 2009. The additional individual entries are only allowed from meets contested between July 16th and July 26th. The additional entries will be accepted only under the specific criteria defined in the Additional Entries section of this handbook.

## **KEY MEET OFFICIALS**

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Meet Director – Bettie Williams  
Assistant Meet Director – Glenda Pae

## **Meet Coordinators**

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Facilities – Carrie Tupper

## **Championship Committee**

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Jim Everett- Chairperson, National Advisory Committee  
Bob McDowell – Announcer & MC for Special Events  
Bettie Williams – Meet Director  
Ed Miller –Director of Officials  
Hank Mittelstaedt – Meet Referee  
Glenda Pae – Assistant Meet Director  
Jim Ryan – Former Chairperson, National Advisory Committee  
Mary Ellen Smolinski – Meet Operations  
Tom Warrick – Meet Registration  
John Mendell – Short Course Meet Director/Administrative Referee  
Noel Brendefur – YMCA of the USA, Director of Competitive Sports (Ex Officio)  
Mike Leonard – Coaches Representative

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## SCHEDULE OF EVENTS FOR 2009 LONG COURSE

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### Sunday, July 26, 2009

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- 10:00 a.m. Pool Opens for Practice – to 8:00 p.m.
- 12:00 noon Training Others I and Swim Officials Trainer Clinic – to 4:00 p.m.
- 2:00 p.m. Registration Opens – to 6:30 p.m.  
Scratch Box is open during Registration

### Monday, July 27, 2009

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- 6:00 a.m. Pool Opens for Practice – to 5:30 p.m.
- 7:30 a.m. Principles of YMCA Competitive Swimming and Diving Trainer – to 2:00 p.m.
- 8:30 a.m. Principles of YMCA Competitive Swimming and Diving – to 1:30 p.m.
- 9:00 a.m. Registration Opens – to 12:00 noon  
Scratch Box is open during Registration
- 9:00 a.m. Swim Official Level II Clinic – to 1:00 p.m. (New Swim Officials Trainers need to attend as well)
- 1:00 p.m. Registration Opens – to 3:00 p.m.
- 3:00 p.m. Scratch box closes**
- 4:00 p.m. Coaches Advisory Meeting  
Coaches Association Meeting following the Coaches Advisory Meeting
- 4:30 p.m. Meeting of all Meet Deck Officials
- 6:00 p.m. Special session for ~~800 Freestyle Relay~~ and 1500 Freestyle Events
- 7:30 p.m. Registration Opens – 8:30 p.m.

### Tuesday, July 28, 2009

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:00 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:00 p.m. Opening Ceremonies
- 5:45 p.m. Swimming Finals

### Wednesday, July 29, 2009

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals

## Thursday, July 30, 2009

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals

## Friday, July 31, 2009

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals

9:00 PM Thursday ..... \*VOLUNTEER DINNER – The Inn & Conference Center, University of Maryland

PLEASE KEEP IN MIND THAT WE HAVE ADDED “C” FINALS FOR ALL EVENING INDIVIDUAL SWIMMING EVENTS (except the 800 and 1500 meter Freestyle events).

## Training Classes

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- TRAINING OTHERS I and SWIM OFFICIALS TRAINER  
..... Sunday, Noon – 4:00 PM (Conference Room across from West Gym)
- PRINCIPLES ..... Monday, 8:30 AM – 1:30 PM (Room off Pool Deck)
- PRINCIPLES TRAINER ..... Monday, 7:30 AM – 2:00 PM (Room off Pool Deck)
- LEVEL II SWIM OFFICIALS ... Monday, 9:00 AM– 1:00 PM (Conference Room across from West Gym)

## Special Awards

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***THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE AS INDICATED BELOW:***

SENIOR RECOGNITION: Thursday Morning

COACH OF THE MEET: Friday Morning



## ELIGIBILITY

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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.

Any questions pertaining to a definition of the following YMCA Inter-Association Meets / YMCA Championship Meets / and Sanctioning can be found in the 2009 Black Book. Download from [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

## Swimmers

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### YMCA Membership

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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 rules for their championship meets.

### Dual Representation and Membership Transfer

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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

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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

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### Age

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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

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A swimmer must achieve the minimum qualifying time standard during the current qualifying period 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. Times achieved in USA Swimming meets and high school meets are also accepted.

### YMCA Meet Participation

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In order for a swimmer 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

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#### Safety Certifications

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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, or Red Cross Lifeguarding

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

## Team Registration and Coaches' Deck Passes

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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

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### Definition of an Association

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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 may only compete under one name and one association number during a given season. Teams may not compete separately during the season and then compete as one combined team at nationals.

### Association in Good Standing

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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

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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

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If an Association does not sponsor a swimming team, an eligible swimmer 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](http://www.ymcaswimminganddiving.org). 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. 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. The fee for a relay only swimmer is \$10.00 per swimmer (the cost of an individual entry). If you have such a swimmer, PLEASE ENTER THEM INTO A RELAY EVEN AS AN ALTERNATE. Relay names can be changed at the meet. Remember, all swimmers listed as relay only must swim in at least one relay

### 2009 Long Course Qualifying Time Standards

Women		Senior (12 and Over)			Men			
25 yd Course	25 M Course	50 M Course		50 M Course	25 M Course	25 yd Course		
:25.48	:28.43	:29.39		50 Free	*	:26.89	:25.21	:22.86
:55.23	1:01.64	1:03.99		100 Free		:58.79	:54.89	:49.84
1:58.83	2:12.61	2:17.29		200 Free		2:08.99	2:01.74	1:49.08
5:15.83	4:36.31	4:45.99		400 (500) Free		4:32.49	4:17.12	4:53.89
10:44.87	9:24.18	9:46.89		800(1000)Free		9:12.99	8:51.67	10:07.70
18:03.49	18:00.24	18:44.99		1500 (1650) Free		17:52.99	16:55.20	16:58.25
:29.93	:33.40	:34.59		50 Back		:32.39	:30.78	:27.58
1:02.31	1:09.54	1:12.49		100 Back	*	1:06.89	1:03.30	:56.72
2:14.55	2:30.16	2:37.59	*	200 Back		2:26.99	2:18.04	2:03.69
:32.99	:36.81	:38.39		50 Breast		:36.29	:34.21	:30.66
1:10.32	1:18.48	1:22.29	*	100 Breast	*	1:15.99	1:11.17	1:03.77
2:32.70	2:50.42	2:58.99	*	200 Breast	*	2:47.99	2:36.28	2:20.03
:28.44	:31.73	:32.29	*	50 Fly	*	:29.79	:28.92	:25.91
1:01.15	1:08.24	1:10.19		100 Fly		1:04.19	1:01.52	:55.13
2:16.09	2:31.88	2:37.19	*	200 Fly	*	2:26.99	2:19.18	2:04.71
2:14.84	2:30.49	2:36.99		200 IM	*	2:25.19	2:17.11	2:02.85
4:45.99	5:19.18	5:26.99		400 IM	*	5:08.39	4:54.74	4:24.09
1:43.76	1:55.80	2:01.49		200 Free Relay		1:49.99	1:43.44	1:32.69
3:45.33	4:11.48	4:22.29		400 Free Relay		3:58.99	3:45.93	3:22.43
8:03.11	8:59.18	9:14.99	*	800 Free Relay	*	8:45.99	8:17.32	7:25.61
1:56.34	2:09.84	2:15.59		200 Medley Relay		2:04.79	1:57.00	1:44.84
4:13.14	4:42.52	4:56.99		400 Medley Relay		4:29.99	4:14.34	3:47.89

Qualifying Period for the Long Course YMCA National Championship Meet:  
July 1 of the previous year through the entry deadline (July 2009)

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**New Time**

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## Time Conversion

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Use actual times. Time conversions are NOT PERMITTED.

## Entry Deadline and Procedure

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Entries are due on Wednesday, July 15<sup>th</sup>, 2009, with the exception of Additional Entries. Online meet entry is REQUIRED.

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-tek.com/downloads.html](http://www.hy-tek.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/2009lc.htm>.

Once you have entered your qualified swimmers 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 a floppy disk, CD, DVD, Flash drive, 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 meet entry online form can be found at [www.ymcaswimminganddiving.org/2009lc.htm](http://www.ymcaswimminganddiving.org/2009lc.htm). Click on the link on the page marked "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:

<b>Form Produced during Online Entry</b>	<b>What to do with this form after Online Registration</b>	<b>Fax back to 1-866-633-8996 by July 17, 2009. NO COVER SHEETS</b>	<b>Bring to Registration</b>	<b>Notes</b>
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 plus one YMCA sanctioned championship meet in which your swimmers 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	
Coach's 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, July 15<sup>th</sup>, 2009. Absolutely NO entry will be accepted after July 15<sup>th</sup> except as provided for in the section entitled Additional Entries. 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.ymcaswimminganddiving.org/2009lc.htm](http://www.ymcaswimminganddiving.org/2009lc.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

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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.

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

## Seniors

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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.

## Additional Entries

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Due to several important USA-Swimming championship meets occurring after the scheduled entry deadline, for this year only, we are allowing additional individual entries for the 2009 Long Course Championship after the published meet entry deadline date of July 15, 2009. The additional individual entries are only allowed from meets contested between July 16th and July 26th. The additional entries will be accepted only under the following acceptance criteria:

### Meet entries from USA-Swimming meet:

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- Printed meet results from a sanctioned USA-Swimming competition showing the sanction number and LSC code of issuing LSC.

### Meet entries from YMCA competitions:

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- YMCA meet to qualify must meet the criteria adopted by the National Committee at the spring 2009 meeting for sanctioning. (Guidelines are posted at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) It need not be sanctioned, as the deadline for sanctioning has passed, but it must meet the sanctioning criteria as stated in the guidelines, with the exception that only 50% of the individual events swum at Nationals need be offered.
- Printed meet invitation must be presented showing events offered, time standards, facility and club hosting the competition for meet entry review. Please submit to Glenda Pae at [paelittlegirl2@aol.com](mailto:paelittlegirl2@aol.com) no later than July 15, 2009.
- Competition contested using automatic timing

### In addition\_(for all meets)

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- Printed meet results signed by meet referee must be presented at time of registration
- Teams must have already registered in the meet by the meet entry deadline date of July 15, 2009.
- New swimmers who qualify from meets held between July 16<sup>th</sup> and July 26<sup>th</sup> are permitted
- New qualifying events for existing entered swimmers are allowed
- Updated qualifying times for events previously entered for swimmers are not allowed
- Coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 16<sup>th</sup> to July 26<sup>th</sup>).
- Additional entries must be brought to registration for processing no later than Monday, July 27<sup>th</sup>, 3:00pm
- New swimmers must have signed new Additional Entry Release/Consent Form that must be signed by the swimmer, the executive director, and membership director. A copy will be available on the [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org) web site beginning Friday, July 17<sup>th</sup>. In addition each new swimmer must have a signed Parent Consent form to present at registration. If any swimmer proposed for registration

under this provision does not have all of his/her proper paperwork at registration, that swimmer will not be entered into the meet and will not be allowed to swim.

- All additional entries must be paid for by cash/check at the time of registration.

## 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 2009 or greater) will be available at [www.ymcaswimminganddiving.org/2009lc.htm](http://www.ymcaswimminganddiving.org/2009lc.htm) web page.

You must have submitted a valid certificate of liability insurance to the YMCA of the USA by Noon (EST) on Friday, July 17 to be able to compete in the meet.

The image shows a sample Certificate of Insurance form. It includes sections for 'INSURANCE', 'COVERAGE', and 'POLICY INFORMATION'. Several yellow callout boxes provide instructions: 'This must be your YMCA of the USA location name and address' (pointing to the insured name), 'This must be a submission of 12,000,000' (pointing to the coverage amount), 'The date given here must be FRIED in the last day of the meet' (pointing to the expiration date), 'The date given here must be AFTER the last day of the meet' (pointing to the start date), 'This must be the EXACT wording of this section' (pointing to the policy description), and 'This must be the EXACT wording of this section' (pointing to the policy terms and conditions).

Certificate of Insurance Sample – Click on example to enlarge

Emails of certificates will be accepted from the Insurance Broker only. Emails may be sent to [joanne.wehrly@ymca.net](mailto:joanne.wehrly@ymca.net).

Certificates of insurance may be faxed to Joanne at 312-977-1069, HOWEVER, the original must still be sent to YMCA of the USA, Attn: Insurance Manager, 101 North Wacker Drive, Chicago, IL 60606.



## FEES

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### Registration Fee

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A registration fee of \$60.00 per Association will be charged.

### Competition Fees

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The entry fee will be \$3.00 for each athlete, \$10.00 per individual event and \$40.00 for each relay team listed on the entry form. Reminder – relay only swimmer - \$10

### Coaches Fees

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Each coach must pay a deck fee of \$20.00 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 is as follows:

# of Swimmers:

1-10 .....	2 coaches
11-20 .....	4 coaches
21-25 .....	5 coaches
26 & more .....	7 coaches

### Fee Payment

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After the online registration deadline, an email invitation to pay by credit card will be sent to each team entered. This email will be sent to the email address of the registration coordinator that is given during the online process. In order to pay by credit card you must follow the procedures in that email. Credit card payments will be due by midnight on Thursday, July 23<sup>rd</sup>.

Any fees that have not been prepaid must be paid by check at meet registration. This includes additional fees that may be due to Additional Entries. Make checks payable to: YMCA of the USA-2009 Long Course.

## REGISTRATION

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### Registration Procedure

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Registration will take place at the University of Maryland - Eppley Recreation Center in the West Gym. This registration process is for every athlete, coach and official. Coaches' packets will contain meet information and credentials. Athletes will submit their Parent's Consent and Waiver and receive their bag. Scratch and relay cards will also be available at the Proof of Times table in the gym. Registration will be open as follows:

Sunday, July 26th	2:00 p.m. – 6:30 p.m.
Monday, July 27 <sup>th</sup>	9:00 a.m. – noon 1:00 p.m. – 3:00 p.m. 7:30 p.m. – 8:30 p.m.
Tuesday thru Friday, July 28 <sup>th</sup> – 31 <sup>st</sup>	7:00 a.m. – 11:00 a.m.
Tuesday thru Thursday, July 28 <sup>th</sup> – 30 <sup>th</sup>	5:00 p.m. – 6:00 p.m.

Coaches' 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 which contains credentials for admission to the pool deck. All certifications must be current originals.

### Proof of Times and SWIMS

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The meet entry file will be reconciled with SWIMS. 15% of the teams entered will be selected at random for proof of time. All Additional Entries require proof of time. If the selected team has all of their times in SWIMS no further proof of time will be needed. The teams selected will be notified by Monday, July 20, 2009. This email will be sent to the email address of the registration coordinator that is given during the online process. All teams notified will be required to go through the proof of time process.

It is up to the coaches 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 may have to prove times. This includes, but is not limited to, a protest from another coach.

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

- All Additional Entries will require proof of time
- 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:
  - The names of those swimmers MUST appear on the team entry form for the National Championship.
- In order to submit a relay time established beginning July 1, 2008 and prior to September 1, 2008, all of the swimmers who achieved this time must be eligible to compete at 2009 Long Course Nationals. Any relay time achieved between September 1, 2008 and the entry deadline (July 15, 2009) belongs to the team and does not require the same intact proof. If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their 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 must be achieved before the entry deadline (July 15, 2009). 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. Proof may be printed from the SWIMS database. Meet results from YMCA sanctioned meets not in the SWIMS database must have printed meet results. All hand written results must be signed by the meet referee. 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 L).

For all Additional Entries the coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 16 to July 26).

All new coaches (not just new teams) must meet with the Assistant Meet Director immediately after the Coaches Association meeting 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. If you have specific questions, please email Glenda Pae ([paelittlegirl2@aol.com](mailto:paelittlegirl2@aol.com)) by July 15.

## COMPETITION

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### Scratch Procedures

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The USA-S scratch procedures (USA-S Rule 207.12.6) will be followed, as modified for this Meet and set forth below:

#### Scratching from Preliminaries

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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 from the same team 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 University of Maryland – Eppley Recreation Center on Sunday, July 26<sup>th</sup> and Monday, July 27<sup>th</sup>. The scratch box will remain in the gym until 3:00 PM. The Scratch Box will then be closed until Tuesday, July 28<sup>th</sup> at 7:00 AM. During competition the scratch box will be in the hallway behind the Coaches Hospitality room.

The scratch box will close at the following times:

**For the special session on Monday, July 27<sup>th</sup> – 3:00 PM on Monday July 27<sup>th</sup>**

**For the preliminary events on Day 1 – 3:00 PM on Monday, July 27<sup>th</sup>.**

For the preliminary events on Day 2 – Noon on Tuesday, July 28<sup>th</sup>.

For the preliminary events on Day 3 – Noon on Wednesday, July 29<sup>th</sup>.

For the preliminary events on Day 4, – Noon on Thursday, July 30<sup>th</sup>.

#### Declared False Start

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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

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Swimmers initially qualifying for the A, B, or C 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. 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.

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

Swimmers in a timed final event may scratch from such event in accordance with the procedures for Scratching from Preliminaries (i.e. as set forth above)

### Declaration of Intent to Scratch

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A swimmer qualifying for A, B, C 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

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The USA-S protest procedures (Rule 102.11) will be utilized, as modified for this Meet, and set forth below:

All protests must be made using the Protest Form and delivered to the Meet Referee. Protest Forms can be obtained from the 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.

## Order of Events

Prelims start at 8:00 a.m., Finals start at 6:00 PM

Monday (starting at 6:00 PM)

W	M	Event
<del>31</del>	<del>32</del>	<del>800 Freestyle Relay*** (all except two fastest heats)</del>
43	44	1500 Freestyle* (all except fastest heats)

Tuesday

W	M	Event
1	2	100 Backstroke
3	4	400 Freestyle
5	6	50 Breaststroke
7	8	200 IM
9	10	50 Freestyle
11	12	200 Medley Relay

Wednesday

13	14	100 Butterfly
15	16	200 Breaststroke
17	18	200 Freestyle
19	20	400 Freestyle Relay
	22	800 Freestyle**

Fastest heat only during finals:

43		1500 Freestyle*
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Thursday

W	M	Event
23	24	400 IM
25	26	100 Freestyle
27	28	200 Backstroke
29	30	50 Butterfly
		Fastest two heats only during finals:
31	32	800 Freestyle Relay***

Friday

33	34	200 Freestyle Relay
35	36	200 Butterfly
37	38	50 Backstroke
39	40	100 Breaststroke
41	42	400 Medley Relay
21		800 Freestyle**

Fastest heat only during finals:

44		1500 Freestyle*
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Participants with yard times will swim first each event.

\* The 1500 Meter Freestyle will be a "timed final" event: ~~all except the fastest heats to be swum on Monday evening. Heats on Monday will be contested fastest to slowest alternating Women's and Men's heats. The fastest seeded heats will be the first event of the final session Wednesday for the Women and the second event of the final session on Friday for the Men.~~

\*\*The Men's 800M Freestyle will be contested on Wednesday of the meet and the Women's 800M Freestyle will be contested on Friday. These will be a "timed final" events: all except the fastest heat to be swum during prelims. Heats for these events will be contested fastest to slowest. The fastest seeded heats will be the ~~second~~ first event of the final session Wednesday for the Men and first event of the final session Friday for the Women.

\*\*\* The 800 Meter Freestyle Relay will be a "timed final" event ~~with all except the fastest TWO heats to be swum on Monday evening. swum during the Prelims Session on Thursday. Heats on Monday during the Prelims Session~~ will be contested fastest to slowest. The fastest TWO seeded heats for each women and men will swim at the end of the finals session on Thursday.

NOTE: C final and B final shall immediately precede the championship final for each individual event except for the 800 and 1500 meter freestyle events.

We will use both ends of the pool for starts except for all 50M events, the 800M and 1500M individual freestyle events and the 200M and 800M Relays.

Odd numbers heats will start at one end and even numbered heats at the other end.

There will be no breaks before relays or distance events. Swimmers must be at the blocks and ready to swim immediately following the preceding event.

## Relay Check-In procedure

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**Prelims** – Relay Forms will be available at the Proof of Time Table during registration and at the Scratch Table during the meet. The head coach shall list the team number, the competing relay swimmers (last and first names) and the order of swimming for each entered relay. 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 the last day, relay check-in forms for the 200 Free Relay must be turned in to the relay official at the relay table before 7:30 a.m. Relay check-in forms for Preliminaries must be turned in to the relay official 15 minutes before the scheduled start of the relay event. Relay changes may be declared by submitting a new red relay card, 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 should pick up relay entry forms from the relay check-in table. All of other instructions and conditions shown above shall apply.

## Heat Sheets

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**Coaches** - 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 Psych Sheets

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Psych sheets will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org). The psych sheet will be posted at the pool complex. It will be removed the day that competition begins. There will be limited copies for sale at the ticket table.

## Final Results

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Daily results will be posted throughout the facility. Results will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).

## Timing

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The timing of all swimming events will be posted to the hundredths of a second. In the case of a tie to the hundredths of a second in a preliminary event, swim offs will be scheduled, as necessary, in accordance with Rule 102.5.2.

## Scoring

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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.

## Responsibility of Coaches & Contestants

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It shall be the responsibility of the coaches, swimmers to acquaint themselves with all information pertaining to swim-offs, final events, and their 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.

## Emergency Procedure

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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.

## Lightning policy

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The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, YMCA Services Corporation (the risk management arm of the YMCA of the USA), University of Maryland and the State of Maryland Swimming Pool Code all recommend or require closing an indoor pool during an electrical storm. Reasonableness would require closing the pool as part of our prudent risk management.



## OFFICIALS

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To properly conduct a championship meet of this magnitude requires that a large number of officials be available to staff the deck each day. There is a need for both YMCA Level I and YMCA Level II Officials each day at Preliminaries and Finals. All officials attending the meet are strongly encouraged to sign up to work at this meet.

In order to bring a high degree of consistency to the officiating, officials are asked to work as many sessions as possible, but at least three sessions over the course of the week. Officials working at the Preliminaries will receive breakfast and lunch in the Hospitality Room.

### Application to Officiate

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

Email: [ChetAtoZ@aol.com](mailto: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](http://www.ymcaswimminganddiving.org).

For those who register to officiate: there will be a MANDATORY meeting in the Officials Room next to the pool at 4:30 PM on Monday, July 27<sup>th</sup>. The meeting will last approximately 1 ½ hours.

Officials will only be admitted to the pool complex with credentials (issued at registration). These credentials must be displayed at all times. Officials are only admitted to the deck for sessions that they are working. Officials will be charged for seats in spectator seating for sessions that they are not working

### Timers

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In the past, timing responsibilities were handled by YMCA certified officials. However, due to the difficulty in attracting enough volunteer officials in recent years, it may be necessary to solicit volunteer timers, as we had to do for the 2008 Long Course Championships. If this becomes necessary, timing assignments will be made based on the number of swimmers entered in the meet by the larger YMCAs. In such a case, the selected YMCAs will be notified by Friday, July 17<sup>th</sup> of their assigned timer responsibilities. It will then be the responsibility of the Head Coach to provide a list of the volunteers to fill the attached Timer slots at Registration. Volunteer Timers will be expected to attend a meeting at 7:00 AM or 4:45 PM immediately before the session at which they are timing. If volunteer Timers are requested, to the extent possible, it would be helpful if such volunteers could work more than one session.

## AWARDS

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### Event Awards

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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. 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.

### Swimming Award Presentation

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Individual event awards will be presented the evening that they are swum. When a relay is the last event of the evening, the award will be presented the next evening. Check the preliminary heat sheet for the schedule for finals.

### Award Presentation Protocol

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- Award Presentations will not wait for all swimmers to report. Please report on first call.
- 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, towels or water bottles are permitted on the awards stand.

**SWIMMERS NOT FOLLOWING THIS PROTOCOL WILL NOT BE PERMITTED ON THE AWARD STAND TO RECEIVE THEIR 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.

### Coach of the Meet Award

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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.

### Senior Recognition

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Once again, high school seniors will be recognized in our heat sheets. We will recognize our seniors prior to the preliminary session on Thursday.

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

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### Ticket Information

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Wristbands that will admit spectators to 8 sessions (prelims and final) will be available for sale. Advance sales are \$40.00 per wristband. Advance orders must be received prior to July 17, 2009. 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:

An online order by credit card will be available by visiting our website:

[www.ymcaswimminganddiving.org/2009lc.htm](http://www.ymcaswimminganddiving.org/2009lc.htm).

Or by mailing the form found on the website with a check to:

YMCA of the USA

Attn: Long Course Registrar

101 N. Wacker Drive

Chicago, IL 60606

Make checks payable to: YMCA of the USA- 2009 Long Course

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

Prices during registration and the meet:

- \$45.00 per wristband.

Individual tickets

- Prelims - \$7.00 each
- Finals - \$7.00 each
- One Full Day \$12.00

Children 11 years & younger

- \$3.00 per session

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

### Ticket Sales Schedule

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**Sunday, July 26th** 2:00 p.m. – 6:30 p.m.

**Monday, July 27<sup>th</sup>** 9:00 a.m. – noon

1:00 p.m. – 3:00 p.m.

7:30 p.m. – 8:30 p.m.

(during Meet Registration) Tickets will be sold and advanced tickets may be picked up in the West Gym.

**Tuesday – Friday, July 28<sup>th</sup> – 31<sup>st</sup> 7:00 AM – 11:00 AM and 5:00 PM – 7:00 PM**

Ticket and Heat Sheets will be sold at the Spectators' Entrance.

### Media

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

## Coaches

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Coaches credentials (issued at registration) must be displayed at all times. Lost credentials will be replaced for a charge of \$5.00.

## Contestants

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Swimmers will be admitted to the pool area by bag tag that will be issued at time of registration. These bag tags must be displayed for admission to the pool deck. Lost bag tags will be replaced for a fee of \$5.00. The athlete must be accompanied by the coach

## Spectator Area

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

## Cameras

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

## College Coaches

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College Coaches may request credentials in advance by contacting the meet director in advance. There is no charge for credentials for college coaches. College coaches may register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/2009lc.htm>.

## GENERAL INFORMATION

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### Chairs

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Team chairs will not be allowed on pool deck during the meet.

### Rubbing Tables

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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.

### Banners

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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

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

### Chaperones

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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

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Hotel information is available at <http://www.ymcaswimminganddiving.org/2009LC/Hotel%20Information.pdf> including special room blocks and rates. In addition, the University of Maryland often makes on campus housing available for meet participants. That information is not available at the time this handbook is being developed but teams should continue to check [www.ymcaswimminganddiving.org/2009lc.htm](http://www.ymcaswimminganddiving.org/2009lc.htm).

### Parking

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Car parking - \$ 7/day

Bus parking - \$35/day

Weekly passes will be available for sale by the University of Maryland at meet Registration on Sunday and Monday.

## MAP, VENUE AND HOTEL LIST



### Venue

Eppley Recreation Center  
University of Maryland  
College Park, MD 20742

### Headquarters Hotel

**The Inn & Conference Center**  
**University of Maryland**  
3501 University Blvd. E  
Adelphi, MD 20783  
301-985-7300



## COACH'S CHECK LIST

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### Meet Entry

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- 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

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- 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 closes at 4:45 PM on Monday . 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.*