***2013 YMCA NATIONAL LONG COURSE***

***SWIMMING CHAMPIONSHIP MEET***

**To: Currently Certified YMCA Swim Officials and Others**

**Need:** At least sixty (**60**) volunteers are needed for each preliminary session and thirty-six (**36**) at the final session to staff the stroke, turn, & timer, relief and back-up positions

**Where:** Georgia Institute of Technology

Georgia Institute of Technology Aquatics Center

 Atlanta, Georgia

**When:** Monday, **July 29, 2013** through Friday**, Aug 2, 2013**

**Timed Final** 1500 Freestyle (evening session) **July 29, 2013**

**Preliminaries** (morning sessions) **July 30 – Aug 2, 2013**

**Time Trials** 30 minutes after Preliminary session **July 30 – Aug 2, 2013**

**Finals** (evening sessions) **July 30 – Aug 2, 2013**

**Please Note:** On Monday evening , **July 29, 2013**, all heats of the 1500 Freestyle will be swum beginning at **5:30** PM. We will need a limited number of officials to work that session.

**How to Pre-Register:** If you anticipate that you will be able to volunteer to ***work at least 3 sessions***, please complete and submit a Swim Official & Timer Pre-Registration Form (contained in **this** e-mail). The form may be reproduced for use by another individual(s) and is also available on the YMCA website [www.ymcaswimminganddiving.org](file:///C%3A%5CUsers%5CTom%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CW1XOCLQV%5Cwww.ymcaswimminganddiving.org). No telephone pre-registrations in lieu of submitting a form will be accepted.

**Registration:** Georgia Institute of Technology Aquatics Center

 **Officials Room – Campus Recreational Center; Room 147**

* **Date/Times - Monday, July 29, 2013- 8:30 AM – 3:00 PM; 5:30 to 7:30 PM**

* **In-person Registration:**  ***Required***. If problem, call telephone number listed under “Questions ---” below.

* ***A commitment to work at least 3 sessions is required****.*
* **Certification**: Current YMCA Officials’ Card is required; if only timing a certification is not required.
* **Swim Official Certification/Recertification & Trainer Certification Courses:**

The Swim Officials’ Trainer Course will be offered on Sunday, July 28, 2013 from 6 PM to 8 PM and Monday, July 29**, 2013** starting from 8:30 AM to 1:30 PM. All “prospective trainers” will then teach part of the Level I or II Class on Monday (9:00 AM – 1:00 PM). **All applications for the Trainer Certification Course must be received no later than July 9, 2013.**

Level I and/or II Clinics will be offered on Monday, July 28, 2013, from 9:00 AM until 1:00 PM, depending on expressed interest. Advanced registration is required. To attend the Level I clinic, please contact Ed Miller ([caefmilleriii@msn.com](file:///C%3A%5CUsers%5CKathy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CAZKDJL2Q%5Ccaefmilleriii%40msn.com)); to attend the Level II clinic, please contact Eddie Hughes

([cehughes16@bellsouth.net](file:///C%3A%5CUsers%5CKathy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CAZKDJL2Q%5Ccehughes16%40bellsouth.net)).

For information and registration, visit YMCA website [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

* **Classes for Clinic Instructors**

The YMCA is revamping the clinic registration process and instructors are invited to take classes to learn the new system. There are two required classes: Creating and Managing a Class; and Closing a Class. Each of these courses will be offered twice on Monday, July 29th, as follows:

The first course (Creating a Class) will be offered from 9-10 AM and again from 12:30 to 1:30 PM

The second course (Closing a Class) will be offered from 10:30 to 11:30 and again from 2:00 to 3:00 PM

If you would like to attend kindly contact Paula Criel (paula.criel@ymca.net) or Ed Miller (caefmilleriii@msn.com)

Facilitation Skills – This required course for Trainers will be offered on Tuesday, July 30, from 8:00 AM to 4:00 PM. If you have not yet taken this course and would like to attend kindly contact Paula Criel ([paula.criel@ymca.net](file:///C%3A%5CUsers%5CKathy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CAZKDJL2Q%5Cpaula.criel%40ymca.net)) or Ed Miller ([caefmilleriii@msn.com](file:///C%3A%5CUsers%5CKathy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CAZKDJL2Q%5Ccaefmilleriii%40msn.com)). ***New Trainer candidates who have not already taken this course should sign up for it, as your Trainer certification will not become effective until you complete this course.***

**Additional Swim Official & Timer Information:** See the attachedSwim Official & Timer Pre-Registration Form. Depending on deck assignment needs, “walk-ins” may be accepted during the above registration dates/times. Priority and commitment criteria set forth on the attached form will apply.

**Other Information:**

* **Swim Officials & Timers Meetings:**

**Officiating at Your First Y National Championship:** This is an introduction for first time participants officiating at a Y National Championship. The purpose is to acquaint officials with terminology and protocols which will are used at this meet. All are invited.

**Monday, July 29, 2013 – 3:15 PM in the Officials’ Room –Room 147 at the Georgia Institute**

 **of Technology Aquatics Center**

**Mandatory General Meeting:**

**Monday, July 29, 2013- 4:00 PM in the Officials’ Room –Room147 at the Georgia Institute**

 **of Technology Aquatics Center.**

**Daily Session Meetings (Officials’ Room – Room 147):**

**Prelims - Tuesday, July 29, 2013 - 7:30 AM; Wednesday – Friday, July 30 – Aug 2, 2013 – 7:45 AM**

**Finals – Tuesday, July 29, 2013 – 4:30 PM; Wednesday – Friday, July 30– Aug 2, 2013– 4:45 PM**

* **Meet Attire for Swim Officials & Timers:**

 **Preliminaries (Morning Sessions)**

* Navy shorts or skirts, no shorter than 4” above knee.
* Shirt**s** will be provided.

**Finals (Evening Sessions)**

* ***Must*** wear long navy pants and white shirt/blouse. Certified YMCA swim officials must wear emblem.
* ***No*** shorts or skirts.

**Additional Meet Information:**

Available on the above YMCA website or from your local YMCA Swim Team Coach.

**Questions concerning officiating & timing assignments:**

Tel: Jim O’Neill, 8:00 AM - 11:00pm (ET) at 973.625.5846 or write me at swimjim0430@gmail.com

Pre-Registration form on next page

**2013 YMCA NATIONAL LONG COURSE**

***SWIMMING /CHAMPIONSHIP MEET***

**Swim Official & Timer Pre-Registration Form**

***Actual completed form must be received* no later than Thursday, July 25, 2013. Send via:**

 **Email: swimjim0430@gmail.com**

#  Postal: Jim O’Neill 49 Mountain Avenue; Rockaway, NJ 07866

**NOTE: If unable to send by above cutoff date, *bring* form to in-person registration.**

***Telephone or email pre- registration information in lieu of submitting a form will NOT be accepted.***

***FORM INSTRUCTIONS: Using your computer, complete Sections A, B & C.***

 ***Use “TAB” or “ARROW” keys to navigate through the shaded areas of this form.***

 ***Sections A & B: Use “DELETE” or “BACKSPACE” key to delete information entered.***

 ***Section B& C: “Click” on applicable boxes to mark. “Click” on marked box to delete mark*.**

***SECTION A – Registrant’s Information***

|  |
| --- |
| **Your Name:**  |
| **Address:**  | **Apt #**  |
| **City:**  | **State:**  | **Zip:**  |
| **Phone:**  | **Email:**  |

**YMCA Affiliation** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Shirt Size** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please indicate M**en’**s or W**omen’s**)

***SECTION B – Certification***

**Current YMCA swim official certification:**

|  |
| --- |
| **Expiration Date is:** |

 **[ ]  YMCA Level 1 Proof of YMCA certification:** **[ ]** Bringing card to registration.

 **[ ]  YMCA Level 2**  **[ ]** Sending copy of card with this form.

**[ ]  I am currently not a certified YMCA swim official.**

 **[ ]  FYI – Other swim official certification (USA-S, NCAA or NFHS)**

|  |
| --- |
| **Please List:** |

***SECTION C – Session Availability & Commitment***

|  |
| --- |
| **I anticipate I will be able to work and, therefore, *commit to* the following *3 or more sessions*. I understand that this commitment may be revised, with proper notification(s), to accommodate for an unforeseen personal situation(s) that may transpire before and/or during the meet.** |
| **Session** | **Tuesday** **July 30th** | **Wednesday****July 31st** | **Thursday** **Aug 1st** | **Friday****Aug 2nd** |
| **Morning**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  **Time Trials** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  **Evening**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

**[ ]  I am available to work the Monday evening, July 29th session (Timed Finals for the**

 **1500 Freestyle).**

***SECTION D – Deck Assignment Priority & Commitment***

As this is a YMCA National Championship Meet and significant advanced preparation is involved, **priority in deck assignments for currently certified YMCA (and USA-S) Officials** (e.g., stroke judge, turn judge, etc.) **will be given to those persons submitting forms** by the cutoff date. In addition, deck assignments will be prioritized based on registrant availability, e.g., 1st priority - all sessions; 2nd priority – 7 sessions; etc.

**COMMITMENT TO WORK AT LEAST 3 SESSIONS IS REQUIRED.**

**Deck assignments for individuals not currently certified as a YMCA official (i.e., Timers) will adhere to the above prioritization and commitment criteria.**

***SECTION E – Officiating History***

In order to better assign officials for the meet we request that you briefly outline your recent officiating history.

**[ ]  I have previously worked as an official at YMCA National Swim meet(s).**

|  |
| --- |
| **Number of years certified as a YMCA swimming official:** |

|  |
| --- |
| **Approximate number of swim meets/sessions you have work during the past year (including USA-S meets):** |

***SECTION F – Registration Location, Date, Time, etc.***

**Registration Headquarters:** Georgia Institute of Technology Aquatics **Center, Officials’ Room – Room 147**

**Dates/Times**: Monday, July 29, 2013 - 7:30 AM – 3:00 PM and 7:30 PM – 8:30 PM

**In-person registration and presentation of current swim official certification card is required.**

Depending on deck assignment needs, “walk-ins” may be accepted during registration. Above priority and commitment criteria apply.

**Thank you! We look forward to seeing you on deck at this year’s Long Course National Championships!**