

2014 YMCA Short Course Nationals Coaches Agenda

Meet Committee:

John Mendell	Meet Director
Bob Turner	Assistant Meet Director/ Help Desk
Jim Mack	Assistant Meet Director
Joel Black	Meet Referee
Bob Johnson	Administrative Referee
Tom Janszen	Time Trials Manager
Tom Warrick	Meet Technology, Pre-Meet Registration
Jim Weaton	YMCA of the USA/MSPS, National Director of Events
Susan Braman	Greensboro Aquatic Center Manager, Safety, Medical Needs

General Information:

- Credentials or bag tags are required to be displayed in order to gain admission onto the pool deck. Please have your swimmer notify the Help Desk if a bag tag is lost or misplaced.
- We ask that only officials and swimmers preparing for an event stand behind the blocks.
- First Aid/Emergency Room is directly behind the Help Desk.
- General Lost and Found is located by the life guard office. The facility front desk will keep any valuable item found.
- Coaches are responsible for the conduct of their athletes both on the pool deck as well as in the Special Events Center where the Athletes Village is located.
- Chairs are not allowed on the pool deck at any time. There will be bleachers for the coaches during preliminaries and for coaches and athletes as available for finals. Coaches with disabilities may request a chair.
- We ask that whenever possible your athletes use the Athletes Village to keep the pool deck from becoming overcrowded. Please let them know that they are responsible for their personal belongings at all times and despite our best hopes should never leave them unattended.
- The YMCA of the USA procedures for Concussions will be followed in the event of a head injury or suspected head injury.

Heat Sheets:

- Will be posted in the Coaches' Room and on our website.
 - Approximately 6:30 PM on Monday.
 - 2:30 PM Tuesday through Thursday for the next day's prelims.
 - Individual copies will be available at the Coaches entrance every morning beginning at 6 AM and every afternoon beginning at 4:30.

Bios:

- Please pick up Bio Forms for the top 8 Finalists at the Help Desk and return them by the completion of morning preliminary events. This includes timed final events scheduled for that evening. In the interest of time, our announcer will read the swimmer's name, team and a minimum of one additional fact submitted.

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Course Selection:

- Women- will compete in the Dive Well Pool.
- Men- will compete in the Scoreboard Pool.
- Finals – Will be held in the Dive Well Pool.

Participation:

- Swimmers are individually responsible for being ready to swim.
- The start time listed in the Heat Sheet is only an approximate time
- If there is an empty lane, the competitor's name will be announced twice. Once the official starting procedure for a heat or an event begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- Any swimmer who is seeded in a preliminary event that fails to compete (i.e. a "no show") shall not be seeded in any further individual or relay events unless the swimmer and/or coach declares an intent to swim to the Scratch Table prior to the scratch period for that day's events. If a swimmer "no shows" for their first event on a particular day and intends to swim an event later in the same day, their coach must immediately inform the Administrative Referee.
- A "no-show" from a Bonus, Consolation or Finals Event will result in the swimmer being barred from further competition in all individual and relays events.
- Deck changing other than in locker rooms is not appropriate and is strongly discouraged.

Scratch Rules

- A contestant is assumed entered unless they are formally scratched.
- Scratch Cards are available at the Scratch Table.
- The Scratch/Relay Table will be located behind the Championship Course in Room C3 off the deck. We will have a sign posted.
- Coaches will need a scratch card for each event but may enter multiple swimmers on that card.
- Once a Scratch Card has been given to the Scratch Table, a swimmer is officially scratched.
- The Scratch Deadlines are as follows:
 - Monday – at 3:45 P.M. for Tuesday's Preliminary events.
 - Tuesday through Thursday – at 12:30 PM for the following day's events.
 - For all Finals events, the Scratch Desk closes 30 minutes after the results of the last preliminary qualifying event are announced.

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Relay Events:

- Coaches may pick up Relay Cards at the Relay/Scratch Table.
- Relay entry forms for Preliminaries must be turned in to the relay table 60 minutes before the scheduled start of the relays. On the third day of the meet relay entry forms for the 200 Medley Relay must be turned in to the relay table before 7:30 AM.
- Relay swimmers will no longer be required to present an approved copy of their Relay Card prior to the race. However, each lane timer will confirm the relay swimmers names from the lane timer sheets.
- All relays qualifying for Finals must file a second Relay Card for the Finals session. Copies may be picked up at the Relay/Scratch Table.
- Relay changes may be declared by submitting a new relay card of a different color (available at the Help Desk) to the appropriate Deck Referee prior to the start of the relay's heat.

Distance Events:

- All individual distance events (1,000 or 1,650 yards) will be swum fastest to slowest with the top 8 competitors swimming at night. The Deck Referee may combine the slowest heats if warranted.
- The 800 Yard Freestyle Relay will be a Timed Final with the fastest two heats competed at night. Preliminary heats will be swum fastest to slowest.

Warm-ups:

- Please follow the procedures pertaining to warm-ups including entering from the starting block side and using a three point or sit down entry. Please make sure warm-up etiquette is followed.
- Warm-ups will be supervised by the coaches and life guards.
- Transition to pace lanes and starting lanes will be supervised by meet officials.
- The two designated warm-up, warm-down pools (on either side of the competition pools) will be open during warm-ups and preliminaries, time trials and finals sessions; coaches are responsible for their swimmers; NO DIVING allowed.
- Please ask your swimmers to respect devotion, prayer and National Anthem presentations.
- Everyone should demonstrate the YMCA's core values of caring, honesty, respect, and responsibility during warm-ups, just as at all other times.
- A warm-up schedule will be placed in each team's packet

Scoreboard:

- Any results displayed on the scoreboard are unofficial. We anticipate being able to stream unofficial results shortly after an event is completed. Please understand that these results will be unofficial until final results are published.

Pool Cleared:

- Please clear the pool when requested.

Help Desk:

- The Help Desk is located on the pool deck outside the First Aid room.
- Bob Turner will be available to answer questions that are not concerned with rule interpretations.
- All forms will be available at the Help Desk.

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Initial Times:

- If you need a time for a leadoff swimmer or a swim for an initial distance in a longer event, please obtain the Initial Times Request form from the Help Desk, then fill it out and return the form to the appropriate Deck Referee before the start of the race. Once contacted, the Referee will be responsible for placing additional timers on the lane to record the time over the initial distance.

Results:

- Results will be posted on the pool deck, and in the lobby, Special Events Center and Athlete Village
- Results are available on our website (www.ymcaswimminganddiving.org) and Meet Mobile.
- Problems? Please see appropriate Deck Referee or Meet Referee.

Rules:

- Current USA-S rules are in effect.
- Declared false starts should be made known to the respective Deck Referee before a heat or swim-off is officially announced. A declared false start counts towards the maximum number of events allowed to be entered by each swimmer.
- No recall rule for false starts is in effect (dual confirmation is required).
- Dual confirmation is required for all relay take-off infractions.
- Special Needs athletes should be identified by the swimmer or their coach to the appropriate Deck Referee before any competitive swim.
- This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS, as long as you have included USA-S ID numbers with your entry.

Finals:

- C final and B final will immediately precede an A final for all individual events with the exception of the 1000 and 1,650 freestyle where only an "A" Final will be swum. A "B" final shall immediately precede an A final for all relays.

Award Ceremonies

- Swimmers should respond promptly for medal ceremonies. We strongly discourage using a substitute swimmer as a "stand-in" for the actual award recipient. However, if necessary because of a swimmer's event turnaround time, official swimmers may substitute themselves as long as they do not interfere with the Awards Ceremony. Please have your swimmer use discretion.
- Individual event awards will be presented the evening that they are swum except for the 50 Yard Freestyle event which will be presented in their entirety at the conclusion of the Men's 50 Yard Freestyle.
- When a relay is the last event of the evening, the award will be presented prior to finals competition the next evening. On the final evening of the meet, the last relay awards will be presented before the team trophies.

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Time Trials:

- Please submit Time Trial entries to Steve Lyons, Karen Janszen, or Chuck Multer who will be located with the Scratch Desk in room C3 off the Championship Course.
- The Time Trial Desk will be open at Registration and each morning from 7:00-10:00 AM.
- The cost is \$15.00 per event.
- Swimmers may only swim the stroke being contested as per our schedule in the Meet Handbook in a Time Trial event.
- Entries for the 400 IM, 500, 1,000 and 1,650 Freestyle must be accompanied by a printed proof of time.
- A late entry may be added by the referee for Time Trials under the following conditions:
 - The coach must make the entry.
 - The swimmer must have competed in the event earlier in the same day.
- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes if available.
- Coaches will be able to access Time Trial information on Meet Mobile. Coaches may view the Psyche Sheet as swimmers are entered. There will be a general announcement when heats sheets are available at the Help Desk.

Parade:

- Assembly Tuesday evening from the Athletes Village at 4:45 PM
- Parade will be in alphabetical order by state beginning no later than 5:00 PM.
- During Opening Ceremonies athletes are not allowed on blocks, diving boards or anywhere other than the pool deck itself.
- Coaches are asked to review parade protocol and expected behavior with their athletes.

Hospitality

- Hospitality on the pool deck and Special Activities Center is reserved for Coaches and Officials. Please ask your athletes to stay outside this area.
- 6 AM – 9 AM Coffee and Light Breakfast
- 11 AM – 1 PM Lunch
- 5 PM – 7 PM Evening Reception This is not intended as a substitute for dinner. Please respect your fellow coaches by not over indulging.
- Bottled water in coolers is for coaches and officials; Water for athletes will be provided on deck with different coolers.

Questions/Concerns :

- See our Meet Referee, Joel Black, and Bob Turner at the Help Desk, Jim Mack or John Mendell, the Meet Director.

Meet Evaluation:

- Please help us by completing the online Meet Evaluation which will be posted on our website after the meet.