

**Meet  
Handbook**



**YMCA**

**National YMCA Long Course Swimming Championship  
July 29 - August 1, 2008**

**Eppley Recreation Center  
University of Maryland  
College Park, Maryland 20742  
301-226-4400**

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

Corrections: - all corrections are indicated in the handbook in [blue](#) text

Date	Page (s)	Correction
7/6/08	5	Meet Committee was changed.
6/7/08	10	The 25 Meter times have been corrected. The times that had been posted on <a href="http://www.ymcaswimminganddiving.com">www.ymcaswimminganddiving.com</a> since 8/2007 were the correct times.

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.

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## KEY MEET OFFICIALS

MEET DIRECTOR – Bettie Williams.

ASSISTANT MEET DIRECTORS – Glenda Pae

MEET REFEREE – Ed Miller

### CHAMPIONSHIP COMMITTEE

Jeff Allen – Coaches Representative

Mike Eubank – YMCA of the USA, Program Director of National Competitive Sports Events

Jim Everett – National Advisory Committee Chair

Bob McDowell - Announcer

John Mendell – Short Course National Meet Director

Ed Miller – Meet Referee/Director of Officials

Hank Mittelstaedt – LC Committee Advisory

Glenda Pae – Assistant Meet Director/Help Desk

Jim Ryan – Former Chairperson, National Advisory Committee

Mary Ellen Smolinski – Meet Operations

Tom Warrick – Meet Registration

Bettie Williams – Meet Director

## SCHEDULE OF EVENTS

Sunday, July 27, 2008

- 10:00 a.m. Pool Opens for Practice – to 8:00 p.m.
- 12:00 noon Training Others I – to 1:30 p.m.
- 1:30 p.m. Swim Officials Trainer Clinic – to 3:00 p.m.
- 3:00 p.m. Registration Opens – to 6:30 p.m.  
Scratch Box is open in Registration

Monday, July 28, 2008

- 6:00 a.m. Pool Opens for Practice – to 9:00 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 in 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.
- 4:00 p.m. Coaches Advisory Meeting  
Scratch Box is moved to Coaches Advisory Meet  
Coaches Association Meeting following the Coaches Advisory Meeting
- 4:30 p.m. Meeting of all Meet Deck Officials
- 4:45 p.m. Scratch Box Closes.
- 7:30 p.m. Registration Opens – 8:30 p.m.

Tuesday, July 29, 2008

- 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
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:30 p.m. Opening Ceremonies
- 6:00 p.m. Swimming Finals

Wednesday, July 30, 2008

- 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
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:45 p.m. Opening Ceremonies
- 6:00 p.m. Swimming Finals

Thursday, July 31, 2008

- 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
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:45 p.m. Opening Ceremonies
- 6:00 p.m. Swimming Finals

Friday, August 1, 2008

- 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
- 5:45 p.m. Opening Ceremonies
- 6:00 p.m. Swimming Finals

All events take place at University of Maryland – Eppley Recreation Center

(New for 2008)

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

# 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.

Only cards issued by authorized agencies will be accepted – no photocopies.

## **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

## 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. However, his/her competition is limited according to rule above.

## QUALIFYING TIME STANDARDS

### National YMCA Long Course Swimming Championships July 29 - August 1, 2008 Qualifying Time Standards

<b>Women</b>			<b>Men</b>					
<b>25 yd</b>	<b>25 M</b>	<b>50 M</b>	<b>Senior (12 and Over)</b>	<b>50 M</b>	<b>25 M</b>	<b>25 yd</b>		
<b>Course</b>	<b>Course</b>	<b>Course</b>		<b>Course</b>	<b>Course</b>	<b>Course</b>		
:25.48	<b>:28.43</b>	:29.39	*	50 Free	:26.99	<b>:25.21</b>	:22.89	
:55.30	<b>1:01.71</b>	1:03.99	*	100 Free	:58.79	<b>:54.89</b>	:49.84	
1:58.83	<b>2:12.61</b>	2:17.29		200 Free	2:08.99	<b>2:01.88</b>	1:49.21	
5:16.16	<b>4:36.60</b>	4:45.99		400 (500) Free	*	4:32.49	<b>4:17.12</b>	4:53.89
10:46.43	<b>9:25.55</b>	9:46.89		800(1000)Free	9:12.99	<b>8:52.81</b>	10:09.01	
18:05.49	<b>18:02.24</b>	18:44.99		1500 (1650) Free	17:52.99	<b>16:58.19</b>	17:01.25	
:29.93	<b>:33.40</b>	:34.59		50 Back	:32.39	<b>:30.78</b>	:27.58	
1:02.38	<b>1:09.61</b>	1:12.49		100 Back	1:06.99	<b>1:03.41</b>	:56.82	
2:14.64	<b>2:30.26</b>	2:37.89		200 Back	*	2:26.99	<b>2:18.04</b>	2:03.69
:32.99	<b>:36.81</b>	:38.39		50 Breast	:36.29	<b>:34.21</b>	:30.66	
1:10.53	<b>1:18.72</b>	1:22.79	*	100 Breast	1:16.29	<b>1:11.34</b>	1:03.92	
2:32.99	<b>2:50.74</b>	2:59.99	*	200 Breast	*	2:49.99	<b>2:36.92</b>	2:20.61
:28.47	<b>:31.77</b>	:32.39		50 Fly	:29.89	<b>:28.95</b>	:25.94	
1:01.21	<b>1:08.31</b>	1:10.19		100 Fly	1:04.19	<b>1:01.59</b>	:55.19	
2:16.68	<b>2:32.54</b>	2:39.19		200 Fly	*	2:28.99	<b>2:19.98</b>	2:05.43
2:14.84	<b>2:30.49</b>	2:36.99		200 IM	*	2:26.19	<b>2:17.73</b>	2:03.41
4:45.99	<b>5:19.18</b>	5:26.99		400 IM	*	5:09.39	<b>4:55.36</b>	4:24.65
1:43.90	<b>1:55.95</b>	2:01.49	*	200 Free Relay	1:49.99	<b>1:43.52</b>	1:32.76	
3:45.46	<b>4:11.63</b>	4:22.29		400 Free Relay	3:58.99	<b>3:46.07</b>	3:22.57	
8:05.63	<b>9:01.99</b>	9:18.99		800 Free Relay	8:49.99	<b>8:20.11</b>	7:28.11	
1:56.48	<b>2:09.99</b>	2:15.59	*	200 Medley Relay	2:04.79	<b>1:57.08</b>	1:44.91	
4:13.27	<b>4:42.67</b>	4:56.99		400 Medley Relay	4:29.99	<b>4:14.34</b>	3:47.89	

Qualifying Period for the Long Course YMCA  
National Championship Meet:  
July 1 of the previous year through the entry  
deadline (July 2008)

## TIME CONVERSION

Use the actual times. Time conversions are NOT PERMITTED.

## 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 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 \$10.00 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, July 16<sup>th</sup>, 2008.** The entry procedure that began for the Short Course Championship was a success and will be continued. **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/2008lc.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/2008lc.htm](http://www.ymcaswimminganddiving.org/2008lc.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 uploads **OVERRIDES** the prior upload. Each upload must be a complete meet entry.

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 <b>1-866-633-8996</b> by July 18, 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 <b>AND WILL LIST THEIR INDIVIDUAL EVENT ENTRIES</b> . Each athlete must read and sign this form.	Yes	Yes	You may not enter any additional events once entry process has closed and the signed copy of the Individual Entry Certification is received. <b>NO EXCEPTIONS</b>
Interassociation and YMCA Sanctioned Meets	You must list the three interassociation meets and at least one YMCA sanctioned meets 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	<b>VERY IMPORTANT:</b> You must bring this form, with a check for the exact amount specified (made payable to YMCA of the USA – 2008 Long Course), to <b>Meet Registration</b> . 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, July 16th, 2008. Absolutely NO entry will be accepted after July 16th. Also, no mail, fax or email entries will be accepted. You must follow the new 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/2008c.htm](http://www.ymcaswimmingnanddiving.org/2008c.htm) will indicate where 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.

## FEES

### FACILITY FEE

A facility fee of \$50.00 per Association is required for team participation and will be assessed on your online entry.

### ENTRY FEES

The entry fee will be \$2.00 for each athlete, \$10.00 per individual event and \$40.00 for each relay team included on your entry.

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

And bring along with the **Entry Fees Summary** page you printed during your online entry to meet registration.

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 4 certifications (current through the last day of the meet) to be on deck. Number of coaches permitted per team as follows:

#### SWIMMERS:

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

## 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 valid certificate that was filed prior to the Short Course Championship that has a long enough expiration date may cover this Long Course Championship as well. Further instructions and a list of YMCA's with the expiration dates of their certificates (if 2008 or greater) will be available at the [www.ymcaswimminganddiving.org/2008lc.htm](http://www.ymcaswimminganddiving.org/2008lc.htm) web page.

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 312-977-1069, **HOWEVER, THE ORIGINAL MUST STILL BE SENT** to YMCA of the USA, Attn: Insurance Manager, 101 North Wacker Dr., Chicago IL 60606.

You must have submitted a valid certificate to the YMCA of the USA by noon (EST) on Monday, July 21<sup>st</sup> to be able to compete in the meet.

The image shows a sample 'CERTIFICATE OF INSURANCE' form. It includes sections for 'PRODUCER', 'INSURED', 'COVERAGES', and 'CERTIFICATE HOLDER'. Several yellow callout boxes provide instructions: 'This must be your YMCA or YMCA Association name and address' points to the insured name; 'This must be a minimum of \$2,000,000' points to a coverage amount; 'The date given here must be PRIOR to the first day of the meet' points to a date field; 'The date given here must be AFTER the last day of the meet' points to another date field; 'This must be the EXACT wording of this section' points to the certificate holder information; and 'This must be the EXACT wording of this section' points to the bottom disclaimer text.

Certificate of Insurance Sample – Click on example to enlarge

## REGISTRATION

### REGISTRATION PROCEDURE

Registration will take place at the University of Maryland – Epley Recreation Center. This registration process is for every contestant, coach, chaperone, manager, and official. Coaches' packets will contain a list of swimmers, meet information, coaches I.D. badges and wristbands. Contestants' packets will be available only at Registration. Scratch and relay cards will also be available there. Registration will be open as follows:

Sunday, July 27 <sup>th</sup>	3:00 p.m. – 6:30 p.m.
Monday, July 28 <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 29 <sup>th</sup> – August 1 <sup>st</sup>	7:00 a.m. – 11:00 a.m.
	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 should be the **DESIGNATED** head coach attending the meet. Packets will be given to adults only. All coaches must have photo ID and their certifications to obtain their packet and credentials. All certifications must be current originals.

Swimmers will not need to provide a YMCA membership card or letter. However, it will still be necessary to bring the Parents Consent and Waiver form to the registration table. (this form will be printed after the online entry is completed and will be available from [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) Bands and goodie bags will be given at the time of registration. Coaches will not be permitted to pick up participants' bags or bands. All participants must register in person.

### PROOF OF TIMES

Bring proof of all times with you to registration.

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 teams (15%) will be chosen). You will not know if your team is selected until you arrive at registration. Remember only 15% get picked but you must bring your proofs of times with you.

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:

The names of those swimmers **MUST** appear on the team online entry for the National Championship. 2. Any team which uses a relay time from the previous year's National Meet **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 blank.*

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 that is the swimmer's entered time. Times to be proved must be achieved before the entry deadline, **July 16, 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. Hand-written results only must be signed by the meet referee or USA-S NTV cards.

Penalty – 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. However, 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 207.12.6) 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 West Gym on Sunday, **July 27th** and Monday, **July 28th**. At the close of registration on Monday, the scratch box will be moved to the Multi-Purpose Room before and during the Coaches' Advisory Meeting, and will close at 4:45 P.M.. Thereafter, the scratch box will be located at the scratch table in the hall outside of the Coaches Hospitality Room.

The scratch box will close at the following times:

For the preliminary events on Tuesday, **July 29th** – 4:45 on Monday, **July 28th**

For the preliminary events on Wednesday, **July 30th** – Noon on Tuesday, **July 29th**

For the preliminary events on Thursday **July 31st** – Noon on Wednesday, **July 30th**

For the preliminary events on Friday, **August 1st** – Noon on Thursday, **July 31st**

### 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. A declared false start is not available for finals or a preliminary and finals events.

### 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.

Swimmers in a timed final event may scratch from such an event in accordance with the procedures for Scratching from Preliminaries, as set forth above.

## 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 the 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 allotted until the protest is resolved or withdrawn, in writing.

## COMPETITION

### RESPONSIBILITY OF COACHES AND CONTESTANTS

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

### ORDER OF EVENTS

2008 YMCA National Long Course Championship

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

Day One			Day Three		
W	M	Event	W	M	Event
1	2	100 Backstroke	23	24	400 IM
3	4	400 Freestyle	25	26	100 Freestyle
5	6	50 Breaststroke	27	28	200 Backstroke
7	8	200 IM	29	30	50 Butterfly
9	10	50 Freestyle	31	32	800 Freestyle Relay**
11	12	200 Medley Relay			
Day Two			Day Four		
13	14	100 Butterfly	33	34	200 Freestyle Relay
15	16	200 Breaststroke	35	36	200 Butterfly
17	18	200 Freestyle	37	38	50 Backstroke
19	20	400 Freestyle Relay	39	40	100 Breaststroke
21		800 Freestyle*	41	42	400 Medley Relay
	44	1500 Freestyle*	43		1500 Freestyle*
			22		800 Freestyle*

Participants with yard times will swim first each event.

\* The 800 and 1500 Meter Freestyle will be a “timed final” event: all except the fastest heat to be swum as the final event of the prelims. Heats for these events will be contested fastest to slowest. The fastest seeded heats will be the first two events of the final session on that day.

The Men’s 1500M Freestyle and the Women’s 800M Freestyle will be contested on Day Two of the meet while the Women’s 1500M Freestyle and the Men’s 800M Freestyle will be contested on Day Four. Heats for these events will be alternating women’s heat then men’s heat with the women’s heat always starting first.

\*\* The 800 Meter Freestyle Relay will be a “timed final” event with all except the fastest TWO heats to be swum during the prelims session. Heats during prelims will be contested slowest to fastest. The fastest TWO seeded heats for each women and men will swim at the end of the finals session.

NOTE: A consolation final shall immediately precede the championship final for each event except for the 800 and 1500 yard freestyle events.

We will use both ends of the pool for starts except for the 50M, 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**

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 shall pick up relay check-in forms from the relay check-in table. All other instructions and conditions shown shall apply.

## **HEAT SHEETS FOR COACHES**

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

All Others: Heat sheets will be at the sales table for \$3.00

## **UNOFFICIAL PSYCHE SHEETS**

Will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).

## **FINAL RESULTS**

Daily results will be posted throughout the facility. Results will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org). Results will not be mailed.

## **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 Medical Technicians 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.



## **LIGHTENING POLICY**

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.

## **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 and women. 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**

Individual awards will be presented after the finals of the event immediately following the event in which the swimmer earned the award. Award presentation order will be posted in the daily final heat sheets.

### **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 during Opening Ceremonies on the following evening. On the last evening of the meet, the relay awards will be presented before the team trophies.

### **LONG COURSE "COACH OF THE MEET" AWARD**

An award presented to the coach voted most outstanding at the Long Course Nationals. This award will be presented preceding the finals on Friday.



# ADMISSIONS

## TICKET INFORMATION

Wristbands will be sold that will allow the wearer admittance to 8 sessions (prelims and final). Advanced sales are \$25.00 per wristband. These orders must be received prior to July 23, 2008. **Advanced order wristbands must be picked up at registration with ID.** Wristbands may be ordered from:

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

Make checks payable to YMCA of the USA – 2008 Long Course Championship

Wristbands and tickets for individual sessions will be sold at registration or at the spectator entrance.

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 Hours:

Sunday, July 27 <sup>th</sup>	3:00 p.m. – 6:30 p.m.	West Gym
Monday, July 28 <sup>th</sup>	9:00 a.m. – noon	West Gym
	1:00 p.m. – 3:00 p.m.	West Gym
	7:30 p.m. – 8:30 p.m.	West Gym
Tuesday, July 29 <sup>th</sup>	6:30 a.m. – 11:00 a.m.	Spectator Entrance
	4:30 p.m. – 8:00 p.m.	
Wednesday thru Friday	7:00a.m. – 11:00 a.m.	Spectator Entrance
July 30 <sup>th</sup> – August 1 <sup>st</sup>	5:00 p.m. - 8:00p.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 which 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.

### COACHES MEETINGS

**Coaches' Advisory Meeting** - Monday, July 28th 4:00 P.M., Multi-Purpose Room – at least one coach from each team is expected to attend. Agendas and other meeting materials will be included in the Coaches Packet given at registration. Please note that the scratch box will be located in the Multi-Purpose Room from 3:00 P.M. until 4:45 P.M.

**Coaches Association Meeting** - Monday, July 28th, immediately following the Coaches Advisory Meeting, Multi-Purpose Room

**New Coaches Meeting** - Monday, July 28th, immediately following the Coaches Association Meeting, Multi-Purpose Room – all coaches attending a YMCA National Championship are expected to attend

## OFFICIALS

Officials will be admitted to the pool complex by special identification badges and wristbands which 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](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 on Monday, July 28th at 4:30 p.m.

### **CONTESTANTS**

Participants will be admitted to the pool area by special wristband, which 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 on the block. This means when you're on the starting blocks, you must wear your wristband! Any contestant stepping on the blocks 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. Remember: NO WRISTBAND – NO SWIM!

### **SPECTATOR AREA**

Swimmers and coaches are not allowed in the spectator areas without special permission. Spectators will not be allowed on the pool deck. Spectators are not to save seats for individuals arriving later in the day.

### **CAMERAS**

Camcorder operators will not be permitted to take up seats in the spectator areas. Flash photography is NOT allowed in the pool venue.

### **SWIMMERS AREA**

There will be areas set aside specifically for competitors and their coaches on the pool deck. Additional areas will be available in the West Gym, near the vendors' booths. **There are to be no team chairs on the pool deck.**

### **COACHES AREA**

Coaches will have an area set aside. The sides of the competition pool are off limits to "permanent residency". They are completely off limits during the finals. The area behind the blocks is off limits at all times to all except officials and those contestants getting ready to swim.

### **HEAT SHEETS**

Heat sheets for spectators can be obtained from the sales table for \$3.00

## **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.

### **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, ALCOLHOL & 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. The University of Maryland will again offer housing during the meet. More information can be found at [www.ymcaswimminganddiving.org/2008lc](http://www.ymcaswimminganddiving.org/2008lc).

## **AIR TRANSPORTATION**

Best Travel/YMCA of the USA has been designated as the travel agent for the attendees of the National YMCA Swimming Championships in College Park, Maryland. 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.

## AREA HOTELS AND MAPS TO THE FACILITY

HEADQUARTERS HOTEL – Sheraton Washington North, 4095 Powder Mill Road, Beltsville MD, 20705, 301/937-4422

Other hotels, restaurants and area attractions can be found by contacting:  
Prince George's County, Maryland, Conference and Visitor's Bureau  
Phone: 301-952-8300 or 888-925-8300

Email: [visitorinfo@co.pg.md.us](mailto:visitorinfo@co.pg.md.us) Or visit their website at:  
<http://www.goprincegeorgescounty.com/SubSites/Visitors/index.htm>



# COACHES CHECK LIST

## Timeline

By July 16th

Have you done your online entry?

By July 18<sup>th</sup>

Have you faxed your Certification, Eligibility & Release Declaration, Individual Entry Certification, Interassociation and YMCA Sanctioned Meets and if necessary Coaches Authorization to 1-866-633-8996? And checked [www.ymcaswimminganddiving.org/2008lc.htm](http://www.ymcaswimminganddiving.org/2008lc.htm) to make sure it has been received?

By July 21<sup>st</sup>

Have you mailed your Certificate of Insurance to YMCA of the USA? And checked [www.ymcaswimminganddiving.org/2008lc.html](http://www.ymcaswimminganddiving.org/2008lc.html) to make sure it has been accepted?

Before Leaving for the meet:

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

Does your Y know where the team is staying?

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

You've made sure that you and all of your coaches have the required certifications and that there are current through the end of the meet? Do you have the current cards –No photocopies accepted? Or you have registered any coach that needs it for the Principles of YMCA Swimming and Diving course that will be offered during registration?

Remember to bring to the meet:

Copies of your Certification, Eligibility & Release Declaration, Individual Entry Certification, Interassociation and YMCA Sanctioned Meets, Certificate of Insurance (if it is not listed as being accepted) and if necessary Coaches Authorization?

Your Entry Fees Summary AND a check made out to YMCA of the USA, 2008 Long Course for the exact amount specified?

Your SIGNED Parents Consent and Liability Waivers?

Yours and all coaches certifications (current through the meet) and photo I.D.'s?

Your proof of times for each entry?

Once at the meet:

You are aware of the schedule of events especially –  
Registration times

Coaches Advisory Meeting

That the scratch box closes for Tuesday's events at 4:45 on Monday? (and that evening registration is too late to hand in scratches for Tuesday's events)

Coaches Association Meeting

Warm-up times and procedures

Prelims start times and Finals Opening Ceremonies times

That the scratch box for the remainder of the week will close at 12:00 Noon for the next day's events

You remind your coaches, athletes and parents that they all to follow the YMCA Core Values throughout the meet.

## **A PAGE FOR YOUR OWN NOTES**