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# *Meet Handbook*

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*National YMCA Long Course Swimming Championship*

*July 25 - 29, 2011*

*Georgia Institute of Technology Aquatics Center*

*Georgia Institute of Technology*

*Atlanta, GA*

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



## UPDATES

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Date	Page(s) Changed	Change Made
6/1/2011	33	Deadline for advance ticket orders changed from July 15 to July 20.
7/5/2011	9-10	Changed start time for Monday Finals to 5:15 PM.

## NEW THIS YEAR

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- One day Registration – Monday, July 25<sup>th</sup> from 7:30 AM to 3:00 PM and from 7:30 PM to 8:30 PM. Complete registration information can be found in the Registration section.
- Registration - Swimmers are no longer required to check in at registration in person. The coach must present the individual waivers to the registration personnel to receive the swimmers credentials.
- Due to the Monday evening events, the Scratch Box will close at 3:00 PM on Monday afternoon for the 1500 freestyle events. The Scratch Box will close at 4:30 PM on Monday afternoon for all of Tuesday's events.
- No Show – A swimmer who is seeded in a preliminary event and fails to compete (i.e., a “no show”) shall not compete in any further individual or relay events on that day unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the next scheduled event for the swimmer. In addition, the swimmer shall not be seeded in any individual events on succeeding days unless that swimmer and/or coach declares an intent to swim prior to the close of the scratch box for that day's events.
- In addition to supporting fax transmission of the signed forms generated at the time of online registration, we are now accepting forms that have been scanned to a PDF format and attached to an email. See section titled Entry Deadline and Procedure.
- 50 Meter Qualifying Entry times for the 50's of stroke must be a provable 50 time. If no corresponding 100/200 event is entered, the swimmer must prove a qualifying 100/200 event time at registration.
- Number of coaches permitted per team is as follows:
  - 1-10 athletes..... 2 coaches
  - 11-20 athletes..... 4 coaches
  - 21-25 athletes..... 5 coaches
  - 26 & more athletes..... 7 coaches
- For 2011 on a trial basis, Finals Sessions (i.e. C Final, B Final, and A Final) will include 10 Lanes of competition.
- Time Trials to be offered at a fee of \$10/event:
  - A maximum of 2 entries per swimmer for the meet
  - Swimmer must be entered in the meet
  - Swimmer must meet the time trial standards
  - A swimmer may only swim the stroke being contested in a time trial event
  - For 2011 only, no time trial fees for those swimmers using the “Stay With Us” Accommodations
  - Payment for all Time Trial entries can only be made at the Time Trial Desk by cash, check and/or “Stay with Us” vouchers.

## REMINDERS

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- We are allowing Additional Entries for the 2011 Long Course Championship after the published meet entry deadline date of July 13, 2011. The additional individual entries are only allowed from meets contested between July 14th and July 24th. The additional entries will be accepted only under the specific criteria defined in the Additional Entries section of this handbook.
- For additional entries from a YMCA competition - coaches need to submit the printed meet invitation for any YMCA competition where they suspect their swimmers will achieve qualifying times to Glenda Pae at [paelittlegirl2@aol.com](mailto:paelittlegirl2@aol.com) no later than July 13, 2011.
- New Coaches meeting will be held in the spectator bleachers on Monday from 2:15 PM to 3:00 PM.
- Coaches meeting and Coaches Association meeting will be held in the spectator bleachers on Monday from 3:00 PM to 4:30 PM.
- FEES – \$15 athlete surcharge, \$10 individual event, \$40 Relay event
- Admission –
  - Session charge \$7
  - Children 11 & under \$3 per session
  - Advanced purchase weekly pass \$40
  - Weekly passes purchased at the meet will be \$45
  - There is no refund of admission fees***
- Heat sheets will be available at ticket sales for \$4.00.
- All-session heat sheet punch cards will be available for sale with pre-ordered tickets and at registration and at the meet for \$25.

## **KEY MEET OFFICIALS**

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Meet Director – Bettie Williams

Assistant Meet Directors – Glenda Pae and Bob Turner

## **Meet Coordinators**

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Facilities – Michael Edwards, Director of Campus Recreation, Georgia Institute of Technology

Facilities – Dave Williams, Associate Director Aquatics & Member Services, Georgia Institute of Technology

## **Championship Committee**

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Bettie Williams – Meet Director

Bob McDowell – Chairperson, National Advisory Committee, Announcer & MC for Special Events

Bob Turner – Assistant Meet Director

Claudia Multer – Masters Meet Director

Ed Miller – Director of Officials, Meet Referee

Glenda Pae – Assistant Meet Director and Help Desk Operations

Jack Caucino – Coaches Representative

Jim Ryan – Former Chairperson, National Advisory Committee

Jim Wheaton – National Director of MSPS Events, YMCA of the USA

John Mendell – Short Course Meet Director/Administrative Referee

Mike Espino – Staff Liaison, YMCA of the USA

Niko Fantakis – Athletes Representative, Greater Westfield YMCA, Massachusetts

Tom Warrick – Meet Registration

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## **SCHEDULE OF EVENTS FOR 2011 LONG COURSE**

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### **Sunday, July 24, 2011**

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- 10:00 AM Pool Opens for Practice – to 8:00 PM
- 10:00 AM Facilitation Skills Training (by Invitation only) – to 3:00 PM, Hospitality Room

### **Monday, July 25, 2011 – Day 1**

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- 6:00 AM Pool Opens for Practice – to 5:45 PM
- 7:30 AM Registration – to 3:00 PM  
Scratch Box is open during Registration
- 7:30 AM Ticket Sales – to 6:00 PM
- 8:00 AM Officials' Trainer Clinic – to 10:00 AM – Coaches Hospitality Room on pool level
- 10:30 AM Swim Officials Training – Level I and Level II, based on demand. (New Official Trainers must stay for this class) – Coaches Hospitality Room on pool level
- 2:15 PM New Coaches Meeting – in spectator bleachers
- 3:00 PM Scratch Box Closes for Day 1 events (1500 Freestyle)
- 3:00 PM Coaches Meeting – in spectator bleachers  
Coaches Association Meeting following the Coaches Meeting
- 3:30 PM Meeting of all Meet Deck Officials – Officials Registration Room
- 4:30 PM Scratch Box Closes for Day 2 events (after coaches meeting)
- 5:15 PM 1500 Freestyle Events
- 7:30 PM Registration – to 8:30 PM

### **Tuesday, July 26, 2011 – Day 2**

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- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration – to 11:00 AM
- 7:00 AM Ticket Sales – to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Officials' Meeting
- 7:30 AM Time Trial Registration, closes at 10:00 AM
- 8:30 AM Preliminary Swimming Events
- 12:00 noon Coaches and Officials Lunch  
Time Trials begin 30 minutes after the completion of Prelims
- 1:00 PM Scratch Box Closes
- 4:00 PM Pool opens for Warm-up
- 4:00 PM Ticket Sales – to 7:00 PM
- 4:30 PM Officials' Meeting
- 5:00 PM Registration – to 6:00 PM
- 5:00 PM Opening Ceremonies
- 5:45 PM Swimming Finals

### **Wednesday, July 27, 2011 – Day 3**

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- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration– to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Ticket Sales – to 11:00 AM
- 7:30 AM Time Trial Registration, closes at 10:00 AM
- 7:45 AM Officials' Meeting
- 8:15 AM Clear Pool, Devotions and National Anthem
- 8:30 AM Preliminary Swimming Events

- 12:00 noon Coaches and Officials Lunch  
Time Trials begin 30 minutes after the completion of Prelims
- 1:00 PM Scratch Box Closes
- 4:00 PM Pool opens for Warm-up
- 4:30 PM Ticket Sales – 7:00 PM
- 4:45 PM Officials' Meeting
- 5:00 PM Registration – to 6:00 PM
- 5:15 PM Clear Pool, Devotions and National Anthem
- 5:30 PM Swimming Finals

#### Thursday, July 28, 2011 – Day 4

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- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration – to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Ticket Sales – to 11:00 AM
- 7:30 AM Time Trial Registration, closes at 10:00 AM
- 7:45 AM Officials' Meeting
- 8:15 AM Clear Pool, Devotions and National Anthem; Senior Recognition
- 8:30 AM Preliminary Swimming Events
- 12:00 noon Coaches and Officials Lunch  
Time Trials begin 30 minutes after the completion of Prelims
- 1:00 PM Scratch Box Closes
- 4:00 PM Pool opens for Warm-up
- 4:30 PM Ticket Sales – to 7:00 PM
- 4:45 PM Officials' Meeting
- 5:00 PM Registration – to 6:00 PM
- 5:15 PM Clear Pool, Devotions and National Anthem
- 5:30 PM Swimming Finals
  
- 8:45 PM *Thursday* - VOLUNTEER RECOGNITION – TBD

#### Friday, July 29, 2011 – Day 5

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- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration – to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Ticket Sales – to 11:00 AM
- 7:30 AM Time Trial Registration, closes at 10:00 AM
- 7:45 AM Officials' Meeting
- 8:15 AM Clear Pool, Devotions and National Anthem
- 8:30 AM Preliminary Swimming Events
- 12:00 noon Coaches and Officials Lunch  
Time Trials begin 30 minutes after the completion of Prelims
- 1:00 PM Scratch Box Closes
- 4:00 PM Pool opens for Warm-up
- 4:30 PM Ticket Sales – to 7:00 PM
- 4:45 PM Officials' Meeting
- 5:15 PM Clear Pool, Devotions and National Anthem
- 5:30 PM Swimming Finals

#### 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

## Training

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Facilitation Skills Training (by Invitation only) – Sunday, July 24<sup>th</sup>, 10:00 AM – 3:00 PM

Principles of YMCA Competitive and Diving – TBA.

Officials' Trainer Clinic – Monday, July 25<sup>th</sup>, 8:00 AM – 10:00 AM

Officials Level II Training – Monday, July 25<sup>th</sup>, 10:30 AM – 2:30 PM (new trainers must stay for this class)

See [www.ymcaswimminganddiving.org/2011LC](http://www.ymcaswimminganddiving.org/2011LC) for application and information.

## 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 procedures can be found in the 2010-2011 Competitive Swimming Black Book. It may be downloaded from [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

### Swimmers

#### YMCA Membership (As found in Black Book)

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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) The membership status must be valid through the end of the competition. A swimmer may represent his/her YMCA *only* (in competition) 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 (As found in Black Book)

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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 (As found in Black Book)

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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 any level of competitive swimming or diving shall be ineligible to participate.

### Unattached Swimmers (As found in Black Book)

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There is no *Unattached* designation in YMCA Swimming. All swimmers and divers must compete as a full member of a YMCA team and, thus, satisfy the YMCA membership requirements and be covered under that YMCA's insurance. See also the section titled, *YMCA without a Swim Team*.

### Additional Eligibility Requirements for YMCA National Championship Qualification

#### Age (As found in Black Book)

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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 (As found in Black Book)

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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, and that it was made during the current qualifying period, at meet registration. The qualification period for the Short Course National Championship Meet is March 1 of the preceding year through the entry deadline for the current year's meet. The qualification period for the Long Course National Championship Meet is July 1 of the preceding year through the entry deadline for the current year's meet. Any time achieved at an inter-association meet, or sanctioned YMCA championship meet in which the swimmer competed under their YMCA name is acceptable. USA-S times and high school times are also accepted.

#### YMCA Meet Participation (As found in Black Book)

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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.

### Coaches

#### Safety Certifications (As found in Black Book)

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In the interest of maintaining the highest level of safety, the YMCA of the USA strongly recommends that all coaches who work with YMCA competitive swimmers be currently certified in the following areas.

- CPR
- First Aid
- Life guarding or Safety Training for Swim Coaches
- Principles of YMCA Competitive Swimming and Diving

The YMCA of the USA recognizes certifications from the following organizations:

- American Red Cross
- American Heart Association
- American Safety and Health Institute

- National Safety Council
- YMCA of the USA

Coaches must hold current certifications in these areas in order to be permitted on deck at the YMCA National Championship meets. Beginning September 1, 2011, all coaches will be required to hold current certifications in these areas in order to be permitted on deck at any sanctioned YMCA championship meet. An instructor's certification by itself does not satisfy the requirement for current certification.

### Team Registration and Coaches' Deck Passes (As found in Black Book)

Each fall, the coach or team representative registers his/her team on the YMCA competitive swimming registration site ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). Registration for the team is free. All YMCA coaches also need to be registered on the same site. Coach registration is completed when the head coach or team representative submits the coaches registration fee (\$30 per team flat fee) lists the safety certification expiration dates and sends copies of the coaches' current safety certification cards (as listed above) to their group representative. Coaches may also submit a current USA Swimming coach credential and a copy of their Principles of YMCA Competitive Swimming and Diving card. Group representatives then issue YMCA coach credentials that are to be displayed for deck access at sanctioned championship meets including YMCA Nationals. USA Swimming is now recognizing Principles of YMCA Competitive Swimming and Diving on its coaches' credentials. USA Swimming member coaches may submit a copy of their Principles card to their LSC registrar with their other safety certifications. A "Y" will be placed on the USA-S card. YMCA coaches may show this card, or their YMCA coaches' card, at YMCA meets including Nationals. All YMCA coaches still need to complete the online YMCA registration.

### Associations

#### Definition of an Association (As found in Black Book)

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 association number during the given season. A YMCA team may not represent a branch (having one association number) during part of the season and the association (which has a different association number than the branch) as a whole during another.

#### Associations in Good Standing (As found in Black Book)

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)

#### USA Swimming Team and YMCA Name (As found in Black Book)

Each YMCA Team may hold only one USA Swimming Team Membership. A YMCA Team may not be part of more than one USA Swimming Team Membership (Cannot be comprised of swimmers of more than one USA Swimming team). YMCA Teams MUST have their official YMCA name as listed in the national YMCA directory on their USA Swimming Certificate of Insurance.

### YMCA without a Swim Team (As found in Black Book)

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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 athlete should also be under the supervision of certified YMCA coach from another YMCA. 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), PLEASE ENTER THEM INTO A RELAY EVENT AS AN ALTERNATE. Relay names can be changed at the meet. Remember, all swimmers without an individual entry must swim in at least one relay.

### 2011 Long Course Qualifying Time Standards

National YMCA Long Course Swimming Championships July 26 - July 29, 2011 Qualifying Time Standards Approved September 13, 2010						
Women			Men			
25 yd	25 M	50 M	Senior (12 and Over)	50 M	25 M	25 yd
Course	Course	Course		Course	Course	Course
:25.19	:28.11	:29.29	50 Free	:26.79	:25.10	:22.49
:54.39	1:00.70	1:03.69	* 100 Free	* :58.49	:54.67	:48.99
1:56.99	2:10.56	2:17.29	200 Free	2:07.69	1:59.07	1:46.69
5:11.79	4:32.78	4:45.99	400 (500) Free	4:30.99	4:13.62	4:49.89
10:35.59	9:16.07	9:46.89	800(1000)Free	9:12.99	8:41.86	9:56.49
17:41.79	17:38.61	18:44.99	1500 (1650) Free	17:52.99	16:32.21	16:35.19
##	##	##	50 Back	##	##	##
1:00.99	1:08.06	1:12.49	100 Back	* 1:06.49	1:02.04	:55.59
2:11.29	2:26.52	2:35.59	200 Back	* 2:26.09	2:13.24	1:59.39
##	##	##	50 Breast	##	##	##
1:09.39	1:17.44	1:22.29	100 Breast	* 1:15.09	1:10.07	1:02.79
2:29.99	2:47.39	2:58.49	200 Breast	* 2:46.69	2:33.22	2:17.29
##	##	##	50 Fly	##	##	##
:59.99	1:06.95	1:10.19	100 Fly	1:04.19	1:00.47	:54.19
2:13.49	2:28.98	2:37.19	200 Fly	2:26.99	2:16.14	2:01.99
2:12.69	2:28.09	2:36.19	200 IM	2:24.49	2:13.58	1:59.69
4:41.79	5:14.49	5:26.99	400 IM	5:08.39	4:49.94	4:19.79
1:41.69	1:53.59	1:59.89	200 Free Relay	1:49.19	1:41.55	1:30.99
3:40.39	4:05.97	4:20.89	400 Free Relay	3:58.29	3:41.86	3:18.79
7:55.49	8:50.68	9:14.99	800 Free Relay	8:45.99	8:03.91	7:13.59
1:53.59	2:06.77	2:14.59	200 Medley Relay	2:03.99	1:53.71	1:41.89
4:05.49	4:33.98	4:52.99	400 Medley Relay	4:27.99	4:07.64	3:41.89
<b>## We no longer have qualifying times for the 50 Stroke events. The athlete must have a qualifying time in the 100 or 200 distance of that stroke.</b>						
Qualifying Period for the Long Course YMCA National Championship Meet: July 1 of the previous year through the July 13, 2011. Additional Entry qualifying period is July 14 through July 24, 2011 <b>* New Time *</b>						

### Time Conversion

Entries must be made using actual times. Time conversions are NOT PERMITTED.



## 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. (Not including time trials)

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

## 50's of Stroke Entries

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50 Meter Qualifying Entry times for the 50's of stroke must be a provable 50 time. If no corresponding 100/200 event is entered, the swimmer must prove a qualifying 100/200 event time at registration.

## Entry Deadline and Procedure

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Entries are due on Wednesday, July 13<sup>th</sup>, 2011, 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-tektd.com/downloads.html](http://www.hy-tektd.com/downloads.html)), or a similar program that is able to create a Hy-Tek Meet Entry format file. You can download an Events File for this meet from the [www.ymcaswimminganddiving.org/2011LC](http://www.ymcaswimminganddiving.org/2011LC).

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/2011LC](http://www.ymcaswimminganddiving.org/2011LC). 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.*

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

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 or email to <a href="mailto:YMCAForms@comcast.net">YMCAForms@comcast.net</a> by July 14, 2011.	Bring to Registration	Notes
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back or emailing the Certification Forms.	Yes	No	

Certification Forms		Yes	Yes	
	Individual Entry Certification			This will print with each of your entered athletes names, events and times listed. Each athlete must read, verify entries and sign this section.
	Certification, Eligibility & Release Declaration			This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.
	YMCA Interassociation and Sanctioned Meets			You must list the three interassociation meets plus one YMCA sanctioned championship meet in which your swimmers have participated
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	No	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be represented by a different coach. This form must be brought to Team Registration by the representing 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 EDT on Wednesday, July 13<sup>th</sup>, 2011. Absolutely NO entry will be accepted after July 13<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. For entry problems, please contact Tom Warrick at [twarrick@comcast.net](mailto:twarrick@comcast.net).

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/Emails Received that will be available from [www.ymcaswimminganddiving.org/2011LC](http://www.ymcaswimminganddiving.org/2011LC) will indicate whether or not your fax or Email has been received. Although the entry process is automated, the list of faxes/Emails and insurance certificates is updated manually. Updates may not be posted until the end of each day.

TO FAX: After all forms are signed, all faxed forms must be faxed together in one single fax transmission. If an update is made, ALL forms must be retransmitted. The Fax Cover Sheet must always be the first sheet in the transmission.

TO EMAIL: After all forms are signed, the forms should be scanned to a multi-page PDF format with the cover sheet as the first page of the PDF. If an update is made, ALL forms must be included in the resent email with the Cover sheet being the first page. The forms should be attached as one file to the email and sent to [YMCForms@comcast.net](mailto:YMCForms@comcast.net). The content of the email message is unimportant and will not be used.

## Seniors

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The Online Entry procedure will also include an online entry form to enter the names of your athletes who have recently graduated from high school along with the college the athlete will be attending. For more information, see the Senior Recognition section of this handbook.

## Additional Entries

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We are allowing additional individual entries for the 2011 Long Course Championship after the published meet entry deadline date of Wednesday, July 13, 2011. The additional individual entries will only be allowed from meets contested between July 14th and July 24th. All 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 2011 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 13, 2011.
- 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 13, 2011.
- New swimmers who qualify from meets held between July 14<sup>th</sup> and July 24<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 14<sup>th</sup> to July 24<sup>th</sup>).
- Additional entries must be brought to registration for processing no later than Monday, July 25<sup>th</sup>, 3:00 PM
- 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 15<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 in effect through the last day of the meet 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 2011 or greater) will be available at [www.ymcaswimminganddiving.org/2011LC](http://www.ymcaswimminganddiving.org/2011LC) web page. Insurance Certificates go to Chicago before they are entered in the spreadsheet; therefore they will not appear on this list before the evening of the next business day.

You must have submitted a valid certificate of liability insurance to the YMCA of the USA by Noon (EST) on Friday, July 15 to be able to compete in the meet.

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

Certificates of insurance may be faxed to Robin at 312-977-1134, HOWEVER, the original must still be sent to YMCA of the USA, Attn: Robin Lee, 101 North Wacker Drive, Chicago, IL 60606.

**CERTIFICATE OF INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE POLICY DESCRIBED HEREIN. THIS CERTIFICATE DOES NOT COVER DIVIDENDS OR OTHER BENEFITS AS PROVIDED BY THE POLICY DESCRIBED BELOW.

**INSURED:** This must be your YMCA or YMCA Association name and address.

**COVERAGE:** This must be a minimum of \$1,000,000.

CLASS	TYPE OF BUSINESS	POLICY NUMBER	DATE OF START	EXPIRATION DATE	INSURANCE COMPANY
SWIMMING	...	...	The date given here must be PRIOR to the first day of the meet.	The date given here must be AFTER the last day of the meet.	...
...	...	...	...	...	...

This must be the EXACT wording of this section.

YMCA OF THE USA (YOUR ASSOCIATION) IS NOT BEING COVERED AS A MEMBER OF THE MEET'S PARTICIPANTS IN ANY YMCA OF THE USA SPONSORED MEET, MEETINGS, OR MEETINGS.

CERTIFICATE NO. 12345678

YMCA OF THE USA  
101 N. Wacker Drive  
Chicago, IL 60606

This must be the EXACT wording of this section.

**Certificate of Insurance Sample – Click on example to enlarge**

## FEES

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### Registration Fee

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The Team Registration fee has been eliminated.

### Competition Fees

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The athlete surcharge will be \$15.00. Entry fees are \$10.00 per individual event and \$40.00 for each relay team listed on the entry form. Reminder – we have eliminated the Relay Only swimmer fee.

### 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

### Payment of Fees

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Online fee payment will be available, but will not be activated until after the entry deadline. The person submitting the entries will receive an email from the YMCA of the USA providing them with a link to the online payment system. All fees must be paid either online by midnight, July 22<sup>rd</sup> or by check at meet registration. Make checks payable to: **YMCA of the USA-2011 Long Course**.

All teams that submit entries are required to pay for those entries whether or not they attend the meet.

## REGISTRATION

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### Registration Procedure

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Registration will take place at the Georgia Institute of Technology Aquatics Center. This registration process is for every coach and official. Coaches' packets will contain meet information and credentials. The coach may present all the waivers for a team and pick up the athlete bags in the designated area. Scratch and relay cards will also be available at the Proof of Times table. Registration will be open as follows:

Monday, July 25 <sup>h</sup>	7:30 AM – 3:00 PM 7:30 PM – 8:30 PM
Tuesday thru Thursday, July 26 <sup>h</sup> – 28 <sup>h</sup>	7:00 AM – 11:00 AM 5:00 PM – 6:00 PM
Friday, July 29 <sup>th</sup>	7:00 AM – 11:00 AM

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). In order to obtain their packet and deck credentials, all coaches must have a Photo ID and one of the following:

- YMCA Coaches Card (issued by group representative)
- USA Swimming Coach Credential with printed expiration dates and proof of Principles
- Originals of certifications as specified in the Safety Certifications section of this handbook

### Proof of Times and SWIMS

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The following times must be proved by all teams during registration:

- All Additional Entries (from meets July 14 – July 24)
- 50 Meter Qualifying Entry times for the 50's of stroke, if no corresponding 100/200 event is entered

In addition, a random sample of teams will be asked to prove their non-reconciled times. The process for selecting this random sample will be:

- Reconcile the meet entry file against the USA-SWIMS database
- Randomly select 15% of the teams whose times entered are not reconciled in USA-SWIMS
- The teams randomly selected will be notified by Monday, July 18, 2011 via email.
- This email will be sent to the email address of the registration coordinator that was 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 randomly selected for Proof of Times the procedure will be:

- Prove all Additional entries
- Prove all 50's of stroke without corresponding 100/200 entry
- At least one individual event for each swimmer must be proved.
- At least one relay from each team must be proved.

#### Proving a Relay Time:

- When proving an intact relay at the National YMCA Championships the following condition must be met:
  - The names of those swimmers MUST appear on the team entry form for the National Championship.
- For a relay time established beginning July 1, 2010 and prior to September 1, 2010, all of the swimmers who achieved this time must be eligible to compete at 2011 Long Course Nationals.
- Any relay time achieved between September 1, 2010 and the entry deadline (July 13, 2011) 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, however the time will not be changed to a time faster than the entered time even if the faster time can be proven. 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 13, 2011). 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 USA-SWIMS database. Meet results from YMCA sanctioned meets not in the USA-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 14 to July 24).

#### Falsifying Information

Anyone found falsifying information about the eligibility of a team's swimmer(s), or altering any official document (including meet results), may subject themselves and their team to severe disciplinary action. The offending team's Executive Director will be notified promptly and asked to help resolve any and all such issues.

#### New Coaches

All new coaches (not just new teams) must meet with the Assistant Meet Director at 2:15 PM on Monday, July 25<sup>th</sup> 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 Georgia Institute of Technology Aquatic Center on Monday, July 25<sup>th</sup>. The scratch box will remain in the team registration area until 3:00 PM. At 3:00 PM the Scratch Box will be moved to the bleacher area for the coaches meeting, where it will remain open until 4:30 PM. During competition the scratch box will be on deck along with the relay table near the computer room.

The scratch box will close at the following times:

For the 1500 Freestyle Events on Day 1 – 3:00 PM on Monday July 25<sup>th</sup>

For the preliminary events on Day 2 – 4:30 PM on Monday, July 25<sup>th</sup>.

For the preliminary events on Day 3 – 1:00 PM on Tuesday, July 26<sup>th</sup>.

For the preliminary events on Day 4 – 1:00 PM on Wednesday, July 27<sup>th</sup>.

For the preliminary events on Day 5 – 1:00 PM on Thursday, July 28<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.

#### No Show

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A swimmer who is seeded in a preliminary event and fails to compete (i.e., a “no show”) shall not compete in any further individual or relay events on that day unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the next scheduled event for the swimmer.

In addition, the swimmer shall not be seeded in any individual events on succeeding days unless that swimmer and/or coach declares an intent to swim prior to the close of the scratch box for that day’s events.

*(Note that under USA-S rules, a no show is automatically barred from all further individual and relay events for that day (Rule 207.12.6C); we are easing that burden, particularly for relay swimmers.)*



## Scratching from Finals

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Swimmers initially qualifying for the A, B, or C Finals shall have the following choices:

- Swim in the Finals – nothing further needs to be done. The swimmer will be seeded into Finals
- Scratch from that final event - The swimmer, or coach, must notify the scratch table within 30 minutes following the announcement of his/her name as finalist that he/she will not compete in Finals in that event.
- Declare an Intent to Scratch – See section below titled Declaration of Intent to Scratch

If there have been scratches from a final event, we will attempt to notify the alternate(s). If notified, the alternate(s), or their coaches, will then have to return to the scratch/relay table to confirm whether they will swim in or scratch from the Finals of 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 (or their coach), 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 (or their coach) must declare his/her final intentions within 30 minutes of the completion of subsequent preliminary event. If the swimmer (or their coach) does not declare his/her final intention, it will be assumed the swimmer has chosen not to scratch from the finals of the original event. If the swimmer fails to compete in this Finals Event, he/she would be disqualified from the remainder of the meet.

## 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 Meet 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

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Prelims start at 8:30 AM

Monday (starting at 6:00 PM)

W	M	Event
101	102	1500 Freestyle* (all heats)

Tuesday (finals start at 5:45 PM)

W	M	Event
201	202	100 Backstroke
203	204	400 Freestyle
205	206	50 Breaststroke
207	208	200 IM
209	210	50 Freestyle
211	212	200 Medley Relay

Thursday (finals start at 5:30 PM)

W	M	Event
401	402	400 IM
403	404	100 Freestyle
405	406	200 Backstroke
407	408	50 Butterfly
409	410	800 Freestyle Relay***

Wednesday (finals start at 5:30 PM)

W	M	Event
301	302	100 Butterfly
303	304	200 Breaststroke
305	306	200 Freestyle
307	308	400 Freestyle Relay
309		800 Freestyle**

Friday (finals start at 5:30 PM)

501	502	200 Freestyle Relay
503	504	200 Butterfly
505	506	50 Backstroke
507	508	100 Breaststroke
509	510	400 Medley Relay
512		800 Freestyle**

Participants with yard times will swim first each event.

\* The 1500 Meter Freestyle will be a "timed final" event: all heats to be swum on Monday evening. Heats on Monday will be contested fastest to slowest alternating Women's and Men's heats.

\*\*The Women's 800M Freestyle will be contested on Wednesday of the meet and the Men'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 first event of the final session Wednesday for the Women and first event of the final session Friday for the Men.

\*\*\* 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 on Thursday. Heats 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.

For Prelims: both ends of the pool will be used for starts except for all 50M events, the 800M and 1500M individual freestyle events and the 200M and 800M Relays. Odd numbered 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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**Preliminaries** – Relay forms will be available at the Proof of Time table during registration or at the scratch/relay table during the meet. The head coach shall list the team name and the competing relay swimmers (last and first names) in the order that they will swim. Relay entry forms for Preliminaries must be turned in to the relay table 15 minutes before the scheduled start of the relays. 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 of the meet relay entry forms for the 200 Free Relay must be turned in to the relay table before 8:15 AM

Relay changes may be declared by submitting a new relay card, of a different color (red), to the deck 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 scratch/relay table. All of other instructions and conditions shown above shall apply.

## Heat Sheets

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**Coaches** - Pick up their heat sheets near the Relay/Scratch table.

**All Others** - Heat sheets will be available at ticket sales for \$4.00

All-session heat sheet punch cards will be available for sale with pre-ordered tickets and at registration and at the meet for \$25.

## Unofficial Psych Sheets

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

## 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.

Coaches desiring a time for an initial split in an individual or relay event must complete the appropriate form and present it to the deck referee prior to the swim in question so that additional timers can be provided as a back-up to the timing system. Forms are available at the Help Desk.

## Scoring

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Scoring will be as follows: 24 – 21 – 20 – 19 – 18 – 17 – 16 – 15 – 14 – 13 – 11 – 9 – 8 – 7 – 6 – 5 – 4 – 3 – 2 – 1 for individual events, and 48 – 42 – 40 – 38 – 36 – 34 – 32 – 30 – 28 – 26 – 22 – 18 – 16 – 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 and 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.

## Help Desk

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General meet information, Bio Forms, Facility Information, Relay Change Cards, Requests for a Time for Initial Split, etc. can be obtained at the Help Desk, located beside the announcers stand 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, and YMCA of the USA 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.

## TIME TRIALS

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### Purpose

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

### Format

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Time Trials will be held in conjunction with the National YMCA Long Course Championships. They are open to all swimmers participating in the meet.

The Time Trial Sessions will begin approximately 30 minutes after the preliminaries and run through completion.

If lightning conditions cause the interruption of events, the Time Trials Manager will determine the appropriate action, which may result in the cancellation of the day's events. There will be no refund.

Each swimmer is limited to two time trial events for the week.

Any swimmer entering Time Trials must have met the Time Trial Standard, posted on the website.

A swimmer may only swim the stroke being contested in a time trial event, e.g. a swimmer may not swim backstroke in a breaststroke time trial.

### Time Trial Entries and Fees

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Time Trials may be entered by the following methods:

- Online - Time trials may be entered online. The time trial event list is separate from the regular meet.
- Flash drive – You may bring a flash drive to the meet containing your entries. Entries must be submitted using the time trial event file from the web site
- Paper – Individual and team entry forms will be available at the meet or on line for you to print and bring to the time trial desk. Completion of these forms in advance will save time for the coach and the time trial desk.

Fee is \$10 or one "Stay with Us" voucher per event entered.

Payment for all Time Trial entries can only be made at the Time Trial Desk (not with the team registration payment) by cash, check and/or "Stay with Us" vouchers. Make checks payable to: **YMCA of the USA-2011 Long Course.**

If you know a previously entered swimmer will not compete in a Time Trial:

- please inform the Time Trial Desk prior to 10 AM on the day of the Time Trial.
- While there will be no refund, your effort to remove the swimmer prior to seeding will increase the efficiency of the time trials.

The Time Trial Desk will be open:

- Monday 7:30 AM to 3:00 PM
- Tuesday through Friday 7:30 AM to 10:00 AM.

## Order of Events for Time Trials

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Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
100 Backstroke	100 Butterfly	400 Ind. Medley	200 Butterfly
200 Ind. Medley	200 Breaststroke	100 Freestyle	100 Breaststroke
50 Freestyle	200 Freestyle	200 Backstroke	50 Freestyle
400 Freestyle *	100 Freestyle		

*\* The 400 Freestyle will swim fastest to slowest. Swimmers must provide their own counters and timers for the 400 Freestyle.*

*Time standards apply. Time standards will be available online at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).*

## 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 Registration room on the pool deck at 3:30 PM on Monday, July 25<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 through 2010 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 Monday, July 18th 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 7:30 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 ten places in each event including relays. Ribbons will be awarded for eleventh through twentieth 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 shirt with sleeves 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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The high school senior athletes who have recently graduated from high school will be recognized in our heat sheets. We will also recognize our seniors on deck prior to the preliminary session on Day 4. We will not accept senior names at the meet. Senior names are submitted during the online entry process.



## ADMISSIONS

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### Ticket Information

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Wristbands that will admit spectators to all sessions (prelims and finals) will be available for sale. Advance sales are \$40.00 per adult wristband and \$20.00 per child wristband (11 years and younger). All-session heat sheet cards can also be pre-ordered at \$25.00 per card. Advance orders may be picked up at registration or at ticket sales at the meet. Advance orders can only be placed online. To do so visit our website: [www.ymcaswimminganddiving.org/2011LC](http://www.ymcaswimminganddiving.org/2011LC). Advance orders must be received by July 20, 2011.

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.
- \$20.00 per child wristband

Individual tickets

- Prelims - \$7.00 each
- Finals - \$7.00 each

Children 11 years & younger

- \$3.00 per session

All sales are non-refundable.

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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**Monday, July 25<sup>th</sup>, 7:30 AM – 6:00 PM**

Tickets will be sold and advanced tickets may be picked up at Registration.

**Tuesday, July 26<sup>th</sup>, 7:00 AM – 11:00 AM and 4:00 PM – 7:00 PM**

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

**Wednesday – Friday, July 27<sup>th</sup> – 29<sup>th</sup> 7:30 AM – 11:00 AM and 4:30 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 can be replaced at the Meet Registration Desk.

### 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 must be replaced at the Meet Registration Desk or Help Desk. To receive a new bag tag the athlete must be accompanied by their 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.

Folding chairs are not permitted in seating area.

Handicapped seating is available in the upper level of the spectator seating area.

**No outside food, drink, thermos or cooler is permitted in spectator seating area.**

Concessions will be available in the Spectator Area. In-venue pricing is to be expected for concessions.

## 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 at the START of the race.

## College Coaches

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College coaches are encouraged to register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/2011lc/>. There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the registration table.

## GENERAL INFORMATION

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### Chairs

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

### Massage Tables

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Massage tables are not permitted.

### 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. 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/2011LC/> including special room blocks and rates. In addition, the Georgia Institute of Technology has made on-campus housing available for meet participants. Further information can be found at <http://www.conference.gatech.edu/ymcaswimming/>.

### Parking

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Each team participating in the **Stay with Us Program** will receive two complimentary parking passes. These passes are for Lot W01 located directly behind the Georgia Tech Aquatic Center on Tech Parkway. These passes may be used for cars, vans or buses.

Georgia Tech has designated three campus parking areas for all other meet parking. All three areas are within walking distance to the Georgia Tech Aquatic Center and all are accessible from Ferst Drive. They are:

- Lot W10 (adjacent to Georgia Tech Aquatic Center)
- Lot W02 (Parking Garage)
- Area 3 (can accommodate buses)

The parking fees for these three locations are as follows:

- \$5.00 per day (no re-entry)
- \$10.00 per day (unlimited re-entry)
- \$30.00 All Session Pass July 24-July 29 (unlimited re-entry)

- Georgia Tech personnel will be available at each of the parking areas to sell parking passes beginning at 6:00 AM.

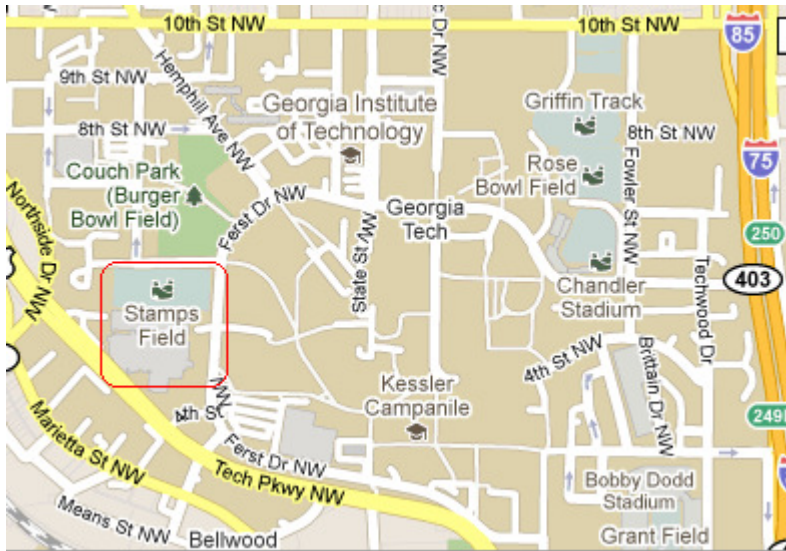
Bus parking – Limited spaces might be available in Lot W01. Contact Meet Director at Registration about availability. Otherwise buses must park in Area 3.

### Public Transportation – MARTA and Tech Trolley

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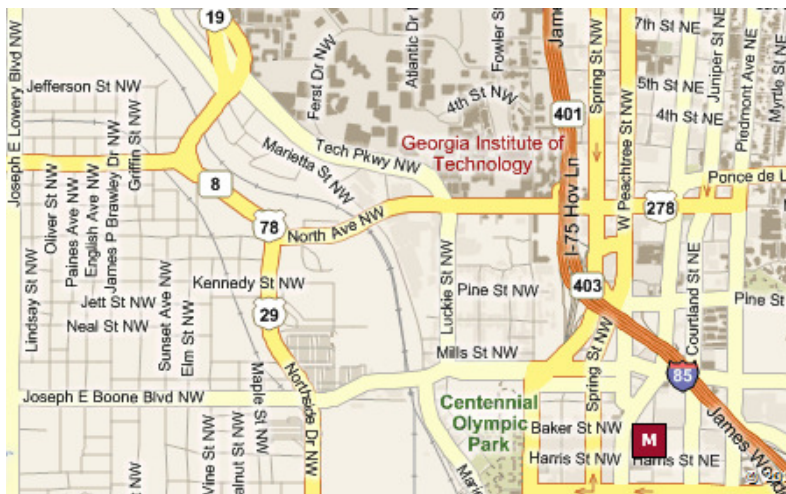
Worried about Atlanta traffic? Worried that athletes, coaches or families will be late for their competitions? Well, **WORRY NO MORE!** The Metropolitan Atlanta Rapid Transit Authority is **1 Block** from the Host Hotels and **3 minutes** to the Midtown Station and Georgia Tech! Do the Math - a 4-Day Pass/Person making 16 trips works out to **94 cents** per trip! For additional information, see: <http://www.ymcaswimminganddiving.org/2011LC>

## MAP, VENUE AND HOTEL LIST



### Venue

Georgia Institute of Technology -  
Aquatics Center  
Georgia Institute of Technology  
Atlanta, GA 30332



### Headquarters Hotel

**The Marriott Marquis**  
265 Peachtree Center Avenue  
Atlanta, GA 30303  
404-521-0000

## 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 3:00 PM on Monday for the 1500 events and 4:30 PM on Monday for Tuesday's events. The scratch box closes at 1:00 PM 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.***