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Meet Handbook

National YMCA Short Course Swimming Championship

Tuesday through Friday April 5-8, 2011

Fort Lauderdale Aquatic Complex

Ft. Lauderdale, Florida

954-828-4580

www.ymcaswimminganddiving.org



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NEW THIS YEAR

Intact relays - When proving an intact relay time the following condition must be met:

- The names of the swimmers in the relay that achieved the time MUST appear on the team entry form, thereby verifying their eligibility for the national meet.

No show - A swimmer who is seeded in a preliminary event and fails to compete (i.e., a "no show") shall not be seeded in any individual events on succeeding days unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the scratch period for that day's event..

Sanctioned meets- The coach must list the sanctioned meets in which the swimmers have participated.

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.

Scratch box - The scratch box will close 20 minutes after the conclusion of the preliminary events with 1:00 PM being the latest that the box will close.

Senior names must be submitted by March 15. Names may not be submitted at the meet. Instructions will be posted on the web.

REMINDERS

*ISHOF -- Please note that the International Swimming Hall of Fame will be referred to as ISHOF.

Registration - Pre meet registration is one day only (Monday, April 4) and will take place at the ISHOF. Teams wishing to register early in the day have assigned registration times by region. See Schedule of Events.

FEES - \$15 athlete surcharge, \$10 individual event, \$40 Relay event

The additional \$10 charge for Relay Only Swimmers has been eliminated.

Admission -

Session charge \$7

Children 11 & under \$3 per session

Advance purchase weekly pass \$40 and will include a voucher for free admission to the ISHOF museum

Weekly passes purchased at the meet will be \$45

There is no refund of admission fees.

Online fee payment will be available

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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.

The faxed back form will be a single long form with a fax cover sheet will be produced during the registration procedure. When faxing back all forms will be faxed back at a single time preceded by the fax cover sheet.

No online entry for time trials.

Scratch/relay table closes at 4:45 PM on Monday April 4th and 20 minutes after the last swim of the preliminary events (1:00 PM being the latest) each day thereafter.

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

Time Trials – A swimmer may only swim the stroke being contested in a time trial event.

Insurance Certificates go to YUSA offices in Chicago before they are entered in the spreadsheet; therefore they will not appear on this list before the evening of the next business day.

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KEY MEET OFFICIALS

Meet Director – John Mendell
Assistant Meet Director – Glenda Pae
Assistant Meet Director – Steve Corrie

CHAMPIONSHIP COMMITTEE

Bettie Williams – Long Course Meet Director
Bob McDowell - Chairperson, National Advisory Committee
Bruce Griffin – Announcer & MC for Special Events
Claudia Multer – Masters Meet Director
Ed Miller – Meet Referee/Director of Officials
Glenda Pae – Assistant Meet Director
Jim Ryan – Former Chairperson, National Advisory Committee
John Mendell – Meet Director
Mike Leonard - Coaches Representative
Noel Brendefur – YMCA of the USA, Director of Competitive Sports
Steve Corrie - Assistant Meet Director
Tom Warrick – Meet Registration

FACILITIES COORDINATORS

Laura Voet/Jeff Stafford

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SCHEDULE OF EVENTS FOR 2011 SHORT COUSE

NOTE: PRE-MEET REGISTRATION WILL BE ONE DAY ONLY AND WILL BE HELD AT THE INTERNATIONAL SWIMMING HALL OF FAME BUILDING!!

SUNDAY APRIL 3, 2011

5:00 PM – 7:00 PM Joseph G. Rogers Award Presentation (Area Behind Hall of Fame Building)

MONDAY APRIL 4, 2011

6:00 AM Pool opens for practice/Closes 8:00 PM
8:30 AM – 4:00 PM Teams, Coaches and Officials Registration (ISHOF Auditorium), teams registering during this time need to follow the registration times below by region
8:30 AM – 9:15 AM – South Teams
9:15 AM – 11:00 AM – East Teams
11:00 AM – 12:15 PM – Midwest and West Teams
12:15 PM – 1:00 PM Lunch Break for Volunteers
1:00 PM – 4:00 PM Teams and Coaches Registration – Open to All
3:15 PM New Coaches Meeting
4:00 PM Registration Closes until 6:00 PM
4:00 PM Coaches Advisory Meeting
Followed by Coaches Association Meeting
4:30 PM – 6:00 PM Officials Meeting/ (Bahia Mar)
4:45 PM Scratch/relay table Closes for Tuesday's Events
5:30 PM – 6:30 PM Athlete Welcome Party (Spectator Stands)
6:00 PM – 8:00 PM Team, Officials' and Athlete Registration (Pool Deck Awards Room)

TUESDAY APRIL 5, 2011

6:00 AM Pool Opens for Warm-Ups –Swimming Events Begin @ 9:00 AM
9:00 AM – until end of preliminary session dive well opens for warm-ups
6:30 AM – 11:00 AM Morning Registration Opens -Teams, Coaches, Athletes, Visiting Coaches – Awards Room behind the diving boards
8:00 AM Breakfast and Meeting of Officials (ISHOF Auditorium)
8:30 AM – until 15 Minute Break before Relays - Relay Desk Open (Coaches Hospitality Room)
8:30 AM – until 20 minutes after the last swim (1:00 PM at the latest) - Scratch Desk Open
7:30 AM – 10:00 AM Time Trial Registration (Coaches Hospitality Room)
8:45 AM Morning Devotion and National Anthem
9:00 AM Preliminary Swimming Events
12:00 Noon Coaches and Officials Lunch (ISHOF Auditorium)
4:00 PM Pool Opens for Warm-Ups
4:30 PM Officials Meeting (ISHOF Auditorium)
4:50 PM Assemble for Parade of Athletes – Line up in State Order (A to Z) in the Community Village
5:00 PM Clear Pool for Opening Ceremonies – Start Parade of Athletes

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5:00 PM – 6:00 PM Evening Registration Opens - Teams, Coaches, Athletes, Visiting Coaches – Pool Deck Awards Room
5:45 PM Swimming Finals

WEDNESDAY APRIL 6 THROUGH FRIDAY APRIL 8, 2011

6:00 AM Pool Opens for Warm-Ups –Swimming Events Begin @ 9:00 AM
6:30 AM – 11:00 AM Morning Registration Opens - Teams, Coaches, Athletes, Visiting Coaches – Awards Room next to diving room
8:15 AM Breakfast and Meeting of Officials (ISHOF Auditorium)
8:30 AM – until 20 minutes after the last swim (1:00 PM at the latest) - Scratch Desk Open
7:30 AM – 10:00 AM Time Trial Registration (Coaches Hospitality Room)
8:45 AM Morning Devotion and National Anthem
9:00 AM Preliminary Swimming Events
12:00 Noon Coaches and Officials Lunch (ISHOF Auditorium)
(Coaches Hospitality Room)
4:00 PM Pool Opens for Warm-Ups
5:00 PM Relay Desk Open for Finals Relays (Coaches Hospitality Room)
5:00 PM Officials Meeting (ISHOF Auditorium)
5:15 PM Clear Pool for Awards
5:00 PM – 6:00 PM Evening Registration Opens - Teams, Coaches, Athletes, Visiting Coaches – Awards Room on the deck–
5:30 PM Swimming Finals
9:00 PM *Thursday*. VOLUNTEER DINNER (ISHOF Auditorium)
Conrad Carroll Award Winner will be announced at the Dinner

TRAINING CLASSES

All classes will be held on Monday, April 4th
Information will be posted at a later date

SPECIAL AWARDS

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

JOSEPH G. ROGERS AWARD: Awarded on Sunday, April 3rd, 5 PM. Announced Wednesday Morning
OUTSTANDING ATHLETE SCHOLARSHIP AWARD: Thursday Morning
SENIOR RECOGNITION: Thursday Morning
COACH OF THE YEAR: Thursday Morning
CONRAD CARROLL AWARD: Awarded Thursday, April 7, 9 PM. Announced Friday Morning
COACH OF THE MEET: Friday Morning

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ELIGIBILITY (As found in Black Book)

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 2011 As found in Black Book. Download from www.ymcaswimminganddiving.org

SWIMMERS

YMCA MEMBERSHIP (As found in Black Book)

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)

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)

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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)

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.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR YMCA NATIONAL CHAMPIONSHIP QUALIFICATION

AGE (As found in Black Book)

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)

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 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.

When proving an intact relay time the following conditions must be met:

- In order to submit a relay time established beginning March 1, 2010 and prior to September 1, 2010, all of the swimmers who achieved this time must be eligible to compete at 2011 Short Course Nationals.
- The names of those swimmers **MUST** appear on the team entry form for the National Championship.

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YMCA MEET PARTICIPATION (As found in Black Book)

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 (As found in Black Book)

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
- Lifeguarding 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). 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.

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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.

ASSOCIATION 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)

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 a certified YMCA coach from another YMCA. The National Advisory Committee recommends that leagues, districts, states and regions afford such swimmers the same privileges.

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ENTRY INFORMATION

OFFICIAL ENTRY

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at www.ymcaswimminganddiving.org. Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete. For those swimmers coming to the meet as members of relays only (not entered in individual events), they must be so designated in the disk entry as relay swimmers and fees paid. If you have such a swimmer, PLEASE ENTER THEM INTO A RELAY EVEN AS AN ALTERNATE. Relay names can be changed at the meet. **Remember, all swimmers listed as relay only must swim in at least one relay**

2011 National YMCA Short Course Swimming and Diving Championships Meet Qualifying Time Standards April 5 - 8, 2011

Approved September 13, 2011

50 Meter Course	WOMEN			EVENT	MEN		50 Meter Course
	25 Meter Course	25 Yard Course	25 Yard Course		25 Meter Course		
:28.62	:28.11	:25.19		50 Free	:22.49	:25.10	:25.85
1:01.80	1:00.70	:54.39 *		100 Free	:48.99 *	:54.67	:56.31
2:12.19	2:10.56	1:56.99 *		200 Free	1:46.69	1:59.07	2:01.93
4:38.38	4:32.78	5:11.79		500 Free	4:49.89 *	4:13.62	4:22.34
9:27.07	9:16.07	10:35.59		1000Y/800MFree	9:56.49 *	8:41.86	8:54.48
18:03.45	17:38.61	17:41.79		1650Y/1500M Free	16:35.19	16:32.21	17:00.70
1:08.91	1:08.06	1:00.99 *		100 Back	:55.59 *	1:02.04	1:03.89
2:28.35	2:26.52	2:11.29 *		200 Back	1:59.39 *	2:13.24	2:17.22
1:19.75	1:17.44	1:09.39 *		100 Breast	1:02.79	1:10.07	1:12.58
2:50.44	2:47.39	2:29.99 *		200 Breast	2:17.29	2:33.22	2:38.71
1:07.40	1:06.95	:59.99 *		100 Fly	:54.19	1:00.47	1:01.23
2:29.98	2:28.98	2:13.49 *		200 Fly	2:01.99	2:16.14	2:18.62
2:30.78	2:28.09	2:12.69 *		200 IM	1:59.69	2:13.58	2:18.36
5:18.40	5:14.49	4:41.79 *		400 IM	4:19.79 *	4:49.94	4:58.60
1:55.55	1:53.49	1:41.69 *		200 Fr Rel	1:30.99	1:41.55	1:44.58
4:10.44	4:05.97	3:40.39		400 Fr Rel	3:18.79	3:41.86	3:48.49
8:57.27	8:50.68	7:55.49 *		800 Fr Rel	7:13.59	8:03.91	8:15.53
2:08.93	2:06.77	1:53.59		200 Med Rel	1:41.89	1:53.71	1:56.71
4:38.64	4:33.98	4:05.49		400 Med Rel	3:41.89	4:07.64	4:14.16

Short Course Meter conversions changed September 20, 2010

Qualifying Period for the Short Course YMCA National Championship Meet:
qualifying period March 1 of the previous season to the entry date for the meet

Meters to Yards conversions per 2006 NCAA Swimming & Diving Rule Book.
* New Time

[Type text]

TIME CONVERSION

Use actual times. Time conversions are NOT PERMITTED. (Meter times are not converted to yards) Meter times are considered non-conforming and are seeded last.

ENTRY DEADLINE AND PROCEDURE

Entries are due by midnight, EDT, Wednesday, March 23th, 2011. Online meet entry is REQUIRED.

There are separate handbooks for the Swimming Championship and the Diving Championships.

Entries for the Diving Championships will go directly to Gary Cox. See the Diving Handbook. Questions – contact Gray Cox. gcox.sa@ymcamke.org

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), 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/2011sc.htm>.

Once you have entered your qualified swimmers in the desired events AND verified this through the Hy-Tek Team Manager program 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/2011sc.htm. Click on the link on the page marked "ONLINE Meet Entry".

Complete the information on the screens. You will then be requested to UPLOAD your Meet Entry file (instructions will be given) from the drive and folder you noted above. Note: If you are using Team Unify – you must unzip the file before submitting.

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 form will be displayed for you to print:

[Type text]

NOTE: Once entered teams are responsible for the entry fees even if they do not attend the meet.

If the team is not attending, please email Tom Warrick twarrick@comcast.net by Monday, April 4, 2011. This will eliminate empty lanes for the missing swimmers.

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 by March 25, 2011	Bring to Registration	Notes
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	
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back the Certification Form.	Yes	No	
Certification Form	This new form contains the following sections. This must always be faxed back as a single form. Faxes of individual sections will be considered as incomplete.	Yes	Yes	
	Individual Entry Certification			This will print with each of your entered athlete's names, events and times listed. Each athlete must read, verify entries and sign this section.

[Type text]

	Certification, Eligibility & Release Declaration			This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.
	YMCA Sanctioned Meets			You must list at least one YMCA sanctioned 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 EST on Wednesday, March 23, 2011. 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.

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/2011SC.htm will indicate whether or not your fax has been received. Although the entry process is automated, the list of faxes received and insurance certificates is updated manually. Updates of faxes received may not be posted until the end of each day. 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.

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 time trials)

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

[Type text]

INSURANCE See addendum for a sample

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. You must have submitted a valid certificate of liability insurance to the YMCA of the USA by Noon (EST) on Friday, March 25 to be able to compete in the meet. Certificates are mailed to: YMCA of the USA, Attn: Robin Lee, 101 North Wacker Drive, Chicago, IL 60606

Emails of certificates will be accepted from the Insurance Broker only. Emails may be sent to 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

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/2011sc.htm 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.

See sample of the insurance form on page 31

FEES

COMPETITION FEES

The athlete surcharge is \$15.00. Entry fees are \$10.00 per individual event and \$40.00 for each relay team listed on the entry form.

Entry problems after the deadline must be brought to the attention of John Mendell, Meet Director. (johnmendell@gmail.com)

COACHES FEES

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	21-25	5 coaches
11-20	4 coaches	26 & more	7 coaches

Online fee payment will be available. Teams will receive an email form addressed to the email given during the registration process with details of your entries and entry fees. All fees must be paid either online by midnight, April 4th or by check at meet registration. Make checks payable to: YMCA of the USA-2011 Short Course.

REGISTRATION

REGISTRATION PROCEDURE

Registration will take place at the ISHOF. This registration process is for every coach and official. Registration for coaches and officials will be located in the ISHOF Auditorium. 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 in the Auditorium. Registration will be open as follows:

Monday, April 4	8:30 AM – 4:00 PM (Break 12:15 to 1:00 PM) Teams, Coaches, and Officials Registration (ISHOF Auditorium). Teams registering in the AM need to follow the registration times below by region 8:30 AM – 9:15 AM – South Teams 9:15 AM – 11:00 AM – East Teams 11:00 AM – 12:15 PM – Midwest and West Teams 12:15 PM – 1:00 PM Lunch Break for Volunteers 6:00 PM – 8:00 PM Team, Officials' and Athlete Registration
Tuesday, April 5	6:30 AM – 11:00 AM and 5:00 to 7:00 PM)
Wednesday and Thursday, April 6, 7	7:00 AM – 11:00 AM (Awards Room behind the diving boards) 5:00 PM – 6:00 PM (Awards Room behind the diving boards)
Friday, April 8	7:00 AM – 11:00 AM (Awards Room behind the diving boards)

Coaches' packets will be available for the Head Coach listed on the official entry blank. This individual shall be the DESIGNATED head coach attending the meet. Any exception must be requested in writing (Coaches Authorization Form). All coaches must have photo ID and their certifications to obtain their packet which contains credentials for admission to the pool deck. All certifications must be current originals.

PROOF OF TIMES AND SWIMS

The meet entry file will be reconciled with SWIMS. Teams entered will be selected at random for proof of time. If the selected team has all of their times in SWIMS no further proof of time will be needed. The teams selected will be notified by Monday, March 28, 2011. This email will be sent to the email address of the registration coordinator that is given during the online process. All teams notified will be required to go through the proof of time process. The list will also be posted on the web.

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.

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

- At least one individual event for each swimmer must be proved.
- At least one relay from each team must be proved.

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 the swimmer's entered time is the qualifying time. Times must be achieved before the entry deadline (March 24, 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.

Relay proof of time

Any relay time achieved between September 1, 2010 and the entry deadline (March 23, 2011) belongs to the team and does not require the same intact proof.

Intact relay - When proving an **intact relay** from the prior National YMCA Championships the following conditions must be met:

- In order to submit a relay time established beginning March 1, 2010 and prior to September 1, 2010, all of the swimmers who achieved this time must be eligible to compete at 2011 Short Course Nationals.
- The names of those swimmers **MUST** appear on the team entry form for the National Championship.

If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their entry form.

Proof must be from meet results. Proof may be printed from the SWIMS database. Proof of times from YMCA sanctioned meets not in the SWIMS database must have printed meet results. All hand written results must be signed by the meet referee. Misstated times in an event will be corrected provided proof can be shown that the individual's time is at or below the Time Standard for that event. We expect all coaches to model the Core Values when entering event times. Non-verifiable times may be assessed a penalty.

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/relay table has not been closed for that day. No penalty fee for misstated letters (S or L).

NEW COACH

All new coaches (not just new teams) will meet with the Assistant Meet Director prior to the Coaches Association meeting (3:15 PM) to go over meet procedures and answer any questions he/she may have in regards to the national meet. Any coach arriving after the new coach's meeting may contact the Help Desk (located at the announcer's stand) or see the Meet Director or Assistant Meet Director.

If you have specific questions prior to the meet, please email Glenda Pae (paelittlegirl2@aol.com) by March 23.

COMPETITION

SCRATCH PROCEDURES

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

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 during registration from the Proof of Times table and thereafter from the officials at the scratch/relay table.

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 submitted to the scratch/relay table, the swimmer is declared scratched and may not compete in that event.

Scratches will be accept at the Proof of Times table during registration hours In the ISHOF Auditorium on Monday, April 4th. The scratch/relay table will remain open in the ISHOF Auditorium until 4:45 PM. The Scratch/relay table will then be closed until Tuesday, April 5th at 7:00 AM. During competition the scratch/relay table will be in the Coaches' Hospitality Room.

The scratch/relay table will be open for scratches from preliminaries during the following times:

For the preliminary events on Day 1 – 9:00 AM to 4:45 PM on Monday, April 4th.

For the preliminary events on Day 2 – 7:30 AM – 20 minutes after the last swim (1:00 PM at the latest) on Tuesday, April 5th.

For the preliminary events on Day 3 – 7:30 AM – 20minutes after the last swim (1:00 PM at the latest) on Wednesday, April 6th.

For the preliminary events on Day 4 – 7:30 AM - 20 minutes after the last swim (1:00 PM at the latest) on Thursday, April 7th.

Scratches will be accepted for any future competition not just the next day.

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.

NO SHOW

A swimmer who is seeded in a preliminary event and fails to compete (1.e., a “no show”) shall not be seeded in any individual event on succeeding days unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the scratch period for that day’s event.

SCRATCHING FROM FINALS

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 – The swimmer or coach must notify the scratch table within 30 minutes following the announcement of his/her name as finalist. That swimmer, or coach, will need to return to the scratch table within 30 minutes of completing his/her last preliminary event of the day to confirm his/her intentions. A swimmer that does not return will be seeded into Finals.

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).

PROTESTS

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

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

For protests made prior to a race, concerning the eligibility of a swimmer or swimmers to compete, the Meet Committee will endeavor to resolve the protest before the start of the race in question. If the Meet Committee cannot resolve the issue before the race is swum, the affected competitor(s) shall be allowed to swim under protest and that fact shall be announced.

All other protests must be made to the Referee, using the Protest Form, within 30 minutes after the conclusion of the race in which the alleged infraction occurred.

Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decisions will be final. Any questions concerning judgments by deck officials should first be addressed to the particular Deck Referee, and then to the Meet Referee, as appropriate.

The Meet Committee will consider all other protests lodged against the Meet, and its decisions will be final.

The results of any protested race will not be announced, any awards will not be given and any points will not be allocated until the protest is resolved or withdrawn, in writing.

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.

ORDER OF EVENTS

Order of Events Swimming

Day One			Day Three		
W	M	Event	W	M		
101	102	100 Backstroke	301	302	400 IM	.
103	104	500 Freestyle	303	304	100 Freestyle	
105	106	200 IM	305	306	200 Backstroke	...
107	108	50 Freestyle	307	308	800 Freestyle Relay***	..
109	110	200 Medley Relay*				

Day Two			Day Four		
W	M	Event	W	M	Event
201	202	100 Butterfly	401	402	200 Freestyle Relay
203	204	200 Breaststroke	403	404	200 Butterfly
205	206	200 Freestyle	405	406	100 Breaststroke
207	208	400 Freestyle Relay*	407	408	400 Medley Relay*
209	210	1000 Freestyle**	409	410	1650 Freestyle **

* The 200 Medley, 400 Freestyle, 800 Freestyle and 400 Medley Relay Events will be preceded by a 15- minute break for warm-ups.

** The 1000 and 1650 yard Freestyle events shall be "timed final" events: Heats will be contested fastest to slowest. The fastest seeded heats (one for women and one for men) will be the first two events of the finals session for that day. There will be a 15-minute interval before the 1000 and 1650 in the preliminaries. Officials may combine heats if needed.

*** The 800 Yard Freestyle Relay events are prelim/final events seeded slowest to fastest in preliminaries. Two heats swim in finals.

NOTE: C final and B final shall immediately precede the A final of all individual events with the exception of the 1000 and 1650 freestyle.

B final shall immediately precede an A final for all relay events.

RELAY CHECK-IN PROCEDURE

Preliminaries – Relay forms will be available at the Proof of Time table during registration or scratch/relay table. 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 before the 15-minute break to be accepted. 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 Day Four relay entry forms for the 200 Free Relay must be turned in to the relay table before 8:45 AM

Relay changes may be declared by submitting a new relay card, of a different color (red), to the referee prior to the start of the relay's heat.

Finals – Qualifying teams for finals will need to file a second form. Each coach should pick up relay entry forms from the scratch/relay table. All of other instructions and conditions shown above shall apply.

HEAT SHEETS

Coaches - Pick up their heat sheets at the coaches' entrance.

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

Psych sheets will be available on the website at www.ymcaswimminganddiving.org.

FINAL RESULTS

Daily results will be posted throughout the facility. Results will be available on the website at www.ymcaswimminganddiving.org.

TIMING

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

SCORING

Scoring will be as follows: 20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1 for individual events, and 40 – 34 – 32 – 30 – 28 – 26 – 24 – 22 – 18 – 14 – 12 – 10 – 8 – 6 – 4 – 2 for relay events.

RESPONSIBILITY OF COACHES 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 their participation therein, and other related meet data, including scratch procedures. Each contestant must have a certified coach responsible for him/her while on the pool deck.

EMERGENCY PROCEDURE

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.

TIME TRIALS

PURPOSE

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

Time Trials will be held in conjunction with the National YMCA Short Course Championships. They are open to all swimmers participating in the meet. The Time Trial Sessions will begin approximately 30 minutes after the preliminaries. They will be conducted in East and West Courses and run through completion. 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.

ORDER OF EVENTS FOR TIME TRIALS

Day 1	Day 2	Day 3	Day 4
100 Back	100 Fly	400 IM	200 Fly
500 Free	200 Breast	100 Free	100 Breast
200 IM	200 Free	200 Back	1650 Free
50 Free	1000 Free	50 Free	
100 Free	50 Back	50 Breast	
50 Fly			

Time standards apply. Time standards will be available online at www.ymcaswimminganddiving.org.

ENTRIES AND FEES

Coaches may **not** sign up for Time Trials online with their entries. Coaches or swimmers may register for a Time Trial event during the Monday registration period and prior to each Preliminary Session from 7:30 AM to 10:00 am. . The cost of all Time Trial events is \$10.00. **Each swimmer may swim one event per day.** Swimmers

might be asked to provide their own timers. Registration at the pool will be on the Championship Course in front of the hospitality room. If adverse weather conditions cause the cancellation 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.

OFFICIALS

To properly conduct a championship meet of this magnitude, it 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, Time Trials 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 ISHOF Auditorium.

Please volunteer for time trials as well as the prelim and final sessions.

APPLICATION TO OFFICIATE

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

Email: 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.

For those who register to officiate: there will be a MANDATORY meeting at the Bahia Mar at 4:30 PM on Tuesday, April 6th. 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

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. 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 Tuesday, March 30th 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 8:00 AM or 5:00 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

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's and women's swimming teams and for both men's and women's diving 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 and both men's and women's diving events.

SWIMMING AWARD PRESENTATION

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

- Swimmers are asked to report to the awards room immediately on call. In fairness to all involved we must present awards promptly.
- All award winners MUST wear apparel that is appropriate and acceptable to the Championship Meet Committee.
- You MUST wear a team apparel (team warm-up jacket is preferable) on the award stand. No caps or towels are permitted on the awards stand.
- A stand-in teammate may accept an award

Anyone not following these procedures will not be allowed on the awards stand.

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.

OUTSTANDING ATHLETE SCHOLARSHIP AWARD PRESENTED BY NIKE

CRITERIA

- Must be a graduating senior and must have been a YMCA swimmer and/or diver for five years.
- Must maintain a grade point average of 3.5 or better on a 4.0 or equivalent scale during senior year in high school
- Must have plans to continue education at a university or junior college
- Must present two letters of recommendation from a coach, clergy, teacher, or YMCA staff person. Letters must reflect the athlete's display of the YMCA character traits of caring, honesty, respect and responsibility. Letters must be no longer than one page.
- Must present a one page letter reflecting upon what the athlete's participation in the YMCA competitive swimming and/or diving program has meant to him/her.
- Must compete at the National Short Course Swimming & Diving Championships in their senior year and be present to accept the award.

APPLICATION PROCEDURE

Applications will be available on <http://www.ymcaswimminganddiving.org>

Interested individuals must complete and return their applications along with two letters of recommendation and a one page letter reflecting upon what their participation in the YMCA competitive swimming and/or diving program has meant to them by March 26, 2011 to: Noel Brendefur, YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

Applications will be reviewed and the final selection made by a panel of individuals appointed by the YMCA of the USA Competitive Swimming & Diving Advisory Committee.

The winner will be announced at the National YMCA Short Course Swimming & Diving Championship in Fort Lauderdale.

A check for \$1,000.00 will be issued directly to the athlete's institution of higher learning.

JOSEPH G ROGERS AWARD

This award was established in 1974 as recognition of long and exceptional leadership, insight, dedication and friendship by a man whose YMCA career has touched and enriched the lives of countless young people. In his lifetime, Joe Rogers was the first recipient of the National Distinguished Service to Aquatics Award, was the organizer of the National Operating Council on Aquatics, and represented the YMCA on the U.S. Olympic Men's Swimming Committee.

The Joseph G. Rogers Award statue is permanently located in the International Swimming Hall of Fame Museum, Fort Lauderdale, Florida, with each Honoree's name affixed in bronze on the base. A replica of the statue is presented to each Honoree at the YMCA of the USA National Swimming and Diving Championships.

CONRAD CARROLL AWARD

The Conrad "Connie" Carroll Award is given in memory and honor of a person who best exemplifies the "True Official", a person who has given of himself for the betterment of officiating in the YMCA Competitive Swimming & Diving Program. The recipient will be introduced preceding the preliminaries on the third day of the meet.

COACH OF THE MEET AWARD

(In memory and honor of Larry Lyons, Coach of M.E. Lyons YMCA)

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.

COACH OF THE YEAR AWARD

The Coach of the Year recognizes the coach/coaching staff that has exemplified the YMCA values in his/her program and community during the year. Team accomplishments and community involvement are to be taken into consideration when submitting candidates. Potential candidates may be nominated by submitting the form at www.ymcaswimminganddiving.org to the email shown, or during the Short Course Championship meet itself.

ROBERT MOSS AWARD

An award in memory of Robert Moss will be presented to an individual who has made an outstanding contribution to diving. This may be an exceptional performance as a diver, as an outstanding coach or some other individual who has contributed to the enhancement of the YMCA diving program. This award will be announced on Thursday morning.

SENIOR RECOGNITION

Once again, high school seniors will be recognized in our heat sheets. We will recognize our seniors prior to the preliminary session on Day 3. We will not accept senior names at the meet. Senior names must be submitted to Tom Warrick prior to March 15. Instructions will be on the web.

ADMISSIONS

TICKET INFORMATION

Wristbands that will admit spectators to 8 sessions (preliminaries and final) will be available for sale. Advance sales are \$40.00 per wristband. This includes admission to all sessions and a voucher for admission to the ISHOF museum. Advance orders must be received prior to March 26, 2011. 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.

Wristbands and heat sheet cards are ordered online at www.ymcaswimminganddiving.org.

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

Prices during registration and the meet:

- \$45.00 per wristband.

Individual tickets

- Preliminaries - \$7.00 each
- Finals - \$7.00 each

Children 11 years & younger

- \$3.00 per session

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

TICKET SALES SCHEDULE:

Monday, April 4, 8:30 AM – 8:00 PM (Lunch break 12:15 to 1:00 PM)
(During Meet Registration) Tickets will be sold and advanced tickets may be picked up.
Tuesday, April 5th – 6:30 AM – 11:00 AM and 5:00 PM – 7:00 PM
Wednesday – Friday, April 6 – 8 7:00 AM – 11:00 AM and 5:00 PM – 7:00 PM

MEDIA

Accreditation for press and television must be secured at registration with proper credentials.

COACHES

Coaches credentials (issued at registration) must be displayed at all times.

CONTESTANTS

Athletes will be admitted to the pool area by bag tag that will be issued at time of registration. Athletes must display their bag tag for admission to the pool deck. Athletes, within the complex, must be under the supervision of their coach.

OVERFLOW SEATING

Also, as everyone should be aware, spectator seating at SC Nationals has been severely impacted by the loss of over 350 grandstand seats. As a result, overflow spectator bleacher seating may be available on the west side of the course. Viewing from these seats may be partially obstructed as coaches are permitted to walk on this side of the course when they have a swimmer in the water. In addition, anyone sitting in this area will not have access to the pool deck. We anticipate that these seats will be available only when the grandstands have been filled.

CAMERAS

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

SWIMMERS AND DIVERS AREA

There will be an area specifically designated for competitors (and their coaches). It is the entire roof of the men's and women's locker rooms on the south side of the pool complex. Entrance to this area will be from diving tower to back stairs by the women's locker room. A tented area will be available.

Team seating is on a daily first come first come basis throughout the complex. Teams will not be allowed to use portable seating on the upper deck or in behind the diving boards.

COACHES AREA

Coaches may use the east and west bleachers of the pool complex. The area behind the blocks is off limits at all times to all except officials and those contestants getting ready to swim.

COLLEGE COACHES

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

GENERAL INFORMATION

MESSAGE TABLES

Message tables are not permitted.

BANNERS

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 Meet Committee reserves the right to restrict placement of team banners in order to maintain dignity and decorum of the meet as well as for the benefit of vendors and sponsors. Permission to place banners must be granted by the Community Village coordinator and Facilities manager. Banners should be consistent with YMCA Graphic Standards.

SMOKING, ALCOHOL & 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 strongly recommends that chaperones accompany all contestants, when outside the aquatic complex.

HOUSING

Coaches and parents should contact hotels directly. A list of hotels is available on www.ymcaswimminganddiving.org.

PARKING

There is no public parking available at the complex. There is public parking around the pool. Parking is also available at the Bahia Mar, which is within walking distance of the pool. There is a charge for this service.
Address – 801 Seabreeze Boulevard

CERTIFICATE OF INSURANCE ISSUE DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INDIVIDUAL INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER

A

INSURED

B

C

D

E

This must be your YMCA or YMCA Association name and address

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. THIS CERTIFICATE IS NOT A CONTRACT. THE REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURED'S OBLIGATIONS UNDER SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY OTHER POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

This must be a minimum of \$2,000,000

CO. LTR	TYPE OF BUSINESS	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT
	GENERAL LIABILITY				GENERAL AGGREGATE \$2,000,000
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.
	CLAIMS MADE				PERSONAL & ADV. INJURY
	OWNER'S & CONTRACTOR'S PR				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire)
					MED. EXPENSE (Any one acci
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT
	X ANY AUTO				BODILY INJURY (Per person
	ALL OWNED AUTOS				BODILY INJURY (Per accident)
	SCHEDULED AUTOS				PROPERTY DAMAGE
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE
	UMBRELLA FORM				AGGREGATE
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT
					DISEASE-POLICY LIMIT
					DISEASE-EACH EMPLOYEE
	OTHER				

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 a minimum of \$1,000,000

This must be the EXACT wording of this section.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

YMCA of the USA is an additional insured as it relates to insured's participation in any YMCA of the USA-sponsored event, program, grant or sponsorship.

CERTIFICATE HOLDER

YMCA of the USA
101 N. Wacker Drive
Chicago, IL 60606

This must be the EXACT wording of this section.



VENUE AND MEET HEADQUARTERS

Ft. Lauderdale Aquatic Complex
501 Seabreeze Boulevard
Fort Lauderdale, Florida 33316
Phone (954) 828-4580
Fax: (954) 468-1582

COACH'S CHECK LIST

MEET ENTRY

- 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

- 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. (not required if you have the pass issued by your group representative.)
- 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/relay table closes 4:45 PM on Tuesday only. The scratch/relay table closes 20 minutes after the last swim in the preliminary session (1:00 PM at the latest) on Wednesday through Friday.
- (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.