



**YMCA of the USA Swimming and Diving Advisory  
Committee YMCA**

**Competitive Swimming  
Black Book**

Published Nov. 1, 2011  
**2011-12**

## **CONTENTS**

Introduction	Page 3
Structure of YMCA Competitive Swimming and Diving	Page 4
Eligibility	Page 5
Coaches	Page 7
Competition	Page 9
YMCA Coaches Association	Page 11
YMCA Swim Officials	Page 11
YMCA Training Courses	Page 12
Additional Rules and Definitions	Page 14
List of Group Representatives	Page 15
List of Group Officials Representatives	Page 16

## INTRODUCTION

YMCA Competitive Swimming and Diving is a program that is supported by the YMCA of the USA and delivered by local YMCA units. As a YMCA program its goal is to promote the YMCA mission and core values through competitive swimming and diving. **The focus is, first and foremost, on the development of healthy, confident, values-centered individuals where training and competition are the vehicles by which this development occurs.** Everyone involved in the delivery of the program plays a critical role in this process. Coaches, YMCA leaders and volunteers assist individuals in their development by building positive relationships, acting with integrity and leading by example.

This booklet is a resource for all YMCA competitive swimming programs. It outlines the rules, guidelines and best practices for the conduct of YMCA competitive swimming programs of all sizes and competitive levels. It is updated yearly and made available on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) by November 1 of each season. This booklet is *not* the meet handbook for the YMCA National Championships, although portions of this booklet are included in those handbooks. All YMCA competitive swimming coaches, program administrators and other YMCA employees who supervise competitive swimming programs are responsible for knowing the information in this document.

### Rules and Guidelines

All YMCA competitive sports, including swimming, must comply with the *Rules that Govern YMCA Competitive Sports*. This document is published by the YMCA of the USA and does not change yearly. It is posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

Additional rules apply to the YMCA National Championship meets and the recognition of YMCA National Records and YMCA Top 10 status. These rules are established by the National YMCA Competitive Swimming and Diving Advisory Committee, hereafter referred to as the National Advisory Committee. These rules may change from time to time. The National Championship Meet Handbooks, YMCA National Record Rules and YMCA Top 10 Rules are posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

The National Advisory Committee uses USA Swimming Technical Rules for the conduct of the National Championship Meets. These rules also apply to all closed competition meets serving as qualifying opportunities for the National Championship Meets, including dual meets and league, district, cluster, state, area or group championships.

***\*The rules established by the National Advisory Committee for the conduct of the National Championship program are strongly recommended for adoption and use at all levels of YMCA Competitive Swimming. This will prevent confusion as coaches, swimmers and volunteers advance through the levels of YMCA competition. This will also ensure that times achieved at all YMCA meets will be valid for consideration as YMCA National Championship qualifying times, YMCA Top 10 times and YMCA National Record times.***

In order for closed YMCA championship competitions to be recognized as National Championship Meet qualifying competitions, they must apply for and obtain a YMCA sanction and thus follow the same rules established for the conduct of the National Championship Meets. These guidelines may be updated from time to time by the National Advisory Committee.

## **Best Practices**

The YMCA of the USA has issued the *Technical Assistance Paper for YMCA Competitive Swimming Programs*. This document establishes the best practices for the conduct of YMCA competitive swimming programs, as indicated by YMCA of the USA program, finance and legal services departments. The Principles of YMCA Competitive Swimming and Diving Course Text also contains best practices and related documents for the conduct of the program. YMCAs and YMCA competitive swimming programs are strongly encouraged to follow these best practices. The Technical Assistance Paper is posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). The Principles of Competitive Swimming and Diving Text is available through the YMCA Program Store (1-800-747-0089).

## **STRUCTURE OF YMCA SWIMMING AND DIVING**

*\*Please direct questions regarding rules, structure, best practices or new team information to the appropriate Group Representative. The contact list is at the end of this document. Please direct questions regarding YMCA Swim Officials to the appropriate Group Officials Representative. The contact list is on the National YMCA Swimming and Diving website, [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).*

YMCA Competitive Swimming and Diving is structured to provide organization, resources and collaboration at all levels. The YMCA Competitive Swimming and Diving program is overseen by the YMCA of the USA's Sports and Recreation Specialist, guided by the National YMCA Competitive Swimming and Diving Advisory Committee and managed by local and regional YMCA competitive swimming and diving bodies. The YMCA of the USA Director of National Events assists in the planning and coordination of the national championship meets.

### **YMCA of the USA Sports and Recreation Specialist**

Dara Meinert is the Sports and Recreation Specialist, overseeing the conduct of all YMCA competitive sports. This position is part of the YMCA of the USA staff. ([dara.meinert@ymca.net](mailto:dara.meinert@ymca.net) or 800-872-9622).

### **YMCA of the USA Director of National Events**

Jim Weaton is the Director of National Events, a YMCA of the USA staff position that coordinates all national YMCA events. He works closely with the YMCA National Championship meet directors and meet committees. ([jim.weaton@ymca.net](mailto:jim.weaton@ymca.net) or 800-872-9622)

### **The YMCA of the USA Competitive Swimming and Diving Advisory Committee (National Advisory Committee)**

The committee is comprised of twelve members who serve three (3) year terms and who represent many facets of the program – coaches, officials, volunteers, executive directors and CEOs. The National Advisory Committee promotes the YMCA competitive swimming and diving program. It establishes the rules of conduct for, and it conducts the three YMCA National Championship Meets (short course, long course and masters). The National Advisory Committee also maintains the YMCA National Records and yearly YMCA Top 10 lists. As an advisory body it consults with the YMCA of the USA on the training of local YMCA program staff and the conduct of the National Championship meets. The list of current members is on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

### **YMCA Group Representatives**

These individuals serve as resources for local leagues, teams, coaches and YMCAs. Group representatives are a conduit of information between the National Advisory Committee and local coaches, teams and YMCAs. They maintain communication and relationships with local YMCA teams, YMCA of the USA representatives, USA Swimming representatives and Local Swimming Committees (LSCs). They assist in arranging for the training of coaches and officials. They issue YMCA credentials for coaches, and forward sanction requests for championship meets to the national sanctioning officer. Group representatives are responsible for overseeing the operation of YMCA Competitive Swimming and Diving in their region. The list of current group representatives is on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

### **YMCA Group Officials' Representatives**

Within each Group, there is also a Group Officials' Representative whose role is to develop and maintain communication with YMCA certified swim officials in the Group. This includes passing on key information on rules changes, alerting officials to Swim Officials Training clinics in their area, recruiting officials for championship meets, encouraging officials to work at the national championship meets, etc. This person is the liaison between the National Advisory Committee and National Officials' Committee and the local swim officials.

### **YMCA Regional Competitive Swimming Committees**

These committees operate regional, district, and/or state competitions, assist in arranging training and organize YMCA Competitive Swimming and Diving at the regional level. The members of these committees are appointed by the group representatives. YMCA regional committees may establish their own rules, provided that they are congruent with the Rules That Govern YMCA Competitive Sports. ***The National Advisory Committee strongly recommends that all levels of YMCA competitive swimming and diving also follow the rules set forth at the national level.***

### **Local YMCA Leagues**

Leagues operate dual meets and championship competitions, assist in arranging training and organize YMCA Competitive Swimming and Diving at local levels. The members of these committees are chosen by league members or appointed by group representatives. YMCA leagues may establish their own rules, provided that they are congruent with the Rules That Govern YMCA Competitive Sports. ***The National Advisory Committee strongly recommends that all levels of YMCA competitive swimming and diving also follow the rules set forth at the national level.***

### **YMCA Teams**

At the most local level, individual YMCAs and coaches manage the daily operation of the program. It is here that the program actively promotes youth development, healthy living and social responsibility and teaches the importance of the process and not just the outcome. The role of the swim team, its coaches and volunteers is to provide a structured environment and encourage important life skills such as goal setting, time management, self discipline, commitment, delayed gratification and perseverance.

All YMCA programs are conducted at the will of an individual YMCA branch or association. According to the Technical Assistance Paper, the YMCA of the USA strongly advises that YMCA coaches be employees of the YMCA, parents committees act in an advisory capacity, rather than a policy-making role and all money is directed through the YMCA and not through any account outside of the management and oversight of the YMCA.

## ELIGIBILITY

The Rules That Govern YMCA Competitive Sports must be followed at all levels of YMCA competition. Some, but not all, of those rules are referenced below. Coaches, athletes and YMCA supervisors are responsible for knowing and abiding by the complete Rules That Govern document.

### **Swimmer Eligibility**

#### **YMCA Membership**

A Swimmer must be a YMCA member who, after due application, is enrolled by the association as a member, entitled to full privileges, activities, and services of that association. This means that members of YMCA competitive teams must have full-privilege YMCA memberships that entitle them to the same activities and services as other full-privilege YMCA members, not special limited-access memberships available only to swim team 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**

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.

**Amateur Status**

According to the Rules That Govern, an athlete must maintain amateur status to participate in YMCA competition (Rules That Govern, Rule 1 Sec. 1).

**Collegiate Competition**

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**

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**

An athlete must be at least twelve (12) years of age, and not older than twenty-one (21) years of age on the first day of the National Championship Meet.

**Qualifying Time Standards**

An athlete must achieve the minimum qualifying time standard for each National Championship Meet event in which he/she enters. Coaches must be prepared to show proof of this achievement, 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 appropriately documented and verified high school times are also accepted.

**YMCA Meet Participation**

In order for an athlete to be eligible to compete in the YMCA National Championship meets, he/she must have competed in three closed inter-association YMCA meets plus one sanctioned YMCA championship meet since September 1 of the current season. See definitions and standards in *Competition* section below.

## **Coach Eligibility**

### **Safety Certifications**

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 maintain current certification in the following areas.

- CPR
- First Aid
- Lifeguarding\* or Safety Training for Swim Coaches
  - If a Lifeguard certification is used to satisfy this safety certification requirement, the coach must also pass the online Red Cross Safety Training for Swim Coaches test, found at [www.usaswimming.org](http://www.usaswimming.org)
- 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 any YMCA sanctioned championship meet including the YMCA National Championship meets. An instructor's certification by itself does not satisfy the requirement for current certification.

### **Team Registration and Coaches' Deck Passes**

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 register 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 either uploads or 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.

In order to participate in sanctioned YMCA championship meets, a team and its coaches must have completed the online team and coach registration process.

USA Swimming now recognizes 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.



## **Eligibility of Associations**

### **Definition of an Association**

According to the Rules That Govern (Rule I, Sec. 12), for the purpose of YMCA competitive sports an association is any YMCA unit that is approved by the National board, has a separate branch or association number and is eligible for a separate listing in the YMCA Directory. This could be a branch or a metropolitan association. A metropolitan association must decide whether to operate one competitive swimming program that represents the association as a whole, or to have each branch within the metropolitan association operate its own team. A YMCA team must compete under one name and 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**

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**

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**

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.

## **COMPETITION**

The YMCA of the USA views competition as a means by which the core values are taught and individual assets are developed. Healthy competition promotes a dedicated effort to reach one's potential with dignity, integrity and sportsmanship. YMCA competitions promote healthy competition and not a "winning at all costs" attitude.

### **Age**

For the purpose of recognizing YMCA National Championship qualifying times, National YMCA Records and YMCA Top 10 times, a swimmer's age is determined by his or her age on the first day of competition.

### **Technical Rules**

The YMCA National Championship meets are conducted according to the current USA Swimming technical rules, as modified by the National Advisory Committee. The National Advisory Committee recommends that all YMCA teams, leagues, districts, states and regions follow the same rules for competitions.

## **Safety Regulations**

The YMCA of the USA has established the following standards for the conduct of all YMCA competitions:

- A certified lifeguard is on duty at all times and has the sole responsibility of guarding the pool. Coaches who hold lifeguard certification are not to be considered on-duty lifeguards.
- Pool depth is at least five feet at any end of the pool where racing dives will be performed. If the pool water depth at the starting end of the pool is less than the prescribed five feet, all swimmers must start their races in the water.
- These standards are found in *On the Guard - YMCA Lifeguard Program manual, The Parent/Child and Preschool Aquatic Program Manual, The Youth and Adult Aquatic Program Manual, YMCA Swim Lessons Administrative Manual, Principles of YMCA Aquatics, Principles of YMCA Competitive Swimming and Diving, YMCA of the USA Aquatic Guidelines, Technical Assistance Paper for YMCA Competitive Swimming and Diving*. Failure to follow these standards may jeopardize the YMCA's insurance coverage.

## **YMCA Inter-Association Meets**

YMCA inter-association meets are closed competitions (Rules That Govern Rule I Sec. 7) in which:

- At least two (2) teams from different YMCA associations take part
- At least six (6) competitors from each team participate
- At least six (6) events are contested, including one four-person single-sex relay
- At least two (2) YMCA Certified officials are present for the conduct of the meet and the meet is conducted under YMCA rules. USA Swimming Certified Officials may assist with the officiating at such meets, provided that there are at least two YMCA Certified Officials, one of whom is the Referee.

The National Advisory Committee does not recognize postal, paper or mythical meets. The National Virtual Invitational Meet is the one exception to this rule in light of its nature and purpose.

A closed YMCA invitational meet lasting two or more days may be counted as two YMCA meets for the purpose of meeting the YMCA National Championship qualifying requirement of competing in three closed inter-association meets. In order to take advantage of this special allowance, a swimmer must compete in at least two separate days of the meet. A single meet, regardless of length of days contested, may not be counted both as one of the closed inter-association meets and a sanctioned championship meet for the purpose of satisfying those qualification requirements for YMCA Nationals.

## **YMCA Championship Meets**

YMCA championship meets must be conducted as formal competition in which:

- Teams or individuals are officially designated by a local YMCA to represent that YMCA
- Entry fees are charged
- Standings are kept
- Awards are given
- Records and championships are contested

(Rules That Govern, Rule IV Sec. 1 and Rule I Sec. 9)

## **Sanctions**

Sanctions are issued for YMCA League, State, District, Zone, Regional and National Championship meets and large championship-style invitationals only. Swimmers must compete in at least one sanctioned YMCA championship meet as an eligibility requirement for YMCA Nationals.

These rules for YMCA sanctioned championship meets must be followed:

- The meet is a closed YMCA meet.
- The meet and all participants adhere to the *Rules that Govern YMCA Competitive Sports*.
- USA Swimming Technical Rules are used.
- The meet is conducted by a minimum of three certified officials, at least two of whom are certified YMCA Swim Officials and one of whom is a YMCA Level 2 Swim Official and this individual acts as the Meet Referee.
- Only coaches with current CPR, First Aid, Lifeguard/YASA/Safety Training for Swim Coaches and Principles of YMCA Competitive Swimming and Diving certifications are permitted on deck.
- All swimmers are full privilege members of their YMCA and have represented only their YMCA in competition (high school excepted) for a period of 90 days prior to the start of the meet.
- The meet has entry standards.
- The meet is: the highest level championship meet for a given region, an end-of-season meet at a higher level for a given region, or a championship-style invitational that includes competitors from multiple regions and with a level of competition higher than that offered in their region.
- At least 60% of the YMCA National Championship Meet events are offered
- All participating teams have completed the YMCA Team Registration for the current season.
- All coaches have completed the online YMCA coach registration for the current season.

To obtain a sanction for a YMCA championship meet, a coach or meet director completes the sanction request form online and attaches a copy of the meet information. Payment of the \$50 sanctioning fee (payable to YMCA National Advisory Committee) and copies of the referee's certifications are sent to the group representative. After reviewing the request, the group representative forwards the sanction request to the national sanctioning officer who issues the sanction number.

Following the competition the meet director sends a copy of the results to the group representative and the national database manager.

The YMCA swimming and diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) contains the current list of group representatives and their contact information. The list is also at the end of this document. Meredith Griffin is the current national sanctioning officer and her contact information is also on that list.

YMCA sanctioned meets should also be submitted for USA Swimming approval to the Local Swimming Committee. Teams and meet directors need to observe LSC rules, processes, deadlines and fees regarding the submission of meet approval applications.

## **Results**

Electronic results of a sanctioned championship meet are submitted to the group representative for that region.

Results of USA-S approved YMCA championship and invitational meets are also submitted to the USA-S Local Swim Committee so that they can be loaded into the USA-S National "SWIMS" Database. Please see related information on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

## **YMCA COACHES ASSOCIATION**

The YMCA Coaches Association is an organization representing all YMCA competitive swimming and diving coaches for the purpose of providing ideas and feedback to the National Advisory Committee. There are no dues. All coaches are automatically members. There is an Executive Committee consisting of ten (10) members elected to three (3) year terms on a rotating basis. Members of the Executive Committee are limited to two (2) consecutive terms. Elections are held each year at the Coaches Association meeting at the YMCA Short Course National Championship Meet. The Executive Committee advocates for, and provides resources to, YMCA coaches and swimmers. There is a Coaches Association page on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). Coaches Association by-laws, minutes from past meetings and a current roster may be found here.

## **YMCA SWIM OFFICIALS**

A series of Swim Officials' Certification modules have been incorporated into the YMCA of the USA Program Training Certification System.

YMCAs are encouraged to have certified YMCA Swim Officials on the deck at all meets. For a meet to be recognized as a qualifying closed competition, it must be officiated by at least two YMCA Certified Officials, one of whom must be the Referee.

The YMCA Swim Officials' Certification Program involves two basic levels of certification. Level I Certified Officials are trained to take on the roles of a stroke & turn judge, place judge, relay take-off judge, timer or scorer. Level II Certified Officials are authorized to act as referees, starters and chief judges, in addition to any of the Level I positions. All new officials must begin as Level I officials. To be eligible to attend the Level II clinic, an official has to have served at least one year as a YMCA Certified Level I Official and have worked at least eight meet sessions as a certified official. All officials candidates for either level must be associated with a recognized YMCA competitive swimming and diving program. Approval of the Executive Director of the YMCA sponsoring the candidate, or his/her designee, is required for any person to take a clinic and become a YMCA Certified Swim Official.

YMCA Swim Officials certifications are valid for three years and individual proof of current certification must be available at all meets. Individuals re-certify by attending the appropriate YMCA Swim Official course. Re-certification also requires that the official has worked at least 12 sessions on deck as a certified official during the three-year certification period. Up to one half of the session requirement may be satisfied by working on deck as a certified official at USA Swimming meets.

To become a YMCA Swim Officials Trainer, a candidate must have been a YMCA Level II Swim Official for more than three years, have attended a Level II Re-Certification clinic, have worked at least 15 meet sessions during the last three-year time period – eight of which must be as a referee or starter, have worked at two state/district YMCA Championship meets encompassing at least six meet sessions and must complete the Trainer Candidate Application Form. All potential candidates for YMCA Swim Officials' Trainer must be approved by the National Officials' Committee Chair, or his/her designee, and the YMCA of the USA Sports and Recreation Specialist.

A Meet Verification Form is provided to all YMCA Swim Officials to use to verify that they have officiated at the requisite number of meets for re-certification or to become a Swim

Officials' Trainer. The Meet Referee must sign these forms. Often an individual applying for Trainer Level Certification is a Meet Referee. This individual should sign the form or card as the Meet Referee and then obtain the signature or initials of the Executive Director, or his/her designee, on the form as well.

Having met the above prerequisites, trainer candidates must take Facilitation Skills, Orientation to the YMCA Training System (online), Adult Learning Concepts (online) and the Swim Officials' Trainer Level course that are offered at the National Championship Meets, YMCA Program Schools and/or regional training events. These courses are generally offered on weekends. Trainer Certifications are valid for two years. Individuals automatically renew their certifications by teaching one of the Swim Officials courses each year. (Trainer certifications are valid in perpetuity as long as a trainer conducts two clinics every three years and maintains the YMCA of the USA trainer standards.

## **YMCA TRAINING COURSES**

A list of currently scheduled YMCA training courses is always available online at [www.ymcaexchange.org](http://www.ymcaexchange.org) (username ymca, password 9622). Select Aquatics, then the appropriate course.

### **Principles of YMCA Competitive Swimming and Diving**

Mandatory for all YMCA coaches in order to be on deck at YMCA Nationals. ***This course is required for all coaches to be on deck at a YMCA sanctioned championship meet.*** Recommended for all YMCA coaches, aquatics directors and parent group members. Covers YMCA competitive swimming and diving structure, YMCA program emphasis, principles of operating a YMCA competitive swimming program. There is no test at the conclusion of this course. 5 hours.

Prerequisites: 16 years old

### **Principles of YMCA Competitive Swimming and Diving Trainer**

Prepares an individual to teach Principles of YMCA Competitive Swimming and Diving.

Prerequisites: 21 years old

- Principles of YMCA Competitive Swimming and Diving
- Orientation to the YMCA Training System
- YMCA Adult Learning Concepts
- YMCA Facilitation Skills Course

### **YMCA Swim Officials Level I Course**

This course certifies officials for the YMCA Competitive Swimming and Diving program in the areas of Stroke & Turn Judge, Relay Take-off Judge, Place Judge, Scorer and Timer. Participants learn the duties and responsibilities of these positions before, during and after a YMCA meet. They become familiar with the facility requirements, matters relating to eligibility and entry into a YMCA meet and the roles of the Chief Judge, Starter and Referee. Following the course, participants must complete a take-home test and earn a score of 80% or higher. The course takes approximately 4 hours of class time. Certification is good for three years but requires the official to work at least four meet sessions a year in an officiating capacity in order to maintain his/her certification.

Prerequisites: 21 years old

- Associated with a local YMCA sponsored swim team

### **YMCA Swim Officials Level II Course**

This course certifies officials for the YMCA Competitive Swimming and Diving program in the areas of Referee, Starter and Chief Judge. Participants learn the duties and responsibilities of these positions before, during and after a meet. They also review the facility and staffing requirements for a YMCA meet, specific stroke rules, eligibility and entry requirements for a YMCA meet and the roles of other officials. Following the course, participants must complete a take-home test and earn a score of 80% or higher. The course takes approximately 4 hours of class time. Certification is good for three years but requires the official to work at least four meet sessions a year in an officiating capacity in order to maintain his/her certification.

Prerequisites: 21 years old

Fully certified YMCA Level I Official for at least one year and have worked a minimum of at least eight sessions as a YMCA Certified Official (must substantiate). USA Swimming Certified Officials meeting the time and meet experience criteria for Level II may attend a Level II Clinic without first having served as a Level I YMCA Certified Official.

Associated with a local YMCA sponsored swim team

### **YMCA Swim Officials Trainer**

Prepares an individual to teach YMCA Swim Officials at regional and local training offerings.

Prerequisites: 21 years old

Orientation to the YMCA Training System

YMCA Adult Learning Concepts

YMCA Facilitation Skills

YMCA Level II Certified Official for more than three years and attended a Level II Re-Certification clinic

Worked as a YMCA Certified Official at a minimum of fifteen meet sessions over the prior three years, with at least eight of those sessions being as a Referee or Starter

Worked as a YMCA Certified Official at his/her YMCA

State/District/Zone/Regional Championship Meet as a deck official for at least two years, encompassing at least six meet sessions

Recommended by his/her local YMCA

Approved by the YMCA of the USA Sports and Recreation Specialist and the National Officials' Committee Chair

## **ADDITIONAL RULES AND DEFINITIONS**

### **Black Book**

This document is the YMCA Competitive Swimming Black Book and contains the rules, guidelines and best practices for the conduct of YMCA competitive swimming at all levels.

### **Blue Pages**

The common name for the USA Swimming Technical Rules. These rules are found in the USA Swimming Handbook on pages that are blue in color. Please see *Technical Rules* in the *Competition* section on page 6 of this document.

### **Closed Competition**

Competition in which athletes of only one kind of organization compete. A closed YMCA competition involves only YMCA athletes and teams.

**Current Season**

The current season is defined by each Sports National Event Committee (Rules That Govern, Rule I Sec.4). The National YMCA Competitive Swimming and Diving Advisory Committee is the National Event Committee for YMCA competitive swimming and diving. That body has determined that the season for YMCA competitive swimming and diving is September 1 – August 31.

**Dual Representation**

An athlete represents more than one organization at a time. An example is a YMCA swimmer who also represents a different USA Swimming team at the same time. This is not permitted, except as outlined in the *Eligibility* section on page 4.

**Open Competition**

The YMCA considers open competition to be competition in which athletes representing different kinds of organizations may compete. An example is USA Swimming meets because YMCA swimmers (who are registered with USA Swimming) and non-YMCA swimmers (who are registered with USA Swimming) may compete.

**Organization**

An organization is any body that sponsors competitive swimming competition. Examples include YMCA, USA Swimming, High School Federation, Summer Leagues.

**YMCA National Championship Meet Handbook**

The handbook containing all rules, procedures and information for the YMCA National Championship meets. There is a separate meet handbook for the Short Course YMCA National Swimming and Diving Championships, the YMCA Long Course Swimming Championships and the YMCA Masters National Championships.

## **GROUP REPRESENTATIVES**

### **Meredith Griffin**

*Group Representative Leader*  
Brandywine YMCA  
3 Mt. Lebanon Rd.  
Wilmington, DE 19803  
W – (302) 478-9622  
F – (302) 478-2260  
[mgriffin@ymcade.org](mailto:mgriffin@ymcade.org)

### **Jamie Bloom**

YMCA of Greater Westfield  
67 Court St  
Westfield MA. 01085  
W- (413) 568-8631 x 312  
F- (413) 572-3995  
*MA, ME, NH, VT*  
[jbloom@westfieldymca.org](mailto:jbloom@westfieldymca.org)

### **Cindy Bowe**

*IA, MN, ND, SD, NE*  
YMCA of Austin, MN  
704 1<sup>st</sup> Drive NW  
Austin, MN 55912  
W – (507) 433-1804  
F – (507) 433-1806  
[cbowe@ymca-austin.org](mailto:cbowe@ymca-austin.org)

### **Linda Brooks**

*MI, NE Ohio, NW Ohio*  
YMCA of Metropolitan Detroit  
1401 Broadway Blvd. Suite 3A  
Detroit, MI 48226  
W – (313) 223-2484  
F – (313) 267-5318  
[lbrooks@ymcametrodetroit.org](mailto:lbrooks@ymcametrodetroit.org)

### **Todd Marsh**

*ID, WA, OR, MT, WY, AK*  
YMCA of the Inland Northwest  
1126 N. Monroe  
Spokane, WA 99201  
C-509-993-8440  
[fishmarsh@comcast.net](mailto:fishmarsh@comcast.net)

### **Jack Caucino**

*NJ, DE, MD*  
Red Bank YMCA  
166 Maple Ave.  
Red Bank, NJ 07701  
W – (732) 741-2504 ext. 22  
C - 732-841-5776  
[jcaucino@cymca.org](mailto:jcaucino@cymca.org)

### **Brendan Collins**

*TX, NM, AR, LA, OK*  
Park Cities YMCA  
6000 Preston Rd.  
Dallas, TX 75205  
W – (214) 526-7293  
[bcollins@ymcadallas.org](mailto:bcollins@ymcadallas.org)

### **Dave Hedden**

*WI, IL, MO, KS*  
Smith Family YMCA  
1350 S. Briggs St.  
Joliet, IL 60433  
W – (815) 726-3939 x.412  
C – (815) 603-1114  
[dhedden@jolietyymca.org](mailto:dhedden@jolietyymca.org)

### **Shelley Remaly**

*VA, NC, SC, TN*  
Piedmont Family YMCA  
442 Westfield Rd.  
Charlottesville, VA 22901  
W – (434) 974-9622 x.206  
Or – (434) 962-6321  
[sremaly@earthlink.net](mailto:sremaly@earthlink.net)

### **Kaeley Steinnagel**

*NY, CT, RI*  
East Hartford YMCA  
697 South End Rd., Unit #23  
Plantsville, CT 06479  
H – (860) 614-2008  
[Kaeley9@comcast.net](mailto:Kaeley9@comcast.net)

### **Mitzi Kremer-Tighe**

*FL, GA, MS, AL*  
YMCA Aquatic Center  
8422 International Drive  
Orlando, FL 32819  
P 407-363-1911  
C 813-486-5951  
[mtighe@cfymca.org](mailto:mtighe@cfymca.org)

### **Bill Whatley**

*KY, IN, WV, SE Ohio, SW Ohio*  
Blue Ash YMCA  
5000 YMCA Dr.  
Cincinnati, OH 45242  
W - 513 791 5000  
[bwhatley@cincinnatiymca.org](mailto:bwhatley@cincinnatiymca.org)



**Bruce Matthews**

*PA, PR*

Waynesboro YMCA

810 East Main St.

Waynesboro, PA 17268

W - 717-762-6012 ext. 126

C - 717-404-4653

[bruce@waynesboroymca.org](mailto:bruce@waynesboroymca.org)

**Vacant - See Meredith Griffin**

*CA, AZ, HI, NV, UT, CO*