
Meet Handbook

National YMCA Long Course Swimming Championship

July 23 - 27, 2012

Georgia Institute of Technology Aquatics Center

Georgia Institute of Technology

Atlanta, GA

www.ymcaswimminganddiving.org



UPDATES

Date	Page(s) Changed	Change Made
6/26/2012	12	Added Rooms for Training Classes

CONTENTS

UPDATES.....	2
CONTENTS	3
NEW THIS YEAR	6
IMPORTANT INFORMATION	8
KEY DATES	8
KEY MEET CONTACTS.....	8
CHAMPIONSHIP MEET COMMITTEE.....	8
FACILITIES COORDINATORS.....	9
IMPORTANT LOCATIONS	9
PRE-MEET LOCATIONS.....	9
MEET LOCATIONS.....	9
SCHEDULE OF ACTIVITIES.....	10
SATURDAY, JULY 21, 2012	10
SUNDAY, JULY 22, 2012	10
MONDAY, JULY 23, 2012 – DAY 1	10
TUESDAY, JULY 24, 2012 – DAY 2.....	10
WEDNESDAY, JULY 25, 2012 – DAY3	11
THURSDAY, JULY 26, 2012 – DAY 4.....	11
FRIDAY, JULY 27, 2012 – DAY 5.....	11
TRAINING CLASSES (LOCATIONS TO BE DETERMINED)	12
SPECIAL AWARDS	12
ELIGIBILITY.....	13
SWIMMER ELIGIBILITY	13
<i>Qualifying Time Standards.....</i>	<i>13</i>
<i>YMCA Membership (As found in Black Book).....</i>	<i>13</i>
<i>Dual Representation and Membership Transfer (As found in Black Book)</i>	<i>13</i>
<i>Collegiate competition (As found in Black Book)</i>	<i>14</i>
<i>Unattached Swimmers (As found in Black Book)</i>	<i>14</i>
ADDITIONAL ELIGIBILITY REQUIREMENTS FOR YMCA NATIONAL CHAMPIONSHIP QUALIFICATION.....	14
<i>Age (As found in Black Book)</i>	<i>14</i>
<i>YMCA Meet Participation (As found in Black Book).....</i>	<i>14</i>
COACH ELIGIBILITY	14
<i>Required Certifications.....</i>	<i>14</i>
<i>Safety Training for Swim Coaches Certification Requirement (Revised May 2012).....</i>	<i>14</i>
<i>Principles of YMCA Competitive Swimming and Diving Class</i>	<i>15</i>
<i>Team Registration and Coaches’ Deck Passes (As found in Black Book).....</i>	<i>16</i>
TEAM ELIGIBILITY	16
<i>Insurance.....</i>	<i>16</i>
ENTRY INFORMATION.....	17
OFFICIAL ENTRY	17
TIME CONVERSION	17
ENTRY INFORMATION.....	17
ENTRIES FOR THE 50 METER BACKSTROKE, BREASTSTROKE AND BUTTERFLY	17

ENTRY DEADLINE AND PROCEDURE	17
SENIORS	19
ADDITIONAL ENTRIES	19
<i>Meet entries from USA-Swimming meet:</i>	19
<i>Meet entries from YMCA competitions:</i>	20
<i>In addition (for all meets):</i>	20
FEES	20
<i>Competition Fees</i>	20
<i>Coaches Fees</i>	20
<i>Payment of Fees</i>	21
REGISTRATION	22
REGISTRATION PROCEDURE	22
PROOF OF TIMES AND SWIMS	22
FALSIFYING INFORMATION	23
NEW COACHES	24
COMPETITION.....	25
SCRATCH PROCEDURES.....	25
<i>Scratching from Preliminaries</i>	25
<i>Declared False Start</i>	25
<i>No Show</i>	25
<i>Scratching from Finals</i>	26
<i>Declaration of Intent to Scratch</i>	26
PROTESTS	26
ORDER OF EVENTS.....	27
RELAY CHECK-IN PROCEDURE	28
UNOFFICIAL PSYCH SHEETS	28
FINAL RESULTS	28
TIMING	28
SCORING	28
RESPONSIBILITY OF COACHES & CONTESTANTS	28
HELP DESK.....	28
EMERGENCY PROCEDURE.....	28
LIGHTNING POLICY	29
TIME TRIALS.....	30
PURPOSE	30
FORMAT	30
TIME TRIAL ENTRIES AND FEES.....	30
VERIFICATION OF TIME TRIAL ENTRIES.....	31
ORDER OF EVENTS FOR TIME TRIALS	31
OFFICIALS	32
APPLICATION TO OFFICIATE	32
TIMERS	32
OFFICIAL'S REGISTRATION AND PRE-MEET MEETING	32
ATTIRE	32
AWARDS.....	33
EVENT AWARDS.....	33
SWIMMING AWARD PRESENTATION.....	33
AWARD PRESENTATION PROTOCOL.....	33

COACH OF THE MEET AWARD.....	33
SENIOR RECOGNITION	33
ADMISSIONS.....	34
WRISTBAND INFORMATION	34
HEAT SHEETS.....	34
WRISTBAND/HEAT SHEET SALES SCHEDULE.....	34
MEDIA	34
COLLEGE COACHES	35
COACHES	35
CONTESTANTS	35
EASY BUILDING ACCESS FOR SWIMMERS, COACHES AND OFFICIALS.....	35
GENERAL INFORMATION	36
SPECTATOR AREA	36
SEAT SAVING.....	36
CAMERAS	36
CHAIRS.....	36
ADDITIONAL ATHLETE LOCKER ROOMS	36
MESSAGE TABLES	36
BANNERS.....	37
SMOKING, ALCOHOL & DRUGS	37
CHAPERONES.....	37
HOUSING.....	37
PARKING	37
PUBLIC TRANSPORTATION – MARTA AND TECH TROLLEY.....	37
WIFI ACCESS AT GEORGIA TECH.....	38
FITNESS CENTER.....	38
APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES	39
APPENDIX B – TIME TRIALS QUALIFYING TIMES.....	40
APPENDIX C – COACH’S CHECK LIST	41
MEET ENTRY	41
PRE-MEET.....	41
APPENDIX D – SAMPLE INSURANCE CERTIFICATE	42
APPENDIX E – ELIGIBILITY (COPY OF THE 2011-2012 BLACK BOOK)	43
APPENDIX F – KEY LOCATIONS AROUND POOL	44

NEW THIS YEAR

- Our theme is “U-S-A Pride”
- In order to eliminate delays at Registration on July 23rd, during the hours of 7:30 AM to 10:30 AM please honor these designated time periods:
 - 7:30 AM – 8:30 AM – Only teams with swimmers entered in 1500M Freestyle
 - 8:30 AM – 9:00 AM – Only teams from the South
 - 9:00 AM – 9:45 AM – Only teams from the East
 - 9:45 AM – 10:30 AM – Only teams from the Mid-West or West
 - 10:30 AM – 3:00 PM – Any team
- We will be unable to accept Credit Cards at Registration, payment will be by check or cash only.
- In order to give the coach additional time to obtain necessary signatures:
 - copies of the “Individual Entry Certification” form, “Certification, Eligibility & Release Declaration” form and “Interassociation and YMCA Sanctioned Meets” form can be downloaded from the Long Course website
 - These three forms can also be obtained by the coach each time an online entry is submitted
- Even though coaches have faxed their forms in for review, they must bring and present all their forms at registration
- We are allowing Additional Entries for the 2012 Long Course Championship after the published meet entry deadline date of July 16, 2012.
 - The additional individual entries are only allowed from meets contested between July 16th and July 22nd.
 - For additional entries from a YMCA competition - coaches need to submit the printed meet invitation for any YMCA competition where they suspect their swimmers will achieve qualifying times to Glenda Pae at popcorn53glenda@aol.com no later than July 16, 2012
 - Submission of Additional Entries will follow the normal Online Entry process. A complete resubmission of all prior entries plus the Additional Entries is required. The deadline for submitting additional entries is Sunday, July 22 at 10:00 PM EDT.
 - The additional entries will be accepted only under the specific criteria defined in the Additional Entries section of this handbook.
- We are changing the number of time trial events a swimmer can enter to one per day. In order to control the length of a time trial session, we reserve the right to limit the number of entries which will be accepted for a session.

- New Coaches meeting will be held in Hospitality Area (Room 134) on Monday from 2:45 PM to 3:15 PM.
- Coaches meeting and Coaches Association meeting will be held in the nearby Instructional Center Room 103 on Monday from 3:30 PM to 4:30 PM. See Appendix F for directions to the Instruction Center.
- Heat Sheets for Coaches will be available at the Help Desk; punch of credentials not required.
- Lunch for Coaches and Officials will be available in the Hospitality room from 11:00 AM to 1:00 PM, Tuesday through Friday.
- WiFi access on the Georgia Tech campus is available for visitors to purchase by the day or week. See the WiFi Access at Georgia Tech section of this handbook.
- The Fitness Center within the Campus Recreation Center is available for use by our coaches and parents for a fee. See the Fitness Center section of this handbook.
- Teams are permitted to hang their own banners from the spectator seating area rails. Be aware that only cable ties or painter's tape may be used to hang banners.
- Our athletes will be allowed to share the fitness center locker rooms with fitness users. See expectations for our athletes in the Additional Athlete Locker Rooms section of this handbook.

IMPORTANT INFORMATION

KEY DATES

Wednesday	July 11, 2012	Preordering of Championship Merchandise Ends
Monday	July 16, 2012 at 05:00 PM EDT	Championship Entry Submission Deadline
Monday	July 16, 2012	Hotel Online Reservations End
Tuesday	July 17, 2012	Notification to Teams selected for Proof of Times
Wednesday	July 18, 2012 at 05:00 PM EDT	Faxed Entry Forms Deadline
Thursday	July 19, 2012	Deadline for Officials Pre-registration
Thursday	July 19, 2012	Deadline for Advance Wristband Purchases
Friday	July 20, 2012 at 05:00 PM EDT	Time Trials Online Entry Submission Ends
Friday	July 20, 2012	Entry Fee Online Payment Ends
Sunday	July 22, 2012 at 10:00 PM EDT	Additional Entry Submission Deadline
Monday	July 23, 2012 at 07:30 AM EDT	Pre-Meet Check-in/Registration Begins
Monday	July 23, 2012 at 05:30 PM EDT	Prelims Begin (1500M)

KEY MEET CONTACTS

Meet Director	Bob Turner	bturner623@comcast.net
Officials	Chet Andruskiewicz	chetatoz@aol.com
Hotels	Karen Crawford	kcrawford@cmc-associates.com
Coaches Rep	Jack Caucino	jcaucino@cymca.org
Insurance	Robin Lee	robin.lee@ymca.net
Meet Entries	Tom Warrick	twarrick@comcast.net
New Coaches	Glenda Pae	popcorn53glenda@aol.com

CHAMPIONSHIP MEET COMMITTEE

Bob Turner – Meet Director
Bettie Williams – Assistant Meet Director
Glenda Pae – Assistant Meet Director and Help Desk Operations
Joel Black – Meet Referee
Jack Caucino – Coaches Representative
Ben Creekmore – Athlete Representative, Brandywine YMCA, Delaware
Mike Espino – Staff Liaison, YMCA of the USA
Niko Fantakis – Athletes Representative, Greater Westfield YMCA, Massachusetts
Bob McDowell – Announcer & MC for Special Events
John Mendell – Short Course Meet Director
Ed Miller – Financial Manager
Claudia Multer – Technology
John Richards – Chairperson, National Advisory Committee
Jim Ryan – YMCA Representative, USA Swimming Board of Directors
Tom Warrick – Meet Operations
Jim Weaton – National Director of MSPS Events, YMCA of the USA

FACILITIES COORDINATORS

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

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

IMPORTANT LOCATIONS

Pre-Meet Locations

- Coaches Registration – Campus Recreation Center Room 251
- Officials Registration – Campus Recreation Center Room 249
- New Coaches Meeting – Campus Recreation Center Room 134
- Coaches Meeting – Instructional Center Room 103 (See Appendix F)
- Officials Meeting – Campus Recreation Center Room 249
- Scratch Table – Campus Recreation Center Room 251
- Time Trials Table – Campus Recreation Center Room 251

Meet Locations

- Assembly for Parade of Athletes – Campus Recreation Center 1st Floor Hallway
- Officials and Coaches Hospitality– Campus Recreation Center Room 134
- Late Registration (Team/Coaches, Officials, Visiting Coach) – Campus Recreation Center Room 251
- Officials Daily Meeting – Campus Recreation Center Room 249
- Help Desk – Pool Deck outside First Aid Room
- Scratch and Relay Table – Computer Room
- Time Trial Table – Outside Computer Room
- Administrative Referee – Computer Room

SCHEDULE OF ACTIVITIES

Saturday, July 21, 2012

Practice – GT will designate several lanes for general warm-up, first come-first serve, no dive starts allowed. If your team has a greater need, contact Dave Williams at (404) 894-8825 to negotiate your use. Sunday, July 22, 2012

10:00 AM Pool Opens for Practice – to 8:00 PM

Monday, July 23, 2012 – Day 1

6:00 AM Pool Opens for Practice – to 4:30 PM
7:30 AM Registration – to 3:00 PM
7:30 AM – 8:30 AM – Only teams with swimmers entered in 1500M Freestyle
8:30 AM – 9:00 AM – Only teams from the South
9:00 AM – 9:45 AM – Only teams from the East
9:45 AM – 10:30 AM – Only teams from the Mid-West or West
10:30 AM – 3:00 PM – Any team
Scratch Box is open during Registration
7:30 AM Time Trial Registration – to 3:00 PM
7:30 AM Wristband/Heat Sheet Sales – to 6:00 PM
2:00 PM Scratch Box Closes for Day 1 events (1500 Freestyle)
2:45 PM New Coaches Meeting – CRC Room 134
3:00 PM Meeting of all Meet Deck Officials – CRC Room 249
3:30 PM Coaches Meeting – Instructional Center Room 103
Coaches Association Meeting following the Coaches Meeting
4:30 PM Scratch Box Closes for Day 2 events (after coaches meeting)
4:30 PM Competition Pool opens for Warm-up – 1500M swimmers only
5:30 PM 1500 Freestyle Events
5:30 PM Time Trial Registration – to 6:30 PM
7:00 PM Registration – to 8:00 PM

Tuesday, July 24, 2012 – Day 2

6:00 AM Pool Opens for Warm-up
7:00 AM Registration – to 11:00 AM
7:00 AM Wristband/Heat Sheet Sales – to 11:00 AM
7:00 AM Scratch Box Opens
7:30 AM Officials' Meeting
7:30 AM Time Trial Registration – to 10:00 AM
8:15 AM Clear Pool, Devotions and National Anthem
8:30 AM Preliminary Swimming Events
11:00 AM Coaches and Officials Lunch – through 1:00 PM
Time Trials begin 30 minutes after the completion of Prelims
1:00 PM Scratch Box Closes for Day 3 events
4:00 PM Pool opens for Warm-up
4:00 PM Wristband/Heat Sheet Sales – to 7:00 PM
4:30 PM Officials' Meeting
5:00 PM Registration – to 6:00 PM
5:00 PM Time Trial Registration – to 6:00 PM
5:00 PM Opening Ceremonies
5:45 PM Swimming Finals

Wednesday, July 25, 2012 – Day3

- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration– to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Wristband/Heat Sheet Sales – to 11:00 AM
- 7:30 AM Time Trial Registration – to 10:00 AM
- 7:45 AM Officials' Meeting
- 8:15 AM Clear Pool, Devotions and National Anthem; Senior Recognition
- 8:30 AM Preliminary Swimming Events
- 11:00 AM Coaches and Officials Lunch – through 1:00 PM
Time Trials begin 30 minutes after the completion of Prelims
- 1:00 PM Scratch Box Closes for Day 4 events
- 4:00 PM Pool opens for Warm-up
- 4:30 PM Wristband/Heat Sheet Sales – 7:00 PM
- 4:45 PM Officials' Meeting
- 5:00 PM Registration – to 6:00 PM
- 5:00 PM Time Trial Registration – to 6:00 PM
- 5:15 PM Clear Pool, Devotions and National Anthem
- 5:30 PM Swimming Finals

Thursday, July 26, 2012 – Day 4

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

Friday, July 27, 2012 – Day 5

- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Registration – to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:30 AM Wristband/Heat Sheet Sales – to 11:00 AM
- 7:30 AM Time Trial Registration – to 10:00 AM
- 7:45 AM Officials' Meeting
- 8:15 AM Clear Pool, Devotions and National Anthem

8:30 AM Preliminary Swimming Events
11:00 AM Coaches and Officials Lunch – through 1:00 PM
Time Trials begin 30 minutes after the completion of Prelims
4:00 PM Pool opens for Warm-up
4:30 PM Wristband/Heat Sheet Sales – to 7:00 PM
4:45 PM Officials' Meeting
5:15 PM Clear Pool, Devotions and National Anthem
5:30 PM Swimming Finals

TRAINING CLASSES (MM = Marriott Marquis, CRC = Campus Recreation Center)

Facilitation Skills Training (for Officials Trainers only) – Sunday, July 22, 10:00 AM – 6:00 PM – MM L506
Principles of YMCA Competitive and Diving – Sunday, July 22, 1:00 PM – 6:00 PM – MM L504
Facilitation Skills Training (for Officials Trainers only) – Monday, July 23, 7:00 AM – 3:00 PM – MM L506
Swim Officials Trainer Clinic – Sunday, July 22, 6:00 PM – 8:00 PM – MM L507
– Monday, July 23, 9:00 AM – 2:00 PM - CRC Room 147
Swim Officials Level I Training – Monday, July 23, 9:00 AM – 1:00 PM – CRC Room 147
Swim Officials Level II Training – Monday, July 23, 9:00 AM – 1:00 PM - CRC Room 134

SPECIAL AWARDS

THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE AS INDICATED BELOW:
SENIOR RECOGNITION: Wednesday Morning
COACH OF THE MEET: Friday Evening

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

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 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. Qualifying times can be found in Appendix A.

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)

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.

Unattached Swimmers (As found in Black Book)

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 in the Black Book titled, *YMCA without a Swim Team*.

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.

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.

COACH ELIGIBILITY

Required Certifications

Coaches must hold current certifications in the following courses in order to receive a deck pass:

- CPR
- First Aid
- Safety Training for Swim Coaches (*See Below*)
- Principles of YMCA Competitive Swimming and Diving

Coaches may show their YMCA Coaches Card, USA Swimming Coaches Card with Y Stamp or each of the above certification cards.

Safety Training for Swim Coaches Certification Requirement (Revised May 2012)

The YMCA of the USA recognizes the following basic-level certifications as meeting the Safety Training for Swim Coaches or Lifeguarding requirement (Note: Instructor certifications are not acceptable):

SAFETY TRAINING FOR SWIM COACH CERTIFICATIONS

YMCA of the USA

- YMCA of the USA Coaches Safety course (currently under development)

American Red Cross

- Safety Training for Swim Coaches (full course, fast track option, review or challenge; 3 year certification)

LIFEGUARDING CERTIFICATIONS

The following lifeguard certifications listed below will be accepted WITH proof of successful completion of the online Safety Training for Swim Coaches written test housed on USA Swimming's website.

Upon successful completion of the online written test, you will receive a confirming e-mail from USA Swimming indicating successful completion. Print the confirmation e-mail and submit it and a copy of the acceptable required lifeguard card to your regional **YMCA Swimming Group Representative**.

The expiration date, for the safety requirement purposes, will be the earliest date on either the confirming Safety Training for Swim Coaches e-mail (valid for 3 years) or the acceptable lifeguard certification.

YMCA of the USA

- YMCA Lifeguard (2 year certification) with Safety Training for Swim Coaches online written test

American Red Cross

- Lifeguarding/First Aid/CPR/AED (2 year certification) with Safety Training for Swim Coaches online written test

International Lifeguard Training Program (Ellis & Associates)

- Pool Lifeguard Training (1 year license validity) with Safety Training for Swim Coaches online written test
- Special Facilities Training (1 year license validity) with Safety Training for Swim Coaches online written test

Starfish Aquatics Institute

- StarGuard (1 year certification) with Safety Training for Swim Coaches online written test

ADDITIONAL REQUIRED CERTIFICATION

- Principles of YMCA Competitive Swimming and Diving

Effective September 1, 2011 all 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.

[Principles of YMCA Competitive Swimming and Diving Class](#)

For any coach lacking the Principles requirement, The Principles of YMCA Competitive Swimming and Diving class will be offered Sunday, July 22 from 1:00PM to 6:00PM. If interested in taking the course, contact Mitzi Tighe directly at mtighe@cfymca.org. The cost is \$30 payable to YMCA Aquatic Center and should be brought with you to the class.

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 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 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.

TEAM ELIGIBILITY

Insurance

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance in effect through the last day of the meet on file with the YMCA of the USA. Once this form has been submitted to the YMCA of the USA, it should serve to cover all YMCA of the USA sponsored events through the expiration date indicated on the certificate. In other words, a certificate filed prior to the Short Course Championship that has a long enough expiration date may cover the Long Course Championship as well. A list of teams with the expiration dates of their certificates (if 2012 or greater) will be available at www.ymcaswimminganddiving.org web page. Insurance Certificates go to Chicago before they are entered in the spreadsheet; therefore they will not appear on this list before the evening of the next business day.

You must have submitted a valid certificate of liability insurance to the YMCA of the USA by July 20 to be able to compete in the meet.

Emails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may email the certificate 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.

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 as relay swimmers and fees paid. If you have such a swimmer, PLEASE ENTER THEM INTO A RELAY EVENT. Relay names can be changed at the meet. Remember, all swimmers without an individual entry must swim in at least one relay.

Time Conversion

Entries must be made using actual times. Time conversions are NOT PERMITTED. Non-conforming times will be seeded first in events which are seeded slowest-to-fastest.

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.

Entries for the 50 Meter Backstroke, Breaststroke and Butterfly

In order to compete in the 50 Meter Backstroke, Breaststroke or Butterfly, a swimmer must have achieved the qualifying time for the 100 or 200 Meter distance in that stroke. If swimmer is not entered in the 100 or 200 Meter distance for that stroke in the meet, then the swimmer must be able to prove that 100 or 200 Meter qualifying time at registration.

The entry time for the 50 must be a 50 Meter or 50 Yard time, not a 100 or 200 time. In addition, the swimmer must be able to prove this entry time for the 50 Meter event. This time can be proved using the actual time from last year's LC Championship meet, a time achieved in the stroke and distance during the qualifying period, a time achieved in the initial leg of a relay or a time achieved over an initial distance in a longer race.

Entry Deadline and Procedure

Entries are due on Monday, July 16th, 2012 at 5:00 PM EDT, with the exception of Additional Entries. Online meet entry is REQUIRED.

Before going online, please create a Meet Entry file in Hy-Tek's Meet Entry format. You can do this by either using Hy-Tek Team Manager, the Hy-Tek Team Manager Lite free version (available from www.hy-tek.com/downloads.html), Team Unify, 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 www.ymcaswimminganddiving.org/displaypage.asp?Cat=2012LC.

Once you have entered your qualified swimmers in the desired events AND verified this through the Hy-Tek Team Manager program, then export your entry file. You can choose to export it to a floppy disk, CD, DVD, Flash

drive, or your hard drive. However, if you export it to your hard drive, please remember the drive and folder name that contains the file. You will need this later in the process.

The meet entry online form can be found at www.ymcaswimminganddiving.org/displaypage.asp?Cat=2012LC.

Click on the link on the page marked "ONLINE Meet Entry".

Complete the information on the screens. You will then be requested to UPLOAD your Meet Entry file (instructions will be given) from the drive and folder you noted above.

Once you have uploaded your file, it will be checked for errors and possible error conditions. A report showing these errors will be displayed for you. Please print the report and return to your Hy-Tek Team Manager (or similar program) and fix the mistakes.

After you have fixed the errors and created a new Meet Entry file, then once again go online and repeat the online process. You may re-upload your entry as many times as you like up to the entry deadline (or additional entry deadline). However, please realize that each upload OVERRIDES the prior upload. *Each upload must be a complete meet entry.*

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

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 or email to YMCAForms@comcast.net by July 18, 2012.	Bring to Registration	Notes
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back or emailing the Certification Forms.	Yes	No	
Certification Forms				
	Individual Entry Certification	Yes	Yes	This will print with each of your entered athletes names, events and times listed. Each athlete must read, verify entries and sign this section.
	Certification, Eligibility & Release Declaration	Yes	Yes	This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.
	YMCA Interassociation and Sanctioned Meets	Yes	Yes	You must list the three interassociation meets plus one YMCA sanctioned championship meet in which your swimmers have participated
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and	No	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be

	representing coach			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 checkin.

Meet entry will close at 5:00 PM EDT on Monday, July 16, 2012. Absolutely NO entry will be accepted after July 16th; except as provided for in the section entitled Additional Entries. Also, no mail, fax or email entries will be accepted. You must follow the entry procedures above. For entry problems, please contact Tom Warrick at twarrick@comcast.net.

The above forms, once printed following your online entry procedure, are your verification that your entry has been received. The list of Insurance Certificates and Faxes/Emails Received that will be available from www.ymcaswimminganddiving.org/displaypage.asp?Cat=2012LC will indicate whether or not your fax or Email has been received. Although the entry process is automated, the list of faxes/Emails and insurance certificates is updated manually. Updates may not be posted until the end of each day.

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

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

REMEMBER: YOU MUST BRING ALL SIGNED FORMS TO REGISTRATION (EVEN IF YOU FAXED OR EMAIL THEM)

Seniors

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

Additional Entries

We are allowing additional individual entries for the 2012 Long Course Championship after the published meet entry deadline date of Monday, July 16, 2012. **The additional individual entries will only be allowed from meets contested between July 16th and July 22nd.** All additional entries will be accepted only under the following acceptance criteria:

Meet entries from USA-Swimming meet:

- Printed meet results from a sanctioned USA-Swimming competition showing the sanction number and LSC code of issuing LSC.

Meet entries from YMCA competitions:

- YMCA meet to qualify must meet the criteria adopted by the National Committee at the Spring 2011 meeting for sanctioning. (Guidelines are posted at www.ymcaswimminganddiving.org) It need not be sanctioned, as the deadline for sanctioning has passed, but it must meet the sanctioning criteria as stated in the guidelines, with the exception that only 50% of the individual events swum at Nationals need be offered.
- Printed meet invitation must be presented showing events offered, time standards, facility and club hosting the competition for meet entry review. Please submit to Glenda Pae at popcorn53glenda@aol.com later than July 16, 2012.
- Competition contested using automatic timing

In addition_(for all meets)

- Teams must have already registered in the 2012 Long Course Championship by the meet entry deadline date of July 16, 2012.
- New swimmers who qualify from meets held between July 16th and July 22nd are permitted
- New qualifying events for existing entered swimmers are allowed
- Updated qualifying times for events previously entered for swimmers **are not allowed**
- Coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 16th to July 22nd).
- Printed meet results signed by meet referee must be presented at time of registration
- **All Additional Entries must be submitted using the normal Online Entry Process by July 22 at 10:00 PM EDT. A complete resubmission of all prior entries plus the additional entries is required.**
- New swimmers must have signed new Additional Entry Release/Consent Form that must be signed by the swimmer, the executive director, and membership director. A copy will be available on the www.ymcaswimminganddiving.org web site. In addition each new swimmer must have a signed Parent Consent form to present at registration. If any swimmer proposed for registration under this provision does not have all of his/her proper paperwork at registration, that swimmer will not be entered into the meet and will not be allowed to swim.
- All additional entries must be paid for by cash/check at the time of registration.

FEES

Competition Fees

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

Coaches Fees

Each coach must pay a deck fee of \$20.00 to receive credentials. Note: Those listed as coaches must be at least 18 years of age and have the required certifications (current through the last day of the meet) as specified in the previous Eligibility section to be on deck. Number of coaches permitted per team is as follows:

of Swimmers:

- 1-10 2 coaches
- 11-20 4 coaches
- 21-25 5 coaches
- 26 & more 7 coaches

Payment of Fees

Online fee payment will be available, **but will not be activated until after the entry deadline**. The person submitting the entries will receive an email from the YMCA of the USA providing them with a link to the online payment system.

All fees can be paid:

- Online by credit card prior to July 20, 23:59 PM EDT
- At meet registration by check or cash. Make checks payable to: **YMCA of the USA-2012 Long Course**.
CREDIT CARDS CAN NOT BE ACCEPTED ON SITE.

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

REGISTRATION

Registration Procedure

Registration will take place at the Georgia Institute of Technology Aquatics Center. This registration process is for every coach. Coaches' packets will contain meet information and credentials. The coach may present all the waivers for a team and pick up the athlete credentials and athlete bags in the designated area. Scratch and relay cards will also be available at the Proof of Times table. In order to eliminate delays at Registration, during the hours of 7:30 AM to 10:30 AM please honor the designated time periods.

Monday, July 23 rd	7:30 AM – 8:30 AM – Only teams with swimmers entered in 1500M Freestyle 8:30 AM – 9:00 AM – Only teams from the South 9:00 AM – 9:45 AM – Only teams from the East 9:45 AM – 10:30 AM – Only teams from the Mid-West or West 10:30 AM – 3:00 PM – Any team 7:00 PM – 8:00 PM – Any team
Tuesday thru Thursday, July 24 th – 26 th	7:00 AM – 11:00 AM 5:00 PM – 6:00 PM
Friday, July 27 th	7:00 AM – 11:00 AM

Coaches' packets will be available for the Head Coach listed on the official entry blank. This individual shall be the DESIGNATED head coach attending the meet. Any exception must be requested in writing ([Coaches Authorization Form](#)). In order to obtain their packet and deck credentials, all coaches must have a Photo ID and one of the following:

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

Proof of Times and SWIMS

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

- All Additional Entries (from meets July 16 – July 22)
- 50 Meter Qualifying Entry times for the 50's of stroke, if no corresponding 100/200 event is entered (must also prove a 100 or 200 time)

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

- Reconcile the meet entry file against the USA-SWIMS database
- Randomly select 15% of the teams
- The teams randomly selected will be notified by July 17, 2012 via email.
- This email will be sent to the email address of the registration coordinator that was given during the online process.
- All teams notified will be required to go through the proof of time process.

It is up to the coaches of the teams not notified whether or not they want to bring their proofs to the meet. However, please be aware that other factors may require that a team may have to prove times. This includes, but is not limited to, a protest from another coach.

For those teams randomly selected for Proof of Times the procedure will be to prove:

- All Additional Entries (from meets July 16 – July 22)
- All 50 Meter Qualifying Entry times for the 50's of stroke, if no corresponding 100/200 event is entered (must also prove a 100 or 200 time)
- At least one individual event for each swimmer must be proved.
- At least one relay from each team must be proved.

Proving a Relay Time:

- When proving an intact relay at the National YMCA Championships the following condition must be met:
 - The names of those swimmers MUST appear on the team entry form for the National Championship.
- For a relay time established beginning July 1, 2011 and prior to September 1, 2011, all of the swimmers who achieved this time must be eligible to compete at 2012 Long Course Nationals.
- Any relay time achieved between September 1, 2011 and the entry deadline (July 16, 2012) belongs to the team and does not require the same intact proof.
- If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their entry form.

If a coach fails to prove any single time, the entire list must be proved. Entered times (or faster times) must be proven. This means the entered time (seed time) must be proven to the hundredth of a second. It is permissible to prove a faster time, however the time will not be changed to a time faster than the entered time even if the faster time can be proven. It is not sufficient to prove the time standard unless it is the swimmer's entered time. Times must be achieved before the entry deadline (July 16, 2012). Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

Proof must be from meet results. Proof may be printed from the USA-SWIMS database. Meet results from YMCA sanctioned meets not in the USA-SWIMS database must have printed meet results. All hand written results must be signed by the meet referee.

Misstated times in an event will be accepted provided proof can be shown that the individual's time is at or below the Time Standard for that event. A penalty fee for misstated times will be \$25.00 per individual event and \$50.00 for relays.

Failure to have proof will result in elimination of that individual from that specific event unless heats have been seeded, in which case it counts as an event and they may not swim in it. Misstated times will be corrected providing the scratch box has not been closed for that day. No penalty fee for misstated letters (Y, S or L).

For all Additional Entries the coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 16 to July 22).

Falsifying Information

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

New Coaches

All new coaches (not just new teams) must meet with the Assistant Meet Director at 2:45 PM on Monday, July 23rd to go over meet procedures and answer any questions he/she may have in regards to the national meet. This is another way to help educate the new coaches. If you have specific questions, please email Glenda Pae at popcorn53glenda@aol.com by July20.

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 from the official maintaining the scratch box.

A separate scratch card must be used for each event, although more than one swimmer from the same team in a particular event can be entered on the same scratch card.

Once a scratch card is dropped in the scratch box, the swimmer is declared scratched and may not compete in that event.

The scratch box will be available during registration hours in the Georgia Institute of Technology Aquatic Center on Monday, July 23rd. The scratch box will remain in the team registration area until 3:00 PM. At 3:00 PM the Scratch Box will be moved to the room for the coaches meeting, where it will remain open until 4:30 PM. During competition the scratch box will be at the relay/scratch table in the computer room.

The scratch box will close at the following times:

For the 1500 Freestyle Events on Day 1 – 2:00 PM on Monday July 23rd.

For the preliminary events on Day 2 – 4:30 PM on Monday, July 23rd.

For the preliminary events on Day 3 – 1:00 PM on Tuesday, July 24th.

For the preliminary events on Day 4 – 1:00 PM on Wednesday, July 25th.

For the preliminary events on Day 5 – 1:00 PM on Thursday, July 26th.

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 (i.e., a “no show”) shall not compete in any further individual or relay events on that day unless the swimmer and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the swimmer.

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

(Note that under USA-S rules, a no show is automatically barred from all further individual and relay events for that day (Rule 207.11.6C); we are easing that burden, particularly for relay swimmers.)

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 – See section below titled Declaration of Intent to Scratch

If there have been scratches from a final event, we will attempt to notify the alternate(s). If notified, the alternate(s), or their coaches, will then have to return to the scratch/relay table to confirm whether they will swim in or scratch from the Finals of that event.

Failure to compete in a Finals Event from which the swimmer has not scratched shall disqualify the swimmer from the remainder of the meet. However, no penalties shall apply for failure to compete in finals if:

- The referee is notified in the event of injury or illness and accepts the proof thereof.
- It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Swimmers in a timed final event may scratch from such event in accordance with the procedures for Scratching from Preliminaries (i.e. as set forth above).

Declaration of Intent to Scratch

A swimmer qualifying for A, B, C finals (or their coach), based upon the results of the preliminaries in an event, may notify the scratch table within 30 minutes after announcement of the qualifiers for that event that he/she may not compete in the finals of the event, pending the results of a subsequent preliminary event in which he/she is entered. The swimmer (or their coach) must declare his/her final intentions within 30 minutes of the completion of subsequent preliminary event. If the swimmer (or their coach) does not declare his/her final intention, it will be assumed the swimmer has chosen not to scratch from the finals of the original event. If the swimmer fails to compete in this Finals Event, he/she would be disqualified from the remainder of the meet.

Protests

The USA-S protest procedures (Rule 102.23) will be utilized, as modified for this Meet, and set forth below:

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

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

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

Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decisions will be final. Any questions concerning judgments by

deck officials should first be addressed to the particular Deck Referee, and then to the Meet Referee, as appropriate.

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

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

Order of Events

Prelims start at 8:30 AM					
Monday (starting at 5:30 PM)					
W	M	Event			
101	102	1500 Freestyle* (all heats)			
Tuesday (finals start at 5:45 PM)			Thursday (finals start at 5:30 PM)		
W	M	Event	W	M	Event
201	202	100 Backstroke	401	402	400 IM
203	204	400 Freestyle	403	404	100 Freestyle
205	206	50 Breaststroke	405	406	200 Backstroke
207	208	200 IM	407	408	50 Butterfly
209	210	50 Freestyle	409	410	800 Freestyle Relay***
211	212	200 Medley Relay			
Wednesday (finals start at 5:30 PM)			Friday (finals start at 5:30 PM)		
301	302	100 Butterfly	501	502	200 Freestyle Relay
303	304	200 Breaststroke	503	504	200 Butterfly
305	306	200 Freestyle	505	506	50 Backstroke
307	308	400 Freestyle Relay	507	508	100 Breaststroke
309		800 Freestyle**	509	510	400 Medley Relay
				512	800 Freestyle**

Participants with nonconforming times will be seeded in the first heats of each event.

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

**The Women's 800M Freestyle will be contested on Wednesday of the meet and the Men's 800M Freestyle will be contested on Friday. These will be a "timed final" events: all except the fastest heat to be swum during prelims. Heats for these events will be contested fastest to slowest. The fastest seeded heats will be the first event of the final session Wednesday for the Women and first event of the final session Friday for the Men.

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

NOTE: C final and B final shall immediately precede the championship final for each individual event except for the 800 and 1500 meter freestyle events.

For Prelims: both ends of the pool will be used for starts except for all 50M events, the 800M and 1500M individual freestyle events and the 200M and 800M Relays. Odd numbered heats will start at one end and even numbered heats at the other end.

There will be no breaks before relays or distance events. Swimmers must be at the blocks and ready to swim immediately following the preceding event.

Relay Check-In procedure

Preliminaries – Relay forms will be available at the Proof of Time table during registration or at the scratch/relay table and help desk during the meet. The head coach shall list the team name and the competing relay swimmers (last and first names) in the order that they will swim. Relay entry forms for Preliminaries must be turned in to the relay table 15 minutes before the scheduled start of the relays. The approved copy of the relay form must accompany the swimmers to the block and be given to the head timer in that lane. On the last day of the meet relay entry forms for the 200 Free Relay must be turned in to the relay table before 8:15 AM

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

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

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

Scoring

Scoring will be as follows: 24 – 21 – 20 – 19 – 18 – 17 – 16 – 15 – 14 – 13 – 11 – 9 – 8 – 7 – 6 – 5 – 4 – 3 – 2 – 1 for individual events, and 48 – 42 – 40 – 38 – 36 – 34 – 32 – 30 – 28 – 26 – 22 – 18 – 16 – 14 – 12 – 10 – 8 – 6 – 4 – 2 for relay events.

Responsibility of Coaches & Contestants

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

Help Desk

General meet information, Heat Sheets, Bio Forms, Facility Information, Relay Change Cards, Requests for a Time for Initial Split, etc. can be obtained at the Help Desk, located on the pool deck outside the First Aid room.

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.

Lightning Policy

The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, and YMCA of the USA all recommend or require closing an indoor pool during an electrical storm. Reasonableness would require closing the pool as part of our prudent risk management.

TIME TRIALS

Purpose

To provide swimmers (entered in the meet in at least one event) 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 Long Course Championships. They are open ONLY to swimmers entered in the Championship meet.

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

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

Each swimmer is limited to entering one time trial event per day. In order to control the length of a time trial session, we reserve the right to limit the number of entries which will be accepted for a session.

Any swimmer entering Time Trials must have met the Time Trial Standard, see Appendix B.

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

Time Trial Entries and Fees

Time Trials may be entered by the following methods:

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

Fee is \$10 per event entered.

- Payment for all ONLINE entered Time Trial entries must be made at Registration. If not prepaid by credit card, payment can be made by cash and/or check.
- Payment for all Time Trial entries not made ONLINE can only be made at the Time Trial Desk by cash and/or check.
- Make checks payable to: **YMCA of the USA-2012 Long Course.**

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

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

The Time Trial Desk will be open:

- Monday 7:30 AM to 3:00 PM and 5:30 PM to 6:30 PM.
- Tuesday through Thursday 7:30 AM to 10:00 AM and 5:00 PM to 6:00 PM.
- Friday 7:30 AM to 10:00 AM.

Verification of Time Trial Entries

Each morning after Time Trials entries have been completed (~11:00 AM), the psych sheet for that days' Time Trials will be posted on:

- a wall at the pool deck (outside the technology room) for physical viewing
- the Real Time Results website for electronic viewing

An announcement will then be made by the announcer asking coaches to review their Time Trial entries for today.

Coaches should review the psych sheet to insure their entries are correct. If they find any errors they should report them promptly to the time trial desk. Approximately 30 minutes after the posting of the psych sheet, the time trial desk will stop taking updates and begin the seeding process for the Time Trials.

If an error is discovered after time trials have been seeded, a swimmer will only be entered into an event if there is an empty lane. It is incumbent upon the coach to find and report errors during the review period in order to ensure their swimmers get in their desired events with correct seeding.

Order of Events for Time Trials

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

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

Time standards apply. Time standards will be available online at www.ymcaswimminganddiving.org and in Appendix B of this document.

OFFICIALS

To properly conduct a championship meet of this magnitude requires that a large number of officials be available to staff the deck each day. There is a need for both YMCA Level I and YMCA Level II Officials each day at Preliminaries and Finals. All officials attending the meet are strongly encouraged to sign up to work at this meet.

In order to bring a high degree of consistency to the officiating, officials are asked to work as many sessions as possible, but at least three sessions over the course of the week. Officials working at the Preliminaries will receive breakfast and lunch in the Hospitality Room.

Application to Officiate

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.

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, as we had to do for recent Long Course Championships. If this becomes necessary, timing assignments will be made based on the number of swimmers entered in the meet by the larger YMCAs. In such a case, the selected YMCAs will be notified by Monday, July 16th of their assigned timer responsibilities. It will then be the responsibility of the Head Coach to provide a list of the volunteers to fill the attached Timer slots at Registration. Volunteer Timers will be expected to attend a meeting at 7:30 AM or 4:45 PM immediately before the session at which they are timing. If volunteer Timers are requested, to the extent possible, it would be helpful if such volunteers could work more than one session.

Official's Registration and Pre-Meet Meeting

All officials working the meet should register at Official's Registration. Official's registration will be in the Campus Recreation Center Room 249 beginning on Monday and throughout the week. At registration the official will receive their credentials, shirts and instructions.

For those who register to officiate, there will be a MANDATORY meeting in the Campus Recreation Center Room 249 at 3:00 PM on Monday, July 23rd. The meeting will last approximately 1 ½ hours.

Attire

The uniform for the Preliminaries will be the appropriate colored meet shirt (provided by meet committee) and white shorts or skirts (no shorter than 4" above the knee).

The uniform for Finals will be your own white shirt or blouse, with your YMCA Officials' patch on the left sleeve, and long white pants (no shorts or skirts please).

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

AWARDS

Event Awards

Medals will be awarded to the winners of the first ten places in each event including relays. Ribbons will be awarded for eleventh through twentieth places. Plaques will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for men's and women's swimming teams. A combined point award will be given to the team combining the highest total number of points from both men's and women's events.

Swimming Award Presentation

Individual event awards will be presented the evening that they are swum, with the exception of the 1500's which are presented the next evening. When a relay is the last event of the evening, the award will be presented the next evening. On the last evening of the meet, the last relay awards will be presented before the team trophies. Check the preliminary heat sheet for the schedule for finals.

Award Presentation Protocol

- Award Presentations will not wait for all swimmers to report. Please report on first call.
- All award winners MUST wear apparel that is appropriate and acceptable to the Championship Meet Committee.
- You MUST wear a shirt with sleeves or jacket (team warm-up jacket is preferable) on the award stand. No caps, towels or water bottles are permitted on the awards stand.

SWIMMERS NOT FOLLOWING THIS PROTOCOL WILL NOT BE PERMITTED ON THE AWARD STAND TO RECEIVE THEIR AWARDS.

Coach of the Meet Award

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 fifth day of the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

Senior Recognition

The high school senior athletes who have recently graduated from high school will be recognized in our heat sheets. We will also recognize our seniors on deck prior to the preliminary session on Day 3. We will not accept senior names at the meet. Senior names are submitted during the online entry process.

ADMISSIONS

Wristband Information

Wristbands that will admit spectators to all sessions (prelims and finals) will be available for sale. Advance sales are \$40.00 per adult wristband and \$20.00 per child wristband (11 years and younger). All-session heat sheet cards can also be pre-ordered at \$25.00 per card. Advance orders may be picked up at registration or at Wristband/Heat Sheet Sales at the meet. Advance orders can only be placed online. To do so visit our website: www.ymcaswimminganddiving.org. Advance orders must be received by July 19, 2012.

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

Prices during registration and the meet:

- \$45.00 per wristband.
- \$20.00 per child wristband

Individual wristbands

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

Children 11 years & younger

- \$3.00 per session

All sales are non-refundable.

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

Heat Sheets

Coaches - Pick up their heat sheets from the Help Desk.

All Others - Heat sheets will be available at Wristband/Heat Sheet Sales for \$4.00

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

Wristband/Heat Sheet Sales Schedule

Monday, July 23rd, 7:30 AM – 6:00 PM

Wristbands and All-Session Heat Sheet Cards will be sold and pre-ordered wristbands may be picked up at Registration.

Tuesday, July 24th, 7:00 AM – 11:00 AM and 4:00 PM – 7:00 PM

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

Wednesday – Friday, July 25th – 27th 7:30 AM – 11:00 AM and 4:30 PM – 7:00 PM

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

Media

Accreditation for press and television must be secured from the Meet Director.

College Coaches

College coaches are encouraged to register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/>. There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the registration table in Room 251.

Coaches

Coaches credentials (issued at registration) must be displayed at all times. Lost credentials can be replaced at the Meet Registration Desk.

Contestants

Swimmers will be admitted to the pool area by bag tag that will be issued at time of registration. These bag tags must be displayed for admission to the pool deck. Lost bag tags must be replaced at the Meet Registration Desk or Help Desk. To receive a new bag tag the athlete must be accompanied by their coach.

Easy Building Access for Swimmers, Coaches and Officials

There will be a swimmer drop-off lane near the side of the Campus Recreation Center building on Tech Parkway. This special lane will be marked with cones and signs. Only swimmers, coaches and officials will be permitted access at the building entrance next to the drop-off lane. Swimmers must show their bag tag and coaches and officials must show their credentials to gain access.

GENERAL INFORMATION

Spectator Area

The upper level stands are primarily for spectators. They have paid to gain admittance and should have the best seats in the house. Swimmers and coaches are not allowed in these areas without special permission. A block of seats in the lower spectator stands at the scoreboard end of the competition pool may be reserved for swimmers. Conversely, the pool level is off limits to spectators. Spectators will not be allowed on the pool deck.

Folding chairs are not permitted in seating area.

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

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

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

Seat Saving

Our Meet Surveys continue to indicate that many respondents are upset with all of the seats being saved before the start of Preliminaries. For many teams and individuals, there is a tradition of sitting together during our National Meets. We believe that many lifelong friendships are greatly enhanced by this experience, and that this is an important part of our parents' Nationals experience. However, the Meet Surveys lead us to believe that we need seat saving procedures for those parents sitting in the grandstand. Accordingly, at 8:00 each morning of competition, our announcer will ask everyone saving a seat to remove whatever they are using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. We are hopeful that our parents and friends will help us make all of these problems go away.

Cameras

Camcorder operators' equipment will not be permitted to take up seats in the spectator area. No flash photography will be allowed at the START of the race.

Chairs

Chairs will not be allowed on pool deck during the meet.

Additional Athlete Locker Rooms

Last year our athletes experienced a shortage of locker room space which forced some athletes to use the spectator bathrooms on the second floor.

This year our athletes will be allowed to share the fitness center locker rooms (on the first floor) with fitness center users. While sharing these locker rooms, our athletes are expected to behave in a manner that exemplifies our YMCA Core Values of honesty, responsibility, caring and respect.

Use of these locker rooms is for changing suits, showering and using the toilets. The locker rooms are not to be used as a place to "hang out" or as a way to access off-limit areas of the facility (e.g. fitness center, recreation pool, outdoor areas, elevators).

Any failure by an athlete to meet these expectations may result in elimination of this privilege for all athletes. Any athlete found not meeting these expectations is subject to action by the meet committee (penalty could be expulsion from the meet).

Massage Tables

Massage 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 YMCA of the USA Swimming and Diving Advisory Committee reserves the right to restrict placement of team banners in order to maintain dignity and decorum of the meet. Banners should be consistent with YMCA Graphic Standards.

The Georgia Tech facilities coordinator will permit teams to hang their own banners from the spectator seating area rails, but only cable ties or painter's tape may be used.

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 recommends that chaperones be furnished for all contestants. Each contestant MUST have a certified coach responsible for him/her while on the pool deck.

Housing

Hotel information is available at <http://www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1833> , including special room blocks and rates.

Parking

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

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

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

The parking fees for these three locations are currently as follows:

- \$7.00 per day (no re-entry)
- \$14.00 per day (unlimited re-entry)
- \$35.00 All Session Pass July 23-July 27 (unlimited re-entry)
- **Note, these fees are subject to adjustment on July 1, 2012**
- Georgia Tech personnel will be available at each of the parking areas to sell parking passes beginning at 6:00 AM.

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

Public Transportation – MARTA and Tech Trolley

The public transportation system MARTA is available from stations throughout the city. Consider buying a multiple day pass to reduce the cost of each trip.

Georgia Tech Trolleys and Buses will run from the Midtown Subway station to the Campus Recreation Center/Aquatic Center. The meet committee has contracted for additional buses during busy traffic times each day.

WiFi Access at Georgia Tech

GTvisitor is a commercial network providing wired and wireless internet access to any campus visitor. GTvisitor provides seamless wireless mobility throughout the campus, and is available at all wireless locations on the Atlanta campus, including the Georgia Tech Hotel and Conference Center. GTvisitor is operated by Wandering WiFi in partnership with Georgia Tech and the Georgia Tech Hotel and Conference Center.

GTvisitor access can be purchased at any time by "*associating*" with (sometimes called "*connecting*" or "*joining*") the **GTvisitor** wireless network (SSID), and then opening an Internet browser. Any attempt to access a website will cause the login page will be displayed. The login page gives new users the ability to create a user account and purchase access securely via credit card. Returning users can login to the network and, if necessary, re-activate an expired account.

Walk-Up Rates for GTvisitor is as follows:

- \$3/day
- \$10/week

Fitness Center

Georgia Tech will permit our coaches and our parents to use the fitness center located in the Campus Recreation Center (adjacent to the pool). The 15,000 square foot fitness center has weight machines, free weights and cardiovascular equipment. The fee will be \$10 per day. People interested can purchase their pass at the Member Services Desk in the lobby.

APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES

National YMCA Long Course Swimming Championships July 23-27, 2012 Qualifying Time Standards Approved October 9, 2011

Note that the short course yard and short course meter times
are identical to short course

Women			Men			
25 Y	25 M	50 M	Senior (12 and Over)	50 M	25 M	25 Y
Course	Course	Course		Course	Course	Course
:24.99	:27.89	:29.19	50 Free	:26.59	:24.98	:22.39
:53.99	1:00.25	1:03.49	100 Free	:58.09	:54.45	:48.79
1:56.19	2:09.67	2:16.99	200 Free	2:06.99	1:58.62	1:46.29
5:10.99	4:32.08	4:42.99	400 (500) Free	4:26.59	4:11.95	4:47.99
10:30.99	9:12.04	9:41.59	800(1000)Free	9:09.19	8:37.92	9:51.99
17:34.99	17:31.83	18:21.09	1500 (1650) Free	17:25.89	16:32.21	16:35.19
##	##	##	50 Back	##	##	##
1:00.19	1:07.17	1:11.79	100 Back	1:06.39	1:01.59	:55.19
2:09.49	2:24.52	2:34.39	200 Back	2:24.89	2:12.46	1:58.69
##	##	##	50 Breast	##	##	##
1:08.99	1:16.99	1:22.29 *	100 Breast	1:14.39	1:09.18	1:01.99
2:28.99	2:46.28	2:57.29	200 Breast	2:43.99	2:31.21	2:15.49
##	##	##	50 Fly	##	##	##
:59.59	1:06.50	1:10.19 *	100 Fly	1:03.19	1:00.25	:53.99
2:12.69	2:28.09	2:37.19 *	200 Fly	2:25.39	2:15.25	2:01.19
2:11.89	2:27.19	2:34.59	200 IM	2:24.39	2:13.58	1:59.69
4:38.99	5:11.37	5:26.59	400 IM	5:04.39	4:47.93	4:17.99
1:40.99	1:52.71	1:59.39	200 Free Relay	* 1:49.19	1:41.10	1:30.59
3:37.99	4:03.29	4:17.89	400 Free Relay	3:53.89	3:39.85	3:16.99
7:48.99	8:43.42	9:14.99 *	800 Free Relay	8:34.59	7:59.89	7:09.99
1:52.89	2:05.99	2:13.49	200 Medley Relay	2:03.49	1:53.38	1:41.59
4:03.59	4:31.86	4:48.69	400 Medley Relay	4:23.39	4:05.52	3:39.99

* No change

The Yard Qualifying Time is the Qualifying Time for the Short Course Meet
The short course meter time is the short course meter time for the Short Course Meet

We no longer have qualifying times for the 50 Stroke events

The athlete must have a qualifying time in the 100 or 200 distance of that stroke

Enter the 50 stroke with a provable 50 stroke time

If the athlete is not entered in the 100 or 200 of that stroke the coach

must bring proof of the qualifying 100 or 200 stroke to registration

Qualifying Period for the Long Course YMCA National Championship Meet:

July 1 of the previous year through the entry deadline (July 2012)

APPENDIX B – TIME TRIALS QUALIFYING TIMES

Time Trials

Women			Senior (12 and Over)	Men		
25 Y Course	25 M Course	TT 50 M		TT 50 M	25 M Course	25 Y Course
:27.48	:30.67	:32.10	50 Free	:29.24	:27.48	:24.62
:59.38	1:06.28	1:09.83	100 Free	1:03.89	:59.89	:53.66
2:07.80	2:22.64	2:30.68	200 Free	2:19.68	2:10.48	1:56.91
5:25.99	4:47.08	4:57.99	400 (500) Free	4:41.59	4:26.95	5:02.99
#####	#####	#####	800(1000)Free	#####	#####	#####
#####	#####	#####	1500 (1650) Free	#####	#####	#####
#####	#####	#####	50 Back	#####	#####	#####
1:06.20	1:13.89	1:18.96	100 Back	1:13.02	1:07.75	1:00.70
2:22.43	2:38.97	2:49.82	200 Back	2:39.37	2:25.71	2:10.55
#####	#####	#####	50 Breast	#####	#####	#####
1:15.88	1:24.69	1:30.51	100 Breast	1:21.82	1:16.10	1:08.18
2:43.88	3:02.91	3:15.01	200 Breast	3:00.38	2:46.33	2:29.03
#####	#####	#####	50 Fly	#####	#####	#####
1:05.54	1:13.15	1:17.20	100 Fly	1:09.50	1:06.52	:59.60
2:25.95	2:42.90	2:52.90	200 Fly	2:39.92	2:28.78	2:13.30
2:25.07	2:41.91	2:50.04	200 IM	2:38.82	2:26.94	2:11.65
5:06.88	5:41.37	5:41.59	400 IM	5:19.39	5:17.93	4:47.99

Time Trial standards are 10% over the Qualifying time for events 200 meters and shorter
Events 400 meter and longer are 15 seconds slower than the qualifying times.

To enter Time Trials a swimmer must be entered in the Championship Meet in at least one event.

APPENDIX C – COACH’S CHECK LIST

Meet Entry

- Have you completed the annual Team registration process with your Group Rep?
- Do all your coaches who will be attending National have updated credentials?
- Have all your coaches who will be attending Nationals completed their annual coaches’ registration process with your Group Rep?
- Have you created your Meet Entry file?
- Have you completed your ONLINE entry? 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 all the signed forms that you submitted by fax or email
- Remember to bring your Entry Fee form and check
- Remember to bring all Parents Consent and Liability Waiver forms
- Bring a photo I.D.
- Bring all YOUR certifications (current through the meet) or the pass issued by your group representative.
- Do you have proof of times for each entry?
- Does your YMCA 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?
- Have you scratched any swimmers at Coaches Check-in who will not be competing on the first day of prelims. Scratch box closes at 2:00 PM on Monday for the 1500 events and 4:30 PM on Monday for Tuesday’s events.
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting on the afternoon of Coaches-check-in day
- (List items below you wish to remind yourself)

APPENDIX D – SAMPLE INSURANCE CERTIFICATE

Sample:

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			
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 SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY OTHER POLICIES.					
CO LTR	TYPE OF BUSINESS	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				GENERAL AGGREGATE \$2,000,000
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.
	CLAIMS MADE				PERSONAL & ADV. INJURY
	OWNER'S & CONTRACTOR'S PRO				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire)
					MED. EXPENSE (Any one fire)
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$1,000,000
	X ANY AUTO				BODILY INJURY (Per person)
	ALLOWED 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				
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					

APPENDIX E - ELIGIBILITY (COPY OF THE 2011-2012 BLACK BOOK)

The 2011-2012 Black Book can be found at:

www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1746

APPENDIX F - KEY LOCATIONS AROUND POOL

- The coaches meeting will be held Monday, 3:30 pm to 4:30 PM in the Instruction Center Room 103.
Directions from Pool to the Instruction Center:
 - Exit from front entrance of the Campus Recreation Center
 - Cross Ferst Street at the crosswalk
 - Follow the walkway to the right of the bus stop toward the Student Union
 - Instruction Center will be the second building on your left
- There will be a Swimmer Drop-Off lane near the side of the Campus Recreation Center building on Tech Parkway. This special lane will be marked with cones and signs.



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.