

2013 YMCA Short Course National Handbook

Meet Handbook

National YMCA Short Course Swimming Championship

Wednesday through Saturday, April 3-6-2013

Greensboro Aquatic Complex

Greensboro, NC

www.ymcaswimminganddiving.org



Procedures have been approved by the YMCA of the USA Competitive Swimming and Diving Advisory Committee.

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Notes for 2013

Championship Venue

Greensboro Aquatic Center
1921 West Lee Street
Greensboro, NC 27403
Phone: (336) 315-8498

The Greensboro Aquatic Center (GAC) and Special Event Center are located at the Greensboro Coliseum Complex

Theme

Retro Super Heroes from the 50's to the 70's

Online Entries

The online Entries deadline has been moved to **Monday, March 25, 2012 at 5:59pm** (ET) to permit inclusion of swim competitions occurring during the weekend of March 23 and 24, 2013. Times achieved after March 24, 2013 are not acceptable for this meet.

Registration

There will be no late registration on Tuesday evening, April 2, 2013. Tuesday registration ends at 3:00 PM

Competition

Preliminaries competition will begin at 8:30 AM each day and will be contested in two 8 lane courses. Finals Sessions (i.e. C Final, B Final, and A Final) will include 8 Lanes of competition. Awards are given through 16th place.

Seating on Deck

During Prelims there will be no bleacher seating for athletes on deck. There will be bleacher seating for athletes on deck for finals. No portable seating is permitted on deck at any time.

Hospitality

Deck side hospitality for coaches and officials will be located in Room C2 at the diving board end of the pool. There will also be a hospitality room for coaches and volunteers located within the Special Events Center which is immediately adjacent to the GAC. A light breakfast and lunch for coaches and volunteers will be offered there daily. Coaches without back-up may contact the Help Desk to arrange a box lunch to be delivered to the Deck side hospitality room (Room C2).

Long Course Time Trial Meet

After the Short Course Championship meet, a long course time trial meet will be held Sunday, April 7, 2013 at the Greensboro Aquatic Center hosted by the YMCA of the Triangle Area Swim team. Look for more information on the website, www.ymcaswimminganddiving.org, or contact Coach Chad Onken at Chad.Onken@ymcatriangle.com

Note: This meet is not part of the YMCA National Short Course Championship.

Black Book

All eligibility references and material that are from the Black Book are now included in Appendix E

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Credit Card Payments

Entry fees for the meet and time trials can be paid by credit card online. At the time of writing the Handbook we don't have the capability to accept credit cards at the meet.

Deck Changing

Changing into or out of swimsuits other than in locker rooms is not appropriate and is strongly discouraged.

Time Trials using Meet Mobile

We encourage coaches to access time trial information on Meet Mobile. You can view the psych sheet as we enter swimmers. The announcer will announce when the heat sheet is available for time trials. You will be able to see the heat sheet before we can make copies. There will be a charge of \$1.99 for access for the entire week of time trial heat sheets. (Charging for heat sheets is a new feature in Hy-Tek – we cannot offer it free.) The psych sheet is free.

Awards Presentations

Awards for all individual and relay events will be presented at the conclusion of each event. Full procedures are explained on Page 24.

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Key Dates

Monday	March 25, 2013 at 5:59 PM (ET)	Championship Entry Submission Deadline
Monday	March 25, 2013 at 5:59 PM (ET)	Time Trial Online Submission Ends
Monday	March 25, 2013 at 11:59 AM (ET)	Preordering of Championship Merchandise Ends
Tuesday	March 26, 2013 at 11:59 PM (ET)	Faxed Entry Forms Deadline
Tuesday	March 26, 2013	Notification to Teams selected for Proof of times
Wednesday	March 27, 2013 at 11:59PM (ET)	Deadline Officials Pre-registration
Wednesday	March 27, 2013 at 11:59PM (ET).	Deadline for advance ticket purchases
Friday	March 29, 2013 at 11:59 PM (ET)	Hotel Online Reservations End
Friday	March 29, 2013 at 11:59 PM (ET)	Entry Fee Online Payment Ends
Tuesday	April 2, 2013, 8:30 AM (ET)	Pre-Meet Check-in/Registration Begins
Wednesday	April 3, 2013, 8:30 AM (ET)	Prelims Begins

Key Meet Contacts

Meet Director	John Mendell	Johnmendell@gmail.com
New Coaches	Jim Ryan	jryan@ymcade.org
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

Championship Committee

John Mendell	Meet Director
Bob Turner	Assistant Meet Director
Jim Ryan	Assistant Meet Director
Joel Black	Meet Referee
Bruce Griffin	Announcer/ MC for Special Events
Carolyn Ryan	Tickets, Program
Claudia Multer	Technology, Masters Meet Director
Donna Turner	Awards, Meet Operations
Ed Miller	Short Course Financial Manager
Glenda Pae	Meet Director Emeritus
Greg Eggert	Community Village Coordinator
Jack Caucino	Coaches Representative
Jim Weaton	YMCA of the USA, National Director of MSPS Events
John Richards	Chairperson, National Advisory Committee
Steve Corrie	Facilities Coordinator for Meet Committee
Susan Smith	Travel Assistance, Late Registration
Tom Warrick	Meet Operations

Facilities Coordinator

Susan Braman	Greensboro Aquatic Center Manager
Jenny Sternecker	GAC Competitive Manager
Ben Currie	GAC Event Supervisor
David Hoover	GAC Event Manager
Eric Smith	Event Manager

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Pre-Meet Locations:

- Team, Coaches, Officials Registration - Special Events Center/ Registration Room
- Pre-sales Spectator Ticket Pickup - Special Events Center/Lobby
- New Coaches Meeting - Special Events Center/Coaches Meeting Room
- Coaches Meeting - Special Events Center/Coaches Meeting Room
- Officials Meeting- Special Events Center/Officials Meeting Room
- Scratch Table - Special Events Center/Registration Room
- Time Trials Table - Special Events Center/Registration Room
- Joseph G. Rogers Award Presentation– Schiffman’s Diamond Club. Located within the Coliseum Complex

Meet Locations

- Athlete and Parents Welcome Party –Pavillion
- Assembly for Parade of Athletes – Special Events Center
- Athletes Venue - Special Events Center/Athlete Village
- Officials and Coaches Hospitality - Special Events Center/Hospitality
- Team/Coaches, Officials, Visiting Coach Registration - Special Events Center/Registration Room
- Officials Daily Meetings - Special Events Center/Officials Room
- Scratch and Relay Table– Room C3 Off the pool deck
- Time Trials – Room C3 Off the pool deck

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Schedule of Activities

Sunday, March 31, 2013

POOL CLOSED ALL DAY

Monday, April 1, 2013

9:00 AM – 7:00 PM Non-exclusive use of the pool for teams. *Therapy /Warm up pool remain open to Public

12:00 PM- 7:00 PM Use of Dive Well for practice

Tuesday, April 2, 2013

6:00 AM – 8:00 PM Pools open for practice– exclusive use by YMCA Teams

9:00 AM Ticket Sales open

9:00 AM – 3:00 PM Teams, Coaches and Officials Registration – Special Events Center
..... Scratch box open at Proof of Time Table

Teams registering during this time need to follow the registration times below by region

9:00 AM – 9:30 AM – South Teams

9:30 AM – 10:30 AM – East Teams

10:30 AM – 11:30 PM – Midwest and West Teams

11:30 PM – 12:00 PM Lunch Break for Volunteers

12:00 PM – 3:00 PM Teams, Coaches and Officials Open Registration

3:00 PM New Coaches Meeting

3:00 PM Registration Closes

3:30 PM Coaches Advisory Meeting

Followed by YMCA Coaches Association Meeting

Scratch Box moves to coaches meeting

3:30 PM – 5:00 PM Officials Meeting

3:45 PM Scratch Box closes for Wednesday's Events

5:00 PM Ticket sales close

5:00 PM – 6:00 PM Athlete Welcome Party

7:00 PM - 9:00 PM Joseph Rogers Award celebration

Wednesday, April 3, 2013

6:00 AM Dive Well and Competition Pool Opens for Warm-Ups

6:00 AM – 11:00 AM Morning Registration Opens -Teams, Coaches, Visiting Coaches

7:00 AM – 10:00 AM Time Trial Registration

7:30 AM Breakfast and Meeting of Officials

8:00 AM Scratch/Relay Desk Open until 15 minute break before Relays

8:15 AM Morning Devotion and National Anthem

8:30 AM Preliminary Swimming Events

12:30 PM Coaches and Officials Lunch

12:00 PM Scratch Box for next day's events closes

4:00 PM Pool Opens for Warm-Ups

4:15 PM Officials Meeting

4:50 PM Assemble for Parade of Athletes

Line up in State Order (A to Z)

5:00 PM Relay Desk Open for Finals Relays

5:00 PM Clear Pool for Opening Ceremonies – Start Parade of Athletes

5:00 PM – 6:00 PM Evening Registration Opens - Teams, Coaches, Visiting Coaches

5:45 PM Swimming Finals

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Thursday, April 4 through Saturday, April 6, 2013

6:00 AM	Pool Opens for Warm-Ups
6:30 AM – 11:00 AM	Morning Registration Opens - Teams, Coaches, Visiting Coaches
7:00 AM – 10:00 AM	Time Trial Registration
7:45 AM	Breakfast and Meeting of Officials
8:00 AM	Scratch/Relay Desk Open
8:15 AM	Morning Devotion and National Anthem
8:30 AM	Preliminary Swimming Events
12:00 Noon	Coaches and Officials Lunch
12:30 PM	Scratch Box for next day's events closes
	No Scratch box on Saturday
4:00 PM	Pool Opens for Warm-Ups
4:45 PM	Officials Meeting
5:00 PM	Relay Desk Open for Finals Relays
5:00 PM	Clear Pools for Devotion and Anthem
5:10 PM	Pools Open and Awards Presentation
5:25 PM	Clear Competition Pool
5:00 PM – 6:00 PM	Evening Registration Opens - Teams, Coaches, Visiting Coaches
5:30 PM	Swimming Finals

Training Classes

Monday, April 1	Principles of YMCA		
	Competitive Swimming & Diving	12:00 PM – 5:00 PM	Room C1
Monday, April 1	Swim Official Trainer Part 1 of 2	6:00 PM - 8:00 PM	Room C1
Tuesday, April 2	Swim Official Trainer Part 2 of 2	8:30 AM – 1:30 PM	Room C1
Tuesday, April 2	Swim Official Levels I & II	9:00 AM – 1:00 PM	Room C1
Friday, April 5	Facilitation Skills	8:00 AM – 4:00 PM	Room C3
Saturday, April 6	Facilitation Skills	8:00 AM – 4:00 PM	Room C3

All rooms for training are off the deck in the pool area. They will be well marked.

Special Awards

THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE

- 2013 JOSEPH G. ROGERS AWARD: Awarded on Tuesday, April 2, 7 PM - Announced Wednesday Morning
 - OUTSTANDING ATHLETE SCHOLARSHIP AWARD: Announced Thursday Morning
 - SENIOR RECOGNITION: Recognized Thursday Morning
 - COACH OF THE YEAR: Announced Thursday Morning
 - CONRAD CARROLL AWARD: Announced Friday Morning
 - COACH OF THE MEET: Announced Saturday Morning
 - 2014 JOSEPH G. ROGERS AWARD Announced Saturday Morning
-

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Entry Information

Eligibility

Times

Times must have been achieved since March 1, 2012. Qualifying times can be found in Appendix A. 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.

YMCA Membership

As stated in current Black Book

Collegiate competition

According to the Rules That Govern, an athlete must maintain amateur status to participate in YMCA competition (Rules That Govern, Rule 1 Sec. 1). Any student who represents or has at any time represented an educational institution beyond Grade 12 in any level of competitive swimming or diving shall be ineligible to participate.

Unattached Swimmers

As stated in current Black Book

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.

YMCA Meet Participation

In order to be eligible to compete in the YMCA National Championship Meet, each swimmer must have competed in a minimum of three (3) closed YMCA interassociation meets plus one (1) sanctioned YMCA championship meet since September 1, 2012. A sanctioned YMCA championship meet may not be counted as both the sanctioned meet required and one of the interassociation meets required. The YMCA National Virtual Meet may be counted as one of the interassociation meets.

Event File

You can download an Event File for this meet from:

<http://www.ymcaswimminganddiving.org/2013sc>

Competition Fees

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

Coaches Fees

The deck fee for coaches is \$20.00. 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 Eligibility section to be on deck. Coaches must also be registered through the online YMCA Team and Coach registration system. Number of coaches permitted per team is as follows:

Number of Swimmers:

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

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Time Conversions

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

Individual and Relay maximum number of Entries

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

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)

Insurance

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance on file with the YMCA of the USA through the last day of the meet. Original Team Certificates of Liability Insurance should be mailed to: YMCA of the USA, Attn: Robin Lee, 101 North Wacker Drive, Chicago, IL 60606

Emails of Certificates of Liability Insurance will be accepted only from each Team's Insurance Broker only. Emails may be sent to robin.lee@ymca.net.

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

Once this form has been submitted to the YMCA of the USA, it will 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 with an expiration date may cover the Masters, Diving and Long Course Championship should be covered for all these meets.

See sample of the insurance form is in Appendix D

A list of teams with the expiration dates of their certificates (if 2013 or greater) will be available for your reference at www.ymcaswimminganddiving.org/2013sc/ beginning January 7, 2013.

Online Entry Procedure

Teams and coaches must complete their annual YMCA registration prior to submitting their online entries. The link to YMCA Registration can be found at

Team Registration: <http://www.ymcacompetitiveswim.org/YMCAResisterTeam.asp>

Coaches Registration: <http://www.ymcacompetitiveswim.org/YMCAResisterCoach.asp>

Note: Password is 9622

Seniors - High school seniors will be recognized in our heat sheets and on Friday prior to prelims. Names of graduating seniors and their selected college/university should be provided at the time of submitting online entries. **We will not accept senior names at the meet.**

All entries must be made through the ONLINE ENTRY system. No mail, fax or email entries will be accepted.

Link to Online Entry: <http://www.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsSC>

Deadline is Monday March 25, 5:59PM (ET).

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 EVEN AS AN ALTERNATE. Relay names can be changed at the meet. Remember, all swimmers listed as relay-only must swim in at least one relay

Before going online, please create a Meet Entry file in Hy-Tek's Meet Entry format. You can do this by either using Hy-Tek Team Manager, the Hy-Tek Team Manager Lite free version (available from www.hy-tek.com/downloads.html), or a similar program that is able to create a Hy-Tek Meet Entry format file.

Once you have entered your qualified swimmers in the desired events AND verified this through the Hy-Tek Team Manager program export your entry file. You can choose to export it to a floppy disk, CD, DVD, Flash drive, or your hard drive. However, if you export it to your hard drive, please remember the drive and folder name that contains the file. You will need this later in the process.

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

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

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

Upon submission of the online entries, a set of forms will appear on screen for printing. These forms will also be emailed to you.

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Forms

These forms are completed by the head coach, swimmers, YMCA executive director and membership director then submitted via fax or email no later than Wednesday, March 28 at 11:59PM (ET). When faxing or emailing, all forms must be submitted in a single transmission preceded by only the automatically generated fax cover sheet.

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 or YMCAForms@comcast.net	Bring to Registration	Notes
Entry Fees Summary	This will list all of the fees that are due for your team to be able to compete in the meet.	No	Yes	
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back the Certification Form.	Yes	No	
Certification Form	This form contains the following sections. This must always be faxed back as a single form. Faxes of individual sections will be considered as incomplete.	Yes	Yes	
	<i>Individual Entry Certification</i>	<i>This will print with each of your entered athletes names, events and times listed. Each athlete must read, verify entries and sign this section.</i>		
	<i>Certification, Eligibility & Release Declaration</i>	<i>This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.</i>		
	<i>YMCA Sanctioned Meets</i>	<i>You must list at least one YMCA sanctioned meet in which your swimmers have participated</i>		
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	No	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be represented by a different coach. This form must be brought to Team Registration by the representing coach.
Parent's Consent and Waiver	Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian	No	Yes	This form will be required at registration for athlete check-in.

NOTE: Once entered, teams are responsible for the entry fees even if they do not attend the meet. If a team decides not to attend after submitting their entries, please email Tom Warrick twarrick@comcast.net by Friday March 29, 11:59pm (ET). This will eliminate empty lanes for the missing swimmers.

Confirmation of Insurance coverage and fax forms received is also available on the website at <http://www.ymcaswimminganddiving.org/2013sc>

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Unofficial Psych Sheets

Psych sheets will be available on the website at www.ymcaswimminganddiving.org/2013SC after the entry deadline.

Payment of Entry Fees

Entry fees may be paid online or in person at Coach Check-in.

Online Payment: After the Meet Entry deadline, an email will be sent to each designated team contact via the e-mail address included with the team entry. This e-mail will offer instructions for online payment. The online Payment system will close on Friday March 30, 11:59pm (ET).

Payment In-Person: Coaches pay for their entries at Coaches Check-in at Greensboro with cash or check made payable to: YMCA of the USA-2013 Short Course Championships.

Coaches Checklist

Appendix C contains a checklist that can be used by Coaches to help manage the Pre-Meet Tasks

Competition

Championship Facility

The Greensboro Aquatic Center will be configured as two eight lane 25 yard pools swimming toward the bulkhead for each pool. Starting blocks will be at the far end of each pool with the turn end being the bulkhead.

Prelims will run with combined boys and girls – Boys will swim in the competition pool closest to the scoreboard and girls will swim in the competition pool closest to the diving well.

Coaches

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

Contestants

Athletes will be admitted to the pool area by a bag tag that will be issued to them at time of registration. Athletes must display their bag tag for admission to the pool deck.

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2013 Short Course Nationals Order of Events

Day One			Day Three		
W	M	Event	W	M	Event
101	102	50 Freestyle	301	302	200 Freestyle Relay *
103	104	200 Breaststroke	303	304	100 Breaststroke
105	106	100 Backstroke*	305	306	200 Backstroke
109	110	200 Medley Relay*	307	308	500 Freestyle*
107	108	1000 Freestyle **	309	310	400 Medley Relay

Day Two			Day Four		
W	M	Event	W	M	Event
201	202	200 Freestyle	401	402	200 individual Medley
203	204	400 Individual Medley	403	404	100 Freestyle
205	206	100 Butterfly*	405	406	200 Butterfly*
207	208	800 Free Relay ***	409	410	400 Freestyle Relay*
			407	408	1650 Freestyle **

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

** The 1000 and 1650 yard Freestyle events shall be "timed final" events: Heats will be contested fastest to slowest. There will be a 15-minute break before the 1000 and 1650 in the preliminaries. Officials may combine heats if needed. In Finals the 1000 freestyle and 1650 freestyle will be swum before the final relay of the evening.

*** The 800 Yard Freestyle Relay events are prelim/final events seeded slow to fast in preliminaries. There will be an A and B final for both genders in finals.

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

NOTE: Finals will be swum in numerical order. i.e. 1000 before 200 Medley Relay on Day 1 and 1650 before 400 Freestyle Relay on Day 4.

Time Trials

Purpose

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

Time Trials Format

Time Trials will be held in conjunction with the National YMCA Short Course Championships. They are open to all swimmers participating in the meet. The Time Trial Sessions will begin approximately 30 minutes after the end of preliminaries. They will be conducted in both Courses.

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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.

Each swimmer may swim one event per day. Swimmers may be asked to provide their own timers for distance events.

There will be a positive check in for the 500 free, 1000 free and 1650 free. Check in deadline is 10:00 AM on the day they are swum.

Time Trials will be limited to two hours of competition. Online entries will be given preference.

Time Trials Qualifying Times

Qualifying times for Time Trial events can be found in Appendix B

Note: Swimmers must show proof of time for the 400 IM, 500 Free, 1000 Free, and 1650 Free

Time Trials Order of Events

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

Proof of time required for
400 IM
500 Freestyle
1000 Freestyle
1650 Freestyle

Time standards apply. Time standards are available in Appendix B

Time Trials Fees and Entry Process

Time Trial fee is \$10 per event

Time Trial entries will be accepted during Coaches check-in on Tuesday and during each Preliminary Session at the Time Trial Desk off the pool deck. Entry deadline is 10:00 AM each day for that day's events.

Pre-Meet Time Trial entries can also be submitted via an online web site. The link for Pre-Meet Time Trial entries can be found at:

<http://www.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsTrialsSC>

Deadline for submitting online pre-meet Time Trial entries is Monday March 25, 5:59pm (ET). Payment for time trials may be done online with a credit card. If not prepaid they must be paid for at registration by check or cash

Time Trial Scratches

Please scratch any swimmer that does not intend to swim in time trials. Those scratches should be made at the time trial desk by 10 AM. This will eliminate empty lanes in time trials. **There are no refunds.**

Coach Registration and Check-in

Coach Registration/Check-in Procedure

This registration process is for every coach and official. Coaches' packets will contain meet information and Deck Passes. The coach may present all the waivers for a team and pick up the athlete bags in the designated area. Scratch and relay cards will also be available at Registration at the Proof of Time Table. Registration will be open according to the times listed on the schedule of Events

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

Proof of Time and SWIMS

The meet entry file will be reconciled with USA-S SWIMS. Teams entered will be selected at random for proof of time. If the selected team has all of their times in SWIMS no further proof of time will be needed. The teams selected will be notified by Tuesday, March 26, 2013. This email will be sent to the email address of the registration coordinator that is given during the online process. All teams notified will be required to go through the Proof of Time process.

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 selected for Proof of Times the procedure will be:

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

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

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

If a coach fails to prove any single time, the entire entry 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. Times must be achieved before the entry deadline. Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

Relay Proof of Time

Any relay time achieved between September 1, 2012 and the entry deadline belongs to the team and does not require the same proof as an intact relay.

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

- The names of those swimmers MUST appear on the team entry form for the National Championship.
- In order to submit a relay time established beginning March 1, 2012 and prior to September 1, 2012, all of the swimmers who achieved this time must be eligible to compete at 2013 Short Course Nationals.

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

New Coach

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

If you have specific questions prior to the meet, please email Jim Ryan (jryan@ymcade.org) by March 25.

Scratch Procedures

The USA-S scratch procedures (USA-S Rule 207.11.6) will be followed, as modified for this Meet and set forth below:

Scratching from Preliminaries

A swimmer is considered entered into an event unless he/she scratches from that event. If a swimmer does not scratch from an event and does not swim the event, the swimmer is still counted as participating in the event for purposes of determining the number of events in which that swimmer may compete.

Scratch cards will be available during registration from the Proof of Times Table and thereafter from the officials at the Scratch/Relay Table.

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

Once a scratch card is submitted to the Scratch/Relay Table, the swimmer is declared scratched and may not compete in that event.

Scratches will be accepted at the Proof of Times table during registration hours.

The Scratch Table will be open for scratches from the next day's preliminaries until 12:30 PM.

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 at the Scratch Table prior to the next event for the swimmer.

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

(Note that under USA-S rules, a no show automatically barred from all further individual and relay events for that day (Rule 207.11.6(D)); 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 – The swimmer or coach must notify the Scratch Table within 30 minutes following the announcement of his/her name as finalist. That swimmer, or coach, will need to return to the Scratch Table within 30 minutes of completing his/her last preliminary event of the day to confirm his/her intentions. A swimmer that does not return will be seeded into Finals.

If there have been scratches from a final event, we will attempt to notify the alternate(s). If notified, the alternate(s), or their coaches, will then have to return to the Scratch 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 bar the swimmer from participation in 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.

Alternates

Alternates must report (dressed and ready to swim) to the referee prior to the first heat of the event for which they have qualified. Swimmers who have not reported are not eligible to compete even though there is an opening in the event.

Scratching From a Timed Final Event

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).

Request for an Initial Split

Request a form from the Help Desk and turn it in to the referee on the respective course. Submit the form at least 30 minutes prior to swim so the referee will have time to find additional timers.

Protests

The USA-S protest procedures (Rule 207.11.5) 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.

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.

Relay Check-in Procedure

Preliminaries – Relay forms will be available at the Proof of Time Table during registration or Scratch/Relay Table. The head coach shall list the team name and the competing relay swimmers (last and first names) in the order that they will swim. Relay entry forms for Preliminaries must be turned in to the Relay Table before the 15-minute break to be accepted. On Day Four 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 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 other instructions and conditions shown above shall apply.

Heat Sheets

Coaches can pick up their heat sheets at the coaches' entrance. The heat sheet is also posted on www.ymcaswimminganddiving.org.

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Final Results

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

Timing

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

Scoring

Scoring will be as follows:

Individual events:

20 – 17 – 16 – 15 – 14 – 13 – 11 – 10 - 9 - 7 – 6 – 5 – 4 – 3 – 2 – 1

Relay events:

40 – 34 – 32 – 30 – 28 – 26 – 22 – 20- 18 – 14 – 12 – 10 – 8 – 6 – 4 – 2

Responsibility of Coaches and Contestants

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

Emergency Procedure

Emergency Medical 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.

Swimmers Area

Due to the limited deck space, there will be an area specifically designated for swimmers in the GAC Special Events Center/Athlete Village. Swimmers can use portable seating in the village but not on deck. Each team will be assigned an area commensurate with their number of swimmers.

On deck seating is limited and will be available only for coaches during preliminaries. Swimmers can watch the Preliminary competition but there will not be any seating provided. Limited seating will be available for swimmers on a first come first served basis during Finals

Swimmers are not allowed in the Spectator stands

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Officials

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

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

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

Application to officiate

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

Email: ChetAtoZ@aol.com

Postal: Chet Andruskiewicz, 4 Auspice Court, Newark, DE, 19711

Additional information and the application to officiate are available at www.ymcaswimminganddiving.org.

For those who register to officiate: there will be a MANDATORY meeting at 3:30 PM on Tuesday, April 2nd. The meeting will last approximately 1 ½ hours.

Officials will only be admitted to the pool complex with credentials (issued at registration). These credentials must be displayed at all times. Officials are only admitted to the deck for sessions that they are working.

Timers

Timing responsibilities will be handled by certified YMCA officials when possible. Non certified volunteers may apply to time also. If necessary to supplement timers, timing assignments will be made based on the number of swimmers per team. In such a case, the selected YMCAs will be notified by Thursday, March 28th 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 4:30 PM immediately before the session in which they are timing. If volunteer Timers are requested, to the extent possible, it would be helpful if such volunteers could work more than one session.

Awards

Event Awards

Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteenth places. Plaques will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for both men's and women's swimming teams. 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.

Award Presentation Protocol

Awards for all individual and relay events will be presented at the conclusion of each event. The following procedures will be in effect:

1. The C heat will swim first with no "bios". The B heat will swim with no "bios". Once the B finals heat is completed, the swimmers will immediately be marshaled to the Awards Staging area. At the same time, swimmers competing in the A finals heat will be announced with brief "bios" (name, team, and up to two items of interest) and the heat will then swim. The 50 yard freestyle will have all 3 heats announced prior to competition.
2. When the A finals heat is completed, the B heat finalists will parade to the awards stand to receive their medal or ribbon.
3. At the same time, the swimmers in the A finals heat will be marshaled to the Awards Staging area.
4. Once the B heat finalists have been presented their awards and the area is cleared, the same protocol will be repeated for the A heat finalists. Our announcer may recognize the winning coach by name.
5. Immediately after A finalists have received their awards, the C heat of the next event will be swum.
6. Should there be a potential significant delay in determining the finalist results due to disqualifications or possible timing system adjustments, that heat will be released to go to the warm-down pool, and the awards for that heat will be presented at the end of the session.
7. The biographies of the Awards Presenters will be included in the heat sheets and will not be read by the announcer prior to the awards.

Awards Presentation Decorum

*Swimmers are expected to report to the Awards Staging area immediately upon completion of their race. Awards will be presented promptly.

*All award winners shall wear apparel that is appropriate. Team apparel is preferred (e.g. warm-up jackets). There will be baskets provided at each lane for the consolation and championship finalists' apparel.

*Please no caps or towels are to be worn on the awards stand.

*If necessary, a stand-in teammate may accept an award. Medal winners may move into their position as long as it does not disrupt the proceedings.

Outstanding Athlete Scholarship Award presented by Nike

Criteria

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

Application Procedure

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

Interested individuals must complete and return their applications along with two letters of recommendation and the one page letter reflecting upon what their participation in the YMCA competitive swimming and/or diving program has meant to them by March 21, 2013 to: Jim Weaton, YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

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

The recipient will be announced at the National YMCA Short Course Swimming & Diving Championship in Greensboro.

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

Joseph G Rogers Award

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

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

Conrad Carroll Award

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

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Coach of the Meet Award

The Coach of the Meet Award, (given in memory of Larry Lyons a former coach of M E Lyons swim team) recognizes the coach/coaching staff that has prepared their athlete(s) and/or team for extraordinary performances at these Championships. The Award will be determined by a vote of coaching peers at the meet based on results through preliminaries of the fourth day of the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

Coach of the Year Award

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

Spectators

Ticket Information

Advanced spectator ticket purchase will be available. The link can be found at <http://www.ymcaswimminganddiving.org/2013SC/>. Deadline for advance ticket purchase is Wednesday March 28, 11:59PM (ET).

- \$40 – All-session spectator pass
- \$20 – All-session child's pass (11 and under)
- \$25 – All-session Heat Sheet punch card
- \$50 – Sponsorship
- *There is no refund of admission fees.*

Ticket sales will also be available at the Championship meet site as follows:

- \$7 – Per Session Spectator pass
- \$3 – Per session Spectator pass for children 11 & under
- \$4 – Per session Heat Sheet
- \$45 – All session pass purchased at the meet
- \$25 – All Session Heat Sheet punch card purchased at the meet
- *There is no refund of admission fees.*

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

Ticket Sales Schedule:

Tuesday April 2, 9:00 AM –5:00 PM (Lunch break 12:00 to 12:30 PM)

Tickets will be sold and advanced tickets may be picked up during meet registration.

Wednesday April 3rd – 6:00 AM – 11:00 AM and 5:00 PM – 7:00 PM

Thursday – Saturday, April 4 - 6 - 7:00 AM – 11:00 AM and 5:00 PM – 7:00 PM Tickets may be purchased at the Aquatic Center entrance.

Spectator Area

The upper level spectator stands are reserved for spectators. We would ask that any swimmer or coach wanting to visit with a parent, relative or family friend meet in the Special Events Center next door to the Aquatic Center.

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Conversely, spectators will not be allowed on the pool deck.

- Handicapped seating is available in specially designated areas within the spectator seating area.
- Folding chairs are not permitted in the spectator seating area or on the pool deck.
- No outside food, drink, thermos or cooler is permitted in spectator seating area. Concessions will be available at normal event prices.
- Camcorder operators' equipment will not be permitted to take up seats in the spectator area.

Meet Surveys continue to indicate that spectator seat saving prior to the start of Preliminaries is an area of concern for many spectators. While sitting together as team parents or as regional friends can be a positive tradition and fosters comradery and support, it is also important to promote a fair opportunity for all spectators to select seats to watch their swimmers compete.

Accordingly, at 8:00 AM each morning of competition, our announcer will ask everyone saving a seat to remove whatever they are using to do this. At this time, those saving seats will need to either move in or out so that someone else may sit in the spot that was being saved. The Gate Guys, who are meet volunteers and not facility security, will help us in this endeavor. We are hopeful that our parents and friends will work cooperatively to maintain a supportive community atmosphere.

We encourage everyone attending to view the Pool and Conference Center maps. This should help everyone attending the venue to become familiar with the complex. There is ample seating for our parents, relatives and friends attending. For those unable to attend, USA Swimming will be providing video for the meet.

College Coaches

College coaches are encouraged to register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/2013sc> . There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the registration table.

Media

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

Hotels/Lodging

[YMCA STAY-WITH-US IN GREENSBORO, NC.](#)

To meet your rooming needs, YUSA has secured and confirmed our Stay-With-Us Host Hotels that will support the National YMCA Short Course Championship in Greensboro, NC.

We ask all teams and guests to strongly consider utilizing a hotel within the YUSA Approved Block of Hotel Rooms under the Stay-With-Us Sports Housing Program. Your participation in Stay-With-Us provides additional value far beyond the hotel rate, and also helps the YMCA make our National Championships better as well as offer additional opportunities to make a positive difference in the lives of our swimmers and families – far beyond the championship event!

The reservation system is available by going to www.ymcaswimminganddiving.com or www.event.com/d/ccqpd (direct link) for your detailed housing site and reservation information. The reservation system will be open until Friday March 30, 11:59pm.

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We have secured over 1,000 rooms at over 10 different hotel properties, allowing all swimmers to be housed in very close proximity to the Greensboro Aquatic Center at safe and quality environments. Having our swimmers and families close together throughout the week will provide for greater interaction, relationship and community building among teams and an increased opportunity for greater safety and security for all.

These hotels range in price from \$95 to \$149, and include BREAKFAST for up to four people per room and FREE parking. Some hotels also include additional amenities such as complimentary WIFI Internet access in guestrooms, special discounted menu options in the hotel restaurants, live feed of the swim meet on the guestroom televisions, and much more. **If you do not find the type of room or type of hotel that you were looking for, please contact the YUSA Housing Coordinator at (850) 224-7775 or competitivesports.housing@ymca.net to see if they can find a property to meet your needs at the lowest possible negotiated price.** Our goal is to meet your housing needs and provide maximum value by booking through the YMCA.

Participants of the YMCA Stay-With-Us Sports Housing Program will also receive discounts on parking at the Aquatic Center, a special gift for each competing swimmer, discounts to local restaurants and shows, and other benefits that are still in the works.

YMCA of the USA appreciates the support that all athletes and families give to our National Swimming & Diving Volunteer Committee's efforts to conduct the Championships and keep them affordable FOR ALL who participate.

General Information

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 the YMCA or team name. The Meet Committee reserves the right to restrict the placement of team banners in order to maintain the dignity and decorum of the meet venue as well as for the benefit of vendors and sponsors.

For those teams wanted to display their banner within the Aquatic Center, the banners should be given to pool personnel at the Aquatic Center lobby desk. Pool management will be responsible for placing all banners and returning the banners at the conclusion of the meet.

Massage Tables

Massage tables are not permitted.

Smoking, Alcohol & Drugs

THERE SHALL BE NO SMOKING, ALCOHOL OR DRUGS IN THE SWIMMING COMPLEX

Chaperones

The YMCA of the USA Competitive Swimming and Diving Advisory Committee strongly recommends that chaperones accompany all contestants, when outside the Aquatic Complex.

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Parking

Tuesday, April 2 – registration day – there will be no charge for parking

All Session Parking passes will be available for purchase at Registration, and on Wednesday, April 3 until 4:30PM on site at GAC.

Standard Pool Parking Rates

All sessions parking at the pool

- \$25 per car for all sessions Wednesday - Saturday April 3 - 6

Daily parking rates at the Pool:

- \$8 per car day
- \$16 Large Vans and Buses per day
- \$25 RV's without power per day
- \$45 RV's requesting power per day

RV reservation form online at www.greensboroaquaticcenter.com under DIRECTIONS

YMCA Stay-With-Us Parking rates

If you are staying at a Hotel under the YMCA Stay-with-Us program, discounted ALL SESSION parking rates are available. You must present your hotel room card to receive Stay-with-Us Parking Rates

All sessions parking at the pool

- \$16 per car for all sessions Wednesday – Saturday April 3 - 6
-

STAY WITH US DISCOUNTED PARKING PASSES ARE FOR ALL SESSION PARKING PASSES ONLY (not Daily)

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APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES

2013 National YMCA Short Course Swimming Championships Meet Qualifying Time Standards April 3 - 6, 2013

* not changed

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:28.39	:27.89	:24.99 *	50 Free	:22.29	:24.87	:25.62
1:01.35	1:00.25	:53.99 *	100 Free	:48.79 *	:54.45	:56.08
2:11.06	2:09.45	1:55.99	200 Free	1:45.69	1:57.95	2:00.78
4:36.24	4:30.68	5:09.39	500 Free	4:47.99 *	4:11.95	4:20.62
9:22.96	9:12.04	10:30.99 *	1000Y/800MFree	9:51.99 *	8:37.92	8:50.45
17:56.52	17:31.83	17:34.99 *	1650Y/1500M Free	16:35.19 *	16:32.21	17:00.70
1:07.89	1:07.06	1:00.09	100 Back	:55.09	1:01.48	1:03.32
2:26.20	2:24.40	2:09.39	200 Back	1:58.69 *	2:12.46	2:16.42
1:19.18	1:16.88	1:08.89	100 Breast	1:01.49	1:08.62	1:11.08
2:48.73	2:45.72	2:28.49	200 Breast	2:13.99	2:29.54	2:34.90
1:06.84	1:06.39	:59.49	100 Fly	:53.89	1:00.14	1:00.89
2:29.08	2:28.09	2:12.69 *	200 Fly	2:00.99	2:15.03	2:17.48
2:29.87	2:27.19	2:11.89 *	200 IM	1:59.59	2:13.47	2:18.25
5:15.24	5:11.37	4:38.99 *	400 IM	4:17.99 *	4:47.93	4:56.54
1:54.76	1:52.71	1:40.99 *	200 Fr Rel	1:30.59 *	1:41.10	1:44.12
4:07.71	4:03.29	3:37.99 *	400 Fr Rel	3:16.29	3:39.07	3:45.62
8:49.93	8:43.42	7:48.99 *	800 Fr Rel	7:09.99 *	7:59.89	8:11.41
2:07.57	2:05.43	1:52.39	200 Med Rel	1:40.99	1:52.71	1:55.68
4:35.81	4:31.19	4:02.99	400 Med Rel	3:39.29	4:04.74	4:11.19

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

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

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APPENDIX B – TIME TRIALS QUALIFYING TIMES

2013 National YMCA Short Course Swimming Championships Time Trial Qualifying Time Standards

April 3 - 6, 2013

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:31.23	:30.67	:27.48	50 Free	:24.51	:27.36	:28.18
1:07.48	1:06.28	:59.38	100 Free	:53.66	:59.89	1:01.68
2:24.16	2:22.39	2:07.58	200 Free	1:56.25	2:09.75	2:12.86
4:51.24	4:45.68	5:24.39	500 Free	5:02.99	4:26.95	4:35.62
9:52.96	9:42.04	11:00.99	1000Y/800MFree	10:21.99	9:07.92	9:20.45
18:26.52	18:01.83	18:04.99	1650 Free	17:05.19	17:02.21	17:30.70
1:14.68	1:13.77	1:06.09	100 Back	1:00.59	1:07.63	1:09.65
2:40.82	2:38.84	2:22.32	200 Back	2:10.55	2:25.71	2:30.06
1:27.10	1:24.57	1:15.77	100 Breast	1:07.63	1:15.48	1:18.19
3:05.61	3:02.29	2:43.33	200 Breast	2:27.38	2:44.49	2:50.39
1:13.52	1:13.03	1:05.43	100 Fly	:59.60	1:06.52	1:07.35
2:43.99	2:42.90	2:25.95	200 Fly	2:13.08	2:28.53	2:31.23
2:44.86	2:41.91	2:25.07	200 IM	2:11.54	2:26.81	2:32.07
5:45.24	5:41.37	5:06.88	400 IM	4:47.99	5:17.93	5:26.54
2:06.23	2:03.98	2:10.99	200 Fr Rel	1:39.64	1:51.21	1:54.53
4:32.48	4:27.62	3:59.78	400 Fr Rel	3:35.91	4:00.98	4:08.18
9:42.92	9:35.76	8:35.88	800 Fr Rel	7:52.98	8:47.88	9:00.55
2:20.32	2:17.97	2:03.62	200 Med Rel	1:51.08	2:03.98	2:07.24
5:03.39	4:58.31	4:27.28	400 Med Rel	4:36.31	4:29.21	4:36.31
:34.59	:33.40	:29.93	50 Back	:27.58	:30.78	:32.39
:38.39	:36.81	:32.99	50 Breast	:30.66	:34.21	:36.29
:32.39	:31.77	:28.47	50 Fly	:25.94	:28.95	:29.89

Time trials time standards are 10% over the meet qualifying time standard for each event.

400 IM and 500 Free are 15 seconds slower than Short Course qualifying times

1000 Free and 1650 Free are 30 seconds slower than Short Course Qualifying times

50 stroke events have the same qualifying times as last year

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 your Entry Fee form and check
- Bring all Parents Consent and Liability Waiver forms
- Bring all YOUR certifications (current through the meet) & a photo I.D. (not required if you have the pass issued by your group representative.)
- Do you have proof of times for each entry?
- Does your 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
- 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)

2013 YMCA Short Course National Handbook

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 NOT A CONTRACT. THE REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURED'S OBLIGATIONS UNDER SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY OTHER POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.					
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 PR				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire)
					MED. EXPENSE (Any one)
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT This must be a minimum of \$1,000,000
	X ANY AUTO				BODILY INJURY (Per person)
	ALL OWNED AUTOS				BODILY INJURY (Per accident)
	SCHEDULED AUTOS				PROPERTY DAMAGE
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE
	UMBRELLA FORM				AGGREGATE
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT
					DISEASE-POLICY LIMIT
					DISEASE-EACH EMPLOYEE
	OTHER				
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 2012-2013 Black Book)

The 2012-2013 Black Book can be found at www.ymcaswimminganddiving.org tom