
Meet Handbook

National YMCA Long Course Swimming Championship

July 29 – August 2, 2013

Georgia Institute of Technology Aquatics Center

Georgia Institute of Technology

Atlanta, GA

www.ymcaswimminganddiving.org



UPDATES

Date	Page(s) Changed	Change Made
7/8/2013	39	Corrected error in qualifying time for Men's 50M free

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NEW THIS YEAR

- The parade theme is “Under the Sea”.
- During the online entry process, only coaches who are registered and have had their credentials verified by their group rep will be eligible to request a deck credential. When a team requests deck credentials for assistant coaches during the online entry process, the head coach may pick up the deck credentials for these coaches at registration. This eliminates the need for all coaches to come to registration.
- In order to reduce delays at Registration on July 29th, during the hours of 9:00 AM to 11:00 AM please honor these designated time periods:
 - 9:00 AM – 9:30 AM – Only teams from the South
 - 9:30 AM – 10:15 AM – Only teams from the East
 - 10:15 AM – 11:00 AM – Only teams from the Mid-West or West
 - 11:00 AM – Noon – Any team
 - 12:30 PM – 3:00 PM – Any team
- We will accept Credit Cards during normal Registration on July 29. Credit cards cannot be accepted during any registration after July 29.
- We are allowing Additional Entries for the 2013 Long Course Championship after the published meet entry deadline date of July 22, 2013.
 - The additional individual entries are only allowed from meets contested between July 22nd and July 28th.
 - 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 Bob Turner at bturner623@comcast.net no later than July 22, 2013
 - 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 28 at 5:00 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 a total of two for the meet.
- To control the length of a time trial session, we will limit the number of entries which will be accepted for a session. Our goal will be complete time trials by 2:45 PM each day.
- Should weather or other exceptional circumstances delay time trials, we reserve the right to terminate the time trial session if it will run past 3:00 PM. This is necessary to insure an orderly transition to the evening Finals Session.

- Time trial entries will not be accepted on a flash drive at the time trial desk. If you wish to automate your entries, please use the online entry process for time trials.
- Coaches meeting and Coaches Association meeting will be held in the nearby Student Center Theater on Monday from 3:30 PM to 4:30 PM. See Appendix F for directions to the Student Center.
- New Coaches meeting will be held in the Student Center Theater on Monday, July 29 from 2:30 PM to 3:15 PM. See Appendix F for directions to the Student Center.
- There will be a meeting of Officials who are working their first YMCA LC National Championship on Monday, July 29 at 3:15 PM in CRC Room 147.
- There will be two training sessions on several features of the New Registration System offered for our Official Trainers.
- Similar to the new procedure implemented at the Short Course meet, awards will be presented immediately after the Championship heat of each event, except for the 50 meter events. The awards for the 50 meter events will be presented immediately after the men's Championship heat of the event.
- In response to a suggestion from last year's meet survey, spectators attending the Tuesday evening finals session ONLY to see the opening ceremonies will be admitted for free. These spectators will be given a special wrist band which allows them access to a separate section in the stands. Spectators in this section will be asked to leave after the opening ceremonies are complete.
- A florist will have a variety of flowers available for purchase in the lobby area from 4:00 PM until the conclusion of the evening session on Tuesday through Friday evenings.

IMPORTANT INFORMATION

KEY DATES

Monday	July 22, 2013 at 05:00 PM EDT	Championship Entry Submission Deadline
Monday	July 22, 2013	Hotel Online Reservations End
Tuesday	July 23, 2013	Notification to Teams selected for Proof of Times
Wednesday	July 24, 2013 at 05:00 PM EDT	Faxed Entry Forms Deadline
Wednesday	July 24, 2013	Notification to Teams of Timer Requirements
Thursday	July 25, 2013	Deadline for Officials Pre-registration
Thursday	July 25, 2013	Deadline for Advance Wristband Purchases
Friday	July 26, 2013 at 05:00 PM EDT	Time Trials Online Entry Submission Ends
Friday	July 26, 2013	Entry Fee Online Payment Ends
Sunday	July 28, 2013 at 5:00 PM EDT	Additional Entry Submission Deadline
Monday	July 29, 2013 at 08:30 AM EDT	Pre-Meet Check-in/Registration Begins
Monday	July 29, 2013 at 05:30 PM EDT	Prelims Begin (1500M)

KEY MEET CONTACTS

Meet Director	Bob Turner	bturner623@comcast.net
Officials	Jim O'Neill	swimjim0430@gmail.com
Hotels	Jessica Chapman	jchapman@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	Jim Ryan	JRyan@ymcade.org

CHAMPIONSHIP MEET COMMITTEE

Bob Turner – Meet Director
Tom Jantzen – Assistant Meet Director
John Mendell – Assistant Meet Director and Help Desk Operations
Joel Black – Meet Referee
Jack Caucino – Coaches Representative
Ben Creekmore – Athlete Representative, Brandywine YMCA, Delaware
Bob McDowell – Announcer & MC for Special Events
Ed Miller – Deck Referee
Claudia Multer – Technology
John Richards – Chairperson, National Advisory Committee
Carolyn Ryan – Tickets, Programs
Jim Ryan – YMCA Representative, USA Swimming Board of Directors
Susan Smith – Travel Assistance, Late Registration
Donna Turner – Awards
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 147
- New Coaches Meeting – Student Center Theater (See Appendix F)
- Coaches Meeting – Student Center Theater (See Appendix F)
- Officials Meeting – Campus Recreation Center Room 147
- 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 147
- 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 27, 2013

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 28, 2013

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

Monday, July 29, 2013 – Day 1

6:00 AM Pool Opens for Practice – to 4:30 PM
9:00 AM Team Registration – to 3:00 PM; CRC Room 251
9:00 AM – 9:30 AM – Only teams from the South
9:30 AM – 10:15 AM – Only teams from the East
10:15 AM – 11:00 AM – Only teams from the Mid-West or West
11:00 AM – Noon – Any team
Noon – 12:30 PM – Lunch Break
12:30 PM – 3:00 PM – Any team
Scratch Box is open during Registration
9:00 AM Officials Registration – to 3:00 PM; CRC Room 147
9:00 AM Time Trial Registration – to 3:00 PM; CRC Room 251
9:00 AM Wristband/Heat Sheet Sales – to 6:00 PM
2:00 PM Scratch Box Closes for Day 1 events (1500 Freestyle)
2:30 PM New Coaches Meeting – Student Center Theater
3:15 PM Meeting of Officials working their first YMCA LC National Championship – CRC Room 147
3:30 PM Coaches Meeting – Student Center Theater
Coaches Association Meeting following the Coaches Meeting
4:00 PM Meeting of all Meet Deck Officials – CRC Room 147
4:30 PM Scratch Box Closes for Day 2 events
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
5:30 PM Registration – to 7:30 PM; CRC Room 251

Tuesday, July 30, 2013 – Day 2

6:00 AM Pool Opens for Warm-up
7:00 AM Registration – to 11:00 AM; CRC Room 251
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; CRC Room 251
5:00 PM Time Trial Registration – to 6:00 PM
5:00 PM Opening Ceremonies

5:45 PM Swimming Finals

Wednesday, July 31, 2013 – Day 3

6:00 AM Pool Opens for Warm-up
7:00 AM Registration– to 11:00 AM; CRC Room 251
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; CRC Room 251
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, August 1, 2013 – Day 4

6:00 AM Pool Opens for Warm-up
7:00 AM Registration – to 11:00 AM; CRC Room 251
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; CRC Room 251
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, August 2, 2013 – Day 5

6:00 AM Pool Opens for Warm-up
7:00 AM Registration – to 11:00 AM; CRC Room 251
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))

Principles of YMCA Competitive and Diving – Sunday, July 28, 1:00 PM – 6:00 PM – Marriott Marquis Hotel
Swim Officials Trainer Training – Sunday, July 28, 6:00 PM – 8:00 PM –Marriott Marquis Hotel
– Monday, July 29, 8:30 AM – 1:30 PM - CRC Room 134
Swim Officials Level I Training – Monday, July 29, 9:00 AM – 1:00 PM – CRC Room 134
Swim Officials Level II Training – Monday, July 29, 9:00 AM – 1:00 PM - CRC Room TBA
New Registration System Training – Creating and Managing a Class
– Monday, July 29, 9:00 AM – 10:00 AM – CRC TBA
– Monday, July 29, 12:30 PM – 1:30 PM - CRC TBA
New Registration System Training – Closing a Class
– Monday, July 29, 10:30 AM – 11:30 AM – CRC TBA
– Monday, July 29, 2:00 PM – 3:00 PM – CRC TBA
Facilitation Skills Training – Tuesday, July 30, 8:00 AM – 4:00 PM – TBA

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

Times

An athlete must achieve the minimum qualifying time standard for each National Championship Meet event in which he/she enters. Qualifying times can be found in Appendix A. 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.

YMCA Membership

As stated in current Black Book and The Rules that Govern.

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

Not allowed, 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.

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
- 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)

As stated in current Black Book

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 28 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 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 26 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 22nd, 2013 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-tekLtd.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=2013LC.

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=2013LC.

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 24, 2013.	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 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 checkin.
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Meet entry will close at 5:00 PM EDT on Monday, July 22, 2013. Absolutely NO entry will be accepted after July 22nd, 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=2013LC 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 2013 Long Course Championship after the published meet entry deadline date of Monday, July 22, 2013. **The additional individual entries will only be allowed from meets contested between July 22nd and July 28th.** 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 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 Bob Turner at bturner623@comcast.net no later than July 22, 2013.
- Competition contested using automatic timing

In addition_(for all meets)

- Teams must have already registered in the 2013 Long Course Championship by the meet entry deadline date of July 22, 2013.
- New swimmers who qualify from meets held between July 22nd and July 28th 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 22nd to July 28th).
- 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 28 at 5:00 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 at the time of registration.

FEES

Competition Fees

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

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 26, 23:59 PM EDT
- At meet registration by credit card, check or cash. Make checks payable to: **YMCA of the USA-2013 Long Course**. CREDIT CARDS CAN ONLY BE ACCEPTED ON SITE ON JULY 29.

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 in Room 251.

This registration process is for every head coach and any assistant coach who was not registered during the online entry process. When a team requests deck credentials for assistant coaches during the online entry process, the head coach may pick up the deck credentials for these coaches at registration. This eliminates the need for all assistant coaches to come to registration.

In order to reduce delays at Registration, during the hours of 9:00 AM to 11:00 AM please honor the designated time periods.

Monday, July 29 th	9:00 AM – 9:30 AM – Only teams from the South 9:30 AM – 10:15 AM – Only teams from the East 10:15 AM – 11:00 AM – Only teams from the Mid-West or West 11:00 AM – Noon – Any team Noon – 3:00 PM – Any team 5:30 PM – 7:30 PM – Any team
Tuesday thru Thursday, July 30 th – August 1 st	7:00 AM – 11:00 AM 5:00 PM – 6:00 PM
Friday, August 2 nd	7:00 AM – 11:00 AM

Coaches' packets will only be available for the Head Coach named during the entry process. 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, the head coach must present a Photo ID. 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 gifts in the designated area. Scratch and relay cards will also be available at the Proof of Times table.

For any coach not registered during the online entry process, to receive a deck credential they must present 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 22 – July 28)
- 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 23, 2013 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 22 – July 28)
- 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, 2012 and prior to September 1, 2012, all of the swimmers who achieved this time must be eligible to compete at 2013 Long Course Nationals.
- Any relay time achieved between September 1, 2012 and the entry deadline (July 22, 2013) 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 22, 2013). 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 22 to July 28).

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 Jim Ryan at 2:30 PM on Monday, July 29th 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 Jim Ryan at JRyan@ymcade.org by July 26.

COMPETITION

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 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 29th. 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 29th.

For the preliminary events on Day 2 – 4:30 PM on Monday, July 29th.

For the preliminary events on Day 3 – 1:00 PM on Tuesday, July 30th.

For the preliminary events on Day 4 – 1:00 PM on Wednesday, July 31st.

For the preliminary events on Day 5 – 1:00 PM on Thursday, August 1st.

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
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101	102	1500 Freestyle* (all heats)
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Tuesday (finals start at 5:45 PM)

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

Thursday (finals start at 5:30 PM)

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

Wednesday (finals start at 5:30 PM)

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

Friday (finals start at 5:30 PM)

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

Participants with 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 800 Meter Freestyle will be a “timed final” event; all except the fastest heat to be swum during prelims. Heats for these events will be contested fastest to slowest

*** The 800 Meter Freestyle Relay will be a “timed final” event; 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. 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.

Initial Splits

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 & Swimmers

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 athlete 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

Georgia Tech Aquatic Center personnel will be available to handle Emergencies 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.

Any coach, athlete or official who recognizes an emergency situation should immediately inform Georgia Tech Aquatic Center personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

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.

To control the length of a time trial session, we will limit the number of entries which will be accepted for a session. Our goal will be complete time trials by 2:45 PM each day.

Should weather or other exceptional circumstances delay time trials, we reserve the right to terminate the time trial session if it will run past 3:00 PM. This is necessary to insure an orderly transition to the evening Finals Session.

Each swimmer is limited to entering a total of two time trial events during the entire meet. 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.
- 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-2013 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 9:00 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.*

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: swimjim0430@gmail.com

Postal: Jim O'Neill, 49 Mountain Ave. Rockaway, NJ 07866

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

Timer Requirements

In the past, timing responsibilities were handled by YMCA certified officials. However, due to the difficulty in attracting enough volunteer officials in recent years, it may be necessary to solicit volunteer timers. If this becomes necessary, timing assignments will be made based on the number of swimmers entered in the meet by the larger YMCAs. In such a case, the selected YMCAs will be notified by Wednesday, July 24th 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 147 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 147 at 4:00 PM on Monday, July 29th. The meeting will last approximately 1 hour.

First time national officials should also attend a new officials meeting at 3:15 PM on Monday, July 29 in Campus Recreation Center Room 147.

Attire

The uniform for the Preliminaries will be the appropriate colored meet shirt (provided by meet committee) and blue 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 blue 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

Official's Classes

Various training classes will be offered for officials (and trainers) at the meet. The classes to be offered are:

Swim Officials Trainer Training – Sunday, July 28, 6:00 PM – 8:00 PM –Marriott Marquis Hotel

– Monday, July 29, 8:30 AM – 1:30 PM - CRC Room 134

Swim Officials Level I Training – Monday, July 29, 9:00 AM – 1:00 PM – CRC Room 134

Swim Officials Level II Training – Monday, July 29, 9:00 AM – 1:00 PM - CRC Room TBA

New Registration System Training – Creating and Managing a Class

– Monday, July 29, 9:00 AM – 10:00 AM – CRC TBA

– Monday, July 29, 12:30 PM – 1:30 PM - CRC TBA

New Registration System Training – Closing a Class

– Monday, July 29, 10:30 AM – 11:30 AM – CRC TBA

– Monday, July 29, 2:00 PM – 3:00 PM – CRC TBA

Facilitation Skills Training – Tuesday, July 30, 8:00 AM – 4:00 PM – TBA

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. The top team for men, women and combined also receives a banner.

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 be immediately after the Championship heat of each individual event, except for the 50 meter events. The awards for the 50 meter events will be presented immediately after the men's Championship heat of the event.

After swimming their heat, athletes should gather their belongings and report to the awards staging area.

Award Presentations will not wait for all swimmers to report.

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.

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 25, 2013.

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.

Spectators attending the Tuesday evening finals session ONLY to see the opening ceremonies will be admitted for free. These spectators will be given a special wrist band which allows them access to a separate section in the stands. Spectators in this section will be asked to leave after the opening ceremonies are complete.

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 29th, 8:30 AM – Noon and 12:30 PM – 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 30th, 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 31st – August 2nd 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/displaypage.asp?Cat=2013LC> . 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.

Athletes

Swimmers will be admitted to the pool area by bag tag that will be issued at time of registration. These bags 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. 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.

Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Chairs

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

Additional Athlete Locker Rooms

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.

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> 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 29-August 2 (unlimited re-entry)
- **Note, these fees are subject to adjustment on July 1, 2013**
- 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 are 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 29- August 2, 2013 Qualifying Time Standards

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

Women				Men		
25 Y	25 M	50 M		50 M	25 M	25 Y
Course	Course	Course	Senior (12 and Over)	Course	Course	Course
:24.99	:27.89	:29.09	50 Free	:26.29	:24.87	:22.29
:53.99	1:00.25	1:03.19	100 Free	:57.69	:54.45	:48.79
1:55.99	2:09.45	2:16.29	200 Free	2:05.69	1:57.95	1:45.69
5:09.39	4:30.68	4:42.59	400 (500) Free	4:25.99	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	##	##	##
1:00.09	1:07.06	1:11.59	100 Back	1:05.99	1:01.48	:55.09
2:09.39	2:24.40	2:33.79	200 Back	2:23.39	2:12.46	1:58.69
##	##	##	50 Breast	##	##	##
1:08.89	1:16.88	1:22.19	100 Breast	1:14.19	1:08.62	1:01.49
2:28.49	2:45.72	2:56.29	200 Breast	2:41.79	2:29.54	2:13.99
##	##	##	50 Fly	##	##	##
:59.49	1:06.39	1:10.09	100 Fly	1:02.99	1:00.14	:53.89
2:12.69	2:28.09	2:37.19	200 Fly	2:24.19	2:15.03	2:00.99
2:11.89	2:27.19	2:34.49	200 IM	2:23.09	2:13.47	1:59.59
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	1:58.99	200 Free Relay	1:48.79	1:41.10	1:30.59
3:37.99	4:03.29	4:14.89	400 Free Relay	3:52.29	3:39.07	3:16.29
7:48.99	8:43.42	9:12.19	800 Free Relay	8:29.99	7:59.89	7:09.99
1:52.39	2:05.43	2:13.49	200 Medley Relay	* 2:03.49	1:52.71	1:40.99
4:02.99	4:31.19	4:48.69	400 Medley Relay	* 4:23.39	4:04.74	3:39.29

* 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 2013)

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	:31.99	50 Free	:28.91	:27.36	:24.51
:59.38	1:06.28	1:09.50	100 Free	1:03.45	:59.89	:53.66
2:07.58	2:22.64	2:29.91	200 Free	2:18.25	2:10.48	1:56.25
5:25.99	4:47.08	4:57.99	400 (500) Free	4:40.99	4:26.95	5:02.99
N/A	N/A	N/A	800(1000)Free	N/A	N/A	N/A
N/A	N/A	N/A	1500 (1650) Free	N/A	N/A	N/A
N/A	N/A	N/A	50 Back	N/A	N/A	N/A
1:06.09	1:13.89	1:18.74	100 Back	1:12.58	1:07.75	1:00.59
2:22.32	2:38.84	2:49.16	200 Back	2:37.72	2:25.71	2:10.55
N/A	N/A	N/A	50 Breast	N/A	N/A	N/A
1:15.77	1:24.69	1:30.40	100 Breast	1:21.60	1:15.48	1:07.63
2:43.33	3:02.91	3:13.91	200 Breast	2:57.96	2:44.49	2:27.38
N/A	N/A	N/A	50 Fly	N/A	N/A	N/A
1:05.43	1:13.02	1:17.09	100 Fly	1:09.28	1:06.52	:59.60
2:25.95	2:42.90	2:52.90	200 Fly	2:38.60	2:28.53	2:13.08
2:25.07	2:41.91	2:49.93	200 IM	2:37.39	2:26.82	2:11.54
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 NOT A CONTRACT. THE POLICY PERIOD, 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 DESCRIBED HEREIN 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)	LIMIT
	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 acci
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$1,000,000
	X ANY AUTO				BODILY INJURY (Per person)
	ALL-OWNED AUTOS				BODILY INJURY (Per accident)
	SCHEDULED AUTOS				PROPERTY DAMAGE
	HIRED AUTOS				EACH OCCURRENCE
	NON-OWNED AUTOS				AGGREGATE
	GARAGE LIABILITY				
	EXCESS LIABILITY				STATUTORY LIMITS
	UMBRELLA FORM				EACH ACCIDENT
	OTHER THAN UMBRELLA FORM				DISEASE-POLICY LIMIT
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				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					

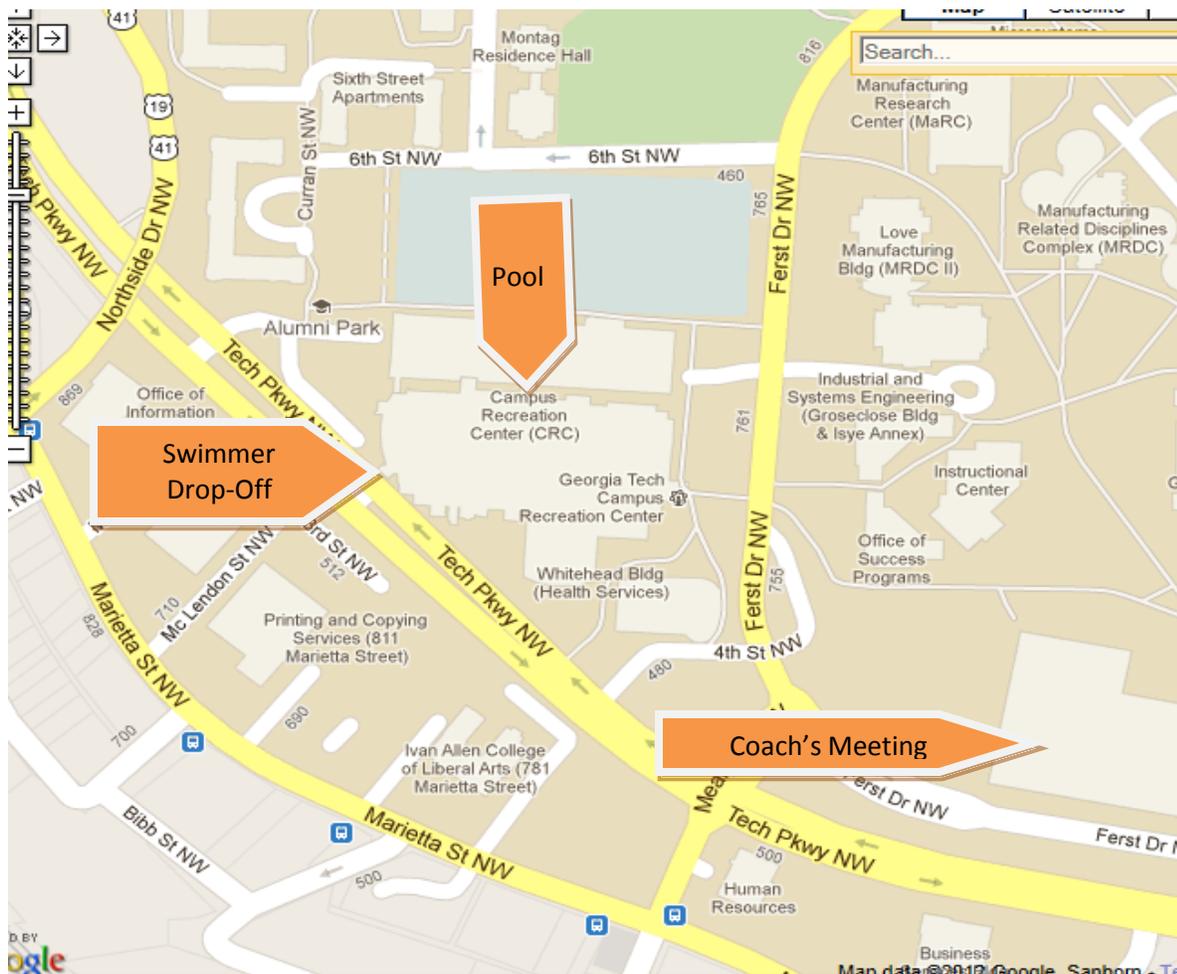
APPENDIX E - ELIGIBILITY (COPY OF THE 2011-2013 BLACK BOOK)

The 2011-2013 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 Student Center Theater . Directions from Pool to the Student Center Theater:
 - 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 to the Student Center
 - The Theater will be on the first floor, opposite the Pizza Hut
- 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.