



Agenda

Coaches Meeting

2013 YMCA Long Course

National Championship

July 29, 2013

3:30 P.M.

Introductions:

Bob Turner – Meet Director
Tom Janszen – Assistant Meet Director
John Mendell – Assistant Meet Director and Help Desk
Joel Black – Meet Referee
Bob Johnson – Administrative Referee
Tom Warrick – Meet Operations
Jack Caucino – Coaches Representative
Dave Williams – Associate Director Aquatics, Georgia Tech
Jim Weaton – National Director of Events, YMCA of the USA

General Information

- Credentials or bag tags are required to be displayed in order to gain admission onto the pool deck. Please have your swimmer notify the Help Desk if a bag tag is lost or misplaced.
- We ask that only officials and swimmers preparing for an event stand in the area in front of the chairs behind the blocks.
- First Aid/Emergency Room is directly behind the Help Desk.
- Chairs are not allowed on Pool Deck during the meet.

Opening Ceremony - Parade of Swimmers and Officials

- Parade is Tuesday night at 5:00 PM.
- Assembly for parade will be in first floor hallway at 4:45 PM
- During Opening Ceremonies athletes are not permitted on starting blocks or diving boards
- Coaches are asked to review parade protocol and expected behavior with their athletes

Hospitality

- Room 134 and sitting area outside Room 134 are reserved for Coaches and Officials ; Please keep your athletes outside these areas.
- 6 AM – 10 AM Coffee and Continental Breakfast
- 11 AM – 2 PM Lunch
- 5 PM – 7 PM Evening Reception
- Bottled water in Coolers is for Coaches and Officials; Water for Athletes will be available in coolers on deck.

Help Desk

- The Help Desk is located on the pool deck outside the First Aid room.
- John Mendell will be available to answer questions that are not concerned with rule interpretations.
- All forms will be available at the help desk.

Heat Sheets

- Will be posted outside the Hospitality Room and on our website at approximately 2:30 PM for the next day's prelims.
- Individual copies will be available at ~6:00 AM each morning at the Help Desk.

Lost and Found

- Articles of clothing including towels and swim aides (kickboards, goggles, flip flops, etc.) are kept at the lifeguard office located on the pool deck.
- All electronic devices and personal effects with sensitive information (phones, iPods, ear buds, wallets, purses, back packs, etc.) are taken to the Member Services desk where they are logged into Georgia Tech's lost and found data base.

Warm-ups

- Please follow the procedure pertaining to warm-ups including entering feet first (NO DIVING) except in designated sprint lanes.
- Warm-ups will be supervised by Coaches and Life Guards.
- Transition to the Specific Warm-up will be monitored by a Referee and a Starter
- The DIVING WELL will be open during all warm-ups and preliminaries, time trials and final sessions; Coaches MUST monitor their swimmers; NO DIVING allowed.
- Everyone should demonstrate the YMCA's core values of caring, respect, sharing and responsibility during warm-ups.

Pool Cleared

- Please clear the pool when requested.
- No swimmers permitted in the competition pool during opening ceremonies and awards.

Rules

- Current USA-Swimming Rules are in effect.
- Declared false starts should be made known to the Deck Referee before a heat or swim-off is officially announced. A declared false start counts towards the maximum number of events allowed to be entered by each swimmer.
- No recall rule for false starts is in effect (dual confirmation is required).
- Dual confirmation is required for all relay take-offs.
- Special Needs athletes should be identified by the swimmer or their coach to the appropriate Deck Referee before any competitive swim.
- This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS, as long as you have included USA-S ID numbers with your entries.

Heat Starts

- Swimmers are individually responsible for being ready to swim.
- There will be no marshalling of swimmers.

- The start time listed in the Heat Sheet is only an approximate time.
- Odd numbered heats will start at warm-up pool end of the competition pool.
- Even numbered heats will start at scoreboard end of the competition pool.
- EXCEPTIONS:
 - All heats of 50M events will start at scoreboard end of the competition pool.
 - All heats of 800M and 1500M individual freestyle events will start at the warm-up pool end of the competition pool.
 - All heats of 200M and 800M relay events will start at warm-up pool end of the competition pool.
- There will be NO breaks prior to relays and distance events. Swimmers must be at the blocks ready to swim immediately following the preceding event.

Participation

- If there is an empty lane, the competitor's name will be announced twice. Once the official starting procedure for a heat or event begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- 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 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.
- Failure to compete in a Finals Event from which the swimmer has not scratched shall disqualify the swimmer from the remainder of the meet.

Scratch Table

- A contestant is assumed entered unless they are formally scratched.
- Scratch Cards are available at the Scratch Table or Help Desk.
- The Scratch/Relay Table will be located behind the Championship Course in Room 143 off the deck (Computer Room). We will have a sign posted.
- Coaches will need a scratch card for each event but may enter multiple swimmers on that card.
- Once a Scratch Card has been given to the Scratch Table, a swimmer is officially scratched.
- The Scratch Table will be officially closed as follows:
 - Monday– at 4:30 P.M. for Tuesday's Preliminary events.
 - Tuesday through Thursday – at 1:00 PM for the following day's events.
 - For all Finals events, the Scratch Desk closes 30 minutes after the results of the last preliminary qualifying event are announced.

Relay Events

- Coaches may pick up Relay Cards at the Relay/Scratch Table or Help Desk.
- Relay Cards must be presented to the Relay Table 15 minutes before the scheduled start of the relays for that day.
- Relay swimmers will no longer be required to present a copy of their Relay Card to the head lane timer prior to the race. However, the lane timer will confirm the relay swimmers' names from the lane timer sheets.
- On the last day of the meet, Relay Cards for the 200M Freestyle Relay must be turned in to the Relay Table before 8:15 AM.
- All relays qualifying for Finals must file a second Relay Card. Copies may be picked up at the Relay/Scratch Table or Help Desk.

- Relay changes may be declared by submitting a new relay card of a different color (available at the Help Desk) prior to the start of the relay's heat to the appropriate Deck Referee.

Distance Events

- The 1500M Freestyle will be a "timed final" event.
 - All heats to be swum on Monday evening
 - Heats will be contested fastest to slowest alternating Women's and Men's heats.
- The Women's 800M Freestyle will be contested on Wednesday of the meet and the Men's 800M Freestyle will be contested on Friday.
 - These will be a "timed final" events, all except the fastest heat to be swum during prelims.
 - Heats for these events will be contested fastest to slowest.
 - The fastest seeded heats will be the first event of the final session Wednesday for the Women and first event of final session Friday for the Men.
- Please have a person ready to count for your swimmer in 800M and 1500M freestyle events.
- 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.

Initial Times

- Times for Lead-off swimmers in relays will be automatically entered into the SWIMS database, no request is necessary.
- If you need a time for an initial distance in a longer event, please obtain the Initial Times Request form from the Help Desk and return to the appropriate Deck Referee before the event is swum. The Deck Referee will be responsible for placing additional timers on the lane to record the time over the initial distance.

Scoreboard

- Any results displayed on the Scoreboard are unofficial.

Results

- Results will be posted on the wall in the hall outside of the hospitality room, on the wall under the scoreboard and on the bulletin boards outside of the spectator seating.
- Results will be posted on our website.
- Problems? See the Deck Referee or Meet Referee.

Bios

- Please pickup form from Help Desk, fill it out and return to the Help Desk by the completion of morning preliminary events.
- Only required for the A Finals heat
- We are using the simplified BIO form introduced at Short Course.

Finals

- C final and B final will immediately precede an A final for all individual events with the exception of the 800M and 1500M freestyle.
- The A final for all individual events will parade to the starting blocks from the staging area.
- B final will immediately precede an A final for all relays.

Award Ceremonies

- 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.
- 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.
- 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 after the men's relays and before the team trophies.
- After completion of their race, athletes in the Consolation and Championship heats should gather their belongings and report immediately to the awards staging area (in corner at scoreboard end of pool next to outside wall). Awards will be presented promptly. Should there be a potential significant delay in determining the finalist results due to disqualifications or possible timing system problems, 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.
- All award winners MUST wear apparel that is appropriate. Team apparel is preferred (e.g. team warm-up jacket). No caps, towels or water bottles are permitted on the award stand.
- The medal or ribbon presented on the award stand will have a blank label where name and time can be hand written. The official printed label for medals and ribbons can be picked up at the Help Desk. They will be available for pickup approximately 15 minutes after the pertinent award presentation and will be retained at the Help Desk for pickup through the last day of the meet.

Protests

- Any protest must be submitted on a form provided at the Help Desk to the Meet Referee within 30 minutes after the conclusion of the race in question.
- Questions as to the application of rules may only be brought to the attention of the Meet Referee.
- Any problem with the conduct of the Meet should be brought to the attention of the Meet Committee.

Time Trials

- We have changed the number of time trial events a swimmer can enter to a total of two for the meet.
- Cost is \$10 per event.
- 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.
- Please submit Time Trial entries at the Time Trial Desk located on the pool deck outside of the computer room.
- Psych sheet will be posted each day at ~11:00 AM and an announcement made asking coaches to review their time trial entries for today.
- Errors in Time Trial entries should be reported to Time Trial Desk promptly; approximately 30 minutes after posting 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.

- A late entry may be added to Time Trials by the Time Trial referee only under the following conditions:
 - The coach must make the entry
 - The swimmer must have competed in the event earlier in the same day
 - There must be an empty lane available as events will not be reseeded once posted.
- All heats of Time Trials will start at the warm-up pool end of the competition pool.
- Coaches will be able to access Time Trial information on Meet Mobile. Coaches may view the psych sheet for free. However, once the Time Trial is officially seeded, there will be a \$1.99 access charge (which covers every day of Time Trials) to view the heat sheets.
- There will be a general announcement when printed Time Trial heat sheets are available at the Help Desk.

Meet Evaluation

- Please help us by completing the online Meet Evaluation which will be posted on our website after the meet.

Questions / Concerns

- See:
 - Joel Black, the Meet Referee
 - John Mendell at Help Desk
 - Jim Ryan in Spectator Area
 - Bob Turner, the Meet Director