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# *Meet Handbook*

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*National YMCA Long Course Swimming Championship*

*July 28 – August 1, 2014*

*IU Natatorium*

*Indiana University Purdue University Indianapolis*

*901 W New York St*

*Indianapolis, IN*

[www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)



## UPDATES

Date	Page(s) Changed	Change Made
6/21/2014	7, 9, 11, 47	Updated location of Coaches Meeting
6/21/2014	29	Updated Facility Evacuation Plans
6/21/2014	7, 33	Updated Officials' attire for Finals sessions
6/21/2014	38-39	Updated Parking Costs

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## REMINDERS AND NEW THIS YEAR

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The parade theme is "Christmas in July."

### **Eligibility**

- During the online entry process, only coaches who have completed the annual online YMCA coach registration by July 1, 2014 and have had their certifications verified by their Group Representative will be eligible to request a deck credential.
- If a coach is unable to request a deck credential during the online entry process, the coach will need to come in person to Check-In, show his/her valid certifications and pay a deck credential fee of \$60.

### **Entry Information**

- Enter each athlete with his/her **fastest** long course meters qualifying time that was achieved during the meet qualification period. For both individual and relay events, non-conforming times (short course meters or short course yard times) are to be used *ONLY* if the athlete(s) does not have a long course meter time that qualifies for the meet.
- *NEW* - During the online entry process, the team will have the opportunity to purchase weekly parking passes for a limited number of vehicles and to become a Sponsor for the Championship.
  - Teams will be permitted to purchase one weekly parking pass for each pre-registered coach up to a max of three parking passes per team.
  - Teams traveling by bus may purchase one weekly bus parking pass for a street level lot on campus.
  - Weekly parking passes will only be available to be ordered during the online entry process. See page 38.
- We are allowing Additional Entries for the 2014 Long Course Championship after the published meet entry deadline date of July 21, 2014. **The additional individual entries will only be allowed from sanctioned USA-Swimming meets contested between July 21<sup>ST</sup> and July 27<sup>th</sup>** Additional Entries must be submitted using the normal online entry process by July 27 at 5:00 PM EDT. See Page 19.

### **Coaches Check-In**

- We will accept Credit Cards during Check-In on July 28. Credit cards cannot be accepted during any Check-In after July 28.

### **Competition**

- *NEW* – Order of Events. See Page 26.

### **Relay Check-In procedure**

- *NEW* – Teams will not need to file a relay form for prelims if the same swimmers who were entered during the online entry process will swim in prelims in the same order as entered. If the swimmers in prelims are different than the swimmers entered online (or in a different order), then a relay form must be filed.
- *NEW* – Teams qualifying for finals will not need to file a relay form for finals if the same swimmers who swam in prelims will swim in finals in the same order. If the swimmers in finals are different than the swimmers in prelims (or in a different order), then a relay form must be filed.

- Last minute 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.
- *NEW* – Relay cards for prelims must be turned in 60 minutes prior to the event. See Page 27.

#### ***Time Trials***

- An athlete may enter a total of two Time Trial events for the meet. Limit one per day. See Page 31.
- The number of Time Trial entries will be limited so that each Time Trial session will be seeded to complete by 2:45 PM each day.
- Should weather or any 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.

#### ***Awards***

- *NEW* – The Women's 1500 award will be presented Tuesday evening immediately after the completion of the women's 100 Butterfly event and the Men's 1500 award will be presented Tuesday evening immediately after the completion of the men's 100 Butterfly event. See Page 35.
- Awards will be presented immediately after the A final heat of each event, except for the 50 meter events, which will be presented immediately after the men's A final heat of the event. See Page 35.

#### ***Safety and Emergency Procedures***

- *NEW* – National Y Sports Concussion policy and forms to be submitted. See Page 29.
- *NEW* – During warm up times, athletes may enter ONLY from one end of the pool and are asked to use a three-point entry. See Page 29.

#### ***Officials***

- *NEW* – Change in uniforms for the finals sessions each evening. We will continue to wear our navy pants, while ladies have the option to wear navy capris. As for shirt tops, in lieu of white golf shirts, we will wear a short sleeve, light blue, button down, Oxford cloth shirt.
- There will be a meeting of Officials who are working their first YMCA LC National Championship on Monday, July 28 at 3:15 PM in the Officials room.
- The general Officials briefing session will occur at 4:00 pm on Monday, July 28 in the Officials Room.

#### ***Coaches Meetings***

- New Coaches meeting will be held in the Lecture Hall Room 102 on Monday, July 28 from 2:30 PM to 3:15 PM.
- Coaches meeting and Coaches Association meeting will be held in the Lecture Hall Room 102 on Monday from 3:30 PM to 4:30 PM.

#### ***Miscellaneous***

- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged (USA-S Rule 202.2.9I and USA-S Rule 202.4.6F)
- 2015 is the last year for the "old" YMCA logo. Everyone must be in compliance by December 2015. Beginning in 2016, banners with old logos will not be hung in the swimming venues.
- The 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. Please be careful not to block the view of the spectators.
- Weekly parking passes ordered online will be available for pickup at the Natatorium beginning Sunday, July 27.

## IMPORTANT INFORMATION

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### KEY DATES

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Friday	June 13, 2014	Hotel Online Reservations End
Monday	July 21, 2014 at 05:00 PM EDT	Championship Entry Submission Deadline
Tuesday	July 22, 2014	Notification to Teams selected for Proof of Times
Wednesday	July 23, 2014 at 05:00 PM EDT	Faxed Entry Forms Deadline
Wednesday	July 23, 2014	Notification to Teams of Timer Requirements
Thursday	July 24, 2014	Deadline for Officials Pre-registration
Thursday	July 24, 2014	Deadline for Advance Wristband Purchases
Friday	July 25, 2014 at 05:00 PM EDT	Time Trials Online Entry Submission Ends
Friday	July 25, 2014 at 23:59 PM EDT	Entry Fee Online Payment Ends
Sunday	July 27, 2014 at 5:00 PM EDT	Additional Entry Submission Deadline
Monday	July 28, 2014 at 09:00 AM EDT	Pre-Meet Check-in/Registration Begins
Monday	July 28, 2014 at 05:30 PM EDT	Prelims Begin (1500M)

### KEY MEET CONTACTS

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Meet Director	Bob Turner	<a href="mailto:bturner623@comcast.net">bturner623@comcast.net</a>
Officials	Jim O'Neill	<a href="mailto:swimjim0430@gmail.com">swimjim0430@gmail.com</a>
Hotels	Jessica Chapman	<a href="mailto:jchapman@cmc-associates.com">jchapman@cmc-associates.com</a>
Coaches Rep	Chad Onken	<a href="mailto:chad.onken@ymcatriangle.org">chad.onken@ymcatriangle.org</a>
Insurance	Robin Lee	<a href="mailto:robin.lee@ymca.net">robin.lee@ymca.net</a>
Meet Entries	Tom Warrick	<a href="mailto:twarrick@comcast.net">twarrick@comcast.net</a>
New Coaches	Jim Ryan	<a href="mailto:JRyan@ymcade.org">JRyan@ymcade.org</a>

### CHAMPIONSHIP MEET COMMITTEE

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Bob Turner\* – Meet Director  
Tom Janszen – Assistant Meet Director  
John Mendell\* – Assistant Meet Director and Help Desk Operations  
Joel Black – Meet Referee  
Megan Burns – Athlete Representative, Ridley YMCA, Pennsylvania  
Meredith Griffin\* – Group Leader for YMCA Swimming  
Bob McDowell – Announcer & MC for Special Events  
Ed Miller\* – Deck Referee, Training Classes  
Claudia Multer – Technology  
Chad Onken – Coaches Representative  
Henry Rogatz – Athlete Representative, Brandywine YMCA, Delaware  
Carolyn Ryan – Wristbands, Heat Sheets  
Jim Ryan\* – YMCA Representative, USA Swimming Board of Directors  
Susan Smith – Travel Assistance, Late Check-In  
Donna Turner – Awards  
Tom Warrick – Meet Operations  
Jim Weaton – National Director of MSPS Events, YMCA of the USA

\*Denotes Eligibility Committee Member



## FACILITIES COORDINATORS – IU Natatorium

Michael Howe, Executive Director  
Ed Merkling, Assistant Director  
Keith Dollard, Operations Manager  
David Thibodeau, Technology Support

## MEETING AND EVENT LOCATIONS – Pre-Meet

<b>Meeting/Event</b>	<b>Date</b>	<b>Times</b>	<b>Location</b>
Parking Pass Pickup	Sunday, July 27	10:00 AM – 5:00 PM	North Concourse
Check-In for Teams, and Coaches	Monday, July 28	9:00 AM – Noon 12:30 PM – 3:00 PM 5:30 PM – 6:30 PM	West Concourse
Check-In for Officials	Monday, July 28	9:00 AM – Noon 12:30 PM – 3:00 PM 5:30 PM – 6:30 PM	Officials Room, off Pool Deck
Spectator Pre-order Ticket Pick up	Monday, July 28	9:00 AM – Noon 12:30 PM – 6:00 PM	North Concourse
New Coaches Meeting	Monday, July 28	2:30 PM – 3:15 PM	Lecture Hall Room 102
Coaches Meeting and Coaches Association Meeting (includes Scratch Table until 4:30 PM)	Monday, July 28	3:30 PM – 4:30 PM	Lecture Hall Room 102
Officials Meeting- first time at LC	Monday, July 28	3:15 – 4:00 PM	Officials Room
Officials Meeting – mandatory stroke briefing for all officials	Monday, July 28	4:00 – 5:00 PM	Officials Room

## MEETING AND EVENT LOCATIONS – During Meet

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<b>Meeting/Event</b>	<b>Dates</b>	<b>Times</b>	<b>Location</b>
Continental Breakfast for Coaches & Officials	Tuesday, July 29 – Friday, August 1	6:00 AM – 9:00 AM	Hospitality Room
Check-In for Teams, Coaches and Officials (including College Coaches)	Tuesday, July 29 – Friday, August 1	7:00 AM – 11:00 AM; 5:00 PM – 6:00 PM	Check-In Area-Bottom of East Staircase outside Pro Shop
Officials Daily Meeting	Tuesday, July 29	7:15 AM	Officials Room
Officials Picture	Wednesday, July 30	7:15 AM	Pool Deck
Officials Daily Meeting	Wednesday, July 30 – Friday, August 1	7:30 AM	Officials Room
Scratch Table	Tuesday, July 29 – Friday, August 1	7:00 AM – 1:00 PM	Adjacent to Officials Room
Relay Table	Tuesday, July 29 – Friday, August 1	8:00 AM* – 60 min. prior to Relay event; 5:00 PM – 60 min. prior to Relay event *7:00 AM Thurs, July 31	Adjacent to Officials Room
Time Trial Table	Tuesday, July 29 – Friday, August 1	7:30 AM – 10:00 AM	Adjacent to Officials Room
Lunch for Coaches and Officials	Tuesday, July 29 – Friday, August 1	11:00 AM – 1:00 PM	Hospitality Room
First Aid	Monday, July 28 – Friday, August 1	When Pool is Open	Life Guard Room on east side of competition pool
Lost and Found	Tuesday, July 29 – Friday, August 1	During Meet	Life Guard Room (valuables with Supervisor in Meet Operations Room)
Help Desk	Tuesday, July 29 – Friday, August 1	During Meet	Pool Deck – west side near diving well
Administrative Referee	Monday, July 28 – Friday, August 1	During Meet	Meet Operations Room

## SCHEDULE OF ACTIVITIES

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### Saturday, July 26, 2014

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Pool time at IUPUI will NOT be available. There is an Indiana Swimming event taking place in the complex.

### Sunday, July 27, 2014

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- 10:00 AM Pool Opens for Practice – to 8:00 PM
- 10:00 AM Pre-Paid Parking Pass Pickup for Coaches – to 5:00 PM – North Concourse

### Monday, July 28, 2014– Day 1

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- 6:00 AM Pool Opens for Practice – to 4:30 PM
- 9:00 AM Team Check-In – to 3:00 PM; West Concourse
  - 9:00 AM – 9:30 AM – Only teams from the Mid-West
  - 9:30 AM – 10:00 AM – Only teams from the East
  - 10:00 AM – 10:30 AM – Only teams from the South or West
  - 10:30 AM – Noon – Any team
  - Noon – 12:30 PM – Lunch Break
  - 12:30 PM – 3:00 PM – Any team
- Scratch Box is open during Check-In
- 9:00 AM Officials Check-In – to 3:00 PM; Officials Room
- 9:00 AM Time Trial Registration – to 3:00 PM; West Concourse
- 9:00 AM Wristband/Heat Sheet Sales – to 6:00 PM – North Concourse
- 2:00 PM Scratch Box Closes for Day 1 events (1500 Freestyle)
- 2:30 PM New Coaches Meeting – Lecture Hall Room 102
- 3:15 PM Meeting of Officials working their first YMCA LC National Championship – Officials Room
- 3:30 PM Coaches Meeting – Lecture Hall Room 102
  - Coaches Association Meeting following the Coaches Meeting
- 4:00 PM Meeting of all Meet Deck Officials for Stroke Briefing – Officials Room
- 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 Check-In – to 6:30 PM; West Concourse

### Tuesday, July 29, 2014 – Day 2

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- 6:00 AM Pool Opens for Warm-up
- 7:00 AM Check-In – to 11:00 AM
- 7:00 AM Wristband/Heat Sheet Sales – to 11:00 AM
- 7:00 AM Scratch Box Opens
- 7:15 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
- 4:00 PM Officials' Meeting
- 4:45 PM Staging for Parade
- 5:00 PM Check-In – to 6:00 PM
- 5:00 PM Clear Competition Pool, Opening Ceremonies
- 5:30 PM Swimming Finals

### Wednesday, July 30, 2014 - Day3

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6:00 AM Pool Opens for Warm-up  
7:00 AM Check-In- to 11:00 AM  
7:00 AM Scratch Box Opens  
7:00 AM Wristband/Heat Sheet Sales – to 11:00 AM  
7:15 AM Officials gather on Deck for Picture  
7:30 AM Time Trial Registration – to 10:00 AM  
7:30 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  
4:00 PM Wristband/Heat Sheet Sales – 7:00 PM  
4:45 PM Officials' Meeting  
5:00 PM Check-In – to 6:00 PM  
5:15 PM Clear Pool, Devotions and National Anthem  
5:30 PM Swimming Finals

### Thursday, July 31, 2014 - Day 4

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6:00 AM Pool Opens for Warm-up  
7:00 AM Check-In – to 11:00 AM  
7:00 AM Scratch Box Opens  
7:00 AM Wristband/Heat Sheet Sales – to 11:00 AM  
7:30 AM Time Trial Registration – to 10:00 AM  
7:30 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  
4:00 PM Wristband/Heat Sheet Sales – to 7:00 PM  
4:45 PM Officials' Meeting  
5:00 PM Check-In – to 6:00 PM  
5:15 PM Clear Pool, Devotions and National Anthem  
5:30 PM Swimming Finals

### Friday, August 1, 2014 - Day 5

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6:00 AM Pool Opens for Warm-up  
7:00 AM Check-In – to 11:00 AM  
7:00 AM Wristband/Heat Sheet Sales – to 11:00 AM  
7:30 AM Time Trial Registration – to 10:00 AM  
7:30 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  
4:00 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

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Sunday, July 27th - 1:00-6:00 PM - Facilitation Skills and Trainer Training

Monday, July 28th - 8:30 AM - 1:30 PM - Trainer Training and Facilitation Skills (includes practice teaching in the Level I and II classes listed below)

Monday, July 28th - 9:00 AM - 1:00 PM - Level I and II Training Classes

Tuesday, July 29th - 9:00 AM - 5:00 PM - Facilitation Skills training for Existing Trainers (if pre-registration warrants it)

The Principles of YMCA Competitive Swimming and Diving course is now offered online through the YMCA of the USA e-learning system and will not be offered at the meet.

## SPECIAL AWARDS

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THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE AS INDICATED BELOW:

SENIOR RECOGNITION: Wednesday Morning

COACH OF THE MEET: Friday Evening

## **ELIGIBILITY**

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The Rules That Govern YMCA Competitive Sports (hereafter referred to as The Rules that Govern) 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.

The Meet Eligibility Committee will review and decide upon all questions regarding individual and team eligibility for the YMCA National Championship Meet. Protests may be brought to the National Championship Meet Committee.

## **ATHLETE ELIGIBILITY**

### **Times**

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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**

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

### **Amateur Status**

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As stated in The Rules that Govern.

### **Unattached Swimmers**

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There is no Unattached status in YMCA Swimming, as referenced in the Black Book.

### **Age**

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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**

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In order to be eligible to compete in the YMCA National Championship Meet, each athlete must have competed in a minimum of three (3) closed YMCA inter-association meets plus one (1) sanctioned YMCA championship meet since September 1, 2013. A sanctioned YMCA championship meet may not be counted as both the sanctioned meet required and one of the inter-association meets required. The YMCA National Virtual Meet may be counted as one of the inter-association meets. Refer to current Black Book for requirements and definitions of YMCA inter-association and sanctioned championship meets. Coaches should be prepared to provide proof of their athletes' meet participation if a protest is filed.

### **Parent Consent and Waiver Form/ Concussion Awareness Acknowledgement Form**

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Coaches are responsible for having each athlete and his/her parent read and sign the Parent Consent and Waiver Form/Concussion Awareness Acknowledgement Form in order to compete in the YMCA National

Championship Meet. These documents are e-mailed to the coach or team representative who submits the team's entries. These documents are brought to Meet Check-In by the head coach.

## COACH ELIGIBILITY

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### Required Certifications

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Coaches must hold current certifications in the following courses in order to receive a deck credential: CPR Pro, First Aid, Safety Training for Swim Coaches, Principles of YMCA Competitive Swimming and Diving.

A list of the acceptable forms of CPR, First Aid and Coaches Safety Training may be found at <http://www.ymcaswimminganddiving.org/nats/Coach/SportsNationalChampionshipConcussionMemo.pdf>

In addition all coaches are advised to complete the online concussion training offered on the NFHS website or the CDC website.

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

### Principles of YMCA Competitive Swimming and Diving Class

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This course is offered online and will not be offered at the meet.

### Team Registration and Coaches' Deck Credentials

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In order to participate in sanctioned YMCA championship meets, a team and its coaches must have completed the annual YMCA online team and coach registration process. Only those coaches who have completed this process by July 1 and have up-to-date certifications will be eligible to register for a National Championship Deck Credential during the online meet entry process. Coaches who have not done so may register on site at Check-In but must produce proof of all required certifications and pay a \$60 registration fee.

All coaches must display either their YMCA coach's credential issued by their group representative, or their USA Swimming credential with the Y stamp indicating that they have completed Principles of YMCA Swimming and Diving.

Information and instructions for completing the annual online YMCA team and coach registration process is sent to teams each year by their respective group representative and may also be found in the current Black Book (located at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) or on the registration site at [www.ymcacompetitiveswim.org](http://www.ymcacompetitiveswim.org).

## TEAM ELIGIBILITY

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### Insurance

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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 <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC> 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 the start of the Meet in order to participate in the competition.

Emails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may email the certificate to [robin.lee@ymca.net](mailto: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.

### Teams without a Coach at the Meet

All athletes and teams must have at least one coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present at the National Championship Meet, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. Use the Coach Authorization Form found here <http://www.ymcaswimminganddiving.org/2014LC>. This form must be completed and signed by the coaches from both YMCAs and presented at Check-In.



## ENTRY INFORMATION

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### Official Entry

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All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org). Athletes 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 athletes entering the meet as relay only swimmers (not entered in an individual event), they must be so designated as well as pay the athlete surcharge for all participants in the meet. Athletes without an individual entry must swim in at least one relay.

### Entry Times

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Entry times for individual and relay events shall be the athlete's fastest competitive times achieved during the current qualifying period. (USA-S Rule 207.9.4.A) The best competitive long course meter times shall be used. If the swimmer or swimmers do not have a long course meter qualifying time, then a qualifying short course yard or short course meter time may be used. Non-conforming times will be seeded first in events which are seeded slowest-to-fastest. Entries must be made using actual times. Time conversions are NOT PERMITTED. This policy aligns with the YMCA core values of honesty and respect in competition.

### Entry Limits

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An athlete 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. A team may only have one entry in a relay event.

### Entries for the 50 Meter Backstroke, Breaststroke and Butterfly

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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 Check-In.

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.

### Relay Entries

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Relay teams and times may be entered in one of the following ways:

- Intact Relay from current season (time achieved between September 1, 2013 and July 21, 2014) – The time belongs to the team and may be entered without additional qualifications.
- Intact Relay with time achieved between July 1, 2013 and September 1, 2013 – All athletes on the relay must be eligible to compete at the 2014 Long Course National Championship Meet and be entered in the meet.
- Composite Relay – The names of each athlete comprising the relay entry must appear on the team entry for the 2014 Long Course National Championship Meet.

## Entry Deadline and Procedure

**Entries are due on Monday, July 21<sup>st</sup>, 2014 at 5:00 PM EDT**, with the exception of Additional Entries. Online meet entry is REQUIRED.

Before going online, please create a Meet Entry file in Hy-Tek's Meet Entry format. You can do this by either using Hy-Tek Team Manager, the Hy-Tek Team Manager Lite free version (available from [www.hy-tek.com/downloads.html](http://www.hy-tek.com/downloads.html)), Team Unify, or a similar program that is able to create a Hy-Tek Meet Entry format file. You can download an Events File for this meet from [www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC](http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC).

Once you have entered your qualified athletes 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 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 online meet entry link can be found at

[www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC](http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC).

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 Team Unify, 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 <a href="mailto:YMCAForms@comcast.net">YMCAForms@comcast.net</a> by July 23, 2014.	Bring to Check-In	Notes
<b>Fax Cover Sheet</b>	This must be used as the ONLY cover sheet when faxing back or emailing the Certification Forms.	<b>Yes</b>	<b>No</b>	
<b>Declaration Form</b>	Certification, Eligibility & Release Declaration	<b>Yes</b>	<b>Yes</b>	This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.
<b>Forms generated that are not Faxed</b>				
Entry Confirmation	For your review and verification that entries have been correctly submitted	<b>No</b>	<b>Yes</b>	This is your copy of your submitted entries. You should bring In the event there is a question or issue

				about your entry
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	<b>No</b>	<b>Yes</b>	This form will only be printed if no coach is entered for a deck pass. This form must be brought to Team Check-In by the representing coach.
Parent's Consent and Waiver/ Concussion Awareness Acknowledgement Form	Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian	<b>No</b>	<b>Yes</b>	This form will be required at Team Check-In in order to receive athlete credential.

Online Meet entry will close at 5:00 PM EDT on Monday, July 21, 2014. Absolutely NO entry will be accepted after July 21<sup>st</sup>, except as provided for in the section entitled Additional Entries. For team entry problems, please contact Tom Warrick at [twarrick@comcast.net](mailto:twarrick@comcast.net) or the Meet Director, Bob Turner at [bturner623@comcast.net](mailto:bturner623@comcast.net). Please bring any individual entry time issues discovered after the entry deadline to Check-In.

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=2014LC](http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014LC) 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 the Declaration form is signed, fax it with the Fax Cover Sheet to 1-866-633-8996.

TO EMAIL: After the Declaration form is signed, it should be scanned to a PDF format with the cover sheet as the first page of the PDF. The PDF should be attached as one file to the email and sent to [YMCAForms@comcast.net](mailto:YMCAForms@comcast.net). The content of the email message is unimportant and will not be used.

**REMEMBER: YOU MUST BRING ALL SIGNED FORMS TO CHECK-IN (EVEN IF YOU FAXED OR EMAILED THEM). THIS INCLUDES THE SIGNED PARENTAL CONSENT FORM AND CONCUSSION AWARENESS ACKNOWLEDGEMENT FORM FOR EACH ATHLETE.**

### Other Options during the Online Entry Process

The Online Entry procedure will also include:

- A 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.
- An opportunity to purchase a limited number of weekly parking passes.
- An opportunity to sponsor the Championship. Money raised via Sponsorships is used to help fund Travel Assistance for athletes in need.

Any costs associated with these options will be included on the online payment invoice.

### Additional Entries

We are allowing additional individual entries for the 2014 Long Course Championship after the published meet entry deadline date of Monday, July 21, 2014. **The additional individual entries will only be allowed from sanctioned USA-Swimming meets contested between July 21<sup>st</sup> and July 27<sup>th</sup>.** All additional entries will be accepted only under the following acceptance criteria:

- Teams must have already registered in the 2014 Long Course Championship by the meet entry deadline date of July 21, 2014.
- New swimmers who qualify from meets held between July 21<sup>st</sup> and July 27<sup>th</sup> 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 21<sup>st</sup> to July 27<sup>th</sup>).
  - Printed meet results from the sanctioned USA-Swimming competition showing the sanction number and LSC code of issuing LSC must be presented.
- **Additional Entries must be submitted using the normal Online Entry Process by July 27 at 5:00 PM EDT. A complete resubmission of all prior entries plus the additional entries is required.**
- Each new swimmer must have a signed PARENTAL CONSENT FORM AND CONCUSSION AWARENESS ACKNOWLEDGEMENT FORM to present at check-in. If any swimmer proposed for registration under this provision does not have all of his/her proper paperwork at check-in, 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 Check-In.

## FEES

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### Competition Fees

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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

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Coaches pre-entered during Online Meet Entry are required to pay a deck fee of \$20.00 to receive deck credentials. Coaches requesting deck credentials at Meet Check-In are required to pay a deck fee of \$60.00 to receive deck 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. The 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

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All fees on the online payment invoice can be paid:

- Online by credit card prior to July 25, 23:59 PM EDT (see below)
- On site at Check-In by credit card, check or cash. Make checks payable to: **YMCA of the USA-2014 Long Course**. CREDIT CARDS CAN ONLY BE ACCEPTED ON SITE ON JULY 28.

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 team-specific link to the online payment system. This online payment invoice will only include charges generated up to the meet entry deadline (July 21). Any addition charges generated after the meet entry deadline (i.e. additional entries or online time trial entries submitted after July 21) will not be invoiced online and must be paid on site during the Check-In process.

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

## CHECK-IN

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### Check-In Procedure

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Check-In will take place at the Indiana University Purdue University Indianapolis Natatorium. The head coach (named during the entry process as the designated head coach attending the meet) performs the Check-In.

- Head Coach presents Declaration Form or Insurance Form if not received prior to Check-In
- Head Coach proves times if required
- Head coach pays team entry fees by cash, check or credit card unless fees were paid online by credit card prior to July 25, 2014.
- Head coach receives the team's Coaches' packet containing meet information and credentials for all of the team's pre-registered coaches.
- Head coach receives the coach's gifts.
- Head coach presents all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her team and receives the athlete credentials and athlete gifts in the designated area.
- Scratch and relay cards will be available at the Proof of Times table.

Any assistant coach who was not registered during the online entry process must also complete this Check-In process in person at the meet and show proof of current required certifications (see Eligibility section) and pay a registration fee of \$60.00.

In order to reduce delays at Check-In, during the hours of 9:00 AM to 10:30 AM please honor the designated time periods.

Monday, July 28 <sup>th</sup>	9:00 AM – 9:30 AM – Only teams from the Mid-West 9:30 AM – 10:00 AM – Only teams from the East 10:00 AM – 10:30 AM – Only teams from the South or West 10:30 AM – Noon – Any team 12:30 PM – 3:00 PM – Any team 5:30 PM – 6:30 PM – Any team
Tuesday thru Thursday, July 29 <sup>th</sup> – July 31 <sup>st</sup>	7:00 AM – 11:00 AM 5:00 PM – 6:00 PM
Friday, August 1 <sup>st</sup>	7:00 AM – 11:00 AM

### Proof of Times and SWIMS

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The following times must be proved by all teams during Check-In:

- All Additional Entries (from meets July 21 – July 27)
- 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 entry times with exceptions.
- Only the selected times must be proved.

- The teams randomly selected will be notified by July 22, 2014 via email.
- This email will be sent to the email address of the registration coordinator that was given during the online process.
- The teams selected for proof of time will also be posted on the website.
- 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 21 – July 27)
- 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)
- The selected times about which the team was notified

Proving a Relay Time:

- Any relay time achieved between September 1, 2013 and the entry deadline (July 21, 2014) belongs to the team and does not require any intact proof.
- For a relay time established beginning July 1, 2013 and prior to September 1, 2013 the relay must be proved to be intact (all of the swimmers who achieved this time must be eligible to compete and entered into 2014 Long Course National meet).
- If these two conditions cannot be met, a team may use a composite time created from the sum of individual times established by the swimmers on the entry form.

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 21, 2014). 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.

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 athlete 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 21 to July 27).

## Falsifying Information

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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

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All new coaches (not just new teams) are invited to meet with Jim Ryan at 2:30 PM on Monday, July 28<sup>th</sup> to go over meet procedures and answer any questions he/she may have in regards to the national meet. This meeting provides new coaches a comfortable, non-intimidating setting for asking questions. For any burning issues prior to this meeting, please email Jim Ryan at [JRyan@ymcade.org](mailto:JRyan@ymcade.org).

## COMPETITION

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### Scratch Procedures

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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

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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 at the scratch table or the help desk.

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 Check-In hours at the Indiana University Purdue University Indianapolis Natatorium on Monday, July 28<sup>th</sup>. The scratch box will remain in the team check-in 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 adjacent to the Officials room.

The scratch box will close at the following times:

For the 1500 Freestyle Events on Day 1 – 2:00 PM on Monday July 28<sup>th</sup>.

For the preliminary events on Day 2 – 4:30 PM on Monday, July 28<sup>th</sup>.

For the preliminary events on Day 3 – 1:00 PM on Tuesday, July 29<sup>th</sup>.

For the preliminary events on Day 4 – 1:00 PM on Wednesday, July 30<sup>th</sup>.

For the preliminary events on Day 5 – 1:00 PM on Thursday, July 31<sup>st</sup>.

#### Declared False Start

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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

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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 (USA-S Rule 207.11.6C); we are easing that burden, particularly for relay swimmers.)*



## Scratching from Finals

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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, the Administrative Referee 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

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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

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Protests may only be initiated by a person with standing, that is, a coach or YMCA supervisor whose team is competing in the meet.

The USA-S protest procedures (USA-S 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 Eligibility Committee will endeavor to resolve the protest before the start of the race in question. If the Eligibility 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

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Prelims start at 8:30 AM

Monday (starting at 5:30 PM)

W	M	Event
101	102	1500 Freestyle* (all heats)

Tuesday (finals start at 5:30 PM)

Thursday (finals start at 5:30 PM)

W	M	Event
201	202	100 Butterfly
203	204	200 Breaststroke
205	206	50 Freestyle
207	208	400 Freestyle
209	210	200 Freestyle Relay

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

Wednesday (finals start at 5:30 PM)

Friday (finals start at 5:30 PM)

301	302	100 Backstroke
303	304	50 Breaststroke
305	306	400 IM
307	308	200 Freestyle
309	310	400 Medley Relay

501	502	100 Freestyle
503	504	200 Butterfly
505	506	200 IM
507	508	50 Backstroke
509	510	400 Freestyle Relay
511	512	800 Freestyle**

Participants with non-conforming 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 fastest heat will be the first event swum in finals.

\*\*\* 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 A 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

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Preliminaries – New this year, teams will not need to file a relay form for prelims if the same swimmers who were entered during the online entry process will swim in prelims in the same order as entered. If the swimmers in prelims are different than the swimmers entered online (or in a different order), then a relay form must be filed.

Relay forms will be available at the Proof of Time table during Check-In 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 60 minutes before the scheduled start of the relays. On day four of the meet relay entry forms for the 200 Medley Relay must be turned in to the relay table before 7:30 AM. Last minute 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 – New this year, teams qualifying for finals will not need to file a relay form for finals if the same swimmers who swam in prelims will swim the same order in finals. If the swimmers in finals are different than the swimmers in prelims (or in a different order), then a relay form must be filed. All other instructions and conditions shown above shall apply.

Note: Relay swimmers are no longer required to bring the yellow copy of the relay card to the blocks before their race. We are using lane timer sheets to verify swimmers and their order.

## Unofficial Psych Sheets

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Psych sheets will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org). Any entry time issues should be brought to Meet Check-In.

## Final Results

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Daily results will be posted throughout the facility. Results will be available on the website at [www.ymcaswimminganddiving.org/2014LC/results/](http://www.ymcaswimminganddiving.org/2014LC/results/)

## Timing

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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 USA-S Rule 102.5.2.

## Initial Splits

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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. Coaches may be asked to provide one or more timers for their athletes.

## Scoring

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Scoring will be in accordance with USA-S Rule 102.25.3 as follows: 20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1 for individual events and 40 – 34 – 32 – 30 – 28 – 26 – 24 – 22 – 18 – 14 – 12 – 10 – 8 – 6 – 4 – 2 for relay events.

## Responsibility of Coaches & Swimmers

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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

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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.

## **SAFETY AND EMERGENCY PROCEDURES**

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Medical 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 IUPUI Aquatic Center personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

### **Concussion Awareness**

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YMCA of the USA and the National Championship Meet Committee are aware of the growing concern around concussion management. It is our responsibility to ensure safety of our athletes at these events.

All parents and athletes are required to complete the Concussion Awareness Form and their head coaches will submit those forms at Check-In.

Anyone who observes or has knowledge of a potential head injury should immediately notify lifeguards and/or hired medical personnel. Once the injury report is completed, the lifeguard and/or hired medical personnel will notify the Event Staff, the athlete's coaching staff, the Meet Director, and the YMCA of the USA National liaison. If a head injury occurs at a National Championship event, the 4 step action plan will be followed.

1. Athlete is removed immediately from participation by the Meet Director and/or YMCA of the USA national liaison.
2. Athlete must be evaluated by a licensed health care professional experienced in identifying and treating concussions. In addition, the athlete must be in compliance with the laws that are in effect within the jurisdiction where the meet is held.
3. The coaching staff will inform the athlete's parents or guardians about the possible concussion and give or send them the fact sheet on concussion.
4. The athlete will not be allowed back to warm-up or compete on the day of injury and will be barred from the competition area until a health care professional, experienced in evaluating concussions determines that the athlete is symptom-free and is OK to return to participation.

### **Facility Evacuation Plans**

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#### ***Evacuation in case of fire***

1. In case of fire, the alarm will sound. Upon hearing the alarm, the lifeguards will blow a series of **three (3) short whistle blasts and one (1) long whistle blast** to clear the pool of all patrons.
2. All deck level patrons should proceed to the nearest exit in one of the four (4) corners on the pool deck and proceed up the stairs and exit the building. All patrons on the concourse level should exit the nearest door and move away from the building. Lifeguards and other IU Natatorium staff will split up and direct the patrons towards the nearest exit.
3. All locker rooms and restrooms should be checked for patrons before the staff members exit the building.

4. Patrons and staff members should remain outside until the Fire Department has given the okay to re-enter the building.

### *Severe Weather*

1. In case of severe weather, the sirens will sound. Upon hearing the sirens, the lifeguards will blow a series of **three (3) short whistle blasts and one (1) long whistle blast** to clear the pool of all patrons.
2. All deck level patrons should proceed to the nearest locker room and remain there. All patrons in the Instructional Pool (IP) should use the IP locker rooms. If the locker rooms become overcrowded patrons may seek shelter in the back hallways. Patrons that are on the concourse should proceed downstairs and seek shelter in the back hallways or one of the locker rooms on deck.
3. Lifeguards and other IU Natatorium staff will split up and direct the patrons to the nearest locker room or hallway. Once the patrons are all in the safe location, the staff members should seek shelter as well and remain there until further announcement.
4. Once the severe weather has passed, all staff and patrons may exit the locker rooms and resume their activity.

### Warm Up and Pool Entry

During designated warm up sessions, athletes may only enter:

- the competition pool from the south end (diving pool end),
- the 50 meter Warm-Up Cool Down pool from the East end,
- the 25 yard Diving well pool from the East end

At all times other than competition, athletes are expected to use a three-point entry in which they sit on the side of the pool then slide into the pool gently, with one hand on the wall.

There is one exception to the above, during specific warm up periods when one way sprint lanes are specified, racing starts may be used and entry in the sprint lane is from the end specified.

Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions. Teams will need to share lane space and work cooperatively in reflection of YMCA values and sportsmanship.

### Personal Belongings and YMCA Values

The YMCA National Championships is a celebration of the YMCA mission, values and cause. All athletes, coaches, officials, volunteers and spectators are expected to reflect these at all times.

Individuals are responsible for the security of their personal belongings and are encouraged not to bring valuables to the meet venue and not to leave items unattended.

## TIME TRIALS

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### Purpose

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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

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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 to 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 allowed to enter a total of two time trial events for the meet, limited to no more than one per day. Any athlete 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

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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 \$15 per event entered.

- Payment for all ONLINE entered Time Trial entries must be made at Check-In. 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-2014 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.
- Tuesday through Friday 7:30 AM to 10:00 AM.

## Verification of Time Trial Entries

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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 for physical viewing
- Meet Mobile 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.

## Special Circumstances

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In the case where a swimmer has a "bad" swim during prelims after Time Trials have been seeded, the Time Trial Referee will make a best effort to give the swimmer an opportunity to swim the event in Time Trials. To arrange this opportunity, the swimmer's coach should contact the Time Trial Referee. The swimmer will only be entered into the Time Trial event if there is an empty lane. If swum, payment for the Time Trial event is required.

## Order of Events for Time Order of Events for Time Trials

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

*\* The 400 Freestyle will swim fastest to slowest.*

*Time standards apply. Time standards will be available online at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org) and in Appendix B of this document.*



## OFFICIALS

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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

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

Email: [swimjim0430@gmail.com](mailto: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](http://www.ymcaswimminganddiving.org).

### Timer Requirements

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It may be necessary to solicit volunteer timers, in which case timing assignments will be made based on the number of athletes entered in the meet by the larger YMCA teams. In such a case, the selected YMCAs will be notified by Wednesday, July 23<sup>rd</sup> of their assigned timer responsibilities. It will then be the responsibility of the Head Coach or team volunteer coordinator to provide a list of the volunteers to fill the attached Timer slots at Check-In. Volunteer Timers will be expected to attend a meeting at 7:15 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

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All officials working the meet should register at Official's Check-In. Official's registration will be in the Officials Room beginning on Monday and throughout the week. At Check-In the official will receive their credentials, shirts and instructions.

For those who register to officiate, there will be a MANDATORY meeting in the Officials Room at 4:00 PM on Monday, July 28. First time LC national officials should also attend a new officials meeting at 3:15 PM on Monday, July 28 in the Officials Room.

### Attire

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

This summer we are changing our uniforms for the finals sessions each evening. We will continue to wear our navy pants, while ladies have the option to wear navy capris. As for shirt tops, in lieu of white golf shirts, we will wear a short sleeve, light blue, button down, Oxford cloth shirt. This uniform will be worn by the Assigned Team also, in lieu of the customary attire of Blue blazer, white dress shirt with tie, and white pants. Women have the option to select the men's shirt or wear a ladies short sleeve, straight collar, buttons down the front, light blue, Oxford shirt.

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

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

Sunday, July 27th - 1:00-6:00 PM - Facilitation Skills and Trainer Training

Monday, July 28th - 8:30 AM - 1:30 PM - Trainer Training and Facilitation Skills (includes practice teaching in the Level I and II classes listed below)

Monday, July 28th - 9:00 AM - 1:00 PM - Level I and II Training Classes

Tuesday, July 29th - 9:00 AM - 5:00 PM - Facilitation Skills training for Existing Trainers (if pre-registration warrants it)

## AWARDS

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### Event Awards

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Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteen places. Plaques will be awarded to winning relay teams.

### Team Awards

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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. To be eligible for the combined point award the team must have scored points in both women's and men's events. The top team for men, women and combined also receives a banner.

### Swimming Award Presentation

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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. The Women's 1500 award will be presented immediately after the completion of the women's 100 Butterfly event and the Men's 1500 award will be presented immediately after the completion of the men's 100 Butterfly 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 before the team trophies.

### Award Presentation Protocol

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Award Presentations will be immediately after the A final heat of each individual event, except for the 50 meter events. The awards for both the women's and men's 50 meter events will be presented immediately after the men's A final heat of the event.

After swimming their heat, athletes should gather their belongings and immediately 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

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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

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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

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### Spectator Wristband Information

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Wristbands that will admit spectators to all sessions (prelims and finals) will be available for advance sale. The advance prices are:

- \$65.00 per adult wristband that provides both admission and a heat sheet for all sessions.
- \$40.00 per adult wristband that provides admission only for all sessions.
- \$20.00 per child wristband (11 years and younger) that provides admission only for all sessions.

Advance orders:

- Can only be placed online. To do so visit our website: [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).
- Must be received by July 24, 2014.
- May be picked up Monday through Friday at the Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium.

Wristbands for all sessions and wristbands for individual sessions can be purchased each day of the meet at the Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium. The prices at the meet are:

- \$70.00 per adult wristband that provides both admission and a heat sheet for all sessions.
- \$45.00 per adult wristband that provides admission only for all sessions.
- \$20.00 per child wristband (11 years and younger) that provides admission only for all sessions.
- \$7.00 per adult wristband that provides admission to one prelim session.
- \$7.00 per adult wristband that provides admission to one finals session.
- \$3.00 per child wristband (11 years & younger) that provides admission to one prelim session.
- \$3.00 per child wristband (11 years & younger) that provides admission to one finals session.
- \$4.00 per heat sheet for a single session.

All sales are non-refundable.

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

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.

Spectators who purchased an adult wristband that includes a heat sheet for all sessions may pick up their heat sheet at the Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium simply by showing their wristband.

## Schedule for the Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium

### **Monday, July 28<sup>th</sup>, 9:00 AM – Noon and 12:30 PM – 6:00 PM**

Wristbands will be sold and pre-ordered wristbands may be picked up

### **Monday, July 28<sup>th</sup>, 5:00 PM – 6:00 PM**

Heat sheets for Monday evening's finals session may be picked up or purchased

### **Tuesday, July 29<sup>th</sup> - Friday, August 1<sup>st</sup> – 7:00 AM – 11:00 AM and 4:00 PM – 7:00 PM**

Wristbands will be sold and Heat Sheets may be picked up or purchased

## 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=2014LC>. There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the Check-In table located at the bottom of the East Concourse Staircase, next to the pro shop.

## Coaches

Coaches credentials (issued at Check-In) must be displayed at all times. Lost credentials can be replaced at the Meet Check-In Table.

## Athletes

Swimmers will be admitted to the pool area by bag tag that will be issued at time of Check-In. These bags tags must be displayed for admission to the pool deck. Lost bag tags must be replaced at the Meet Check-In 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 west side of the Natatorium on University Blvd. Please approach the drop off area from the south as U-turns are not permitted on University Blvd.

## GENERAL INFORMATION

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### Spectator Area

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Abundant spectator seating is available on both the west and east sides of the competition pool. Access to the concourses leading to the spectator seating areas will be through admission checkpoints where admission wristbands must be shown. Handicapped seating is available in the west side spectator seating area.

Swimmers and YMCA coaches are not allowed in these spectator areas without special permission. Conversely, the pool level is off limits to spectators. Spectators will not be allowed on the pool deck.

**No outside food, drink, or cooler is permitted in spectator seating area.** Concessions will be available in the North Concourse. In-venue pricing is to be expected for concessions.

### Cameras

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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.

### Massage Tables

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Massage tables are not permitted.

### Banners

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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 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 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. Please be careful not to block the view of the spectators.

### Smoking, Alcohol & Drugs

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THERE SHALL BE NO SMOKING, ALCOHOL OR DRUGS IN THE NATATORIUM COMPLEX. If you must smoke, please do so only in the designated smoking areas outside the Natatorium.

### Chaperones

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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

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Hotel information is available at <http://www.ymcaswimminganddiving.org> including special room blocks and rates.

### Parking

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There is limited parking available for Coaches and Officials in the parking garage attached to the natatorium. The garage is capable of handling vehicles as large as a 16 passenger van. Parking in this garage will be weekly parking pass only. The cost of the weekly parking pass is \$36. Coaches will have the ability to order their parking pass during the online entry process, have it included on their invoice and pay for it as part of their

check-in. Each team will be permitted to purchase one parking pass for each pre-registered coach up to a max of three. Officials working the meet can purchase a pass at Officials Check-In.

Teams traveling by bus may purchase one bus parking pass for a street level lot on campus. The cost for the weekly bus pass will be \$72 and it may be ordered during the online entry process.

Parking for everyone else (spectators, additional coaches) will be in the Vermont Street Parking garage (1004 W Vermont St) located one block north and one half block west of the natatorium. This is an hourly parking garage but an all-day parking pass can be purchased for \$8 per day or \$30 for the week.

## APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES

National YMCA Long Course Swimming Championships							
July 28 - August 1, 2014							
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	Senior (12 and Over)	50 M	25 M	25 Y	
Course	Course	Course		Course	Course	Course	
:24.79	:27.66	:28.69	50 Free	:26.19	:24.76	:22.19	
:53.69	:59.92	1:02.49	100 Free	:57.29	:54.22	:48.59	
1:55.99	2:09.45	2:15.19	200 Free	2:04.99	1:57.95	1:45.69	
5:09.39	4:30.68	4:41.39	400 (500) Free	4:20.49	4:10.64	4:46.49	
10:30.99	9:12.04	9:36.99	800(1000)Free	8:57.99	8:34.68	9:48.29	
17:34.99	17:31.83	18:25.99	1500 (1650) Free	* 17:25.89	16:25.63	16:28.59	
##	##	##	50 Back	##	##	##	
:59.79	1:06.72	1:10.79	100 Back	1:05.09	1:01.03	:54.69	
2:08.79	2:23.73	2:31.89	200 Back	2:20.99	2:11.90	1:58.19	
##	##	##	50 Breast	##	##	##	
1:08.59	1:16.55	1:21.79	100 Breast	1:13.49	1:08.29	1:01.19	
2:28.19	2:45.39	2:54.49	200 Breast	2:38.99	2:29.54	2:13.99	
##	##	##	50 Fly	##	##	##	
:59.29	1:06.17	1:08.89	100 Fly	1:02.29	:59.81	:53.59	
2:12.39	2:27.75	2:33.89	200 Fly	2:19.59	2:13.91	1:59.99	
2:11.79	2:27.08	2:33.39	200 IM	2:20.99	2:12.91	1:59.09	
4:38.89	5:11.26	5:23.99	400 IM	4:59.99	4:46.59	4:16.79	
1:40.29	1:51.93	1:56.09	200 Free Relay	1:45.99	1:40.43	1:29.99	
3:36.79	4:01.95	4:11.49	400 Free Relay	3:49.19	3:38.29	3:15.59	
7:48.99	8:43.42	9:05.19	800 Free Relay	8:21.99	7:59.89	7:09.99	
1:52.19	2:05.21	2:10.09	200 Medley Relay	1:57.69	1:52.04	1:40.39	
4:01.39	4:29.40	4:43.99	400 Medley Relay	4:18.29	4:03.40	3:38.09	
* 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 2014)							



## APPENDIX B – TIME TRIALS QUALIFYING TIMES

<b>Time Trials</b>							
<b>25 Y</b>	<b>25 M</b>	<b>TT</b>				1.1 times	
<b>Course</b>	<b>Course</b>	<b>50 M</b>		<b>Senior (12 and Over)</b>	<b>TT</b>	<b>25 M</b>	<b>TT</b>
					<b>50 M</b>	<b>Course</b>	<b>SCY</b>
:27.26	:30.42	:31.55		50 Free	:28.80	:27.24	:24.40
:59.05	1:06.28	1:08.73		100 Free	1:03.01	:59.89	:53.44
2:07.58	2:22.64	2:28.70		200 Free	2:17.48	2:10.48	1:56.25
5:25.99	4:47.08	4:56.39		400 (500) Free	4:35.49	4:26.95	5:02.99
#####	#####	#####		800(1000)Free	#####	#####	#####
#####	#####	#####		1500 (1650) Free	#####	#####	#####
#####	#####	#####		50 Back	#####	#####	#####
1:05.76	1:13.89	1:17.86		100 Back	1:11.59	1:07.75	1:00.15
2:21.66	2:38.10	2:47.07		200 Back	2:35.08	2:25.71	2:10.00
#####	#####	#####		50 Breast	#####	#####	#####
1:15.44	1:24.69	1:29.96		100 Breast	1:20.83	1:15.12	1:07.30
2:43.00	3:02.91	3:11.93		200 Breast	2:54.88	2:44.49	2:27.38
#####	#####	#####		50 Fly	#####	#####	#####
1:05.21	1:12.78	1:15.77		100 Fly	1:08.51	1:06.52	:59.60
2:25.62	2:42.90	2:49.27		200 Fly	2:33.54	2:27.30	2:11.98
2:24.96	2:41.91	2:48.72		200 IM	2:35.08	2:26.20	2:10.99
5:06.88	5:41.37	5:38.99		400 IM	5:14.99	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							

## APPENDIX C – COACH’S CHECK LIST

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### Meet Entry

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- 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

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- 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 DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE 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
	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)**

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The 2011-2013 Black Book can be found at:

[www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1746](http://www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1746)

## APPENDIX F - 2014 LONG COURSE WARM UP SCHEDULE

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*Feet first, three point entry only (NO DIVING) except in designated sprint lanes*

*Pace lanes start in the water*

### COMPETITION POOL

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Warm-ups will be supervised by Coaches and Life Guards  
Specific Warm-up will also be monitored by a Referee and Starter

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<b>Monday</b>	6:00 AM – 4:30 PM	General warm-up - NO DIVING
<b>FINALS</b>	4:30 – 5:15 PM	Lanes 1, 2, 7 & 8 Pace Lanes - NO DIVING
		Lanes 3, 4, 5 & 6 General Warm-up - NO DIVING
	<b>5:00 PM</b>	Lane 8 ONE WAY SPRINTS from <b>Diving Well</b> end
	<b>5:15 PM</b>	<b>POOL CLOSED</b>
	<b>5:30 PM</b>	<b>COMPETITION BEGINS</b>
<hr/>		
<b>Tues. – Fri.</b>	6:00 – 7: 45 AM	General warm-up - NO DIVING
<b>PRELIMS</b>	7:45 – 8:15 AM	Lanes 1 & 8 Pace Lanes - NO DIVING
		Lanes 2 & 7 ONE WAY SPRINTS from <b>Diving Well</b> end
		Lanes 3 & 6 ONE WAY SPRINTS from <b>Score Board</b> end
		Lanes 4 & 5 General Warm-up - NO DIVING
	<b>8:15 AM</b>	<b>POOL CLOSED</b>
	<b>8:30 AM</b>	<b>COMPETITION BEGINS</b>
<hr/>		
<b>Tuesday</b>	4:00 – 4:30 PM	General warm-up - NO DIVING
<b>FINALS</b>	4:30 – 5:00 PM	Lanes 1 & 8 Pace Lanes - NO DIVING
		Lanes 2 & 7 ONE WAY SPRINTS from <b>Diving Well</b> end
		Lanes 3 & 6 ONE WAY SPRINTS from <b>Score Board</b> end
		Lanes 4 & 5 General Warm-up - NO DIVING
	<b>5:00 PM</b>	<b>POOL CLOSED – OPENING CEREMONIES</b>
	<b>5:30 PM</b>	<b>COMPETITION BEGINS</b>
<hr/>		
<b>Wed. – Fri.</b>	4:00 – 4:45 PM	General warm-up - NO DIVING
<b>FINALS</b>	4:45 – 5:15 PM	Lanes 1 & 8 Pace Lanes - NO DIVING
		Lanes 2 & 7 ONE WAY SPRINTS from <b>Diving Well</b> end
		Lanes 3 & 6 ONE WAY SPRINTS from <b>Score Board</b> end
		Lanes 4 & 5 General Warm-up - NO DIVING
	<b>5:15 PM</b>	<b>POOL CLOSED</b>
	<b>5:30 PM</b>	<b>COMPETITION BEGINS</b>

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## DIVING WELL AND WARM UP POOL

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No diving allowed at any time. Coaches MUST supervise their swimmers

The DIVING WELL and WARM UP POOL will be open during all warm-ups and preliminary, time trials and final sessions

Tues. – Fri.	6:00 AM – end of Time Trials	General Warm-up
	4:00 PM – end of finals	General Warm-up

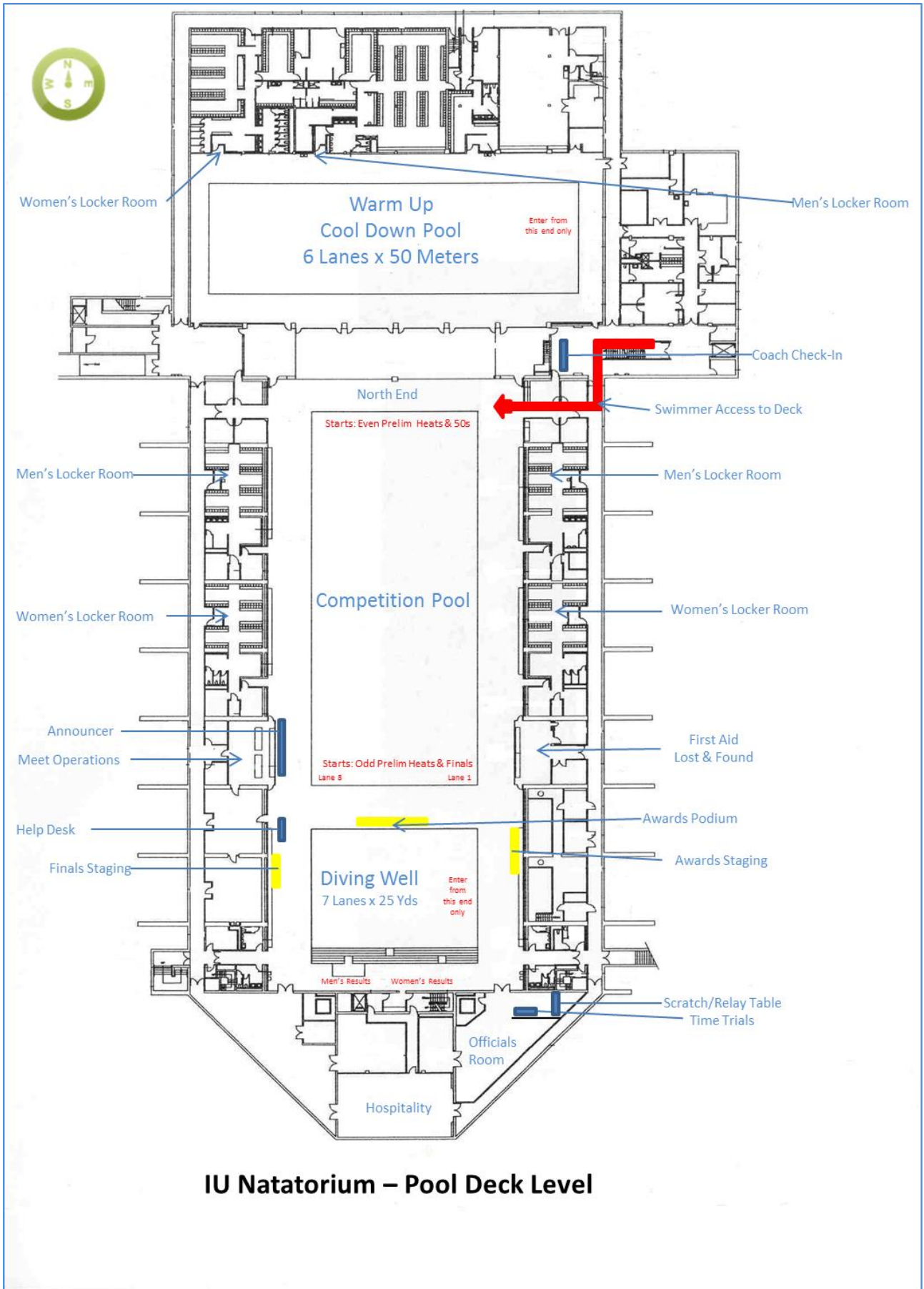
*Warm-Up Schedule Subject to Change*

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## APPENDIX G – MAPS OF LOCATIONS IN AND AROUND NATATORIUM

If you have difficulty reading these maps, use MS Word's capability to expand the magnification and then use the scroll bars to navigate around the map.

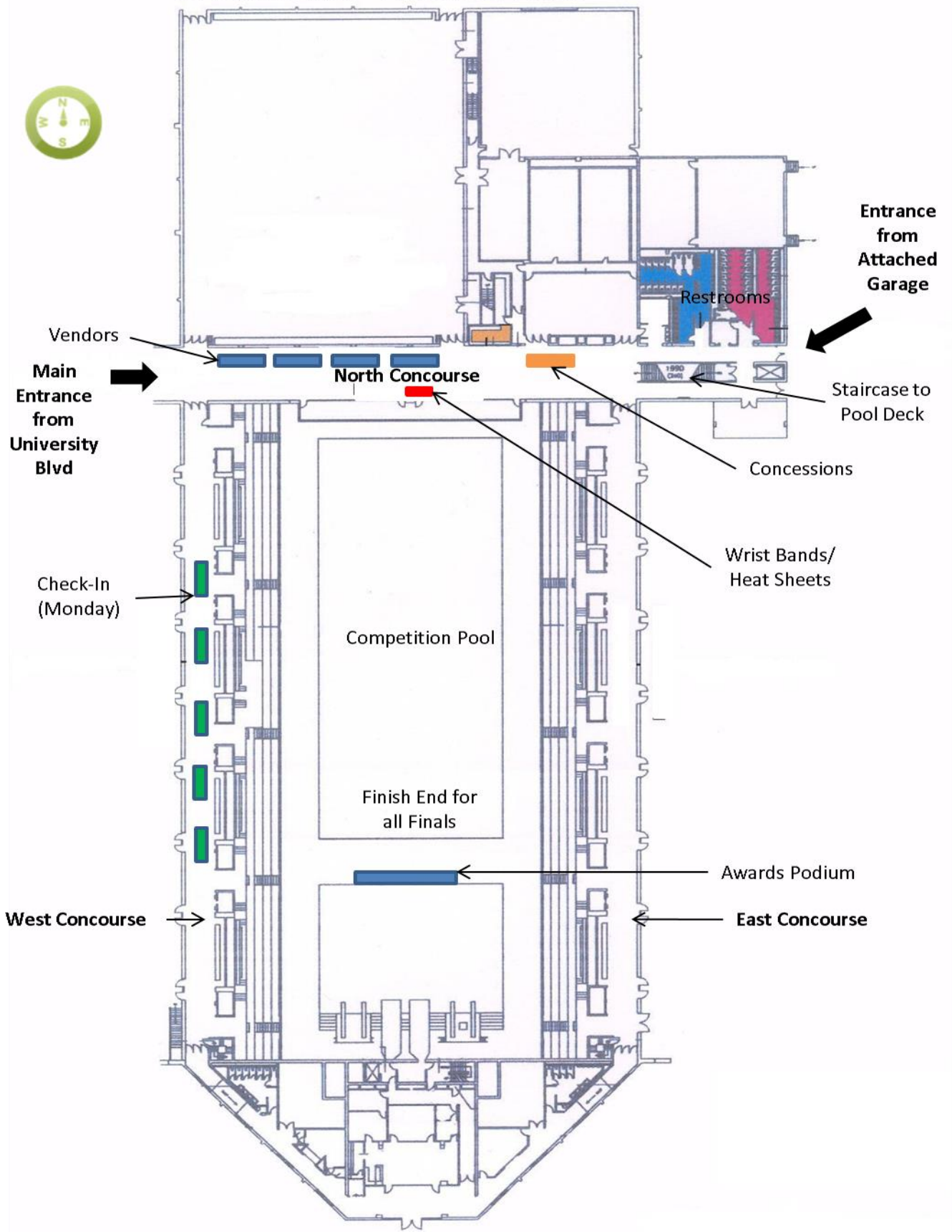




**IU Natatorium – Pool Deck Level**



# IU Natatorium – Spectator Level



**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.***

In granting its approval, it is understood and agreed that USA Swimming and Indiana Swimming, Inc. shall be free and held harmless from all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.