

Key Information For Coaches

Key Contacts:

Administrative Referee	Bob Johnson
IU Natatorium	Ed Merkling
Help Desk/Assistant Meet Director	John Mendell
Meet Director	Bob Turner
Meet Director, Assistant	Tom Janszen
Meet Operations	Claudia Multer/ Tom Warrick
Meet Referee	Joel Black
Time Trials Referee	Brian Gallamore
Time Trials Table	Chuck Multer/Steve Lyons
Scratch and Relay table	Cindy Bowe
YMCA of the USA, National Events	Jim Weaton

General Information:

- Only officials and swimmers preparing for an event should be behind the blocks.
 - Any found item deemed of value (e.g. cell phone, tablet, watch etc.) will be turned over to the Supervisor in the Operations Room.
 - The YMCA of the USA Procedures for Concussions will be followed for any suspected head injury.
 - Deck changing is prohibited.
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Award Ceremonies

- Swimmers should respond promptly for medal ceremonies. We strongly encourage using a substitute swimmer as a “stand-in” in the event a swimmer is unable to participate in the ceremonies. However, any switching of swimmers should not interfere with the awards ceremony.
- Awards will be presented immediately after each individual event except 1500

Facilities Evacuation

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.

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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.

Evacuation in case of 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.

Heat Sheets:

- Approximate event/heat start times will be listed in the Heat Sheet
- The Prelim Heat sheet will be posted on wall behind diving well and on our website.
 - By approximately 7:30 PM Monday through Thursday for the next day's Prelims.
- Copies of the Heat Sheet will be available at the Help Desk for Prelims beginning at 6 AM and for Finals beginning at 4:30 PM.

Help Desk:

- John Mendell is available to answer general questions that are not related to rule interpretations or meet results.

Hospitality:

- Hospitality on the pool deck is reserved for Coaches and Officials not athletes.
 - 6 AM – 10 AM Coffee and Light Breakfast
 - 11 AM – 2 PM Lunch
 - 5 PM – 7 PM Evening Reception. This is not intended as a substitute for dinner. Please respect your fellow coaches by not over indulging.

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Initial Split Times:

- If you need a time for a lead-off swimmer or for an initial distance in a longer event, obtain the Initial Times Request form from the Help Desk, fill it out and return the form to the appropriate Deck Referee before the start of the race. Coaches may be asked to provide the additional timers.

No Show / Missed Event:

- In the event a lane is empty lane, the competitor's name will be announced twice. Once the official starting procedure for a heat, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- Any swimmer who is seeded in a preliminary event that fails to compete (i.e. a "no show") shall not be seeded in any further individual or relay events unless the swimmer and/or coach declares an intent to swim to the Scratch Table prior to the scratch period for that day's events. If a swimmer "no shows" for their first event on a particular day and intends to swim an event later in the same day, their coach must immediately inform the Administrative Referee.
- A "no-show" from a Bonus, Consolation or Finals Event will result in the swimmer being barred from further competition in all individual and relays events.

Parade:

- Swimmers should assemble Tuesday evening in the lower concourses at 4:45 PM. Swimmers from New Jersey, Ohio and Pennsylvania will be in West Concourse all other states will be in the East Concourse.
- Parade begins at 5:00 PM.
- During Opening Ceremonies athletes are not allowed on blocks, diving boards or anywhere other than the pool deck itself.

Protests:

- Any protest must be submitted to Meet Referee or Meet Director within 30 minutes after the conclusion of the race in question. Protest forms are available at the Help Desk
- Protests against the judgment of an official or judge can only be considered by the Meet Referee in consultation with the Deck Referee.
- All other protests are decided by a subset of the Meet Committee to include but not limited to the Meet Referee, Meet Director, an Athlete Rep and Coaches Representative.

Relay Events:

- Teams only need to file a relay card for prelims if the swimmers who were entered during the online entry process have changed or are swimming in a different order.
- Teams qualifying for finals only need to file a relay card if there is either a change in swimmers or the order in which they are competing from preliminaries is different.
- Relay cards should be returned to the Relay Desk at least one hour before the start of finals.

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- For last minute changes to preliminary or finals relays, Relay Change Card (available at the Help Desk) should be submitted to the appropriate Deck Referee prior to the start of the relay's heat.

Results:

- Any results displayed on the scoreboard are unofficial until final results are published.
- Questions concerns results should be directed to Deck Referee or Meet Referee.

Rules:

- Declared false starts should be made known to the respective Deck Referee before a heat or swim-off is officially announced. A declared false start counts towards the maximum number of events allowed to be entered by each swimmer.
- Special Needs athletes should be identified by the swimmer or their coach to the appropriate Deck Referee before any competition swim.

Scratch Rules:

- Scratch deadlines for Prelims are:
 - Monday – from 9:00 AM until 1:00 PM for Monday Evening Events.
 - Monday - from 9:00 AM until 3:00 P.M. for Tuesday's Preliminary events.
 - Tuesday through Thursday –8:00 AM until 5:30 for the following day's events.
- Scratch deadline for Finals – Scratches closes 30 minutes after the results of the last preliminary qualifying event are announced.

Starting Locations:

- For **Prelims** both ends of the pool will be used for starts. ODD heats will start at diving well end and EVEN heats will start at scoreboard end. Exceptions: all heats of 50 meter events will start at the scoreboard end of the pool; all heats of the 800M and 1500M Freestyles, the 200M relays and the 800M relays will start at the diving well end of the pool.
- For **Finals** 50M events will start at scoreboard end of pool and all other events will start at diving well end of pool.

Suggestions & Meet Evaluation:

- An on-line Meet Evaluation Survey is available on our website. Please take a few minutes to give us your feedback
- There is also a Suggestion Box throughout the Meet at the Help Desk.

SWIMS (USA-S)

- This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS as long as USA-S ID numbers have been included with your entry.

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Time Trials:

- Online entries are given priority in the event of time restrictions. We reserve the right to terminate the Time Trial session if it runs past 3:00 PM.
- Time Trial entries can be submitted during the meet at the Time Trial Desk located on the west side of the diving well.
- The cost is \$15.00 per event.
- Swimmers may only swim the strokes being contested.
- A late entry may be added by the referee for Time Trials under both the following conditions:
 - The coach must make the entry.
 - The swimmer must have competed in the event earlier in the same day.
- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes if available.
- Coaches can access Time Trial information on Meet Mobile. Coaches may view the Psyche Sheet on Meet Mobile as swimmers are entered. There will be a general announcement when heats sheets are available at the Help Desk.

Warm-ups:

- Please follow the procedures pertaining to warm-ups including entering from the designated end and using a three point or sit down entry. Please make sure warm-up etiquette is followed.
- Warm-ups are supervised by the coaches and life guards.
- Transition to pace lanes and starting lanes are supervised by meet officials.
- The two designated warm-up, warm-down pools will be open during warm-ups and preliminaries, time trials and finals sessions; coaches are responsible for their swimmers; NO DIVING allowed.
- Please ask your swimmers to respect devotion, prayer and National Anthem presentations.
- Everyone should demonstrate the YMCA's core values of caring, honesty, respect, and responsibility all other times which includes warm-ups.