

# 2018 YMCA Long Course Nationals

## MEET ANNOUNCEMENT HANDBOOK

### **About the Championship**

**Competition Dates:** July 30 – August 3, 2018

**Location:** Eppley Recreation Center, Univ. of Maryland, College Park, MD

**Entry Deadline:** Monday July 23, 5:00 PM ET

**Hosted by:** YMCA of USA

**Web Site:** <http://ymca.ymcaswimminganddiving.org/2018LC>

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### ABOUT THE CHAMPIONSHIP

The YMCA Long Course Nationals is a celebration of YMCA athletes' accomplishments both in and out the swimming pool.

This meet is a sanctioned, closed, inter-association National YMCA championship meet. This meet and all participants will adhere to the Rules that Govern YMCA Competitive Sports and the Swimming Addendum to the Rules that Govern YMCA Competitive Sports. USA Swimming technical rules will be followed. The meet is YMCA sanctioned and Approved by the USA-S Potomac Valley LSC.

USA-S/PV Swimming Championship  
Approval number PVA-18-306.  
USA-S/PV Swimming Time Trial  
Approval number PVA-18-306TT.

#### ADJUSTMENTS TO THE MEET

**ANNOUNCEMENTS:** The Championship Meet Committee reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient running of the meet or due to unforeseen issues of weather or facility problems. Changes will be communicated as far in advance as possible. None of the required elements for a YMCA National Championship and USA-S Approved meet can be changed.

**MEET TIMELINE:** The Championship meet will be held over 4-1/2 days. On the first day of the meet, in the evening, 4 events will be swum: Prelims for the 200 Freestyle Relay and the Timed Finals for 1500 Freestyle. On each of the following four

#### CHAMPIONSHIP NOTES

- *Parade theme is "Animation".*
- *Prelims start at 8:30AM, Day 2 thru Day 5*
- *Attending coaches must have cleared a background check within the last two years.*
- *All coaches and volunteers must meet the requirements of the Safe Sport Act in order to be on deck.*
- *Athletes may compete in five (5) individual events and a total of ten (10) events (excluding Time Trials) in the meet.*
- *Athletes may enter Two (2) Time Trials with a possible 3<sup>rd</sup> allowed.*
- *If weather delays occur during a prelim session, that afternoon's time trials might be shortened or cancelled.*
- *Additional entries after the meet entry deadline will be allowed from sanctioned USA-Swimming meets contested between July 23<sup>rd</sup> and July 29<sup>th</sup>.*
- *Athletes qualifying for either 800 or 1500 Freestyle get the other as a bonus event if they meet the bonus qualifying time*
- *Relay Awards will be presented immediately after the Relay Finals are swum-same day.*
- *1500 Freestyle awards will be presented on the evening of Day 2*
- *Single Heat sheets are included with admission fee*
- *Contact Jim Ryan ([jryan@ymcade.org](mailto:jryan@ymcade.org)) as soon as possible if you have any questions or concerns regarding your swimmer's eligibility.*



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days, Prelims will be held in the morning, with Time Trials for that day starting approximately ½ hour after completion of Prelims, and Finals in the evening. Refer to Appendix 7 for a detailed Schedule of Activities

### LOCATION AND FACILITY

**Location:** University of Maryland, Epley Recreation Center, 4128 Valley Drive, College Park, MD 20742 [recwell.umd.edu/facilities/natatorium](http://recwell.umd.edu/facilities/natatorium).

**Emergency Phone Number:** Phone: (301) 226-4500

**FACILITY:** The competition pool will be configured as one 8-lane 50 meter pool, with starting blocks at both ends. The starting blocks are equipped with track start fins but do not currently have backstroke wedges. Water depth for starting areas is 8' 6" and 13' 6". Colorado electronic timing systems will be used. The competition course has been certified in accordance with USA Swimming Rule 104.2.2C (4). A separate 10-lane, 25-yard instructional pool is available for warm up/warm down.

**Swimmers:** There will be seating available on-deck for approximately 800 swimmers. The Athlete Village, located in the West Gym, will be available to swimmers whenever they are not swimming.

**Spectators:** The spectator area is on a separate level from the pool deck. The facility boasts seating for 1,000 spectators and a handicap seating area. The spectators will only have access to the spectator level. No strollers, coolers, folding chairs, or oversized stadium seats will be permitted on the spectator level. Limited concessions will be available on the spectator level. Wi-Fi is available to all guests.

### WEB SITE

Meet Information can be found at:

<http://ymca.ymcaswimminganddiving.org/2018LC> . Parents, Officials, and Coaches are encouraged to sign-up for email notifications as information is updated on the web site.

**Online Meet Results:** Meet results will be available at the web site above and via ActiveHy-Tek Meet Mobile.



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### CONTACT INFORMATION

**Meet Director:** Bob Turner, [bturner623@comcast.net](mailto:bturner623@comcast.net)

**Entry Chairperson:** Tom Warrick, [twarrick@comcast.net](mailto:twarrick@comcast.net)

**Meet Referee:** Eddie Hughes, [cehughes@spinxco.com](mailto:cehughes@spinxco.com)

**Coaches Representative:** Jack Caucino, [jcaucino@cymca.org](mailto:jcaucino@cymca.org)

**Officials Coordinator:** Rick Carson, [rickcarson209@gmail.com](mailto:rickcarson209@gmail.com)

**Eligibility Chair:** Jim Ryan, [JRyan@ymcade.org](mailto:JRyan@ymcade.org)

**University of Maryland:** Natalie Taylor, Coordinator of Aquatic Programs,  
[njft85@umd.edu](mailto:njft85@umd.edu)

**Insurance:** Robin Lee, [robin.lee@ymca.net](mailto:robin.lee@ymca.net)

**Hotel and Lodging:** <https://pse.tournamenthotels.com/pse/Event/2006>

### NOTICES

**DEFINITIONS:** **Day 1** is Monday July 30, **Day 2** is Tuesday July 31, **Day 3** is Wednesday August 1, **Day 4** is Thursday August 2, **Day 5** is Friday August 3.

**PARADE THEME:** The theme for the Parade of Athletes is "**Animation**". Athletes are invited to dress-up as their favorite animated character (e.g. princesses, super heroes, cartoon character, etc.).

**ATHLETE VILLAGE:** We are encouraging swimmers to use the Athlete Village located in the West Gym during Prelims whenever they are not swimming. With 1,000 or more athletes attending the competition, the pool deck is too crowded to accommodate everyone. Your cooperation will give each athlete an opportunity to do their best.

Please remember that everyone is responsible for their personal belongings. Swimmers should never leave any of these items unattended.

**COLLEGE COACHES:** College coaches are welcome at all YMCA National Swimming and Diving Championships. We encourage you to come and see the talent that can be the future of your swimming or diving team. There is no charge for admission credentials.



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Coaches are encouraged to register in advance so that we have a packet waiting for you at Check-in. Please send an email to Tom Warrick, [twarrick@comcast.net](mailto:twarrick@comcast.net) Include your name, address, phone number, university/college and your email address.

At the meet, college coaches may pick-up or request credentials at the Team and Coach Check-in table each day of the meet.

***Coaches should bring their business card or school identification, and a photo ID.***

At Check-in, you will receive the following at no charge:

- A personalized college credential (free admission)
- A list of participating YMCAs and coaches' names
- Complimentary Heat Sheets throughout the meet

**Coaches may also bring brochures which will be made available to swimmers and parents attending the Championship.** Your brochures can be placed in the brochure stand at the spectator entrance to the pool.

**ATHLETE TRAVEL ASSISTANCE:** YMCA of the USA (Y-USA) recognizes the commitment a swimmer makes to training and competing in swimming and diving competitions. We realize the financial strain these competitions can have on families. The YMCA of USA hopes to alleviate some of the financial pressures associated with participation by making financial assistance available to the parents/athlete to help support an athlete on local YMCA Financial Assistance with traveling to National Competitions (transportation and housing costs only).

Swimmers should meet the current financial assistance guidelines established by their local Y; however, local YMCAs and Coaches may submit recommendations for hardship exceptions. Criteria and Application form are available at:

<http://ymca.ymcaswimminganddiving.org/2018LC>

**PHOTOGRAPHER AND VIDEO:** ProSwim Visuals will be on site as the official Championship Photographer. During the Championship, arrangements can be made with ProSwim for team and individual swimmer photos. ProSwim will be the awards photographer.

Information about video streaming of the meet will be posted on the Long Course website when it becomes available.



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**VOLUNTEER PHOTOGRAPHERS NEEDED:** If you are interested in volunteering to take pictures during the Championship for posting on our National Championship web site, please read and complete the application form at:

<http://ymca.ymcaswimminganddiving.org/2018LC>

Note: Selected applicants will have access to the pool deck and must abide by USA Swimming and facility camera/photograph restrictions. Selected applicants are subject to a background check performed by the Championship Meet Committee at no cost to the individuals.



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### ATHLETE ELIGIBILITY

**YMCA Membership:** An athlete must be a YMCA member in good standing who holds an annual, full privilege membership at the YMCA he/she represents for a period of at least 90 days prior to the first day of the meet. An athlete may have only represented that YMCA team in competition for a period of 90 days prior to the first day of the meet, excluding scholastic competition.

**Amateur Status:** An athlete may not have represented a college, university or other post-high school institution in any competition and may not have accepted pay or compensation for competing as a swimmer.

**Unattached Athletes:** There is no unattached status in YMCA Swimming.

**Age:** An athlete must be at least twelve (12) years of age, and not older than twenty-one (21) years of age on the first day Meet. The age-up date for this meet is the first day of the meet.

**YMCA Meet Participation:** 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, 2017. 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 the current version of the Swimming Addendum Rules that Govern YMCA Competitive Sports for requirements and definitions of YMCA inter-association and sanctioned championship meets.**

<http://www.ymcaswimminganddiving.org> (Under REFERENCE tab)

**Times:** An athlete must achieve the minimum qualifying time standard for each event in which he/she enters during the period of July 1, 2017 through the entry deadline. Refer to Appendix 2A for meet qualifying times.



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**Athletes with a Disability:** YMCA Member-athletes with a disability who meet the eligibility requirements for the National YMCA Swimming Championships but do not meet the time standards for able-bodied athletes may compete in the Long Course YMCA National Championships provided they meet the Can-Am Para Swim time standard in their class. Athletes must be classified prior to National YMCA competition and must have swum the qualifying time(s) during the same calendar periods as their able-bodied peers. Classification will not be conducted at the YMCA National Championships. YMCA Member-athletes with a disability will be seeded with their actual time, not at N.T. or the slowest non-conforming time, but they will be seeded in the first heats.

**Protest:** Coaches should be prepared to provide proof of their athletes' meet participation and qualifying times if a protest is filed.

**YMCA with No Swim Team:** If a YMCA does not sponsor a competitive swimming team, an eligible athlete from that YMCA may participate in the National Championship Meet representing his/her own YMCA, provided the entry is approved by that YMCA's executive director or CEO, the regional representative in that region and by the Championship Meet Eligibility Committee. Also see the section below titled "Teams without A Coach at the Meet".

**Eligibility Questions:** Questions concerning athlete eligibility should be directed to Jim Ryan ( [jryan@ymcade.org](mailto:jryan@ymcade.org) ), Chair of the Meet Eligibility Committee.

### COACH ELIGIBILITY

**Required Certifications:** Coaches must hold current certifications in the following courses in order to receive a deck credential: Professional Rescuer CPR (annual certification required), First Aid, Safety Training for Swim Coaches (a Lifeguard certification may be used if accompanied by completion of the Safety Training for Swim Coaches online content) and Principles of YMCA Competitive Swimming and Diving. A list of the acceptable certifications can be found at:

<http://www.ymcaswimminganddiving.org> (Under COACHES tab)

All coaches attending the Championship must have cleared a background screening **within the past 2 years**. This background screening is the responsibility of the coach and his/her YMCA and will be verified by the signature of the executive director or CEO on the





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team's Meet Declaration Form. Currently registered members of USA-S will have already met this requirement.

**Requirements of Safe Sport Act:** ALL coaches participating in the YMCA Long Course National Championship in 2018, must meet the federally mandated requirements of this law. See Appendix 8 for the requirements.

**Team Registration & Coach Registration:** To participate in the meet, your team and all attending coaches must complete the annual YMCA registration by July 1, 2018 and all coaches' safety certifications must be current through the last day of the meet.

Coaches who plan to attend the YMCA Long Course National Championship who did not register by this deadline will be required to present all certifications and register on-site at Check-in, including paying a \$60 deck fee. Information and instructions for completing the annual on-line YMCA team and coach registration process is sent to teams each year by their respective regional representative and posted on the YMCA National Web site.

<http://www.ymcaswimminganddiving.org> (Under COACHES tab)

**Teams without A Coach at the Meet:** All athletes and teams must have at least one certified and credentialed YMCA coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. **To affect such authorization, use the Coach Authorization form that will be automatically generated when an attending coach is not specified during the Online Meet Entry.**

### TEAM ELIGIBILITY

**Team Registration:** Each team must have completed the annual YMCA on-line team registration and paid the annual registration fee.

**Insurance:** Each team that participates in the meet must have a current and correct Certificate of Liability Insurance, in effect through the last day of the meet, on file with the YMCA of the USA. A list of teams with the expiration dates of their certificates will be available at:

<http://ymca.ymcaswimminganddiving.org/2018LC>



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E-mails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may e-mail the certificate to robin.lee@ymca.net.

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

### ENTRY INFORMATION

**ENTRY LIMITS:** There is no limit on the number of events the athlete may enter. However, an athlete may only compete in a maximum of **ten (10)** events of which no more than **five (5) may be individual events**, not including Time Trials. A team may only have one entry in a relay event.

Because this meet is USA-S Approved, there is a daily limit on the number of events a swimmer may swim (rule reference 102.2.2 and 102.2.7).

- A swimmer may swim no more than 3 individual events per day in a Prelims/Finals meet
- Time Trial events will count as a part of this daily total.

**QUALIFICATION PERIOD:** The qualification period is July 1, 2017 through the entry deadline.

**USA-S IDs:** Only USA-S registered athletes should have an ID number in the Meet Entry File.

**TIME STANDARDS:** Swimmers/Relays must have equaled or bettered the minimum time standard: See Appendix 2A for qualifying times.

**SPECIAL BONUS DISTANCE EVENT:** If a swimmer qualifies for either the 800 Freestyle or the 1500 Freestyle, but has not qualified for the other event, the swimmer may enter the other event by achieving the bonus qualifying standard. Example: Swimmer qualifies for the 800 Freestyle but has not achieved a qualifying time for the 1500. That swimmer may enter the 800 free and enter the 1500 as long as they qualify using the bonus 1500 qualifying time.

**ENTRIES FOR THE 50 METER BACKSTROKE, BREASTSTROKE AND BUTTERFLY:** In order to compete in the 50 Meter Backstroke, Breaststroke or Butterfly, a swimmer must have achieved the qualifying time for the 100 or 200 Meter distance in that stroke. If the swimmer is not entered in the



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100 or 200 Meter distance for that stroke in the meet, then he or she 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.

**ENTRY TIMES:** No Times (NT) are not allowed. Entry times for individual and relay events shall be the athlete's fastest times achieved during the current qualifying period. (USA Swimming Rule 207.9.4.A) The fastest long course meter times shall be used. If a swimmer does not have a long course meter qualifying time, then a qualifying short course meter or short course yard time may be used. Events will be seeded with long course meter times as the fastest times followed by short course meter times and then short course yard times. Entries must be made using actual times. Time conversion is not permitted.

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

Intact Relay from current season (time achieved between September 1, 2017 and entry deadline) – The time belongs to the team and may be entered without additional qualifications.

Intact Relay with time achieved between July 1, 2017 and August 31, 2017 – All athletes on that relay team must be eligible to compete at the 2018 Long Course National Championship Meet and all four swimmers must be entered in the meet.

Composite Relay – The names of each athlete comprising the relay entry must appear on the team entry.

**ATHLETES WITH A DISABILITY:** The YMCA National Championship Meet Committee encourages the entry of athletes with a disability who meet the YMCA eligibility requirements and the Can-Am Para Swim time standards in the meet.

When completing your entry for these individuals and your team (if you have other qualifiers) you will submit your entry using the National YMCA's Online Meet Entry. You will get an error message saying that your athlete's time does not meet the time standard. There will be a comment box where you



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can note that you are entering an athlete with a disability class (i.e. S7). The entry chair will get your entry. Your athlete will be seeded in the first heat of the event - so the order will be LCM, SCM, SCY, athletes with a disability with non-conforming standards.

When at the Team Check-in, it is your responsibility to let the Meet Referee know that you have an athlete(s) with a disability on your team. In addition, you should inform the appropriate Deck Referee prior to your swimmers' individual events.

If your athlete has a chance to set an American Record, please note that possibility with your entry and inform meet management and the announcer prior to the event. If a record is achieved, please follow up with meet management to complete the necessary reporting process.

If your athlete needs additional support (i.e. S4 classification or lower) with warm up space or other accommodations when racing, let the referee know what accommodations might be required.

### **ENTRY FEES:**

Athlete surcharge:	\$15.00 per entered athlete (including Relay-only swimmers)
Individual event fee:	\$15.00 per event
Time Trials	\$20.00 per event
Relay Event Fee:	\$40.00 per entered relay
Coach Deck-pass: entry time	\$20.00 per identified coach at on-line
Coach Deck-pass: as	\$60.00 per coach who was not identified
	attending during the on-line entry
Sponsorship (Optional):	\$50.00 to be an identified sponsor of the championship meet

Number of coaches permitted per team is based on the number of athletes attending:

1-10 Swimmers	2 coaches
11-20 Swimmers	4 coaches
21-25 Swimmers	5 coaches



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26-35 Swimmers

7 coaches

36 or more Swimmers

8 coaches

**ENTRY DEADLINE:** Entries are due on Monday, **July 23, 2018, 5:00 PM ET**

**OFFICIAL ENTRY:** All entries must be made through the ON-LINE MEET ENTRY system. On-line Entry is available at:

<http://ymca.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsLC>

For those athletes entering the meet as a relay only swimmer (not entered in an individual event), they must be designated as such and pay the athlete surcharge. **Athletes without an individual entry must swim in at least one relay.**

**ENTRY PROCEDURE:** Before going on-line to submit your entry, please create a Meet Entry file in ActiveHy-Tek's Meet Entry format (e.g. ActiveHy-Tek Team Manager or TeamUnify). Once you have entered your qualified athletes in the desired events and verified this, then export your entry file.

Go to the YMCA Online Meet Entry and complete the information on the screens including a list of your graduated seniors, and upload your Meet Entry file from the drive and folder you noted above and submit.

Note: Senior recognition: The high school athletes who graduated from high school in the spring will be recognized at the meet. Senior names are submitted during the On-line Meet Entry process. We will not accept senior names at the meet.

If there are errors identified during the on-line entry process, a report showing these errors will be displayed. Please print the report and return to your Team Unify, ActiveHy-Tek Team Manager or similar program and fix the mistake, then recreate and upload a new corrected file. ***Please realize that each upload overrides the prior upload therefore each upload must be a complete meet entry.***

**FORMS GENERATED DURING ON-LINE ENTRY:** When you submit your entry file, a series of forms will be displayed for you to print.

**Declaration Form:** The form is your team's Certification, Eligibility & Release Declaration and must be signed and faxed back to 1-866-633-8996 or e-mailed to [YMCAForms@comcast.net](mailto:YMCAForms@comcast.net) by July 27, 2018. The generated Fax Cover sheet must be the first and only cover sheet



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when faxing back or e-mailing the Declaration Form. The Declaration form is the only form that needs to be transmitted prior to Coaches Check-in at the meet. Appendix 4 includes a Sample Declaration form for review.

**Additional Forms:** The following forms are generated during the On-line Entry process. These forms are to be brought to Team Check-in. Do not fax these forms prior to the meet. Refer to the Notes for additional information.

***Entry Confirmation Form:*** For your review and verification that entries have been correctly submitted. This is your copy of your submitted entries. You should bring this form in case there is a question or issue about your entry. Do not fax this form.

***Coach's Authorization Form:*** If another coach will be responsible for your swimmers, this form must be signed by the local coach, local YMCA Executive, and representing coach. 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. Do not fax this form.

***Coach Photo Release Form:*** Each coach must sign to consent to YMCA of USA the use of any of their photos/audios/visuals/narratives. Do not fax this form.

***Parent's Consent and Waiver/ Concussion Awareness Acknowledgement Form:*** Coaches must present a copy at Team Check-in for each athlete attending the meet that has been signed by his/her parent/guardian or the individual swimmer if over the age of 18. Do not Fax these forms.

**ADDITIONAL ENTRIES:** We are allowing additional individual or relay entries for the 2018 Long Course Championship after the published meet entry deadline date of Monday, July 23, 2018. The additional entries will only be allowed from sanctioned USA-Swimming meets contested between July 23rd and July 29th. All additional entries will be accepted only under the following acceptance criteria: Teams must have already registered in the 2018 Long Course Championship by the meet entry deadline.

New swimmers who qualify from meets held between July 23rd and July 29th are permitted.



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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 23rd and July 29th). 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 Sunday, July 29th 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.

**PAYMENT FOR MEET ENTRIES:** All meet entry fees will be invoiced and paid through our National partner and credit card processor, TeamUnify. If you are not a customer of TeamUnify, you have a "limited" TeamUnify system which you use to process your annual team and coach registration and sanction meet requests. If you are a current customer of TeamUnify, you obviously have a full function version of TeamUnify.

In either system, you store a credit card in your TeamUnify to pay for the team registration and meet sanction fee. This will be the same system that will be used to pay for your total meet entry fees (Championship and time trial).

After the meet entry deadline, we will generate an invoice to your team in TeamUnify for your total meet entry fees. (Note: Your credit card will **NOT** be charged when you submit your entries.) When the invoice is created after the entry deadline, the total meet entry fees will be automatically charged against the credit card you have on file in TeamUnify.

To ensure that your credit card payment for your meet fees is processed correctly, please ensure the following:





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- If you need to change the credit card stored in your TeamUnify system, here is the FAQ that explains how to update your credit card information: <https://teamunify.uservoice.com/knowledgebase/articles/273306-ymca-add-update-credit-card-for-ymca-fees>
- Visa, Mastercards, and Discover credit cards can be used. American Express cards cannot be used and will not be accepted by the TeamUnify system.
- Your credit card must have a transaction limit equal to or greater than your total meet entry fees (Championship plus Time Trials)
- Your credit card must have a total charge limit that is great enough for your meet entry fees plus any other charges you have and plan to make.

In the event your credit card fails during the processing, you will be notified. You will then be responsible for paying your entry fees at Coach Check-in in College Park. Only checks and cash will be accepted. Make checks payable to: **YMCA of the USA-2018 Long Course**. Credit cards will not be accepted.

If you submit Additional Entries after the standard meet entry deadline, these entry fees must be paid at Coach Check-in in College Park with cash or check. Credit cards will not be accepted. See **ADDITIONAL ENTRIES** section for additional details on the process and criteria for submitting Additional Entries after the Meet Entry deadline.

**PSYCH SHEETS:** Psych sheets will be available on the National Championship website. Any entry time issues should be brought to Team & Coaches Check-in at the Meet by the Coach. Do not contact the Meet Director or Entry Chairperson prior to Check-in.





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### COACH'S MEET ENTRY CHECK LIST

#### MEET ENTRY

- Each coach has cleared a background check within the last two (2) years
- Team has completed the annual on-line Team Registration process
- Each coach has all required current certifications
- Each coach has completed the annual Coach Registration process
- Each coach has met the training requirements of the Safe Sport Act
- Each coach has electronically signed the Championship 2018 Code of Conduct
- Your YMCA's Certificate of Insurance is on file at the YMCA of the USA
- Your YMCA team's apparel and banner comply with the Y-USA Graphic Standard
- All travel and lodging arrangements are complete and verified
- Championship Meet Entry file has been created in TeamManager or TeamUnify, verified and submitted prior to **5:00 PM ET on July 23, 2018.**
- Your team's Graduated Seniors are included in your team entry.
- Time Trials Meet Entry File has been created, verified and submitted.
- Team's Declaration Form has been signed by Head Coach, YMCA CEO or Executive Director and YMCA Membership Director
- Declaration form has been faxed or e-mailed
- The credit card on file for your team is the correct one to be charged for Championship Meet entries.



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### **VOLUNTEERS/OFFICIALS/TIMERS**

**OFFICIALS AND TIMERS:** A large number of officials are needed to properly handle a meet like this with multiple sessions and chase starts. There is a need for both YMCA Level I and YMCA Level II Officials during Prelims, Finals and Time Trials each day. All officials attending the meet are strongly encouraged to sign up to work at the 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 four sessions over the course of the week. Officials working at the Prelims will receive breakfast and lunch in the Hospitality Room. Officials working at the Finals will receive a light snack in the Hospitality Room.

**APPLICATION TO OFFICIATE:** Anyone wishing to officiate for the swimming events in the meet should complete the application form available on web site

<http://ymca.ymcaswimminganddiving.org/2018LC>

and then forward it to the Committee as follows:

Email: [rickcarson209@gmail.com](mailto:rickcarson209@gmail.com)

Surface Mail: Rick Carson Box 209 St. Peter's, Pa 19470.

**TIMER REQUIREMENTS:** 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 within two days after the Entry Deadline 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 assigned Timer slots at Registration. Volunteer timers will be expected to attend the Officials meeting 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.

**OFFICIALS REGISTRATION AND PRE-MEET MEETING:** All officials working the meet should register at Official's Registration. Official's Registration will be held in the Registration Room beginning on Day 1 and throughout the week. At Official's Registration, officials will receive their credentials, shirts and instructions.



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For those who register to officiate, there will be a mandatory meeting on Day 1. After Day 1, there will be a mandatory briefing in the official's room prior to each session.

**ATTIRE:** The uniform for the Prelims will be the appropriate colored meet shirt (provided at officials' registration) and khaki slacks/pants, shorts, skorts or skirts (no shorter than 4" above the knee). **Officials who worked at the 2018 Short Course meet are asked to bring their two uniform shirts (red, white) provided at that meet.**

The uniform for Finals (including day 1 events) will be a White Oxford or polo shirt and long navy blue pants (no shorts, skorts or skirts please).

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

**CLASSES FOR OFFICIALS:** Training classes will be offered for officials and trainers at the meet. See Schedule of Activities for specific times and locations. Courses offered are: Swim Officials Trainer Training, Facilitation Skills for Trainers, Swim Officials Level I Training, and Swim Officials Level II Training.

**Training Info:** <http://ymca.ymcaswimminganddiving.org/2018LC>

**REQUIREMENTS OF SAFE SPORT ACT:** ALL volunteers/officials/timers participating in the YMCA Long Course National Championship in 2018, must meet the federally mandated requirements of this law. See Appendix 8 for the requirements.

**BACKGROUND CHECK POLICY:** Each Official and Timer is subject to a background check to be performed by the Championship Meet Committee at no cost to the individual.



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### CHECK-IN PROCEDURE

**MEET CHECK-IN PROCEDURE:** Check-in will take place at the University of Maryland, Eppley Aquatic Center Team Check-in Room (West Gym). If the coach checks-in their team on Monday, there will be 5 Check-in stations. The head coach (or coach in charge of the team) should complete the Check-in process. Attending assistant coaches identified during the on-line entry process do not need to participate in the Check-in process.

Note: After Monday's Check-in, teams/coaches may Check-in at designated times during the meet. The process will be the same, but there will be no individual stations.

**ATTENDING COACHES UNABLE TO BE LISTED DURING ON-LINE ENTRY PROCESS:** Any coach, who was not able to be selected as attending the meet during the on-line entry process, must also complete this Check-in process at the meet. Note: A deck fee of \$60 will be assessed and the coach must show current proof of certifications. You will need to complete the registration process at Coach Check-in.

#### **CHECK-IN HELP STATION (Station # 1):**

If a coach did not have their Insurance Certificate sent to YMCA of USA in Chicago, he/she must present it at the Coaches Check-in Help Station.

If a coach did not Fax their signed Declaration form prior to arriving at the meet, he/she must present this information at this station.

In addition, if the coach has any questions about the process, he/she should stop at this station.

**PROOF OF TIMES STATION (Station #2):** If the team has been selected for Proof of Times for one or more of their entries, the coach must proceed to the Proof of Times station before proceeding to the Coach Check-in Station. See Proof of Times section for details on selection process and proving times.

If the coach has identified an error in their entries, he/she should also stop at this station.

Scratch and relay cards will be available and accepted at this station.

**COACH CHECK-IN STATION (Station #3):** All coaches must stop at this station to Check-in. Information is collected and several forms will be printed. An invoice will be printed for the meet entries fees that the coach



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will need to present at Station #4. A Team pickup form will be printed that the coach needs to present at Station #5.

**PAYMENT STATION (Station #4):** The head coach presents the invoice (from Station #3) and, if entry fees were not paid on-line by credit card, pays team entry fees by cash or check. Checks should be made payable to: **YMCA of the USA-2018 Long Course.**

**PICK-UP STATION (Station #5):** The head coach presents the team pick-up form (from station #3) and all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her athletes. Coaches also present their signed Photo release forms (required of all coaches) at this Station.

The coach will receive the athlete credentials, athlete gifts, team information packet, coaches' gift, and coaches' deck passes.

**NEW COACHES MEETING:** All new coaches (not just new teams) are invited to meet at the New Coaches Meeting on Monday to go over meet procedures and answer any questions they may have regarding the national meet. This meeting creates a setting for new coaches to ask questions they might not be comfortable asking in front of all the experienced national coaches at the Coaches Meeting.

**COACHES MEETING:** At least one coach from each team is expected to attend the Coaches Meeting on Monday. Rules and procedures will be reviewed along with introductions of the Championship Meet Committee and the Facilities staff.

**PROOF OF TIMES: USA-S SWIMS:** If the swimmers' entry times cannot be verified in the USA-S SWIMS database, then they are subject to being randomly selected for proof of the entry time. A 15% or less random sampling of entry times not reconciled against SWIMS will be selected for Proof of Times

The teams randomly selected will be notified via email within 3 days after the Entry deadline. The email address which will be used is the email address entered during the On-line Entry Process. The selected teams will also be posted at <http://ymca.ymcaswimminganddiving.org/2018LC>. Only the specifically selected times must be proved.

All proof of times will be performed during the Meet Check-in process. Do not send proof of times to the Entry Chair or Meet Director.

The entered time (seed time) must be proven to the hundredth of a second.



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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.

Proof may be printed from the SWIMS database. Results for meets not in SWIMS must be official printed meet results.

High school swim meets are swum under NFHS rules, which differ from the USA-S technical rules in a number of areas. For a time from a high school meet to be accepted, that meet must have been observed by USA-S or YMCA officials in accordance with USA-S Rule 202.8. The printed results of the event must show the USA-S Observed Meet number issued by the LSC and must be signed by one of the USA-S or YMCA observers.

Coaches are reminded that other factors may require a team to prove USA-S non-reconciled times. This includes, but is not limited to, a protest from another coach.

**PROVING A RELAY TIME:** The intact relay time or individual times that comprise a composite entry time must be proved. If the intact time was achieved between July 1, 2017 and August 31, 2017, then the members of that relay must also be entered on the team's official entry. If a composite time is used, all athletes in the composite must be entered on the team's official entry.

**MISSTATED TIMES:** If a time is misstated in an event, the proven time will be accepted provided proof can be shown that the athlete'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. Misstated times will be corrected providing the scratch box has not been closed for that day. There will be no penalty fee for misstated letters (Y, S or L).

Under no circumstances will a time-change be accepted that is faster than the seed time entered during the on-line entry process, even if a faster time can be proved.



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### **COACH'S TEAM CHECK-IN CHECK LIST:**

- Bring the Declaration signed forms that you submitted by fax or email
- Bring your Entry Fee form (and check if entry fees were not paid by credit card on-line prior to the meet)
- Bring all Parents Consent and Liability Waiver/Concussion forms
- Bring signed Photo Release forms for all attending coaches
- Bring a photo ID
- Bring all of YOUR certifications (current through the meet) or have your mobile Y Coach Deck Pass available
- Bring proof of times for each entry if you have been notified that you need to prove times
- (Best practice) Have a contract with your athletes as to their expected behavior
- (Best Practice) Review the YMCA four core values – Honesty, Responsibility, Caring and Respect with your athletes
- (Best Practice) Obtain permission for emergency medical care for each athlete
- Scratch any athletes at Team Check-in who will not be competing on the first day of Prelims
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting on Day 1
- At least one coach from team attend the Coaches meeting on Day 1



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# CHAMPIONSHIP PROCEDURES AND OPERATIONS

**CHAMPIONSHIP COMMITTEE:** The Committee is listed in Appendix 3

**RULES:** The meet will run under the Rules that Govern YMCA Competitive Sports, Addendum to the Rules that Govern YMCA Competitive Sports, and USA-S Technical Rules.

**RESPONSIBILITY OF COACHES AND ATHLETES:** It shall be the responsibility of the coaches and athletes to acquaint themselves with all information pertaining to swim-offs, Finals, and their participation therein, and other related meet data including scratch procedures.

**MEET FORMAT:** The meet will be swum using a Timed Finals and Prelims & Finals format depending on the event. Swimmer's age will be determined as of first day of the meet.

**EVENT SEEDING:** Events will be seeded Slowest to Fastest (except the 1500 freestyle, 800 freestyle and 800 freestyle relay) with non-conforming entry times (short course meter and short course yard) seeded first. The Meet Referee/Administrative Official reserves the right to combine heats.

**HEAT SHEETS:** Coaches may pick up their session heat sheet at the HELP Desk on the pool deck. Officials will pick up their Heat Sheet in the officials' meeting for the session.

**WARM UP AND POOL ENTRY:** During designated warm up sessions, athletes may only enter the competition pools from the starting ends. At all times other than competition, athletes are expected to use a three-point entry in which they sit on the edge of the pool then slide into the pool gently, with one hand on the wall. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts.

Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions. No team has exclusive rights to any pool lanes during warm up period, during or before the start of the meet. Teams will need to share lane space and work cooperatively in reflection of the YMCA values and sportsmanship.

The policy for the use of training equipment is:

- Training equipment is not allowed in the competition pool at any time during warm-ups.





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- Training equipment will be allowed in the instructional pool when general warm-ups are taking place in the competition pool.
- Once the competition pool switches to specific warm-up then training equipment is no longer allowed in the instructional pool.
- Training equipment will not be allowed in the instructional pool when prelims, time trials or finals sessions are taking place in the competition pool.
- The coach whose athletes are utilizing training equipment should monitor its use to insure a safe environment for all athletes.

**RELAY CHECK-IN PROCEDURE:** Prelims – Teams will not need to file a relay form for Prelims if the same swimmers who were entered during the on-line entry process will swim in Prelims in the same order as entered. If the swimmers in Prelims are different than the swimmers entered on-line (or in a different order), then a relay form must be filed.

Prelims – Relay forms will be available at the Proof of Times table during registration or at the Scratch/Relay table and HELP Desk during the meet. The head coach shall list the team name and the competing relay swimmers (last and first names) in the order that they will swim. Relay entry forms for Prelims must be turned in to the Scratch/Relay table 30 minutes before the scheduled start of the relays. Relay changes may be declared at any time prior to the start of the heat, but the coach **MUST** submit a “change” relay card to the Deck Referee prior to the start of the relay’s heat.

Finals – 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.

**SCRATCH PROCEDURES:** Once entries have been submitted, an athlete is considered entered into an event unless he/she scratches from that event. If an athlete does not scratch from an event and does not swim the event, that event still counts toward the athlete’s total number of events for the meet. The USA-S scratch procedures (USA-S Rule 207.11.6) will be followed, as modified for this Meet and set forth below: Scratch cards will be available from the Scratch table and the HELP Desk.

**SCRATCHING FROM PRELIMS:** The athlete or coach must complete and submit a Scratch card to the Scratch table by 5:00 PM on the day



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prior to the event. For the Day 1 events, the Scratch table will close at 1:00 PM on Day 1.

**SCRATCHING FROM A TIMED FINALS EVENT:** Athletes may scratch from a timed Finals event in accordance with the procedures for Scratching from Prelims.

**SCRATCHING FROM FINALS:** For an athlete initially qualifying for the A, B, or C Finals, the swimmer or his/her coach, must notify the scratch table within 30 minutes following the announcement of his/her name as a finalist that he/she will not compete in Finals in that event.

If there have been scratches from a Final event, the Administrative Referee will attempt to notify any swimmer moved up into finals.

Failure to compete in a Finals Event from which the athlete has not scratched shall disqualify the athlete 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, or it is determined by the referee that failure to compete is caused by circumstances beyond the control of the athlete.

**DECLARATION OF INTENT TO SCRATCH:** An athlete qualifying for A, B, C Finals (or his/her coach), based upon the results of the Prelims in an event, may notify the Scratch/Relay 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 individual Prelims event in which he/she is entered. The athlete (or his/her coach) must declare his/her final intentions within 30 minutes following their last individual Prelims event (USA-S Rule 207.11.6E(2)). If the athlete (or his/her coach) does not declare his/her final intention, it will be assumed the athlete has chosen not to scratch from the Finals of the original event. If the athlete then fails to compete in this Finals Event, he/she shall be barred from further competition for the remainder of the meet (USA-S Rule 207.11.6D(1)).

**DECLARED FALSE START:** An athlete may also withdraw from a Prelims 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 athlete and will be counted in the maximum number of events allowed for each athlete.



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**NO SHOW:** An athlete 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 athlete and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the athlete.

In addition, the athlete shall not be seeded in any individual events on succeeding days unless that athlete and/or coach declares intent to swim prior to the close of the scratch box for the next day’s events.

(Note that under USA-S rules, a no show is automatically barred from all further individual and relay events for that day (Rule 207.11.6C); we are easing that burden, particularly for relay swimmers.)

**SWIM-OFFS:** In the event a swim-off is necessary, the meet Admin Referee will set a time for the swim-off which will not be any later than 45 minutes after the last heat of any event in which any of the swimmers in the swim-off is competing. (USA Swimming Rule 102.5.2).

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

**INITIAL SPLITS:** Coaches desiring a time for an initial split in an individual or relay event must complete the appropriate form and present it to the Deck Referee prior to the swim in question so that additional timers can be provided as a back-up to the timing system. Forms are available at the HELP Desk. Coaches may be asked to provide one or more timers for their athletes.

**HELP DESK:** General meet information, Heat Sheets, Bio Forms, Facility Information, Relay Change Cards, Requests for a Time for Initial Split, etc. can be obtained at the HELP Desk, located on the pool deck.

**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.

**DISTANCE EVENTS:** The 1500 meter Freestyle event is a timed final and is swum fastest to slowest alternating Women’s and Men’s heats. The Deck Referee may combine the slowest heats if warranted.

The 800 meter Freestyle event is a timed final and is swum fastest to slowest. The top 8 seeded competitors swim at night.



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The 800 meter Freestyle Relay is a Timed Final with the fastest two seeded heats swum at night. The heats during morning preliminaries will be swum fastest to slowest. The two evening heats will be swum slow to fast.

**FINALS:** For Individual events, the heat order is "C"-Heat (bonus heat), followed by "B"-Heat (consolation heat), and followed by "A"-Heat (Finals heat).

For Relay events, the heat order is "B"-Heat (consolation heat) followed by the "A"-Heat (Finals heat).

### **STARTING LOCATIONS:**

For Prelims both ends of the pool will be used for starts. ODD heats will start at Warm-up Pool end and EVEN heats will start at Diving Board end. Exceptions: all heats of 50 meter events will start at the Diving Board end of the pool; all heats of the 800M and 1500M Freestyles, the 200M relays and the 800M relays will start at the Warm-up Pool end of the pool.

For Finals 50M events will start at Diving Board end of the pool and all other events will start at Warm-up Pool end of the pool.

**RESULTS:** Any results displayed on the scoreboard or Meet Mobile are unofficial until final results are published. Results will be posted on the pool deck and in the Spectator Lobby. Final results are available on our website (<http://ymca.ymcaswimminganddiving.org/2018LC/Results>) and Meet Mobile.

**PROTEST PROCEDURE:** Protests may only be initiated by a person with standing, that is, a coach or YMCA Manager whose team is competing in the meet. Eligibility protests (prior to the meet and at the meet) will be heard by an Eligibility Committee. The Eligibility Committee will investigate and make a ruling.

The USA-S protest procedures (Rule 102.23) will be followed, 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 an athlete(s) 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,



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the affected athlete(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 Executive Committee will serve as the Meet Jury and will consider all other protests lodged against the Meet. Their 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.

**CONDUCT AND RESTRICTIONS:** The Meet Referee reserves the right to dismiss any swimmer, coach and/or spectator from the competition due to inappropriate conduct

- Deck access is limited to only registered and approved coaches, swimmers, working officials, and approved photographers.
- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. Changing in the Athlete Village is prohibited. The USA Swimming Rulebook defines Deck Change as: Changing, in whole or in part, into or out of a swimsuit (excluding a drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes while at a practice, competition, or other pool-related activity." This includes slipping off the top of a one-piece performance suit to place on an alternate bikini top.
- Glass, Food, and Chairs are not permitted on deck. Glass is not permitted in the Athletes Village.
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.



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- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- Photographs may not be taken behind the block during competition and warm-ups.
- Massage tables are not permitted.
- 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.
- Swimmers are permitted in the spectator stands but should not impact spectator seating by occupying prime seat areas.
- Shaving is not permitted in any areas of the venue including the Athlete Village.
- All YMCAs are required to comply with the YMCA of the USA's Graphic Standards for apparel and banners.
- Team banners can be hung in Pool area. See the University of Maryland facilities staff for help in hanging banners. Plan to use only blue painters tape, removable hooks or tie wraps. Do not use duct tape or anything that would leave a residue on the wall.



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### AWARDS AND RECOGNITION

#### SCORING:

Place	Individual Events	Relay Events
1	20	40
2	17	34
3	16	32
4	15	30
5	14	28
6	13	26
7	12	24
8	11	22
9	9	18
10	7	14
11	6	12
12	5	10
13	4	8
14	3	6
15	2	4
16	1	2

**EVENT AWARDS:** Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteenth places. Plaques/trophies will be awarded to winning relay teams. Plaques/trophies 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 (a team must have scored in both the men's and women's events in order to place for the combined award). The top team for men, women and combined also receives a banner.

**SWIMMING AWARD PRESENTATIONS:** Individual event awards will be presented the evening that they are swum, except for the 1500 Freestyles which will be presented the next evening.

When a relay is the last event of the evening, the award will be immediately after the completion of the relay on the day on which it is swum. On the last evening of the meet, the last relay awards will be presented before the team trophies.



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**AWARD PRESENTATION PROTOCOL:** Award presentations will be immediately after the A-Finals heat of each individual and relay event.

After swimming in their heat, athletes in the B and A Finals heats should immediately gather their belongings and report to the awards staging area. Award presentations will not wait for all athletes to report. In the event the swimmer is unable to participate in the ceremonies, we ask that a substitute swimmer stand-in. However, any switching of swimmers should not interfere with presentation of awards.

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, water bottles, costumes, or theme attire are permitted on the awards stand.

**PARADE OF ATHLETES:** Prior to Day 2's Finals, athletes and officials will parade around the pool for Opening Ceremonies. Athletes are encouraged to wear costumes/attire related to the Parade theme.

**PARADE OF ATHLETES PROTOCOL:** We are all blessed to be a part of the rich history and tradition that makes up the YMCA National Swimming Championships. One feature that separates this meet from other National Championships is the Parade of Athletes. The splendor of the parade helps to make YMCA Nationals a unique and unforgettable experience.

The parade is also a powerful vehicle to promote our image and values, and to preserve the tradition of the YMCA National Championships. It provides each team with a unique opportunity to represent its identity within the YMCA Championship meet theme. We are looking for our athletes to add to the meet experience and showcase something special about their state, league or YMCA.

In choosing to take part in the parade, our athletes are not only representing themselves. They are also representing their coaches, their home YMCAs, their state, and YMCA swimming as a whole. We ask that our coaches and team leadership work with their athletes to ensure that our parade remains a mature, tasteful, and YMCA-appropriate activity. In this way, the parade will showcase all of the positive and dignified aspects of our championship meet that we would like to be broadcasted locally, regionally, nationally, and worldwide.

Please help us continue to improve this great tradition and ensure that it is a part of the YMCA National Championships for a long, long time.





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**SENIOR RECOGNITION:** Graduated Seniors will be recognized on Day 3 prior to Prelims. Their names will be included in the daily program/heat sheet.

**COACH OF THE MEET:** The Coach of the Meet Award (given in memory of Larry Lyons, a former coach of M E Lyons swim team) recognizes the coach/coaching staff that has prepared team for extraordinary performances at these Championships. The Award will be determined by a vote of coaching peers at the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.



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### TIME TRIALS

**FORMAT AND FEE:** Time Trials are open only to athletes entered in the Championship meet. The Time Trial Sessions will begin approximately 30 minutes after the Prelims. Each athlete is allowed to enter a total of **two (2)** Time Trial events and **potentially a third** time trial event (if the time line permits) for the meet. Any athlete entering Time Trials must have met the Time Trials Standard. The Time Trial event fee is \$20 per event entered.

An athlete may only swim the stroke being contested in a Time Trials event, e.g. an athlete may not swim backstroke in a breaststroke event in Time Trials.

Once an athlete is entered into Time Trials and the fees paid, there is no refund of the fees if the athlete decides to scratch from the Time Trials event.

The schedule of time trial events each day will include the events swum during today's prelim session and the events to be swum during tomorrow's prelim session. After time trial entries close for the day, a determination will be made if there is time to swim all scheduled events during the afternoon's time trial window. At approximately 11:00 AM each morning a notice will be posted at the Time Trial office and at the Help Desk indicating which of the events on today's time trial schedule are expected to be swum this afternoon. Athletes entered in scheduled time trial events for which time was not available for them to be swum will be permitted to change their entries to time trial events offered on a subsequent day at no cost.

**TIME TRIAL LIMITS:** The number of Time Trial entries will be limited so that the Time Trial session will be complete 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 ensure an orderly transition to the evening Finals Session.

A swimmer is not limited to one-time trial per day. Note: USA-S rules limit the total number of individual event swims (Rule reference 102.2.2 and 102.2.7).

- A swimmer may swim no more than 3 individual events per day in a Prelims/Finals meet
- Time trial events will count as a part of this daily total.



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**TIME TRIAL ENTRIES:** The two allowed Time Trials may be entered On-line prior to the meet or during the meet. The potential third time trial event can only be entered using the special form available in the Time Trial office. On-line entry for Time Trials is under a separate meet entry from the Championship meet entry.

<http://ymca.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsTrialsLC>

Online Meet Entry is encouraged and will be given priority in the event of time restrictions. For on-line entry, the Time Trials event list is separate from the regular meet. Payment for all On-Line entered Time Trial entries must be made at Team Check-in or prepaid via the On-line Payment system (if the Time Trial entries were made prior to the Championship Entry Deadline)

For entry during the meet, individual and team entry forms will be available at the HELP Desk or the Time Trial office. Completion of these forms in advance will save time for the coach and the Time Trial office. Payment for Time Trial entries made during the meet can be made at the Time Trial Desk with cash and/or check. Make checks payable to: **YMCA of the USA-2018 Long Course.**

**SCRATCHING FROM TIME TRIALS:** If you know a previously entered athlete will not compete in a Time Trial, please inform the Time Trials Desk prior to 10 AM on the day of the Time Trials. While there will be no refund, your effort to remove the athlete prior to seeding will increase the efficiency of the Time Trials and our ability to accommodate all athletes who wish to compete.

**TIME TRIAL PROCEDURE:** Each morning after Time Trial entries have been closed the psych sheet for that days' Time Trials will be posted. An announcement will then be made by the announcer asking coaches to review their Time Trial entries for the day.

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 Trials Desk. Approximately 30 minutes after the posting of the psych sheet, the Time Trials Desk will stop taking updates and begin the seeding process for the Time Trials. At approximately 11:00 AM each morning a notice will be posted at the Time Trial office and at the Help Desk indicating which of the events on today's time trial schedule are expected to be swum this afternoon.



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If an error is discovered after Time Trials have been seeded, an athlete 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 athletes get in their desired events with correct seeding.

**RESULTS:** Time Trials will be posted on Meet Mobile as a separate meet.

## LIABILITY, SAFETY AND EMERGENCY

### PROCEDURES

**INSURANCE:** Each Association participating in this meet must have insurance coverage for representative(s) including leadership and participants who will be in attendance for the period of travel from their Association to the meet, during the entire period of the meet and return to their Association. The Declaration Form (Appendix 4) must be signed by each association participating in the meet.

#### **LIABILITY LIMITS:**

- In granting of the USA-S/PV approval, it is understood and agreed that USA Swimming and Potomac Valley LSC shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.
- In granting the YMCA Sanctioning, it is understood and agreed that YMCA of the USA shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.

**EMERGENCIES:** the facility personnel will handle all 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 the facility's personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

**LIGHTNING POLICY:** The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, and YMCA of the USA all recommend or require closing an indoor pool during an electrical storm. See Appendix 5 for YMCA of the USA policy and procedures which will be followed.



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**CONCUSSION AWARENESS:** This meet will follow the YMCA of USA Concussion procedure. Anyone who observes or has knowledge of a potential head injury should immediately notify lifeguards and/or hired medical personnel. See Appendix 6 for YMCA of the USA policy and procedures which will be followed.

### LODGING

**AFFORDABLE HOTEL LODGING:** Y-USA is pleased to announce a large selection of hotel options with varied room rates. With affordability in mind, we have partnered with the local hotel community to lower overall travel costs for participants, their families and coaches.

To book your hotel stay please click the link:

<https://pse.tournamenthotels.com/pse/Event/2006>

**DORM LODGING:** The University of Maryland has made 100 beds (50 rooms) available in the Bel Air student dorm for YMCA LC Nationals. Bel Air Hall is immediately across the street from Eppley Recreation Center (i.e The Pool).

The dorm is traditional-style with bedrooms along a corridor and shared floor baths. Floors are co-ed. Bathrooms are single gender. Linen is provided. Rooms are air-conditioned.

The cost is \$100/night double occupancy; \$70/night single occupancy. Housing is available to athletes, coaches and parents.

Deadline for reservation is July 22, 2018, 11:59 p.m. EST.

This is a great opportunity for economical lodging for small and large teams. that also eliminates the need for daily transportation to the pool and associated parking fees.

To book your dorm stay please click the link:

<http://www.summerhousing.umd.edu/ymca/>



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### SPECTATORS

**MEDIA ADMISSION:** Accreditation for press and television must be secured from the Meet Director.

**ADMISSION TO SPECTATOR AREA:** An admission fee is required for admission to the spectator seating area except for children (7 years and younger) and for participating coaches and swimmers. On-line advance all-sessions admission wristband sales and on-site all-sessions, daily, and specific-session admission sales will be available.

**Admission Wristband Advance Sales:** On-line advance sales are only available for ALL-sessions admission wristbands. The link to the purchase advance sale of all-session wristbands is available at: <http://ymca.ymcaswimminganddiving.org/2018LC>. All sales are non-refundable.

Advanced purchases of all-sessions admission wristbands may be picked up on Day 1 at the Spectator's entrance to the pool (see Schedule of Activities for times). Advance purchases of all-sessions admission wristbands may also be picked at the Spectator's entrance to the pool immediately prior to and during the competition sessions.

Advance sale prices for all-sessions admission wristbands are:

\$65.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$35.00 per child wristband (8- 18 years old) that provides admission-only for all sessions.

No charge for children 7 and younger

**Admission Sales at the Meet:** Wristbands for All-Sessions admission wristbands may be purchased on Day 1 at the Spectator's entrance to the pool (see Schedule of Activities for times). Daily admission and session-specific admissions can be purchased each day at the Spectator's entrance to the pool prior to and during competition sessions. All sales are non-refundable.



## 2018 YMCA Long Course Nationals July 30 – August 3, 2018

The prices at the meet are:

\$75.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$35.00 per child wristband (8- 18 years old) that provides admission only for all sessions.

\$18.00 per adult daily wristband that provides admission to Prelims and Finals sessions with heat sheets

\$9.00 per child daily wristband that provides admission to Prelims and Finals sessions

\$10.00 per adult wristband that provides admission to either one Prelims or one Finals session with heat sheet.

\$5.00 per child wristband (8- 18 years old) that provides admission to one Finals session.

\$3.00 per child or adult (includes Heat Sheet) for Day 1 - Only evening competition

No charge for children 7 and younger

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

**Heat Sheets:** Spectators who purchased an adult all-sessions wristband or purchase session-specific admission may pick up their heat sheet at the Heat Sheet Table simply by showing their wristband.

**Athlete Parade on Day 2:** Spectators who have not purchased an all-sessions admission wristband wishing to ONLY attend the Day 2 evening 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.

**SPECTATOR AREA:** The upper level stands are primarily for spectators. Although athletes and coaches are allowed in these areas, they cannot occupy prime spectator seating areas or areas where spectators prefer to sit. Spectators always have priority seating over coach/team/swimmer seating in the spectator seating area.

**HANDICAP SEATING:** Handicap seating is available in the Spectator Area.



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**SEAT SAVING:** For many teams and individuals, there is a tradition of sitting together during our National Meets. We believe that many lifelong friendships are established and/or enhanced by this experience, and that it is an important part of YMCA Nationals. However, out of courtesy and fairness, we maintain seat saving procedures for spectators sitting in the grandstand. Spectators for whom seats are being saved must be in their seats by 8:15 AM. At 8:15 AM each morning of competition, our announcer will ask anyone saving a seat to please remove whatever they may be using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. We are hopeful that our parents and friends will help us maintain a respectful environment.

**ATHLETE APPAREL:** Commemorative apparel, swim suits, goggles, general apparel, and other merchandise will be available.

**CONCESSIONS:** Concessions will be available on the Spectator level of the complex.

**LOST AND FOUND** - Any found item deemed of value (e.g. cell phone, tablet, or wallet) will be immediately turned into the facility supervisors. There will be a red bin on the pool deck where found swim suits, towels, clothing, water bottles, etc. will be collected.

### **CONDUCT AND RESTRICTIONS:**

- Camcorder operators' equipment will not be permitted to take up seats in the spectator area.
- No flash photography will be allowed at the START of the race.
- Use of audio or visual recording devices, including a cell phone camera, is prohibited in changing areas, rest rooms or locker rooms.
- Smoking, Alcohol & Drugs: There is No Smoking, Alcohol or Drugs permitted in the Epley Recreation Center Complex. **The University of Maryland is a Smoke Free campus.**
- Spectators are not allowed on the pool deck.
- Parents are responsible for the conduct of their children. Children are not allowed to roam the facility unattended.
- No outside food, snacks, beverages, thermos or cooler are permitted in spectator seating area.
- Only Coaches, Swimmers and Meet Personnel are allowed in the Athlete Village





## 2018 YMCA Long Course Nationals July 30 – August 3, 2018

### **PARKING AT THE EPPLEY RECREATION CENTER**

Parking spaces on the University of Maryland campus are a scarce resource. Several hotels in the area offer shuttle service to areas on campus including the Eppley Recreation center. You might consider leaving your car at your hotel and taking a shuttle or walking to the pool if you are staying in one of the on-campus hotels.

**PARKING GARAGE:** The primary parking location for coaches, spectators and volunteers is the six story **Terrapin Parking Garage** which is less than a five-minute walk to the pool.

The cost of parking for the Terrapin Parking Garage is \$12 for the day or \$40 for the week (Monday thru Friday). There is no fee for parking in the Terrapin Parking Garage on Sunday. Persons with a parking pass for this lot will be permitted to enter leave and re-enter multiple times in the same day.

**PURCHASING PARKING TICKETS:** The only way to park in this garage is to "**Pre-Purchase a Daily or Weekly Parking Pass Online.**" The attendant will only allow a car with a pre-purchased parking permit to enter the garage. Anyone arriving at the Terrapin Parking Garage without a printed copy of their pre-purchased Parking pass will be redirected to one of several visitor lots on Campus. Note: you cannot purchase parking passes/permits at the parking garage. They must be purchased online before you get to the garage.

All of these alternative visitor lots are a further walking distance from the pool and the metered parking cost will be \$3 per hour. In most cases, Metered parking is more expensive than the \$12 all-day parking fee for the Terrapin Parking Garage.

**Once in the garage, you must leave your parking permit on your dashboard.** Any cars found in the Terrapin Parking Garage (Monday-Friday) without a valid parking pass on their dash are liable for a \$75 ticket. If the Terrapin Garage becomes full you will be redirected to the flat lot 4b north of the Terrapin Garage. You will be permitted to park in lot 4b by displaying your parking pass on your dash.

**SWIMMER DROP-OFF:** There is a designated Drop-off area for swimmers in front of the Eppley Recreation Center on Farm Drive.

**OVERSIZED VEHICLES:** Buses and Recreation Vehicles must purchase the oversize vehicle parking pass which will cost \$40 per day. Oversized vehicles will park in the flat lot 4b north of the Terrapin Garage. Note: Due to limited space for



## 2018 YMCA Long Course Nationals July 30 – August 3, 2018

large vehicles, the university encourages buses to use the drop off area and then leave the campus to park their bus.

**HANDICAP PARKING:** People with a valid handicap tag will be allowed to park in a group of handicap parking spaces to the left and right of the main entrance of the Recreation Center (Farm Drive and Valley Drive.) Handicap spaces are also available in the Terrapin Garage. You may pre-order a parking pass and display it on your dash at the handicap spot or pay by the hour at the meter associated with the handicap space. In addition to the parking pass, you must have a handicap license plate or handicap hang tag.

Note: if you have attended previous YMCA National Championships that were held at Eppley Recreation Center, you are probably familiar with the parking lots that were behind and to the left of the Recreation Center. These parking lots no longer exist. Although there is still a very small circled area, **DO NOT DROP OFF SWIMMERS IN THIS AREA.** The buses and other vehicles may not be able to navigate the small area.

**The link to purchase Parking Permits will be available the first week of July.**



## 2018 YMCA Long Course Nationals July 30 – August 3, 2018

### APPENDIX 1A: ORDER OF EVENTS - CHAMPIONSHIP

#### Monday

W	M	Event
101	102	200 M Freestyle Relay (Prelims)
103	104	1500 M Freestyle – Timed Final, heats swum Fastest to Slowest, alternating Women’s and Men’s heats

#### Tuesday

W	M	Event
101	102	200 M Freestyle Relay (Finals)
201	202	200 M Backstroke
203	204	100 M Butterfly
205	206	200 M Breaststroke
207	208	400 M Medley Relay

#### Wednesday

W	M	Event
301	302	100 M Backstroke
303	304	50 M Breaststroke
305	306	400 M Ind. Medley
307	308	200 M Freestyle
309	310	200 M Medley Relay

#### Thursday

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

#### Friday

W	M	Event
501	502	200 M Butterfly
503	504	100 M Freestyle
505	506	200 M Ind. Medley
507	508	50 M Backstroke
509	510	400 M Freestyle Relay
511	512	800 M Freestyle (swum as 1 <sup>st</sup> event in Finals session)

## APPENDIX 1B: ORDER OF EVENTS – TIME TRIALS

### Tuesday

W	M	Event
241	242	200 M Backstroke
243	244	100 M Butterfly
245	246	200 M Breaststroke
247	248	100 M Backstroke*
249	250	200 M Freestyle*
251	252	400 M IM*
253	254	50 M Breaststroke*

### Wednesday

W	M	Event
341	342	100 M Backstroke
343	344	200 M Freestyle
345	346	400 M Ind. Medley
347	348	50 M Breaststroke
349	350	50 M Freestyle*
351	352	50 M Butterfly*
353	354	100 M Breaststroke*
355	356	400 M Freestyle*

### Thursday

W	M	Event
441	442	50 M Freestyle
443	444	50 M Butterfly
445	446	100 M Breaststroke
447	448	400 M Freestyle
449	450	200 M Butterfly*
451	452	100 M Freestyle*
453	454	200 M IM*
455	456	50 M Backstroke*

### Friday

W	M	Event
541	542	200 M Butterfly
543	544	100 M Freestyle
545	546	200 M Ind. Medley
547	548	50 M Backstroke
549	550	200 M Backstroke*
551	552	100 M Butterfly*
553	554	200 M Breaststroke*

\* At approximately 11:00 AM there will be posting at the Time Trial office and Help Desk indicating which of the \*'d events are expected to be conducted during today's time trials.



# 2018 YMCA Long Course Nationals July 30 – August 3, 2018

## APPENDIX 2A: CHAMPIONSHIP QUALIFYING TIMES

### National YMCA Long Course Swimming Championships July 30 - August 3, 2018 Qualifying Time Standards

Women 25Y Course	Women 25 M Course	Women 50 M Course	Senior (12 and Over)	Men 50 M Course	Men 25 M Course	25 Y Course
:24.69	:27.40	:28.49	50 Free	:25.79	:24.51	:22.09
:53.59	:59.48	1:01.69	100 Free	:56.69	:53.49	:48.19
1:56.49	2:09.30	2:13.99	200 Free	2:02.99	1:56.98	1:45.39
5:07.69	4:29.22	4:36.99	400 (500) Free	4:17.99	4:09.80	4:45.49
10:27.99	9:09.49	9:26.99	800(1000)Free	8:51.99	8:34.75	9:48.29
10:46.89	9:25.99	9:43.99	800 Free Bonus @1	9:07.99	8:50.19	10:05.99
17:32.99	17:29.83	18:14.99	1500 (1650) Free	17:11.49	16:24.32	16:27.29
18:04.59	18:01.29	18:47.79	1500 Free Bonus @2	17:42.39	16:53.79	16:56.89
##	##	##	50 Back	##	##	##
:59.49	1:06.03	1:09.59	100 Back	1:03.99	1:00.26	:54.29
2:07.99	2:22.06	2:28.99	200 Back	2:18.99	2:09.85	1:56.99
##	##	##	50 Breast	##	##	##
1:08.19	1:15.69	1:18.99	100 Breast	1:12.39	1:07.80	1:01.09
2:27.99	2:44.26	2:51.49	200 Breast	2:37.99	2:28.06	2:13.39
##	##	##	50 Fly	##	##	##
:59.09	1:05.58	1:07.59	100 Fly	1:01.19	:59.04	:53.19
2:11.99	2:26.50	2:31.59	200 Fly	2:17.69	2:12.07	1:58.99
2:10.59	2:24.95	2:31.79	200 IM	2:19.69	2:11.96	1:58.89
4:37.29	5:07.79	5:18.99	400 IM	4:54.99	4:43.03	4:14.99
1:39.69	1:50.65	1:53.99	200 Free Relay	1:43.79	1:39.33	1:29.49
3:35.59	3:59.30	4:06.79	400 Free Relay	3:46.79	3:35.21	3:13.89
7:48.99	8:40.57	8:57.89	800 Free Relay	8:11.99	7:57.28	7:09.99
1:50.99	2:03.19	2:06.99	200 Medley Relay	1:54.99	1:50.98	1:39.99
4:00.39	4:26.83	4:37.89	400 Medley Relay	4:14.59	4:01.08	3:37.19

**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 have no 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**

**@1 If the athlete has a qualifying time in the 1500 Free, they may qualify  
for the 800 Free using the 800 Free Bonus time.**

**@2 If the athlete has a qualifying time in the 800 Free, they may qualify  
for the 1500 Free using the 1500 Free Bonus time.**

Qualifying Period for the Long Course YMCA National Championship Meet:  
July 1 of the previous year through the entry deadline (July 2018)



**2018 YMCA Long Course Nationals  
July 30 – August 3, 2018**

**APPENDIX 2B: TIME TRIALS QUALIFYING TIMES**

**2018 National YMCA Long Course Swimming Championships  
July 30 - August 3, 2018**

**Time Trial Qualifying Time Standards**

10 % over Meet Qualifying times for most events  
400 free and 400 IM are 5 seconds over Meet Qualifying time

Events

<b>25 Y Course</b>	<b>25 M Course</b>	<b>50 M Course</b>	<b>Events</b>	<b>50 M Course</b>	<b>25 M Course</b>	<b>25 Y Course</b>
:27.15	:30.14	:31.33	50 Free	:28.36	:26.96	:24.29
:58.94	1:05.42	1:07.85	100 Free	1:02.35	:58.84	:53.00
2:08.13	2:22.23	2:27.38	200 Free	2:15.28	2:08.68	1:55.92
5:12.69	4:34.22	4:41.99	400 (500) Free	4:22.99	4:14.80	4:50.49
##	##	##	50 Back	##	##	##
1:05.43	1:12.63	1:16.54	100 Back	1:10.38	1:06.29	:59.71
2:20.78	2:36.26	2:43.88	200 Back	2:32.88	2:22.84	2:08.68
##	##	##	50 Breast	##	##	##
1:15.00	1:23.25	1:26.88	100 Breast	1:19.62	1:14.58	1:07.19
2:42.78	3:00.68	3:08.63	200 Breast	2:53.78	2:42.87	2:26.72
##	##	##	50 Fly	##	##	
1:04.99	1:12.13	1:14.34	100 Fly	1:07.30	1:04.94	:58.50
2:25.18	2:41.15	2:46.74	200 Fly	2:31.45	2:25.28	2:10.88
2:23.64	2:39.44	2:46.96	200 IM	2:33.65	2:25.16	2:10.77
4:42.29	5:12.79	5:23.99	400 IM	4:59.99	4:48.03	4:19.99

Qualifying Period for the Long Course YMCA National Championship Meet:  
July 1 of the previous year through the entry deadline (July 2018)



## APPENDIX 3: MEET COMMITTEE

### Executive Committee

Bob Turner – Meet Director  
Brad Bason – Assistant Meet Director  
John Richards – Assistant Meet Director  
John Mendell – Coach’s HELP Desk  
Jim Ryan – Eligibility Committee Chair, USA-S Board member  
Eddie Hughes – Meet Referee, YUSA National Officials Chair  
Jack Caucino –YUSA National Coaches Association Chair  
Ed Miller – Deck Referee, USA-S Rules Committee  
Claudia Multer – Meet Operations Chair  
Tom Warrick – Entry Chair & Meet Technology  
Shannon Culbert (Ocean County YMCA, NJ) - Athlete Representative  
Susie Issenmann (Kettering YMCA, Ohio) – Athlete Representative  
Meredith Griffin – YUSA Swimming & Diving Sports Coordinator  
Lindsay Mondick –YUSA Senior Manager, Aquatics

### Operations Committee

Natalie Taylor – University of Maryland, Coordinator of Aquatic Programs  
Bob McDowell – Announcer  
Bob Johnson – Administrative Referee  
Rick Carson – Officials Coordinator  
Martin Scheidl – Meet Operations  
Cindy Bowe – Scratch & Relay Declaration  
Carolyn Ryan/Betsy Warrick – Admissions/Heat Sheets  
Susan Smith – Travel Assistance Chair, Late Registration  
Donna Turner – Awards  
Chuck Multer– Time Trials  
Tom Janszen – Time Trials Referee  
Robin Lee – YUSA Sports Programs Manager



## **APPENDIX 4: DECLARATION FORM**

(Sample on next page – Note: This form is generated automatically at the time of Online Meet Entry)





# 2018 YMCA Long Course Nationals July 30 – August 3, 2018

## CERTIFICATION, ELIGIBILITY and RELEASE DECLARATION

*This form is to be signed by the appropriate people*

YMCA Association #: \_\_\_\_\_

YMCA\_NAME: \_\_\_\_\_

YMCA\_ADDRESS: \_\_\_\_\_

We the undersigned certify that each athlete representing \_\_\_\_\_ entered into 2018 YMCA Long Course National Championship:

1. is eligible to represent the \_\_\_\_\_ Association and meets the requirements stated in the Rules that Govern YMCA Competitive Sports;
2. is an amateur and has been a current full privilege annual YMCA member for the last 90 days and will be at the time of the National Meet;
3. has been active in the program of this Association during the current season;
4. has not represented another YMCA or other swimming/diving organization with the exception of their high school;
5. has represented this Association and competed in three (3) required closed YMCA Inter-association meets and the one (1) required National YMCA Sanctioned Championship during the current season;
6. is not in violation of any of the provisions as described in Rules That Govern YMCA Competitive Sports;
7. complies with Rules for the 2018 YMCA Long Course National Championship;
8. have been examined by their family doctor or by another qualified medical examiner, and we have on file evidence (a form, card or letter) certifying that they are medically qualified to engage in swimming & diving competition.

**COACHES:** We attest that all coaches representing this YMCA at the YMCA National Championship Meet have cleared a background screening within the past 2 years. This background screening meets the standards set forth by USA Swimming.

**AGREEMENT** - Each team and each team member in applying for and entering this National YMCA sports competition does thereby agree to abide by and also support the standard that any person irrespective of race, color or creed shall be permitted to participate in this Championship providing each team member meets all conditions of eligibility and is properly qualified.

**INSURANCE** - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the 2018 YMCA Long Course National Championship for the period of meet. I hereby certify that YMCA has a minimum of \$1,000,000/\$2,000,000 in liability insurance that covers our coaches and swimmers during their participation in the 2018 YMCA Long Course National Championship. The YMCA of the USA must be named the Certificate Holder and also names the YMCA of the USA as an additional insured as it relates to this meet.

**RELEASE** - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, and University of Maryland, their agents, representatives or assigns for any and all injuries which may be suffered by participants at the 2018 YMCA Long Course National Championship. Furthermore, we understand that the YMCA of the USA and the University of Maryland are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

\_\_\_\_\_  
*(signature, executive director) (please print legibly or type name here) date*

\_\_\_\_\_  
*(signature, membership director) (please print legibly or type name here) date*

\_\_\_\_\_  
*(signature, head coach) (please print legibly or type name here) date*



## APPENDIX 5: LIGHTNING POLICY & PROCEDURE

### SPORTS NATIONAL CHAMPIONSHIP LIGHTNING POLICY MEMO

YMCA of the USA and the host YMCA for any Sports National Championships event are aware of the risks associated with YMCA activities. One of these risks in competitive aquatics is lightning. Lightning can affect programs. It is our responsibility to ensure the safety of our athletes at these events.

Lightning is part of a severe weather storm where electrical surges travel from clouds towards the earth or from the ground towards the sky. On average, lightning causes more casualties annually in the United States than any other storm related phenomena, except floods. Many people are injured or killed as a result of misinformation and inappropriate behavior during thunderstorms. Lightning is generally thought of as a threat to outdoor facilities, but the threat of electrocution exists inside a building as well. Simply put, if there is an electrical storm outside - you should evacuate an indoor pool and other wet areas of the facility. A few simple precautions can reduce the dangers posed by lightning.

The National Lightning Safety Institute recommends the following practices to reduce the risk of being struck by lightning:

- Plan in advance — when you first hear thunder or see lightning, take immediate action. Go into a building or inside a vehicle. Lightning typically precedes rain, so don't wait for the rain to begin to suspend your activities
- If you are outdoors — avoid water, stay off high ground, and avoid open spaces. Stay away from all metal objects, including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, open air pavilions, small picnic or rain shelters, or near trees. Where possible, find shelter in a substantial building or in a fully enclosed metal vehicle, such as a car, truck, or van. Keep the windows completely shut. Avoid touching any metal in the vehicle.
- If indoors — avoid water. Stay away from doors and windows. Do not use telephones with cords. Take off headsets. Turn off and stay away from appliances, computers, power tools, and TV Sets. Lightning may strike outside electric and phone wires causing shocks to travel inside.
- Suspend activities for thirty minutes after the last observed lightning or sound of thunder.
- Injured persons do not carry an electrical charge and can be handled safely. Render first aid if qualified to do so. Call 911.



## 2018 YMCA Long Course Nationals July 30 – August 3, 2018

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- Know your emergency telephone numbers.

There is no safe place outdoors in a lightning storm. When there is no safe place in a building or in a vehicle nearby, the National Weather Service recommends the following last resort actions to lessen the threat of being struck by lightning:

- Do not seek shelter under tall isolated trees! Stay away from all tall isolated objects. Lightning typically strikes the tallest object; that could be you in an open field or clearing.
- Do not seek shelter under partially enclosed buildings.
- Know the weather patterns of the area. For example, in mountainous areas lightning storms develop in early afternoon, so plan your hike early in the day and be off the mountain before then.
- Know the forecast for your area. If a high chance of lightning storms is predicted curtail your plans or reschedule (avoid the risk).
- Do not place your campsite in an open field or on the top of a hill or ridge. A tent offers no protection from lightning. If you are in a forest stay in a lower stand of trees. If you are camping in an open area, locate your site in a ravine or valley.
- If lightning is striking nearby and you are outdoors you should: Crouch down, put feet together and put hands over your ears to minimize hearing damage from thunder.

### **YMCA SPORTS NATIONAL CHAMPIONSHIP POLICY AND PROCEDURE**

- Y-USA representatives will work with the host facility to designate a chain of command as to who monitors inclement weather and who makes the decision to move a program or event. An emergency plan/Aquatic Safety Plan should include planned instructions for inclement weather. In the case where the facility's policy and the YMCA of the USA's differ, the Y-USA policy on clearing the pool will be followed.
- A Y-USA representative will obtain a weather report each day during the event. Be aware of potential thunderstorms that may form during YMCA facility hours or activities.
- A Y-USA representative will be required to be aware of National Weather Service-issued thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take proper precautions.



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- A Y-USA representative will do a pre-event check with the facility to ensure volunteer and staff know where the closest safe area, structure, or location is in within the facility or outdoors. Know how long it takes to get to that safe area structure or location. Safe area, structure, or location is defined as:
  - a. Any building or indoor area normally occupied or frequently used by people. Avoid using wet areas for safe shelter and do not use the phones, showers, or plumbing facilities during a thunderstorm.
  - b. In the absence of a sturdy, frequently inhabited building, any vehicle (cars, vans, or busses) with a hard metal roof and rolled-up windows can provide a measure of safety. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
- The Y-USA representative and/or facility host staff are responsible for being aware of how close lightning is occurring. If the YMCA of the USA leader or facility staff sees a flash or hears thunder, the activities should be terminated until thirty minutes after the last flash or sound of thunder.

If lightning occurs at a Sports National Championship event, the plan below will be followed:

1. If lightning occurs in the area and is observed by facility staff, or YMCA staff or volunteers, then outdoor pools, indoor pools, whirlpools, steam rooms, saunas, and showers will be vacated. Lightning will be considered to be in the area when one or more of the following occurs:
  - a. Lightning is seen
  - b. Thunder is heard
  - c. A severe thunderstorm or tornado warning has been issued for the local area
  - d. Notification from a lightning detection network are detected within a few miles or appear to be approaching the local area
2. The pool and shower areas will be evacuated until 30 minutes after the last evidence of lightning is present. While bonding and grounding may add a level of protection, there is no way to completely reduce the risk so the YMCA will still evacuate the pool and other wet areas to ensure safety.



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### **Resources:**

American Meteorological Society Recommendations for Lightning Safety:

<https://communities.ymca.net/Aquatics/CommunityDocuments/AMS%202002%20Updated%20Recommendations.pdf>

American Red Cross Lightning Safety for Outdoor and Indoor Pools:

<https://communities.ymca.net/Aquatics/CommunityDocuments/ACFASP%20Lightning%20Safety%20for%20Pools%20Advisory%20Statement.pdf>

The Redwoods Group Lightning and Pool-Closure Policy:

[https://communities.ymca.net/Aquatics/CommunityDocuments/Y\\_RMA\\_LightningPoolClosurePolicy\\_12.11.08.pdf](https://communities.ymca.net/Aquatics/CommunityDocuments/Y_RMA_LightningPoolClosurePolicy_12.11.08.pdf)

YMCA Lightning Safety Guidelines for YMCAs:

<https://communities.ymca.net/Aquatics/CommunityDocuments/Lightning%20Safety%20Guidelines%20for%20YMCAs%20Updated%202008.pdf>



## APPENDIX 6: CONCUSSION POLICY & PROCEDURE

### SPORTS NATIONAL CHAMPIONSHIP CONCUSSION MEMO

YMCA of the USA and the host YMCA for Sports National Championships are aware of the growing concern around concussion management. It is our responsibility to ensure the safety of our athletes at these events.

The Centers for Disease Control and Prevention (CDC) defines concussion as “a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.” It is important that our participants, parents and guardians, coaches, volunteers, and staff are aware of the seriousness of head injuries at any level.

Signs and symptoms of concussions provided by the CDC include, but are not limited to, the following:

#### Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

#### Symptoms Reported by Athletes

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or “feeling down”



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### **SPORTS NATIONAL CHAMPIONSHIP POLICY AND PROCEDURE**

All coaches will receive fact sheets on concussions to share with their coaching staff, athletes, and parents and guardians.

- All parents or guardians and athletes are required to complete the Parent/Athlete Concussion Information Sheet. The form will be provided to them by the coaching staff.
  - This form must be returned at Check-in along with the Medical & Emergency information and Liability Waiver Forms. It will be kept with the event files.
- 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 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 Sports National Championship event, the four-step action plan below 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 play, practice, or compete on the day of the injury and will be barred from the competition area until cleared by a licensed health care professional who has experience evaluating concussions and has provided written notification that the athlete is symptom-free and is OK to return to play.

### **ADDITIONAL RESOURCES:**

- Coaches, athletes, and parents can download the free CDC HEADS UP Concussion and Helmet Safety app from Google Play or the Apple App Store. The app will help you learn how to spot a possible concussion and what to do if you think your child, teen, or athlete has a concussion or other serious brain injury.

### **INTENDED/UNINTENDED CONSEQUENCES**

YMCA of the USA and the host YMCA are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.



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### **APPENDIX 7: SCHEDULE OF ACTIVITIES**

The Schedule of Activities will be posted when available on the YMCA web site at:

<http://ymca.ymcaswimminganddiving.org/2018LC>





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### APPENDIX 8: SAFE SPORT ACT

New federal legislation enacted in February 2018 has expanded requirements around sexual abuse prevention for organizations that arrange amateur athletic competitions for minors.

To ensure compliance with all applicable laws, and to continue to strengthen our ability to protect youth in our care from abuse, **ALL coaches and volunteers/officials participating in the YMCA Long Course National Championship in 2018**, must take the following steps to ensure policies and procedures for abuse prevention and reporting align with the law. Subject to parental consent, the training will also be made available to minor members if they are working/volunteering at the event.

- **REQUIRED TRAINING:** For coaches and volunteers/officials, who do not have access to an approved training through Safe Sport, USA Swimming or their local Y, they must take this required training at [Praesidium](#). Please use the following registration code to access the training: **yusa\_swim**.
  - Officials who are USA-S certified officials or coaches who are USA-S registered coaches do not need to take the Praesidium Training since they were required to take an approved training under USA-S policy. Note: these individuals must still read and acknowledgement the YUSA CODE OF CONDUCT (see below).
  - See attached quick start guide for any questions regarding the Praesidium training. Link to: [Quick Start](#)
- **REQUIRED ACKNOWLEDGEMENT:** All Coaches and volunteers/officials must read and provide an electronic signature to acknowledge they have read and understood the YMCA of the USA Long Course National [Championship 2018 Code of Conduct](#).
  - A copy of CODE of CONDUCT document is available for your review at this link: [Sample Code of Conduct](#).

Please note that coaches or volunteers/officials will not be allowed on deck or to assist with the event unless they have completed the training and acknowledged the YUSA Code of Conduct in our system.

If you have any questions about the policy, please email [aquatics@ymca.net](mailto:aquatics@ymca.net).



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- **REQUIRED REPORTING:** During the event, staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to Lindsay Mondick at [lindsay.mondick@ymca.net](mailto:lindsay.mondick@ymca.net) or to Praesidium's Anonymous Helpline at (855) 347-0751.

**This is the end of the Meet Announcement**