

# 2019 YMCA SHORT COURSE NATIONAL CHAMPIONSHIP

## KEY OPERATIONS INFORMATION FOR COACHES

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### KEY CONTACTS

Meet Director .....	John Mendell
Assistant Meet Director.....	John Richards
Eligibility Chair .....	Jim Ryan
Help Desk .....	Bob Turner
Meet Referee .....	Eddie Hughes
Administrative Referee .....	Bob Johnson/ Nancy Pressly
Meet Operations .....	Claudia Multer/ Martin Scheidl/ Terri Shannon
Meet Entries and Communication .....	Tom Warrick
Coaches Representative .....	Jack Caucino
Time Trials Manager .....	Tom Janszen
Time Trials Table .....	Chuck Multer/ Steve Lyons/ Karen Janszen
Scratch and Relay table .....	TBD
YMCA of the USA .....	Erin Reuland / Sam Mars / Meredith Griffin
Greensboro Aquatic Center .....	Susan Braman/ Kate McIntosh/ David Hoover

### GENERAL INFORMATION

- Deck Credentials or bag tags are required to be displayed in order to gain admission onto the pool deck. For lost or misplaced bag tags, see the Help Desk.
- Only officials and swimmers preparing for an event should be behind the blocks.
- Help Desk, Scratch Table, Relay Table, Time Trials Table, First Aid/Emergency Room, and Lost & Found are located on the pool deck or in rooms off the pool deck. See pool map
- Any found item deemed of value (e.g. cell phone, tablet, watch etc.) will be turned over to the GAC Front Desk.
- Coaches are responsible for the conduct of their athletes both on the pool deck and the Athletes Village.
- Chairs are not allowed on the pool deck at any time.

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- Whenever possible, your athletes should use the Athlete Village to keep the pool deck from becoming overcrowded and to assist with optimal air quality.
- Swimmers are not allowed to bring their large backpacks onto the pool deck during Prelims. Use a smaller bag such as the bag that was given to you to go from Team Check-in to bring essential items needed for swimming competition warm-up. The small bag cannot obstruct the air vents around the pool area.
- Swimmers are responsible for their personal belongings at all times.
- The YMCA of the USA Procedures for Concussions will be followed for any suspected head injury.
- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.
- All swimmers are required to shower each time before entering the warm-up pools and the competition pools. Shower should include rinsing hair and feet to remove any contaminants that may enter the pools. Coaches are responsible for reminding and requiring their swimmers to follow this procedure.
- Swimmers should relieve themselves in the bathrooms, not the pools to assist in the maintenance of the air quality.

### AWARD CEREMONIES

- Swimmers should proceed promptly following their A or B Finals heats to the medal ceremonies. We strongly encourage using a substitute swimmer as a "stand-in" if a swimmer is unable to participate in the ceremonies. However, any switching of swimmers should not interfere with the awards ceremony.
- Awards will be presented after each women's Finals event and after each men's Finals event.
- All individual event awards -- except the 1,000-yard freestyle -- are presented during the evening of their finals competition including relays. **Relays awards will be presented on the day the relay finals are swum.** 1000 Yard freestyle will be present after the 200-Medley Relay awards on Tuesday evening.
- All award winners must wear apparel that is appropriate. Shirt with sleeves or jacket (team warm-up jacket is preferable) on the award stand. No caps, towels or water bottles are permitted on the awards stand.
- The designated coach of the 1<sup>st</sup> place team swimmer(s) will present the awards to the swimmers 1 through 8 and 9 through 16

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### BIO FORMS

- Bio Forms should be completed for the top 8 Finalists. Forms are available at the Help Desk and should be returned by the completion of the morning preliminary events. Our announcer will read the swimmer's name, team and one additional fact submitted.

### DISTANCE EVENTS

- 1,000 and 1,650 Freestyle distance events are timed finals and are swum fastest to slowest. The Deck Referee may combine the slowest heats if warranted.
- For the 1,650 Freestyle, the top 8 seeded competitors swim at night.
- The 800 Yard Freestyle Relay is a Timed Final with the fastest two seeded heats competed at night. Preliminary heats will be swum fastest to slowest. Evening heats will be swum slow to fast.

### FINALS

- For Individual events, the heat order is "C"-Heat, followed by "B"-Heat, followed by "A"-Heat. The fastest heat of the 1,650 freestyle will be swum at the beginning of the Friday Finals.
- For Relay events, the heat order is "B"-Heat followed by the "A"-Heat. The fastest two heats of each of the 800 Freestyle Relays will be swum slowest to fastest during the Thursday finals.

### HEAT SHEETS

- Approximate event/heat start times will be listed in the Heat Sheet
- The Prelim Heat sheet will be posted in the Coaches' Room and on our website.
  - By approximately 7:30 PM on Tuesday through for Friday for next day's Prelims.
- Copies of the Heat Sheet will be available at the pool deck's Help Desk for Prelims beginning at 6:30 AM and for Finals beginning at 4:30 PM.

### HELP DESK

- The Help Desk is located on the pool deck outside the First Aid room.
- Bob Turner is available to answer general questions that are not related to rule interpretations or meet results.
- All official and coaches' forms are available at the Help Desk.

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### HOSPITALITY

- Water is available on deck and in the hospitality Room.
- Hospitality on the pool deck and Special Activities Center is reserved for Coaches and Officials not athletes.
  - 6 AM – 9 AM Coffee and Light Breakfast (Special Activities Center)
  - 11 AM – 1 PM Lunch (Special Activities Center)
  - 5 PM – 7 PM Evening Snack (Coach's Room off Pool Deck). **This is intended as a snack, not a substitute for dinner. Please respect your fellow coaches by not over-indulging.**

### INITIAL SPLIT TIMES

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

### NO SHOW / MISSED EVENT

- In the event a lane is empty lane, the competitor's name will be announced twice. Once the official starting procedure for a heat begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- 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.
- A "no-show" from an A, B or C Finals heat of an Event will result in the swimmer being barred from further competition in all individual and relays events.

### PARADE

- Swimmers assemble Tuesday evening in the Athletes Village at 4:40 PM, ordered alphabetically by state name
- Parade begins at 4:55 PM.

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- During Opening Ceremonies athletes are not allowed on blocks, diving boards/platforms or anywhere other than the pool deck itself.
- Coaches are asked to review parade protocol and expected behavior with their athletes.

### POOLS

- **Monday Evening Competition:** Women compete in the course nearest to the Dive-Well Pool. Men compete in the course nearest to the Scoreboard. Men and Women 200 Medley Relay is a prelim on Monday Night with top 2 heats from each gender competing in Finals on Tuesday. Top heat in Men and Women 1000 will be swum in the course nearest to the Dive-well Pool
- **Tuesday Prelims:** Men compete in the course nearest to the Dive-Well Pool. Women compete in the course nearest to the Scoreboard.
- **Wednesday Prelims:** Women compete in the course nearest to the Dive-Well Pool. Men compete in the course nearest to the Scoreboard.
- **Thursday Prelims:** Men compete in the course nearest to the Dive-Well Pool. Women compete in the course nearest to the Scoreboard. Top 2 heats in Men and Women 800 Free relay will be swum as the last events in Friday's Finals.
- **Friday Prelims:** Women compete in the course nearest to the Dive-Well Pool. Men compete in the course nearest to the Scoreboard. Top heat in Men and Women 1650 free will be swum as first events in Saturday's Finals
- **All Finals (except 1000 Free):** Swimmers compete in the course nearest to the Dive-Well Pool.

### PROTESTS

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

### RELAY EVENTS

- Teams only need to file a relay card for prelims if the swimmers who were entered during the online entry process have changed or are swimming in a

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different order. Coaches can pick up relay cards at the Relay/Scratch Table and Help Desk. Relay cards should be returned to the Relay Desk at least 30 minutes before the start of the relay event.

- Teams qualifying for Finals only need to file a relay card if there is either a change in swimmers or the order in which they are competing from Preliminaries is different. Coaches can pick up relay cards at the Relay/Scratch Table and Help Desk. Relay cards should be returned to the Relay Desk at least 30 minutes before the start of the relay event.
- For last minute changes to Preliminary or Finals relays, Relay Change Card (available at the Help Desk) should be submitted to the appropriate Deck Referee prior to the start of the relay's heat.
- Relay swimmers are not required to present an approved copy of their relay card prior to the race. However, each lane timer will confirm the relay swimmers names from the lane timer sheets.

### RESULTS

- Any results displayed on the scoreboard are unofficial.
- Results will be posted on the pool deck, and in the lobby, Special Events Center and Athletes Village.
- Results are available on our website (<http://ymca.ymcaswimminganddiving.org/2019SC> ) and Meet Mobile.
- Meet Mobile is a very convenient app for viewing data (not necessarily official results) from the meet instantly. Please note that if you view results for an event without waiting at least 15 minutes after the event, you may be viewing results that have not been reviewed by the Administrative Referee. Do not rush to tell us that there is a problem until we have had a chance to validate the results.
- Questions concerning results should be directed to Deck Referee or Meet Referee.

### RULES

- Current USA-S rules are in effect.
- Declared false starts should be made known to the respective Deck Referee before a heat or swim-off is officially announced. A declared false start counts towards the maximum number of events allowed to be entered by each swimmer.
- Coaches who have a swimmer with a disability are requested to comply with USA Swimming Rules ARTICLE 105 by notifying the Meet Referee at the

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Coaches Meeting and no later than the start of swimming competition, (1) the names of any disabled swimmer on a team, (2) that swimmers events that he/she intends to swim, and (3) any modification or accommodation which is requested. The Meet Referee may be contacted at any time during the Meet Entry period by email at Eddie Hughes, at [CEHughes@spinxco.com](mailto:CEHughes@spinxco.com) , or in person during the on-site meet coach check-in process.

- Step-over starts for relay exchanges will be allowed, subject to the provisions of Rule 101.7.H, ie., the swimmer must have at least part of one foot in contact with the starting platform in front of the adjustable back plate during the relay exchange. The swimmer may not leave solely from the back plate.

### SAFE SPORT ACT:

- Signed into law in February 2018, new federal legislation has expanded the requirements around sexual abuse reporting and prevention policies for organizations that arrange or sponsor youth sports competitions.
- To be permitted on deck at this meet, staff and volunteers must have signed the YMCA of the USA Code of Conduct for Youth – National Events, which acknowledges they have:
  - read and agree to comply with the expectations set forth in the code of conduct.
  - been trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.
- 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.

### SCRATCH RULES

- A contestant is assumed entered unless they are formally scratched.
- Scratch Cards are available at the Scratch Table and Help Desk.
- The Scratch/Relay Table is located off the pool deck.
- Coaches need a scratch card for each event but may enter multiple swimmers on that card.
- Once a Scratch Card has been given to the Scratch Table, a swimmer is officially scratched.
- Scratch deadlines for Prelims are:
  - Monday – from 9:00 AM until 1:00 PM for the 1,000 Yard Freestyle Event.

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- Monday - from 9:00 AM until the end of the All Coaches Meeting and from 4:00 PM until 5:00 PM for Tuesday's Preliminary events.
- Tuesday through Friday -8:00 AM until 12:00 PM and 4:00 PM until 5:00 PM for the following day's events.
- Scratch deadline for Finals – Scratches closes 30 minutes after the results of the last preliminary qualifying event are announced or, in the case where an individual has made an intent to scratch, 30 minutes after his or her last individual preliminary event.

### SUGGESTIONS & MEET EVALUATION

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

### SWIMS (USA-S)

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

### TIME TRIALS

- 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.
- Online entries are given priority in the event of time restrictions. We reserve the right to terminate the Time Trial session if it runs past 2:15 PM. If during the entry procedure we project that the 2:15 PM deadline is being reached, we will stop taking Time Trial entries for that particular day.
- Time Trial entries can be submitted during the meet at the Time Trial Desk located in a room off the pool deck. The deadline is 10:00 AM for that day's events, or once the 2:15 PM deadline is projected based on entries already received, whichever comes first.
- The Time Trial Desk is open on the pool deck each morning from 7:00-10:00 AM (except Monday).
- The cost is \$20.00 per event.
- Swimmers may only swim the strokes being contested in a given event.

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- Swimmers may enter up to four (4) Time Trials for the entire meet and may swim as many Time Trials on the same day as long as they don't exceed the USA-S maximum overall events per day of 3 (including Time Trials)
- Entries for the 400 IM, 500, 1,000 and 1,650 Freestyle must be accompanied by a printed proof of time.
- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes if available.
- Coaches can access Time Trial information as a separate meet on Meet Mobile. Coaches may view the Psych Sheet on Meet Mobile as swimmers are entered. There will be a general announcement when heats sheets are available at the Help Desk.

### WARM-UPS

- Please follow the procedures pertaining to warm-ups including entering from the starting block side and using a three point or sit-down entry. Please make sure warm-up etiquette is followed.
- A warm-up schedule has been placed in each team's packet and is available at the Help Desk.
- Warm-ups are supervised by the coaches and life guards.
- Transition to pace lanes and starting lanes are supervised by meet officials.
- The two designated warm-up, warm-down pools (on either side of the competition pools) will be open during warm-ups and preliminaries, time trials and finals sessions; coaches are responsible for their swimmers; NO DIVING allowed.
- Please ask your swimmers to respect devotion, prayer and National Anthem presentations.
- 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 YMCA values and sportsmanship.

### WEDGES: PROTOCOL FOR USE OF STARTING WEDGES

- It is expressly understood that use of starting "Wedges/Ledge", either of the "Forward Starting Wedge" type on the top of the starting block, or the "Backstroke Ledge," shall be at the risk of the swimmer using the "Wedge/Ledge."

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- It shall be the responsibility of the swimmer to understand the use of the "Wedge/Ledge" and be familiar with how the "Wedge/Ledge" is positioned and set for the start.
- Should a circumstance occur which results in a "less than satisfactory start," the swimmer is responsible for having properly used and set the "Wedge/Ledge," and therefore used the "Wedge/Ledge" at his or her own risk, and will not be granted a re-swim in the event.