



Agenda

Coaches Meeting

2014 YMCA Long Course

National Championship

July 28, 2014

3:30 P.M.

Introductions:

Bob Turner – Meet Director
Tom Janszen – Assistant Meet Director
John Mendell – Assistant Meet Director and Help Desk
Joel Black – Meet Referee
Bob Johnson – Administrative Referee
Tom Warrick – Meet Operations
Claudia Multer – Meet Operations
Cindy Bowe – Scratch/Relay Table
Jim Ryan – YMCA Liaison to USA Swimming
Chad Onken – Coaches Representative
Ed Merkling – Associate Director, IU Natatorium
Jim Weaton – National Director of Events, YMCA of the USA

General Information

- Credentials or bag tags are required to be displayed in order to gain admission onto the pool deck. Please have your swimmer notify the Help Desk if a bag tag is lost or misplaced.
- We ask that only officials and swimmers preparing for an event stand in the area in front of the chairs behind the blocks.
- First Aid/Emergency Room is in Lifeguard room on east side of competition pool.

Facility Evacuation Plans

Evacuation in case of Fire

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

Evacuation in case of Severe Weather

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

Opening Ceremony - Parade of Swimmers and Officials

- Parade is Tuesday night at 5:00 PM.
- Assembly for parade will be in the hallways on the pool level at 4:45 PM
 - Athletes from YMCA's in NJ, OH and PA will assemble in the west hallway
 - Athletes from YMCA's in all other states will assemble in the east hallway
- During Opening Ceremonies athletes are not permitted on starting blocks or diving boards
- Coaches are asked to review parade protocol and expected behavior with their athletes

Hospitality

- Hospitality room is located at south end of Natatorium, use hallway behind diving boards
- Hospitality room is reserved for Coaches and Officials; please keep your athletes outside this area.
- Meal and drink offerings are aligned with the YMCA's Healthy Eating Standards.
- 6 AM – 9 AM Coffee and Continental Breakfast
- 11 AM – 1 PM Lunch
- 5 PM – 7 PM Evening Reception (a small snack to carry you over until your dinner)

Help Desk

- The Help Desk is located on the pool deck on the west side of the diving well.
- John Mendell will be available to answer questions that are not concerned with rule interpretations.
- All forms will be available at the help desk.

Heat Sheets

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

Lost and Found

- Articles of clothing including towels and swim aides (kickboards, goggles, flip flops, etc.) are kept at the lifeguard office located on the pool deck.
- All electronic devices and personal effects with sensitive information (phones, iPods, ear buds, wallets, purses, back packs, etc.) are taken to the Supervisor-in Charge in the Meet Operations Room (behind the announcer's stand)

Warm-ups

- Please follow the procedure pertaining to warm-ups including feet first, three point entries; NO DIVING except in designated sprint lanes.
- Entry is limited to one specified end of each pool (except in designated sprint lanes)
 - Competition Pool from South end
 - 50 M Warm-up pool from East end
 - Diving Well from East end
- Warm-ups will be supervised by Coaches and Life Guards.
- Transition to the Specific Warm-up will be monitored by a Referee and a Starter
- The DIVING WELL will be open during all warm-ups and preliminaries, time trials and final sessions; Coaches MUST monitor their swimmers; NO DIVING allowed.
- Everyone should demonstrate the YMCA's core values of caring, respect, sharing and responsibility during warm-ups.

Pool Cleared

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

Rules

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

Heat Starts

- Swimmers are individually responsible for being ready to swim.
- There will be no marshalling of swimmers.
- The start time listed in the Heat Sheet is only an approximate time.
- Odd numbered heats will start at diving well end of the competition pool.
- Even numbered heats will start at scoreboard end of the competition pool.
- EXCEPTIONS:
 - All heats of 50M events will start at scoreboard end of the competition pool.
 - All heats of 800M and 1500M individual freestyle events will start at the diving well end of the competition pool.
 - All heats of 200M and 800M relay events will start at diving well end of the competition pool.

- There will be NO breaks prior to relays and distance events. Swimmers must be at the blocks ready to swim immediately following the preceding event.

Participation

- If there is an empty lane, the competitor's name or in the case of a relay, the team's name, will be announced twice. Once the official starting procedure for a heat or event begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- A swimmer who is seeded in a preliminary event and fails to compete (i.e. a "no show") shall not compete in any further individual or relay events on that day unless the swimmer and/or coach declares an intent to swim to the Administrative referee prior to the next scheduled event for swimmer. In addition, the swimmer shall not be seeded in any individual events on succeeding days unless that swimmer and/or coach declares an intent to swim prior to the close of the scratch box for that day's events.
- Failure to compete in a Finals Event from which the swimmer has not scratched shall disqualify the swimmer from the remainder of the meet.

Scratch Table

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

Relay Events

- Coaches may pick up Relay Cards at the Relay/Scratch Table or Help Desk.
- *NEW* – Teams will not need to file a relay form for prelims if the same swimmers who were entered during the online entry process will swim in prelims in the same order as entered. If the swimmers in prelims are different than the swimmers entered online (or in a different order), then a relay form must be filed.
- *NEW* – Teams qualifying for finals will not need to file a relay form for finals if the same swimmers who swam in prelims will swim in finals in the same order. If the swimmers in finals are different than the swimmers in prelims (or in a different order), then a relay form must be filed.
- Last minute relay changes may be declared by submitting a new relay card, of a different color (red), to the deck referee prior to the start of the relay's heat.
- Relay Cards must be presented to the Relay Table 60 minutes before the scheduled start of the relays for that day.
- On Thursday, Relay Cards for the 200M Medley Relay must be turned in to the Relay Table before 7:30 AM.
- Relay swimmers will no longer be required to present a copy of their Relay Card to the head lane timer prior to the race. However, the lane timer will confirm the relay swimmers' names from the lane timer sheets.

Initial Times

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

Scoreboard

- Any results displayed on the Scoreboard are unofficial.

Results

- Results will be posted on the wall in the hall outside of the hospitality room and in hallways outside the east and west spectator seating areas.
- Results will be posted on our website.
- Problems? See the Deck Referee or Meet Referee.

Bios

- Please pickup form from Help Desk, fill it out and return to the Help Desk by the completion of morning preliminary events.
- Only required for the A Finals heat

Finals

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

Award Ceremonies

- Individual event awards will be presented the evening that they are swum, with the exception of the 1500's.
- The Women's 1500 award will be presented Tuesday evening immediately after the completion of the women's 100 Butterfly event and the Men's 1500 award will be presented Tuesday evening immediately after the completion of the men's 100 Butterfly event.
- Award Presentations will be immediately after the Championship heat of each individual event, except for the 50 meter events. The awards for the 50 meter events will be presented immediately after the men's Championship heat of the event.
- When a relay is the last event of the evening, the award will be presented the next evening. On the last evening of the meet, the last relay awards will be presented after the men's relays and before the team trophies.
- After completion of their race, athletes in the B final and A final heats should gather their belongings and report immediately to the awards staging area (east side of diving well). Should there be a potential significant delay in determining the finalist results due to disqualifications or possible timing system problems, that heat will be released to go to the warm-down pool and the awards for that heat will be presented at the end of the session.
- All award winners MUST wear apparel that is appropriate. Team apparel is preferred (e.g. team warm-up jacket). No caps, towels or water bottles are permitted on the award stand.
- The medal or ribbon presented on the award stand will have a blank label where name and time can be hand written.

- Several days after the completion of the meet, each team that won at least one award will receive an email with an attachment. The email will be sent to the email address of the person who submitted the team's entries during the online entry process. The attachment will be a PDF file with award labels for all awards won by the team during the meet. The file will be in a format ready for printing on Avery 5160 labels (30 labels per page). If the team desires they may then print their own awards labels and distribute them to their swimmers.

Protests

- Any protest must be submitted on a form provided at the Help Desk to the Meet Referee or a Meet Director within 30 minutes after the conclusion of the race in question.
- Protests against the judgment of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decision will be final.
- Any protest concerning the eligibility of a swimmer or swimmers to compete will be decided by the Eligibility Committee.
- All other protests will be decided by the Meet Committee.

Meet Evaluation

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

Questions / Concerns

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