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# Meet Handbook

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*National YMCA Long Course Swimming Championship*

*July 27-July 31, 2016*

*IU Natatorium*

*Indiana University Purdue University Indianapolis*

*901 W New York St*

*Indianapolis, IN*

<http://ymca.ymcaswimminganddiving.org/2016LC>



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## **IMPORTANT INFORMATION ABOUT THE CHAMPIONSHIP**

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**CHAMPIONSHIP MEET DATES:** **Wednesday**, July 27 to **Sunday**, July 31, 2016. The championship is a 4-1/2 -day meet with the prelims of the 200 Free Relays and Timed-Final 1500 Freestyle swum on Wednesday night.

**EVENT ORDER:** There is a new Event Order for 2016 (APPENDIX 1)

**RELAY AWARDS:** New this year, the relay awards will be awarded on the day the relays are swum.

**MEET ENTRY DEADLINE:** The deadline for meet entries is Wednesday July 20, 2016 at 5:00PM EDT. New this year, the Online Time Trial entry deadline is also Wednesday July 20, 2016 at 5:00PM EDT

**ADDITIONAL ENTRIES:** Additional entries after the meet entry deadline will be allowed from sanctioned USA-Swimming meets contested between July 20<sup>th</sup> and July 24<sup>th</sup>. The additional entry deadline is Monday, July 25 at 5:00PM EDT.

**THEME:** The parade theme is "American Pride."

**BONUS EVENT FOR DISTANCE FREESTYLE:** At the request of the Coach's Advisory Committee, the LC Meet Committee is conducting a one-time trial (this LC Meet only) which permits:

- an athlete with a qualifying time in the 800 freestyle event the opportunity to enter the 1500 freestyle with a prove-able time within 3% of the qualifying time for the 1500 freestyle;
  - an athlete with a qualifying time in the 1500 freestyle event the opportunity to enter the 800 freestyle with a prove-able time within 3% of the qualifying time for the 800 freestyle;
- (See APPENDIX 2 for Bonus Qualifying Times).

**TIME TRIALS:** New this year, an athlete may enter a total of three (3) Time Trial events for the meet. If timelines permit, athletes may be allowed a fourth entry in Time Trials. The limit on the number of time trials entered per day has been eliminated. The Time Trial event fee is \$20 per event entered.

**PICKING UP PRE-PURCHASED PARKING PASSES:** All people arriving to pick up their Pre-Purchased Parking Pass should park on levels 5 or 6 of the Riverwalk Garage. **See Parking Section on page 27** for procedure. Coaches may pick up Pre-Purchased Parking Passes on Tuesday, July 26 in the North Concourse (10 AM to 4 PM) or at Meet Check-In beginning Wednesday. Spectators and Officials may pick up their Pre-Purchased Parking Passes beginning Wednesday at the Admission Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium.

**PRACTICE TIME:** There is no practice time available at the IUPUI pool before Tuesday, July 26 at 10:00 AM.

**SOCIAL MEDIA:** Follow us at twitter: **#yswim2016**

**ATHLETE SEATING:** Athletes will be permitted to sit in designated areas of the spectator stands. Access to this seating will be by staircases located at the diving well end of the pool.

**AQUATIC CENTER FOOD AND BEVERAGE POLICY:** Swimmers may bring in snacks and energy bars if stored in their back packs. No outside catering or take- out food is permitted. There will be water available throughout the meet in on deck coolers for swimmers, coaches and officials. Empty water bottles may be brought in for use at the water fountains.

**WEB SITE:** The web site for the championship meet is located at this link:  
<http://ymca.ymcaswimminganddiving.org/displaypage.asp?Cat=2016LC>

**VENUE INFORMATION:** The Indiana Natatorium is located on the campus of Indiana University Purdue University Indianapolis, 901 W New York Street, Indianapolis, IN 46206, Phone: (317) 274-3518.

<http://www.iunat.iupui.edu/>

## ELIGIBILITY

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### ATHLETE ELIGIBILITY:

**Times:** An athlete must achieve the minimum qualifying time standard for each National Championship Meet event in which he/she enters. The qualification period for the Long Course National Championship Meet is July 1, 2015 through entry deadline.

**YMCA Membership:** An athlete must be a full privilege member of the YMCA he/she represents, and have only represented that YMCA team in competition for a period of 90 days prior to entry deadline, 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 of the National Championship 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, 2015. A sanctioned YMCA championship meet may not be counted as both the sanctioned meet required and one of the inter-association meets required. The YMCA National Virtual Meet may be counted as one of the inter-association meets. Refer to current SWIMMING ADDENDUM to the RULES that GOVERN YMCA COMPETITIVE SPORTS for requirements and definitions of YMCA inter-association and sanctioned championship meets.

**Eligibility Protests:** Coaches should be prepared to provide proof of their athletes' meet participation if a protest is filed.

**YMCA with no swim team:** If a YMCA does not sponsor a 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. A coach of another team at the meet must be designated to be responsible for the athlete during competition.

**Eligibility Questions:** Questions concerning athlete eligibility should be directed to Jim Ryan (jryan@ymcade.org), the 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, First Aid, Safety Training for Swim Coaches, Principles of YMCA Competitive Swimming and Diving.

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

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

**Team Registration And Coaches' Deck Credentials:** Each team and coach must have completed the annual YMCA on-line team and coach registration process.

**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 at the National Championship Meet, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. Use the Coach Authorization Form that will be automatically generated when an attending coach is not specified.

## **TEAM ELIGIBILITY**

**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/displaypage.asp?Cat=2016LC>. Emails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may email the certificate to [robin.lee@ymca.net](mailto:robin.lee@ymca.net).

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

## **ATHLETES WITH A DISABILITY**

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**GENERAL INFORMATION:** 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 or surpass the Can-Am Para Swim time standard in their class.

**Standards:** Time standards can be found at:

[https://www.swimming.ca/docs/Time%20Standards/2012-2016%20CanAm%20Stds%20SC\\_LC.pdf](https://www.swimming.ca/docs/Time%20Standards/2012-2016%20CanAm%20Stds%20SC_LC.pdf)

**CLASSIFICATION:** Athletes must be classified prior to National YMCA competition and swim the qualifying time(s) during the same calendar periods as their able-bodied peers. Classification will not be conducted at the YMCA National Championships.

**Classification:** The Official website of the Paralympic Movement is: <http://www.paralympic.org/>

**ENTRY:** When completing your entry for this individual 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 and you can note that you are entering an athlete with a disability class i.e. S7. The entry chair WILL get your entry. 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.

**COACH CHECK-IN:** 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 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 [joelblack@mindspring.com](mailto:joelblack@mindspring.com), or in person during the on-site check-in process.

If your athlete has a chance to set an American Record, note that there is a possibility and work with meet management and the announcer to let them know that a record attempt is possible and to follow up with paperwork.

**COMMUNICATION WITH DECK OFFICIALS:** The Meet Referee and/or the Administrative Referee will communicate a "HEADS-UP" to the Deck Referees informing them about events/heats in which swimmers with a disability will be swimming. Coaches who have a swimmer with a disability are encouraged to communicate directly with the Deck Referee to insure their disabled swimmer's needs are properly accommodated.

## ENTRY INFORMATION

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**COACH AND TEAM YMCA REGISTRATION:** To participate, your Team and attending coaches must complete the annual YMCA registration by July 1, 2016 and all coaches' safety certifications must be current through the end 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 pay \$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.

Link to Team Registration: <http://www.ymcacompetitiveswim.org/>

Link to Coach Registration: <http://www.ymcacompetitiveswim.org/>

### COMPETITION 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:	\$20 per identified coach at on-line entry time
Coach Deck-pass:	\$60 per coach who was not identified as attending during the on-line entry
Sponsorship (Optional):	\$50 to be an identified sponsor of the championship

### 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
26 & more Swimmers	7 coaches

**ENTRY TIMES:** Entry times for individual and relay events shall be the athlete's fastest times achieved during the current qualifying period. (USA-S Rule 207.9.4.A) The fastest long course meter times shall be used. If the swimmer or swimmers do not have a long course meter qualifying time, then a qualifying short course meter or short course yard time may be used. Non-conforming times will be seeded first in events which are seeded slowest-to-fastest. Entries must be made using actual times. Time conversions are NOT PERMITTED.

**ENTRY LIMITS:** A team may only have one entry in a relay event. There is no limitation as to the number of events the athlete may enter. However, an athlete may only compete in a maximum of nine events of which no more than four may be individual events, not including time trials.

**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 swimmer is not entered in the 100 or 200 Meter distance for that stroke in the meet, then the swimmer must be able to prove that 100 or 200 Meter qualifying time at Check-In.

The entry time for the 50 must be a 50 Meter or 50 Yard time, not a 100 or 200 time. In addition, the swimmer must be able to prove this entry time for the 50 Meter event. This time can be proved using the actual time from last year's LC Championship meet, a time achieved in the stroke and distance during the

qualifying period, a time achieved in the initial leg of a relay or a time achieved over an initial distance in a longer race.

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

Intact Relay from current season (time achieved between September 1, 2015 and July 18, 2016) – The time belongs to the team and may be entered without additional qualifications.

Intact Relay with time achieved between July 1, 2015 and August 31, 2015 – All athletes on the relay must be eligible to compete at the Long Course National Championship Meet and must be entered in the meet.

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

**OFFICIAL ENTRY:** All entries must be made through the ON-LINE ENTRY system. On-line Entry will only be available at <http://YMCA.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCA NatsLC>. For those athletes entering the meet as a relay only swimmer (not entered in an individual event), they must be designated and pay the athlete surcharge. Athletes without an individual entry must swim in at least one relay.

**ENTRY DEADLINE AND PROCEDURE:** Entries are due on **Wednesday, July 20, 2016 at 5:00 PM EDT**. Before going on-line, please create a Meet Entry file in Team Unify or Hy-Tek Meet Entry format. Once you have entered your qualified athletes in the desired events AND verified this through the Team Unify or Hy-Tek Team Manager program, then export your entry file.

Complete the information on the screens including a list of your graduating seniors, UPLOAD your Meet Entry file from the drive and folder you noted above and submit.

Note: Senior recognition: The high school senior athletes who recently graduated from high school will be recognized on day 3 of the meet. Senior names are submitted during the on-line entry process. We will not accept senior names at the meet.

**ERROR PROCESSING:** 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, Hy-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. ***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 three (3) days after the meet entry deadline. The generated **Fax Cover** sheet must be the first and ONLY cover sheet when faxing back or e-mailing the Declaration Form. This is the only form that needs to be transmitted prior to Coaches Check-in at the meet.

**Additional Forms:** The following forms are generated during the On-line Entry process. These forms should 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,** 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 Meet Registration by the representing coach. Do not fax this form.



**Parent's Consent and Waiver/ Concussion Awareness Acknowledgement Form**, Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian. This form will be required at Team Check-in for athlete check-in. Do not Fax these forms.

**OTHER OPTIONS DURING THE ONLINE ENTRY PROCESS** The Online Entry procedure will also include:

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

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

**ADDITIONAL ENTRIES:** We are allowing additional individual or relay entries for the 2016 Long Course Championship after the published meet entry deadline date of Wednesday, July 20, 2016. **The additional entries will only be allowed from sanctioned USA-Swimming meets contested between July 20<sup>th</sup> and July 24<sup>th</sup>.** All additional entries will be accepted only under the following acceptance criteria:

Teams must have already registered in the 2016 Long Course Championship by the meet entry deadline.

New swimmers who qualify from meets held between July 20<sup>th</sup> and July 24<sup>th</sup> are permitted.

New qualifying events for existing entered swimmers are allowed.

Updated qualifying times for events previously entered for swimmers **are not allowed.**

Coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 20<sup>th</sup> and July 24<sup>th</sup>). Printed meet results from the sanctioned USA-Swimming competition showing the sanction number and LSC code of issuing LSC must be presented.

**Additional Entries must be submitted using the normal Online Entry Process by Monday, July 25<sup>th</sup> 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 OF FEES:** On-line fee payment will be available, but will not be activated until after the entry deadline. The person submitting the entries will receive an email from the YMCA of the USA providing them with a Team specific link to the on-line payment system. Championship fees can be paid:

- On-line by credit card prior the on-line payment deadline. On-line payment is only available for Championship entries and Time Trials entered prior to the Championship Entry Deadline
- At the Meet's Team and Coaches Check-in by check or cash. Make checks payable to: YMCA of the USA-2016 Long Course. CREDIT CARDS WILL ONLY BE ACCEPTED ON DAY 1 CHECK-IN (Wednesday, July 27).

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

**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 the meet.

## **CHECK-IN PROCEDURE AT MEET**

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**CHECK-IN PROCESS:** Check-in will take place in the West Concourse of the IU Natatorium. If the coach checks-in their team on Wednesday, there will be 5 check-in stations. The head coach (or coach in charge of the team) should complete the check-in process. Attending Coaches identified during the on-line entry process do not need to proceed to the check-in process.

Note: After Wednesday'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.

**CHECK-IN HELP STATION (Station # 1):** If the 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):** Head Coach and any coaches unable to be listed during the On-line Entry Process 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 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):** Head coach presents Invoice (from Station #3) and pays team entry fees by cash or check, unless fees were paid on-line by credit card. (A credit card may be used on site on Day 1 only.) Make checks payable to: **YMCA of the USA-2016 Long Course.**

**PICK-UP STATION (Station #5):** Head coach presents Team pick-up form (from station #3) and all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her athletes. Coach will receive the athlete credentials, athlete gifts, team information packet, coaches' gift, and coaches' deck passes.

For a coach(s) who was unable to be selected as attending during the On-line Entry Process, the coach will need to present a photo Id and current credential cards to receive a deck pass.

**NEW COACHES MEETING:** All new coaches (not just new teams) are invited to meet at the New Coaches meeting on Wednesday to go over meet procedures and answer any questions they may have in regards to the national meet.

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

## **COACH'S CHECK LIST**

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### **MEET ENTRY**

- Completed the annual on-line Team Registration process
- Attending Coaches have all required current certifications
- Coaches have completed the annual Coach Registration process with your Regional Representative
- Sent your Certificate of Insurance to YMCA of the USA
- Made all travel and lodging arrangements using the STAY-With-US housing program if possible
- Created your Meet Entry file
- Completed your ON-LINE entry
- During the on-line entry process listed your Graduating Seniors
- During the on-line entry purchased your Parking Passes
- Created your Time Trials Meet Entry File
- Completed your ON-LINE Time Trial entry
- Obtained all proper signatures on the Declaration Form
- Faxed the Declaration form
- Submitted a check request to your YMCA unless you are going to use a credit card to pay entry fees
- Have a contract with your athletes as to their expected behavior
- Review the YMCA four core values – Honesty, Responsibility, Caring and Respect with your athletes
- Obtain permission for emergency medical care for each Athlete

### **TEAM CHECK-IN AT MEET**

- Bring the DECLARATION signed forms that you submitted by fax or email
- Bring your Entry Fee form and check, unless entry fees were paid by credit card
- Bring all Parents Consent and Liability Waiver/Concussion forms
- Bring a photo I.D.
- Bring all YOUR certifications (current through the meet), the pass issued by your group representative or your USA Swimming coach credential WITH the Y stamp
- Bring proof of times for each entry if you have been notified that you need to prove times
- 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](#).

## **PROOF OF TIMES**

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**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 USA-S 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 to 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/displaypage.asp?Cat=2016LC>. Only the specifically selected times must be proved.

The following times must be proved by all teams during Check-In:  
All ADDITIONAL ENTRIES (from meets July 18 – July 24)

50 Meter Qualifying Entry times for the 50's of stroke, if no corresponding 100/200 event is entered (must also prove a 100 or 200 time)

Bonus qualifying times for any entries in the 800 Freestyle or 1500 Freestyle which don't meet the normal qualifying time standard.

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. It is permissible to prove a faster time. However, the time will not be changed to a time faster than the entered time even if the faster time can be proven.

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 202.5. 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 that a team may have 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, 2015 and August 31, 2015, 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. 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 proven.

## **CHAMPIONSHIP PROCEDURES**

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

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

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

Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions. 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. For the safety and respect of all athletes, please cooperate with designated pace and dive lanes during warm up sessions.

**SCRATCH PROCEDURES:** 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 Desk or the HELP Desk both located on the pool deck.

**SCRATCHING FROM PRELIMINARIES:** The athlete or coach must complete and submit a Scratch card to the Scratch Desk by 5:00 PM on the day prior to the event. For the Day 1 events, the Scratch Desk will close at 1:00 PM on Day 1.

**DECLARED FALSE START:** An athlete may also withdraw from a preliminary heat or swim-off by electing to take a declared false start. Such declaration must be made known to the Deck Referee before the start of the heat or swim off. 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.

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

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

**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 the alternate(s). If notified, the alternate(s), or their coaches, will then have to return to the Scratch/Relay table to confirm whether they will swim in or scratch from the Finals of that event.

Failure to compete in a Finals Event from which the athlete has not scratched shall bar the athlete from further competition for the remainder of the meet (USA-S Rule 207.11.6D(1)). 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 preliminaries 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 preliminary 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 preliminary 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)).

**PROTESTS:** Protests may only be initiated by a person with standing, that is, a coach or YMCA supervisor 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 (USA-S 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, 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 Committee will consider all other protests lodged against the Meet, and its decisions will be final.

The results of any protested race will not be announced, any awards will not be given and any points will not be allocated until the protest is resolved or withdrawn, in writing.

**RELAY CHECK-IN PROCEDURE:** Preliminaries – 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.

Preliminaries – Relay forms will be available at the Proof of Time 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 Preliminaries must be turned in to the Scratch/Relay table 30 minutes before the scheduled start of the relays. Last minute relay changes shall be declared by submitting a new 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.

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

**INITIAL SPLITS:** 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.

**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, final events, and their participation therein, and other related meet data including scratch procedures.

**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.

## CHAMPIONSHIP OPERATIONS

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**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.

The 800 meter Freestyle Relay is a Timed Final with the fastest two seeded heats competed at night. Preliminary heats will be swum fastest to slowest.

**FINALS:** For Individual events, the heat order is "C"-Heat (bonus heat), followed by "B"-Heat (consolation heat), followed by "A"-Heat (finals heat) with the exception of the 800 freestyle where only an "A" Heat will be swum.

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 diving well end and EVEN heats will start at scoreboard end. Exceptions: all heats of 50 meter events will start at the scoreboard end of the pool; all heats of the 800M and 1500M Freestyles, the 200M relays and the 800M relays will start at the diving well end of the pool.

For **Finals** 50M events will start at scoreboard end of pool and all other events will start at diving well end of pool.

**RESULTS:** Any results displayed on the scoreboard are unofficial until final results are published. Results will be posted on the pool deck, and in the lobby. Results are available on our website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) and Meet Mobile.

**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.

**BANNERS:** Maximum banner size shall be 5 feet by 8 feet. Advertising size can be no more than 96 square inches. There is no restriction on the size of the YMCA or team name. The Meet Committee reserves the right to restrict the placement of team banners in order to maintain the dignity and decorum of the meet venue as well as for the benefit of vendors and sponsors. For those teams wanting to display their banner within the Natatorium, they may hang their own banners from the spectator seating area rails but only cable ties or painter's tape may be used. Please be careful not to block the view of the spectators. Banners must comply with the YMCA of the USA's Graphic Standards.



## **SAFETY AND EMERGENCY PROCEDURES**

Medical personnel will be available to handle emergencies at the meet. These individuals will provide CPR and first aid as needed and will ensure that individuals with serious injuries are transported immediately to the nearest hospital for further treatment. Defibrillators will be on site.

Any coach, athlete or official who recognizes an emergency situation should immediately inform IUPUI Aquatic Center personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

**CONCUSSION AWARENESS:** YMCA of the USA and the National Championship Meet Committee are aware of the growing concern around concussion management. It is our responsibility to ensure safety of our athletes at these events. All parents and athletes are required to complete the Concussion Awareness Form and their head coaches will submit those forms at Team & Coaches Check-in. All coaches and officials are advised to complete the on-line concussion training offered on the NFHS website or the CDC website

Anyone who observes or has knowledge of a potential head injury should immediately notify lifeguards and/or hired medical personnel. Once the injury report is completed, the lifeguard and/or hired medical personnel will notify the Event Staff, the athlete's coaching staff, the Meet Director, and the YMCA of the USA National liaison.

If a head injury occurs at a National Championship event, the 4 step action plan will be followed.

**STEP 1:** Athlete is removed immediately from participation by the Meet Director and/or YMCA of the USA national liaison.

**STEP 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.

**STEP 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.

**STEP 4:** The athlete will not be allowed back to warm-up or compete on the day of injury and will be barred from the competition area until a health care professional, experienced in evaluating concussions determines that the athlete is symptom-free and is OK to return to participation.

**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. This policy will be followed at the meet.

### **FACILITY EVACUATION PLANS**

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

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

### **Severe Weather**

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

**PERSONAL BELONGINGS AND YMCA VALUES:** The YMCA National Championships is a celebration of the YMCA mission, values and cause. All athletes, coaches, officials, volunteers and spectators are expected to reflect these at all times. Individuals are responsible for the security of their personal belongings and are encouraged not to bring valuables to the meet venue and not to leave items unattended.

**DECK CHANGING:** Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

**CAMERAS:** Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms. No flash photography will be allowed at the START OF THE RACE.

**MESSAGE TABLES:** Massage tables are not permitted.

**SMOKING, ALCOHOL & DRUGS:** There shall be no smoking, alcohol or drugs in the swimming complex (USA-S Rules 103.11 and 103.12)

**CHAPERONES:** The YMCA of the USA recommends that adult chaperones be furnished for all athletes. Each contestant MUST have a certified coach responsible for him/her while on the pool deck.

**IUPUI POOL POLICY:** It shall be a violation for any patron to not comply with any written or oral rules, regulations, or requirements imposed by IUPUI Aquatic Center personnel. Personal conduct in and around the aquatic facilities must be such that the safety of self and others is not jeopardized. Any such violation may result in immediate removal from the facility.

IUPUI has adopted a Programs Involving Children policy which by contract requires the Meet Committee to perform background checks on all Coaches, Officials, Timers and Volunteers who will be on deck.

## TIME TRIALS

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**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 preliminaries. Each athlete is allowed to enter a total of three (3) Time Trials events for the meet. Any athlete entering Time Trials must have met the Time Trials Standard for each 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 fees paid, there is no refund of the fees if the athlete decides to scratch from the Time Trials event.

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.

**TIME TRIAL ENTRIES:** Time Trials may be entered On-line or during the meet. On-line 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 Desk. Completion of these forms in advance will save time for the coach and the time trial desk. Payment for Time Trial entries made during the meet can be made at the Time Trial Desk by cash and/or check. Make checks payable to: **YMCA of the USA-2016 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.

**TIME TRIAL PROCEDURE:** Each morning after Time Trial entries have been completed (~10:30 AM), the psych sheet for that day's Time Trials will be posted. An announcement will then be made by the announcer asking coaches to review their Time Trial entries for today.

Coaches should review the psych sheet to insure their entries are correct. If they find any errors they should report them promptly to the Time 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.

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.

## **OFFICIALS AND TIMERS**

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To properly conduct a championship meet of this magnitude requires a large number of officials and timers be available each day. There is a need for both YMCA Level I and YMCA Level II Officials each day at Preliminaries, Time Trials and Finals. All officials attending the meet are strongly encouraged to sign up to work at this meet.

In order to bring a high degree of consistency to the officiating, officials are asked to work as many sessions as possible, but at least four sessions over the course of the week. Officials working at the Preliminaries will receive breakfast and lunch in the Hospitality Room.

**BACKGROUND CHECKS:** All applicants to officiate or time should be aware IUPUI has adopted a Programs Involving Children policy which by contract requires the Meet Committee to perform background checks on Coaches, Officials, Timers and Volunteers who will be on deck.

**APPLICATION TO OFFICIATE:** Anyone wishing to officiate at the meet should complete the form available on web site and then may apply to: Email: [rickcarson209@gmail.com](mailto:rickcarson209@gmail.com) , Postal: 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 in the Officials' Room beginning on Wednesday and throughout the week. At registration the officials will receive their credentials, shirts and instructions.

For those who register to officiate, there will be a MANDATORY meeting on Wednesday at 3:00 pm and each day prior to each Prelims and Finals session.

**ATTIRE:** The uniform for the Preliminaries will be the appropriate colored meet shirt (provided by meet committee) and **khaki** shorts, skorts or skirts (no shorter than 4" above the knee).

The uniform for Finals will be the issued White, button down, short sleeve, oxford shirt with the YMCA logo and long **NAVY BLUE** pants. Capri pants, skorts or skirts are also acceptable for women.

Officials who worked the short course meet are asked to bring their white and teal polo shirts and white oxford shirt for reuse at this meet.

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 the 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.

## **AWARDS AND RECOGNITIONS**

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

**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 will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for men's and women's swimming teams. A combined point award will be given to the team combining the highest total number of points from both men's and women's events. The top team for men, women and combined also receives a banner.

**SWIMMING AWARD PRESENTATION:** Individual event awards will be presented the evening that they are swum, except for the 1500M freestyles which will be presented prior to Finals competition 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.

**AWARD PRESENTATION PROTOCOL:** Award Presentations will be immediately after the A final heat of each individual event.

After swimming their heat, athletes in the B and A final heats should gather their belongings and report immediately to the awards staging area. Award presentations will not wait for all athletes to report.

All award winners MUST wear apparel that is appropriate and acceptable to the Championship Meet Committee. You MUST wear a shirt with sleeves or jacket (team warm-up jacket is preferable) on the award stand. No caps, towels or water bottles are permitted on the awards stand.

**COACH OF THE MEET AWARD:** The Coach of the Meet recognizes the coach/coaching staff that has prepared their athlete(s) and/or team for extraordinary performances at these Championships. The Award will be determined by a vote of coaching peers at the meet based on results through preliminaries of the fourth day of the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

**COACH OF THE YEAR:** The Coach of the Year Award recognizes the coach/coaching staff that has exemplified the YMCA mission, values and cause while delivering the YMCA competitive swimming program in his/her community during the year. Team accomplishments, impact on youth development and community involvement are all considered. The recipient will be announced during the Long Course YMCA National Championship Meet.

**SENIOR RECOGNITION:** The high school senior athletes who graduated from high school in the spring of 2016 will be recognized in our heat sheets. We will also recognize our seniors on deck prior to the preliminary session on Day 3. Senior names are submitted during the on-line entry process by the coach. We will not accept senior names at the meet.

## **SPECTATOR ADMISSIONS**

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**ADMISSION TO SPECTATOR AREA:** Admission Wristbands that will admit spectators to prelims and finals sessions will be available for advanced sales and sale at the meet.

Advance sales: Advanced Sale on-line orders must be placed prior to the meet. The deadline for online orders is Saturday, July 23 at 11:59PM EDT. The link to purchase advanced sale items is <http://ymca.ymcaswimminganddiving.org/displaypage.asp?Cat=2016LC>. All sales are non-refundable. Advanced sale items may be picked up on Wednesday through Sunday at the Admission Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium. Advance prices are:

\$80.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$50.00 per adult wristband that provides admission only for all sessions.

\$20.00 per child wristband (18 years and younger) that provides admission only for all sessions.

\$30.00 for a Five Day (Wed-Sun) Parking Pass that allows multiple entries per day in the parking garage.

\$50.00 to be an identified Sponsor of the Championship.

Sales at the Meet: Wristbands for all sessions and wristbands for individual sessions may be purchased on Wednesday through Sunday at the Admission Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium. Make checks payable to: **YMCA of the USA-2016 Long Course**. All sales are non-refundable. The prices at the meet are:

\$85.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$55.00 per adult wristband that provides admission only for all sessions.

\$20.00 per child wristband (18 years and younger) that provides admission only for all sessions.

\$8.00 per adult wristband that provides admission to one prelim session.

\$8.00 per adult wristband that provides admission to one finals session.

\$3.00 per adult wristband that provides admission to Wednesday's finals session.

\$3.00 per child wristband (18 years & younger) that provides admission to one prelim session.

\$3.00 per child wristband (18 years & younger) that provides admission to one finals session.

\$5.00 per heat sheet for a single session.

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

Heat Sheet: Spectators who purchased an adult wristband that includes a heat sheet for all sessions may pick up their heat sheet at the Wristband/Heat Sheet Sales Table simply by showing their wristband. Others may purchase individual session heat sheets for \$5.00 at the same table.

Athlete Parade on Thursday: Spectators attending the Thursday evening finals session ONLY to see the opening ceremonies will be admitted for free. These spectators will be given a special wrist band which allows them access to a separate section in the stands. Spectators in this section will be asked to leave after the opening ceremonies are complete.

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

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

The pool level is off limits to spectators. Spectators will not be allowed on the pool deck. Folding chairs are not permitted in seating area.

Athletes will be permitted to sit in designated areas of the spectator stands. Access to this seating will be by staircases located at the diving well end of the pool.

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

**CAMERAS:** 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 not allowed in changing areas, rest rooms or locker rooms.

**SMOKING, ALCOHOL & DRUGS:** THERE IS NO SMOKING, ALCOHOL OR DRUGS IN THE NATATORIUM COMPLEX. If you must smoke, please do so only in the designated smoking areas outside.

**LOST AND FOUND** - Any found item deemed of value (e.g. cell phone, tablet, or watch) will be turned over to the IUPUI Supervisor in the Technology Room.

## LODGING

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**YMCA STAY-WITH-US IN INDIANAPOLIS, IN.:** To meet your rooming needs, Y-USA has secured and confirmed our Stay-With-Us Host Hotels that will support the National YMCA Long Course Championship in Indianapolis, IN.

We ask all teams and guests to strongly consider using a hotel within the Y-USA Approved Block of Hotel Rooms under the Stay-With-Us Sports Housing Program. Your participation in Stay-With-Us provides additional value far beyond the hotel rate, and also helps the YMCA make our National Championships better as well as offer additional opportunities to make a positive difference in the lives of our athletes, coaches and families – far beyond the championship event!

The reservation system is available by going to <http://ymca.ymcaswimminganddiving.org/displaypage.asp?Cat=2016LC> for your detailed housing site and reservation information.

**CONTACT:** If you do not find the type of room or type of hotel that you were looking for, please contact the YUSA Housing Coordinator at (888) 939-5945 or [competitivesportshousing@ymca.net](mailto:competitivesportshousing@ymca.net) to see if they can find a property to meet your needs at the lowest possible negotiated price. Our goal is to meet your housing needs and provide maximum value by booking through the YMCA.

YMCA of the USA appreciates the support that all athletes and families give to our National Championship Meet Committee's efforts to conduct the Championships and keep them affordable FOR ALL who participate.



## **ATHLETE TRAVEL ASSISTANCE**

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YMCA of the USA recognizes the commitment an athlete makes to training and competing in swimming and diving competitions. The National Championship Meet Committee seeks to relieve some of the financial pressures associated with participation by making financial assistance available to the local Y to support an athlete needing financial assistance with traveling (housing and transportation) to National Competitions.

Applicants have to be receiving financial assistance under their local YMCA official Financial Assistance Program. The head swim coach is in charge of submitting the request. The maximum amount of assistance is \$600 per swimmer. The Committee has the latitude to adjust the amount given to each athlete.

Criteria and Application form:

<http://ymca.ymcaswimminganddiving.org/displaypage.asp?Cat=2016LC>

## **COLLEGE COACHES**

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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 or deck credentials.

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 at [twarrick@comcast.net](mailto:twarrick@comcast.net). Include your name, address, phone number, University/college and your email address

To meet your rooming needs, YUSA has secured and confirmed our STAY WITH US Host Hotels that will support the National YMCA Long Course Championship in Indianapolis, IN. College coaches are encouraged to use our Stay-with-US Hotel Reservation system

At the meet, college coaches may pick-up or request credentials at the Team and Coach Check-In table located in the Lower East Concourse.

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 credential (free admission)

- A list of participating YMCA's with their coach's name and address

- Complimentary Heat Sheets throughout the meet

## **PARKING**

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There is parking available for Coaches, Officials, Volunteers and Spectators in the Sports Garage attached to the natatorium. The garage is capable of handling vehicles as large as a 16 passenger van.

Do not park in spots which are marked for Permanent Permit Holders Only. Any other spot may be utilized.

There are two methods to pay for parking in this garage:

1. **Pay each time you utilize the garage.** You will enter the Sports Garage using the center entrance. At the gate swipe your credit card to pay your fee. Cost will be \$6 for the first entry each day. You will receive a receipt that allows you to re-enter the garage again in the same day
2. **Weekly Pre-Purchased Parking Pass** which allows multiple entries per day for each day of the meet. At the garage gate, scan the barcode on Parking Pass to open the garage gate.

Remember another option is to leave the car in the Hotel Garage and walk to the Natatorium. Many of the downtown hotels are 0.7 to 1.0 miles from the Natatorium. The last half of the walk is on sidewalks through grassy areas on campus or alongside the picturesque canal system.

Coaches will have the ability to order their parking passes during the online entry process, have it included on their invoice and pay for it as part of their check-in. Coaches will receive a Six Day Parking Pass (Tuesday through Sunday) for \$36 each. Teams traveling by bus may purchase a bus parking pass for a street level lot on campus. The cost for the weekly bus pass will be \$72. Coaches may pick up their Six Day Parking Pass on Tuesday between 10 AM and 4 PM in the North Concourse.

Spectators and Officials can pre-purchase parking passes online using the Ticket and Parking Pass link at <http://vmca.vmcaswimminganddiving.org/displaypage.asp?Cat=2016LC> . Five Day Parking Pass (Wednesday through Sunday) is \$30.

**All people arriving to pick up their Pre-Purchased Parking Pass should park on levels 5 or 6 of the Riverwalk Garage. You will obtain a ticket when you enter. After obtaining your Pre-Purchased Parking Pass you may exit the Riverwalk Garage by swiping your parking pass when you exit to open the gate. You may dispose of the ticket you received on entry.** If when arriving to pick up your Pre-Purchased Parking Pass you chose to park in the Sports Garage you will have to pay with your credit card to enter and this cost will not be refunded.

Pre-Purchased Parking Passes may be picked up beginning Wednesday at the Admission Wristband/Heat Sheet Sales Table in the North Concourse of the Natatorium.

For those spectators who fail to take advantage of the online purchase opportunity, we will have a limited quantity of weekly parking passes available for sale on July 27 at the Natatorium. When the limited quantities of parking passes at the Natatorium are depleted we will be unable to offer any additional passes. Please understand we will not be able to replace Parking Passes if they are lost.

## APPENDIX 1: ORDER OF EVENTS

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### Championship Events

#### Wednesday

W	M	Event
101	102	200 M Freestyle Relay (Prelims)
103	104	1500 M Freestyle – Timed Final, heats swum Fastest to Slowest

#### Thursday

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

#### Friday

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

#### Saturday

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

#### Sunday

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

### Time Trial Events: (#Women/Men)

#### Thursday

#241/242 200 Back  
#243/244 100 Fly  
#245/246 200 Breast  
#247/248 100 Free  
#249/250 200 IM

#### Friday

#341/342 100 Back  
#343/344 200 Free  
#345/346 100 Fly  
#347/348 50 Free  
#349/350 50 Breast

#### Saturday

#441/442 50 Free  
#443/444 50 Fly  
#445/446 100 Breast  
#447/448 400 Free  
#449/450 100 Back  
#451/452 400 IM

#### Sunday

#541/542 200 Fly  
#543/544 100 Free  
#545/546 200 IM  
#547/548 100 Breast  
#549/550 50 Back

## APPENDIX 2: QUALIFYING TIMES

### National YMCA Long Course Swimming Championships July 27 - 31, 2016 Qualifying Time Standards

Note that the short course yard and short course meter times are identical to short course qualifying times

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
1:55.99	2:08.74	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
2:11.49	2:25.95	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	1:58.99
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	1:54.39	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 2016)

## APPENDIX 3: TIME TRIAL QUALIFYING TIMES

### 2016 National YMCA Long Course Swimming Championships July 27 - 31, 2016

#### 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

25 Y Course	25 M Course	50 M Course	Events	50 M Course	25 M Course	25 Y Course
: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
2:07.58	2:21.61	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
2:24.63	2:40.54	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

**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**

Qualifying Period for the Long Course YMCA National Championship Meet:  
July 1 of the previous year through the entry deadline (July 2016)

**APPENDIX 4: SAMPLE COACH AUTHORIZATION FORM**

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**COACH AUTHORIZATION**

This procedure has been established to provide for the safety of all participants and to insure that certified coaches are present. Please return this completed and signed form if your team is to be represented by another coach. The representing coach needs to bring the signed forms to registration.

Do not fax these forms to the Meet Director

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

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

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

To Whom It May Concern: The YMCA\_NAME: \_\_\_\_\_ swim team does not have a coach with three required certifications. We have requested that

\_\_\_\_\_, coach of the \_\_\_\_\_ YMCA represent our participants on the pool deck.

\_\_\_\_\_  
(Executive Director and Date)

**[YMCA NUMBER:** \_\_\_\_\_ **YMCA NAME:** \_\_\_\_\_

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**Representing YMCA Coach**

I agree to represent YMCA NAME: \_\_\_\_\_ participants at the 2016 YMCA LONG COURSE CHAMPIONSHIP meet. I will be present during their events and see that they are supervised only while on deck. This procedure involves safety considerations. I will file relay cards and deposit scratch cards at the designated times and supervise warm-ups. In the event of injury, I will assume responsibility for administering immediate first aid and determining if an emergency squad is needed if further treatment is warranted.

\_\_\_\_\_  
(Certified Coach and date)

\_\_\_\_\_  
(YMCA Name and YMCA Association #:)

## **APPENDIX 5: CONTACT INFORMATION**

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Meet Director	Bob Turner	<a href="mailto:bturner623@comcast.net">bturner623@comcast.net</a>
Officials	Rick Carson	<a href="mailto:rickcarson209@gmail.com">rickcarson209@gmail.com</a>
Coaches Rep	Jamie Bloom	<a href="mailto:jbloom@westfieldymca.org">jbloom@westfieldymca.org</a>
Insurance	Robin Lee	<a href="mailto:robin.lee@ymca.net">robin.lee@ymca.net</a>
Meet Entries	Tom Warrick	<a href="mailto:twarrick@comcast.net">twarrick@comcast.net</a>
New Coaches	Jim Ryan	<a href="mailto:JRyan@ymcade.org">JRyan@ymcade.org</a>
Hotels/Lodging	Jacqui Drazen	<a href="mailto:competitivesportshousing@ymca.net">competitivesportshousing@ymca.net</a>
Aquatic Center	Ed Merkling	<a href="mailto:emerklin@IUPUI.edu">emerklin@IUPUI.edu</a>
General Y-USA	Spencer Bonnie	<a href="mailto:spencer.bonnie@ymca.net">spencer.bonnie@ymca.net</a>

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