
Meet Handbook

National YMCA Short Course Swimming Championship

April 4 – 8, 2016

Greensboro Aquatics Center

Greensboro, North Carolina

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



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IMPORTANT INFORMATION ABOUT THE CHAMPIONSHIP

MEET DATES: April 4 - 8, 2016. The championship this year is a 4-1/2 -day meet with the 1000 Freestyle Timed-Final and prelims of the 200 freestyle relay swum on Monday night

EVENT ORDER: There is a new Event order for 2016. (APPENDIX)

MEET ENTRY DEADLINE: The deadline for meet entries is Monday March 28, 2016 at 3:00PM Eastern Standard Time

THEME: The parade theme is "Rio Festival"

TIME TRIALS: An athlete may enter a total of three (3) Time Trial events for the meet, limited to One (1) per day. Note: However, the number of Time Trial entries may be limited so that the Time Trial session concludes by 2:15 PM each day.

YMCA MEMBER ATHLETES WITH A DISABILITY – YMCA Member Athletes with Disabilities who meet the YMCA Eligibility requirements and the Can-Am Para Swim time standards are invited to enter the meet.

CHAIRS: Chairs are not allowed on the pool deck or spectator stands at any time.

PROCEDURES OF NOTE:

The YMCA of the USA ***Concussion Procedure*** will be followed in the event of a head injury or suspected head injury. The YMCA of the USA policy for ***Lightning*** will be followed requiring closing an indoor pool during an electrical storm.

Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.

USA SWIMMING APPROVAL: The meet has been approved by North Carolina Swimming. Approval number:

CHAMPIONSHIP WEB SITE: The web site for the championship meet is

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

AQUATIC CENTER FOOD AND BEVERAGE POLICY: Swimmers may bring in snacks and energy bars if stored in their back packs, for consumption. No outside catering or take-out food is permitted at either venue. 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.

VENUE INFORMATION: The Greensboro Aquatic Center is located at the Greensboro Coliseum Complex. 1921 West Lee Street, Greensboro, NC 27403, Phone: (336) 315-8498

<http://www.greensboroaquaticcenter.com>

PAYMENT OF FEES: On-line fee payment will be available after the entry deadline.

YMCA BRANDING STATEMENT:-All YMCAs are required to comply with the YMCA of the USA's Graphic Standards by Dec. 31, 2015. These standards, established in 2010, are designed to unite and strengthen the look, voice and marketing power of the Movement. YMCAs have had five years to implement the standards. If you are not familiar with the Competitive Sports Style Guide, ***Upholding the Brand in Competition***, please [click HERE to view](#) and print it.

ELIGIBILITY

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 Short Course National Championship Meet is March 1, 2015 through entry deadline.

Athletes with A Disability: YMCA Member-Athletes with a disability who meet the eligibility requirements for the National YMCA Swimming Championships but do not meet the time standards for able-bodied athletes may compete in the Short Course YMCA National Championships provided they meet or surpass the Can-Am Para Swim time standard in their class. Additionally, 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. 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.

Classification: The Official website of the Paralympic Movement is:

<http://www.paralympic.org/>

Standards: Time standards can be found at:

https://www.swimming.ca/docs/Time%20Standards/2012-2016%20CanAm%20Stds%20SC_LC.pdf

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 the 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, but see the section entitled YMCA with No Swim Team below.

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

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

YMCA with No Swim Team: If a YMCA does not sponsor a competitive swimming team, an eligible athlete from that YMCA may participate in the National Championship Meet representing his/her own YMCA, provided the entry is approved by that YMCA's executive director or CEO, the regional representative in that region and by the Championship Meet Eligibility Committee.

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: CPR Pro, First Aid, and 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/VisitLink.asp?EntryID=1728>

Coaches may show their YMCA Coach's card, USA Swimming Coach's 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. To effect such authorization, 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/2016SC>. E-mails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may e-mail the certificate to robin.lee@ymca.net.

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

ATHLETES WITH A DISABILITY

GENERAL INFORMATION: The YMCA National Championship Meet Committee encourages the entry of Athletes with a Disability who meet the YMCA Eligibility requirements and the Can-Am Para Swim time standards in the meet. Guidelines for coaches in entering these athletes in the meet are set forth below.

CLASSIFICATION: What is your athlete's disability classification? If your athlete has not been classified they are not eligible to enter the meet.

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. Your athlete will be seeded in the first heat of the event - so the order will be SCY, SCM, LCM, Athletes with a disability with non-conforming standards.

COACH CHECK-IN: When at the meet, it is your responsibility when registering your team to let the Joel Black (meet referee) know that you have an athlete(s) with a disability on your team.

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.

If your athlete needs additional support – (i.e. S4 classification or lower) – with warm up space or other accommodations when racing, let the referee know what and how they can be helped.

ENTRY INFORMATION

COACH AND TEAM YMCA REGISTRATION: To participate in the meet, your Team and attending coaches must complete the annual YMCA registration by December 1, 2015 and all coaches' safety certifications must be current. Coaches who plan to attend the YMCA Short Course National Championship who did not register by this deadline will be required to pay a \$60 deck fee. Information and instructions for completing the annual on-line YMCA team and coach registration process is sent to teams each year by their respective regional representative.

Link to Team Registration:

<https://www.teamunify.com/YmcaRegPortal.jsp?team=yusa#/registration>

Link to Coach Registration:

<https://www.teamunify.com/YmcaRegPortal.jsp?team=yusa#/registration>

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 meet

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

1-10 swimmers	2 coaches
11-20 swimmers	4 coaches
21-25 Swimmers	5 coaches
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 Swimming Rule 207.9.4.A) The fastest short course yards times shall be used. If the swimmer or swimmers do not have a short course yards qualifying times, then a qualifying long course meters or short course meters time may be used. Events will be seeded with yard times as the fastest times followed by short course meter times and then long course meter times. 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.

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 March 28, 2016) – The time belongs to the team and may be entered without additional qualifications.

Intact Relay with time achieved between March 1, 2015 and September 1, 2015 – All athletes on that relay team must be eligible to compete at the Short Course National Championship Meet and all four swimmers must be entered in the meet.

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

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=YMCANatsSC>. 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 Monday, March 28, 2016 at 3:00 PM EDT. Before going on-line, please create a Meet Entry file in Hy-Tek's Meet Entry format. Once you have entered your qualified athletes in the desired events and verified this through the Hy-Tek Team Manager program, then export your entry file.

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

Note: Senior recognition: The high school senior athletes who will graduate from high school in the spring 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.

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 by March 31, 2016. 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 are to be brought to Team Check-in. Do not fax these forms prior to the meet. Refer to the Notes for additional information.

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

Coach's Authorization Form, 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.

PAYMENT OF FEES: On-line fee payment will be available 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 to 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 Short Course.**
- **Credit cards will be accepted on-site on Monday only; after Monday, payments must be made in cash or by check.**

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

CHECK-IN PROCESS: Check-in will take place at the Greensboro Special Events Center, **Team Check-in** Room. If the coach checks-in their team on Monday, there will be 5 check-in stations. The head coach (or coach in charge of the team) should complete the check-in process. Attending assistant coaches identified during the on-line entry process do not need to participate in the check-in process.

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

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

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-Time for one or more of their entries, their 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): Any coach 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): The head coach presents the 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 Monday only.) Make checks payable to: ***YMCA of the USA-2016 Short Course***.

PICK-UP STATION (Station #5): The head coach presents the team pick-up form (from station #3) and all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her athletes. The 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 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 Monday. Rules and procedures will be reviewed along with introductions of the Championship Meet Committee and the Facilities staff.

COACH'S CHECK LIST

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 Group Representative
- Ensure that you have sent your Certificate of Insurance to YMCA of the USA
- Make travel and lodging arrangements. Use the STAY-With-US housing program if possible
- Created your Meet Entry file
- Completed your ON-LINE entry
- During the on-line entry process list your Graduating Seniors
- Create your Time Trials Meet Entry File
- Completed your ON-LINE Time Trial entry
- Obtained all proper signatures on the Declaration Form
- Fax the Declaration form
- Submit a check request to your YMCA unless you are going to use a credit card to pay entry fees

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 ID
- 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
- 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
- Go through the Team Check-in Process
- 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

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

The teams randomly selected will be notified via email within 3 days after the Entry deadline. The email address 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/2106SC> . Only the specifically selected times must be proved.

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

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

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 a team to prove USA-S non-reconciled times. This includes, but is not limited to, a protest from another coach.

PROVING A RELAY TIME: The intact relay time or individual times that comprise a composite entry time must be proved. If the intact time was achieved between March 1, 2015 and September 1, 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. There will be no penalty fee for misstated letters (Y, S or L).

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

CHAMPIONSHIP PROCEDURES

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

WARM UP AND POOL ENTRY: During designated warm up sessions, athletes may only enter the competition pools from the starting 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. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts.

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

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 3:00 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 heat or swim off is announced. A declared false start counts as an event swum for the athlete and will be counted in the maximum number of events allowed for each athlete.

NO SHOW: An athlete who is seeded in a preliminary event and fails to compete (i.e., a "no show") shall not compete in any further individual or relay events on that day unless the athlete and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the athlete.

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

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

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 disqualify the athlete from the remainder of the meet. However, no penalties shall apply for failure to compete in finals if the referee is notified in the event of injury or illness and accepts the proof thereof, or it is determined by the referee that failure to compete is caused by circumstances beyond the control of the athlete.

DECLARATION OF INTENT TO SCRATCH: An athlete qualifying for A, B, C finals (or his/her coach), based upon the results of the 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 preliminary event in which he/she is entered. (Rule 207.11.6.E [2]) The athlete (or his/her coach) must declare his/her final intentions within 30 minutes after the completion of the subsequent preliminary event. 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 would be disqualified from the remainder of the meet.

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 recommendation to the Meet Committee.

The USA-S protest procedures (Rule 102.23) will be followed, as modified for this Meet, and set forth below:

All protests must be made using the Protest Form and delivered to the Meet Referee. Protest Forms can be obtained from the Help Desk.

For protests made prior to a race, concerning the eligibility of an athlete(s) to compete, the Eligibility Committee will endeavor to resolve the protest before the start of the race in question. If the Eligibility Committee cannot resolve the issue before the race is swum, 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 60 minutes before the scheduled start of the relays. On the fourth day of the meet relay entry forms for the 200 Medley Relay must be turned in to the Scratch/Relay table before 7:45 AM. 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.

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.

Note: Relay swimmers are no longer required to bring the yellow copy of the relay card to the blocks before their race.

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

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

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, located on the pool deck outside the First Aid room.

CHAMPIONSHIP OPERATIONS

DISTANCE EVENTS: 1,000 and 1,650 yards 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 will swim in the Finals at night.

For the 1,000 Freestyle, all heats are swum on Monday night.

The 800 Yard Freestyle Relay is a Timed Final with the fastest two seeded heats swimming 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), and followed by "A"-Heat (finals heat) with the exception of the 1,650 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).

POOLS:

Monday Finals: Women compete in the Dive Well Pool. Men compete in the Scoreboard Pool.

Tuesday Prelims: Men compete in the Dive Well Pool. Women compete in the Scoreboard Pool.

Wednesday Prelims: Women compete in the Dive Well Pool. Men compete in the Scoreboard Pool.

Thursday Prelims: Men compete in the Dive Well Pool. Women compete in the Scoreboard Pool.

Friday Prelims: Women compete in the Dive Well Pool. Men compete in the Scoreboard Pool.

All Finals (except Monday): Swimmers compete in the Dive Well 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 Pool Lobby, Special Events Center and Athlete Village. Results are available on our website (<http://ymca.ymcaswimminganddiving.org/2016SC>) 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.

SAFETY AND EMERGENCY PROCEDURES

Greensboro Aquatic Center 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 Greensboro 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.

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 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 photograph will be allowed at the start of the race.

CHAIRS: Chairs will not be allowed on pool deck during the meet.

MESSAGE TABLES: Massage tables are not permitted.

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

CHAPERONES: The YMCA Swimming and Diving Advisory Committee 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.

GAC POOL POLICY: It shall be a violation for any patron to not comply with any written or oral rules, regulations, or requirements imposed by Greensboro 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.

TIME TRIALS

FORMAT AND FEE: Time Trials are open only to athletes entered in the Championship meet. The Time Trial Sessions will begin approximately 30 minutes after the preliminaries. Each athlete is allowed to enter a total of three (3) Time Trials events for the meet, limited to no more than one per day. Any athlete entering Time Trials must have met the Time Trials Standard. The Time Trial event fee is \$20 per event entered.

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

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

The number of Time Trial entries will be limited so that the Time Trial session will be complete by 2:15 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 2:15 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 with cash and/or check. Make checks payable to: **YMCA of the USA-2016 Short Course.**

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

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

Coaches should review the psych sheet to insure their entries are correct. If they find any errors they should report them promptly to the Time Trials Desk. Approximately 30 minutes after the posting of the psych sheet, the Time Trials Desk will stop taking updates and begin the seeding process for the Time Trials.

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

A large number of officials are needed to properly handle a meet like this with multiple pools and sessions. There is a need for both YMCA Level I and YMCA Level II Officials during Preliminaries, Finals and Time Trials each day. All officials attending the meet are strongly encouraged to sign up to work at the meet.

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

APPLICATION TO OFFICIATE: Anyone wishing to officiate for the swimming events in the meet should complete the application form available on web site and then forward it to the Committee as follows: Email: rickcarson209@gmail.com Surface Mail: Rick Carson, PO Box 209 St. Peters, Pa 19470

TIMER REQUIREMENTS: It may be necessary to solicit volunteer timers, in which case timing assignments will be made based on the number of athletes entered in the meet by the larger YMCA teams. In such a case, the selected YMCAs will be notified within two days after the Entry Deadline of their assigned timer responsibilities. It will then be the responsibility of the Head Coach or team volunteer coordinator to provide a list of the volunteers to fill the assigned Timer slots at Registration. Volunteer timers will be expected to attend the Officials meeting immediately before the session at which they are timing. If volunteer Timers are requested, to the extent possible, it would be helpful if such volunteers could work more than one session.

OFFICIALS REGISTRATION AND PRE-MEET MEETING: All officials working the meet should register at Official's Registration. Official's registration will be held in the Special Events Center/Registration Room beginning on Day 1 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 Day 1 and each day prior to each session.

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

The uniform for Finals will be a White shirt and long blue pants (no shorts, skorts or skirts please).

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

CLASSES FOR OFFICIALS: Training classes will be offered for officials and trainers at the meet. See Officials Schedule 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.

OFFICIALS PARKING – Complimentary parking will be provided for any day that you work.

AWARDS AND RECOGNITIONS

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. The top team for men, women and combined also receives a banner. A team must have points in both men's and woman's division to place in the combined score.

SWIMMING AWARD PRESENTATIONS: Individual event awards will be presented the evening that they are swum. When a relay is the last event of the evening, the award will be presented prior to Finals competition the next evening. On the last evening of the meet, the last relay awards will be presented before the team trophies. Check the preliminary heat sheet for the schedule for finals.

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 immediately gather their belongings and report to the awards staging area. Award presentations will not wait for all athletes to report. We encourage using a substitute swimmer as a stand-in in the event the swimmer is unable to participate in the ceremonies. However, any switching of swimmers should not interfere with presentation of awards.

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

COACH OF THE MEET

The Coach of the Meet Award, (given in memory of Larry Lyons a former coach of M E Lyons swim team) recognizes the coach/coaching staff that has prepared 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 values in his/her program and community during the year. Team accomplishments and community involvement are to be taken into consideration when submitting candidates. Potential candidates may be nominated by submitting the form at www.ymcaswimminganddiving.org to Chad Onken during the Short Course Championship Meet itself.

JOSEPH G. ROGERS AWARD

This award was established in 1974 in recognition of the long and exceptional leadership, insight, dedication and friendship of a man whose YMCA career touched and enriched the lives of countless young people. In his lifetime, Joe Rogers was the first recipient of the National Distinguished Service to Aquatics Award, was the organizer of the National Operating Council on Aquatics, and represented the YMCA on the U.S. Olympic Men's Swimming Committee. The Joseph G. Rogers Award statue is permanently located in the International Swimming Hall of Fame Museum, Fort Lauderdale, Florida, with each Honoree's name affixed in bronze on the base. A replica of the statue is presented to each Honoree at the YMCA of the USA National Swimming and Diving Championships.

CONRAD CARROLL AWARD

The Conrad "Connie" Carroll Award is given in memory and honor of a person who best exemplifies a "True Official", a person who gave of himself for the betterment of officiating in the YMCA Competitive Swimming & Diving Program. The recipient will be introduced preceding the preliminaries on the third day of the meet.

SPECTATOR ADMISSIONS

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: ALL-Session wristbands are the only wristbands available on-line. The link to purchase advanced sale wristbands is available at:

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

Advanced Sales on-line orders must be placed prior to the meet. Deadline for Advance Ticket sales is Thursday March 31, at 11:59PM. All sales are non-refundable. Advanced sales Wristbands may be picked up on Monday at the Special Events Center – Lobby. Tuesday through Friday advance tickets may be picked up at the Admission Wristband/Heat Sheet Sales Table at the entrance to the Aquatics Complex. 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.

Sales at the Meet: Wristbands for all sessions and wristbands for individual sessions may be purchased on Monday at the Special Events Center – Lobby and each day of the meet at the Wristband/Heat Sheet Sales Table at the entrance to the Aquatics Complex. Make checks payable to: **YMCA of the USA-2016 Short 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 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 Tuesday: Spectators attending the Tuesday 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: The upper level stands are primarily for spectators. Athletes and coaches are not allowed in these areas without special permission. Conversely, 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. Special Needs seating is available in the upper level of the spectator seating area.

No outside food, drink, thermos or cooler are permitted in spectator seating area.

Concessions will be available in the Spectator Area. In-venue pricing is to be expected for concessions.

SEAT SAVING: For many teams and individuals, there is a tradition of sitting together during our National Meets. We believe that many lifelong friendships are established and/or enhanced by this experience, and that it is an important part of YMCA Nationals. However, out of courtesy and fairness, we maintain seat saving procedures for spectators sitting in the grandstand. Spectators for whom seats are being saved must be in their seats by 8:30 AM. At 8:30 AM each morning of competition, our announcer will ask anyone saving a seat to please remove whatever they may be using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. We are hopeful that our parents and friends will help us maintain a respectful environment.

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 AQUATIC CENTER 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 GCAC front desk.

LODGING

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

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/2016SC> for your detailed housing site and reservation information. The reservation system will be open until the Friday before the meet at 11:59pm.

We have secured over 1,000 rooms at approximately 20 different hotel properties, allowing all athletes to be housed in very close proximity to the Greensboro Aquatic Center at safe and quality environments. Having our athletes and families close together throughout the week will provide for greater interaction, relationship and community building among teams and an increased opportunity for greater safety and security for all.

These hotels range in price from \$89 to \$199, and include BREAKFAST for up to four people per room and FREE parking. Some hotels also include additional amenities such as complimentary WIFI Internet access in guestrooms, special discounted menu options in the hotel restaurants, live feed of the swim meet on the guestroom televisions, and much more.

CONTACT: If you do not find the type of room or type of hotel that you were looking for, please contact the Y-USA Housing Coordinator at (888) 939-5945 or 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.

Participants of the YMCA Stay-With-Us Sports Housing Program will also receive discounts on parking at the Aquatic Center, a special gift for each athlete, discounts to local restaurants and shows, and other benefits that are still in the works.

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

ATHLETE TRAVEL ASSISTANCE

YMCA Swimming and Diving Committee recognizes the commitment an athlete makes to training and competing in swimming and diving competitions. The Committee seeks to relieve some of the financial pressures associated with participation by making matching financial assistance available to the local Y to support an athlete needing financial assistance with traveling to National Competitions.

Swimmers should meet the current financial assistance guidelines established by their local Y; however, local YMCAs and Coaches may submit recommendations for hardship exceptions.

Criteria and Application form: <http://ymca.ymcaswimminganddiving.org/2016SC>

COLLEGE COACHES

College coaches are welcome at all YMCA National Swimming and Diving Championships. We encourage you to come and see the talent that can be the future of your swimming or diving team. There is no charge for admission 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 . Include your name, address, phone number, University/college and your email address

To meet your rooming needs, Y-USA has secured and confirmed our STAY WITH US Host Hotels that will support the National YMCA Short Course Championship in Greensboro, NC. 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 Special Events Center.

Coaches should bring their business card or school identification and a photo ID. At Check-in, you will receive the following at no charge:

- A personalized college credential (free admission)

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

- Complimentary Heat Sheets throughout the meet

PARKING

MONDAY PARKING: On Monday, the first day of the meet, – Team Check-in Day – there will be no charge for parking.

STANDARD POOL PARKING RATES All Session Parking passes will be available for purchase Monday at Team Check-in. Rates are: \$25 per car for all sessions Tuesday – Friday. Daily parking rates at the Pool are \$8 per car for both Preliminary and Final Sessions, \$16 Large Vans and Buses per day, \$25 RV's without power per day, \$45 RV's requesting power per day

RV reservation form on-line at www.greensboroaquaticcenter.com under DIRECTIONS

STAY-WITH-US PARKING RATES: If you are staying at a Hotel under the YMCA Stay-With-Us program, discounted ALL SESSION parking rates are available. You must present your hotel room card to receive Stay-with-Us Parking Rates.

YMCA STAY-WITH-US PARKING RATES: If you are staying at a Hotel under the YMCA Stay-With-Us program, discounted ALL SESSION parking rates are available. You must present your hotel room card to receive Stay-with-Us Parking Rates.

All sessions parking at the pool

- \$16 per car for all sessions Tuesday – Friday

Stay-With-Us Discounted Parking Passes Are For All Session Parking Passes only (not Daily)

CONTACT INFORMATION

Meet Director	John Mendell	Johnmendell@gmail.com
Officials	Jim O'Neill	swimjim0430@gmail.com
Coaches Rep	Chad Onken	chad.onken@ymcatriangle.org
Insurance	Robin Lee	robin.lee@ymca.net
Meet Entries	Tom Warrick	twarrick@comcast.net
New Coaches	Jim Ryan	JRyan@ymcade.org
Hotels/Lodging	Mallory Norton	competitivesportshousing@ymca.net
Aquatic Center	Susan Braman	Susan.Braman@greensboro-nc.gov
Y-USA	Jim Weaton	jim.weaton@ymca.net

APPENDIX 1 ORDER OF EVENTS

Day 1

200 Free Relay prelims Finals will be swum as first event Day 2 finals

1000 Free

Preliminaries

Day 2

200 Back

100 Fly

200 Breast

400 Medley Relay

Day 4

500 Free

100 Breast

50 Free

800 Free Relay

Day 3

100 Back

400 IM

200 Free

200 Medley Relay

Day 5

1650 Free

200 Fly

100 Free

200 IM

400 Free Relay

Finals

Day 2

200 Free Relay

200 Back

100 Fly

200 Breast

400 Medley Relay

Day 4

500 Free

100 Breast

50 Free

800 Free Relay

Day 3

100 Back

400 IM

200 Free

200 Medley Relay

Day 5

1650 Free

200 Fly

100 Free

200 IM

400 Free Relay

Time Trials

Day 2

200 Back

100 Fly

200 Breast

1000 Free

Day 4

500 Free

100 Breast

50 Free

Day 3

100 Back

400 IM

200 Free

Day 5

1650 Free

200 Fly

100 Free

200 IM

APPENDIX 2 CHAMPIONSHIP QUALIFYING TIMES

2016 National YMCA Short Course Swimming Championships Meet Qualifying Time Standards April 4-8, 2016

* = change

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:27.95	:27.40	:24.69	50 Free	:22.09	:24.51	:25.01
1:00.67	:59.48	:53.59	100 Free	:48.19	:53.49	:54.56
2:11.32	2:08.74	1:55.99	200 Free	1:45.39	1:56.98	1:59.32
4:34.61	4:29.22	5:07.69	500 Free	4:45.49	4:09.80	4:14.79
9:20.48	9:09.49	10:27.99	1000Y/800M Free	9:48.29	8:34.75	8:45.04
17:50.82	17:29.83	17:32.99	1650Y/1500M Free	16:27.29	16:24.32	16:44.01
1:07.35	1:06.03	:59.49	100 Back	:54.29	1:00.26	1:01.46
2:24.91	2:22.06	2:07.99	200 Back	1:56.99	2:09.85	2:12.45
1:17.20	1:15.69	<i>1:08.19</i> *	100 Breast	1:01.09	1:07.80	1:09.16
2:47.55	2:44.26	2:27.99	200 Breast	2:13.39	2:28.06	2:31.02
1:06.90	1:05.58	:59.09	100 Fly	<i>:53.19</i> *	:59.04	1:00.22
2:28.87	2:25.95	<i>2:11.49</i> *	200 Fly	1:58.99	2:12.07	2:14.72
2:27.85	2:24.95	<i>2:10.59</i> *	200 IM	<i>1:58.89</i> *	2:11.96	2:14.60
5:13.94	5:07.79	4:37.29	400 IM	<i>4:14.99</i> *	4:43.03	4:48.69
1:52.86	1:50.65	<i>1:39.69</i> *	200 Fr Rel	1:29.49	1:39.33	1:41.32
4:04.09	3:59.30	3:35.59	400 Fr Rel	3:13.89	3:35.21	3:39.52
8:50.99	8:40.57	7:48.99	800 Fr Rel	7:09.99	7:57.28	8:06.83
2:05.66	2:03.19	<i>1:50.99</i> *	200 Med Rel	1:39.99	1:50.98	1:53.20
4:32.16	4:26.83	<i>4:00.39</i> *	400 Med Rel	3:37.19	4:01.08	4:05.90

Final 4/2/15

Qualifying Period for the Short Course YMCA National Championship Meet:
is March 1 of the previous season to the entry date for the meet

APPENDIX 3 TIME TRIAL QUALIFYING TIMES

2016 National YMCA Short Course Swimming Championships Time Trial Qualifying Time Standards

With 3% adjustment

April 4 - 8, 2016

Corrected 10.29.15

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:28.79	:28.22	:25.43	50 Free	:22.75	:25.25	:25.76
1:02.49	1:01.26	:55.19	100 Free	:49.63	:55.09	:56.19
2:15.26	2:12.61	1:59.46	200 Free	1:48.55	2:00.49	2:02.90
4:39.07	4:33.60	5:12.69	500 Free	4:50.49	4:14.17	4:19.26
9:27.62	9:16.49	10:35.99	1000Y/800MFree	9:56.29	8:41.75	8:52.18
18:06.08	17:44.78	17:47.99	1650 Free	16:42.29	16:39.28	16:59.26
1:09.37	1:08.01	1:01.27	100 Back	:55.91	1:02.06	1:03.31
2:29.25	2:26.33	2:11.82	200 Back	2:00.49	2:13.75	2:16.42
1:19.52	1:17.96	1:10.23	100 Breast	1:02.92	1:09.84	1:11.24
2:52.58	2:49.19	2:32.42	200 Breast	2:17.39	2:32.50	2:35.55
1:08.90	1:07.55	1:00.86	100 Fly	:54.78	1:00.81	1:02.02
2:33.33	2:30.33	2:15.43	200 Fly	2:02.55	2:16.04	2:18.76
2:32.28	2:29.30	2:14.50	200 IM	2:02.45	2:15.92	2:18.64
5:19.60	5:13.34	4:42.29	400 IM	4:19.99	4:48.58	4:54.36



GREENSBORO AQUATIC CENTER

EVACUATION PLAN

This policy is in effect regardless of knowledge of false alarm or not.

We must treat every alarm as if it is an actual fire (even if we see the person pull the alarm).

ALL PATRONS AND STAFF ARE TO REPORT TO THE SPECIAL EVENTS CENTER (MAIN LOBBY OR WEST WING A). THIS IS IN EFFECT REGARDLESS OF WEATHER OR OUTSIDE CONDITIONS.

*If the Special Events Center needed to be evacuated, all patrons will report to Zone A parking lot or the adjacent ramp area.

LIFEGUARDS:

1. Immediately blow whistles to clear the pools (one long blast).
2. Direct all Patrons in the water and on the pool deck to leave the facility immediately. They MAY NOT go to the locker room, they MUST exit quickly.
3. Guide them through the closest emergency exit and to the parking lot adjacent to the amphitheater.
4. The lifeguard stationed in the warm pool should clear the family locker room and assist any individuals with physical handicaps.

FRONT DESK STAFF:

1. Clear the men's locker room, women's locker room, girl's locker room, boy's locker room, lobby, and pro shop.
2. Guide them through the closest emergency exit and to the parking lot adjacent to the amphitheater.
3. Bring towels to patrons waiting in evacuation area.

MANAGERS:

1. Assume any job that is not covered by staff.
2. Clear all classrooms, offices, mezzanine, and grand stands.
3. Assist in crowd control at evacuation area.
4. Have fire alarm key available for the fire department.

THINGS TO REMEMBER:

- Never turn off the alarm. The fire department will do that when they arrive.
- If the person that pulled the alarm is known, detain them and inform the fire department.
- Always wait for an "ALL CLEAR" before reentering the building.