

Key Information For Coaches

Key Contacts:

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| Meet Director | Bob Turner |
| Help Desk/Assistant Meet Director | John Mendell |
| Assistant Meet Director | Tom Janszen |
| Meet Referee | Joel Black |
| Administrative Referee | Bob Johnson / Nancy Pressley |
| Meet Operations | Claudia Multer / Martin Scheidl / Tom Warrick |
| Coaches Representative | Jamie Bloom |
| Time Trials Referee | Bill Houk / Mark Geleskie |
| Time Trials Table | Chuck Multer / Steve Lyons / Karen Janszen |
| Scratch and Relay table | Terri Shannon |
| YMCA of the USA, National Events | Robin Lee / Lindsay Mondick |
| Greensboro Aquatic Center | Susan Braman (Mgr) / Kate McIntosh / David Hoover |

General Information:

- Credentials or bag tags are required to be displayed in order to gain admission on to the pool deck. For lost or misplaced bag tags, see the Help Desk.
 - Only officials and swimmers preparing for an event should be behind the blocks.
 - Help Desk, Scratch Table, Relay Table, Time Trials Table, First Aid/Emergency Room and Lost & Found are located on the pool deck or in rooms off the pool deck. See pool map.
 - Any found item deemed of value (e.g. cell phone, tablet, watch etc.) will be turned over to the Greensboro Aquatic Center Front Desk.
 - Coaches are responsible for the conduct of their athletes both on the pool deck and the Athletes Village.
 - Chairs are not allowed on the pool deck at any time.
 - Whenever possible, your athletes should use the Athletes Village to keep the pool deck from becoming overcrowded and to assist with optimal air quality.
 - Swimmers are responsible for their personal belongings at all times. They should never leave them unattended.
 - The YMCA of the USA Procedures for Concussions will be followed for any suspected head injury.
 - Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.
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Award Ceremonies

- Swimmers should proceed promptly following their A or B Finals heats to the medal ceremonies. We strongly encourage using a substitute swimmer as a “stand-in” if a swimmer is unable to participate in the ceremonies. However, any switching of swimmers should not interfere with the awards ceremony.
- All individual event awards except the 1500-meter freestyle are presented during the evening of their finals competition. Relays awards will be presented on the day the relay is swum.
- All award winners must wear apparel that is appropriate. Shirt with sleeves or jacket (team warmup jacket is preferable) on the award stand. No caps, towels or water bottles are permitted on the awards stand.

Bio Forms:

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

Distance Events:

- 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.

Heat Sheets:

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

Help Desk:

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

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Hospitality:

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

Initial Split Times:

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

No Show / Missed Event:

- In the event a lane is empty lane, the competitor's name will be announced twice. Once the official starting procedure for a heat, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- Any swimmer who is seeded in a preliminary event that fails to compete (i.e. a "no show") shall not be seeded in any further individual or relay events unless the swimmer and/or coach declares an intent to swim to the Scratch Table prior to the scratch period for that day's events. If a swimmer "no shows" for their first event on a particular day and intends to swim an event later in the same day, their coach must immediately inform the Administrative Referee.
- A "no-show" from an A, B or C heat of an Event will result in the swimmer being barred from further competition in all individual and relays events

Parade:

- Swimmers assemble Tuesday evening in the Athletes Village at 4:45 PM,
- Parade begins at 5:00 PM.
- During Opening Ceremonies athletes are not allowed on blocks, diving boards or anywhere other than the pool deck itself.
- Coaches are asked to review parade protocol and expected behavior with their athletes.

Protests:

- Any protest must be submitted to Meet Referee or Meet Director within 30 minutes after the conclusion of the race in question. Protest forms are available at the Help Desk
- Any eligibility protest is decided by the Meet Eligibility Committee.
- Protests against the judgment of an official or judge can only be considered by the Meet Referee in consultation with the Deck Referee.

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- All other protests are decided by a subset of the Meet Committee to include but not limited to the Meet Referee, Meet Director, an Athlete Rep and Coaches Representative.

Relay Events:

- Teams only need to file a relay card for prelims if the swimmers who were entered during the online entry process have changed or are swimming in a different order.
- Teams qualifying for finals only need to file a relay card if there is either a change in swimmers or the order in which they are competing from preliminaries is different.
- Relay cards should be returned to the Relay Desk at least 30 minutes before the start of the relays.
- For last minute changes to preliminary or finals relays, Relay Change Card (available at the Help Desk) should be submitted to the appropriate Deck Referee prior to the start of the relay's heat.

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, Special Events Center and Athletes Village.
- Results are available on our website (<http://ymca.ymcaswimminganddiving.org/2017LC>) and Meet Mobile.
- Meet Mobile is a very convenient app for viewing data (not necessarily official results) from the meet instantly. Please note that if you view results for an event without waiting at least 15 minutes after the event, you may be viewing results that have not been reviewed by the administrative table. Do not rush to tell us that there is a problem until we have had a chance to validate the results.
- Questions or concerns about results should be directed to Deck Referee or Meet Referee.

Rules:

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

Scratch Deadlines:

- Scratch deadlines for Prelims are:

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- Monday – from 9:00 AM until 1:00 PM for Monday Evening Events.
- Monday - from 9:00 AM until 5:00 P.M. for Tuesday's Preliminary events.
- Tuesday through Thursday – 8:00 AM until 5:00 for the following day's events.
- Scratch deadline for 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. In the case where an individual has made an intent to scratch, notification must be made within 30 minutes after his or her last individual preliminary event.

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.

Suggestions & Meet Evaluation:

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

SWIMS (USA-S)

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

Time Trials:

- Online entries are given priority in the event of time restrictions. We reserve the right to terminate the Time Trial session if it runs past 3:00 PM.
- Time Trial entries can be submitted during the meet at the Time Trial Desk.
- The Time Trial Desk is open each morning from 7:00-10:00 AM (except Monday).
- The cost is \$20.00 per event.
- Coaches may submit a TT entry form (different color) for the 4th TT entry for an athlete. The entry should have payment attached to it. These entries will be held and added to the session in a first in, first out fashion if the time line allows. Coaches can retrieve payment for entries which were not selected for entry.
- Swimmers may only swim the strokes being contested.

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- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes if available.
- Coaches can access Time Trial information on Meet Mobile. Coaches may view the Psyche Sheet on Meet Mobile as swimmers are entered. There will be a general announcement when heats sheets are available at the Help Desk.

Warm-ups:

- Please follow the procedures pertaining to warm-ups including entering from the designated end and using a three point or sit down entry. Please make sure warm-up etiquette is followed.
- Warm-ups are supervised by the coaches and life guards.
- Transition to pace lanes and starting lanes are supervised by meet officials.
- For the safety and respect of all athletes, please cooperate with designated pace and dive lanes during warm up sessions.
- The two designated warm-up, warm-down pools will be open during warm-ups and preliminaries, time trials and finals sessions; coaches are responsible for their swimmers; NO DIVING allowed.
- Please ask your swimmers to respect devotion, prayer and National Anthem presentations.
- No team has exclusive rights to any pool lanes during warm up period, during or before the start of the meet
- Teams will need to share lane space and work cooperatively in reflection of YMCA values and sportsmanship.

Wedges: Protocol For Use Of Starting Wedges

- It is expressly understood that use of starting "Wedges", either of the "Forward Starting Wedge" type on the top of the starting block, or the "Backstroke Wedge," shall be at the risk of the swimmer using the "Wedge."
- It shall be the responsibility of the swimmer to understand the use of the "Wedge" and be familiar with how the "Wedge" is positioned and set for the start.
- Should a circumstance occur which results in a "less than satisfactory start," the swimmer is responsible for having properly used and set the "Wedge," and therefore used the "Wedge" at his or her own risk, and will not be granted a re-swim in the event.