

2017 YMCA LONG COURSE NATIONALS

MEET ANNOUNCEMENT HANDBOOK

About the Championship

Competition Dates: July 31 – August 4, 2017

Location: Greensboro Aquatic Center (GAC), Greensboro, NC

Entry Deadline: Monday July 24, 5:00 PM(ET)

Hosted by: YMCA of USA

Web Site: <http://ymca.ymcaswimminganddiving.org>

Contents

ABOUT THE CHAMPIONSHIP	2
LOCATION AND FACILITY	3
WEB SITE	3
CONTACT INFORMATION	4
NOTICES	4
ELIGIBILITY	6
ENTRY INFORMATION	9
VOLUNTEERS/OFFICIALS/TIMERS	16
CHECK-IN PROCEDURE	18
CHAMPIONSHIP PROCEDURES AND OPERATIONS	22
AWARDS AND RECOGNITION	28
TIME TRIALS	31
SPECTATORS	33
LIABILITY, SAFETY AND EMERGENCY PROCEDURES	36
LODGING	38
PARKING	39
APPENDIX 1: Order of Events	40
APPENDIX 2A: Championship Qualifying Times	41
APPENDIX 2B: Time Trials Qualifying Times	42
APPENDIX 3: Meet Committee	43
APPENDIX 4: Declaration Form	44
APPENDIX 5: Schedule of Activities	46

ABOUT THE CHAMPIONSHIP

The YMCA Long Course Nationals is a celebration of YMCA athletes' accomplishments both in and out the swimming pool.

This meet is a sanctioned, closed, inter-association National YMCA championship meet. This meet and all participants will adhere to the Rules that Govern YMCA Competitive Sports and the Swimming Addendum to the Rules that Govern YMCA Competitive Sports. USA Swimming technical rules will be followed. The meet is YMCA sanctioned and Approved by the USA-S North Carolina LSC.

USA-S/NC Swimming Championship Approval number to be assigned.
USA-S/NC Swimming Time Trial Approval number to be assigned.

ADJUSTMENTS TO THE MEET ANNOUNCEMENTS: The Championship Meet Committee reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient running of the meet or due to unforeseen issues of weather or facility problems. Changes will be communicated as far in advance as possible. None of the required elements for a YMCA National Championship and USA-S Approved meet can be changed.

MEET TIMELINE: The Championship meet will be held over 4-1/2 days. On the first day of the meet, in the evening, 2 events will be swum: Preliminaries for the 200 freestyle relay and the Timed Finals for 1500 freestyle. On each of the following four days, preliminaries will be held in the morning, with time trials for that day starting ½ hour after completion of preliminaries, and finals in the evening. Refer to Appendix 5 for a detailed Schedule of Activities.

On **Sunday, July 30th** the Greensboro Aquatic Center will be open to the public with a \$5 admission per person between the hours of 10am-6pm. The building closes at 6:30pm. YMCA teams can take advantage of this offering for additional practice.

CHAMPIONSHIP NOTES

- *Attending coaches and volunteers must have cleared a background check within the last two years.*
- *Parade theme is the "The 1980's" in celebration of the first LC Nationals*
- *Best times from High school meets are only allowed if the meet is USA-S Observed.*
- *Athlete may enter 5 individual events and a total of 10 events (excluding Time Trials) in the Meet.*
- *Three (3) Time Trials with a possible 4th allowed.*

- *PRELIMINARIES will start at 8:30am Tuesday thru Friday*
- *Relay Awards will be presented immediately after the Relay Finals are swum- Same evening (same as individual awards)*
- *Single Heat sheets are free with admission*
- *Contact Jim Ryan (jryan@ymcade.org) as soon as possible if you have any questions or concerns regarding your swimmer's eligibility.*

LOCATION AND FACILITY

Location: Greensboro Aquatic Center (GAC), 1921 West Gate City Blvd, Greensboro, NC 27403, <http://www.greensboroaquaticcenter.com/>.

Emergency Phone Number: Phone: (336) 315-8498

FACILITY: Opened in August, 2011, the facility has 3 bodies of water: 8 lane, 50 meter competition pool, 6 lane- 25 yard warm-up/warm-down pool, and 25-yard diving well with 6 swimming lanes used for warm-up/warm-down. The competition pool depth is 9' to 10'. The competition course has been certified in accordance with USA-S 104.2.2C (4). Limited WIFI is available for Coaches and Meet Administration.

Swimmers: There will be no seating available on-deck for swimmers during Preliminaries. The Athletes Village, located in the adjacent Special Events Center, will have dedicated team locations available to swimmers during Preliminaries whenever they are not swimming.

Spectators: The facility accommodates 1,848 off-deck permanent spectator seats. The Aquatic Center is also equipped with a full color LED video display and scoreboard that incorporates state-of-the-art sound and lighting systems tied to the timing system.

WEB SITE

Meet Information can be found at:

<http://ymca.ymcaswimminganddiving.org/2017LC> . Parents, Officials, and Coaches are encouraged to sign-up for email notifications as information is updated on the web site.

Online Meet Results: Meet results will be available at the web site above and via Active Hy-Tek Meet Mobile.

CONTACT INFORMATION

Meet Director: Bob Turner, bturner623@comcast.net

Entry Chairperson: Tom Warrick, twarrick@comcast.net

Meet Referee: Joel Black, joelblack7@gmail.com

Coaches Representative: Jamie Bloom, Jamie.bloom@ymcatriangle.org

Officials Coordinator: Jon Fox, jfoxswim@gmail.com

Eligibility Chair: Jim Ryan, JRyan@ymcade.org

Greensboro Aquatic Center: Susan Braman, Susan.Braman@greensboro-nc.gov

Insurance: Robin Lee, robin.lee@ymca.net

Hotel and Lodging: competitivesportshousing@ymca.net or (888) 939-5945

NOTICES

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 Warrick, 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. You may also bring brochures which will be made available to swimmers and parents attending the Championship.

At Check-in, you will receive the following complimentary items:

- A personalized college credential (admission & deck Access)
- A list of participating YMCAs with their coach's name
- Heat Sheets throughout the meet

ATHLETE TRAVEL ASSISTANCE: The YMCA National Championship 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.

Applicants and/or their families must be receiving assistance under their local YMCA's official Financial Assistance Program; however, local YMCAs and Coaches may submit recommendations for hardship exceptions. Criteria and Application form available at:

<http://ymca.ymcaswimminganddiving.org/2017LC>

PHOTOGRAPHER AND VIDEO: ProSwim Visuals will be on site as the official Championship Photographer. During the Championship, arrangements can be made with ProSwim for team and individual swimmer photos. Proswim will be the awards photographer.

New this year, Video of the competition will be provided by FloSports. Spectators and remote viewers will be able to see real-time video streaming of Preliminaries, Time Trials and Finals, and on-demand videos of archived events. This service is available for a reasonably priced subscription.

VOLUNTEER PHOTOGRAPHERS NEEDED: If you are interested in volunteering to take pictures during the Championship for posting on our National Championship web site, please read and complete the application form at:

<http://ymca.ymcaswimminganddiving.org/2017LC>

Note: Selected applicants will have access to the pool deck and must abide by photograph restrictions. Select applicants are subject to a background check performed by the Championship Meet Committee at no cost to the individuals.

ELIGIBILITY

ATHLETE ELIGIBILITY

YMCA Membership: An athlete must be a YMCA member in good standing who holds an annual, full privilege membership at the YMCA he/she represents for a period of at least 90 days prior to the first day of the meet. An athlete may have only represented that YMCA team in competition for a period of 90 days prior to the first day of the meet, 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 Meet. Post High School Graduates are eligible only if they have not competed on a college or university swim team

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, 2016. 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.**

<http://www.ymcaswimminganddiving.org> (Under REFERENCE tab)

Times: An athlete must achieve the minimum qualifying time standard for each event in which he/she enters Refer to Appendix 1 for meet qualifying times.

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 Long 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. Athletes with a disability will be seeded with their actual time (not at N.T. or the slowest non-conforming time) and will be seeded in the first heats.

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.

Swimmer Eligibility Questions: Questions concerning athlete eligibility should be directed to Jim Ryan (jryan@ymcade.org), 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 (a Lifeguard certification may be used if accompanied by completion of the Safety Training for Swim Coaches online content) and Principles of YMCA Competitive Swimming and Diving. A list of the acceptable certifications can be found at:

<http://www.ymcaswimminganddiving.org> (Under COACHES tab)

All coaches attending the Championship must have cleared a background screening **within the past 2 years**. This background screening must meet the standards set forth by USA Swimming and is the responsibility of the Coach and their YMCA. Currently registered members of USA-S will have already met this requirement.

Team Registration & Coach Registration: To participate in the meet, your team and attending coaches must complete the annual YMCA registration by July 1, 2017 and all coaches' safety certifications must be current through the last day of the meet.

<http://www.ymcaswimminganddiving.org> (Under COACHES tab)

Coaches who plan to attend the YMCA Long Course National Championship who did not register by this deadline will be required to present all certifications and register on-site at Check-in, including paying 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 and posted on the YMCA National Web site.

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, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. **To affect such authorization, use the Coach Authorization Form that will be automatically generated when an attending coach is not specified during the Online Meet Entry.**

TEAM ELIGIBILITY

Team Registration: Each team must have completed the annual YMCA on-line team registration and paid the annual registration fee.

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/2017LC>

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.

ENTRY INFORMATION

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

Since this Meet is **USA-S Approved**. There is a daily limitation on the number of events a swimmer can swim (rule reference 102.2.2 and 102.2.7).

- A swimmer may swim no more than 3 individual events per day in a preliminaries/finals meet
- Time trial events must count as a part of this daily total.

QUALIFICATION PERIOD: The qualification period is July 1, 2016 through the entry deadline.

USA-S IDs: Only USA-S registered athletes should have an ID number in the Meet Entry File.

TIME STANDARDS: Swimmers/Relays must have equaled or bettered the minimum time standard: See Appendix 2A for qualifying times.

ENTRY TIMES: No Times (NT) are not allowed. 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 long course meter times shall be used. If the swimmer or swimmers do not have a long course meter qualifying times, then a qualifying short course meter or short course yard time may be used. Events will be seeded with long course meter times as the fastest times followed by short course meter times and then short course yard times. Entries must be made using actual times. Time conversion is not permitted.

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

Intact Relay with time achieved between July 1, 2016 and September 1, 2016 – All athletes on that relay team must be eligible to compete at the Long 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.

ATHLETES WITH A DISABILITY: 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.

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 LCM, SCM, SCY, Athletes with a disability with non-conforming standards.

When at the meet, it is your responsibility when registering your team to let Meet Referee know that you have an athlete(s) with a disability on your team. In addition, you should inform the deck Referee prior to your swimmer's competition.

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 FEES:

Athlete surcharge: Relay-only swimmers)	\$15.00 per entered athlete (including
Individual event fee:	\$15.00 per event
Time Trials	\$20.00 per event
Relay Event Fee:	\$40.00 per entered relay
Coach Deck-pass: time	\$20 per identified coach at on-line entry
Coach Deck-pass:	\$60 per coach who could not be 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 DEADLINE: Entries are due on Monday, **July 24, 2017, 5:00 PM EDT**

OFFICIAL ENTRY: All entries must be made through the ON-LINE MEET ENTRY system. On-line Entry is 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 PROCEDURE: Before going on-line to submit your entry, please create a Meet Entry file in Hy-Tek's Meet Entry format (e.g. Ht-TEK Team Manager or TeamUnify). Once you have entered your qualified athletes in the desired events and verified this, then export your entry file.

Go to the YMCA Online Meet Entry and 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 athletes who graduated from high school in the spring will be recognized at the meet. Senior names are submitted during the On-line Meet 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 therefore 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 July 29, 2017. The generated Fax Cover sheet must be the first and only cover sheet when faxing back or e-mailing the Declaration Form. The Declaration form is the only form that needs to be transmitted prior to Coaches Check-in at the meet. Appendix 4 includes a Sample Declaration form for review.

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: If another coach will be responsible for your swimmers, this 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.

Coach Photo Release Form: A form that each Coach must sign to consent to YMCA of USA the use of any of their photos/audios/visuals/narratives. Do not fax this form.

Parent's Consent and Waiver/ Concussion Awareness Acknowledgement Form: Coaches must present a copy at Team Check-in for each athlete attending the meet that has been signed by his/her parent/guardian or the individual swimmer if over the age of 18. Do not Fax these forms.

ADDITIONAL ENTRIES: We are allowing additional individual or relay entries for the 2017 Long Course Championship after the published meet entry deadline date of Monday, July 24, 2017. The additional entries will only be allowed from sanctioned USA-Swimming meets contested between July 24th and July 30th. All additional entries will be accepted only under the following acceptance criteria: Teams must have already registered in the 2017 Long Course Championship by the meet entry deadline.

New swimmers who qualify from meets held between July 24th and July 30th 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 24th and July 30th). 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 Sunday, July 30th 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 FOR MEET ENTRIES: All meet entry fees will be invoiced and paid through our National partner and credit card processor, TeamUnify. If you are not a customer of TeamUnify, since you are a YMCA Registered team, you have a "limited" TeamUnify system in which you use to process your annual team and coach registration and sanction meet requests. If you are a current customer of TeamUnify, you obviously have a full function version of TeamUnify.

In either system, you store a credit card in your TeamUnify to pay for the team registration and meet sanction fee. This will be the same system that will be used to pay for your total meet entry fees (Championship and time trial).

After the meet entry deadline, we will generate an invoice to your team in TeamUnify for your total meet entry fees. (Note: Your credit card will **NOT** be charged when you submit your entries.) When the invoice is created after the entry deadline, the total meet entry fees will be automatically charged against the credit card you have on file in TeamUnify.

To ensure that your credit card payment for your meet fees is processed correctly, please ensure the following:

- If you need to change the credit card stored in your TeamUnify system, here is the FAQ that explains how to update your credit card information: <https://teamunify.uservoice.com/knowledgebase/articles/273306-ymca-add-update-credit-card-for-ymca-fees>
- Visa, Mastercards, and Discovery credit cards can be used. American Express cards cannot be used and will not be accepted by the TeamUnify system.
- Your credit card must have a transaction limit equal to or greater than your total meet entry fees (Championship plus time trials)
- Your credit card must have a total charge limit that is great enough for your meet entry fees plus any other charges you have and plan to make.

In the event your credit card fails during the processing, you will be notified. You will then be responsible for paying your entry fees at Coach Check-in in Greensboro. Only checks and cash will be accepted. Make checks payable to: **YMCA of the USA-2017 Long Course**. Credit cards will not be accepted.

If you submit Additional Entries after the standard meet entry deadline, these entry fees must be paid at Coach check-in in Greensboro with cash or

check. Credit cards will not be accepted. See section **ADDITIONAL ENTRIES** section for additional details on the process and criteria for submitting Additional Entries after the Meet Entry deadline.

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.

COACH'S MEET ENTRY CHECK LIST

MEET ENTRY

- Coach must have cleared a background check within the last two (2) years
- Team has 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
- Ensure that you have sent your Certificate of Insurance to YMCA of the USA
- Ensure that all apparel and your banner comply with the Y-USA Graphic Standard
- Make travel and lodging arrangements. Use the STAY-With-US housing program if possible
- Created your Championship Meet Entry file in TeamManager or TeamUnify
- Submit your ON-LINE Championship Meet Entry
- During the on-line entry process, list your Graduating Seniors
- Create your Time Trials Meet Entry File
- Submit your ON-LINE Time Trial Meet 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

VOLUNTEERS/OFFICIALS/TIMERS

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. Officials working at the Finals will receive a light snack in the Hospitality Area near the deck.

APPLICATION TO OFFICIATE: Anyone wishing to officiate for the swimming events in the meet should complete the application form available on web site

<http://ymca.ymcaswimminganddiving.org/2017LC>

and then forward it to the Committee as follows:

Email: jfoxswim@gmail.com

Surface Mail: Jon Fox, 452 Roslyn Road, Winston Salem NC 27104

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 each team. 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 Officials' Registration. Officials' 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. After Day 1, there will be a mandatory briefing in the official room in the Special Events Center prior to each session.

ATTIRE: The uniform for the Preliminaries will be the appropriate colored meet shirt (provided at officials' registration) and khaki slacks/pants, shorts, skorts or skirts (no shorter than 4" above the knee). Officials who worked at the 2017 Short Course meet are asked to bring their two uniform shirts (light blue, dark blue) provided at that meet.

The uniform for Finals (including day 1 events) will be a White Oxford or polo shirt and long navy 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.

Training Info: <http://ymca.ymcaswimminganddiving.org/2017LC>

BACKGROUND CHECK POLICY: Each Official and Timer is subject to a background check to be performed by the Championship Meet Committee at no cost to the individual.

CHECK-IN PROCEDURE

MEET CHECK-IN PROCEDURE: 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. You will need to complete the registration process at Coach check-in.

CHECK-IN HELP STATION (Station # 1): Coaches may drop off their signed Photo release form (required by all coaches at this Station).

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): All coaches 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. Make checks payable to: YMCA of the USA-2017 Long 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.

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.

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 which will 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=2017LC.](http://ymca.ymcaswimminganddiving.org/displaypage.asp?Cat=2017LC)

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 202.7. 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 July 1, 2016 and September 1, 2016, 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.

ATHLETE VILLAGE: We are asking swimmers to use the Athletes Village located in the Special Events Center during Preliminaries whenever they are not swimming. With 1,000 or more athletes attending the competition, the pool deck is too crowded to accommodate everyone. Your cooperation will give each athlete an opportunity to do their best.

Teams with 4 or fewer swimmers will be assigned to a large common area. A Coach who wishes to have a dedicated area may contact David Hoover (Greensboro Aquatic Center, Event Coordinator). David's email address is: david.hoover@greensboro-nc.gov . Please make sure you reference the YMCA Short Course National Championship in your email. Only a coach may make the request to David.

We will continue to assign teams with five or more athletes to a dedicated area within the Athletes Village.

Please remember that everyone is responsible for their personal belongings. Swimmers should never leave any of these items unattended.

COACH'S TEAM CHECK-IN CHECK LIST:

- 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 online prior to the meet
- Bring all Parents Consent and Liability Waiver/Concussion forms
- Bring signed Photo Release forms for all attending coaches
- Bring a photo ID
- Bring all YOUR certifications (current through the meet) or the pass issued by your Regional Representative
- Bring proof of times for each entry if you have been notified that you need to prove times
- (Best practice) Have a contract with your athletes as to their expected behavior
- (Best Practice) Review the YMCA four core values – Honesty, Responsibility, Caring and Respect with your athletes
- (Best Practice) 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 preliminaries
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting on Day 1

CHAMPIONSHIP PROCEDURES AND OPERATIONS

CHAMPIONSHIP COMMITTEE: The Committee is listed in Appendix 3

RULES: The meet will run under YMCA Rules that Govern Competitive Sports, Addendum to the YMCA Rules that Govern Competitive Sports, and USA-S Technical Rules.

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.

MEET FORMAT: The meet will be swum using a Timed finals and Preliminaries & Finals format depending on the event. Swimmer's age will be determined as of first day of the meet.

EVENT SEEDING: Events will be seeded Slowest to Fastest (except the 1500 freestyle, 800 freestyle and 800 freestyle relay) with non-conforming entry times (short course yard and short course meter) seeded first. The Meet Referee/Administrative Official reserves the right to combine heats.

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.

RELAY CHECK-IN PROCEDURE: Preliminaries –Teams will not need to file a relay form for preliminaries if the same swimmers who were entered during the on-line entry process will swim in preliminaries in the same order as entered. If the swimmers in preliminaries 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 Times 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. Relay changes may be declared at any time prior to the start of the heat, but the coach **MUST** submit a “change” 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 preliminaries will swim the same order in finals. If the swimmers in finals are different than the swimmers in preliminaries (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 not required to bring a copy of the relay card to the blocks before their race.

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 table and 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 table by 5:00 PM on the day prior to the event. For the Day 1 events, the Scratch table will close at 1:00 PM on Day 1.

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 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)).

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.)

SWIM-OFFS: In the event a swim-off is necessary, the meet Admin Official will set a time for the swim-off which will not be any later than 45 minutes after the last heat of any event in which any of the swimmers in the swim-off is competing. (USA Swimming Rule 102.5.2).

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.

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.

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.

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), and followed by "A"-Heat (finals heat).

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, in the Pool Lobby, and in the Athlete Village. Results are available on our website (<http://ymca.ymcaswimminganddiving.org/2017LC/Results>) and Meet Mobile.

PROTEST PROCEDURE: 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 (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.

CONDUCT AND RESTRICTIONS: The Meet Referee reserves the right to dismiss any swimmer, coach and/or spectator from the competition due to inappropriate conduct

- Deck access is limited to only registered and approved coaches, swimmers, and working officials.
- Changing, into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. Changing in the Athlete Village is prohibited. The USA Swimming Rulebook defines Deck Change as: Changing, in whole or in part, into or out of a swimsuit (excluding a drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes while at a practice, competition, or other pool-related activity.” This includes slipping off the top of a one-piece performance suit to place on an alternate bikini top.
- Glass, Food, and Chairs are not permitted on deck.
- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- Photographs are not allowed to be taken behind the block during competition.
- Massage tables are not permitted.
- 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.
- Swimmers are permitted in the spectator stands but should not impact spectator seating by occupying prime seat areas.
- No outside catering or take-out food is permitted in either the Athlete Village or the Aquatics complex.
- Shaving is not permitted in any areas of the venue including the Athlete Village.
- All YMCAs are required to comply with the YMCA of the USA's Graphic Standards for apparel and banners.

AWARDS AND RECOGNITION

SCORING:

Place	Individual Events	Relay Events
1	20	40
2	17	34
3	16	32
4	15	30
5	14	28
6	13	26
7	12	24
8	11	22
9	9	18
10	7	14
11	6	12
12	5	10
13	4	8
14	3	6
15	2	4
16	1	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 (a team must have scored in both the men's and women's events in order to place for the combined award). The top team for men, women and combined also receives a banner.

SWIMMING AWARD PRESENTATIONS: Individual event awards will be presented the evening that they are swum, except for the 1500 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 and relay 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. In the event the swimmer is unable to participate in the ceremonies, we ask that a substitute swimmer stand-in. 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.

PARADE OF ATHLETES PROTOCOL: We are all blessed to be a part of the rich history and tradition that makes up the YMCA National Swimming Championships. One feature that separates this meet from other National Championships is the Athlete's Parade. The splendor of the parade helps to make YMCA Nationals a unique and unforgettable experience.

The parade is also a powerful vehicle to promote our image and values, and to preserve the tradition of the YMCA National Championships. It provides each team with a unique opportunity to represent its identity within the YMCA Championship meet theme. We are looking for our athletes to add to the meet experience and showcase something special about their state, league or YMCA.

In choosing to take part in the parade, our athletes are not only representing themselves. They are also representing their coaches, their home YMCAs, their state, and YMCA swimming as a whole. We ask that our coaches and team leadership work with their athletes to ensure that our parade remains a mature, tasteful, and YMCA-appropriate activity. In this way, the parade will showcase all of the positive and dignified aspects of our championship meet that we would like to be broadcasted locally, regionally, nationally, and worldwide.

Please help us continue to improve this great tradition and ensure that it is a part of the YMCA National Championships for a long, long time.

SENIOR RECOGNITION: Graduating Seniors will be recognized at the meet prior preliminaries with their names in the daily program/heat sheet. See Appendix 5 Schedule of Activities for the specific day.

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 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.

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 and potentially a fourth time trial event (if the time line permits) for the meet. 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.

TIME TRIAL LIMITS: 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.

A swimmer is not limited to one-time trial per day. Note: USA-S rules limit the total number of individual event swims (Rule reference 102.2.2 and 102.2.7).

- A swimmer may swim no more than 3 individual events per day in a preliminaries /finals meet
- Time trial events must count as a part of this daily total.

TIME TRIAL ENTRIES: Time Trials may be entered On-line prior to the meet or during the meet. On-line entry is under a separate meet entry.

<http://ymca.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsTrialsSC>

Online Meet 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-2017 Long Course.

To enter an athlete in the optional 4th TT 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.

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.

RESULTS: Championship results and Time Trials will be posted on Meet Mobile as two completely separate meets.

SPECTATORS

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

ADMISSION TO SPECTATOR AREA: Admission Wristbands that will admit spectators to preliminaries 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 the purchase advanced sale wristbands is available at: <http://ymca.ymcaswimminganddiving.org/2017LC>. Advanced Sales on-line orders must be placed prior to the meets. 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:

\$65.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$35.00 per child wristband (8- 18 years old) that provides admission-only for all sessions.

No charge for children under 8 years old

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-2017 Long Course. All sales are non-refundable. The prices at the meet are:

\$75.00 per adult wristband that provides both admission and a heat sheet for all sessions.

\$35.00 per child wristband (8- 18 years old) that provides admission only for all sessions.

\$18.00 per adult daily wristband that provides admission to preliminary and final sessions with heat sheets

\$9.00 per child daily wristband that provides admission to preliminary and final sessions

\$10.00 per adult wristband that provides admission one prelim or finals session with heat sheet.

\$5.00 per child wristband (8- 18 years old) that provides admission to one finals session.

No charge for children under 8 years old

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

Heat Sheets: Spectators who purchased an adult wristband(s) may pick up their heat sheet at the Wristband/Heat Sheet Sales Table simply by showing their wristband.

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.

SPECTATOR AREA: The upper level stands are primarily for spectators. Athletes and coaches are allowed in these areas but should not impact spectators by occupying prime seating.

HANDICAP SEATING: Handicap seating is available in the Spectator Area.

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 7:45 AM. At 7:45 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.

ATHLETE APPAREL: FINE DESIGNS will be providing this year's Commemorative apparel. Apparel items and other merchandise will also be available from additional vendors.

CONCESSIONS: Concessions will be available in the Welcome Area inside and outside of the complex.

LOST AND FOUND - Any found item deemed of value (e.g. cell phone, tablet, or watch) will be turned over to the GAC front desk.

CONDUCT AND RESTRICTIONS:

- 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.
- Spectators will not be allowed on the pool deck.
- Folding chairs are not permitted in the Aquatic Center.
- Parents are responsible for the conduct of their children. Children are not allowed to roam the facility unattended.
- No outside food, snacks, beverages, thermos or cooler are permitted in spectator seating area or Athlete Village.

LIABILITY, SAFETY AND EMERGENCY PROCEDURES

INSURANCE: Each Association participating in this meet must have insurance coverage for representative(s) including leadership and participants who will be in attendance for the period of travel from their Association to the meet, during the entire period of the meet and return to their Association. Appendix 3 must be signed by each association participating in the meet.

LIABILITY LIMITS:

- In granting of the USA-S/NC approval, it is understood and agreed that USA Swimming and North Carolina LSC shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.
- In granting the YMCA Sanctioning, it is understood and agreed that YMCA of the USA shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.

EMERGENCIES: the facility personnel will handle all 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 the facility's personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

CONCUSSION AWARENESS: This meet will follow the YMCA of USA Concussion procedure. 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, and the Meet Director.

If a head injury occurs, the action plan below will be followed:

1. Athlete is removed immediately from participation by the Meet Director
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.
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.

4. The athlete will not be allowed back to warm-up or compete 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.

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.

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 Long 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 hotel information is available by going to <http://ymca.ymcaswimminganddiving.org/2017LC> for your detailed housing site and reservation information. Reservations will be taken until June 29, 2017 by calling the hotel of your choice directly. The YMCA rate is not guaranteed after this date. If you have already reserved a group block with our office your reservations have already been sent to the hotel. More detailed information, as well as a list of important deadlines, can be found on the YMCA Stay-with-Us website.

We have secured 13 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.

Participants of the YMCA Stay-With-Us Sports Housing Program will also receive discounts on parking at the Aquatic Center 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 Championship Meet Committee efforts to conduct the Championships and keep them affordable FOR ALL who participate. Participants of the YMCA Stay-With-Us Sports Housing Program will also receive discounts on parking at the Aquatic Center 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 Championship Meet Committee efforts to conduct the Championships and keep them affordable FOR ALL who participate.

PARKING

PARKING RATES AT GREENSBORO AQUATIC CENTER

Free parking is available to all on Sunday and Monday, July 30-31.

On Monday only, the GAC Parking Staff will be selling all-session parking passes during the time period of "Coaches Check-in". The GAC Parking Staff will be located at a table just inside the Special Events Center (building next to the Aquatic Center). Two All-session (Tuesday through Friday) rates will be offered:

- \$20.00 per car for anyone staying in YUSA hotels (Stay With Us – must provide hotel key and hotel verification).
- \$30.00 per car will be charged for anyone not participating in YUSA's Stay-With-Us Hotel Program.

Tuesday, through the end of event:

- \$8.00 daily parking fee for cars. (Daily rate includes Preliminaries and Finals)
- \$16 Large Vans and Buses per day
- \$25 RV's without power per day
- \$45 RV's requesting power per day (50 amp power)
- RV reservation form on-line at www.greensboroaquaticcenter.com under DIRECTIONS

TUESDAY MORNING: Anyone who missed Monday's Parking Staff and wants to purchase an All-session parking pass, may come to late Coaches Check-in Tuesday (Coaches Check-in is located in the Special Events Center), from **6am-noon**. You will need to initially pay the \$8 daily parking fee. Bring your Tuesday paid daily parking receipt.

Upon receipt and hotel verification, all session rates will be sold for \$12.00 Stay-With-Us and \$22.00 non-Stay-With-Us (a credit of the \$8.00 daily fee paid will be given and deducted from the total all-session fee).

NO ALL-SESSION PARKING PASSES WILL BE SOLD AFTER NOON ON TUESDAY.

APPENDIX 1: ORDER OF EVENTS

Championship Events

Monday

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

Tuesday

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

Wednesday

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

Thursday

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

Friday

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)

Tuesday

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

Wednesday

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

Thursday

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

Friday

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

APPENDIX 2A: CHAMPIONSHIP QUALIFYING TIMES

National YMCA Long Course Swimming Championships July 31 - August 4, 2017 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	1:58.89
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	1:54.99	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 2017)



2017 YMCA Long Course Nationals July 31 – August 4, 2017

APPENDIX 2B: TIME TRIALS QUALIFYING TIMES

2017 National YMCA Long Course Swimming Championships July 31 - August 4, 2017

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

Qualifying Period for the Long Course YMCA National Championship Meet:
 July 1 of the previous year through the entry deadline (July 2017)



2017 YMCA Long Course Nationals July 31 – August 4, 2017

APPENDIX 3: MEET COMMITTEE

Executive Committee

Bob Turner – Meet Director

John Mendell – Assistant Meet Director, HELP Desk

Tom Janszen – Assistant Meet Director

Jim Ryan – Eligibility Committee Chair, USA-S Board member

Joel Black – Meet Referee, Y National Chair

Jamie Bloom – Chair of Y National Coaches Association

Susan Braman – Manager of Greensboro Aquatics Center

Meredith Griffin – YUSA Swimming & Diving Sports Coordinator

Ed Miller – Finance

Lindsay Mondick – YUSA Senior Manager of Aquatics

Claudia Multer – Meet Operations Chair

Tom Warrick – Entry Chair & Meet Technology

Chandler Amato – Somerset Valley YMCA – Athlete Representative

Emily Longenecker – Western YMCA – Athlete Representative

Operations Committee

Robin Lee – YUSA Sports Programs Manager

Bob McDowell – Announcer, Event Host

Jon Fox – Officials Coordinator

Carolyn Ryan – Admissions Chair

Susan Smith – Travel Assistance Chair, Late Registration

Donna Turner – Awards Chair

Bill Houk – Time Trials Referee



APPENDIX 4: DECLARATION FORM

(Sample on next page – Note: This form is generated automatically at the time of Online Meet Entry)



2017 YMCA Long Course Nationals July 31 – August 4, 2017

CERTIFICATION, ELIGIBILITY and RELEASE DECLARATION

This form is to be signed by the appropriate people

YMCA Association #: _____

YMCA_NAME: _____

YMCA_ADDRESS: _____

We the undersigned certify that each athlete representing _____ entered into **2017 YMCA Short Course National Championship**:

1. is eligible to represent the _____ Association and meets the requirements stated in the Rules that Govern YMCA Competitive Sports;
2. is an amateur and has been a current full privilege annual YMCA member for the last 90 days and will be at the time of the National Meet;
3. has been active in the program of this Association during the current season;
4. has not represented another YMCA or other swimming/diving organization with the exception of their high school;
5. has represented this Association and competed in three (3) required closed YMCA Inter-association meets and the one (1) required National YMCA Sanctioned Championship during the current season;
6. is not in violation of any of the provisions as described in Rules That Govern YMCA Competitive Sports;
7. complies with Rules for the **2017 YMCA Short Course National Championship**;
8. have been examined by their family doctor or by another qualified medical examiner, and we have on file evidence (a form, card or letter) certifying that they are medically qualified to engage in swimming & diving competition.

COACHES: We attest that all coaches representing this YMCA at the YMCA National Championship Meet have cleared a background screening within the past 2 years. This background screening meets the standards set forth by USA Swimming.

AGREEMENT - Each team and each team member in applying for and entering this National YMCA sports competition does thereby agree to abide by and also support the standard that any person irrespective of race, color or creed shall be permitted to participate in this Championship providing each team member meets all conditions of eligibility and is properly qualified.

INSURANCE - Our Association now has insurance coverage for representative(s) including leadership and participants who will be in attendance at the **2017 YMCA Short Course National Championship** for the period of meet. I hereby certify that YMCA has a minimum of \$1,000,000/\$2,000,000 in liability insurance that covers our coaches and swimmers during their participation in the **2017 YMCA Short Course National Championship**. The YMCA of the USA must be named the Certificate Holder and also names the YMCA of the USA as an additional insured as it relates to this meet.

RELEASE - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, and **GREENSBORO AQUATIC CENTER**, their agents, representatives or assigns for any and all injuries which may be suffered by participants at the **2017 YMCA Short Course National Championship**. Furthermore, we understand that the YMCA of the USA and **GREENSBORO AQUATIC CENTER** are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

(signature, executive director) (please print legibly or type name here) date

(signature, membership director) (please print legibly or type name here) date

(signature, head coach) (please print legibly or type name here) date



2017 YMCA Long Course Nationals July 31 – August 4, 2017

APPENDIX 5: SCHEDULE OF ACTIVITIES

The Schedule of Activities will be posted when available on the YMCA web site at:

<http://ymca.ymcaswimminganddiving.org/2017LC>

This is the end of the Meet Announcement