

Key Information For Coaches

Key Contacts:

Meet Director	Bob Turner
Assistant Meet Director	Brad Bason
Assistant Meet Director	John Richards
Help Desk	John Mendell
Meet Referee	Eddie Hughes
Administrative Referee	Bob Johnson / Nancy Pressley
Meet Operations	Claudia Multer / Martin Scheidl / Tom Warrick
Coaches Representative	Jack Caucino
Time Trials Referee	Tom Janszen / Mark Geleskie
Time Trials Table.....	Chuck Multer / Karen Janszen
Scratch and Relay Table	Cindi Bowe
YMCA of the USA, National Events	Robin Lee / Lindsay Mondick
Eppley Recreation Center (U of Maryland).....	Natalie Taylor

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.
- The 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, wallet, etc.) will be turned over to the Facility Supervisor.
- Coaches are responsible for the conduct of their swimmers both on the pool deck and in the Athlete Village.
- Whenever possible, your swimmers should use the Athlete Village to keep the pool deck from becoming overcrowded and to assist with optimal air quality.
- Swimmers and their equipment are not allowed in the storage areas along the pathway from the building entrance to the pool deck.
- Air vents (which are located on the ledge under the windows in the pool area) must remain uncovered at all times for air quality. Do not place bags, towels, bodies or any other obstruction on the vents.

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- 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 ceremony staging area. 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. Awards will occur immediately following the conclusion of the A Final heat and will not be delayed for missing or late swimmers.
- 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, e.g., 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.
- The Coach of the winning Swimmer will present the awards to all swimmers unless there is a celebrity presenter; in this case the coach will co-present to the winning swimmer and the celebrity presenter will present to places one through sixteen.

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 M 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 top 8 seeded competitors in each gender swim in the Finals session at night.
- The 800 M Freestyle event is a timed final and is swum fastest to slowest. The top 8 seeded competitors in each gender swim in the Finals session at night.
- The 800 M Freestyle Relay is a timed final and is swum fastest to slowest. The fastest two seeded heats in each gender swim in the Finals session at night (swum slowest to fastest).

Heat Sheets:

- Approximate event/heat start times will be listed in the Heat Sheet
- The Prelim Heat sheet will be posted near the Hospitality Room and on our website.

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- 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 the Prelims session by 7:00 AM and for the Finals session by 4:30 PM.
- At the Prelims session coaches will have the choice of a program with heat sheet included or just a heat sheet. At the Finals session coaches will receive just a heat sheet.

Help Desk:

- The Help Desk is located on the pool deck outside the Meet Operations 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.

Hospitality:

- Hospitality on the pool deck Center is reserved for Coaches and Officials not athletes.
 - 6:30 AM – 10:00 AM – Light Breakfast
 - 11:00 AM – 1:30 PM Lunch
 - 5:00 PM – 7:30 PM Evening Reception. This is intended as a snack, not a substitute for dinner. Please respect your fellow coaches and officials 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.

Lightning Policy

- If lightning occurs in the area and is observed by facility staff, or YMCA staff or volunteers, then outdoor pools, indoor pools, whirlpools, steam rooms, saunas, and showers will be vacated. Lightning will be considered to be in the area when one or more of the following occurs:
 - Lightning is seen
 - Thunder is heard
 - A severe thunderstorm or tornado warning has been issued for the local area
 - Notification from a lightning detection network that lightning is detected within a few miles or appears to be approaching the local area
- The pool and shower areas will be evacuated until 30 minutes after the last evidence of lightning is present. While bonding and grounding may add a level of protection, there is no

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way to completely reduce the risk so the YMCA will still evacuate the pool and other wet areas to ensure safety.

- Possible Effects of Delays on Schedule
 - If the delay occurs during prelims, we will make every effort to complete all preliminary heats by 3 PM; this could result in the shortening or cancellation of Time Trials.
 - If the delay occurs during finals, we will make every effort to complete the finals session by 9:00 PM; our actions could include eliminating any remaining awards presentations for the evening.

Medical Emergencies

- 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.

No Show / Missed Event:

- In the event that a lane is empty, the competitor's name will be announced twice. Once the official starting procedure for a heat begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event. A "missed" event counts against the maximum number of events in which a swimmer may compete.
- Any swimmer who is seeded in a preliminary event and 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 Administrative Referee prior to the end of the scratch period for the next day's events. If a swimmer "no shows" for their event on a particular day and intends to swim an event later on the same day, their coach must immediately inform the Administrative Referee.
- A "no-show" from an A, B or C finals heat of an Event will result in the swimmer being barred from further competition in all individual and relays events

Parade:

- Athletes assemble Tuesday evening in the Athlete Village at 4:30 PM,
- Parade begins at 4:45 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. Athletes wearing outfits or making displays that are inappropriate will be removed from the parade.

Parking near the Pool:

- The designated parking area for swim meet participants is the Terrapin Trail Garage just north of the pool. Oversize vehicles will be directed to park in Lot 4b located north of the Terrapin Trail Garage.

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- You must have a pre-purchased printed parking pass to enter this garage on weekdays (M-F) before 4:00 PM. There is NOT an option to pay on entering or exiting this garage.
- The daily or weekly parking pass permits re-entry into the garage.
- Parking in this garage on Sunday and weekdays after 4:00 PM does not require a parking pass.
- There is a designated Drop-off area for swimmers in front of the Epley Recreation Center on Farm Drive.

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 calls of an official or judge can only be considered by the Meet Referee in consultation with the Deck Referee.
- 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 Representative 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, a 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 spectator lobby.
- Unofficial results are available on Meet Mobile. Official results are available on our website (<http://ymca.ymcaswimminganddiving.org/2018LC>) 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 Referee. Do not rush to tell us that there is a problem until we have had a chance to validate the results.

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- Questions or concerns about results should be directed to the Administrative Referee or the 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 or Administrative 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 CEHughes@spinxco.com, or in person during the on-site meet registration and check-in process.
 - In addition, prior to each session the coach is encouraged to talk to the Deck Referee on the course where their disabled swimmer will be competing to insure their swimmer's needs are met.

Safe Sport Act:

- Signed into law in February 2018, new federal legislation has expanded the requirements around sexual abuse reporting and prevention policies for organizations that arrange or sponsor youth sports competitions.
- To be permitted on deck at this meet, staff and volunteers must have signed the YMCA of the USA Code of Conduct for Youth – National Events, which acknowledges they have:
 - read and agree to comply with the expectations set forth in the code of conduct.
 - been trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.
- Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to Lindsay Mondick at lindsay.mondick@ymca.net or to Praesidium's Anonymous Helpline at (855) 347-0751.

Scratch Deadlines:

- Scratches for Preliminary events may be submitted during the following times:
 - Monday – from 9:00 AM until 1:00 PM for Monday Evening Events.
 - Monday - from 9:00 AM until 5:00 PM for Tuesday's Preliminary events.
 - Tuesday through Thursday – 7:30 AM until 5:00 PM 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.

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Starting Locations:

- For **Prelims** both ends of the pool will be used for starts. ODD heats will start at the Instructional pool end and EVEN heats will start at diving board end. Exceptions: all heats of 50 meter events will start at the diving board end of the pool; all heats of the 800M and 1500M Freestyles, the 200M relays and the 800M relays will start at the Instructional pool end of the pool.
- For **Finals** 50M events will start at diving board end of pool and all other events will start at the Instructional pool end of the 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 Potomac Valley 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 7:30-10:00 AM (except Monday).
- The cost is \$20.00 per event.
- Coaches may submit a TT entry form (different color) for the potential 3rd 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.
- The schedule of time trial events each day will include the events swum during today's prelim session and the events to be swum during tomorrow's prelim session. After time trial entries close for the day, a determination will be made if there is time to swim all scheduled events during the afternoon's time trial window. At approximately 11:00 AM each morning a notice will be posted at the Time Trial office and at the Help Desk indicating which of the events on today's time trial schedule are expected to be swum this afternoon. Athletes entered in scheduled time trial events for which time was not available for them to be swum will be permitted to change their entries to time trial events offered on a subsequent day at no cost.
- Swimmers may only swim the strokes being contested.
- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes if available.

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- Coaches can access Time Trial information on Meet Mobile. Coaches may view the Psyche Sheet on Meet Mobile once swimmer entries are complete. There will be a general announcement when TT heats sheets are available at the Help Desk.

Warm Ups:

- Please follow the procedures pertaining to warm ups including only entering from the starting ends 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 instructional pool will be open during warm ups, 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 by listening quietly and not swimming.
- 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.
- The policy for the use of training equipment is:
 - Training equipment is not allowed in the competition pool at any time during warm ups.
 - Training equipment will be allowed in the instructional pool when general warm ups are taking place in the competition pool.
 - Once the competition pool switches to specific warm up lanes then training equipment is no longer allowed in the instructional pool.
 - Training equipment will not be allowed in the instructional pool when prelims, time trials or finals sessions are taking place in the competition pool.
 - The coach whose athletes are utilizing training equipment should monitor its use to insure a safe environment for all athletes.

Wedges: Protocol for Use of Starting Wedges

- It is expressly understood that use of starting “Wedges” 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.

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- Backstroke wedges will not be available.