

2019 YMCA Short Course Nationals

MEET ANNOUNCEMENT HANDBOOK

About the Championship

Competition Dates: April 1-5, 2019 (*Monday through Friday*)

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

Entry Deadline: Monday March 25, 2019, 5:00pm(ET)

Hosted by: YMCA of the USA

Web Site: <http://ymca.ymcaswimminganddiving.org/2019SC>

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ABOUT THE CHAMPIONSHIP

The YMCA Short 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 **TBA**.

USA-S/NC Swimming Time Trial Approval number **TBA**.

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, 4 events will be swum: Prelims for the 200 Medley Relay and the Timed Finals for 1000 Freestyle. On each of the following four days, Prelims will be held in the morning, with Time Trials for that day starting approximately 1/2 hour after completion of Prelims, and Finals in the evening. Refer to Appendix 5 for a detailed Schedule of Activities

NEW THIS YEAR

- Parade theme is **Out of this World (outer Space)**
- PRELIMS start at 8:45AM Day 2 thru Day 5
- Each day's FINALS starts at 5:15
- No Qualifying Standards for Time Trials
- Swimmers May Compete in 4 Time Trials Max
- Contact Jim Ryan (umlyjim@hotmail.com) as soon as possible if you have any questions or concerns regarding your swimmer's eligibility.



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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: 16-lane, 25 yard competition pool divided into two sections by a bulkhead, 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 at no charge for coaches.

Swimmers: There will be no seating available on-deck for swimmers during Prelims. The Athletes Village, located in the adjacent Special Events Center, will have dedicated team locations available to swimmers during Prelims 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/2019SC> . 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: John Mendell, Johnmendell@gmail.com

Entry Chairperson: Tom Warrick, twarrick@comcast.net

Meet Referee: Eddie Hughes, cehughes@spinxco.com

Coaches Representative: Jack Caucino, jcaucino@cymca.org

Officials Coordinator: Bob Menck, rmenckiii@gmail.com



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Eligibility Chair: Jim Ryan, umlyjim@gmail.com

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

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

Hotel and Lodging: <https://ymca2019.lodginglead.com/event/>

GENERAL NOTICES

DEFINITIONS: **Day 1** is Monday April 1, **Day 2** is Tuesday April 2, **Day 3** is Wednesday April 3, **Day 4** is Thursday April 4, **Day 5** is Friday April 5

PARADE THEME: The theme for the Parade of Athletes is Out of this World (outer Space).

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.

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 each day of the meet.

Coaches should bring their business card or school identification, and a photo ID.

At Check-in, you will receive the following at no charge:

- A personalized college credential (free admission)
- A list of participating YMCAs and coaches' names
- Complimentary Heat Sheets throughout the meet

Coaches should also bring brochures which will be made available to swimmers and parents attending the Championship. Your brochures can be placed in the brochure stand at the spectator entrance to the pool.

ATHLETE TRAVEL ASSISTANCE: YMCA of the USA (Y-USA) recognizes the commitment a swimmer makes to training and competing in swimming and diving competitions. We realize the financial strain these competitions can have on



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families. The YMCA of USA hopes to alleviate some of the financial pressures associated with participation by making financial assistance available to the parents/athlete to help support an athlete on local YMCA Financial Assistance with traveling to National Competitions (transportation and housing costs only).

Swimmers should meet the current financial assistance guidelines established by their local Y; however, local YMCAs and Coaches may submit recommendations for hardship exceptions. Criteria and Application form are available at:

<http://ymca.ymcaswimminganddiving.org/2019SC>

College Admission Educational Session: The Championship Meet Committee will host an educational session at this year's YMCA Short Course Nationals on the college admission process. Our 2011 YMCA National Coach-of-the-Year, Glenn Neufeld, now of the Mercersburg Academy, will moderate a discussion forum with four coaches from various colleges and universities. Topics include recruiting, admissions, scholarships/financial assistance and what college coaches look for in potential student-athletes. The event will be held Tuesday in the Special Events Center. Everyone is invited.

Photographer and Video: ProSwim Visuals (<https://www.proswimvisuals.com>) 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.

Video of the Championship competition will be provided by Take-it-Live. Spectators and remote viewers will be able to see real-time video streaming of Prelims and Finals, and on-demand videos of Finals events. Take-It-Live (<http://takeitlive.tv/>) provides video services for USA-Swimming, US Masters Swimming, USA-Diving, YMCA National Championships and other championship events.

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/2019SC>

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



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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. The age-up date for this meet is the first day of the meet.

YMCA Meet Participation: In order to be eligible to compete in the YMCA National Championship Meet, each athlete must have competed in a minimum of three (3) closed YMCA inter-association meets plus one (1) sanctioned YMCA championship meet since September 1, 2018. 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 during the period of March 1, 2018 through the entry deadline. Refer to Appendix 2A for meet qualifying times.

Athlete with Disability – See section: Entry Information. Entry Times

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



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entry is approved by that YMCA's executive director or CEO, the regional representative in that region and by the Championship Meet Eligibility Committee.

Eligibility Questions: Questions concerning athlete eligibility should be directed to Jim Ryan (jryan@ymcade.org), Chair of the Meet Eligibility Committee.

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

COACH ELIGIBILITY

Required Certifications: Coaches must hold current certifications in the following courses in order to receive a deck credential: Basic Life Support (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. Basic Life Support (Professional Rescuer CPR) must be renewed annually.

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 is the responsibility of the coach and his/her YMCA. Currently registered members of USA-S will have already met this requirement.

Requirements of Safe Sport Act: ALL coaches participating in the YMCA Short Course National Championship in 2019, must meet the federally mandated requirements of this law. See Appendix 5 for the requirements.

Team Registration & Coach Registration: YMCA Teams and coaches must complete the annual YMCA online registration by December 1, 2018. Coach registration is free before December 1. After that date, the Team is charged \$25 for each coach registration.

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

Coaches who plan to attend the YMCA Short Course National Championship who did not register by March 1, 2019 will be required to present all certifications and register on-site at Check-in, including paying a \$60 deck



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fee. Information and instructions for completing the annual on-line YMCA team and coach registration process are sent to teams each year by their respective regional representative and posted on the YMCA National Web site.

All Coaches' Safety certifications must be current through the last day of the meet.

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/2019SC>

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 Lee 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.



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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 **nine (9)** events of which no more than **four may be individual events**, not including Time Trials. A team may only have one entry in a relay event.

As 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 Prelims/Finals meet
- Time Trial events must count as a part of this daily total.

QUALIFICATION PERIOD: The qualification period is March 1, 2018 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.

SPECIAL BONUS EVENT: If a swimmer qualifies for either the 1000 Freestyle or the 1650 Freestyle, but has not qualified for the other event, the swimmer may enter the other event by achieving the bonus qualifying standard. Example: Swimmer qualifies for the 1000 Freestyle but has not achieved a qualifying time for the 1650, that swimmer can both enter the 1000 free and enter the 1650 as long as they qualify using the bonus 1650 qualifying time.

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 short course yards times shall be used. If a swimmer does not have a short course yards qualifying times, then a qualifying long course meters or short course meters time may be used. Events will be seeded with yard times as the fastest times followed by short course meter times and then long course meter times. Entries must be made using actual times. Time conversion is not permitted.

HIGH SCHOOL TIME: High school times must be USA-S observed

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



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Intact Relay from current season (time achieved between September 1, 2018 and entry deadline) – The time belongs to the team and may be entered without additional qualifications.

Intact Relay with time achieved between March 1, 2018 and August 31, 2018 – All athletes on that relay team must be eligible to compete at the Short Course National Championship Meet and all four swimmers must be entered in the meet.

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

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 these individuals 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 where you can note that you are entering an athlete with a disability class (i.e. S7). The entry chair will get your entry. Your athlete will be seeded in the first heat of the event - so the order will be SCY, SCM, LCM, athletes with a disability with non-conforming standards.

When at the Team Check-in, it is your responsibility to let the Meet Referee know that you have an athlete(s) with a disability on your team. In addition, you should inform the appropriate Deck Referee prior to your swimmers' individual events.

If your athlete has a chance to set an American Record, please note that possibility with your entry and inform meet management and the announcer prior to the event. If a record is achieved, please follow up with meet management to complete the necessary reporting process.

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 accommodations might be required.

ENTRY FEES:

Athlete surcharge:	\$15.00 per entered athlete (including Relay-only swimmers)
Individual event fee:	\$15.00 per event
Time Trials	\$20.00 per event



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Relay Event Fee:	\$40.00 per entered relay
Coach Deck-pass:	\$20 per identified coach at on-line entry time
Coach Deck-pass:	\$60 per coach who was not identified as attending during the on-line entry
Sponsorship (Optional):	\$50 to be an identified sponsor of the championship meet

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

1-10 Swimmers	2 coaches
11-20 Swimmers	4 coaches
21-25 Swimmers	5 coaches
26 -35 Swimmers	7 coaches
36 and over swimmers	8 Coaches

ENTRY DEADLINE: Entries are due on Monday, **March 25, 2019, 5:00 PM ET**

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 as such and pay the athlete surcharge. ***Athletes without an individual entry must swim in at least one relay.***

BONUS EVENTS - If you entered a swimmer in one of the distance events (1650 or 1000) at the standard qualifying time, the swimmer may also enter the other distance event as a bonus as long as they qualify using the bonus qualifying time standard. The bonus event is included in the maximum of 4 individual swims.

If you are entering a swimmer in a bonus event, use the bonus event numbers of **103B, 104B, 509B, and 510B**. Do not use these events to enter a swimmer with the championship qualifying time

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. Hy-Tek Team Manager or TeamUnify). Once you have entered your qualified athletes in the desired events and verified this, then export your entry file.



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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 will graduate 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 March 29, 2019. 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 Team Check-in by the representing coach. Do not fax this form.



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Coach Photo Release Form: 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.

Safe Sport: Each coach has completed online child abuse prevention training and read and signed the event Code of Conduct. See Appendix 5 for more details

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, you have a "limited" TeamUnify system in which you 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 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 Discover 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)



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- 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-2019 Short Course**. Credit cards will not be accepted.

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 Coach Check-in.

COACH'S MEET ENTRY CHECK LIST

MEET ENTRY

- Each coach has cleared a background check within the last two (2) years
- Team has completed the annual on-line Team Registration process
- Each coach has all required current certifications
- Each coach has completed the annual Coach Registration process
- Your YMCA's Certificate of Insurance is on file at the YMCA of the USA
- Your YMCA team's apparel and banner comply with the Y-USA Graphic Standard
- All travel and lodging arrangements are complete and verified
- Championship Meet Entry file has been created in TeamManager or TeamUnify, verified and submitted prior to **5:00 pm ET on Monday March 25, 2019**.
- Your team's Graduating Seniors are included in your team entry.
- Time Trials Meet Entry File has been created, verified and submitted.
- Team's Declaration Form has been signed by Head Coach, YMCA CEO or Executive Director and YMCA Membership Director
- Declaration form has been faxed or e-mailed
- The credit card on file for your team is the correct one to be charged for Championship Meet entries.
- Each coach has met the training requirements of the Safe Sport Act and signed the championship code of conduct



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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 Prelims, 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 Prelims will receive breakfast and lunch in the Hospitality Room.

REQUIREMENTS OF SAFE SPORT ACT: ALL officials participating in the YMCA Short Course National Championship in 2019, must meet the federally mandated requirements of this law. See Appendix 5 for the requirements.

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/2019SC>

and then forward it to the Committee as follows:

Email: rmenckiii@gmail.com

Surface Mail: Bob Menck, 10 Dynasty Drive, Milford, MA 01757

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

OFFICIALS REGISTRATION AND PRE-MEET MEETING: All officials working the meet should register at Official's Registration. Official's Registration will be held in the Special Events Center/Registration Room beginning on Day 1 and throughout the week. At Official's Registration, officials will receive their credentials, shirts and instructions.



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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 Prelims 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).

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 Schedule of Activities for specific times and locations. Courses offered are: Swim Officials Trainer Training, Facilitation Skills for Trainers, Swim Officials Level I Training, and Swim Officials Level II Training.

Training Info: <http://ymca.ymcaswimminganddiving.org/2019sc>

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.



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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): If a 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



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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, if entry fees were not paid on-line by credit card, pays team entry fees by cash or check. Checks should be made payable to: **YMCA of the USA-2019 Short Course.**

PICK-UP STATION (Station #5): The head coach presents the team pick-up form (from station #3) and all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her athletes. Coaches also submit their signed Photo release form (required of all coaches) at this Station. 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 on Monday to go over meet procedures and answer any questions they may have regarding the national meet. This meeting creates a setting for new coaches to ask questions they might not be comfortable asking in front of all the experienced national coaches at the Coaches Meeting.

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/2019SC>. 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.



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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 202.6. The printed results of the event must show the USA-S Observed Meet number issued by the LSC and must be signed by one of the USA-S or YMCA observers.

Coaches are reminded that other factors may require a team to prove USA-S non-reconciled times. This includes, but is not limited to, a protest from another coach.

PROVING A RELAY TIME: The intact relay time or individual times that comprise a composite entry time must be proved. If the intact time was achieved between March 1, 2018 and August 31, 2018, 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 coaches to encourage swimmers to use the Athletes Village located in the Special Events Center during Prelims whenever they are not swimming. With 1,400 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.



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All Teams will be assigned to a large common area. 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 if entry fees were not paid by credit card on-line 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 of YOUR certifications (current through the meet) or have your mobile Y Coach Deck Pass available
- 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
- Scratch any athletes at Team Check-in who will not be competing on the first day of Prelims
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting on Day 1
- One coach from each team must attend coaches meeting on Day 1



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CHAMPIONSHIP PROCEDURES AND OPERATIONS

CHAMPIONSHIP COMMITTEE: The Committee is listed in Appendix 3

RULES: The meet will run under the Rules that Govern YMCA Competitive Sports, Addendum to the Rules that Govern YMCA 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, Finals, and their participation therein, and other related meet data including scratch procedures.

MEET FORMAT: The meet will be swum using a Timed Finals and Prelims & 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 1650 freestyle, 1000 freestyle and 800 freestyle relay) with non-conforming entry times (long course meter and short course meter) seeded first. The Administrative Referee 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 ends. At all times other than competition, athletes are expected to use a three-point entry in which they sit on the edge 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.

The policy for the use of training equipment is:

- Training equipment is not allowed in the competition pool at any time during warm-ups.



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- Training equipment will be allowed in the non-competition pools when general warm-ups are taking place in the competition pools.
- Once the competition pool switches to specific warm-up then training equipment is no longer allowed in the non-competition pool.
- Training equipment will not be allowed in the non-competition pools 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.

RELAY CHECK-IN PROCEDURE: Prelims – Teams will not need to file a relay form for Prelims if the same swimmers who were entered during the on-line entry process will swim in Prelims in the same order as entered. If the swimmers in Prelims are different than the swimmers entered on-line (or in a different order), then a relay form must be filed.

Prelims – 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 Prelims 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 Relay “Change” card to the Deck Referee prior to the start of the relay’s heat.

Finals - Teams qualifying for Finals will not need to file a relay form for Finals if the same Swimmers who swam in Prelims will swim the same order in Finals. If the swimmers in Finals are different than the swimmers in Prelims (or in a different order), then a relay form must be filed and submitted 30 minutes prior to the relay. All other instructions and conditions shown above shall apply.

SCRATCH PROCEDURES: Once entries have been submitted, 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.



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SCRATCHING FROM PRELIMS: 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 Prelims.

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 any swimmer moved up into FINALS.

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 Prelims 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 Prelims 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 Prelims 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 Prelims heat, timed final, 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.



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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.)

STARTS: 'Fly-over' starts will be used at this meet for Prelims and Time Trials.

SWIM-OFFS: In the event a swim-off is necessary, the meet Administrative Referee 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: 1,000 and 1,650 yards Freestyle and 800 Freestyle relay events are timed Finals and are swum fastest to slowest. The Deck Referee may combine the slowest heats if warranted.

For the 1,650 Freestyle, the top 8 seeded competitors (men and women) will swim in the Finals at night.



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For the 1,000 Freestyle, All heats will be swum on the evening of Day 1

The 800 Yard Freestyle Relay is a Timed Final with the fastest 2 seeded heats for men and women swimming at night. Preliminary heats will be swum fastest to slowest. The two heats at night will be swum slow to fast.

FINALS: For Individual prelim/final 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).

POOLS:

Day 1 Evening: Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard. Men and Women 200 Medley Relay is a prelim on Monday Night with top 16 teams from each gender competing in Finals on Day 2. Top heat of Men and Women 1000 will be swum in the pool nearest to the Dive-well Pool

Day 2 Prelims: Men compete in the pool nearest to the Dive-Well Pool. Women compete in the pool nearest to the Scoreboard.

Day 3 Prelims: Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard.

Day 4 Prelims: Men compete in the pool nearest to the Dive-Well Pool. Women compete in the pool nearest to the Scoreboard. Top 2 heats in Men and Women 800 Free relay will be swum as last events in Day 4 Finals.

Day 5 Prelims: Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard. Top heat in Men and Women 1650 free will be swum as first events in Day 5 Finals

All Finals (except 1000 Free): Swimmers compete in the pool nearest to the Dive-Well Pool.

RESULTS: Any results displayed on the scoreboard are unofficial until final results are published. Results will be posted on the pool deck, in the Pool Lobby, and in the Athletes Village. Results are available on our website (<http://ymca.ymcaswimminganddiving.org/2019SC/Results>) and Meet Mobile.

PROTEST PROCEDURE: Protests may only be initiated by a person with standing, that is, a coach or YMCA Manager whose team is competing in the meet. Eligibility



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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 Executive Committee will serve as the Meet Jury and will consider all other protests lodged against the Meet. Their 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, working officials, and approved photographers.
- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. Changing in the Athletes Village is prohibited. The USA Swimming Rulebook defines Deck



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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.

- **SMOKING, ALCOHOL & DRUGS: THERE IS NO SMOKING, ALCOHOL OR DRUGS IN THE AQUATIC CENTER COMPLEX.**
- Glass, Food, and Chairs are not permitted on deck or locker rooms/changing areas.
- The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
- Photographs may not be taken behind the block during competition and warm-ups.
- 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 Athletes Village or the Aquatics complex.
- Shaving is not permitted in any areas of the venue including the Athletes Village.
- All YMCAs are required to comply with the YMCA of the USA's Graphic Standards for apparel and banners.
- Team banners can only be hung in the Athlete Village and are not permitted to be hung in any other area of the Aquatic Center or Special Events Center.



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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/trophies will be awarded to winning relay teams. Plaques/trophies 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 1000 Freestyles which will be presented 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.



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AWARD PRESENTATION PROTOCOL: Award presentations will be immediately after the A-Finals heat of each individual and relay event.

After swimming in their heat, athletes in the B and A Finals 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, water bottles, costumes, or theme attire 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.

PARADE OF ATHLETES: Prior to Day 2's Finals, athletes and officials will parade around the pool for Opening Ceremonies. Athletes are encouraged to wear costumes/attire related to the Parade theme.

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 Parade of Athletes. 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.



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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 on Day 3 prior to Prelims. Their names will be included in the daily program/heat sheet. See the 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. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

YUSA NATIONAL AWARDS RECOGNIZED AT THE CHAMPIONSHIP:

YMCA OF THE USA COMPETITIVE SWIMMING & DIVING 2019 ADOLF KIEFER & YMCA YOUTH CHARACTER AWARD: As part of the Y's commitment to strengthening community through youth development, healthy living and social responsibility, YMCA of the USA and the Adolf Kiefer family will select from submitted candidates two individuals for this award. One male and one female 2019 graduating senior will be selected who:

- have been a YMCA swimmer for five years
- will compete in the 2019 National YMCA Short Course Swimming & Diving Championship,
- will be present at YMCA Short Course Nationals to accept the award,
- have maintained a grade point average of 3.5 on a 4.0 or equivalent scale during in high school,
- have plans to continue education at an accredited university or junior college.

The selected Male and Female recipients will be announced at this Championship.

COACH OF THE YEAR: The Coach of the Year Award recognizes the coach/coaching staff that has exemplified the YMCA values in his/her program and community during the year. Team accomplishments and community involvement are to be taken into consideration when submitting candidates. Potential candidates may be nominated by submitting the form at: <http://www.ymcaswimminganddiving.org> (Under COACHES Tab).

The selected coach will be announced at this Championship



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

The 2019 Award Recipient will be recognized at the Championship. The 2020 Award Recipient will be announced at the Championship

CONRAD CARROLL AWARD: The Conrad "Connie" Carroll Award is given in memory and honor of a person who consistently exemplifies the ideals, values and betterment of officiating in the YMCA Competitive Swimming & Diving Program.

The recipient will be introduced at the Championship.



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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 Prelims. Each athlete is allowed to enter a total of **four (4)** Time Trials events for the meet. 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.

TIME TRIAL LIMITS: The 1650 free and 1000 Free Time Trials will be limited to **2 heats** of 8 entries of the fastest seeded swimmers per gender. The 500 Free Time Trial is limited to **5 heats** of 8 entries of the fastest seeded swimmers per gender and the 400 IM is limited to **5 heats** of 8 entries of the fastest seeded swimmers per gender.

The number of Time Trial entries will be limited so that the Time Trial session will be complete by 2:30 PM each day. Should weather or other exceptional circumstances delay Time Trials, we reserve the right to terminate the time trial session if it will run past 2:30 PM. This is necessary to ensure an orderly transition to the evening Finals Session.

A swimmer may swim more than one Time Trial per day as long as the swimmer complies with the USA-S rules below.

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 Prelims/Finals meet
- Time trial events must count as a part of this daily total.

TIME TRIAL ENTRIES: No Times (NT) are not allowed. All Time Trial entry times are subject to Proof of Times check.

Time Trials may be entered online prior to the meet or hand-delivered for entry during the meet. Online entry for Time Trials is under a separate meet entry from the Championship meet entry.

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



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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 online entered Time Trial entries must be made at or before Team Check-in.

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-2019 Short Course.**

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

TIME TRIAL PROCEDURE: The schedule of time trial events each day will include the events swum during today's prelim session and the events to swim during the next day's prelim session.

An athlete may switch events without incurring an additional fee by scratching from one event prior to the event's final seeding and entering into another event. After the final seeding, the swimmer cannot switch events. The new desired event can be entered by submitting a new Time Trial event form and paying Time Trial event fee.

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 swim this afternoon. Athletes entered in scheduled time trial events for which time was not available for them to swim will be permitted to change their entries to time trial events offered on a subsequent day at no cost.

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



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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: Time Trials results will be posted on Meet Mobile as a separate meet from the Championship Results.



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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. The Declaration form (Appendix 4) will automatically be generated at time of online entry submission and 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. See Appendix 6 for full statement

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



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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 (i.e. swimmers out of pool and no one on pool deck) during an electrical storm. See Appendix 7 for full statement

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.

DRONES: Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

SAFE SPORT: See Appendix 5 for full statement and instructions



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LODGING

AFFORDABLE LODGING: Y-USA is pleased to announce a larger selection of hotel options with lower hotel sleeping room rates for the 2019 YMCA National Short Course Championship. With affordability in mind, we have partnered with the Greensboro Convention and Visitors Bureau and the Greensboro hotel community to lower overall travel costs for Championship participants. This year you will see a larger variety of hotel options, many at lower rates than previous years. Your support of the preferred Greensboro hotels is appreciated. Please note the deadline to reserve the rooms at these reduced rates is March 16, 2019.

ADDITIONAL DISCOUNTS: In addition to the lower rates, when you book with these partner hotels, you'll receive coupons for additional discounts on local attractions and restaurants, generating even greater savings for you. These additional discounts are only offered to attendees who book the hotels listed on this site by the March 16 deadline. We are confident you'll want to take advantage of the overall savings involved when you book your hotel reservation with these partner hotels.

The City of Greensboro is looking forward to welcoming YMCA athletes, coaches, families and friends in the spring. To book your hotel stay please click the link: <http://ymca.lodginglead.com/event/>

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.



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SPECTATORS

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

ADMISSION TO SPECTATOR AREA: An admission fee is required for admission to the spectator seating area except for children (7 years and younger) and for participating coaches and swimmers. On-line advance all-sessions admission wristband sales and on-site all-sessions, daily, and specific-session admission sales will be available.

Admission Wristband Advance Sales: On-line advance sales are only available for ALL-sessions admission wristbands. The link to the purchase advance sale of all-session wristbands is available at: <http://ymca.ymcaswimminganddiving.org/2019SC>. All sales are non-refundable.

Advanced purchases of all-sessions admission wristbands may be picked up at the Lobby of the Special Events Center on Day 1. For specific times, see the Schedule of Activities. Advance purchases of all-sessions admission wristbands may also be picked up at the Heat Sheet Table at the entrance to the Aquatics Complex immediately prior to and during the competition sessions.

Advance sale prices for all-sessions admission wristbands 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 7 and younger

Admission Sales at the Meet: Wristbands for All-Sessions admission wristbands may be purchased on Day 1 in the Lobby of the Special Events Center and at the spectator's entrance to the pool. See Schedule of Activities for specific times. Daily admission and session-specific admissions can be purchased each day at the spectator's entrance to the pool prior to and during competition sessions. All sales are non-refundable.



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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 Prelims and Finals sessions with heat sheets

\$9.00 per child daily wristband that provides admission to Prelims and Finals sessions

\$10.00 per adult wristband that provides admission to either one Prelims or one Finals session with heat sheet.

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

\$3.00 per child or adult (includes Heat Sheet) for Day 1 evening competition

No charge for children 7 and younger

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 all-sessions wristband or purchase session-specific admission may pick up their heat sheet at the Heat Sheet Table simply by showing their wristband.

Athlete Parade on Day 2: Spectators who have not purchased an all-sessions admission wristband wishing to ONLY attend the evening 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.



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SPECTATOR AREA: The upper level stands are primarily for spectators. Although athletes and coaches are allowed in these areas, they cannot occupy prime spectator seating areas or areas where spectators prefer to sit. Spectators always have priority seating over coach/team/swimmer seating in the spectator seating area.

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 8:30 AM. At 8:30 AM each morning of competition, our announcer will ask anyone saving a seat to please remove whatever they may be using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. We are hopeful that our parents and friends will help us maintain a respectful environment.

ATHLETE APPAREL: Commemorative apparel, swim suits, goggles, general apparel, and other merchandise will be available.

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 prohibited 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 are not allowed on the pool deck.
- Folding chairs are not permitted in seating area.



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- 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.
- Only Coaches, Swimmers and Meet Personnel are allowed in the Athlete Village



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PARKING AT THE GREENSBORO AQUATIC CENTER

FREE PARKING

Free parking is available to everyone on Day 1, all day

ADVANCE PARKING SALES

Advance sales of All-sessions Parking Passes (Day 2 through Day 5) will be available **to Coaches** as part of the online Meet Entry submission process and **to Spectators** as part of the online pre-meet All-Sessions Admission sales. All-Sessions parking passes are the only parking passes available online. Coaches Parking passes will be included in their Meet packet when they check-in. Spectator parking passes can be picked up with their All-Sessions Admission wristband(s).

All-Sessions parking rates are:

- \$25 per car, SUV, pickup truck, vans
- \$64 per bus
- \$200 per RV's included space and power

On Day 1 7:00 AM to 2:00 PM only, the GAC Parking Staff will be selling All-sessions parking passes. The GAC Parking Staff will be located at a table just inside the Special Events Center (building next to the Aquatic Center).

On Day 2 morning through 12:00 PM, All-Sessions parking passes can also be purchased at the parking lot entrance booth. ALL-SESSIONS PARKING PASSES WILL **NOT** BE SOLD AFTER 12:00 NOON ON Day 2.

Sales of All-Sessions parking passes are non-refundable.

DAILY PARKING PASSES

A daily parking pass will be available Day 2 through the end of the meet at the parking lot entrance booth. The daily rate includes multi-entry from the time of purchasing of parking pass through that day's evening Finals.

- \$8.00 daily parking fee for cars, SUV, pickup trucks, and vans
- \$16 daily parking for buses
- \$50 daily parking for RV's - includes space and power
- RV reservation form on-line at www.greensboroaquaticcenter.com under DIRECTIONS



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APPENDIX 1A: ORDER OF EVENTS

Day 1: Monday, April 1, 2019

Competition Starts at 5:15 PM

- 101 Women 200 Yard Medley Relay *
- 102 Men 200 Yard Medley Relay *
- 103 Women 1000 Freestyle **
- 104 Men 1000 Freestyle **

Day 2: Tuesday April 2, 2019

Prelims at 8:45 AM; Finals at 5:15 PM

- 201 Women 200 Yard Backstroke
- 202 Men 200 Yard Backstroke
- 203 Women 100 Yard Butterfly
- 204 Men 100 Yard Butterfly
- 205 Women 200 Yard Breaststroke
- 206 Men 200 Yard Breaststroke
- 207 Women 400 Free Relay
- 208 Men 400 Free Relay

Day 4: Thursday April 4, 2019

Prelims at 8:45 AM; Finals at 5:15 PM

- 401 Women 500 Yard Freestyle
- 402 Men 500 Yard Freestyle
- 403 Women 200 Yard IM
- 404 Men 200 Yard IM
- 405 Women 50 Yard Freestyle
- 406 Men 50 Yard Freestyle
- 407 Women 800 Free Relay ***
- 408 Men 800 Free Relay ***

Day 3: Wednesday April 3, 2019

Prelims at 8:45 AM; Finals at 5:15 PM

- 301 Women 100 Yard Backstroke
- 302 Men 100 yard Backstroke
- 303 Women 400 Yard IM
- 304 Men 400 Yard IM
- 305 Women 200 Freestyle
- 306 Men 200 Freestyle
- 307 Women 200 Yard Free Relay
- 308 Men 200 Yard Free Relay

Day 5: Friday April 5, 2019

Prelims at 8:45 AM; Finals at 5:15 PM

- 501 Women 200 Yard Butterfly
- 502 Men 200 Yard Butterfly
- 503 Women 100 Yard Freestyle
- 504 Men 100 Yard Freestyle
- 505 Women 100 Yard Breaststroke
- 506 Men 100 Yard Breaststroke
- 507 Women 400 Yard Medley Relay
- 508 Men 400 Yard Medley Relay
- 509 Women 1650 Yard Freestyle ****
- 510 Men 1650 Yard Freestyle ****

*Prelims compete fastest to slowest. Top 16 from Prelims will swim on Day 2 Finals

** Timed Final event. Fastest to slowest in separate pools except top heat of women and men swim in Finals pool

*** Prelims compete fastest to slowest – Top 2 heats last event at Day 4 Finals swum slow to fast

****Prelims compete fastest to slowest – Top seeded heat of women and men swim first at Finals

Note: C Finals and then B-Finals shall immediately precede A-Finals before each individual prelim/final event. – For all relay events, the B-Finals will immediately precede the A-Finals.



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APPENDIX 1B: ORDER OF EVENTS – TIME TRIALS

W Event #	M Event #	Time Trial Event Description	Finals Day
121	122	100 Freestyle Time Trial	Day 1 Evening
221	222	200 Backstroke Time Trial	Day 2 Afternoon
223	224	100 Butterfly Time Trial	Day 2 Afternoon
225	226	200 Breaststroke Time Trial	Day 2 Afternoon
227	228	100 IM Time Trial	Day 2 Afternoon
229	230	1000 Freestyle Time Trial	Day 2 Afternoon
231	231	100 Backstroke Time Trial	Day 2 Afternoon
233	234	400 IM Time Trial	Day 2 Afternoon
235	236	200 Freestyle Time Trial	Day 2 Afternoon
321	322	100 Backstroke Time Trial	Day 3 Afternoon
323	324	400 IM Time Trial	Day 3 Afternoon
325	326	200 Freestyle Time Trial	Day 3 Afternoon
327	328	200 IM Time Trial	Day 3 Afternoon
329	330	50 Freestyle Time Trial	Day 3 Afternoon
331	332	500 Freestyle Time Trial	Day 3 Afternoon
421	422	200 IM Time Trial	Day 4 Afternoon
423	424	50 Freestyle Time Trial	Day 4 Afternoon
425	426	500 Freestyle Time Trial	Day 4 Afternoon
427	428	200 Butterfly Time Trial	Day 4 Afternoon
429	430	100 Freestyle Time Trial	Day 4 Afternoon
431	432	100 Breast Time Trial	Day 4 Afternoon
521	522	200 Butterfly Time Trial	Day 5 Afternoon
523	524	100 Freestyle Time Trial	Day 5 Afternoon
525	526	100 Breast Time Trial	Day 5 Afternoon
527	528	1650 Freestyle Time Trial	Day 5 Afternoon
529	530	200 Backstroke Time Trial	Day 5 Afternoon
531	532	100 Butterfly Time Trial	Day 5 Afternoon
533	534	200 Breaststroke Time Trial	Day 5 Afternoon
535	536	100 IM Time Trial	Day 5 Afternoon



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APPENDIX 2A: CHAMPIONSHIP QUALIFYING TIMES

2019 National YMCA Short Course Swimming Championship

Meet Qualifying Time Standards April 2019

WOMEN				MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:27.95	:27.40	:24.69	50 Free	:22.09	:24.51	:25.01
1:00.44	:59.26	:53.39 *	100 Free	:48.19	:53.49	:54.56
2:10.98	2:08.41	1:55.69 *	200 Free	1:45.39	1:56.98	1:59.32
4:34.61	4:29.22	5:07.69	500 Free	4:45.49	4:09.80	4:14.79
9:20.48	9:09.49	10:27.99	1000Y/800M Free	9:46.99 *	8:33.61	8:43.88
9:37.28	9:25.96	10:46.82	1000 Y Bonus†	10:04.59	8:49.01	8:59.59
17:50.82	17:29.83	17:32.99	1650Y/1500M Free	16:22.99 *	16:20.04	16:39.64
18:22.96	18:01.33	18:04.59	1650 Y Bonus†	16:52.47	16:49.43	17:09.62
1:07.12	1:05.81	:59.29 *	100 Back	:53.99 *	:59.92	1:01.12
2:24.34	2:21.51	2:07.49 *	200 Back	1:56.59 *	2:09.41	2:12.00
1:16.86	1:15.35	1:07.89 *	100 Breast	1:00.99 *	1:07.69	1:09.05
2:47.10	2:43.82	2:27.59 *	200 Breast	2:12.99 *	2:27.61	2:30.57
1:06.56	1:05.25	:58.79 *	100 Fly	:52.99 *	:58.81	:59.99
2:28.08	2:25.17	2:10.79 *	200 Fly	1:58.19 *	2:11.19	2:13.81
2:27.40	2:24.51	2:10.19 *	200 IM	1:57.99 *	2:10.96	2:13.58
5:13.15	5:07.01	4:36.59 *	400 IM	4:14.99 *	4:43.03	4:48.69
1:52.86	1:50.65	1:39.69	200 Fr Rel	1:29.49	1:39.33	1:41.32
4:04.09	3:59.30	3:35.59	400 Fr Rel	3:13.89	3:35.21	3:39.52
8:48.72	8:38.35	7:46.99 *	800 Fr Rel	7:06.99 *	7:53.95	8:03.43
2:05.66	2:03.19	1:50.99	200 Med Rel	1:39.99	1:50.98	1:53.20
4:32.16	4:26.83	4:00.39	400 Med Rel	3:37.19	4:01.08	4:05.90

* = change from 2018

†Bonus qualifying times explained

If you enter one of the distance events (1650 or 1000) at the standard qualifying time, then you are allowed to enter the other distance event using its bonus qualifying time standard. The bonus event is included in the maximum of 4 individual swims.

Qualifying Period for the Short Course YMCA National Championship Meet:
March 1, 2018 to the 2019 entry deadline date for the Championship



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APPENDIX 2B: TIME TRIALS QUALIFYING TIME

There are no qualifying standards for Time Trials

Only swimmers entered and competing in the Championship are permitted to compete in Time Trials

Swimmers may swim a maximum of **four (4) time trial events** over the 5 days of the Championship

The 1650 and 1000 Freestyle are limited to two **(2) heats** per gender of the fastest seeded swimmers. Note: These Time Trial events are held only once during the championship

The 400 IM and the 500 Freestyle are limited to **five (5) heats** per gender of the fastest seeded swimmers on each of the two days the events are swum.



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APPENDIX 3: MEET COMMITTEE

Executive Committee

John Mendell – Meet Director
John Richards – Assistant Meet Director
Bob Turner – Coach’s HELP Desk
Jim Ryan – Eligibility Committee Chair
Eddie Hughes – Meet Referee, YUSA National Officials Chair
Jack Caucino –YUSA National Coaches Association Chair
Ed Miller – Deck Referee, USA-S Rules Committee
Claudia Multer – Meet Operations Chair
Tom Warrick – Entry Chair & Meet Technology
Darlene Fung, Fanwood Scotch Plains YMCA (NJ) - Athlete Representative
Marisa Kraus, West Chester YMCA (PA) - Athlete Representative
Laurin Potter, YMCA of Northwest North Carolina (NC) - Athlete Representative
Christopher Welsh, Somerset Valley YMCA (NJ) - Athlete Representative
Meredith Griffin – YUSA Swimming & Diving Sports Coordinator
Lindsay Mondick –YUSA Senior Manager, Aquatics

Operations Committee

Susan Braman – Manager of Greensboro Aquatics Center
David Hoover – Greensboro Aquatic Center Event Manager
Bruce Griffin/Bob McDowell – Announcer, Special Event Host
Robert Menck – Officials Coordinator
Martin Scheidl/Terri Shannon – Meet Operations
Cindy Bowe – Scratch & Relay Declaration
Carolyn Ryan/Betsy Warrick – Admissions/Heat Sheets
Susan Smith – Travel Assistance Chair, Late Registration
Donna Turner/Brad Bason/Karen Janszen – Awards
Kiki Farmer – Local Volunteers Coordinator
Chuck Multer/Steve Lyons – Time Trials
Tom Janszen – Time Trials Referee
Robin Lee – YUSA Sports Programs Manager



APPENDIX 4: DECLARATION FORM

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



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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 **2019 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 **2019 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 **2019 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 **2019 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 **2019 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



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APPENDIX 5: SAFE SPORT ACT

New federal legislation enacted in February 2018 has expanded requirements around sexual abuse prevention for organizations that arrange amateur athletic competitions for minors. To ensure compliance with all applicable laws, and to continue to strengthen our ability to protect youth in our care from abuse, **ALL coaches and volunteers/officials participating in the YMCA Short Course National Championship in 2019**, must take the following steps to ensure policies and procedures for abuse prevention and reporting align with the law. Subject to parental consent, the training will also be made available to minor members if they are working/volunteering at the event.

REQUIRED TRAINING: For coaches and volunteers/officials, who do not have access to an approved training through Safe Sport, USA Swimming or their local Y, they must take this required training at **Praesidium**. Please use the following registration code to access the training: **yusa_swim**.

- Officials who are USA-S certified officials or coaches who are USA-S registered coaches do not need to take the Praesidium Training if they were required to take the approved training under USA-S policy. Note: these individuals must still read and sign the YUSA CODE OF CONDUCT for the event (see below).

REQUIRED ACKNOWLEDGEMENT: All Coaches and volunteers/officials must read and provide a signature to acknowledge they have read and understood the YMCA of the USA Short Course National **Championship 2019 Code of Conduct**. In addition, copies will be available at time of registration

- A copy of CODE of CONDUCT document will be available for you to download and review at prior to the Championship Meet on the National Swimming and Diving Website.
- Please note that coaches or volunteers/officials will not be allowed on deck or to assist with the event unless they have completed the training and signed the YUSA Code of Conduct prior to or during check in. If you have any questions about the policy, please email aquatics@ymca.net.

REQUIRED REPORTING: A report should be filed with the local authorities within 24 hours. In addition, during the event, 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.



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APPENDIX 6: CONCUSSION POLICY & PROCEDURE

SPORTS NATIONAL CHAMPIONSHIP CONCUSSION MEMO (V 2019)

YMCA of the USA and the host YMCA for Sports National Championships are aware of the growing concern around concussion management. It is our responsibility to ensure the safety of our athletes at these events.

The Centers for Disease Control and Prevention (CDC) defines concussion as “a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.” It is important that our participants, parents and guardians, coaches, volunteers, and staff are aware of the seriousness of head injuries at any level.

Signs and symptoms of concussions provided by the CDC include, but are not limited to, the following:

Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

Symptoms Reported by Athletes

- Headache or “pressure” in head
 - Nausea or vomiting
 - Balance problems or dizziness
 - Double or blurry vision
 - Sensitivity to light
 - Sensitivity to noise
 - Feeling sluggish, hazy, foggy, or groggy
 - Concentration or memory problems
 - Confusion
 - Just not “feeling right” or “feeling down”
-
- All coaches will receive fact sheets on concussions to share with their coaching staff, athletes,



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and parents and guardians.

- All parents or guardians and athletes are required to complete the Parent/Athlete Concussion Information Sheet. The form will be provided to them by the coaching staff.
 - This form must be returned at registration along with the Medical & Emergency information and Liability Waiver Forms. It will be kept with the event files.
- 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 event staff, the athlete's coaching staff, the Meet Director, and the YMCA of the USA national liaison.

If a head injury occurs at a Sports National Championship event, the four-step action plan below will be followed:

1. Athlete is removed immediately from participation by the Meet Director and/or YMCA of the USA national liaison.
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 play, practice, or compete on the day of the injury and will be barred from the competition area until cleared by a licensed health care professional who has experience evaluating concussions and has provided written notification that the athlete is symptom-free and is OK to return to play.

ADDITIONAL RESOURCES:

- Coaches, athletes, and parents can download the free CDC HEADS UP Concussion and Helmet Safety app from Google Play or the Apple App Store. The app will help you learn how to spot a possible concussion and what to do if you think your child, teen, or athlete has a concussion or other serious brain injury.

INTENDED/UNINTENDED CONSEQUENCES

YMCA of the USA and the host YMCA 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.



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APPENDIX 7: LIGHTNING POLICY & PROCEDURE

SPORTS NATIONAL CHAMPIONSHIP LIGHTNING POLICY MEMO (v2019)

YMCA of the USA and the host YMCA for any Sports National Championships event are aware of the risks associated with YMCA activities. One of these risks in competitive aquatics is lightning. Lightning can affect programs. It is our responsibility to ensure the safety of our athletes at these events.

Lightning is part of a severe weather storm where electrical surges travel from clouds towards the earth or from the ground towards the sky. On average, lightning causes more casualties annually in the United States than any other storm related phenomena, except floods. Many people are injured or killed as a result of misinformation and inappropriate behavior during thunderstorms. Lightning is generally thought of as a threat to outdoor facilities, but the threat of electrocution exists inside a building as well.

The National Lightning Safety Institute recommends the following practices to reduce the risk of being struck by lightning:

- Plan in advance — when you first hear thunder or see lightning, take immediate action. Go into a building or inside a vehicle. Lightning typically precedes rain, so don't wait for the rain to begin to suspend your activities
- If you are outdoors — avoid water, stay off high ground, and avoid open spaces. Stay away from all metal objects, including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, open air pavilions, small picnic or rain shelters, or near trees. Where possible, find shelter in a substantial building or in a fully enclosed metal vehicle, such as a car, truck, or van. Keep the windows completely shut. Avoid touching any metal in the vehicle.
- If indoors — avoid water. Stay away from doors and windows. Do not use telephones with cords. Take off headsets. Turn off and stay away from appliances, computers, power tools, and TV Sets. Lightning may strike outside electric and phone wires causing shocks to travel inside.
- Suspend activities for thirty minutes after the last observed lightning or sound of thunder.
- Injured persons do not carry an electrical charge and can be handled safely. Render first aid if qualified to do so. Call 911.
- Know your emergency telephone numbers.
- There is no safe place outdoors in a lightning storm. When there is no safe place in a building or in a vehicle nearby, the National Weather Service recommends the following last resort actions to lessen the threat of being struck by lightning:



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- Do not seek shelter under tall isolated trees! Stay away from all tall isolated objects. Lightning typically strikes the tallest object; that could be you in an open field or clearing.
- Do not seek shelter under partially enclosed buildings.
- Know the weather patterns of the area. For example, in mountainous areas lightning storms develop in early afternoon, so plan your hike early in the day and be off the mountain before then.
- Know the forecast for your area. If a high chance of lightning storms is predicted curtail your plans or reschedule (avoid the risk).
- Do not place your campsite in an open field or on the top of a hill or ridge. A tent offers no protection from lightning. If you are in a forest stay in a lower stand of trees. If you are camping in an open area, locate your site in a ravine or valley.
- If lightning is striking nearby and you are outdoors you should: Crouch down, put feet together and put hands over your ears to minimize hearing damage from thunder.
- Y-USA representatives will work with the host facility to designate a chain of command as to who monitors inclement weather and who makes the decision to move a program or event. An emergency plan/Aquatic Safety Plan should include planned instructions for inclement weather. In the case where the facility's policy and the YMCA of the USA's differ, the Y-USA policy on clearing the pool will be followed.
- A Y-USA representative will obtain a weather report each day during the event. Be aware of potential thunderstorms that may form during YMCA facility hours or activities.
- A Y-USA representative will be required to be aware of National Weather Service-issued thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take proper precautions.
- A Y-USA representative will do a pre-event check with the facility to ensure volunteer and staff know where the closest safe area, structure, or location is in within the facility or outdoors. Know how long it takes to get to that safe area structure or location. Safe area, structure, or location is defined as:
 - a. Any building or indoor area normally occupied or frequently used by people. Avoid using wet areas for safe shelter and do not use the phones, showers, or plumbing facilities during a thunderstorm.
 - b. In the absence of a sturdy, frequently inhabited building, any vehicle (cars, vans, or busses) with a hard metal roof and rolled-up windows can provide a measure of safety. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**



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- The Y-USA representative and/or facility host staff are responsible for being aware of how close lightning is occurring. If the YMCA of the USA leader or facility staff sees a flash or hears thunder, activity will be terminated until thirty minutes after the last flash or sound of thunder.

If lightning occurs at a Sports National Championship event, the plan below will be followed:

1. 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:
 - a. Lightning is seen
 - b. Thunder is heard
 - c. A severe thunderstorm or tornado warning has been issued for the local area
 - d. Notification from a lightning detection network are detected within a few miles or appear to be approaching the local area
2. The pool and shower areas will be evacuated until 30 minutes after the last evidence of lightning is present within the area. While bonding and grounding may add a level of protection, there is no way to completely reduce the risk so the YMCA will still evacuate the pool and other wet areas to ensure safety.

Resources:

American Meteorological Society Recommendations for Lightning Safety:

<https://communities.ymca.net/Aquatics/CommunityDocuments/AMS%202002%20Updated%20Recommendations.pdf>

American Red Cross Lightning Safety for Outdoor and Indoor Pools:

<https://www.instructorscorner.org/s/science>

The Redwoods Group Lightning and Pool-Closure Policy:

<http://www.redwoodsgroup.com/safety-resources/aquatics-guidance-and-tools/safety-guidance/lightning-pool-closure-policy-ymcas/>

YMCA Lightning Safety Guidelines for YMCAs:

<https://communities.ymca.net/Aquatics/CommunityDocuments/Lightning%20Safety%20Guidelines%20for%20YMCAs%20Updated%202008.pdf>



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APPENDIX 8: SCHEDULE OF ACTIVITIES

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

<http://ymca.ymcaswimminganddiving.org/2019SC>

This is the end of the Meet Announcement