
Meet Handbook

National YMCA Short Course Swimming Championship

April 1-4, 2014

Greensboro Aquatics Center

Greensboro, North Carolina

www.ymcaswimminganddiving.org



CONTENTS

REMINDERS AND NEW FOR 2014	4
IMPORTANT INFORMATION	6
KEY DATES.....	6
KEY MEET CONTACTS	6
CHAMPIONSHIP MEET COMMITTEE	6
FACILITIES COORDINATORS.....	6
MEETING AND EVENT LOCATIONS – PRE-MEET	7
MEETING AND EVENT LOCATIONS – DURING MEET	8
SCHEDULE OF ACTIVITIES.....	9
TRAINING CLASSES	10
SPECIAL AWARDS	10
ELIGIBILITY.....	11
ATHLETE ELIGIBILITY	11
COACH ELIGIBILITY	11
TEAM ELIGIBILITY.....	12
ENTRY INFORMATION	13
OFFICIAL ENTRY	13
ENTRY TIMES	13
ENTRY LIMITS	13
RELAY ENTRIES	13
ENTRY DEADLINE AND PROCEDURE	13
SENIORS	15
ADDITIONAL ENTRIES	15
FEES	15
REGISTRATION	16
REGISTRATION PROCEDURE	16
PROOF OF TIMES AND SWIMS	16
NEW COACHES	17
COMPETITION	18
SCRATCH PROCEDURES	18
PROTESTS	19
ORDER OF EVENTS NEW.....	20
RELAY CHECK-IN PROCEDURE.....	20
UNOFFICIAL PSYCH SHEETS	20
FINAL RESULTS	21
TIMING	21
INITIAL SPLITS.....	21
SCORING.....	21
RESPONSIBILITY OF COACHES AND ATHLETES	21
HELP DESK.....	21
SAFETY AND EMERGENCY PROCEDURES.....	22
CONCUSSION AWARENESS	22
LIGHTNING POLICY	22

WARM UP AND POOL ENTRY	22
PERSONAL BELONGINGS AND YMCA VALUES	22
TIME TRIALS	23
PURPOSE	23
FORMAT	23
TIME TRIAL ENTRIES AND FEES	23
ORDER OF EVENTS FOR TIME TRIALS	24
OFFICIALS.....	25
APPLICATION TO OFFICIATE	25
TIMER REQUIREMENTS	25
OFFICIALS REGISTRATION AND PRE-MEET MEETING	25
ATTIRE.....	25
CLASSES FOR OFFICIALS	25
AWARDS.....	27
EVENT AWARDS.....	27
SWIMMING AWARD PRESENTATION.....	27
AWARD PRESENTATION PROTOCOL	27
COACH OF THE MEET AWARD	27
SENIOR RECOGNITION	27
ADMISSIONS.....	28
WRISTBAND INFORMATION	28
HEAT SHEETS.....	28
WRISTBAND/HEAT SHEET SALES SCHEDULE	28
COLLEGE COACHES	28
COACHES	29
ATHLETES.....	29
EASY BUILDING ACCESS FOR SWIMMERS, COACHES AND OFFICIALS.....	29
GENERAL INFORMATION	30
SPECTATOR AREA	30
SEAT SAVING	30
CAMERAS	30
CHAIRS	30
MESSAGE TABLES	30
BANNERS.....	30
SMOKING, ALCOHOL & DRUGS.....	30
CHAPERONES	30
HOUSING	31
PARKING	32
APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES	33
APPENDIX B – TIME TRIAL QUALIFYING TIMES.....	34
APPENDIX C – COACH’S CHECK LIST	35
APPENDIX D – SAMPLE INSURANCE CERTIFICATE	36
APPENDIX E – ELIGIBILITY (COPY OF THE 2013-2014 BLACK BOOK).....	36

REMINDERS AND NEW FOR 2014

Parade

- The parade theme is "Neon Party."

Eligibility

- During the online entry process, only coaches who have completed the annual online YMCA coach registration and have had their certifications verified by their Group Representative by February 1, 2014 will be eligible to request a deck credential. See Page 11.
- If a coach is unable to request a deck credential during the online entry process, the coach will need to come to Meet Registration, show his/her valid certifications and pay a deck credential fee of \$60. See Page 11.

Entry Information

- Enter each athlete with his/her **fastest** short course yards qualifying time that was achieved during the meet qualification period. For both individual and relay events, non-conforming times (short course meters or long course times) are to be used *ONLY* if the athlete(s) does not have a short course yard time that qualifies for the meet. See Page 13.
- No entries for the 2014 Short Course Championship will be allowed after the published meet entry deadline date of 5:00 PM, March 24, 2014. See Page 15.

Time Trials

- Time Trials – an athlete may enter a total of two Time Trial events for the meet. Limit 1 per day. See Page 23.
- The number of Time Trial entries will be limited so that the Time Trial session will be completed by 2:15 PM each day.

Registration

- No credit cards will be accepted at the meet. See page 15.

Competition

- *NEW* – Order of Events. See Page 20.
- *NEW* Relay cards must be turned in 60 minutes prior to the event. See Page 20.

Awards

- Awards will be presented immediately after the Championship heat of each event, except for the 50 yard Freestyle events, which will be presented immediately after the men's Championship heat of the event. See Page 26.

Safety and Emergency Procedures

- *NEW* – National Y Sports Concussion policy and forms to be submitted. See Page 22.
- *NEW* – During warm up times, athletes may enter *ONLY* from the starting end of the pool and are asked to use a three-point entry. See Page 22.

Officials

- There will be a meeting of Officials who are working their first YMCA SC National Championship on Monday, March 31 at 3:15 PM in the Special Events Center. Signs will be posted. See Page 7.
- The general Officials briefing session will occur at 7:00 am on Tuesday, April 1 in the Officials Room. See Page 8.

Admissions

- In response to a suggestion from last year's meet survey, spectators attending the Tuesday evening finals session to *ONLY* see the opening ceremonies will be admitted for free. See Page 27.

Miscellaneous

- A New Coaches Meeting will be held in the Special Events Center on Monday, March 31 from 2:15 PM to 3:00 PM in the same room as the Coaches Association meeting.
- A florist will have a variety of flowers available for purchase in the lobby area from 4:00 PM until the conclusion of the evening session on Tuesday through Friday evenings.
- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged (USA Swimming Rule 202.3.4F and 202.4.14D)
- 2015 is the last year for the "old" YMCA logo. Everyone must be in compliance by December 2015. Beginning in 2016, banners with old logos will not be hung in the swimming venues.

IMPORTANT INFORMATION

KEY DATES

Friday	March 14, 2014	Hotel Online Reservations End
Monday	March 24, 2014 at 5:00 PM EDT	Championship Entry Submission Deadline
Wednesday	March 26, 2014 at 5:00 PM EDT	Entry Certification Form Deadline
Wednesday	March 26, 2014	Notification to Teams of Timer Requirements
Thursday	March 27, 2014	Notification to Teams selected for Proof of Times
Thursday	March 27, 2014	Deadline for Officials Pre-registration
Thursday	March 27, 2014	Deadline for Advance Wristband Purchases
Friday	March 28, 2014 at 5:00 PM EDT	Time Trials Online Entry Submission Deadline
Friday	March 28, 2014	Entry Fee Online Payment Ends
Monday	March 31, 2014 at 9:00 AM EDT	Pre-Meet Check-in/Registration Begins

KEY MEET CONTACTS

Meet Director	John Mendell	Johnmendell@gmail.com
Officials	Jim O'Neill	swimjim0430@gmail.com
Coaches Rep	Jack Caucino	jcaucino@cymca.org
Insurance	Robin Lee	robin.lee@ymca.net
Meet Entries	Tom Warrick	twarrick@comcast.net
New Coaches	Jim Ryan	JRyan@ymcade.org
Hotels	Jessica Chapman	competitivesports.housing@ymca.net

CHAMPIONSHIP MEET COMMITTEE

John Mendell*	Meet Director
Bob Turner*	Assistant Meet Director/ Help Desk Manager
Jim Mack	Assistant Meet Director
Joel Black	Meet Referee, YMCA National Officials Chairperson
Jack Caucino	Coaches Representative
Bruce Griffin	Announcer & MC for Special Events
Meredith Griffin*	Group Leader for YMCA Swimming
Tom Janszen	Meet Referee for Time Trials, Awards
Ed Miller*	Deck Referee, Member USA Swimming Rules Committee
Claudia Multer	Technology
Carolyn Ryan	Tickets, Programs
Jim Ryan*	Former National Chairperson, Member USA Swimming Board of Directors
Susan Smith	Travel Assistance, Late Registration
Donna Turner	Awards
Tom Warrick	Meet Operations
Andrea Youndt	Chairperson, National Advisory Committee
2 TBD	Athlete Representatives
Susan Braman	Greensboro Aquatic Center Manager
Jim Weaton	National Director of MSPS Events, YMCA of the USA

*Denotes Eligibility Committee Member

FACILITIES COORDINATORS

Susan Braman	Greensboro Aquatic Center Manager
Jenny Sternecker	GAC Competitive Manager
Ben Currie	GAC Event Supervisor
David Hoover	GAC Event Manager

MEETING AND EVENT LOCATIONS – Pre-Meet

Meeting/Event	Date	Times	Location
Joseph G. Rogers Award Ceremony	Sunday, March 30	6:00 PM – 8:00 PM	Schiffman’s Diamond Club inside Coliseum Complex
Registration for Teams, Coaches and Officials (includes Scratch Table and Time Trial Table)	Monday, March 31	9:00 PM – Noon 12:30 PM – 3:00 PM	Special Events Center – Registration Room
Spectator Pre-order Ticket Pick up	Monday, March 31	9:00 PM – Noon 12:30 PM – 3:00 PM	Special Events Center – Lobby
Parking Pass Sales	Monday, March 31		Special Events Center – Lobby
New Coaches Meeting	Monday, March 31	2:15 PM	Special Events Center – Coaches Meeting Room
Coaches Meeting and Coaches Association Meeting (includes Scratch Table until 3:30 PM)	Monday, March 31	3:00 PM	Special Events Center – Coaches Meeting Room
New Officials Meeting	Monday, March 31	3:00 – 3:45 PM	Special Events Center – Officials Meeting Room
College Coaches Seminar (for parents)	Monday, March 31	2:45 – 4:15 PM	Pavilion
Athletes and Parents Welcome Event	Monday, March 31	4:30 PM – 5:30 PM	Pavilion

MEETING AND EVENT LOCATIONS – During Meet

Meeting/Event	Dates	Times	Location
Registration for Teams, Coaches and Officials (including College Coaches)	Tuesday, April 1 – Friday, April 4	6:00 AM – 11:00 AM; 5:00 PM – 6:00 PM	Special Events Center – Registration Room
Officials and Coaches Lunch	Tuesday, April 1 – Friday, April 4	11:00 AM – 1:00 PM	Special Events Center – Hospitality Room
Officials Daily Meeting	Tuesday, April 1	7:00 AM	Special Events Center – Officials Room
Officials Daily Meeting	Wednesday, April 2 – Friday, April 4	7:45 AM	Special Events Center – Officials Room
Scratch Table	Tuesday, April 1 – Friday, April 4	8:00 AM – 12:30 PM	Room C3 off Pool Deck
Relay Table	Tuesday, April 1 – Friday, April 4	8:00 AM* – 60 min. prior to Relay event; 5:00 PM – 60 min. prior to Relay event *7:00 AM Thurs, April 3	Room C3 off Pool Deck
Time Trial Table	Tuesday, April 1 – Friday, April 4	7:00 AM – 10:00 AM	Room C3 off Pool Deck
First Aid	Monday, March 31 – Friday, April 4	When Pool is Open	Behind Help Desk
Lost and Found	Monday, March 31 – Friday, April 4	During Meet	Help Desk (valuables at Aquatic Center Front Desk)
Help Desk	Tuesday, April 1 – Friday, April 4	During Meet	Pool Deck (outside First Aid Room)
Administrative Referee	Tuesday, April 1 – Friday, April 4	During Meet	Computer Room

SCHEDULE OF ACTIVITIES

Sunday, March 30, 2014

9:00 AM – 7:00 PM.....Non-exclusive use of the pool for teams. *Therapy /Warm-up pool open
6:00 PM - 8:00 PMJoseph Rogers Award celebration

Monday, March 31, 2014

6:00 AM – 8:00 PM.....Pools open for practice- exclusive use by YMCA Teams
9:00 AM.....Ticket Sales open
9:00 AM – 3:00 PMTeams, Coaches and Officials Registration – Special Events Center
.....Scratch box open at Proof of Time Table

Teams registering during this time need to follow the registration times below by region

9:00 AM – 9:30 AM – South Teams
9:30 AM – 10:15 AM – East Teams
10:15 AM – 11:00 AM – Midwest and West Teams
11:00 AM – 12:00 PM Open Registration
12:00 PM – 12:30 PMLunch Break for Volunteers
12:30 PM – 3:00 PMTeams, Coaches and Officials Open Registration
2:45 PM – 4:15 PM.....Colleges Coaches Seminar (for parents) - Pavilion
2:15 PM – 3:00 PM.....New Coaches Meeting – Special Events Center
3:00 PM.....Registration Closes
3:00 PMCoaches Advisory Meeting at Special Events Center
.....Followed by YMCA Coaches Association Meeting
.....Scratch Box moves to coaches meeting
3:15 PM – 4:00 PMNew Officials Meeting Special Events Center
3:30 PMScratch Box closes for Tuesday’s Events
4:30 – 5:30 PM.....Athletes Welcome - Pavilion

Tuesday, April 1, 2014

6:00 AM.....Dive Well and Competition Pool Opens for Warm-Ups
6:00 AM – 11:00 AMMorning Registration Open -Teams, Coaches, Visiting Coaches
7:00 AM – 10:00 AM.....Time Trial Registration
7:00 AMOfficials Meeting
8:00 AM – 12:30 PM.....Scratch Desk Open for Wednesday’s events
8:15 AMMorning Devotion and National Anthem
8:30 AM.....Preliminary Swimming Events
11:00 AM – 1:00 PMCoaches and Officials Lunch
4:15 PM.....Pool Opens for Warm-Ups
4:15 PM.....Officials Meeting
4:50 PM.....Assemble for Parade of Athletes. Line up in State Order (A to Z)
5:00 PM.....Relay Desk Open for Finals Relays.
5:00 PM.....Clear Pool for Opening Ceremonies – Start Parade of Athletes
5:00 PM – 6:00 PMEvening Registration Open - Teams, Coaches, Visiting Coaches
5:45 PMSwimming Finals

Wednesday, April 2 through Friday, April 4, 2014

6:00 AM.....Pool Opens for Warm-Ups
6:30 AM – 11:00 AMMorning Registration Open - Teams, Coaches, Visiting Coaches
7:00 AM – 10:00 AM.....Time Trial Registration
7:00 AM Thursday Only.....Scratch/Relay Desk Open – 200 Medley Relay due by 7:30 AM
7:45 AM Meeting of Officials
8:00 AM – 12:30 PM.....Scratch Desk Open for following day’s events
7:45 AMMorning Devotion and National Anthem
8:30 AM.....Preliminary Swimming Events
11:00 PM – 1:00 PMCoaches and Officials Lunch
.....No Scratch box on Friday
4:00 PM.....Pool Opens for Warm-Ups
4:45 PMOfficials Meeting
5:00 PM.....Relay Desk Open for Finals Relays
5:00 PM.....Clear Pools for Devotion and Anthem
5:10 PM.....Pools Open and Awards Presentation
5:25 PM.....Clear Competition Pool
5:00 PM – 6:00 PMEvening Registration Open - Teams, Coaches, Visiting Coaches
5:30 PMSwimming Finals

TRAINING CLASSES

Training classes will be offered for officials (and trainers) at the meet.

- Swim Officials Trainer Training – Sunday, March 30, 7:00 PM – 9:00 PM
– Monday, March 31, 8:30 AM – 1:30 PM
- Swim Officials Level I Training – Monday, March 31, 9:00 AM – 1:00 PM
- Swim Officials Level II Training – Monday, July 29, 9:00 AM – 1:00 PM -
- Facilitation Skills Training – Sunday, March 30, 7:00 PM – 9:00 PM
and Tuesday, April 1, 8:00 AM – 3:00 PM

The Principles of YMCA Swimming and Diving course is now offered online through the YMCA of the USA e-learning system and will not be offered at the meet.

SPECIAL AWARDS

THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE AS INDICATED BELOW:

- 2014 JOSEPH G. ROGERS AWARD: Awarded on Sunday, March 30, 6-8 PM – Announced Tuesday Morning.
- OUTSTANDING ATHLETE SCHOLARSHIP AWARD: Announced Wednesday Morning
- SENIOR RECOGNITION: Recognized Wednesday Morning
- CONRAD CARROLL AWARD – Announced Thursday Morning
- COACH OF THE MEET: Announced Friday Morning
- 2015 JOSEPH G. ROGERS AWARD – Announced Friday Morning

ELIGIBILITY

The Rules That Govern YMCA Competitive Sports must be followed at all levels of YMCA competition. Some, but not all, of those rules are referenced below. Coaches, athletes and YMCA supervisors are responsible for knowing and abiding by the complete Rules That Govern YMCA Competitive Sports document.

The Meet Eligibility Committee will review and decide upon all questions regarding individual and team eligibility for the YMCA National Championship Meet. Protests may be brought to the National Championship Meet Committee.

ATHLETE ELIGIBILITY

Times

An athlete must achieve the minimum qualifying time standard for each National Championship Meet event in which he/she enters. Qualifying times can be found in Appendix A. The qualification period for the Short Course National Championship Meet is March 1 of the preceding year through the entry deadline for the current year's meet.

YMCA Membership

As stated in The Rules that Govern and the current version of the Black Book.

Amateur Status

As stated in The Rules that Govern.

Unattached Athletes

There is no Unattached status in YMCA Swimming, as referenced in the Black Book.

Age

An athlete must be at least twelve (12) years of age, and not older than twenty-one (21) years of age on the first day of the National Championship Meet.

YMCA Meet Participation

In order to be eligible to compete in the YMCA National Championship Meet, each athlete must have competed in a minimum of three (3) closed YMCA interassociation meets plus one (1) sanctioned YMCA championship meet since September 1, 2013. A sanctioned YMCA championship meet may not be counted as both the sanctioned meet required and one of the interassociation meets required. The YMCA National Virtual Meet may be counted as one of the interassociation meets. Refer to current Black Book for requirements and definitions of YMCA interassociation and sanctioned championship meets.

Coaches should be prepared to provide proof of their athletes' meet participation if a protest is filed.

Parent Consent and Waiver Form/ Concussion Awareness Acknowledgement Form

Coaches are responsible for having each athlete and his/her parent read and sign the Parent Consent and Waiver Form/Concussion Awareness Acknowledgement Form in order to compete in the YMCA National Championship Meet. These documents are e-mailed to the coach or team representative who submits the team's entries. These documents are brought to Meet Registration by the head coach.

COACH ELIGIBILITY

Required Certifications

Coaches must hold current certifications in the following courses in order to receive a deck credential: CPR Pro, First Aid, Safety Training for Swim Coaches, Principles of YMCA Competitive Swimming and Diving. A list of the acceptable forms of CPR, First Aid and Coaches Safety Training may be found at <http://www.ymcaswimminganddiving.org/nats/Coach/SportsNationalChampionshipConcussionMemo.pdf>

In addition all coaches and officials are advised to complete the online concussion training offered on the NFHS website or the CDC website.
Coaches may show their YMCA Coaches Card, USA Swimming Coaches Card with Y Stamp or each of the above certification cards.

Principles of YMCA Competitive Swimming and Diving Class

This course is offered online and will not be offered at the meet.

Team Registration and Coaches' Deck Credentials

In order to participate in sanctioned YMCA championship meets, a team and its coaches must have completed the annual YMCA online team and coach registration process. Only those coaches who have completed this process by February 1 and have up-to-date certifications will be eligible to register for a National Championship Deck Credential during the online meet entry process. Coaches who have not done so may register on site at the meet registration table but must produce proof of all required certifications and pay a \$60 registration fee.

All coaches must display either their YMCA coach's credential issued by their group representative, or their USA Swimming credential with the Y stamp indicating that they have completed Principles of YMCA Swimming and Diving.

Information and instructions for completing the annual online YMCA team and coach registration process is sent to teams each year by their respective group representative and may also be found in the current Black Book (located at www.ymcaswimminganddiving.org) or on the registration site at www.ymcacompetitiveswim.org.

TEAM ELIGIBILITY

Insurance

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance, in effect through the last day of the meet, on file with the YMCA of the USA. Once this form has been submitted to the YMCA of the USA, it should serve to cover all YMCA of the USA sponsored events through the expiration date indicated on the certificate. In other words, a certificate filed prior to the Short Course Championship that has a long enough expiration date may cover the Long Course Championship as well. A list of teams with the expiration dates of their certificates will be available at <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC> web page. Insurance Certificates go to Chicago before they are entered in the spreadsheet; therefore they will not appear on this list before the evening of the next business day.
You must have submitted a valid certificate of liability insurance to the YMCA of the USA by the start of the Meet in order to participate in the competition.

Emails of certificates will be accepted from the Insurance Broker only. The Insurance Broker may email the certificate to robin.lee@ymca.net.

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

Teams without a Coach at the Meet

All athletes and teams must have at least one coach designated as being responsible for their supervision during competition. When a YMCA team will not have a coach present at the National Championship Meet, that YMCA may authorize an eligible coach from another YMCA attending the meet to be responsible for their athletes at the meet. Use the Coach Authorization Form found here <http://www.ymcaswimminganddiving.org/2014SC>. This form must be completed and signed by the coaches from both YMCAs and presented at Meet Registration.

ENTRY INFORMATION

OFFICIAL ENTRY

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at <http://www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1728>. Athletes entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete. For those athletes entering the meet as a relay only swimmer (not entered in an individual event), they must be so designated as well as pay the athlete surcharge for all participants in the meet. Athletes without an individual entry must swim in at least one relay.

ENTRY TIMES

Entry times for individual and relay events shall be the athlete's fastest competitive times achieved during the current qualifying period. (USA Swimming Rule 207.9.4.A) The best competitive short course yards times shall be used. If the swimmer or swimmers do not have a short course yards qualifying time, then a qualifying long course meters or short course meters time may be used. Non-conforming times will be seeded first in events which are seeded slowest-to-fastest.

Entries must be made using actual times. Time conversions are NOT PERMITTED. This policy supports the YMCA core values of honesty and respect in competition.

ENTRY LIMITS

An athlete may compete in a maximum of nine events of which no more than four may be individual events. (Not including time trials)

There is no limitation as to the number of events the athlete may enter.

A team may only have one entry in a relay event.

RELAY ENTRIES

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

- Intact Relay from current season (time achieved between September 1, 2013 and March 24, 2014) – The time belongs to the team and may be entered without additional qualifications.
- Intact Relay with time achieved between March 1, 2013 and September 1, 2013 – All athletes on the relay must be eligible to compete at the 2014 Short Course National Championship Meet and be entered in the meet.
- Composite Relay – The names of each athlete comprising the relay entry must appear on the team entry for the 2014 Short Course National Championship Meet.

ENTRY DEADLINE AND PROCEDURE

Entries are due on Monday, March 24, 2014 at 5:00 PM EDT. Online meet entry is REQUIRED.

Before going online, please create a Meet Entry file in Hy-Tek's Meet Entry format. You can do this by either using Hy-Tek Team Manager, the Hy-Tek Team Manager Lite free version (available from www.hy-tek ltd.com/downloads.html), Team Unify, or a similar program that is able to create a Hy-Tek Meet Entry format file. You can download an Events File for this meet from www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC.

Once you have entered your qualified athletes in the desired events AND verified this through the Hy-Tek Team Manager program, then export your entry file. You can choose to export it to a CD, DVD, Flash drive, or your hard drive. However, if you export it to your hard drive, please remember the drive and folder name that contains the file. You will need this later in the process.

The online Meet Entry link can be found at www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC.

Click on the link on the page marked "ONLINE Meet Entry".

Complete the information on the screens. You will then be requested to **UPLOAD** your Meet Entry file (instructions will be given) from the drive and folder you noted above.

Once you have uploaded your file, it will be checked for errors and possible error conditions. A report showing these errors will be displayed for you. Please print the report and return to your Team Unify, Hy-Tek Team Manager or similar program and fix the mistakes.

After you have fixed the errors and created a new Meet Entry file, then once again go online and repeat the online process. You may re-upload your entry as many times as you like up to the entry deadline. However, please realize that each upload **OVERRIDES** the prior upload. *Each upload must be a complete meet entry.*

When you indicate that you want to complete the entry process, a series of forms will be displayed for you to print:

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 or email to YMCAForms@comcast.net by March 26, 2014.	Bring to Registration	Notes
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back or emailing the Certification Forms.	Yes	No	
Declaration Form	Certification, Eligibility & Release Declaration	Yes	Yes	This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.

Forms generated that are not Faxed

Entry Confirmation	For your review and verification that entries have been correctly submitted	No	Yes	This is your copy of your submitted entries. You should bring in the event there is a question or issue about your entry
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	No	Yes	This form will only be printed if no coach is entered for a deck pass. This form must be brought to Meet Registration by the representing coach.
Parent's Consent and Waiver/ Concussion Awareness Acknowledgement Form	Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian	No	Yes	This form will be required at registration for athlete check-in.

Online Meet entry will close at 5:00 PM EDT on Monday, March 24, 2014. For team entry problems, please contact Tom Warrick at twarrick@comcast.net or the Meet Director, John Mendell, at johnmendell@gmail.com. Please bring any individual entry time issues discovered after the entry deadline to Meet Registration.

The above forms, once printed following your online entry procedure, are your verification that your entry has been received. The list of Insurance Certificates and Faxes/Emails Received that will be available from www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC will indicate whether or not your fax or Email has been received. Although the entry process is automated, the list of faxes/Emails and insurance certificates is updated manually. Updates may not be posted until the end of each day.

TO FAX: After the Declaration Forms is signed, fax it with the Fax Cover Sheet to 1-866-633-8996.

TO EMAIL: After the Declaration Forms is signed, it should be scanned to a PDF format with the cover sheet as the first page of the PDF. The PDF should be attached as one file to the email and sent to

YMCAForms@comcast.net . The content of the email message is unimportant and will not be used.

REMEMBER: YOU MUST BRING THE SIGNED PARENT CONSENT FORM AND CONCUSSION AWARENESS ACKNOWLEDGEMENT FORM FOR EACH ATHLETE TO REGISTRATION.

SENIORS

The Online Entry procedure will also include an area in which to list the names of your athletes who are graduating from high school in the spring of 2014, along with the college the athlete will be attending. For more information, see the Senior Recognition section of this handbook.

ADDITIONAL ENTRIES

No additional individual entries for the 2014 Short Course Championship will be accepted after the entry deadline date of Monday, March 24, 2014. Any entry issues should be addressed with Tom Warrick (twarrick@comcast.net) and John Mendell (johnmendell@gmail.com).

FEES

COMPETITION FEES

The athlete surcharge will be \$15.00. Entry fees are \$15.00 per individual event and \$40.00 for each relay team listed on the entry form.

COACHES FEES

Coaches pre-entered during Online Meet Entry are required to pay a deck fee of \$20.00 to receive deck credentials. Coaches requesting deck credentials at Meet Registration are required to pay a deck fee of \$60.00 to receive deck credentials. Note: Those listed as coaches must be at least 18 years of age and have the required certifications (current through the last day of the meet) as specified in the previous Eligibility section to be on deck. Number of coaches permitted per team is as follows:

# of Swimmers:	
1-10	2 coaches
11-20	4 coaches
21-25	5 coaches
26 & more	7 coaches

PAYMENT OF FEES

Online fee payment will be available, **but will not be activated until after the entry deadline**. The person submitting the entries will receive an email from the YMCA of the USA providing them with a Team specific link to the online payment system.

All fees can be paid:

- Online by credit card prior to March 28, 23:59 PM EDT
- At meet registration by check or cash. Make checks payable to: **YMCA of the USA-2014 Short Course**.
- CREDIT CARDS WILL NOT BE ACCEPTED ON SITE.

All teams that submit entries are required to pay for those entries whether or not they attend the meet.

REGISTRATION

REGISTRATION PROCEDURE

Registration will take place at the Greensboro Special Events Center, Registration Room.

- The head coach (named during the entry process as the designated head coach attending the meet) presents a Photo ID.
- Head coach pays team entry fees by cash or check, unless fees were paid online by credit card prior to March 28, 2014.
- Head coach receives the team's Coaches' packet containing meet information and credentials for all of the team's pre-registered coaches.
- Head coach receives a coach's gift.
- Head coach presents all Parent Consent and Liability Waivers and Concussion Awareness Forms for his/her team and receives the athlete credentials and athlete gifts in the designated area.
- Scratch and relay cards will be available at the Proof of Times table.

Any assistant coach who was not registered during the online entry process must also complete this registration process at the meet in addition to showing proof of current required certifications (see Eligibility section) and paying a registration fee of \$60.00.

In order to reduce delays at Registration on Monday, March 31, please honor the designated time periods.

Monday, March 31	9:00 AM – 9:30 AM – Only teams from the South 9:30 AM – 10:15 AM – Only teams from the East 10:15 AM – 11:00 AM – Only teams from the Mid-West or West 11:00 AM – Noon – Any team 12:30 PM – 3:00 PM – Any team
Tuesday, April 1 through Thursday, April 3	6:00 AM – 11:00 AM 5:00 PM – 6:00 PM
Friday, April 4	6:00 AM – 11:00 AM

PROOF OF TIMES AND SWIMS

A random sample of teams will be asked to prove their non-reconciled times. The process for selecting this random sample will be:

- Reconcile the meet entry file against the USA-SWIMS database
- Randomly select 15% of the entry times with exceptions.
- Only the selected times must be proved.
- The teams randomly selected will be notified by March 27, 2014 via email.
- The teams selected for proof of time will also be posted on the website.
- This email will be sent to the email address of the registration coordinator that was given during the online process. The list will also be available on the web.
- All teams notified will be required to go through the proof of time process.

It is up to the coaches of the teams not notified whether or not they want to bring their proofs to the meet. However, please be aware that other factors may require that a team may have to prove 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, 2013 and September 1, 2013, 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.

Entered times (or faster times) must be proven. This means the entered time (seed time) must be proven to the hundredth of a second. It is permissible to prove a faster time, however the time will not be changed to a time faster than the entered time even if the faster time can be proven. It is not sufficient to prove the time standard unless it is the athlete's entered time. Times must be achieved before the entry deadline (March 24, 2014). Athletes entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

Proof must be from meet results. Proof may be printed from the USA-SWIMS database. Meet results from YMCA sanctioned meets not in the USA-SWIMS database must have printed meet results. All hand written results must be signed by the meet referee.

Misstated times in an event 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.

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. Misstated times will be corrected providing the scratch box has not been closed for that day. No penalty fee for misstated letters (Y, S or L).

Falsifying Information

Anyone found falsifying information about the eligibility of a team's athlete(s), or altering any official document (including meet results), may subject themselves and their team to severe disciplinary action. The offending team's Executive Director will be notified promptly and asked to help resolve any and all such issues.

NEW COACHES

All new coaches (not just new teams) are invited to meet with Jim Ryan at 2:15 PM on Monday, March 31 to go over meet procedures and answer any questions he/she may have in regards to the national meet. This is another way to help educate new coaches. For any burning issues prior to this meeting, please email Jim Ryan at JRyan@ymcade.org by March 26.

COMPETITION

SCRATCH PROCEDURES

The USA-S scratch procedures (USA-S Rule 207.11.6) will be followed, as modified for this Meet and set forth below:

SCRATCHING FROM PRELIMINARIES

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, the athlete is still counted as participating in the event for purposes of determining the number of events in which that athlete may compete.

Scratch cards will be available from the official maintaining the scratch box.

A separate scratch card must be used for each event, although more than one athlete from the same team in a particular event can be entered on the same scratch card.

Once a scratch card is dropped in the scratch box, the athlete is declared scratched and may not compete in that event.

The scratch box will be available during registration hours in the Greensboro Special Events Center on Monday, March 31. The scratch box will remain in the team registration area until 3:00 PM. At 3:00 PM the Scratch Box will be moved to the room for the coaches meeting, where it will remain open until 3:30 PM. During competition the scratch box will be at the Scratch/Relay table in the computer room.

The scratch box will close at the following times:

- For the preliminary events on Day 1 – 3:30 PM on Monday, March 31.
- For the preliminary events on Day 2 – 12:30 PM on Tuesday, April 1.
- For the preliminary events on Day 3 – 12:30 PM on Wednesday, April 2.
- For the preliminary events on Day 4 – 12:30 PM on Thursday, April 3.

DECLARED FALSE START

An athlete may also withdraw from a preliminary heat or swim off by electing to take a declared false start. Such declaration must be made known to the Deck Referee before the heat or swim off is announced. A declared false start counts as an event swum for the athlete and will be counted in the maximum number of events allowed to be entered by each athlete.

NO SHOW

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

In addition, the athlete shall not be seeded in any individual events on succeeding days unless that athlete and/or coach declares an intent to swim prior to the close of the scratch box for the next day’s events.
(Note that under USA-S rules, a no show is automatically barred from all further individual and relay events for that day (Rule 207.11.6C); we are easing that burden, particularly for relay swimmers.)

SCRATCHING FROM FINALS

Athletes initially qualifying for the A, B, or C Finals shall have the following choices:

- Swim in the Finals – nothing further needs to be done. The athlete will be seeded into Finals
- Scratch from that final event - The athlete, or 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.
- Declare an Intent to Scratch – See section below titled Declaration of Intent to Scratch

If there have been scratches from a final event, the Administrative Referee will attempt to notify the alternate(s). If notified, the alternate(s), or their coaches, will then have to return to the Scratch/Relay table to confirm whether they will swim in or scratch from the Finals of that event.

Failure to compete in a Finals Event from which the athlete has not scratched shall disqualify the athlete from the remainder of the meet. However, no penalties shall apply for failure to compete in finals if:

- The referee is notified in the event of injury or illness and accepts the proof thereof.
- It is determined by the referee that failure to compete is caused by circumstances beyond the control of the athlete.

Athletes in a timed final event may scratch from such event in accordance with the procedures for Scratching from Preliminaries (i.e., as set forth above).

DECLARATION OF INTENT TO SCRATCH

An athlete qualifying for A, B, C finals (or their coach), based upon the results of the preliminaries in an event, may notify the Scratch/Relay table within 30 minutes after announcement of the qualifiers for that event that he/she may not compete in the finals of the event, pending the results of a subsequent preliminary event in which he/she is entered. The athlete (or their coach) must declare his/her final intentions within 30 minutes after the completion of subsequent preliminary event. If the athlete (or their coach) does not declare his/her final intention, it will be assumed the athlete has chosen not to scratch from the finals of the original event. If the athlete then fails to compete in this Finals Event, he/she would be disqualified from the remainder of the meet.

PROTESTS

Protests may only be initiated by a person with standing, that is, a coach or YMCA supervisor whose team is competing in the meet.

Eligibility protests (prior to the meet and at the meet) will be heard by an Eligibility Committee. The Eligibility Committee will investigate and make a recommendation to the Meet Committee.

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

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

For protests made prior to a race, concerning the eligibility of an athlete(s) to compete, the Eligibility Committee will endeavor to resolve the protest before the start of the race in question. If the Eligibility Committee cannot resolve the issue before the race is swum, the affected athlete(s) shall be allowed to swim under protest and that fact shall be announced.

All other protests must be made to the Meet Referee, using the Protest Form, within 30 minutes after the conclusion of the race in which the alleged infraction occurred.

Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decisions will be final. Any questions concerning judgments by deck officials should first be addressed to the particular Deck Referee, and then to the Meet Referee, as appropriate.

The Meet Committee will consider all other protests lodged against the Meet, and its decisions will be final.

The results of any protested race will not be announced, any awards will not be given and any points will not be allocated until the protest is resolved or withdrawn, in writing.

ORDER OF EVENTS NEW

Day 1		Day 2		Day 3		Day 4	
101/102	100 Fly	201/202	100 Back	301/302	200 Medley Relay	401/402	200 Fly
103/104	200 Breast	203/204	400 IM	303/304	500 Free	403/404	100 Free
105/106	50 Free	205/206	200 Free	305/306	100 Breast	405/406	200 IM
	15 minute break		15 minute break	307/308	200 Back		15 minute break
107/108	200 Free Relay	207/208	400 Medley Relay		15 minute break	407/408	400 Free Relay
	15 minute break			309/310	800 Free relay*		15 minute break
109/110	1000 Free **					409/410	1650 Free***

* The 800 Meter Freestyle Relay will be a "timed final" event; all except the fastest two heats to be swum during the Prelims Session. Heats during the Prelims Session will be contested fastest to slowest. The fastest seeded two heats for women and for men, will swim at the end of the Finals session on Thursday.

**Swum fastest to slowest – 1 heat women and 1 heat men at night – prelims last event of day – finals swum before 200 free relay.

*** Swum fastest to slowest – 1 heat women and 1 heat men at night – prelims last event of day – finals swum before 400 free relay.

NOTE: C final and B final shall immediately precede the A final for each individual event except for the 1000 and 1650 meter freestyle events. For relays the B final will immediately precede the A final.

For Prelims: Competition will be held in two pools with Men in the pool nearest the diving well and Women in the pool nearest the scoreboard.

When a relay is not the first event of the day it will be preceded by a 15 minute break. When a relay is the first event of the day it will be followed by a 15 minute break.

RELAY CHECK-IN PROCEDURE

Preliminaries – Relay forms will be available at the Proof of Time table during registration or at the Scratch/Relay table and Help Desk during the meet. The head coach shall list the team name and the competing relay swimmers (last and first names) in the order that they will swim. Relay entry forms for Preliminaries must be turned in to the Scratch/Relay table 60 minutes before the scheduled start of the relays. On the third day of the meet relay entry forms for the 200 Medley Relay must be turned in to the Scratch/Relay table before 7:30 AM. Relay changes may be declared by submitting a new relay card, of a different color (red), to the Deck Referee prior to the start of the relay's heat.

Finals - Qualifying teams for finals will need to file a second Relay form. Each coach should pick up relay entry forms from the Scratch/Relay table. All other instructions and conditions shown above shall apply.

Note: Relay swimmers will no longer be required to bring the yellow copy of the relay card to the blocks before their race. We are using lane timer sheets.

UNOFFICIAL PSYCH SHEETS

Psych sheets will be available on the website at <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC>. Any entry time issues should be brought to Meet Registration.

FINAL RESULTS

Daily results will be posted throughout the facility. Results will be available on the website at <http://www.ymcaswimminganddiving.org/2014SC/results/>

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.

SCORING

Scoring will be in accordance with Rule 102.25.3 as follows: 20-17-16-15-14-13-12-11-9-7-6-5-6-5-4-3-2-1 for individual events, and 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2.

RESPONSIBILITY OF COACHES AND ATHLETES

It shall be the responsibility of the coaches and athletes to acquaint themselves with all information pertaining to swim-offs, final events, and their participation therein, and other related meet data including scratch procedures.

Each athlete must have a certified coach responsible for him/her while on the pool deck.

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.

SAFETY AND EMERGENCY PROCEDURES

Greensboro Aquatic Center personnel will be available to handle Emergencies at the meet. These individuals will provide CPR and first aid as needed and will ensure that individuals with serious injuries are transported immediately to the nearest hospital for further treatment. Defibrillators will be on site.

Any coach, athlete or official who recognizes an emergency situation should immediately inform Greensboro Aquatic Center personnel and then make sure the vicinity of the emergency is clear for the emergency personnel to do their job.

CONCUSSION AWARENESS

YMCA of the USA and the National Championship Meet Committee are aware of the growing concern around concussion management. It is our responsibility to ensure safety of our athletes at these events. All parents and athletes are required to complete the Concussion Awareness Form and their head coaches will submit those forms at Meet Registration.

Anyone who observes or has knowledge of a potential head injury should immediately notify lifeguards and/or hired medical personnel. Once the injury report is completed, the lifeguard and/or hired medical personnel will notify the Event Staff, the athlete's coaching staff, the Meet Director, and the YMCA of the USA National liaison.

If a head injury occurs at a National Championship event, the 4 step action plan will be followed.

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 warm-up or compete on the day of injury and will be barred from the competition area until a health care professional, experienced in evaluating concussions determines that the athlete is symptom-free and is OK to return to participation.

LIGHTNING POLICY

The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, and YMCA of the USA all recommend or require closing an indoor pool during an electrical storm. Reasonableness would require closing the pool as part of our prudent risk management.

WARM UP AND POOL ENTRY

During designated warm up sessions, athletes may only enter the competition pools from the starting end. At all times other than competition, athletes are expected to use a three-point entry in which they sit on the side of the pool then slide into the pool gently, with one hand on the wall. The exception is during specific warm up periods when sprint lanes are designated for practicing racing starts.

Coaches are responsible for the safety of their athletes and are expected to monitor them at all times during warm up sessions. Teams will need to share lane space and work cooperatively in reflection of YMCA values and sportsmanship.

PERSONAL BELONGINGS AND YMCA VALUES

The YMCA National Championships is a celebration of the YMCA mission, values and cause. All athletes, coaches, officials, volunteers and spectators are expected to reflect these at all times.

Individuals are responsible for the security of their personal belongings and are encouraged not to bring valuables to the meet venue and not to leave items unattended.

TIME TRIALS

PURPOSE

To provide athletes entered in the meet an opportunity to achieve the time standards required to compete in future Championship meets. It also provides athletes an opportunity to swim additional events.

FORMAT

Time Trials will be held in conjunction with the National YMCA Short Course Championships. They are open ONLY to athletes entered in the Championship meet.

The Time Trial Sessions will begin approximately 30 minutes after the preliminaries.

The number of Time Trial entries will be limited so that the Time Trial session will be complete by 2:15 PM each day.

Should weather or other exceptional circumstances delay time trials, we reserve the right to terminate the time trial session if it will run past 2:15 PM. This is necessary to insure an orderly transition to the evening Finals Session.

Each athlete is allowed to enter a total of two time trial events for the meet, limited to no more than one per day. Any athlete entering Time Trials must have met the Time Trial Standard, see Appendix B.

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

TIME TRIAL ENTRIES AND FEES

Time Trials may be entered by the following methods:

- Online - Time trials may be entered online. The time trial event list is separate from the regular meet.
- Paper – Individual and team entry forms will be available at the meet or on line for you to print and bring to the time trial desk. Completion of these forms in advance will save time for the coach and the time trial desk.

Fee is \$15 per event entered.

- Payment for all ONLINE entered Time Trial entries must be made at Registration. If not prepaid by credit card, payment can be made by cash and/or check.
- Payment for all Time Trial entries not made ONLINE can only be made at the Time Trial Desk by cash and/or check.
- Make checks payable to: **YMCA of the USA-2014 Short Course.**

If you know a previously entered athlete will not compete in a Time Trial:

- Please inform the Time Trial Desk prior to 10 AM on the day of the Time Trial.
- While there will be no refund, your effort to remove the athlete prior to seeding will increase the efficiency of the time trials.

The Time Trial Desk will be open:

- Monday, March 31 - 9:00 AM to 3:00 PM
- Tuesday, April 1 through Friday, April 4 7:30 AM to 10:00 AM
- Verification of Time Trial Entries

Each morning after Time Trials entries have been completed (~11:00 AM), the psych sheet for that days' Time Trials will be posted on:

- a wall at the pool deck (outside the technology room) for physical viewing
- the Real Time Results website for electronic viewing

An announcement will then be made by the announcer asking coaches to review their Time Trial entries for today.

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 trial desk. Approximately 30 minutes after the posting of the psych sheet, the time trial 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.

ORDER OF EVENTS FOR TIME TRIALS

Day 1 Tuesday	Day 2 Wednesday	Day 3 Thursday	Day 4 Friday
100 Fly	100 Back	100 Breast	200 Fly
200 Breast	400 IM	200 Back	100 Free
50 Free	200 Free	50 Freestyle	200 IM
50 Breast	100 Free	50 Butterfly	1650 Free
1000 Freestyle	50 Backstroke	500 Free	

Time standards apply. Time standards will be available online at <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC> and in Appendix B of this document.

The online Time Trial entry system will close on Friday, March 28, 2014 at 5:00 PM

OFFICIALS

To properly conduct a championship meet of this magnitude requires that a large number of officials be available to staff the deck each day. There is a need for both YMCA Level I and YMCA Level II Officials each day at Preliminaries and Finals. All officials attending the meet are strongly encouraged to sign up to work at this 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 three sessions over the course of the week. Officials working at the Preliminaries will receive breakfast and lunch in the Hospitality Room.

APPLICATION TO OFFICIATE

Anyone wishing to officiate for the swimming events in the meet may apply to:

Email: swimjim0430@gmail.com

Postal: Jim O'Neill, 49 Mountain Ave. Rockaway, NJ 07866

Additional information and the application to officiate are available at

<http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC>.

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 by Wednesday, March 26th 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 attached Timer slots at Registration. Volunteer Timers will be expected to attend a meeting at 7:30 AM or 4:45 PM 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 in the Special Events Center/Registration Room beginning on Monday and throughout the week. At registration the official will receive their credentials, shirts and instructions.

For those who register to officiate, there will be a MANDATORY meeting in the Officials Room at 7:00 AM on Tuesday, April 1. Wednesday through Friday the meeting will be at 7:45 AM. First time national officials should also attend a new officials meeting at 3:15 PM on Monday, March 31 in Special Events Center/Registration Room.

ATTIRE

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

The uniform for Finals will be your own white shirt or blouse, with your YMCA Officials' patch on the left sleeve, and long blue pants (no shorts, skorts or skirts please).

Officials will only be admitted to the pool complex with appropriate credentials (issued at registration). These credentials must be displayed at all times. Officials are only admitted to the deck for sessions that they are working. Officials will be charged for seats in spectator seating for sessions that they are not working

CLASSES FOR OFFICIALS

Training classes will be offered for officials (and trainers) at the meet.

Swim Officials Trainer Training – Sunday, March 30, 7:00 PM – 9:00 PM

– Monday, March 31, 8:30 AM – 1:30 PM

Swim Officials Level I Training – Monday, March 31, 9:00 AM – 1:00 PM

Swim Officials Level II Training – Monday, July 29, 9:00 AM – 1:00 PM -

Facilitation Skills Training – Sunday, March 30, 7:00 PM – 9:00 PM
and Tuesday, April 1, 8:00 AM – 3:00 PM

AWARDS

EVENT AWARDS

Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteenth places. Plaques will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for men's and women's swimming teams. A combined point award will be given to the team combining the highest total number of points from both men's and women's events. The top team for men, women and combined also receives a banner.

SWIMMING AWARD PRESENTATION

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

AWARD PRESENTATION PROTOCOL

Award Presentations will be immediately after the A final heat of each individual event, except for the 50 yard freestyle event. The awards for the 50 yard freestyle event will be presented immediately after the men's A final heat of the event.

After swimming their heat, athletes in the B and A final heats should gather their belongings and report immediately to the awards staging area.

Award Presentations will not wait for all athletes to report.

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

COACH OF THE MEET AWARD

The Coach of the Meet recognizes the coach/coaching staff that has prepared their athlete(s) and/or team for extraordinary performances at these Championships. The Award will be determined by a vote of coaching peers at the meet based on results through preliminaries of the fourth day of the meet. Consideration criteria may include significant improvement from previous years, sustaining exceptional results from year to year and record setting efforts.

SENIOR RECOGNITION

The high school senior athletes who will graduate from high school in the spring of 2014 will be recognized in our heat sheets. We will also recognize our seniors on deck prior to the preliminary session on Day 3. We will not accept senior names at the meet. Senior names are submitted during the online entry process.

ADMISSIONS

WRISTBAND INFORMATION

Wristbands that will admit spectators to all sessions (prelims and finals) will be available for sale. Advance sales are \$40.00 per adult wristband and \$20.00 per child wristband (11 years and younger). All-session heat sheet cards can also be pre-ordered at \$25.00 per card. Advance orders may be picked up at registration or at Wristband/Heat Sheet Sales at the meet. Advance orders can only be placed online. To do so visit our website: <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC>. Advance orders must be received by March 27, 2014.

Wristbands for all sessions and wristbands for individual sessions will be sold at registration and at the pool complex.

Prices during registration and the meet:

- \$45.00 per wristband.
- \$20.00 per child wristband

Individual wristbands

- Prelims - \$7.00 each
- Finals - \$7.00 each

Children 11 years & younger

- \$3.00 per session

All sales are non-refundable.

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

Spectators attending the Tuesday evening finals session ONLY to see the opening ceremonies will be admitted for free. These spectators will be given a special wrist band which allows them access to a separate section in the stands. Spectators in this section will be asked to leave after the opening ceremonies are complete.

HEAT SHEETS

Coaches - Pick up their heat sheets from the Help Desk.

All Others - Heat sheets will be available at Wristband/Heat Sheet Sales for \$4.00

All-session heat sheet punch cards will be available for sale with pre-ordered wristbands and at registration and at the meet for \$25.

WRISTBAND/HEAT SHEET SALES SCHEDULE

Monday, March 31, 9:00 AM – Noon and 12:30 PM – 6:00 PM

Wristbands and All-Session Heat Sheet Cards will be sold and pre-ordered wristbands may be picked up at Registration.

Tuesday, April 1, 6:00 AM – 10:00 AM and 4:00 PM – 7:00 PM

Wristbands and Heat Sheets will be sold at the Spectators' Entrance.

Wednesday – Friday, April 2-4, 6:00 AM – 10:00 AM and 4:30 PM – 7:00 PM

Wristbands and Heat Sheets will be sold at the Spectators' Entrance.

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

COLLEGE COACHES

College coaches are encouraged to register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC>. There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the registration table in Special Event Center.

COACHES

Coaches credentials (issued at registration) must be displayed at all times. Lost credentials can be replaced at the Meet Registration Desk.

ATHLETES

Athletes will be admitted to the pool area by bag tag that will be issued at time of registration. These bag tags must be displayed for admission to the pool deck. Lost bag tags must be replaced at the Meet Registration Desk or Help Desk. To receive a new bag tag the athlete must be accompanied by their coach.

EASY BUILDING ACCESS FOR SWIMMERS, COACHES AND OFFICIALS

There will be an athlete drop-off area off High Point Road between the Special Activities Center and Pool. There will not be access to permanent parking from this area. Only athletes, coaches and officials will be permitted access to the building entrance next to the drop-off lane. Athletes and coaches must show their bag tag or credentials to gain access to the building.

GENERAL INFORMATION

SPECTATOR AREA

The upper level stands are primarily for spectators. Athletes and coaches are not allowed in these areas without special permission. Conversely, the pool level is off limits to spectators. Spectators will not be allowed on the pool deck.

Folding chairs are not permitted in seating area.

Special Needs seating is available in the upper level of the spectator seating area.

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

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

SEAT SAVING

For many teams and individuals, there is a tradition of sitting together during our National Meets. We believe that many lifelong friendships are greatly enhanced by this experience, and that this is an important part of our parents' Nationals experience. 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 8:00 AM. At 8:00 AM each morning of competition, our announcer will ask anyone saving a seat to please remove whatever they may be using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. We are hopeful that our parents and friends will help us maintain a respectful environment.

CAMERAS

Camcorder operators' equipment will not be permitted to take up seats in the spectator area. No flash photography will be allowed at the START of the race.

Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

CHAIRS

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

MESSAGE TABLES

Message tables are not permitted.

BANNERS

Maximum banner size shall be 5 feet by 8 feet. Advertising size can be no more than 96 square inches. There is no restriction on the size of the YMCA or team name. The Meet Committee reserves the right to restrict the placement of team banners in order to maintain the dignity and decorum of the meet venue as well as for the benefit of vendors and sponsors. For those teams wanting to display their banner within the Aquatic Center, the banners should be given to pool personnel at the Aquatic Center lobby desk. Pool management will be responsible for placing all banners and returning the banners at the conclusion of the meet.

SMOKING, ALCOHOL & DRUGS

There shall be no smoking, alcohol or drugs in the swimming complex (usa swimming rule book 103.11 and 103.12)

CHAPERONES

The YMCA Swimming and Diving Advisory Committee recommends that adult chaperones be furnished for all athletes. Each contestant MUST have a certified coach responsible for him/her while on the pool deck.

HOUSING

YMCA STAY-WITH-US IN GREENSBORO, NC.

To meet your rooming needs, YUSA has secured and confirmed our Stay-With-Us Host Hotels that will support the National YMCA Short Course Championship in Greensboro, NC.

We ask all teams and guests to strongly consider using a hotel within the Y-USA Approved Block of Hotel Rooms under the Stay-With-Us Sports Housing Program. Your participation in Stay-With-Us provides additional value far beyond the hotel rate, and also helps the YMCA make our National Championships better as well as offer additional opportunities to make a positive difference in the lives of our athletes, coaches and families – far beyond the championship event!

The reservation system is available by going to

<http://www.ymcaswimminganddiving.org/displaypage.asp?Cat=2014SC> or

<http://www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=2025> (direct link) for your detailed housing site and reservation information. The reservation system will be open until Friday March 14, 11:59pm.

We have secured over 1,000 rooms at over 10 different hotel properties, allowing all athletes to be housed in very close proximity to the Greensboro Aquatic Center at safe and quality environments. Having our athletes and families close together throughout the week will provide for greater interaction, relationship and community building among teams and an increased opportunity for greater safety and security for all.

These hotels range in price from \$95 to \$149, and include BREAKFAST for up to four people per room and FREE parking. Some hotels also include additional amenities such as complimentary WIFI Internet access in guestrooms, special discounted menu options in the hotel restaurants, live feed of the swim meet on the guestroom televisions, and much more. **If you do not find the type of room or type of hotel that you were looking for, please contact the YUSA Housing Coordinator at (888) 939-5945 or competitivesports.housing@ymca.net to see if they can find a property to meet your needs at the lowest possible negotiated price.** Our goal is to meet your housing needs and provide maximum value by booking through the YMCA.

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

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

Key Hotel Online Reservation dates:

- | | |
|----------|--|
| 1/15/14 | All Reservations and Rooming Lists for those staying at the DoubleTree must be received by YMCA Competitive Sports Housing. |
| 02/14/14 | All Reservations and Rooming Lists for those staying at any other hotel must be received by YMCA Competitive Sports Housing. |
| 03/14/14 | Last Day to make Minor Changes and Individual Cancellations with YMCA Competitive Sports Housing. |
| 72 hours | Changes or cancellations must be made at least 72 hours prior to your check-in date. |

PARKING

Monday, March 31 – Registration Day – there will be no charge for parking

All Session Parking passes will be available for purchase at Registration, and on Wednesday, April 3 until 4:30PM on site at GAC.

Standard Pool Parking Rates

All sessions parking at the pool

- \$25 per car for all sessions Tuesday - Friday April 1 - 4

Daily parking rates at the Pool:

- \$8 per car for both Preliminary and Final Sessions
- \$16 Large Vans and Buses per day
- \$25 RV's without power per day
- \$45 RV's requesting power per day

RV reservation form online at www.greensboroquaticcenter.com under DIRECTIONS

YMCA Stay-With-Us Parking rates

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

All sessions parking at the pool

- \$16 per car for all sessions Tuesday – Friday April 1 - 4

STAY WITH US DISCOUNTED PARKING PASSES ARE FOR ALL SESSION PARKING PASSES ONLY (not Daily)

APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES

2014 National YMCA Short Course Swimming Championships Meet Qualifying Time Standards April 1-4, 2014

* not changed

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:28.17	:27.66	:24.79	50 Free	:22.19	:24.76	:25.50
1:01.01	:59.92	:53.69	100 Free	:48.59	:54.22	:55.85
2:11.06	2:09.45	1:55.99 *	200 Free	1:45.69	1:57.95	2:00.78
4:36.24	4:30.68	5:09.39 *	500 Free	4:46.49	4:10.64	4:19.26
9:22.96	9:12.04	10:30.99 *	1000Y/800MFree	9:48.29	8:34.68	8:47.14
17:56.52	17:31.83	17:34.99 *	1650Y/1500M Free	16:28.59	16:25.63	16:53.93
1:07.55	1:06.72	:59.79	100 Back	:54.69	1:01.03	1:02.86
2:25.52	2:23.73	2:08.79	200 Back	1:58.19	2:11.90	2:15.85
1:18.83	1:16.55	1:08.59	100 Breast	1:01.19	1:08.29	1:10.73
2:48.39	2:45.39	2:28.19	200 Breast	2:13.99	2:29.54	2:34.90
1:06.61	1:06.17	:59.29	100 Fly	:53.59	:59.81	1:00.55
2:28.75	2:27.75	2:12.39	200 Fly	1:59.99	2:13.91	2:16.35
2:29.76	2:27.08	2:11.79	200 IM	1:59.09	2:12.91	2:17.67
5:15.12	5:11.26	4:38.89	400 IM	4:16.79	4:46.59	4:55.16
1:53.96	1:51.93	1:40.29	200 Fr Rel	1:29.99	1:40.43	1:43.43
4:06.35	4:01.95	3:36.79	400 Fr Rel	3:15.59	3:38.29	3:44.81
8:49.93	8:43.42	7:48.99 *	800 Fr Rel	7:09.99	7:59.89	8:11.41
2:07.34	2:05.21	1:52.19	200 Med Rel	1:40.39	1:52.04	1:54.99
4:33.99	4:29.40	4:01.39	400 Med Rel	3:38.09	4:03.40	4:09.81

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

Meters to Yards conversions per 2006 NCAA Swimming & Diving Rule Book.

2014 National YMCA Short Course Swimming Championships
Time Trial Qualifying Time Standards
 5% over qualifying
 April 1-4, 2014

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:29.57	:29.05	:26.02	50 Free	:23.29	:26.00	:26.78
1:04.06	1:02.91	:56.37	100 Free	:51.01	:56.94	:58.64
2:17.61	2:15.92	2:01.78	200 Free	1:50.97	2:03.85	2:06.82
4:41.24	4:35.68	5:14.39	500 Free	4:51.49	4:15.64	4:24.26
9:32.96	9:22.04	10:40.99	1000Y/800MFree	9:58.29	8:44.68	8:57.14
18:11.52	17:46.83	17:49.99	1650 Free	16:43.59	16:40.63	17:08.93
1:10.93	1:10.06	1:02.77	100 Back	:57.42	1:04.08	1:06.00
2:32.80	2:30.92	2:15.22	200 Back	2:04.09	2:18.50	2:22.64
1:22.78	1:20.37	1:12.01	100 Breast	1:04.24	1:11.70	1:14.27
2:56.81	2:53.66	2:35.59	200 Breast	2:20.68	2:37.01	2:42.64
1:09.94	1:09.48	1:02.25	100 Fly	:56.89	1:03.50	1:04.29
2:36.19	2:35.14	2:19.00	200 Fly	2:05.98	2:20.61	2:23.16
2:37.24	2:34.44	2:18.37	200 IM	2:05.04	2:19.55	2:24.56
5:30.88	5:26.82	4:52.83	400 IM	4:29.62	5:00.92	5:09.91
xx	xx	xx	200 Fr Rel	xx	xx	xx
xx	xx	xx	400 Fr Rel	xx	xx	xx
xx	xx	xx	800 Fr Rel	xx	xx	xx
xx	xx	xx	200 Med Rel	xx	xx	xx
xx	xx	xx	400 Med Rel	xx	xx	xx
xx	xx	xx	50 Back	xx	xx	xx
xx	xx	xx	50 Breast	xx	xx	xx
xx	xx	xx	50 Fly	xx	xx	xx

Time trials time standards are 5% over the meet qualifying time standard for each event.

500 Free is 5 seconds slower than Short Course qualifying times

1000 Free is 10 seconds slower than Short Course Qualifying times

1650 Free is 15 seconds slower than Short Course Qualifying times

APPENDIX C – COACH’S CHECK LIST

Meet Entry

- Have you completed the annual online Team Registration process?
- Do all of your coaches have all required current certifications?
- Have all of your coaches completed the annual Coach Registration process with your Group Representative?
- Have you created your Meet Entry file?
- Have you completed your ONLINE entry? Including Time Trials entries?
- Have you obtained all proper signatures on the Certification Form?
- Did you pay your entry fees by credit card or submit a check request to your YMCA?
- Does your team have adequate insurance? And did you send your Certificate of Insurance to YMCA of the USA?

Pre-Meet

- Bring all the signed forms that you submitted by fax or email.
- Bring your Entry Fee form and check, unless entry fees were paid by credit card.
- Bring all Parents Consent and Liability Waiver/Concussion forms.
- Bring a photo I.D.
- Bring all YOUR certifications (current through the meet), the pass issued by your group representative or your USA Swimming coach credential WITH the Y stamp.
- Do you have proof of times for each entry?
- Does your YMCA know where the team is staying?
- Do you have a contract with your athletes as to their expected behavior?
- Are your athletes familiar with the YMCA four core values – Honesty, Responsibility, Caring and Respect?
- Did you obtain permission for emergency medical care?
- Have you scratched any athletes at Meet Registration who will not be competing on the first day of prelims? Scratch box closes at 3:30 PM on Monday, March 31 for Tuesday’s events.
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting at 2:15 PM on Monday, March 31.
- (List items below you wish to remind yourself)

APPENDIX D – SAMPLE INSURANCE CERTIFICATE

Sample:

CERTIFICATE OF INSURANCE		ISSUE DATE (MM/DD/YY)			
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INDIVIDUAL INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		COMPANIES AFFORDING COVERAGE			
		COMPANY LETTER	A		
INSURED			B		
			C		
			D		
			E		
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURED'S COVERAGE UNDER THIS POLICY DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY					
CO LTR	TYPE OF BUSINESS	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				GENERAL AGGREGATE \$2,000,000
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.
	CLAIMS MADE				PERSONAL & ADV. INJURY
	OWNER'S & CONTRACTOR'S PR				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire)
					MED. EXPENSE (Any one fire)
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT
	X ANY AUTO				BODILY INJURY (Per person)
	ALL OWNED AUTOS				BODILY INJURY (Per accident)
	SCHEDULED AUTOS				PROPERTY DAMAGE
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE
	UMBRELLA FORM				AGGREGATE
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT
					DISEASE-POLICY LIMIT
					DISEASE-EACH EMPLOYEE
	OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
YMCA of the USA is an additional insured as it relates to insured's participation in any YMCA of the USA-sponsored event, program, grant or sponsorship.					
CERTIFICATE HOLDER					
YMCA of the USA 101 N. Wacker Drive Chicago, IL 60606					

APPENDIX E – ELIGIBILITY (COPY OF THE 2013-2014 BLACK BOOK)

The 2013-2014 Black Book can be found at:

www.ymcaswimminganddiving.org/VisitLink.asp?EntryID=1746

Character development focusing on the four values of honesty, responsibility, caring and respect is an integral part of the YMCA competitive swimming and diving program.

Our ultimate purpose is to help participants realize their fullest potential as individuals and grow in spirit, mind and body.

There are many wonderful opportunities to teach the four values in the YMCA swimming and diving program.