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# *Meet Handbook*

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*National YMCA Long Course Swimming Championship*

*July 26 - 30, 2010*

*Eppley Recreation Center*

*University of Maryland*

*College Park, MD*

[www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

**Y SWIMMING & DIVING™**

We build strong kids, strong families, strong communities.

## UPDATES

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Date	Page(s) Changed	Change Made

## NEW THIS YEAR

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- 50 Meter Qualifying – Entry times for the 50's of stroke must be a provable 50 time or a provable 100 time from a 100 or 200 events. All swimmers entering the 50 of stroke must also be entered in the 100 or 200 events being used for entry qualifying in the 50 of that stroke. Participants using a 100 time will be seeded using the non-conforming entry time rule.
- FEES – \$15 athlete surcharge, \$10 individual event, \$40 Relay event
- The additional \$10 charge for Relay Only Swimmers has been eliminated.
- Sunday, July 25<sup>th</sup> registration hours have been changed. Registration will be open from 4:00 p.m to 7:00 p.m.
- Admission –
  - Session charge \$7
  - Children 11 & under \$3 per session
  - Advance purchase weekly pass \$40
  - Weekly passes purchased at the meet will be \$45
- Online fee payment will be available
- Heat sheets will be available at ticket sales for \$4.00
- All-session heat sheet punch cards will be available for sale with pre-ordered tickets and at registration and at the meet for \$25.
- The faxed back forms and processing will be changed this year. Instead of individual forms, a single long form with a fax cover sheet will be produced during the registration procedure. When faxing back, all forms must be faxed back at a single time preceded by the fax cover sheet.
- Due to the Monday evening events, the Scratch Box will close at 3:00 PM on Monday afternoon and will remain closed until Tuesday morning at 7:00 AM. All scratches for the 1500 Freestyle events and all of Tuesday's events must be submitted by 3:00 PM on Monday afternoon.
- We are allowing Additional Entries for the 2010 Long Course Championship after the published meet entry deadline date of July 14, 2010. The additional individual entries are only allowed from meets

contested between July 15th and July 25th. The additional entries will be accepted only under the specific criteria defined in the Additional Entries section of this handbook.

- There will be no Principles of YMCA Competitive and Diving course offered .
- Number of coaches permitted per team is as follows:  
# of Swimmers:  
1-10            2 coaches  
11-20          3 coaches  
21-25          4 coaches  
26 & more     5 coaches
- There will be no charge for lost bag tags. However, lost bag tags must be replaced at the meet registration desk. To receive a new bag tag the athlete must be accompanied by their coach.

## **KEY MEET OFFICIALS**

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Meet Director – Bettie Williams  
Assistant Meet Director – Glenda Pae

## **Meet Coordinators**

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Facilities – Carrie Tupper

## **Championship Committee**

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Bob McDowell – Chairperson, National Advisory Committee , Announcer & MC for Special Events  
Bettie Williams – Meet Director  
Ed Miller –Director of Officials , Meet Referee  
Glenda Pae – Assistant Meet Director  
Jim Ryan – Former Chairperson, National Advisory Committee  
Mary Ellen Smolinski – Meet Operations  
Tom Warrick – Meet Registration  
John Mendell – Short Course Meet Director/Administrative Referee  
Noel Brendefur – YMCA of the USA, Director of Competitive Sports (Ex Officio)  
Mike Leonard – Coaches Representative

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## SCHEDULE OF EVENTS FOR 2010 LONG COURSE

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### Sunday, July 25, 2010

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- 10:00 a.m. Pool Opens for Practice – to 8:00 p.m.
- 4:00 p.m. Registration Opens – to 7:00 p.m.  
Scratch Box is open during Registration

### Monday, July 26, 2010

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- 6:00 a.m. Pool Opens for Practice – to 5:45 p.m.
- 8:00 a.m. Officials' Trainer Clinic – to 10:00 a.m. – Wet/Dry classroom next to pool
- 9:00 a.m. Registration Opens – to 12:00 noon  
Scratch Box is open during Registration
- 10:30 a.m. Level II Officials Training – to 2:30 p.m. (New Official Trainers must stay for this class) – Wet/Dry classroom next to pool
- 1:00 p.m. Registration Opens – to 3:00 p.m.
- 3:00 p.m. Scratch box closes for 1500 Freestyle and ALL Tuesday events**
- 3:15 p.m. New Coaches Meeting
- 4:00 p.m. Coaches Advisory Meeting  
Coaches Association Meeting following the Coaches Advisory Meeting
- 4:00 p.m. Meeting of all Meet Deck Officials – Wet/Dry classroom next to pool
- 6:00 p.m. 1500 Freestyle Events
- 7:30 p.m. Registration Opens – 8:30 p.m.

### Tuesday, July 27, 2010

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:00 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:00 p.m. Opening Ceremonies
- 5:45 p.m. Swimming Finals

### Wednesday, July 28, 2010

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals



## Thursday, July 29, 2010

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:00 p.m. Registration Opens – to 6:00 p.m.
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals

## Friday, July 30, 2010

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- 6:00 a.m. Pool Opens for Practice
- 7:00 a.m. Registration Opens – to 11:00 a.m.
- 7:15 a.m. Officials Briefing Session
- 8:00 a.m. Preliminary Swimming Events
- 12:00 noon Scratch Box Closes
- 12:00 noon Coaches and Officials Lunch
- 4:00 p.m. Pool opens for Warm-up
- 5:15 p.m. Opening Ceremonies
- 5:30 p.m. Swimming Finals

8:45 p.m. Thursday - VOLUNTEER DINNER – The Inn & Conference Center, University of Maryland

PLEASE KEEP IN MIND THAT WE HAVE ADDED “C” FINALS FOR ALL EVENING INDIVIDUAL SWIMMING EVENTS (except the 800 and 1500 meter Freestyle events).

## Special Awards

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

SENIOR RECOGNITION: Thursday Morning

COACH OF THE MEET: Friday Morning

## Training

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Officials’ Trainer Clinic – Monday, July 26<sup>th</sup>, 8:00 a.m. – 10:00 a.m.

Officials Level II Training – Monday, July 26<sup>th</sup>, 10:30 a.m. – 2:30 p.m. (new trainers must stay for this class)

See [www.ymcaswimminganddiving.org/2010lc](http://www.ymcaswimminganddiving.org/2010lc) for application and information.

## ELIGIBILITY

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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 Rules That Govern.

Any questions pertaining to a definition of the following YMCA Inter-Association Meets / YMCA Championship Meets / and Sanctioning can be found in the 2010 Black Book. Download from [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)

## Swimmers

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### YMCA Membership

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A Swimmer must be a YMCA member who, after due application, is enrolled by the association as a member, entitled to full privileges, activities, and services of that association. This means that members of YMCA competitive teams must have full-privilege YMCA memberships that entitle them to the same activities and services as other full-privilege YMCA members.

A swimmer must be a member in good standing of his/her YMCA for 30 days prior to competing for that YMCA in a meet. The swimmer must be a member in good standing of his/her YMCA for 90 days prior to representing that YMCA in a district, regional, state or national championship meet. (Rules That Govern, Rule II Sec.1a) A swimmer may only represent his/her YMCA for at least 90 days prior to the YMCA National Championship Meet entry deadline in order to compete in that meet. The National Advisory Committee recommends that local, district, regional and state leagues and committees adopt the same rules for their championship meets.

### Dual Representation and Membership Transfer

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Swimmers who wish to change their membership from one YMCA to another may do so through Transfer by Consent. An athlete may transfer from one YMCA team to another YMCA team and be eligible to compete for his/her new YMCA team immediately upon the written consent of the YMCA that he/she previously represented. This includes transfer from one metropolitan branch to another. The membership transfer shall be completed BEFORE the individual competes for the new association or branch. This written consent must be in the form of a letter from the executive director of the YMCA association or branch that he/she previously represented. However, the athlete must still be a full privilege member of a YMCA - any YMCA - for 30 days prior to competing in any YMCA meet and be a full privilege member of a YMCA - any YMCA - for at least 90 days prior to competing in a YMCA district, regional, state or national championship meet. Once an individual transfers by consent to another YMCA, that person cannot transfer back and compete for the YMCA unit he/she previously represented for one year from the date of the original transfer. (Rules That Govern, Rule 2 Sec. 2)

Swimmers who wish to transfer from a non-YMCA team (USA Swimming team) to a YMCA team during the current season must observe the YMCA membership rules as stated above and in the Rules That Govern. To be eligible to compete in the YMCA National Championship meets a swimmer must not have represented any organization other than his/her YMCA team (high school excepted) for at least 90 days prior to the YMCA National Championship entry deadline. A swimmer must also have met the additional eligibility requirements for YMCA Nationals as stated below.

## Collegiate competition

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According to the Rules That Govern, an athlete must maintain amateur status to participate in YMCA competition (Rules That Govern, Rule 1 Sec. 1). Any student who represents or has at any time represented an educational institution beyond Grade 12 in competitive swimming or diving shall be ineligible to participate in the National YMCA Swimming Championship Meet.

## Additional Eligibility Requirements for YMCA National Championship Qualification

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### Age

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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.

### Qualifying Time Standards

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A swimmer must achieve the minimum qualifying time standard during the current qualifying period for each National Championship Meet event in which he/she enters. Coaches must be prepared to show proof of this achievement at meet registration.

Any time achieved at an inter-association meet, or YMCA championship meet in which the swimmer competed under their YMCA name is acceptable. Times achieved in USA Swimming meets and high school meets are also accepted.

### YMCA Meet Participation

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In order for a swimmer to be eligible to compete in the YMCA National Championship meets, he/she must have competed in three closed inter-association YMCA meets plus one sanctioned YMCA championship meet since September 1 of the current season. See definitions and standards in Competition section below.

### Coaches

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#### Safety Certifications

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The YMCA of the USA recommends that all coaches who work with YMCA competitive swimmers be currently certified in the following areas. Coaches must hold current certifications in these areas in order to be permitted on deck at the YMCA National Championship meets.

CPR,

First Aid

YMCA Lifeguard, YMCA Aquatic Safety Assistant (YASA) or Red Cross Safety Training for Swim Coaches, or Red Cross Lifeguarding

Principles of YMCA Competitive Swimming and Diving

\*The YMCA of the USA recognizes certifications for CPR/AED, First Aid and Oxygen Administration from the following organizations:

American Red Cross

American Heart Association

American Safety and Health Institute

National Safety Council

## Team Registration and Coaches' Deck Passes

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Group representatives distribute team registration information to YMCA teams in their geographic regions each fall. Teams return the registration forms, fees and copies of their coaches' current safety certification cards as listed above. Group representatives issue deck passes to coaches that are to be displayed for deck access at all sanctioned championship meets including YMCA Nationals.

## Associations

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### Definition of an Association

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According to the Rules That Govern (Rule I, Sec. 12), for the purpose of YMCA competitive sports an association is any YMCA unit that is approved by the National board, has a separate branch or association number and is eligible for a separate listing in the YMCA Directory. This could be a branch or a metropolitan association. A metropolitan association must decide whether to operate one competitive swimming program that represents the association as a whole, or to have each branch within the metropolitan association operate its own team. A YMCA team may only compete under one name and one association number during a given season. Teams may not compete separately during the season and then compete as one combined team at nationals.

### Association in Good Standing

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According to the Rules That Govern, a YMCA association must be in good standing with its state, cluster and region in order to participate in YMCA competition. (Rules That Govern, Rule III) The National Advisory Committee recommends that leagues, districts, states and regions require an annual team registration process with the group representative for the region. This procedure assists in communication of program information and the gathering of regional and national data on YMCA competitive swimming and diving programs.

### USA-S Insurance - Team and YMCA Name

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Each Association (Branch) may hold only one USA Swimming Certificate of Insurance. An Association (Branch) may not be part of more than one USA Swimming Certificate of Insurance (cannot be comprised of swimmers of more than one USA Swimming Team). Associations MUST have their official YMCA name as listed in the YMCA directory on their USA Swimming Certificate of Insurance.

### YMCA without a Swim Team

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If an Association does not sponsor a swimming team, an eligible swimmer from that Association may participate in the National Championship Meet representing his/her own YMCA, provided the entry is approved by the group representative in that region and by the National Advisory Committee. The National Advisory Committee recommends that leagues, districts, states and regions afford such swimmers the same privileges.

## ENTRY INFORMATION

### Official Entry

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org). Swimmers 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 swimmers coming to the meet as members of relays only (not entered in individual events), they must be so designated in the disk entry as relay swimmers and fees paid. If you have such a swimmer, PLEASE ENTER THEM INTO A RELAY EVEN AS AN ALTERNATE. Relay names can be changed at the meet. Remember, all swimmers listed as relay only must swim in at least one relay.

### 2010 Long Course Qualifying Time Standards

National YMCA Long Course Swimming Championships July 27 - July 30, 2010 Qualifying Time Standards Approved September 15, 2009								
Women				Men				
25 yd	25 M	50 M		Senior (12 and Over)	50 M	25 M	25 yd	
Course	Course	Course			Course	Course	Course	
:25.38	:28.32	:29.29	*	50 Free	*	:26.69	:25.10	:22.73
:55.10	1:01.49	1:03.79	*	100 Free	*	:58.59	:54.89	:49.78
1:58.69	2:12.47	2:17.29		200 Free	*	2:06.99	2:00.71	1:48.16
5:14.63	4:35.26	4:45.99		400 (500) Free	*	4:29.69	4:16.22	4:52.86
10:41.27	9:21.03	9:46.89		800(1000)Free		9:12.99	8:49.51	10:05.24
17:55.36	17:52.14	18:44.99		1500 (1650) Free		17:52.99	16:49.15	16:52.18
##	##	##	*	50 Back	*	##	##	##
1:02.18	1:09.39	1:12.49		100 Back		1:06.89	1:03.23	:56.66
2:13.82	2:29.35	2:35.59	*	200 Back	*	2:26.89	2:17.04	2:02.79
##	##	##	*	50 Breast	*	##	##	##
1:10.26	1:18.41	1:22.29		100 Breast	*	1:15.59	1:11.04	1:03.65
2:32.48	2:50.18	2:58.49	*	200 Breast		2:47.99	2:36.20	2:19.96
##	##	##	*	50 Fly	*	##	##	##
1:01.01	1:08.09	1:10.19		100 Fly	*	1:03.69	1:01.28	:54.91
2:15.96	2:31.73	2:37.19		200 Fly		2:26.99	2:18.88	2:04.44
2:14.47	2:30.08	2:36.19	*	200 IM	*	2:23.99	2:15.39	2:01.31
4:44.85	5:17.91	5:26.99		400 IM		5:08.39	4:53.25	4:22.76
1:43.16	1:55.13	1:59.89	*	200 Free Relay	*	1:49.19	1:43.03	1:32.32
3:43.45	4:09.38	4:20.89	*	400 Free Relay	*	3:58.29	3:45.03	3:21.63
8:01.85	8:57.77	9:14.99		800 Free Relay		8:45.99	8:13.83	7:22.47
1:55.25	2:08.62	2:14.59	*	200 Medley Relay	*	2:03.99	1:56.07	1:44.01
4:09.70	4:38.68	4:52.99	*	400 Medley Relay	*	4:27.99	4:12.13	3:45.91
## We no longer have qualifying times for the 50 Stroke events. The athlete must have a qualifying time in the 100 or 200 distance of that stroke In addition they must enter either the 100 or the 200 of the stroke with the qualifying time								
Qualifying Period for the Long Course YMCA National Championship Meet: July 1 of the previous year through the July 14, 2010. Additional Entry qualifying period is July 15 through July 25, 2010								
Meters to Yards conversions per 2006 NCAA Swimming & Diving Rule Book.								
* New Time *								

## Time Conversion

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Entries must be made using actual times. Time conversions are NOT PERMITTED.

## 50's of Stroke Entries

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Entry times for the 50's of stroke must be a provable 50 time or a provable 100 time from a 100 or 200 events. All swimmers entering the 50 of stroke must also be entered in the 100 or 200 events being used for entry qualifying in the 50 of that stroke. Participants using a 100 time will be seeded using the non-conforming entry time rule.

## Entry Deadline and Procedure

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Entries are due on Wednesday, July 14<sup>th</sup>, 2010, with the exception of Additional Entries. 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.com/downloads.html](http://www.hy-tek.com/downloads.html)), 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 the <http://www.ymcaswimminganddiving.org/2010lc.htm>.

Once you have entered your qualified swimmers 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 floppy disk, 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 meet entry online form can be found at [www.ymcaswimminganddiving.org/2010lc.htm](http://www.ymcaswimminganddiving.org/2010lc.htm). 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 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. 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 by July 15, 2010.	Bring to Registration	Notes
Fax Cover Sheet	This must be used as the ONLY cover sheet when faxing back the Certification Form.	Yes	No	

Certification Form	This new form contains the following sections. This must always be faxed back as a single form. Faxes of individual sections will be considered as incomplete.	Yes	Yes	
	Individual Entry Certification			This will print with each of your entered athletes names, events and times listed. Each athlete must read, verify entries and sign this section.
	Certification, Eligibility & Release Declaration			This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.
	YMCA Interassociation and Sanctioned Meets			You must list the three interassociation meets plus one YMCA sanctioned championship meet in which your swimmers have participated
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 you indicate during Online Entry that athletes will be represented by a different coach. This form must be brought to Team Registration by the representing coach.
Parent's Consent and Waiver	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.

Meet entry will close at midnight EDT on Wednesday, July 14<sup>th</sup>, 2010. Absolutely NO entry will be accepted after July 14<sup>th</sup>, except as provided for in the section entitled Additional Entries. Also, no mail, fax or email entries will be accepted. You must follow the entry procedures above.

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 Received that will be available from [www.ymcaswimminganddiving.org/2010lc.htm](http://www.ymcaswimminganddiving.org/2010lc.htm) will indicate whether or not your fax has been received.

Although the entry process is automated, the list of faxes and insurance certificates is update manually. Updates may not be posted until the end of each day.

All faxed forms must be faxed together in one single fax transmission. If an update is made, ALL forms must be retransmitted. The Fax Cover Sheet must always be the first sheet in the transmission.

## Entry Information

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

An individual may compete in a maximum of nine events of which no more than four may be individual events.

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

## Seniors

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The Online Entry procedure will also include an online entry form to enter the names of your athletes who have recently graduated from high school along with the college the athlete will be attending. More information can be found in the Senior Recognition section of this handbook.

## Additional Entries

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We are allowing additional individual entries for the 2010 Long Course Championship after the published meet entry deadline date of July 14, 2010. The additional individual entries are only allowed from meets contested between July 15th and July 25th. The additional entries will be accepted only under the following acceptance criteria:

### Meet entries from USA-Swimming meet:

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- Printed meet results from a sanctioned USA-Swimming competition showing the sanction number and LSC code of issuing LSC.

### Meet entries from YMCA competitions:

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- YMCA meet to qualify must meet the criteria adopted by the National Committee at the spring 2010 meeting for sanctioning. (Guidelines are posted at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org) ) It need not be sanctioned, as the deadline for sanctioning has passed, but it must meet the sanctioning criteria as stated in the guidelines, with the exception that only 50% of the individual events swum at Nationals need be offered.
- Printed meet invitation must be presented showing events offered, time standards, facility and club hosting the competition for meet entry review. Please submit to Glenda Pae at [paelittlegirl2@aol.com](mailto:paelittlegirl2@aol.com) no later than July 14, 2010.
- Competition contested using automatic timing

### In addition\_(for all meets)

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- Printed meet results signed by meet referee must be presented at time of registration
- Teams must have already registered in the meet by the meet entry deadline date of July 14, 2010.
- New swimmers who qualify from meets held between July 15<sup>th</sup> and July 25<sup>th</sup> are permitted
- New qualifying events for existing entered swimmers are allowed
- Updated qualifying times for events previously entered for swimmers are not allowed
- Coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 15<sup>th</sup> to July 25<sup>th</sup>).
- Additional entries must be brought to registration for processing no later than Monday, July 26<sup>th</sup> , 3:00 p.m.



- New swimmers must have signed new Additional Entry Release/Consent Form that must be signed by the swimmer, the executive director, and membership director. A copy will be available on the [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org) web site beginning Friday, July 16<sup>th</sup>. In addition each new swimmer must have a signed Parent Consent form to present at registration. If any swimmer proposed for registration under this provision does not have all of his/her proper paperwork at registration, that swimmer will not be entered into the meet and will not be allowed to swim.
- All additional entries must be paid for by cash/check at the time of registration.

## 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 Masters and Long Course Championship as well. A list of teams with the expiration dates of their certificates (if 2010 or greater) will be available at [www.ymcaswimminganddiving.org/2010lc.htm](http://www.ymcaswimminganddiving.org/2010lc.htm) 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 Noon (EST) on Friday, July 16 to be able to compete in the meet.

Emails of certificates will be accepted from the Insurance Broker only. Emails may be sent to <mailto: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.

The image shows a sample Certificate of Insurance form with several yellow callout boxes providing instructions. The callouts are:

- "This must be your YMCA or YMCA Association name and address"
- "This must be a minimum of \$1,000,000"
- "The date given here must be PRIOR to the first day of the meet"
- "The date given here must be AFTER the last day of the meet"
- "This must be a minimum of \$1,000,000"
- "This must be the EXACT wording of this section"
- "This must be the EXACT wording of this section"

**Certificate of Insurance Sample – Click on example to enlarge**

## FEES

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### Registration Fee

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The Team Registration fee has been eliminated

### Competition Fees

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The athlete surcharge will be \$15.00. Entry fees are \$10.00 per individual event and \$40.00 for each relay team listed on the entry form. Reminder – we have eliminated the Relay Only swimmer fee.

### Coaches Fees

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Each coach must pay a deck fee of \$20.00 to receive 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 .....	3 coaches
21-25 .....	4 coaches
26 & more .....	5 coaches

Online fee payment will be available. Teams will receive an email form addressed to the email given during the registration process with details of your entries and entry fees. All fees must be paid either online by midnight, July 23<sup>rd</sup> or by check at meet registration. Make checks payable to: YMCA of the USA-2010 Long Course.

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

## REGISTRATION

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### Registration Procedure

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Registration will take place at the University of Maryland - Eppley Recreation Center in the West Gym. This registration process is for every athlete, coach and official. Coaches' packets will contain meet information and credentials. Athletes will submit their Parent's Consent and Waiver and receive their bag. Scratch and relay cards will also be available at the Proof of Times table in the gym. Registration will be open as follows:

Sunday, July 25 <sup>th</sup>	4:00 p.m. – 7:00 p.m.
Monday, July 26 <sup>th</sup>	9:00 a.m. – noon 1:00 p.m. – 3:00 p.m. 7:30 p.m. – 8:30 p.m. – <b>Reminder: this is after the scratch box has closed for the 1500 and Tuesday events</b>
Tuesday thru Friday, July 27 <sup>th</sup> – 30 <sup>th</sup>	7:00 a.m. – 11:00 a.m.
Tuesday thru Thursday, July 27 <sup>th</sup> – 30 <sup>th</sup>	5:00 p.m. – 6:00 p.m.

Coaches' packets will be available for the Head Coach listed on the official entry blank. This individual shall be the DESIGNATED head coach attending the meet. Any exception must be requested in writing ([Coaches Authorization Form](#)). In order to obtain their packet and desk credentials, all coaches must have a Photo ID and one of the following:

- Group Rep Easy Pass
- USA Swimming Coach's Card with printed expiration dates
- Originals of certifications as specified on page 11

### Proof of Times and SWIMS

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The meet entry file will be reconciled with SWIMS. 15% of the teams entered will be selected at random for proof of time. All Additional Entries require proof of time. If the selected team has all of their times in SWIMS no further proof of time will be needed. The teams selected will be notified by Monday, July 19, 2010. This email will be sent to the email address of the registration coordinator that is given during the online process. 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.

For those teams selected for Proof of Times the procedure will be:

- All Additional Entries will require proof of time
- At least one individual event for each swimmer must be proved.
- At least one relay from each team must be proved. When proving an intact relay at the National YMCA Championships the following conditions must be met:
  - The names of those swimmers MUST appear on the team entry form for the National Championship.
- In order to submit a relay time established beginning July 1, 2009 and prior to September 1, 2009, all of the swimmers who achieved this time must be eligible to compete at 2010 Long Course Nationals. Any

relay time achieved between September 1, 2008 and the entry deadline (July 14, 2010) belongs to the team and does not require the same intact proof. If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their entry form.

If a coach fails to prove any single time, the entire list must be proved. 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. It is not sufficient to prove the time standard unless it is the swimmer's entered time. Times must be achieved before the entry deadline (July 14, 2010). Swimmers 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 SWIMS database. Meet results from YMCA sanctioned meets not in the 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 individual'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 individual 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 (S or L).

For all Additional Entries the coach must bring proof of times for new swimmers and new events to prove the swims occurred during the allowed period (July 15 to July 25).

All new coaches (not just new teams) must meet with the Assistant Meet Director at 3:15 p.m. on Monday, July 26<sup>th</sup> 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 the new coaches. If you have specific questions, please email Glenda Pae ([paelittlegirl2@aol.com](mailto:paelittlegirl2@aol.com)) by July 14.

## COMPETITION

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### Scratch Procedures

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The USA-S scratch procedures (USA-S Rule 207.12.6) will be followed, as modified for this Meet and set forth below:

#### Scratching from Preliminaries

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A swimmer is considered entered into an event unless he/she scratches from that event. If a swimmer does not scratch from an event and does not swim the event, the swimmer is still counted as participating in the event for purposes of determining the number of events in which that swimmer 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 swimmer 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 swimmer is declared scratched and may not compete in that event.

The scratch box will be available during registration hours in the University of Maryland – Eppley Recreation Center on Sunday, July 25<sup>th</sup> and Monday, July 26<sup>th</sup>. The scratch box will remain in the gym until 3:00 PM. The Scratch Box will then be closed until Tuesday, July 27<sup>th</sup> at 7:00 AM. During competition the scratch box will be in the hallway behind the Coaches Hospitality room.

The scratch box will close at the following times:

**For the 1500 Freestyle Events on Monday, July 26<sup>th</sup> – 3:00 PM on Monday July 26th**

**For the preliminary events on Day 1 – 3:00 PM on Monday, July 26<sup>th</sup>.**

For the preliminary events on Day 2 – Noon on Tuesday, July 27<sup>th</sup>.

For the preliminary events on Day 3 – Noon on Wednesday, July 28<sup>th</sup>.

For the preliminary events on Day 4, – Noon on Thursday, July 29<sup>th</sup>.

#### Declared False Start

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A swimmer 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 swimmer and will be counted in the maximum number of events allowed to be entered by each swimmer.

## Scratching from Finals

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Swimmers 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 swimmer will be seeded into Finals
- Scratch from that final event - The swimmer, or coach, must notify the scratch table within 30 minutes following the announcement of his/her name as finalist that he/she will not compete in Finals in that event.
- Declare an Intent to Scratch – The swimmer or coach must notify the scratch table within 30 minutes following the announcement of his/her name as finalist. That swimmer, or coach, will need to return to the scratch table within 30 minutes of completing his/her last preliminary event of the day to confirm his/her intentions. A swimmer that does not return will be seeded into Finals.

If there have been scratches from a final event, we 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 swimmer has not scratched shall disqualify the swimmer 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 swimmer.

Swimmers 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

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A swimmer qualifying for A, B, C finals, based upon the results of the preliminaries in an event, may notify the scratch 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 swimmer must declare his/her final intentions within 30 minutes of the completion of subsequent preliminary event.

## Protests

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The USA-S protest procedures (Rule 102.11) 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 a swimmer or swimmers to compete, the Meet Committee will endeavor to resolve the protest before the start of the race in question. If the Meet Committee cannot resolve the issue before the race is swum, the affected competitor(s) shall be allowed to swim under protest and that fact shall be announced.

All other protests must be made to the 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

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Prelims start at 8:00 a.m.

Monday (starting at 6:00 PM)

W	M	Event
411	412	1500 Freestyle* (all heats)

Tuesday (finals start at 5:45 p.m.)

W	M	Event
101	102	100 Backstroke
103	104	400 Freestyle
105	106	50 Breaststroke
107	108	200 IM
109	110	50 Freestyle
111	112	200 Medley Relay

Thursday (finals start at 5:30 p.m.)

W	M	Event
301	302	400 IM
303	304	100 Freestyle
305	306	200 Backstroke
307	308	50 Butterfly
309	310	800 Freestyle Relay***

Wednesday (finals start at 5:30 p.m.)

201	202	100 Butterfly
203	204	200 Breaststroke
205	206	200 Freestyle
207	208	400 Freestyle Relay
209		800 Freestyle**

Friday (finals start at 5:30 p.m.)

401	402	200 Freestyle Relay
403	404	200 Butterfly
405	406	50 Backstroke
407	408	100 Breaststroke
409	410	400 Medley Relay
210		800 Freestyle**

Participants with yard times will swim first each event.

\* The 1500 Meter Freestyle will be a “timed final” event: all heats to be swum on Monday evening. Heats on Monday will be contested fastest to slowest alternating Women’s and Men’s heats.

\*\*The Women’s 800M Freestyle will be contested on Wednesday of the meet and the Men’s 800M Freestyle will be contested on Friday. These will be a “timed final” events: all except the fastest heat to be swum during prelims. Heats for these events will be contested fastest to slowest. The fastest seeded heats will be the first event of the final session Wednesday for the Men and first event of the final session Friday for the Women.

\*\*\* The 800 Meter Freestyle Relay will be a “timed final” event with all except the fastest TWO heats to be swum during the Prelims Session on Thursday. Heats during the Prelims Session will be contested fastest to slowest. The fastest TWO seeded heats for each women and men will swim at the end of the finals session on Thursday.

NOTE: C final and B final shall immediately precede the championship final for each individual event except for the 800 and 1500 meter freestyle events.

We will use both ends of the pool for starts except for all 50M events, the 800M and 1500M individual freestyle events and the 200M and 800M Relays.

Odd numbers heats will start at one end and even numbered heats at the other end.

There will be no breaks before relays or distance events. Swimmers must be at the blocks and ready to swim immediately following the preceding event.

## Relay Check-In procedure

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**Preliminaries** – Relay forms will be available at the Proof of Time table during registration or at the scratch/relay table 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 relay table 15 minutes before the scheduled start of the relays. The approved copy of the relay form must accompany the swimmers to the block and be given to the head timer in that lane. On the last day of the meet relay entry forms for the 200 Free Relay must be turned in to the relay table before 7:45 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 form. Each coach should pick up relay entry forms from the scratch/relay table. All of other instructions and conditions shown above shall apply.

## Heat Sheets

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**Coaches** - Pick up their heat sheets next to the Relay/Scratch table.

**All Others** - Heat sheets will be available at ticket sales for \$4.00

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

## Unofficial Psych Sheets

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Psych sheets will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).

## Final Results

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Daily results will be posted throughout the facility. Results will be available on the website at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).

## Timing

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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.

## Scoring

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Scoring will be as follows: 20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 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 for relay events.

## Responsibility of Coaches & Contestants

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It shall be the responsibility of the coaches, swimmers 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 contestant must have a certified coach responsible for him/her while on the pool deck.

## Emergency Procedure

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Emergency Personnel will be available 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.



## Lightning policy

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The National Lightning Safety Institute, National Athletic Trainers Association, American College of Emergency Physicians, USA Swimming, YMCA Services Corporation (the risk management arm of the 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.

## OFFICIALS

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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

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

Email: [ChetAtoZ@aol.com](mailto:ChetAtoZ@aol.com)

Postal: Chet Andruskiewicz, 4 Auspice Court, Newark, DE, 19711

Additional information and the application to officiate are available at [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org).

For those who register to officiate: there will be a MANDATORY meeting at Wet/Dry classroom next to the pool at 4:00 PM on Monday, July 26<sup>th</sup>. The meeting will last approximately 1 ½ hours.

Officials will only be admitted to the pool complex with 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

## Timers

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In the past, timing responsibilities were handled by YMCA certified officials. However, due to the difficulty in attracting enough volunteer officials in recent years, it may be necessary to solicit volunteer timers, as we had to do for the 2008 and 2009 Long Course Championships. If this becomes necessary, timing assignments will be made based on the number of swimmers entered in the meet by the larger YMCAs. In such a case, the selected YMCAs will be notified by Friday, July 16th of their assigned timer responsibilities. It will then be the responsibility of the Head Coach 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 7:00 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.

## AWARDS

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### Event Awards

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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 both 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.

### Swimming Award Presentation

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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 the next evening. Check the preliminary heat sheet for the schedule for finals.

### Award Presentation Protocol

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- Award Presentations will not wait for all swimmers to report. Please report on first call.
- 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.

**SWIMMERS NOT FOLLOWING THIS PROTOCOL WILL NOT BE PERMITTED ON THE AWARD STAND TO RECEIVE THEIR AWARDS.**

The awards for the relays that are conducted as the final event each day will be presented after the Opening Ceremonies on the following evening. On the last evening of the meet, the relay awards will be presented before the team trophies.

### Coach of the Meet Award

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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.

## ADMISSIONS

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### Ticket Information

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Wristbands that will admit spectators to 8 sessions (prelims and final) will be available for sale. Advance sales are \$40.00 per adult wristband and \$20.00 per child (11 years and younger) wristband. Advance orders must be received prior to July 16, 2010. 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 ticket sales at the meet. Wristbands and pre-ordered heat sheet cards may be ordered from:

An online order by credit card will be available by visiting our website:

[www.ymcaswimminganddiving.org/2010lc.htm](http://www.ymcaswimminganddiving.org/2010lc.htm).

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

Prices during registration and the meet:

- \$45.00 per wristband.

Individual tickets

- 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.

### Ticket Sales Schedule

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<b>Sunday, July 25<sup>th</sup></b>	<b>4:00 p.m. – 7:00 p.m.</b>
<b>Monday, July 26<sup>th</sup></b>	<b>9:00 a.m. – noon</b>
	<b>1:00 p.m. – 3:00 p.m.</b>
	<b>7:30 p.m. – 8:30 p.m.</b>

(during Meet Registration) Tickets will be sold and advanced tickets may be picked up in the West Gym.

**Tuesday, July 27<sup>th</sup>, 6:30 a.m. – 11:00 a.m. and 4:30 a.m. – 7:00 p.m.**

**Wednesday – Friday, July 28<sup>th</sup> – 30<sup>th</sup> 7:00 a.m. – 11:00 a.m. and 5:00 p.m. – 7:00 p.m.**

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

### Media

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

### Coaches

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Coaches credentials (issued at registration) must be displayed at all times. Lost credentials will be replaced for a charge of \$5.00.

## Contestants

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Swimmers will be admitted to the pool area by bag tag that will be issued at time of registration. These bags tags must be displayed for admission to the pool deck. Lost bag tags must be replaced at the meet registration desk. To receive a new bag tag the athlete must be accompanied by their coach.

## Spectator Area

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The upper level stands are primarily for spectators. They have paid to gain admittance and should have the best seats in the house. Swimmers 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. Spectators are NOT to save seats for individuals arriving later.

Folding chairs are not permitted in seating area.

Handicapped 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.

## Cameras

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Camcorder operators' equipment will not be permitted to take up seats in the spectator area. No flash photography will be allowed during competition.

## College Coaches

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College Coaches may request credentials in advance by contacting the meet director in advance. There is no charge for credentials for college coaches. College coaches may register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/2010lc.htm>.

## GENERAL INFORMATION

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### Chairs

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Team chairs will not be allowed on pool deck during the meet.

### Rubbing Tables

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Rubbing tables will not be provided. We suggest you bring your own if you want to use them. There will be room for them in a designated area. They will not be permitted on the pool deck.

### Banners

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Maximum banner size shall be 5 feet by 8 feet. Advertising size can be no more than 96 square inches. The use of the National YMCA Swim logo may not be used without written consent from the YMCA of the USA Swimming and Diving Advisory Committee. There is no restriction on the size of YMCA or team name. The YMCA of the USA Swimming and Diving Advisory Committee reserves the right to restrict placement of team banners in order to maintain dignity and decorum of the meet. Permission to place banners must be granted by the Facilities coordinator. Banners should be consistent with YMCA Graphic Standards.

### Smoking, Alcohol & Drugs

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THERE SHALL BE NO SMOKING, ALCOHOL OR DRUGS IN THE SWIMMING COMPLEX

### Chaperones

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

### Housing

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Hotel information is available at <http://www.ymcaswimminganddiving.org/2010LC/Hotel%20Information.pdf> including special room blocks and rates. In addition, the University of Maryland often makes on campus housing available for meet participants. That information is not available at the time this handbook is being developed but teams should continue to check [www.ymcaswimminganddiving.org/2010lc.htm](http://www.ymcaswimminganddiving.org/2010lc.htm).

### Parking

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Car parking - \$ 8/day

Bus parking - \$40/day

Weekly passes will be available for sale by the University of Maryland at meet Registration on Sunday and Monday.

## MAP, VENUE AND HOTEL LIST



### Venue

Eppley Recreation Center  
University of Maryland  
College Park, MD 20742

### Headquarters Hotel

**The Inn & Conference Center**  
University of Maryland  
3501 University Blvd. E  
Adelphi, MD 20783  
301-985-7300



## COACH'S CHECK LIST

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### Meet Entry

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- Have you created your Meet Entry file?
- Have you completed your ONLINE registration? Including printing the signature and Entry Fee form?
- Have you obtained all proper signatures on the forms?
- Have you faxed the signature forms?
- Does your team have adequate insurance? And did you send your Certificate of Insurance to YMCA of the USA?

### Pre-Meet

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- Remember to bring your Entry Fee form and check
- Bring all Parents Consent and Liability Waiver forms
- Bring all YOUR certifications (current through the meet) & a photo I.D.
- Do you have proof of times for each entry?
- Does your Y 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?
- Scratch box closes at 3:00 PM on Monday . The scratch box closes at noon on Tuesday, Wednesday and Thursday.
- (List items below you wish to remind yourself)



*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.*

# **Y SWIMMING & DIVING™**

We build strong kids, strong families, strong communities.

*Procedures have been approved by the YMCA of the USA Competitive Swimming and Diving Advisory Committee.*