

Meet Handbook



YMCA

National YMCA Long Course Swimming Championship

July 31 - August 3, 2007

Eppley Recreation Center
University of Maryland
College Park, Maryland 20742
301-226-4400

www.ymcaswimminganddiving.org

Corrections: - all corrections are indicated in the handbook in blue text

Date	Page (s)	Correction
7/17/07	10	The Individual Entry Certification form printed as part of the online entry process will not print the individual events, only the athletes' names.
6/1/07	Cover, 6,13	The University of Maryland's Campus Recreation Center has been renamed the Eppley Recreation Center.

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.



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

TABLE OF CONTENTS

TABLE OF CONTENTS	3
KEY MEET OFFICIALS	5
SCHEDULE OF EVENTS	6
ELIGIBILITY	7
SWIMMERS	7
YMCA MEMBERSHIP	7
DUAL REPRESENTATION AND MEMBERSHIP TRANSFER	7
COLLEGIATE COMPETITION	7
MASTERS COMPETITION	7
ADDITIONAL ELIGIBILITY REQUIREMENTS FOR YMCA NATIONAL CHAMPIONSHIP QUALIFICATION	8
COACHES	8
SAFETY CERTIFICATIONS	8
TEAM REGISTRATION AND COACHES' DECK PASSES	8
ASSOCIATIONS	8
ASSOCIATIONS IN GOOD STANDING	8
USA-S INSURANCE - TEAM AND YMCA NAME	9
YMCA WITHOUT A SWIM TEAM	9
EMERGENCY PROCEDURE	9
LIGHTENING POLICY	9
ENTRY INFORMATION	9
OFFICIAL ENTRY	9
ENTRY DEADLINE AND PROCEDURE	9
ENTRY INFORMATION	11
INSURANCE	11
QUALIFYING TIME STANDARDS	12
TIME CONVERSION	12
RESPONSIBILITY OF COACHES & CONTESTANTS	12
FEES	13
FACILITY FEE	13
ENTRY FEES	13
REGISTRATION	13
REGISTRATION PROCEDURE	13
PROOF OF TIMES	14
SCRATCH PROCEDURES	14
SCRATCHING FROM PRELIMINARIES	14
DECLARED FALSE START	15
New for 2007 SCRATCHING FROM FINALS	15
DECLARATION OF INTENT TO SCRATCH	15
COMPETITION	15
ORDER OF EVENTS	15
RELAY CHECK-IN PROCEDURE	16
HEAT SHEETS FOR COACHES	16
UNOFFICIAL PSYCHE SHEETS	16
FINAL RESULTS	16
TIMING	16
SCORING	16
AWARDS	17
EVENT AWARDS	17
SWIMMING AWARD PRESENTATION	17
AWARD PRESENTATION PROTOCOL	17

LONG COURSE “COACH OF THE MEET” AWARD	17
ADMISSIONS	17
TICKET INFORMATION	17
MEDIA	18
COACHES	18
COACHES MEETINGS	18
OFFICIALS	18
APPLICATION TO OFFICIATE	18
CONTESTANTS	18
SPECTATOR AREA	18
CAMERAS	18
SWIMMERS AREA	19
COACHES AREA	19
HEAT SHEETS	19
GENERAL INFORMATION	19
RUBBING TABLES	19
BANNERS	19
SMOKING, ALCOLHOL & DRUGS	19
CHAPERONES	19
HOUSING	19
AIR TRANSPORTATION	19
AREA HOTELS AND MAPS TO THE FACILITY	20
COACHES CHECK LIST.....	21
A PAGE FOR YOUR OWN NOTES	22

KEY MEET OFFICIALS

MEET DIRECTOR – Ed Stranc Jr.

ASSISTANT MEET DIRECTORS –

Alex Nemer II

Bettie Williams

CHAMPIONSHIP COMMITTEE

Ed Stranc Jr. – Meet Director

Jeff Allen – Coaches Representative

Mike Graves – Help Desk/V.I.P. Coordinator

John Mendell – Short Course Meet Director

Ed Miller – Meet Referee

Alex Nemer II – Assistant Meet Director

Glenda Pae - Referee

Randy Reynolds - Announcer

Jim Ryan – National Advisory Committee Chair

Mary Ellen Smolinski – Meet Operations

Tom Warrick – Meet Registration

Bettie Williams – Assistant Meet Director, Administrative Referee

SCHEDULE OF EVENTS

Sunday, July 29, 2007

10:00 a.m. Pool Opens for Practice – to 8:00 p.m.
3:00 p.m. Registration Opens – to 6:30 p.m.

Monday, July 30, 2007

6:00 a.m. Pool Opens for Practice – to 9:00 p.m.
9:00 a.m. Registration Opens – to 12:00 noon
1:00 p.m. Registration Opens – to 3:00 p.m.
4:00 p.m. Coaches Advisory Meeting
Coaches Association Meeting following
the Coaches Advisory Meeting
4:30 p.m. Meeting of all Meet Deck Officials
4:45 p.m. Scratch Box Closes.
7:30 p.m. Registration Opens – 8:30 p.m.

Tuesday, July 31, 2007

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
5:00 p.m. Registration Opens – to 6:00 p.m.
5:30 p.m. Opening Ceremonies
6:00 p.m. Swimming Finals

Wednesday, August 1, 2007

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
5:00 p.m. Registration Opens – to 6:00 p.m.
5:45 p.m. Opening Ceremonies
6:00 p.m. Swimming Finals

Thursday, August 2, 2007

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
5:00 p.m. Registration Opens – to 6:00 p.m.
5:45 p.m. Opening Ceremonies
6:00 p.m. Swimming Finals

Friday, August 3, 2007

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
5:45 p.m. Opening Ceremonies
6:00 p.m. Swimming Finals

All events take place at University of Maryland – Eppley Recreation Center

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 Rules That Govern.

SWIMMERS

YMCA MEMBERSHIP

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 rule for their championship meets.

DUAL REPRESENTATION AND MEMBERSHIP TRANSFER

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

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.

MASTERS COMPETITION

A swimmer may not swim in both the National YMCA Swimming Short or Long Course Championship Meet and the Master's Championship. If they participate in the latter they must petition the YMCA of the USA Competitive Swimming and Diving Advisory Committee for reinstatement in order to be eligible for a YMCA Swimming Short or Long Course Championship at a later date.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR YMCA NATIONAL CHAMPIONSHIP QUALIFICATION

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.

Qualifying Time Standards

An athlete must achieve the minimum qualifying time standard 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. USA-S times and high school times are also accepted.

YMCA Meet Participation

In order for an athlete 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

SAFETY CERTIFICATIONS

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
- Lifeguarding or Safety Training for Swim Coaches
- Principles of YMCA Competitive Swimming and Diving

*The YMCA of the USA recognizes certifications from the following organizations:

- American Red Cross
- American Heart Association
- American Safety and Health Institute
- National Safety Council
- YMCA of the USA

*The YMCA of the USA does not currently recognize Ellis certifications.

TEAM REGISTRATION AND COACHES' DECK PASSES

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

ASSOCIATIONS IN GOOD STANDING

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. The National Advisory Committee recommends that leagues, districts, states and regions require current team registration with the group representative for the region. (Rules That Govern, Rule III)

USA-S INSURANCE - TEAM AND YMCA NAME

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

YMCA WITHOUT A SWIM TEAM

If an Association does not sponsor a swimming team, an eligible athlete 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 permit the same.

EMERGENCY PROCEDURE

Emergency Medical Technicians 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.

LIGHTENING POLICY

The National Lightening 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), University of Maryland and the State of Maryland Swimming Pool Code 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.

ENTRY INFORMATION

OFFICIAL ENTRY

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at www.ymcaswimminganddiving.org. Swimmers entered in an event with times over 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. The fee is \$8.00 per swimmer (the cost of an individual entry). Remember, all swimmers listed as relay only must swim in at least one relay.

ENTRY DEADLINE AND PROCEDURE

Entries are due on Wednesday, July 18th, 2007. The entry procedure that began for the Short Course Championship was a success and will be continued. **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), 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/2007lc.htm>.

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 either a floppy 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 new meet entry online form can be found at www.ymcaswimminganddiving.org/2007lc.htm. Click on the link on the page marked "New 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 uploads **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 20, 2007	Bring to Registration	Notes
Certification, Eligibility & Release Declaration	This must be printed and signed by your YMCA's Executive Director, Membership Director and Head Coach.	Yes	Yes	
Individual Entry Certification	This will print with each of your entered athletes names listed AND WILL LIST THEIR INDIVIDUAL EVENT ENTRIES . Each athlete must read and sign this form.	Yes	Yes	
Interassociation and YMCA Sanctioned Meets	You must list the three interassociation meets and at least one YMCA sanctioned meets in which your athletes have participated	Yes	Yes	
Entry Fees Summary	This will list all of the fees that are due for your team to be able to compete in the meet.	No	Yes	VERY IMPORTANT: You must bring this form, with a check for the exact amount specified (made payable to YMCA of the USA – 2007 Long Course), to Meet Registration . Teams that do not bring this form and check will not be allowed to participate in the meet.
Coaches Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	Yes	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be represented by a different 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 EST on Wednesday, July 18th, 2007. Absolutely NO entry will be accepted after July 18th. Also, no mail, fax or email entries will be accepted. You must follow the new 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.ymcaswimmingnanddiving.org/2007lc.htm will indicate where 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.

ENTRY INFORMATION

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. (Not including diving)

There is no limitation as to the number of events the athlete may enter. However, his/her competition is limited according to number 2 above.

INSURANCE

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance 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 valid certificate that was filed prior to the Short Course Championship that has a long enough expiration date may cover this Long Course Championship as well. Further instructions and a list of YMCA's with the expiration dates of their certificates (if 2007 or greater) will be available at the www.ymcaswimminganddiving.org/2007lc.htm web page.

Emails of certificates will be accepted **FROM THE INSURANCE BROKER ONLY**. Emails may be sent to pam.lebron@ymca.net. Certificates of Insurance may be faxed to 312-977-0057, **HOWEVER, THE ORIGINAL MUST STILL BE SENT** to YMCA of the USA, Attn: Insurance Manager, 101 North Wacker Dr., Chicago IL 60606.

You must have submitted a valid certificate to the YMCA of the USA by noon (EST) on Monday, July 23rd to be able to compete in the meet.

The image shows a sample 'CERTIFICATE OF INSURANCE' form. It includes sections for 'PRODUCER', 'INSURED', 'COVERAGES', and 'CERTIFICATE HOLDER'. Several yellow callout boxes provide specific instructions:

- One box points to the 'INSURED' section, stating: "This must be your YMCA or YMCA Association name and address".
- Another box points to the 'COVERAGES' section, stating: "This must be a minimum of \$2,000,000".
- Two boxes point to the 'EFFECTIVE DATE' and 'EXPIRATION DATE' fields, stating: "The date given here must be PRIOR to the first day of the meet" and "The date given here must be AFTER the last day of the meet".
- Two boxes point to the 'POLICY NUMBER' and 'POLICY DESCRIPTION' fields, stating: "This must be the EXACT wording of this section." (twice).
- A box points to the 'CERTIFICATE HOLDER' section, stating: "This must be the EXACT wording of this section.".

Certificate of Insurance Sample – Click on exampe to enlarge

QUALIFYING TIME STANDARDS

National YMCA Long Course Swimming Championships
July 31 - August 3, 2007
Qualifying Time Standards

Women			Senior (12 and Over)				Men		
25 yd Course	25 M Course	50 M Course			50 M Course	25 M Course	25 yd Course		
:25.60	:29.06	:29.59	*	50 Free	:26.99	:26.20	:22.95		
:55.52	1:02.94	1:04.09		100 Free	:58.79	:57.08	:50.04		
1:59.29	2:15.60	2:17.29	*	200 Free	* 2:08.99	2:05.96	1:49.48		
5:16.63	4:40.23	4:45.99	*	400 (500) Free	4:32.99	4:23.91	4:54.08		
10:46.43	9:35.08	9:46.89	*	800(1000)Free	* 9:12.99	8:54.60	10:09.01		
18:05.49	18:19.19	18:44.99	*	1500 (1650) Free	* 17:52.99	17:23.03	17:04.05		
:29.93	:34.16	:34.59		50 Back	:32.39	:31.45	:27.58		
1:01.91	1:11.60	1:12.49		100 Back	1:06.99	1:05.04	:57.09		
2:14.90	2:35.95	2:37.89		200 Back	2:27.99	2:23.69	2:04.24		
:32.99	:37.27	:38.39	*	50 Breast	:36.29	:35.03	:30.66		
1:10.70	1:20.48	1:22.89		100 Breast	1:16.29	1:13.65	1:04.06		
2:33.31	2:56.97	3:00.19		200 Breast	2:50.49	2:44.59	2:20.88		
:28.47	:32.17	:32.39		50 Fly	* :29.89	:29.52	:25.94		
1:01.35	1:09.71	1:10.19		100 Fly	* 1:04.19	1:03.40	:55.46		
2:17.22	2:38.12	2:39.19	*	200 Fly	2:32.59	2:29.86	2:07.28		
2:15.78	2:34.18	2:36.99	*	200 IM	2:27.59	2:22.48	2:04.08		
4:45.99	5:22.97	5:26.99	*	400 IM	5:12.69	5:03.61	4:26.94		
1:44.09	1:59.51	2:01.69		200 Free Relay	1:49.99	1:46.79	1:32.76		
3:45.86	4:17.60	4:22.29		400 Free Relay	3:58.99	3:52.05	3:22.97		
8:08.49	9:12.12	9:18.99	*	800 Free Relay	8:49.99	8:37.56	7:30.77		
1:57.00	2:13.51	2:15.79		200 Medley Relay	* 2:04.79	2:01.58	1:45.04		
4:14.01	4:52.01	4:56.99		400 Medley Relay	4:29.99	4:23.05	3:48.69		

Qualifying Period for the Long Course YMCA National Championship Meet:
July 1, 2006 through July 18, 2007

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

TIME CONVERSION

Use the actual times. Time conversions are NOT PERMITTED.

RESPONSIBILITY OF COACHES & CONTESTANTS

It shall be the responsibility of the coaches and swimmers to acquaint themselves with all information pertaining to swim-offs, final events and the participation therein, and other related meet data. Each contestant must be represented by an adult present and must also have a certified coach responsible for him/her while on the pool deck.

FEES

FACILITY FEE

A facility fee of \$50.00 per Association is required for team participation and will be assessed on your online entry.

ENTRY FEES

The entry fee will be \$2.00 for each athlete, \$8.00 per individual event and \$32.00 for each relay team included on your entry.

Make checks payable to:

YMCA of the USA-2007 Long Course

And bring along with the **Entry Fees Summary** page you printed during your online entry to meet registration.

Each coach must pay a deck fee of \$15.00 to receive credentials. Note: Those listed as coaches must be at least 18 years of age and have the required 4 certifications (current through the last day of the meet) to be on deck. Number of coaches permitted per team as follows:

SWIMMERS:

1-5	1 coach
6-10	2 coaches
11-20	3 coaches
21-25	4 coaches
25 or more	5 coaches

REGISTRATION

REGISTRATION PROCEDURE

Registration will take place at the University of Maryland – Eppley Recreation Center. This registration process is for every contestant, coach, chaperone, manager, and official. Coaches' packets will contain a list of swimmers, meet information, coaches I.D. badges and wristbands. Contestants' packets will be available only at Registration. Scratch and relay cards will also be available there. Registration will be open as follows:

Sunday, July 29 th	3:00 p.m. – 6:30 p.m.
Monday, July 30 th	9:00 a.m. – noon 1:00 p.m. – 3:00 p.m. 7:30 p.m. – 8:30 p.m.
Tuesday thru Friday, July 31 st – August 3 rd	7:00 a.m. – 11:00 a.m. 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 should be the **DESIGNATED** head coach attending the meet. Packets will be given to adults only. All coaches must have photo ID and their certifications to obtain their packet and credentials. All certifications must be current originals.

Swimmers will not need to provide a YMCA membership card or letter. However, it will still be necessary to bring the **Parents Consent and Waiver** form to the registration table. (this form will be printed after the online entry is completed and will be available from www.ymcaswimminganddiving.org) Bands and goodie bags will be given at the time of registration. Coaches will not be permitted to pick up participants' bags or bands. All participants must register in person.

PROOF OF TIMES

Bring proof of all times with you to registration.

Proof of time will be done on a random selection of teams. 15% of all the teams will be picked randomly (Example: if we have 208 teams then 31 of those teams (15%) will be chosen). You will not know if your team is selected until you arrive at registration. Remember only 15% get picked but you must bring your proofs of times with you.

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

- 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:
 1. The names of those swimmers MUST appear on the team online entry for the National Championship.
 2. Any team which uses a relay time from the previous year's National Meet MUST prove that all four of those swimmers, who swam the event, are still eligible members of the team. A relay time achieved during the Current Season belongs to the team and requires no intact proof. *If these conditions are not met you must use a composite time using only times of those names, which appear on the entry blank.*
- 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 that is the swimmer's entered time. Times to be proved must be achieved before the entry deadline, July 18, 2007. 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. Hand-written results only must be signed by the meet referee or USA-S NTV cards.

Penalty – 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. However, 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 M).

SCRATCH PROCEDURES

The USA-S scratch procedures (USA-S Rule 207.12.10) will be followed, as modified for this Meet, as set forth below:

SCRATCHING FROM PRELIMINARIES

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 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 West Gym on Sunday, July 29th and Monday, July 30th. At the close of registration on Monday, the scratch box will be moved to the Multi-Purpose Room before and during the Coaches' Advisory Meeting, and will remain open 4:45 P.M.. Thereafter, the scratch box will be located at the scratch table in the hall outside of the Coaches Hospitality Room.

The scratch box will close at the following times:

For the preliminary events on Tuesday, July 31st – 4:45 on Monday, July 30th

For the preliminary events on Wednesday, August 1st – Noon on Tuesday, July 31st.

For the preliminary events on Thursday August 2nd – Noon on Wednesday, August 1st.

For the preliminary events on Friday, August 3rd – Noon on Thursday, August 2nd.

DECLARED FALSE START

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.

New for 2007 SCRATCHING FROM FINALS

Swimmers initially qualifying for the Consolation and Championship Finals shall have 30 minutes following the announcement of their names as finalists to scratch a final event by notifying the scratch table. If any swimmer scratches from a final event, the first and/or second alternates will be notified. They will then have to declare their intention to swim in or scratch from the Finals in 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. Exceptions: 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.

DECLARATION OF INTENT TO SCRATCH

A swimmer qualifying for consolation or championship 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.

COMPETITION

ORDER OF EVENTS

2007 YMCA National Long Course Championship

Prelims start at 8:00 a.m., Finals start at 6:00 p.m.

Day One			Day Three		
W	M	Event	W	M	Event
1	2	100 Backstroke	23	24	400 IM
3	4	400 Freestyle	25	26	100 Freestyle
5	6	50 Breaststroke	27	28	200 Backstroke
7	8	200 IM	29	30	50 Butterfly
9	10	50 Freestyle	31	32	800 Freestyle Relay**
11	12	200 Medley Relay			
Day Two			Day Four		
13	14	100 Butterfly	33	34	200 Freestyle Relay
15	16	200 Breaststroke	35	36	200 Butterfly
17	18	200 Freestyle	37	38	50 Backstroke
19	20	400 Freestyle Relay	39	40	100 Breaststroke
	22	800 Freestyle*	41	42	400 Medley Relay
43		1500 Freestyle*	21		800 Freestyle*
				44	1500 Freestyle*

Participants with yard times will swim first each event.

* The 800 and 1500 Meter Freestyle will be a "timed final" event: all except the fastest heat to be swum as the final event of the prelims. Heats for these events will be contested fastest to slowest. The fastest seeded heats will be the first two events of the final session on that day.

The Men's 800M Freestyle and the Women's 1500M Freestyle will be contested on Day Two of the meet while the Women's 800M Freestyle and the Men's 1500M Freestyle will be contested on Day Four. Heats for these events will be alternating women's heat then men's heat with the women's heat always starting first.

** 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. Heats during prelims will be contested slowest to fastest. The fastest TWO seeded heats for each women and men will swim at the end of the finals session.

NOTE: A consolation final shall immediately precede the championship final for each event except for the 800 and 1500 yard freestyle events.

We will use both ends of the pool for starts except for the 50M, 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

Prelims – Relay Forms will be available at the Proof of Time Table during registration and at the Scratch Table during the meet. The head coach shall list the team number, the competing relay swimmers (last and first names) and the order of swimming for each entered relay. The relay form must accompany the swimmers to the block and be given to the head timer in that lane. On the last day, relay check-in forms for the 200 Free Relay must be turned in to the official at the relay table before 7:30 a.m. Relay check-in forms for Preliminaries must be turn in to the relay official 15 minutes before the scheduled start of the relay event. Relay changes may be declared by submitting a new red relay card, to the referee prior to the start of the relay’s heat.

Finals – Qualifying teams for finals will need to file a second form. Each coach shall pick up relay check-in forms from the relay check-in table. All other instructions and conditions shown shall apply.

HEAT SHEETS FOR COACHES

Coaches: May pick up their heat sheets at the coaches entrance.

All Others: Heat sheets will be at the sales table for \$2.00

UNOFFICIAL PSYCHE SHEETS

Will be available on the website at www.ymcaswimminganddiving.org.

FINAL RESULTS

Daily results will be posted throughout the facility. Results will be available on the website at www.ymcaswimminganddiving.org. Results will not be mailed.

TIMING

The timing of all swimming events will be posted to the hundredths. In case of a tie to the hundredths in places 8, 16, 17 or 18 there will be a swim-off.

SCORING

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.

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 both men and women. 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

Individual awards will be presented after the finals of the event immediately following the event in which the swimmer earned the award.

AWARD PRESENTATION PROTOCOL

All award winners **MUST** wear apparel that is appropriate and acceptable to the Championship Meet Committee. You **MUST** wear a tee-shirt or jacket (team warm-up jacket is preferable) on the award stand. No caps or towels are permitted on the awards stand. **IF YOU DO NOT FOLLOW THESE RULES, YOU WILL NOT BE PERMITTED ON THE AWARD STAND OR RECEIVE YOUR AWARDS.** The awards for the relays that are conducted as the final event each day will be presented during Opening Ceremonies on the following evening. On the last evening of the meet, the relay awards will be presented before the team trophies.

LONG COURSE "COACH OF THE MEET" AWARD

An award presented to the coach voted most outstanding at the Long Course Nationals. This award will be presented preceding the finals on Friday.

ADMISSIONS

TICKET INFORMATION

Wristbands will be sold that will allow the wearer admittance to 8 sessions (prelims and final). Advanced sales are \$25.00 per wristband. These orders must be received prior to July 18, 2007. **Advanced order wristbands must be picked up at registration with ID.** Wristbands may be ordered from:

Carolyn Ryan
125 Wynnwood Dr.
Wilmington, DE 19810
Phone #: 302-475-3457

Make checks payable to YMCA of the USA – 2007 Long Course Championship

Wristbands and tickets for individual sessions will be sold at registration or at the spectator entrance.

Prices during registration and the meet - \$30.00 per wristband. Individual tickets: prelims - \$5.00 each, Finals - \$5.00 each.

Children 11 years & younger – half price

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

Ticket Sales Hours:

Sunday, July 29 th	3:00 p.m. – 6:30 p.m.	West Gym
Monday, July 30 th	9:00 a.m. – noon	West Gym
	1:00 p.m. – 3:00 p.m.	West Gym
	7:30 p.m. – 8:30 p.m.	West Gym
Tuesday thru Friday, July 31 st – August 3 rd	6:30 a.m. – 11:00 a.m.	Spectator Entrance
	4:30 p.m. – 8:00 p.m.	

MEDIA

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

COACHES

Coaches will be admitted to the pool complex by special identification badges and wristbands which will be issued at time of registration. These badges and wristbands must be worn for you to be admitted to the pool. You must wear the badge (above the waist) and the wristband at all times while in the pool complex. Lost badges will be replaced for a charge of \$20.00.

COACHES MEETINGS

Coaches' Advisory Meeting - Monday, July 30th, 4:00 P.M., Multi-Purpose Room – at least one coach from each team is expected to attend. Agendas and other meeting materials will be included in the Coaches Packet given at registration. Please note that the scratch box will be located in the Multi-Purpose Room from 3:00 P.M. until 4:45 P.M.

Coaches Association Meeting - Monday, July 30th, immediately following the Coaches Advisory Meeting, Multi-Purpose Room

New Coaches Meeting - Monday, July 30th, immediately following the Coaches Association Meeting, Multi-Purpose Room – all coaches attending a YMCA National Championship are expected to attend

OFFICIALS

Officials will be admitted to the pool complex by special identification badges and wristbands which will be issued at time of registration. These badges and wristbands must be worn for you to be admitted to the pool. You must wear the badge (above the waist) and the wristband at all times while in the pool complex. Lost badges will be replaced for a charge of \$20.00.

APPLICATION TO OFFICIATE

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

Email: 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.

For those who register to officiate: there will be a MANDATORY meeting in the Officials Room next to the pool on Monday, July 30th at 4:30 p.m.

CONTESTANTS

Participants will be admitted to the pool area by special wristband, which will be issued at time of registration. These wristbands must be worn on the WRIST for you to be admitted to the pool or to compete. Competitors – you must wear your wristband to compete. If a wristband is loose or partially broken, have it replaced before you step on the block. This means when you're on the starting blocks, you must wear your wristband! Any contestant stepping on the blocks without a wristband on the wrist will be asked to step down and will be disqualified from the event. Lost bands will be replaced at a charge of \$5.00. Remember: NO WRISTBAND – NO SWIM!

SPECTATOR AREA

Swimmers and coaches are not allowed in the spectator areas without special permission. Spectators will not be allowed on the pool desk. Spectators are not to save seats for individuals arriving later in the day.

CAMERAS

Camcorder operators will not be permitted to take up seats in the spectator areas. Flash photography is NOT allowed in the pool venue.

SWIMMERS AREA

There will be areas set aside specifically for competitors and their coaches on the pool deck. Additional areas will be available in the West Gym, near the vendors' booths.

COACHES AREA

Coaches will have an area set aside. The sides of the competition pool are off limits to "permanent residency". They are completely off limits during the finals. The area behind the blocks is off limits at all times to all except officials and those contestants getting ready to swim.

HEAT SHEETS

Heat sheets for spectators can be obtained from the sales table for \$2.00

GENERAL INFORMATION

RUBBING TABLES

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

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

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

CHAPERONES

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

Coaches and parents should contact hotels directly. The University of Maryland will again offer housing during the meet. More information can be found at www.ymcaswimminganddiving.org/2007lc.

AIR TRANSPORTATION

Best Travel/YMCA of the USA has been designated as the travel agent for the attendees of the National YMCA Swimming Championships in College Park, Maryland. The earlier you make your reservations, the better the price. This is a tremendous opportunity for saving money for the YMCA. This program is available to all attendees whether staff, parent or team member.

AREA HOTELS AND MAPS TO THE FACILITY

HEADQUARTERS HOTEL – Greenbelt Marriott – 7 mi. to UM, 6400 Ivy Lane, Greenbelt, 30770, 301/441-3700

Other hotels, restaurants and area attractions can be found by contacting:

Prince George's County, Maryland, Conference and Visitor's Bureau

Phone: 301-952-8300 or 888-925-8300

Email: visitorinfo@co.pg.md.us

Or visit their website at:

<http://www.goprincegeorgescounty.com/SubSites/Visitors/index.htm>



COACHES CHECK LIST

- Timeline
- By July 18th Have you done your online entry?
- By July 20st Have you faxed your Certification, Eligibility & Release Declaration, Individual Entry Certification, Interassociation and YMCA Sanctioned Meets and if necessary Coaches Authorization to 1-866-633-8996? And checked www.ymcaswimminganddiving.org/2007lc.htm to make sure it has been received?
- By July 23rd Have you mailed your Certificate of Insurance to YMCA of the USA? And checked www.ymcaswimminganddiving.org/2007lc.html to make sure it has been accepted?
- Before Leaving for the meet:
- Do you have a written contract with your athletes as to their expected behavior?
- Does your Y know where the team is staying?
- Are your athletes familiar with the YMCA four core values – Honesty, Responsibility, Caring and Respect?
- You've made sure that you and all of your coaches have the required certifications and that there are current through the end of the meet? Or you have registered any coach that needs it for the Principles of YMCA Swimming and Diving course that will be offered during registration?
- Remember to bring to the meet:
- Copies of your Certification, Eligibility & Release Declaration, Individual Entry Certification, Interassociation and YMCA Sanctioned Meets, Certificate of Insurance (if it is not listed as being accepted) and if necessary Coaches Authorization?
- Your Entry Fees Summary AND a check made out to YMCA of the USA, 2007 Long Course for the exact amount specified?
- Your SIGNED Parents Consent and Liability Waivers?
- Yours and all coaches certifications (current through the meet) and photo I.D.'s?
- Your proof of times for each entry?
- Once at the meet:
- You are aware of the schedule of events especially –
- Registration times
 - Coaches Advisory Meeting
 - That the scratch box closes for Tuesday's events at 4:45 on Monday? (and that evening registration is too late to hand in scratches for Tuesday's events)
 - Coaches Association Meeting
 - Warm-up times and procedures
 - Prelims start times and Finals Opening Ceremonies times
 - That the scratch box for the remainder of the week will close at 12:00 Noon for the next day's events
- You remind your coaches, athletes and parents that they all to follow the YMCA Core Values throughout the meet.

A PAGE FOR YOUR OWN NOTES