

YMCA of the USA Swimming and Diving Advisory Committee

# YMCA Competitive Swimming Black Book



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## Contents

Introduction	Page 3
Structure of YMCA Competitive Swimming and Diving	Page 4
Eligibility	Page 5
Coaches	Page 6
Competition	Page 7
YMCA Coaches Association	Page 9
YMCA Swim Officials	Page 9
YMCA Training Courses	Page 10
Additional Rules and Definitions	Page 12

## Introduction

YMCA Competitive Swimming and Diving is a program that is supported by the YMCA of the USA and delivered by local YMCA units. As a YMCA program its goal is to promote the YMCA mission and core values through competitive swimming and diving. **The focus is, first and foremost, on the development of healthy, confident, values-centered individuals where training and competition are the vehicles by which this development occurs.** Everyone involved in the delivery of the program plays a critical role in this process. Coaches, YMCA leaders and volunteers assist individuals in their development by building positive relationships, acting with integrity and leading by example.

This booklet is a resource for all YMCA competitive swimming programs. It outlines the rules, guidelines and best practices for the conduct of YMCA competitive swimming programs of all sizes and competitive levels. It is updated yearly and made available on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) by November 1 of each season. This booklet is *not* the meet handbook for the YMCA National Championships, although portions of this booklet are included in those handbooks. All YMCA competitive swimming coaches, program administrators and other YMCA employees who supervise competitive swimming programs are responsible for knowing the information in this document.

### Rules and Guidelines

All YMCA competitive sports, including swimming, must comply with the *Rules that Govern YMCA Competitive Sports*. This document is published by the YMCA of the USA and does not change yearly. It is posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). Additional rules apply to the YMCA National Championship meets and the recognition of YMCA National Records and YMCA Top 10 status. These rules are established by the National YMCA Competitive Swimming and Diving Advisory Committee, hereafter referred to as the National Advisory Committee. These rules may change from time to time. The National Championship Meet Handbooks, YMCA National Record Rules and YMCA Top 10 Rules are posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

The rules that are established by the National Advisory Committee for the YMCA National Championship meets, YMCA National Records and YMCA Top 10 also serve as guidelines for local league, state and regional committees. While these local league, state and regional committees are not required to follow the National Advisory Committee's rules, they are strongly encouraged to do so.

In order for closed competitions to be recognized as National Championship Meet qualifying competitions, they must follow the same rules established for the conduct of the National Championship Meets. These guidelines may be updated from time to time by the National Advisory Committee.

The National Advisory Committee has adopted the USA Swimming Technical Rules for the conduct of the National Championship Meets. These rules also apply to all closed competition meets serving as qualifying meets for the National Championship Meets, including dual meets and league, district, cluster, state, area or group championships.

### Best Practices

The YMCA of the USA has issued the *Technical Assistance Paper for YMCA Competitive Swimming Programs*. This document establishes the best practices for the conduct of YMCA competitive swimming programs, as indicated by YMCA of the USA departments including programs, finance and legal services. The Principles of YMCA Competitive Swimming and Diving Course Text also contains best practices and related documents for the conduct of the program. YMCAs and YMCA competitive swimming programs are strongly encouraged to follow these best practices. The Technical Assistance Paper is posted on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). The Principles of Competitive Swimming and Diving Text is available through the YMCA Program Store (1-800-747-0089). ***\*The rules established by the National Advisory Committee for the conduct of the National Championship program are strongly recommended for adoption and use at all levels of YMCA Competitive Swimming. This will prevent confusion as coaches, swimmers and volunteers***

***advance through the levels of YMCA competition. This will also ensure that times achieved at all YMCA meets will be valid for consideration as YMCA National Championship qualifying times, YMCA Top 10 times and YMCA National Record times.***

## **Structure of YMCA Competitive Swimming and Diving**

YMCA Competitive Swimming and Diving is structured to provide organization, resources and collaboration at all levels. The YMCA Competitive Swimming and Diving program is overseen by the YMCA of the USA's Sports and Recreation Specialist, guided by the National YMCA Competitive Swimming and Diving Advisory Committee and managed by local and regional YMCA competitive swimming and diving bodies.

### **YMCA of the USA Sports and Recreation Specialist**

This person is a member of the YMCA of the USA national staff. He/she oversees the conduct of all YMCA competitive sports. This position is currently held by Noel Brendefur ([noel.brendefur@ymca.net](mailto:noel.brendefur@ymca.net) or 800-872-9622).

### **The YMCA of the USA Competitive Swimming and Diving Advisory Committee (National Advisory Committee)**

Comprised of twelve members who serve three (3) year terms and who represent many facets of the program – coaches, officials, volunteers, executive directors and CEOs. The National Advisory Committee promotes the YMCA competitive swimming and diving program. It establishes the rules of conduct for, and conducts the three YMCA National Championship Meets (short course, long course and masters). The National Advisory Committee also maintains the YMCA National Records and yearly YMCA Top 10 lists. The list of current members and their contact information is on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). In addition, the National Advisory Committee provides interpretations of the rules, guidelines and best practices. As an advisory body it consults with the YMCA of the USA on the training of local YMCA program staff and the conduct of the National Championship meets. It also advises local YMCAs on the conduct of competitive swimming and diving programs and competitions.

### **YMCA Group Representatives**

Serve as resources for local leagues, teams, coaches and YMCAs. Groups are geographic regions designated by the YMCA of the USA to foster local cooperation and the sharing of resources in all program areas. In competitive swimming and diving, group representatives are a conduit of information between the National Advisory Committee and local coaches, teams and YMCAs. They arrange for the training of coaches and officials. They issue credentials for coaches, and forward sanction requests for championship meets to the national sanctioning officer. Group representatives are responsible for overseeing the operation of YMCA Competitive Swimming and Diving in their region. The list of current group representatives is on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

### **YMCA Regional Competitive Swimming Committees**

Operate regional, district, and/or state competitions, provide training and organize YMCA Competitive Swimming and Diving at the regional level. The members of these committees are appointed by the group representatives.

YMCA regional committees may establish their own rules, provided that they are congruent with the Rules That Govern YMCA Competitive Sports. ***The National Advisory Committee strongly recommends that all levels of YMCA competitive swimming and diving also follow the rules set forth at the national level.***

### **Local YMCA Leagues**

Operate dual meets and championship competitions, provide training and organize YMCA Competitive Swimming and Diving at local levels. The members of these committees are chosen by league members or appointed by group representatives. YMCA leagues may establish their own rules, provided that they are congruent with the Rules That Govern YMCA Competitive Sports. ***The National Advisory***

***Committee strongly recommends that all levels of YMCA competitive swimming and diving also follow the rules set forth at the national level.***

### **YMCA Teams**

At the most local level, individual YMCAs and coaches manage the daily operation of the program. It is here that the program provides its participants with the structured environment that encourages many important life lessons such as goal setting, time management, self discipline, commitment, delayed gratification and perseverance. The role of the swim team, its coaches and volunteers is to teach the skills necessary to successfully compete in a healthy and respectful way, recognizing and demonstrating that winning is not everything and the process is as important as the outcome.

All YMCA programs are conducted at the will of an individual YMCA branch or association. According to the Technical Assistance Paper, YMCA coaches should be employees of the YMCA. If a parents committee exists, it should act in an advisory capacity, rather than a policy-making role. All money should be directed through the YMCA and not through any account outside of the management and oversight of the YMCA.

### **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) The membership status must be valid through the end of the competition. A swimmer may represent his/her YMCA *only* (in competition) 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**

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.

### **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, and that was made during the current qualifying period, at meet registration. The qualification period for the Short Course National Championship Meet is March 1 of the preceding year through the entry deadline for the current year's meet. The qualification period for the Long Course National Championship Meet is July 1 of the preceding year through the entry deadline for the current year's meet.

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. An instructor's certification by itself does not satisfy the requirement for current certification.

- 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

#### **Team Registration and Coaches' Deck Passes**

Each fall, the coach or team representative registers his/her team on the YMCA competitive swimming registration site ([www.ymcacompetitiveswim.org](http://www.ymcacompetitiveswim.org)). Registration is completed when the coach or team

representative submits the registration fee and each of the team's coaches registers and sends copies of their coaches' current safety certification cards (as listed above) to their group representative. Group representatives then issue deck passes to coaches that are to be displayed for deck access at all sanctioned championship meets including YMCA Nationals.

## **Associations**

### **Definition of an Association**

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 must compete under one name and association number during the given season. A YMCA team may not represent a branch (having one association number) during part of the season and the association (which has a different association number than the branch) as a whole during another.

### **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. (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 Swimming Team and YMCA Name**

Each YMCA Team may hold only one USA Swimming Team Membership. A YMCA Team may not be part of more than one USA Swimming Team Membership (Cannot be comprised of swimmers of more than one USA Swimming team). YMCA Teams MUST have their official YMCA name as listed in the YMCA directory on their USA Swimming 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 afford such swimmers the same privileges.

## **Competition**

The YMCA of the USA views competition as a means by which the core values are taught and individual assets are developed. Healthy competition promotes a dedicated effort to reach one's potential with dignity, integrity and sportsmanship. All YMCA competitions should promote healthy competition and not a "winning at all costs" attitude.

### **Age**

For the purpose of recognizing YMCA National Championship qualifying times, National YMCA Records and YMCA Top 10 times, a swimmer's age is determined by his or her age on the first day of competition.

### **Technical Rules**

The YMCA National Championship meets are conducted according to the current USA Swimming technical rules, as modified by the National Advisory Committee. The National Advisory Committee

recommends that all YMCA teams, leagues, districts, states and regions follow the same rules for competitions.

### **Safety Regulations**

The YMCA of the USA has established the following recommendations for the conduct of all YMCA competitions:

- A certified lifeguard should be on duty at all times and should have the sole responsibility of guarding the pool. Coaches who hold lifeguard certification should not be considered on-duty lifeguards.
- Pool depth should be at least five feet at any end of the pool where racing dives will be performed. If the pool water depth at the starting end of the pool is less than the prescribed five feet, all swimmers must start their races in the water. (USA Swimming rules and YMCA Swim Officials Training)

These recommendations are found in the Technical Assistance Paper

### **YMCA Inter-Association Meets**

YMCA inter-association meets are closed competitions (Rules That Govern Rule I Sec. 7) in which:

- At least two (2) teams from different YMCA associations take part
- At least six (6) competitors from each team participate
- At least six (6) events are contested, including one four-person single-sex relay
- At least two (2) YMCA Certified officials are present for the conduct of the meet and the meet is conducted under YMCA rules. USA Swimming Certified Officials may assist with the officiating at such meets, provided that there are at least two YMCA Certified Officials, one of whom is the Referee.

The National Advisory Committee does not recognize postal, paper or mythical meets. The National Virtual Invitational Meet is the one exception to this rule in light of its nature and purpose.

A closed YMCA invitational meet lasting two or more days may be counted as two YMCA meets for the purpose of meeting the YMCA National Championship qualifying requirement of competing in three closed inter-association meets. In order to take advantage of this special allowance, a swimmer must compete in at least two separate days of the meet.

A single meet, regardless of length of days contested, may not be counted both as one of the closed inter-association meets and a sanctioned championship meet for the purpose of satisfying those qualification requirements for YMCA Nationals.

### **YMCA Championship Meets**

YMCA championship meets must be conducted as formal competition in which:

- Teams or individuals are officially designated by a local YMCA to represent that YMCA
- Entry fees are charged
- Standings are kept
- Awards are given
- Records and championships are contested

(Rules That Govern, Rule IV Sec. 1 and Rule I Sec. 9)

### **Sanctions**

Sanctions are issued for YMCA League, State, District, Zone, Regional and National Championship meets only. Swimmers must compete in at least one sanctioned YMCA championship meet as an eligibility requirement for YMCA Nationals.

These rules for YMCA sanctioned championship meets must be followed:

- The meet must be a closed YMCA meet.
- The meet must adhere to the *Rules that Govern YMCA Competitive Sports*.
- USA Swimming Technical Rules must be used.
- The meet will be conducted by at least two currently certified YMCA Swim Officials, one of whom must be the Meet Referee.
- Only coaches with current CPR, First Aid and Lifeguard/YASA/Safety Training for Swim Coaches certifications will be permitted on deck.

- All swimmers must be full privilege members of their YMCA and must have represented only their YMCA in competition (high school excepted) for a period of 90 days prior to the start of the meet.
- The meet must have entry standards.
- The meet must be: the highest level championship meet for a given region, an end-of-season meet at a higher level for a given region, or an invitational that includes competitors from multiple regions and with a level of competition higher than that offered in their region.

To obtain a sanction for a YMCA championship meet, a coach or meet director completes a sanction request form (obtained from the group representative for that region) and returns it to the group representative with a copy of the meet information and a payment of \$50. After reviewing the request, the group representative forwards the sanction request to the national sanctioning officer who issues the sanction and sends the certificate to the meet director.

Following the competition the meet director must send a copy of the results to the group representative and the national sanctioning officer.

The YMCA swimming and diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)) contains the current list of group representatives and their contact information. Glenda Pae is the current national sanctioning officer and her contact information is also on that list.

### **Results**

Results (paper or electronic) of a sanctioned championship meet must be submitted to the group representative for that region.

Results of USA-S approved YMCA championship and invitational meets should also be submitted to the USA-S Local Swim Committee so that they can be loaded into the USA-S National "SWIMS" Database. Please see related information on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)).

## **YMCA Coaches Association**

The YMCA Coaches Association is an organization representing all YMCA competitive swimming and diving coaches for the purpose of providing ideas and feedback to the National Advisory Committee. There are no dues. All coaches are automatically members. There is an Executive Committee consisting of eight (8) members elected to three (3) year terms on a rotating basis. Members of the Executive Committee are limited to two (2) consecutive terms. Elections are held each year at the Coaches Association meeting at the YMCA Short Course National Championship Meet. The Executive Committee advocates for, and provides resources to, YMCA coaches and swimmers. There is a Coaches Association page on the YMCA Competitive Swimming and Diving website ([www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)). Coaches Association by-laws, minutes from past meetings and a current roster may be found here.

## **YMCA Swim Officials**

A series of Swim Officials' Certification modules have been incorporated into the YMCA of the USA Program Training Certification System. Each larger YMCA team is encouraged to have at least one person certified as a Swim Officials' Trainer. If this is not possible, such YMCAs should encourage and assist their officials and potential officials to attend training clinics at a neighboring YMCA. Interested persons can obtain their Trainer Level Certification at the National Championship Meets, YMCA Program Schools and/or regional training events. Trainers can conduct the YMCA Swim Officials' Level I and Level II clinics at YMCA Program Schools, regionally or in their local YMCAs.

YMCAs are encouraged to have certified YMCA Swim Officials on the deck at all meets. For a meet to be recognized as a qualifying closed competition, it must be officiated by at least two YMCA Certified Officials, one of whom must be the Referee.

The YMCA Swim Officials' Certification Program involves two basic levels of certification. Level I Certified Officials are trained to take on the roles of a stroke & turn judge, place judge, relay take-off judge, timer or

scorer. Level II Certified Officials are authorized to act as referees, starters and chief judges, in addition to any of the Level I positions. All new officials must begin as Level I officials. To be eligible to attend the Level II clinic, an official has to have served at least one year as a YMCA Certified Level I Official and have worked on at least eight meet sessions as a certified official. All officials candidates for either level must be associated with a recognized YMCA competitive swimming and diving program. Approval of the Executive Director of the YMCA sponsoring the candidate, or his/her designee, is required for any person to take a clinic and become a YMCA Certified Swim Official.

YMCA Swim Officials certifications are valid for three years and individual proof of current certification must be available at all meets. Individuals re-certify by attending the appropriate YMCA Swim Official course. Re-certification also requires that the official has worked at least 12 sessions on deck as a certified official during the three-year certification period. Up to one half of the session requirement may be satisfied by working on deck as a certified official at USA Swimming meets.

To become a YMCA Swim Officials Trainer, a candidate must have been a YMCA Level II Swim Official for more than three years, have attended a Level II Re-Certification clinic, have worked at least 15 meet sessions during the last three-year time period – eight of which must be as a referee or starter, have worked at two state/district YMCA Championship meets encompassing at least six meet sessions and must complete the Trainer Candidate Application Form. All potential candidates for YMCA Swim Officials' Trainer must be approved by the National Officials' Committee Chair, or his/her designee, and the YMCA of the USA Sports and Recreation Specialist.

A Meet Verification Form is provided to all YMCA Swim Officials to use to verify that they have officiated at the requisite number of meets for re-certification or to become a Swim Officials' Trainer. The Meet Referee must sign these forms. Often an individual applying for Trainer Level Certification is a Meet Referee. This individual should sign the form or card as the Meet Referee and then obtain signature or initials of the Executive Director, or his/her designee, on the form as well.

Having met the above prerequisites, trainer candidates must take a Training Others I course and the Swim Officials' Trainer Level course that are offered at the National Championship Meets, YMCA Program Schools and/or regional training events. These courses are generally offered on weekends. Trainer Certifications are valid for two years. Individuals automatically renew their certifications by teaching one of the Swim Officials courses each year. (Trainer certifications are valid in perpetuity as long as a trainer now conducts one clinic every two years, instead of every year as was nominally the rule in the past.)

## **YMCA Training Courses**

### **Principles of YMCA Competitive Swimming and Diving**

Mandatory for all YMCA coaches in order to be on deck at YMCA Nationals. Recommended for all YMCA coaches, aquatics directors and parent group members. Covers YMCA competitive swimming and diving structure, YMCA program emphasis, principles of operating a YMCA competitive swimming program.

There is no test at the conclusion of this course. 5 hours.

Prerequisites: 16 years old

### **Principles of YMCA Competitive Swimming and Diving Trainer**

Prepares an individual to teach Principles of YMCA Competitive Swimming and Diving. An individual must also take YMCA Training Others I in order to be a trainer.

Prerequisites: 21 years old, Principles of YMCA Competitive Swimming and Diving, current certifications in CPR with AED, First Aid, Oxygen Administration and YMCA Lifeguarding or YMCA Aquatic Safety Assistant, YMCA Training Others I

### **YMCA Swim Officials Level I Course**

This course certifies officials for the YMCA Competitive Swimming and Diving program in the areas of Stroke & Turn Judge, Relay Take-off Judge, Place Judge, Scorer and Timer. Participants learn the duties

and responsibilities of these positions before, during and after a YMCA meet. They become familiar with the facility requirements, matters relating to eligibility and entry into a YMCA meet and the roles of the Chief Judge, Starter and Referee. Following the course, participants must complete a take-home test and earn a score of 80% or higher. The course takes approximately 4 hours of class time. Certification is good for three years but requires the official to work at least four meet sessions a year in an officiating capacity in order to maintain his/her certification.

Prerequisites: 21 years old

Associated with a local YMCA sponsored swim team

### **YMCA Swim Officials Level II Course**

This course certifies officials for the YMCA Competitive Swimming and Diving program in the areas of Referee, Starter and Chief Judge. Participants learn the duties and responsibilities of these positions before, during and after a meet. They also review the facility and staffing requirements for a YMCA meet, specific stroke rules, eligibility and entry requirements for a YMCA meet and the roles of other officials. Following the course, participants must complete a take-home test and earn a score of 80% or higher. The course takes approximately 4 hours of class time. Certification is good for three years but requires the official to work at least four meet sessions a year in an officiating capacity in order to maintain his/her certification.

Prerequisites: 21 years old

Fully certified YMCA Level I Official for at least one year and have worked a minimum of at least eight sessions as a YMCA Certified Official (must substantiate). USA Swimming Certified Officials meeting the time and meet experience criteria for Level II may attend a Level II Clinic without first having served as a Level I YMCA Certified Official.

Associated with a local YMCA sponsored swim team

### **YMCA Swim Officials Trainer**

Prepares an individual to teach YMCA Swim Officials at regional and local training offerings.

Prerequisites: 21 years old

YMCA Training Others I

YMCA Level II Certified Official for more than three years and attended a Level II Re-Certification clinic

Worked as a YMCA Certified Official at a minimum of fifteen meet sessions over the prior three years, with at least eight of those sessions being as a Referee or Starter

Worked as a YMCA Certified Official at his/her YMCA State/District/Zone/Regional Championship Meet as a deck official for at least two years, encompassing at least six meet sessions

Recommended by his/her local YMCA

Approved by the YMCA of the USA Sports and Recreation Specialist and the National Officials' Committee Chair

## **Additional Rules and Definitions**

### **Black Book**

This document is the YMCA Competitive Swimming Black Book and contains the rules, guidelines and best practices for the conduct of YMCA competitive swimming at all levels.

### **Blue Pages**

The common name for the USA Swimming Technical Rules. These rules are found in the USA Swimming Handbook on pages that are blue in color. Please see *Technical Rules* in the *Competition* section on page 6 of this document.

### **Closed Competition**

Competition in which athletes of only one kind of organization compete. A closed YMCA competition involves only YMCA athletes and teams.

### **Current Season**

The current season is defined by each Sports National Event Committee (Rules That Govern, Rule I Sec.4). The National YMCA Competitive Swimming and Diving Advisory Committee is the National Event Committee for YMCA competitive swimming and diving. That body has determined that the season for YMCA competitive swimming and diving is September 1 – August 31.

### **Dual Representation**

An athlete represents more than one organization at a time. An example is a YMCA swimmer who also represents a different USA Swimming team at the same time. This is not permitted, except as outlined in the *Eligibility* section on page 4.

### **Open Competition**

The YMCA considers open competition to be competition in which athletes representing different kinds of organizations may compete. An example is USA Swimming meets because YMCA swimmers (who are registered with USA Swimming) and non-YMCA swimmers (who are registered with USA Swimming) may compete.

### **Organization**

An organization is any body that sponsors competitive swimming competition. Examples include YMCA, USA Swimming, High School Federation, Summer Leagues.

### **YMCA National Championship Meet Handbook**

The handbook containing all rules, procedures and information for the YMCA National Championship meets. There is a separate meet handbook for the Short Course YMCA National Swimming and Diving Championships, the YMCA Long Course Swimming Championships and the YMCA Masters National Championships.