

National YMCA Short Course Swimming Championship

Monday through Thursday April 2-5, 2012

Greensboro Aquatic Complex

Greensboro, NC

www.ymcaswimminganddiving.org



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

Contents

NEW THIS YEAR	5
CHAMPIONSHIP VENUE	5
THEME	5
ONLINE ENTRIES	5
FINALS.....	5
SEATING ON DECK	5
HOSPITALITY	5
LONG COURSE TIME TRIAL MEET	5
BLACK BOOK REFERENCES	5
CREDIT CARD PAYMENTS	5
KEY DATES	6
KEY MEET CONTACTS.....	6
CHAMPIONSHIP MEET COMMITTEE	6
FACILITIES COORDINATOR.....	6
IMPORTANT LOCATIONS	7
PRE-MEET LOCATIONS:.....	7
MEET LOCATIONS	7
SCHEDULE OF ACTIVITIES.....	7
TRAINING CLASSES	9
SPECIAL AWARDS	9
ENTRY INFORMATION	10
ELIGIBILITY.....	10
QUALIFYING TIMES	10
YMCA MEMBERSHIP (AS FOUND IN BLACK BOOK)	10
COLLEGIATE COMPETITION	10
UNATTACHED SWIMMERS	10
AGE (AS FOUND IN BLACK BOOK)	10
YMCA MEET PARTICIPATION (AS FOUND IN BLACK BOOK)	10
EVENT FILE	10
COMPETITION FEES.....	11
COACHES FEES.....	11
TIME CONVERSIONS	11
INDIVIDUAL AND RELAY MAXIMUM NUMBER OF ENTRIES	11
INSURANCE	11
ONLINE ENTRY PROCEDURE.....	12
UNOFFICIAL PSYCH SHEETS	14
PAYMENT OF ENTRY FEES	14
COACHES CHECKLIST.....	14
TIME TRIALS	14
PURPOSE.....	14
TIME TRIALS FORMAT.....	14
TIME TRIALS QUALIFYING TIME	14
TIME TRIALS ORDER OF EVENTS.....	15

TIME TRIALS FEES AND ENTRY PROCESS	15
PAYMENT OF TIME TRIAL ENTRIES	15
COACH CHECK-IN/REGISTRATION	15
COACH CHECK-IN / REGISTRATION PROCEDURE	15
PROOF OF TIMES AND SWIMS	16
RELAY PROOF OF TIME	16
NEW COACH.....	17
COMPETITION	17
CHAMPIONSHIP FACILITY.....	17
COACHES	17
CONTESTANTS	17
ORDER OF EVENTS.....	17
SCRATCH PROCEDURES.....	18
SCRATCHING FROM PRELIMINARIES.....	18
DECLARED FALSE START	18
NO SHOW	18
SCRATCHING FROM FINALS	19
ALTERNATES	19
SCRATCHING FROM TIMED FINAL EVENT	19
PROTESTS	19
FALSIFYING INFORMATION.....	20
RELAY CHECK-IN PROCEDURE.....	20
HEAT SHEETS.....	20
FINAL RESULTS	20
TIMING	20
SCORING.....	21
RESPONSIBILITY OF COACHES AND CONTESTANTS.....	21
EMERGENCY PROCEDURE	21
SWIMMERS AREA.....	21
OFFICIALS.....	21
APPLICATION TO OFFICIATE.....	21
TIMERS	22
AWARDS.....	22
EVENT AWARDS.....	22
SWIMMING AWARD PRESENTATION.....	22
AWARD PRESENTATION PROTOCOL.....	22
OUTSTANDING ATHLETE SCHOLARSHIP AWARD PRESENTED BY NIKE.....	23
JOSEPH G ROGERS AWARD	23
CONRAD CARROLL AWARD.....	23
COACH OF THE MEET AWARD	24
COACH OF THE YEAR AWARD	24
HOTELS/LODGING.....	24
SPECTATORS	25
TICKET INFORMATION	25
TICKET SALES SCHEDULE:	25
COLLEGE COACHES.....	25
MEDIA.....	25

SPECTATOR AREA	25
GENERAL INFORMATION	26
BANNERS.....	26
MESSAGE TABLES.....	26
SMOKING, ALCOHOL & DRUGS	26
CHAPERONES	26
PARKING	27
APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES	28
APPENDIX B – TIME TRIALS QUALIFYING TIMES	29
APPENDIX C - COACH’S CHECK LIST.....	30
APPENDIX D – SAMPLE INSURANCE CERTIFICATE	31
APPENDIX E – ELIGIBILITY (COPY OF THE 2011-2012 BLACK BOOK).....	32

NEW THIS YEAR

CHAMPIONSHIP VENUE

Greensboro Aquatic Center
1921 West Lee Street
Greensboro, NC 27403
Phone: (336) 315-8498

The Greensboro Aquatic Center (GAC) and Special Event Center are located at the Greensboro Coliseum Complex

THEME

STOCK CAR RACING

ONLINE ENTRIES

Online Entries deadline has been moved to Sunday, March 25 at 11:59pm **(PT)** to permit inclusion of swim competitions occurring during the weekend of March 24 and 25.

FINALS

Finals Sessions (i.e. C Final, B Final, and A Final) will include 10 Lanes of competition. Awards are given through 20th place.

SEATING ON DECK

During Prelims there will be no bleacher seating for athletes on deck. There will be bleacher seating for athletes on deck for finals. No portable seating is permitted on deck at any time.

HOSPITALITY

Hospitality for coaches and officials will be located on deck in Room C2 located behind the turn end on the diving board end of the pool. A light breakfast and lunch for coaches and volunteers will be offered in the hospitality room located within the Special Events Center which is immediately adjacent to the GAC. Coaches without back-up may contact the Help Desk to arrange a box lunch to be delivered to Conference Room C1.

LONG COURSE TIME TRIAL MEET

After the Short Course Championship meet, a long course time trial meet will be held Friday, April 6, 2012 at the Greensboro Aquatic Center hosted by the YMCA of the Triangle Area Swim team. Look for more information on the website or contact Coach Chad Onken at Chad.Onken@ymcatriangle.com

Note: This meet is not part of the YMCA National Short Course Championship and is sponsored only by YMCA of the Triangle Area

BLACK BOOK REFERENCES

All eligibility references and material that are from the Black Book are now included in Appendix E

CREDIT CARD PAYMENTS

Entry fees can be paid by credit card at the meet.

KEY DATES

Sunday	March 25, 2012 at 11:59PM (PT)	Championship Entry Submission Deadline
Sunday	March 25, 2012 at 11:59PM (PT)	Time Trial Online Submission Ends
Monday	March 26, 2012 at 11:59 PM (ET)	Preordering of Championship Merchandise Ends
Tuesday	March 27, 2012 at 11:59PM (ET)	Faxed Entry Forms Deadline
Tuesday	March 27, 2012	Notification to Teams selected for Proof of times
Wednesday	March 28, 2012 at 11:59PM (ET)	Deadline Officials Pre-registration
Wednesday	March 28, 2012 at 11:59PM (ET).	Deadline for advance ticket purchases
Friday	March 30, 2012 at 11:59pm (ET)	Hotel Online Reservations End
Friday	March 30, 2012 at 11:59pm (ET)	Entry Fee Online Payment Ends
Sunday	April 1, 2012, 8:30AM (ET)	Pre-Meet Check-in/Registration Begins
Monday	April 2, 2012, 9:00AM (ET)	Prelims Begins

KEY MEET CONTACTS

Meet Director	John Mendell.....	Johnmendell@gmail.com
New Coaches	Glenda Pae	paelittlegirl2@aol.com
Officials	Chet Andruskiewicz.....	ChetAtoZ@aol.com
Hotels	Karen Crawford	kcrawford@cmc-associates.com
Coaches Rep	Jack Caucino.....	jcaucino@cymca.org
Insurance	Robin Lee.....	robin.lee@ymca.net
Meet Entries.....	Tom Warrick	twarrick@comcast.net

CHAMPIONSHIP MEET COMMITTEE

John Mendell	Meet Director
Glenda Pae	Assistant Meet Director
Bob Turner	Assistant Meet Director
Joel Black	Meet Referee
Steve Corrie.....	Facility Coordinator for Meet Committee
Jack Caucino	Coaches Representative
Greg Eggert.....	Community Village Coordinator
Bruce Griffin.....	Announcer/ MC for Special Events
Ed Miller.....	Financial Manager
Claudia Multer.....	Technology
John Richards.....	Chairperson, National Advisory Committee
Jim Ryan	YMCA Representative USA Swimming Board of Directors
Tom Warrick.....	Meet Operations
Jim Weaton.....	YMCA of the USA, National Director of MSPS Events

FACILITIES COORDINATOR

Susan Braman.....Greensboro Aquatic Center Manager

IMPORTANT LOCATIONS

PRE-MEET LOCATIONS:

- Team, Coaches, Officials Registration - Special Events Center/ Registration Room
- Pre-sales Spectator Ticket Pickup - Special Events Center/Lobby
- New Coaches Meeting - Special Events Center/Coaches Meeting Room
- Coaches Meeting - Special Events Center/Coaches Meeting Room
- Scratch Table - Special Events Center/Registration Room
- Time Trials Table - Special Events Center/Registration Room
- Joseph G. Rogers Award Presentation- Shiffman's Club

MEET LOCATIONS

- Athlete and Parents Welcome Party - White Oak Amphitheater
- Assembly for Parade of Athletes - Special Events Center
- Athletes Venue - Special Events Center/Athlete Village
- Officials and Coaches Hospitality - Special Events Center/Hospitality
- Team/Coaches, Officials, Visiting Coach Registration - Special Events Center/Registration Room
- Officials Daily Meetings - Special Events Center/Officials Room
- Scratch and Relay Table - Room C3 Off deck
- Time Trials - Room C3 Off deck

SCHEDULE OF ACTIVITIES

FRIDAY MARCH 30, 2012

For Friday, interested teams can call the GAC directly to reserve/ rent space 336 373-8498.

SATURDAY MARCH 31, 2012

10:30 AM - 7:00 PM Non-exclusive use of the pool for teams. *Therapy /Warm up pool remain open to Public
12:00 AM- 7:00 PM Use of Dive Well for practice
5:00 PM - 7:00 PM Joseph G. Rogers Award Presentation

SUNDAY APRIL 1, 2012

6:00 AM Pools open for practice/Close 8:00 PM - exclusive use by YMCA Teams
10:00 AM - 4:00 PM Teams, Coaches and Officials Registration - Special Events Center
Scratch box open at proof of time table
Teams registering during this time need to follow the registration times below by region
10:00 AM - 10:30 AM - South Teams
10:30 AM - 11:30 AM - East Teams
11:30 AM - 12:30 PM - Midwest and West Teams
12:30 PM - 1:00 PM Lunch Break for Volunteers
1:00 PM - 4:00 PM Teams, Coaches and Officials Open Registration
3:15 PM New Coaches Meeting
4:00 PM Registration Closes until 6:00 PM
4:00 PM Coaches Advisory Meeting
Followed by YMCA Coaches Association Meeting
Scratch Box moves to coaches meeting
4:30 PM - 6:00 PM Officials Meeting
4:45 PM Scratch Box closes for Monday's Events
5:30 PM - 6:30 PM Athlete Welcome Party

TRAINING CLASSES

Saturday, March 31	Facilitation Skills	8:00 AM – 4:00 PM	Room C3
Saturday, March 31	Principles of Coaching	12:00 PM – 5:00 PM	Room C1
Sunday, April 1	Swim Official Trainer	8:30 AM – 3:00 PM	Room C1
Sunday, April 1	Swim Official Level II	11:00 PM – 3:00 PM	Room C1

All rooms for training are off the deck in the pool area. They will be well marked.

SPECIAL AWARDS

THE FOLLOWING AWARDS WILL BE GIVEN AND ANNOUNCEMENTS MADE

- JOSEPH G. ROGERS AWARD: Awarded on Saturday, March 31, 5 PM.
 - Announced Tuesday Morning
- OUTSTANDING ATHLETE SCHOLARSHIP AWARD: Announced Wednesday Morning
- SENIOR RECOGNITION: Recognized Wednesday Morning
- COACH OF THE YEAR: Announced Wednesday Morning
- CONRAD CARROLL AWARD: Announced Thursday Morning
- COACH OF THE MEET: Announced Thursday Morning
- 2013 JOSEPH G. ROGERS AWARD: Announced Thursday Morning

ENTRY INFORMATION

ELIGIBILITY

QUALIFYING TIMES

Times must have been achieved since March 1, 2011. Qualifying times can be found in Appendix A. The qualification period for the Short Course National Championship Meet is March 1 of the preceding year through the entry deadline for the current year's meet.

YMCA MEMBERSHIP (As found in Black Book)

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.

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 any level of competitive swimming or diving shall be ineligible to participate.

UNATTACHED SWIMMERS

There is no *Unattached* designation in YMCA Swimming. All swimmers and divers must compete as a full member of a YMCA team and, thus, satisfy the YMCA membership requirements and be covered under that YMCA's insurance. See also the section titled, *YMCA without a Swim Team*.

AGE (As found in Black Book)

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

YMCA MEET PARTICIPATION (As found in Black Book)

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.

EVENT FILE

You can download an Event File for this meet from:

<http://www.ymcaswimminganddiving.org/2012sc>

COMPETITION FEES

The athlete surcharge is \$15.00. Entry fees are \$10.00 per individual event and \$40.00 for each relay listed on the entry form.

COACHES FEES

The deck fee for coaches is \$20.00. 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 Eligibility section to be on deck. Number of coaches permitted per team is as follows:

of Swimmers:

1-10	2 coaches
11-20.....	4 coaches
21-25.....	5 coaches
26 & more	7 coaches

TIME CONVERSIONS

Use actual times. Time conversions are NOT PERMITTED. (Do not convert Meter times to yards times) Meter times are considered non-conforming and are seeded last.

INDIVIDUAL AND RELAY MAXIMUM NUMBER OF ENTRIES

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

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

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

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. You must have submitted a valid certificate of liability insurance to the YMCA of the USA to be able to compete in the meet. Certificates are mailed to: YMCA of the USA, Attn: Robin Lee, 101 North Wacker Drive, Chicago, IL 60606

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

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

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.

See sample of the insurance form is in Appendix D

A list of teams with the expiration dates of their certificates (if 2012 or greater) will be available for your reference at www.ymcaswimminganddiving.org/2012sc/

ONLINE ENTRY PROCEDURE

Teams and coaches must complete their annual YMCA registration prior to submitting their online entries. The link to YMCA Registration can be found at

Team Registration: <http://www.ymcacompetitiveswim.org/YMCARegisterTeam.asp>

Coaches Registration: <http://www.ymcacompetitiveswim.org/YMCARegisterCoach.asp>

Note: Password is 9622

High school seniors will be recognized in our heat sheets and on Wednesday prior to prelims. Names of graduating seniors and their selected college/university should be provided at the time of submitting online entries. We will not accept senior names at the meet.

All entries must be made through the ONLINE ENTRY system. No mail, fax or email entries will be accepted.

Link to Online Entry: <http://www.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsSC>

Deadline is **Sunday March 25, 11:59PM (PT)**.

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 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

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.

Once you have entered your qualified swimmers in the desired events AND verified this through the Hy-Tek Team Manager program 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.

Complete the information on the screens. You will then be requested to UPLOAD your Meet Entry file 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.***

Upon submission of the online entries, a set of forms will appear on screen for printing. These forms will also be emailed to you.

These forms are completed by the head coach, swimmers, YMCA executive director and membership director then submitted via fax or email no later than **Tuesday, March 27 at 11:59PM (ET)**. When faxing or emailing, **all forms must be submitted in a single transmission preceded by only the generated fax cover sheet.**

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633-8996 or YMCAForms@comcast.net	Bring to Registration	Notes
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	
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	
	<i>Individual Entry Certification</i>	<i>This will print with each of your entered athletes names, events and times listed. Each athlete must read, verify entries and sign this section.</i>		
	<i>Certification, Eligibility & Release Declaration</i>	<i>This section must be signed by your YMCA's Executive Director, Membership Director and Head Coach.</i>		
	<i>YMCA Sanctioned Meets</i>	<i>You must list at least one YMCA sanctioned meet in which your swimmers have participated</i>		
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.

NOTE: Once entered, teams are responsible for the entry fees even if they do not attend the meet. If a team decides not to attend after submitting their entries, please email Tom Warrick twarrick@comcast.net by Wednesday March 28, 11:59pm (ET). This will eliminate empty lanes for the missing swimmers.

Confirmation of Insurance coverage and fax forms received is also available on the <http://www.ymcaswimminganddiving.org/2012sc>

UNOFFICIAL PSYCH SHEETS

Psych sheets will be available on the website at www.ymcaswimminganddiving.org/2012SC after the entry deadline.

PAYMENT OF ENTRY FEES

Prepayment of entry fees can be OPTIONALLY done through an Online Fee payment system (Credit card only) prior to Coach Check-in at Greensboro. After the Meet Entry deadline, the team contact will receive an email addressed to the email address given during the registration process with details for online payment. The online Payment system will close on **Friday March 30, 11:59pm (ET)**

Coaches can also pay for their entries at Coaches Check-in at Greensboro. Payment at Greensboro can be cash, check or credit card. Checks should be made payable to: YMCA of the USA-2012 Short Course.

COACHES CHECKLIST

Appendix C contains a checklist that can be used by Coaches to help manage the Pre-Meet Tasks

TIME TRIALS

PURPOSE

To provide swimmers participating in Short Course Nationals an opportunity to achieve the time standards required to compete in future Championship meets. It also provides swimmers an opportunity to swim additional events.

TIME TRIALS FORMAT

Time Trials will be held in conjunction with the National YMCA Short Course Championships. They are open to all swimmers participating in the meet. The Time Trial Sessions will begin approximately 30 minutes after the preliminaries. They will be conducted in both Courses.

A swimmer may only swim the stroke being contested in a time trial event, e.g. a swimmer may not swim backstroke in a breaststroke time trial.

Each swimmer may swim one event per day. Swimmers might be asked to provide their own timers.

TIME TRIALS QUALIFYING TIME

Qualifying times for Time Trial events can be found in Appendix B

Note: You must show proof of achieving the time standards for the 400 IM, 500 Free, 1000 Free 1650 Free

TIME TRIALS ORDER OF EVENTS

Day 1	Day 2	Day 3	Day 4
100 Back	100 Fly	400 IM	200 Fly
500 Free	200 Breast	100 Free	100 Breast
200 IM	200 Free	200 Back	1650 Free
50 Free	1000 Free	50 Free	
100 Free	50 Back	50 Breast	
50 Fly			

Proof of time required for
400 IM
500 Freestyle
1000 Freestyle
1650 Freestyle

Time standards apply. Time standards are available in Appendix B

TIME TRIALS FEES AND ENTRY PROCESS

Time Trial fee is \$10 per event

Time Trial entries will be accepted during Coaches check-in on Sunday and during each Preliminary Session at the Time Trial Desk off the pool deck.

Pre-Meet Time Trial entries can also be submitted via an online web site. The link for Pre-Meet Time Trial entries can be found at:

<http://www.ymcacompetitiveswim.org/YMCANatsEntry.asp?M=YMCANatsTrials>

Deadline for submitting online pre-meet Time Trial entries is **Sunday March 25, 11:59pm (PT)**

PAYMENT OF TIME TRIAL ENTRIES

Payment for Time Trials can **only** be made at the Time Trial desk. If you have submitted online Time Trial entries, you must check-in at the Time Trials desk and pay for your entries. There will be no refunds.

COACH CHECK-IN/REGISTRATION

COACH CHECK-IN / REGISTRATION PROCEDURE

This registration process is for every coach and official. Coaches' packets will contain meet information and Deck Passes. The coach may present all the waivers for a team and pick up the athlete bags in the designated area. Scratch and relay cards will also be available at Registration at the proof of times table. Registration will be open according to the times list on the schedule of Events

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](#)). All coaches must have photo ID and their certifications to obtain their packet which contains credentials for admission to the pool deck. All certifications must be current originals.

PROOF OF TIMES AND SWIMS

The meet entry file will be reconciled with USA-S SWIMS. Teams entered will be selected at random for 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 **Tuesday, March 27, 2012**. 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:

- At least one individual event for each swimmer must be proved.
- At least one relay from each team must be proved.

Proof must be from meet results. Proof may be printed from the SWIMS database. Proof of times 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 corrected provided proof can be shown that the individual's time is at or below the Time Standard for that event. We expect all coaches to model the Core Values when entering event times. Non-verifiable times may be assessed a penalty.

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/relay table has not been closed for that day. No penalty fee for misstated letters (S or L).

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 the swimmer's entered time is the qualifying time. Times must be achieved before the entry deadline. 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.

RELAY PROOF OF TIME

Any relay time achieved between September 1, 2011 and the entry deadline belongs to the team and does not require the same proof as an intact relay.

Intact relay - When proving an intact relay from the prior 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 March 1, 2011 and prior to September 1, 2011, all of the swimmers who achieved this time must be eligible to compete at 2012 Short Course Nationals.

If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their entry form.

NEW COACH

All new coaches (not just new teams) will meet with the Assistant Meet Director prior to the Coaches Association meeting to go over meet procedures and answer any questions he/she may have in regards to the national meet. Any coach arriving after the new coach's meeting may contact the Help Desk (located at the announcer's stand) or see the Meet Director or Assistant Meet Director.

If you have specific questions prior to the meet, please email Glenda Pae (paelittlegirl2@aol.com) by March 23.

COMPETITION

CHAMPIONSHIP FACILITY

The Greensboro Aquatic Center will be configured as two ten lane 25 yard pools with bulkheads separating the two pools. Starting blocks will be at the far end of each pool with the turn end closest to the spectator stands.

Prelims will run with combined boys and girls – Boys will swim in the competition pool closest to the scoreboard and girls will swim in the competition pool closest to the diving well.

COACHES

Coaches credentials (issued at registration) must be displayed at all times.

CONTESTANTS

Athletes will be admitted to the pool area by a bag tag that will be issued to them at time of registration. Athletes must display their bag tag for admission to the pool deck. Athletes, within the complex, must be under the supervision of their coach.

ORDER OF EVENTS

Order of Events Swimming

Day One

W	M	Event
101	102	100 Backstroke
103	104	500 Freestyle
105	106	200 IM
107	108	50 Freestyle
109	110	200 Medley Relay*

Day Two

W	M	Event
201	202	100 Butterfly
203	204	200 Breaststroke
205	206	200 Freestyle
207	208	400 Freestyle Relay*
209	210	1000 Freestyle**

Day Three

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

Day Four

W	M	Event
401	402	200 Freestyle Relay
403	404	200 Butterfly
405	406	100 Breaststroke
407	408	400 Medley Relay*
409	410	1650 Freestyle **

* The 200 Medley, 400 Freestyle, 800 Freestyle and 400 Medley Relay Events will be preceded by a 15-minute break for warm-ups.

** The 1000 and 1650 yard Freestyle events shall be "timed final" events: Heats will be contested fastest to slowest. The fastest seeded heats (one for women and one for men) will be the first two events of the finals session for that day. There will be a 15-minute break before the 1000 and 1650 in the preliminaries. Officials may combine heats if needed.

*** The 800 Yard Freestyle Relay events are prelim/final events seeded slow to fast in preliminaries. There will be an A and B final for both genders.

NOTE: C final and B final shall immediately precede the A final of all individual events with the exception of the 1000 and 1650 freestyle. B final shall immediately precede an A final for all relay events.

SCRATCH PROCEDURES

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

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 during registration from the Proof of Times table and thereafter from the officials at the scratch/relay table.

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 submitted to the scratch/relay table, the swimmer is declared scratched and may not compete in that event.

Scratches will be accept at the Proof of Times table during registration hours.

The scratch table will be open for scratches until 12:30 PM.

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.

NO SHOW

A swimmer who is seeded in a preliminary event and fails to compete (i.e., a "no show") shall not compete in any further individual or relay events on that day unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the next event for the swimmer.

In addition the swimmer shall not be seeded in any individual event on succeeding days unless the swimmer and/or coach declares an intent to swim at the scratch table prior to the close of the scratch period for that day's event.

(Note that under USA-S rules, a no show automatically barred from all further individual and relay events for that day (Rule 207.12.6(D)); we are easing that burden particularly for relay swimmers.)

SCRATCHING FROM FINALS

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 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 bar the swimmer from participation in 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.

ALTERNATES

Alternates must report (dressed and ready to swim) to the referee prior to the first heat of the event for which they have qualified. Swimmers who have not reported are not eligible to compete even though there is an opening in the event.

SCRATCHING FROM TIMED FINAL EVENT

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).

PROTESTS

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 Meet Referee, using the Protest Form, within 30 minutes after the conclusion of the race in which the alleged infraction occurred.

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

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

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

FALSIFYING INFORMATION

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

RELAY CHECK-IN PROCEDURE

Preliminaries – Relay forms will be available at the Proof of Time table during registration or scratch/relay table. 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 before the 15-minute break to be accepted. 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 Day Four relay entry forms for the 200 Free Relay must be turned in to the relay table before 8:45 AM

Relay changes may be declared by submitting a new relay card, of a different color (red), 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 should pick up relay entry forms from the scratch/relay table. All other instructions and conditions shown above shall apply.

HEAT SHEETS

Coaches can pick up their heat sheets at the coaches' entrance. The heat sheet is also posted on www.ymcaswimminganddiving.org.

FINAL RESULTS

Daily results will be posted throughout the facility. Results will be available on the website at www.ymcaswimminganddiving.org.

TIMING

The timing of all swimming events will be posted to the hundredths of a second. In the case of a tie to the hundredths of a second in a preliminary event, swim offs will be scheduled, as necessary, in accordance with Rule 102.5.2.

SCORING

Scoring will be as follows:

Individual events:

24 - 21 - 20 - 19 - 18 - 17 - 16 - 15 - 14 - 13 - 11 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1

Relay events:

48 - 42 - 40 - 38 - 36 - 34 - 32 - 30 - 28 - 26 - 22 - 20 - 18 - 16 - 14 - 12 - 10 - 8 - 6 - 4 - 2

RESPONSIBILITY OF COACHES AND CONTESTANTS

It shall be the responsibility of the coaches and 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

Emergency Medical 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.

SWIMMERS AREA

Due to the limited deck space, there will be an area specifically designated for swimmers in the GAC Special Events Center/Athlete Village. Swimmers can use portable seating in the village but not on deck.

On deck seating is limited and will only be available for coaches. Swimmers can watch the competition but no seating is provided on deck.

Swimmers are not allowed in the Spectator stands

OFFICIALS

To properly conduct a championship meet of this magnitude, it 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, Time Trials 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

Please volunteer for time trials as well as the preliminary and final sessions.

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 at 4:30 PM on Sunday, April 1st. 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.

TIMERS

Timing responsibilities will be handled by certified YMCA officials. If necessary to supplement timers, timing assignments will be made based on the number of swimmers per team. In such a case, the selected YMCAs will be notified by **Wednesday, March 28th** 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 8:00 AM or 4:30 PM immediately before the session in 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

EVENT AWARDS

Medals will be awarded to the winners of the first ten places in each event including relays. Ribbons will be awarded for eleventh through twentieth 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 and for both men's and women's diving 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 and both men's and women's diving events.

SWIMMING AWARD PRESENTATION

Individual event awards will be presented on 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

- Swimmers are expected to report to the awards room immediately when called. In fairness to all involved we must present awards promptly.
- All award winners shall wear apparel that is appropriate. Team apparel is preferred. (e.g. Warm-up Jackets)
- No caps or towels are permitted on the awards stand.
- A stand-in teammate may accept an award. Medal winners may move into their position as long as it does not disrupt the procession.

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.

OUTSTANDING ATHLETE SCHOLARSHIP AWARD PRESENTED BY NIKE

CRITERIA

- Must be a graduating senior and must have been a YMCA swimmer and/or diver for five years.
- Must maintain a grade point average of 3.5 or better on a 4.0 or equivalent scale during senior year in high school
- Must have plans to continue education at a university or junior college
- Must present two letters of recommendation from a coach, clergy, teacher, or YMCA staff person. Letters must reflect the athlete's display of the YMCA character traits of caring, honesty, respect and responsibility. Letters must be no longer than one page.
- Must present a one page letter reflecting upon what the athlete's participation in the YMCA competitive swimming and/or diving program has meant to him/her.
- Must compete at the National Short Course Swimming & Diving Championships in their senior year and be present to accept the award.

APPLICATION PROCEDURE

Applications will be available on <http://www.ymcaswimminganddiving.org>

Interested individuals must complete and return their applications along with two letters of recommendation and a one page letter reflecting upon what their participation in the YMCA competitive swimming and/or diving program has meant to them by **March 21, 2012** to: Jim Weaton, YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

Applications will be reviewed and the final selection made by a panel of individuals appointed by the YMCA of the USA Competitive Swimming & Diving Advisory Committee.

The recipient will be announced at the National YMCA Short Course Swimming & Diving Championship in Greensboro.

A check for \$1,000.00 will be issued directly to the athlete's institution of higher learning.

JOSEPH G ROGERS AWARD

This award was established in 1974 as recognition of long and exceptional leadership, insight, dedication and friendship by a man whose YMCA career has touched and enriched the lives of countless young people. In his lifetime, Joe Rogers was the first recipient of the National Distinguished Service to Aquatics Award, was the organizer of the National Operating Council on Aquatics, and represented the YMCA on the U.S. Olympic Men's Swimming Committee.

The Joseph G. Rogers Award statue is permanently located in the International Swimming Hall of Fame Museum, Fort Lauderdale, Florida, with each Honoree's name affixed in bronze on the base. A replica of the statue is presented to each Honoree at the YMCA of the USA National Swimming and Diving Championships.

CONRAD CARROLL AWARD

The Conrad "Connie" Carroll Award is given in memory and honor of a person who best exemplifies the "True Official", a person who has given of himself for the betterment of officiating in the YMCA Competitive Swimming & Diving Program. The recipient will be introduced preceding the preliminaries on the third day of the meet.

COACH OF THE MEET AWARD

(IN MEMORY AND HONOR OF LARRY LYONS, COACH OF M.E. LYONS YMCA)

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.

COACH OF THE YEAR AWARD

The Coach of the Year recognizes the coach/coaching staff that has exemplified the YMCA values in his/her program and community during the year. Team accomplishments and community involvement are to be taken into consideration when submitting candidates. Potential candidates may be nominated by submitting the form at www.ymcaswimminganddiving.org to the email shown, or during the Short Course Championship meet itself.

HOTELS/LODGING

We ask all teams & guests to strongly consider utilizing a hotel within the YUSA Approved Block of Hotel Rooms under the Stay-with-Us program.

Your participation in our **Stay with Us** Program will mean additional financial return through our hotel partnerships. This allows the YMCA to make our National Championships better, keep costs in line and secures additional opportunities to make a positive difference in the lives of more swimmers and families – far beyond the championship event!

YMCA STAY WITH US IN GREENSBORO, NC. To meet your rooming needs, YUSA has secured and confirmed our STAY WITH US Host Hotels that will support the National YMCA Short Course Championship in Greensboro, NC.

The reservation system is available by going to <http://www.cvent.com/d/gdqbyr> for your detailed housing site and reservation information. The reservation system will be open until **Friday March 30, 11:59pm.**

We have secured over 1,000 room nights allowing all swimmers to be housed in very close proximity to the Greensboro Aquatic Center. Having our swimmers and families close together throughout the week will provide for greater interaction, relationship and community building among teams and an increased opportunity for greater safety and security for all.

These Hotels are close to the Aquatic Center, offer Special DISCOUNTED YMCA rates FROM \$82/NIGHT, and provide great value adds like FULL Swimmers Breakfast, FREE hotel Parking and COMPLIMENTARY WIFI access in every room.

Participation in the YMCA Stay-with-Us program will also receive discounts on parking.

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

SPECTATORS

TICKET INFORMATION

Advanced spectator ticket purchase will be available. The link can be found at <http://www.ymcaswimminganddiving.org/2012SC/>. Deadline for advance ticket purchase is **Wednesday March 28, 11:59PM (ET)**.

- \$40 – All-session spectator pass
- \$20 – All-session child's pass (11 and under)
- \$25 – All-session Heat Sheet punch card
- \$50 – Sponsorship
- ***There is no refund of admission fees.***

Ticket purchases at Championship will be available

- \$7 – Per Session Spectator pass
- \$3 – Per session Spectator pass for children 11 & under
- \$4 – Per session Heat Sheet
- \$45 – All session pass purchased at the meet
- \$25 – All Session Heat Sheet punch card purchased at the meet
- ***There is no refund of admission fees.***

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

TICKET SALES SCHEDULE:

Sunday, April 1, 10:00 AM –6:30 PM (Lunch break 12:30 to 1:00 PM)

(During Meet Registration) Tickets will be sold and advanced tickets may be picked up.

Monday, April 2nd – 6:30 AM – 11:00 AM and 5:00 PM – 7:00 PM

Tuesday – Thursday, April 3-5 - 7:00 AM – 11:00 AM and 5:00 PM – 7:00 PM

COLLEGE COACHES

College coaches are encouraged to register in advance by using the form available on the website at <http://www.ymcaswimminganddiving.org/2012sc> . There is no charge for credentials for college coaches. At the meet, college coaches may request credentials at the registration table.

MEDIA

Accreditation for press and television must be secured at registration with proper credentials.

SPECTATOR AREA

The upper level spectator stands are reserved for spectators. We would ask that any swimmer or coach wanting to visit with a parent, relative or family friend meet in the Special Events Center next door to the Aquatic Center.

Conversely, the pool level is off limits to spectators. Spectators will not be allowed on the pool deck.

- Handicapped seating is available in specially designated areas within the spectator seating area.
- Folding chairs are not permitted in the spectator seating area or on the pool deck.
- No outside food, drink, thermos or cooler is permitted in spectator seating area. Concessions will be available.
- Camcorder operators' equipment will not be permitted to take up seats in the spectator area.

Our Meet Surveys continue to indicate that many respondents are upset with all of the seats being saved before the start of Preliminaries. For many teams and individuals, there is a tradition of sitting together during our National Meets. We believe that many life-long friendships are greatly enhanced by this experience, and that this is an important part of our parents' Nationals experience.

However, the Meet Surveys lead us to believe that we need seat saving procedures for those parents sitting in the grandstand. Accordingly, at 8:15 each morning of competition, our announcer will ask everyone saving a seat to remove whatever they are using to do this. Then, those saving seats will be asked to either move in or out so that someone else may sit in the spot that was being saved. The Gate Guys will help us in this endeavor. However, they are not part of the complex's formal security. We are hopeful that our parents and friends will work cooperatively to maintain a supportive community atmosphere.

We encourage everyone attending to view the pool and Conference Center maps. This should help everyone attending the venue to become familiar with the complex. There is ample seating for our parents, relatives and friends attending. For those unable to attend, USA Swimming will be providing video for the meet.

GENERAL INFORMATION

BANNERS

Maximum banner size shall be 5 feet by 8 feet. Advertising size can be no more than 96 square inches. There is no restriction on the size of YMCA or team name. The Meet Committee reserves the right to restrict placement of team banners in order to maintain dignity and decorum of the meet as well as for the benefit of vendors and sponsors.

For those teams wanted to display their banner within the Aquatic center, the banners should be given to pool personnel at the aquatic center lobby desk. Pool management will be responsible for placing all banners and returning the banners at the conclusion of the meet.

MESSAGE TABLES

Message tables are not permitted.

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 strongly recommends that chaperones accompany all contestants, when outside the aquatic complex.

PARKING

Sunday, April 1 – registration day – there will be no charge for parking

Parking passes for all competition sessions will be available for purchase at Registration, and on Monday, April 2 until 12:00 noon on site at GAC. All other parking will be paid at the gate daily.

Standard Pool Parking Rates

All sessions parking at the pool

- \$25 per car for all sessions Monday-Thursday April 2 -5th

Daily parking rates at the Pool:

- \$8 per car day
- \$15 Large Vans and Buses per day
- \$25 RV's without power per day
- \$50 RV's requesting power per day

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

YMCA Stay-With-Us Parking rates

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

All sessions parking at the pool

- \$16 per car for all sessions Monday-Thursday April 2 -5th
-

Daily parking rates at the Pool:

- \$ 5 per car day
- \$10 Large Vans and Buses per day
- \$20 RV's without power per day
- \$50 RV's requesting power per day

APPENDIX A – CHAMPIONSHIP QUALIFYING TIMES

2012 National YMCA Short Course Swimming and Diving Championships Meet Qualifying Time Standards April 2-5, 2012

* not changed

WOMEN			EVENT	MEN		
50 Meter Course	25 Meter Course	25 Yard Course		25 Yard Course	25 Meter Course	50 Meter Course
:28.39	:27.89	:24.99	50 Free	:22.39	:24.98	:25.73
1:01.35	1:00.25	:53.99	100 Free	:48.79	:54.45	:56.08
2:11.28	2:09.67	1:56.19	200 Free	1:46.29	1:58.62	2:01.47
4:37.66	4:32.08	5:10.99	500 Free	4:47.99	4:11.95	4:20.62
9:22.96	9:12.04	10:30.99	1000Y/800M Free	9:51.99	8:37.92	8:50.45
17:56.52	17:31.83	17:34.99	1650Y/1500M Free *	16:35.19	16:32.21	17:00.70
1:08.01	1:07.17	1:00.19	100 Back	:55.19	1:01.59	1:03.43
2:26.31	2:24.52	2:09.49	200 Back	1:58.69	2:12.46	2:16.42
1:19.29	1:16.99	1:08.99	100 Breast	1:01.99	1:09.18	1:11.66
2:49.30	2:46.28	2:28.99	200 Breast	2:15.49	2:31.21	2:36.63
1:06.95	1:06.50	:59.59	100 Fly	:53.99	1:00.25	1:01.00
2:29.08	2:28.09	2:12.69	200 Fly	2:01.19	2:15.25	2:17.71
2:29.87	2:27.19	2:11.89	200 IM *	1:59.69	2:13.58	2:18.36
5:15.24	5:11.37	4:38.99	400 IM	4:17.99	4:47.93	4:56.54
1:54.76	1:52.71	1:40.99	200 Fr Rel	1:30.59	1:41.10	1:44.12
4:07.71	4:03.29	3:37.99	400 Fr Rel	3:16.99	3:39.85	3:46.42
8:49.93	8:43.42	7:48.99	800 Fr Rel	7:09.99	7:59.89	8:11.41
2:08.13	2:05.99	1:52.89	200 Med Rel	1:41.59	1:53.38	1:56.36
4:36.49	4:31.86	4:03.59	400 Med Rel	3:39.99	4:05.52	4:11.99

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.

APPENDIX B – TIME TRIALS QUALIFYING TIMES

2012 National YMCA Short Course Swimming and Diving Championships
Time Trial Qualifying Time Standards
YMCA National Short Course Swimming Championships
April 2 - 5, 2012

Women			Event	Men		
LCM	SCM	SCY		SCY	SCM	LCM
:31.23	:30.67	:27.48	50 Free	:24.62	:27.48	:28.30
1:07.48	1:06.28	:59.38	100 Free	:53.66	:59.89	1:01.68
2:24.41	2:22.64	2:07.80	200 Free	1:56.91	2:10.48	2:13.62
4:52.66	4:47.08	5:25.99	500 Free	5:02.99	4:26.95	4:35.62
9:52.96	9:42.04	11:00.99	1000Y/800MFree	10:21.99	9:07.92	9:20.45
18:26.52	18:01.83	18:04.99	1650 Free	17:05.19	17:02.21	17:30.70
1:14.81	1:13.89	1:06.20	100 Back	1:00.70	1:07.75	1:09.78
2:40.94	2:38.97	2:22.43	200 Back	2:10.55	2:25.71	2:30.06
1:27.22	1:24.69	1:15.88	100 Breast	1:08.18	1:16.10	1:18.83
3:06.23	3:02.91	2:43.88	200 Breast	2:29.03	2:46.33	2:52.29
1:13.65	1:13.15	1:05.54	100 Fly	:59.60	1:06.52	1:07.35
2:43.99	2:42.90	2:25.95	200 Fly	2:13.30	2:28.78	2:31.48
2:44.86	2:41.91	2:25.07	200 IM	2:11.65	2:26.94	2:32.20
5:45.24	5:41.37	5:06.88	400 IM	4:47.99	5:17.93	5:26.54
2:06.23	2:03.98	2:10.99	200 Fr Rel	1:39.64	1:51.21	1:54.53
4:32.48	4:27.62	3:59.78	400 Fr Rel	3:36.68	4:01.84	4:09.06
9:42.92	9:35.76	8:35.88	800 Fr Rel	7:52.98	8:47.88	9:00.55
2:20.95	2:18.59	2:04.17	200 Med Rel	1:51.74	2:04.71	2:08.00
5:04.14	4:59.05	4:27.94	400 Med Rel	4:37.19	4:30.07	4:37.19
:34.59	:33.40	:29.93	50 Back	:27.58	:30.78	:32.39
:38.39	:36.81	:32.99	50 Breast	:30.66	:34.21	:36.29
:32.39	:31.77	:28.47	50 Fly	:25.94	:28.95	:29.89

Time trials time standards are 10% over the meet qualifying time standard for each event.

400 IM and 500 Free are 15 seconds slower than Short Course qualifying times

1000 Free and 1650 Free are 30 seconds slower than Short Course Qualifying times

50 stroke events have the same qualifying times as last year

APPENDIX C - COACH'S CHECK LIST

MEET ENTRY

- Have you completed the annual Team registration process with your Group Rep?
- Do all your coaches who will be attending National have updated credentials?
- Have all your coaches who will be attending Nationals completed their annual coaches' registration process with your Group Rep?
- Have you created your Meet Entry file?
- Have you completed your ONLINE entry? 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

- 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. (not required if you have the pass issued by your group representative.)
- Do you have proof of times for each entry?
- Does your YMCA know where the team is staying?
- Do you have a contract with your athletes as to their expected behavior?
- Are your athletes familiar with the YMCA four core values – Honesty, Responsibility, Caring and Respect?
- Did you obtain permission for emergency medical care?
- Have you scratched any swimmers at Coaches Check-in who will not be competing on the first day of prelims
- If you are a new coach to YMCA Nationals, plan to attend the New Coaches meeting on the afternoon of Coaches-check-in day
- (List items below you wish to remind yourself)

APPENDIX D – SAMPLE INSURANCE CERTIFICATE

Sample:

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

APPENDIX E – Eligibility (copy of the 2011-2012 Black Book)

The 2011-2012 can be found at www.ymcaswimminganddiving.org