

2025 YMCA NATIONAL LONG COURSE SWIMMING CHAMPIONSHIPS HANDBOOK PART 2



The YMCA National Long Course Swimming Championships celebrate athletes' achievements, promote positive relationships, and create a sense of belonging for athletes, coaches, volunteers, and families.

OUTLINE

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GENERAL INFORMATION

- Deck Credentials or bag tags are required to be displayed to gain admission onto the pool deck. For lost or misplaced bag tags, see the Help Desk or Late Registration Desk.
- Only officials, timers, and swimmers preparing for an event should be behind the blocks.
- See pool map for locations of Help Desk, Scratch Table, Relay Table, Time Trials Table, First Aid/Emergency, athlete locker rooms, and non-athlete bathrooms.

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- Any found item deemed of value (e.g. cell phone, tablet, watch etc.) will be turned over to the announcer. Any other items of lost and found will be turned over to facility management.
- Coaches are responsible for the conduct of their athletes both on the pool deck and all other areas of the venue.
- Swimmers are responsible for their personal belongings at all times.
- The YMCA of the USA Swimming Procedures for Concussions will be followed for any suspected head injury.

SAFE SPORT

- This event will follow the Safe Sport Law and policies of the YMCA of the USA, the U. S. Center for Safe Sport, and USA Swimming.
- To be permitted on deck at this meet, staff, volunteers, and athletes age 18 and older must have signed the YMCA of the USA Code of Conduct for Youth – National Events, which acknowledges they have:
 - read and agree to comply with the expectations set forth in the code of conduct.
 - been trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.
- Minor Athlete Abuse Prevention Program (MAAPP)
 - All interactions between adults and minors must be observable and interruptible.
 - See the site map for locations of athlete bathrooms and changing areas, and bathrooms for officials and other volunteers.
 - Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths as follows:
 - YMCA employees: https://go.ymca.net/formstack/incident_reporting
 - All others: <https://formstack.io/170DC> or Praesidium's Anonymous Helpline at (855) 347-0751.

HELP DESK

- Located on the pool deck.
- Help Desk is available to answer general questions that are not related to rule interpretations or meet results.
- Includes general meet information, Heat Sheets, Bio Forms, Facility Information, Relay Change Cards, Requests for a Time for Initial Split, etc.

HYDRATION

- There are water bottle filling stations throughout the facility including on deck and using them is encouraged. Please bring your own water bottle to refill throughout the meet. Water bottles will not be provided to athletes, coaches, or volunteers.

HOSPITALITY

- Water is available on deck.
- Hospitality is reserved for coaches and officials, not athletes.

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- 7:15 AM – 9:00 AM Coffee and light breakfast (Coach's Room off Pool Deck)
- 11:00 AM – 2:00 PM Lunch (Coach's Room off Pool Deck)
- 4:40 PM – 7:30 PM Evening Snack (Coach's Room off Pool Deck). This is intended as a snack and not a substitute for dinner. Please respect your fellow coaches and meet volunteers by not over-indulging.

PARADE

- Swimmers assemble Tuesday evening in the staging area at 4:35 PM, ordered alphabetically by state name.
- Parade begins at 4:50 PM.
- The competition pool will be closed for warmups at 4:50 PM. Warmups will continue in the warm-up pool.
- During Opening Ceremonies athletes are not allowed on blocks, diving boards/platforms or anywhere other than the pool deck itself.
- Coaches are asked to review parade protocol and expected behavior with their athletes.
- The parade theme is "Pirates."

TIME TRIALS

- The available events are listed on the meet web page.
- Online entries are given priority in the event of time restrictions.
- Time Trial entries can be submitted during the meet at the Time Trial Desk located on the pool deck. The deadline is the earlier of 10:00 AM or once the 2:30 PM deadline is projected for that day's events based on entries already received.
- The Time Trial Desk is open on the pool deck each morning from 8:00 AM.
- The cost is \$25.00 per event.
- The Time Trial entry form will require the coach's authorizing signature. At the end of the week, teams will be invoiced through Swimcloud for Time Trial entries made during the meet. No cash will be accepted at the meet. A report detailing the deck entries will be available for each team.
- An athlete may switch Time Trial events, without incurring an additional fee, prior to the close of Time Trial entries for the day.
- Swimmers may only swim the stroke(s) and distance being contested in that event.
- Entry Limits
 - Swimmers may enter up to five (5) Time Trials for the entire meet and may swim as many Time Trials on the same day if they do not exceed the USAS maximum overall events per day of three (3) (including Time Trials).
 - The 1500 free and 800 Free Time Trials may be limited to two (2) full heats of the fastest seeded swimmers per gender. The 400 Free Time Trial may be limited to five (5) full heats of the fastest seeded swimmers per gender and the 400 IM may be limited to five (5) full heats of the fastest seeded swimmers per gender.
 - We reserve the right to terminate the Time Trial session if it runs past 3:00 PM.
- Sequence
 - Approximately 10:10 AM each day - Psych sheet posted.

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- Coaches should review the psych sheet to ensure entries are correct.
- Report errors immediately to the Time Trials Desk.
 - Approximately 30 minutes before time trials start – Time Trials heat sheets will be available at the Help desk.
- Please inform the Time Trials Desk of any scratches to accommodate other athletes and to increase the efficiency of the Time Trials.
- Events will not be reseeded once posted. In the event of an error, swimmers will be entered in empty lanes of the event if available.
- Coaches can access Time Trial information as a separate meet on Meet Mobile. Coaches may view the Psych Sheet on Meet Mobile as swimmers are entered. There will be a general announcement when heats sheets are available.
- Time Trials will start no sooner than 12:00 noon.

FINALS

- Individual prelim/final events
 - Women B final, A final (paraded), C final, D (15-under) final
 - Men B final, A final (paraded), C final, D (15-under) final
 - Women awards
 - Men awards
- Relay events except the 800 Freestyle Relay
 - Women B final, A final
 - Men B final, A final
 - Women awards
 - Men awards
- Individual timed final events
 - Women fastest heat (paraded)
 - Men fastest heat (paraded)
 - Women awards
 - Men awards
- Bio Forms should be completed for the top ten (10) individual finalists. Forms are available at the Help Desk and should be returned by the completion of the morning preliminary events. Our announcer will read the swimmer's name, team and one additional fact submitted.

AWARDS CEREMONIES

- For individual events, award presentations will be immediately after the men's D Finals.
- For relay events at the end of a session, award presentations for both the women's and men's relays will be after the A Finals of the men's relay event.
- After swimming in their heat, athletes in the B and A Finals heat should immediately gather their belongings and report to the awards staging area.
- In the event the swimmer is unable to participate in the ceremonies, we ask that a substitute swimmer stand-in. However, any switching of swimmers should not interfere with the presentation of awards.
- Award presentations will not wait for all athletes to report.

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- To maintain a level of decorum appropriate for a YMCA National Championship, it is expected that all award recipients be attired suitably for a National Awards Ceremony. Appropriate team attire shall cover the body from neck to thighs including a shirt with sleeves or team jacket- zipped. No caps, towels, water bottles, costumes, or theme attire are permitted on the awards stand.
- The Coach of the winning swimmer(s) will present the awards to all swimmers unless there is a celebrity presenter; in this case, the coach will co-present to the winning swimmer and the celebrity presenter will present to places two (2) through twenty (20).

PROTESTS

- Protests may only be initiated by persons with standing; that is, a coach or YMCA manager whose team is competing in the meet.
- Eligibility protests will be heard by the Eligibility Committee which will investigate and make a ruling.
 - Every effort will be made to resolve the issue before the start of the race in question.
 - If the issue cannot be resolved before the race is swum, the athlete will be allowed to swim under protest.
- Protests must be submitted using the Protest Form, available at the Help Desk, and delivered to the Meet Referee within thirty (30) minutes after the conclusion of the race in which the alleged infraction occurred.
- Protests concerning the judgement decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final.
- The Meet Committee serves as the Meet Jury and their decisions are final.
- The results of any protested race are not announced, awards are not presented, and points are not allocated until the protest is resolved or withdrawn, in writing.
- Questions regarding judgement calls should be addressed with the appropriate Deck Referee and, if not resolved, the Meet Referee.

RULES

- USA Swimming technical rules will be used.
- YMCA Requirements
 - This meet will be conducted under the "Rules that Govern YMCA Competitive Sports" and the "Swimming Addendum to the Rules that Govern YMCA Competitive Sports."
- USA Swimming Requirements
 - Technical Suits are prohibited for 12-under swimmers.
 - Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas, and open-ceiling locker rooms) at any time athletes, coaches, officials, or spectators are present.
 - Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms, locker rooms, or behind the starting blocks.
 - Deck changes are prohibited.

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- Shaving is not permitted on site.
- Smoking, vaping, or the use of other tobacco products is prohibited in all areas of the venue, except in limited designated smoking areas.
- Alcoholic beverages or the recognition of alcohol sponsors are prohibited in all areas of the venue.

POOL CONFIGURATION

- 'Fly-over' starts may be used at this meet for Prelims and Time Trials. All events, including the 50-meter events, will start from the same end of the competition pool.

WARM-UPS

- Please follow the procedures pertaining to warm-ups including entering from the starting block side. There is no diving except as permitted in the Warmup Schedule. Please make sure warm-up etiquette is followed.
- A warm-up schedule will be placed in each team's packet and is available at the Help Desk.
- Warm-ups are supervised by the coaches and life guards.
- Transition to pace lanes and starting lanes are supervised by meet officials.
- The two designated warm-up, warm-down pools will be open during warm-ups and preliminaries, time trials and finals sessions; coaches are responsible for their swimmers; No diving allowed.
- Please ask your swimmers to respect reflection and National Anthem presentations.
- No team has exclusive rights to any pool lanes during warm up period, during or before the start of the meet
- Teams will need to share lane space and work cooperatively in reflection of YMCA values and sportsmanship.
- No equipment is allowed in the Competition Pool.

WEDGES / LEDGES

- This facility has forward starting wedges on each block and Spectrum / Colorado backstroke ledges.
- It is expressly understood that use of the starting block or backstroke ledge shall be at the risk of the swimmer.
- It shall be the responsibility of the swimmer to understand the use of either type of starting wedge or backstroke ledge and how the wedge is positioned and set for the start.
- Should a circumstance occur which results in a less than satisfactory start due to the setting of a wedge or ledge, a re-swim will not be granted.
- Forward starting wedges may be adjusted by the swimmer. Backstroke ledges may be used as the swimmer chooses but it is the swimmer's responsibility to make the adjustments to the backstroke ledge.

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WEATHER CONTINGENCY PROCEDURES

- Prelims and Time Trials
 - If the outdoor pools are not available during prelims or time trials, the start of the meet will not be delayed. During the meet and while the outdoor pools are not available, the Meet Referee will open the competition pool for the purpose of warm-up and warm-down after each men's event for 15 minutes. This is subject to change at the discretion of the Meet Referee.
- Finals
 - In the event the outdoor pools are not available during Finals, the start of the meet will not be delayed. During the meet and while the outdoor pools are not available, the Meet Referee will open the competition pool for the purpose of warm-up and warm-down after each men's event for 15 minutes. This will take place during the awards presentation. This is subject to change at the discretion of the Meet Referee.

RELAYS

- Steptover starts are permitted however starting from the back ledge only is prohibited.
- Relay take-off judging
 - Electronic relay judging pads (RJPs) are being used.
 - Two independent relay take-off judges will be observing take-offs and separately recording their observations.
 - For a relay take-off disqualification:
 - Both judges must have recorded a violation and
 - The violation must be confirmed by the relay judging equipment.
 - The electronic data will be used only to confirm a violation by both judges and will not be reported in any results.

Electronic Take-Off Device Determination Summary

JUDGE DETERMINATION	Electronic Take-Off: Take-Off Violation	Electronic Take-Off: No Violation
Judges Call: Take-Off Violation	<i>DQ</i>	<i>No DQ</i>
Judges Call: No Violation	<i>No DQ</i>	<i>No DQ</i>

RELAY CHECK-IN PROCEDURE

- Relay cards are available at the Help Desk and the Relay Table. They should be submitted at least thirty (30) minutes before the start of the relay event.
- For preliminary heats:
 - No further action is required if the swimmers and order are the same as what was entered during the online entry process.

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- If there is a change in either the swimmers or the order, a relay card is required. For any late change (less than 30 minutes before the start of the heat), the relay card must be submitted to the Referee before the start of the heat.
- For finals:
 - No further action is required if the swimmers and order are the same as the preliminary relay.
 - If there is a change in either the swimmers or the order, a relay card is required. Any late change (less than 30 minutes before the start of the heat), the relay card must be submitted to the Referee before the start of the heat.

DISTANCE EVENTS

- 1500 Freestyle
 - Morning heats will swim fastest to slowest, alternating women and men.
 - Fastest heat will swim at night as the first event.
- 800 Freestyle
 - Morning heats will swim fastest to slowest, alternating women and men.
 - Fastest heat will swim at night as the first event.
- 800 Freestyle Relay
 - Morning heats will swim fastest to slowest.
 - Fastest heat will swim at night.

SCRATCH PROCEDURES

- Contestant is officially entered until scratched.
- Swimmer is officially scratched when scratch card is submitted and accepted at the Scratch Table.
- Scratch from a prelim event:
 - Scratch card must be submitted by 5:00 PM the previous day.
- Scratch from a timed final event:
 - Scratch card must be submitted by 5:00 PM the previous day.
- Scratches for DAY 1 ONLY may be submitted electronically by 5:00 PM on Monday, July 28, 2025 by coaches who will not be arriving until after 5:00 PM that day. Electronic scratches should be sent to shannot1@miamioh.edu and pressly@me.com . Scratches will be confirmed by return email.
- Scratch from finals:
 - A definite scratch from finals must be made within 30 minutes of the announcement of the preliminaries results for that event.
- Intent to scratch from finals:
 - Intent to scratch (scratching based upon the results of another individual event that session) must be submitted within 30 minutes of the announcement of the preliminaries results of that event.
 - Final decision regarding an intent to scratch must be made within 30 minutes of the announcement of the results of the last individual event for that swimmer.
 - Swimmer will not be scratched if no notice is given.

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- An attempt will be made to notify coaches, usually via text, whose swimmers were announced as alternates and are scratched into finals.

DECLARED FALSE START

- Declared false start (DFS) is available for a preliminaries event, timed finals event, or a swim-off.
- A DFS will count as an event in the case of a preliminary or timed final event.
- A DFS should be known to the appropriate Deck Referee before the heat is swum. The appropriate form should be used.

NO SHOW / MISSED EVENT

- In the event of an empty lane, the swimmer's name will be announced twice by the starter. Once the official starting procedure for a heat begins, the late swimmer or relay immediately becomes a "no show" and will be barred from swimming that event.
- A "missed" event counts against the maximum number of events in which a swimmer may compete.
- For a no show in a preliminaries event a swimmer:
 - Shall not compete in any further individual or relay events on that day unless the athlete and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the swimmer.
 - Shall not be seeded in any individual events on succeeding days unless that swimmer and/or coach declares intent to swim prior to the close of the scratch box for the next day's events.
- For a no show at a finals event:
 - The swimmer will be barred from further competition in all individual and relay events.
 - May be excused in the event of an injury, illness, or circumstances beyond the control of the swimmer and accepted by the Referee.

SWIM-OFFS

- Swim-off will be conducted for ties for 10, 20, 30, 31, and 32 places.
- Where appropriate, swim-off will be conducted for ties for 40, 41, and 42 places.
- Swim-offs will be offered for ties for 11 and 21 places.
- One can take a DFS in a swim-off and be relegated to the lowest place being contested.
- One can scratch from the event which may eliminate the need for a swim-off.
- In the event of a tie for 30th place involving a 15-under swimmer and a 16-over swimmer, we will have the 15-under swimmer automatically defer the swim-off. The 15-under swimmer is guaranteed a position in the D final and this will allow the 16-over swimmer a position in the C final.

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RESULTS

- Results displayed on the scoreboard are unofficial.
- Immediate results displayed in Meet Mobile are unofficial.
- Verified official results will be announced and then be made available on the web site and Meet Mobile.
- Questions regarding results should be directed to the Administrative Referee or Meet Referee.
- Results will be posted at a specified place on the deck.

SWIMS (USAS)

- Individual times will be entered into SWIMS for those swimmers registered with USA Swimming and whose USAS identification numbers were included in the meet entry process.
- The initial leg of a relay will also be entered into SWIMS unless the relay is disqualified. If the leadoff swimmer had a valid swim, request the split be entered using the appropriate Initial Split form.
- A request for an initial split time in a longer event should be made using the Initial Split form. This should be submitted to the deck referee prior to the event and additional backup timers may be requested.

HEAT SHEETS

- Printed heat sheets will be available to coaches and officials only. Spectators will access heat sheets electronically using the QR code posed throughout the facility or on the meet web page on the YMCA Swimming and Diving website.
- Prelims
 - Heat sheets will be available for coaches and officials
 - Online by 7:30 PM the day before.
 - At the Help Desk by 7:00 AM that morning.
 - Approximate heat start times will be included but heats may start before the stated time.
- Finals
 - Heat sheets will be available for coaches and officials at the Help Desk by 4:30 PM.
 - A separate timeline for the evening events will be provided.