

Meet Handbook

National YMCA Short Course Swimming Championship

April 6 - 9, 2009

Fort Lauderdale Aquatic Complex Ft. Lauderdale, Florida 954-828-4580 www.ymcaswimminganddiving.org *ISHOF -- Please note that the International Swimming Hall of Fame will be referred to as ISHOF.

Registration - Pre meet registration is one day only (Sunday, April 5) and will take place at the ISHOF.

NO WRISTBANDS FOR COACHES, ATHLETES and OFFICIALS – replaced by bagtags for coaches and swimmers.

Scratch Box Closes at 12:00 PM each day

FEES - \$60 Team Registration, \$3 athlete surcharge, \$10 individual event, \$40 Relay event

Admission – Daily charge \$12 Session charge \$7

Children 11 & under \$3 per session

Advance purchase weekly pass \$40 (this includes admission to the meet, admission to the International Swimming Hall of Fame, Hall of Fame tours, and the 2007 – 2008 ISHOF annual yearbook.

Weekly passes purchased at the meet will be \$45 and will not receive the ISHOF yearbook.

Diving will be contested at 10 AM the first two days. (See Order of events for schedule.)

C finals – Individual events with the exception of the 1000 and 1650 free will have a C final in addition the normal A and B final.

Coaches – The deck pass fee is \$20. The number of coaches permitted has changed. (See coaches section in handbook.)

Proof of time – A reconciliation of times will be run against SWIMS. If selected for proof of time and your times are in SWIMS, you will not need to bring further proof of time.

Time Trials – A swimmer may only swim the stroke being contested in a time trial event.

KEY MEET OFFICIALS

Meet Director – John Mendell Assistant Meet Director – Glenda Pae

Meet Coordinators

Diving – Gary Cox Facilities – Laura Voet/Jeff Stafford

Championship Committee

Jim Everett- Chairperson, National Advisory Committee Bruce Griffin – Announcer & MC for Special Events

Gary Cox – Diving Meet Manager

John Mendell - Meet Director

Ed Miller – Meet Referee/Director of Officials

Glenda Pae – Assistant Meet Director

Jim Ryan – Former Chairperson, National Advisory Committee

Mary Ellen Smolinski – Meet Operations

Tom Warrick - Meet Registration

Bettie Williams – Long Course Meet Director

Noel Brendefur – YMCA of the USA, Director of Competitive Sports (Ex Officio)

Coaches Representative

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SCHEDULE OF EVENTS FOR 2009 SHORT COUSE

NOTE: PRE-MEET REGISTRATION WILL BE ONE DAY ONLY AND WILL BE HELD AT THE INTERNATIONAL SWIMMING HALL OF FAME BUILDING!!

Saturday April 4, 2009

6:00 AMPOOL OPENS FOR PRACTICE/ CLOSES AT 8:00 PM	
5:00 PM – 7:00 PMJOSEPH G. ROGERS AWARD PRESENTATION (Area Behind Hall of Fame Building)	

Sunday April 5, 2009

6:00 AMPOOL OPENS FOR PRACTICE/CLOSES 8:00 PM
11:00 AM – 8:00 PM PRE-MEET REGISTRATION (ISHOF Auditorium)
Teams and Coaches Registration
11:00 – 4:30 PMOfficials' Registration
4:00 PM*Coaches Advisory Meeting (Tented Area Above Pool)
*Followed by Coaches Association Meeting
*Followed by New Coaches Meeting
4:30 PM – 6:00 PM Officials Meeting/ (Press Room Upstairs in Pool Offices)
4:45 PMScratch Box Closes for Monday's Events
5:30 PM – 6:30 PMATHLETE WECOME PARTY (Stands in Pool Area)
6:00 PM – 8:00 PMOfficials' Registration
Registration will remain open till 8:00 PM (ISHOF Auditorium)

Monday April 6, 2009

6:00 AMPOOL OPENS FOR WARM-UPS –Swimming Events Begin @ 9:00 AM
6:30 AM - 11:00 AM*MORNING REGISTRATION Opens (ISHOF Boardroom)
8:00 AMBreakfast and Meeting of Officials (ISHOF Auditorium)
8:30 AM – 10:30 AM Time Trial Registration: (Coaches Hospitality Room)
8:45 AM*Morning Devotion and National Anthem
9:00 AM*Preliminary Swimming Events
12:00 NoonCoaches and Officials Lunch (ISHOF Auditorium)
12:00 NoonScratch Box Closes for Next Day's Events (Relay & Scratch Table)
4:00 PMPOOL OPENS FOR WARM-UPS
4:45 PMOfficials Meeting (ISHOF Auditorium)
5:00 PM – 6:30 PMEvening Time Trial Registration (Coaches Hospitality Room)
5:00 PM*CLEAR POOL FOR OPENING CEREMONIES
5:00 PM – 6:00 PM* EVENING REGISTRATION Monday through Thursday (ISHOF Boardroom)
5:10 PMAssemble for Parade of Athletes
5:45 PM*SWIMMING FINALS START FOR C, B, A

Tuesday April 7 Through Thursday April 9, 2009

6:00 AM – 8:45 AMWARM-UPS
7:00 AM -11:00 AM*MORNING REGISTRATION For Swimmers And Visiting College Coaches (ISHOF
Boardroom)
8:00 AMBreakfast and Meeting of Officials (ISHOF Auditorium)
8:30 AM – 10:30 AMTime Trial Registration (Coaches Hospitality Room)
8:45 AM*Morning Devotion, National Anthem and special award recognitions
9:00 AM*Preliminary Swimming Events
12:00 NoonCoaches and Officials Lunch (ISHOF Auditorium)
12:00 NoonScratch Box Closes for Next Day's Events (Relay & Scratch Table)
4:00 PMPOOL OPENS FOR WARM-UPS
5:00 PM – 6:30 PMEvening Time Trial Registration: (Coaches Hospitality Room)
5:00 PM – 6:00 PMEVENING REGISTRATION (ISHOF Boardroom)
5:15 PM*Clear pool for AWARDS
5:15 PMOfficials Meeting (ISHOF Auditorium)
5:45 PM*Swimming Finals Start with C, B, A Events
9:00 PM Wednesday *VOLUNTEER DINNER (ISHOF Auditorium)
Conrad Carroll Award Winner will be announced at the Dinner

PLEASE KEEP IN MIND THAT WE HAVE ADDED "C" FINALS FOR ALL EVENING INDIVIDUAL SWIMMING EVENTS (except the 1000 and 1650 yard Freestyle events).

Training Classes

Special Awards

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

JOSEPH G. ROGERS AWARD: Awarded on Saturday, April 4th, 5 PM. Announced Monday Morning

OUTSTANDING ATHLETE SCHOLARSHIP AWARD: Tuesday Morning

SENIOR RECOGNITION: Wednesday Morning COACH OF THE MEET: Wednesday Morning

CONRAD CARROLL AWARD: Awarded Wednesday, April 8th, 9 PM. Announced Thursday Morning

COACH OF THE YEAR: Thursday Morning

ROBERT MOSS AWARD FOR DIVING: Awarded Tuesday. Announced Wednesday Morning

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.

Any questions pertaining to a definition of the following YMCA Inter-Association Meets / YMCA Championship Meets / and Sanctioning procurers. All this information can be find in the 2009 Black Book. Download from www.ymcaswimminganddiving.org

Swimmers

YMCA Membership

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

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

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

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

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

YMCA Meet Participation

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

Coaches

Safety Certifications

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

CPR,

First Aid

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

Principles of YMCA Competitive Swimming and Diving

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

American Red Cross American Heart Association American Safety and Health Institute National Safety Council

Team Registration and Coaches' Deck Passes

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

Associations

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 may only compete under one name and one association number during a given season. Teams may not compete separately during the season and then compete as one combined team at nationals.

Association in Good Standing

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

USA-S Insurance - Team and YMCA Name

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

YMCA without a Swim Team

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

ENTRY INFORMATION

Official Entry

All entries must be made through the ONLINE ENTRY system. Online Entry will only be available at www.ymcaswimminganddiving.org. Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

For those swimmers coming to the meet as members of relays only (not entered in individual events), they must be so designated in the disk entry as relay swimmers and fees paid. The fee for a relay only swimmer is \$10.00 per swimmer (the cost of an individual entry). 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

2009 SC Qualifying Time Standards

2009 YMCA Short Course Qualifying Times April 6 - 9 , 2009 Fort Lauderdale, Florida

	WOMEN						MEN	
50 Meter	25 Meter	25 Yard				25 Yard	25 Meter	50 Meter
Course	Course	Course		EVENT		Course	Course	,
:28.73	:28.22	:25.29		50 Free		:22.59	:25.21	:25.96
1:02.14	1:01.03	:54.69	*	100 Free		:49.19	:54.89	:56.54
2:12.75	2:11.12	1:57.49		200 Free	*	1:47.19	1:59.63	2:02.50
4:39.99	4:34.35	5:13.59	*	500 Free		4:50.29	4:13.97	4:22.70
9:31.88	9:20.79	10:40.99		1000Y/800MFree	*	10:02.99	8:47.55	9:00.32
18:15.90	17:50.77	17:53.99	*	1650Y/1500M Free	*	16:44.29	16:41.28	17:10.04
1:09.36	1:08.51	1:01.39	*	100 Back	*	:55.99	1:02.48	1:04.35
2:29.25	2:27.42	2:12.09		200 Back		2:01.59	2:15.70	2:19.75
1:20.10	1:17.77	1:09.69	*	100 Breast	*	1:02.79	1:10.07	1:12.58
2:50.78	2:47.73	2:30.29		200 Breast		2:17.39	2:33.33	2:38.83
1:07.96	1:07.51	1:00.49	*	100 Fly	*	:54.29	1:00.59	1:01.34
2:30.77	2:29.76	2:14.19		200 Fly	*	2:02.39	2:16.59	2:19.07
2:31.35	2:28.64	2:13.19		200 IM	*	2:01.49	2:15.59	2:20.45
5:21.23	5:17.28	4:44.29		400 IM	*	4:21.99	4:52.39	5:01.13
1:56.12	1:54.05	1:42.19	*	200 Fr Relay	*	1:31.19	1:41.77	1:44.81
4:12.94	4:08.42	3:42.59	*	400 Fr Relay	*	3:19.69	3:42.86	3:49.52
9:01.34	8:54.69	7:59.09	*	800 Fr Relay	*	7:18.29	8:09.16	8:20.90
2:10.29	2:08.11	1:54.79	*	200 Med Relay	*	1:42.79	1:54.72	1:57.74
4:42.50	4:37.77	4:08.89	*	400 Med Relay		3:43.99	4:09.98	4:16.57

Asterisk * times represent changes for the 2008 - 2009 season Qualifying Period for the Short Course YMCA National Championship Meet: March 1, 2008 to March 25, 2009

Meters to Yards conversions per 2006 NCAA Swimming & Diving Rule Book

Time Conversion

Use actual times. Time conversions are NOT PERMITTED.

Entry Deadline and Procedure

Entries are due on Wednesday, March 25th, 2009. Online meet entry is REQUIRED. There are separate handbooks for the Swimming Championship and the Diving Championships. Entries for the Diving Championships will go directly to Gary Cox. See the Diving Handbook.

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-tekltd.com/downloads.html), or a similar program that is able to create a Hy-Tek Meet Entry format file. You can download an Events File for this meet from the http://www.ymcaswimminganddiving.org/2009sc.htm.

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.

The meet entry online form can be found at www.ymcaswimminganddiving.org/2009sc.htm. Click on the link on the page marked "ONLINE Meet Entry".

Complete the information on the screens. You will then be requested to UPLOAD your Meet Entry file (instructions will be given) from the drive and folder you noted above.

Once you have uploaded your file, it will be checked for errors and possible error conditions. A report showing these errors will be displayed for you. Please print the report and return to your Hy-Tek Team Manager (or similar program) and fix the mistakes.

After you have fixed the errors and created a new Meet Entry file, then once again go online and repeat the online process. You may re-upload your entry as many times as you like. However, please realize that each upload OVERRIDES the prior upload. *Each upload must be a complete meet entry*.

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

When you indicate that you want to complete the entry process, a series of forms will be displayed for you to print:

Form Produced during Online Entry	What to do with this form after Online Registration	Fax back to 1-866-633- 8996 by March 27, 2009	Bring to Registration	Notes
Certification, Eligibility & Release Declaration	This must be printed and signed by your YMCA's Executive Director, Membership Director and Head Coach.	Yes	Yes	
Individual Entry Certification	This will print with each of your entered athletes names listed. Each athlete must read and sign this form.	Yes	Yes	
Interassociation and YMCA Sanctioned Meets	You must list the three interassociation meets and at least one YMCA sanctioned meet in which your swimmers have participated	Yes	Yes	
Entry Fees Summary	This will list all of the fees that are due for your team to be able to compete in the meet.	No	Yes	
Coach's Authorization	Must be signed by the local coach, local YMCA Executive, and representing coach	Yes	Yes	This form will only be printed IF you indicate during Online Entry that athletes will be represented by a different coach.
Parent's Consent and Waiver	Must have a copy for each athlete attending the meet that has been signed by his/her parent/guardian	No	Yes	This form will be required at registration for athlete check-in.

Meet entry will close at midnight EST on Wednesday, March 25th, 2009. Absolutely NO entry will be accepted after March 25th. Also, no mail, fax or email entries will be accepted. You must follow the entry procedures above.

The above forms, once printed following your online entry procedure, are your verification that your entry has been received. The list of Insurance Certificates and Faxes Received that will be available from www.ymcaswimmingnanddiving.org/2009SC.htm will indicate whether or not your fax has been received. Although the entry process is automated, the list of faxes and insurance certificates is update manually. Updates may not be posted until the end of each day.

Entry Information

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

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

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

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

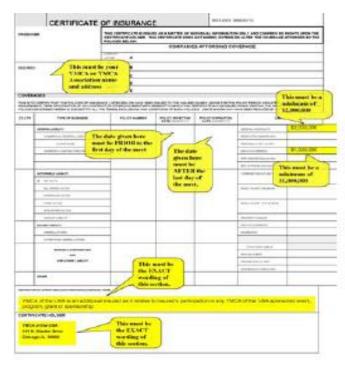
Insurance

Each team that participates in the meet must have a current and correct Certificate of Liability Insurance on file with the YMCA of the USA. Once this form has been submitted to the YMCA of the USA, it should serve to cover all YMCA of the USA sponsored events through the expiration date indicated on the certificate. In other words, a certificate filed prior to the Short Course Championship that has a long enough expiration date may cover the Masters and Long Course Championship as well. A list of teams with the expiration dates of their certificates (if 2009 or greater) will be available at www.ymcaswimminganddiving.org/2009sc.htm web page.

You must have submitted a valid certificate of liability insurance to the YMCA of the USA by Noon (EST) on Friday, March 27 to be able to compete in the meet.

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

Certificates of insurance may be faxed to Joanne at 312-977-1069, HOWEVER, the original must still be sent to YMCA of the USA, Attn: Insurance Manager, 101 North Wacker Drive, Chicago, IL 60606.



Certificate of Insurance Sample – Click on example to enlarge

Registration Fee

A registration fee of \$60.00 per Association will be charged.

Competition Fees

The entry fee will be \$3.00 for each athlete, \$10.00 per individual event and \$40.00 for each relay team listed on the entry form. Reminder – relay only swimmer - \$10

Coaches Fees

Each coach must pay a deck fee of \$20.00 to receive credentials. Note: Those listed as coaches must be at least 18 years of age and have the required certifications (current through the last day of the meet) as specified in the previous Eligibility section to be on deck. Number of coaches permitted per team is as follows:

of Swimmers:

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

All fees must be paid by check at meet registration. Make checks payable to: YMCA of the USA-2009 Short Course. Check the website after the first of the year for the possibility of paying fees with a credit card.

REGISTRATION

Registration Procedure

Registration will take place at the ISHOF (International Swimming Hall of Fame). This registration process is for every athlete, coach and official. Registration for coaches and officials will be located in the ISHOF Auditorium. Coaches' packets will contain meet information and credentials. Contestants will receive their athlete bag tag from their coach. They may pick up their athlete bags in the vendor village. Scratch and relay cards will also be available in the Auditorium. Registration will be open as follows:

Sunday, April 5	11:00 AM – 8:00 PM ISHOF Auditorium
Monday April 6	6:30 AM – 11 AM (Registration Office located in the Hall of Fame Boardroom)
	5:00 PM – 6:00 PM (Registration Office located in the Hall of Fame Boardroom)
Tuesday and	7:00 AM – 11:00 PM (Registration Office located in the Hall of Fame Boardroom)
Wednesday, April 7, 8	5:00 AM –6:00 PM (Registration Office located in the Hall of Fame Boardroom)
Thursday, April 9	7:00 AM – 11:00 PM (Registration Office located in the Hall of Fame Boardroom)

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 (<u>Coaches Authorization Form</u>). 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.

Once a coach is given their team's bag tags, it becomes the coach's responsibility to give each of their swimmers a bag tag and their individual waiver. The swimmers will then proceed to the tent outside the back door and present their waivers and show their bag tags in order to receive their "athlete bags."

Proof of Times and SWIMS

The meet entry file will be reconciled with SWIMS. 15% of the 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 Monday, March 30, 2009. 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. When proving an intact relay at the National YMCA Championships the following conditions must be met:
 - The names of those swimmers MUST appear on the team entry form for the National Championship.
- In order to submit a relay time established beginning March 1, 2008 and prior to September 1, 2008, all of the swimmers who achieved this time must be eligible to compete at 2009 Short Course Nationals. Any relay time achieved between September 1, 2008 and the entry deadline (March 25, 2009) belongs to the team and does not require the same intact proof. If these two conditions cannot be met, a team may use a composite time using individual times established by swimmers on their entry form.

If a coach fails to prove any single time, the entire list must be proved. Entered times (or faster times) must be proven. This means the entered time (seed time) must be proven to the hundredth of a second. It is permissible to prove a faster time. It is not sufficient to prove the time standard unless it is the swimmer's entered time. Times must be achieved before the entry deadline (March 25, 2009). Swimmers entered in an event with times slower than the minimum qualifying standard for that event will not be considered as a legal entry and will not be permitted to compete.

Proof must be from meet results. Proof may be printed from the SWIMS database. Meet results from YMCA sanctioned meets not in the SWIMS database must have printed meet results. All hand written results must be signed by the meet referee. Misstated times in an event will be accepted provided proof can be shown that the individual's time is at or below the Time Standard for that event. A penalty fee for misstated times will be \$25.00 per individual event and \$50.00 for relays.

Failure to have proof will result in elimination of that individual from that specific event unless heats have been seeded, in which case it counts as an event and they may not swim in it. Misstated times will be corrected providing the scratch box has not been closed for that day. No penalty fee for misstated letters (S or L).

All new coaches (not just new teams) must meet with the Assistant Meet Director immediately after the Coaches Association meeting to go over meet procedures and answer any questions he/she may have in regards to the national meet. This is another way to help educate the new coaches. If you have specific questions, please email Glenda Pae (paelittlegirl2@aol.com) by March 25.

COMPETITION

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 from the official maintaining the scratch box.

A separate scratch card must be used for each event, although more than one swimmer from the same team in a particular event can be entered on the same scratch card.

Once a scratch card is dropped in the scratch box, the swimmer is declared scratched and may not compete in that event.

The scratch box will be available during registration hours In the ISHOF Auditorium on Sunday, April 5th. The scratch box will remain in the ISHOF Auditorium until the Coaches' Advisory Meeting. It will be moved to the coaches meeting venue where it will remain open until 4:45 PM. The Scratch Box will then be closed until Monday, April 6 at 7:00 AM. During competition the scratch box will be in the Coaches' Hospitality Room.

The scratch box will close at the following times:

For the preliminary events on Day 1 - 4:45 PM on Sunday, April 5th.

For the preliminary events on Day 2 – Noon on Monday, April 6th.

For the preliminary events on Day 3 – Noon on Tuesday, April 7th.

For the preliminary events on Day 4, – Noon on Wednesday, April 8th.

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.

Scratching from Finals

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

Failure to compete in a Finals Event from which the swimmer has not scratched shall disqualify the swimmer from the remainder of the meet. However, no penalties shall apply for failure to compete in finals if:

The referee is notified in the event of injury or illness and accepts the proof thereof.

It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Swimmers in a timed final event my scratch from such event in accordance with the procedures for Scratching from Preliminaries (i.e. as set forth above)

Declaration of Intent to Scratch

A swimmer qualifying for A, B, C finals, based upon the results of the preliminaries in an event, may notify the scratch table within 30 minutes after announcement of the qualifiers for that event that he/she may not compete in the finals of the event, pending the results of a subsequent preliminary event in which he/she is entered. The swimmer must declare his/her final intentions within 30 minutes of the completion of subsequent preliminary event.

PROTESTS

The USA-S protest procedures (Rule 102.11) will be utilized, as modified for this Meet, and set forth below:

All protests must be made using the Protest Form and delivered to the Meet Referee. Protest Forms can be obtained from the Help Desk.

For protests made prior to a race, concerning the eligibility of a swimmer or swimmers to compete, the Meet Committee will endeavor to resolve the protest before the start of the race in question. If the Meet Committee cannot resolve the issue before the race is swum, the affected competitor(s) shall be allowed to swim under protest and that fact shall be announced.

All other protests must be made to the Referee, using the Protest Form, within 30 minutes after the conclusion of the race in which the alleged infraction occurred.

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

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

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

Order of Events

	Ord	er o	f Events Swimming				Order of Events Diving
Day One			Day Three			Day One 10 AM	
	W	М	Event	W	М		11 M 1 M Diving
	1	2	100 Backstroke	23	24	400 IM	12 W 3 M Diving
	3	4	500 Freestyle	25	26	100 Freestyle	
	5	6	200 IM	27	28	200 Backstroke	Day Two 10 AM
	7	8	50 Freestyle	29	30	800 Freestyle Relay*,***	31 W 3M Diving
	9	10	200 Medley Relay*				32 M 1M Diving
	Day	Tw	0	Day	y Fo	ur	
	W	M	Event	W	М	Event	
	13	14	100 Butterfly	33	34	200 Freestyle Relay	
	15	16	200 Breaststroke	35	36	200 Butterfly	
	17	18	200 Freestyle	37	38	100 Breaststroke	
	19	20	400 Freestyle Relay*	39	40	400 Medley Relay*	
	21	22	1000 Freestyle**	41	42	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 800 Yard Freestyle Relay events are prelim/final events.

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.

Relay Check-In procedure

Prelims – Relay forms will be available at the proof of time table 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 relay check-in table. All of other instructions and conditions shown above shall apply.

^{**} 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 interval before the 1000 and 1650 in the preliminaries. Officials may combine heats if needed.

Heat Sheets

Coaches - Pick up their heat sheets at the coaches' entrance.

All Others - Heat sheets will be available at ticket sales for \$3.00

All-session heat sheet punch cards will be available for sale with pre-ordered tickets and at registration and at the meet for \$20.

Unofficial Psych Sheets

Psych sheets will be available on the website at www.ymcaswimminganddiving.org. The psych sheet will be posted at the pool complex. It will be removed the day that competition begins. There will be limited copies for sale at the ticket table.

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: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1 for individual events, and 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2 for relay events.

Responsibility of Coaches & Contestants

It shall be the responsibility of the coaches, swimmers and divers 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 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.

TIME TRIALS

Purpose

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

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 East and West Courses and run through completion.

Order of Events for Time Trials

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			

Time standards do apply. They are 10% slower than the qualifying time for the meet.

Entries and Fees

Coaches may sign up for Time Trials online with their entries. The website will have two links—one for National entries and one for Time Trial entries. There is no penalty for switching events; *there will be no refunds*. Online Time Trial entries will be accepted up until the start of the Coaches' Advisory Meeting. Coaches or swimmers may also register for a Time Trial event during each Preliminary Session from 8:30 AM to 10:30 am. Also, beginning the first evening of the competition, swimmers or their coaches may sign up for the following day's Time Trials between 5 PM and 6:30 PM. Entries submitted after the Coaches' Advisory Meeting may be done manually or by an export disk. The cost of all Time Trial events is \$10.00. Each swimmer may swim one event per day. A swimmer may only swim the listed stroke in a time trial. E.g. A swimmer may not swim backstroke in a breaststroke time trial. Swimmers might be asked to provide their own timers. Registration at the pool will be on the Championship Course in front of the hospitality room. If adverse weather conditions cause the cancellation of events, the Time Trials Manager will determine the appropriate action, which may result in the cancellation of the day's events.

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 in the ISHOF Auditorium.

Application to Officiate

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

Email: ChetAtoZ@aol.com

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

Additional information and the application to officiate are available at www.ymcaswimminganddiving.org.

For those who register to officiate: there will be a MANDATORY meeting in the ISHOF Auditorium at 4:30 PM on Sunday, April 5th. The meeting will last approximately 1 ½ hours.

Officials will only be admitted to the pool complex with credentials (issued at registration). These credentials must be displayed at all times. Officials are only admitted to the deck for sessions that they are working. Officials will be charged for seats in spectator seating for sessions that they are not working

Timers

In the past, timing responsibilities were handled by YMCA certified officials. However, due to the difficulty in attracting enough volunteer officials in recent years, it may be necessary to solicit volunteer timers, as we had to do for the 2008 Long Course Championships. If this becomes necessary, timing assignments will be made based on the number of swimmers entered in the meet by the larger YMCAs. In such a case, the selected YMCAs will be notified by Friday, March 27th 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 5:00 PM immediately before the session at which they are timing. If volunteer Timers are requested, to the extent possible, it would be helpful if such volunteers could work more than one session.

AWARDS

Event Awards

Medals will be awarded to the winners of the first eight places in each event including relays. Ribbons will be awarded for ninth through sixteenth places. Plaques will be awarded to winning relay teams. Plaques will be awarded to the three high point scoring teams for both men'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 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

- Award Presentations will not wait for all swimmers to report. Please report on first call.
- All award winners MUST wear apparel that is appropriate and acceptable to the Championship Meet Committee.
- You MUST wear a "tee-shirt" or jacket (team warm-up jacket is preferable) on the award stand. No caps or towels are permitted on the awards stand.

IF YOU DO NOT FOLLOW THESE RULES, YOU WILL NOT BE PERMITTED ON THE AWARD STAND OR RECEIVE YOUR AWARDS.

The awards for the relays that are conducted as the final event each day will be presented 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 27, 2009 to: Noel Brendefur, 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 winner will be announced at the National YMCA Short Course Swimming & Diving Championship in Fort Lauderdale.

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 prelims 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.

Robert Moss Award

An award in memory of Robert Moss will be presented to an individual who has made an outstanding contribution to diving. This may be an exceptional performance as a diver, as an outstanding coach or some other individual who has contributed to the enhancement of the YMCA diving program. This award will be announced on Wednesday morning.

Senior Recognition

Once again, high school seniors will be recognized in our heat sheets. We will recognize our seniors prior to the preliminary session on Day 3.

To be listed in the heat sheet, coaches should enter the names of all of their high school seniors and the college the athlete will attend during the Online Entry process. There will be forms at the Coaches Registration table for those that may have been missed during the online entry but those will be processed as time permits.

ADMISSIONS

Ticket Information

Wristbands that will admit spectators to 8 sessions (prelims and final) will be available for sale. Advance sales are \$40.00 per wristband. This includes admission to all sessions, admission to ISHOF Saturday through Thursday, all tours of the museum and the 2008-2009 ISHOF annual year book. Advance orders must be received prior to March 27, 2009. All-session heat sheet cards can also be pre-ordered at \$20.00 per card. Advance orders may be picked up at registration or at ticket sales at the meet. Wristbands and pre-ordered heat sheet cards may be ordered from:

Carolyn Ryan

125 Wynnwood Dr.

Wilmington, DE 19810

Email: jcryan@verizon.net

Make checks payable to: YMCA of the USA- 2009 Short Course

Check the website after January 1 as we may be in a position to accept credit cards.

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

Prices during registration and the meet:

\$45.00 per wristband.

Individual tickets

- Prelims \$7.00 each
- Finals \$7.00 each
- One Full Day \$12.00

Children 11 years & younger

• \$3.00 per session

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 5th, 11:00 PM -8:00 PM

(during Meet Registration) Tickets will be sold and advanced tickets may be picked up at the entrance to the museum at ISHOF (International Swimming Hall of Fame).

Monday - Thursday, April 6th - 9th 7:00 AM - 11:00 AM and 5:00 PM - 7:00 PM

Ticket and Heat Sheets will be sold at the Pool Complex

Media

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

Coaches

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

Contestants

Swimmers and divers will be admitted to the pool area by bag tag that will be issued at time of registration. These bags tags must be displayed for admission to the pool deck. Lost bag tags will be replaced for a fee of \$5.00. The athlete must be accompanied by the coach

Spectator Area

The seats on the north side of the pool are primarily for spectators. They have paid to gain admittance and should have the best seats in the house. Swimmers, divers and coaches are not allowed in these areas without special permission. Conversely, the south stands are off limits to spectators. These are for athletes. Spectators will not be allowed on the pool deck. Spectators are NOT to save seats for individuals arriving later.

Cameras

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

Swimmers and Divers Area

There will be an area specifically designated for competitors (and their coaches). It is the entire roof of the men's and women's locker rooms on the south side of the pool complex. Entrance to this area will be from diving tower to back stairs by the women's locker room. A tented area will be available.

Coaches Area

Coaches may use the east and west bleachers of the pool complex. The area behind the blocks is off limits at all times to all except officials and those contestants getting ready to swim.

College Coaches

College Coaches may request credentials in advance by contacting the meet director in advance. There is no charge for credentials for college coaches. College coaches may register in advance by using the form available on the website at http://www.ymcaswimminganddiving.org/2009sc.htm.

GENERAL INFORMATION

Rubbing Tables

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

Banners

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

Smoking, Alcohol & Drugs

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

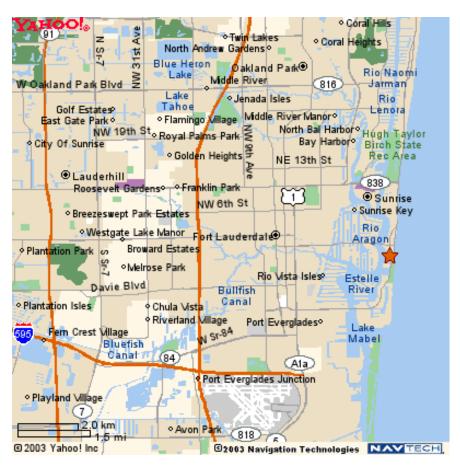
Chaperones

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

Housing

Coaches and parents should contact hotels directly. A list of hotels is available on www.ymcaswimminganddiving.org.

MAP, VENUE AND HOTEL LIST



Venue

Ft. Lauderdale Aquatic Complex 501 Seabreeze Boulevard Fort Lauderdale, Florida 33316 Phone (954) 828-4580 Fax: (954) 468-1582

Headquarters Hotel Sheraton Yankee Clipper 1140 Seabreeze Blvd. Fort Lauderdale, FL 33316 954-524-5551

COACH'S CHECK LIST

Me	eet Entry		
	Have you created your Meet Entry file? Have you completed your ONLINE registration? Including printing the signature and Entry Fee form? Have you obtained all proper signatures on the forms? Have you faxed the signature forms? Does your team have adequate insurance? And did you send your Certificate of Insurance to YMCA of the USA?		
Pre-Meet			
	Remember to bring your Entry Fee form and check		
	Bring all Parents Consent and Liability Waiver forms		
	Bring all YOUR certifications (current through the meet) & a photo I.D.		
	Do you have proof of times for each entry?		
	Does your Y know where the team is staying?		
	Do you have a contract with your athletes as to their expected behavior?		
	Are your athletes familiar with the YMCA four core values – Honesty, Responsibility, Caring and Respect?		
	Did you obtain permission for emergency medical care?		
	Scratch box 10 minutes after the completion of the Coaches Advisory Meeting on Monday only. The scratch		
	box closes at noon on Tuesday, Wednesday and Thursday.		
	(List items below you wish to remind yourself)		



Character development focusing on the four values of honesty, responsibility, caring and respect is an integral part of the YMCA competitive swimming and diving program.

Our ultimate purpose is to help participants realize their fullest potential as individuals and grow in spirit, mind and body.

There are many wonderful opportunities to teach the four values in the YMCA swimming and diving program.

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