

# 2023 YMCA NATIONAL SHORT COURSE CHAMPIONSHIP KEY OPERATIONS INFORMATION FOR COACHES

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## Introduce Key Contacts

Meet Director .....	Bob Turner
Assistant Meet Director.....	Brad Bason
Eligibility Chair .....	Jim Ryan
Help Desk .....	Kiki Farmer
Meet Referee .....	Judy Sharkey
Administrative Referee .....	Bob Johnson / Nancy Pressly
Meet Operations .....	Martin Scheidl / Terri Shannon
Meet Entries.....	Steve Lyons
Coaches Representative .....	Mike Leonard
Time Trials Manager .....	Tom Janszen
Time Trials Table .....	Steve Lyons/ Karen Janszen
Scratch and Relay table .....	Carl Sandoe
Greensboro Aquatic Center .....	David Hoover / Andrew Niemiec
YMCA of the USA .....	Meredith Griffin / Jim Ryan

## Meet Director – Bob Turner

### GENERAL INFORMATION

- Deck Credentials or bag tags are required to be displayed in order to gain admission onto the pool deck. For lost or misplaced bag tags, see the Help Desk on deck or Late Registration Desk in the Special Events Center.
- Only officials and swimmers preparing for an event should be behind the blocks.
- Help Desk, Scratch Table, Relay Table, Time Trials Table, First Aid/Emergency Room, and Lost & Found are located on the pool deck or in rooms off the pool deck. See pool map
- Any found item deemed of value (e.g. cell phone, tablet, watch etc.) will be turned over to the GAC Front Desk.
- Coaches are responsible for the conduct of their athletes both on the pool deck and the Athletes Village.

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- Chairs are not allowed on the pool deck at any time.
- Whenever possible, your athletes should use the Athlete Village to keep the pool deck from becoming overcrowded and to assist with optimal air quality.
- Swimmers are not allowed to bring their large backpacks onto the pool deck during Prelims.
- 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.
- Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

### AWARD CEREMONIES

- **New this year:** For individual events, award presentations will be immediately after the D-Finals heat (Only exceptions are the 1000 freestyle awards which will be presented the next evening). The order will be:
  - Swim B heat
  - Swim A heat
  - Swim C heat
  - Swim D heat
  - Award event
- The 1000 freestyle awards and 200 free relay awards will be presented on Tuesday evening. The order will be:
  - Swim Women's 200 free relay heat B
  - Swim Women's 200 free relay heat A
  - Award Women's 1000 freestyle
  - Award Women's 200 free relay
  - Swim Men's 200 free relay heat B
  - Swim Men's 200 free relay heat A
  - Award Men's 1000 freestyle
  - Award Men's 200 free relay
- **New this year:** 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. The order will be:
  - Swim Women's relay B heat
  - Swim Women's relay A heat
  - Swim Men's B relay heat
  - Swim Men's A relay heat
  - Award Women's relay
  - Award Men's relay

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- After swimming in their heat, athletes in the B and A Finals heats 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.
- All award winners must wear apparel that is appropriate and acceptable to the Championship Meet Committee. You must wear a shirt with sleeves or jacket (team warm-up jacket is preferable) on the award stand. No caps, towels, water bottles, costumes, or theme attire are permitted on the awards stand.
- The Coach of the winning swimmer 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 through sixteen.

### BIO FORMS

- Bio Forms should be completed for the top 8 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.

### HEAT SHEETS

- Approximate event/heat start times will be listed in the Heat Sheet. These are unofficial times, we will not stop the meet if we are ahead of these times.
- The Prelim Heat sheet will be posted in the Coaches' Room and on our website.
  - By approximately 7:30 PM on Monday through Thursday for the next day's Prelims.
- Copies of the Heat Sheet will be available at the pool deck's Help Desk for Prelims beginning at 6:30 AM and for Finals beginning at 4:30 PM.

### HELP DESK

- The Help Desk is located on the pool deck outside the First Aid room.
- Help Desk is available to answer general questions that are not related to rule interpretations or meet results.
- All official and coaches' forms are available at the Help Desk.

### HOSPITALITY

- Water is available on deck and in the hospitality room.

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- Hospitality on the pool deck and Special Activities Center is reserved for Coaches and Officials not athletes.
  - 6:15 AM – 9 AM Coffee and Light Breakfast (Coach's Room off Pool Deck)
  - 11 AM – 2 PM Lunch (Special Activities Center)
  - 4:30 PM – 7:30 PM Evening Snack (Coach's Room off Pool Deck). This is intended as a snack, not a substitute for dinner. Please respect your fellow coaches by not over-indulging.

### PARADE

- Swimmers assemble Tuesday evening in the Athletes Village at 4:35 PM, ordered alphabetically by state name
- Parade begins at 4:50 PM.
- Both competition Pools will be closed for warmups at 4:50 PM. Warmups will continue in the diving well and the off-deck instructional pools.
- 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.

### PROTESTS

- All protests must be made using the Protest Form and delivered to the Meet Referee. Protest Forms can be obtained from the HELP Desk.
- Any eligibility protest is decided by the Meet Eligibility Committee.
- Protests against the judgment of an official or judge can only be considered by the Meet Referee in consultation with the appropriate Deck Referee.
- All other protests are decided by a subset of the Meet Committee to include but not limited to the Meet Referee, Meet Director, an Athlete Representative and Coaches Representative.

### SAFE SPORT ACT:

- Signed into law in February 2018, new federal legislation has expanded the requirements around sexual abuse reporting and prevention policies for organizations that arrange or sponsor youth sports competitions.
- 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:

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- 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.
- Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to Lindsay Mondick at [lindsay.mondick@ymca.net](mailto:lindsay.mondick@ymca.net) or to Praesidium's Anonymous Helpline at (855) 347-0751.

### SUGGESTIONS

- There is also a Suggestion Box throughout the Meet at the Help Desk.

### SWIMS (USA-S)

- This meet has been approved by USA Swimming. Therefore, all individual times will be automatically submitted for entry into SWIMS as long as USA-S ID numbers have been included with your entry.
- The first leg of a relay will be automatically entered in USA-S SWIMS.
- Split times for an initial distance in a longer event must be requested to be entered in USA-S SWIMS.

### TIME TRIALS

- The schedule of time trial events each day will include the events swum during today's prelim session and the events to be swum during tomorrow's prelim session.
- Online entries are given priority in the event of time restrictions. We reserve the right to terminate the Time Trial session if it runs past 3:00 PM. If during the entry procedure we project that the 2:30 PM deadline is being reached, we will stop taking Time Trial entries for that particular day.
- Time Trial entries can be submitted during the meet at the Time Trial Desk located in a room off the pool deck. The deadline is 10:00 AM for that day's events, or once the 2:30 PM deadline is projected based on entries already received, whichever comes first.
- The Time Trial Desk is open on the pool deck each morning from 7:00-10:00 AM (except Monday).
- The cost is \$25.00 per event.
- **NEW This Year:** 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.

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- Swimmers may only swim the stroke(s) and distance being contested in a given event.
- Swimmers may enter up to four (4) Time Trials for the entire meet and may swim as many Time Trials on the same day as long as they don't exceed the USA-S maximum overall events per day of 3 (including Time Trials)
- The 1650 free and 1000 Free Time Trials will be limited to **2 heats** of 8 entries of the fastest seeded swimmers per gender. The 500 Free Time Trial is limited to **5 heats** of 8 entries of the fastest seeded swimmers per gender and the 400 IM is limited to **5 heats** of 8 entries of the fastest seeded swimmers per gender.
- 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 at the Help Desk.

## Meet Referee – Judy Sharkey

### RULES

- The meet will be conducted under the Rules that Govern YMCA Competitive Sports, the Addendum to the Rules that Govern YMCA Competitive Sports, and USA-S Technical Rules.
- Per USA Swimming Rule 102.8.1F, 12 & Under athletes may not compete in Technical Suits at this meet.
- Coaches who have a swimmer with a disability are requested to comply with USA Swimming Rules ARTICLE 105 by notifying the Meet Referee at the Coaches Meeting and no later than the start of swimming competition, (1) the names of any disabled swimmer on a team, (2) that swimmer's events that he/she intends to swim, and (3) any modification or accommodation which is requested. The Meet Referee may be contacted at any time during the Meet Entry period by email at Judy Sharkey, at [jmsharkey@aol.com](mailto:jmsharkey@aol.com), or in person during the on-site meet coach check-in process.
- Step-over starts for relay exchanges will be allowed, subject to the provisions of Rule 101.7.H, i.e., the swimmer must have at least part of one foot in contact with the starting platform in front of the adjustable back plate during the relay exchange. The swimmer may not leave solely from the back plate.

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### POOLS

**Day 1 Evening:** Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard. Men and Women 200 Free Relay is a prelim on Monday Night with the top 16 teams from each gender competing in Finals on Day 2. Top heat of Men and Women 1000 will swim in the pool nearest to the Dive-well Pool

**Day 2 Prelims:** Men compete in the pool nearest to the Dive-Well Pool. Women compete in the pool nearest to the Scoreboard.

**Day 3 Prelims:** Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard.

**Day 4 Prelims:** Men compete in the pool nearest to the Dive-Well Pool. Women compete in the pool nearest to the Scoreboard. Top 2 heats in Men and Women 800 Free relay will swim as last events in Day 4 Finals.

**Day 5 Prelims:** Women compete in the pool nearest to the Dive-Well Pool. Men compete in the pool nearest to the Scoreboard. Top heat in Men and Women 1650 free will swim as first events in Day 5 Finals

**All Finals (except 1000 Free):** Swimmers compete in the pool nearest to the Dive-Well Pool.

### RELAY TAKE OFF JUDGING

- Referees and officials will follow USA-S technical rule 102.13.6 (A, B, and C) to judge relay take-offs.
- The Greensboro Aquatic Center has an electronic take-off device. This device will be incorporated into the relay take-off judging using the following procedure:
  - When an early relay take-off is confirmed by two officials following USA 102.13.6 A/B/C, the referee will check the electronic take-off device to confirm the swimmer left early. If the electronic take-off device confirms early take-off the DQ will stand. If the electronic take-off device does not confirm an early take-off, the DQ will be overturned (i.e., cancelled).
  - The electronic relay take-off device will only be referenced if and when a dual confirmation DQ from two officials is confirmed. Otherwise, the electronic relay-device will not be referenced. In other words, the electronic

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relay device will not be used to DQ an early take-off that was not confirmed by officials.

- Electronic relay take-off data (independent of whether it was used or not used) will not be included in any meet results including ACTIVE Meet Mobile results, HYTEK Meet Manager results, printable meet results, and meet results export from Meet Manager

### - **Electronic Take-Off Device Determination Summary**

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

### **WARM-UPS**

- Please follow the procedures pertaining to warm-ups including entering from the starting block side and using a three point or sit-down entry. Please make sure warm-up etiquette is followed.
- A warm-up schedule has been 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 devotion, prayer 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.

### **WEDGES: PROTOCOL FOR USE OF STARTING WEDGES**

- It is expressly understood that use of starting "Wedges/Ledge", either of the "Forward Starting Wedge" type on the top of the starting block, or the



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"Backstroke Ledge," shall be at the risk of the swimmer using the "Wedge/Ledge."

- It shall be the responsibility of the swimmer to understand the use of the "Wedge/Ledge" and be familiar with how the "Wedge/Ledge" is positioned and set for the start.
- Should a circumstance occur which results in a "less than satisfactory start," the swimmer is responsible for having properly used and set the "Wedge/Ledge," and therefore used the "Wedge/Ledge" at his or her own risk, and will not be granted a re-swim in the event.

## Administrative Referee – Bob Johnson

### DISTANCE EVENTS

- 1000 and 1650-yard Freestyle and 800 Freestyle relay events are Timed Finals and are swum fastest to slowest. The Deck Referee may combine the slowest heats if warranted.
- The 1000 Freestyle will be swum fastest to slowest in separate pools, except the top heat of women and men swim in the Finals pool.
- For the 1650 Freestyle, the top 8 seeded competitors (each gender) will swim in the evening Finals.
- The 800 Yard Freestyle Relay is a Timed Final with the two fastest seeded heats (each gender) swimming at night. Morning heats will be swum fastest to slowest; evening heats slow to fast.

### FINALS

- For Individual prelim/final events, the heat order is "B"-Heat (Consolation heat), followed by "A"-Heat (Finals heat), followed by "C"-Heat (Bonus heat), and "D"-Heat (15 & under).
- For Relay events, the heat order is "B"-Heat (Consolation heat) followed by the "A"-Heat (Finals heat).

### INITIAL SPLIT TIMES

- If you need a result time for a lead-off swimmer or for an initial distance in a longer event, obtain the Intermediate Split form from the Help Desk, fill it out and return the form to the Administrative Referee before the start of the race. Coaches may be asked to provide the additional timers.

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### NO SHOW / MISSED EVENT

- In the event a lane is empty lane, the competitor's name will be announced twice. 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.
- An athlete 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 athlete and/or coach declares an intent to swim to the Administrative Referee prior to the next scheduled event for the athlete.
- In addition, the athlete shall not be seeded in any individual events on succeeding days unless that athlete and/or coach declares intent to swim prior to the close of the scratch box for the next day's events.
- A "no-show" from an A, B, C or D Finals heat of an event will result in the swimmer being barred from further competition in all individual and relays events. Exceptions are documented in USA-S Rule 207.11.E.

### RELAY EVENTS

- Teams only need to file a relay card for prelims if the swimmers who were entered during the online entry process have changed or are swimming in a different order. Coaches can pick up relay cards at the Relay/Scratch Table and Help Desk. Relay cards should be returned to the Relay Desk at least 30 minutes before the start of the relay event.
- Teams qualifying for Finals only need to file a relay change card if there is either a change in swimmers or the order in which they are competing from Preliminaries is different. Coaches can pick up relay change cards at the Relay/Scratch Table and Help Desk. Relay cards should be returned to the Relay Desk at least 30 minutes before the start of the relay event.
- For last minute changes to Preliminary or Finals relays, Relay Change Card (available at the Help Desk) should be submitted to the appropriate Deck Referee prior to the start of the relay's heat.
- Relay swimmers are not required to present an approved copy of their relay card prior to the race. However, each lane timer will confirm the relay swimmers names from the lane timer sheets.

### DECLARED FALSE STARTS

- Declared false starts should be made known to the respective Deck Referee before a heat or swim-off is officially announced. A declared false start counts towards the maximum number of events allowed to be swum by each swimmer.

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A declared false start can be used in a preliminaries heat, a swim-off or a timed finals event.

### SWIMOFFS

- Swimoffs will be conducted if there are ties for places 8, 16, and 24, 32, 25, and 26 (where appropriate) and 33 and 34 (where appropriate).
- Swimoffs will be offered if there are ties for places 9 and 17.
- A swimmer may take a declared false start in a swimoff and be relegated to the lowest place being contested.
- A swimmer may scratch from the event and no swimoff will be conducted.

### SCRATCH RULES

- A contestant is assumed entered unless they are formally scratched.
- Scratch Cards are available at the Scratch Table and Help Desk.
- The Scratch/Relay Table is located off the pool deck.
- Coaches need a scratch card for each event but may enter multiple swimmers on that card.
- Once a Scratch Card has been given to the Scratch Table, a swimmer is officially scratched.
- Scratch deadlines for Prelims are:
  - Monday – from 8:00 AM until 12:00 PM for the 1,000 Yard Freestyle and 200 Yard Freestyle Relay events.
  - Monday - from 8:00 AM until the end of the All Coaches Meeting and from 4:00 PM until 5:00 PM for Tuesday's Preliminary events.
  - Tuesday through Thursday – 7:00 AM until 12:00 PM and 4:00 PM until 5:00 PM for the following day's events.
- Scratch deadline for Finals – Scratches closes 30 minutes after the results of the last preliminary individual qualifying event are announced or, in the case where an individual has made an intent to scratch, 30 minutes after his or her last individual preliminary event.

### RESULTS

- Any results displayed on the scoreboard are unofficial.
- Results will be posted on the pool deck and in the pool lobby.
- Results are available on our website and Meet Mobile.

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- Meet Mobile is a very convenient app for viewing data (not necessarily official results) from the meet instantly. Please note that if you view results for an event without waiting at least 15 minutes after the event, you may be viewing results that have not been reviewed by the Administrative Referee. Do not rush to tell us that there is a problem until we have had a chance to validate the results.
- Questions concerning results should be directed to Deck Referee or Meet Referee.

**Greensboro Aquatic Center – Andrew Niemiec**

**Coaches Executive Committee – Mike Leonard**