

This email is a follow-up to Marilyn Grindrod's December 17, 2025 (9:30 a.m.) email titled **Y State announcement and meet file**. The purpose is to provide further clarification to the section of Marilyn's email where she references "2 meet quota, seed time, time trial, and waiver."

Here are the clarifications:

Meeting the YMCA regulation and Meet Announcement requirements - Each clarification will include a reference to either a section of the January 24, 2026, Y State Championship Meet Announcement, the Rules that Govern Y Competitive Sports, the Addendum for Y Competitive Swimming, or 2025 USA Swimming Rule Book.

Two meet quota – According to page three of the Championship Meet Announcement, under "YMCA MEET Participation," every swimmer must have competed in at least two (2) YMCA meets since March 1, 2025. The waiver process will be discussed later in this email.

Seed time - Any reference in Marilyn's email to "Seed Time" actually means "Entry Time." On page four of the Championship Meet Announcement, in the section called "Entry Time." This is a long section that contains several points. You are encouraged to review this section of the Championship Meet Announcement to ensure you have an understanding of what constitutes an "Entry Time."

Time Trial (and coach's responsibilities) – before addressing the term "Time Trial" please review the "Entry Time" section of the Championship Meet Announcement with a focus on the line that reads:

- *The head coach is responsible to certify the entry times to represent the swimmer's skill and ability to swim that entry time.*
 - *Certification means the Head Coach has documentation the swimmer accomplished the time, and that documentation is available for inspection upon request by the Meet Referee.*

The emphasis here is on the head coach's responsibility to certify the entry times represent the swimmer's skill and ability. This is done through the meet entry process by submitting the meet entry zip file.

The documentation, maintained by the head coach in his/her records of each swimmer's time from meets listed in the "Entry Time" section of the Championship Meet Announcement (i.e. Y meets, USA Swimming meets, high school, etc.)

The term time trial is a reference to another way to document a swimmer's entry time. To be clear, a time trial is not a substitute for a meet. It is an option that offers swimmers the opportunity, usually during practice, to record times for events in which they lack an official time (a NT) or wish to replace an existing time. For PSSA, a time trial is a team arranging for their swimmers, usually as part of a swim practice, to have the opportunity to swim a race and the coach documents the time for use as the Y State Championship entry time.

Several coaches have asked for clarification about how to set up and document a time recorded by a swim coach. Here are "Suggestions" for your consideration:

- A time trial is not a swim meet; you don't need to set up a full event, create an event file, or issue a meet announcement. It's simply part of practice for obtaining times for certain swimmers. Multiple teams can choose to hold joint time trials.

- The times could be documented in any manner but the certification by the head coach is critical. One suggested method is using a worksheet containing:
 - The date and location where the times were observed and written down.
 - Swimmer's name
 - Event name and distance
 - The time collected for each swimmer with manual watches. The suggestion is to use 3 watches and apply the following (per 2025 USA Rule Book, page 43, under 102.23.4 Determining Official Time, item B Semi-Automatic Time.
 - For 3 watches, if 2 agree, that is the official time; if not, the middle time is the official time.
 - If only 2 watches are used, the official time is the average of the 2 watch times.
 - Sheet signed and dated by the head coach.
- Consider having a certified swim official present to observe. The swim official is not judging the race but is there to confirm the race occurred for the distance and type of stroke listed on the worksheet. Please include the official's name.
 - Clarification – Since this is not a meet, the official is an observer. It is the head coach's responsibility to only submit entry times that were observed according to the rules for that stroke as defined in Part One, Technical Rules of the 2025 USA Rule Book.

Waiver – In the December 17, 2025, email mentions using the waiver process linked on the Championship Meet Announcement on page 3, under Athlete Eligibility, YMCA Membership. The email also states that the times from the time trials should be send to “*meet director Marilyn Grindrod and AO lead Shannon Millican for verification.*”

Both statements are incorrect. As it states in the “Entry Time” section of the Championship Meet Announcement, “*the Head Coach has documentation the swimmer accomplished the time, and that documentation is available for inspection upon request by the Meet Referee.*”

The waiver process is specific to a swimmer's YMCA Membership Status, two meet participation, and the eligibility requirements contained in Rule IV and V of the REVISED 10.2025, RULES THAT GOVERN YMCA COMPETITIVE SPORTS. There is also an "Other" category for unusual circumstances the head coach believes merit consideration, but the waiver process does not apply to time trials or swimsuit exceptions. The swimsuit exception is handled nationally by the National YMCA Officials Committee Chair, Judy Strakey. The link for submitting a swimsuit exception is found on page four of the Championship Meet Announcement under "Swimsuit Regulations."

I hope this email will help you prepare for the January 24, 2026 YMCA State Championship meet. If you have any questions, please contact us at the emails listed below.

Sent on behalf of the Meet Director, Marily Grindrod, coachmarilyng@gmail.com or Co-meet Referee, Josh Barnhart and Earl Long, pssa.swimming@gmail.com.