

Minnesota YMCA Swim League 2013 State Meet


Handbook for Coaches



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Introduction

This handbook contains some preliminary information about our state meet, as well as some reminders to help you get ready. Look for flags () in the margin; they indicate points of special importance.

At a Glance

Date	Sunday, February 17
Where	University of Minnesota. (See Appendix A for a map of the campus.)
Meet Director	David Carpenter david.carpenter@g.com
League Chair	John Suchomel mnystatechair@yahoo.com

General Timeline



Note: In compliance with University of Minnesota policy, no one other than the host team will be allowed to enter the facility early. This is a liability issue for the University and there can be no exceptions.

9:00	Aquatic Center doors open.
9:30	First warm-up session begins.
10:00	Coaches' meeting in hospitality room. One coach from each team must attend.
10:05	Second warm-up session begins.
10:30	All first-half volunteers report to the scoring table for instructions.
10:40	End of warm-ups; clear both pools.
10:45	Officials report to the scoring table for instructions.
10:50	Swimmers for events 1-6 report to the blocks.
11:00	Opening ceremony; meet begins.
Event 53	Second-half volunteers report to the scoring table. (There will be NO BREAK during the meet.)

Coming Soon

Future communications will include:

- Specific volunteer assignments for each team
- Psych sheets and entry lists
- Event-by-event timeline
- Warm-up session/lane assignments

Conduct of the Meet

The core values of the YMCA are Honesty, Caring, Respect, and Responsibility. The state swim meet is an opportunity for us to showcase those values, and the reputations of our program and our league depend on it. Please encourage your swimmers and volunteers to be good guests, so that we'll be welcomed back next year.

Officials

We'd like to have ten officials for each pool: a referee, a starter, a finish judge, and seven stroke & turn judges. Please encourage all of the officials from your team to come and help for at least half the meet, even if their child is not swimming. Every team should supply AT LEAST two officials who can each work AT LEAST half the meet.

Warm-ups

Warm-up session/lane assignments will be sent after the list of State qualifiers has been finalized, so that they can be made proportional to team size.

During warm-ups, swimmers must enter the pool feet-first, except when practicing starts under the supervision of their coach.

Depending on other activities in the Aquatics Center, the diving pool may open for warm-ups during the meet. Ironically, no diving will be allowed in this pool.

Timing, Results, Protests

All events are timed finals. The touchpads will be considered primary, with one button as backup. There will also be two timers with stopwatches, and a place judge will assist in the event of multiple failures. The scoreboard clock is NOT official.

Note: To avoid inadvertently triggering the touchpads, relay swimmers (other than the anchor) must get out of the pool immediately at the end of their leg.

Results will be posted on the pool deck and in the lobby. Coaches will have 30 minutes to protest any result following its posting. The meet referee is the final authority on meet operations and results.

Final results will be sent to each team following the meet.

Pool Deck

- Seating and clean-up Each team will have a designated seating area on the pool deck; look for signs when you arrive. At the end of the meet, please have your swimmers clean up your team's area. The more clean-up the University has to do, the more they charge us.
- Spectators on pool deck Spectators are not allowed on the pool deck. The meet is sanctioned by the YMCA, and access to the pool deck will be limited to swimmers, officials, volunteers currently on duty, and coaches with up-to-date deck passes.
- Girls' Pool, Boys' Pool The main pool will be divided into two 25-yard pools, commonly referred to as the "scoreboard pool" (the one nearer the scoreboard) and the "competition pool" (the more central one). Boys' events will be held in the scoreboard pool. Girls' events will be held in the competition pool.
- Bulkhead Access to the bulkhead is limited to officials, timers during the 25-yard events, one counter for each entry in the 500 FR, and one coach and two swimmers for each entry in the 100-yard relays. Do not use the bulkhead to get from one side of the pool to the other.
- Stay behind the ropes During the meet, swimmers and coaches should stay behind the ropes running along the sides of the pools, so that the officials can move freely.

Other

- Lost and Found During the meet, a lost-and-found will be located in the lobby area, although items of particular value may be turned in at the scoring table so that their loss can be announced. After the meet, be sure to take all your belongings with you. Items left behind will be disposed of.
- Locker Rooms Locker room space is very limited, and some of the lockers will be in use by University staff. Do not disturb their belongings. Swimmers, it's best to arrive in your swimsuit and to leave your belongings with your parents or in the bleacher area. If you use the locker room, be sure to bring and use a lock. Any loss, theft, or damage is solely your responsibility.
- Hospitality Room The Hospitality Room is a classroom located near the scoring table, just off the pool deck. A light breakfast, lunch, and refreshments will be provided for coaches throughout the meet.

Facility

The Aquatics Center at the University of Minnesota is one of the finest competitive swimming facilities in the country. We're very fortunate to be able to hold this meet there, and we thank them for their help and their hospitality. Please remind your swimmers to follow the policies and rules of the University listed below.

Our use of the facility should be restricted to the lobby, the bleacher area, the stairs down to the pool deck, the pool area, and the locker rooms. Use of the various rooms and hallways off the pool deck is limited to coaches, the head officials, and the computer operators. Anyone found in the tunnels, Cooke Hall, or the Recreation Center will be removed from the meet and not allowed to return.

If anyone associated with the meet is found to be involved in property damage, false fire alarms, or any other improper behavior anywhere on University grounds, they and their team's coach will meet with a University representative and the meet director to determine appropriate consequences.



Note: In compliance with University of Minnesota policy, coolers will not be allowed in the facility, as they can be impediments in the event of an emergency. Coolers will be subject to confiscation. This is a change from previous years, so please advise your swimmers and their parents.

Safety Procedures

Remember that the lifeguards are in charge of the entire pool area. Lifeguards will be on duty during the meet. If an emergency arises, DO NOT attempt to address it yourself. Notify a lifeguard, and then stand ready to assist.

In case of an accident, a lifeguard must complete a university accident report. In addition, the meet director should complete a YMCA incident report.

In the event of fire alarm, all athletes and spectators must leave the building, returning only after an all-clear has been given by a University technician.

All accidents involving possible blood-borne pathogens should be attended to by a lifeguard with proper protection. All spills must be cleaned and sanitized prior to resuming meet. All wounds must be covered before an individual may return to participation.

University Policies

Doors, tunnels, and stairs	<p>To enter and exit the building, use only the doors from the lobby. Other doors are alarmed and are for emergency evacuation only.</p> <p>Please do not use the handicap door buttons unnecessarily, as they are very sensitive and easily damaged.</p> <p>Keep the stairs passable. It should go without saying, but don't slide down the banisters, climb the angled steel beams that hold up the walls, or climb on the half-walls that surround the staircases.</p>
No smoking	<p>The University Aquatics Center is a smoke-free facility. Smoking is not allowed anywhere in the building.</p>
Phones	<p>Public phones are located in the lobby in the upper level. The red phones on the pool deck are emergency phones only. Dial 911.</p>
Banners	<p>Banners are not allowed.</p>
Coolers, food and drink	<p>Food and drink are allowed only in the lobby. Food and drink, other than drinks in plastic sports containers, are not allowed in the bleachers or on the pool deck. Do not bring coolers into the facility. Offending items are subject to confiscation.</p>
No glass	<p>GLASS CONTAINERS ARE ABSOLUTELY NOT ALLOWED ON THE POOL DECK. This also applies to anything made of a material that is liable to shatter. In the event of broken glass on the pool deck, the meet will be stopped while a University technician evaluates the situation. Clean-up may require an extended shut-down of one or more pools, in which case the remainder of the meet will be cancelled and we'll probably be looking for a new venue next year. NO GLASS, NO KIDDING.</p>

Just a few more...

Do not climb on the railings separating the bleachers from the pool area.

Do not enter the whirlpool.

Do not swim under the bulkhead.

Stay off the diving boards and the steps leading up to the diving platforms.

Dry off before leaving the pool area and going up to the lobby or bleachers.

Reminders

Talk to Your Swimmers and Their Parents

- Share the information under “Conduct of the Meet,” “Safety Procedures,” and “University Policies” with your swimmers and their parents.
- Remind your swimmers and their parents that coolers will not be allowed anywhere in the facility.
- Remind your swimmers and volunteers that items made of glass or any other material liable to shatter are absolutely prohibited on the pool deck.

What to Bring

- Stopwatches, clipboards, and pens for the volunteer timers from your team.
- Clipboards and pens for the volunteer officials from your team.
- Lap counters for your 500 FR swimmers.
- Your deck pass. The meet is sanctioned by the YMCA, so access to the pool deck will be limited to swimmers, officials, volunteers currently on duty, and coaches with up-to-date deck passes.

Appendix A – Campus Map

