



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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2014 YMCA North Central Regional Short Course Swim Meet

Saturday and Sunday, March 8-9, 2014

Campus Recreation and Wellness Center
University of Iowa
309 South Madison Street
Iowa City, Iowa 52242

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Welcome

Welcome to the 2014 North Central Regional Short Course Swim Meet. The purpose of this meet is to encourage and promote competitive swimming among age-group YMCA swimmers in the North Central Region (Minnesota, Iowa, Nebraska, North Dakota, South Dakota).

The meet will be held at the University of Iowa Campus Recreation and Wellness Center in Iowa City, Iowa. We thank the University for making their facility available to us, and we thank their Aquatics staff for their help and their hospitality.

Links and Contact Information:

Entry Coordinator for Minnesota,
Wisconsin, North Dakota and
South Dakota

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White Bear Lake, MN 55110
Minnesota YMCA Swim League
ystatechairmn@comcast.net

Entry Coordinator for Iowa, Illinois,
Nebraska and Missouri, Kansas

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Mt. Vernon, Iowa 52314
Iowa YMCA Executive Committee
Member
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Volunteer Meet Coordinators

Cindy Bowe
CBowe@ymca-austin.org

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iowayswimming@gmail.com

Minnesota YMCA Swim League

<http://www.minnesota-ymca-swim-league.org/>

Iowa YMCA Swimming

www.iowaymcaswimming.org

University of Iowa map

www.uiowa.edu/~maps/c/crwc1.htm

Important Dates

August 1, 2013	First day on which swimmers can post qualifying times.
February 17, 2014	Deadline for entries and team registration forms. Last day on which swimmers can post qualifying times.
February 28, 2014	Head Coaches notified of volunteer responsibilities.
March 1, 2014	Deadline for entry fees.
February 24, 2014	Psych sheets, entry lists, volunteer responsibilities, and warm-up lane assignments sent to Head Coaches.
March 5, 2014	Proof of Time notifications sent to Head Coaches.
March 8-9, 2014	2014 YMCA North Central Regional Short Course Swim Meet.

Note: The weekend of the meet is the weekend we switch from Standard Time to Daylight Savings Time. On Saturday night, remember to set your clocks ahead one hour.

Facility

University of Iowa Campus Recreation and Wellness Center

We are very excited to have the use of the University of Iowa Campus Recreation and Wellness Center for this meet. The pool has many design features that make it one of the fastest pools anywhere.

Deck Seating

Deck seating is only for swimmers participating in the current session. A deck pass will be given to all swimmers and coaches. Only swimmers and coaches with deck passes will be allowed on the deck. Swimmers who are not participating in the current session should not be on the pool deck.

Upper Level Seating

Additional seating is available above the pool deck. This seating is for spectators and swimmers not participating in the current session. Seats are available on first come, first serve basis. **There will be no holding of seats.**

Handicap seating is available in designated areas within the spectator seating area. Please leave this seating for those who need it.

All seating areas will be crowded; please be considerate of others. **Any issues with holding seats; the spectators will be asked to leave.**

Parking

Centrally located in Iowa City, the Health and Wellness Center has ample parking nearby for the 2014 Regional Meet. Immediately, adjacent to the facility is City Lot 11. Parking per time in this lot is \$5.00. Additionally, 2-3 blocks from the pool there are several parking ramps. Limited on street meter parking is available.

Facility Rules

During the meet, we are guests of the University of Iowa. Please abide by their rules:

- Swimmers must be under the supervision of their coach whenever they are on the pool deck, in the competition pool, or in the warm-up pool. (The YMCA strongly recommends that chaperones accompany all contestants when outside the aquatic complex.)
- Diving is not permitted in the warm-up pool.
- Spectators are not permitted on the pool deck.
- Street shoes are not allowed on the pool deck. Coaches, officials, and volunteers, please wear clean tennis shoes and have on a deck pass at all times.
- No outside food, drink, thermos or cooler is permitted in spectator seating area. (Concessions will be sold by the University.)
- Teams may not display banners.
- The use of tobacco, alcohol and drugs is strictly prohibited within the Aquatic Center.
- No glass containers are allowed in the Natatorium.

Visitor Policy

Visitors who are here to attend the swim meet are not allowed to use any other portion of the Recreation Center (e.g. fitness equipment to workout, leisure pool, etc.) unless they purchase a daily pass at the membership desk.

Coaches Check-In

All coaches are required to check-in Saturday and Sunday. Coaches are required to show their deck passes. Once coaches have checked in they will receive a Regional deck pass. To be allowed on deck ALL coaches MUST wear this Regional deck pass along with their credential deck pass. NO DECK PASS...YOU WILL NOT BE ALLOWED ON THE POOL DECK!!

Hospitality

The Hospitality Room is in the wet classroom located just off the pool deck. Coaches and officials will meet in this room before each session, and a light breakfast, lunch, and refreshments will be provided for coaches and volunteers throughout the day.

Submitting Your Entries

Entry Fee

There is a flat fee of \$30 per swimmer to enter the meet. There are no per-event fees. Payment should be in the form of a check made out to "Minnesota YMCA Swim League."

Note: If your payment has not been received by the deadline, your swimmers will be removed from the meet. (See "Important Dates" on page 2.)

All coaches are expected to model the YMCA Core Values in all aspects of the meet, including team registration, submission of entries, and the meet itself. Anyone found to have falsified information about the eligibility of a swimmer, or to have altered any official document (including meet results), may, along with their team, be subject to severe disciplinary action. The offending team's Executive Director will be notified promptly and asked to help resolve such issues.

Entry Format

Entries via Team Manager To submit your entries using HY-TEK Team Manager, go to the Minnesota YMCA Swim League or Iowa YMCA Swimming website, download the event file, and import it into Team Manager.

Once you have imported this file, DO NOT MODIFY THE EVENTS IN ANY WAY! Doing so may cause your entries to be rejected. Complete your entries, export them, and send the exported file to your Entry Coordinator.

Note: A time standard file is also available on the web site. You can import this file into both Team Manager and Meet Manager so that qualifying times can be automatically flagged when you print reports.

Entries in Readable Form If you do not have Team Manager, you may submit your entries in readable form as a document attached to an email. For each swimmer, be sure to provide their name, gender, date of birth, event numbers, and qualifying times. Note that a handling fee of \$10 per swimmer will be assessed.

Team Registration Form Your entries must be accompanied by your Team Registration Form, found at the end of this handbook. Send your entries and the form to your Entry Coordinator, using the address or email address above.

Verification	You will receive an e-mail reply confirming that your entries have been received. If you do not receive confirmation within one week after the entry deadline, contact your Entry Coordinator.
Time Conversions	Time conversions (Long Course Meters to Yards, Short Course Meters to Yards) are permitted.

Eligibility

Qualifying Times	The earliest and latest dates on which swimmers may achieve qualifying times are listed under "Important Dates" on page 2. Qualifying times appear in "Appendix A – 2014 Qualifying Times" on page 15.
Entry Limits	Each swimmer may enter a total maximum of seven individual events. There is no limit to the number of relays a swimmer may enter. However, relay-only swimmers are not allowed. Relay teams must consist of swimmers who are also entered in individual events.
Age Limits	Swimmers from the morning sessions are not eligible to participate in the afternoon sessions. In order to compete in any afternoon event, a swimmer must be between the ages of eleven and twenty-one (inclusive) on the first day of the meet.
YMCA Membership	<p>From the YMCA <i>Competitive Swimming Black Book</i>:</p> <p>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, not special limited-access memberships available only to swim team members.</p>

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) The membership status must be valid through the end of the competition.

In addition, a swimmer must have competed in at least three closed YMCA meets (as defined in the *Black Book*) since the beginning of the qualifying period.

Note: There is no *unattached* designation in YMCA Swimming. All swimmers must compete as full members of a YMCA team as described above, and they must be covered under that YMCA's insurance.

Responsibilities of Coaches, Officials, and Other Volunteers

Coaches

It is your responsibility to make sure that the staff, swimmers, and volunteers from your team are familiar with the necessary information regarding the procedures that will be used to conduct the meet. All information is available on the Minnesota YMCA Swim league and Iowa YMCA Swimming websites.

Volunteer Responsibility

Your team will be required to provide volunteers in proportion to the number of swimmers you are bringing to the meet. A list of volunteers must be submitted to us by March 4.

Most volunteers will be timers. It is your responsibility to provide stopwatches for the timers from your team.

Before You Leave for the Meet

- Notify your YMCA where your team will be staying.
- Make certain your swimmers understand that it is their responsibility to report to the appropriate starting block in time for each of their races. A swimmer who does not report will be considered a no-show and may not be allowed to compete in any more events. (See "Scratch Procedures" on page 13.)
- Remember your deck pass. To be allowed on the pool deck, you must have a deck pass issued by the Regional Representative. This pass must be displayed at all times during the meet.
- Remember to bring stopwatches for the timers from your team and lap counters if you have swimmers swimming longer events.
- If required, bring proof of time.

When You Arrive

All Coaches **MUST** check in! Check in will be located in the Hospitality Room. After checking in the Head Coach will receive their team packet and scratch sheet. (Your team packet will be given only to the Head Coach listed on your Team Registration Form. You must have your deck pass and a photo ID to pick up your packet.)

Officials

We will need many officials, both Level I and Level II, to properly run a meet of this size. If you have a current YMCA certification, you are strongly encouraged to officiate at this meet.

Officials are required to wear white polo and navy shorts or pants.

In order to ensure consistent officiating, please work as many sessions as possible – at least two over the course of the weekend. Officials working more than two sessions in one day will receive breakfast and lunch that day.

To thank you for your help, you will receive a North Central Official's polo shirt. Dee Norton (dee.norton@mchsi.com) will be taking shirt sizes.

Meet Procedures

This will be a two-day meet. Each day of the meet will be divided into two sessions. The morning sessions will be for swimmers in the 8&U and 10&U age groups; the afternoon sessions will be for older swimmers.

The meet will be sanctioned by YMCA of the USA, and events will be judged in accordance with USA Swimming technical rules. All events will be pre-seeded, and all events will be Timed Finals.

Meet Timeline

Saturday Morning Session

10:15	Facility opens for participants and spectators
10:30	Coaches' meeting (Wet Classroom off pool deck)
11:00-11:45	Warm-ups
11:00	Officials' meeting (Wet Classroom off pool deck)
11:30	Timers' meeting (Wet Classroom off pool deck)
11:55	National Anthem
12:00	Morning Session begins

Saturday Afternoon Session

This timeline begins as soon as the morning session ends:

+15 minutes	Warm-ups begin
+30 minutes	Afternoon officials' meeting (Hospitality Room)
+45 minutes	Warm-ups end / Afternoon timers' meeting (Scoring Table)
+60 minutes	Afternoon session begins

Sunday Morning Session

8:00	Facility opens for participants and spectators
8:15	Coaches' meeting (Wet Classroom off pool deck)
8:45-9:30	Warm-ups
8:45	Officials' meeting (Wet Classroom off pool deck)
9:10	Timers' meeting (Wet Classroom off pool deck)
9:55	National Anthem
10:00	Morning Session begins

Saturday Afternoon Session

This timeline begins as soon as the morning session ends:

+15 minutes	Warm-ups begin
+30 minutes	Afternoon officials' meeting (Hospitality Room)
+45 minutes	Warm-ups end / Afternoon timers' meeting (Scoring Table)
+60 minutes	Afternoon session begins

General Procedures

Warm-ups

The diving well, along with the other side of the competition pool, will be available for warm-ups throughout the meet, unless it is being used for some other purpose.

Timing

The timing of all events will be posted to the hundredths of a second.

Results

Results will be posted throughout the facility as events are completed.

Final results will be posted on the Minnesota YMCA Swim League & Iowa YMCA swimming website within one week following the meet.

Scoring

All events will be scored to 16 places as follows:

Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1.

Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2.

Awards

Medals will be awarded to the top eight swimmers in each event, including relays. Ribbons will be awarded to the remaining swimmers through 16th place.

Banners will be given to the top three highest scored teams at the Regional meet.

Merchandise

2014 North Central Regional Swim Meet apparel, souvenirs, and programs will be available for sale.

Photography

Action shots of individual swimmers can be pre-ordered from Jamie Danusis at jamie@weqotgamesportsphotography.com

Proof of Time

- Randomly selected teams will be required to show proof of time.
- You must prove at least one individual time for each swimmer.
- Proof must be from meet results. Hand-written results must be signed by the meet referee.
- Misstated times will be corrected, provided proof can be shown that the swimmer's correct time is at least as fast as the qualifying time.
- Teams with unverified times may be assessed a penalty.
- Failure to prove will result in elimination of that swimmer from that event.
- If you fail to provide proof of any single time, you will be required to prove all the times for all your swimmers.
- Other factors may also require proof of time, including a protest from another coach.

Scratch Procedures

The USA-S scratch procedures (USA-S Rule 207.12.6) will be followed, modified as set forth here:

- 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 sheets will be available during coach check-in and thereafter in the wet classroom. All scratches will be put on one sheet per team. Once a scratch card is submitted to the scoring table, the swimmer is considered scratched and may not compete in that event.
- A swimmer who is seeded in an event but fails to compete, i.e., a no-show, shall not compete in any further events unless the swimmer or his/her coach declares an intent to swim at the scratch table prior to the next event for the swimmer.

Protests

The USA-S protest procedures (Rule 102.11) will be used, 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 Scoring Table during the meet.
- All protests must be made to the Meet 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 results of any protested race will not be announced, no awards will be given, and no points will be awarded until the protest is resolved or withdrawn in writing.

Appendix A – 2014 Qualifying Times

Event	8&U	9-10	11-12	13-14	Open
	Girls Boys	Girls Boys	Girls Boys	Girls Boys	Girls Boys
25 FR	18.00 18.00				
50 FR	38.98 39.85	33.04 33.16	29.38 30.41	28.46 27.50	28.25 26.25
100 FR	1:40.00 1:40.00	1:21.59 1:15.91	1:06.54 1:07.89	1:03.16 1:02.19	1:04.89 58.09
200 FR		2:50.67 2:50.89	2:30.79 2:27.49	2:26.84 2:15.69	2:20.29 2:07.89
500 FR			6:40.09 6:35.09	6:22.39 6:03.19	6:13.69 5:44.19
1000 FR					12:55.49 12:08.19
25 BK	22.00 22.00				
50 BK	49.00 49.00	39.99 41.59	35.54 36.49		
100 BK		1:30.32 1:32.09	1:18.55 1:19.09	1:14.19 1:09.59	1:11.69 1:04.19
200 BK				2:39.59 2:29.79	2:35.39 2:19.89
25 FL	21.00 21.00				
50 FL	55.00 55.00	38.83 41.99	33.50 35.19		
100 FL		1:42.09 1:40.39	1:20.19 1:18.69	1:13.49 1:08.09	1:10.99 1:03.59
200 FL				2:40.99 2:31.99	2:34.59 2:20.39
25 BR	24.00 24.00				
50 BR	58.00 58.00	44.54 46.85	39.25 40.79		
100 BR		1:42.51 1:43.69	1:26.85 1:27.79	1:24.09 1:18.09	1:21.49 1:13.19
200 BR				3:00.69 2:49.39	2:55.79 2:39.29
100 IM	1:45.00 1:45.00	1:25.18 1:29.53	1:15.30 1:17.59		
200 IM			2:50.69 2:49.39	2:42.99 2:31.99	2:36.00 2:22.59
400 IM				5:44.29 5:25.49	5:35.49 5:05.99

Appendix B – Order of Events

Session 1 – Saturday Morning

1	Girls	8&U	100	Medley Relay
2	Boys	8&U	100	Medley Relay
3	Girls	10&U	200	Medley Relay
4	Boys	10&U	200	Medley Relay
5	Girls	8&U	25	Free
6	Boys	8&U	25	Free
7	Girls	9-10	50	Free
8	Boys	9-10	50	Free
9	Girls	8&U	100	IM
10	Boys	8&U	100	IM
11	Girls	9-10	100	IM
12	Boys	9-10	100	IM
13	Girls	8&U	25	Back
14	Boys	8&U	25	Back
15	Girls	9-10	50	Back
16	Boys	9-10	50	Back
17	Girls	8&U	100	Free Relay
18	Boys	8&U	100	Free Relay
19	Girls	10&U	200	Free Relay
20	Boys	10&U	200	Free Relay
21	Girls	8&U	100	Free
22	Boys	8&U	100	Free
23	Girls	9-10	200	Free
24	Boys	9-10	200	Free
25	Girls	8&U	50	Fly
26	Boys	8&U	50	Fly

Session 2 – Saturday Afternoon

27	Girls	Open	1000	Free
28	Boys	Open	1000	Free
29A	Girls	11-12	200	Medley Relay
29B	Girls	13-14	200	Medley Relay
29C	Girls	15&O	200	Medley Relay
30A	Boys	11-12	200	Medley Relay
30B	Boys	13-14	200	Medley Relay
30C	Boys	15&O	200	Medley Relay
31A	Girls	11-12	100	Breast
31B	Girls	13-14	100	Breast
31C	Girls	15&O	100	Breast
32A	Boys	11-12	100	Breast
32B	Boys	13-14	100	Breast
32C	Boys	15&O	100	Breast
33A	Girls	11-12	200	Free
33B	Girls	13-14	200	Free
33C	Girls	15&O	200	Free
34A	Boys	11-12	200	Free
34B	Boys	13-14	200	Free
34C	Boys	15&O	200	Free
35A	Girls	11-12	100	Fly
35B	Girls	13-14	100	Fly
35C	Girls	15&O	100	Fly
36A	Boys	11-12	100	Fly
36B	Boys	13-14	100	Fly
36C	Boys	15&O	100	Fly
37A	Girls	11-12	100	Free
37B	Girls	13-14	100	Free
37C	Girls	15&O	100	Free
38A	Boys	11-12	100	Free
38B	Boys	13-14	100	Free
38C	Boys	15&O	100	Free
39	Girls	11-12	50	Back
40	Boys	11-12	50	Back
41A	Girls	13-14	200	Back
41B	Girls	15&O	200	Back
42A	Boys	13-14	200	Back
42B	Boys	15&O	200	Back
43	Girls	11-12	100	IM
44	Boys	11-12	100	IM

Session 2 – Saturday Afternoon (cont.)

45A	Girls	13-14	400	IM
45B	Girls	15&O	400	IM
46A	Boys	13-14	400	IM
46B	Boys	15&O	400	IM
47A	Girls	11-12	400	Free Relay
47B	Girls	13-14	400	Free Relay
47C	Girls	15&O	400	Free Relay
48A	Boys	11-12	400	Free Relay
48B	Boys	13-14	400	Free Relay
48C	Boys	15&O	400	Free Relay

Session 3 – Sunday Morning

49	Girls	9-10	100	Fly
50	Boys	9-10	100	Fly
51	Girls	8&U	25	Fly
52	Boys	8&U	25	Fly
53	Girls	9-10	50	Fly
54	Boys	9-10	50	Fly
55	Girls	8&U	50	Free
56	Boys	8&U	50	Free
57	Girls	9-10	100	Free
58	Boys	9-10	100	Free
59	Girls	8&U	50	Back
60	Boys	8&U	50	Back
61	Girls	9-10	100	Back
62	Boys	9-10	100	Back
63	Girls	8&U	25	Breast
64	Boys	8&U	25	Breast
65	Girls	9-10	50	Breast
66	Boys	9-10	50	Breast
67	Girls	8&U	200	Free Relay
68	Boys	8&U	200	Free Relay
69	Girls	10&U	400	Free Relay
70	Boys	10&U	400	Free Relay
71	Girls	8&U	50	Breast
72	Boys	8&U	50	Breast
73	Girls	9-10	100	Breast
74	Boys	9-10	100	Breast

Session 4 – Sunday Afternoon

75A	Girls	11-12	500	Free
75B	Girls	13-14	500	Free
75C	Girls	15&O	500	Free
76A	Boys	11-12	500	Free
76B	Boys	13-14	500	Free
76C	Boys	15&O	500	Free
77A	Girls	11-12	200	Free Relay
77B	Girls	13-14	200	Free Relay
77C	Girls	15&O	200	Free Relay
78A	Boys	11-12	200	Free Relay
78B	Boys	13-14	200	Free Relay
78C	Boys	15&O	200	Free Relay
79	Girls	11-12	50	Breast
80	Boys	11-12	50	Breast
81A	Girls	13-14	200	Breast
81B	Girls	15&O	200	Breast
82A	Boys	13-14	200	Breast
82B	Boys	15&O	200	Breast
83A	Girls	11-12	200	IM
83B	Girls	13-14	200	IM
83C	Girls	15&O	200	IM
84A	Boys	11-12	200	IM
84B	Boys	13-14	200	IM
84C	Boys	15&O	200	IM
85A	Girls	11-12	100	Back
85B	Girls	13-14	100	Back
85C	Girls	15&O	100	Back
86A	Boys	11-12	100	Back
86B	Boys	13-14	100	Back
86C	Boys	15&O	100	Back
87	Girls	11-12	50	Fly
88	Boys	11-12	50	Fly
89A	Girls	13-14	200	Fly
89B	Girls	15&O	200	Fly
90A	Boys	13-14	200	Fly
90B	Boys	15&O	200	Fly
91A	Girls	11-12	50	Free
91B	Girls	13-14	50	Free
91C	Girls	15&O	50	Free

Session 4 – Sunday Afternoon (cont.)

92A	Boys	11-12	50	Free
92B	Boys	13-14	50	Free
92C	Boys	15&O	50	Free
93A	Girls	11-12	400	Medley Relay
93B	Girls	13-14	400	Medley Relay
93C	Girls	15&O	400	Medley Relay
94A	Boys	11-12	400	Medley Relay
94B	Boys	13-14	400	Medley Relay
94C	Boys	15&O	400	Medley Relay

Appendix C – Hotels / Lodging

Hotel information can be found on:

Iowa YMCA Swimming Website: www.iowaymcaswimming.org

Minnesota Swim League Website: <http://www.minnesota-ymca-swim-league/>

Team Registration Form

All fields are required:

Team Abbr: _____ Team Name: _____

Head Coach: _____

Address: _____

City/State/Zip: _____

Email: _____ Daytime phone: _____

Contact person for entries: _____

Contact person for entries email: _____

Entries in HY-TEK format:

#Swimmers: _____ @ \$30 = _____

Entries in readable format:

#Swimmers: _____ @ \$40 = _____

To the best of my knowledge, the information included in these entries is correct.

All qualifying times were achieved on or after August 1, 2013.

All swimmers are members in good standing of our team.

My swimmers, my staff, and I agree to abide by the rules and procedures of the meet, the policies of the University of Iowa and any decisions made by the YMCA Northwest Regional Swim Meet Committee.

Head Coach Signature _____ Date _____