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Date: November 1, 2006

To: LSC General Chairs  
LSC Sanction Chairs  
LSC Officials Chairs  
LSC National Times Chairs

From: Bruce W. Stratton, Chair, USA Swimming Rules and Regulations Committee

Subject: Approved Meets for YMCA Swimming Clubs

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Effective September 1, 2006, the YMCA of the USA has adopted the USA Swimming technical rules (Part One of our Rule Book) for the conduct of all of its swimming competitions. As a result, there are no longer any differences in the technical rules by which swimmers will be judged when participating in swimming competitions hosted by either USA Swimming or the YMCA. As a further result, all YMCA swimming competitions should be eligible to be treated as an "approved" meet as defined under Article 202.4 of our Rules and Regulations and there is no longer a need for "observed swims" with respect to YMCA swimming competitions.

This is an important and significant change for the YMCA and will be very beneficial for the athletes and members of both organizations. USA Swimming believes it is in the best interests of both organizations to do anything and everything possible to assist the YMCA in their transition. It is anticipated that LSCs will experience an increase in the number of requests for approved competitions and it will be important to make the process for doing so as simple as possible for both the LSC and the YMCA swim club.

The issuance of an Approval should not be much different than the issuance of a Sanction and if your LSC has not yet developed a form and/or process for granting Approvals, we strongly urge you to do so as soon as possible. Attached is a sample form which may be used or modified to suit your LSC's process.

Attached for your information are two documents that have been provided to the YMCA with respect to the process for obtaining an Approval for a swimming competition hosted by a YMCA, and for entering information from approved meets into the USA Swimming SWIMS database. Also attached is letter from the YMCA of the USA to YMCA teams regarding the approval process. Please do everything you can to make the process as painless as possible.

If you have any questions regarding this issue, please do not hesitate to contact me.

Bruce W. Stratton



## Request for Approved Meet

**Host Team (YMCA or otherwise):** (name and address)

**Name of Meet:**

**Dates of Meet:**

**Meet Director:** (name, telephone number, e-mail, etc.)

**YMCA Sanction Number:** (if applicable)

The (host team) requests that the above named meet be designated as a USA Swimming Approved Meet. We confirm that the meet will be conducted in accordance with the requirements of Article 202.4 of USA Swimming Rules and Regulations.

Attached is a complete copy of the meet invitation for your review.

We have enclosed the required check for \$XX. (if applicable)

\_\_\_\_\_  
(Meet Director)

\_\_\_\_\_  
(Date)

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We observed the conduct of the above-named meet and attest that it was carried out in accordance with Article 202.4 of USA Swimming Rules and Regulations.

\_\_\_\_\_  
(USA-S Certified Official)

\_\_\_\_\_  
(LSC)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(USA-S Certified Official)

\_\_\_\_\_  
(LSC)

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A copy of the meet results was sent to the Sanctions Chairperson and SWIMS Times Officer on (date).

\_\_\_\_\_  
(Meet Director)

## **REQUIREMENTS FOR USA SWIMMING APPROVAL OF YMCA MEETS**

The following is a list of the requirements for a swim meet hosted by a YMCA swimming club to be considered an Approved Competition as defined under Article 202.4 of the USA Swimming Rules and Regulations. "Approved Competitions" are competitions conducted in accordance with certain USA Swimming technical rules and whose participants include both members and non-members of USA Swimming. Requests for approved meets should be submitted to the LSC Sanction Chairman of the LSC in which the meet will be conducted. YMCA clubs who are also USA Swimming clubs may host sanctioned competitions, but only in their capacity as a USA Swimming club and only if all competitors in the competition are members of USA Swimming.

1. Approvals can be issued to USA Swimming member or non-member clubs for meets, conducted in accordance with USA Swimming technical rules, in which not all participants are members of USA Swimming. In the case of YMCA clubs who are dually registered as a YMCA club and a USA Swimming club, an approval can be issued to the club in either capacity.
2. Written application for approval shall be made not later than the period established by the LSC prior to the competition. The LSC may establish a fee for processing such applications. Application for approval shall be accompanied by a complete meet or event information and statement of the nature and value of prizes to be awarded. Payment of a fee or expenses to the assigned USA Swimming officials shall not be a requirement for the approval.
3. No competition shall be approved unless a sufficient number of USA Swimming officials, certified by the LSC at a minimum of stroke and turn level are present to observe and certify that the conduct of the competition and that all times achieved in such competition were in conformance with all applicable USA Swimming rules. In the case of a YMCA club applying for approval, a sufficient number of USA Swimming officials is deemed to be at least two who may also work as meet officials during the competition. The applicable USA Swimming rules to which the competition must conform include, but are not limited to, the following:
  - a. All of Article 101 and, if applicable, Articles 105 (Disability) and 701 (Open Water).
  - b. Article 102.2.2 & 3 which limit the number of events which may be entered during any day of the competition.
  - c. Article 102.14.5 regarding false starts (Article 101.1.5 in the 2007 Rule Book).
  - d. Article 102.16.4A(1) & (2) regarding the requirements for the determination of official time/performance
  - e. 102.16.4B & C regarding the timing resolution.
  - f. Articles 103.2.3 (minimum depth for racing starts), 103.3.1 (length of racing course), 103.4 (racing course walls), 103.12.1 & 2 (starting platforms), 103.14 (backstroke flags and lines) and, if applicable, Article 702 (open water).

**REQUIREMENTS FOR USA SWIMMING APPROVAL OF YMCA MEETS  
(Continued)**

- g. Because the YMCA has adopted Part One of the USA Swimming Rule Book as its technical rules, there should normally not be an issue with conformance of the above listed Articles.
  4. At least one USA Swimming official must be permitted to be on the deck at both ends of the course where they, if not actually officiating, can properly observe stroke and turns.
  5. An issued Approval is not transferable.
  6. No further Approvals shall be given if the YMCA club has failed to satisfy expense obligations to athletes or to award prizes as stated on its entry blank or meet information until such obligations are satisfied or the prizes awarded.
  7. No Approval will be granted if the words "Olympic", "World", "Nationals", "United States of America" or any derivative thereof is used in any manner in connection with the competition unless consent for such usage is obtained from USA Swimming.
  8. The following clause must appear on all approval forms and on all forms upon which official approvals are granted: "In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims or damages arising by reason of injuries to anyone during the conduct of the event"
  9. Complete results shall be submitted to the LSC within a period of time established by the LSC.
  10. All approvals must be signed by an authorized representative of the LSC and record kept by the LSC.
  11. An Approval may be withheld or withdrawn by the LSC if the competition was not conducted in accordance with the above requirements.
  12. If an event is to be contested in more than one LSC's or country's jurisdiction, the application for approval shall be submitted to the LSC in which the event begins. The LSC granting the Approval shall notify the other LSC(s) and/or the governing body of the other country in which the event is being contested of the details of the event.
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**MUTUAL GUIDELINES FOR YMCA TEAMS  
AND USA SWIMMING TIMES OFFICERS FOR SWIMS DATABASE**

The following are criteria that must be met if a YMCA team wishes to have times for its athletes entered into SWIMS:

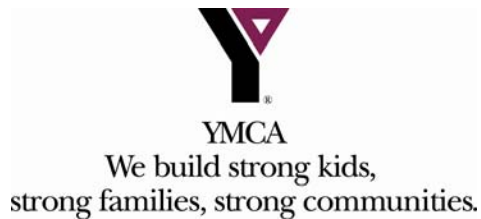
- [ ] The meet must be run according to the guidelines of PART ONE, Technical Rules, USA Swimming Rules and Regulations.
- [ ] The meet shall be "Approved" by the host LSC according to its by-laws or formal policies and in accordance with Article 202.4 Requirements for Approval in the USA Swimming Rules and Regulations.

In order for times from USA Swimming member athletes participating in appropriate YMCA competitions to be acceptable for data entry into SWIMS, the following procedures are recommended:

- YMCA teams should request an official roster of their USA Swimming registered athletes from their LSC Registrar at the beginning of each season.
- Using this roster, the teams should enter the official USA Swimming ID numbers and proper names for registered athletes in the club's HyTek® Team Manager program.
- This Team Manager file, correctly updated as necessary during the year, should be used to enter all swimming competitions.
- According to LSC policy guidelines a meet file may be sent to the LSC Registrar for a pre-meet recon (membership report). An exception report will be sent to the YMCA host team who will be responsible for corrections to the meet database before submission to the SWIMS Times Officer.
- Upon completion of a swimming competition and within seven (7) days of the end of the meet, the Meet Manager Back-up File should be sent to the SWIMS Times Officer in the LSC. The SWIMS officer will export a meet results file (This exported SDIF file will include the times for the USA Swimming registered athletes only.) for loading into SWIMS, load the file into the database and do any clean up necessary for errors that may appear in the SWIMS Holding Tank. (If desired, a Back-up File may be sent to the LSC Registrar for a post meet recon that would further identify any exceptions that might need to be corrected or deleted before loading the results into SWIMS. After this step, the file should be sent to the SWIMS officer.) NOTE: YMCA meets that have a large amount of errors offer two options for the SWIMS Times Officer. The first is to delete the meet and send the file back to the host team for further corrections and re-submission. The second is to delete all the erroneous data. An application for re-submission of manual data entry after the deletion process may result in denial from the LSC or a processing fee.
- Times loaded into SWIMS will show the athletes attached to the USA Swimming club name if that name is the same as the YMCA team name. If the name of the team is different, the times may show up as LSC- UN.

**MUTUAL GUIDELINES FOR YMCA TEAMS  
AND USA SWIMMING TIMES OFFICERS FOR SWIMS DATABASE  
(Continued)**

- For the YMCA National Championship competition, a method was utilized after the long course 2006 competition that allowed the SWIMS officer to change the YMCA Team ID number to the USA Swimming club name and load the athletes and relays attached to the club. Before the next championship meet it is anticipated there will be a complete listing of the Team ID numbers and their comparable USA Swimming club names to facilitate this data transfer.
- There are no anticipated issues with any differences in age-up rules between USA Swimming and the YMCA. SWIMS reads the age from the athlete ID number and does not look for age group event names. Relays will be filtered for any Top 16 Reportable times. If any age-related issues affect relay times, those times will not appear on the official Top 16 listing published each year. If one or more than one relay team member is not a member of USA Swimming, that relay would enter the database as UN and will be deleted from the system.
- SWIMS does not recognize 25 yard events, 8 & U age groups, mixed or non-standard format relays. Therefore, only times for athletes 10 & U in recognized USA Swimming events from YMCA meets will go into the database. Mixed relays or relays that do not conform to the standard recognized format should be deleted from meet results before submitting the file to the SWIMS Times officer.



To: YMCA Swim League Coordinators, Coaches and Officials

From: Jim Ryan, Chairman  
YMCA of the USA National Swimming and Diving Advisory Committee

Re: USA Swimming Approved Meets

Date: October 18, 2006

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With the adoption of the USA Swimming (USA-S) Technical Rules, effective September 1, 2006, certain YMCA swim meets will now qualify as approved meets under Rule 202.4 of the USA-S Rules and Regulations, rather than having to be observed meets in accordance with USA-S Rule 202.5. The conditions for approval are less burdensome than for observed meets, and if a meet is approved, times achieved in that meet can be entered into the USA-S SWIMS database and used to qualify for higher level USA-S meets.

Attached are three documents that are being distributed to all USA-S LSCs setting forth guidelines for approving YMCA swim meets which are designed to make the process simpler for all involved. Also attached is a sample of a form that may need to be completed by the YMCA meet host and submitted to the USA-S LSC Sanction Chairperson. These documents provide general guidance. Meet hosts should check with their LSC Sanction Chair concerning specific local procedures.

To make sure that this process is as mutually convenient as possible, the YMCA National Swimming and Diving Advisory Committee has adopted the following guidelines and recommendations to be followed by local YMCA swim teams when applying for approval of a YMCA swim meet:

1. At least for the first year, until we gain experience as to the magnitude of the task, requests for approval of meets should be limited to district, regional and state championship meets and larger invitational meets which conform to the guidelines below. For the first year, at least, we will not request that dual meets be approved, so as not to overload the SWIMS database or place an undue burden on the LSC personnel responsible for loading the data.
2. Leagues and YMCA swim teams intending to take advantage of the approved meets process should contact their local LSC Registrar and obtain a list of their USA-S registered athletes which they should then update for any changes and

- return to the Registrar in sufficient time before the first approved meet takes place.
3. YMCA swim teams participating in this program must be careful that the names of the swimmers on their meet entries are the same as in the Hytek Team Manager program. A swimmer entered into the USA-S database as James Smith has to be entered the same way in each approved meet. If the swimmer is entered as Jimmy Smith, this will result in an exception in SWIMS, requiring follow-up and correction, and the volume could be overwhelming.
  4. YMCA teams hosting a meet may want to work with their LSC personnel to run their entries against SWIMS before the meet and obtain a Pre-Meet Recon report in order to correct discrepancies before the meet even begins. *It is the responsibility of the host team, working with the other teams participating in the meet, to correct the meet entry exceptions resulting from such a match.*
  5. Requests for approved meets should be made well in advance of the meet date to allow everyone time to process the requests and gear up for the results. They should include a check for the nominal fee normally charged by the LSC.
  6. Obviously, the meet must be run in accordance with the USA-S Technical Rules.
  7. *Notwithstanding the USA-S Technical Rules, diving off the blocks or from the side of the pool is only permitted where the water depth at the starting point of the pool is at least 5 feet.*
  8. The requirements of USA-S Rules 102.16.4&5 with respect to timing systems must be followed.
  9. There must be at least two USA-S certified officials in attendance at the meet. To the extent that they are also YMCA certified officials, they can work as officials during the meet; they do not merely have to stand around and observe the meet.
  10. At the end of the meet, the designated USA-S certified officials must sign a copy of the approval form attesting to the fact that the meet was conducted under USA-S Technical Rules.
  11. The results of the meet must be promptly provided electronically to the LSC Sanctions Chairperson or their designee in accordance with local LSC practice. Any discrepancies between the names in the meet results and those in the SWIMS database will result in such times not being captured in SWIMS. If there are wholesale errors, the SWIMS coordinator may send the entire file back to the host team for correction. *Again, it is the responsibility of the host team to promptly correct any errors or those times will not be reflected in SWIMS. This procedure is no different for YMCAs than it is for USA-S host clubs.*
  12. Discrepancies reported by the LSC Sanctions Chairperson must be investigated and resolved promptly. Failure to do so will result in those swimmers' times being excluded from SWIMS.

If you encounter any problems, please inform the YMCA of the USA National Swimming and Diving Advisory Committee.

Attachments: As above