2021 CCS Virtual National Championship

April 9, 2021 at 8:00 AM EST to April 18 at 11:59 PM EST
Individual Registration Opens: March 1, 2021
Individual Registration Deadline: April 1, 2021 at 11:59 PM EST

College Club Swimming and Georgia Tech have made the decision to transition to a virtual meet for the 2021 CCS National Championship. This decision did not come lightly, but, given the limitations due to COVID-19, we were not going to be able to put together an event that satisfies both the host and attendee's needs. Nevertheless, the CCS Advisory Board has been hard at work to create as many opportunities for as many people as possible to participate in this event. Below, you will find guidelines for four methods of participating in the 2021 Virtual National Championship. They are: hosting a satellite event, attending a satellite event, hosting an intrasquad meet, and swimming on your own.

In order to participate in 2021 Virtual Nationals, all participants must be registered individually with CCS and registered with a CCS-registered club.

A satellite event is classified as an event in which two or more clubs participate. Clubs who are hosting or participating in a satellite event will be required to submit a form to CCS stating that either: (1) their facility has given them permission to host, or (2) their recreational sports department has given them permission to travel.

An intrasquad meet is classified as an event where only the host team is present.

Swimmers who are unable to take part in a satellite event or intrasquad meet may swim their individual events on their own.

Please read through this document for the general guidelines governing the 2021 CCS Virtual National Championship, as well as specific guidelines for each avenue of participation.

Updates

3/3/21: Updated registration procedures guideline found on the meet information page.

GENERAL GUIDELINES and DEADLINES

The 2021 CCS Virtual National Championship will run from **April 9th at 8:00 AM EST** to **April 18th at 11:59 PM EST.**

Eligibility

Athletes must be a part of a CCS-registered team AND be registered individually for CCS in order to participate in the 2021 CCS Virtual National Championship, as is the same for normal in-person championships.

As per the College Club Swimming Governance Handbook, Section 2.2 Swimming Competition: Eligibility of Swimmers

- *Any swimmer who has gone through the CCS swimmer registration process and meets the CCS eligibility requirements (in section 3.2 of the Governance Handbook) will be eligible to have their times in the CCS database.*
- *Any swimmer who swims with a college club program, but isn't registered with CCS, may participate in non-regional or national championship meets but their times will not be reflected in the CCS database.*
- *Any swimmer who is currently on a varsity team or has competed in a varsity meet in the current academic year may only compete as an exhibition swimmer at the local level and is not eligible for regional or national competition.*
- *Any swimmer who does not meet the NCAA amateurism eligibility standards may only compete as an exhibition swimmer at the local level and is not eligible for regional or national competition.*

As per the College Club Swimming Governance Handbook, Section 3.2 Membership of Individuals:

- *The club and its university or college decides who can be a member of their local club team. The below definition is only for eligibility as a nationally-registered CCS swimmer, who will be listed in the CCS database.*

To be an individual CCS member, a swimmer needs to be a member of a CCS registered club. They can only be a member of one registered CCS club at a time. The swimmer must also meet the following requirements:

- *Is at least 18 years old on the day of CCS registration.*
- *The member is in good standing with a CCS club affiliated with a university or college.*
- *The member is affiliated with the university as a full-time or part-time undergraduate or graduate student in the current academic term, a full-time co-op/intern student or faculty and staff in the current term.*

All participating clubs must be registered for the 2020-2021 CCS season.

Cut Times

No cut times will be needed to participate in the event. Athletes can register for up to four (4) individual events.

Paperwork Deadlines

If a team is seeking to host a satellite meet, all necessary paperwork must be submitted to CCS by **February 22, 2021 at 11:59 PM EST.** Submit paperwork by emailing **CCS.** See the section on Hosting a Satellite Meet for more details. All forms can be found on the CCS website.

If a team is seeking to attend a satellite meet OR host an intrasquad meet, all necessary paperwork must be submitted to CCS by **April 1, 2021 at 11:59 PM EST.**

DO NOT CHANGE EVENT NUMBERING ON ANY MEET FILE RECEIVED
Hosts can choose to format the meet over any time frame and include any breaks, but the event numbering in the file must not be edited. Events can be swum in a different order than they appear in the meet file, but the event numbers cannot be altered. **Editing the event numbers will cause all times to be excluded from the final compiled results. If you have any questions on use of Meet Manager, please contact CCS.**

ORDER OF EVENTS

Women	Event	Men
1	400 Individual Medley	2
3	200 Backstroke	4
5	200 Butterfly	6
7	200 Breaststroke	8
9	500 Freestyle	10
11	50 Butterfly	12
13	200 Individual Medley	14
15	50 Freestyle	16
17	100 Breaststroke	18
19	200 Freestyle	20
21	100 Backstroke	22
23	1000 Freestyle	24
25	50 Backstroke	26
27	100 Butterfly	28
29	50 Breaststroke	30
31	100 Freestyle	32
33	100 Individual Medley	34

Entries & Registration
Entries open: March 1, 2021
Entries close: April 1, 2021 at 11:59PM EST

To sign up for the 2021 CCS Virtual National Championship, each individual athlete must declare their events on the College Club Swimming website, regardless of the method of attendance. Athletes may register for up to four (4) individual events. See Appendix A for more information on how to register for the event.

All competing athletes must register for the 2021 Virtual National Championship and choose their individual events through their CCS portal, as is the same for normal in-person championships. The deadline to register for the event as an individual is **April 1, 2021 at 11:59 PM EST.**

NO RELAYS WILL BE SCORED
Relays will not be a part of the published order of events/meet schedule and will not be a part of the final published results. Satellite events may choose to have relays at their own discretion. Relays should NOT be added to the meet file or be included in the Hy-Tek results submissions.

Submission of Results
There are two ways you can submit meet results:

1. Individual athletes may enter their own times on the CCS portal the same way they have for virtual meets this season. We will expect athletes to abide by the honor system when submitting individual times for unofficial results. Instructions for how to do this are posted on the CCS website.
2. Satellite and intrasquad hosts may submit a Hy-Tek results file to CCS of the satellite or intrasquad meet. Club presidents and meet hosts should clearly communicate whether they will plan for swimmers to submit results individually or submit a single aggregate Hy-Tek results file to CCS for athletes.

Athletes may swim their individual events as many times as they'd like, however, athletes will only get two (2) result submissions per event using either of the two methods listed above. Only the fastest time will be published. USMS start and stroke rules apply and can be found i n the USMS Rule Book, but we will be using the honor system to report results. Swim fast. Swim fair. CCS reserves the right to remove or question any results.

All final results must be submitted no later than **April 19, 2021 at 11:59 PM EST** for times to be combined in the final Virtual Nationals results.

Results and Scoring
All events will be scored as timed finals, with 20 place scoring. Only the top three (3) individuals per team in each event will be eligible to score points. All results will be automatically entered as

unofficial and are ineligible for CCS Nationals and CCS records. Unofficial team results will be published alongside unofficial individual results.

HOST TEAMS OF A SATELLITE EVENT

Guidelines

1. Adhere to federal, state, and local COVID guidelines and regulations at all times, as specified by the facility and your local government.
2. Hosts should collect waivers from swimmers/volunteers/officials if required by the school or facility. Hosts can utilize the CCS COVID-19 Screening form and shall keep the forms on file for no less than 90 days following the completion of the meet.
3. Hosts must submit a Satellite Nationals Location - Host Risk Form & CCS COVID-19 Safety Plan Addendum in order to receive approval for the meet.
4. Enforce social distancing with all participants and meet personnel when possible.
   a. Ensure meet personnel wear masks.
   b. Failure to comply with these rules and others provided by the facility may result in disqualification and removal from the swim meet.
5. Satellite events are required to be sanctioned by CCS. CCS will only grant sanctions to satellite event hosts who have submitted the required documentation and demonstrated ability to host a safe event.
6. Hosts should discuss and adhere to an event cap with the facility.
7. CCS strongly recommends no spectators.
8. Hosts may set and collect entry fees from attending teams.
9. At least two USA/USMS officials (one starter and one stroke/turn judge) should be present at any satellite meet. You can search for and reach out to officials at this link.
   a. You can also become a certified USMS official yourself by following the instructions on this page.
10. You **will not** need to create a Meet Manager file, one will be sent to you from CCS with all of the attending teams and entries entered in the event. A final results file must be sent back with the meet results or individual swimmers must submit their own times through the CCS portal.

Next Steps

1. Obtain permission to host a satellite event from your school's facility. A swimmer cap must be set and submitted as part of the application process.
2. Submit the Satellite Nationals Location - Host Risk Form and CCS COVID-19 Safety Plan Addendum to CCS by **February 22, 2021 11:59 PM EST.**
3. The host club will need to apply for a sanction. **When naming your meet, please utilize the following meet title: "2021 [Your University Name] Satellite Nationals Meet"**
4. Get participating swimmers to register for their events on the CCS portal by **April 1, 2021 at 11:59PM EST**.
5. Once individual registration has closed, and if your team utilizes Meet Manager, contact CCS with a list of all teams attending at your location to receive the meet file. We are able to send you a meet file that only contains the teams that will be competing at your

event. Y<u>ou must specify which teams are competing at your satellite event when requesting the meet file.</u>

6. Complete any additional necessary paperwork required by your school/facility.
7. Host the event, adhering to the COVID-19 guidelines outlined above.

8. Submit results:
   a. If you are using Meet Manager, submit the completed meet file with results to <u>CCS</u>.
   b. If you are not using Meet Manager, you will need to distribute results to each attending team so swimmers may upload their results through their CCS portals.
9. All final results must be submitted no later than **April 19, 2021 at 11:59 PM EST** for times to be combined in the final Virtual Nationals results.

ATTENDING A SATELLITE MEET

Guidelines
1. Adhere to federal, state, and local COVID guidelines and regulations as described by the host team/facility
2. All swimmers who register for the 2021 Virtual National Championship will be required to complete a liability waiver for CCS. Host facilities may also collect waivers from attending clubs.
3. Clubs attending a satellite meet must complete the Satellite Nationals Location - Attendee Risk Form & the CCS COVID-19 Participant Screening Form prior to entering the facility.
4. Maintain a distance of six (6) feet between persons when possible.
5. Masks must remain on when not in the pool; place your mask in a bag before your race so you can have a dry mask when you hop out of the water.
6. Follow any rules or guidelines for traffic flow designated by markers.
7. No more than four (4) people in one warm-up lane at a time, and no more than two (2) people on the same wall at a time.
8. When not competing, athletes must remain in their designated team area unless going to the locker room, warm-up pool, or competition pool.
9. Failure to comply with these rules and others provided by the facility may result in disqualification and removal from the meet.
10. Each individual swimmer must declare events in their CCS swimmer portal.
11. Teams should travel to a meet within reasonable driving distance. Please try to avoid flying to meets. If travelling outside your state for a satellite event, teams should refer to their state's quarantine guidelines upon their return.

Next Steps:
1. Obtain permission to travel from your school's recreational sports department.
2. Get in contact with satellite host clubs to reserve your club's spot. Satellite host locations will be announced as they are approved, and a final list will be published after the satellite host sanction deadline.
3. Submit the Satellite Nationals Location - Attendee Risk Form to CCS by **April 1, 2021 at 11:59 PM EST.**
4. Get participating swimmers to declare events by **April 1, 2021 at 11:59 PM EST.**
5. Complete any necessary documents required by your school or the host.
6. Attend the event, adhering to COVID-19 guidelines.
7. Submitting results:
    a. If the host is using Meet Manager, you're done! The host will submit the results file to CCS.
    b. If the host is not using Meet Manager, each of your swimmers will need to manually input their results for each event through their CCS portal. The meet host will need to send all attending teams a results file.
8. All final results must be submitted no later than **April 19, 2021 at 11:59 PM EST** for times to be combined in the final Virtual Nationals results.

INTRASQUAD MEETS

Guidelines

1. Adhere to federal, state, and local COVID guidelines and regulations at all times, as specified by the facility and your local government.
2. Permission must be obtained by your school's facility, although no form is required by CCS if no other teams are traveling to the facility for the meet. If you are hosting other teams, please see the guidelines above for a satellite event.
3. Obtain a CCS sanction for your meet through the CCS website.
4. CCS strongly recommends that no spectators are permitted.
5. Follow all CCS Meet Procedures outlined in the Governance Handbook Section 2.3.
6. Receive a Hy-Tek Meet Manager file from CCS (disregard if not using Hy-Tek Meet Manager).
7. If not using Hy-Tek Meet Manager, be sure to distribute results to swimmers in order for them to submit their results

Next Steps

1. Gain permission from your facility to host an intrasquad meet. Intrasquad meets can be conducted during a scheduled practice time as a time trial, or at another time as agreed to by the facility.
2. Request a meet sanction from CCS through the president's portal. **When naming your meet, please utilize the following meet title: "2021 [Your University Name] Intrasquad Nationals Meet"**
3. CCS will send you a Hy-Tek Meet Manager file for you to use. It is recommended you use it if your team utilizes Meet Manager, but you are not required to do so.
4. Swimmers must register for their individual events by **April 1, 2021 at 11:59 PM EST.**
5. Host the meet.
6. Submit results:
    a. If your team is using Hy-Tek Meet Manager, submit the results file to CCS.
    b. If your team is not using Hy-Tek Meet Manager, each of your swimmers will need to manually input their results for each event through their CCS portal.
8. All final results must be submitted no later than **April 19, 2021 at 11:59 PM EST** for times to be combined in the final Virtual Nationals results.

SWIMMING ON YOUR OWN

GUIDELINES

1. Adhere to federal, state, and local COVID guidelines and regulations at all times, as specified by the facility and your local government.
2. If your team is unable to host or attend an intrasquad or satellite meet, athletes may complete their individual swims on their own time at any facility within the specified dates.
3. Athletes swimming on their own are encouraged to find at least one (1) other individual to assist in timing their race with two (2) devices (i.e. stopwatches, watches, or cell phone timers). The time submitted should be the average of the two recorded times.
4. Athletes can upload their results through the CCS portal at any time while the event is live.

Next Steps

1. You must register for your individual events by **April 1, 2021 at 11:59 PM EST.**
2. Swim your events. You will need at least one (1), preferably two (2) timers to assist in timing your race. Your result will be taken from the average of the two times.
3. You will need to manually input your results for each event through your CCS portal.
4. All final results must be submitted no later than **April 19, 2021 at 11:59 PM EST** for times to be combined in the final Virtual Nationals results.

Appendix A

The updated 2021 virtual registration procedures can be found on the [meet information page](#).

Individual entries must be submitted by April 1, 2021 at 11:59 PM EST.

If you have any questions, please contact collegeclub@usmastersswimming.org.