

JSSL 2008 Championship Meet
Coach's Packet
July 26, 2008
Stanford University

Key Deadlines:

- Thu. July 10th: Volunteer names due
 - Mon. July 14th, 7pm: Meet Coordinators & Head Positions Mandatory Meeting at Eichler
 - Tues. July 15th: Entry fees due at JSSL meeting
 - Wed. July 16th: Test entry file due
 - Sat. July 19th: Last dual meet
 - Sun. July 20th: Submit coaches' list for printed program to Saratoga Woods
 - Sun. July 20th, 10am: Final entry file due
 - Sun. July 20th, evening: Cupertino Hills sends Meet Entry Report to Coaches
 - Tues. July 22nd, 6pm: Report errors to Cupertino Hills
- *No meet entries accepted after Tue. July 22nd, 6pm

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Here we go! The 2008 Championship meet is upon us! The information herein outlines your responsibilities as Head Coach for your team.

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Venue Map is being sent in a separate file.

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I. Coach's Responsibilities

It is the Coach's responsibility to inform your swimmers about the meet, the times they are required to be at the pool, how to check in, the warm-up area rules and generally what to do.

It is also your responsibility to select the swimmers' individual events and submit all the seed times. Make sure you or someone from your team follows the deadlines for the Meet Entries. Some teams share this responsibility with other team parents; others rely solely on the coaches to handle these duties.

Further, it is the coach's responsibility to escalate any heat and event disputes to the Meet Referee. While numerous parent volunteers are working to make sure the logistics of the meet run smoothly, the coaches are responsible for what is happening in the pool. Parents are not to approach the Meet Referee with concerns. Parents are to speak to their coaches or meet coordinator. Coaches then raise necessary issues to the Meet Referee. The escalation process is discussed more fully below in the New Processes section.

Graduating seniors: Teams with graduating seniors should submit a brief bio about the swimmer. Please email all bios to Erika Krugler by Fri. July 18th.

Relays: Each team can enter only one relay team per relay event. Entries are to be submitted to the Head Table by 9:00 am the day of the meet. After that, changes to the relay team will only be made due to sickness or injury of assigned swimmer. Also, any relay team change will have to be done by appeal to the Meet Director. Each coach should submit 2 copies of relay cards to the Head Table. The swimmers' last and first name should be clearly printed on both relay cards. The Head Table will give 1 of the 2 copies to the Starting Block workers before the start of relays in order to check that swimmers are in the correct lanes. Relay cards will be e-mailed to all Meet Data Managers (MDMs) in July.

Coach list for program: Please send email to **Saratoga Wood's League Rep. Shannon Newton** by Sun. July 20th with the names of all coaches from your team for printing in the program.

Warm-ups: The warm-up schedule and lane assignments are as follows:

Avery Pool:

7:30-7:50	Eichler Lanes 1-4,	Laurelwood Lanes 5-8
7:50-8:10	Saratoga Lanes 1-4,	Brookside Lanes 5-8
8:10-8:30	Cupertino Hills Lanes 1-4,	Greenmeadow Lanes 5-8

There will be 3-4 lanes on the non competitive side of the bulkhead (no blocks) for warm-ups/warm downs **during** the meet for **11 and older swimmers only**.

Baker Pool (available 7:30-8:45 for all teams):

Eichler Lanes 1-3

Laurelwood Lanes 4-6

Saratoga Lanes 7-9

Brookside Lanes 14-16

Cupertino Hills Lanes 17-19

Greenmeadow Lanes 20-22

This year we have use of the Baker Pool in addition to Avery Pool. It is up to the coaches how they want to manage use of both pools during warm ups.

Please make note of your team's lane assignment and inform your swimmers ahead of time.

There is absolutely **no diving or jumping** in this warm-up area. A "three point entry" (keeping a hand on the side of the pool) is required in this warm-up area. Please explain this rule to your swimmers in advance.

II. Processes Review

Timing Protocol: In general the primary timing system will be the electronic touch pad. There will be 2 timing buttons and 1 manual stop watch per lane for backup.

Exception for 6 & Under and 7 & 8 age groups: For all 8 & Under events, the electronic touch pads will be turned off. The primary time will be generated from the timing buttons. In addition, there will be 1 backup stop watch.

Heat and lane assignments: Heat and lane assignments for all events will be prepared in advance of the Championship meet. There will be no changes made to the heat and lane assignments on the day of the event. The final heat/lane assignments for all events will be available the morning of the meet. No shows will result in empty lanes.

Swimmer check-in (#2 on map): Like last year, there will be no formal swimmer check-in. It is up to your team how you want to conduct swimmer check-in for your team. A check-in table will be provided for your use. Meet day entries will not be allowed.

Late check-in: Because we are not doing a formal swimmer check-in each team may have swimmers that want to arrive late. An example would be our 6 and under swimmers who are only swimming freestyle. Keep your list of late check-ins for your own tracking purposes. **You do not need to submit this list for Champs.**

Escalation Process & Arbitration Team:

Coaches may protest or question results from any race. If a team, parent or coach has an inquiry regarding an event or heat, they should escalate the questions to their meet director or coach. Coaches have the ability to escalate any inquiries regarding a swimmer's race. Coaches should approach the Meet Referee who will then note the appropriate information regarding the inquiry or protest. Coaches are the only persons with the authority to submit a protest or inquiry to the Meet Referee.

In the case of a disputed disqualification, the Meet Referee will obtain the necessary documentation from the Arbitration Team, will meet with the Stroke and Turn Judges and the coach, and will render a final decision based on the evidence gathered.

In the case of a timing dispute, the Meet Referee will obtain the necessary documentation from the Arbitration Team, will review the documentation and discuss the circumstances with the Arbitration Team, and will render a final decision based on the evidence gathered.

The Arbitration Team consists of the Meet Referee, Intermediary from Head Table, and Timing Console Mgr/Data. The Meet Referee has the final say in all protests.

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III. Meet Entry Instructions

Again this year the meet entry process must be delivered electronically. Detailed information about this process is on its way to your team's data entry person(MDM). Work with your MDM to make sure that the Meet Entry process is completed by the following deadlines:

Wed. July 16	Send test meet entries file to Cupertino Hills
Sat. July 19	Last dual meet
Sun. July 20, 10am	Send the final meet entries file to Cupertino Hills and post file to jssldata group in Champs folder
Sun. July 20, evening	Cupertino Hills sends coaches/MDM report of their submissions to check for errors
Tues. July 22, 6pm	Coaches/MDM submit any errors found to Cupertino Hills
Tues. July 22, 6pm	Last time to submit any meet entries. Cupertino Hills delivers the final file to FastLane after making final changes and generating reports for each team.

Be sure that your 6 & Under qualifying times are valid seed times. Do not send DQ Personal Best times; only send valid seed times. If a child has been DQ'd all season, in a particular stroke, the club should 1) consider not letting that child swim that event and 2) if child is going to swim the event then a time of NT should be entered as the seed time.

All swimmers that participate in Championships will receive a participant ribbon. If they are DQ'd in an event they will not receive a ribbon for that event from the league. Clubs that would like to present the swimmer with a special participation ribbon for their efforts in that event will need to manage that process separately.

Data Management will return a file to you on Sun. July 20, evening, for your review. This file will be a list of swimmers entered in the meet and their seed times. Coaches are encouraged to check their team's entries for accuracy. Errors are to be reported to Cupertino Hills by July 22, 6:00pm. This deadline is also the last time to submit any meet entries.

Swimmers not entered by Tues. July 22, 6pm, WILL NOT be allowed to swim.

There will be no changes made to the heat and lane assignments the day of the meet. Swimmers cannot switch events or be added to a new event the day of the meet. Accordingly, please work to make sure your meet entries are as accurate as possible.

Seed times WILL NOT be adjusted day of the meet. All swimmers will be seeded based on the time you submit on Sun. July 20th. All seeding and heat and lane assignments will be prepared in advance of July 26th.

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IV. General Information

Avery Aquatics Center: We will operate 8 lanes for competition in the Stanford Avery Pool. This is a 25 meter pool with a bulkhead for 25 yard competition. All 25 yard events will start from the bulkhead end of the pool and finish at the standard block end. All relays will begin and end at the standard (non-bulkhead) block end of the pool. In water starts will not be necessary.

Swimmer eligibility: To be eligible to swim at the championship meet, swimmers must have participated in at least 2 dual meets during the 2008 season. Entry times must come from a dual meet during the 2008 season. The league now permits seed times from the 5th dual meet. If a swimmer does not have a time, for a particular stroke, from the 2008 season they will be seeded with N.T. – no time.

Entry fees: An entry fee per entered swimmer is required. The fees are to the JSSL Treasurer on Tues. July 15th. Make checks payable to the Junipero Serra Swim League. Each team needs to send their Meet Coordinators and all Head Volunteer positions to the Mon. July 14th meeting.

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V. Meet Sheet

- Timing: Saturday July 26, 2008; meet begins at 9:00 AM.
- Place: Stanford University
Avery Pool
Stanford CA, 94305
- Course: Outdoor, 25 meter pool with bulkhead. 8 lanes short course (25 yard) will be used for competition. Automatic timing system; touch pads and timing buttons will be set at the standard location. 25 yard events will start at the bulkhead side of the pool and finish at non bulkhead ("standard") end of the pool. All relays will start and finish at the standard (non bulkhead) end of the pool.
- Timing Protocol: In general the primary timing system will be the electronic touch pad. There will be two timing buttons and 1 manual stop watch per lane for backup. **Exception for 6 & Under and 7 & 8 age groups:** For all 8 and under events, the electronic touch pads will be turned off. The primary time will be generated from the timing buttons. In addition, there will be 1 backup manual stop watch per lane.
- Check-in: Like last year, there is no formal swimmer check-in. We will not be making adjustments to the heat/lane assignments the day of the meet. Therefore, it is up to your team how you want to conduct swimmer check-in for your team. A check-in table will be provided for your use. Meet day entries will not be allowed. If a swimmer fails to show up for an event, that swimmer may be barred from swimming in the next event.
- Warm-ups: Avery Pool:
7:30-7:50 Eichler Lanes 1-4, Laurelwood Lanes 5-8
7:50-8:10 Saratoga Lanes 1-4, Brookside Lanes 5-8
8:10-8:30 Cupertino Hills Lanes 1-4 Greenmeadow Lanes 5-8
- There will be 3-4 lanes on the non competitive side of the bulkhead (no blocks) for warm-ups/warm downs **during** the meet for **11 and older swimmers only**.
- Baker Pool (available 7:30-8:45 for all teams):
Eichler Lanes 1-3 Laurelwood Lanes 4-6
Saratoga Lanes 7-9 Brookside Lanes 14-16
Cupertino Hills Lanes 17-19 Greenmeadow Lanes 20-22
- There is absolutely **no diving or jumping** in all warm-up areas. A "three point entry" (keeping your hand on the side of the pool) is required in warm-up areas. Please explain this rule to your swimmers in advance.
- Events: The same 54 events as in the dual meets.
- Rules: Swimmers may compete in up to 3 individual events and each team can enter one relay team per relay event. Relay teams must be submitted to the head table by 9:00 am on day of meet.
- Eligibility: Swimmers must have competed in at least two JSSL meets during 2008. Meet entries must be submitted through the team representative by 10:00 AM Sun. July 20th.

- Heat/Lanes: Heat and lane assignments will be available first thing in the morning and will be posted at various locations throughout the center, including the swimmer check-in area. Swimmers need to write their heat/lane assignments on their arms and report to the clerk of the course in plenty of time.
- Scoring: Individual and relay points awarded for 1st thru 6th: 9, 7, 5, 3, 2, 1
Teams points accumulated (individual and relay events) for team award.
Individual points for individual events only – awards given to top 2 per age group category. Ribbons are awarded for 1-12 places for individual events, 1-6 places for relay events.
- Concessions: Food and drink will be sold by Stanford concessions. Food, Alcohol and smoking are prohibited. **There is absolutely no food on deck at ALL TIMES.** Stanford is very strict about this. They will only allow non-carbonated drinks in plastic or paper containers on deck. As a compromise, a table will be set up in the breezeway with food and drinks for coaches and head table people. A parent monitor will be at the breezeway at all times.

No food or glass products allowed in the pool area or locker room area.

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VI. Meet Schedule

Friday, July 25 - Set-up 5:00pm

Setup workers arrange chairs, tables, easy-ups for shade, etc. We will have access to the pool and can set-up blocks and touch pads.

Saturday, July 26:

6:30am Concessions and other vendors can setup their areas as early as desired. These groups will setup outside the locked pool area. See map. The facility will be unlocked at 6:30 AM to provide access to the pool area and electrical outlets.

7:00am Morning Set-up: All electrical equipment and any thing not completed the night before. Equipment tests.

7:00 am Meet Coordinators meet at the **Volunteer Check-In table (#14 on map)**. Bring volunteer assignment sheets, all volunteer name tags and vests. See Gail Foelsch

7:10 am "Volunteer check-in" volunteers report to their check-in table(#14 on map).
"Swimmer check-in" volunteers, if required by your club, report to the swimmer check-in tables (#2 on map).

7:15-8:30 am Volunteer Check-in; pick-up nametags, position tags and pool deck passes (#14 on map)

7:15 am Warm-up Marshals meet the Head Marshal on the Pool Deck at the lower Clerk of Course (#9 on map). Head Marshal will provide instructions and location assignments.

Avery Pool:

7:30-7:50 am	Warm-Up – Eichler	Lanes 1-4,	Laurelwood	Lanes 5-8
7:50-8:10 am	Warm-Up – Saratoga	Lanes 1-4,	Brookside	Lanes 5-8
8:10-8:30 am	Warm-Up – Cupertino Hills	Lanes 1-4,	Greenmeadow	Lanes 5-8

Baker Pool (available 7:30-8:45 for all teams):

Eichler	Lanes 1-3	Laurelwood	Lanes 4-6
Saratoga	Lanes 7-9	Brookside	Lanes 14-16
Cupertino Hills	Lanes 17-19	Greenmeadow	Lanes 20-22

8:00 am Champs Coordinators to deliver heat and lane assignments to Head Clerk of Course at lower Clerk of Course location (#9 on map).

8:15 am All Head Volunteer Positions report to **Volunteer Check-In table (#14 on map)** to pick up any last minute changes to your job rosters. See Gail Foelsch

- 8:20 am Stroke & Turn Judges, Referee and Meet Director and false start judges meet with Head Stroke & Turn Judge (**E on map, on Pool Deck, one level below bleachers**).
- 8:20 am All runners, DQ, Event sheet, results and label runners (except starting block runners) meet with Head Runner (**F on map, on Pool Deck, one level below bleachers**). When meeting is complete, DQ runners visit Stroke and Turn meeting briefly to introduce themselves to the stroke and turn judges.
- 8:20 am Clerk of Course, Starting Block Runners, and Starting Block Workers meet with Head Clerk of Course at lower level Clerk of Course. (**#9 on map**)
- 8:30 am First and second half Marshals meet the Head Marshal (**D on map, on Pool Deck, one level below bleachers**). Head Marshal will provide instruction and location assignments. Baker Pool Marshals will monitor Baker Pool until 8:45.
- 8:30 am All timers and recorders to meet with Head Timer at the finish end of the pool (#15 on map)
- 8:30 am Warm-ups end in Avery Pool. Avery Pool is cleared. **Head Referee and Head Coaches meet briefly. (C on map, on Pool Deck, one level below bleachers)**
- 8:40 am First announcement made for swimmers to start reporting for first events.
- 8:45 am Warm-ups end in Baker Pool. Baker Pool is cleared.
- 8:45 am Announce for all volunteers to report to positions
- 8:55 am National Anthem
- 8:58 am! Confirm all timers and recorders are in place and ready to go
- 9:00 am Meet Begins

Cleanup must be done at the completion of the relays. If time permits there will be a brief awards ceremony for all individual and team awards. The announcer will announce plans for the awards ceremony towards the end of the meet. Otherwise, meet directors can pick up their team's awards following "clean-up" clearance. Stanford is rented for a swim meet on Sunday so it is imperative that each team area is clean before we leave. Any cleaning expense will be allocated to each team according to how their team area is left. Please have your team clean up their area to avoid fees. Lost and Found items will be left and can be reclaimed at Stanford through Sunday.

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VII. Safety Instructions

Please remember that Avery Aquatics Center was built with collegiate sports in mind. With large numbers of active and inquisitive kids accompanied by involved parents, we need to keep the following in mind.

Please remind your families of the following:

- Parents will not be allowed on deck once competition begins unless they are working in a volunteer job. It becomes too hard for the timers and officials to do their jobs and too hard for the swimmers to get to the blocks with parents trying to watch or assist their kids on deck. The fewer people on deck, the more smoothly the meet will run. Parents should discuss this with their younger swimmers so it's not a surprise. (Coaches may want to plan how to orient the younger swimmers to the pool area prior to the start of the meet.)
- The railings on the spectator stands were not designed with small (or even medium sized) children in mind. No one should sit, hang, climb, lean over, etc. on the rails. The same warning applies to the walls and stairwells in the complex.
- Swimmers and their accompanying family members should not be playing with fitness equipment or in pools (or hot tubs). During competition the only pool open to JSSL is the Avery competition pool. Once competition begins, warm-ups will be limited to swimmers 11 and older and will be behind the bulkhead in Avery. There is absolutely **no diving or jumping** in this warm-up area. A "three point entry" (keeping your hand on the side of the pool) is required in this warm-up area. Please explain this rule to your swimmers in advance. Baker pool will be open to JSSL for warm ups only from 7:30 – 8:45. Marshals may ask children to leave the Championship Meet if they are found playing on equipment or in pool areas that are not part of our meet.
- JSSL swimmers are allowed to use the recreation locker rooms, but note that the locker rooms will be shared with non-JSSL swimmers. Do not leave items unattended in the locker rooms.
- Parents may want to remind their kids not to leave the complex without permission. Multiple gates will remain open throughout the meet.
- Food is not allowed on the pool decks. Eat only in the designated areas.

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VIII. Parent Restriction

PLEASE BE AWARE:

During Champs meet, parents will not be allowed on the pool deck. All observation and cheering shall be from the bleachers. Only volunteers with the appropriate job/ job tags will be allowed on deck. Parents are not allowed in either seeding area (clerk of course) due to the congestion and confusion it brings in the running of the meet. This means parents are NOT allowed to accompany their swimmer(s) to the starting blocks.

All jobs must be filled by individuals at least 18 years of age.