

JSSL
2008 Championship Meet
Meet Coordinator'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 to JSSL Treasurer
 - Wed. July 16th : Test entry file due
 - Sat. July 19th: Last dual meet
 - 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 July 22nd, 6pm

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

Table of Contents

I.	Meet Coordinator's Overview	Page 3
II.	Meet Coordinator's Responsibilities	Pages 4-6
III.	Contacts list	Page 7-8
IV.	Meet Sheet with General Information about the Meet	Page 9-10
V.	Championship Meet Time Schedule	Pages 11-12
VI.	Champs Meet Flow Process	Pages 13-14
VII.	Special Instructions about Safety	Page 15
VIII.	Special Instructions regarding Marshals	Page 16
IX.	List of equipment needed to run meet	Pages 17-18
X.	Parent restriction notice	Page 19

Venue map is being sent in separate file.

Volunteer lists and job descriptions have already been sent to volunteer coordinators.

JSSL
2008 Championship Meet
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July 26, 2008
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I. Meet Coordinator's Overview

Summary of Duties for Meet Coordinators

- Read and study the Meet Coordinator's Packet
- Verify that Coach's Packet has been received by your coach
- Complete the volunteer assignment sheet for your team, provided to you by the Champs volunteer coordinator. The completed volunteer assignments are due to Gail Foelsch by **Thu. July 10th**.

- Review all deadlines with:
 - Your volunteer coordinator
 - Your data management volunteer
 - Your coaches
 - Any other head volunteer positions that your team has been assigned
- Attend Monday July 14th Meeting at Eichler at 7PM
- Ensure all Head Volunteers from your team attend the Mon. July 14th meeting at Eichler
- Ensure that volunteer assignments, contact names, and entry fees are submitted on time
- Ensure that deadlines are met with respect to the Meet Entry electronic file for your team
- Prepare nametags for all of your team's volunteers
- Collect & bring equipment that has been assigned to your team; see equipment list section
- Have Set-up volunteers collect & bring equipment necessary for Friday night set-up
- Communicate necessary deadlines, timetables and calendars with all families
- **Day of Championship Meet:**
 - Meet at 7:00 AM, at the Volunteer Check-in table
 - Bring name tags for your team's volunteers
 - Bring any equipment that has been assigned to your team that was not delivered the night before
 - Be available to your team throughout the day for questions and direction
 - Ensure your volunteers are at their posted positions on-time
 - Announce and collect all volunteer deck passes and badges to meet coordinators of Eichler

Please note:

- 8 and under swimmers do not have to hit the electronic touchpad.
- Heat and lane assignments for all events will be prepared in advance of the Champs meet. There will be no changes made to the heat and lane assignments on the day of the meet.

JSSL
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Meet Coordinator's Packet

July 26, 2008
Stanford University

II. Meet Coordinator's Responsibilities

The Meet Coordinator is the liaison between the league rep and board, the hosting team, and your own team. It is the overall responsibility of the Meet Coordinator to ensure that your team's volunteers and coaches are aware of their responsibilities and that all deadlines are met. On the day of the meet, you are to make certain that all of your volunteers are in their positions at the assigned times. If you have any volunteer no shows or volunteers who are late, it is your job to find substitutes from your team. Punctuality is critical for the meet to begin on time and to run smoothly.

Meet Coordinator's Packet

Please read this packet of information thoroughly. Communicate, copy, and distribute any necessary information in this packet to all of your families participating in the Champs meet.

Volunteer Assignments – Due Thu. July 10th

Meet Coordinators are responsible for signing up their team members to fill the various positions required to run the Champs Meet. Some meet coordinators appoint a volunteer coordinator for this work. You should have already received your list of volunteer positions.

- Use people who have already done the jobs at previous dual or Champs meets.
- **Completed assignment sheets are due to Gail Foelsch**
- Keep at least one copy of your volunteer assignment sheet with you at all times during the Champs meet.
- Provide copies of your volunteer assignment sheet to any individuals from your team that will be assisting you during the meet.

From your submissions, position rosters are prepared by area and provided to each head position. The position rosters serve as a guide for Head Volunteers as to who is responsible for working with them and at what time.

Mon. July 14th Champs Meeting

All meet coordinators and volunteers with head positions are required to attend the Champs Preparation Meeting on Monday July 14th at 7:00PM at Eichler. Please make every effort to attend yourself. If for some reason you are unable to attend, please appoint someone from your club to attend in your absence who will be responsible for sharing all information with you. Please notify Tory Bers if you are unable to attend and let her know who your substitute will be.

For the meeting on the 14th, please bring the following you:

- Any updates or changes to the volunteer assignments submitted on July 10th
- All head volunteers from your team.

Details for the 2008 Champs meet:

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, they will allow us to set up a table in the breezeway with food and drinks as long as we have parent monitors at the site at all times.

Baker pool will be available for warm-ups:

Each team will be assigned 3 lanes in the Baker pool during warm-ups. Those lanes can be used at each club's discretion for the entire warm-up time of 7:30-8:45.

8 and under swimmers do not have to hit the electronic touchpad: In general the primary timing system will be the electronic touch pad. There will be two timing buttons and one manual stop watch per lane for backup. However, there is an **exception for 6 and under and 7 and 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. There will also be a Deck Referee making note of the order of the lane finishes for each heat, as a third back-up process.

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.

Swimmer check-in (#2 on map): Like last year, there will be no formal swimmer check-in. It is up to your team to determine 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. As always, if a swimmer fails to show up for an event, that swimmer may be barred from swimming in the next event.

Late check-in

Because we are not doing a formal swimmer check-in each team may have swimmers that want to check-in 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.**

Day of the Meet

- Meet at 7:00am the morning of the meet at the Volunteer Check-in tables (#14 on map).
- Provide name tags for your club's parent volunteers. Check in with **Gail Foelsch** to get deck passes for your club during the 7:00am meeting.
- Parent volunteer check-in begins at 7:15am (#14 on map).
- Make certain that all your volunteers are in their positions at assigned times or find substitutes from your team.

Supplies to keep with you during the Meet

- Copy of your team's volunteer assignment sheet
- Roster of your team
- (Clipboard perhaps)
- Orange vest – You are required to wear an orange vest during the Champs meet in order to be easily visible and easily located
- Walkie talkies * These are very important to have!

Meet Entries

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). As Meet Coordinator, please follow up with your teams 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 time.

The Coach is ultimately responsible for their team's meet entries, but many coaches work with a parent volunteer Meet Data Manager (MDM) that keeps all the personal best times and does the meet entries. Swimmers cannot swim at the meet without submitting an entry in advance. **Entries will not be accepted the day of the meet.** Also, changes to the heat and lane assignments will not be made the day of the meet, so please ensure that your meet entries are as accurate as possible.

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.

JSSL
2008 Championship Meet
Meet Coordinator's Packet

July 26, 2008
Stanford University

III. Contacts list, including Head Positions (page 1 of 2)

Key Contacts – Host Team

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Phone number</u>
Champs Coordinator	Tory Bers Dianna Richardson		650-493-4329 650-494-2629
Champs Coordinator	Jennifer Seto Erika Krugler		650 -813-9139 650-565-8653
Champs Meet Director	Joe Drake		650-856-4891
Volunteer Coordinator	Gail Foelsch		650-320-8443
Set Up/Clean Up Coordinator			

Electronic Data Transfer Coordinator – Franz cell 408 821-8315

Meet Coordinators

<u>Team</u>	<u>Name</u>	<u>Email</u>	<u>Phone number</u>
Saratoga Woods	Ann Marie Barsanti		408-252-5432
Brookside	Paul Diehl Steve Francis		408-257-1277 408-996-3800
Cupertino Hills	Eric Stouffer		408-410-4384
Eichler	Joe Drake		650-856-4891
Greenmeadow	Alex Russel		650-327-1019
Laurelwood	Ken Mignosa		408-234-8625

Volunteer Coordinators

<u>Team</u>	<u>Name</u>	<u>Email</u>	<u>Phone number</u>
Saratoga Woods	Annette Cable		408 253-5353
Brookside	Carole Cameron Ellen Roeckl		408 865-1478
Cupertino Hills	Lorinda Rodrigues		408 858-8373
Eichler	Gail Foelsch		650-320-8443
Greenmeadow	Kathleen Ford		650-269-9052
Laurelwood	Kristin Farnham		408 261-2055

Data Management Coordinators

Cupertino Hills:	Irene Smith	(408) 368-5162	email: ir.smith@sbcglobal.net
Eichler:	Ken Brownlee	(650) 565-9520	email: kenb@digitalpersona.com
Greenmeadow	Cathy Gates	(650) 424-1069	email: atescad@pacbell.net
Brookside:			email:
Laurelwood:	Dena Donahue	(408) 247-5432	email: denad40@yahoo.com
	Karen Pandula	(408) 733-1812	email: kpandula@comcast.net
	Craig Pires	(408) 261-2232	email: pspires@mindspring.com
Saratoga Woods:	Mary/Randy Jewell	(408) 777-9390	email: mary.jewell@usa.net

Head Coaches

Brookside	Hannah Lineberry	(408) 728-0992	hannah_lineberry@csumb.edu
Cupertino Hills	Linh Luong	(909) 910-9042	ssmlinhja@gmail.com
Eichler	Luke Paddington	(678) 358-0673	lpaddi@hotmail.com
	Sean Horan		localbandshow@yahoo.com
Greenmeadow	Lauren Costella	(775) 721-8863	costella@stanford.edu
Laurelwood	Hailey Moilanen	(650) 328-2042	hmoil@hotmail.com
	Karen Kasses		kkasses@comcast.net
Saratoga Woods	Marie LaForge	(408) 255-0570	marielaforge@gmail.com

**JSSL 2008 Championship Meet
Meet Coordinator's Packet
July 26, 2008**

IV. 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 one 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 this year. 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 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
Team's 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 is not allowed on Deck.** Alcohol and smoking are prohibited.
No food or glass products allowed in the pool area or locker room area.

**JSSL 2008 Championship Meet
Meet Coordinator's Packet
July 26, 2008**

V. Meet Schedule

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

Setup workers arrange chairs, tables, easy-ups for shade, etc. At 5:00pm 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 anything 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.

Club Seating Assignments for Cleanup

The day of the meet, each club is assigned a section of bleachers for cleanup purposes only. Clubs may sit wherever they choose and may move about depending on where the shade is. However, each club must clean up their assigned area. *Please refer to map that will be passed out at the Mon. July 14th meeting for assigned areas.

All Clean-up Volunteers need to be instructed to meet the Head Clean-up Volunteer at the Upper Clerk of Course immediately following the last relay.

JSSL 2008 Championship Meet Meet Coordinator's Packet

VI. Meet Process Flow

What follows is a brief description of the flow of the meet. This is not a comprehensive explanation of all processes. Critical processes and guidelines will be reviewed with each volunteer area during their respective morning meeting the day of the meet by the head volunteer in their area.

Swimmer Check-in is being managed by each team. Heat and lane assignments will be posted at various locations throughout the venue, including the swimmer check-in area. Please write event, heat, and lane on swimmers arm.

First Event will start at 9:00 am.

Head Table (Fast Lane Tek) will have assigned heat/lanes based on seed times, prior to the day of meet. There will be no changes to the heat/lane assignments the day of the meet.

Parents should deliver their children to the upstairs clerk of course area with their event heat and lane assignments written on their arms. Clerks of Course will check that kids are in the right seats. After complete heats are filled, the kids will be walked to the clerk of course staging area on deck. Parents are NOT allowed on the pool deck area or in the chair area. Starting block workers will go to the non-block end of the pool during the 15-18 year old events so they are ready for the 6& under events. Recorders also have names on the lane recorder sheets to do final check after the swim.

Once a heat of swimmers is called to the blocks, the starter will verify each lane has a swimmer. If a swimmer is missing, the starter will call the missing swimmer only once (to make sure they are not left behind the blocks / chairs) before proceeding. The starter will not wait for a swimmer to be found in the bleacher area.

Starter announces event and starts race, manual timers start watches, time automatically starts for the electronic buttons and touch pads. As the swimmer touches the wall at the finish of the race, the touch pad is activated. The electronic buttons and manual watch workers will push their buttons to record a time. Electronic buttons (as opposed to the touchpads) will be the primary time taken for all 8 & Under events. It is important that all timers are watching the swimmers touch the wall. **All buttons should be held behind the person, not over the water – this will prevent the buttons from being pulled out of the connection, causing system failure and meet delay.**

Timer 1: primary button+ verify swimmer name

Timer 2: secondary button + (head cushioner on backstroke events 8&under)

Timer 3: manual stopwatch + write down manual times on sheet

The Deck Referee watches and records all finishes. These Across the Board reports are used by the Intermediary at the head table.

The head runner is responsible for coordinating all runners and for ensuring smooth distribution of reports, recorder sheets, and event results as well as having a meeting for all runners the morning of the meet. Event sheet runners distribute recorder slips to recorders and collect completed recorder ships from recorders. DQ runners collect DQ slips from Stroke and Turn Judges. Recorder slips and DQ slips are delivered to the Head Table. Results Runners pick up event results from the Head Table to post for

viewing and to deliver to Upper Table Workers. Results Runners also pick up labels from the Head Table and deliver to Upper Table Workers. The Head Runner will explain all of these responsibilities in more detail to the runners during their AM meeting.

Meet Manager software, Scoreboard, Touchpads, and Buttons are all electronically interfacing. The Timing Console Manager ensures names and times are posted on scoreboard until next heat begins. Timing console prints times for Intermediary for button timers and touch-pads to determine final times. The timing console manager also helps intermediary determine final times and aids in disputes and inquiries as part of the arbitration team.

Intermediary reviews all outputs (DQ slips, recorder slips, timing console printouts and across the board report) from heat and circle/marks finish times in red. They are responsible for determining correct finish time for each lane. The Intermediary consults with Timing Console as needed to determine finish times.

The Head Table Collator arranges all outputs for the intermediary and helps intermediary as directed and distributes results to the Head Table.

Head Table verifies results in software. Touchpad and Button times are electronically transferred to Meet Mgr software. If DQ is present the DQ code is entered. If Button time is circled in red, override meet manager software to accept button time. If Manual time is circled in red; override meet manager software to accept manual time. Meet Mgr consultant verifies all heats in Event then Scores event. Results and labels are printed for the ribbon area and table workers.

Labels are attached to the ribbons and distributed into the individual team boxes. Copies of the results are made for each team (6 copies). Original copy stays with the league records. Team Record keeper takes the ribbons and results from their box.

At end of meet, Meet Software Person prints a team score report and an individual point report for trophies. Complete meet results reports generated for each team. Each team is to provide their own USB stick if they want to electronically download the files.

JSSL
2008 Championship Meet
Meet Coordinator's Packet

July 26, 2008
Stanford University

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.

**JSSL 2008 Championship Meet
Meet Coordinator's Packet
July 26, 2008**

VIII. Marshal Assignments

This year, *Laurelwood* has the responsibility of Head Marshal. Eichler will match the specific volunteers with the specific locations and provide instructions. In addition to the Marshal numbers/assignments noted below, **Laurelwood will provide a Head Marshal from 7:15am until the end of the meet. Special badges will be distributed to distinguish Marshals.**

Shifts	# of Marshals	Location Assignment
Warm-ups 7:25 am to 8:30 am 7:30 am to 8:45 am	6 (Avery Pool and deck entrances) 4 (Baker Pool)	1 at each corner of Avery Stadium Pool and Baker Pool ensuring swimmer warm-ups are safe. Watching swimmer conduct, warm-ups, no sitting, hanging, etc on bulkhead (4) 2 at deck entrances keeping unauthorized volunteers off of the pool deck
Shift One 8:30 am to end of event #29	8 ----- 1 Team Area Marshal from each club	2 marshaling warm-ups behind Avery bulkhead; 3 pt entry, no diving 4 at entrances to Avery Pool (checking deck passes, monitoring swimmer on deck safety, etc.) 2 behind Avery spectator stands (ground level, 1 each side) making sure swimmers are behaving safely and appropriately. ----- 1 Team Area Marshal in each team area, making sure swimmers are behaving safely and appropriately.
Shift Two End of Event #29 to end of meet.	6 ----- 1 Team Area Marshal from each club	2 marshaling warm-ups behind Avery bulkhead; 3 pt entry, no diving 2 at entrances to Avery Pool (checking deck passes, monitoring swimmer on deck safety, etc.) 2 behind Avery spectator stands (ground level, 1 each side) making sure swimmers are behaving safely and appropriately. ----- 1 Team Area Marshal in each team area, making sure swimmers are behaving safely and appropriately

JSSL 2008 Championship Meet Meet Coordinator's Packet

IX. Required Equipment to run Champs meet

To facilitate a smooth running meet, each team is responsible for supplying specific equipment. Please clearly mark all equipment with your club's name. We will be setting up tables, chairs and shade on the pool deck Friday night, 5:00pm. It is critical that each club send their set-up volunteers on Friday, on time with the equipment needed.

If you have any questions or concerns regarding the equipment list, please discuss with your league rep. League reps can bring questions and concerns to the June league meeting.

Laurelwood and Greenmeadow:

15 stop watches each, for a total of 30 manual stop watches: Delivered to the Meet Coordinators, Erika Krugler/Dianna Richardson at Friday night set-up. These 30 watches will be used as follows:

- 1 watch per lane as backup to electronic timing system (8 lanes)
 - 3 watches per lane if timing system goes down +6 back up
- Please make sure your watches are labeled with your club name
(Greenmeadow – 15 watches)
(Laurelwood – 15 watches)

Brookside:

- Fully stocked first aid kit
- Clerk of course ropes

Laurelwood

- Supplies for Hospitality: Ice chests, ice, huge supply of water, paper cups, trays and muffin tins for serving. There is water facet on the pool deck near hospitality to use for back-up, but Stanford has suggested that we bring in our own water. We can bring in it in Friday night and Stanford will give us a place to store it for the night. You may consider using the big Gatorade type thermos to dispense your water.

Each Club is required to bring:

- **DQ Slips, Manual recording slips (just in case), Personal Best ribbons, Storage device** for downloading meet data from Hy-Tek program (label w/club name), **Extra labels for Personal Bests** (at least 5 pages of blank labels)
- **E-Z Ups:** Each club needs to bring at least two E-Z-ups to the Friday night set-up. Stanford will be supplying the rest of the E-Z-ups needed.
- **Orange vests**
 - One for your team's meet coordinator
 - One for Head clerk of course, Head Marshal, Meet referee, if your team is responsible for these jobs

➤ **Clipboards**

- Large: for use by your Clerk of Course and Starting Block Worker volunteers. Please tape with club's name for identification
- Large: Also needed by Recorders and Deck Referee
- Small: For stroke and turn judges and Recorders
- Number varies by team based on your volunteer assignments
- If your team has extra regular-sized clipboards, please share.

➤ **Name tags** – For all team volunteers, delivered by Gail Foelsch at 7:00am meeting, day of the meet

➤ If using a computer, please bring an extension cord and power strip

➤ **Garbage can and bags** – for your club's area in/near the bleachers.

- **Each club's area will need to be clean (no items or trash anywhere in the facility) before awards are given out.**
- Clean up team will be responsible for running bags to entry gates. Teams will deliver bags to nearby collection point. Stanford will provide some garbage cans. Janitorial service for restrooms and common area garbage cans will be billed to JSSL / each team.

Suggested optional items for each club to bring:

- Walkie-Talkies for communication between roundup workers if you choose to use them and clerk of course club workers *Very important to have these!
- Cushions for sitting in the bleachers. Hats will be helpful. No tents are allowed in the bleachers or on deck.

Host Club – Eichler

- Deck passes for all deck workers
- Blue tape, approved by Stanford, for putting up signs, event sheets, maps, etc
- Coordinating with Hytec consultants and data management for all necessary copies of Clerk of Course event reports and Recorder sheets

Stanford will supply all necessary tables, chairs, and electronic timing system.

JSSL 2008 Championship Meet
Meet Coordinator's Packet

July 26, 2008
Stanford University

X. 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.