

JSSL 2007 Championship Meet  
Coach's Packet  
July 21, 2007  
Stanford University

Key Deadlines:

- Mon. July 9<sup>th</sup>: Volunteer names due
  - Tues. July 10<sup>th</sup>: Entry fees due at JSSL meeting
  - Wed. July 11<sup>th</sup>: Test entry file due
  - Thurs. July 12<sup>th</sup>, 7pm: Meet Coordinators &  
Head Positions Mandatory Meeting at Cupertino Hills
  - Sat. July 14<sup>th</sup>: Last dual meet
  - Sun. July 15<sup>th</sup>: Submit coaches' list for printed program  
to Brookside
  - Sun. July 15<sup>th</sup>, 10am: Final entry file due
  - Sun. July 15<sup>th</sup>, evening: Chuck sends Meet Entry Report to  
Coaches
  - Tues. July 17<sup>th</sup>, 6pm: Report errors to Chuck
- \*No meet entries accepted after Tue. July 17<sup>th</sup>, 6pm

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Here we go! The 2007 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.

# JSSL 2007 Championship Meet Coach's Packet

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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 Caroline Hayes at [caroline@email@comcast.net](mailto:caroline@email@comcast.net) by Fri. July 13th.

**Relays:** Each team can enter only one relay team per relay event. Entries are to be submitted to the Head Table prior to the start of breaststroke on the day of the meet. 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 were e-mailed to all Meet Data Managers (MDMs) in July.

**Coach list for program:** Please send email to Brookside's League Rep. [jmattson@cisco.com](mailto:jmattson@cisco.com) by Sun. July 15<sup>th</sup> 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:

7:30-7:55	Cupertino Hills	-- Lanes 1-4
	Eichler	-- Lanes 5-8
7:55- 8:20	Brookside	-- Lanes 1-4
	Greenmeadow	-- Lanes 5-8
8:20-8:45	Saratoga	-- Lanes 1-4
	Laurelwood	-- Lanes 5-8

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

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**. 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 1 timing button and 2 manual stop watches 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 button. In addition, there will be 2 backup stop watches.

**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 the 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. As always, if a swimmer fails to show up for an event, that swimmer may be barred from swimming in the next event.

**Scratches:** Coaches are to deliver a scratch list for their team to Katja deGroot at the swimmer check-in tables (#2 on map) at 8:30am the morning of the meet. Please see Katja De Groot.

**Late check-in:** Because we are not doing a formal swimmer check-in and the coaches are providing the scratch list, 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:

<b>Wed. July 11</b>	Send test meet entries file to Chuck Page, <a href="mailto:swimteam@chuckpage.org">swimteam@chuckpage.org</a>
<b>Sat. July 14</b>	Last dual meet
<b>Sun. July 15, 10am</b>	Send the final meet entries file to Chuck Page and post file to jssldata group in Champs folder
<b>Sun. July 15, evening</b>	Chuck sends coaches/MDM report of their submissions to check for errors
<b>Tues. July 17, 6pm</b>	Coaches/MDM submit any errors found to Chuck Page
<b>Tues. July 17, 6pm</b>	<b>Last time to submit any meet entries.</b> Chuck 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 15, 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 [swimteam@chuckpage.org](mailto:swimteam@chuckpage.org) by Tues. July 17, 6:00pm. This deadline is also the last time to submit any meet entries.

Swimmers not entered by Tues. July 17, 6pm, WILL NOT be allowed to swim.

There will be no changes made to the heat and lane assignments the day of the meet. Heats will not be reseeded for scratches. 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 15<sup>th</sup>. All seeding and heat and lane assignments will be prepared in advance of July 21<sup>st</sup>.

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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 2007 season. Entry times must come from a dual meet during the 2007 season. The league now permits seed times from the 5<sup>th</sup> dual meet. If a swimmer does not have a time, for a particular stroke, from the 2007 season they will be seeded with N.T. – no time.

**Entry fees: An entry fee per entered swimmer is required.** The fees are due at the JSSL Meeting on Tues. July 10<sup>th</sup>. Make checks payable to the Junipero Serra Swim League. **Each team needs to send their Meet Coordinators and all Head Volunteer positions to the Thurs. July 12<sup>th</sup> meeting.**

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### V. Meet Sheet

- Timing: Saturday July 21, 2007; 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 one timing button and 2 manual stop watches 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 button. In addition, there will be 2 backup manual stop watches 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. However, coaches are to submit a scratch list by 8:30am 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: 7:30-7:55 Cupertino Hills Lanes 1-4, Eichler Lanes 5-8  
7:55-8:20 Brookside Lanes 1-4, Greenmeadow Lanes 5-8  
8:20-8:45 Saratoga Woods Lanes 1-4, Laurelwood 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**. 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.
- 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 the beginning of breaststroke.
- Eligibility: Swimmers must have competed in at least two JSSL meets during 2007. Meet entries must be submitted through the team representative by 10:00 AM Sun. July 15.
- 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 1<sup>st</sup> thru 6<sup>th</sup>: 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 is not allowed on Deck. Alcohol and smoking are prohibited.  
*No food or glass products allowed in the pool area or locker room area.*

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**VI. Meet Schedule**

Friday, July 20 - Set-up 7:00pm

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 21:

- 6:00am 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 6:00 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 Theresa Williamson
- 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.
- |              |                           |           |
|--------------|---------------------------|-----------|
| 7:30-7:55 am | Warm-Up – Cupertino Hills | Lanes 1-4 |
|              | Eichler                   | Lanes 5-8 |
| 7:55-8:20 am | Warm-Up – Brookside       | Lanes 1-4 |
|              | Greenmeadow               | Lanes 5-8 |
| 8:20-8:45    | Warm-Up -- Saratoga Woods | Lanes 1-4 |
|              | Laurelwood                | Lanes 5-8 |
- 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 Theresa Williamson
- 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 Coaches meet at Swimmer Check-in tables (#2 on map). Bring your list of scratches for the day.
- 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.
- 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. 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 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). 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 closed to JSSL. 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.