

JSSL

2007 Championship Meet

Parents' Packet

July 21, 2007

Stanford University

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Here we go! The 2007 Championship meet is upon us!

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Venue map is being sent in a separate file.

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I. Parents Responsibilities

Parents are responsible for following matters the day of the Championship meet:

- Following through with their assigned volunteer position,
- Ensuring their swimmers have their event number and heat and lane assignments written on their arms
- Ensuring their swimmers report to the Clerk of Course well in advance of their event
- Ensuring their swimmers respect the facility and the other volunteers
- Ensuring their swimmers follow the safety rules of the facility
- All volunteers turn in their badges and deck passes at the end of their shift to their Meet Coordinator or Meet Director.

II. Deadlines of your swim club, just to be aware of:

- Meet entries for all swimmers participating are due July 15th.
- If you hold a Head volunteer position, your meet coordinator will be asking you to attend a Champs meeting on July 12th at 7:00pm at the Cupertino Hills Swim Club

III. Meet Protocol

8 and under swimmers do not have to hit the electronic touchpad (Revised): In general the primary timing system will be the electronic touch pad. There will be two electronic timing buttons and 1 manual stop watch per lane for backup. However, there is an **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 one of the electronic timing buttons. In addition, there will be one more electronic timing button and 1 backup manual stop watch per lane. There will also be a Deck Referee this year 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: You will receive swimmer check-in instructions from your meet coordinator. Check-in procedures will vary by team. Coaches are to deliver a scratch list for their team by 8:30am the morning of the meet.

IV. Timing Protocol

The primary timing system for all 9 and up events will be the electronic touchpads. The primary timing system for the 8 and under events will be the electronic timing button. Time automatically starts for both the electronic buttons and the touch pads. The electronic buttons timers and the manual stopwatch workers will push their buttons to stop their timing device. All timing outputs, electronic touchpad times, electronic button times, manual stop watch times, DQ slips, and the across the board finish report will be reviewed by the intermediary in order to determine the proper finish time. This finish time will be verified in the Meet Manager Software.

V. Escalation Process & Arbitration Team - Revised

If you, as a parent, have an inquiry or concern about the results of a particular heat or event, please take your concerns to your meet coordinator or head coach. Your Meet Coordinator or Head Coach will then escalate the inquiry to the Head Table, where the Head Table worker and Meet Referee will process your inquiry.

Coaches are the only persons with the authority to submit a protest or inquiry to Meet Referee. 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 coordinator or coach. Coaches will approach the Meet Referee who will conduct the necessary follow-up.

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

VI. Warm-ups

The warm-up schedule and lane assignment is as follows:

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

There will be Stanford lifeguards and JSSL Marshals monitoring the both the morning warm-up and the warm-up section of the pool that is available all day.

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VII. Meet Sheet

- Timing: Saturday July 21, 2006; 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 one electronic timing button. In addition, there will be 1 button and 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. 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 (#2 on map) 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 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 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 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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Friday, July 20 -- Set-up 7:00pm

Setup workers arrange chairs, tables, easy-ups for shade, blocks and touch pads. We will have access to the pool immediately upon arrival.

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. Notice will be given Friday night to volunteers who need to come. Equipment tests.
- 7:00 am Meet Coordinators meet at the ***Volunteer Check-In table (#14 on map)***. Bring volunteer assignment sheets, all volunteer nametags 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 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**
- 7:55-8:20am Warm-Up – Brookside -- Lanes 1-4, Greenmeadow -- Lanes 5-8**
- 8:20-8:45am 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.
- 8:20 am Stroke & Turn Judges, False Start 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 you list of scratches.
- 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)
- 8:40 am First announcement made for swimmers to start reporting for first events.
- 8:45 am Warm-ups end. Pool is cleared. Head Referee and Head Coaches meet briefly. (C on map, on Pool Deck, one level below bleachers)
- 8:45 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 *before* the Champs meet award winner presentation. 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.

Clean-up clearance will be given to each individual club by the JSSL president, Ann Marie Barsanti. All Clean-up volunteers are to meet the Head Clean-up Volunteer at the Upper Clerk of Course immediately following the last relay.

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VIII. 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.)
- Swimming under the bulkhead is strictly prohibited. There is no playing allowed in any of the other pools, the diving area, or with any of the training equipment. Children not following this critical rule can be barred from swimming in 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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IX. 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.