



# 2011 JSSL Championship Meet

23 July 2011

Stanford University's Avery Aquatics Center



## Coach's Packet

### Key Deadlines

- Mon., July 11<sup>th</sup>: Volunteer names due
  - Mon., July 11<sup>th</sup>, 7pm: Meet Coordinators & Head Positions Meeting at Brookside
  - Mon., July 11<sup>th</sup> : Graduating senior bios due to Brookside
  
  - Tues., July 12<sup>th</sup> : Entry fees due to JSSL Treasurer
  
  - Sat., July 16<sup>th</sup>: Last dual meet
  
  - Sun., July 17<sup>th</sup>, 10am: Final entry file due
  - Sun., July 17<sup>th</sup>, evening: Greenmeadow Meet Entry Report to Coaches
  
  - Mon., July 18<sup>th</sup>, 6 pm: Report errors to Greenmeadow\*
- \*No meet entries accepted after July 18<sup>th</sup>, 6pm*



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The 2011 Champs meet is coming! The information herein outlines your responsibilities as Head Coach for your team.

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Venue Maps are available at <http://www.jssl.org>.



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### I. Coach's Responsibilities

It is your 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 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 parent volunteers are working to make the meet run smoothly, coaches are responsible for what is happening in the pool. Parents are to speak to their coaches or meet coordinator with any concerns, and then Coaches raise necessary issues to the Meet Referee. The escalation process is discussed on p. 4.

**Graduating seniors:** Teams should email 60-words-or-less bios for their graduating seniors to Andrea Borch at [aborch@blue-dino.com](mailto:aborch@blue-dino.com) by Mon., July 11. Details to include: how long the swimmer has been on the team, plans after high school, favorite memory of swim team, other interests besides swimming, etc. **Please submit bios for only those seniors who will be swimming at Champs.**

**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 Champs. 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 relays start to check that swimmers are in the correct lanes. The club serving as head of data for Champs will email the **relay cards to the coaches the week before Champs.**

**Coach list for program:** Please email Laurelwood's League Rep. Lisa Anderson ([L-anders@comcast.net](mailto:L-anders@comcast.net)) by Sun., July 17<sup>th</sup> with the names of your team coaches for printing in the program.

### II. Process Review

**Timing:** 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 back-up. **Exception:** 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 back-up stopwatch.

**Heat/lane assignments:** Heat/lane assignments for all events will be prepared in advance of Champs. No changes will be made on the day of Champs. The final heat/lane assignments for all events will be available the morning of Champs. No-shows will result in empty lanes.

**Swimmer check-in (#2 on map):** It is up to your team to determine how it wants to handle check-in. A check-in table will be provided for your use. Meet-day entries will not be allowed.

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



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**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 should approach the Meet Referee, who will then conduct the necessary follow-up. Only coaches have authority to submit a protest or inquiry to the Meet Referee.

In the case of a disputed DQ, the Meet Referee will obtain documentation from the Arbitration Team, will meet with the Stroke and Turn Judges and the coach, and will render a final decision.

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. 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.**

### III. Meet Entry Instructions

Meet entries must be delivered electronically. Work with your MDM to make sure the Meet Entry process is completed by the following deadlines:

<b>Sat., July 16</b>	Last dual meet
<b>Sun., July 17, 10am</b>	Send the final meet entries file to Greenmeadow and post file to jssldata group in Champs folder
<b>Sun., July 17, evening</b>	Greenmeadow sends coaches/MDM their entry report to check for errors
<b>Mon., July 18, 6pm</b>	Coaches/MDM submit any errors to Greenmeadow
<b>Mon., July 18, 6pm</b>	<b>Final deadline to submit meet entries.</b> Greenmeadow delivers the final file to FastLane & Laurelwood (for programs) after making final changes and generating reports for each team.

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

Data Management will return a file to you on the evening of Sun., July 18. This file will list the swimmers entered in the meet and their seed times. Errors are to be reported to Greenmeadow by Mon., July 18, 6pm. This is the FINAL time to submit meet entries. Swimmers not entered by Mon., July 18, 6pm, WILL NOT be allowed to swim. (All seeding and heat/lane assignments will be prepared based on the times you submit on Sun., July 17.) Please work to make sure your meet entries are accurate.



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### IV. Meet Sheet

Date/Time: Sat., July 23, 2011; meet begins at 9:00 AM.

Place: Stanford University - Avery Pool

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: The primary timing system will be the electronic touch pad. There will be two timing buttons and one manual stop watch per lane for back-up. **Exception for all 8 and Unders:** Electronic touch pads will be off. The primary time will come from the timing buttons, with an additional back-up, stopwatch per lane.

Check-in: There is no formal swimmer check-in, and each team decides how it wants to conduct swimmer check-in. A check-in table will be provided for your use. Meet day entries will not be allowed. Any swimmer who misses an event may be barred from swimming the next event.

Warm-ups: Avery Pool:  
7:30-7:50 Brookside -- Lanes 1-4,      Cupertino Hills -- Lanes 5-8  
7:50-8:10 Laurelwood -- Lanes 1-4,      Eichler -- Lanes 5-8  
8:10-8:30 Greenmeadow -- Lanes 1-4      Saratoga Woods -- 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):

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

There is **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.

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 the day of Champs.

Eligibility: Swimmers must have competed in at least two JSSL meets during 2011. Meet entries must be submitted through the team representative by 10AM, Sun., July 17<sup>th</sup>.

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, and 1. Team's points accumulated (individual and relays) for team award. Individual points for individual events only; awards given to top 2 per age group. Ribbons are awarded for 1-12 places for individual events, 1-6 places for relays.

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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### V Meet Schedule (p. 1/2)

Fri., July 22: 6 PM Set-up: Workers arrange all chairs, tables, easy-ups, etc., on the upper and lower decks.

Sat., July 23:

6:00 am Any remaining set-up taken care of. Stanford event managers will set up blocks and timing pads. Mister hoses and soaker hoses will be set up at this time, if needed, as well as electrical equipment. Equipment tests.

6:30 am Concessions and other vendors can set up their areas as early as desired, 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.

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

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 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 Brookside -- Lanes 1-4      Cupertino Hills -- Lanes 5-8

7:50-8:10 Laurelwood -- Lanes 1-4      Eichler -- Lanes 5-8

8:10-8:30 Greenmeadow -- Lanes 1-4      Saratoga Woods -- Lanes 5-8

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

Brookside -- Lanes 1-3      Cupertino Hills -- Lanes 4-6

Laurelwood -- Lanes 7-9      Eichler -- Lanes 14-16

Greenmeadow -- Lanes 17-19      Saratoga Woods -- 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 Kelly Walsh

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).



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### V. Meet Schedule (page 2/2)

- 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)
- 8:20 am Timing Console, DQ Readers, Intermediaries, Timing Table Collators and Asst. Table meet with Head Table on the pool deck at D on map.
- 8:30 am First and second half Marshals meet the Head Marshal (A 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 Ribbon Table workers meet with Ribbon Prep (head ribbons) at Swimmer Check-in (#2 on map)
- 8:45 am Warm-ups end in Baker Pool. Baker Pool is cleared.
- 8:45 am Announcement 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

Clean-up must be complete when relays are done. 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 90 minutes after our meet finishes, so each team area must be clean before we leave. Any cleaning expense will be allocated to a team whose area requires Stanford to clean it. Lost and Found items can be reclaimed at Stanford through Sunday.



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### VI. Safety Instructions

Since the Avery Aquatics Center was built with collegiate sports in mind, please remind your swimmers and their families:

- No strollers, wagons, chairs, tents, etc., are allowed in the pool area. For safety reasons, nothing (sleeping bags, tarps, towels, etc.) can obstruct the area at the top of the bleachers. This is a walkway and it must remain accessible.
- Parents will not be allowed on deck once competition begins, unless they are working a volunteer job. The few 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 also should plan to orient the younger swimmers to the pool area before the meet: **The pool walk-through for new families is scheduled for Thurs., July 21, at 1 pm.**
- No one should sit, hang, climb, lean over, etc., on the rails on the spectator stands. This also applies to the walls and stairwells in the complex.
- Swimmers and their family members should not play with fitness equipment or in pools (or hot tubs). During competition the only pool open to JSSL is Avery. Once competition begins, warm-ups will be limited to swimmers 11 and older and will be behind the bulkhead in Avery. There is **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. Marshals may ask children to leave Champs 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 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.