



2011 JSSL Championship Meet

23 July 2011

Stanford University's Avery Aquatics Center



Parents' Packet

The 2011 Champs meet is coming!

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



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I. Parent Responsibilities

On the day of Champs, you are responsible for:

- Following through with your volunteer position;
- Ensuring your swimmers have their event number and heat and lane assignments written on their arms;
- Ensuring your swimmers report to the Clerk of Course in advance of their event;
- Ensuring your swimmers respect the facility and the other volunteers;
- Ensuring your swimmers follow the safety rules.
- At the end of your volunteer shift, you turn in your badge and deck pass to your team meet coordinator or the Meet Director.

II. Important dates/times:

- Meet entries for swimmers are due Sun., July 17th.
- If you hold a head volunteer position, you should attend the Champs prep meeting on Mon., July 11th at 7 pm at Brookside.
- The pool walk-through for new families is scheduled for Thurs., July 21st, at 1 pm.

III. Meet Protocol

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 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.

Flyover starts : We use flyover starts for all 11 and up individual events except backstroke, and 9/10 freestyle. Heats will start with the previous heat's swimmers remaining in the water at the conclusion of the race.

Heat and lane assignments: Heat and lane assignments for all events will be prepared in advance of Champs. No changes will be made to heat and lane assignments on the day of the meet.

Swimmer check-in: You will receive swimmer check-in instructions from your meet coordinator.

IV. Timing Protocol

The primary timing system for all 9 and up events will be the electronic touch pads. 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 button 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 stopwatch times, DQ slips, and the across the board finish report will be reviewed by the intermediary to determine the proper finish time. This finish time will be verified in the Meet Manager Software.



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V. Escalation Process & Arbitration Team

If a parent has an inquiry or concern about the results of a heat or event, please take your concerns to your meet coordinator or head coach, who will then escalate the inquiry to the Head Table. From here the Head Table worker and Meet Referee will conduct the necessary follow-up. **Only coaches have authority to submit a protest or inquiry to the Meet Referee. Coaches may protest or question results from any race.**

In the case of a disputed DQ, 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. Parent Restriction

PLEASE BE AWARE:

During Champs, 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.



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VII. Meet Sheet

- Timing: Sat., July 23; begins at 9 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 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 stopwatch per lane.
- Check-in: There is no formal swimmer check-in. No adjustments will be made to heat/lane assignments the day of the meet. Each team decides how it wants to conduct 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 in 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. Stanford lifeguards and JSSL marshals will monitor the morning warm-ups and the warm-up section of the pool that is available all day.
- 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 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 10 AM on Sun., July 17.
- 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 accumulate (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 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 is allowed in the pool area or locker room area.*



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VIII. Meet Schedule (page 1/2)

Fri., July 22: 6 PM set-up: Workers arrange chairs, tables, easy-ups for shade, etc., on the upper deck only. All tables, chairs, etc., for the lower deck will be brought there Saturday morning. *It is possible the set-up scheduled for Saturday morning could take place Friday night. Stanford will confirm this closer to Champs.*

Sat., July 23:

- 6:00 am Set-up: Workers arrange tables, chairs, easy-ups for the lower clerk of course, computer desk, coaches' tables, starting table and hospitality table. Stanford event managers will set up blocks and timing pads. Mister hoses and soaker hoses will be set up at this time, as well as electrical equipment and anything not finished from the previous day. Equipment tests.
- 6:30 am Concessions and other vendors can set up their areas as early as desired. These groups will set up 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 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 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):

- | | |
|----------------------------|-------------------------------|
| 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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VIII. 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.

All Clean-up volunteers are to meet the Head Clean-up Volunteer at the Upper Clerk of Course immediately following the relays.



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IX. Safety Instructions

Since the Avery Aquatics Center was built with collegiate sports in mind, please remind your 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 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 also should plan to orient the younger swimmers to the pool area before the meet.)
- Swimming under the bulkhead is prohibited. There is no playing in any of the other pools, the diving area, or with any of the training equipment. Children not following this rule can be barred from the meet.
- 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.
- Food is not allowed on the pool deck.

Let's have a fun and safe meet!