



2018 JSSL Championship Meet

Coach's Packet

July 15, 2018

De Anza College



The 2018 Champs meet is coming! The information in this packet outlines your Coaching responsibilities for your team competing at Champs.

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Venue maps, contact lists, and job descriptions are also available at <http://www.jssl.org>.



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Key Dates and Deadlines

Friday, May 4	Champs Team Meet Coordinator names due (to Saratoga Woods) Colleen Withers, colleen_fallon@yahoo.com
Monday, June 11	Champs Ad Order forms sent out from Peyma Oskoui
Friday, June 15	Head Position names due (to Saratoga Woods) Colleen Withers, colleen_fallon@yahoo.com and Lisa Guyman lguymanpt@gmail.com .
Saturday, June 23	Volunteer meet assignments delivered to all teams
Friday, June 29	Senior Bios due (to Saratoga Woods) Kelly Perey kellyperey@yahoo.com
Friday, June 29	Entry fees due (to JSSL Treasurer / Cupertino Hills) Julie Wing, Julie@teamwingfish.net
Tuesday, July 3	Champs Ads due to Peyma Oskoui at peyma.oskouii@gmail.com
Saturday, July 7	Last dual meet
Saturday, July 7	All volunteer names, emails & cell phones due (to Saratoga Woods) Lisa Guyman, lguymanpt@gmail.com .
Sunday July 8	Final entry file due 10:00 am (to Brookside) Glen Fung at glennfung@gmail.com
Sunday, July 8	Brookside sends Meet Entry Report to coaches (evening)
Monday, July 9	Report errors by 6pm (to Brookside) Glen Fung at glennfung@gmail.com <i>*No meet entry changes accepted after July 9, 6:00pm</i>
Monday, July 9	Meet coordinators and Head Positions Meeting Saratoga Woods Pool, 7:00pm
Friday, July 13	Facility walk-through/tour De Anza 1:00pm
Saturday, July 14	Champs set up, 2:00pm
Sunday, July 15	Championship Swim Meet , 9:00am start time
Tuesday, July 17	Post mortem due by email or survey (to Cupertino Hills) tuff2th@yahoo.com or amymcgrath@yahoo.com



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Coach Responsibilities

It is your responsibility to inform your swimmers about the meet, the times they are required to be at the pool, the warm-up area rules, and generally what to do.

Summary of changes from 2017 Champs that will remain the same for 2018

- Five warm-up lanes will be available during the meet at the far end of the competition pool, for 11 & older swimmers.
- Clerk of the Course will remain in the Northwest corner.
- There will be no formal swimmer check-in before the meet.
- All races, including 25-yard swims, will start from the diving blocks. Timers/recorders will move ends.
- The non-backstroke legs of 10&U relays may dive off the blocks/side of the pool.

Coaches on Pool Deck

No more than three coaches per club may be on the pool deck during the meet. Three coach passes will be available for each club at volunteer check-in. Coaches are welcome to rotate the three passes through their club's coaching staff. This rotation is allowed as long as the "three coach" maximum is not exceeded during meet. Coaches will be provided a table and three chairs under shade tents on the pool deck.

Escalating Disputes

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. Only coaches have authority to submit a protest or inquiry to the Meet Referee.

For a disputed DQ, the Meet Referee meets with the Stroke and Turn Judges and coach to render a final decision.

For a timing dispute, the Meet Referee reviews documentation from the Arbitration Team, 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 the host club's MDM (like another club's MDM is a suitable substitute). **The Meet Referee has the final say in all protests.**

Relays

Each team can enter only one relay team per relay event. Relay teams including at most 8 eligible swimmers (4 primary and up to 4 alternates) **must be submitted to the head table by 9 am on the day of the meet.** Any changes to the primary swimmers or swim order must be declared to the Head MDM *before the beginning of 6U relays*. No changes will be permitted thereafter. 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 meet director and/or coaches the week of Champs.

Lunch

Coaches will be provided with lunch (up to 3 coaches per team).



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Meet Entries

Heat and lane assignments will be prepared in advance and published at 7:00am the morning of Champs. No changes will be made the day of Champs. No-shows will result in empty lanes.

The meet entry process is delivered electronically. You and your team's meet data manager (MDM) make sure the meet entry process is completed by the following deadlines:

Sat July 7	Last dual meet
Sun July 8, 10am	Send final meet entries file to Brookside (Head MDM).
Sun July 8, evening	Brookside sends coaches/MDM their entry report to check for errors.
Mon July 9, 6pm	Coaches/MDM submit errors to Brookside (Head MDM).
Mon July 9, 6pm	No meet entry changes after 6pm July 9th. Brookside delivers the final file to FastLane Tek (data management) & Greenmeadow (for programs) after making final changes and generating reports for each team. Brookside sends relay cards to coaches.
Sun July 15, 9am	Relay teams must be submitted to head table (4 primary and 4 alternate swimmers for each relay event)

Coaches are ultimately responsible for team's meet entries, but many coaches work with their MDMs, who keep the personal best times and handle entries. Swimmers will not swim at Champs without submitting an entry by July 9th; **entries will not be accepted the day of the meet.** Swimmers must have competed in at least two JSSL meets during 2018.

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 Sunday, July 8. This file will list the swimmers entered in the meet and their seed times. Errors are to be reported to by Monday, July 9, 6pm. This is the FINAL time to submit meet entries. Swimmers not entered by Monday, July 9, 6 pm, will not be allowed to swim. (All seeding and heat/lane assignments will be prepared based on the times you submit on Sunday, July 8.) Please work to make sure your meet entries are accurate.



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Meet Sheet

- Date/Time:** Sunday, July 15, 2018; meet begins at 9:00 am
- Place:** De Anza College Pool
- Course:** Outdoor, 25yard pool. 10 lanes short course (25 yard) will be used for competition. Automatic timing system; buttons will be set at both ends of the pool. ALL races will start from the blocks. All relays will start and finish at the blocks.
- Timing:** Event timing system will be generated from timing buttons. There will be three timing buttons and one manual stop watch per lane for backup.
- Check-in:** There is no formal swimmer check-in, and no adjustments will be made to heat/lane assignments the day of the meet. Meet day entries will not be allowed. Any swimmer who misses an event may be barred from swimming the next event.
- Warm-ups:** De Anza Competition Pool (available 7:30-8:30 am for all teams):

7:30-8:00 am

Lanes 1-3	Cupertino Hills	Lanes 10-12	Greenmeadow
Lanes 4-6	Laurelwood	Lanes 13-15	Saratoga Woods
Lanes 7-9	Brookside	Lanes 16-18	Eichler

8:00-8:30 am

Lanes 1-3	Greenmeadow	Lanes 10-12	Cupertino Hills
Lanes 4-6	Saratoga Woods	Lanes 13-15	Laurelwood
Lanes 7-9	Eichler	Lanes 16-18	Brookside

There is **no diving or jumping** in any warm-up area. 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.

There will be 5 lanes on the non-competitive side of the pool for warm-ups/warm downs during the meet for **11 and older swimmers only**.

The diving pool remains closed the entire day.

- Events:** The same 54 events as in 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 including at most 8 eligible swimmers (4 primary and up to 4 alternates) must be **submitted to the head table by 9 am** on the day of the meet. Any changes to the primary swimmers or swim order must be declared to the Head MDM before the beginning of 6U relays. No changes will be permitted thereafter.
- Eligibility:** Swimmers must have competed in at least two JSSL meets during 2018. Meet entries must be submitted through the team representative by Monday, July 9.
- Heat/Lanes:** Heat/lane assignments will be available in the meet program and will be posted outside the venue near the entrance.
- Scoring:** Individual and relay points awarded for 1st thru 6th: 9, 7, 5, 3, 2, and 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:** Una Mas will be available for breakfast and lunch outside the main entrance. **Food is not allowed on the lower pool deck.** Alcohol and smoking are prohibited. **Glass and aluminum containers are not allowed anywhere in the facility.**



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Meet Schedule

See Champs program for complete schedule. Events specifically pertaining to coaches outlined below.

Saturday, July 15th:

2pm **Set-up**

Sunday, July 15th (see **Morning Meetings Map** on next page for times and locations):

6:30 am The facility will be unlocked at 6:30 AM to provide access to the pool area.

7:00-7:15 am **Coaches pick up deck passes** from Volunteer Check-In ("A" on map).

7:30am Warm ups begin.

7:30-8:00 am

Lanes 1-3	Cupertino Hills	Lanes 10-12	Greenmeadow
Lanes 4-6	Laurelwood	Lanes 13-15	Saratoga Woods
Lanes 7-9	Brookside	Lanes 16-18	Eichler

8:00-8:30 am

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The diving pool remains closed the entire day.

8:30 am Warm-ups end in Competition Pool. Pool is cleared.

8:30 am Team Cheers order: *Greenmeadow, Saratoga Woods, Brookside, Cupertino Hills, Laurelwood, Eichler*

8:40 am First announcement made for swimmers to start reporting for first events.

8:40 am **Head Referee and Head Coaches meet briefly**. ("G" on map)

8:58 am National Anthem

9:00 am Confirm all timers and recorders are in place and ready to go.

9:00 am Meet Begins.



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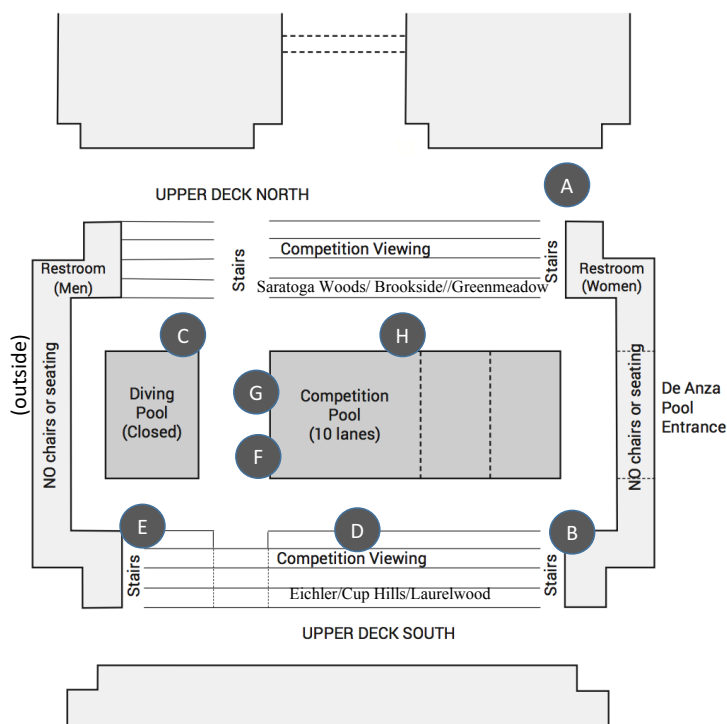
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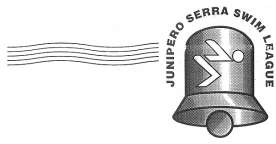


TEAM AREAS AND KEY INFO – 2018 JSSL Champs



MEETING TIMES and LOCATIONS

- 7:00am A Volunteer Coordinators pick up passes
- 7:15-8:30am A Volunteer check in
Pick up name tags & deck passes
- 7:15am B Pre-Meet Marshalls
- 8:00am F Head data delivers documentation
Clerk of Course, Place Judges
- 8:10am B 1st & 2nd Half Marshalls/
Bathroom & Locker Room Monitor
- 8:10am H Timers/Recorders/Head Starter
- 8:10am E Head Runner/ DQ Runners/
Event Sheet Runners
- 8:10am C Clerk of Course/All Starting Blocks
- 8:15am D Stroke & Turn/Referee/Meet Director
- 8:20am F Head Data/FastLane Tek/Data Room
Runners/ DQ Readers/ Intermediaries
- 8:40am G Head Referee & Head Coaches
- 9:00am. A All Ribbon Workers

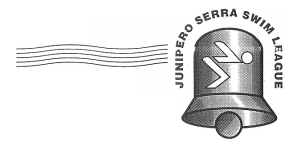


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Contact List

Key Contacts – Host Team Saratoga Woods			
Position / Team	Name	Email	Cell phone
Champs Head Coordinator	Colleen Withers	Colleen_fallon@yahoo.com	760-579-2942
Champs Meet Director	Chris Newton	csnew10@gmail.com	408-313-9044
Volunteer Coordinator/Deck Passes	Lisa Guyman	lguymanpt@gmail.com	510-673-8032
Senior Bios Coordinator	Kelly Perey	kellyperey@yahoo.com	408-340-0751
Set-up/Tear-down Coordinator	Peter Thompson	Pmthompson01@gmail.com	408-564-0466
Tear-down Coordinator	Peter Thompson	Pmthompson01@gmail.com	408-564-0466
Team Meet Coordinators			
Brookside	Marc Cooper	malacoop@gmail.com	408-460-4947
Cupertino Hills	Judy Cooks	judy_cooks@yahoo.com	650-823-8198
Laurelwood	Tim Dietrich	timdietrich@gmail.com	408-529-7170
Greenmeadow	Christine Hodson	chodson@sawyertrail.com	650-799-8093
Eichler	Jay Wakenshaw	jaywakenshaw@gmail.com	619-481-7691
Saratoga Woods	Connie Lyons	gclyonsden@gmail.com	408-966-6439
Volunteer Coordinators			
Brookside	Kelly Walsh	kelly_a_walsh@yahoo.com	408-318-0834
Cupertino Hills	Jamie Shkolnik	jamie.shkolnik@gmail.com	408-313-4306
Laurelwood	Elizabeth Casey	encasey@gmail.com	408-332-1398
Greenmeadow	Christine Hodson	chodson@sawyertrail.com	650-799-8093
Eichler	Jay Wakenshaw	jaywakenshaw@gmail.com	619-481-7691
Saratoga Woods	Wei Tian	Edward.tian@gmail.com	408-718-3565
Meet Data Managers (MDM)			
Brookside	Glenn Fung	glennfung@gmail.com	408-621-1269
Cupertino Hills	Julie Johnson	johnsonyj@gmail.com	650-776-1149
	Mike Lee	mike.lee@gmail.com	415-309-3784
	Joel Schaefer	Joel.schaefer@gmail.com	650-776-2448
Greenmeadow	Karrie Chen	swkarrie@yahoo.com	650-492-0899
Eichler	Jim Hines	hinesjf@gmail.com	650-269-0608
	Kim Lau	yannicklau@yahoo.com	650-387-1958
Saratoga Woods	Mary/Randy Jewell	mary.jewell@usa.net	408-777-9390
Coaches (HC = Head Coach)			
Brookside	Cody Graef (HC)	aquaticsdirector@brooksideclub.com	408-476-3234
	Elizabeth Murray	emurray7@lion.lmu.edu	408-482-0532
	Parker Bovenberg	parker.bovenberg@gmail.com	
Cupertino Hills	Shelbi Oskolkoff-Campbell	coachshelbi@outlook.com	650-455-5449
Laurelwood	Rich Cruzen (HC)	coachcruzen@gmail.com	408-691-5372
	Penny Hutchinson	pennyhutchinson@gmail.com	408-687-8245
	Lorenzo Cinco	mcinco5@gmail.com	408-691-9845
Greenmeadow	Rick Gordon (HC)	rgordon005@aol.com	408-464-4813
Eichler	Kelley McCallum (HC)	coachkelley@eichlerclub.com	650-681-9081
Saratoga Woods	Marie LaForge (HC)	marielaforge@gmail.com	408-255-0570
	Ellen Jewell	ejewell4@gmail.com	408-458-0712



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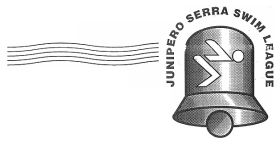
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Safety Notice

Please remember that De Anza College Pool 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:

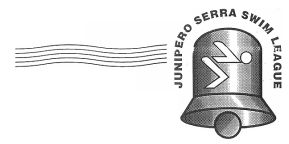
- No chairs, tents or shades will be allowed in the bleachers (“Competition Viewing Area”). No “camping out” for the meet in the competition viewing area.
- Parents will not be allowed on deck once competition begins, unless they are working a volunteer job. It becomes too hard for the timers and officials 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 could plan how to orient the younger swimmers to the pool area before the start of Champs.)
- There is no playing allowed in the diving pool or the warm-up lanes. All pool equipment and training apparatus are owned by De Anza and should not be touched by JSSL. Children not following this critical rule can be barred from swimming in the meet.
- The railings on the spectator stands were not designed with children in mind. No one should sit on, hang on, climb on, lean over, etc., the rails. This also applies to the walls and stairwells in the complex.
- During competition the only pool open to JSSL is the competition pool. Once competition begins warm ups will be limited to swimmers 11 and older in 5 designated lanes of the competition pool.
- 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-ups area. Please explain this rule to your swimmers in advance. 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 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. Eat only in the designated areas. No cans, bottles or glass containers are permitted at De Anza College.
- No strollers or wagons are permitted and must be left at the designated area by the entrance gate.
- No chairs, tents or shades are allowed on the bleacher walk ways.



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Map: Morning Meetings

TEAM AREAS AND KEY INFO – 2018 JSSL Champs

UPPER DECK NORTH

UPPER DECK SOUTH

MEETING TIMES and LOCATIONS

7:00am	A	Volunteer Coordinators pick up passes
7:15-8:30am	A	Volunteer check in Pick up name tags & deck passes
7:15am	B	Pre-Meet Marshalls
8:00am	F	Head data delivers documentation Clerk of Course, Place Judges
8:10am	B	1 st & 2 nd Half Marshalls/ Bathroom & Locker Room Monitor
8:10am	H	Timers/Recorders/Head Starter
8:10am	E	Head Runner/ DQ Runners/ Event Sheet Runners
8:10am	C	Clerk of Course/All Starting Blocks
8:15am	D	Stroke & Turn/Referee/Meet Director
8:20am	F	Head Data/FastLane Tek/Data Room Runners/ DQ Readers/ Intermediaries
8:40am	G	Head Referee & Head Coaches
9:00am	A	All Ribbon Workers

Map: Team Areas and Key Info

TEAM AREAS AND KEY INFO – 2018 JSSL Champs

UPPER DECK NORTH

UPPER DECK SOUTH

TEAM AREAS

Brookside & Greenmeadow	W	Areas W-Z are designated as Team Areas for shade tents and chairs. Tents and chairs may also be set up outside the venue. No shade tents or chairs allowed in the competition viewing areas.
Saratoga Woods	X	
Eichler & Laurelwood	Y	
Cupertino Hills	Z	

KEY INFO

1	Heat & Lane Assignments
2	Programs
3	First Aid / Lost & Found
4	Results & Ribbons / Volunteer Check-In
6	Clerk of the Course
7	Head Table/ Announcer/ Coaches
8	Warm-up lane access (11yr+ after 9:00am)
9	T-shirts
10	Hospitality
11	Una Mas

rev. 7/17



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