

2018 JSSL Championship Meet

July 15, 2018
De Anza College

Marshal & Bathroom Monitor Packet

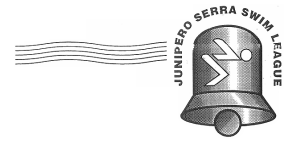
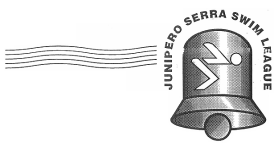
Hello Champs Marshals and Bathroom Monitors!

There are over 40 marshals spread across three shifts, so there are a lot of moving parts. Bathroom monitors also play an important job because there are locker rooms with plenty of hidden hallways – places young boys and girls can hide, get in trouble, and miss their races.

This document describes the responsibilities of all the marshals and bathroom monitors.

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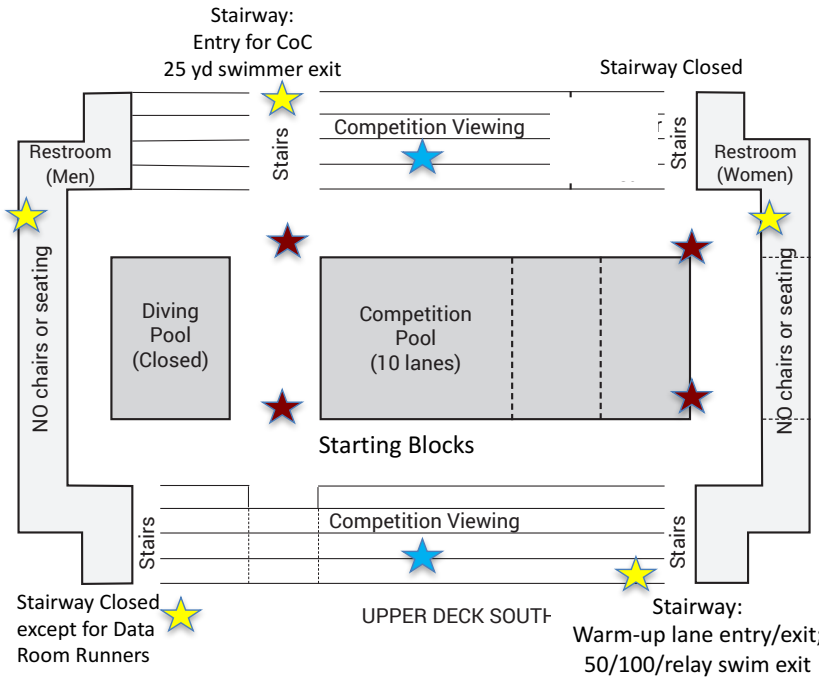
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MARSHAL MAP – 2018 JSSL Champs

★ (2/shift) Covered breezeways
(4/shift) Open stairways + Floater

★ (6/shift) Bleacher Area Marshals
1 / club / shift. Competition viewing area is not for "camping out" for the day. No shade tents, umbrellas or chairs in this area.



★ (4 for Pre-Meet Shift)
Warm-up lanes
7:15-8:45am

★ (2 each for 1st/2nd Shifts)
Warm-up lanes
Five outside lanes used.
Warm-up lanes for ages 11+.

3 SHIFTS

- Pre-Meet: 7:15-8:45am
- 1st Half: 8:30-event #30
- 2nd Half: Event #31-end

..... 5

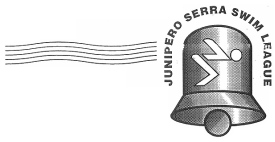
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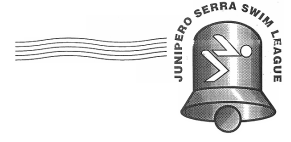
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Changes from 2017 that will stay for 2018

If you attended 2017 champs, here is a quick summary of the 2018 status pertinent to marshals:

- 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 is in the northwest corner.
- The northeast stairway will be closed to all traffic.
- The southwest stairway will be open to Data Room Runners only.
- All races, including 25-yard swims, will start from the diving blocks. Timers/recorders will move ends.
- Head Marshal will have a walkie-talkie to help coordinate with Head Coordinator, Meet Director, and other marshals as needed.

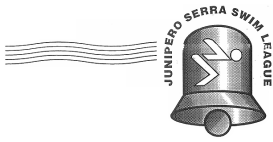
Behavior Management!

Champs is a chaotic time. It is not your job to be nice. It is your job to monitor behavior and ensure parents and swimmers are following the rules. This is important for everyone's safety and enjoyment of the meet. The top 10 list of dos and don'ts for swimmers, spectators, and marshals:

1. Wear your neon vest proudly. It may be the only time you'll get to feel like a construction worker.
2. The 5 warm-up lanes are not for social hour or teenage flirting. They are for lap swimming only. Marshals need to boot kids that aren't using it properly.
3. Prevent spectators from setting up umbrellas and chairs in breezeways or bleachers. Use your judgment for the 80-year old Grandma that sets up a stadium/bleacher seat on top of the cement bleacher.
4. Some doorways cannot be blocked and aisles need to remain clear. The set-up crew will tape off blocked areas. Ensure families are not setting up in these locations.
5. Traffic control at the two wide stairways will be chaotic. Help swimmers understand the flow and follow the signs.
6. Hurt people should be sent to First Aid, in the northeast corner by the entrance.
7. Carts and wagons are not allowed in the pool venue. Many team spaces are very crowded and wagons and carts will take up valuable space.
8. The long railings are incredibly enticing for young children to hang on. Team Marshals should monitor these young gymnasts and keep them off the railings.
9. Yes, the diving pool is closed. All day.
10. Marshals need to feel empowered to be firm and enforce the rules!

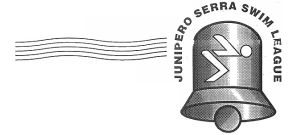
Morning Meetings for Marshals and Bathroom Monitors

- Head Marshal (Cupertino Hills) will lead two morning meetings:
 - **7:15am** for the Pre-Meet shift marshals (Bathroom Monitors not needed at this time).
 - **8:30am** for 1st and 2nd half Marshals and Bathroom Monitors.
- Second half workers should arrive at their positions by event 26 to observe the process before taking over at event 31.



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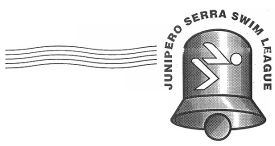


Marshal & Bathroom Monitor Packet

Marshal Shifts & Responsibilities

Volunteer marshals will sign up for 1 of 3 shifts. The Pre-Meet Shift is from 7:15am – 8:45am. The 1st Half Shift starts with the morning meeting at 8:20am until the end of Event 30. The 2nd Half Shift starts with Event 30 through the end of the meet. The 1st and 2nd half shifts have 1 floater to rotate through to give marshals breaks.

Shifts	# of Marshals	Location Assignment
Pre-Meet Marshals 7:15 am to 8:45 am	15 total <ul style="list-style-type: none"> • 4 (each pool corner) • 3 (pool stairs) • 2 (upper deck breezeways on East/West side) • 6 (team area marshals, 1 from each club) 	1 at each corner of Competition Pool ensuring swimmer warm-ups are safe. Watching swimmer conduct, warm-ups, no diving. 1 at each open staircase keeping unauthorized volunteers/parents off the pool deck. Helping swimmers enter/exit warm-ups. 1 at each covered breezeway on the upper pool deck. Viewing from this area is allowed, but no chairs or seating in this area. Monitors spectators and swimmers in the bleacher "Competition Viewing Area." This area is not for "camping out" for the day. No shade tents, umbrellas or chairs in this area. Makes sure that Team Designated Areas in Upper Pool Deck do not block office doors. Keep an open walkway on Upper Pool Deck.
1st Half Shift 8:30 am to end of event #30 Floater can rotate through stations to give marshals a break.	14 total <ul style="list-style-type: none"> • 2 (warm-up lanes) • 3 (pool stairs) • 2 (upper deck breezeways on East/West side) • 6 (team area marshals, 1 from each club) 	2 marshalling warm-ups in outside 5 lanes of pool; 3 pt entry, no diving. Warm up lanes open to swimmers aged 11+ after 9am. 2 staircases will have swimmers flowing in and out of the pool deck. 1 staircase has runners. 1 at each covered breezeway on the upper pool deck. Viewing from this area is allowed, but no chairs or seating in this area. Monitors spectators and swimmers in the bleacher "Competition Viewing Area." This area is not for "camping out" for the day. No shade tents, umbrellas or chairs in the competition viewing area. Keep an open walkway on Upper Pool Deck.
2nd Half Shift End of Event #30 to end of meet. (must attend 8:30am meeting) Floater can rotate through stations to give marshals a break.	14 total <ul style="list-style-type: none"> • 2 (warm-up lanes) • 3 (pool stairs) • 2 (upper deck breezeways on East/West side) • 6 (team area marshals, 1 from each club) 	2 marshalling warm-ups in outside 5 lanes of pool; 3 pt entry, no diving. Warm up lanes open to swimmers aged 11+ after 9am. 2 staircases will have swimmers flowing in and out of the pool deck. 1 staircase has runners. 1 at each covered breezeway on the upper pool deck. Viewing from this area is allowed, but no chairs or seating in this area. Monitors spectators and swimmers in the bleacher "Competition Viewing Area." This area is not for "camping out" for the day. No shade tents, umbrellas or chairs in the competition viewing area. Keep an open walkway on Upper Pool Deck.



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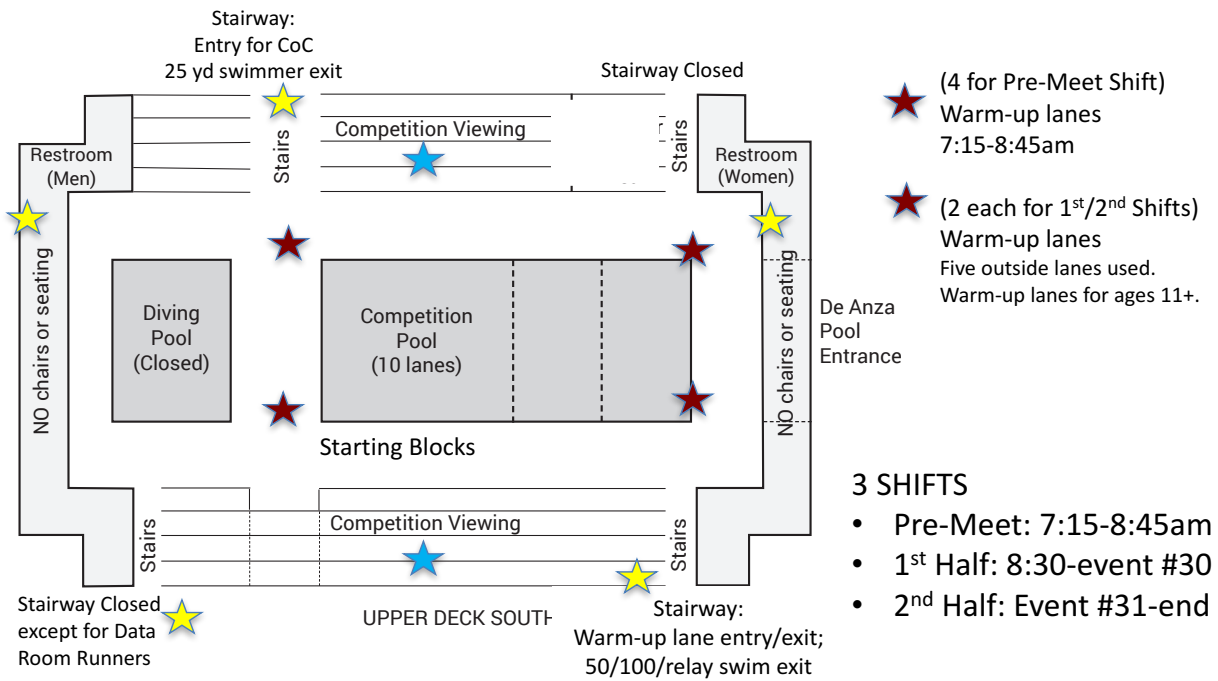
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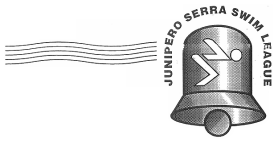
Marshal Map

MARSHAL MAP – 2018 JSSL Champs

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Warm Up Lanes

Warm-ups occur between 7:30am and 8:30am in the competition pool 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

Diving is allowed during the warm-up period before the meet starts. There is **no diving or jumping** in the warm-up area after the meet starts. 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.

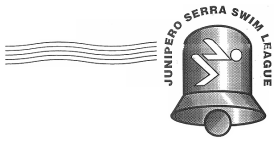
Bathroom & Locker Room Monitor Responsibilities

There are 4 bathroom locations to monitor:

1. Women’s Bathroom
2. Men’s Bathroom
3. Women’s Locker Room
4. Men’s Locker Room

Bathrooms and locker rooms should be checked approximately every 30 minutes. You are responsible for ensuring kids are not playing in the bathrooms, locker rooms, or the hallways leading to the locker rooms (there is a maze of hallways to hide in). You are also checking for supplies and ensuring everything is in working order (clogged toilets, toilet paper).

If you find that a bathroom needs attention or supplies, contact Colleen Withers (760-579-2942). De Anza custodians will be on site after 10am.



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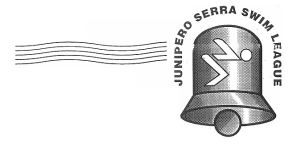
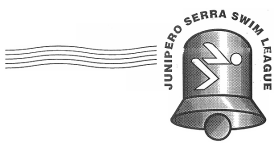


Marshal & Bathroom Monitor Packet

Marshal & Bathroom Assignments & Contact Info

Head Marshal (Cupertino Hills):

Location	Pre-Meet Marshals	1 st Half	2 nd Half
	Name & Cell	Name & Cell	Name & Cell
Female – Bath			
Male – Bath			
Female – Locker			
Male – Locker			
Pool corner			
Pool corner			
Pool corner			
Pool corner			
Breezeway			
Breezeway			
Stairway			
Stairway			
Stairway			
Stairway/Floater			
Team Bleacher-B			
Team Bleacher-L			
Team Bleacher-S			
Team Bleacher-C			
Team Bleacher-E			
Team Bleacher-G			



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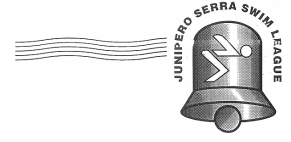
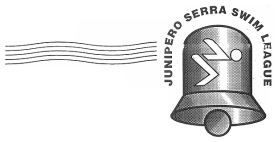
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Meet Schedule & Maps

- 6:30 am The facility will be unlocked at 6:30 AM to provide access.
- 7:15am Pre-Meet Marshals meet Head Marshal for morning meeting (“B” on map).
- 8:10am 1st and 2nd Half Marshals and Bathroom Monitors meet Head Marshal for morning meeting (“B” on map).
- 8:30 am Warm-ups end in Competition Pool. Pool is cleared

TEAM AREAS AND KEY INFO – 2018 JSSL Champs	MEETING TIMES and LOCATIONS																																				
	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">7:00am</td> <td style="width: 5%; padding: 5px;">A</td> <td style="padding: 5px;">Volunteer Coordinators pick up passes</td> </tr> <tr> <td style="padding: 5px;">7:15-8:30am</td> <td style="padding: 5px;">A</td> <td style="padding: 5px;">Volunteer check in Pick up name tags & deck passes</td> </tr> <tr> <td style="padding: 5px;">7:15am</td> <td style="padding: 5px;">B</td> <td style="padding: 5px;">Pre-Meet Marshalls</td> </tr> <tr> <td style="padding: 5px;">8:00am</td> <td style="padding: 5px;">F</td> <td style="padding: 5px;">Head data delivers documentation Clerk of Course, Place Judges</td> </tr> <tr> <td style="padding: 5px;">8:10am</td> <td style="padding: 5px;">B</td> <td style="padding: 5px;">1st & 2nd Half Marshalls/ Bathroom & Locker Room Monitor</td> </tr> <tr> <td style="padding: 5px;">8:10am</td> <td style="padding: 5px;">H</td> <td style="padding: 5px;">Timers/Recorders/Head Starter</td> </tr> <tr> <td style="padding: 5px;">8:10am</td> <td style="padding: 5px;">E</td> <td style="padding: 5px;">Head Runner/ DQ Runners/ Event Sheet Runners</td> </tr> <tr> <td style="padding: 5px;">8:10am</td> <td style="padding: 5px;">C</td> <td style="padding: 5px;">Clerk of Course/All Starting Blocks</td> </tr> <tr> <td style="padding: 5px;">8:15am</td> <td style="padding: 5px;">D</td> <td style="padding: 5px;">Stroke & Turn/Referee/Meet Director</td> </tr> <tr> <td style="padding: 5px;">8:20am</td> <td style="padding: 5px;">F</td> <td style="padding: 5px;">Head Data/FastLane Tek/Data Room Runners/ DQ Readers/ Intermediaries</td> </tr> <tr> <td style="padding: 5px;">8:40am</td> <td style="padding: 5px;">G</td> <td style="padding: 5px;">Head Referee & Head Coaches</td> </tr> <tr> <td style="padding: 5px;">9:00am</td> <td style="padding: 5px;">A</td> <td style="padding: 5px;">All Ribbon Workers</td> </tr> </table>	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
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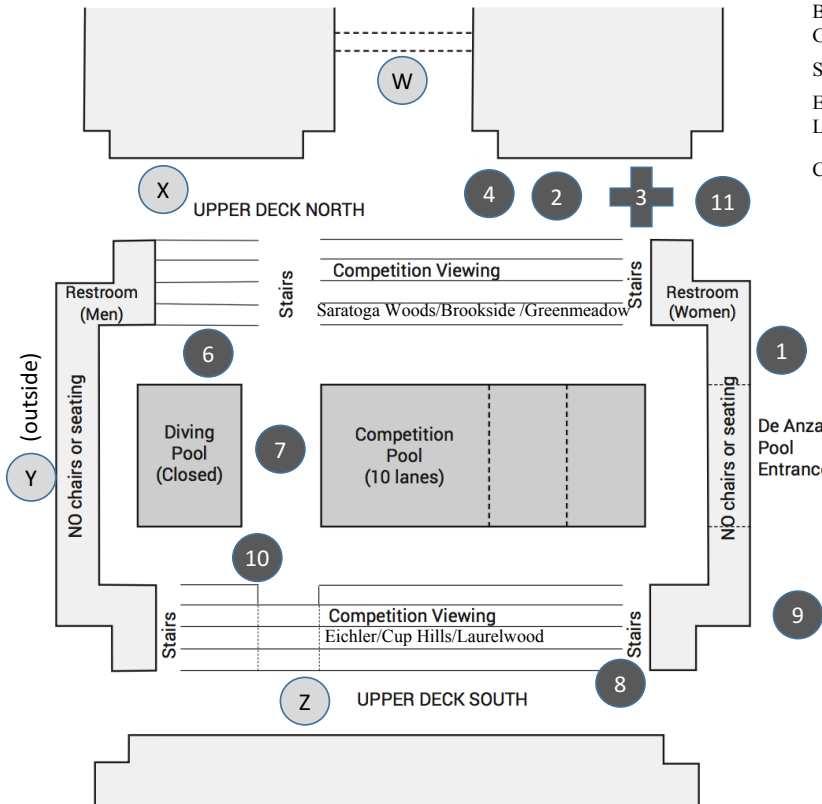


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TEAM AREAS AND KEY INFO – 2018 JSSL Champs



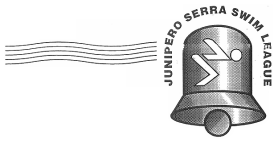
TEAM AREAS

- 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.
- Saratoga Woods (X) No shade tents or chairs allowed in the competition viewing areas.
- 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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Safety Notice & Parent Restrictions

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”) or the breezeways. 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. 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 horsing around in the pool venue or playing with the fitness equipment.
- The railings on the spectator stands were not designed with small (or even medium sized) children in mind. No one should sit on, hang on, climb on, lean over, etc., the rails.
- Designated warm-up lanes are available after 9am for 11 & older swimmers. There is no diving in the warm-up lanes. 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 are empowered to ask children to leave who are acting inappropriately.
- 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.

PLEASE BE AWARE:

During Champs swim events, parents are not allowed on the pool deck. Parents of younger swimmers will be allowed to accompany their swimmers to the team warm up area only until 8:30 am. All observation and cheering shall be from the bleachers. Only volunteers with the appropriate job/job tags are allowed on deck. Parents are not allowed in either clerk of the course area due to the congestion and confusion it causes. This means parents are NOT allowed to accompany their swimmer(s) to the starting blocks.