



# 2011 JSSL Championship Meet

23 July 2011

Stanford University's Avery Aquatics Center

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## Meet Coordinator'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>, 6pm: Report errors to Greenmeadow\*  
*\*No meet entries accepted after July 18<sup>th</sup>, 6pm*



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## Meet Coordinator's Packet

The 2011 Champs meet is coming! The information in this packet outlines your responsibilities as Meet Coordinator for your team.

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



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## Meet Coordinator's Packet

### I. Overview

- Read/study the Meet Coordinator's Packet.
- Verify your coach has received the Coach's Packet.
- Work with your team's volunteer coordinator to line up your team's Champs volunteers. Volunteer names are due to Kelly Walsh, Champs volunteer coordinator, ([kelly\\_a\\_walsh@yahoo.com](mailto:kelly_a_walsh@yahoo.com)) by **Mon., July 11.**
- Review deadlines with:
  - Your volunteer coordinator and your team's other head volunteer positions,
  - Your MDM, and
  - Your coaches.
- Attend Mon., July 11, prep meeting at Brookside at 7PM.
- Ensure head volunteers from your team attend the Mon., July 11, meeting.
- Ensure volunteer assignments, contact names, and entry fees are submitted on time.
- Ensure your coach submits your team's meet entry files on time.
- Prepare nametags for team volunteers – or ask your team's volunteer coordinator to do this.
- Collect & bring to Champs the equipment assigned to your team; see list on pages 15 and 16.
- Have set-up volunteers collect & bring equipment necessary for Fri., July 22, set-up.
- Communicate deadlines, timetables and calendars with your team volunteers; you can work with your team's volunteer coordinator on this.
- Specific duties for the day of Champs are **outlined at bottom of next page (p. 4).**



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## Meet Coordinator's Packet

### II. Meet Coordinator's Responsibilities (p. 1/2)

The Meet Coordinator is the liaison between the league rep and board, the hosting team, and your own team. It is the overall responsibility of the Meet Coordinator to ensure your team's volunteers and coaches are aware of their responsibilities and that all deadlines are met. On the day of the meet, you are to make certain all of your volunteers are in their positions on time. If you have no-shows or late volunteers, you should find substitutes.

**Meet Coordinator's Packet:** Please read it and make pertinent information available to your volunteers.

**Volunteer Assignments – Due to Champs volunteer coordinator no later than Mon., July 11:** You and/or your team's volunteer coordinator are responsible for signing up team members to fill Champs positions. Kelly Walsh, the Champs volunteer coordinator, will communicate with you about filling your team's positions.

- If possible, use people who have done the jobs at previous dual or Champs meets.
- Keep at least one copy of your volunteer assignment sheet with you at all times during Champs.
- Provide copies of your volunteer assignment sheet to those from your team who will be assisting you during the meet.

**Mon., July 11<sup>th</sup> Champs Prep Meeting:** All meet coordinators and volunteers with head positions should attend the Champs Preparation Meeting on Mon., July 11, 7:00PM at Brookside. If you are unable to attend, please appoint someone else to attend and let Andrea Borch ([aborch@blue-dino.com](mailto:aborch@blue-dino.com)) know who that will be.

### **Some Details for 2011 Champs:**

No strollers, wagons, chairs, tents, etc., are allowed in the pool area. Also, for safety reasons, nothing (sleeping bags, chairs, tarps, towels, etc.) can obstruct the area at the top of the bleachers. This is a walkway and it must remain clear.

8 and under swimmers do not have to hit the electronic touch pad: The primary timing system will be the electronic touch pad. There will be two timing buttons and one manual stop watch per lane for backup. However, **for all 8 and under events**, the electronic touch pads will be turned off. The primary time will be generated from the timing buttons.

Late check-in: Teams may have swimmers who check in late. (Example: 6 and under swimmers only swimming freestyle.) Keep a list of late check-ins for yourself, but there is no need to submit this for Champs.

### **Day of Champs**

- Meet at 7 am at the Volunteer Check-in tables (#14 on map). Volunteer check-in begins at 7:15.
- Bring any remaining equipment or supplies your team needs.
- Provide name tags for your club's volunteers. Get your club's deck passes from **Kelly Walsh** during the 7 am meeting.
- Make certain your volunteers are in their positions at assigned times or find substitutes.
- Be available to your volunteers throughout the day for questions and directions.
- At end of the meet, ensure all deck passes are returned and put away.



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Responsibilities (p. 2/2)

### Supplies to keep with you during Champs

- Copy of your team's volunteer assignment sheet
- Team roster
- Cell phones – keep your volunteers' cell numbers with you
- Orange vest – You are required to wear an orange vest so you can be easily seen and located

### Meet Entries

The meet entry process is delivered electronically. Your team's meet data manager (MDM) will have information about this process. You will follow up 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.
<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. Greenmeadow sends relay cards to coaches.

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 17; **entries will not be accepted the day of the meet.**

### Information about the 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 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.**



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### III. Contact list (p. 1/2)

#### Key Contacts – Host Team

Position	Name	Email	Phone number
Champs Meet Director	Andrea Borch	<a href="mailto:aborch@blue-dino.com">aborch@blue-dino.com</a>	408-741-8128
Champs Meet Director	Lisa Beatty	<a href="mailto:lisabt@comcast.net">lisabt@comcast.net</a>	408-867-2281
Volunteer Coordinator	Kelly Walsh	<a href="mailto:kelly_a_walsh@yahoo.com">kelly_a_walsh@yahoo.com</a>	408-253-1200
Set-Up/Tear-down Coordinator	Thor Holt	10ispro@gmail.com	
Senior Bios Coordinator	Andrea Borch	<a href="mailto:aborch@blue-dino.com">aborch@blue-dino.com</a>	
Champs Deck Passes	Kelly Walsh	<a href="mailto:kelly_a_walsh@yahoo.com">kelly_a_walsh@yahoo.com</a>	

<b>Electronic Data Transfer Coordinator – Franz</b> <a href="mailto:franz@fastlanetek.com">franz@fastlanetek.com</a> cell 408-821-8315
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#### Meet Coordinators

Team	Name	Email	Phone number
Brookside	Andrea Borch	<a href="mailto:aborch@blue-dino.com">aborch@blue-dino.com</a>	408-741-8128
	Lisa Beatty	<a href="mailto:lisabt@comcast.net">lisabt@comcast.net</a>	408-867-2281
Cupertino Hills	LeeAnn Constant	<a href="mailto:lconstant97@yahoo.com">lconstant97@yahoo.com</a>	650-856-4891
Eichler	Gail Foelsch	<a href="mailto:foelschg@hotmail.com">foelschg@hotmail.com</a>	650-320-8443
Greenmeadow	Fiona Gersh	<a href="mailto:gershfamily@sbcglobal.net">gershfamily@sbcglobal.net</a>	650-804-4737
	Peyma Oskoui	<a href="mailto:peyma.oskoui@gmail.com">peyma.oskoui@gmail.com</a>	
Laurelwood	Mike Kaufman	<a href="mailto:mjkmkk@comcast.net">mjkmkk@comcast.net</a>	
Saratoga Woods	Belinda Michaels	<a href="mailto:belinda_michaels@yahoo.com">belinda_michaels@yahoo.com</a>	408-930-9058

#### Volunteer Coordinators

Team	Name	Email	Phone number
Brookside	Kelly Walsh	<a href="mailto:kelly_a_walsh@yahoo.com">kelly_a_walsh@yahoo.com</a>	408-253-1200
	Kristi Oberhauser	<a href="mailto:krisandjim@gmail.com">krisandjim@gmail.com</a>	408-872-0497
Cupertino Hills	Mary Lund	<a href="mailto:lund.mary@gmail.com">lund.mary@gmail.com</a>	
Eichler	Gail Foelsch	<a href="mailto:foelschg@hotmail.com">foelschg@hotmail.com</a>	650-320-8443
Greenmeadow	Deborah Simon-Lurie	<a href="mailto:dsimonlurie@yahoo.com">dsimonlurie@yahoo.com</a>	650-320-8525
Laurelwood	Karin Fidler	<a href="mailto:karinfidler@yahoo.com">karinfidler@yahoo.com</a>	408-505-9052
Saratoga Woods	Amy Bennett	<a href="mailto:amybenn@sbcglobal.net">amybenn@sbcglobal.net</a>	408-873-7312



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## Meet Coordinator's Packet

### III. Contact list (p. 2/2)

#### Meet Data Managers (MDMs)

Team	Name	Email	Phone number
Brookside	Gary Kinghorn Chris Roeckl	gkinghorn@gmail.com croeckl@me.com	650-587-1503408-777-9718
Cupertino Hills	Minae Lee	<a href="mailto:mail2minae@yahoo.com">mail2minae@yahoo.com</a>	408-314-2100
Eichler	Mr. Kim Gupta	<a href="mailto:kim.gupta@intel.com">kim.gupta@intel.com</a>	650-704 7712
Greenmeadow	Cathy Gates Jonathan Leffler	<a href="mailto:gatescad@gmail.com">gatescad@gmail.com</a> <a href="mailto:jonathan.leffler@gmail.com">jonathan.leffler@gmail.com</a>	650-424-1069 650-565-8130
Laurelwood	Linda Pfeifer	<a href="mailto:lindaspfeifer@yahoo.com">lindaspfeifer@yahoo.com</a>	
Saratoga Woods	Mary/Randy Jewell	<a href="mailto:mary.jewell@usa.net">mary.jewell@usa.net</a>	408-777-9390

#### Head Coaches

Team	Name	Email	Phone number
Brookside	Hannah Lineberry	<a href="mailto:hlineberry@gmail.com">hlineberry@gmail.com</a>	408-599-0401
Cupertino Hills	Rommy Zapp	<a href="mailto:cuphill.sharks@gmail.com">cuphill.sharks@gmail.com</a>	408-253-3483
Eichler	Sean Horan	<a href="mailto:seantimonhoran@gmail.com">seantimonhoran@gmail.com</a>	925-354-5195
Greenmeadow	Kyle Snell	<a href="mailto:kyle.greenmeadow@gmail.com">kyle.greenmeadow@gmail.com</a>	
Laurelwood	Rich Cruzen	<a href="mailto:coachcruzen@gmail.com">coachcruzen@gmail.com</a>	408-691-5372
	Karen Kasses	<a href="mailto:kkasses@comcast.net">kkasses@comcast.net</a>	408-569-0606
Saratoga Woods	Marie LaForge	<a href="mailto:marielaforge@gmail.com">marielaforge@gmail.com</a>	408-255-0570



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## Meet Coordinator's Packet

### IV. Meet Sheet

- Date/Time:** Sat., July 23; 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:** In general the primary timing system will be the electronic touch pad. There will be two timing buttons and one manual stop watch per lane for backup. **Exception:** 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 stop watch per lane.
- Check-in:** There is no formal swimmer check-in, and no adjustments will be made to heat/lane assignments the day of the meet. Each team decides how it wants to conduct check-in, and a table will be provided for you. 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 any 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 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 day of meet.

**Eligibility:** Swimmers must have competed in at least two JSSL meets during 2011. Meet entries must be submitted through the team representative by 10:00 AM Sun., July 17.

**Heat/Lanes:** Heat/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.





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## IV. Meet Sheet (cont.)

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 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.*

## V. Parent Restriction Notice

### PLEASE BE AWARE:

During Champs, parents are not 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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## Meet Coordinator's packet

### VI. Meet Schedule

Fri., July 22: 6 PM Set-up: Workers arrange all chairs and tables, and easy-ups for shade, for all areas on 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.

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 deliver heat /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 last-minute changes to your job rosters. See Kelly Walsh.

8:20 am Stroke & Turn Judges, Place Judges, Referee, 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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### VI. Meet Schedule (cont.)

- 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 Head 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.

**Clean-up assignments the day of the meet:** Each club is responsible for cleaning up its assigned seating section in the bleachers before leaving. (Please refer to venue maps posted at <http://www.jssl.org> for each team's bleacher assignment.) Clean-up volunteers will be instructed to meet the Head Clean-up Volunteer at the Upper Clerk of Course immediately following the relays.



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### VII. Description of Meet Flow

Head volunteers will review processes and guidelines with each volunteer group during morning meetings the day of Champs.

Each team will manage its swimmer check-in. Heat/lane assignments will be posted at various locations throughout the venue, including the swimmer check-in area. Please write event, heat, and lane on swimmers' arms.

Parents should deliver their children to the upstairs clerk of course area. Clerks of Course will check that kids are in the right seats. After heats are filled, the kids will be walked to the clerk of course staging area on deck. Parents are NOT allowed on the pool deck area or in the chair area. Starting block workers will go to the non-block end of the pool during the 15-18 year old events so they are ready for the 6& under events. Recorders also have names on the lane recorder sheets to do final check after the swim.

Once a heat of swimmers is called to the blocks, the starter will verify each lane has a swimmer. If a swimmer is missing, the starter will call the missing swimmer only once -- to make sure they are not left behind the blocks / chairs -- before proceeding.

JSSL uses flyover starts for all 11 and up individual events except backstroke, and 9/10 freestyle.

Starter announces event and starts race, manual timers start watches, time automatically starts for the electronic buttons and touch pads. As the swimmer touches the wall at the finish of the race, the touch pad is activated. The electronic buttons and manual watch workers will push their buttons to record a time. Electronic buttons (as opposed to the touch pads) will be the primary time taken for all 8 & Under events. It is important that all timers are watching the swimmers touch the wall. **All buttons should be held behind the person, not over the water – this will prevent the buttons from being pulled out of the connection, causing system failure and meet delay.**

Timer 1: primary button+ verify swimmer name

Timer 2: secondary button

Timer 3: manual stopwatch + write down manual times on sheet

The head runner coordinates runners and ensures smooth distribution of reports, recorder sheets, and event results, as well as holding an informational meeting for all runners the morning of Champs. Event sheet runners distribute recorder slips to recorders and collect completed recorder ships. DQ runners collect DQ slips from Stroke and Turn Judges. Recorder slips and DQ slips are delivered to the Head Table. Results Runners pick up event results from the Head Table to post for viewing and to deliver to Upper Table Workers. Results Runners also pick up labels for ribbons from the Head Table and deliver to Upper Table Workers.

Meet Manager software, scoreboard, touch pads, and buttons all interface electronically. The Timing Console Manager ensures names and times are posted on scoreboard until next heat begins. Timing console prints times for Intermediary for button timers and touch pads to determine final times. The timing console manager also helps intermediary determine final times and aids in disputes and inquiries as part of the arbitration team.



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### VII. Meet Flow (cont.)

Intermediary reviews all outputs (DQ slips, recorder slips, timing console printouts and across the board report) from heat and circle/marks finish times in red. They are responsible for determining correct finish time for each lane. The Intermediary consults with Timing Console as needed to determine finish times.

The Head Table Collator arranges outputs for the intermediary, helps intermediary as directed and distributes results to the Head Table. Head Table verifies results in software. Touchpad and Button times are electronically transferred to Meet Mgr software. If DQ is present the DQ code is entered. If Button time is circled in red, override meet manager software to accept button time. If Manual time is circled in red, override meet manager software to accept manual time. Meet Mgr consultant verifies all heats in event, then scores event. Results and labels are printed for the ribbon area and table workers. Labels are attached to the ribbons and distributed into the individual team boxes. Copies of the results are made for each team (6 copies). Original copy stays with the league records. Team Record keeper takes the ribbons and results from their box.

At end of meet, Meet Software Person prints a team score report and an individual point report for trophies. Complete meet results reports are generated for each team. Each team is to provide its own USB stick to electronically download files.

### VIII. Safety Instructions

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

- 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.)
- No one should sit, hang, climb, lean over, etc., on the rails. 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). 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.
- **Food is not allowed on the pool deck.** Eat only in the designated areas.



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### IX. Marshal Assignments

*Saratoga Woods* serves as Head Marshal. Brookside will match specific volunteers with specific locations and provide instructions. In addition to the Marshal numbers/assignments below, *Saratoga Woods* will provide a Head Marshal from 7:15am until the end of the meet. Special badges will be distributed to distinguish Marshals.

Shifts	# of Marshals	Location Assignment
<b>Warm-ups</b> 7:25 am to 8:30 am  7:30 am to 8:45 am	6 (Avery Pool and deck entrances)  4 (Baker Pool)	1 at each corner of Avery Stadium Pool and Baker Pool ensuring swimmer warm-ups are safe. Watching swimmer conduct, warm-ups, no sitting, hanging, etc on bulkhead (4)  2 at deck entrances keeping unauthorized volunteers off of the pool deck
<b>Shift One</b> 8:30 am to end of event #29	8  ----- 1 Team Area Marshal from each club	2 marshaling warm-ups behind Avery bulkhead; 3 pt entry, no diving  4 at entrances to Avery Pool (checking deck passes, monitoring swimmer on deck safety, etc.)  2 behind Avery spectator stands (ground level, 1 each side) making sure swimmers are behaving safely and appropriately.  ----- 1 Team Area Marshal in each team area, making sure swimmers are behaving safely and appropriately.
<b>Shift Two</b> End of Event #29 to end of meet.	6  ----- 1 Team Area Marshal from each club	2 marshaling warm-ups behind Avery bulkhead; 3 pt entry, no diving  2 at entrances to Avery Pool (checking deck passes, monitoring swimmer on deck safety, etc.)  2 behind Avery spectator stands (ground level, 1 each side) making sure swimmers are behaving safely and appropriately.  ----- 1 Team Area Marshal in each team area, making sure swimmers are behaving safely and appropriately



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Stanford University's Avery Aquatics Center



## Meet Coordinator's Packet

### X. Equipment for Champs

Each team is responsible for supplying specific equipment. Please mark all equipment with your club's name. We will set up all tables, chairs and easy-ups for shade on the upper and lower decks beginning at 6 pm, Fri., July 22. Set-up volunteers and team equipment are expected on time on Friday.

If you have questions or concerns regarding the equipment list, please discuss with your league rep. League reps can bring questions and concerns to the July 12 JSSL board meeting. Additionally, any questions can be brought to the July 11 Champs prep meeting at Brookside.

#### **Brookside and Eichler:**

**15 stop watches each, for a total of 30 manual stop watches:** Delivered to Thor Holt, the Meet Set-up/Teardown Coordinator, at the Fri., July 22, set-up. These 30 watches will be used as follows:

- \*1 watch per lane as backup to electronic timing system (8 lanes)
- \*3 watches per lane if timing system goes down +6 back up (Please make sure your watches are labeled with your club's name; Brookside – 15 watches; Eichler – 15 watches)
- \* Clerk of course ropes

#### **Eichler:**

- Fully stocked first aid kit
- Clerk of course ropes (Brookside has the box of ropes and will bring these)

#### **Saratoga Woods:**

Hospitality supplies: Ice chests, ice, huge supply of water, paper cups, trays and muffin tins for serving. There is water facet on the pool deck near hospitality to use for back-up, but Stanford has suggested we bring in our own water Friday night. Stanford will give us a place to store it for the night. You may consider using the big Gatorade type thermos to dispense water.

#### **Each Club brings:**

- **DQ Slips, Manual recording slips (just in case), Personal Best ribbons, Storage device** for downloading meet data from Hy-Tek program (label w/club name), **Extra labels for Personal Bests** (at least 5 pages of blank labels)
- **E-Z Ups:** Each club needs to bring at least two E-Z-ups to the Fri., July 22 set-up. Stanford will supply the rest of the E-Z-ups needed.
- **Orange vests**
  - One for your team's meet coordinator – *worn only until 9:00AM*
  - One for Head clerk of course, Head Marshal, Meet referee, if your team is responsible for these jobs.



# 2011 JSSL Championship Meet

23 July 2011

Stanford University's Avery Aquatics Center



## Meet coordinator's packet

### IX. Equipment for Champs (cont.)

- **Clipboards** – number varies by team based on your volunteer assignments
  - Large: for use by your Clerk of Course and Starting Block Worker volunteers. Please tape with club's name for identification
  - Large: Also needed by Recorders
  - Small: For Stroke and Turn Judges and Recorders
  - If your team has extra regular-sized clipboards, please share.
- **Name tags** – For all team volunteers
- **Extension cord and power strip** if using a computer
- **Garbage can and bags** – for your club's area in/near the bleachers.
  - Clean-up team will be responsible for running bags to entry gates. Teams will deliver bags to nearby collection point.
  - Stanford will provide garbage cans. Janitorial service for restrooms and common area garbage cans will be billed to JSSL/each team.

#### **Optional items for each club to bring:**

- Cushions for bleachers.

#### **Data Management Club – Greenmeadow:**

- Coordinate with FastLane Tek and each club's data management for all necessary copies of Clerk of Course event reports and Recorder sheets
- \* Bring the JSSL printer.

#### **Host Club – Brookside:**

- Deck passes for deck workers
- Blue tape for putting up signs, event sheets, maps, etc.