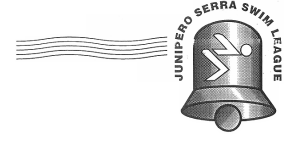


2016 JSSL Championship Meet

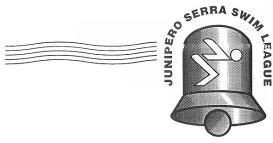
Sunday, July 17, 2016
De Anza College Pool



Coach's Packet

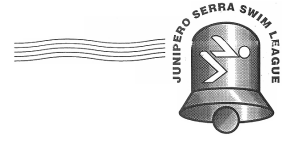
Key Dates and Deadlines

- Friday, April 15: Champ Team Meet Coordinator Names Due to Greenmeadow (Christine Hodson, chodson@sawyertrail.com)
- Monday, June 13: Champs Ad Order Forms emailed to Meet Coordinators for distribution to team families (Eichler)
- Friday, June 17: Head Position names due to Greenmeadow (Christine Hodson, chodson@sawyertrail.com and Patty Germanow, patty_germanow@yahoo.com)
- Tuesday, July 5: Champ Ads due to: Eichler [joycleveringa@gmail.com]
- Tuesday, July 5: Senior Bios due to: Greenmeadow (Peyma Oskoui, peyma.oskoui@gmail.com)
- Tuesday, July 5: Entry fees due to JSSL Treasurer: Brookside (Dave Barnes, dbarnes325@gmail.com)
- Thursday, July 7: Meet Coordinators and Head Positions Meeting
Greenmeadow Pool, 7:00 pm
- Saturday, July 9: Last dual meet
- Saturday, July 9: Volunteer names and cell phones due to: Greenmeadow (Patty Germanow, patty_germanow@yahoo.com)
- Sunday, July 10: Final entry file due – 10:00 am to: Laurelwood (Ethan Henry, ethan.henry@gmail.com)
- Sunday, July 10: Laurelwood sends Meet Entry Report to Coaches – Evening
- Monday, July 11: Report errors to Laurelwood – 6:00 pm (Ethan Henry, ethan.henry@gmail.com)
****No meet entry changes accepted after July 11, 6:00 pm***
- Friday, July 15: De Anza Facility Walk-Through Tour- 1pm
- Saturday, July 16: Champs set up at De Anza- 12 noon-4pm
- Sunday, July 17: **Championship Swim Meet**
- Tuesday, July 19: Post Mortems from head positions:
Due at JSSL meeting and/or by email/survey to Heather LeRoy (heather@leroy.com)



2016 JSSL Championship Meet

Sunday, July 17, 2016
De Anza College Pool



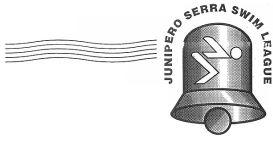
Coach's Packet (cont'd)

The 2016 Champs meet is coming! The information in this packet outlines your responsibilities as Coach for your team.

Table of Contents

I.	Coach's Responsibilities	p. 3
II.	Process Review	p. 4
III.	Meet Entry Instructions	p. 5
IV.	Meet Sheet	p. 6
V.	Meet Schedule	p. 7 – 8
VI.	Safety Instructions	p. 9

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



2016 JSSL Championship Meet

Sunday, July 17, 2016
De Anza College Pool



Coach's Packet (cont'd)

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.

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

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 only 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 Peyma Oskoui at peyma.oskoui@gmail.com by Tuesday, July 5th. 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 all graduating senior bios. They will be printed in the Champs program. Only seniors swimming champs will have their bios announced at the swim meet.

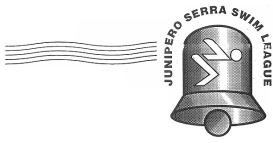
Relays: Each team can enter only one relay team per relay event. Relay teams including at most 8 eligible swimmers (4 primary and up to 4 alternates) must be submitted to the head table by 9 am on the day of the meet. Any changes to the primary swimmers or swim order must be declared to the Head MDM **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.

Coach list for program: Only the names of the coaches provided by each team's Meet Coordinators are printed in the program.

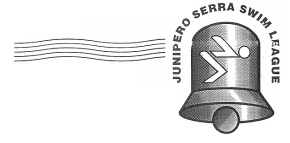
Coaches will be provided with lunch (up to 3 coaches per team).

All 25-yard events will start from the pool deck and swim towards the Finish End. 50-yard events will start from the Starting Blocks. Timers are stationed at the starting blocks.



2016 JSSL Championship Meet

Sunday, July 17, 2016
De Anza College Pool



Coach's Packet (cont'd)

II. Process Review

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.

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 will be available the morning of Champs. No-shows will result in empty lanes.

Swimmer check-in (#1 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; it is the same table as the volunteer check-in. Meet day entries will not be allowed.

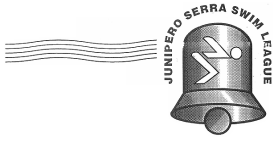
Late check-in: Teams may have swimmers who want to arrive late. An example would be our 6 and under swimmers who are only swimming freestyle. Keep a list of late check-ins for your own tracking purposes. You do not need to submit this list for Champs.

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 Club Coordinator or coach. Only 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, the Meet Referee will follow standard JSSL procedures in questioning the applicable Stroke and Turn Judge about the infraction. Meet Referee will render the final decision as to whether or not to uphold the DQ.

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, and Timing Console Manager, and Head MDM.

The Meet Referee has the final say in all protests.



2016 JSSL Championship Meet

Sunday, July 17, 2016

De Anza College Pool



Coach's Packet (cont'd)

III. Meet Entry Instructions

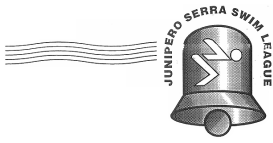
Meet entries must be delivered electronically. Work with your meet data manager (MDM) to make sure the Meet Entry process is completed by the following deadlines:

- | | |
|-------------------------------|---|
| Sat., July 9 | Last dual meet |
| Sun., July 10, 10 am | Send the final meet entries file to Laurelwood (Ethan Henry, ethan.henry@gmail.com). |
| Sun., July 10, evening | Laurelwood sends coaches/MDM their entry report to check for errors. |
| Mon., July 11, 6 pm | Coaches/MDM submit any errors to Laurelwood (Ethan Henry, ethan.henry@gmail.com). |
| Mon., July 11, 6 pm | Final deadline to submit meet entries. Laurelwood delivers the final file to FastLane & Eichler (for programs) after making final changes and generating reports for each team. Laurelwood sends relay cards to coaches. |

**No meet entry changes accepted after July 11, 6 pm.*

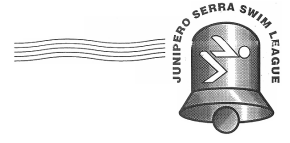
Be sure your 6 & Under qualifying times are valid: Do not send DQ Personal Best times. If a child has been DQ'd all season in a particular stroke, you should either: 1) consider not letting the child swim that event; or 2) if the child is going to swim the event, enter a time of NT as the seed time.

Data Management will return a file to you on the evening of Sun., July 10. This file will list the swimmers entered in the meet and their seed times. Errors are to be reported to Laurelwood by Mon., July 11, 6pm. This is the FINAL time to submit meet entries. Swimmers not entered by Mon., July 11, 6 pm, will not be allowed to swim. (All seeding and heat/lane assignments will be prepared based on the times you submit on Sun., July 10.) Please work to make sure your meet entries are accurate.



2016 JSSL Championship Meet

Sunday, July 17, 2016
De Anza College Pool



Coach's Packet (cont'd)

IV. Meet Sheet

- Date/Time:** Sunday, July 17, 2016; meet begins at 9:00 am
- Place:** De Anza College Pool
- Course:** Outdoor, 25 yard pool. 10 lanes short course (25 yard) will be used for competition. Automatic timing system; buttons will be set at the standard location (starting blocks). **25-yard events will start from the pool deck and finish at standard end of the pool.** All relays will start and finish at the standard end of the pool.
- 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. 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:** De Anza Competition Pool (available 7:30-8:30 am for all teams):

7:30-8:00 am

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

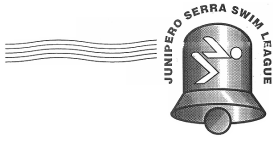
8:00-8:30 am

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

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 3-4 lanes on the non-competitive side of the pool for warm-ups/warm downs **during** the meet for **11 and older swimmers only**.

- 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 2016. Meet entries must be submitted through the team representative by 10:00 am Sun., July 12.
- Heat/Lanes:** Heat/lane assignments will be available in the meet program and will be posted at the swimmer check-in. 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, 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:** Smoothies and Bottled Water will be sold by Jamba Juice. **Food is not allowed on Deck.** Alcohol and smoking are prohibited. **Glass and aluminum containers are not allowed anywhere in the facility.**



2016 JSSL Championship Meet

Sunday, July 17, 2016
De Anza College Pool



Coach's packet (cont'd)

V. Meet Schedule (p. 1/2)

Saturday, July 16th:

12 noon **Set-up workers** arrange all chairs and tables, and easy-ups for shade at De Anza College. Use Parking Lot C. **There is a \$3 parking fee that is strictly enforced.** Parking pay stations are located in the parking lot, garages and entrance to the pool.

Sunday, July 17th:

6:30 am 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 (#3 on map)**. Bring volunteer assignment sheets, all volunteer nametags and vests. Deck passes will distributed at this time. See Patty Germanow.

7:10 am **"Volunteer check-in" volunteers** report to their check-in table (#3 on map). **"Swimmer check-in" volunteers**, if required by your club, report to swimmer check-in tables (#1 on map).

7:15-8:30 am Volunteer check-in; pick up nametags, position tags and pool deck passes (#3 on map).

7:15 am **Warm-up Marshals** meet the **Head Marshal** on the Pool Deck at the southeast pool deck stairs (#7 on map). Head Marshal will provide instructions and location assignments.

7:30-8:00 am

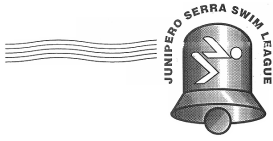
Lanes 1-3 Brookside	Lanes 10-12 Eichler
Lanes 4-6 Cupertino Hills	Lanes 13-15 Greenmeadow
Lanes 7-9 Laurelwood	Lanes 16-18 Saratoga Woods

8:00-8:30 am

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

8:00 am **Head Data (MDM)** delivers documents to Head Volunteers:

1. Heat Sheets to **Head Clerk of Course** at lower Clerk of Course (location #5 on map).
2. Place Judge Sheets to **Head Stroke and Turn** on pool deck, 25 yard Starting end (location S on map).
3. Lane/Timer Recording Sheets to **Head Timer** at finish end of pool (location F on map).



2016 JSSL Championship Meet

Sunday, July 17, 2016

De Anza College Pool



Meet Schedule (cont'd)

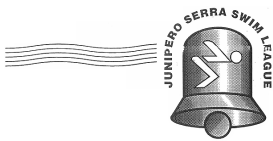
- 8:20 am **Stroke & Turn Judges, Place Judges, Referee, Meet Director and false start judges** meet with Head Stroke & Turn Judge (location “S” on map, on Pool Deck, Starting End for 25-yard events).
- 8:20 am **All runners, DQ, Event sheet, results and label runners** (NOT starting block runners) meet with **Head Runner** (location #10 on map, on Pool Deck, near diving boards). 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 Starting Block and Head Clerk of Course** at Clerk of Course (location #5 on map).
- 8:20 am **Head Data, Table Workers and DQ Readers**, meet with **Head Table** on the pool deck (location #9 on map).
- 8:30 am Start Team Cheers: *Laurelwood, Eichler, Greenmeadow, Saratoga Woods, Brookside, Cupertino Hills*
- 8:30 am First and second half **Marshals** meet the **Head Marshal** (location #7 on map, on southeast Pool Deck, at stairs). Head Marshal will provide instruction and location assignments.
- 8:30 am All **timers and recorders** to meet with **Head Timer** at the finish end of the pool (location F on pool deck)
- 8:30 am Warm-ups end in Competition Pool. Pool is cleared. **Head Referee and Head Coaches** meet briefly. (location #9 on map, on Pool Deck, Coaches’ Table)
- 8:40 am First announcement made for swimmers to start reporting for first events.
- 8:40 am Announcement for all volunteers to report to positions.
- 8:45 am **Ribbon Table workers** meet with **Ribbon Head** at Swimmer Check-in (location #13 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.

Clean-up assignments: Each club is responsible for cleaning its assigned seating section in the competition viewing bleachers before leaving. (Please refer to venue maps posted at jssl.org for each team’s bleacher assignment.) **Cleanup volunteers** are to meet the **Head Clean-up Volunteer** at the Clerk of Course following the relays. Clean-up must be complete before each team leaves De Anza. Any cleaning expense will be allocated to a team whose area requires De Anza to clean it.

If time permits there will be a brief awards ceremony for individual and team awards. The announcer will announce plans for the awards ceremony towards the end of the meet. Otherwise, meet coordinators can pick up their team’s awards following “clean-up” clearance.

Lost and Found items can be reclaimed at Lost and Found (located at the First Aid station (location #15 on map).

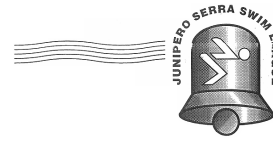
Deck passes should be returned to each club’s Volunteer Coordinator at the end of the job or dropped off at the same table where volunteer check-in was done.



2016 JSSL Championship Meet

Sunday, July 17, 2016

De Anza College Pool



Coach's Packet (cont'd)

VI. Safety Instructions

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 any of the other pools, the diving area, or with any of the training equipment. Children not following this critical rule can be barred from swimming in the meet.
- 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. 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. 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 and will be on the far end 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.