

# 2016 JSSL Championship Meet

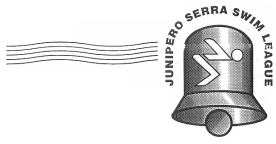
July 17, 2016  
De Anza College



## Meet Coordinator's Packet

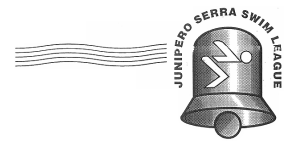
### Key Dates and Deadlines

- Friday, April 15: Champ Team Meet Coordinator Names Due to Greenmeadow (Christine Hodson, [chodson@sawyertrail.com](mailto: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](mailto:chodson@sawyertrail.com) and Patty Germanow, [patty\\_germanow@yahoo.com](mailto:patty_germanow@yahoo.com))
- Tuesday, July 5: Champ Ads due to: Eichler [[joycleveringa@gmail.com](mailto:joycleveringa@gmail.com)]
- Tuesday, July 5: Senior Bios due to: Greenmeadow (Peyma Oskoui, [peyma.oskoui@gmail.com](mailto:peyma.oskoui@gmail.com))
- Tuesday, July 5: Entry fees due to JSSL Treasurer: Brookside (Dave Barnes, [dbarnes325@gmail.com](mailto: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](mailto:patty_germanow@yahoo.com))
- Sunday, July 10: Final entry file due – 10:00 am to: Laurelwood (Ethan Henry, [ethan.henry@gmail.com](mailto: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](mailto: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](mailto:heather@leroy.com))



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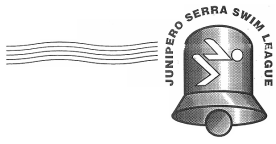
## Meet Coordinator's Packet (cont'd)

The 2016 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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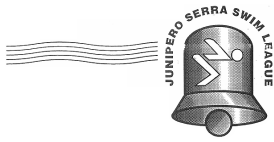


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## Meet Coordinator's Packet (cont'd)

### 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 Patty Germanow (patty\_germanow@yahoo.com) by **Saturday, July 9<sup>th</sup>**.
- Review deadlines with:
  - Your volunteer coordinator and your team's other head volunteer positions,
  - Your MDM (Data Person), and
  - Your coaches.
- Attend Thursday July 7<sup>th</sup>, prep meeting at the Greenmeadow pool at 7:00 pm.
- Ensure head volunteers from your team attend the Thursday July 7<sup>th</sup>, 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 15-16.
- Have set-up volunteers collect & bring equipment necessary for Saturday, July 16<sup>th</sup> set-up at 12 noon.
- Communicate deadlines, timetables and calendars with your team volunteers; you can work with your team's volunteer coordinator on this.
- Ensure your parent volunteers know where to go on the morning of Champs for their pre-champs meetings.
- Specific duties for the day of Champs are **outlined on pages 4 through 5**.



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## Meet Coordinator's Packet (cont'd)

### II. Meet Coordinator's Responsibilities (p. 1/3)

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. There are no verbal swaps for meet positions. All volunteers need to provide their cell phone number prior to the swim meet.

**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 Saturday July 9th:** You and/or your team's volunteer coordinator are responsible for assigning team members to fill Champs positions. Patty Germanow, 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.
- All timers should have experience timing at dual meets.
- Keep at least one copy of your volunteer assignment sheet with you at all times during Champs **with cell phone numbers of all volunteers.**
- Provide copies of your volunteer assignment sheet to those from your team who will be assisting you during the meet.

**Thursday, July 7<sup>th</sup> Champs Prep Meeting:** All meet coordinators and volunteers with head positions should attend the Champs prep meeting on Thursday July 7, 7:00 pm at Greenmeadow. If you are unable to attend, please appoint someone else to attend and let Patty Germanow ([patty\\_germanow@yahoo.com](mailto:patty_germanow@yahoo.com)) know who that will be.

### **Some Details for 2016 Champs:**

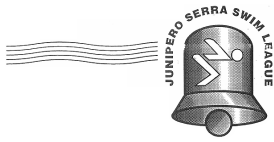
No strollers, wagons, chairs, tents, etc., are allowed in the bleacher areas. Bleachers are designated as "Competition Viewing Areas" (see Maps). The competition viewing areas are not to be used as spaces to "camp-out" during the entire meet. The competition viewing areas are for everyone to share. Also, for safety reasons, nothing (sleeping bags, chairs, tarps, towels, etc.) can obstruct the designated walkways on the upper deck and must remain clear. Nothing may block De Anza College office doors.

No electronic touch pad: The primary timing system will be generated from the timing buttons. There will be three timing buttons and one manual stop watch per lane for backup.

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 (#3 on map). Volunteer check-in begins at 7:15.
- Bring any remaining equipment or supplies.
- Provide name tags for your volunteers. Patty Germanow will give you or your team's volunteer coordinator your club's deck passes at the 7 am Meet Coordinator's meeting.
- Make certain your volunteers are in their positions at assigned times or find substitutes.



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## Meet Coordinator's Packet (cont'd)

- **No verbal swaps of volunteer positions.** If swapping please advise coordinator with name and cell phone numbers.
- Be available to your volunteers throughout the day for questions.
- At end of the meet, ensure all deck passes are returned to the box on the Greenmeadow check in table or to Patty Germanow.
- Designate one person from your club to pick up trophies (i.e. High Point Winner, etc.) from the Head Table at the end of the meet.

### 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 or yellow vest – You are required to wear this 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 9</b>               | Last dual meet  |
| <b>Sun., July 10, 10am</b>        | Send final meet entries file to Laurelwood (Ethan Henry, ethan.henry@gmail.com).  |
| <b>Sun., July 10, evening</b>     | Laurelwood sends coaches/MDM their entry report to check for errors.  |
| <b>Mon., July 11, 6pm</b>         | Coaches/MDM submit errors to Laurelwood (Ethan Henry, ethan.henry@gmail.com).   |
| <b>Mon., July 11, 6pm</b>         | <b>Final deadline to submit meet entries.</b> 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. |
| <b>Tue., July 19<sup>th</sup></b> | <b>Post Mortem from head positions due!</b>   |

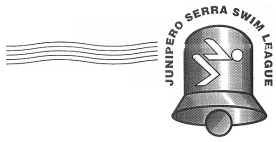
Coaches are ultimately responsible for team's meet entries, but many coaches work with their MDMs, who keep the personal best times and handle entries. Swimmers will not swim at Champs without submitting an entry by July 11th; **entries will not be accepted the day of the meet.**

### 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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## Meet Coordinator's Packet (cont'd)

### III. Contact List (p. 1/1)

#### Key Contacts – Host Team Greenmeadow

| Position                                      | Name             | Email  | Phone number |
|---|------------------|--|--------------|
| Champs Head Meet Coordinator                  | Christine Hodson | <a href="mailto:chodson@sawyertrail.com">chodson@sawyertrail.com</a>   | 650-799-8093 |
| Champs Meet Director                          | Sean Giffen      | <a href="mailto:seangiffen@hotmail.com">seangiffen@hotmail.com</a>     | 650-861-2697 |
| Volunteer Coordinators and Champs Deck Passes | Patty Germanow   | <a href="mailto:patty_germanow@yahoo.com">patty_germanow@yahoo.com</a> | 617-470-1607 |
| Senior Bios Coordinator                       | Peyma Oskoui     | <a href="mailto:peyma.oskoui@gmail.com">peyma.oskoui@gmail.com</a>     | 650-996-5006 |
| Set-up Coordinator                            | Stephen Ames     | <a href="mailto:amesmassage@gmail.com">amesmassage@gmail.com</a>       | 650-799-4951 |
| Tear-down Coordinator                         | Andy Cuthill     | <a href="mailto:Cuthillandy@gmail.com">Cuthillandy@gmail.com</a>       | 650-776-1627 |

#### Meet Coordinators

| Team            | Name           | Email  | Phone number   |
|-----------------|----------------|--|----------------|
| Brookside       | Paul Ginouves  | <a href="mailto:Paul.Ginouves@coherent.com">Paul.Ginouves@coherent.com</a> | 408-666-7393   |
| Cupertino Hills | Julie Wing     | <a href="mailto:julie@teamwingfish.net">julie@teamwingfish.net</a>         | 408-373-9437   |
|                 | Holly Newman   | <a href="mailto:holly.newman@ey.com">holly.newman@ey.com</a>               | 408-257-5516   |
| Laurelwood      | Tim Dietrich   | <a href="mailto:timdietrich@gmail.com">timdietrich@gmail.com</a>           | (408) 529-7170 |
| Greenmeadow     | Carmen Rodwell | <a href="mailto:mcrodwell@me.com">mcrodwell@me.com</a>                     | 650-479-5772   |
| Eichler         | Gail Foelsch   | <a href="mailto:gailfoelsch@gmail.com">gailfoelsch@gmail.com</a>           | 650-303-6668   |
| Saratoga Woods  | Connie Lyons   | <a href="mailto:gclyonsden@gmail.com">gclyonsden@gmail.com</a>             | 408-966-6439   |

#### Volunteer Coordinators

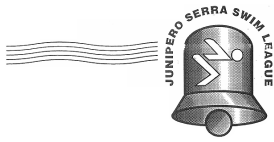
| Team            | Name             | Email  | Phone number |
|-----------------|------------------|--|--------------|
| Brookside       | Kelly Walsh      | <a href="mailto:kelly_a_walsh@yahoo.com">kelly_a_walsh@yahoo.com</a>       | 408-318-0834 |
| Cupertino Hills | Jason Wang       | <a href="mailto:jason@thewangteam.com">jason@thewangteam.com</a>           | 408-420-9854 |
| Laurelwood      | Beth Sevilla     | <a href="mailto:crowiecat@gmail.com">crowiecat@gmail.com</a>               | 510-593-9558 |
| Greenmeadow     | Carmen Rodwell   | <a href="mailto:mcrodwell@me.com">mcrodwell@me.com</a>                     | 650-479-5772 |
| Eichler         | Gail Foelsch     | <a href="mailto:gailfoelsch@gmail.com">gailfoelsch@gmail.com</a>           | 650-303-6668 |
| Saratoga Woods  | Belinda Michaels | <a href="mailto:belinda_michaels@yahoo.com">belinda_michaels@yahoo.com</a> | 408-930-9058 |

#### Meet Data Managers (MDM)

| Team            | Name              | Email  | Phone number |
|-----------------|-------------------|--|--------------|
| Cupertino Hills | Julie Johnson     | <a href="mailto:johnsonjyj@gmail.com">johnsonjyj@gmail.com</a>   | 650-776-1149 |
| Laurelwood      | Ethan Henry       | <a href="mailto:ethan.henry@gmail.com">ethan.henry@gmail.com</a> | 408-481-9502 |
| Greenmeadow     | Karrie Chen       | <a href="mailto:swkarrie@yahoo.com">swkarrie@yahoo.com</a>       | 650-492-0899 |
| Eichler         | Jim Hines         | <a href="mailto:hinesjf@gmail.com">hinesjf@gmail.com</a>         |              |
| Brookside       | Glenn Fung        | <a href="mailto:glennfung@gmail.com">glennfung@gmail.com</a>     | 408-621-1269 |
| Saratoga Woods  | Mary/Randy Jewell | <a href="mailto:mary.jewell@usa.net">mary.jewell@usa.net</a>     | 408-777-9390 |

#### Coaches *Note: (HC) = Head Coach*

| Team            | Name                              | Email  | Phone number |
|-----------------|-----------------------------------|--|--------------|
| Brookside       | Nick Berg (HC)                    | <a href="mailto:aquaticsdirector@brooksideclub.com">aquaticsdirector@brooksideclub.com</a> | 408-821-3199 |
|                 | Zach Doyle                        | <a href="mailto:zachdoyle092@gmail.com">zachdoyle092@gmail.com</a>                         | 408-368-3220 |
| Cupertino Hills | Rommy Zapp (HC)                   | <a href="mailto:cuphill.sharks@gmail.com">cuphill.sharks@gmail.com</a>                     | 408-253-3483 |
|                 | Lesley Reid                       |  |              |
| Laurelwood      | Rich Cruzen (HC)                  | <a href="mailto:coachcruzen@gmail.com">coachcruzen@gmail.com</a>                           | 408-691-5372 |
|                 | Penny Hutchinson<br>Lorenzo Cinco |  |              |
| Greenmeadow     | Rick Gordon (HC)                  | <a href="mailto:rgordon005@aol.com">rgordon005@aol.com</a>                                 | 408-464-4813 |
|                 | Caitlin Giffen                    | <a href="mailto:cfgiffen@gmail.com">cfgiffen@gmail.com</a>                                 | 650-630-4702 |
| Eichler         | Kelley McCallum (HC)              | <a href="mailto:coachkelley@eichlerclub.com">coachkelley@eichlerclub.com</a>               | 650-494-6521 |
|                 | Matt Weiss                        |  |              |
| Saratoga Woods  | Marie LaForge (HC)                | <a href="mailto:marielaforge@gmail.com">marielaforge@gmail.com</a>                         | 408-255-0570 |
|                 | Ellen Jewell                      |  |              |



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## Meet Coordinator'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 |

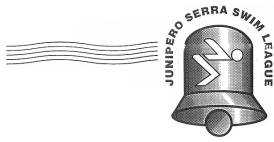
#### **8:00-8:30 am**

|           |                |             |                 |
|-----------|----------------|-------------|-----------------|
| 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 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:** 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.**



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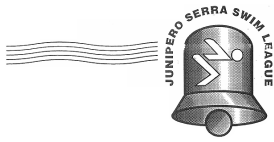
### V. Parent Restriction Notice

#### 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.

All jobs must be filled by individuals at least 18 years old.





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## Meet Coordinator's packet (cont'd)

### VI. 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.

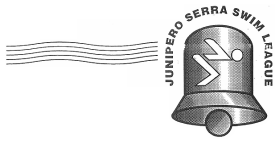
#### 7:30-8:00 am

|           |                 |             |                |
|-----------|-----------------|-------------|----------------|
| 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).



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## Meet Coordinator's packet (cont'd)

### Meet Schedule (cont'd)

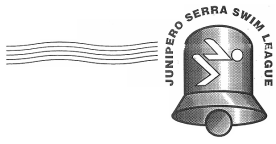
- 8:20 am **Stroke & Turn Judges, Place Judges, Referee, Meet Director and false start judges** meet with Head Stroke & Turn Judge (location "S" on map, on Pool Deck, Starting End for 25-yard events).
- 8:20 am **All runners, DQ, Event sheet, results and label runners** (NOT starting block runners) meet 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.
- 8:58 am National Anthem
- 9:00 am Confirm all timers and recorders are in place and ready to go.
- 9:00 am Meet Begins.
- 9:00 am **Ribbon Table workers** meet with **Ribbon Head** at Ribbons (location #13 on map)

**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](http://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.



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## Meet Coordinator's Packet (cont'd)

### VII. Description of Meet Flow (p. 1/2)

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 printed in the Programs and posted outside the venue near the swimmer check in area. Please write event, heat, and lane on swimmers' arms.

Parent should deliver their children to the stairs above the clerk of course area. Clerks of Course will check that the kids are in the right seats. After the 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 25-yard starting end of the pool during the 15-18 year old events so they are ready for the 6 & Under events. Recorders also have the 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.

All 25 yard events will start at opposite side of pool on the pool deck.

Starter announces event and starts race, manual timers start watches, time automatically starts for the electronic buttons. The electronic buttons and manual watch workers will push their buttons to record a time. Electronic buttons will be the primary time taken for all 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

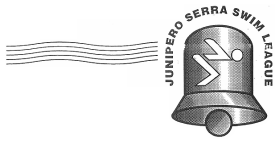
Timer 2: secondary button

Timer 3: third button + write down manual times on sheet

Timer 3: manual stopwatch

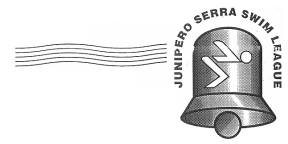
The head runner coordinates runners and ensures smooth distribution of reports, recorder sheets, and event results, as well as holding an informational meeting for all runners the morning of Champs. Event sheet runners distribute recorder slips to recorders and collect completed recorder slips. DQ runners 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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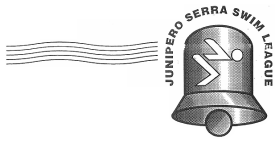
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## Meet Coordinator's Packet (cont'd)

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.

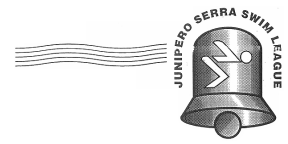
The Head Table Collator arranges outputs for the intermediary, helps intermediary as directed and distributes results to the Head Table. Head Table verifies results in software. The Head Table Collator arranges all outputs for the intermediary and helps intermediary as directed and are electronically 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.



# 2016 JSSL Championship Meet

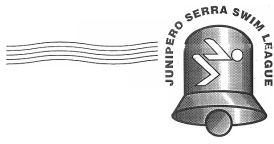
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## VIII. Safety Notice

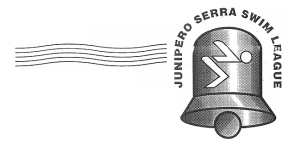
Please remember that De Anza College Pool was built with collegiate sports in mind. With large numbers of active and inquisitive kids accompanied by involved parents, we need to keep the following in mind:

- 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 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.



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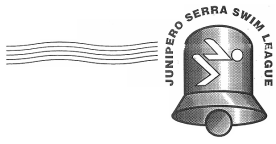


## Meet Coordinator's Packet (cont'd)

### IX. Marshal Assignments (p. 1/1)

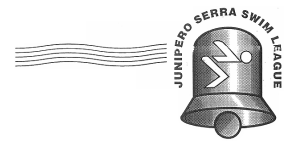
*Brookside* serves as Head Marshal from 7:15 a.m. until the meet ends, and volunteers will be assigned to specific locations. Special badges will be given to Marshals so they can be identified.

| Shifts   | # of Marshals   | Location Assignment  |
|--|---|--|
| <b>Warm-up Marshals</b><br>7:15 am to 8:45 am                | 10 total <ul style="list-style-type: none"> <li>• 4 (pool corners)</li> <li>• 4 (pool stairs)</li> <li>• 2 (upper deck- covered walkways on East/West side)</li> </ul> -----<br>1 "Team Area Marshall" from each Club | 1 at each corner of Competition Pool ensuring swimmer warm-ups are safe. Watching swimmer conduct, warm-ups, no diving.<br><br>1 at each staircase to pool deck keeping unauthorized volunteers or parents off the pool deck<br><br>1 at each covered walkway on the upper pool deck. Viewing from this area is allowed, but <b>no chairs or seating in this area.</b><br><br>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 Teams Designated Areas in Upper Pool Deck do not block office doors. Keep an open walkway on Upper Pool Deck. |
| <b>First Half Shift</b><br>8:30 am to end of event #30       | 8 total <ul style="list-style-type: none"> <li>• 2 (warm-up lanes)</li> <li>• 4 (pool stairs)</li> <li>• 2 (upper deck- covered walkways on East/West side)</li> </ul> -----<br>1 Team Area Marshall from each Club   | 2 marshaling warm-ups in last 3 lanes of the pool; 3 pt entry, no diving. Warm up lanes only open to swimmers Ages 11+ after 9am<br><br>1 at each staircase to pool deck keeping unauthorized volunteers or parents off the pool deck<br><br>1 at each covered walkway on the upper pool deck. Viewing from this area is allowed, but <b>no chairs or seating in this area.</b><br><br>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.  |
| <b>Second Half Shift</b><br>End of Event #30 to end of meet. | 8 total <ul style="list-style-type: none"> <li>• 2 (warm-up lanes)</li> <li>• 4 (pool stairs)</li> <li>• 2 (upper deck- covered walkways on East/West side)</li> </ul> -----<br>1 Team Area Marshall from each Club   | 2 marshaling warm-ups in last 3 lanes of the pool; 3 pt entry, no diving. Warm up lanes only open to swimmers Ages 11+ after 9am<br><br>1 at each staircase to pool deck keeping unauthorized volunteers or parents off the pool deck<br><br>1 at each covered walkway on the upper pool deck. Viewing from this area is allowed, but <b>no chairs or seating in this area.</b><br><br>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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## Meet Coordinator's Packet (cont'd)

### X. Equipment for Champs (p. 1/2)

Each team is responsible for supplying specific equipment. Please mark all equipment with your club's name. We will set up tables, chairs and easy-ups on the upper and lower decks beginning at 12 noon on Saturday, July 16. Set-up volunteers and team equipment are expected to be on time. If you have questions about your club's equipment list, please ask them at the July 7<sup>th</sup> Champs prep meeting at Greenmeadow or ask your JSSL rep. Each team is responsible for picking up their equipment at the end of the meet.

Following THREE items will need to be delivered to Stephen Ames (amesmassage@gmail.com) the Meet Set-up Coordinator on Saturday, July 16<sup>th</sup> during the 12 noon – 4pm setup.

**Please tape with club's name for identification.**

- **46 manual stop watches:** These 46 watches will be used as follows:
  - 1 watch per lane as backup to electronic timing system (10 lanes therefore 10 watches)
  - 3 watches per lane if timing system goes down plus 6 back up watches.  
Please make sure your watches are labeled with your club's name;
    - Cupertino Hills – 15 watches;
    - Eichler – 16 watches;
    - Laurelwood- 15 watches
- **Fold up benches** for Clerk of Course (all clubs)
- **EZ-ups** (all clubs except Laurelwood)

### Eichler – Head Timer Club

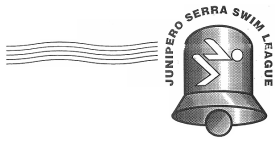
- 16 manual stop watches
- 10 small clipboards for Recorders
- 5 large clipboards for Starting Block Workers
- 2 boxes of sharpened pencils (deliver to Announcer Table)
- 2 fold-up benches for Clerk of Course
- 3 EZ-Ups
- 3 orange vests (for Head Timer, Head Starting Blocks and Team Meet Coordinator)

### Greenmeadow - Host Club

- Deck passes for workers
- Blue tape for signs, maps, event sheets, etc.
- 8 large clipboards for Clerk of Course Workers (Greenmeadow will bring this to Head Clerk of Course)
- 3 EZ-Ups
- 2 fold-up benches for Clerk of Course
- 2 boxes of sharpened pencils (deliver to Announcer Table)
- 4 orange vests (Champs Head Meet Coordinator, Meet Director, Champs Volunteer Coordinator and Team Meet Coordinator)

### Laurelwood–Data Management

- 15 manual stop watches
- Coordinate with FastLane Tek and each club's MDM for copies of Clerk of Course event reports and recorder sheets
- Bring the JSSL printer, extension cord and power strip
- 3 EZ-Ups
- 2 Orange Vests (Assistant Clerk of Course #1 and Team Meet Coordinator)



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## **Saratoga Woods – Head Clerk of Course, Head Stroke & Turn and Meet Referee Club**

- 2 boxes of sharpened pencils (1 box for Clerks, 1 box for Stroke & Turn Judges)
- Clerk of course ropes and vests (currently at Greenmeadow and will be brought by GM to setup)
- 15 large clipboards for S & T Judges and for Place Judges
- DQ slips
- 2 fold-up benches for Clerk of Course
- 3 EZ-Ups
- 4 orange vests (for Head Clerk of Course, Head Stroke & Turn, Meet Referee, and Team Meet Coordinator)

## **Brookside – Head Course Marshall, Assistant Meet Director,**

- 2 boxes of sharpened pencils (Deliver to Head Table)
- 2 fold-up benches for Clerk of Course
- 3 EZ-Ups
- Hospitality supplies: Ice chests, ice, huge supply of water (delivered Saturday), paper cups, trays and muffin tins for serving. You may consider using the big Gatorade type thermos to dispense water.
- 4 orange vests (Head Marshal, Assistant Meet Director, Assistant Head Meet Coordinator, Team Meet Coordinator)

## **Cupertino Hills (First Aid, Head Runner)**

- 15 manual stop watches
- Fully stocked first aid kit (JSSL has one)
- 2 fold-up benches for Clerk of Course
- 3 EZ-Ups
- 2 orange vests (Head Runner, Team Meet Coordinator)

## **Additionally EACH CLUB brings:**

- **DQ Slips, 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)
- **Name tags** – For all team volunteers
- **Garbage bags** – for your club’s Team Area and Bleachers.
  - Teardown team will be responsible for running bags to entry gates. Teams will deliver bags to nearby collection point.
  - De Anza will provide garbage cans. Janitorial service for restrooms and common area garbage cans will be billed to JSSL.
- **Optional items for each club/families to bring:** EZ-up shade tents for upper deck “Team Areas”.