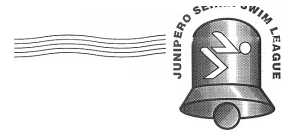


2016 JSSL Championship Meet

July 17, 2016
De Anza College



Hello JSSL Families,

We are excited to celebrate another awesome swim season at the annual JSSL Champs Meet on Sunday, July 17th at De Anza College Pool.

De Anza College will be a new venue for the JSSL. We encourage you to review the new maps and Champs documentation before heading to the Meet. Please review the JSSL website (www.jssl.org) to familiarize yourself with the schedule. It is important to read all the parts that apply to you (i.e. Parents Packet, job descriptions, venue map, meeting map, team warm-up lane assignments, etc.).

We will be holding a tour of the De Anza College Pool on Friday, July 15th at 1pm for families who would like a preview of Champs. We'll walk around the facility and show you the key locations for watching the races, setting up shade tents and navigating the facility. Swimmers are welcome to attend the tour with their families.

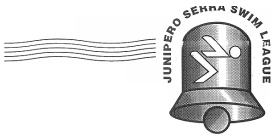
Use De Anza Parking Lot C (off Stelling Road) for the easiest access to the pool. **There is a \$3 Parking Fee at the College that is strictly enforced 7 days a week.** There are pay stations in the parking lot, the Stelling Parking Structure (all levels) and at the pool entrance. **Allow extra time to pay for parking.** The pay stations accept cash, debit and credit cards.

Volunteer Information

- Most volunteer positions require attendance at a meeting prior to the start of the meet where you will be given detailed instructions for performing your job. The schedule and location of the meetings can be found at www.jssl.org (see Map- Meeting Times). *Please be at your meeting location at least 5 minutes before the posted meeting time so that the meeting can start on time.*
- Both **First Half and Second Half** workers go to this meeting. There is no separate meeting for the Second Half workers.
- The Second Half workers should head to their job location by the end of event 25 so that they can observe the process used by the First Half workers before taking over at event 31, Boys 11-12, 50-yard Breaststroke.

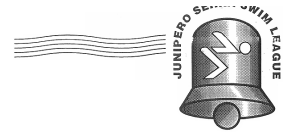
Family Information

- We want everyone to be able to view the exciting races. Shade tents in the bleachers severely restricts viewing. **Absolutely no chairs, tents, or umbrellas** are allowed in the Competition Viewing Bleachers. Thank you for your cooperation.



2016 JSSL Championship Meet

July 17, 2016
De Anza College



- Each Team has been assigned a “Team Area” around the facility to set up shade tents and chairs for the duration of the meet. The designated Team Areas can be found at www.jssl.org (Map- Main Info). The area directly outside the pool entrance is also open to families to set-up a shady place to rest between events.
- Non-working Parents/Spectators are not allowed on the competition pool deck except before 8:30 am, when they will be allowed to accompany the younger kids to their team’s designated warm-up lanes.
- Champs Programs will be available for purchase. The programs list the swimmer names, heat and lane numbers for each event. Our scoreboard does not list swimmer names—so purchasing a program will help you to know who you are watching during the meet!

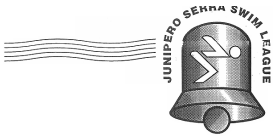
Food Options

- Jamba Juice will be inside the pool facility, selling Smoothies, bottled water and Vitamin Water. These will be the only concessions sold on-site.
- We will have a Taco Truck outside the pool during the lunch hours.
- We encourage families to pack a lunch, visit the Taco Truck or head across the street from the pool to one of the *many food options* (Togos, Panera, Whole Foods, J & J Hawaiian BBQ, Noodles & Co., Panda Express, The Melt, and Peet’s Coffee).
- No metal, aluminum or glass containers at the De Anza College Pool.
- NO FOOD is permitted on the competition pool deck. Food is permitted on the upper deck only.

We are looking forward to an exciting day and we thank everyone who has put in so much effort preparing for the Meet.

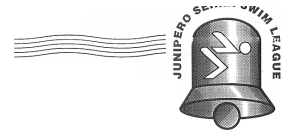
Special thanks to **Joe Drake** (Eichler), **Andrea Taylor** (Saratoga Woods), **Lynn Fisher** (Greenmeadow), **Stephen Ames** (Greenmeadow) and **Heather LeRoy** (Brookside) for their extra help these last few months as we planned for our Champs Meet in a new location.

Sincerely,
The JSSL Board of Directors
Christine Hodson, Champs Head Meet Coordinator
Sean Giffen, Champs Head Meet Director



2016 JSSL Championship Meet

July 17, 2016
De Anza College



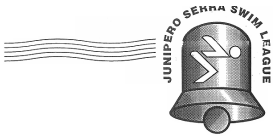
Parents' Packet

The information in this packet is provided so that you and your swimmers can successfully navigate the meet.

Table of Contents

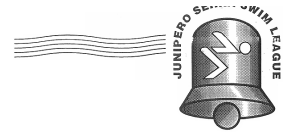
I.	Parent Responsibilities	p. 4
II.	Important Deadlines	p. 4
III.	Meet Protocol	p. 4
IV.	Timing Protocol	p. 4
V.	Escalation Process	p. 5
VI.	Parent Restriction Notice	p. 5
VII.	Meet Sheet	p. 6
VIII.	Meet Schedule	p. 6 – 7
IX.	Safety Instructions	p. 8

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



2016 JSSL Championship Meet

July 17, 2016
De Anza College



Parents' Packet (cont'd)

I. Parent Responsibilities

On the day of Champs, you are responsible for:

- Following through with your volunteer position;
- Ensuring your swimmers have their event number and heat/lane assignments written on their arms,
- Ensuring your swimmers report to the Clerk of the Course in advance of their event,
- Ensuring your swimmers respect the facility and other volunteers, and
- Ensuring your swimmers follow the safety rules.
- At the end of your volunteer shift you turn in your badge and deck pass to your team volunteer coordinator or drop off at a box located near the check-in table where you picked them up.

II. Important Deadlines

- Senior Bio's: Due Tuesday, July 5th.
- Ads for Champs program: Due Tuesday, July 5th.
- The pool walk-through for new families is scheduled for Friday, July 15th at 1pm.

III. Meet Protocol

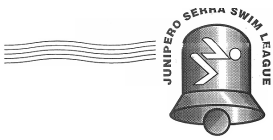
Flyover starts: We use flyover starts for all 11 and up individual events and 9-10 freestyle excluding backstroke. Heats will start with the previous heat's swimmers remaining in the water at the conclusion of the race.

Heat and Lane assignments: Heat and Lane assignments for all events will be prepared in advance of Champs. No changes will be made to heat and lane assignments on the day of the meet.

Swimmer check-in: You will receive swimmer check-in instructions from your meet coordinator.

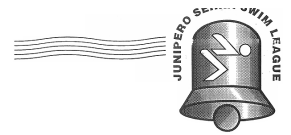
IV. Timing Protocol

Event timing system will be generated from timing buttons. There will be three timing buttons and one manual stop watch per lane for backup. Time automatically starts for the electronic buttons. The electronic button timers and the manual stopwatch workers will push their buttons to stop their timing device. All timing outputs, electronic button times, manual stopwatch times, DQ slips, and the across the board finish report will be reviewed by the Timing Console Manager to determine the proper finish time. This finish time will be verified in the Meet Manager Software.



2016 JSSL Championship Meet

July 17, 2016
De Anza College



Parents' Packet (cont'd)

V. Escalation Process

If a parent has an inquiry or concern regarding an event or heat, please take your concerns to your meet coordinator or head coach who will escalate the inquiry according to meet procedures. **Only coaches have authority to submit a protest or inquiry to the Meet Referee. Coaches may protest or question results from any race.**

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.

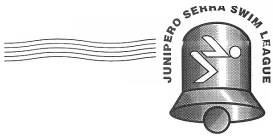
In the case of a timing dispute, the Meet Referee will obtain documentation from the Arbitration Team, will review the documentation and discuss the circumstances with the Arbitration Team, and will render a final decision. The Arbitration Team consists of the Meet Referee, Intermediary from Head Table, and Timing Console Mgr./Data. **The Meet Referee has the final say in all protests.**

VI. Parent Restriction Notice

PLEASE BE AWARE:

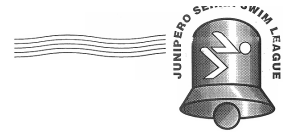
During Champs swim events, parents are not allowed on the pool deck. Parents of younger swimmers will be allowed to accompany their swimmers to the team warm up area only until 8:30 am. All observation and cheering shall be from the bleachers. Only volunteers with the appropriate job/job tags are allowed 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.



2016 JSSL Championship Meet

July 17, 2016
De Anza College



Parents' Packet (cont'd)

VII. 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.

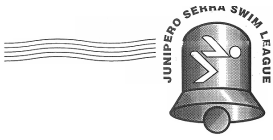
Rules: Swimmers may compete in up to 3 individual events and each team can enter one relay team per relay event. Relay teams including at most 8 eligible swimmers (4 primary and up to 4 alternates) must be submitted to the head table by 9 am on the day of the meet. Any changes to the primary swimmers 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 10.

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.

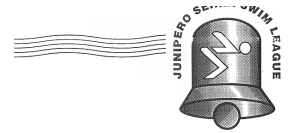
Scoring: Individual and relay points awarded for 1st thru 6th: 9, 7, 5, 3, 2, and 1. Team’s points accumulated (individual and relay events) for team award. Individual points for individual events only – awards given to top 2 per age group category. Ribbons are awarded for 1-12 places for individual 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

July 17, 2016
De Anza College



Parents' Packet (cont'd)

VIII. 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

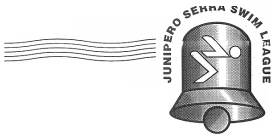
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8:00-8:30 am

Lanes 1-3 Eichler	Lanes 10-12 Brookside
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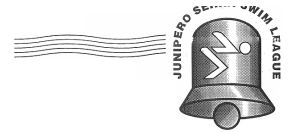
8:00 am **Head Data (MDM)** delivers documents to Head Volunteers:

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

July 17, 2016
De Anza College



Meet Schedule (cont'd)

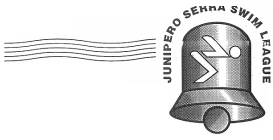
- 8:20 am **Stroke & Turn Judges, Place Judges, Referee, Meet Director and false start judges** meet with Head Stroke & Turn Judge (location “S” on map, on Pool Deck, Starting End for 25-yard events).
- 8:20 am **All runners, DQ, Event sheet, results and label runners** (NOT starting block runners) meet 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.

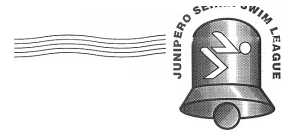
Lost and Found items can be reclaimed at Lost and Found (located at the First Aid station (location #15 on map).

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

July 17, 2016
De Anza College



IX. 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.