

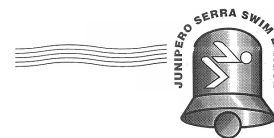


# 2018 JSSL Championship Meet

## Meet Coordinator's Packet

July 15, 2018

De Anza College



The 2018 Champs meet is coming! Thank you for volunteering to be this important liaison between the Champs planning team and your swim club. The information in this packet outlines your responsibilities as Meet Coordinator for your team.

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

Meet results will be posted on Meet Mobile.



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### Key Dates and Deadlines

- Friday, May 4 Champs Team Meet Coordinator names due (to Saratoga Woods) Colleen Withers, [colleen\\_fallon@yahoo.com](mailto:colleen_fallon@yahoo.com)
- Monday, June 11 Champs Ad Order forms sent out from Peyma Oskoui
- Friday, June 15 Head Position names due (to Saratoga Woods)  
Colleen Withers, [colleen\\_fallon@yahoo.com](mailto:colleen_fallon@yahoo.com) and Lisa Guyman [lguymanpt@gmail.com](mailto:lguymanpt@gmail.com).
- Saturday, June 23 Volunteer meet assignments delivered to all teams
- Friday, June 29 Senior Bios due (to Saratoga Woods)  
Kelly Perey [kellyperey@yahoo.com](mailto:kellyperey@yahoo.com)
- Friday, June 29 Entry fees due (to JSSL Treasurer / Cupertino Hills)  
Julie Wing, [Julie@teamwingfish.net](mailto:Julie@teamwingfish.net)
- Thursday, July 5 Champs Ads due to Peyma Oskoui at [peyma.oskoui@gmail.com](mailto:peyma.oskoui@gmail.com)
- Saturday, July 7 Last dual meet
- Saturday, July 7 All volunteer names, emails & cell phones due (to Saratoga Woods) Lisa Guyman, [lguymanpt@gmail.com](mailto:lguymanpt@gmail.com).
- Sunday July 8 Final entry file due 10:00 am (to Brookside)  
Glen Fung, [Glennfung@gmail.com](mailto:Glennfung@gmail.com)
- Sunday, July 8 Brookside sends Meet Entry Report to coaches (evening)
- Monday, July 9 Report errors by 6pm (to Brookside)  
Glen Fung, [Glennfung@gmail.com](mailto:Glennfung@gmail.com)  
**\*No meet entry changes accepted after July 9, 6:00pm**
- Monday, July 9 Meet coordinators and Head Positions Meeting  
Saratoga Woods Pool, 7:00pm
- Friday, July 13 Facility walk-through/tour, De Anza 1:00pm
- Saturday, July 14 Champs set up, 2:00pm.
- Sunday, July 15 **Championship Swim Meet**, 9:00am start time
- Tuesday, July 17 Post mortem due by email or survey (to Cupertino Hills)  
[tuff2th@yahoo.com](mailto:tuff2th@yahoo.com) or [amymcgrath@yahoo.com](mailto:amymcgrath@yahoo.com)



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### Overview of Meet Coordinator's Responsibilities

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. Your responsibilities are as follows:

- Read/study this packet.
- Verify your coach and assistant coaches have received the Coach's Packet.
- Your team is responsible for filling a number of volunteer positions. Lisa Guyman ([lguymanpt@gmail.com](mailto:lguymanpt@gmail.com)) will send your volunteer coordinator the complete list of required positions by June 23<sup>rd</sup>. Volunteer names, email addresses, and cell numbers are due back to Lisa by **Saturday, July 7**.
  - If possible, use people who have done the jobs at previous dual or Champs meets.
  - All timers should have experience timing at dual meets.
- Attend **Monday, July 9<sup>th</sup> prep meeting at Saratoga Woods clubhouse at 7:00 pm**. All Meet Coordinators, Volunteer Coordinators and Head Position volunteers from your team should attend. If any volunteers are not able to attend, please appoint a substitute and let Colleen Withers ([colleen\\_fallon@yahoo.com](mailto:colleen_fallon@yahoo.com)) know who that will be.
- Review deadlines with:
  - Your volunteer coordinator and your team's other head volunteer positions,
  - Your MDM (Data Person), and
  - Your coaches.
- Ensure entry fees and your team's meet entry files are submitted on time.
- Prepare nametags for team volunteers – or ask your team's volunteer coordinator to do this.
- Collect required equipment assigned to your team and bring to Champs; see equipment list on page 11. Note: Some equipment must be delivered to De Anza on **Saturday, July 14<sup>th</sup> at 2:00pm**.
- Ensure your parent volunteers know where to go on the morning of Champs for their morning meetings. See the Morning Meetings map on the last page of this packet.
- Specific duties for the day of Champs are **outlined below**.

#### Details for 2018 Champs:

No strollers, wagons, chairs, tents, or umbrellas 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. Umbrellas and tents block the view. 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. Blocked areas will be marked with tape.

#### Day of Champs

- Meet at 7:00 am at the Volunteer Check-in tables (A on map). Volunteer check-in begins at 7:15.
- Bring any remaining equipment or supplies. Unless otherwise noted, supplies should be brought to the Head Table the morning of Champs.
- Pick up a bright colored vest from the Head Table (return it to the Head Table at the end of the meet).
- Provide name tags for your volunteers. Lisa Guyman will provide your club's deck passes at 7:15 am.
- For the next hour and 45 minutes, you need to ensure your volunteers show up, check in, get their nametags and passes, and attend their morning meetings. Handle any substitutions that may arise.
- **No verbal swaps of volunteer positions.** If swapping, please advise coordinator with name and cell phone numbers.
- Take note of the order for Team Cheers and work with your coaches/jr. coaches to be ready.  
*Greenmeadow, Saratoga Woods, Brookside, Cupertino Hills, Laurelwood, Eichler*



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- Be available to your volunteers throughout the day for questions.
- At end of the meet, ensure all deck passes are returned to the Head Table or to Lisa Guyman.
- 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

- 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 to those assisting you during the meet.
- Team roster
- Cell phone!
- Bright colored vest – 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 7</b>	Last dual meet
<b>Sun July 8, 10am</b>	Send final meet entries file to Brookside (Glenn Fung at glennfung@gmail.com).
<b>Sun July 8, evening</b>	Brookside sends coaches/MDM their entry report to check for errors.
<b>Mon July 9, 6pm</b>	Coaches/MDM submit errors to Brookside (Glenn Fung, glennfung@gmail.com).
<b>Mon July 9, 6pm</b>	<b>No meet entry changes after 6pm July 9th.</b> Brookside delivers the final file to FastLane Tek (data management) & Greenmeadow (for programs) after making final changes and generating reports for each team. Brookside sends relay cards to coaches.
<b>Sun July 15, 9am</b>	Relay teams must be submitted to head table (4 primary and 4 alternate swimmers for each relay event)

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 9th; **entries will not be accepted the day of the meet.**



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### Contact List

Key Contacts – Host Team Saratoga Woods			
Position / Team	Name	Email	Cell phone
Champs Head Coordinator	Colleen Withers	Colleen_fallon@yahoo.com	760-579-2942
Champs Meet Director	Chris Newton	csnew10@gmail.com	408-313-9044
Volunteer Coordinator/Deck Passes	Lisa Guyman	lguymanpt@gmail.com	510-673-8032
Senior Bios Coordinator	Kelly Perey	kellyperey@yahoo.com	408-340-0751
Set-up/Tear-down Coordinator	Peter Thompson	Pmthompson01@gmail.com	408-564-0466
Tear-down Coordinator	Peter Thompson	Pmthompson01@gmail.com	408-564-0466
Team Meet Coordinators			
Brookside	Marc Cooper	malacoop@gmail.com	408-460-4947
Cupertino Hills	Judy Cooks	judy_cooks@yahoo.com	650-823-8198
Laurelwood	Tim Dietrich	timdietrich@gmail.com	408-529-7170
Greenmeadow	Christine Hodson	chodson@sawyertrail.com	650-799-8093
Eichler	Jay Wakenshaw	jaywakenshaw@gmail.com	619-481-7691
Saratoga Woods	Connie Lyons	gclyonsden@gmail.com	408-966-6439
Volunteer Coordinators			
Brookside	Kelly Walsh	kelly_a_walsh@yahoo.com	408-318-0834
Cupertino Hills	Jamie Shkolnik	jamie.shkolnik@gmail.com	408-313-4306
Laurelwood	Elizabeth Casey	encasey@gmail.com	408-332-1398
Greenmeadow	Christine Hodson	chodson@sawyertrail.com	650-799-8093
Eichler	Jay Wakenshaw	jaywakenshaw@gmail.com	619-481-7691
Saratoga Woods	Wei Tian	Edward.tian@gmail.com	408-718-3565
Meet Data Managers (MDM)			
Brookside	Glenn Fung	<a href="mailto:glennfung@gmail.com">glennfung@gmail.com</a>	408-621-1269
	Julie Johnson	<a href="mailto:johnsonjyj@gmail.com">johnsonjyj@gmail.com</a>	650-776-1149
Cupertino Hills	Mike Lee	<a href="mailto:mike.lee@gmail.com">mike.lee@gmail.com</a>	415-309-3784
Laurelwood	Joel Schaefer	<a href="mailto:Joel.schaefer@gmail.com">Joel.schaefer@gmail.com</a>	650-776-2448
Greenmeadow	Karrie Chen	<a href="mailto:swkarrie@yahoo.com">swkarrie@yahoo.com</a>	650-492-0899
	Jim Hines	<a href="mailto:hinesjf@gmail.com">hinesjf@gmail.com</a>	650-269-0608
Eichler	Kim Lau	<a href="mailto:yannicklau@yahoo.com">yannicklau@yahoo.com</a>	650-387-1958
Saratoga Woods	Mary/Randy Jewell	<a href="mailto:mary.jewell@usa.net">mary.jewell@usa.net</a>	408-777-9390
Coaches (HC = Head Coach)			
Brookside	Cody Graef (HC) Elizabeth Murray Parker Bovenberg	aquaticsdirector@brooksideclub.com emurray7@lion.lmu.edu parker.bovenberg@gmail.com	408-476-3234 408-482-0532
Cupertino Hills	Shelbi Oskolkoff-Campbell	coachshelbi@outlook.com	650-455-5449
Laurelwood	Rich Cruzen (HC) Penny Hutchinson Lorenzo Cinco	coachcruzen@gmail.com pennyhutchinson@gmail.com mcinco5@gmail.com	408-691-5372 408-687-8245 408-691-9845
Greenmeadow	Rick Gordon (HC)	rgordon005@aol.com	408-464-4813
Eichler	Kelley McCallum (HC)	coachkelley@eichlerclub.com	650-681-9081
Saratoga Woods	Marie LaForge (HC) Ellen Jewell	marielaforge@gmail.com ejewel14@gmail.com	408-255-0570 408-458-0712



# 2018 JSSL Championship Meet

## Meet Coordinator's Packet



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### Meet Sheet

- Date/Time:** Sunday, July 15, 2018; meet begins at 9:00 am
- Place:** De Anza College Pool
- Course:** Outdoor, 25yard pool. 10 lanes short course (25 yard) will be used for competition. Automatic timing system; buttons will be set at both ends of the pool. ALL races will start from the blocks. ALL relays will start and finish at the blocks.
- 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. 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	Cupertino Hills	Lanes 10-12	Greenmeadow
Lanes 4-6	Laurelwood	Lanes 13-15	Saratoga Woods
Lanes 7-9	Brookside	Lanes 16-18	Eichler

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

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

Blocks may be used from the 7:30-8:30am warm-up hour. Otherwise, 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 5 lanes on the non-competitive side of the pool for warm-ups/warm downs during the meet for **11 and older swimmers only**.

The diving pool remains closed the entire day.

- 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 2018. Meet entries must be submitted through the team representative by Monday, July 19.
- Heat/Lanes:** Heat/lane assignments will be in the meet program and posted outside the venue near the entrance.
- 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:** Una Mas will be available for breakfast and lunch. Kona Ice Truck will be available outside the event. **Food is not allowed on the lower pool deck.** Alcohol and smoking are prohibited. ***Glass and aluminum containers are not allowed anywhere in the facility.***



# 2018 JSSL Championship Meet

## Meet Coordinator's Packet



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De Anza College

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### Meet Schedule

#### Saturday, July 14<sup>th</sup>:

2 pm            **Set-up workers** arrange all chairs, tables, and EZ-ups at De Anza College. Plan on 3 hours. 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. (We highly recommend crisp \$1 bills. The pay stations are fickle and are known to reject credit cards!)

#### Sunday, July 15<sup>th</sup> (see **Morning Meetings Map** on next page for times and locations):

- 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 **Volunteer Check-In** (“A” on map). Bring volunteer assignment sheets and nametags. Lisa Guyman will distribute deck passes and vests.
- 7:15 am            **“Volunteer check-in” volunteers** report to their check-in table (“A” on map).
- 7:15-8:30 am      Volunteer check-in; pick up nametags and deck passes (“A” on map).
- 7:15 am            **Pre-Meet Marshals** meet the **Head Marshal** on the Pool Deck at the southeast pool deck stairs (“B” on map). Head Marshal will provide instructions and location assignments.
- 7:30am            Warm ups begin. See previous page for lane assignments.
- 8:00 am            **Head Data (MDM)** delivers documents to Head Table (“F” on map):
1. Heat Sheets for **Head Clerk of Course**
  2. Place Judge Sheets for **Place Judges**
  3. Lane/Timer Recording Sheets for **Head Timer**
- 8:10 am            All **Timers and Recorders** meet with **Head Timer** at the north end of the pool. (“H” on map)
- 8:10 am            **DQ runners** and **Event Sheet runners** meet with **Head Runner** (“E” on map). When meeting is complete, DQ runners visit Stroke and Turn meeting briefly to introduce themselves to the stroke and turn judges.
- 8:10 am            **Clerk of Course, Starting Block Runners/Workers/Shepherds** meet with **Head Starting Block and Head Clerk of Course** at Clerk of Course (“C” on map).
- 8:10 am            First and second half **Marshals** and **Bathroom/Locker Room Monitors** meet the Head Marshal (“B” on map). Head Marshal will provide location assignments and rotation instructions.
- 8:15 am            **Stroke & Turn, Referee, and Meet Director** meet with Head Stroke & Turn Judge (location “D” on map, behind starting blocks).
- 8:20 am            **Head Data, Intermediaries, DQ Readers, Data Room Runners** and **FastLane Tek** meet. (“F” on map)
- 8:30 am            Warm-ups end in Competition Pool. Pool is cleared.
- 8:30 am            Team Cheers order: *Greenmeadow, Saratoga Woods, Brookside, Cupertino Hills, Laurelwood, Eichler*
- 8:40 am            First announcement made for swimmers to start reporting for first events.
- 8:40 am            **Head Referee and Head Coaches** meet briefly. (“G” on map)

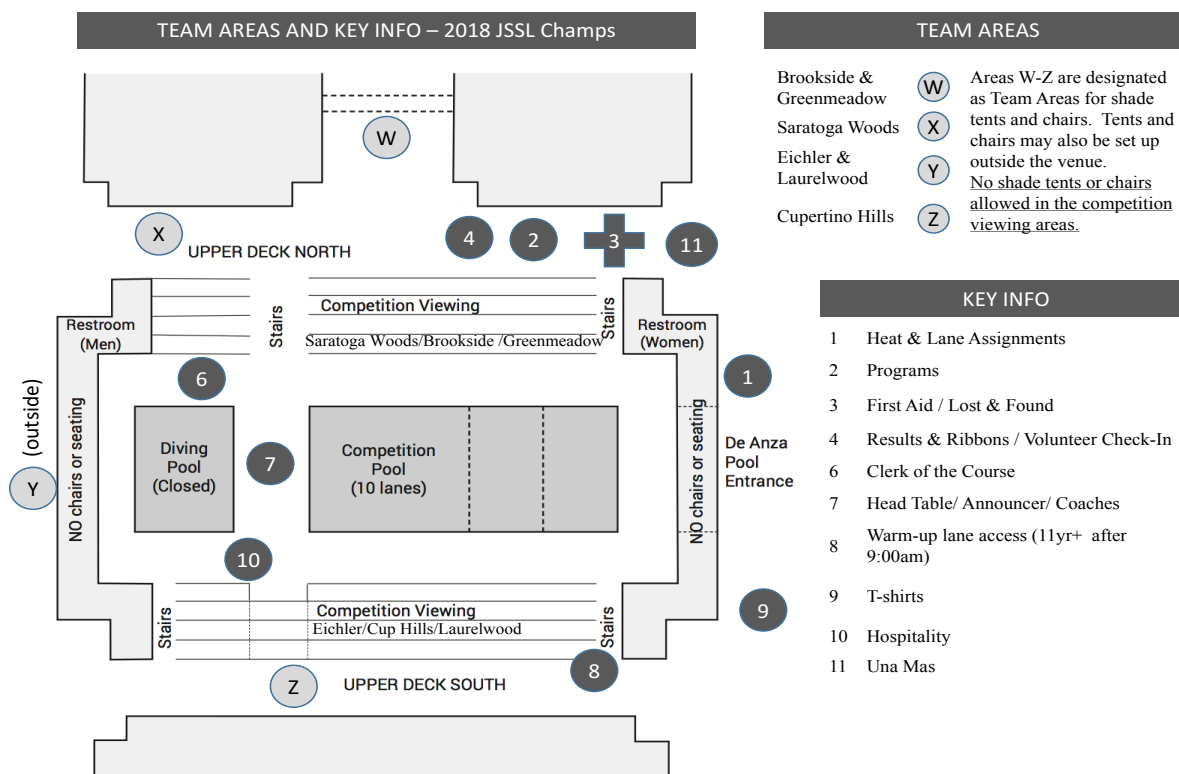


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- 8:40 am Announcement for all volunteers to report to positions.
- 8:58 am National Anthem
- 9:00 am Confirm all timers and recorders are in place and ready to go.
- 9:00 am Meet Begins.
- 9:00 am **Ribbon Table workers meet with Ribbons Head at Ribbons ("A" on map)**



rev. 7/17

**Clean-up:** Clean-up crews consist of 3 teams: Trash/Lost & Found, Tables & Chairs, and Teardown (EZ-ups, cones, buckets, etc). Each club is responsible for cleaning its assigned seating section in the bleachers and team area before leaving. All EZ-ups must be taken down and removed by teams that own them. Clean-up crews are to meet the **Head Teardown Volunteer** at the Clerk of Course following the relays. Clean-up must be complete before each team leaves De Anza. Any cleaning expenses will be allocated to a team whose area requires De Anza to clean it. All trash bags should be hauled to the front entrance of the pool.

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 location 3 on the map (First Aid station). Remaining lost and found items need to be cleared from De Anza (attempt to notify owners or donate items to charity).

Deck passes should be returned to Lisa Guyman or the head table.





# 2018 JSSL Championship Meet

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### Description of Meet Flow

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

There is no designated area for swimmer check-in – each team can handle check-in on its own. Heat/lane assignments will be printed in the Program and posted outside the venue near the main entrance. Please write event, heat, and lane on swimmers' arms.

Parents should deliver their children to the stairs above the clerk of course area at appropriate times. Clerks of Course will check for correct heat and lane assignments. Parents are NOT allowed on the pool deck area or in the Clerk of Course area. Starting block workers will be stationed behind the starting blocks for the entirety of the meet.

Flyover starts will be used for 9/10 freestyle and all 11 and up individual events (except backstroke). Dives from the blocks and pool edge will be used for all relays. Five Junior Coaches from the host club will act as the "False Start Rescue Team" for 6-8 year old swimmers.

For each heat of each event:

1. Swimmers are called to the blocks. If a swimmer is missing, the starter will call the missing swimmer only once – to make sure they are not left behind the blocks – before proceeding.
2. Starter announces heat and starts race.
3. When the starting beep sounds, manual timers start watches; time automatically starts for the electronic buttons.
4. Next heat of swimmers prepares for their race.
5. When swimmers touch the wall, the electronic buttons and manual watch timers will push their buttons to record a time. **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 + help swimmer out of pool
  - Timer 3: third button + recorder
  - Timer 4: manual stopwatch
6. When swimmers touch the wall, the Place Judge will record the finish order, by lane. In the event of a close race, the top 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> spots are the most critical to document.
7. Electronic times are automatically sent to printer on pool deck. Printouts are given to Head Table Intermediary.
8. Event Sheet Runners pick up recorder sheets with manually recorded times from each lane and gives to Head Table Intermediary.
9. DQ runners pick up DQ slips from six Stroke & Turn judges and give to Head Table Intermediary.
10. Intermediary collates DQ slips (on the top), Place Judge reports (2<sup>nd</sup>), timing system printouts (3<sup>rd</sup>), and manual recorder slips (on the bottom).
11. Collated pile is taken to the data room by Data Room Runner #1. Ideally, these piles are taken often (once per event). It helps speed up the ribbon label printing process and keeps the data management smooth and even.
12. Data Room Runner #2 picks up ribbon labels and 9 copies of the results reports from the data room. Results reports are distributed to coaches (6), Head Table (1), Announcer (1), and (1) posted on the results wall. Ribbon labels are taken to the Ribbon Table Workers.

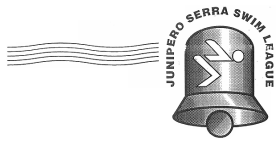
### Information about the Escalation Process & Arbitration Team

Only coaches have authority to submit a protest or inquiry to the Meet Referee. If a team, parent or coach has an inquiry regarding a heat, they should escalate the questions to the Meet Referee.

For a disputed DQ, the Meet Referee meets with the Stroke and Turn Judges and coach to render a final decision.

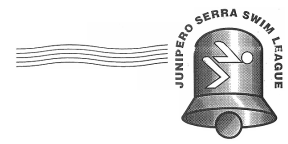
For a timing dispute, the Meet Referee reviews documentation from the Arbitration Team, discuss the circumstances with the Arbitration Team, and will render a final decision.

The Arbitration Team consists of the Meet Referee, Intermediary from Head Table, and the host club's MDM (like another club's MDM is a suitable substitute). **The Meet Referee has the final say in all protests.**



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### Marshal Assignments

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

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



### Equipment for Champs

Each team is responsible for supplying specific equipment. Please mark all equipment with your club's name. We will set up at 2pm on Saturday, July 14. Please plan to be there for at least 3 hours. Set-up volunteers and team equipment are expected to arrive by 2pm. If you have questions about your club's equipment list, please ask them at the July 9<sup>th</sup> Champs prep meeting at Saratoga Woods or ask your JSSL rep. Each team is responsible for picking up their equipment at the end of the meet.

<b>ALL CLUBS</b>	<b>Bring Sunday:</b> <ul style="list-style-type: none"> <li>• 3 garbage bags for clean-up</li> <li>• Personal best ribbons, plus 5 blank pages of labels to ribbons table</li> <li>• Storage device for downloading meet data</li> <li>• 2 boxes sharpened pencils and DQ slips to Head Table</li> <li>• Name tags for volunteer workers</li> <li>• 5 towels from your lost in found in case it's too hot on the pavement</li> </ul>	
Club	Deliver by 2pm Sat July 14th	For Sunday July 15th
<b>Saratoga Woods</b> (Host club)	<ul style="list-style-type: none"> <li>• 2 Clerk of Course benches</li> <li>• 3 EZ-ups</li> </ul>	<ul style="list-style-type: none"> <li>• Deck passes (by 7am)</li> </ul>
<b>Greenmeadow</b> (Head Timer, Starting Block, Programs, Head Clerk of Course)	<ul style="list-style-type: none"> <li>• 16 stop watches (labeled w/club)</li> <li>• 3 EZ-ups</li> <li>• CoC shepherd ropes (Saratoga Woods will provide at Head Meeting)</li> </ul>	<ul style="list-style-type: none"> <li>• Programs and cash box</li> <li>• 5 large clipboards for Starting Block Workers</li> <li>• 10 small clipboards for recorders</li> <li>• 8 large clipboards for Clerk of Course (provided by Saratoga Woods)</li> </ul>
<b>Brookside</b> (Head MDM)	<ul style="list-style-type: none"> <li>• 15 stop watches (labeled w/club)</li> <li>• 2 Clerk of Course benches</li> <li>• 3 EZ-ups</li> <li>• JSSL printer, extension cord, power strip</li> </ul>	<ul style="list-style-type: none"> <li>• Recorder sheets</li> <li>• Work with FastLane Tek and each club's MDM for copies of <b>SINGLE-SIDED</b> Clerk of Course event reports and recorder sheets</li> </ul>
<b>Laurelwood</b> (First Aid)	<ul style="list-style-type: none"> <li>• 2 Clerk of Course benches</li> <li>• 3 EZ-ups</li> </ul>	<ul style="list-style-type: none"> <li>• Stocked first aid kit</li> </ul>
<b>Eichler</b> (Head S&T, Referee)	<ul style="list-style-type: none"> <li>• 15 stop watches (labeled w/club)</li> <li>• 2 Clerk of Course benches</li> <li>• 3 EZ-ups</li> </ul>	<ul style="list-style-type: none"> <li>• 6 small clipboards for S&amp;T</li> <li>• 2 large clipboards for Place Judges</li> </ul>
<b>Cupertino Hills</b> (Hospitality, Marshal)	<ul style="list-style-type: none"> <li>• 2 Clerk of Course benches</li> <li>• 3 EZ-ups</li> <li>• Water (delivered Saturday)</li> </ul>	<ul style="list-style-type: none"> <li>• Ice chests, ice, paper cups, trays / muffin tins for serving, large thermoses to dispense water</li> </ul>

46 stopwatches total

- 1 watch per lane as backup to electronic timing system (10 lanes = 10 watches)
- 3 watches per lane if timing system goes down plus 6 back up watches (3\*10+6=36 watches)
- Please make sure your watches are labeled with your club's name.
- CHECK / REPLACE THE STOPWATCH BATTERIES



# 2018 JSSL Championship Meet

## Meet Coordinator's Packet

July 15, 2018

De Anza College



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### 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 and deck pass are allowed on deck. Parents are not allowed in the clerk of the course area due to the congestion and confusion it causes. 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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### 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 the diving pool or the warm-up lanes. All pool equipment and training apparatus are owned by De Anza and should not be touched by JSSL. Children not following this critical rule can be barred from swimming in the meet.
- The railings on the spectator stands were not designed with 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.
- 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 in 5 designated lanes 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.



# 2018 JSSL Championship Meet

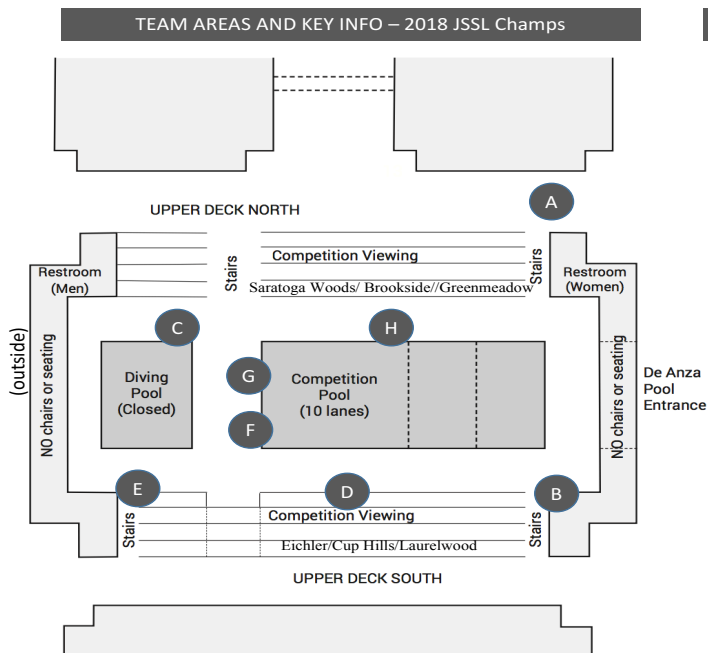
## Meet Coordinator's Packet

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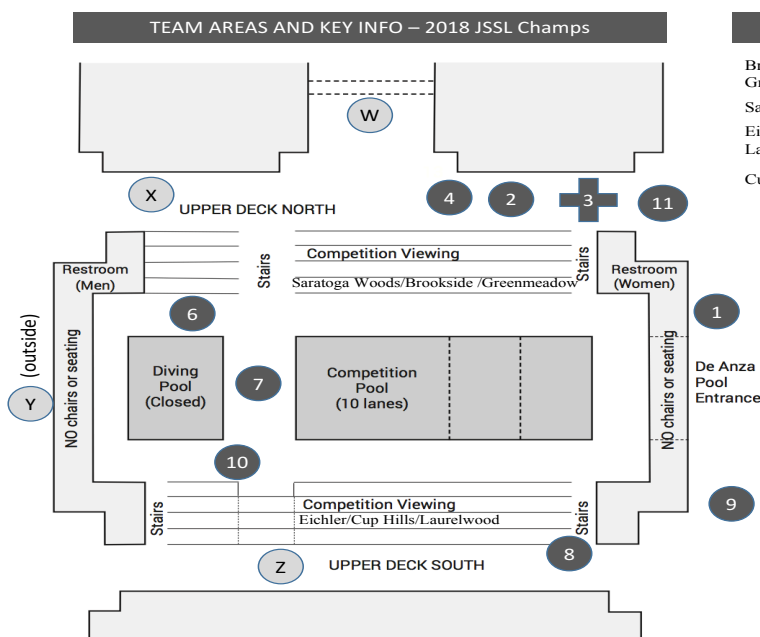


### Map: Morning Meetings



MEETING TIMES and LOCATIONS		
7:00am	A	Volunteer Coordinators pick up passes
7:15-8:30am	A	Volunteer check in Pick up name tags & deck passes
7:15am	B	Pre-Meet Marshalls
8:00am	F	Head data delivers documentation Clerk of Course, Place Judges
8:10am	B	1 <sup>st</sup> & 2 <sup>nd</sup> Half Marshalls/ Bathroom & Locker Room Monitor
8:10am	H	Timers/Recorders/Head Starter
8:10am	E	Head Runner/ DQ Runners/ Event Sheet Runners
8:10am	C	Clerk of Course/All Starting Blocks
8:15am	D	Stroke & Turn/Referee/Meet Director
8:20am	F	Head Data/FastLane Tek/Data Room Runners/ DQ Readers/ Intermediaries
8:40am	G	Head Referee & Head Coaches
9:00am	A	All Ribbon Workers

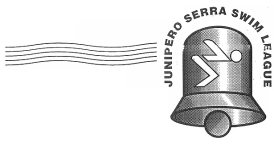
### Map: Team Areas and Key Info



TEAM AREAS	
Brookside & Greenmeadow	(W) Areas W-Z are designated as Team Areas for shade tents and chairs. Tents and chairs may also be set up outside the venue.
Saratoga Woods	(X) No shade tents or chairs allowed in the competition viewing areas.
Eichler & Laurelwood	(Y)
Cupertino Hills	(Z)

KEY INFO	
1	Heat & Lane Assignments
2	Programs
3	First Aid / Lost & Found
4	Results & Ribbons / Volunteer Check-In
6	Clerk of the Course
7	Head Table/ Announcer/ Coaches
8	Warm-up lane access (11yr+ after 9:00am)
9	T-shirts
10	Hospitality
11	Una Mas

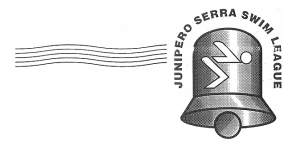
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# 2018 JSSL Championship Meet

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### Map: Swimmer Process Flow

2018 Process Flow for JSSL Champs at De Anza

