

## Team Reps' Guide to the NVSL Individual All Stars

## August 5, 2017 at 9 AM Hosted by Sully Station

Meet Managers	Nancy Jessen (NVSL) at NVSLNJ@gmail.com or 703-624-2956
	Karen Fiala (SS) at fialafam5@gmail.com or 703-507-3654
Pool Location	5101 Sequoia Farm Dr., Centreville, VA 20120

### **Meet Prep**

IAS Qualifiers	Division Coordinators meet on Saturday after Divisionals and notifications to the teams are made.
Scratches & Substitutions	ASAP Team reps should report any swimmer scratch to your Div. Coordinator, NVSLallstars@gmail.com and LKnvsl@hotmail.com. Please make sure you receive a response acknowledging receipt of your email. The swimmer will be removed from the meet and the Alternates will be notified. Scratched swimmers will be recognized in Meet Program.  Scratches made before 8 PM Tues, Aug 1st, will have the substitute's name printed in the program. Patches
	are given to the original top 20 swimmers and anyone else participating on meet day.
	On meet day, Team Reps are to advise the Scratch Table of any last minute scratches ASAP.
Meet Officials	Each Div. Coordinator will let teams know their requirements for Meet Officials. Team Reps are to provide names and emails to their Div. Coordinator by 8 PM, Mon, July 31st.
	Team Reps must notify their Officials working the 1st session to check-in no later than 8:00 am in the upstairs clubhouse. Officials for the 2nd session should check in no later than 11 am.
All Star T-shirts, Caps and Programs	After receiving list of All Stars, <b>submit your Team Order Form</b> to purchase All-Star Shirts, Swim Caps and Programs. <b>Order forms</b> can be found on <b>mynvsl.com under the Document Tab</b> . Team orders will receive a discount. Teams will be guaranteed T-shirts in the sizes and quantities ordered if the team order is sent to designated email by <b>no later than Tue, Aug 1 at NOON</b> . Orders will be filled and team checks will be collected on Pool Familiarization Day, Fri, Aug 4th. Any unfilled orders and Team Orders of Meet Programs will be available on Meet Day for pick-up by the person designated by the team rep.
	Please pre-order meet programs. A limited supply will be available at the meet.
	Example Order Form and shirt:  TEM ORDER FORM - NVSL 201 ALL STARS  TEM ORDER FORM -
Happy Ads	The deadline for submission of the Meet Program Happy Ads is 5 PM Tues, Aug 1st. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to nvslhappyads@gmail.com (PDF or JPG format preferred) and in their final versions. Payment must be received by Friday August 5th. Direct questions to nvslhappyads@gmail.com.
	Pool Familiarization will be held on Friday, August 4th 7:30-Noon - Site maps will be available.
Pool	The condition of the pool will be as close to meet conditions as possible.
Familiarization	Pool Familiarization is <b>not to be used as a team practice</b> . Teams should not be in the pool longer than 30 minutes. This is an Open House warm-up for swimmers to become familiar with the pool and for the Coaches and Team Reps to become familiar with the site configuration.
	<b>All-Star T-shirts,</b> Swim Caps, and meet programs will be available for purchase; a <b>Happy Ads</b> representative will be there to take orders and payments.
	There will be no concessions for familiarization at Sully Station
Entry List	The current listing of all swimmers selected as All Stars from each team will be available for review by Team Reps at the Familiarization Day session. Please review this list to make sure all of your All Star swimmers have been notified of their selection as an All Star.

## **Meet Day**

Shop NVSL	Pre-sale Meet Programs will be available for pick-up - COUPON MUST BE TURNED IN. NVSL Apparel, All-Star Shirts, Swim Caps and Programs can also be purchased at the meet.
Team Areas	<b>Team areas</b> may be <b>set up</b> at Sully Station Pool <b>NO EARLIER THAN 7 AM</b> on Saturday morning. Tents that are set up prior to 7AM on meet day may be removed. The tennis courts and parking lots, are required to remain clear for safety. NO TEAM may use the those areas.
	Tents and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in team areas.
	Sully Station will provide changing tents for swimmers who need to change on-site. No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be located in both the awards areas and the pool parking lot (for spectators).
	As always, Coaches are responsible for ensuring that their swimmers report to Clerk-of-Course on time.
Parking	<b>No parking</b> will be available at the pool parking lot, except for designated all day officials. Primary parking will be at the neighboring shopping center and Stone Middle School. The Fairfax County Police Department will provide traffic safety officers at key points. Marshals will also be on-hand to assist with parking and enforcing parking restrictions. Please do not park in intersections or block fire hydrants or driveways and be courteous and respect the Sully Station community. Please respect the Residents Only parking signs along Sully Station Drive.
	Officials parking (for working officials only) will be designated in either the shopping center or La Petite Academy.
	Handicapped attendees may be dropped off at the entrance to the pool parking lot. A limited number of prearranged Handicapped Parking spaces will be available in the vicinity of the pool during the day of the meet. Anyone needing handicapped parking must make prior arrangements with the Sully Station Meet Coordinator (fialafam5@gmail.com). People who do not make prior arrangements will not be able to utilize the Handicapped Parking.
Swimmer Drop Off	The designated Swimmer Drop Off area is located at the adjacent shopping center across from Sully Station Pool. To reach the drop-off zone, turn left on Sequoia Farms Drive, and take your second left into the parking lot. Meet marshals will direct cars in and out of the drop off zone. Drivers may park in the conjoining lot to the drop off zone.
Check-In	Upon arrival, Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in area (inside the top level of Sully Station Pool Clubhouse) to sign-in and receive your team's meet program, the Coaches' meet sheet, and the Team Rep and Coaches wristbands for access to reserved viewing areas. Patches will also be available for pick-up at the check-in table.
Viewing Areas	There are designated viewing areas for Team Reps and coaches. Viewing areas are limited and allow for <b>one Team Rep</b> and <b>two team coaches.</b> The Host Pool will open to the public at 7:30 AM.
	Reserving bleacher seats with anything larger than a beach towel (approx. 6 ft. in length) is strictly prohibited.  One person may reserve no more than two seats with one beach towel and must occupy that towel.  Marshals will remove materials covering bleachers to "reserve" seats except as described above. Please encourage your swimmers to leave the bleachers open for adults and non-swimming children. Umbrellas will not be permitted in the bleachers.  There will be a one event viewing area available on the pool deck. After the completion of each event, the
	Deck area surrounding the bleachers will be limited. To facilitate the movement of pedestrian traffic on the deck, certain areas will be <b>designated "NO STANDING"</b> and a Marshal will be positioned to maintain pedestrian flow.  The Sully Station <b>clubhouse</b> and <b>facilities</b> will <b>NOT</b> be open to the public.
	An area for handicapped seating and a handicapped-accessible restroom will be available.
	The Host Pool will open to the public at 7:30 AM.  Reserving bleacher seats with anything larger than a beach towel (approx. 6 ft. in length) is strictly prohibited.  One person may reserve no more than two seats with one beach towel and must occupy that towel.  Marshals will remove materials covering bleachers to "reserve" seats except as described above. Please encourage your swimmers to leave the bleachers open for adults and non-swimming children. Umbrellas will not be permitted in the bleachers.  There will be a one event viewing area available on the pool deck. After the completion of each event, the area will be completely cleared for the next event.  Deck area surrounding the bleachers will be limited. To facilitate the movement of pedestrian traffic on the deck, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain

## Meet Day cont.

Warm-Ups and Event Warm-ups	There will be a <b>general warm-up</b> for all swimmers from <b>8:00 to 8:25 AM</b> . A <b>10 minute stroke specific</b> warm-up will be held starting at <b>8:25 AM</b> for the <b>Butterfly</b> swimmers <b>and prior to the first event for each stoke</b> . 13 and Over Age Groups will use Lanes 1 thru 3. Lanes 4 thru 6 are assigned to the 12 and Under age groups.  All swimmers must enter the pool FEET FIRST during general warm-ups. Swimmers must clear the pool in a timely manner. Entrance to the pool for Warm-Ups will be through either the main gate or through the "Swimmer Only" entrance at the Clerk of Course.
	One Coach per team is permitted on deck during warm-ups.
	Events will start NO Earlier than 9 AM for Butterfly, 9:45 AM for Individual Medley, 10:45 AM for Freestyle, 11:45AM for Backstroke, and 12:45 PM Breaststroke.
Clerk-of-Course	Coaches are responsible for ensuring their swimmers report to Clerk-of-Course on time. Alternates should report to the Clerk of Course for their event. Alternates will be escorted to the deck and will be placed in the meet should a seeded swimmer not be available to compete.
DQs	If a disqualification occurs, the Team Rep will be notified immediately after the heat <u>only IF</u> that Team Rep is available in the Team Rep viewing area. The swimmer will be notified of his or her event before leaving the deck and entering the Awards area.
Results	As events end, results will be posted at meet. Full results can be found on the NVSL website after the conclusion of the meet.
Awards and Patches	Medals and rosette ribbons are awarded to all swimmers and alternates following each event. Patches are given to the original top 20 swimmers and anyone else participating on meet day.
Photography	As in the past, a professional photographer will be present to take photos of the participants in each event, following presentation of awards. However, the photos will now be available for download approximately two weeks after the meet. Simply go to https://nvslallstars.smugmug.com to locate the awards photo from your swimmer's event. Images are organized based on the order they were swum at Individual All Star this year. The site is password protectedcheck with your division coordinator for the password. Photos can also be purchased from this site.
Concessions and Vendors	Food and refreshments will be offered from the Sully Station Grill Team (in the pool parking lot and on the pool deck) and our NVSL food vendors. NVSL advertisers will have products for sale throughout the day. Please support our advertisers!

## **Team Rep To-Do List:**

#### Saturday

- Divisionals
- ASAP Div host pools submit Hytek Meet Back-up file
- All Star Relay Seeding Meeting for Division Coordinators only
- Receive notification of All Star Relay Qualifiers and Alternates in evening

#### Sunday

- Email scratches to: NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Div Coordinator
- Submit IAS Order form for T-shirts/caps/programs to Oharas1@cox.net
- Submit Happy Ads to nvslhappyads@gmail.com

#### Monday

- Submit IAS Order form for T-shirts/caps/programs to Oharas1@cox.net
- Submit Happy Ads to nvslhappyads@gmail.com
- Email scratches to:

NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Division Coordinator

 Submit Meet officials names and email adress due to: nvslnj@gmail.com and Division Coordinator by 8 PM

#### **Tuesday**

- DEADLINE at NOON Order form for T-shirts etc. to Oharas1@cox.net
- DEADLINE\_at 5 PM Happy Ads submission
- Email scratches to:

NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Division Coordinator

#### Wednesday

Email scratches to:

NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Division Coordinator

#### Thursday

Email scratches to:

NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Division Coordinator

#### Friday

- Pool Familiarization 7:30 to Noon at SS for all teams
  - Remit payment for Happy Ads
  - Pay and pick-up IAS pre-orders
- Email scratches to:

NVSLallstars@gmail.com, LKnvsl@hotmail.com, and Division Coordinator

#### Saturday

- Set up team area (after 7 AM)
- Check-In (after 7:30 AM) and pick up IAS patches
- Immediately report scratches at Tables at meet
- Pick up All Star Apparel orders and Meet Programs orders
- Visit concessions and vendor/advertiser booths
- Enjoy the competition

# **NVSL Individual All Stars Timeline August 5th 2017**

7:00 AM	Team Areas open for set up
7:30 AM	Gates Open
8:00 AM	General warm up begins
8:15 AM	All Lanes become Sprint Lanes
8:25 AM	General warm up ends
8:25 AM	10 minute warm up for Butterfly events only
8:30 AM	Officials Briefing for First Half
8:35 AM	Butterfly warm up ends, pool cleared
8:45 AM	First two events called to Clerk of Course
8:50 AM	Officials go to positions, time check
8:55 AM	Presentation of Colors
	National Anthem
9:00 AM	Meet Starts
	Following conclusion of Butterfly, 10 minute warm up for Individual Medle
9:45 AM	Earliest time that Individual Medley can start
	Following conclusion of Individual Medley, 10 minute warm up for Freestyl
10:45 AM	Earliest time that Freestyle can start
	Following conclusion of Freestyle, 10 minute warm up for Backstroke
11:30 AM	Officials Briefing for Second Half
11:45 AM	Earliest time that Backstroke can start
	Following conclusion of Backstroke, 10 minute warm up for Breaststroke
12:45 PM	Earliest time that Breaststroke can start
2:30 PM	Target time for completion of meet