



Team Reps' Guide to the NVSL All Star Relay Carnival


July 10th 2024 at 4 PM

Hosted by Rutherford Area Swim Club

Meet Managers	Amy Downey (NVSL) at amywdowney@yahoo.com & Jim McLaughlin (Rutherford) at president@rutherfordpool.org
Pool Location	4609 Marley Rd, Fairfax, VA 22032 \ Pool Telephone (703) 978-9853 Rutherford Pool (RFD) is located adjacent to Rutherford Park (Park) between Braddock Road (Rt. 620) and Little River Turnpike (Rt. 236) approximately 2.5 miles outside the Beltway (I-495). Please see parking restrictions below, since there will be no general parking available at RFD or the Park. Swimmer and spectator drop-off for access to RFD and the team areas in the Park will be at the intersection of Kristin Lane and Marley Road, with traffic on Kristin Lane being restricted to one-way from Rockcrest Drive for the day of the meet. RFD can be reached via either Olley Lane and Guinea Road, both of which are accessible from either Braddock Road and Little River Turnpike, so check traffic for the best routes from your location.

Meet Prep

ASR Qualifiers	Division Coordinators meet on the Thursday night after Divisional Relays and notifications to the teams (pools) are made immediately afterwards.
Scratches and Substitutions	Team reps should provide any Relay Team scratches to: NVSLTechnology@gmail.com and your Division Coordinator ASAP. The team will be removed from the meet and the 1st Alternate will be notified. Scratched teams will be recognized in the Meet Program.
	A swimmer may be substituted at any time per NVSL Rules 5 and 21. Qualifying relay teams "shall be allowed to substitute swimmers provided three of the swimmers who qualified are swimming. Substitute swimmers may be faster or slower than the swimmers they replace." Substitutions made before 5 PM Wednesday July 3 prior to ASR meet will have the substitute's name printed in the meet program.
	For best practices/good sportsmanship, Team Reps should email any late scratches and substitutions immediately upon knowledge to NVSLTechnology@gmail.com and their Division Coordinator. If occurring at meet - immediately submit them at the Scratch Table.

<p>Meet Officials provided by your team</p>	<p>Each Division Coordinator will identify their teams' requirements for Meet Officials. Team Reps are to provide names of persons working as officials to their Division Coordinator by 5:00 PM Wed July 3, so they can be published in the Meet Program and placed for consideration on the parking lot access list. Prior to the meet, Team Reps must notify their Officials working the meet to check-in to obtain access to deck areas. Deck Officials are to arrive no later than 3 PM on Meet Day. Failure to provide a name prior the publication cutoff times does not relieve the Division/Team of their obligation. Please notify amywdowney@yahoo.com if you have any extra volunteers wanting to work and that you would recommend.</p>
<p>All Star T-shirts and Caps</p>	<p>After receiving your list of All Stars, submit your Team Order Form to purchase All-Star Shirts, Swim Caps and Programs. Order forms can be found on mynvsl.com under Documents tab. 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 no later than Wednesday, July 3rd before 5 pm. Orders placed after that time will be filled with supplies available. Orders will be available for pickup and team payment will be collected on Sunday, July 7th at the All Star merchandise pick-up event/pool familiarization at Rutherford from 8a-11a. Team orders of meet programs and any unfilled orders will be available on Meet Day for pick-up by the person designated by the team rep.</p>
<div style="text-align: center;">  <p>Shirt Color: Navy</p> </div>	
<p>Meet Programs</p>	<p>It is recommended that teams pre-order meet programs. A limited supply will be sold at the meet.</p>
<p>Happy Ads</p>	<p>The deadline for submission of the Meet Program Happy Ads is 4 PM Sunday July 7th. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to nvslhappyads@gmail.com (PDF or JPG format preferred) and in its final version. Payment (checks made out to NVSL, cash or credit card) must be received by the end of the merchandise pick-up event/pool familiarization on Sunday.</p> <p>Direct questions to nvslhappyads@gmail.com.</p>
<p>Sunday July 7, 8-11 AM</p>	<p>Pool Familiarization will only be to see the pool and the surrounding area. No swimmers will be allowed in the water. This is an opportunity for swimmers to see the pool and for teams to pick up All Star merchandise and pay for Happy Ads.</p>
<p>ALL STAR Merchandise Pick-up/Pool Familiarization</p>	<p>This is an Open House for Swimmers, Coaches and Team Reps to become familiar with the site configuration. No swimmers will be allowed in the pool. Thank you for respecting the rules and being kind to those running the events. All are volunteers.</p> <p>Team orders of All Star merchandise will be available for payment and pick-up. All-Star T-shirts, Swim Caps, and meet programs will be available for purchase by individuals. A Happy Ads representative will be present to take orders and payments. Direct questions to nvslhappyads@gmail.com</p>

Meet Day

<p>Shop NVSL</p>	<p>Pre-sale Meet Programs will be available for pick-up. NVSL Apparel, All-Star Shirts, Swim Caps and Programs can also be purchased at the meet.</p>
<p>Team Areas</p>	<p>Team areas may be set up in the field at Rutherford Park adjacent to Rutherford Pool as marked, after 12p on the meet day. Anyone on or near the Rutherford Park and/or Rutherford property before 12p will be considered trespassers and the authorities may be called. Teams in divisions 1, 2 and 3 have assigned team areas (15'x15') and assignments will communicated with team reps and DC for these divisions in advance. There is plenty of field space for everyone. <i>Do not come early to claim a space.</i></p> <hr/> <p>Tents, canopies and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in team areas. <u>The two softball fields are off-limits</u> and other off-limit areas will be clearly marked and will be strictly enforced. Individuals may not sit on or climb the fences around the softball fields. Anyone found selling food will be evicted from the park and pool grounds as well as lose your place in line. Light concessions will open in the Rutherford parking lot at 12pm; grills open at 2pm.</p> <hr/> <p>No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be located close to the entrance on the Rutherford pool property.</p>
<p>Parking</p>	<p>At 12pm the field at Rutherford Park will be open for teams. Swimmers and spectators can gain access to the team areas in the Park by walking the one block from the drop-off location (intersection of Kristin Lane and Marley Road) to the end of Marley Road. General parking (no commercial vehicles or large buses), will be street parking in the surrounding neighborhood or at Little Run Elementary School (4511 Olley Lane, Fairfax) which has limited parking. Please allow plenty of time to park and walk to the pool once you drop off your swimmer(s). In order to allow sufficient space for Emergency Vehicles and to maintain traffic flow, there will be NO parking on Kristin Lane or Marley Road. There is street parking on neighborhood streets. <u>Please do not block driveways, park in intersections or block fire hydrants.</u> Commercial vehicles and large buses are not permitted for this event. Be a good neighbor - Follow the guidelines please!</p> <p>The parking lots at Rutherford Pool (RFD) and Rutherford Park (Park) are reserved for working officials and meet volunteers with heavy loads & equipment, meet concessions and vendors, and special guests.</p> <hr/> <p>The pool will provide eight (8) Handicapped Parking spaces during the day of the meet in the street immediately in front of the pool that are available only by reservation for teams and spectators. Anyone needing handicapped parking must make prior arrangements in advance of the day of the meet with Sandra Honeysett (Rutherford) at allstarrelay@rutherfordpool.org. All special guests requesting handicapped parking will need to provide evidence of qualification. People who do not make prior arrangements will not be able to utilize the handicapped parking.</p>
<p>Swimmer Drop Off</p>	<p>Swimmer drop-off for access to the pool and the team areas in Rutherford Park will be at the intersection of Kristin Lane and Marley Road, with traffic on Kristin Lane being restricted to one-way for the day of the meet. Drivers should enter Kristin Lane from the street's intersection with Rockcrest Drive closest to Olley Lane. Drivers should follow signs and marshal directions. Swimmers may also be dropped off at the front of Little Run Elementary School (4511 Olley Lane); Kristen Lane can accessed via the sidewalk behind the school (approx. 0.4 mile walk to pool). Please build in time to park and walk to the park after dropping off your swimmers.</p>

Check-In	Upon arrival, use RFD Pool driveway to walk to the front of the pool. Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in at the table in the pool parking lot in front of the bathhouse to sign-in and receive your team's meet program, the Coaches' meet sheet, and one Team Rep's and one Coach's wristband for access to reserved viewing areas.
Viewing Areas <i>(Please be good sports and share the space)</i>	<p>There are designated viewing areas for Team Reps and coaches.</p> <p>The Host Pool will open the gates to the pool deck to the public at 2:00 PM. Light concessions will open in the Rutherford parking lot at 12pm and the grills will open at 2pm.</p> <p>Lining up early to enter the pool area is strongly discouraged. The entry line prior to 2 PM will be marked. Marshals will escort the line to the pool entrance at 1:55 PM to ensure an orderly admission.</p> <p>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. No chairs will be permitted on the pool grounds.</p> <p>* One area of bleachers will be designated as "SINGLE EVENT VIEWING" only meaning the entire area will be vacated after EVERY EVENT to allow all spectators the opportunity to watch their swimmers.</p> <p>Area surrounding the bleachers will be limited. To facilitate the movement of pedestrian traffic, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain pedestrian flow.</p> <p>An area for disabled seating and a disabled restroom will be available.</p>
Warm-Ups	<p>Warm-ups are per the schedule. Swimmers must clear the pool in a timely manner.</p> <p>Relay starts will not be permitted at any time. One way sprint lanes will be available in designated lanes.</p> <p>Entrance to the pool for Warm-Ups will be through the "Swimmer Only" entrance at the Clerk of Course.</p>
Clerk-of-Course	Coaches are responsible for ensuring their swimmers report to Clerk-of-Course on time. 1st Alternates should report to the Clerk of Course when their event is called. Alternate Teams will be escorted to the deck and will be placed in the meet should a seeded team not be available to compete.
DQs	If a disqualification occurs, the Team Rep will be notified immediately after the heat ONLY if that Team Rep is available in the Team Rep viewing area.
Results	As events end, results will be posted at the meet. Full results can be found on the NVSL website after the conclusion of the meet. Results may also be available on Meet Mobile App. The pool grounds will close 45 minutes following the conclusion of the meet.
Awards and Patches	Awards are given for 1st through 18th places. All competitors and alternates receive All Star Patches. Team Reps should pick up their team's medals, ribbons, and patches at the Awards Area after their team's last event. Trophies are awarded at the end of the meet to teams finishing with the six highest point totals.
Scholarship Awards	The Presidents, Spirit, Sportsmanship, Community Service, and Excellence in Technique scholarship winners will be announced prior to the start of the meet. These awards will be presented at the Divisional meets this year, in front of the recipients home team, family, and friends.
Concessions and Vendors	Food and refreshments will be offered by the Host Pool and our NVSL food vendors in the Rutherford parking lot: light concessions and drinks starting at 12pm, grill starting at 2pm. NVSL advertisers will have products for sale throughout the evening. Please support our advertisers! No outside food will be allowed within the pool fence enclosure.

Team Rep To-Do List

- Wednesday** · Divisional Relay Carnival
June 26 · Submit HyTek Meet Back-up file to NVSLTechnology@gmail.com
- Thursday** · All Star Relay Seeding Meeting for Division Coordinators only
June 27 · Receive notification of All Star Relay Qualifiers and Alternates
- Fri - Tues** · Email scratches and substitutions to DC and NVSLTechnology@gmail.com
June 28 - July 3
- Wednesday 5pm deadline to submit:**
July 3 · Submit ASR Team Order form for T-shirts/caps/programs
· Email scratches and substitutions to DC and NVSLTechnology@gmail.com for inclusion in the program
· Names and emails of assigned Meet Officials to DC
· Submit Happy Ads to nvslhappyads@gmail.com
- Thurs -Sat** · Email new scratches and substitutions
July 4 - 6 · Submit Happy Ads to nvslhappyads@gmail.com
- Sunday Pool Familiarization at Rutherford 8-11am**
July 7 · Pay for Happy Ads
· Pay and pick up ASR pre-orders at Pool Familiarization
· Submit Names and emails of assigned Meet Officials to DC
· Email new scratches and substitutions
· Final day to submit Happy Ads to nvslhappyads@gmail.com, due by 4pm
- Mon-Tues** · Email new scratches and substitutions
July 8 - 9
- Wednesday** · Email scratches and substitutions before noon to NVSLTechnology@gmail.com
July 10 · Set up team area (after 12p)
· Check-In (after 2 PM)
· Pick up All Star Apparel orders and Meet Program orders
· Take late scratches and substitutions to Scratch Table
· Visit concessions and vendor/advertiser booths
· Enjoy the competition
· Pick up awards and patches

NVSL All Star Relay Timeline

July 10, 2024

12:00 PM Team Areas open for set up; light concessions open in the Rutherford parking lot

2:00 PM Viewing Area opens to public; grills open in the Rutherford parking lot

2:00 PM Warm-ups:

- 13-14 Boys & Girls 2:00 - 2:15
- 11-12 Boys & Girls 2:16 - 2:30
- 9 – 10 Girls 2:31 – 2:41
- 9 – 10 Boys 2:42 – 2:52
- 8 & U Girls 2:53 – 3:03
- 8 & U Boys 3:04 – 3:14
- 15 – 18 Girls 3:15 - 3:29
- 15 – 18 Boys 3:30 - 3:44

3:15 PM Relay Take-off Judges Briefing

3:30 PM Stroke & Turn Judges Briefing

3:30 PM Timers Briefing

3:30 PM Meet Marshals Briefing

3:44 PM Competition Pool is cleared

3:45 PM Welcome Announcements

3:45 PM Scholarship Award Winners Announced

3:50 PM First Event is called to Clerk-of-Course

3:55 PM Color Guard entrance and National Anthem

4:00 PM Meet Starts - Mixed Age and Medley Relays

~ 6:00 PM Intermission

~ 6:15 PM Freestyle Relays Begin

~ 8:00 PM Meet Ends

~ 8:45 PM Pool grounds close to swimmers and the public