

# ***Team Reps' and Coaches' Guide to the***

## ***NVSL Individual All Stars***

***July 26th 2025 at 8:30AM***


***Hosted by Pinecrest Swim & Tennis Club***



<b>Meet Managers</b>	Amy Downey (NVSL) at amywdowney@yahoo.com & Richard Knight (Pinecrest) at richardknight1977@gmail.com and Billy Eckardt (Pinecrest) at beckhardt10@hotmail.com
<b>Pool Location</b>	12515 Pinecrest Rd, Herndon, VA 20171\ Pool Telephone (703) 860-8027 Pinecrest Swim & Tennis Club (PC) is located between Fairfax County Pkwy (Rt. 286) and Reston Pkwy (Rt. 602). Please see parking restrictions below, but there will be no general parking available at PC or along Pinecrest Rd between Magna Carta and Fox Mill Rd. Swimmer and spectator drop-off for access to the team areas will be at the field gate along Pinecrest Rd. Recommend approaching PC from the West, avoiding turning onto Pinecrest Rd from Fox Mill Rd. See map for details.

## **Meet Prep**

<b>IAS Qualifiers</b>	Division Coordinators meet on Saturday after Divisionals and notifications to the teams are made.
<b>Scratches and Substitutions</b>	<p>ASAP Team reps should report any swimmer scratch to your Div. Coordinator and Michelle Hale/NVSL Technology Team at NVSLTechnology@gmail.com allowing notification to alternates. Please make sure you receive a response acknowledging receipt of your email.</p> <p>Scratches made before 5 PM Tuesday will allow for alternates to be named in the meet program and scratches to be acknowledged as well. Patches are given to the original top 20 swimmers and anyone else participating on meet day.</p> <p>After Tuesday 8 PM, scratches should continue to be reported to NVSLTechnology@gmail.com. Please make sure you receive a response acknowledging receipt of your email.</p> <p>On meet day, Team Reps are to advise the Scratch Table of any last-minute scratches.</p>
<b>Meet Officials provided by your team</b>	<p>Each Div. Coordinator will let teams know their requirements for Meet Officials and Volunteers. Team Reps are to provide names and emails to their Div. Coordinator by 5 PM Tuesday. Failure to provide a name prior to the publication cutoff times does not relieve the Division/Team of their obligation.</p> <p>Officials working the 1st session should check in and report for instruction no later than 7:30 am. Officials for the 2nd session should check in no later than 10:00 am and be ready for instruction.</p> <p>Please notify amywdowney@yahoo.com if you have any extra volunteers wanting to work and that you would recommend.</p>

<b>All Star T-shirts and Caps</b>	<p>After receiving your list of All Stars, submit your Team Orders via the NVSL IAS Square Store at <a href="https://nvslas.square.site">nvslas.square.site</a> to purchase All Star Shirts, Swim Caps and Programs at a discount. This site is for <u>team rep use only</u>. Additional information can be found in IAS folder on the Docs tab at <a href="https://mynvsl.com">mynvsl.com</a>. <b>Please indicate your team name in the Note to Seller field when you order. Team orders will be accepted until 5 PM on Tuesday, July 22. No team orders will be accepted after this deadline.</b> Teams that miss the deadline will be able to purchase merchandise at the meet at the standard price while supplies last. Orders will be available for pickup on Friday, July 25th during Pool Familiarization at Pinecrest from 7:00-11:00a. Please pick up team orders at Pool Familiarization if at all possible. There will be no merchandise sales at Pool Familiarization. Team orders of meet programs and any unclaimed orders will be available on Meet Day for pickup by the person designated by the team rep. Direct questions to <a href="mailto:nvslsupplies@gmail.com">nvslsupplies@gmail.com</a>.</p>
	
<b>Meet Programs</b>	<p>It is recommended that teams pre-order meet programs. A limited supply will be sold at the meet.</p>
<b>Happy Ads</b>	<p>The deadline for submission of the Meet Program Happy Ads is 5 PM Tuesday. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a> (PDF or JPG format preferred) in their final version. Payment must be made via the NVSL Happy Ad Square Store at <a href="https://nvslhappyads.square.site">nvslhappyads.square.site</a> and must be received by 5 PM on Tuesday, July 22. Information to submit Happy Ads can be found in the documents tabs of the NVSL website, All Stars (Individual) 2025-Pinecrest file. Direct questions to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a>.</p>
<b>Pool Familiarization</b>	<p>Pool Familiarization will be held on Friday, July 25th 7:00 AM – 11:00 AM. Swimmers <b><u>will be allowed</u></b> to swim in the pool at Pinecrest. The condition of the pool will be as close to meet conditions as possible. There will be limited parking at Pinecrest. You may also park in the surrounding neighborhood. Please be considerate by obeying posted signs and not blocking driveways.</p>
<b>Friday July 25, 7-11 AM</b>	<p>Pool Familiarization is <b>not to be used as a team practice</b>. 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>Please arrive as a team and sign in by coaches for lane space will be required.</b> Teams will only be granted one 15-20 minute time slot to use the pool. There will be designated start/sprint lanes. Site maps will be available.</p>
<b>ALL STAR Merchandise Pick-up/Pool Familiarization</b>	<p>Team orders of All Star merchandise will be available for pickup. There will be no merchandise sales at Pool Familiarization.</p>

# Meet Day

Shop NVSL	Pre-sale Meet Programs will be available for pick-up by the Team Rep or designee. All-Star Shirts, Swim Caps, Bag Tags and Programs can also be purchased at the meet while supplies last.
Team Areas	<p>Team areas may be set up in the field adjacent to Pinecrest <b>NO EARLIER THAN 7 AM</b> on Saturday morning. Anyone near or on PC pool property before 7AM will be considered to be trespassing and local authorities will be notified. Tents that are set up prior to 7AM on meet day will be removed. Access to the Team Area is through the swimmer drop off entrance. There will be a volunteer onsite to welcome teams and take them to their assigned Team Area. Teams may set up in designated areas as marked on the grass.</p> <p>PLEASE NOTE:</p> <p>*The NVSL and Pinecrest will assign locations for <b><u>ALL</u></b> teams to avoid the rush to choose a spot and set up tents from those teams with the most participants. The number of tents allotted will be based upon the number of swimmers participating in the meet as of Thursday, July 24th at 9PM. Tents must be 10x10 to fit in the designated team area. Larger tents <b><u>will not</u></b> fit.</p> <p>*For teams sending 1-2 swimmers, Pinecrest will provide a “Single Swimmers” tented area. Please bring chairs.</p> <p>*Teams from one division are welcome to organize a Team Area, under one tent, for their Division. If your division will be doing this, please email Bryan Haymond (iasnvsl@gmail.com) with your division number.</p> <p><b>The sand volleyball court is off-limits. This will be strictly enforced.</b></p> <p>No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be in the pool parking lot and team areas.</p> <p>Tents, canopies and awnings are strongly encouraged. Grills, generators, and fires are <b><u>NOT</u></b> allowed in team areas.</p> <p>As always, Coaches are responsible for ensuring that their swimmers report to the Clerk of Course on time.</p>
Parking	<p>The team areas at Pinecrest will be open at 7AM. Swimmers and spectators can gain access to the team areas through the gate at Swimmer Dropoff. General parking will be street parking in the surrounding neighborhood or at Fox Mill Elementary School (2611 Viking Dr, Herndon, VA 20171) which has limited parking. <b>Parking in the Truist and Heritage Fellowship church parking lots across Fox Mill Rd is prohibited and strictly enforced; vehicles will be towed at owner's expense. <u>Do not park on Fox Mill Rd</u></b>; it is a high traffic thruway with no sidewalks or walking space. Allow plenty of time to park and walk to the pool once you drop off your swimmer(s). Please do not block driveways, park in intersections or block fire hydrants. Commercial vehicles and large buses are not permitted for this event. Be a good neighbor - Follow the guidelines please!</p> <p>The parking lot at Pinecrest and street along Pinecrest Rd between Magna Carta and Fox Mill Road are reserved for working officials and meet volunteers with heavy loads &amp; equipment, meet concessions and vendors, and special guests.</p>

	<p>The pool will provide eight (8) Handicapped Parking spaces during the day of the meet in the PC parking lot that are available only by reservation with a valid Handicap Tag. Please email Billy Eckhardt at beckhardt10@hotmail.com to make a reservation. People who do not make prior arrangements will not be able to utilize the handicapped parking.</p>
<p><b>Swimmer Dropoff</b></p>	<p>Swimmer dropoff for access to the team area at Pinecrest will be along the south side of Pinecrest Rd, just past the driveway entrance. The dropoff area will be coned off and clearly marked.</p> <p>Drivers should approach Pinecrest from the West, passing the pool on the right. After dropping off your swimmer(s), continue to Fox Mill Road, turn right, then re-enter the neighborhood on John Milton Dr. <b>Do NOT U-Turn along Pinecrest Road!</b></p> <p>Please build in time to park and walk to the pool after dropping off your swimmers.</p>
<p><b>Check-In</b></p>	<p><u><b>Upon arrival, use spectator entrance.</b></u> Team Reps and the Head Coach should report to the Team Rep/Coach/VIP <b>Check-in</b> 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. If your team pre-ordered programs, you will also be picking those up at this time.</p>
<p><b>Viewing Areas</b></p>	<p>There are designated viewing areas for Team Reps and coaches.</p>
<p><i><b>Please be good sports and cooperate with meet marshals</b></i></p>	<p>Lining up early to enter the pool area is <b>strongly discouraged</b>. Marshals will escort the spectators for the first event to the Single Event Viewing bleachers at 8:10AM to ensure an orderly admission.</p>
	<p>This meet is <b>SINGLE EVENT VIEWING ONLY</b> for seating. Marshals will be moving spectators along after each event. Please make your families and swimmers aware of the single event viewing plan for this year. Umbrellas are not permitted in the bleachers.</p>
	<p>There will be NO SPECTATOR ACCESS to the pool deck other than Single Event Viewing. The wooden deck just off the field will be a standing-room only spectator section. This will be a first-come first-serve area, no chairs are allowed. To facilitate the movement of pedestrian traffic around the grounds, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain pedestrian flow.</p>
	<p>There will be wheelchair accessible seating near the Team Rep area. A wheelchair accessible restroom will also be available.</p>
<p><b>Stroke Warm-Ups</b></p>	<p>There will be NO GENERAL WARM-UP BEFORE THE MEET. Two, ten-minute, stroke-specific warm-ups will be held before each stroke (starting with Freestyle this year). Warm-up will be broken into two groups: Group 1 (12 &amp; Under), and Group 2 (13 &amp; Over). Warm-up for Group 1 for Freestyle swimmers will be from 7:45-7:55 AM. This warm-up format will be continued prior to the first event for each stroke. Since the warm-up Groups are age-specific, all lanes can be used by the swimmers in each group.</p> <p>*All swimmers must enter the pool FEET FIRST during general warm-ups. Swimmers must clear the pool in a timely manner.</p> <p><b>*Entrance to the pool for warmups will be through either the main gate or through the "Swimmer Only" entrance at the Clerk of Course.</b></p> <p>One Coach per team is permitted on deck during warm-ups.</p> <p>Please see meet timeline for estimated warmup times.</p>

<b>Clerk of Course</b>	<b>Swimmers should wear shoes or sandals to Clerk of Course. The pavement will be hot. Shoes will also be needed for the Awards area on the tennis courts.</b> Coaches are responsible for ensuring their swimmers report to Clerk of Course on time. Alternates should report to the Clerk of Course when their event is called. Alternates will be escorted to the deck and will be placed in the meet, should a seeded swimmer not be available to compete.
<b>DQs</b>	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. The swimmer will be notified of his or her DQ in the event before leaving the deck.
<b>Results</b>	As events end, results will be posted at the meet and on Meet Mobile. Full results can be found on the NVSL website after the conclusion of the meet.
<b>Awards and Patches</b>	Medals and rosette ribbons are awarded to all swimmers and alternates immediately following each event.
<b>Photography - Group Pictures</b>	As in the past, a professional photographer will be present to take photos of the participants in each event, following the presentation of awards. However, the photos will now be available for download approximately three to four weeks after the meet. Instructions for viewing the photos will be shared with the team reps and posted to the NVSL website.
<b>Concessions and Vendors</b>	Pinecrest's Piranha Cafe will serve breakfast sandwiches, donuts, bagels, and fruit for breakfast and burgers, hot dogs, pulled pork sandwiches and grilled cheese for lunch in addition to other concessions of snacks, candy, ice cream, and drinks. Concessions will accept cash and electronic payment. No outside food will be allowed within the pool fence enclosure. NVSL advertisers will have products for sale throughout the morning and afternoon. Please support Pinecrest's concessions and all our NVSL and Pinecrest advertisers!