

## 2011 MSL CHAMPIONSHIP PACKET

### THE FOLLOWING INFORMATION IS ENCLOSED IN THIS PACKET

- PG 2. Representative and volunteer coordinator instructions
- PG 5. Job Descriptions & Qualifications
- PG 9. Stroke & Turn / Relay exchange Judge Positions
- PG 10. Timeline for Volunteers
- PG 11. Approximate timeline of events
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## INSTRUCTIONS FOR 2011 MSL CHAMPS LEAGUE REPRESENTATIVES AND VOLUNTEER COORDINATORS

Many thanks to you for taking on this responsibility! With your help we hope to make this a great Championship Meet! Please make sure that every parent on your team receives this website address ([www.marinswimleague.org](http://www.marinswimleague.org)). PDFs for 'Champs Apparel' are available on the website.

### 1. MEET FORMAT

The morning meet will run from 6:30 am (warm-ups) to approximately 12:00 pm and will be for 8 & Un *and* 9/10's. The afternoon meet warm-ups will begin at approximately 1:00pm, and the pm meet will run to approximately 5:45pm.

### 2. VOLUNTEERS

This year's overall MSL Champs Volunteer Coordinator is Katrina Kehl from Scott Valley. Katrina can be reached at 378-9267(cell) or at [kkehl@pacbell.net](mailto:kkehl@pacbell.net).

Volunteer shifts will be divided into *two halves* – the AM meet and the PM meet. Individual teams can decide which volunteers to change during the short break which will take place halfway through both the AM and PM meets (ie. FOUR SHIFTS TOTAL). It is recommended to change Timers once per AM and once per PM meet. It is up to the individual teams to provide replacement or relief of volunteers. Volunteer coordinators for each team must ensure that any shift changes occur smoothly.

### 3. EQUIPMENT

Becky Daro will oversee all equipment needs for Champs. Becky's cell is 502-4125, and her email is [rbdaro@ymail.com](mailto:rbdaro@ymail.com).

### 4. VOLUNTEER ASSIGNMENTS

Please review the 2011 Champs Volunteer Job assignments for your team and start enlisting people for each position.

**HELPFUL HINTS** | Best to get parents to work when their kids are swimming; e.g., 10/under parents volunteer in the morning, everyone else for the rest of the day. You can switch people freely on your team but do not switch people with other teams.

**PLEASE NOTE** | It is ESSENTIAL that each team fills in ALL assigned positions to run this meet.

### 5. RETURN ASSIGNMENTS

Return your completed list of volunteer names via email to Katrina at [kkehl@pacbell.net](mailto:kkehl@pacbell.net). Please fill in the blanks on the Microsoft Excel table. Return no later than June 17th. Please list first and last names.

### 6. TROPHIES

There will be trophies for the three high point swimmers in each age group - first, second and third place winners.

## 7. PARKING AT IVC | **IMPORTANT!**

This year we will have access to approximately 475 parking spaces. As such we will continue use of the shuttle service. Please make sure that every parent on your team is aware of the parking procedures. We ask that all morning meet families who are not staying for the PM meet, leave promptly after the AM meet. All PM-only families should arrive no earlier than 12:30 pm.

## 8. DAY OF CHAMPIONSHIP PACKETS

The team League Rep will be the single person who will be given the packets for your team on the morning of Champs.

### IN YOUR PACKET WILL BE:

- Name Tags for all Volunteers, Coaches, and Team Presidents
- 3 copies of the heat sheets for the Coaches
- Volunteer Check List
- SnackBar coupons for coaches (courtesy of LVST)

## 9. CRITICAL DATES

### JUNE 17 – FRIDAY

- Completed Volunteer Assignment sheet due to Katrina Kehl in soft copy (email).
- Equipment Managers to confirm the equipment your team will be furnishing to Becky Daro.

### JUNE 25 – SATURDAY

- Last dual meet.

### JUNE 28 - TUESDAY

- 12:00pm – All swimmer entries to John Nolan [powroy2@gmail.com](mailto:powroy2@gmail.com) to begin seeding the meet.

### JULY 7 – THURSDAY

- 2:00 – 5:00pm: Equipment drop off (See Equipment list for details)
- 4:00 – 7:00pm: Set-up

### JULY 8 – FRIDAY

- 5:00 – 9:00pm: Final Set-up (desks, timing systems, & final preparations)
- 7:00 – 9:30pm: Final equipment testing.

### JULY 9 – SATURDAY

Championships – Let the Games Begin!

- 8 & UN and 9/10's in the AM meet, followed by all other age groups in the PM meet.
- See the site map for which end of the pool each age group will be swimming and note the approximate timeline of events.
- Awards ceremonies for individual 8 & UN, 9/10's at approximately 12:00 pm. Complete ceremony at approximately 5:45pm.
- Take-down – It's not just two four-letter words at the end of a very long day!

## 10. STILL COMING

Cost per swimmer attending Champs and for each relay team. This information will be sent to your team MSL rep. Again, many thanks for all your help in making this year's event successful!

MOLLY COOMBER

[cooberm@comcast.net](mailto:cooberm@comcast.net)

cell | 302-8801

DAN FROST

[danielfrost114@gmail.com](mailto:danielfrost114@gmail.com)

cell | 846-2489

*Co-Meet Directors*

# JOB DESCRIPTIONS AND QUALIFICATIONS

Many thanks for volunteering at the 2011 MSL Championship Meet. Over 600 people are needed to stage this event for our league, comprised of over 1,900 swimmers and their families. Your team's Champs Coordinator will help put the right people in the right positions. Please plan to confirm that you have the experience required of your assigned position. Please be where you're needed at the designated time. If you can't make your position, it's absolutely critical that you let your Coordinator know as soon as possible. Finding last minute substitutions often cause the meet to run longer than necessary.

Here are the Job Descriptions; please make yourself familiar with these. Again, many thanks for your support.

## SET-UP CREWS

In general, if you have assisted in your team's set up or takedown, then you should have a basic understanding of what we'll be doing – only on a 10-team scale.

## THURSDAY, 2 TO 5 PM - EQUIPMENT CHECK-IN

Each team brings their equipment to IVC.

## THURSDAY, 4 TO 9 PM - TIMER'S TENTS, TIMING SYSTEM, SCOREBOARDS & GENERAL PREPARATIONS

### TIMING SYSTEMS

Should have a general familiarity with installing the Colorado wiring harness to the timer tents and installing the plunger-type timers.

### SCOREBOARDS

Most of the scoreboards will be installed on the steel fence, behind the bleachers. This will require working from ladders, lifting the scoreboards into place, rough wiring to each desk area. New this year, we will also have scoreboards positioned near the end of the field so event and heat numbers are more accessible to the tent area.

(NOTE: Team's providing the primary scoreboards will also be responsible for setting them up.)

### GENERAL PREPARATIONS

No real experience is necessary, but a general understanding of the set-up process and a "can do" attitude are helpful. Jobs include assisting with installation of equipment, electrical wiring, & taping it down for safety, running cables & speakers, setting up tables & chairs, roping off areas for safety, and ensuring general house-keeping at the end of the shift – the pool is used by others during the days.

## FRIDAY, 5-9 PM - STARTING SYSTEM, DESK & COMPUTER EQUIPMENT & FINAL PREP

This shift is when all of the preparations come together and it can get a bit chaotic. By this time, all major pieces of equipment and rough wiring have been completed. Computers & Colorado-related equipment are being integrated. The folks who will oversee the desk and computer operations will be arriving to begin their piece and verifying that all systems are a "go" for Saturday.

## STARTING SYSTEM

Familiarity with how the starter, timing system, speakers, cabling to scoreboards is helpful.

## DESK & COMPUTER

Familiarity with how the Colorado, computer, printer, and desk are integrated is very helpful.

## FINAL PREP

No real experience is necessary, but a general understanding of the set-up process and a “can do” attitude are helpful. The pool has been in use up to this point, so we’ll be moving things into their final position. Other jobs include final placement of chairs and tables, posting signs and labeling, removing IVC and Water polo equipment from the pool deck, marking off areas, placing trashcans & recycling cans, and ensuring general house-keeping at the end of the shift – the meet starts early Saturday.

**FINAL NOTE** | Set up of each team’s Tent Area is not a part of this set-up. Each team is responsible for setting up their own tents, etc in their designated area.

**SET-UP MANAGER** is Patrick Hunter [phunter@lucosvalley.net](mailto:phunter@lucosvalley.net), cell phone: 302-7234. All donated/borrowed equipment must be first “checked in” with Becky Daro, SV’s Equipment Manager).

## COLORADO DESK / RECORDER-TO-DESK RUNNER

EXPERIENCE REQUIRED | 6 POSITIONS PER DESK

The Computer Desk Head and Assistant advise desk personnel throughout the meet. The Colorado Head sets the next event or heat, monitors/adjusts active lanes, arms/disarms buttons, stores/prints each race, marks off heat sheets and makes any adjustments on race printouts. The Colorado Assistant checks button times, collates timer sheets, adds DQ’s, takes Colorado race results from printer, attaches results to timer sheets and DQ’s, and checks to see if timer sheets match Colorado printouts. For every heat, the Data Entry person gets times, changes/moves swimmers if necessary, prints two copies of results and prints ribbon labels. The Heat Checker checks timer forms against Colorado results and if errors are found, the Data Entry person makes corrections and reprints results and ribbon labels. At the end of each event, the Recorder-to-Desk Runner moves along the lanes collecting timer/recorder sheets. The sheets stay in lane order and are delivered to the desk. The Results Poster tapes up results as available and takes new records to the Announcer.

## RIBBON DESK VOLUNTEERS

EXPERIENCE PREFERRED

Each Ribbon Desk Supervisor provides bags labeled for each team that are set in a row alphabetically. Periodically, the Data Entry Person at the Colorado Desk at each end of the pool prints ribbon labels and meet results. As labels become available, heat winner ribbons are labeled by the Ribbon Desk Labeler and added to each bag by the Filer (except for the final heat in each event), along with awards for first through eighth place winners. For individual events, first through eighth places receive medals with pin drapes; ribbons are awarded for ninth through sixteenth places. For relays, the four relay swimmers in the first 3 places receive medals with red/white/blue pin drapes.

*At the end of the meet, only the Head Coach, Team President or MSL Representative may take the bag.*

## WARM-UP SUPERVISORS

NO EXPERIENCE NECESSARY!

Warm-up Supervisors keep swimmers off lane lines and maintain order and safety during warm-ups and throughout the meet. During warm-ups without blocks, swimmers must enter the water feet first. The warm-up schedule is posted at the field entrance and in the program.

## REFEREE / ASSISTANT REFEREE

EXPERIENCE REQUIRED

With the Meet Director(s), the Referee(s) presides over the meet with Assistant Referees, Stroke & Turn Judges, Announcers, Starters and all Head Coaches. Officiates the meet and arbitrates disputes.

The Assistant Referee organizes all S&T Judges, Relay Exchange Judges, and Runners, attends Referee's Meeting and reviews all deck assignments.

## HEAD STROKE & TURN JUDGES/STROKE & TURN JUDGES / RELAY EXCHANGE JUDGES / STROKE & TURN RUNNERS

EXPERIENCE & TRAINING REQUIRED (EXCEPT FOR RUNNERS)

Four judges at each end of the pool (two per side per end) ensure that the rules for each stroke, turn and finish are observed. Signed DQ slips are sent by way of the Runners to the desk. Relay Exchange Judges are positioned next to lanes 1 & 4 and 8 & 5 on the diving block side of the deep end. For eight and under races, Relay Judges are also positioned next to lanes 1 & 4 and 8 & 5 on the bleacher side. Refer to the diagram on page 13 of this packet. Two signed dual confirmation forms are necessary for a relay DQ.

## ANNOUNCERS /EVENT COORDINATORS

EXPERIENCE REQUIRED

Morning shift Announcers are on hand at 6:30 am at the deep end of the pool. Afternoon Announcers are in position by 12:45 pm to direct arriving parents and children to volunteer meetings and warm-up lanes and to remind parents that information is posted at the field entrance and in programs. Announcers identify each event as requested by Meet Directors.

The announcers will be positioned mid-pool on the BLEACHER SIDE of the pool so they can have the best view of what's happening in the pool. Announcers will announce swimmers in each heat after the start of the heat.

An Event Coordinator will be positioned in front of the announcer's desk to indicate using flags when each end's starter is free to start the next heat.

REMINDER | Starters and Referees run the meet, Announcers follow.

## STARTERS

EXPERIENCE REQUIRED

The Starters attend the Referee meeting. Starters begin each race and call false starts. One starter system will be set up on each end on the bleacher side, positioned 10 yards down so that swimmers and timers in the farthest lanes can see clearly. A second starter system is set up on the blocks side, positioned 10 yards down to keep the starter blast away from the desk volunteers. The extra system on deck provides backup if necessary. False Start Rope Monitors will drop the rope across the lanes in the event of a false start.

## HEAD 8 & UNDER LINE-UP COORDINATORS\* / ASSISTANT 8 & UNDER LINE-UP COORDINATORS / LINE-UP AND BLOCK MARSHALLS / GATEKEEPERS

EXPERIENCE REQUIRED. GREAT JOB FOR AGE-GROUP COORDINATORS

Line-Up Marshalls must be prepared for a long morning. These positions require extra patience and complete calm to help the least experienced swimmers. Warm-ups begin at 6:30 am. Swimmer lineups start at 7:30 am. The shallow end staging area is up the stairs on the road above. The deep end staging area is down the ramp, far end of the pool, bleacher side. Staging areas have lanes marked by cones and controlled by Lane Marshalls. The Head Line Up Coordinators have megaphones in the staging areas and walkie-talkies to communicate with the Assistant Line Up Coordinators at the blocks. Lane Marshalls maintain order during and, when directed, lead their swimmers in order to the Block Marshall in their lane, who rechecks swimmer names and helps swimmers prepare for the starter's signal. Lane Marshalls may rotate with Block Marshalls to watch their children swim. Lane Marshalls help ensure that the roped area at the bleacher side of the pool is free of swimmers, and that spectators remain outside of that area. Gatekeepers keep all non-workers and swimmers not in the current event from the starting area.

\* Formerly called Clerks-of-Course

## HEAD TIMER / ASSISTANT HEAD TIMER / TIMERS

EXPERIENCE REQUIRED (MINIMAL EXPERIENCE IS REQUIRED FOR TIMERS AND NO EXPERIENCE IS REQUIRED FOR RUNNERS)

The Head Timer prepares all Timers at the meeting and assigns him/herself to four lanes and the Assistant Head Timer to the other four. The Colorado timing system is used, which is linked to the starting system so that Timers press their push buttons only as swimmers finish. Each lane has three timers. Timers revert to stopwatches if the Colorado system fails. Managing team will provide stopwatches as needed. If one of the Timers capturing a stopwatch time misses a start, s/he alerts the Head Timer or Assistant (by raising their hand) on the closest side, who then captures the time. The Timer/Recorder picks up the time from the Head Timer/Assistant and records the backup time on hardcopy.

## DRINK RUNNERS

NO EXPERIENCE NECESSARY!

Drink Runners take drinks from the food concession to all deck workers once every hour. The drinks are provided by the Snack Bar Manager(s).

## PARKING CHAPERONES

NO EXPERIENCE NECESSARY!

Two volunteers from each team will be positioned at the Drop-off Zone to expedite the unloading of passengers and gear from their team's vehicles. One chaperone can escort young swimmers and gear to their team tent area to wait while the driver parks then walks to the meet.

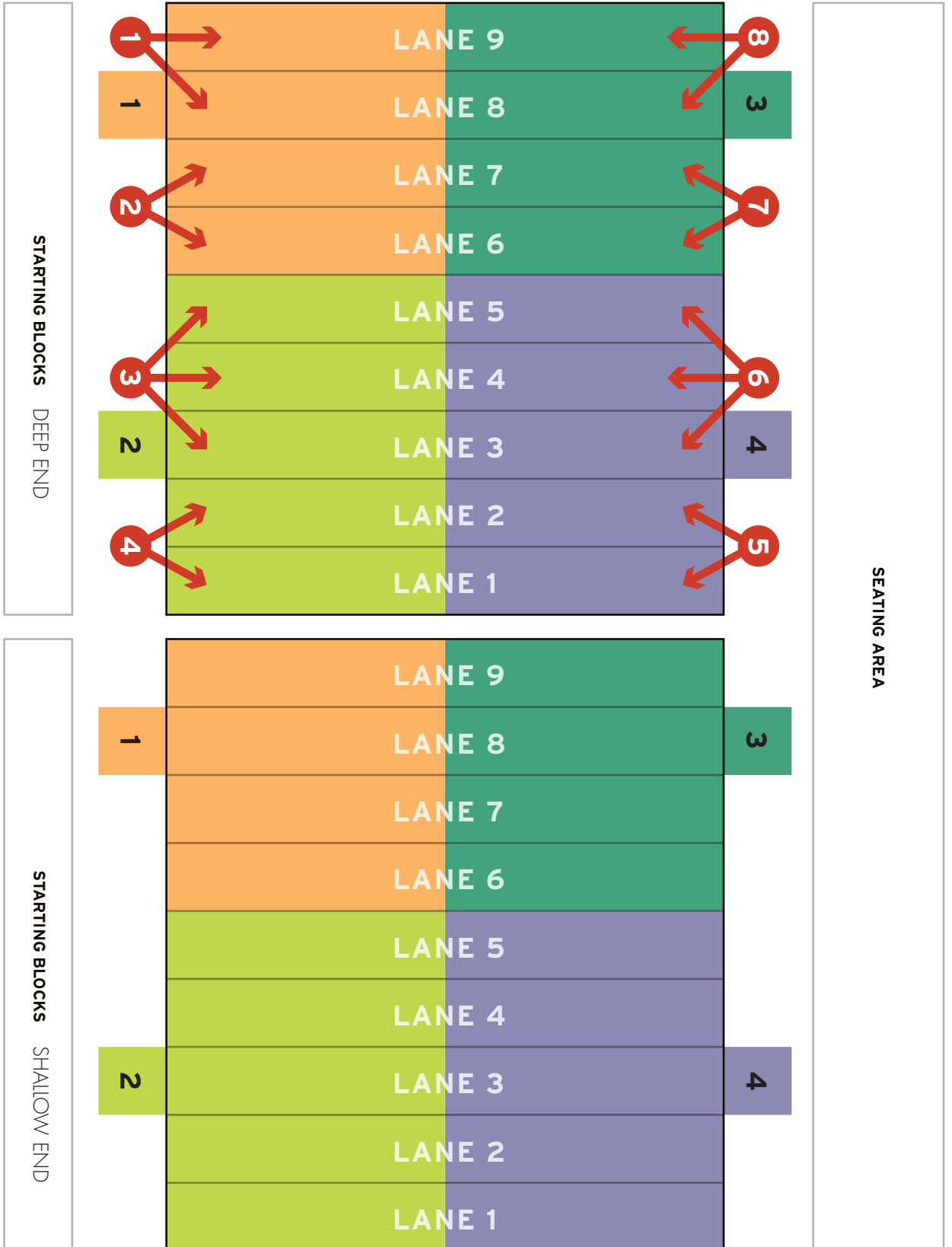
## CLEAN UP CREW

EXPERIENCE PREFERRED

The Clean-up Crew meets with the Crew Head at 5:00 p.m. for assignments, i.e., taking down tents, returning tables and chairs to storage, removing signs from the walls, assisting desk volunteers with packing, etc. Rented equipment is stacked and loaded as directed by the crew head. Borrowed announcing systems, Colorado systems, printers, walkie-talkies, etc. are safely returned to the appropriate teams. Each team must designate one of their Clean-up Crew members to take receipt of borrowed equipment. (They need not be responsible for taking home this equipment, but must coordinate how this equipment leaves the IVC premises that evening.)

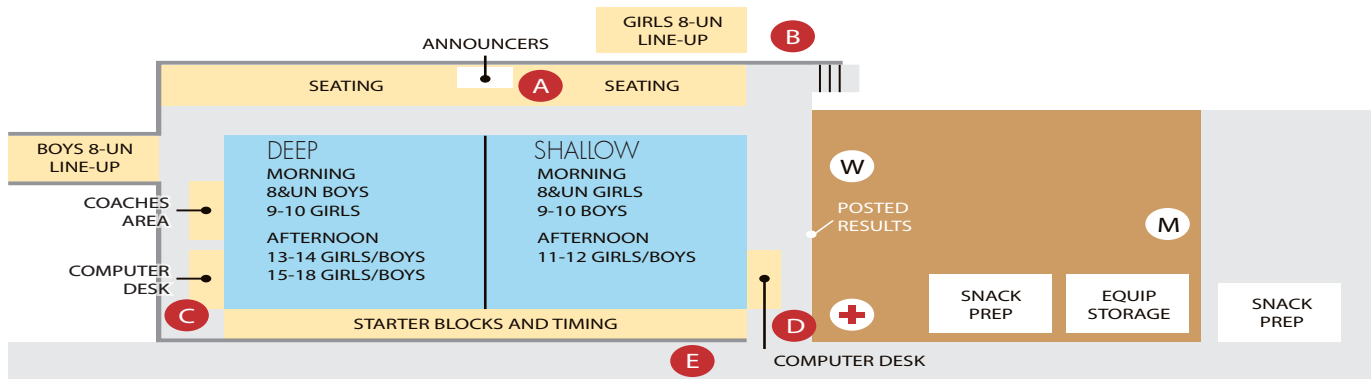
# STROKE & TURN / RELAY EXCHANGE JUDGE POSITIONS

STROKE & TURN JUDGE POSITIONS / 
  RELAY EXCHANGE JUDGE POSITION /



# TIMELINE FOR VOLUNTEERS

| MORNING PROGRAM (10 & UNDER) |                   |  |
|------------------------------|-------------------|--|
| TIME                         | POSITION          | WHERE TO REPORT  |
| 6:30                         | ANNOUNCERS        | REPORT TO THE ANNOUNCERS' STATION IN THE BLEACHERS <b>A</b>  |
| 6:45                         | DESK TEAMS        | REPORT TO DESKS - (DEEP) <b>C</b> & (SHALLOW) <b>D</b>   |
| 7:00                         | LANE MARSHALS     | MEET AT UP ON ROAD BEHIND POOL TO GET PAPERWORK FOR EACH LANE'S LINES. PROCEED TO POSITIONS AT 7:30 AM <b>B</b>                    |
| 7:00                         | TIMERS            | SHALLOW END TIMERS MEET ON RAMP JUST OUTSIDE ENTRANCE TO THE POOL. <b>E</b><br>DEEP END TIMERS MEET BY THE DEEP END DESK. <b>D</b> |
| 7:00                         | OFFICIALS MEETING | ALL OFFICIALS (REFEREES, S&T, S&T RUNNERS, STARTERS, RELAY EXCHANGE, FALSE START MONITOR) MEET AT ANNOUNCER'S DESK <b>A</b>        |
| AFTERNOON PROGRAM (11 & UP)  |                   |  |
| TIME                         | POSITION          | WHERE TO REPORT  |
| 12:45                        | ANNOUNCERS        | REPORT TO THE ANNOUNCERS' STATION IN THE BLEACHERS <b>A</b>  |
| 1:30                         | DESK TEAMS        | REPORT TO DESKS - (DEEP) <b>C</b> & (SHALLOW) <b>D</b>   |
| 1:30                         | TIMERS            | SHALLOW END TIMERS MEET ON RAMP JUST OUTSIDE ENTRANCE TO THE POOL. <b>E</b><br>DEEP END TIMERS MEET BY THE DEEP END DESK. <b>C</b> |
| 1:30                         | OFFICIALS MEETING | ALL OFFICIALS (REFEREES, S&T, S&T RUNNERS, STARTERS, RELAY EXCHANGE, FALSE START MONITOR) MEET AT ANNOUNCER'S DESK <b>A</b>        |



# APPROXIMATE\* START TIME OF EVENTS

| MORNING PROGRAM (10 & UNDER) |                                      |                                      | AFTERNOON PROGRAM (11 & UP) |   |  |
|------------------------------|--------------------------------------|--------------------------------------|-----------------------------|---|--|
| TIME                         | SHALLOW END                          | DEEP END                             | TIME                        | SHALLOW END                             | DEEP END   |
| 6:30 – 7:15                  | WARM UP                              | WARM UP                              | 1:00-1:45                   | WARM UP                                 | WARM UP  |
| 7:30                         |                                      | MIXED MEDLEY RELAY                   | 2:00                        |   | MIXED MEDLEY RELAY   |
| 8:00                         | GIRLS 8&U FREE<br>BOYS 9/10 FREE     | BOYS 8&U FREE<br>GIRLS 9/10 FREE     | 2:15                        | GIRLS 11/12 FREE<br>BOYS 11/12 FREE     | GIRLS 13/14 FREE<br>BOYS 13/14 FREE<br>GIRLS 15-18 FREE<br>BOYS 15-18 FREE         |
| 8:50                         | GIRLS 8&U BACK<br>BOYS 9/10 BACK     | BOYS 8&U BACK<br>GIRLS 9/10 BACK     | 3:00                        | GIRLS 11/12 BACK<br>BOYS 11/12 BACK     | GIRLS 13/14 BACK<br>BOYS 13/14 BACK<br>GIRLS 15-18 BACK<br>BOYS 15-18 BACK         |
| 9:45                         | TIMER BREAK **                       | TIMER BREAK                          | 3:30                        | TIMER BREAK **                          | TIMER BREAK  |
| 10:00                        | GIRLS 8&U BREAST<br>BOYS 9/10 BREAST | BOYS 8&U BREAST<br>GIRLS 9/10 BREAST | 3:45                        | GIRLS 11/12 BREAST<br>BOYS 11/12 BREAST | GIRLS 13/14 BREAST<br>BOYS 13/14 BREAST<br>GIRLS 15-18 BREAST<br>BOYS 15-18 BREAST |
| 10:40                        | GIRLS 8&U FLY<br>BOYS 9/10 FLY       | BOYS 8&U FLY<br>GIRLS 9/10 FLY       | 4:20                        | GIRLS 11/12 FLY<br>BOYS 11/12 FLY       | GIRLS 13/14 FLY<br>BOYS 13/14 FLY<br>GIRLS 15-18 FLY<br>BOYS 15-18 FLY             |
| 11:00                        | GIRLS 8&U IM<br>BOYS 9/10 IM         | BOYS 8&U IM<br>GIRLS 9/10 IM         | 4:50                        | GIRLS 11/12 IM<br>BOYS 11/12 IM         | GIRLS 13/14 IM<br>BOYS 13/14 IM<br>GIRLS 15-18 IM<br>BOYS 15-18 IM                 |
| 11:30                        |                                      | MIXED FREE RELAY                     | 5:15                        |   | MIXED FREE RELAY   |
| 12:00                        | 10/UNDER AWARDS CEREMONY             |                                      | 5:45                        | FULL AWARDS CEREMONY BEGINS             |  |

\* Actual event timing may be slightly different

\*\* It is recommended that teams switch Timers and Lane Marshalls during this time

NOTE | The pool is closed from 11:45 - 12:45 during the change-over from AM to PM meet

# WARM-UP LANE ASSIGNMENTS

10 AND UNDER | MORNING WARM-UPS 6:30 - 7:15 AM

11 AND UP | AFTERNOON WARM-UPS 1:00 - 1:45 PM

## MESSAGE TO ALL COACHES

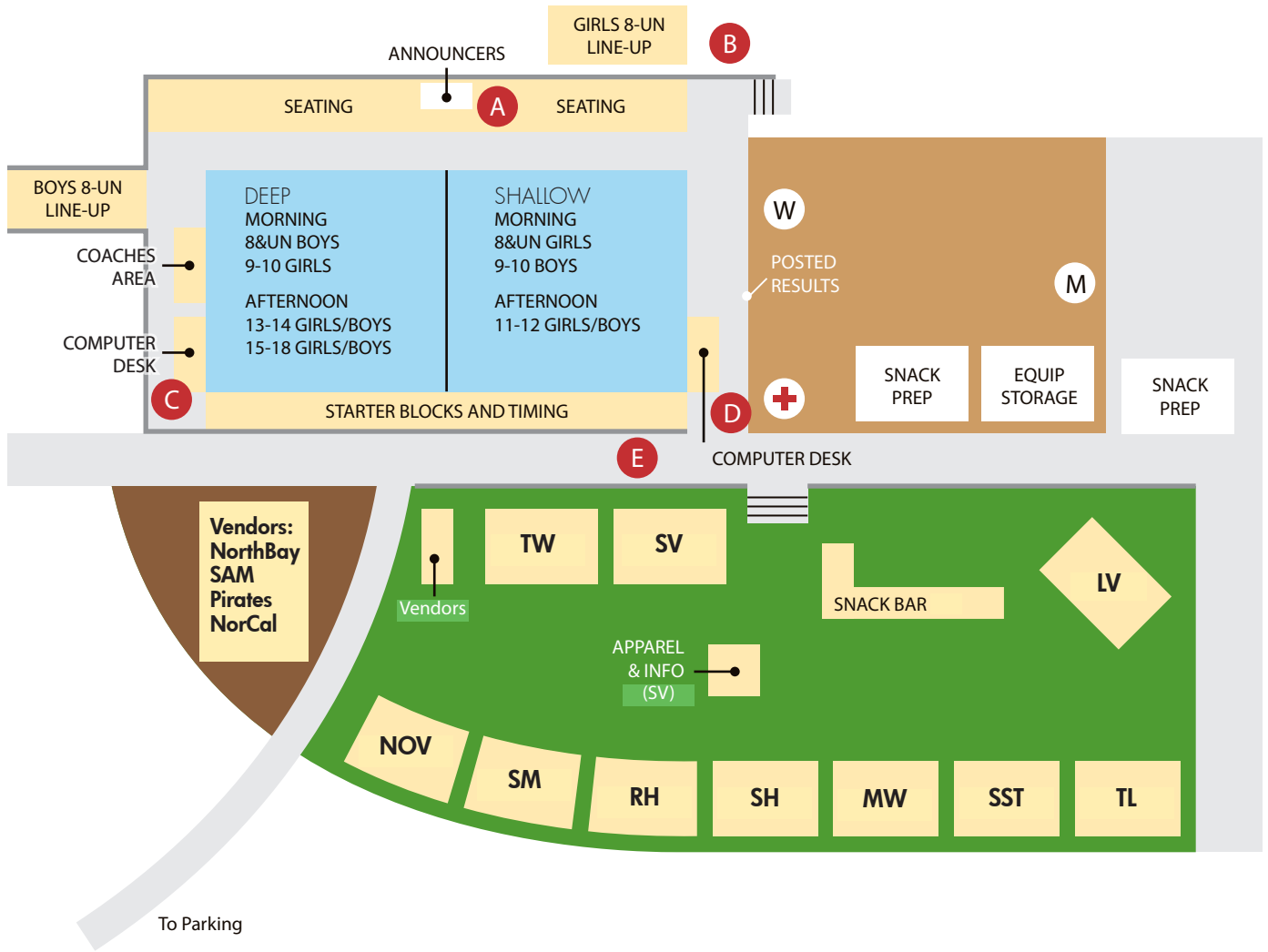
- All entry to the pool will be from the block side of the pool.
- Coaches must be present on that side of the pool throughout the warm-up period.
- At the start of your warm-up, there will be NO DIVING allowed; swimmers must enter feet first and swim down the right side of the lane line and return on the left side of the lane line.
- Midway through the warm-up period, swimmers can start using the diving blocks, but must exit the pool when they reach the opposite side and return to the blocks by walking back. This is essential given the crowding in the lanes.
- Please help us by removing your swimmers from the pool at the end of your period.

### DEEP END

|                 |                       |               |
|-----------------|-----------------------|---------------|
|                 | GUTTER: CLOSED        |               |
| STARTING BLOCKS | LANE 9: SLEEPY HOLLOW | BLEACHER AREA |
|                 | LANE 8: SLEEPY HOLLOW |               |
|                 | LANE 7: SWIMARIN      |               |
|                 | LANE 6: STRAWBERRY    |               |
|                 | LANE 5: STRAWBERRY    |               |
|                 | LANE 4: SCOTT VALLEY  |               |
|                 | LANE 3: SCOTT VALLEY  |               |
|                 | LANE 2: MARINWOOD     |               |
|                 | LANE 1: MARINWOOD     |               |
|                 | LANE CLOSED           |               |
|                 | LANE 9: NOVATO        |               |
|                 | LANE 8: NOVATO        |               |
|                 | LANE 7: TIDALWAVES    |               |
|                 | LANE 6: TIDALWAVES    |               |
|                 | LANE 5: ORCAS         |               |
|                 | LANE 4: ORCAS         |               |
|                 | LANE 3: LUCAS VALLEY  |               |
|                 | LANE 2: LUCAS VALLEY  |               |
|                 | LANE 1: ROLLING HILLS |               |
|                 | GUTTER: CLOSED        |               |

### SHALLOW END

# MAP



# MEET POINT SCORING AND AWARDS

## POINT SYSTEM | INDIVIDUAL EVENTS

|     |           |     |           |      |          |      |          |
|-----|-----------|-----|-----------|------|----------|------|----------|
| 1st | 20 POINTS | 5th | 14 POINTS | 9th  | 9 POINTS | 13th | 4 POINTS |
| 2nd | 17 POINTS | 6th | 13 POINTS | 10th | 7 POINTS | 14th | 3 POINTS |
| 3rd | 16 POINTS | 7th | 12 POINTS | 11th | 6 POINTS | 15th | 2 POINTS |
| 4th | 15 POINTS | 8th | 11 POINTS | 12th | 5 POINTS | 16th | 1 POINT  |

## POINT SYSTEM | RELAY EVENTS

|     |           |     |           |     |           |      |           |
|-----|-----------|-----|-----------|-----|-----------|------|-----------|
| 1st | 40 POINTS | 4th | 30 POINTS | 7th | 24 POINTS | 10th | 14 POINTS |
| 2nd | 34 POINTS | 5th | 28 POINTS | 8th | 22 POINTS |      |           |
| 3rd | 32 POINTS | 6th | 26 POINTS | 9th | 18 POINTS |      |           |

## POINT SYSTEM | RELAY EVENTS

Medals will be awarded to the first eight finishers in each individual event by age group and gender – ribbons will be awarded to 9th through 16th place. All heat winners receive ribbons except for the last heat. Members of the 1st through 3rd place relay teams receive medals. High Point trophies for Individual Achievement are awarded to the top three swimmers in each age group, boys and girls, based on points scored in individual events.

## TIES

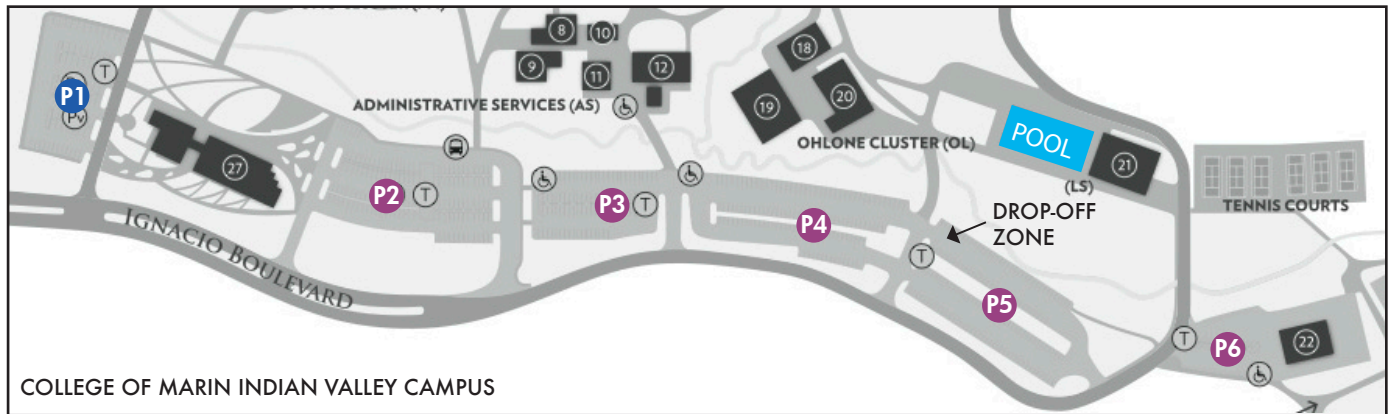
Duplicate awards will be given in case of ties.

## AWARDS CEREMONY

A brief awards ceremony will begin following the last relay of the morning meet. High Point trophies will be presented to 8 & UN and 9/10 individual swimmers. Shortly following the last relay of the afternoon meet, the final awards ceremony will begin. We will announce the Dual Meet Standings, present High Point trophies to 11/12, 13/14 and 15-18 individual swimmers, and present team trophies to the three top-scoring teams at Champs.

## PARKING AT IVC

Although the construction projects at IVC are complete, there will not be significantly more parking spaces available for the Championship Meet this year. We will have access to only 475 parking spaces. Car pooling is highly recommended.



- Lots P2, P3, P4, P5 and P6 (see map) will be **open** for parking. Lot P1 will be **closed** to Champs drivers.
- MSL Champs Parking passes will be required for all parking spaces.

### PARKING PASSES

- The MSL will distribute approximately 475 College of Marin Swim Meet parking passes to the teams, proportional to their number of swimmers.
- Parking monitors at the main gate will check for passes, and will direct vehicles to either the drop-off zone or the open lots.
- It will be up to each team to decide how to distribute the passes within their team.
- SV will provide passes to the MSL reps for each team prior to champs weekend.
- Only MSL Champs Parking Passes will be accepted - Purchased IVC permits may not be used.

### SHUTTLE STOP, SATELLITE LOT AND NEIGHBORHOOD PARKING

- Satellite parking will be available at San Jose Middle School's main parking lot and the school's baseball and basketball lots. The school is located on the corner of Sunset Parkway and Ignacio Blvd.
- The Shuttle Stop will be located at the corner of Ignacio Blvd and Sunset Parkway.
- Some neighborhood parking is available near San Jose Middle School.
- We encourage each team to arrange "driver pools." After dropping off children and gear, the drivers can meet outside the main gate and carpool in one car with a parking pass to gain access to the lots.
- Another option is to ride a bicycle from neighborhood parking to the meet. A few bicycle racks are available near the pool, or riders can park their bicycles near their team tents.

### DROP-OFF ZONE

- There will be a Drop-Off Zone at the entrance to the pool in Lot P5. In order to expedite the drop off of passengers and equipment, the Drop-Off Zone in Lot P5 will be re-configured so that cars can pull to the front – drop off – then exit the lot. 'Greeters' will be available to open the door, unload passengers and gear and close the door. **DRIVERS WILL NOT BE ALLOWED TO LEAVE THEIR CARS.**
- To access the Drop-Off Zone, continue past the Lot P4 turn-in and use the next left turn to access the first drop-off area. Make another left turn for the 2nd (primary) drop-off area and to exit.

- Each team is being asked to provide 2 parent chaperones to monitor the drop-off and escort young children and their gear to their team's tent area.

### **GENERAL PARKING RULES**

- Do not block the roads. No tents or pop-ups are allowed on any roadway. Roads are used for emergency vehicles.
- Park only in marked spaces. All improperly parked vehicles will be (and have been) cited and towed. If you have driven across a bridge, you are in a drop-off zone where parking is not allowed.
- Disabled Parking spaces are enforced.
- No overnight parking.

### **SPECIAL RECOMMENDATIONS**

- Plan on a delay due to parking.
- No coming and going – plan to stay at the pool until you are done for the day.
- Carpool if you can.
- If your child is in the am meet only, please leave promptly after the meet.

### **CELL PHONE COVERAGE**

- For your information and help coordinating carpools, cell phone coverage at IVC is best in the following order of service providers: AT&T, Nextel, Sprint, then Verizon.

## APPAREL

PLEASE NOTE | Cash and check only. Pre-sales will be available on the website.

### T-SHIRT \$15

Available in sizes Youth M, Adult S, M, L, XL

### GIRLS' TANK \$15

Available in size Youth M only

### WOMEN'S LONG TANK \$15

Available in sizes Adult S, M, L

### HOODED SWEAT SHIRT \$30

Available in sizes Youth M, Adult S, M, L

### WATER BOTTLES \$8 OR 2 FOR \$15

Stainless steel

### VISORS \$10



## GENERAL INFORMATION

### EMERGENCIES

- Call: (415) 485-9696 – IVC Campus Police

NOTE: 911 cell phone calls are routed to Vallejo or Santa Rosa which will take longer to get first responders to the scene.

Location: Indian Valley College, 1800 Ignacio Blvd. Novato, the Aquatics Complex.

- A first aid station is located at the corner of Building 21 (Lifeguard Area), which also has a land line for emergency calls.

### GENERAL

- This event is sponsored by the Marin Swim League, so all MSL rules apply.
- No Alcohol or illegal drugs are permitted on the IVC campus.
- No smoking within 50 feet of the buildings, the pool area, lawn area, or on any fire/access roads.
- No barbeques, hibachis, or fires of any sort – This is a high fire danger area.
- Do not litter & please recycle – use appropriate cans & keep your area clean.
- For additional restrictions, please see Indian Valley Campus Web Site or contact Indian Valley College during normal working hours prior to the event.

### POOL AREA

- No reserved or 'dedicated' seating.
- Deck & 1st row of bleacher seating is intended for persons with disabilities. Please be respectful.
- No sleeping bags or chairs are permitted on the bleacher area.
- No tents are allowed on the bleacher area without prior approval from the Meet Director. Any tents allowed will be for general use by all.
- Only swimmers, timers, & meet officials are allowed in the area behind the starting blocks.

### LAWN AREA

- Stay out of the creek area – it is an environmentally sensitive area.
- Use stairs and walkways. Do not use 'short-cuts'.

### SPIRIT POSTERS

- Spirit posters are allowed on concrete walls only - please do not use the windows. The concrete walls are located between the blocks and the lawn area, and behind the bleachers. The tape has caused problems on the glass! Thank you...

**BE SAFE, USE SUNSCREEN, HAVE FUN & ENJOY THE DAY!**