

Marin Swim League 2018
CHAMPIONSHIPS



#swimlocal

Briefing to MSL Board & Teams on 2018 MSL Championships

Welcome to the MSL CHAMPS meet for 2018. The Seals are proud to be the meet host for 2018 and are looking forward to another exciting day of swimming. Thank you for attending this meet and encouraging our young swimmers. This information package has been designed to provide you with the necessary information to help you maximize your understanding and enjoyment of the CHAMPS meet.

1. PARKING:

There will be a big change on parking this year. Champs 2018 is going to be a “self-park” event. There will be no parking assistance or drop-off zone this year.

Parking at IVC will be first come first serve in the visitor parking lots (see diagram below). The MSL has paid IVC for parking at Champs in the designated lots. You do not need to purchase a parking permit from the kiosk on the day of Champs. If the parking is full at IVC, you will need to find parking in the neighborhoods near the entrance of IVC or at the San Jose Elementary School lot.

LOT 1 (near the front of the campus) will be reserved for College of Marin students and NO event parking is allowed. No Parking on INDIAN HILLS ROAD as it is a narrow road and causes a fire hazard.

LOT 6 - is only accessible with a permit. We will give permits to the teams to be used for coaches, families with accessibility needs or at the teams discretion.

Any car parked in an illegal area (non-marked spot, red zone, motorcycle zone or handicapped parking) is subject to be ticketed and/or towed.

PLEASE ENCOURAGE CARPOOLING and/or the use of a bicycle. Drop off, park, walk or bike in. At the end of each meet, please remember you may NOT cross the bridge(s) in a car or other motorized vehicle to pick up your swimmers or belongings.

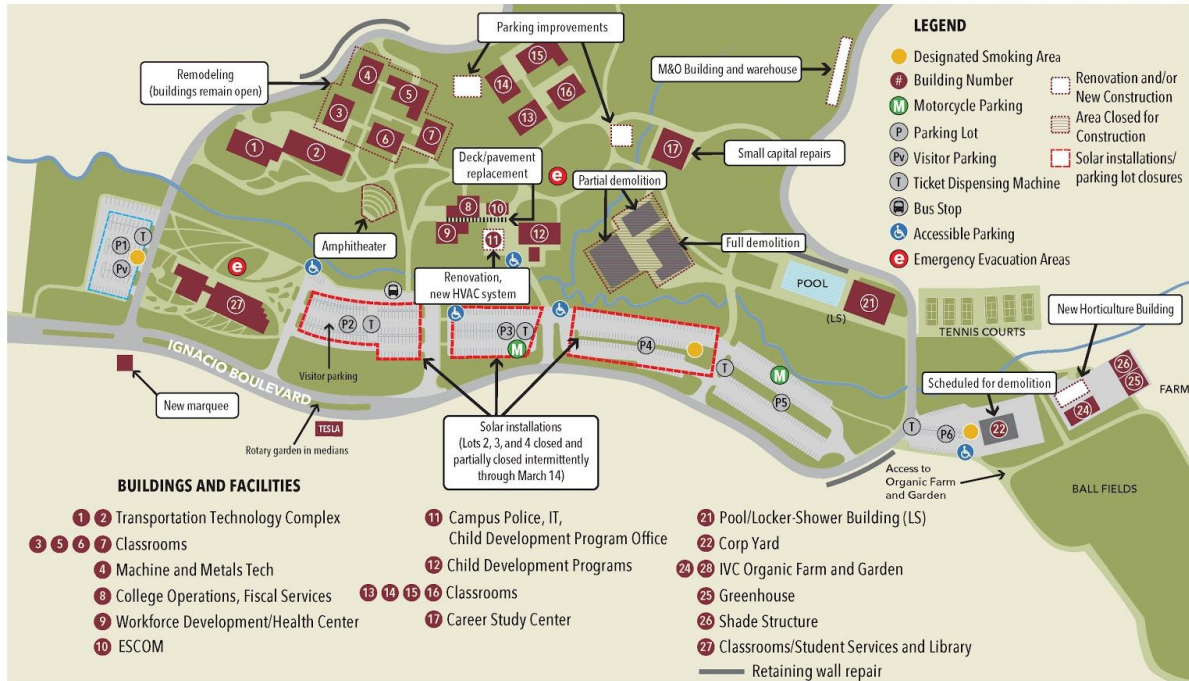
Fire Road above Pool: There is no “camping” on the Fire Road.

****No tents, coolers, or chairs will be permitted. Standing room only to insure quick and easy removal should an Emergency Vehicle need to use the road.**

**Authorized personnel only in construction zones.
Must wear hard hat and safety vest at all times.**

1800 Ignacio Blvd., Novato, CA 94949

College of Marin is a smoke-free environment. Smoking is permitted in designated areas only.



Last updated: January, 2018

2. NO POSTING of team signs and spirit messages. Under no circumstances are we allowed to post signs outside the pool area, especially along Ignacio Boulevard and 101 by order of the Novato Police Department. We can post signs on the concrete wall within the pool area, NOT on the glass windows and NO chalk spirit writings are allowed at IVC. Please be advised that there is to be no chalk or paint on the deck area or surrounding areas outside of the pool.

3. SPECTATORS. Standing spectators will NOT be allowed on the deck area in front of the bleachers - for the AM meet only. There will be an aisle for walking along the deck in front of the bleachers. This is for spectators to access the bleachers and to move between the deep and shallow ends of the pool. The remaining deck space will be roped off for the 8 & Under swimmers – to ensure adequate space for fair starts, and to minimize confusion and anxiety for the swimmers.

4. PREPARATION FOR SWIMMING.

All timers, waiting swimmers, and coaches will be required to be behind the blocks (behind the red line) at the start of each race, on the blocks side of the pool, so that the area between the blocks is clear. This is to minimize confusion (among swimmers and Starters) and to provide the fairest possible start environment.

Fly-over starts will not be used for either the AM or PM meets. While they can be effective in some meet circumstances, the alternating deep/shallow starts at Champs provide adequate time for swimmers to exit the pool.

8 & under disqualifications. S&T Officials will be instructed to write up all 8&Under DQs (since they cannot accurately predict who will be among the 16 scoring swimmers). The respective Head Referee and Meet Desk will apply the DQs according to MSL dual meet rules.

Swimwear. Meet Officials will enforce standing rules on legal swimwear (according to MSL rules, which follow established USA Swimming and FINA standards). Meet Officials will not be imposing restrictions on logos and insignia. There are no documented MSL rules on this, and USA Swimming rules (102.8) on this are rather permissive.

Any protests will be handled via the existing MSL procedures. MSL follows USA Swimming rules on swimwear allowed for competition. In brief:-All swimsuits shall be made from textile materials (i.e. woven materials, water permeable). For boys, the swimsuit shall not extend above the navel nor below the knees- For girls, the swimsuit shall not cover the neck or extend past the shoulders or below the knee- Swimsuits must comply with FINA swimsuit specifications.

5. MEDICAL RESPONSE PLAN. On-call medically trained professionals will be available by cell phone and walkie-talkies throughout the entire meet. Contact information will be posted. The first response to any significant emergency will be to call 911.

6. NATURE, PESTS, AND OUR TENTS

Rattlesnakes and poison oak have been reported in the creek area at IVC – **STAY OUT OF THE CREEK.** Yellow jackets are also known pests at IVC-Be Cautious.

7. TEAM EQUIPMENT AND TENTS. No team tent set-up on the lawn Thurs. night. Tent set-up on Fri. or very early Sat.

Equipment check-in: Each team will be required to bring equipment to help run this meet. A separate email was already mailed to each team with team equipment assignments. Drop off of equipment will be Thursday evening, June 28th, from 3 pm – 6 pm. Please very clearly mark every piece of equipment to be sure your team will get back what belongs to you. At the end of the meet every team has a breakdown crew to assist with the overall take down, this is your responsibility to have people assigned to this who know your stuff and can be sure they get back what you brought. After the meet, equipment will be returned to each team's area on the grass.

8. LOST & FOUND. Lost & Found will be located at the Information tent on the lawn. Contact information, pick-up instructions, and a deadline will be emailed to the teams following Champs. Items not picked up by the deadline are to be donated or tossed out.

9. TEAM PACKETS. Each team representative should come to the meet Saturday morning with a check for the entrance fees. A separate invoice will be emailed to each team representative during the week before champs. We will give the team packet which will contain meet info, heat sheets for the coaches, coaches food passes, & volunteer name badges. Please be sure that whoever is going to pick up the packet has your check. We will be collecting checks and handing out team packets at the Check-in table at the top ramp outside the pool entrance.

10. 10 Year Swimmers and Graduating Seniors. Each year, all 10 teams submit a list of their 10-year swimmers and also graduating swimmers for that season. The 10-year swimmer list is simply a list of those who have swum for 10 years with their MSL team. The graduating swimmers list includes a short paragraph for each of the swimmers who will be graduating out of the MSL, either because they are 18 or because they are leaving for college after the MSL season is over. It's a nice tradition to acknowledge the swimmers who stayed with their MSL teams throughout their swimming career.

11. Water Bottles. This year we are going green at the Snack Bar. Bottled water will NOT be sold. Please bring your own refillable water bottle as there will be a water filling station.

12. Merchandise. This year we will be selling custom made Champs T-Shirts at the Merchandise Station. Teams with the names of their swimmers can be printed on the

back of Champs T- Shirts. Teams are to provide a list of ALL the swimmers on their team (not just those attending Champs) by Monday June 4 to: jenellefong@gmail.com

Please create an email to send to your families which contains the important info above about parking and any other important info you think they will need from this doc: Below is helpful info you may want to send out also:

GENERAL CHAMPS INFO:

The Championship Swim Meet, is the biggest meet of the season where all the swimmers from all 10 Marin Swim League Swim Teams come to IVC Pool to compete. This is scheduled for Saturday, June 30th, 2018. It is essentially two meets run in one day - 8 & under and 9/10 swimmers in the morning and 11/12, 13/14 and 15 - 18 swimmers in the afternoon. Scores compiled from both meets = final results at the end of the day with an awards ceremony.

The Heats will progress from slowest to fastest seed times. Hence the fastest heat is the last heat in each age group. The same format will be followed as in dual meets:

1. Medley Relays
 2. Freestyle
 3. Backstroke
 4. Breaststroke
 5. Butterfly
 6. Individual Medley
 7. Free Relays

ATTENTION: No one but swimmers and timers will be permitted behind the starting blocks. NO EXCEPTIONS

A PERSPECTIVE FOR THE UNINITIATED

It helps to know a little about championships if you've never attended this meet before. It can be confusing, It will be crowded. (1400 swimmers, 600 volunteers and lots of spectators) It's always fun.

TEAM LOCATION: Each team will have a tent in the IVC field. Please keep the area outside your tent area clean.

BLEACHERS: Bleacher Area: There is no "camping" in the bleachers:

****No reserved seating** (unused blankets, towels etc. will be removed). Signs will be placed on the wall above the bleacher area indicating that this is standing room only. Please advise all team members that we want to maximize everyone's enjoyment and viewing pleasure. ****No folding chairs **No tents, coolers etc.**

This is important to insure that there is space for spectators in the bleacher area, since pool deck space will be limited, and roped off, during 8 & under events.

MEET PROGRAM

The Morning Program - 6:30 Warm-ups. Meet begins at 7:30.

8 & U Boys and 9 -10 Girls will swim in the Deep end of the pool. 8 & U Girls and 9 -10 Boys will swim in the Shallow end of the pool. All Relays will be held in the deep end.

The Afternoon Program - 1:00 Warm-ups. Meet begins at 2:00

11 -12 Boys & Girls will swim in the Shallow end. The 13 & Up Boys & Girls will swim in the Deep end. All Relays will be swum in the deep end.

	Shallow End	Deep End
6:15	All 10&Under Swimmers Arrive at Pool	
6:30-7:15	Warm-ups	Warm-ups
7:15		Relay swimmers line-up
7:30 MEET START	8 & Under girls and 9-10 Boys	8 & Under Boys and 9-10 Girls
12:00	High Point Awards	
12:45	All 11&Up swimmers	
1:00-1:45	Warm-ups	Warm-ups
1:45		Relay swimmers line-up
2:00 MEET START	11-12 Boys and Girls	13 & Up Boys and Girls
6:00	High Point Awards	

Warm up lane assignments

Deep End

Lane 1 and 2 - Swim Marin

Lane 3 and 4 - Strawberry

Lane 5 and 6 - Rolling Hills

Lane 7 and 8 - Marinwood

Lane 9 and Gutter Lane (not used during the meet) - Sleepy Hollow

Shallow End

Lane 1 and Gutter Lane (not used during the meet) - Tidal Waves

Lane 2 and 3 - Scott Valley

Lane 4 and 5 - Terra Linda

Lane 6 and 7 - Novato

Lane 8 and 9 Lucas Valley

8& UNDERS- A NEW EXPERIENCE FOR SWIMMERS AND PARENTS

Especially for 8 & Under Parents: 8 & Under boys will swim in the deep end. The staging (lineup) area for 8 & Under boys is the ramp at the deep end of the pool. 8 & Under Girls will swim in the shallow end of the pool. The staging (lineup) area for 8 & Under Girls is the road above the pool near the locker room. Please have your child at their line-up area no later than 7:15 am.

IT IS YOUR RESPONSIBILITY TO GET YOUR CHILD TO THE LINE UP SPOT. PLEASE EXPLAIN THE IMPORTANCE TO THEM OF LISTENING TO THE LANE MARSHALS SO THEY WILL MAKE THEIR RACE! **MARSHALS AT THE STAGING AREAS WILL BE LINING UP CHILDREN FROM ALL 10 TEAMS AND WILL NOT KNOW YOUR CHILD!**

PLEASE WRITE YOUR CHILD'S RACE, LANE AND HEAT NUMBERS ON HIS/HER HAND.

If this is your first Championships, you will see that an event this size cannot take place without the cooperation of every parent and swimmer from each of the ten teams in the Marin Swim League.

We want to thank all our fabulous parents for their help and support.... See you at Championships.

Please remember that every swimmer and parent will be representing the Marin Swim League. Good sportsmanship is more important than a win any day!

Volunteer Information

The deadline to get all volunteer info entered into spreadsheet is Sunday, June 17th. The volunteer list has already been sent out to all team presidents and MSL team reps. A separate email to each team was already mailed assigning volunteers to each team. Below is a description of the key jobs and their responsibilities.

1. Referees - Experience required

All AM Referees, Stroke and Turn Judges, Announcers and Starters are to attend a meeting with the Meet Directors at 7:00AM regardless of which shift you are working. PM Referees, Stroke and Turn Judges, Announcers and Starters are to attend a meeting with the Meet Directors at 1:30PM regardless of which shift you are working.

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

Head Referee focuses on officiating. Meet Directors will coordinate the operation of the meet, communicating directly with the Announcer, Starter, and officials on the other side of the pool to ensure smooth transitions between the deep and shallow ends of the pool.

2. Starters - Experience Required

AM starters are to report to the meet director/head referee at the shallow end of the pool by 7:00AM - this is for both the first and second shift starters. PM starters are to report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift starters.

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 starts. This should be quick, otherwise the swimmers may not hear the false start signal. This will become instinctive to the point that you will be able to react even before the swimmers enter the water.

- First false start is called on an individual swimmer, and must be announced (e.g. “one false start on lane #7”) and verified with the referee. Second false start results in D.Q.
- Backstroke. Feet must be below the top of the gutter on the start. You may need to give explicit instructions to the swimmer at issue.

3. Stroke & Turn - Experience Preferred

AM Stroke and Turn judges and relay exchange judges are to report to the meet director/head referee at the shallow end of the pool by 7:00AM - this is for both the first and second shift S & T judges. PM Stroke and Turn judges are to report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift S & T judges.

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. Two signed dual confirmation forms are necessary for a relay DQ.

4. 8 and Under Line Up (Leads and Marshalls)

Line up leads are to report to the information desk by 6:30AM to get their lane assignments. Line up Marshalls are to report to the girls or boys area by 7:00AM to get their lane assignments.

THE JOB - line up leads - 3 for boys and 3 for girls

The job of the Line up leads and crew is to get the under-8 swimmers lined up in the two waiting areas before their events—typically girls on the shallow side and boys on the deep side. The leads have the master lists of swimmers and get the Lane Marshalls into the appropriate order in the holding area.

The Leads and traffic monitors then clear the walkways of parental traffic so the lane marshals can walk the swimmers down to their lanes in groups, sending down more groups as necessary.

Line up leads need to come by the information desk to get lane sheets to distribute to the Lane Marshalls —one set of sheets for each lane marshal. so 18 sets for girls, 18 sets for boys.

Lane Marshalls:

There are 2 lane marshals per lane for a total of 18 on the shallow side and 18 on the deep side, or 36 total. The Marshalls lead the 8 and unders to their lanes in two groups. The Leads can help facilitate this.

LINING UP THE SWIMMERS

Once the announcers call for the 8 & unders to line up the fun begins. Relay swimmers will head to the pool for their relay, then will join the line up. The line is arranged from slowest heat to fastest, (unlike the regular season in which heats are scheduled from fastest to slowest) so when the relay swimmers arrive, they head to the back of the line.

Shallow side:

The girls typically line up on the shallow side of the pool, up the stairs on the road behind the pool. There is enough room for five lines of girls on one side, and 4 lines of girls on the other side. See diagram.

The girls line up behind a lane marshal (LM) who is holding a number sign for their lane. All girls should be lined up before the event begins, except the relay swimmers as noted above. Each lane has 2 LMs for a total of 18 parent volunteers per side. LM #1 will walk the first group of girls down to the pool and stay down there to assist the swimmers getting ready to swim. LM #2 will walk small groups of girls down to the pool, and then return up to base camp for more girls as necessary. All LMs should have a list of girls who are in their lanes.

Deep end:

The boys line up on the deep end of the pool. Their line-up positions can be seen in the diagram. The deep end runs the same way as the shallow end, but does not have to fight parental traffic to get to the pool.

In the event of an emergency, Paramedics will access the pool from the fire road where the boys are lining up. The Marshalls will need to ensure a clear path for the Paramedics if necessary.

GETTING THE FIRST ROUND OF KIDS DOWN TO THE POOL:

When the time comes to get the swimmers to the pool, each lane sends a group of 6-8 swimmers down at a time. Begin with lane 9, as they have the farthest walk to get to their lane.

The lane marshal's on the girl's side must also get the parent traffic out of the way, so that kids can pass.

GETTING THE PARENT TRAFFIC OUT OF THE WAY

As the kids start coming down the stairs, designate a team to block off parent traffic. Almost everyone was happy to wait while the girls were passing through.

DEALING WITH THE IM SWIMMERS.

Since IM swimmers need to start on the blocks side of the pool, the girls will need help getting through the crowd to the block side of the pool. You need a group to help break a path so the girls can get through to other end of the pool. Once the IM is over your job is through!

Line up leads need to come by the information desk to get the following so they can distribute them to the lane marshalls.

- Lane sheets—one set of sheets for each lane marshal. so 27 sets for girls, 27 sets for boys, a FULL set
- for the 6 assistants and a FULL set for the Head line up coordinator The lane marshals don't need more than just names of the girls in their lanes for each event. But the Head line up coordinator and the assistants should have the full set of data.
- Lane number signs on sticks, 2 signs per lane per side. So the girl's side will have 18 signs, and the boy's should have 18 signs.
- Rope for parental traffic control. About 25 ft. long.
- Signs directing boys to deep end, and girls to area on the road behind the pool. •

Friday set up for 8 and Unders

On Friday, mark out the waiting areas. One easy way to do this is to use green duct tape. Ask your set up crew to pick some up for you.

The girls are on the road behind the shallow side, and the boys are on the walkway just outside the deep end of the pool. See the diagram for how to arrange the lines.

FRIDAY: PREPPING THE POOL SPACE: The set up crew should set up two roped areas that run the length of the pool: one rope runs right next to the pool and has enough room for the waiting swimmer. No one else should be in that space. Once that swimmer has entered the water, the next swimmer should enter the space and wait for the signal to start the race. The lane marshal should be on the other side of the rope,

but be prepared to physically restrain the swimmer, so they don't jump in when the other side starts.

The other roped area also runs the length of the pool, and has enough room for 4 or 5 swimmers as well as one lane marshal parent per lane. That second rope should leave about 5 feet of walkway before the bleachers begin.

Put enough vests and sticks for each lane.

Put up the signs directing the boys to the deep end of the pool and girls up the stairs about 3-4 signs per side.

5. Announcers - Experience Required

AM announcers are to report to the meet director/head referee at the shallow end of the pool by 6:30AM - this is for both the first and second shift S & T judges. PM announcers are to report to the meet director/head referee at the shallow end of the pool by 12:45PM - this is for both the first and second shift S & T judges.

Morning shift Announcers (First Shift) are on hand at 6:30 am at the deep end of the pool. **Afternoon Announcers (First Shift) 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.

Swimmer announcements must be sharp, and brief, to avoid delaying the meet IE: "lane 4, John Doe" "lane 5, Mike Smith" Do not squeeze in team names and other extraneous information.

6. Timing (Head Timers and Lane Timers)

***AM Head Timers** are to meet with the Timer Director at 6:45AM at the deep end of the pool - both first and second shift timer are to attend. **PM Head Timers** are to meet with the Timer Director at 12:45PM at the deep end of the pool - both first and second shift timer are to attend.*

Head Timers will work with the Timer Director to hand out equipment to the timers and during the meet start backup hand timers to be used when needed.

AM Timers are to report to the head timer at the deep end of the pool by 7:00AM - this is for both the first and second shift timers. **PM timers** are to report to the head timer by 1:30PM - this is for both the first and second shift timers.

Timers are expected to actively stand and watch the swimmers finish to accurately capture the swimmers finish. One timer will use a hand timer at the start and end of the race and other will record the hand time on to the heat sheet provided.

7. Ribbon Workers

Please report to the Ribbons desk at the appropriate end of the pool 5 - 10 min prior to the start of your shift.

8. Desk Runners

Please report to the computer desk at the appropriate end of the pool 5 - 10 min prior to the start of your shift.

You will be responsible for picking up heat sheets from the timer and giving them ones for upcoming races. Also posting results when available.

9. DQ Runners for Judges

Please report to the head referee the appropriate end of the pool 5 - 10 min prior to the start of your shift.

You will be responsible for picking up the DQ slips from the S & T judges and getting them to the referees.

10. Drink and Snack Runner

Please report to the Marinwood Snack bar coordinator 5 - 10 min prior to the start of your shift.

You will work with the Marinwood Snack bar team to get food and drinks to the officials during the meet as needed.

11. Gatekeeper

Please check in with your team volunteer coordinator and report at the assigned time to either the deep or shallow end of the pool - diving blocks side.

You are responsible for keeping parents from behind the blocks - making sure only swimmers and coaches enter the area.

12. Set up meet - FRIDAY.

Check in with Meet Director on Friday at 3:00PM. This year we are asking all volunteers from all teams to work together to set up the main pool area and then help each other to set up team tents. We feel this is a more efficient process than having two groups working at the same time but not working together.

13. Take down meet.

Teams can begin by taking down their own team tents as the meet is winding down. There are 30 volunteers assigned to this role. Please have all your take down crew show up so we can make the process quick and efficient.

14. Red Green Paddle Workers

AM paddle workers report to the meet director/head referee at the shallow end of the pool by 7:00AM - this is for both the first and second shift volunteers. PM paddle workers are to report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift volunteers.