



MSL 2017 All Stars Meet Packet

Hosted by The Terra Linda Orcas

Sunday, June 18, 2017

Terra Linda Community Pool

Coaches' Information

- **Warm Ups:** 7:30 am - 8:30 am
Each team has been assigned a specific lane for warm-ups. See pool configuration chart on the next page of this packet. To accommodate all teams in an 8 lane pool during the warm-up period, **Terra Linda and Swimarín** will share lane 5 and **Novato and Rolling Hills** will share lane 6. The coaches of these teams will need to coordinate in advance.
- **Meet Begins:** 8:45 am
- **Meet Format:** Standard Dual Meet Format
- **Entries:** You will receive a Meet Invite on **June 10** with the registration deadline set for Tuesday **June 13** at 6:00pm. (Please make sure that all committed swimmers are approved.) Once synced you will receive psych-sheets and the meet entry reports for verification. The verification period will end Wednesday, June 14, 10:00am.
- Qualifying Times will be enforced. The June 17 dual meets are the last day for qualifying. The age up date will be June 10 (i.e. if a swimmer's birthday falls on June 10 or earlier and they age-up into a new age-group then this is the age-group they will swim at All-Stars, providing they have times that qualify them for the new age-group. Qualifying swimmers may enter up to three individual events. High School swimmers must sign-up for their events like all other swimmers.
- Psych-sheets will be published Wednesday June 14.
- We will allow new qualifiers from the Saturday, June 17 meet.
- On Saturday after the dual meet send the TouchPad meet backup (as soon as you can - even if it's not yet finalized.). The new qualifiers need to inform Computer Desk leads a) if they want to swim, and b) which events (in cases where the swimmer, may have already qualified in two events, and qualified in two extra events on Saturday.) Send this before 6:00pm Saturday. If you know of any scratches, send them along as well.
- Saturday 7:00pm the meet will be seeded and the lineups published. You will receive heat-sheets and heat-lane reports by 8:00pm.
- **Relays:** There will be a \$30 fee per team for relays. Please bring a check to the meet payable to the Marin Swim League.
- **Fun Relay:** Similar to last year, we added a just-for-fun **Relay event** for all teams.

Once we get the list of qualifying swimmers attending All-Stars, we'll create pairings of MSL teams. For example, we'll match the teams with the most entries, with the teams with the least. Each combined team will have 10 swimmers (one boy and one girl from each age group).

- **Estimated End Time:** 1:00 pm. Coaches should go to the Computer Desk at the end of the meet to pick up their MSL Medals & Ribbons. Medals will be awarded to the 1st through 4th place relays, 1st through 4th place boys and girls separately and ribbons to the 5th through 8th place boys and girls separately.

Pool Protocol and Parking

- Warm-ups begin at 7:30 am. The pool will be cleared at 8:30 am.
- A “Whistle Start” will NOT be utilized during this meet.
- Touch pads will NOT be utilized for this meet.
- Fly Over Starts will NOT be used.
- Parking: The pool has a small parking lot, which is usually full by 7:15. Most of the parking is on the street. There is a tiny lot just before the pool (by the fire station) and a bit larger one right after. There is a Shopping Mall lot across the street. In consideration of our neighbors, we ask people to NOT use the spaces in this mall. This parking is for their customers.
- Team Tents: There is sufficient space both inside the pool and just outside the gate for teams to setup tents. If you would like to setup an area for your team, please come by the Terra Linda pool on Saturday evening, 6pm -7:30pm. Space will be available on a first come first serve basis.
- Wading Pool: Due to City regulations, the wading pool will be closed during the meet, and we also ask for your help in keeping swimmers out of the shallow area of the main pool.

Pool Configuration Team Warm-ups Assignments

B l o c k s		
	Lane 8: Tidalwaves	
	Lane 7: Marinwood	
	Lane 6: Novato / Rolling Hills	
	Lane 5: Terra Linda/ Swimarin	
	Lane 4: Strawberry	
	Lane 3: Sleepy Hollow	
	Lane 2: Lucas Valley	
Lane 1: Scott Valley		

Meet Desk Area

2017 Marin Swim League All Stars Meet

Sunday, June 18, 2016

Terra Linda Community Pool

7:30am warm ups

8:45 am Meet Start

Team Volunteer Coordinator Instructions

(Please make copies of all job descriptions for your team)

Dear All Stars Volunteer Coordinator:

Thank you for volunteering to help with this year's MSL All Stars Meet. On the day of the meet, you or your designated rep should be available to recruit last-minute volunteers from your team.

The All Stars Volunteer Coordinator's responsibilities include:

- Recruit all the volunteers (including alternates) assigned to your team and complete the shared Volunteer Google doc (sent in early May). Please upload all volunteer information on the shared Google doc **no later than Thursday, June 8th**.
- Be the single point of contact between the MSL and your team. On the morning of the event, please **check in by 7:30** at the table just inside the main pool entrance. You will receive a team packet with coach's heat sheets, name tags for your team's volunteers, snack bar vouchers and an invoice.
- **Bring at least four working stopwatches** (in case of Colorado System failure).

The All Star meet is essentially a large dual meet. We have the same jobs which are required for any dual meet with just a few exceptions. We have listed descriptions for the jobs that teams have been assigned. Teams are permitted to trade jobs with each other. **It is your responsibility to coordinate any trades.** Once the trade has been completed, email the trade details to Molly Hodge at molly.hodge@tlorca.org no later than Thursday, June 8th. A complete list of the volunteers will be available at the meet.

Our sincerest thanks for your efforts in making the 2017 MSL All Stars meet a great success.

Sincerely,
The Terra Linda Orca All Star Committee

Meet Directors: Matt Kennedy
 Brian McDaniel

Volunteer Coordinator: Molly Hodge

Day of the Meet Schedule

Team Volunteer Coordinators 7:30 AM

- Sign in at the Volunteer Desk just outside the main entrance on the Miller Avenue side and receive team packets (heat sheets, coaches' snack bar vouchers, volunteer name tags and invoice).
- Pass this info out to your teams.

Colorado Desk - Whole Meet

- Staffed by Terra Linda Orca volunteers

Officials - First Half 8:15 am

- Referee calls meeting with other Officials: Stroke & Turn, all other Stroke & Turn Judges and Runners, Starter and Back-Up Starter. Meet under the computer desk tent.

Timers - First Half 8:15 am

- Head Timer calls meeting with other Timers. Meet behind the computer desk.

Ribbons - Second Half

- Check in with the Ribbons desk located next to the computer desk; they will give you a better idea of when to be back there.

Officials - Second Half (after the end of the backstroke)

- Referee calls meeting with other Officials: Head Stroke & Turn, all other Stroke & Turn Judges and Runners, Starter and Back-up Starter. Meet behind the computer desk.

Timers - Second Half (after the end of the backstroke)

- Head timer calls meeting with other Timers. Meet at the diving boards for training.

Clean-Up Crew Report prior to the start of the Fun Relay (listen for announcement)

- Clean-up volunteers from each team report to the Meet Director behind the computer desk tent.

Job Descriptions

Meet Officials:

Meet Director:

The meet director(s) will oversee the meet, will answer questions and will direct people to the appropriate volunteer.

Referee:

- U.S. Swimming rules apply to conduct of the meet and swimming the strokes, turns, finishes and lane disqualification. A swimmer must have participated in at least two dual meets in the current season, except for high school swimmers, who must have participated in at least one dual meet this season. A swimmer will be disqualified upon a second false start in any event.
- Ensures that the stroke and turn process was followed correctly by all judges.
- Signs off on all DQ slips. Oversees all calls and relay starts.
- Is called upon in a disputed call.

Starters:

- The starter will work with the Announcer and Head Referee to run each race and must be prepared to call illegal or false starts. A swimmer is allowed only one false start per event.

Stroke & Turn Judges:

- Will be stationed at or near Lane 3 & Lane 8 at both ends of the pool, and should travel while observing the swimmers in their respective quadrant of the pool. Lane assignments to be assigned at the pre-shift meeting.

Stroke & Turn Runners:

- Take completed DQ's from their assigned S&T judge to the Referee for signature.
- Take the signed DQ from the Referee to the Colorado Supervisor at the desk.
- Try to get the signed DQ to the Colorado Assistant at the Desk before the time cards have been processed for the given heat.

Relays - Dual Confirmation Officials:

- These judges check the relay exchanges to make sure swimmers don't leave the blocks too early.
- Please make sure that all assigned Officials report to their pre-shift meetings for instruction.

Desk Runner:

- Should be posted near the announcer.
- Must be able to take the Sheets from the Lane Runner (coming after each event from the timers) to the Colorado Assistant (one of the desk positions described above).
- Make sure that the timer sheets were collated.

Ribbon Desk Personnel:

Ten bags with team names will be assembled near the ribbon desk (next to the computer desk). Medals are awarded for the First through Fourth place in each individual event. Medals are awarded to the First through Fourth place members of the winning relay teams. Following the meet, coaches will pick up bags for distribution to their team

Timing Staff:

This is often the biggest "late show" area. This is the LARGEST number of volunteers. Please remind all Timers, Recorders and Runners to report to their pre-shift meetings and to their lanes promptly.

Head Timer:

Head Timer shall run the pre-shift timers meeting and shall assure that all timers are equipped and informed as to positions, etc. If a timer should miss a start, he/she should alert the Head Timer on the closest side who should then capture that time. The appropriate Lane Recorder will then pick up that time from the Head Timer.

Timers:

The timing system is linked to the starting system. Timers will use the push button and press it ONLY as the swimmer finishes. The Lead Timer/Recorder will also use a stopwatch as a backup and will time the event as usual. The stopwatch time is the only time given to the recorder. If the Timer misses the time and doesn't alert the Head Timer, he/she should NEVER use the scoreboard time. Recording no time is preferred to duplicating the scoreboard time here. The Timer/Recorder in each lane will record the back-up time on hard copy (paper).

Timers should be prepared to go back to stopwatches in the event of a Colorado system failure. Stopwatches will be provided by each individual team. **Each team is to bring 4 backup watches.**

Recorders:

The job of recorder will be done by the first position timer in each lane (see Volunteer Lists). The recorder shall write very clearly; listen to the Announcer; check every sheet for the correct heat, correct swimmer's name; hand in every sheet to the Lane Runner; write "NS" on the sheet of paper if there is no swimmer; **and will always STAND UP and signal to the Starter if more time is needed.** If you think the swimmer's name is different than the name on the sheet, be sure to check with the swimmer when he or she is finished swimming and write in the correct name.

Lane Runners:

One Lane Runner will be assigned for each half of the meet. The runner will move down all eight lanes at the end of each event to pick up the sheets from each Timer/Recorder and collect all DQ slips from the S&T Judges. The runner will then check to see that the Timer/Recorder has legibly put the times in the correct place on each sheet. The Runner will keep the sheets in lane order, from lowest to highest and will correctly combine them before turning in to the Desk. When picking up the sheets, make sure you pick up a sheet from all of the lanes. As you pick them up, make sure they are from the same event. Keep an eye and ear on the Starter. Try not to be asking nor reaching for sheets from Recorders as the race is about to start. This distracts Timers and is a common reason for timers with a stopwatch to miss the start.

Announcers:

This volunteer will announce the upcoming heat and the swimmers names and team affiliation while the swimmers are in the water. While swimmers are in the water, the announcer can also report the All-Star record for that event.

The Announcer will also:

- Announce start times of meetings, reminding workers to show up on time.
- Make miscellaneous announcements as indicated by the Meet Director.