



## 2012 ALL STAR PACKET

The following information is enclosed in this packet:

1. All Star Flyer
2. Coaches' Information
3. Volunteer Coordinator Information
  - a. Coordinator Responsibilities
  - b. Day of the Meet Schedule
  - c. Job Descriptions
  - d. Warm-up Assignments
4. Individual Team Volunteer Assignments

Please review your assignment spreadsheet and email Laura Woodhead at [laura@thewoodheads.net](mailto:laura@thewoodheads.net) and Monika Farrar at [monika-bret@comcast.net](mailto:monika-bret@comcast.net) **by June 8th** if there is an assignment your team cannot accommodate. Please send final team assignments **by Friday, June 15**. After June 15, it will be your responsibility to swap assignments with another team – just be sure to email the change to [laura@thewoodheads.net](mailto:laura@thewoodheads.net) and [monika-bret@comcast.net](mailto:monika-bret@comcast.net).



**SATURDAY, JUNE 23, 2012**

**College of Marin- Indian Valley Campus Pool**

**10:00 AM WARM UP  
11:00 AM START TIME**

**“Q” TIMES** are posted on the MSL website

**ALL STAR** Meet will be run like a DUAL MEET –

No whistle starts and we will NOT have touch pads this year.

**MEDALS** will be awarded to 1<sup>st</sup> – 4<sup>th</sup> place and relays 1<sup>st</sup> – 4<sup>th</sup> place

**RIBBONS** will be awarded to 5<sup>th</sup> through 8<sup>th</sup> place



## Coaches' Information

- **Warm Ups:** 10:00 am-10:45 am  
Each team has been assigned a specific lane for warm-ups and timing. See pool configuration chart on the next page of this packet.
- **Meet Begins:** 11:00 am
- **Meet Format:** Standard Dual Meet Format
- **Entries:** Entries are **due by Sunday, June 17<sup>th</sup> at 3:00 pm**. Qualifying swimmers may enter up to three individual events. Please email your team entries to John Nolan at powrov2@gmail.com. Deck seeding will be done for our 15-18 group. All 15-18 swimmers swimming Free or Back need to check in by 10:30 am and check in for 15-18 breast, fly & IM no later than 11:30 am. There will be a check-in table outside of the gate entrance to the pool.
- **Estimated End Time:** 2:00 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 1<sup>st</sup> through 4<sup>th</sup> place relays, 1st through 4th place boys and girls separately and ribbons to the 5th through 8th place boys and girls separately.

## Pool Protocol

1. Pre-meet warm-ups begin at 10:00 am. All entry in 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. The pool will be cleared at 10:45 am.
2. A "Whistle Start" will NOT be utilized during this meet.
3. Touch pads will NOT be utilized for this meet.
4. Ten lanes in the deep end of the pool will be used for the meet.
5. Fly Over Starts will be used.

## Pool Configuration Team Warm-ups & Timing Assignments

**Meet Desk Area**

Deep end

		<b>Bleachers</b>
<b>Blocks</b>	Gutter Lane	
	Lane 10: Orcas	
	Lane 9: Tidalwaves	
	Lane 8: Rolling Hills	
	Lane 7: Marinwood	
	Lane 6: Novato	
	Lane 5: Swimarín	
	Lane 4: Strawberry	
	Lane 3: Sleepy Hollow	
	Lane 2: Lucas Valley	
	Lane 1: Scott Valley	
	<b>BUFFER LANE-NOT FOR USE</b>	
	Lane A: Not Available	
	Lane B: Not Available	
	Lane C: Not Available	
	Lane D: Not Available	
	Lane E: Not Available	
	Lane F: Not Available	
	Lane G: Not Available	
	Lane H: Not Available	
	Gutter Lane	

Shallow End

**2012 Marin Swim League All Star Meet**  
**Saturday, June 23, 2012**  
**College of Marin-Indian Valley Campus Pool**  
**10:00 am warm ups 11:00 am Meet Start**  
Team Volunteer Coordinator Instructions  
(Please make copies for your Team)

Dear All Star Volunteer Coordinator:

Thank you for volunteering to help with this year's MSL All Star Meet. Since this is a championship meet, please make sure you assign parents who are experienced in the position they've been assigned. This will help the meet to run smoothly. At the day of the meet, you or your designated rep should be available to recruit last-minute volunteers from your team.

The All Star Volunteer Coordinator's responsibilities include:

6. Recruit parent volunteers for the jobs your team has been assigned (including alternates).
7. Communicate the names/contact information of your volunteers to the Meet Directors. We will email you soft copies of the Volunteer forms. Please email your completed forms to Laura Woodhead **no later than Friday, June 8th.**
8. Be the single point of contact between the MSL and your team. On the morning of the event you will receive a team packet with coach's heat sheets, snack bar vouchers and an invoice.
9. Check in at 9:30 am on the day of the meet and be available throughout the meet to fill in last minute needs (which always happens!).
10. **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 jobs that teams have been assigned to teams. We will be swimming in 10 lanes. Teams are permitted to trade jobs with each other. It is your responsibility to coordinate any trades. Each team has been assigned a specific lane for warm-ups and for timing volunteers. Please see Pool Configuration chart enclosed in this packet. Once the trade has been completed, email the trade details to Laura Woodhead at [laura@thewoodheads.net](mailto:laura@thewoodheads.net) **no later than Friday, June 15.** A complete list of the volunteers will be available at the meet.

Logistic Details:

11. **Meet start time is 11:00 AM.** Warm-ups begin at 10:00 am.
12. **NO "Whistle Start" for this Meet.**
13. **There will NOT be touch pads this year.**
14. **Fly Over Starts will be utilized.**
15. **The meet should end by 2:00 PM.**

Our sincerest thanks for your efforts in making the 2012 MSL All Star meet a great success.

Sincerely,

Laura Randall Woodhead & Peter Gebbie  
Swimarin Sharks  
2012 All Star Meet Directors

[laura@thewoodheads.net](mailto:laura@thewoodheads.net)/415-370-3215  
[peter.gebbie@blueshieldca.com](mailto:peter.gebbie@blueshieldca.com)/ 415-342-9930



# Day of the Meet Schedule

## **Facilities Set-Up and Opening**

**7:30 am**

- Set-Up crew reports in to Glen McCord in front of the restrooms.
- This includes ALL SET-UP Volunteers from each team.
- Snack Bar and T-Shirt concession set up begins.

## **Team Volunteers**

**9:30 am**

- Sign in at the Volunteer Desk just outside the double-door entryway into the pool and receive team packets (heat sheets, coaches snack bar vouchers, volunteer name tags and invoice).

## **Pool Supervision - First and Half**

**9:30 am**

- Pool Marshall - Meets with Warm-Up Supervisor, Lifeguards and Gate Keepers in front of the restrooms.

## **Colorado Desk - First Half**

**10:00 am**

- Head Computer Rep calls meeting of all First Half Colorado Desk workers to help set up equipment and ensure all connections are working. Meet at the deep end of the pool.

## **Officials - First Half**

**10:00 am**

- First Half Referee calls meeting with other Officials: Head Stroke & Turn, all other Stroke & Turn Judges and Runners, Starter and Back-Up Starter. Meet at deep end of pool in coaches area.

## **Timers - First Half**

**10:15 am**

- Chief Timing Judge calls meeting with other Timers. Meet at the deep end blocks.

## **Colorado Desk & Ribbons - Second Half**

**12:30 pm**

- Check in with the Desk; they will give you a better idea of when to be back there.

## **Officials - Second Half**

**12:30 pm**

- Second Half Referee calls meeting with other Officials: Head Stroke & Turn, all other Stroke & Turn Judges and Runners, Starter and Back-up Starter. Meet on ramp under office windows at shallow end of pool.

## **Timers - Second Half**

**12:30 pm**

- Chief Timing Judge calls meeting with other Timers. Meet at the deep end blocks.

## **Clean-Up Crew**

**1:45 pm**

- Clean-up volunteers from each team report in to Glen McCord at deep end of pool by diving boards.

## **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:**

16. 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.
17. Ensures that the stroke and turn process was followed correctly by all judges.
18. Signs off on all DQ slips. Oversees all calls and relay starts.
19. Is called upon in a disputed call.

#### **Starters:**

20. 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:**

21. 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:**

22. Take completed DQ's from their assigned S&T judge to the Referee for signature.
23. Take the signed DQ from the Referee to the Colorado Supervisor at the desk.
24. 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:**

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

#### **Colorado Desk Personnel:**

Once again this year, data will be transmitted directly from the Colorado system (the plungers) to the computer. The swimmers will NOT be using touch pads. Hard copy times from the back-up watches will be brought to the desk and used in the event of an automatic timing failure. Desk workers should be prepared to use the manual procedure in the event of a Colorado system failure.

#### **Colorado Supervisor/Operator:**

27. Working with the Head Computer Rep (John Nolan) will oversee all aspects of the Colorado Timing System.
28. Sets next event or heat.
29. Monitors/adjusts active lanes, arms/disarms buttons
30. Stores/prints each race.



### **Colorado Assistant:**

31. Marks off heat sheet and makes any adjustments on race printout.
32. Writes the race number from Colorado on current event heat sheet.
33. Checks button times.
34. Collates timer sheets (should already be done by lane runner).
35. Adds DQ's.
36. Takes Colorado race results from printer and attaches to timer sheets and DQs.
37. Creates the Event Package with all paper from that event.

### **Data Entry Personnel (Laptop Operator):**

38. Responsible for seeding the meet one week prior and manages last-minute entries as required.
39. For every heat: gets times for the heat, changes/moves swimmers if necessary.
40. Prints two copies of results.
41. Pass "event package" to heat checker
42. If errors found by heat checker: makes corrections and reprints results.
43. Prints ribbon labels at the end of each stroke.
44. Provides results to MSL Publicity [mslreporter@gmail.com](mailto:mslreporter@gmail.com)

### **Heat Checker:**

45. Uses Colorado sheets and cover Event Heat sheet to make sure the correct race numbers was used by the EasyMeet data entry person. One time per event is usually enough to cross check this.
46. Checks that manual time overrides were applied correctly.
47. Checks correct heat/lane reassignments.
48. Reports errors to the Data Entry Person.
49. Staples the entire Event Package and stores it away.

### **Desk Runner:**

50. Should be posted near the announcer.
51. 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).
52. Make sure that the timer sheets were collated.

### **Results Poster:**

53. Posts event results. The results are ready after the event has been checked by the Heat Checker.

### **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

### **Gatekeepers:**

Two Gatekeepers will be assigned to each half of the meet. One Gatekeeper will stand at the entrance to the starting block area and the other will stand near the deep end by starting blocks. swimmers or spectators should not be allowed by the deep end diving board areas. The Gatekeepers job is to keep unauthorized people from behind the blocks and the computer desk.

### **Pool Marshall/Warm-Up Supervisor:**

The Pool Marshall will work with Warm-Up Supervisor to maintain order and keep the pool area

safe, along with the three lifeguards.

**Timing Staff:**

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

**Head Timers:**

**Head Timer #1** shall run the pre-shift timers meeting and shall assure that all timers are equipped and informed as to positions, etc.

**Head Timer #2** shall help prepare timers at the 10:00 am meeting and will supervise all timers from the opposite side of Head Timer #1 during the meet, each one having five lanes to be responsible for. 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.**

The chart below lists the Timer volunteer positions by Team & Lane.

Lane 1	Scott Valley
Lane 2	Lucas Valley
Lane 3	Sleepy Hollow
Lane 4	Strawberry
Lane 5	Swimarin
Lane 6	Novato
Lane 7	Marinwood
Lane 8	Rolling Hills
Lane 9	Tidalwaves
Lane 10	Orcas

**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:**

Two Lane Runners will be assigned for each half of the meet. The runner will move down all ten lanes at the end of each event to pick up the sheets from each Timer/Recorder. 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 prior heat is swimming. While swimmers are in the water, the announcer can also report the All-Star record for that event.

The Announcer will also:

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

