



Making Waves Together...

June 28th, 2025

Welcome to the 50th Anniversary Marin Swim League CHAMPS event! Yes, for the last 50 years, the Marin Swim League tradition of high-quality, volunteer-run, local swim competition for the kids of Marin has continued as one of Marin's greatest community-building organizations.

Thank you for attending this meet and encouraging our swimmers. This information packet has been designed to provide the necessary information to help all families, coaches, and leadership volunteers familiarize themselves with the meet format, venue layout, and event timeline. Tidalwaves is thrilled to host this momentous anniversary meet for the league, and we graciously hope to make it the best Champs experience ever for all in attendance, especially our swimmers!

We know many people reading this document have varying experience levels with Champs. Here are some shortcuts to specific pieces of information and relevant maps. Please feel free to jump to the information that is most relevant to you!

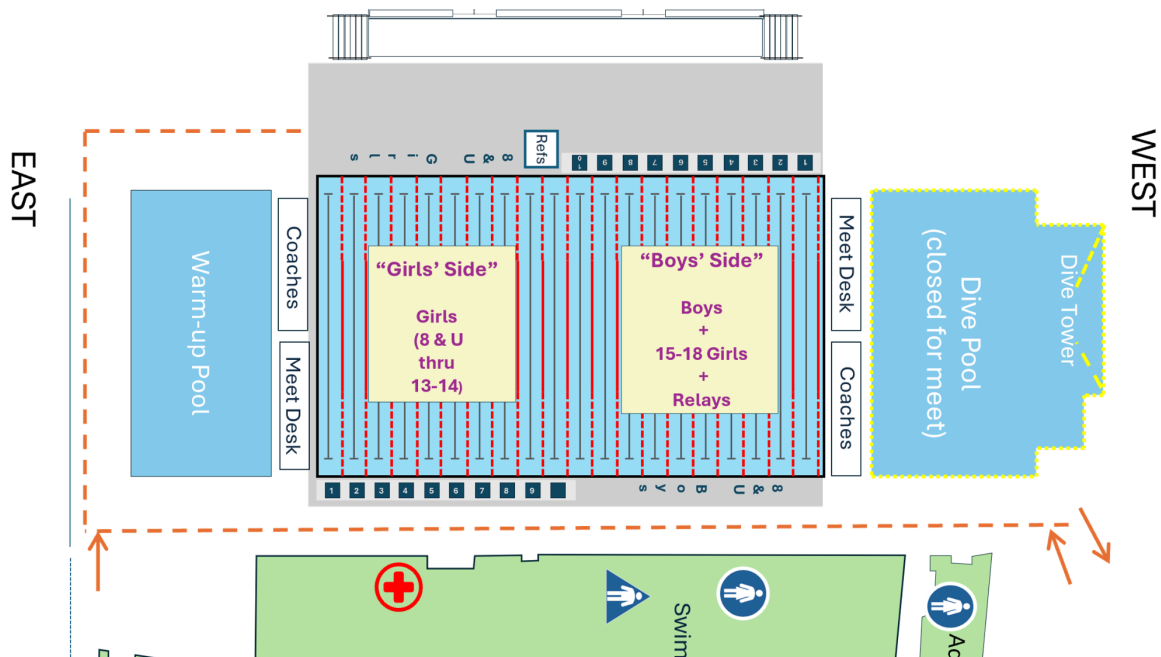
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Meet Format Overview

We will continue with the successful format of recent years. Two meets will run concurrently in the same pool in a single session. The session start time will be 8:30 am, with warm-ups starting at 7:15 am, and the meet should finish by 2:20 pm. The two meets have been balanced to keep swimmer numbers roughly equal in each meet. The meets are designated as follows:

- The Dive Pool Side Meet aka “The Boys’ Side + Relays + 15-18 Girls”
- The Warm Up Pool Side Meet aka “The Girls’ Side minus 15-18 Girls”



Meet Timeline

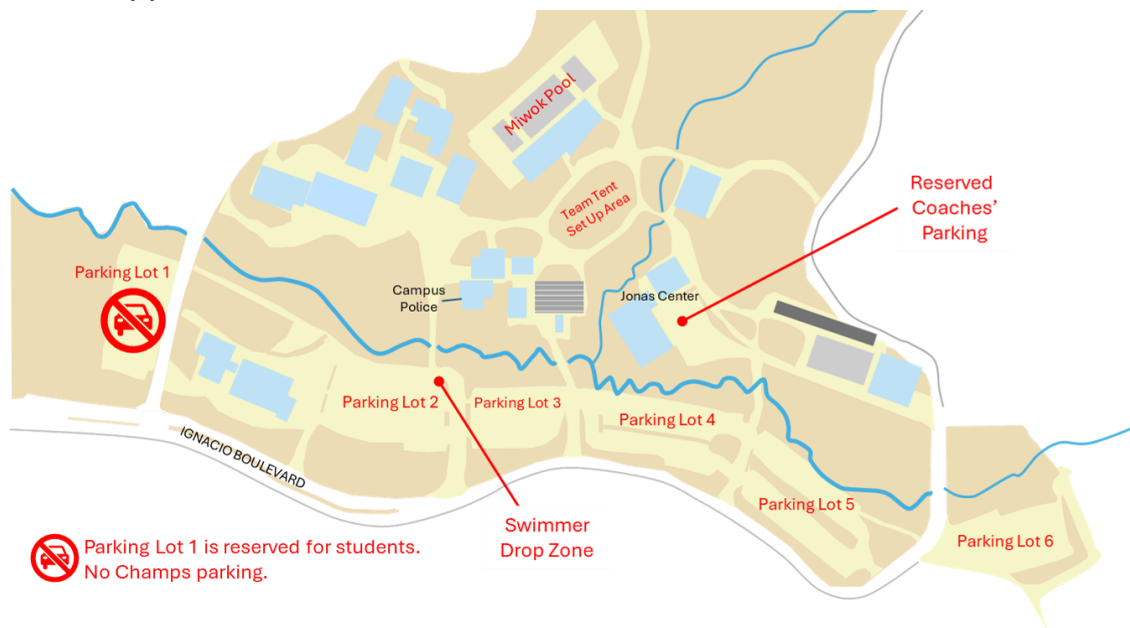
(Estimate, based on actuals for 2024)

- 7:15-8:15 am: Warm-Ups
- 8:20 am: Singing of National Anthem
- 8:30 am: Medley relays in “Dive Side”
- 8:45 am - 11:00 am: Free and Back
- 11:00 am - 11:30 am: Break and Volunteer Changes
- 11:30 am - 2:00 pm: Breast, Butterfly, IM, Free Relay
- 2:10 pm: 5 Decades of Champs Alumni Relay!
- 2:30 pm - 3:00 pm: Awards Ceremony

Parking Overview

We are expecting 900-1000 swimmers at this event! The Marin Swim League has pre-purchased **LEGAL** parking spaces from the College of Marin, so no one needs to buy a parking permit...however, we do encourage carpooling whenever

possible (approximately 440 parking spots available, and there could be up to 750 families at the event). We anticipate that the parking spots closest to the pool will fill early. If you park in an illegal spot, you are almost guaranteed a ticket ...so don't. If you are in a hurry, [drop the swimmers close to the pool \(in Lot 2\)](#) and then find your parking spot. Swimmers can find their way to the "Team Tent" area and you can meet them after you find parking. See map, below, or [a larger version in Appendix C](#).



Other Parking Rules and Things to Know:

- Lot 1 is reserved for students, so no Champs parking.
- Lot 2 is where the Swimmer Drop Zone is if you are in a hurry and need to drop your swimmer and then find parking. Remember good parking lot manners: No double parking and make it quick. Others will be behind you.
- If you cannot find a spot in Lots 2, 3, 4, 5, or 6, you will need to find parking in the neighborhoods near the entrance of IVC or at the San Jose Elementary School lot. Leave plenty of time for getting to the meet if you are parking far away (an extra 30 minutes has been reported from previous years' meet goers).

- No Parking on INDIAN HILLS DRIVE as it is a narrow road and causes a fire hazard.
- Illegal parking areas include: non-marked spots, red zones, motorcycle zones, fire roads, or handicapped parking without placards. Campus police will not grant a grace period for illegal parking and will issue a ticket immediately and/or have you towed. We know they are serious and will follow through!
- The small lot at Jonas Center has 17 parking spots. These spots are reserved for 1 coach per team, vendors, snack bar coordination, and drop off for families with accessibility needs. Parking in this lot is by permit only.
- At the end of the meet, please remember we may NOT cross the bridge(s) in a car or other motorized vehicle to pick up swimmers or belongings.

Swimmer Arrival Times and Warm-Ups

Each team's coaches and leadership may have 'team specific' recommendations/requirements on arrival times, however, [a good rule of thumb is plan on arriving at IVC 30 minutes before your swimmer wants to/should be in the water.](#) It will take a bit of time to park, find the tent, and be ready to go.

Pro-Tip: Write your swimmers' events, heats, and lane info on their hand prior to arrival, especially if they are in the 'first to warm-up' group for your team. For those still mastering this Sharpie art, [click here for a graphic](#), the input for which is the Heat/Lane Report provided to all teams on Thursday night before Champs.

Meet Name	Who/What	Warm-Up Times and Lane Assignments		Meet Start Time
Dive Pool side- aka “Boys Side”	Relays + All Boys Events + 15-18 Girls Events	7:15 - 8:15 am Coaches call swimmers to warm-ups in groups according to coaches’ preferences.		8:30 am
		Team	Lanes	
	Novato	1 - 2		
	Tidalwaves	3 - 4		
	Marinwood	5 - 6		
	SwiMarin	7 - 8		
	Rolling Hills	9 - 10		
	Warm-up Pool side-- aka “Girls Side”	All Girls Events (except 15-18)	7:15 - 8:15 am Coaches call swimmers to warm-ups in groups according to coaches’ preference.	
Team			Lanes	
		Sleepy Hollow	1 - 2	
		Lucas Valley	3 - 4	
		Scott Valley	5 - 6	

Meet Name	Who/What	Warm-Up Times and Lane Assignments		Meet Start Time
		Terra Linda	7 - 8	
		Strawberry	9 - 10	

Please don't be overwhelmed by the size of the campus! You can always figure out where to go by doing what most people do...[follow the crowd](#) (and the coned signs that line the pathways).



Important for the Day and for the Planet: The College of Marin continues to take a **Stand Against Plastic!** Water will be sold in cans, but you are welcome to bring a reusable water bottle for drinks. If you do, make sure you bring it home with you...these events tend to end with a graveyard of reusable water bottles left behind--also not good for the planet.

Location of Tents

Tents can be found as you approach the Miwok Center, in front of the building and pool. They will be arranged as follows:



Team tents should be where all swimmers and spectators hang out if we are not volunteering or migrating through the bleachers to watch our kids swim.

Deck space continues to be limited to swimmers, coaches, and volunteers. Off-duty parent volunteers, friends, and families can migrate through the bleachers to watch races. The bleachers will be in demand by spectators, so they should remain clear from 'camp set up' paraphernalia.

Volunteer Check - In and Where To Go

All volunteers should check in **first at your team tent**. Again, teams may have specific recommendations/requirements for when to check-in, but a good rule of thumb is check in with your team's Champs volunteer

coordinator, 15 minutes before your volunteer's meeting. The volunteer coordinator will have your badges and handy maps to point you in the right direction for your volunteer meeting. Below is a table of this information, but your volunteer badge is only available at your team tent and is also your ticket onto the pool deck, so please pick it up before proceeding to your volunteer meeting.

Table of Volunteer Positions, Meeting Times, and Locations

Volunteer Meeting Lead	Volunteer Positions Needed at Meeting	Meeting Time 1st Half Shifts	Meeting Time 2nd Half Shifts	Meeting Location
Operations Lead	<ul style="list-style-type: none"> Announcers 	6:45 am	11:15 am	Announcers Desk
Meet Desk Lead	<ul style="list-style-type: none"> Colorado Operator Touchpad Operator Data Validation Specialists 	No meeting necessary. Proceed to your already identified meet desk by 8:00 am to get set up.	No meeting necessary. Proceed to your already identified meet desk by the end of backstroke (roughly 11:00 am) to transition and get set up.	N/A
Meet Desk Lead	<ul style="list-style-type: none"> Lane Sheet Runners/ Result Posters 	8:20 am	11:15 am	Meet desk for side of meet you will be working.
Parking	<ul style="list-style-type: none"> All Parking Attendants 	6:00 am	N/A	Parking Bridge at Lot 2.
Emergency Services/Info Desk Lead	<ul style="list-style-type: none"> Info Desk Leads Info Desk Volunteer 	7:30 am	11:15 am	Info Desk (top of steps to Miwok Center)
Emergency Services/Info	<ul style="list-style-type: none"> Lifeguards 	7:00 am	None.	Miwok Lifeguard

Volunteer Meeting Lead	Volunteer Positions Needed at Meeting	Meeting Time 1st Half Shifts	Meeting Time 2nd Half Shifts	Meeting Location
Desk Lead				Room
Deck Access Lead	<ul style="list-style-type: none"> • Deck Monitors • Gatekeepers 	8:00 am	At the break. Approx 11:00 am	Dive Pool Gate Entrance
Drink and Snack Runner Lead	<ul style="list-style-type: none"> • Drink and Snack Runner 	8:00 am	At the break. Approx 11:00 am	Ribbons/ Awards Room 124
Referee Director and Head Official	<ul style="list-style-type: none"> • Referees • Stroke and Turn Judges • Starters • Paddle Workers • S&T DQ Runners 	7:45 am	At the break. Approx 11:00 am	Bleacher side, warm up side corner of competition pool.
Head Timer	<ul style="list-style-type: none"> • All timers working both the 'Dive Side' meet and the 'Warm up Side' meet. 	8:00 am	At the break. Approx 11:15 am	Bleacher side, corner of 'Dive Pool' side of competition pool.
8 & Under Line Up Lead - Boys	<ul style="list-style-type: none"> • All 8 & Under Line Up Chaperones - Boys 	8:00 am	At the break. Approx 11:00 am	Behind Dive Tower. See Map where 8U Boys line up.
8 & Under Line Up Lead - Girls	<ul style="list-style-type: none"> • All 8 & Under Line Up Chaperones - Girls 	8:00 am	At the break. Approx 11:00 am	Under the Warm-Up Pool overhang. See Map where 8U Girls line up.
Ribbons/ Awards Lead	<ul style="list-style-type: none"> • All ribbons/ awards crew 	9:00 am	At the end of the break,	Ribbons/ Awards

Volunteer Meeting Lead	Volunteer Positions Needed at Meeting	Meeting Time 1st Half Shifts	Meeting Time 2nd Half Shifts	Meeting Location
	volunteers		Approx 12:00 pm	Room 124
Champs Volunteer Coordinator	<ul style="list-style-type: none"> All On-Call Meet workers 	7:45 am	At the break. Approx 11:00 am	Bottom of the stairs in front of Miwok.

All You Need to Know Once the Meet Begins!

Starting from announcements prior to warm-ups, our volunteer announcers will help all meet attendees understand what is coming next. The meet will start with:

- The National Anthem at 8:20 am and
- Medley relays, in the Dive Pool side of the meet promptly at 8:30 am.

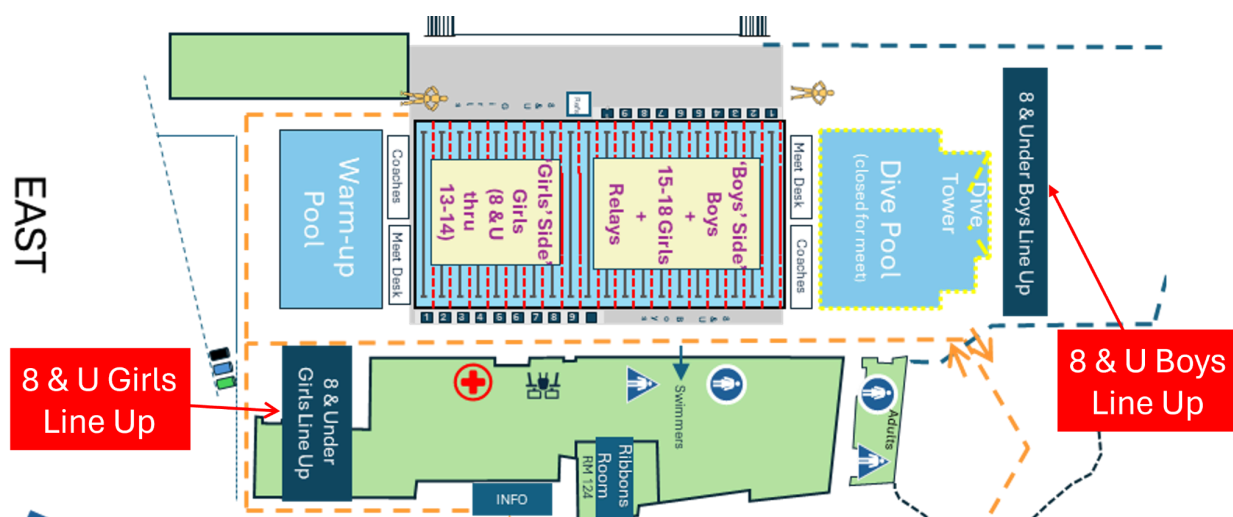
Events at Champs are run in the same order as they are for MSL dual meets. However, **heats within events at Champs will run from slowest to fastest**. This is to build excitement. The exact order of events, in each of the two meets, and meet break is as follows:

Meet Half	Events in Order 'Dive Pool' Side	Events in Order 'Warm Up Pool' Side
1st Half Start Time: 'Dive Pool' Side 8:30 am 'Warm Up Pool' Side (roughly	All Mixed Medley Relays <ul style="list-style-type: none"> • 8 & Under • 9-10 • 11-12 • 13-14 • 15-18 Freestyle <ul style="list-style-type: none"> • 8 & U Boys • 9-10 Boys • 11-12 Boys 	Freestyle <ul style="list-style-type: none"> • 8 & Under Girls • 9-10 Girls • 11-12 Girls

Meet Half	Events in Order 'Dive Pool' Side	Events in Order 'Warm Up Pool' Side
8:45 am--after Medley Relays)	<ul style="list-style-type: none"> ● 13-14 Boys ● 15-18 Girls ● 15-18 Boys Backstroke <ul style="list-style-type: none"> ● 8 & U Boys ● 9-10 Boys ● 11-12 Boys ● 13-14 Boys ● 15-18 Girls ● 15-18 Boys 	<ul style="list-style-type: none"> ● 13-14 Girls Backstroke <ul style="list-style-type: none"> ● 8 & Under Girls ● 9-10 Girls ● 11-12 Girls ● 13-14 Girls
Break	See Volunteer Meetings	See Volunteer Meetings
2nd Half Start Time: After all 2nd half volunteers are in place. Listen for announcements. Estimating 11:45 am.	Breaststroke <ul style="list-style-type: none"> ● 8 & Under Boys ● 9-10 Boys ● 11-12 Boys ● 13-14 Boys ● 15-18 Girls ● 15-18 Boys Butterfly <ul style="list-style-type: none"> ● 8 & Under Boys ● 9-10 Boys ● 11-12 Boys ● 13-14 Boys ● 15-18 Girls ● 15-18 Boys Individual Medley <ul style="list-style-type: none"> ● 8 & Under Boys ● 9-10 Boys ● 11-12 Boys ● 13-14 Boys ● 15-18 Girls ● 15-18 Boys All Mixed Free Relays <ul style="list-style-type: none"> ● 8 & Under ● 9-10 ● 11-12 ● 13-14 ● 15-18 	Breaststroke <ul style="list-style-type: none"> ● 8 & Under Girls ● 9-10 Girls ● 11-12 Girls ● 13-14 Girls Butterfly <ul style="list-style-type: none"> ● 8 & Under Girls ● 9-10 Girls ● 11-12 Girls ● 13-14 Girls Individual Medley <ul style="list-style-type: none"> ● 8 & Under Girls ● 9-10 Girls ● 11-12 Girls ● 13-14 Girls

8 & Under Line Up - Where, Who, and How

Because parents are not allowed on deck (unless they are volunteering), our youngest swimmers will be 'chaperoned' to their events, heats, and lanes by our 'Line Up' volunteers. Parents of 8 & Under swimmers should ensure their swimmers get to the appropriate line-up area (boys or girls, shown below), at least 10 heats before their swimmer's event/heat (approximately 15 minutes). [Coaches are responsible for lining up 8 & Under Medley relay swimmers.](#) Early heat 8 & Under freestyle swimmers should line up during the 11-12 Medley relay.

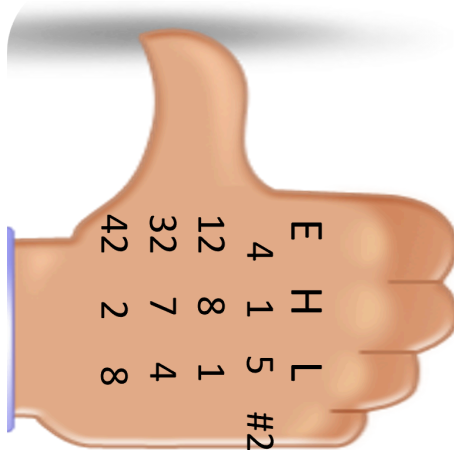


Once lined up, the 8 & Unders will be walked over to their lanes, in heat order. The 8 & Unders start on the non-block side of their meet side of the pool for all individual events except the 100Y Individual Medley. To help our volunteers, parents can:

- Get swimmers to either the boys or girls line up area at least 10 heats before their event (approximately 15 minutes).
- Remind your swimmer how important it is to listen to the line up volunteers.
- If at all possible, ensure your swimmer's name is on his/her cap or at least that s/he is wearing an identifiable team cap.

- Have your swimmer's event/heat/lane information written on his/her hand.
We know teams sometimes vary the format, that is fine, as long as volunteers can figure it out.

Example graphic of Event/Heat/Lane Sharpie Art



All Races - Things to Know for Swimmers, Timers, and Coaches

- All timers, waiting swimmers, and coaches must be behind the blocks at the start of each race (that starts on the block side) so that the area between the blocks is clear. This will help minimize confusion (among swimmers and starters) and provide for the fairest possible start environment.
- Starters will be apprised of when to start a race by the “Paddle Worker” who will be watching both meets closely and alternating the “green go” and “red, stop” signals between starters.
- Fly-over starts will not be used for this meet. The alternating “Dive Side”/“Warm-up Side” starts at Champs provide adequate time for swimmers to exit the pool between races.
- 8 & Under Disqualifications. Stroke and Turn Officials will be instructed to write up all the 8 & Under DQs.
- As per MSL dual meet rules, DQ write-ups will be reviewed by the meet referee and applied by the meet desk.

- The MSL follows the USA swim rules outlined in the 2025 rulebook, with a modification of, “the backstroke turn rule,” the false start rule, and the backstroke start rule.

- Here is the USA Swim Rule for the backstroke turn:

During the turn the shoulders may be turned over the vertical to the breast after which an *immediate continuous* single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

The MSL will interpret a ***continuous turning action*** to include kicking into the wall *without* additional arm pulls and thus does allow for flotation into the wall.

- MSL rules allow for one false start, per swimmer. **A swimmer is NOT disqualified until a second false start.** Further, the starter or the referee are the only ones who can charge a swimmer with a false start. In the event of multiple swimmers entering the water prior to the start of the race, the starter will determine which swimmer(s) caused the false start and will charge and inform the field accordingly.
- In backstroke, the start regulation is: The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited. At the start of a race, swimmers who have their toes/feet above the lip of the gutter after the starter calls, “Swimmers take your marks,” will be addressed by the starter as follows:

Starter: “Swimmers relax”

“Lane 2, you must have your toes below the gutter on your start. Do you understand?”

After obtaining confirmation, commence again with, “Swimmers, take your marks”

In the event a swimmer is still illegally positioned, again have swimmers relax and instruct all swimmers on where toes should be.

If after a 2nd warning, the swimmer again moves toes above the gutter, they can be DQ'd. However, if no warning is given by the starter, swimmers cannot be DQ'd.

- **Swimwear.** At the current time, the Marin Swim League has no rules regarding limitations on competitive swimwear.

Every swimmer and parent represents the Marin Swim League at this event. Good sportsmanship is more important than a win any day!

Miscellaneous Facility and Event Information

Dogs are not allowed at the swim meet. They're not allowed at IVC at all. We even put out a special ask to College of Marin staff to see if exceptions could be made for the cute well-behaved ones. Unsurprisingly, the rule applies to these dogs as well.

Snack Bar - The Sea Serpents Will Feed the Masses!

As is Marin Swim League tradition, the Champs host team from last year moves on to staffing and feeding the masses of swimmers, parent volunteers, coaches, and spectators who come to enjoy the day! We are thrilled and grateful to have this year's Snack Bar hosted by the Scott Valley Sea Serpents! Yes, the deferred gratitude the league shows to last year's host team, is our appetite this year. All snack bar proceeds this year benefit the Scott Valley Sea Serpents program. Scott Valley is known for and will delight the crowd with the following featured specialties:

- **Prepared food:** Scott Valley Swim Club's Chef Marc will run the snack bar with breakfast and lunch (breakfast burritos, fruit, croissants, veggie and meat burgers, Cesar salad, grilled chicken, and so much more).
- We will also have the **Serpent Corner Market** for grab-and-go snacks (chips, drinks, candy, energy bars).
- **Jamba Juice** will also be onsite doing what they do best: smoothies!

Between the snack bar, market, and Jamba Juice, swimmers and their families will be well nourished.

Come thankful for all the Sea Serpents efforts putting on Champs 2024 by bringing your hunger, thirst, and wallet! The Snack Bar will be located on the West Side of the Miwok building, down the hill from the pool/adult bathroom entrance.

5 Decades of the MSL Alumni Relay

What better way to celebrate the 50 Years of the Marin Swim League than with a relay celebrating swimmers from across the decades. All 10 teams have been challenged with a scavenger hunt to fill this 5 legged relay with 1 swimmer from each of the 5 decades of the Marin Swim League. The points for this relay are determined by both team composition as well as finish place. Below is a graphic of how scoring for this 3rd Spirit challenge:

5 Decades of the MSL Relay

		A	B	C
Point Opportunities	Decade Years	If leg filled by a swimmer or parent of the 2025 entering team and of the decade	If leg filled by a swimmer or parent of a different MSL team of the same decade	If filled by a 'substitute' swimmer. Substitute swimmers can come from any decade, but must be an MSL alumni swimmer/parent.
1st Decade Swimmer	1975 - 1984	50 points	50 points to the origin team with 10 points to the '2025 affiliated team'	10 points
2nd Decade Swimmer	1985 - 1994	50 points	50 points to the origin team with 10 points to the '2025 affiliated team'	10 points
3rd Decade Swimmer	1995 - 2004	50 points	50 points to the origin team with 10 points to the '2025 affiliated team'	10 points
4th Decade Swimmer	2005 - 2015	50 points	50 points to the origin team with 10 points to the '2025 affiliated team'	10 points
5th Decade Swimmer	2015 - 2024	50 points	50 points to the origin team with 10 points to the '2025 affiliated team'	10 points
Co-Ed Team Bonus	25 points			
Complete The Race	50 points			
Placement in Race	10 points for 1st Place, 9 points for 2nd Place, 8 points for 3rd Place, 7 points for 4th Place, 6 points for 5th Place, 5 points for 6th Place, 4 points for 7th Place, 3 points for 8th Place, 2 points for 9th Place, and 1 point for 10th Place			

Example of a B Column Swimmer:

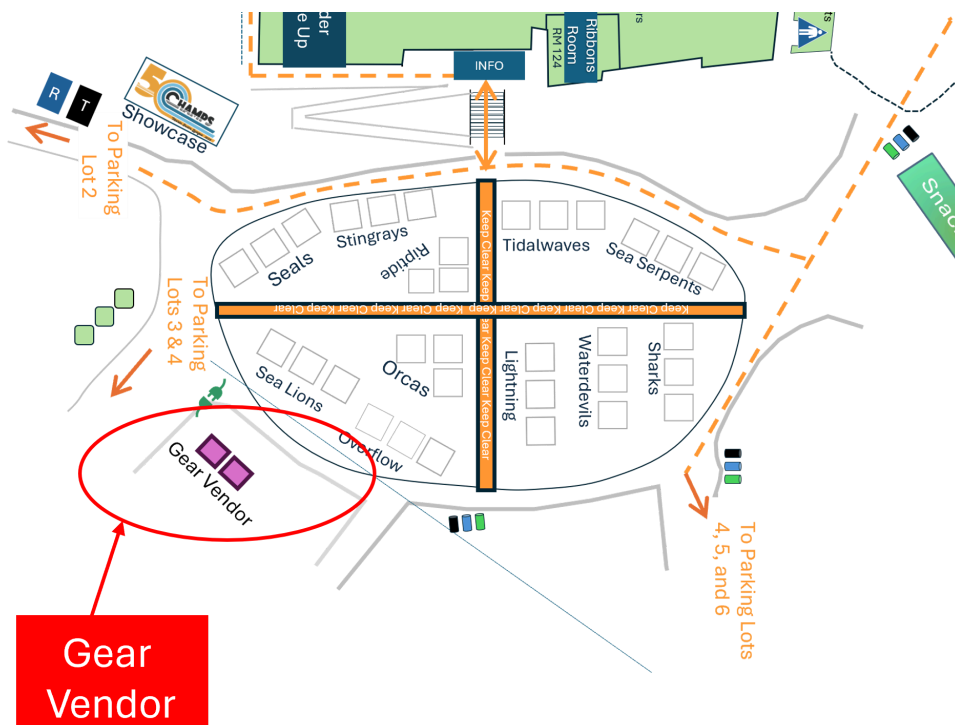
Leigh Steffy is an MSL alumni of SwiMarin, decade X. Her 2025 affiliated team is Terra Linda. She could swim for either TL or SM, however, if she swims for SM they would get 50 points and TL would get 10. This could be in addition to 50 they could earn by filling that decade's leg with another swimmer of the same decade. The point is to create an incentive to share swimmers so all teams can have a team.

To qualify for a given decade, the swimmer only had to swim 1 season in that decade. If a swimmer's MSL tenure spans 2 decades, they are eligible to fill a spot in either decade.

Parents of MSL swimmers are eligible to swim and are qualified to swim in the decade that represents their kid's swim decade.

We're on a T-Shirt/Hoodie Mission! What's and Where's the Merch?

For those of us who only shop for our kids at sporting events, we've learned to ask the right questions...where and what time do I need to get in line to make sure my swimmer gets his or her life altering memorabilia? This being the 50th Year Anniversary of Champs, we did offer a pre-sale opportunity. If your family took advantage of this, "The basics are all we need and we don't need a line," opportunity, you will be able to pick up what you ordered at the booth, at a quicker, shorter pick-up line. You'll want your order receipt with you. For those of you with swimmers who need to see and contemplate ALL the options...you should be able to get in line starting at 7:15 am.



In the Spirit of Spirit at IVC!

The Marin Swim League loves team and league spirit! However, in the spirit of respecting the space that we are so lucky to use to run this incredible event, the College of Marin administration asks that we note the following boundaries within which our Spirit can flourish!

- Spirited cars parked in the parking lot, complete with window paintings are encouraged by the facility! These are temporary expressions of our excitement, shared with our community, and are then driven away at the end of the event (hence their appeal to facility staff)!
- Tent areas can be decorated with whatever you like. Tents can be used to improvise or rig a 'spirit canvas', just roll them up and take them home at the end of the event. The buildings and grounds of IVC may not be used as a spirit canvas.
- Leave the chalk at home...no chalk may be used anywhere at IVC.
- Posting of signs and banners are allowed ONLY on the chain link fence on the 'Warm Up Pool' side.
 - Banners should have grommets and be hung with zip ties, not tape.
 - No signs may be affixed on glass windows.
- The Novato Police Department wants to specifically remind all of us that no signs may be posted along Ignacio Boulevard and Hwy 101.

In the Event of An Emergency...

The first response to any significant emergency will be to call 911 and report the incident to the Information Desk, located in front of the Miwok building. The Information Desk will dispatch our volunteer medical response team as needed. We will have a dedicated doctor on site all day.

Lifeguards will also be on duty in the pool area throughout the meet. Lifeguards and info desk volunteers will have access to ice packs and band-aids as necessary.

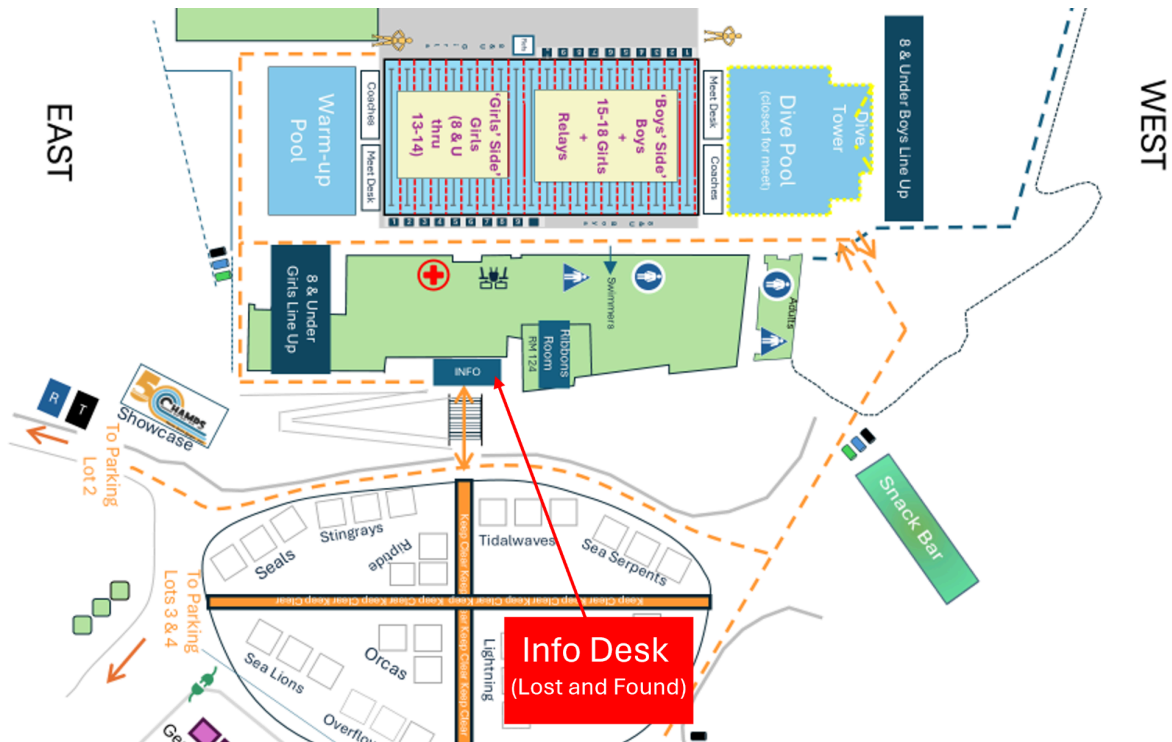
A Note on Nature, Pests, and the Wild of IVC

Rattlesnakes and poison oak have been reported at IVC. To be safe, stay out of the creek (swimmers and families) and off of non-designated pathways.

Yellow jackets are unfortunately also known pests at IVC – BE CAREFUL.

Lost and Found

During the meet, Lost & Found will be located at the Information desk in front of the Miwok building. Any items found during the meet can be brought to the desk. Likewise, checking the desk for lost items during or immediately after the meet is a good idea. At the end of the meet, Tidalwaves will add the items to our lost and found pile and they will be donated within a week.



Team equipment items such as stop watches, starters, etc. not picked up at the end of the meet are the responsibility of the team who left them. You may check with Sarah Paoli (spaoli@marin.edu) of COM, for anything that your team leaves behind. As you can imagine, Tidalwaves will be operating on fumes by the end of the meet.

The 50 Years of Champs Showcase

(Now on the Wall of the Miwok Building...)

2025 isn't an ordinary Champs year! The Marin Swim League is proud of our 50+ years of commitment to the kids and families of Marin County. Providing access to the sport of swimming and high-quality local competition has deepened community bonds throughout the county and provided an opportunity for our kids to develop and strengthen an important life skill they will take with them wherever they go on their life's journey. We've taken this opportunity to build a special showcase for our swimmers and families to peruse before, between, or after races. Take in the inspiration of the waves the teams of the league have made together over the years as we showcase stories and new traditions with old:

- "What the MSL Means to Me," submissions on display!
- A fun "name wall" of the 1800+ swimmers of the MSL this year (can you find your name on the wall?),
- Graduating swimmer bios
- Honor our coaches
- Honor our 10 Year + Swimmers
- Artifacts from across the league's 50 years!

Marin Swim League 2025 Graduates!

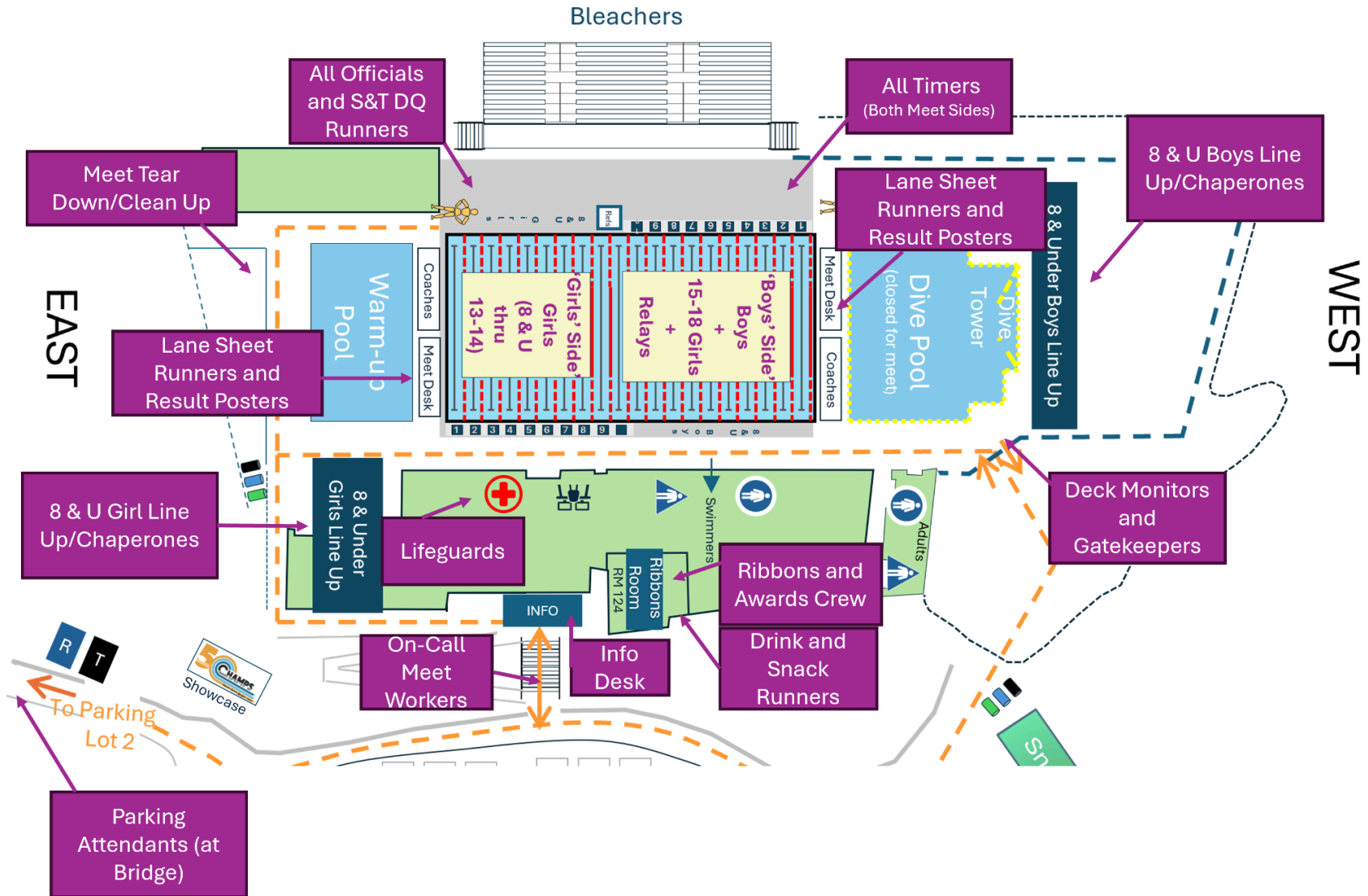
For our swimmers for whom the 2025 year is their last in the MSL because they are now 18 or they are moving on to college, we have asked their team for a short paragraph of their swim memories to share with the community. Again, swimmers, we are so grateful we got to watch you grow through swimming, and we thank you and your families for sharing memories of your experiences with us. We wish you great success in all you go on to do!

Stop by the Showcase to read the bios of our graduating swimmers!

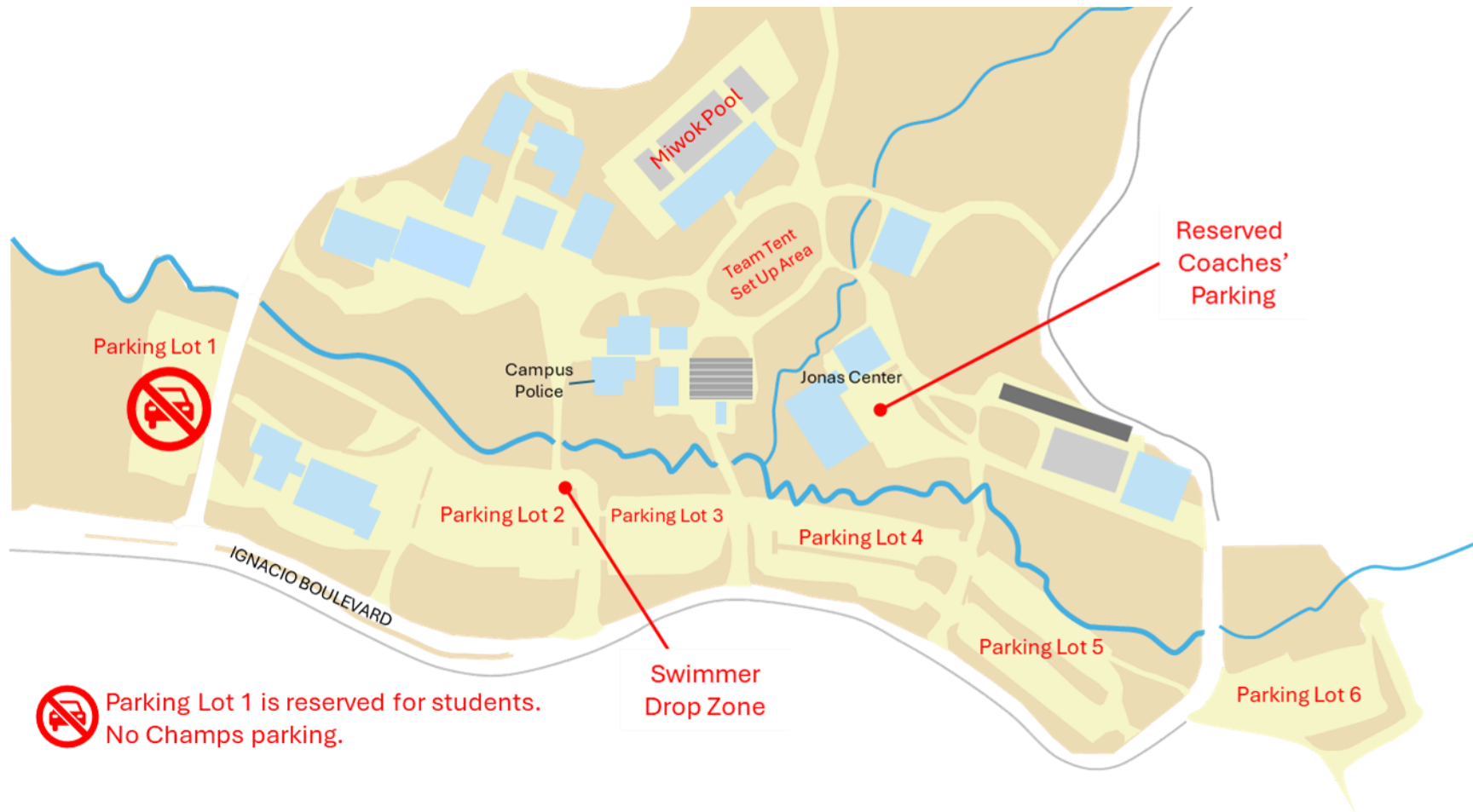
Appendix A - Champs Meet Layout Map



Appendix B - Map with All Volunteer Meeting Locations



Appendix C - IVC Parking Map (Large Version)



Appendix D - Pre-Meet Equipment Drop Off and Team Tent Set Up and Tear Down

It takes a 'village' of volunteers **and** equipment from the 10 Marin Swim League teams to run Champs! Each team president and MSL representative has received a list of equipment that the host team needs to borrow for Saturday's meet. This equipment can and should be dropped off at IVC on:

Thursday evening, June 26th, from 3:30 pm – 7pm.

- Please **very clearly mark every piece of equipment to be sure your team will get back what belongs to them.**
- At the end of the meet every team has a breakdown crew to assist with the overall takedown of the meet. It is each team's responsibility to ensure volunteers who are assigned to the 'Teardown' role know their team's equipment inventory and will be capable of finding it at the end of the meet and returning it to your team's tent area. Most equipment items will be moved back to room 124...tents will likely be at the Dive side gate.
- It is also each team's responsibility to arrange transportation of their equipment after the meet, back to its home location.

Pro-Tip: Make sure you have assigned volunteers to do this separate from those listed in the Champs volunteer spreadsheet.

To access the drop-off location at the IVC campus, please follow the below map:

College of Marin
Indian Valley Campus
1800 Ignacio Blvd, Novato, CA 94949

Gear/Equipment Drop-Off Map - Thursday



Teams may bring and set up their tents starting Friday,
June 27th beginning at 1:00 PM

Pro-Tip: There is always a risk of high winds on Friday. If your team decides to drop-off tents AND set them up on Friday, make sure you have weights to hold down the tents...usually buckets of water, but you'll want lots of volunteers to help fill those buckets. Leaving them low to raise on Saturday is also recommended to reduce the likelihood of "kite-like flight" Alternatively, drop the tents on Friday, and arrive Saturday, pre-warm up, to set up your team tent area.

For reference, here is the team tent map. Note that 4' walkways will be chalked to ensure ease of access in and out of the tent area. Please keep walkways clear.



Appendix E - Eligibility, Scoring, Awards, and Recognition

Eligibility Requirements

The Marin Swim League Champs eligibility rule is that a swimmer must have swum in **2 dual meets** (Time Trials is not a dual meet) in the current Spring Season to be eligible to swim at Champs.

Event Eligibility Requirements

Just as during dual meets, coaches are asked not to enter a swimmer in an event unless they are swimming the event legally in practice. This provides an incentive for swimmers to work towards technique mastery.

In addition, new this year, the Marin Swim League requires swimmers to have a time from a 2025 dual meet, in any event entered at Champs. That is, they cannot have an 'NT'. This requirement is waived for swimmers who have swum in at least 4 dual meets during the 2025 season. Similarly, if the swimmer ages up into a new distance for an event, but has a time at the shorter distance, the NT rule will be waived.

Champs Scoring versus Dual Meet Scoring

Below is a table that shows the scoring differences for individual and relay events at both dual meets and Champs. In all cases, points in the MSL are awarded by times across events, not by heat. That is, if a swimmer in heat 1 swims a faster time than a swimmer in the final heat, the points can go to the heat 1 swimmer.

Event Place	Individual Events		Relay Events	
	Dual Meet	Champs	Dual Meet	Champs
1	5	20	7	40
2	3	17	3	34
3	1	16	1	32

Event Place	Individual Events		Relay Events	
4		15		30
5		14		28
6		13		26
7		12		24
8		11		22
9		9		18
10		7		14
11		6		
12		5		
13		4		
14		3		
15		2		
16		1		

Yes, the individual scoring through 16th place makes Champs very exciting as many more swimmers have a chance to contribute toward their team's score, especially through relays!

Ribbons, Medals, and Trophies at Champs

Swimmers have a chance to earn medals, ribbons, and trophies at Champs. However, who qualifies for each type of award is different at Champs than it is in a dual meet. Specifically:

- **At the heat level**, all heat winners will earn a 'Heat Winner' ribbon. No other heat level ribbons will be given.

Outside of heat winner ribbons, finishes at the **individual event level** (e.g. '8 & Under Girls Backstroke') will be awarded as follows:

- Medals are awarded to the top 8 finishers for the event. That is, of all the swimmers in an event (like 8 & Under Girls Backstroke), the ones who finish with the top 8 times will earn a medal, regardless of which heat they swim.
- Ribbons are awarded to the swimmers who finish in 9th - 16th place.

Finishes for [relay events](#) will be awarded as follows:

- Medals are awarded to the top 3 finishing teams. Each member of the relay team receives a medal.
- Ribbons are not awarded for relay finishes.

[High-point trophies will be awarded](#) to the girls and boys in each age group who score, in their individual events, the highest, second highest, and third highest number of points across all of their individual events for the day.*

In the event of a tie, the trophy honor will be shared. Official 2025 high point or high point runner up trophies will go home with one of the tied swimmers and a 'substitute temporary' trophy will go home with the other until a new one can be ordered.

* In the event of a race tie, points are awarded to the teams as the sum of the points available for the tied places, divided by 2. However, for calculating individual high point winners, points will be awarded for the place finish. E.g. In the event of a tie for 1st place, each swimmer will earn 18.5 points for their team, however, in calculating individual high point winner, each swimmer will be awarded the full 20 points.

[Other League Wide Recognition of Swimmers for the 50th Year](#)

[What the Marin Swim League Means to Me](#)

[Come visit the 50 Years of Champs Showcase!](#) We've been collecting and curating stories of "[What the Marin Swim League Means to Me](#)" from all over the league and all over Marin! Many have been published and are on display to demonstrate the unique fabric of the league and all its many participants who recognize the league is way more than an 'activity' it is a rich community built by dedicated parents, coaches, and swimmers throughout its 50 year history!

Name Wall

And, to gain appreciation of the size of our impact, we'll have a [NAME WALL](#) with ALL 1800+ names from this year's Marin Swim League participants! Will your swimmer be able to find their name? It's a picture perfect opportunity!

Graduating Senior Bios

Come read the bios of the swimmers who will graduate this season with life lessons from their Marin swimming journey now a part of who they are and will always be! Complete with pictures of for all but the most camera shy! The MSL is graduating some amazing kids this year and we hope it will continue for the next 50 years!

10 Year Swimmers

For a Marin Swim League swimmer, 10 years represents over half their lives! Come see the names of swimmers who have dedicated over half their lives to swimming in the Marin Swim League. That is one decade in a league that has been around for five decades. That kind of dedication makes us all stronger.

Community Impact Recognition

Making waves in the community is as much about showing up for your team as it is about swimming fast. This year we will be recognizing the swimmers in the league who dedicated themselves to swimming in [4 or more dual meets as well as Champs](#) with a commemorative [50 Years of Champs bag tag](#) they can attach to their swim bags or school backpacks to let the world know they are dedicated to the Marin Swim League community!

Distribution of bag tags will be by delivery to teams with their ribbons/medals so teams can take back and distribute to their swimmers at their banquets.

Recognitions Available to Teams

“50 Years of MSL Champs Spirit” award- Throwing a 50 Years of Champs celebratory event takes effort! So does motivating our families and swimmers to stick around until the end of the swim season! Early on in this year’s season we let all team presidents and coaches know that we were introducing a special 50 Years of Champs Spirit Award to help teams focus at least some of their leadership time on getting the word out for this momentous event. [The 3 Challenges presented to all teams](#) were:

- Submissions for the “What the MSL Means to Me”. Points earned for submissions made by swimmers, but entries encouraged from whole community.
- Increase Champs participation rate for the team over last year.
- Entry of a 5 Decades of the MSL Alumni relay team!

We’ll be ticking and tying the points for these 3 challenges during the meet and awarding a special trophy to the team whose efforts promoting the event were most effective!

High Point Winners It wouldn’t be a Marin Swim League Champs event without the chance to bring home a team trophy! Places 1, 2, and 3.

Greatest Percent of Best Times - We’ll calculate the 3 teams who best rose to the Champs challenge by finding it in themselves to leave it all in the pool and come away with their fastest swims of the season! No trophy, but bragging rights for sure!

Champs Award Ceremony

Trophies will be awarded at the end of the meet in front of the Miwok building (where the Info Desk is). Please stick around for the Awards Ceremony!

Ribbons and medals are prepared by our ‘Ribbons and Awards’ volunteers during the meet. A bag for each team is created and should be picked up by a team representative at the end of the meet.

Appendix F - Volunteer Job Descriptions

Below are descriptions of all meet jobs and their responsibilities.

Volunteer Position	Description
Meet Operations Oversight Team	Host team members involved in planning and preparation of the Champs meet. Will be wearing 'Champs Crew' T-shirts and assisting with troubleshooting issues that may arise during the meet. Areas include: Facilities, Meet Operations, Hospitality, Emergency Services, Volunteers, Line-Up, Gear, and 50 Years of Champs Showcase.
Champs Volunteer Coordinator (1 per team)	Works closely with the Host Team Volunteer Coordinator to fill all jobs assigned to each team prior to the meet. On the day of the meet, checks in all volunteers to ensure they are there. Distributes name badges to volunteers and uses the supplied job descriptions and volunteer meeting map to point volunteers in the right direction. Works with the Host Team Volunteer Coordinator to find people and fill any missing roles on the day of. Must be available at your team's tent before the meet starts from 7:00am-8:30am and then again at the break from 11:00am-11:30am.
On-Call Meet Worker	May be used for any 'unskilled' labor role including timing, stroke and turn DQ running, lane sheet runners and results posters, drink and snack runner, 8 & Under lane chaperone, ribbons/awards crew or gatekeeper or deck monitor. Attendance at the On-Call Meet Worker meeting at 7:45am is mandatory for the 1st half shift and is mandatory at 11:00am for the 2nd half shift. On-Call Meet Workers attend timers meeting immediately after the on-call meet worker meeting.
Announcer	<p>Experience Required. Morning shift announcers in position at the Announcer's table at 6:45am for an 8:30am meet start. Announcements will start with warm-ups and reminders of warm-up lane assignments, volunteer meeting locations, and where information/heat sheets/results/meet maps are posted.</p> <p>2nd half announcers should be in place by the start of 15-18 backstroke events to be prepared to direct 2nd half volunteers to volunteer meetings as well as provide 1st half score updates and remind parents where meet information is posted.</p>

Volunteer Position	Description
	<p>Announcers will be positioned mid-pool on the BUILDING SIDE of the pool so they can have the best view of what's happening in the pool. All announcers will be provided with a script.</p> <p>Announcers will announce swimmers in each heat after the start of the heat. Swimmer announcements must be sharp and brief to avoid delays, e.g. "Lane 4, John Doe, Lane 5, Mike Smith," etc. Do not squeeze in team names and other extraneous information.</p>
<p>Meet Desk Volunteer Workers</p> <ul style="list-style-type: none"> • <i>Computer Desk Colorado Operator</i> • <i>Computer Desk Data Validation</i> • <i>Computer Desk Lead</i> • <i>Computer Desk Touchpad Operator</i> 	<p>Meet desk jobs are highly skilled and teams are assigned to Champs well before volunteer sign ups go out. A meet desk shift is typically half a meet on either the dive side or the warm up side. The volunteers required are 1 Colorado Operator, 1 Data Validation volunteer, 1 Meet Desk lead and 1 Touchpad Operator. The Meet Desk Lead is there to troubleshoot as things come up. The meet desk is responsible for 1) directing the lane sheet/result poster volunteers for their meet side/meet half 2) ensuring referees know where to place DQ slips after they have been signed, 3) working with starter to ensure timing system is ready before races are started and 4) bringing together timing system data into Touchpad and validating against lane sheets prior to printing final results. Once final results for an event are ready, provides a printout to the results poster then takes the completed packet to the Ribbons label printer inside the computer room so that ribbons labels can be printed for the ribbons/awards crew.</p>
<p>Ribbons/Awards Label Printer</p>	<p>Must have experience with Touchpad. As validated data packets come in from meet desk runners, print award labels by event through 16th place. Also print heat winner labels for each event. As labels are printed, take to the Medals and Ribbons Crew so they may be affixed to medals and ribbons and collated into bags for each team. Track which labels have been printed and which still need to be printed. Please note: ribbons must be printed 1 event at a time, only after event results have been finalized. A tracking sheet will be provided.</p>
<p>Lane Sheet Runner and Results Poster</p>	<p>Responsible for collecting lane sheets at the end of each event, putting them (or keeping them) in lane order, and giving them to the appropriate meet desk. There are 2 Lane Sheet Runners</p>

Volunteer Position	Description
	<p>and Results Posters per meet side per half. If one is busy collecting lane sheets, the other can and should post event results after the meet desk completes the data verification process.</p> <p>Also responsible for running completed event packets to the computer room so that the ribbon printing volunteer knows s/he may run ribbons labels for the event.</p>
Head Timer	<p>One Timers meeting will be held for each half of the meet. Both head timers are in the meeting, but one will run the meeting. Receive stop watches from the Timer Operations Lead prior to the volunteer meeting. At the meeting, head timers will have a list of volunteers and their lane assignments. Provide a watch to each lane. Provide orange vests to each timer to help starters see them. Ensure all timers understand the process of checking swimmer names, marking No Shows, assigning a stop watch to each lane, and recording the hand time on the lane sheet.</p> <p>Start a watch for each race and if timers miss the start of a race, have them raise their hand. Report the time to them so they can write it on the lane sheet.</p> <p>Meet volunteer coordinator will attend the timer's meeting with on-call meet workers to ensure all timers are in place. The meet can't start until we have 3 timers in each lane.</p>
Timer/Recorder	<p>After the timers meeting with the head timer, all timers report to their assigned lanes ready to go.</p> <p>Each lane will have 1 recorder responsible for verifying the name of the swimmer swimming in the lane, or making note if it is a different swimmer and recording the watch time. If the swimmer is a No Show, also mark accordingly with NS; 1 timer who starts a handheld watch at the beginning and end of each race; and 3 timers with buttons to capture the time as swimmers touch the wall at the end of the race. Timers are expected to actively stand and watch the swimmers finish to capture each swimmer's time accurately.</p>

Volunteer Position	Description
	Lane sheets will be collected by the Lane Sheet Runner at the end of each event.
Referee	Experience required. All stroke and turn judges report to the referee for their meet side. DQ slips are written up by the stroke and turn judges. Stroke and turn runners pick up DQ slips from judges and give to referee. The meet referee reviews them, signs them, and gives them to the meet desk to apply them. Arbitrates any disputes brought to his/her attention. In the event of a false start where swimmers are not effectively stopped quickly, makes the call to let the swimmers rest while other heats continue to run.
Starter	<p>Starters are positioned 10 yards from the block side of each meet and 10 yards from the opposite side (for 8 & Under events) so that swimmers can see and hear the starter clearly.</p> <p>Sample Starting Calls:</p> <ul style="list-style-type: none"> • “Event #6, Girls 8 & Under 25 Yard Freestyle” • “Heat #1 swimmers please step up to the blocks” (for backstroke this becomes, “Heat #1 swimmers in the water”) <p>Call heat to the blocks as soon as possible, even as previous heat is finishing. This keeps the meet moving, focuses the attention of the swimmers, and gives them sufficient time on the blocks.</p> <p>Scan the block area for swimmers who may be missing. We want to avoid swimmers missing their heat due to confusion around the blocks. OK to call out, “Do we have a swimmer this heat in lane 4?”</p> <p>Check with paddle worker and Colorado operator to ensure you are clear to start each race. Also ensure all previous heat swimmers have exited the pool.</p> <p>Once you are ready to start, call to timers and judges: “Heat #4 50 yard freestyle. Timers and Judges Ready?” Quickly scan to see if there are issues. If not, the next command is, “Swimmers take your marks.”</p>

Volunteer Position	Description
	<p>Develop your own pattern or style, but try to be consistent over the course of the meet. Swimmers quickly learn what to expect, and will anticipate the same instruction sequence for the next event.</p> <p>Keep commands sharp and even-toned. Leave a break after the “marks” command to allow swimmers time to come down and hold. Don’t let the “marks” command blur into the actual start signal.</p> <p>Do not let one swimmer control the start by being too slow to come down and hold. If necessary, stand the swimmers up (e.g. “swimmers please stand up”). Give explicit instructions to the swimmer at issue (e.g. “lane #4, please come down on my command” or “lane 5, can you hear me?”)</p> <p>How long to hold? Just long enough to ensure that all swimmers are still.</p> <p>Once all swimmers are still, if one or more jump before the starter’s ‘beep,’ call a false start. Record the swimmer who caused the false start. If a swimmer causes a false start and others follow, the others are not charged with a false start even if they enter the water before the beep. When the swimmers return to the blocks, announce to the ‘charged’ swimmer that they have 1 false start. If a swimmer is charged with 2 false starts, the starter is required to disqualify the swimmer.</p> <p>Soft focus, or focus at a distance to see all the lanes at once using peripheral vision. Don’t focus on individual lanes, or try to scan the lanes.</p> <p>Starting Backstroke races. On the start, swimmers’ feet must be below the top of the gutter. Check for violations prior to starting and explicitly tell swimmers to lower their feet. “Swimmer in Lane 5, your feet must be below the gutter.”</p>
Stroke and Turn Judge	Experience Required. Watch all races, ensuring that MSL rules for each stroke, turn, and finish are observed. When infractions occur, write them up using stroke and turn DQ slips,

Volunteer Position	Description
	remembering to sign anything written up. Hand DQ slips to DQ runners as they circle the pool, minimally at the end of each event. Stroke and Turn judges DO NOT write up false starts.
Stroke and Turn DQ Runner (or <i>S&T DQ Runner</i>)	No experience necessary. After each event, beginning with relays, go to the 4 stroke and turn judges for your meet and ask for DQ slips. Walk DQ slips to the meet referee. Repeat for the next event.
Relay Exchange Judges - Free & Medley (<i>Warm Up Side Stroke and Turn Judges</i>)	<p>Relays are swum in the 'Dive Pool' meet side only. Warm up side stroke and turn judges serve as relay exchange judges. Each exchange judge will have a clipboard and exchange sheets to mark invalid exchanges or early jumps. These should be collected by the stroke and turn runner and given to the referee at the end of the relay events.</p> <p>For the 8 & Under relay event, the relay exchange judges stand at lane 1 and lane 10 on both the block side and the non-block side of the race. Each relay exchange judge is watching all 10 lanes on one side of the pool during this event.</p> <p>For the 9 & Up relay events, the relay exchange judges from the 8 & Under non-block side, will move to the block side of the pool, between lanes 5 and 6. For these events the relay exchange judges at lane 1 and lane 5 watch exchanges in lanes 1-5. The relay exchange judges at lane 6 and lane 10 watch exchanges in lanes 6-10.</p> <p>For an exchange to be legal, the swimmer on deck must at least have their toes still on the deck when the swimmer in the water touches. Watch the feet. When the feet leave, look down to make sure there is a hand at the wall.</p>
Red/Green Paddle Worker	<p>With two meets happening simultaneously, it is imperative that the event starting instructions within each meet are distinct and do not overlap. The paddle system ensures that each meet side knows when it's their turn.</p> <p>You will be provided with a long pole with a STOP/GO sign at the top. The stop side is red, the go side is green. You are responsible for watching both meets and communicating with your opposite side of the pool fellow Red/Green paddle worker</p>

Volunteer Position	Description
	<p>and the two meet referees/starters by turning the paddle to 'green' when they are clear to start their next heat (and therefore 'red' to the other starter). Each starter is clear to start their race once the swimmers in the opposite meet are in the water. Walkie talkies will be provided to assist with communication between the two paddle workers.</p>
8 & Under Line Up Lead Director	<p>Obtains copies of the line up lead reports from the computer room on Friday afternoon or Saturday morning, early. Distributes to the Girls Side Line Up Lead and the Boys Side Line Up Lead in the morning meeting with the leads and again in the afternoon meeting with the afternoon leads. Ensures line up cones with lane markings are in place prior to the meeting and that all lane signs are available to both sides before the start of the meet. Communicates with meet set-up director, if needed. Reviews protocols with line up leads.</p>
8 & Under Girls Line Up Lead	<p>Obtain copies of 8 & Under Line Up reports for your meet from the Line-up Director. In the 8 & Under Girls line up area, assign 2 'lane chaperones' to each lane for the 1st half. There will be cones set up and marked with lane numbers to facilitate putting the swimmer's in lane/heat order.</p> <p>The second half of the meet will have fewer heats in each of the events. Assign 1 lane chaperone per 2 lanes. For the Individual Medley, 8 and Unders will start on the block side of the pool.</p>
8 & Under Girls Lane Chaperone	<p>Assist Line Up Leads with lining swimmers up in lane/heat order. You will be given a lane sign to carry and hold above your head so swimmers can follow you through the crowd. Remind swimmers to stay in order and be aware of who is in front of and behind them. Approximately 4 heats before the 8 & Under event is called, begin walking the swimmers over to their lane in order.</p> <p>For the 1st half of the meet there will be 2 lane chaperones assigned to each lane. Generally, taking 6 or 7 heats of swimmers over at a time is recommended. Remain with your group of swimmers to ensure they swim during the correct heat, leaving gaps when there are No Shows.</p>

Volunteer Position	Description
	<p>For the 2nd half of the meet there will be 1 lane chaperone assigned to two lanes. Take all swimmers to their lane together in one group. We expect fewer than 6 heats of each stroke in the 2nd half. For the Individual Medley, 8 and Unders will start on the block side of the pool.</p>
8 & Under Boys Line Up Lead	<p>Obtain copies of 8 & Under Line Up reports for your meet from the Line-up Director. In the 8 & Under Boys line up area, behind the dive tower, assign 2 'lane chaperones' to each lane for the 1st half. There will be cones set up and marked with lane numbers to facilitate putting the swimmers in lane/heat order. Approximately 4 heats before each group of swimmers should swim, send the line chaperone and their group of swimmers to their lane.</p> <p>The second half of the meet will have fewer heats in each of the events. Assign 1 lane chaperone per 2 lanes. For the Individual Medley, 8 and Unders will start on the block side of the pool.</p>
8 & Under Boys Lane Chaperone	<p>Assist Line Up Leads with lining swimmers up in lane/heat order. You will be given a lane sign to carry and hold above your head so swimmers can follow you through the crowd. Remind swimmers to stay in order and be aware of who is in front of and behind them. Approximately 4 heats before the 8 & Under event is called, begin walking the swimmers over to their lane in order.</p> <p>For the 1st half of the meet there will be 2 lane chaperones assigned to each lane. Generally taking 6 or 7 heats over at a time is recommended. Remain with your group of swimmers to ensure they swim during the correct heat, leaving gaps when there are No Shows.</p> <p>For the 2nd half of the meet there will be 1 lane chaperone assigned to two lanes. Take all swimmers to their lanes together in one group. We expect fewer than 6 heats of each stroke in the 2nd half. For the Individual Medley, 8 and Unders will start on the block side of the pool.</p>
Ribbons Lead	<p>Monitors and assists ribbon volunteers ensuring each understands the set up of ribbons and medals, the workflow</p>

Volunteer Position	Description
	process, and how they need to be sorted. Monitor inventory of ribbons/medals and refill as needed. Receives labels from the ribbons label printer volunteer and reviews to ensure they have been printed accurately (a 2nd set of eyes). Distribute labels to crew volunteers and keep an eye on supplies so volunteers continue to work productively.
Ribbons and Awards Crew	Affix labels on medals (1st - 8th place) and ribbons (9th - 16th place). Affix labels on heat winner ribbons. Carefully check that labels are going on the right ribbon. Some ribbon colors are very similar. Once a medal or ribbon has its label, file it in the correct team bag for the team to take home at the end of the meet.
Drink and Snack Runner Lead	Prior to meet, orders 250 cans of water to have available at the meet and 100 granola bars. Fills one or two large coolers with ice and cans of water the morning of the meet. Coolers of water will be stored in the Miwok building. Starting mid way through the freestyle event, directs drink and snack runners to take cans of water and granola bars around and offer to working volunteers and lifeguards.
Drink and Snack Runner	Works with the Drink and Snack Runner Lead to get food and drinks to the volunteers during the meet as needed. Will circle the meet area prepared to give out water and/or granola bars as needed.
Emergency Services and Information Desk Lead	Responsible for meeting with information desk concierges prior to their meet half shift and reviewing emergency protocols such as who to call if an emergency occurs or where to direct swimmers/parents in the event band aids or ice packs are needed. Responsible for oversight of lifeguards and ensuring breaks are taken in accordance with local laws and regulations. The College of Marin will ensure the first aid kit is appropriately stocked prior to the meet.
Information Desk Concierge	The information desk will be a table with 2 chairs at the top of the stairs in front of the entrance to the Miwok building. Your job will be to accept lost and found items brought to you (box provided), point people in the right direction (using your volunteer meeting map and information provided in the welcome packet) and notify emergency services doctor in the

Volunteer Position	Description
	event of a real emergency, or lifeguards in the event bandaids and/or ice packs are needed. Prepare for the role by reading the entire Champs Welcome Packet before Saturday!
Gatekeeper	2 Gatekeepers will be stationed at each of the two entrances to the pool for each meet half. The College of Marin has a strict 'no spectators on the pool deck' policy. Volunteers may enter the pool deck area for their assigned shifts. All volunteers will have been given a Champs volunteer badge to help you identify them. Families of 8 & Under swimmers will be dropping their swimmer off at the gate entrance. Assist swimmers in finding the correct line up area.
Deck Monitor	Responsible for directing spectators to the bleachers and keeping the area behind the meet desk workers' and coaches' chairs clear as well as ensuring only swimmers, coaches, timers go behind the blocks. If stationed on the warm-up pool side, responsible for ensuring the warm-up pool is entered properly and used only for warming up and warming down. If stationed on the dive pool side, responsible for ensuring no one enters the dive pool. Keep it safe and keep walkways clear.
Pick up/Drop Off Waste Recycling Frames	Pick up waste/recycling frames ("ClearStream XFrames") from Recology the week before Champs and return the Monday after Champs. Pick up/Drop Off location may be either Santa Rosa or Novato. Chris Hamilton will reach out to the volunteer who signs up for this role to give directions for the pick up location. Please ensure contact information of phone and email is accurate. The frames will need to be returned on Monday, June 30th.
Sound Set Up	Requires skilled knowledge of electronics and PA systems. Sound for the meet is critical to the meet experience of swimmers and spectators on the pool deck, in the bleachers, and in the tent area. Sound will be part of the set up process on Thursday/Friday and involves ensuring the right speakers and the right wiring to ensure everyone can follow along with announcements.
Equipment Drop-Off Helper (Thursday 3:30pm-6:00pm)	The role of the Equipment Drop-Off Helpers is to ensure all dropped off equipment is appropriately labeled and organized. Come to room 124 in the Miwok Building on Thursday by 3:30pm. All teams are given a list of equipment

Volunteer Position	Description
	items to share with the host team. These items need to be dropped off at IVC on Thursday so that the set-up team has everything available to set up the meet on Friday and Saturday morning.
Meet Set Up Crew (Friday 1:00 pm)	Check in with the Meet Set-up lead on the pool deck Friday at 1:00 PM. IVC will take care of supplying the timer and meet desk tents for the pool deck. Meet set up crew will focus on tables, chairs, sound, roping off of areas, and signage. Once the meet area is set up, volunteers will help set up the team tent area for any team who wants to set up on Friday night.
Recology Overflow Manager	Monitor all Recology collection bins to ensure none of the bins get too full. Remove full bags and replace with empty throughout the meet. Expect 14-20 bags of garbage throughout the meet.
Meet Take-Down/ Clean Up Crew	The meet take-down crew is responsible for breaking down the meet as soon as it ends. There are 30 volunteers assigned to this role. As relays will not be run in the 'Warm-Up Pool side' of the meet, the work can begin on this side of the pool as soon as the 13-14 Girls' Individual Medley event is complete. Meet take down crew workers will be released when the job is done. Expect 2 hours.
Sunday Meet and MSL Gear Transfer back to storage locker	Much of the equipment used to run Champs belongs to the Marin Swim League and is stored at Empire Mini-Storage in Bell Marin Keys. The College of Marin requires all MSL equipment to be returned to MSL storage the day after Champs. Traditionally this is an opportunity for next year's host team leadership to understand what equipment is stored at the MSL storage unit and begin thinking about hosting the meet the following year. Takes 2-3 large vans/trucks to transport all equipment back to storage on Sunday.
Parking Attendant Lead	Responsible for running the parking crew meeting at 6:15am and assigning parking attendants to the various lots. Ensure attendants know when/how to block off the parking lots when full, direct meet attendees to the various parking lots, give directions to the drop off zone if parents are running late, and assist swimmers when dropped off to get to the tent area.

Volunteer Position	Description
Parking Attendant Front Gate	Directs meet attendees where to park and where not to park (no parking in Lot 1). Once a lot is full, the attendant for that lot will let the front gate attendant know so that s/he can let attendees know that the lot is full. Advises where the Drop Zone is in Lot 2 and then where the off campus parking spots are.
Parking Attendant Jonas Center	Ensures permits are shown by coaches and snack bar volunteers to park in this very small lot. No other parking is allowed in this lot.
Parking Attendant-Drop Off Zone	Helps swimmers and others get out of their car quickly. Keeps the flow of traffic moving and ensures safety of all. Points people in the direction of the pool and tent area.
Parking Attendant-Lot 1	Ensures meet attendees do not park in this lot, which is reserved for students only.
Parking Attendant-Lot 3	Monitors Lot 3 and 4 until all parking spots are taken and then closes them off. Alerts the Front Gate parking attendant once the lots are full so that people can be advised to find parking off campus (or in other lots with available spots).
Parking Attendant-Lot 5	Monitors Lot 5 and 6 until all parking spots are taken and then closes them off. Alerts the Front Gate parking attendant once the lots are full so that people can be advised to find parking off campus (or in other lots with available spots).