



Team Reps' Guide to the NVSL Individual All Stars August 1st 2015 at 9 AM Hosted by Little Rocky Run

Meet Managers	Kelly Parry (NVSL) at NVSL.Parry@gmail.com or 703-232-7394 Paul Lerke (LRR) at IAS2015LRR@gmail.com or 703-679-7496
Pool Location	6201 Sandstone Way, Clifton 20124 Consult an internet map service for the most direct route from your location. Major roads leading to Little Rocky Run Pool are Route 29 (Lee Hwy) and Union Mill Road.

Meet Prep:

IAS Qualifiers	Division Coordinators meet on Saturday after Divisionals and notifications to the teams are made.
Scratches & Substitutions	<p>Team reps should provide any swimmer scratch to your Division Coordinator ASAP. The swimmer will be removed from the meet and the Alternates will be notified. Scratched swimmers will be recognized in the Meet Program.</p> <p>Scratches made before 8 PM Tuesday, July 28th, will have the substitute's name printed in the meet program. Both scratched and substitute swimmer will receive a patch.</p> <p>After Tuesday 8 PM, scratches should be reported to NVSLallstars@gmail.com and Linda Klopfenstein at LKnavsl@hotmail.com. Please make sure you receive a response acknowledging receipt of your email.</p> <p>On meet day, Team Reps are to advise the Scratch Table of any last minute scratches.</p>
Meet Officials	<p>Each Division Coordinator will identify their team's requirements for Meet Officials. Team Reps are to provide names of persons working as officials to their Division Coordinator by 8 PM, Monday, July 27th so they can be published in the Meet Program and placed on the parking lot access list. Prior to the meet, Team Reps must notify their Officials working the meet to check-in to obtain access to deck areas. Failure to provide a name prior the publication cutoff times does not relieve the Division/Team of their obligation.</p> <p>Officials working the 1st session should check-in and report for instruction no later than 8:00 am. Officials for the 2nd session should check in no later than 10:45 am and be ready for instruction.</p>
All Star T-shirts and Caps	After receiving your list of All Stars, submit your Team Order Form to purchase All-Star Shirts, Swim Caps and Programs. Order forms can be found on the NVSL website in the Document Center. Team orders will receive a discount. Teams will be guaranteed T-shirts in the sizes and quantities ordered if the team order is sent to designated email by no later than Monday, July 27th at 8 PM. Orders will be filled and team checks will be collected on Pool Familiarization Days, Thursday and Friday, July 30th and 31st. Any unfilled orders and Team Orders of Meet Programs will be available on Meet Day for pick-up by the person designated by the team rep.

Meet Programs Pre-order meet programs. A limited supply will be available at the meet.

Example:

T-SHIRT SIZE	Youth	Adult	Adult	Adult	Adult	Adult	Total	Team Price Each	Indiv Price Each	Total Price
Quantity Ordered	Large	Small	Medium	Large	XL	XXL	XXXXX	0	#####	\$0.00
0	0	0	0	0	0	0	0	0	#####	\$22.00
0	0	0	0	0	0	0	0	0	#####	\$17.00
0	0	0	0	0	0	0	0	0	#####	\$7.00
0	0	0	0	0	0	0	0	0	#####	\$7.00
Total Due										\$0.00

*Team Prices include \$1 discounts on each item and are always available to teams placing only one order and paying with only one check!

FOR OFFICE USE	XS	AS	AM	AL	AXL	AXXL	CAPS	Program Vouchers
Received at Familiarization								
Due on Meet Day								xxx

Teams will receive quantities and sizes ordered by meet day if:

- Only one order is placed for the team.
- The Team order is paid for with one check, made payable to "NVSL".
- The order is submitted by email attachment to meoverend@aol.com by **8 PM Monday, July 27, 2015**. Any orders received after 8 PM on Monday, July 27, 2015 are not guaranteed.
- *We have increased the number of silicone caps available this season, but they are still available on a first come, first served basis. Please ask swimmers if they will accept a latex cap will adjust your order form when I return your order confirmation.**

Orders will be filled on your Division's Familiarization Day in the order received with available merchandise. Your team checks will be collected on your Familiarization Day. Any unfilled orders will be

White, #42 Lt. Blue and #51 Royal Imprint

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Happy Ads	<p>The deadline for submission of the Meet Program Happy Ads is 5 PM Tuesday, July 28th. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to nvslhappyads@gmail.com (PDF or JPG format preferred) and in its final version. Payment (checks made out to NVSL or cash) must be received by the end of pool familiarization.</p> <p>Direct questions to nvslhappyads@gmail.com.</p>
Pool Familiarization	<p>Pool Familiarization will be held on Thursday, July 30th 8 – 11 AM for even numbered divisions. Pool Familiarization will be held on Friday, July 31st 8 – 11 AM for odd numbered divisions</p> <p>The condition of the pool on these days will be as close to meet conditions as possible.</p> <p>This is an Open House warm-up for swimmers to become familiar with the pool and for the Coaches and Team Reps to become familiar with the site configuration. Site maps will be available and guides will answer any questions regarding the pool facilities and parking accommodations.</p> <p>All-Star T-shirts, Swim Caps, and meet programs will be available for purchase; a Happy Ads representative will be there to take orders and payments.</p>
LRR Snack Shack	<p>The Little Rocky Run snack shack will be open for breakfast, lunch, snacks, and drinks. Service will be available in both the pool parking lot, and the team areas</p>
Entry List	<p>The current listing of all swimmers selected as All Stars from each team will be available for review by Team Reps at the Familiarization Day sessions. Please review this list to make sure all of your All Star swimmers have been notified of their selection as an All Star.</p>

Meet Day

Shop NVSL	<p>Pre-sale Meet Programs will be available for pick-up. NVSL Apparel, All-Star Shirts, Swim Caps and Programs can also be purchased at the meet.</p>
Team Areas	<p>Team Areas are NOT allowed in the Little Rocky Run Pool facility. Anyone near or on LRR pool property before 7 AM will be considered to be trespassing and local authorities will be notified.</p> <p>Team areas may be set up at the Union Mill Elementary School ball fields (behind the school) no earlier than 7 AM on Saturday morning. Tents that are set up prior to 7AM on meet day will be removed. The island in the center of the Union Mill Elementary School parking lot, and the parking lot perimeter, are required to remain clear for safety in the parking lot. NO TEAM may use the those areas.</p> <p>Tents and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in the team areas.</p> <p>LRR will provide changing tents for swimmer who need to change on-site. No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be located in both the team areas and the pool parking lot (for spectators).</p> <p>As always, Coaches are responsible for ensuring that their swimmers report to the Clerk-of-Course on time.</p>
Parking	<p>No parking will be available at the pool parking lot. Primary parking will be at Centerville High School on Union Mill Road. The Fairfax County Police Department will provide traffic safety officers at key points. Marshals will also be on-hand to assist with parking and enforcing parking restrictions. Please do not park in intersections or block fire hydrants or driveways and be courteous and respect the LRR community.</p> <p>Officials parking (for working officials only) will be provided in the Union Mill Elementary School parking lot.</p> <p>Handicapped attendees may be dropped off at the entrance to the pool parking lot. A limited number of pre-arranged Handicapped Parking spaces will be available in the vicinity of the pool during the day of the meet. Anyone needing handicapped parking must make prior arrangements with the LRR Meet Coordinator (ias2015lrr@gmail.com). People who do not make prior arrangements will not be able to utilize the Handicapped Parking.</p>

Swimmer Drop Off	The designated Swimmer Drop Off area is located at the Union Mill Elementary School (13611 Springstone Drive) bus loop. To reach the drop-off zone, proceed past the pool and continue on Springstone to the stop sign. Turn left to enter the loop for swimmer drop-off. Drivers should then continue to the parking lot at Centerville High School.
Check-In	Upon arrival, Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in area (inside the LRR Pool Clubhouse) to sign-in and receive your team's meet program, the Coaches' meet sheet, and the Team Rep and Coaches wristbands for access to reserved viewing areas. Patches will also be available for pick-up.
Viewing Areas	<p>There are designated viewing areas for Team Reps and coaches. Viewing areas are limited and allow for one Team Rep and one team coach.</p> <p>The Host Pool will open to the public at 7:30 AM.</p> <p>Reserving bleacher seats will only be permitted on half of the bleachers and will be clearly marked. Reserving bleacher seats with anything larger than a beach towel (approx. 6 ft. in length) is strictly prohibited. One person may reserve no more than two seats with one beach towel and must occupy that towel. Marshals will remove materials covering bleachers to "reserve" seats except as described above. Please encourage your swimmers to leave the bleachers open for adults and non-swimming children. Umbrellas will not be permitted in the bleachers.</p> <p>Deck area surrounding the bleachers will be limited. To facilitate the movement of pedestrian traffic on the deck, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain pedestrian flow.</p> <p>The Little Rocky Run clubhouse and facilities will NOT be open to the public.</p> <p>An area for disability seating and a disability restroom will be available.</p>
Warm-Ups and Event Warm-ups	<p>There will be a general warm-up for all swimmers from 8:00 to 8:25 AM. A 10 minute stroke specific warm-up will be held starting at 8:25 AM for the Backstroke swimmers and prior to the first event for each stroke. 13 and Over Age Groups will use Lanes 1 thru 3. Lanes 4 thru 6 are assigned to the 12 and Under age groups.</p> <p>All swimmers must enter the pool FEET FIRST during general warm-ups. Swimmers must clear the pool in a timely manner. Entrance to the pool for Warm-Ups will be through either the main gate or through the "Swimmer Only" entrance at the Clerk of Course.</p> <p>One Coach per team is permitted on deck during warm-ups.</p> <p>Events will start NO Earlier than 9 AM for Backstroke, 10 AM for Breaststroke, 11 AM for Butterfly, 12 PM for Individual Medley, and 1 PM Freestyle.</p>
Clerk-of-Course	Coaches are responsible for ensuring their swimmers report to Clerk-of-Course on time. Alternates should report to the Clerk of Course when their event is called. Alternates will be escorted to the deck and will be placed in the meet should a seeded swimmer not be available to compete.
DQs	If a disqualification occurs, the Team Rep will be notified immediately after the heat <u>only IF</u> that Team Rep is available in the Team Rep viewing area. The swimmer will be notified of his or her event before leaving the deck and entering the Awards area.
Results	As events end, results will be posted at meet. Full results can be found on the NVSL website after the conclusion of the meet.
Awards and Patches	Medals and rosette ribbons are awarded to all swimmers and alternates following each event.
Photography	A professional photographer will be present to take photos of the participants in each event, following presentation of awards. Access with personal cameras is significantly limited.
Concessions and Vendors	Food and refreshments will be offered from the LRR Snack Shack (in the pool parking lot and team areas) and our NVSL food vendors. NVSL advertisers will have products for sale throughout the evening. Please support our advertisers!

Team Rep To-Do List :

- Saturday**
- Divisionals
 - Submit Hytek Meet Back-up file
 - All Star Seeding Meeting for Division Coordinators only
 - Receive notification of All Star Qualifiers and Alternates

- Sunday**
- Email scratches to Division Coordinator
 - Submit IAS Order form for T-shirts/caps/programs
 - Submit Happy Ads to nvslhappyads@gmail.com

- Monday**
- Deadline to submit IAS Order form for T-shirts/caps/programs at 8 PM
 - Submit Happy Ads to nvslhappyads@gmail.com
 - Email scratches to Division Coordinator
 - Meet officials names and email due to Division Coordinator by 8 PM

- Tuesday**
- Email scratches to Division Coordinator
 - Happy Ads submission deadline at 5 PM

- Wednesday**
- Email scratches to LKnvsl@hotmail.com and NVSLallstars@gmail.com and DC

- Thursday**
- Pool Familiarization 8 to 11 AM at LRR for teams in even numbered divisions
 - Remit payment for Happy Ads
 - Pay and pick-up IAS pre-orders
 - Email scratches to LKnvsl@hotmail.com and NVSLallstars@gmail.com and DC

- Friday**
- Pool Familiarization 8 to 11 AM at LRR for teams in odd numbered divisions
 - Remit payment for Happy Ads
 - Pay and pick-up IAS pre-orders
 - Email scratches to LKnvsl@hotmail.com and NVSLallstars@gmail.com and DC

- Saturday**
- Email scratches and substitutions before noon to NVSLallstars@gmail.com
 - Set up team area (after 7 AM)
 - Check-In (after 7:30 AM) and pick up IAS patches
 - Pick up All Star Apparel orders and Meet Programs orders
 - Take late scratches to Scratch Table
 - Visit concessions and vendor/advertiser booths
 - Enjoy the competition

NVSL Individual All Stars Timeline

1 August 2015

- 7:00 AM Team Areas open for set up
- 7:30 AM Gates Open
- 8:00 AM General warm up begins
- 8:15 AM All Lanes become Sprint Lanes
- 8:25 AM General warm up ends
- 8:25 AM 10 minute warm up for Backstroke events only
- 8:30 AM Officials Briefing for First Half
- 8:35 AM Backstroke warm up ends, pool cleared
- 8:45 AM First two events called to Clerk of Course
- 8:50 AM Officials go to positions, time check
- 8:55 AM Presentation of Colors
 - National Anthem by LRR Senior Logan Ross
- 9:00 AM Meet Starts
 - Following conclusion of Backstroke, 10 minute warm up for Breaststroke
- 10:00 AM Earliest time that Breaststroke can start
 - Following conclusion of Breaststroke, 10 minute warm up for Butterfly
- 11:00 AM Earliest time that Butterfly can start
 - Following conclusion of Butterfly, 10 minute warm up for IM
- 11:30 AM Officials Briefing for Second Half
- Noon Earliest time that Individual Medley can start
 - Following conclusion of IM, 10 minute warm up for Freestyle
- 1:00 PM Earliest time that Freestyle can start
- 2:30 PM Target time for completion of meet

