



Team Reps' Guide to the NVSL Individual All Stars August 6th 2016 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 pwlerke@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	Linda Klopfenstein at LKnavsl@hotmail.com ASAP. Please make sure you receive a response acknowledging receipt of your email. The swimmer will be removed from the meet and the Alternates will be notified. Scratched swimmers will be recognized in the Meet Program. Scratches made before 8 PM Tuesday, August 2nd, will have the substitute's name printed in the meet program. Both scratched and substitute swimmer will receive a patch. On meet day, Team Reps are to advise the Scratch Table of any last minute scratches.
Meet Officials	Each Division Coordinator will identify their teams' requirements for Meet Officials. Team Reps are to provide names and emails of persons working as officials to their Division Coordinator by 8 PM, Monday, August 1st 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. Officials working the 1st session should check-in no later than 8:00 am. Officials for the 2nd session should check in no later than 11 am.
All Star T-shirts, Caps and Programs	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, August 1st at 8 PM. Orders will be filled and team checks will be collected on Pool Familiarization Days, Thursday and Friday, August 4th and 5th. 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. Please pre-order meet programs. A limited supply will be available at the meet.

Example:

TEAM ORDER FORM - 2016 NVSL INDIVIDUAL ALL STARS

TEAM name Contact Name
Phone Email

T-SHIRT SIZE	Youth Large	Adult Small	Adult Medium	Adult Large	Adult XL	Adult XXL	Total	*Team Price Each	Indiv Price Each	Total Price	
Quantity Ordered	0	0	0	0	0	0	0	\$19.00	\$20.00	\$0.00	
							**Silicone Swim Caps	0	\$17.00	\$18.00	\$0.00
							Latex Swim Caps	0	\$5.00	\$8.00	\$0.00
							Meet Programs	0	\$6.00	\$7.00	\$0.00
							Total Due				\$0.00

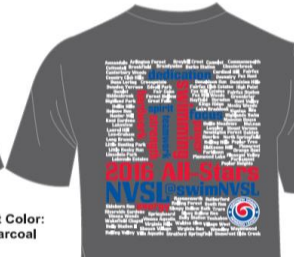
Note: Enter data in peach areas ONLY
Your total will be figured automaticall!

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

If there are no silicone caps available, what is your new total order for the latex caps?



Shirt Color:
Charcoal



Happy Ads	<p>The deadline for submission of the Meet Program Happy Ads is 5 PM Tuesday, August 2nd. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to nvslhappyads@gmail.com (PDF or JPG format preferred) and in their final versions. Payment must be received by Friday August 5th.</p> <p>Direct questions to nvslhappyads@gmail.com.</p>
Pool Familiarization	<p>Pool Familiarization will be held on Thursday, August 4th 8 – 11 AM for odd numbered divisions. Pool Familiarization will be held on Friday, August 5th 8 – 11 AM for even 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>Pool Familiarization is not to be used as a team practice. Teams should not be in the pool longer than 30 minutes.</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 may 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 swimmers 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 (pwlerke@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 at the check-in table.
Viewing Areas	<p>There are designated viewing areas for Team Reps and coaches. Viewing areas are limited and allow for one Team Rep and two team coaches.</p> <p>The Host Pool will open to the public at 7:30 AM.</p> <p>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 handicapped seating and a handicapped-accessible 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 Breaststroke 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 Breaststroke, 10 AM for Butterfly, 11 AM for Individual Medley, 12 PM for Freestyle, and 1 PM Backstroke.</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. Patches are given to the original top 20 swimmers and anyone else participating on meet day.
Photography	A professional photographer will be present to take photos of the participants in each event, following presentation of awards.
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
 - Divisionals host pools submit Hytek Meet Back-up file
 - All Star Relay Seeding Meeting for Division Coordinators only
 - Receive notification of All Star Relay Qualifiers and Alternates
- Sunday**
- Email scratches to NVSLallstars, LKnvsl@hotmail.com, and Division Coordinator
 - Submit IAS Order form for T-shirts/caps/programs to orderNVSL@gmail.com
 - 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 NVSLallstars, LKnvsl@hotmail.com, and Division Coordinator
 - Meet officials names and email address due to Division Coordinator by 8 PM
- Tuesday**
- Email scratches to NVSLallstars, LKnvsl@hotmail.com, and Division Coordinator
 - Happy Ads submission deadline at 5 PM
- Wednesday**
- Email scratches to NVSLallstars, LKnvsl@hotmail.com, and Division Coordinator
- Thursday**
- 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
- Friday**
- 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
- Saturday**
- Check-In (after 7:30 AM) and pick up IAS patches
 - Immediately report scratches at Tables at meet
 - Set up team area (after 7 AM)
 - Pick up All Star Apparel orders and Meet Programs orders
 - Visit concessions and vendor/advertiser booths
 - Enjoy the competition

NVSL Individual All Stars Timeline

August 6th 2016

- 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 Breaststroke events only
- 8:30 AM Officials Briefing for First Half
- 8:35 AM Breaststroke 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
- 9:00 AM Meet Starts
Following conclusion of Breaststroke, 10 minute warm up for Butterfly
- 10:00 AM Earliest time that Butterfly can start
Following conclusion of Butterfly, 10 minute warm up for Individual Medley
- 11:00 AM Earliest time that Individual Medley can start
Following conclusion of Individual Medley, 10 minute warm up for Freestyle
- 11:30 AM Officials Briefing for Second Half
- Noon Earliest time that Freestyle can start
Following conclusion of Freestyle, 10 minute warm up for Backstroke
- 1:00 PM Earliest time that Backstroke can start
- 2:30 PM Target time for completion of meet