



# Team Reps' Guide to the NVSL All Star Relay Carnival

**July 20th 2016 at 4 PM**  
**Hosted by Greenbriar Pool**

<b>Meet Managers</b>	Kelly Morgan at swimrep@greenbriardolphins.org & Kelly Parry (NVSL) at NVSL.Parry@gmail.com
<b>Pool Location</b>	13001 Point Pleasant Dr, Fairfax 22033. \ Pool Telephone 703-378-4421 Consult an internet map service for the most direct route from your location. The pool is located on Point Pleasant Drive between Middle Ridge Drive and Majestic Lane, across from Greenbriar East Elementary School. Major roads leading to Greenbriar Pool are the Fairfax County Parkway (SR 286) and Lee Jackson Memorial Hwy (Rt. 50).

## Meet Prep:

<b>ASR Qualifiers</b>	Division Coordinators meet on Thursday night and after Divisional Relays and notifications to the teams (pools) are made immediately afterwards.
<b>Scratches and Substitutions</b>	Team reps should provide any TEAM scratches to your Division Coordinator, NVSLallstars@gmail.com and lknvsl@hotmail.com ASAP. The TEAM will be removed from the meet and the 1st Alternate will be notified. Scratched TEAMS will be recognized in the Meet Program and receive All Star patches.
	One swimmer substitution may be made at any time per NVSL Rules 5 and 21. Substitutions made before 3 PM Sunday, July 17 <sup>th</sup> , will have the substitute's name printed in the meet program. Both scratched and substitute swimmer will receive a patch.
	Team Reps are encouraged to email any late scratches and substitutions to their Division Coordinator, NVSLallstars@gmail.com and lknvsl@hotmail.com upon notice and avoid submitting them at the Scratch Table at the meet.
<b>Meet Officials</b>	Each Division Coordinator will identify their teams' requirements for Meet Officials. Team Reps are to provide names of persons working as officials to their Division Coordinator by 12:00 PM, Sunday, 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. Deck Officials are to arrive no later than 3 PM on Meet Day. Failure to provide a name prior the publication cutoff times does not relieve the Division/Team of their obligation.
<b>All Star T-shirts and Caps</b>	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 Friday, July 15th <b>before 8 pm</b> . Orders will be filled and team payment will be collected on Pool Familiarization Day, Sunday, July 17th. 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.



Shirt Color:  
Navy Blue

<b>Meet Programs</b>	It is recommended that teams pre-order meet programs. A limited supply will be sold at the meet.
----------------------	--

<b>Happy Ads</b>	<p>The deadline for submission of the Meet Program Happy Ads is 5 PM Sunday, July 17th. 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>
<b>Pool Familiarization</b>	<p>Pool Familiarization will be held on Sunday, July 17<sup>th</sup>, 8 – 11 AM.</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. Specific times and lanes will be available for practicing relay transition starts.</p> <p>Pool Familiarization should not be used as a Team Practice. Time in pool should be limited to no more than 20 minutes.</p> <p>All-Star T-shirts, Swim Caps, and meet programs will be available for purchase; a Happy Ads representative will be present to take orders and payments; and a variety of food and drinks will be available at Pool Familiarization day.</p>

## Meet Day

<b>Shop NVSL</b>	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.
<b>Team Areas</b>	<p>Team areas may be set up in the adjacent Greenbriar Commons Park after 7 AM on the meet day. <b>Anyone near or on school property and/or Greenbriar Pool property before 7 AM will be considered trespassers and the authorities may be called.</b></p> <p>Tents and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in the team areas. Do not take Park Authority picnic tables to Team Areas.</p> <p>Greenbriar 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 throughout the Greenbriar grounds.</p>
<b>Parking</b>	<p>The Greenbriar Community has plentiful parking for at least a half mile in every direction from the pool. The pool and elementary school parking lots are reserved for working officials. Please do not park in intersections or block fire hydrants or driveways.</p> <p>All Officials parking (for working officials) will be provided in the Greenbriar Pool parking lot. Commercial and large buses are to coordinate prior to the event with Kelly Morgan at <a href="mailto:swimrep@greenbriardolphins.org">swimrep@greenbriardolphins.org</a>. The Greenbriar Pool parking lot will be used by meet volunteers with heavy loads &amp; equipment, meet concessions and vendors, and special guests.</p> <p>The pool will only provide 4 Handicapped Parking spaces during the day of the meet. Anyone needing handicapped parking must make prior arrangements with Kelly Morgan at <a href="mailto:swimrep@greenbriardolphins.org">swimrep@greenbriardolphins.org</a>. People who do not make prior arrangements will not be able to utilize the Handicapped Parking.</p>
<b>Swimmer Drop Off</b>	The designated Swimmer Drop Off areas are at both pool entrances on Middle Ridge Drive and Point Pleasant Drive. Please drop off swimmers and then proceed to the available parking areas. <b>Handicapped Drop Off</b> is at both pool entrances.
<b>Check-In</b>	Upon arrival, Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in to sign-in and receive your team's meet program, the Coaches' meet sheet, and the Team Rep's and Coach's wristbands for access to reserved viewing areas.

<b>Viewing Areas</b>	There are designated viewing areas for Team Reps and coaches. Seating areas allow for one Team Rep and the viewing area allows for one team coach.
	The Host Pool will open to the public at 2:00 PM.
	Lining up early to enter the pool area is strongly discouraged. The entry line prior to 2 PM will be marked. Marshals will escort the line to the pool entrance at 1:55 PM to ensure an orderly admission.
	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.
	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.
	An area for disability seating and a disability restroom will be available.
<b>Warm-Ups</b>	Warm-ups are per the schedule. Swimmers must clear the pool in a timely manner.
	Relay starts will not be permitted at any time. One way sprint lanes will be available in designated lanes.
	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.
<b>Clerk-of-Course</b>	Coaches are responsible for ensuring their swimmers report to Clerk-of-Course on time. 1 <sup>st</sup> Alternates should report to the Clerk of Course when their event is called. Alternate Teams will be escorted to the deck and will be placed in the meet should a seeded team not be available to compete.
<b>DQs</b>	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.
<b>Results</b>	As events end, results will be posted at the meet. Full results can be found on the NVSL website after the conclusion of the meet.
<b>Awards and Patches</b>	Awards are given for 1st through 18th places. All competitors and Alternates receive All Star Patches. Team Reps should pick up their team’s medals, ribbons, and patches at the Awards Area after your team’s last event. Trophies are awarded at the end of the meet to teams finishing with the six highest point totals.
<b>Scholarship Awards</b>	The MacDuff, Presidents, Spirit, and Joan Olson scholarships will be presented prior to the start of the meet.
<b>Concessions and Vendors</b>	Food and refreshments will be offered from the Host Pool and our NVSL food vendors. NVSL advertisers will have products for sale throughout the evening. Please support our advertisers!

# Team Rep To-Do List :

- Wednesday**
- Divisional Relay Carnival
  - Submit HyTek Meet Back-up file to NVSLallstar@gmail.com
- Thursday**
- All Star Relay Seeding Meeting for Division Coordinators only
  - Receive notification of All Star Relay Qualifiers and Alternates
- Friday**
- Submit ASR Order form for T-shirts/caps/programs
  - Submit Happy Ads to nvslhappyads@gmail.com
  - Email scratches and substitutions to Div Coord and NVSLallstars@gmail.com
- Saturday**
- Email new scratches and substitutions
  - Submit ASR Order form for T-shirts/caps/programs by Noon
  - Submit Happy Ads
- Sunday**
- Pool Familiarization 8 to 11 AM at Greenbriar
  - Pay for and submit Happy Ads – Deadline is 5 PM
  - Pay and pick up ASR pre-orders at Pool Familiarization
  - Names and emails due of assigned Meet Officials due by noon
  - Email new scratches and substitutions – Deadline to make program is 3 PM
  - Last chance to submit Happy Ads – Deadline is 5 PM
- Monday**
- Email new scratches and substitutions
- Tuesday**
- Email new scratches and substitutions
- Wednesday**
- Email scratches and substitutions before noon to NVSLallstars@gmail.com
  - Set up team area (after 7 AM)
  - Check-In (after 2 PM)
  - Pick up All Star Apparel orders and Meet Program orders
  - Take late scratches and substitutions to Scratch Table
  - Visit concessions and vendor/advertiser booths
  - Enjoy the competition
  - Pick up awards and patches

# NVSL All Star Relay Timeline

## 20 July 2016

7:00 AM Team Areas open for set up

2:00 PM Viewing Area opens to public

2:00 PM Warm-Ups:

- 13-14 Boys and Girls 2:00 - 2:15
- 11-12 Boys and Girls 2:16 - 2:30
- 9 – 10 Girls 2:31 – 2:41
- 9 – 10 Boys 2:42 – 2:52
- 8 & U Girls 2:53 – 3:03
- 8 & U Boys 3:04 – 3:14
- 15 – 18 Girls 3:15 - 3:29
- 15 – 18 Boys 3:30 - 3:44

3:15 PM Relay Take-off Judges Briefing

3:30 PM Stroke & Turn Judges Briefing

3:30 PM Timers Briefing

3:44 PM Competition Pool is cleared

3:45 PM Welcome Announcements

3:45 PM Scholarship Presentations

3:50 PM First Event is called to Clerk-of-Course

3:55 PM Color Guard entrance and National Anthem

4:00 PM Meet Starts - Medley Relays

~ 6:00 PM Intermission

~ 6:30 PM Freestyle Relays Begin

~ 8:00 PM Meet Ends