





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

**July 18th 2018 at 4 PM**

**Hosted by Lincolnia Park Recreational Club**

<b>Meet Managers</b>	Andrew Wise (LP) at <a href="mailto:andrewwise5@gmail.com">andrewwise5@gmail.com</a> & Nancy Jessen (NVSL) at <a href="mailto:nvslnj@gmail.com">nvslnj@gmail.com</a>
<b>Pool Location</b>	<b>6501 Montrose St, Alexandria, VA 22312</b> \ Pool Telephone (703) 941-9676 LP is located inside a neighborhood near the intersection of Little River Turnpike and Braddock Road. Please see parking restrictions below, but there will be no parking on Montrose Street itself to allow traffic flow. LPRC can be reached via 395, 495, 95, or off highway routes, so check traffic for the best route when you are driving!

## Meet Prep:

<b>ASR Qualifiers</b>	Division Coordinators meet on the Thursday night after Divisional Relays and notifications to the teams (pools) are made immediately afterwards.
<b>Scratches and Substitutions</b>	Team reps should provide any Relay TEAM scratches to: <a href="mailto:NVSLallstars@gmail.com">NVSLallstars@gmail.com</a> , your Division Coordinator and <a href="mailto:lknvsl@hotmail.com">lknvsl@hotmail.com</a> 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.
	<u>One</u> swimmer substitution may be made at any time per NVSL Rules 5 and 21. Substitutions made before <b>3 PM Sunday</b> before ASR meet will have the substitute's name printed in the meet program.
	For best practices/good sportsmanship, Team Reps should email any <b>late scratches</b> and substitutions <b>immediately upon knowledge</b> to <a href="mailto:NVSLallstars@gmail.com">NVSLallstars@gmail.com</a> , their <b>Division Coordinator</b> , and <a href="mailto:lknvsl@hotmail.com">lknvsl@hotmail.com</a> . <b>If occurring at meet - immediately</b> submit them at the Scratch Table.
<b>Meet Officials provided by your team</b>	Each Division Coordinator will identify their teams' requirements for Meet Officials. <b>Team Reps are to provide names of persons working as officials to their Division Coordinator by 12:00 PM, Sunday</b> , in order to be 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 <b>arrive no later than 3 PM</b> on Meet Day. Failure to provide a name prior the publication cutoff times does not relieve the Division/Team of their obligation. Please notify <a href="mailto:nvslnj@gmail.com">nvslnj@gmail.com</a> if you have any extra volunteers wanting to work and that you would recommend.
<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 <b>forms</b> can be found <b>on <a href="http://mynvsl.com">mynvsl.com</a></b> under <b>Documents</b> tab. Team orders will receive a discount. Teams will be guaranteed T-shirts in the sizes and quantities ordered if the team order is <b>sent to designated email by no later than Friday, July 13th before 11 pm</b> . Orders placed after that time will be filled with supplies available. Orders will be available for pickup and team payment will be collected on Pool Familiarization Day, Sunday, July 15th. 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.
	  <p style="font-size: small; text-align: center;">Shirt Color: White Gray</p>
<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 <b>deadline</b> for submission of the Meet Program <b>Happy Ads is 5 PM Sunday, July 15th</b>. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a> (PDF or JPG format preferred) and in its final version. Payment (checks made out to NVSL, cash or credit card) must be received by the end of pool familiarization.</p> <p>Direct questions to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a>.</p>
<p><b>Sunday July 15, 8-11 AM</b></p> <p><b>Pool Familiarization</b> <i>(This is not to be used as a practice)</i></p>	<p>Pool Familiarization should not be used as a Team Practice. Time in pool should be limited to no more than 15 minutes.</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.</p> <p>Specific age group <b>lanes will be available for practicing relay starts and transition starts only, this is not the time for a practice</b>. 8&amp;u have a separate lane, advisable to have a second coach if coaching additional age groups.</p> <p>Thank you for respecting the rules and being kind to those running the events. All are volunteers.</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.</p>

## Meet Day

<b>Shop NVSL</b>	<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>
<b>Team Areas</b>	<p>Team areas may be set up in the field surrounding LPRC, as marked, after 7 AM on the meet day. Anyone near or on the next door school property and/or LPRC property before 7 AM will be considered trespassers and the authorities may be called.</p> <p>Tents and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in team areas.</p> <p>LPRC 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 close to the entrance on the LPRC grounds.</p>
<b>Parking</b>	<p>LPRC has arranged for parking at Holmes Middle School, next door, with a path through the trees to LPRC; Weyanoke Elementary School (across Braddock from Braddock Baptist); and Thomas Jefferson HS stadium lot (entrance on Braddock) with path to Weyanoke and cross Braddock with police crossing guard. Much of Braddock Baptist Church parking will also be available, but please pay attention to leave marked spots for their meeting. <b>In order to maintain traffic flow, there will be no street parking on Montrose</b>. There is street parking on side streets, but please use provided parking lots first to minimize neighborhood disruption. Please do not park in intersections or block fire hydrants or driveways. Commercial and large buses are to coordinate prior to the event with Andrew Wise at <a href="mailto:andrewwise5@gmail.com">andrewwise5@gmail.com</a>. The pool parking lot is reserved for working officials.</p> <p><b>Be a good neighbor - Follow the guidelines please!</b></p> <p>Some Officials parking (for working officials) will be provided in the LPRC parking lot. The LPRC 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 Andrew Wise at <a href="mailto:andrewwise5@gmail.com">andrewwise5@gmail.com</a>. People who do not make prior arrangements will not be able to utilize the Handicapped Parking.</p>
<b>Swimmer Drop Off</b>	<p>The designated Swimmer Drop Off area is through the Holmes MS parking lot at the side closest to the pool. Drivers should enter on the Braddock Road side of the Holmes parking lot, and follow direction in front of the main entrance to drop off at the corner nearest to LPRC. Please drop off swimmers and then proceed to the available parking areas. Handicapped Drop Off is at the entrance to the pool lot.</p>

<b>Check-In</b>	<b>Upon arrival, use spectator entrance.</b> Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in near the gate to sign-in and receive your team's meet program, the Coaches' meet sheet, and one Team Rep's and one Coach's wristband for access to reserved viewing areas.
<b>Viewing Areas</b>	There are designated viewing areas for Team Reps and coaches.
<i>(Please be good sports and share the space)</i>	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 <b>reserve no more than two seats</b> with one beach towel and <b>must occupy that towel</b> . Marshals will remove materials covering bleachers to "reserve" seats except as described above. <b>Please encourage your swimmers to leave the bleachers open for adults and non-swimming children.</b> 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>	<b>Warm-ups are per the schedule.</b> 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 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. <b>1<sup>st</sup> Alternates should report</b> 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. Results may also be available on Meet Mobile App.
<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 their 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 President's Scholarship, Community Service Scholarship, Spirit Scholarship, Sportsmanship Scholarship, and Excellence in Technique Scholarship 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! <b>No outside food will be allowed within the pool fence enclosure.</b>

# 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
  - After you have submitted the requested volunteers by your DC and you have additional parents who want to volunteer to help \*\* contact nvslnj@gmail.com
- Friday**
- Submit ASR Order form for T-shirts/caps/programs **11pm by the deadline** for
  - Submit Happy Ads to nvslnhappyads@gmail.com
  - Email scratches and substitutions to Div Coord and NVSLallstars@gmail.com
- Saturday**
- Email new scratches and substitutions
  - Submit late ASR Order form for T-shirts/caps/programs - no size guarantee
  - Submit Happy Ads to nvslnhappyads@gmail.com
- Sunday**
- Pool Familiarization 8 to 11 AM at Lincolnia Park
  - 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 12 PM
  - 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

## July 18 2018

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 & Girls 2:00 - 2:15
- 11-12 Boys & 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 - Mixed Age/Medley/Free

~ 6:00 PM Intermission

~ 6:30 PM Freestyle Relays Begin

~ 8:00 PM Meet Ends