

# Team Rep and Coach Guide to the NVSL Individual All Stars

August 3rd 2019 at 9 AM

Hosted by Springboard

<https://springboardswimanddive.swimtopia.com/nvsl-all-stars>

<b>Meet Managers</b>	Amy Downey at springboard.ias@gmail.com or 703-969-7749 Jen Sayasithsena (NVSL) at jensayasnvsl@gmail.com or 571-238-5000
<b>Pool Location</b>	6500 Deepford Street, Springfield VA 22310 Consult an internet map service for the most direct route from your location. Major roads leading to Springboard Pool are Route 495 (Capital Beltway), Route 395 and Franconia Road.

## Meet Prep:

<b>IAS Qualifiers</b>	Division Coordinators meet on Saturday after Divisionals and notifications to the teams are made.																																																																													
<b>Scratches &amp; Substitutions</b>	<p><b>ASAP</b> Team reps should report any swimmer scratch to your Div. Coordinator, <b>NVSLallstars@gmail.com</b> and <b>LKnvsl@hotmail.com</b> allowing notification to alternates. Please make sure you <b>receive a response acknowledging receipt</b> of your email.</p> <p><b>Scratches made before 8 PM Tuesday</b>, will allow for alternates to be named in the meet program and scratches to be acknowledged as well. Patches are given to the original top 20 swimmers and anyone else participating on meet day.</p> <p>After Tuesday 8 PM, scratches should continue to be reported to NVSLallstars@gmail.com and Linda Klopfenstein at LKnvsl@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>																																																																													
<b>Meet Officials/ Volunteers</b>	<p>Each Div. Coordinator will let teams know their requirements for Meet Officials/Volunteers. Team Reps are to provide <b>names and emails</b> to their Div. Coordinator by <b>8 PM, Mon. Failure to provide a name prior the publication cutoff times does not relieve the Division/Team of their obligation.</b></p> <p>Officials/Volunteers 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 11:00 am and be ready for instruction.</p>																																																																													
<b>All Star T-shirts and Caps</b>	<p>After receiving list of All Stars, <b>submit your Team Order Form</b> to purchase All-Star Shirts, Swim Caps and Programs. <b>Order forms</b> can be found on <b>mynvsl.com</b> under the <b>Document Tab</b>. 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 <b>no later than Tuesday, 11pm</b>. Orders will be filled and team checks will be collected on Pool Familiarization Day, Friday. 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> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>TEAM ORDER FORM - 2019 NVSL INDIVIDUAL ALL-STARs</b></p> <p>TEAM Name <input type="text"/> Contact Name <input type="text"/> Contact Phone <input type="text"/> Contact E-Mail <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>T-SHIRT SIZE</th> <th>Youth Large</th> <th>Adult Small</th> <th>Adult Medium</th> <th>Adult Large</th> <th>Adult XL</th> <th>Adult XXL</th> <th>Total</th> <th>*Team Price Each</th> <th>Indiv Price Each</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>Quantity Ordered</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>XXXXX</td> <td>0</td> <td>\$19.00</td> <td>\$20.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>\$21.00</td> <td>\$22.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>**Silicone Caps</td> <td>0</td> <td>\$16.00</td> <td>\$17.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Latex Swim Caps</td> <td>0</td> <td>\$6.00</td> <td>\$7.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Meet Programs</td> <td>0</td> <td>\$6.00</td> <td>\$7.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>Total Due</b></td> <td></td> <td></td> <td></td> <td><b>\$0.00</b></td> </tr> </tbody> </table> <p><b>Note: Enter data in peach areas ONLY.</b> Your total will be figured automatically.</p> <p style="font-size: small; text-align: right;">*Team Prices include \$1 discounts on each item and to teams placing only one order and paying with only one check.</p> </div>	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	XXXXX	0	\$19.00	\$20.00	\$0.00							0	0	\$21.00	\$22.00	\$0.00							**Silicone Caps	0	\$16.00	\$17.00	\$0.00							Latex Swim Caps	0	\$6.00	\$7.00	\$0.00							Meet Programs	0	\$6.00	\$7.00	\$0.00							<b>Total Due</b>				<b>\$0.00</b>
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<b>Meet Programs</b>	<b>PRE-ORDER</b> meet programs. Only a limited supply will be available at the meet.																																																																													

# Meet Prep cont.:

<p><b>Happy Ads</b></p>	<p>The deadline for submission of the Meet Program Happy Ads is 5 PM Tuesday. 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 or cash) may be received at pool familiarization or mailed to: NVSL c/o Michele Bergen, 7636 Webbwood Court, Springfield, VA 22151 and recieved by Friday before the meet.</p> <p>Direct questions to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a></p>
<p><b>Pool Familiarization</b></p>	<p>Pool Familiarization will be held on Friday, August 2nd 7:00 AM – 11:00 AM for all divisions. The condition of the pool will be as close to meet conditions as possible. There will be no parking at Springboard Pool. You may park at Springfield Estates Elementary School or the surrounding neighborhood. Please be considerate by obeying posted signs and not blocking driveways.</p> <p>Pool Familiarization is <b>not to be used as a team practice</b>. 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. Sign in by coaches for lane space will be required. Site maps will be available.</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 payments.</p>
<p><b>Friday Concessions</b></p>	<p>Springboard Pool will be offering breakfast and other concession items for sale at Pool Familiarization, including their league-famous freshly made breakfast burritos, pancakes, sausage, coffee and cold drinks. Relax at picnic tables on the grounds and enjoy breakfast at Springboard!</p>
<p><b>Entry List</b></p>	<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

<p><b>Shop NVSL</b></p>	<p>Pre-sale Meet Programs will be available for pick-up - COUPON MUST BE TURNED IN. NVSL Apparel, All-Star Shirts, Swim Caps and Programs can also be purchased at the meet.</p>
<p><b>Team Areas</b></p>	<p>Team Areas are NOT allowed in the Springboard Pool facility. Anyone near or on SB 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 Springfield Estates Elementary School ball fields (behind the school) <b>NO EARLIER THAN 7 AM on Saturday morning. Tents that are set up prior to 7AM on meet day will be removed. There is no public parking available at Springfield Estates Elementary.</b> Teams may set up in designated areas as marked on the field.</p> <p>Tents and awnings are strongly encouraged. <b>Grills, generators, and fires are NOT allowed in the team areas.</b></p> <p>SB will provide limited 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 the pool parking lot.</p> <p>As always, Coaches are responsible for ensuring that their swimmers report to the Clerk-of-Course on time.</p>
<p><b>Parking</b></p>	<p><b>No parking</b> will be available at the pool parking lot. <b>Primary parking</b> will be at <b>Lee High School</b> with one entrance on Franconia Road and another at Frontier Drive and Cimarron Street. The Fairfax County Police Department will provide traffic safety officers at key points for pedestrian safety. Marshals will also be on-hand to assist with parking and enforcing parking restrictions.</p> <p>Please do not park in intersections or block fire hydrants or driveways and be courteous and respect the SB community.</p> <p>Limited Officials parking (for working officials only) will be provided in the Springfield Estates 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 <b>must make prior arrangements with the SB Meet Coordinator (springboard.ias@gmail.com)</b>. People who do not make prior arrangements will not be able to utilize the Handicapped Parking.</p>
<p><b>Swimmer Drop Off</b></p>	<p>The designated Swimmer Drop Off area is located on Deepford Street at Wayles Street. To reach the drop-off zone, take Franconia Road to Thomas Drive, then left on Deepford Street. Deepford Street will be closed and open ONLY for swimmer dropoff traffic. Swimmers will be dropped off at Deepford Street and Wayles Street and walk to the entrance of Springboard Pool. Drivers should proceed down Deepford Street to parking at Lee High School or the surrounding neighborhood. There is no parking on Deepford Street.</p>
<p><b>Check-In</b></p>	<p>Upon arrival, Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in area (in front of the SB 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.</p>

# Meet Day cont.

<p><b>Viewing Areas</b></p>	<p>There are designated viewing areas for Team Reps and Coaches to rotate through. Viewing areas are limited and allow for <b><u>one Team Rep and one team coach.</u></b></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. <b>Reserving bleacher seats with anything larger than a towel (approx. 5 ft. in length) is strictly prohibited. One person may reserve no more than two seats with one beach towel and must occupy that towel.</b> 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 Springboard 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>
<p><b>Warm-Ups and Event Warm-ups</b></p>	<p>There will be a <b>general warm-up</b> for all swimmers from 8:00 to 8:25 AM. <b>A 10 minute stroke specific warm-up</b> will be held starting at 8:25 AM for the event being swum first and <b>prior to the first event for each stroke.</b> 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><b>One Coach</b> per team is permitted on deck during warm-ups.</p> <p>Events will start NO Earlier than 9 AM for Freestyle, 10 AM for Backstroke, 11 AM for Breaststroke, 12 PM for Butterfly, and 1 PM Individual Medley.</p>
<p><b>Clerk-of-Course</b></p>	<p>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.</p>
<p><b>DQs</b></p>	<p>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.</p>
<p><b>Results</b></p>	<p>As events end, results will be posted at meet. Full results can be found on the NVSL website after the conclusion of the meet.</p>
<p><b>Awards and Patches</b></p>	<p>Medals and rosette ribbons are awarded to all swimmers and alternates following each event.</p>
<p><b>Photography</b></p>	<p>As in the past, a professional photographer will be present to take photos of the participants in each event, following presentation of awards. However, the photos will now be available for download approximately three to four weeks after the meet. Simply go to <a href="https://nvslallstars.smugmug.com">https://nvslallstars.smugmug.com</a> to locate the awards photo from your swimmer’s event. Images are organized based on the order they were swum at Individual All Star this year. The site is password protected---check with your division coordinator for the password. Photos can also be purchased from this site.</p>
<p><b>Concessions and Vendors</b></p>	<p>Food and refreshments will be offered from the Springboard Cuda Shack (on the pool grounds, in the pool parking lot and in the team area) and our NVSL food vendors. NVSL advertisers will have products for sale throughout the morning and afternoon. Please support our advertisers!</p>

# Team Rep To-Do List :

- Saturday**
- Divisional Meets
  - ASAP - Div host pool **submit Hytek Meet Back-up file** to **jtmattis@cox.net** and **NVSLallstars@gmail.com**.
  - All Star Selection Meeting for Division Coordinators only
  - Receive notification of Individual All Star Qualifiers and Alternates in evening

- Sunday**
- Email scratches to **DC, NVSLallstars@gmail.com** and **LKnvsl@hotmail.com**
  - Submit **IAS Order form** for T-shirts/caps/programs to **Oharas1@cox.net**
  - Submit Happy Ads to **nvslhappyads@gmail.com**
  - Get All-Star Photo password from DC and provide password to All-Star Families.

- Monday**
- Submit Happy Ads to **nvslhappyads@gmail.com**
  - Email scratches to DC, **NVSLallstars@gmail.com** and **LKnvsl@hotmail.com**
  - **Meet officials names and email** due to **jensayasnvsl@gmail.com** and DC by **8 PM**

- Tuesday**
- Email scratches to DC, **NVSLallstars@gmail.com** and **LKnvsl@hotmail.com**
  - **Deadline Happy Ads submission at 5 PM**
  - **Deadline** to submit IAS Order form for **T-shirts/caps/programs** at **11 PM**

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

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

- Friday**
- Pool Familiarization 7:00 AM to 11:00 AM at Springboard
    - Remit payment for Happy Ads
    - Pay and pick-up IAS pre-orders
  - Email scratches to DC, **NVSLallstars@gmail.com** and **LKnvsl@hotmail.com**

- Saturday**
- Set up team area (after 7 AM)
  - Check-In (after 7:30 AM)
  - 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

## August 3rd 2019

- 7:00 AM Team Areas open for set up
- 7:00 AM Early Marshals Check In
- 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 Freestyle events only
- 8:30 AM Officials Briefing for First Half
- 8:35 AM Freestyle 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 Freestyle, 10 minute warm up for Backstroke
- 10:00 AM Earliest time that Backstroke can start  
  
Following conclusion of Backstroke, 10 minute warm up for Breaststroke
- 11:00 AM 2nd half officials report to check-in station
- 11:00 AM Earliest time that Breaststroke can start  
  
Following conclusion of Breaststroke, 10 minute warm up for Butterfly
- 11:15 AM Officials Briefing for Second Half
- 12:00 Noon Earliest time that Butterfly can start  
  
Following conclusion of Butterfly, 10 minute warm up for IM
- 1:00 PM Earliest time that IM can start
- 2:30 PM Target time for completion of meet