



# **Team Reps' Guide to the NVSL All Star Relay Carnival July 13th 2022 at 4 PM**

**Hosted by Hamlet Swim and Tennis Club**

<b>Meet Managers</b>	Julianne Kass (Hamlet) at juliannekass@gmail.com & Chris Campbell (NVSL) at chriscln@verizon.net
<b>Pool Location</b>	<b>8209 Dunsinane Court, McLean, VA 22102</b> \ Pool Telephone (703) 893-7255
	Hamlet is located off Lewinsville Road in Mclean near the Spring Hill Recreation Center. Please see parking restrictions below, but there will be no parking at the pool itself nor at the Rec Center to allow sufficient room for Emergency Vehicles and traffic flow. Hamlet can be reached via 495 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.
	Team reps should provide any Relay Team scratches to: Michelle.Hale.swim@gmail.com and your Division Coordinator 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.
<b>Scratches and Substitutions</b>	<b>One</b> swimmer substitution may be made at any time per NVSL Rules 5 and 21. Substitutions made before <b>3 PM Sunday</b> prior to 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 <b>Michelle.Hale.swim@gmail.com</b> and their <b>Division Coordinator</b> . <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</b> are to <b>provide names</b> of persons working as <b>officials</b> to their Division Coordinator by <b>12:00 PM, Sunday</b> , so they can be published in the Meet Program and placed for consideration 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 <b>chriscln@verizon.net</b> 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 mynvsl.com</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</b> by <b>no later than Friday, July 8th before 11 pm</b> . Orders placed after that time will be filled with supplies available. <b>Orders will be available for pickup and team payment will be collected on Sunday, July 10th at the All Star merchandise pick-up event/pool familiarization at Hamlet from 8a-11a</b> . Team orders of meet programs and any unfilled orders will be available on Meet Day for pick-up by the person designated by the team rep.



<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</b> is <b>5 PM Sunday, July 10th</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 the merchandise pick-up event/pool familiarization on Sunday.</p> <p>Direct questions to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a>.</p>
<b>Sunday July 10, 8-11 AM</b>	Pool Familiarization will only be to see the pool and the surrounding area. No swimmers will be allowed in the water. This is an opportunity for swimmers to see the pool and for teams to pick up All Star merchandise.
<b>ALL STAR Merchandise Pick-up/Pool Familiarization</b>	<p>This is an Open House for Swimmers, Coaches and Team Reps to become familiar with the site configuration. No swimmers will be allowed in the pool. Thank you for respecting the rules and being kind to those running the events. All are volunteers.</p> <p>Team orders of All Star merchandise will be available for payment and pick-up. All-Star T-shirts, Swim Caps, and meet programs will be available for purchase by individuals. A Happy Ads representative will be present to take orders and payments. Direct questions to <a href="mailto:nvslhappyads@gmail.com">nvslhappyads@gmail.com</a></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 field at Spring Hill ES, a short walk through the woods to the pool, as marked, <b>after 12p</b> on the meet day. Anyone on or near Spring Hill ES property and/or Hamlet property <b>before 12p</b> will be considered trespassers and the authorities may be called.</p> <p>Tents and awnings are strongly encouraged. Grills, generators, and fires are <b>NOT</b> allowed in team areas. <b>Off-limits areas are clearly marked and will be strictly enforced. Anyone found selling food will be evicted from the field and lose your place in line. Concessions will open in the Hamlet parking lot at 12:00pm.</b></p> <p>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 Hamlet pool grounds.</p>

<p><b>Parking</b></p>	<p>At 12p the fields at Spring Hill ES will be open for teams. General parking (no commercial vehicles or large buses), will be street parking in the surrounding neighborhood as marked. Please allow plenty of time to park and walk to the pool once you drop your swimmer(s) off at Spring Hill Elementary. <b>In order to allow sufficient space for Emergency Vehicles and to maintain traffic flow, there will be NO parking in the Hamlet lot or on Dunsinane Court.</b> There is street parking on side streets, and please be respectful to not block driveways. Please do not park in intersections or block fire hydrants. Commercial vehicles and large buses are strongly discouraged for this event. <b>Be a good neighbor - Follow the guidelines please! There is NO swim meet parking permitted at the Spring Hill Rec Center.</b></p> <p>The Spring Hill ES parking lot is reserved for working officials and meet volunteers with heavy loads &amp; equipment, meet concessions and vendors, and special guests.</p> <p>The pool will provide five (5) Handicapped Parking spaces during the day of the meet in the street immediately in front of the pool that are available only by reservation for teams and spectators. Anyone needing handicapped parking must make prior arrangements with Julianne Kass (Hamlet) at juliannekass@gmail.com. People who do not make prior arrangements will not be able to utilize the Handicapped Parking. All special guests requiring handicapped parking will be accomodated and are requested to advise Julianne in advance.</p>
<p><b>Swimmer Drop Off</b></p>	<p>The designated <b>Swimmer Drop Off area is in the Spring Hill ES parking lot at the corner closest to the pool.</b> Drivers should enter the Spring Hill parking lot and follow signs and parking marshal direction. Please drop off swimmers and then proceed to the available street parking areas. Handicapped Drop Off is at the entrance to the pool lot. Please build in extra time to park and walk to the pool.</p>
<p><b>Check-In</b></p>	<p><b><u>Upon arrival, use spectator entrance.</u></b> Team Reps and the Head Coach should report to the Team Rep/Coach/VIP <b>Check-in</b> 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.</p>
<p><b>Viewing Areas</b></p> <p><i>(Please be good sports and share the space)</i></p>	<p>There are designated viewing areas for Team Reps and coaches.</p> <p>The Host Pool will open the gates to the pool deck to the public at 2:00 PM. <b>Concessions will open in the Hamlet parking lot at 12pm.</b></p> <p>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.</p> <p>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.</p> <p>* One area of bleachers will be designated as short-term only meaning the entire area will be vacated after <b>EVERY EVENT</b> to allow all spectators the opportunity to watch their swimmers.</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>An area for disabled seating and a disabled restroom will be available.</p>
<p><b>Warm-Ups</b></p>	<p><b>Warm-ups are per the schedule.</b> Swimmers must clear the pool in a timely manner.</p> <p>Relay starts will not be permitted at any time. One way sprint lanes will be available in designated lanes.</p> <p>Entrance to the pool for Warm-Ups will be through the "Swimmer Only" entrance at the Clerk of Course.</p>

<b>Clerk-of-Course</b>	Coaches are responsible for ensuring their swimmers report to Clerk-of-Course on time. <b>1st 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 <b>ONLY</b> if 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 Presidents, Spirit, Sportsmanship, Community Service, and Excellence in Technique scholarship winners will be announced prior to the start of the meet. These awards will be presented at the Divisional meets this year, in front of the recipients home team, family, and friends.
<b>Concessions and Vendors</b>	Food and refreshments will be offered by the Host Pool and our NVSL food vendors in the Hamlet parking lot starting at 12pm. 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 Michelle.Hale.swim@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 by the **11pm deadline** for
  - Submit Happy Ads to nvslnhappyads@gmail.com
  - Email scratches and substitutions to Div Coord and Michelle.Hale.swim@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**
- All Star Merchandise Pick-up/Pool Familiarization 8 to 11 AM at Hamlet
  - 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 Michelle.Hale.swim@gmail.com

- Set up team area (after 12p)
- 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

## 13 July 2022

12:00 PM Team Areas open for set up; concessions open in the Hamlet parking lot

2:00 PM Viewing Area opens to public

2:00 PM Warmups-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 Award Winners Announced

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

~ 6:15 PM Freestyle Relays Begin

~ 8:00 PM Meet Ends