



Team Reps' Guide to the NVSL All Star Relay Carnival


July 9th 2025 at 4 PM

**Hosted by Lincolnia Park Recreational Club and Co-Hosted by
Tuckahoe Recreation Club**

Meet Managers	Amy Downey (NVSL) at amywdowney@yahoo.com, Andrew Wise (Lincolnia Park) at andrewwise5@gmail.com, and Elaine Kelley (Tuckahoe) at elainekelleydvm@yahoo.com
Pool Location	6501 Montrose St, Alexandria, VA 22312 / Pool Telephone (703) 941-9676 Lincolnia Park Recreation Club (LP) is located inside the Lincolnia Park neighborhood near the intersection of Little River Turnpike and Braddock Road. Please see parking restrictions below. Important to note: there will be no parking on Montrose Street itself to allow for sufficient room for Emergency Vehicles and traffic flow. LP is easy to access from 395, 495 and 95 - check traffic for the best route to the meet.

Meet Prep

ASR Qualifiers	Division Coordinators meet on the Thursday night after Divisional Relays and notifications to the teams (pools) are made immediately afterwards.
Scratches and Substitutions	<p>Team reps should provide any Relay Team scratches to: NVSLTechnology@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.</p> <p>A swimmer may be substituted at any time per NVSL Rules 5 and 21. Qualifying relay teams "shall be allowed to substitute swimmers provided three of the swimmers who qualified are swimming. Substitute swimmers may be faster or slower than the swimmers they replace." Substitutions made before 4 PM Sunday July 6 will have the substitute's name printed in the meet program.</p> <p>For best practices/good sportsmanship, Team Reps should email any late scratches and substitutions immediately upon knowledge to NVSLTechnology@gmail.com and their Division Coordinator. If occurring at meet - immediately submit them at the Scratch Table.</p>
Meet Officials provided by your team	Each Division Coordinator will identify their teams' volunteer requirements for Meet Support and Meet Officials. Team Reps are to provide names of persons working as officials and volunteers to their Division Coordinator by 8:00 PM Sun July 6 . Volunteers will be placed for consideration on the parking lot access list and will be confirmed by Tuesday morning, July 8, via email. Failure to provide a name prior to the cutoff time does not relieve the Division/Team of their obligation. Please notify amywdowney@yahoo.com if you have any extra volunteers wanting to work and that you would recommend. 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.

<p>All Star T-shirts and Caps</p>	<p>After receiving your list of All Stars, submit your Team Orders via the NVSL ASR Square Store nvslasr.square.site to purchase All Star Shirts, Swim Caps and Programs. Information on All Star Merchandise and the new ordering process can be found on mynvsl.com under Documents tab. Team orders will receive a discount. Teams will be guaranteed T-shirts in the sizes and quantities ordered if the team order is submitted to the NVSL ASR Square Store by <u>no later than Friday, July 4th at 6 PM.</u> No team orders will be accepted after this deadline. Teams that miss the deadline will be able to purchase merchandise at the meet at the standard price while supplies last. Team orders will be available for pickup on Sunday, July 6th at the All Star merchandise pick-up event/pool familiarization at Lincolnia Park from 8 AM-11 AM. 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. Direct questions to nvslsupplies@gmail.com.</p>
<div data-bbox="355 558 889 852">  <p>Shirt Color: Azalea</p> </div>	
<p>Meet Programs</p>	<p>It is recommended that teams pre-order meet programs. A limited supply will be sold at the meet.</p>
<p>Happy Ads</p>	<p>The deadline for submission of the Meet Program Happy Ads is 4 PM Sunday July 6th. 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 can be made by the NVSL Happy Ad Square Store at nvslhappyads.square.site or via checks made out to NVSL or cash, and must be received by the end of the merchandise pick-up event/pool familiarization on Sunday. Direct questions to nvslhappyads@gmail.com.</p>
<p>Sunday July 6, 8-11 AM Pool Familiarization and All Star Merchandise Pick-up</p>	<p>Pool Familiarization is an Open House for Swimmers, Coaches and Team Reps to become familiar with the pool, site configuration, and surrounding area. 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 pick-up. Please be advised: All-Star T-shirts, Swim Caps, and meet programs WILL NOT be available for purchase at Pool Familiarization this year. A Happy Ads representative will be present to take orders and payments. Direct questions to nvslhappyads@gmail.com.</p>

Meet Day

Shop NVSL	Pre-sale Meet Programs will be available for pick-up. All-Star Shirts, Swim Caps and Programs can also be purchased at the meet.
Team Areas	<p>Team areas may be set up in the field at Lincolnia Park adjacent to the pool as marked, after 12 PM on the meet day. Anyone on or near the Lincolnia Park property before 12 PM will be considered trespassers and the authorities may be called. Teams in divisions 1, 2 and 3 have assigned team areas (15'x15') and assignments will communicated with team reps and DC for these divisions in advance. There is plenty of field space for everyone. <i>Do not come early to claim a space.</i></p> <p>Tents, camp chairs, canopies and awnings are strongly encouraged. Grills, generators, and fires are NOT allowed in team areas. Off-limit areas will be clearly marked and will be strictly enforced. Anyone found selling food will be evicted from the property and pool grounds as well as lose your place in line. Light concessions will open at LP at 12 PM; grills open at 2 PM.</p> <p>No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be located in the parking lot on the LP pool property.</p>
Parking	<p>At 12 PM the field at Lincolnia Park will be open for teams. Swimmers and spectators can gain access to the team areas at the wooded pass-through between LP and the swimmer drop off at Holmes Middle School, or by the front gate to LP. General parking (no commercial vehicles or large buses), will be located at Holmes Middle School, Braddock Baptist Church, Weyanoke Elementary School, and Thomas Jefferson High School for Science and Technology. Please allow plenty of time to park and walk to the pool once you drop off your swimmer(s). Be advised that traffic on Braddock Road moves quickly; please use sidewalks and crosswalks. In order to allow sufficient space for Emergency Vehicles and to maintain traffic flow, there will be NO parking on Montrose Street. There is also street parking on neighborhood streets. <u>Please do not block driveways, park in intersections or block fire hydrants.</u> Commercial vehicles and large buses are not permitted for this event. Be a good neighbor - Follow the guidelines please!</p> <p>The parking lot at Lincolnia Park is reserved for working officials and meet volunteers with heavy loads & equipment, meet concessions and vendors, and special guests.</p> <p>The pool will provide eight (8) 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 in advance of the day of the meet with Elaine Kelley at elainekelleydvm@yahoo.com. All guests requesting handicapped parking will need to provide evidence of qualification. People who do not make prior arrangements will not be able to utilize the handicapped parking.</p>
Swimmer Drop Off	Swimmer drop-off for access to the pool and the team areas in at LP will be at Holmes Middle School. Drivers should follow signs and police and marshal directions. Please build in time to park and walk to the park after dropping off your swimmers.
Check-In	Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in at the table in front of the gate adjacent to the parking lot 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.

Viewing Areas <i>(Please be good sports and share the space)</i>	There are designated viewing areas for Team Reps and coaches.
	The Host Pool will open the gates to the pool deck to the public at 2:00 PM. Light concessions will open at 12 PM and the grills will open at 2 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. No chairs will be permitted on the pool grounds.
	* One area of bleachers will be designated as "SINGLE EVENT VIEWING" only meaning the entire area will be vacated after EVERY EVENT to allow all spectators the opportunity to watch their swimmers.
	Area surrounding the bleachers will be limited. To facilitate the movement of pedestrian traffic, certain areas will be designated “NO STANDING” and a Marshal will be positioned to maintain pedestrian flow.
Warm-Ups	An area for disabled seating and a disabled restroom will be available.
	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.
Clerk of Course	Entrance to the pool for Warm-Ups will be through the “Swimmer Only” entrance at the Clerk of Course.
	Coaches are responsible for ensuring their swimmers report to Clerk of Course on time. 1st 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.
DQs	If a disqualification occurs, the Team Rep will be notified immediately after the heat <u>ONLY</u> if that Team Rep is available in the Team Rep viewing area.
Results	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. The pool grounds will close 45 minutes following the conclusion of the meet.
Awards and Patches	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.
Scholarship Awards	The President's, 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.
Concessions and Vendors	Food and refreshments will be offered by the Host Pool and our NVSL food vendors at Lincolnia Park next to the bathhouse and team areas: light concessions and drinks starting at 12 PM, grill starting at 2 PM. NVSL advertisers will have products for sale throughout the evening. Please support our hosts' concessions and advertisers! No outside food will be allowed within the pool fence enclosure.

Team Rep To-Do List

- Wednesday** · Divisional Relay Carnival
July 2 · Submit HyTek Meet Back-up file to NVSLTechnology@gmail.com

- Thursday** · All Star Relay Seeding Meeting for Division Coordinators only
July 3 · Receive notification of All Star Relay Qualifiers and Alternates

- Friday 6 PM deadline to submit:**
July 4 · Submit ASR Team Order form for T-shirts/caps/programs

- Fri - Sat** · Email new scratches and substitutions
July 4 - 5 · Submit Happy Ads to nvslhappyads@gmail.com

- Sunday Pool Familiarization at Lincolnia Park 8-11 AM**
July 6 · Pick up ASR pre-orders at Pool Familiarization (no merchandise sales)
· Pay for Happy Ads

- Sunday 4 PM deadline to submit:**
July 6 · Email scratches and substitutions to DC and NVSLTechnology@gmail.com for inclusion in the program
· Submit Happy Ads to nvslhappyads@gmail.com
· Names and emails of assigned Meet Officials to DC
8pm deadline to submit:
· Submit Names and emails of assigned Meet Officials to DC

- Mon-Tues**
July 7 - 8 · Email new scratches and substitutions

- Wednesday All Star Relay Day!**
July 9 · Set up team area (after 12 PM)
· 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 9, 2025

- 12:00 PM** Team Areas open for set up; light concessions open adjacent to Team Areas
- 2:00 PM** Viewing Area opens to public; grills open in concessions area adjacent to Team Areas
- 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
- 3:30 PM** Meet Marshals 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 and Medley Relays
- ~ 6:00 PM** Intermission
- ~ 6:15 PM** Freestyle Relays Begin
- ~ 8:00 PM** Meet Ends
- ~ 8:45 PM** Pool grounds close to swimmers and the public