



Team Reps and Coaches Guide to the NVSL All Star Relay Carnival July 15th 2026 at 9:30AM

Hosted by Sleepy Hollow Bath & Racquet (SHBR)

Meet Managers	Amy Downey (NVSL) at amywdowney@yahoo.com and Scott Woodworth (SHBR) at scott_woodworth@hotmail.com
Pool Location	3516 Sleepy Hollow Rd, Falls Church, VA 22044/ Pool Telephone (703) 241-9731 Sleepy Hollow Bath & Racquet (SHBR) is centrally located in the Falls Church/Annandale area of Fairfax County. Please see parking restrictions below. Important to note: Sleepy Hollow Road will be very busy on meet day, plan accordingly. SHBR is easy to access from 495 and 395 - check traffic for the best route to the meet. Please note that SHBR is located next door to Sleepy Hollow Recreation Association (SHRA). SHBR (meet location) is on the right as you face both pools.

Meet Prep

ASR Qualifier Notification	Division Coordinators meet on the Thursday night after Divisional Relays and notifications to the teams (pools) are made immediately afterwards.
ASR Meet Fees	Important -- this is a new procedure! Teams will be assessed a meet fee of \$20 per All Star Relay qualifying team. The meet fees will be included in the team's 2027 annual team dues which Team Reps receive at the Seeding Meeting. Meet fees will be applied to the Host Fee for our All Star meet hosts.
ASR Qualifier Meet Entry	Important -- this is a new procedure! Teams must enter their All Star Relay qualifiers into the meet on their team SwimTopia pages (Manage/Schedule/2026 ALL-STAR RELAYS) by Friday July 10 at 9pm. The order of swimmers can be changed but their entry time will be locked from Relay Carnival. Enter the Relay Carnival time. You must enter at least three of the same swimmers who competed in Divisional Relays. Any scratches/substitutions will be handled according to the procedure below. Alternate qualifiers do not need to be entered. When the entries are completed, click "Lock out all entry changes" under "Merge/Export" and email the "Meet Entries by Event" Report to NVSLTechnology@gmail.com.
Scratches and Substitutions	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. 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 12 will have the substitute's name printed in the meet program. 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.

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 12. Volunteers will be placed for consideration on the parking lot access list and will be confirmed by Tuesday morning, July 14, 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 8:15 AM on Meet Day.
All Star T-shirts and Caps	After receiving your list of All Stars, submit your Team Orders via the NVSL SwimTopia Shop at nvsl.swimtopia.com/shop to purchase All Star Shirts, Swim Caps, Bag Tags and Programs. Information on All Star Merchandise and the ordering process can be found on mynvsl.com under Documents tab. Team orders will receive a discount. Team orders should be submitted to the NVSL SwimTopia shop by no later than Friday, July 10th at 9 PM. 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 12th at All Star Pool Familiarization at Sleepy Hollow Bath & Racquet from 9 AM-12 PM. Team orders of meet programs and any unfilled orders will be available on Meet Day for pick-up the team rep or designee. Direct questions to NVSLmerch@gmail.com.
	
Meet Programs	It is recommended that teams pre-order meet programs. A limited supply will be sold at the meet.
Happy Ads	The deadline for submission of the Meet Program Happy Ads is 4 PM Sunday July 12th. 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 must be made by the NVSL SwimTopia Shop at nvsl.swimtopia.com/shop and must be received by the end of the merchandise pick-up event/pool familiarization on Sunday. Direct questions to nvslhappyads@gmail.com.
Sunday July 12, 9am-12pm Pool Familiarization and All Star Merchandise Pick-up	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. Team orders of All Star merchandise will be available for pick-up. Please be advised: All-Star T-shirts, Swim Caps, Bag Tags and meet programs WILL NOT be available for purchase at Pool Familiarization this year.
Early Tent Drop-off	Teams may drop off tents at SHBR on Tuesday, July 14 from 4-8pm. Please note, you are not able to set up your tent or claim a team area. Tents will be stored under an outdoor cabana in the team area.

Meet Day

Shop NVSL	Pre-sale Meet Programs will be available for pick-up by the Team Rep at the All Star Relay Meet. All-Star Shirts, Swim Caps, Bag Tags, and Programs can also be purchased at the meet.
Team Areas	Team areas may be set up at SHBR in the space as marked after 7:00AM on the meet day. Anyone on or near the Sleepy Hollow Bath or Sleepy Hollow Rec properties before 6:45AM 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 space for everyone. <i>Do not come early to claim a space.</i>
	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.
	No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be located on the SHBR pool property.
Parking	At 7AM the field at SHBR will be open for teams. Swimmers and spectators can gain access to the team areas at the open gate in front of Sleepy Hollow Bath & Racquet. General parking (no commercial vehicles or large buses) will be located at Sleepy Hollow United Methodist Church, Sleepy Hollow Elementary School and in the surrounding neighborhood. Please allow plenty of time to park and walk to the pool once you drop off your swimmer(s). Be advised that traffic on Sleepy Hollow Road will be heavy; please use sidewalks 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!
	The parking lot at SHBR is reserved for working officials and meet volunteers with heavy loads & equipment, meet concessions and vendors, and special guests.
	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 SHBR by emailing shbrswimteamrep@gmail.com. All guests requesting handicapped parking are required to have state-issued handicapped parking tags. People who do not make prior arrangements will not be able to utilize the handicapped parking.
Swimmer Drop Off	Swimmer drop-off for access to the pool and the team areas at SHBR will be next door at neighboring pool Sleepy Hollow Rec (SHRA). Drivers should follow ALL police and marshal directions and any posted signs. Please build in time to park and walk to the park after dropping off your swimmers. SHRA's address is 3538 Sleepy Hollow Road.

Check-In	Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in (at the table to the left of the lower pool, adjacent to the tennis courts) to collect 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. The Coaches' viewing area is limited to one team coach only .
Viewing Areas <i>Please cooperate with meet marshals</i>	There are designated viewing areas for Team Reps and coaches. This meet will offer SINGLE EVENT VIEWING ONLY for spectators. Lining up early to enter the pool area is strongly discouraged. Marshals will escort the spectators for the first event to the Single Event Viewing bleachers and reserved area at 9:20AM to ensure an orderly admission. This meet is SINGLE EVENT VIEWING ONLY for seating. Marshals will be moving spectators along after each event. Please make your families and swimmers aware of the single event viewing plan for this year. Umbrellas are not permitted in the bleachers. To facilitate the movement of pedestrian traffic, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain pedestrian flow. There will be NO SPECTATOR ACCESS to the pool deck other than Single Event Viewing. There will be wheelchair accessible seating on the deck area. Note that there will be full sun on the deck and due to spectators behind this viewing area, we are not able to put a shade tent. Please plan accordingly. A wheelchair accessible restroom will also be available.
Warm-Ups	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 the "Swimmer Only" entrance at the front of the pool.
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 the SwimTopia 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 SHBR under the Pavilion in the Team Areas and by the entrance to Single Event Viewing at the front of the property. NVSL advertisers will have products for sale throughout the evening. Please support our hosts' concessions and advertisers!