



Team Reps' and Coaches' Guide to the NVSL Individual All Stars

August 1, 2026 at 8:30AM

Hosted by Vienna Woods

Meet Managers	Amy Downey (NVSL) at amywdowney@yahoo.com & Jason Somensatto at vwteamrep@gmail.com
Pool Location	129 Harmony Dr SW, Vienna, VA 22180\ Pool Telephone (703) 938-4218 Vienna Woods (VW) is located in Vienna, convenient to Rtes 66 and 495, Nutley Street and Maple Ave. Please see parking restrictions below, but there will be no general parking available at VW or along Plum Street, Harmony Drive and Timber Lane. Swimmer and spectator drop-off for access to the team areas will be one-way on Harmony Drive and exiting on Plum Drive. Recommend approaching VW from Cottage Street. See map for details.

Meet Prep

IAS Qualifiers	Division Coordinators meet on Saturday after Divisionals and notifications to the teams are made.
IAS Meet Fees	Important -- this is a new procedure! Teams will be assessed a meet fee of \$10 per Individual All Star. 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.
IAS Qualifier Meet Entry	Important -- this is a new procedure! Swimmers should declare their availability to compete in the Individual All Star meet in their team's SwimTopia calendar. Teams must enter their Individual All Star qualifiers into the meet on their team SwimTopia pages (Manage/Schedule/2026 INDIVIDUAL ALL-STARS) no later than Mon July 27 at 10PM. Enter Swimmer and, if not already populated, the time they achieved at Divisionals. If your swimmer is scratching from the meet, please see the procedure below. Alternate qualifiers DO 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	ASAP Team reps should report any swimmer scratch to your Div. Coordinator and Michelle Hale/NVSL Technology Team at NVSLTechnology@gmail.com allowing notification to alternates. Please make sure you receive a response acknowledging receipt of your email. Scratches made before Mon July 27 at 10PM 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. After Monday 10PM, scratches should continue to be reported to NVSLTechnology@gmail.com. Please make sure you receive a response acknowledging receipt of your email. On meet day, Team Reps are to advise the Scratch Table of any last-minute scratches.

Meet Officials and Volunteer Requirements	Each Div. Coordinator will let teams know their requirements for Meet Officials and Volunteers. Team Reps are to provide names and emails to their Div. Coordinator by 8PM Tuesday. Failure to provide a name prior to the publication cutoff times does not relieve the Division/Team of their obligation. Officials working the 1st session should check in and report for instruction no later than 7:30 am, unless otherwise indicated (early parking volunteers, early marshals). Officials for the 2nd session should check in no later than 10:00 am and be ready for instruction. Please notify amywdowney@yahoo.com if you have any extra volunteers wanting to work and that you would recommend.
All Star T-shirts, Caps, Bag Tags and Programs	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 5 PM on Tuesday, July 28. 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 Friday, July 31 at All Star Pool Familiarization at Vienna Woods from 8:00-11:00am. 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 5 PM Tuesday. Ads submitted after that time cannot be accepted. Ads must be submitted electronically to nvslhappyads@gmail.com (PDF or JPG format preferred) in their final version. Payment must be made by the NVSL SwimTopia Shop at nvsl.swimtopia.com/shop and must be received by 5 PM on Tuesday, July 28. Information to submit Happy Ads can be found in the documents tabs of the NVSL website, All Stars (Individual) 2026-Vienna Woods file Direct questions to nvslhappyads@gmail.com.
Pool Familiarization	Pool Familiarization will be held on Friday, July 31st 8:00 AM – 11:00 AM. Swimmers <u>will be NOT be allowed</u> to swim in the pool at Vienna Woods. Parking will be available at Vienna Woods.
Friday July 31, 8-11 AM	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.
ALL STAR Merchandise Pick-up @ Pool Familiarization	Team orders of All Star merchandise will be available for pickup. There will be no merchandise sales at Pool Familiarization.

Meet Day

Shop NVSL	Pre-sale Meet Programs will be available for pick-up by the Team Rep or designee. All-Star Shirts, Swim Caps, Bag Tags and Programs can also be purchased at the meet while supplies last.
Team Areas	Team areas may be set up in the upper parking lot at Vienna Woods NO EARLIER THAN 7 AM on Saturday morning. Anyone near or on VW pool property before 7AM will be considered to be trespassing and local authorities will be notified. Tents that are set up prior to 7AM on meet day will be removed. Access to the Team Area is through the swimmer drop off entrance. There will be a volunteer onsite to welcome teams and take them to their assigned Team Area. Teams may set up in designated areas as marked. PLEASE NOTE: *The NVSL and Vienna Woods will assign locations for ALL teams to avoid the rush to choose a spot and set up tents from those teams with the most participants. The number of tents allotted will be based upon the number of swimmers participating in the meet as of Thursday, July 30th at 9PM. Tents must be 10x10 to fit in the designated team area. Larger tents will not fit. *For teams sending 1-2 swimmers, Vienna Woods will provide a “Single Swimmers” tented area. Please bring chairs. *Teams from one division are welcome to organize a Team Area, under one tent, for their Division. If your division will be doing this, please email vwteamrep@gmail.com with your division number. The sand volleyball court is off-limits. This will be strictly enforced. No access to bath house changing rooms or bathrooms will be permitted for participants or spectators. Portable restrooms will be in the pool parking lot. Tents, canopies and tarps to cover the pavement are strongly encouraged. Grills, generators, and fires are NOT allowed in team areas. As always, Coaches are responsible for ensuring that their swimmers report to the Clerk of Course on time.
Parking	The team areas at Vienna Woods will be open at 7AM. Swimmers and spectators can gain access to the team areas through the gate at Swimmer Dropoff. General parking will be street parking in the surrounding neighborhood or in the Cunningham Park Elementary School lot. Allow plenty of time to park and walk to the pool once you drop off your swimmer(s). Please do not block driveways, park in intersections or block fire hydrants. Commercial vehicles and large buses are not permitted for this event. Be a good neighbor - Follow the guidelines please! The lower parking lot at Vienna Woods off of Kingsley Road and the adjacent street parking are reserved for working officials and meet volunteers with heavy loads & equipment, meet concessions and vendors, and special guests. Pedestrian access is available to Vienna Woods through three different entrances: (1) the main entrance for swimmer drop-off on Harmony Drive, (2) the lower lot south of the pool off of Kingsley Road, and (3) a gravel path off Desale Street north of the pool. Most of the street parking will be closer to the second and third entrances. See the map for more details.

	The pool will provide eight (8) Handicapped Parking spaces during the day of the meet on Timber Lane, which are available only by reservation with a valid Handicap Tag. Please email Jason Somensatto at vwteamrep@gmail.com to make a reservation. People who do not make prior arrangements will not be able to utilize the handicapped parking.
Swimmer Dropoff	Swimmer dropoff for access to the team area at Vienna Woods will be at the main entrance to Vienna Woods on Harmony Drive. The dropoff area will be coned off and clearly marked. Drivers should approach Vienna Woods from Cottage Street. Harmony Drive will be one-way traffic and after dropping off your swimmer(s), cars will be directed down Plum Street. There is NO PARKING on Haromy or Plum! Please build in time to park and walk to the pool after dropping off your swimmers.
Check-In	<u>Upon arrival, use spectator entrance.</u> Team Reps and the Head Coach should report to the Team Rep/Coach/VIP Check-in at the table in the pool 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. If your team pre-ordered programs, you will also be picking those up at this time.
Viewing Areas <i>Please be good sports and cooperate with meet marshals</i>	There are designated viewing areas for Team Reps and coaches. 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 at 8:15AM 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. There will be NO SPECTATOR ACCESS to the pool deck other than Single Event Viewing. This will be a first-come first-serve area, no chairs are allowed. To facilitate the movement of pedestrian traffic around the grounds, certain areas will be designated "NO STANDING" and a Marshal will be positioned to maintain pedestrian flow. There will be wheelchair accessible seating on the deck area. Note that there will be limited shade on the deck . Please plan accordingly. A wheelchair accessible restroom will also be available.
Stroke Warm-Ups	There will be NO GENERAL WARM-UP BEFORE THE MEET. Two, ten-minute, stroke-specific warm-ups will be held before each stroke (starting with Backstroke this year). Warm-up will be broken into two groups: Group 1 (12 & Under), and Group 2 (13 & Over). Warm-up for Group 1 for Backstroke swimmers will be from 7:45-7:55 AM. This warm-up format will be continued prior to the first event for each stroke. Since the warm-up Groups are age-specific, all lanes can be used by the swimmers in each group. *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 warmups will be through the "Swimmer Only" entrance at the Clerk of Course. One Coach per team is permitted on deck during warm-ups. Please see meet timeline for estimated warmup times.

Clerk of Course	Swimmers should wear shoes or sandals to Clerk of Course. The pavement will be hot. Shoes will also be needed for the Awards area on the parking lot. 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.
DQs	If a disqualification occurs, the Team Rep will be notified immediately after the heat only if that Team Rep is available in the Team Rep viewing area. The swimmer will be notified of his or her DQ in the event before leaving the deck.
Results	As events end, results will be posted at the meet and on the SwimTopia app. Full results can be found on the NVSL website after the conclusion of the meet.
Awards and Patches	Medals and rosette ribbons are awarded to all swimmers and alternates immediately following each event.
Photography - Group Pictures	As in the past, a professional photographer will be present to take photos of the participants in each event, following the presentation of awards. However, the photos will now be available for download approximately three to four weeks after the meet. Instructions for viewing the photos will be shared with the team reps and posted to the NVSL website.
Concessions and Vendors	Vienna Woods will serve breakfast burritos, breakfast sandwiches, donuts, drinks and other items for breakfast and grab-and-go lunch items in addition to other concessions of snacks, candy, fruit, and drinks for lunch. Concessions will accept cash and electronic payment. Vienna Woods will also have two food trucks onsite for lunch. No outside food will be allowed within the pool fence enclosure. NVSL advertisers will have products for sale throughout the morning and afternoon. Please support Vienna Wood's concessions, invited food trucks and all our NVSL and VW advertisers!