

## **2008 CITY MEET INSTRUCTIONS**

**Set-Up-** There will be two large tents for all teams to set up under and each team will pay the league for their space this year instead of paying the tent company. All teams will be required to pay for their space when City Meet entries are turned in. The tents will be set up on Wednesday and then we will go afterward to divide the tent sections for the teams. Teams are allowed to have fans which will be connected to a quiet generator. The Meet Director will need to know how many fans each team will have in order to have enough plugs dropped into each team section. There will be fire extinguishers placed by the rental company under the tents and must remain there at all times. **All teams are required to clean up around their tent each day.**

All signs will still need to be hung on Thursday during block practice from 8 A.M. until 5 P. M. No set-up is allowed on Friday. Signs are not permitted to be hung covering any speakers, between the diving boards or above the conduit. There will be monitors on deck watching this process to make sure the rules are being followed.

**Job Rotations-** Some jobs have been rotating every year because of the intensity of the job. Some stay with the same pool because of expert volunteers who do those jobs. Concessions will continue to rotate every year alphabetically through the league. If a team is too small and wants to share the job they can do so. Clerk of Course (CoC) will be assigned to two pools which will be in charge for two years each and will rotate in and out alternately. This is proposed so that we don't have two new pools in CoC every year. Instructions will be available in each CoC to help them run smoothly.

**Volunteers-** All workers are to be called on your list. You may need some of them as back-ups or they may be on the wrong list. If your pool members don't get called have them report to their position anyway. Some volunteers will have badges to wear during the session they will be working in if they need to be behind the blocks.

**\*Please remember only timers, runners, and clerk of course workers are allowed behind the blocks with the swimmers. All other people will be asked to move out from this area. Swimmers need to be able to get to their blocks and timers need to see the swimmers touch the wall at the end of the races.**

**\*Coaches- please do all your pre- and post-swim instructions and congratulations outside the pool area because you are not allowed to do so behind the blocks.**

**Fines-** *if your pool members sign up but don't report to work, your pool will be fined \$25 per volunteer. Each session of the meet will not start until all positions have been filled.*

### **Other rules at the pool:**

- Please remind your team members and their families that they need to be considerate of others. We all want to see our swimmers swim but can't if people are standing on the pool deck. Spectators need to leave the pool area if their swimmers are not in the water.
- No flash photography on the starts.
- There will be a charge of \$70+ for lane ropes that are broken, so please make sure your swimmers don't stand, sit, or play on them during warm-ups.
- No animals are allowed in, or around the pool area, including the team areas.
- Swimmers are to wear only a solid cap or their team cap.
- Swimmers need to get out of the pool and not hang onto the touchpads after races unless the referee has requested they stay in the water for dive-overs. In the event dive-overs are used, swimmers should be quiet and make no distracting moves until the heat on the blocks has been started, then they should exit the pool quickly.
- Warm-up/Warm-down lanes will be in the deep end. No diving is allowed. **All entries are to be made feet first.** If a swimmer abuses this privilege, they will be removed and not allowed back in. Swimmers not swimming in the session are not allowed to use the warm-up lanes.
- Make sure all your swimmers have visited the restroom before they swim. If they have an accident in the pool the meet ends immediately with the discovery of fecal matter in the pool.
- **Please have the correct number of workers signed up to work. It puts a strain on the other teams if they have to add more to cover your spaces. You will be charged \$25 for each position that is not filled. Three (3) people from each team are required to work in Clerk of Course (CoC).**
- Parent's relays are optional and do not score points. Mixed Free Relays do not score for the total points count.
- A swimmer who acts in an unsportsmanlike manner may be disqualified at the discretion of the Referee.
- Swimmers may move up one age group for one relay if they are not on their age group relay. They may not move up in any individual events.
- Relays will be declared in the City Championship. Coaches will write first and last names of each relay member with alternates on the back of their relay cards. The relay must be composed of swimmers whose names appear on the cards, but may choose their own order. The Referee may allow an alternate to swim if there is legitimate reason for the change.
- The Deck Referees will resolve any disputes that may arise during the competition. The Meet Referee will make the final decision. This decision may be appealed to the RCSL Protest Committee provided that the dispute involved interpretation of a RCSL or USS rule, and a written appeal is given to the Referee within one hour after the Referee's decision is made. No judgment calls may be appealed. Only the coach or the club representative can appeal a Referee's decision. A ruling of the RCSL Protest Committee is final and binding.

**ROCKET CITY SWIM LEAGUE CHAMPIONSHIP MEET  
JULY 12 -13, 2008  
ORDER OF EVENTS**

**SESSION 1 SATURDAY  
FIRST WARM-UP 7:15-8:00 A.M. SECOND WARM-UP 8:00-8:45 A.M.  
MEET BEGINS AT 9:00 A.M.**

<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
1**	9 & 10 200 YARD MEDLEY RELAY	2**
3**	8 & U 200 YARD MEDLEY RELAY	4**
5	9 & 10 50 YARD FREE	6
7	8 & U 25 YARD FREE	8
9	6 & U 25 YARD FREE	10
11**	9 & 10 50 YARD FREE EXHIBITION	12**
13**	8 & U 25 YARD FREE EXHIBITION	14**
15**	6 & U 25 YARD FREE EXHIBITION	16**
17	9 & 10 50 YARD BREAST	18
19	8 & U 25 YARD BREAST	20
21**	9 & 10 200 YARD MIXED FREE RELAY	
23**	8 & U 100 YARD MIXED FREE RELAY	
25**	PARENTS 100 YARD MIXED FREE RELAY	
	COACHES 100 YARD MIXED FREE RELAY	26**

**FINALS AND CONSOLATION FINALS**

7	9 & 10 50 YARD FREE	8
9	8 & U 25 YARD FREE	10
17	9 & 10 50 YARD BREAST	18
19	8 & U 25 YARD BREAST	20

**SESSION 2 SATURDAY  
WARM-UPS BEGIN IMMEDIATELY AFTER THE CONCLUSION OF SESSION 1.  
MEET WILL NOT RESUME BEFORE 1:00 P.M.**

<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
27**	11 & 12 200 YARD MEDLEY RELAY	28**
29**	13 & 14 200 YARD MEDLEY RELAY	30**
31**	15 – 17 200 YARD MEDLEY RELAY	32**
33	11 & 12 50 YARD FREE	34
35	13 & 14 50 YARD FREE	36
37	15 – 17 50 YARD FREE	38
39**	11 & 12 50 YARD FREE EXHIBITION	40**
41**	13 & 14 50 YARD FREE EXHIBITION	42**
43**	15 – 17 50 YARD FREE EXHIBITION	44**
45	11 & 12 50 YARD BREAST	46
47	13 & 14 50 YARD BREAST	48
49	15 – 17 50 YARD BREAST	50
51**	11 & 12 200 YARD MIXED RELAY	
53**	13 & 14 200 YARD MIXED RELAY	
55**	15 – 17 200 YARD MIXED RELAY	

**FINALS AND CONSOLATION FINALS**

33	11 & 12 50 YARD FREE	34
35	13 & 14 50 YARD FREE	36
37	15 – 17 50 YARD FREE	38
45	11 & 12 50 YARD BREAST	46
47	13 & 14 50 YARD BREAST	48
49	15 – 17 50 YARD BREAST	50

\*\*TIMED FINALS

**ROCKET CITY SWIM LEAGUE CHAMPIONSHIP MEET  
JULY 12 -13, 2008  
ORDER OF EVENTS (CONT'D)**

**SESSION 3 SUNDAY  
FIRST WARM-UP 7:15-8:00 A.M. SECOND WARM-UP 8:00-8:45 A.M.  
MEET RESUMES AT 9:00 A.M.**

<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
57	9 & 10 50 YARD FLY	58
59	8 & U 25 YARD FLY	60
61	9 & 10 50 YARD BACK	62
63	8 & U 25 YARD BACK	64
65**	9 & 10 200 YARD FREE RELAY	66**
67**	8 & U 100 YARD FREE RELAY	68**
91**	COACHES 50 YARD FREE	
69**	PARENT 100 YARD MOMS FREE RELAY	
	PARENT 100 YARD DADS FREE RELAY	70**
	COACHES 100 YARD MEDLEY RELAY	72**

**FINALS AND CONSOLATIONS FINALS**

57	9 & 10 50 YARD FLY	58
59	8 & U 25 YARD FLY	60
61	9 & 10 50 YARD BACK	62
63	8 & U 25 YARD BACK	64

**SESSION 4 SUNDAY  
WARM-UPS WILL BEGIN IMMEDIATELY AFTER THE CONCLUSION OF SESSION 3.  
MEET WILL NOT RESUME BEFORE 12:00 P.M.**

<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
73	11 & 12 50 YARD FLY	74
75	13 & 14 50 YARD FLY	76
77	15 - 17 50 YARD FLY	78
79	11 & 12 50 YARD BACK	80
81	13 & 14 50 YARD BACK	82
83	15 - 17 50 YARD BACK	84
85**	11 & 12 200 YARD FREE RELAY	86**
87**	13 & 14 200 YARD FREE RELAY	88**
89**	15 - 17 200 YARD FREE RELAY	90**

**FINALS AND CONSOLATION FINALS**

73	11 & 12 50 YARD FLY	74
75	13 & 14 50 YARD FLY	76
77	15 - 17 50 YARD FLY	78
79	11 & 12 50 YARD BACK	80
81	13 & 14 50 YARD BACK	82
83	15 - 17 50 YARD BACK	84

**\*\*TIMED FINALS**

## CITY MEET SCORING

<b>PLACE</b>	<b>INDIVIDUAL POINTS</b>	<b>RELAY POINTS</b>
<b>1</b>	<b>20</b>	<b>40</b>
<b>2</b>	<b>17</b>	<b>34</b>
<b>3</b>	<b>16</b>	<b>32</b>
<b>4</b>	<b>15</b>	<b>30</b>
<b>5</b>	<b>14</b>	<b>28</b>
<b>6</b>	<b>13</b>	<b>26</b>
<b>7</b>	<b>12</b>	<b>24</b>
<b>8</b>	<b>11</b>	<b>22</b>
<b>9</b>	<b>9</b>	<b>18</b>
<b>10</b>	<b>7</b>	<b>14</b>
<b>11</b>	<b>6</b>	<b>12</b>
<b>12</b>	<b>5</b>	<b>10</b>
<b>13</b>	<b>4</b>	<b>8</b>
<b>14</b>	<b>3</b>	<b>6</b>
<b>15</b>	<b>2</b>	<b>4</b>
<b>16</b>	<b>1</b>	<b>2</b>

## CITY MEET SCRATCH/ADD

While there is no official scratch/add date, you have until Sunday, July 6 at 12:00 p.m. to make any desired changes to your entries. You may make **ANY** changes you wish to your original entries.

If you make any changes:

1. Export the entries and email them to the Meet Scoring Manager (by 12:00 p.m. Sunday, July 6).

Bring to Jones Valley pool:

1. A new printed copy of the **Meet Entry Fees**.
2. A check for any difference in the amount calculated on the original **Entry Fees Report** and the new **Entry Fees Report**.

## NON-EMERGENCY LATE ENTRIES

We understand there are always situations where a swimmer is inadvertently omitted from being entered or one that had originally planned on not swimming and suddenly wants to swim. We will accommodate any and all **Non-emergency** late entries under the following conditions:

1. The event the swimmer is being entered in currently **does not** have three swimmers from your team entered in it. **No switching of one swimmer for another in any event.**
2. There must be an available lane for the swimmer to swim. There will be no re-seeding and no new heats will be added.

## EMERGENCY SUBSTITUTIONS

We understand situations will arise when a swimmer becomes ill or some other accident prevents a swimmer from competing. Emergency substitutions will be evaluated and accommodated by the Meet Director as they arise under the following conditions:

1. Reasonable proof must be presented that the swimmer being removed has a true emergency.
2. The swimmer is then removed from the entire meet.
3. The swimmer who is replacing the one being removed must already be entered in the meet and is not already swimming three events. What this means is that we will not allow a “cascade” of substitutions to fill events vacated by swimmers. What this generally means is that if the removed swimmer is entered in three events it will more than likely take three swimmers to fill his/her events.
4. The new swimmer will swim in the same heat and lane as the removed swimmer for each event.

## **DO NOT CREATE THE MEET IN TEAM MANAGER FIRST!!**

Go to the RCSL website [www.swimrcsl.org](http://www.swimrcsl.org). Click on **Forms and Documents**. The events file is at the top of the Forms and Documents page. **Single click** the file and you will get an option to **Open** or **Save** the file. Choose **Save**. You'll then be asked to specify where you want to save the file. **Remember where you save it – I suggest the desktop..**

Pull up Team Manager. Click on **File** then **Import**. From the pop up menu click on **Meet Events**. When the window pops up to select the location of the Meet Events file, navigate to wherever you saved the file then double-click on the file. Follow the prompts to import the events. It creates the meet for you and copies the events into it.

After completing the import, click on the **Meets** tab at the top of the Team Manager main screen. **Double click** on the **RCSL City Meet 2008**. Make sure the following information is correct:

- **Start date** 7/12/2008, **End date** 7/13/2008, **Age-up date** 7/12/2008
- Course **Y**, and Meet Type **AG**
- Make sure the entry fees are correct: **\$1.25 for individual events, \$5.00 for relays**.
- Click on the **Entries menu** and set the **Max Entries (3 individual events and 3 relays)**.

Make sure **before** you do the entries that you **Age up** your athletes to the date of the meet.

**Several reminders: You may only enter 3 swimmers per individual event, each swimmer is allowed to enter 3 individual events and 3 relays, and you are only allowed an “A” relay for City Meet.**

You will do the entries the same as you have done for all other meets, remember you **will not** put the heat and lane number.

When you declare your swimmers for the **Exhibition Freestyle** events, **DO NOT** check the **Exh** box.

## **DON'T FORGET TO ENTER PARENTS AND COACHES RELAYS AND THE COACHES 50 FREE**

After completing all of your entries, export the entries just as you have done all season. You must email the entry export file to me by July 2 at 6:00PM or before. Also export your full roster – with contact/ mailing information and email that on July 2 or before. My email address is [records@swimrcsl.org](mailto:records@swimrcsl.org). I will import your entries and send you back an entry report. Examine this report and be prepared to identify any problems or changes. You must still come to your allotted appointment on Thursday, July 3<sup>rd</sup> to turn in your check and have your entries validated.

Bring the following

1. A printed copy of the **Meet Entry Fees**.
2. A check for the amount calculated on the **Entry Fees Report**.

Click <b>Reports</b> then <b>Performance</b> to create each of these reports
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**Note:** The Meet Entry Spreadsheet is the best way to verify that you have 3 swimmers in each event.

# July 3th Meet Entry Instructions

Meet entries must be delivered to Chapman Pool located at 2099 Pettus Dr NE.

Blossomwood	11:00	Jones Valley	11:35	Sherwood	12:05
Byrd Springs	11:05	Lily Flagg	11:40	Valley Hill	12:10
Camelot	11:10	Monte Sano	11:45	Whitesburg	12:15
Chapman	11:15	Mt. Springs	11:50	YMCA	12:20
Greenwyche	11:20	Piedmont	11:55	HCC	12:25
Hampton Cove	11:25	Sharon Johnston	12:00		

Entries *must* include:

1. Entries and complete team roster – with contact/ mailing information – received by Meet Scoring Manager
2. A printed copy of the Meet Entry Fees.
3. A check for the amount calculated on the Entry Fees Report. (Make check payable to RCSL). This also includes your team fee for your tent space.
4. The list of meet workers from your pool with their preferred worker positions and phone numbers. Workers will be contacted about time and position.

Please remain until your meet entry has been checked for completeness.

The swimmer's age as of July 12<sup>th</sup> is the age of competition for City Meet.

## INCLUDED IN THIS PACKAGE

1. Sessions and Order of Events for City Meet.
2. Team schedules for block practice
3. Warm-up procedures.
4. City Meet Scoring
5. Scratch/Add Procedures, Non-emergency late entry guidelines and Emergency substitution guidelines
6. Team Manager Entry Instructions for City Meet

## THURSDAY'S BLOCK PRACTICE

Prior to block practice, each coach should check-in at the Meet Director's table. Any equipment RCSL has agreed to borrow should be properly labeled and turned in to the Meet Director. A receipt will then be issued. Coaches will receive a packet containing the coaches' heat sheets and lane warm up assignments and deck passes.

Numbers will be given at the beginning of block practice for hanging signs and you will go in according to your number. There will be deck monitors watching as the signs are being hung to make sure rules are being followed. Signs may not be hung above the conduit or between the diving boards. No signs may be hung over speakers, the HSA or Fleet Feet signs. Please bring your own ladders.

*Any signs that contain questionable content will be removed by the Natatorium staff or Meet Director.*

**NOTE:** Friday has been reserved for the City Dive Meet. We encourage your attendance to cheer for the dive teams but you are not allowed to distract the competition in any way. That means no practice on Friday, no hanging of signs, etc. Signs may be hung after 8 AM Thursday. We appreciate your cooperation.

8 – 9	JVRA	VHCC	SHER
9 – 10	GREN	HAMC	HCC
10 – 11	SHJN	LILY	MTSP
11 – 12	CAML	BLOS	
12 – 1	CHAP	WHBG	MNSO
1 – 2	BYRD	PIED	YMCA

## **WARM-UP PROCEDURES**

**2 - 45 minute periods**

### **General Warm-up (First 30 Minutes)**

- **No Diving or Racing Starts allowed from the blocks or edge of pool. Swimmers must enter feet first in a cautious manner.**
- **No sprinting or pace work allowed during this general warm-up period. Circle swimming by swimmers in all lanes.**
- **All lanes are to be used for general warm-up.**

### **Specific Warm-up (Last 15 Minutes)**

- **Racing starts are permitted off the blocks with one directional swimming only. Swimmers must exit the pool at the opposite end of the block start and walk back for additional starts.**
- **Ensure that swimmers practicing back starts are protected from block starters during this warm-up.**

### **Safety Guidelines for Coaches**

- **Coaches shall actively supervise their swimmers throughout the warm-up period.**
- **Coaches should maintain as much contact with their swimmers as possible, both verbal and visual throughout the warm-up period.**
- **Coaches should stand near the starting end of the pool when starting swimmers on sprint or pace work.**
- **Coaches shall adequately discipline their team to ensure maximum safety.**

**\*\*Violations of safety rules during the warm-up periods can disqualify the whole team from warm-up practice at the discretion of the Meet Director.**