

## July 2nd Meet Entry Instructions (draft 6/13/2010)

Meet entries must be delivered to Jones Valley Pool located at 912 Tannahill Drive.

Blossomwood	11:00	Jones Valley	11:35	Redstone Arsenal	12:05
Byrd Springs	11:05	Lily Flagg	11:40	Sharon Johnston	12:10
Camelot	11:10	Monte Sano	11:45	Sherwood	12:15
Chapman	11:15	Mt. Carmel	11:50	Valley Hill	12:20
Greenwyche	11:20	Mtn Springs	11:55	Whitesburg	12:25
Hampton Cove	11:25	Piedmont	12:00	YMCA	12:30

Entries *must* include:

1. Entries and complete team roster – with contact/ mailing information – received by Meet Scoring Manager (Chris Espy).
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/fans/generator.

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

The swimmer's age as of July 10th 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

# BUY/SELL ADS for the ROCKET CITY SWIM LEAGUE 2010 HEAT SHEET

**AD DEADLINE is June 24<sup>th</sup>**

**Absolutely no ads will be accepted after this date!**

**No exceptions!**

**65% OF EVERY AD SOLD IS EARNED FOR YOUR TEAM  
START WORKING ON SELLING THE ADS RIGHT NOW!**

## **AD COPY**

Advertising copy may be submitted as either:

- Electronic Files - preferred method!!!
  - saved as high resolution (200 dpi or greater), pdf or jpg files
  - for files less than 200 dpi, clarity will not be guaranteed
  - questions about electronic submissions may be emailed to [janet@shultsdesign.com](mailto:janet@shultsdesign.com) ("RCSL" in the subject)
- CDs (will not be returned)
- Camera-ready Ads (ads that will be printed as-is, needing no adjustments)

If a company or individual purchasing an ad does not have a camera-ready ad or electronic file or wants changes made to an existing ad, please document their ideas and requests on the provided advertisement form. Unless specifically requested, copy for ads will not be returned.

## **AD SUBMITTAL**

- Payment and forms for every ad must be submitted **no later than June 24 at 7:00 pm** to Monte Sano Pool with checks made out to RCSL. Submit one form for each ad. You can drop them off at Monte Sano Pool in a sealed envelope to the attention of Rosaleen King.

- Electronic files may be submitted by email to: [janet@shultsdesign.com](mailto:janet@shultsdesign.com) with [kingfamily4@knology.net](mailto:kingfamily4@knology.net) copied and "RCSL ad submission" in the subject line. Include in your email your name, phone number, pool affiliation and **size of ad** that you are purchasing.

## **REQUIRED**

- Completed advertisement form
- Full payment - check made out to RCSL
- Electronic file, cd, camera-ready ad, or description of desired ad.

Additional forms can be printed from [www.swimrcsl.org](http://www.swimrcsl.org)

## 2010 RCSL CITY SWIM MEET HEAT SHEET ADVERTISEMENT FORM

Name of advertiser: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
 Email: \_\_\_\_\_

<u>Quantity of Ads</u>	<u>Size</u>	<u>Each</u>	<u>Total</u>
_____ Full Page	7.5" w x 10" h	\$100	_____
_____ Half Page	7.5" w x 4.75" h	\$65	_____
_____ Quarter Page	3.75" w x 5.0" h	\$35	_____
_____ Eighth Page	3.75" w x 2.5" h	\$20	_____
_____ Event Sponsor	your message above event	\$10	_____

**NOTE: If more than one advertisement is received for an individual event sponsor, the sponsor will be drawn at random and the other received advertisements will be automatically used as 1/8 page advertisements.**

Total Received      \$      \_\_\_\_\_

Ad copy submitted:

- \_\_\_\_\_ Electronic File Attached - If emailing file, please note here. \_\_\_\_\_
- \_\_\_\_\_ Camera Ready - Print as submitted. Attach all copies to form
- \_\_\_\_\_ Graphic Creation Needed - I have given a full description of what I would like my ad to look like below. Please give clear details and requested wording.
- \_\_\_\_\_ Please repeat my ad from last year. Describe in detail below
- \_\_\_\_\_ Event Sponsor - fill in request in blocks below:

Age Group: _____ Sex: _____ Stroke: _____ Wording: _____ (example: Kick hard, Robert!)	Age Group: _____ Sex: _____ Stroke: _____ Wording: _____ (example: PRA girls rule, Show em what ya got!)
Age Group: _____ Sex: _____ Stroke: _____ Wording: _____ (example: Good Luck Sally! Love, Mom and Dad)	Age Group: _____ Sex: _____ Stroke: _____ Wording: _____ (example: Go MiKe Get that record!)

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller's Name & Phone #

\_\_\_\_\_  
RCSL Summer Swim Team Affiliation

Describe your Requests:

## City Meet Jobs—2010

TEAM	2010
<b>Blossomwood</b>	Concessions-order/purchase food, work shifts
<b>Byrd Spring</b>	Runners, Announcers, Order and pick up trophies
<b>Camelot</b>	Block Practice Monitors, paint lines for team areas, Monitor recycle bins throughout meet, and take down at end of meet
<b>Chapman</b>	Timers—SAT BOYS
<b>Greenwyche</b>	Timers---SUN BOYS
<b>Hampton Cove</b>	Clerk of Course—SAT GIRLS
<b>Jones Valley</b>	Computer Workers, Deck Passes, Lane Timer Sheets, Publicity, Lunch Passes for Officials
<b>Lily Flagg</b>	Clerk of Course---SUN GIRLS
<b>Monte Sano</b>	ADS and Heat Sheets-receive adds, put heat sheets together and pick up
<b>Mt. Carmel</b>	Clerk of Course---SAT BOYS
<b>Mt. Springs</b>	Stick labels on cards for Clerk of Course
<b>Piedmont</b>	Timers—SAT GIRLS
<b>Redstone Arsenal</b>	Clerk of Course-- SUN BOYS
<b>Sharon Johnston</b>	T-shirt/Heat Sheet Sales Workers
<b>Sherwood</b>	Timers—SUN GIRLS
<b>Valley Hill</b>	RIBBONS-sort for meet and one or two members work during meet
<b>Whitesburg</b>	Timing Verification—GIRLS and BOYS
<b>YMCA</b>	Concessions-order/purchase food, work shifts

## **2010 CITY MEET INSTRUCTIONS**

*(draft 6/13/2010)*

**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. Each team will have a plug in their section. **Bring a power strip** if you plan on plugging in more than one item. 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 am until 5 pm during assigned times. 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 four 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 CoC 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 instruction 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 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 center of the pool. No diving is allowed. All entries must be made feet first. If a swimmer abuses this privilege, they will be removed and not allowed back. 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 you 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 for highpoints.
- 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 Referee will resolve any disputes that may arise during the competition. The Meet Referee will make the final decision. The 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 (6/13/2010)**

**JULY 10-11, 2010**

**ORDER OF EVENTS**

**SESSION 1&2 SATURDAY**

**WARM-UP 7:00-8:00A.M. MEET BEGINS AT 8:30A.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 EXHIBITION	6
7	8 & U 25 YARD FREE EXHIBITION	8
9**	6 & U 25 YARD FREE EXHIBITION	10**
11**	9 & 10 50 YARD FREE	12**
13**	8 & U 25 YARD FREE	14**
15**	6 & U 25 YARD FREE	16**
17	9 & 10 50 YARD BREAST	18
19	8 & U 25 YARD BREAST	20
21**	PARENTS 100 YARD MIXED FREE RELAY	
	COACHES 100 YARD MIXED FREE RELAY	22**
<b>FINALS AND CONSOLATION FINALS</b>		
5	9 & 10 50 YARD FREE	6
7	8 & U 25 YARD FREE	8
17	9 & 10 50 YARD BREAST	18
19	8 & U 25 YARD BREAST	20

**SESSION 3&4 SATURDAY**

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

<b>EVENT # GIRLS</b>	<b>EVENT #</b>	<b>BOYS</b>
23**	11 & 12 200 YARD MEDLEY RELAY	24**
25**	13 & 14 200 YARD MEDLEY RELAY	26**
27**	15 - 17 200 YARD MEDLEY RELAY	28**
29	11 & 12 50 YARD FREE EXHIBITION	30
31	13 & 14 50 YARD FREE EXHIBITION	32
33	15 - 17 50 YARD FREE EXHIBITION	34
35**	11 & 12 50 YARD FREE	36**
37**	13 & 14 50 YARD FREE	38**
39**	15 - 17 50 YARD FREE	40**
41	11 & 12 50 YARD BREAST	42
43	13 & 14 50 YARD BREAST	44
45	15 - 17 50 YARD BREAST	46
47**	11 & 12 200 YARD MIXED RELAY	
49**	13 & 14 200 YARD MIXED RELAY	
51**	15 - 17 200 YARD MIXED RELAY	
<b>FINALS AND CONSOLATION FINALS</b>		
29	11 & 12 50 YARD FREE	30
31	13 & 14 50 YARD FREE	32
33	15 - 17 50 YARD FREE	34
41	11 & 12 50 YARD BREAST	42
43	13 & 14 50 YARD BREAST	44
45	15 - 17 50 YARD BREAST	46

**\*\*TIMED FINALS**

**ROCKET CITY SWIM LEAGUE CHAMPIONSHIP MEET (6/13/2010)**

**JULY 10-11, 2010  
ORDER OF EVENTS (CONT'D)  
SESSION 5&6 SUNDAY  
WARM-UPS 7:00-8:00A.M.  
MEET RESUMES AT 8:30A.M.**

<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
53**	9 & 10 100 YARD MIXED RELAY	
55**	8&Under 100 YARD MIXED RELAY	
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**
69**	COACHES 50 YARD FREE	
71**	PARENT 100 YARD MOMS FREE RELAY	
	PARENT 100 YARD DADS FREE RELAY	72**
	COACHES 100 YARD MEDLEY RELAY	74**
<b>FINALS AND CONSOLATIONS FINALS</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

**SESSION 7 & 8 SUNDAY  
WARM-UPS WILL BEGIN IMMEDIATELY AFTER THE CONCLUSION OF SESSION 5&6.  
MEET WILL NOT RESUME BEFORE 12:00P.M.**

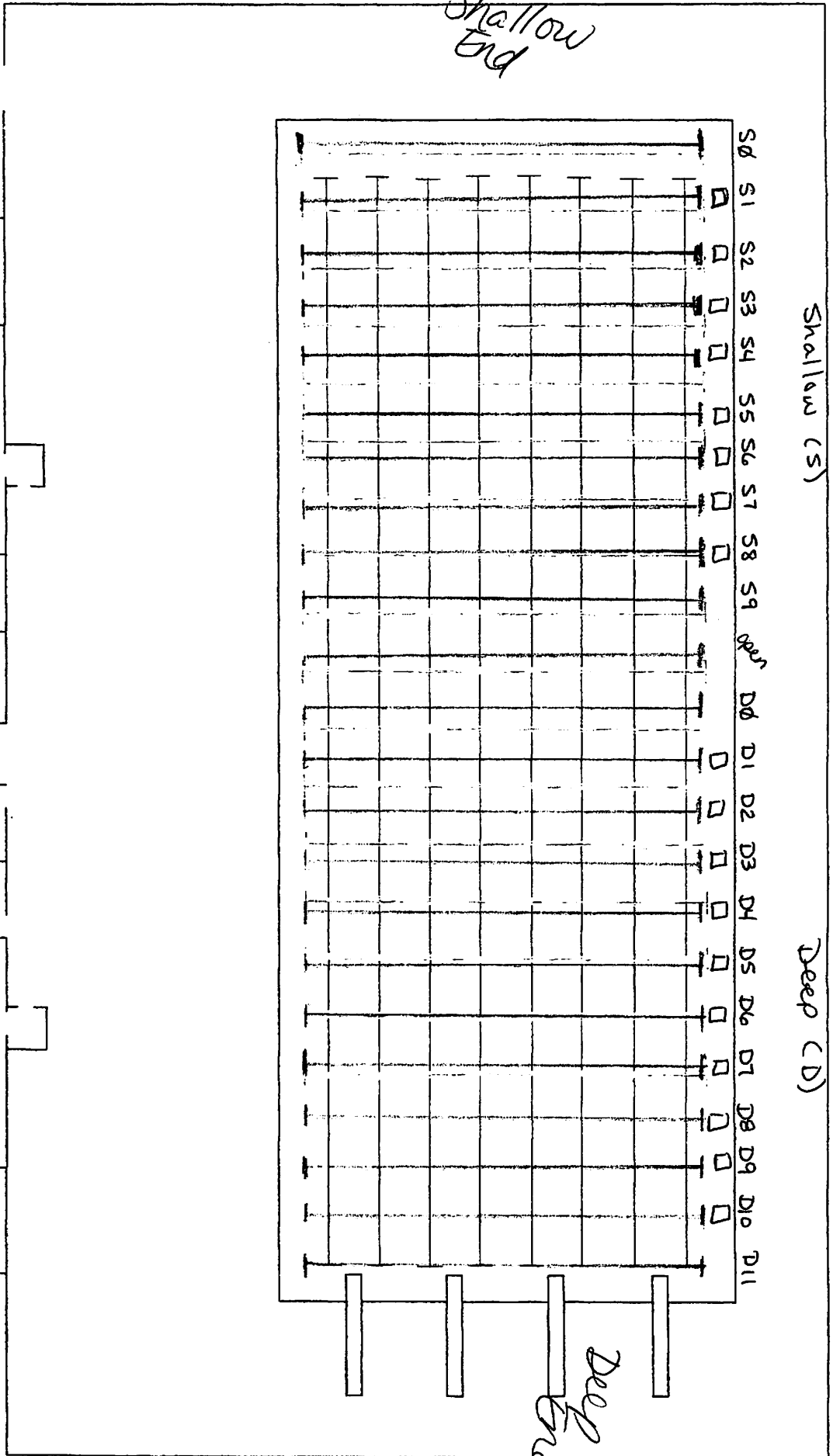
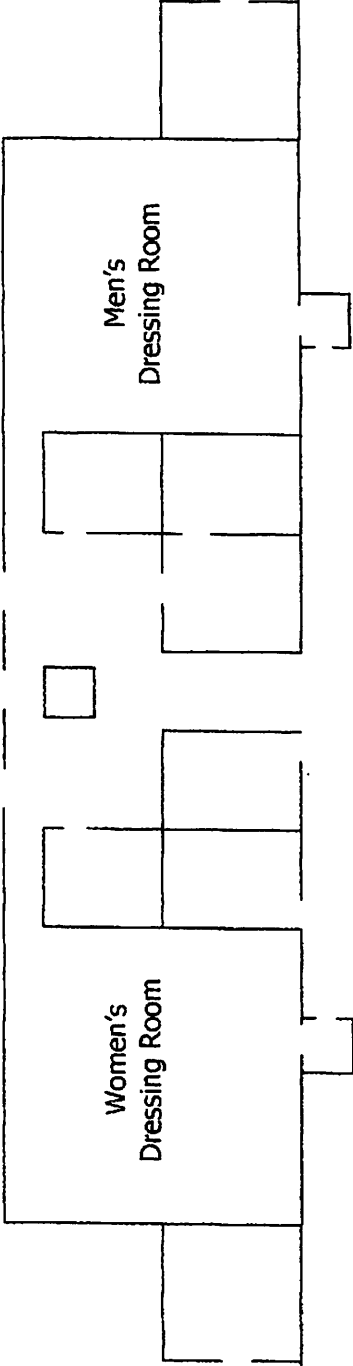
<b>EVENT # GIRLS</b>	<b>EVENT</b>	<b>EVENT # BOYS</b>
75	11 & 12 50 YARD FLY	76
77	13 & 14 50 YARD FLY	78
79	15 – 17 50 YARD FLY	80
81	11 & 12 50 YARD BACK	82
83	13 & 14 50 YARD BACK	84
85	15 – 17 50 YARD BACK	86
87**	11 & 12 200 YARD FREE RELAY	88**
89**	13 & 14 200 YARD FREE RELAY	90**
91**	15 – 17 200 YARD FREE RELAY	92**
<b>FINALS AND CONSOLATION FINALS</b>		
75	11 & 12 50 YARD FLY	76
77	13 & 14 50 YARD FLY	78
79	15 – 17 50 YARD FLY	80
81	11 & 12 50 YARD BACK	82
83	13 & 14 50 YARD BACK	84
85	15 – 17 50 YARD BACK	86

**\*\*TIMED FINALS**

BRAHAN SPRING PARK NATATORIUM



x = Chair  
□ = Table



## CITY MEET SCORING

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

## **CITY MEET SCRATCH/ADD**

*(draft 6/13/2010)*

While there is no official scratch/add date, you have until Sunday, July 4 at 12:00 noon to make any desired changes to your entries. You may make ANY changes you wish to your original entries.

If you make changes:

1. Export the entries and email them to [records@swimrcsl.org](mailto:records@swimrcsl.org) (by 12:00 noon Sunday, July 4).

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**

(entries occurring any time after Sunday, July 4, 12 noon)

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 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.

## SIGN HANGING PROCEDURE/RULES

6/13/2010

Jerry Shelton has requested that no signs be hung from the conduit running around the Natatorium. Signs will need to be taped on the walls or from column to column. The Natatorium staff also expects that all safety rules will be followed (i.e. no running, etc..) Remember to bring your own ladder for hanging signs. Also, please remember that your team signs must be removed by the end of City Meet on Sunday.

### The Procedure for this year will be as follows:

Each team will draw a number (during entry turn in) to coincide with the schedule below. **\*\*NEW THIS YEAR:** Teams that have their volunteer lists completed and typed and turned in by the deadline will go in the first round of drawing. Those who turn in past the deadline will receive their number based on their order of turning in. This year teams will be allowed to hang TWO signs during their initial sign hanging time slot. The next slot will be used for hanging as many signs as you'd like. If your time runs out, there is a final "free for all" time for teams to hang any remaining signs. Volunteers will be helping me oversee the sign hanging. You must report to me in the lobby before entering the Natatorium to hang your signs. Thank you in advance for your cooperation.

If you have any questions, please feel free to email ([c.espy@infantswim.com](mailto:c.espy@infantswim.com)) or call me (457-3450).

Thanks!

Caroline Espy,  
City Meet Director

Round 1: TWO (2) signs only  
(get your biggest ones ready for this)

8:00 - #1

8:10 - #2

8:20 - #3

8:30 - #4

8:40 - #5

8:50 - #6

9:00 - #7

9:10 - #8

9:20 - #9

9:30 - #10

9:40 - #11

9:50 - #12

10:00 - #13

10:10 - #14

10:20 - #15

10:30 - #16

10:40 - #17

10:50 - #18

Round 2: 30 minute time limit

11:00-11:30 - #18, #17, #16, #15, #14

11:30-12:00 - #13, #12, #11, #10, #9

12:00-12:30 - #8, #7, #6, #5, #4

12:30-1:00 - #3, #2, #1

Round 3: Free for all

1:00-2:00 - all teams

## City Meet Team Job Descriptions

**Ribbons:** Responsible team will need to call/email volunteers who have signed up to do awards at city meet. This list will be provided to you by the Assistant City Meet Director. Responsible team will need to sort the awards **prior** to City Meet. Responsible team POC will need to arrange date/time with Meet Director (Caroline Espy, [vp@swimrcsl.org](mailto:vp@swimrcsl.org)) for sorting awards. During City Meet, responsible team POC will oversee volunteers for placing labels on awards. Responsible team's POC will need to meet with Meet Director during block practice on Thursday to review awards procedures. Responsible team may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Timing Verification:** Responsible team must call/email volunteers for timing verification at City Meet. This list will be provided to you by the Assistant City Meet Director. The POC is responsible for checking in all volunteers for all 8 sessions (girls/boys, am/pm, Sat/Sun). The POC is required to meet with the Meet Director at designated time during Thursday's Block Practice to review Timing Verification procedures. Responsible team may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Clerk of Course:** Responsible teams must call/email volunteers for their respective clerk of course. This list will be provided to you by the Assistant City Meet Director. The responsible teams POCs will be required to meet with the Meet Director during Thursday's Block Practice to review CoC procedures. Each team's POC is responsible for overseeing their assigned CoC. This includes checking in all volunteers, explaining CoC procedures to the volunteers, and overseeing the CoC for the entire day. Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Timers:** Responsible teams must provide at least 10 stopwatches/team for use at City Meet. Stopwatches must be turned in at Thursday Block Practice to City Meet Director. Please be sure your watches are marked with your team name to ensure they are returned. Responsible teams must call/email volunteers for their respective sessions. This list will be provided to you by the Assistant City Meet Director. The POC is required to meet with the Meet Director at designated time during Thursday's Block Practice to review Timing procedures. Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**T-Shirt/Heat Sheet Sales:** Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible team's POC will report to Meet Director at 7:30am at Thursday Block Practice in the lobby of Natatorium to help set up tables and heat sheet/Tshirt sales display. The POC is responsible for overseeing T-shirt/Heat Sheet sales on Thursday, Saturday and Sunday. This includes checking in all volunteers and explaining sales procedures to the volunteers. Responsible team may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Concessions:** Responsible teams will purchase items for concessions, set up concessions, sell refreshments during the City Meet, and clean up and take down concessions at the end of City Meet. Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. The POC is responsible for checking in all volunteers, explaining Concessions procedures to the volunteers, and overseeing the Concessions for the entire day. Responsible teams' POCs will stay in close contact with the Meet Director to ensure items are ordered/purchased for City Meet. Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Runners:** Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible team's POC will check in all volunteers, explain Runners procedures to the volunteers, and oversee the Runners for the entire day. Responsible team's POC will meet with Meet Director at designated time during Thursday's block practice to review procedures. Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**Block Practice Monitors/Paint Lines/Recycle:** Responsible team POC needs to meet with Meet Director at designated time on Thursday during Block Practice for job instructions.

As Block Practice Monitors, the responsible team will provide the following:

- 1 volunteer in the lobby of the Natatorium to check in each team for their allotted sign hanging time.
- 1 volunteer will need to be by the entrance to the pool area to make sure only approved teams enter.
- 2 volunteers will need to monitor the team/lane assignments in the pool area.
- 2 volunteers will need to monitor the team sign hanging schedule in the pool area.

For Painting Lines, the responsible team will need to bring the paint and dispenser used for marking fields to paint lines under the tents for marking team areas. White or a bright color paint is recommended. A tape measure or wheel is also needed for marking the areas. 1-2 volunteers will be needed for this job.

For Recycling, the responsible team will need to supply volunteers to remove full plastic recycling bags and replace with empty ones throughout the City Meet weekend. These recycling "stands" are located outside all along the team tent area. Full bags will need to be tied and placed by the south wall of the natatorium. All recycling bins must be emptied and taken down at the end of City Meet.

Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director during Thursday's Block Practice.

**ADS and Heat Sheets:** Responsible team's POC will collect all ads and submit to designated graphics volunteer. The POC will be responsible for collecting ads along with fees for each ad. The POC will need to supply a report of ads/\$\$ collected to the City Meet Director.

**Cards for Clerk of Course:** Responsible team's POC will need to pick up labels, cards, and boxes for

pink and blue Clerk of Course cards from the Meet Director. Labels will need to be put on the cards and then the cards will be sorted into the indexed boxes. POC needs to email Meet Director ([vp@swimrcsl.org](mailto:vp@swimrcsl.org)) to arrange pick up and drop off of cards.

## TEAM MANAGER INSTRUCTIONS *(draft 6/13/2010)*

### **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 2010. Make sure the following information is correct:

- **Start date** 7/10/2010, **End date** 7/11/2010, **Age-up date** 7/10/2010.
- 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 Thursday, July 1 at 6:00PM or before. Also export your full roster – with contact/mailling information and email that on July 1 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 Friday, July 2nd 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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The Meet Entry Spreadsheet is the best way to verify that you have 3 swimmers in each event.

**THURSDAY'S BLOCK PRACTICE**  
*(Draft 6/13/2010)*

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.

Teams must check in for their allotted sign hanging time in the lobby. 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 or on the conduit or between the diving boards. No signs may be hung over speakers, the HSA or 1<sup>st</sup> Place Athletics 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. We appreciate your cooperation.

\*\*\*\*\*Teams are assigned times based on number of swimmers entered in City Meet. The schedule will be assigned once entries are turned in. Thanks!\*\*\*\*\*

8 – 9

9 – 10

10 – 11

11 – 12

12 – 1

1 – 2

## City Meet Volunteer Job Descriptions

**Timers:** Volunteers for this job will need to report to the scoring area 45 minutes prior to the start of the session to allow for meeting with Meet Referee/Scoring. The meeting is usually 20-30 minutes prior to the start of the meet. Volunteers will stand behind their assigned lane and start the stopwatch at the beginning of each race (from the starter's flash) and stop the stopwatch as well as “press the pickle” at the end of each race. The “pickle” is a button that is attached to the electronic timing system and is only pressed at the end of each race. The timer will write down the time from the stopwatch on preprinted timers' lane sheets for each race. A runner will collect these sheets from the timer periodically. Don't Worry. If the timer happens to miss the start or the watch malfunctions, the timer will only need to wave to the head timer who will be at the ready with an already started watch.

*For those curious for more details: Each swimmer will receive 3 times. One will be from the timer's start and stop on the stopwatch. The 2<sup>nd</sup> will be the start from the starter (tied into the electronic system) and the stop from the “pickle” pressed by the timer. The 3<sup>rd</sup> (and most accurate) will be the start from the starter (tied into the electronic system) and the stop from the swimmer's touch on the touchpad mounted on the wall of the swimmer's lane.*

**Head Timers:** Volunteers for this job are assigned to each session to serve as a backup to the timers. The Head Timer will start 2 stopwatches at the beginning of each race (from the starter's flash) and will be ready to pass the watch to a timer that may need it. The Head Timer must stand in a spot that allows a view of both the Starter and all the timers and needs to watch for timers that may need assistance.

**Clerk of Course:** Volunteers for this job will be lining up swimmers for their heats in the bullpen area (small bleachers will be used in this area to sit swimmers in heat/lane order). Volunteers will give the appropriate pink/blue card to each swimmer. Volunteers will escort swimmers (specifically the younger swimmers) to the starting blocks.

**Heat Sheet:** Volunteers for this job will sit behind tables in the Natatorium lobby and will collect money for T-shirts, heat sheets and other related items.

**Runners:** Volunteers for this job will stand near the scoring area and will collect timers' sheets after the completion of each event. The timers sheets will be placed in lane order and will then be handed to the scoring table. Volunteers for this job will post final event results in the lobby (tape them on the glass wall) under the appropriate age group. Volunteers for this job will also run results to the Announcer.

**Stroke & Turn/Ref:** Volunteers for these positions must be certified via online testing and deck training. Volunteers will report to the Meet Director 45minutes prior to the start of the assigned session.

**Deck Marshall:** Volunteers for this job will ensure the deck space near the starting blocks, Clerk of Course, and Scoring are kept free from unauthorized swimmers/spectators. Volunteers will also monitor the warmup lanes during the meet to ensure swimmers are not disruptive to those in the competition lanes.

**Awards:** Volunteers for this job will meet in the front office at the Natatorium. Labels will be printed in this office as the events are completed. Volunteers will place labels on the awards and then sort into

teams' bags.

**Timing Verification:** Volunteers for this job will be placing the timing sheets in order by event /heat/lane with the printout from the timing system. The head of scoring will teach volunteers for this job the procedure for verifying times. Once the times are verified, the timing sheets and printout will be handed to the computer volunteer.

**Computer:** Volunteers for this job will download the electronic times for each event/heat/lane and adjust any based on the Timing Verification results. The head of scoring will teach volunteers for this job the procedure for officially scoring events. Three copies of the event results will be printed: 1 for the Announcer, 1 to be posted in the lobby, 1 to be stapled with the timing sheets/printout.

**Concessions:** Volunteers for this job will report to concessions at their designated time to support selling refreshments during the City Meet.

**Announcers:** Your name must be Susan Swing to do this job this year. Just kidding. Volunteers for this job sit high up on a pedestal and announce in a microphone the results of each event during the prelims as well any other announcements that need to be made. During finals, swimmers are announced with excitement and perhaps jestful teasing for each race.

## WARM UP LANE ASSIGNMENTS (7/5/2010)

Warm up lanes have been assigned based on the number of swimmers entered for each team. The top 4 teams (based on number of swimmers entered for that session) will be assigned 2 lanes. There are 8 block lanes in the shallow end denoted S1-S8. There are 10 block lanes in the deep end denoted D1-D10. You'll notice that there are "no block" lanes just outside of the first and last lanes on each side which are denoted S0, S9, D0 and D11. (See RCSL Lane Numbering System in [www.swimrcsl.org](http://www.swimrcsl.org), Forms and Documents).

Here are the warm up lane assignments. These will also be posted in the lobby and throughout the natatorium.

### SATURDAY MORNING SESSION

TEAM	LANES
BLOS	S0,S1
BYRD	D3
CAML	D8
CHAP	D9
GREN	S5
HAMC	S2
JVRA	S8,S9
LILY	S3
MCST	D7
MNSO	D10,D11
MTSP	D2
PIED	S7
RSAL	D4
SHER	S4
SHJN	D0, D1
VHCC	D6
WHBG	S6
YMCA	D5

### SATURDAY AFTERNOON SESSION

TEAM	LANES
BLOS	S4
BYRD	S3
CAML	D4
CHAP	D7
GREN	S8,S9
HAMC	D3
JVRA	S7
LILY	S6
MCST	D5
MNSO	D0, D1
MTSP	D2
PIED	S2
RSAL	D6
SHER	D10,D11
SHJN	S0,S1
VHCC	D8
WHBG	S5
YMCA	D9

### SUNDAY MORNING SESSION

TEAM	LANES
BLOS	S5
BYRD	D6
CAML	D7
CHAP	D9
GREN	S4
HAMC	D4
JVRA	D10,D11
LILY	S0,S1
MCST	D8
MNSO	D0, D1
MTSP	S6
PIED	S3
RSAL	S7
SHER	S2
SHJN	S8,S9
VHCC	D5
WHBG	D3
YMCA	D2

### SUNDAY AFTERNOON SESSION

TEAM	LANES
BLOS	D3
BYRD	D4
CAML	S5
CHAP	D6
GREN	D10,D11
HAMC	S7
JVRA	S8,S9
LILY	S0,S1
MCST	D5
MNSO	D0, D1
MTSP	S4
PIED	S2
RSAL	D8
SHER	S3
SHJN	D2
VHCC	D7
WHBG	S6
YMCA	D9

## **WARM-UP PROCEDURES**

### **General Warm-up (First 40 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 20 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.**