

WELLINGTON DOLPHINS DIVISIONAL MEET GUIDE

WELCOME TO OUR POOL! Please see our regular Visiting Team Guide page for general information on Directions, PWSL League Rep and Computer contact information. All other information on the Divisional Visitor Guide is different from our regular, dual-hosted meets.

INCLEMENT WEATHER or MEET DELAY: Wellington no longer operates a "hotline". All updates to closures, weather delays or other urgent announcements are posted to our Twitter account WDSwimTeam which cross-posts to our Facebook page Wellington Dolphins Swim Team and posts to the feed on the main page of our website. If there is advance concern for weather delays/cancelations the day of Divisionals, our PWSL representative will reach out through appropriate channels.

PARKING: Each team will have 15 parking spaces reserved in the parking lot. Please see the Divisional Team Areas map [HERE](#) for an overview of parking areas and team setup areas.

General parking is available at Grace United Methodist Church located just down Wellington Road within short walking distance of the pool. We will inform visiting teams before the meet in the event there are limitations to the use of the church parking lot. Street parking is available on surrounding neighborhood streets and Hendley Road. **PLEASE do not block driveways or mailboxes** and be respectful to our neighbors in early mornings with minimal noise. Manassas City Police will ticket for illegally parked cars, and cars in fire lanes in our parking lot WILL BE TOWED. Please use the drop-off area (circle) in front of the Wellington Clubhouse off Wellington road to unload swimmers and gear.

If anyone on your team is in need of **Handicap parking**, please let us know as soon as possible. Cars must have a handicap placard or tags displayed on their car to qualify. We have a few marked Handicap spaces in each team parking area, but can set aside others as needed.

RELAY LANES: All teams are welcome to enter up to three relay teams per relay event. Relay lane assignments will remain the same throughout the meet. **For the 2018 Divisional Meet, TEAM A is Victory Lakes and TEAM B is Westridge.**

Team	Relay Lanes	Staging Area
Wellington	"A" Relay-Lane 5 "B" Relay-Lane 7 "C" Relay-Lane 2	Baby Pool
Team A	"A" Relay-Lane 6 "B" Relay-Lane 3 "C" Relay-Lane 9	Behind Slide
Team B	"A" Relay-Lane 4 "B" Relay-Lane 8 "C" Relay-Lane 1	Behind Diving Board

VISITING TEAM AREAS: Please see the Divisional Team Areas map for your areas. TENNIS COURTS are OFF LIMITS at all times. Please follow directions of any posted signs and do not enter any areas that are roped-off for non-access. **PLEASE TAKE NOTE...** Columbia Gas is on the Wellington Pool property doing a major construction project for an upgraded gas line. There are areas with dug up ground, parked construction equipment, steel plates in roadways and parking lots. Parents are to KEEP KIDS nearby at all times.

COACHES' AREAS: Visiting team coaches set up by the pool in front of the slide. Wellington coaches set up on the corner by the Baby Pool. There is plenty of room to set-up a tent and we recommend that you bring one for your coaches, as the area can get very sunny. We encourage you to bring a few bag-chairs for your coaches, as our pool supply is very limited.

DECK ACCESS: Due to the large number of swimmers and families, only designated meet volunteers will be allowed on the pool deck from the Clerk of Course areas, behind the Starters and the start-end of the pool. All Viewing is from the end of the pool area near the back fence.

DIVISIONAL T-Shirts: We will offer a commemorative Divisional T-shirt on a pre-order basis. Ordering and cost information will be provided as it becomes available.

MEET ENTRIES: Please provide your team's meet entries by 6:00 P.M. on **Wednesday, July 25th** to Jennifer Whiteree via email: whiteree@gmail.com. Please remember PWSL rules for Divisional eligibility- Swimmer must have participated in at least 2 regular season PWSL meets and achieved a legal time in the entered stroke from the current season. No Time Trial times, NTs (no-time), Coaches' Times or Exhibition swims will be allowed.

MEET PROGRAM ADS AND SUBMISSIONS: Courtesy Senior swimmer and Last Splash recognition must be returned to our Divisional Meet Program Coordinator Deborah Meader by Friday, July 20th at deborah@wellingtondolphins.com. All materials must be 8.5x11, Portrait, and in a MS Word or PDF file format only. If it doesn't work, it won't go in. To pay for advertisements, you may use our PayPal and email address swim@wellingtondolphins.com

MEET PROGRAM SHEETS: We will have the meet program available on our website on Friday morning prior to the meet as well as made available to the visiting team via email through the computer representatives. We will print a limited number of Meet Sheets for Officials and Coaches. Please make sure you provide us with anything you need in the meet program, i.e., Senior Swimmer/Last Splash recognition NLT the Friday before the meet so we have adequate time to put the meet program together and include these items.

VOLUNTEER REQUESTS AT-A-GLANCE: There are three shifts per Meet:
Shift 1: 7:15 - 9:15AM; **Shift 2:** 9:15-11:15; **Shift 3:** 11:15 to End

Position	Requirement	Information
Referee	One per team	The Wellington Referee will establish rotation. Off-Referees will step in for dual confirmation/early takeoff on all relays and assist with DQs.
Stroke and Turn	Four per team	Entire Meet
Chief Judge	One per team	Chief judges will step in for dual confirmation/early takeoff on all relays.
Starter	One per team	The Wellington Referee will establish rotation. Off Starters will step in for dual confirmation takeoff on all relays.
Head Timer	Wellington - All Day Team A- Shift 1 and 3 Team B- Shift 2	One per team- all Head Timers should be at the Timer and Recorder meeting at 6:30 A.M.
Timers	10 per team	Each team supplies 10 Timers per shift-one Timer per lane.

Position	Requirement	Information
Recorders	Wellington: Three Team A: Three Team B: Four	Wellington-Lanes 3, 6 and 9 Team A-Lanes 2, 5 and 8 Team B-Lanes 1, 4, 7 and 10
Deck Runners	1 per team, per shift	Shift 1: Wellington (a); Team A (b); Team B (c) Shift 2: Team B (a); Wellington (b); Team A (c) Shift 3: Team A (a); Team B (b); Wellington (c)
	<p>The (a) position reports to Clerk of Course to obtain the deck cards for the swimmers in the 25M events and delivers the cards to recorders. At other times, this position assists with collecting DQs from the Chief Judge on the turn end of the pool and delivering them to Scoring in the Pavilion</p> <p>The (b) position collects the deck cards from records and hands them off to the (c) position who works with Scoring under the Pavilion to deliver cards and assist with posting results. The (c) position collects DQs from the referee at the start end of the pool.</p> <p>The 1st shift Deck Runners are asked to meet with the Wellington Head Referees at 7:05 to review their "jurisdictions" and be introduced to the Officials they will be working with.</p>	
Heat Ribbons	1 per team per shift	Wellington: Shift 1 Team A: Shift 2 Team B: Shift 3
Clerk of Course	3 per team per shift	Please report to Head Clerk area. We run a Boys and Girls Clerk of Course area during the meet.
Gate Marshals	1 per shift for Main gate and 1 per shift for Pavilion area by Lifeguard desk	Wellington: 6:00 A.M. through Shift 1 Team A: Shift 2 Team B Shift 3 to End
Scoring and Verifying	2 per team per shift	Scorers and Verifiers work together at the same area upstairs under the Pavilion
Ribbons	2 per team per shift	For Shifts 2 and 3 ONLY. Third shift ribbon volunteers MUST be able to stay to the very end of the meet through the creation of Divisional Achievement ribbons.

OFFICIALS and EQUIPMENT: Please bring as many Stroke and Turn Officials as possible as well as your starting equipment. Since we have a 10-lane pool, we use quite a few S&T Officials. Also, due to the size of our pool, we move the 8&U and 9-10 Fly swimmers to the opposite end for starting, not the Timers and Recorders. We position a second starter machine there to avoid the need for moving the equipment during the meet. Please have your starter machine fully charged and set it up by the backstroke flag pole near the slide.

In order to start the meet on-time at 7:15, we will conduct the Officials meeting at 6:15 A.M. We will provide a complementary breakfast to our Officials.

CLERK of the COURSE: Our We set up two Clerk of Course areas-one for Boys and one for Girls inside the Baby Pool and on the deck behind the shallow end. Our Head Clerk area is located in the Baby Pool.

HEAT RIBBONS: Heat ribbons will be given to the winner of each heat of individual events for Individual events only per PWSL rules.

COMPUTERS, SCORING/VERIFYING and RIBBONS: The Computer team, Scoring/Verifying and Ribbons are under the Pavilion. Scoring and Verifying share a work area. We do not start Ribbon volunteers until second shift.

We ask that all teams bring their computers/printers, and will share data entry duties in pre-determined shifts.

TEAM AREA MARSHAL: Because we have a larger pool, we suggest hat teams provide one Team Area Marshall per shift. We do have a sound system, but as we all know, swimmers don't always pay attention. This volunteer helps swimmers in their team area by listening to announcements and making sure swimmers get to the clerk of course area in a timely fashion.

SCHEDULE OF EVENTS

WARMUPS- Wellington 6:00-6:20 A.M.; Team A 6:20-6:40 A.M.; Team B 6:40-7:00 A.M.

Time (A.M.)	Event
5:40-5:55	Swimmer Coach Warmup Period (ALL TEAMS)
5:45	Swimmers begin to arrive and check-in with Coaches
6:00	Wellington Warmups
6:15	Stroke and Turn Judges and Referees meet with the Head Referee. All Officials are invited to stop by the Head Referee/Starting Table to 6:15 to receive a complimentary Breakfast Pass for Concessions.
6:20	Visiting Team A Warmups
6:30	Timers and Recorders for ALL SHIFTS meet with the Head Timers under the rectangular blue shade near the start end of the pool. Clerk of Course Volunteers for ALL SHIFTS , including all Deck Runners meet with the Head Clerk of Course in the Baby Pool CoC area.
6:40	Visiting Team B Warmups
7:00	Referees meet with Head Coaches
7:10	Relays assemble, National Anthem and Official Meet Opening
7:15	Event 66 begins the Meet. GOOD LUCK TO ALL SWIMMERS!

COACH WARM-UPS: The meet will start at 7:00 A.M. Warm-ups are 20 minutes for each team. Wellington will have the first warm-up at 6:00, and the visiting team warms up at 6:30. The pool is cleared at 6:50. There are a number of residences very close to the pool, and we ask that noise be kept to a minimum prior to the start of the meet.

GENERAL HOUSEKEEPING: To limit distractions to swimmers and prevent interference with official duties, cell phone use is not permitted on the deck by Timers, Recorders and all Officials.

There is to be no photography behind the start end of the pool, to include far end by the fence when it is being used for starts (25 Meter Events). This is distracting to the swimmers, meet volunteers

and to the Starting Referees. From the far end of the pool, once the race has begun, you may take photos or videos, but not before the buzzer sounds. There is to be absolutely no photography in bathroom areas.

We also ask that everyone follow and respect the direction of our Lifeguards-they are present and responsible for the safety of everyone using our facility.

CONTACT INFORMATION: Our PWSL League Representative Scott Bewley may be reached by email at bewleyfam4@gmail.com . Our Meet Manager, Bill Ludwig can be reached by email at billludwig@mindspring.com, or by phone: 410-852-2780. Our Computer Queen, Jennifer Whiteree may be reached by email at whiteree@gmail.com (Email is best.)