

2019 NSC City Meet Due Dates

Friday, July 26th - Saturday, July 27th, 2019

Metea Valley High School

Co-Chairs:

Molly Evans (206) 235.2364; Megan LaCoursiere (815) 260.7889

Email: nsccity2019@gmail.com

EMAIL SENT		DUE DATE
	Google form to all teams for Lead Rep and Coach contact info. GOOGLE FORM	JUNE 24th
	Google form to all reps for Volunteer Coordinator's contact info. GOOGLE FORM	JUNE 24th
JUNE 26th	City Meet Packet emailed and posted on the Naperville Swim Conference Website-->2019 City & Classic-->City Information	-----
JUNE 28th	Area of Responsibility for each team emailed to lead reps. Each team oversees one area.	-----
	Google form to lead reps for City Swimmer Estimates . (We use this to assign workers per team.) GOOGLE FORM	JULY 2nd
JULY 12th	City Meet Worker Assignments for each team (ex: 3 timers, 2 marshalls, 1 bullpen, 4 runners) emailed to team volunteer coordinator. Worker assignments DUE. Please be on-time and use the spreadsheet sent in the email. Please remember to assign people to the jobs where they have experience doing that job. We rely on you to provide good workers! Include the full name and cell number for each worker. Example: Megan LaCoursiere Bullpen 815. 260.7889	JULY 18th By 6pm
JULY 15th	Google form sent to lead rep requesting name of NSC rep handling your assigned Area of Responsibility . Click here for GOOGLE FORM	JULY 19th
	City Meet lineups submitted. SYNC your entries via Team Unify/Touch Pad entry system. Email an Entry Report By Event with Proof of Times to Jenn Schmauderer computers@southpointeswimteam.com . Make sure to put your TEAM NAME in the subject line of every email. Complete City Meet Entry Statement GOOGLE FORM *Entries will not be processed if any of the above is missing	ALL due JULY 22nd By Noon
	A coach from each team who is familiar with their team entries must be available (preferably via text) to answer questions. Email Jenn at computers@southpointeswimteam.com or text 847.507.1786 with any CITY MEET entry questions/issues.	JULY 22nd From Noon - 6 pm
JULY 23rd evening	Jenn will email each team their individual Team Psych Sheet .	

	<p>Email Jenn at Computers@southpointeswimteam.com with any entry changes. Make sure to put your TEAM NAME in the subject line of every email.</p> <p>Include an Entry Report By Event with Proof of Times for any new entries.</p> <p>*Any entry changes made after this time will result in a fine per NSC policy.</p>	JULY 23rd by Noon
JULY 24th	Warm-up schedule emailed to all lead reps and posted to the Naperville Swim Conference City Meet Website-->2019 City & Classic-->City Information	
JULY 24th	Meet timeline posted for each session to the Naperville Swim Conference City Meet Website-->2019 City & Classic-->City Information	
JULY 25th	Jenn will email a heat sheet to all Head Coaches and Team Leads and post to the Naperville Swim Conference City Meet Website -->2019 City & Classic-->City Information	
JULY 26th @ 3p.m.	Set-up at Metea. We need 2 people from each team, one of which must be a NSC rep.	

Miscellaneous:

- We will NOT be selling heat sheets at City. Each team will be emailed the heat sheet and you'll need to print your own copies...coaches, swimmers, parents, grandparents, friends, etc.
- We're hiring lifeguards again this year (four guards for each session). Please send any candidates. First come, first serve. Pay is \$11/hour.
- We need someone to sing the National Anthem for each session, preferably a swimmer. First come, first serve.
- The conference reps must stay after the meet ends on Saturday and help clean up the balcony, pool, etc.
- Each team must bring to City a basket or box labeled with your team name for the workers to put your awards in. Awards can be picked up when the meet is over, but only after your team cleans-up your team area in the gym.
- Each team must have at least 1 conference rep at the meet at all times
- Each team must have an adult supervise their team area in the gym at all times on Saturday. This is not part of the worker assignments
- **Please tell your coaches we strongly encourage them to enter swimmers in only 4 events. Scratches should be due to illness or injury, not because a team is trying to gain some advantage by entering a swimmer in 5 events. It's not fair to the swimmers to have empty lanes in the last heat or 2 of an event.**
- Coaches and Conference Reps will receive their badges at the Classic meet. Coaches and conference reps must **save your badge** and use it at the City Meet. If you or your coaches don't have your badge at City, you won't be able to get on deck.
- Friday night, we'll open the pool deck doors at 5:15 pm. Neither swimmers nor coaches will be allowed on deck until 5:15 pm. Please tell your coaches and swimmers. Warm up starts at 5:30 pm.
- Friday night, we'll start the meet at 6:15 pm
- We'll take a 15 minute break after 50 free. The pool will be open for 10 minutes for warm up/warm down during the break.
- Saturday morning (7-8 & 9-10's) we'll allow the warm up/warm down pool to be used only during warm up, NOT after events. There **MUST** be a coach present acting as a lifeguard from the team using that pool.
- Saturday afternoon (11-12 & 13-14's) we'll allow the warm up/warm down pool to be used for both warm up before the meet and warm down after a swimmers event. There **MUST** be a coach present acting as a lifeguard from every team with a swimmer in that pool.