



Naperville Swim  
Conference

**Naperville Swim Conference  
2019 City Championship  
Pre-Meet  
Information Packet**

**Metea Valley High School**  
Friday, July 26, 2019 (Session Friday)  
Saturday, July 27, 2019 (Sessions A, B, C, D)

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## 1) Spectator Area Rules

1. No saving of seats.
2. No swimmers or swimming gear in stands.
3. No bringing blankets or towels into stands.

Things that are OK, but cannot be used to save seats:

**OK:** coat, jacket

**OK:** camera

**OK:** video recorder

**OK:** strollers but please be mindful of others

**OK:** folding chairs but only along the back wall where space permits

## 2) Warm-Up Lane Assignments (Friday)

**Friday, July 26th**

- Warm-up start: 5:30 pm
- Warm-up end: 6:10 pm (promptly)

**Once again this year, we will split warm-ups into two groups.**

1. The first group will be **5:30 pm – 5:50 pm**
  2. The second group will be **5:50 pm – 6:10 pm**
- Warm-up group assignments will be sent out on Wednesday, July 24<sup>th</sup> based on team size attempting to balance the total number of swimmers in the pool between the two groups
  - There will NOT be warm-up team lane assignments, only team group assignments

## 3) Warm-Up Lane Assignments (Saturday)

**Saturday, July 27th** -- (25 minute warm-up sessions)

**First 15 minutes:** Circle-swimming, feet-first entry.

**Last 10 minutes:** sprints, starts in all lanes.

- The warm-up lane assignments will be released on Wednesday, July 24<sup>th</sup>
- The City Co-Chairs reserve the right to alter warm-up lane assignments based on actual team entries.
- The cool-down pool can be used for **warm-ups** on Saturday. Any team using the cool-down pool is required to have a member of their coaching staff acting as a lifeguard while one or more of their swimmers are using the cool-down pool. The cool-down pool is **not** open for cool-downs during the Saturday morning session but it **is** open for cool-downs during the Saturday afternoon session.

AM	PM
SESSION (8&U, 9-10)	SESSION (11-12, 13-14)
6:45AM-7:10AM	12-12:25PM
7:10AM-7:35AM	12:25PM-12:50PM
7:35AM-8AM	12:50PM-1:15PM

**4) Teams**

All Naperville Swim Conference members with eligible athletes

**5) Meet Hosts**

Metea Valley High School, aquatics director Mark Jager, the Naperville Swim Conference, and Indian Prairie School District 204.

**6) Site**

Metea Valley High School  
1801 N Eola Rd  
Aurora, IL 60502  
630-375-5900

**7) Parking**

Adequate parking will be available at the high school. Please do not block emergency vehicle routes.

**8) Dates**

Friday, July 26, 2019, 5:15 pm – 8:30 pm for 15-18 year olds  
Saturday, July 27, 2019, 6:30 am – 5:30 pm for 7-8's, 9-10's, 11-12's and 13-14's

**9) Meet Referee**

Dave Johnson

**10) Co-Chairs**

Molly Evans  
Cell: 206.235.2364  
Megan Lacourisiere  
Cell: 815.260.7889  
Email: [nscity2019@gmail.com](mailto:nscity2019@gmail.com)

**11) Method of Entry**

- **Electronic entries:** TouchPad Sync
- **Sync entries via Team Unify** and then complete your "I followed the rules" statement in the google form
- **Due Time: Noon, Monday, July 22, 2019**

- **Support:** A coach or support person who is familiar with their team entries and that can make decisions on lineup changes must be available to answer questions on Monday, July 22nd
- **Support availability: Noon – 6:00 pm on Monday, July 22, 2019**
- **Entry additions and changes:** between 12:00pm on Tuesday, July 23, 2019 and 12:00pm on Wednesday, July 24, 2019 there is a \$50 fine per change/addition. No changes will be considered after 12:00pm on Wednesday, July 24, 2019 until the scratch meeting. Changes/additions made at the scratch meet will have a \$100 fine per change/addition.

## 12) **Scratch Procedure**

- Scratch meetings shall be held according to the session schedule in Section 21.
- **We strongly encourage coaches to enter swimmers in no more than 4 events**
- Scratches should be due to illness or injury. It's unfair to the swimmers to have empty lanes in a championship meet

## 13) **Entries Due**

All entries must be synced. See Section 12. **The due date/time is July 22, 2019 by noon.**

## 14) **Eligibility Rules**

Published in bylaws. Go to [www.napervilleswim.org](http://www.napervilleswim.org) Look under “General Info” tab. Scroll down to “Rules & By Laws” File name is : Rules – Updated March 2018

## 15) **Age-Up Date**

5/31/2019 is the age-up date for the Naperville Swim Conference

## 16) **Meet Workers**

### 16.1 Guidelines

- Meet worker names are due by Friday, July 19, 2019 by 6:00 pm
- Meet workers are drawn from each team proportionate to the number of entrants in the meet.
- Each worker shall work a minimum of a complete session; no session splitting shall be allowed.
- A meet worker coordinator or NSC representative from each team shall be responsible for ensuring the availability of workers at each worker shift according to the worker assignment determined from final calculated worker estimates.

### 16.2 NSC Rep Job Requirements

- See [www.napervilleswim.org](http://www.napervilleswim.org) Log in. Then look under “General Info”, then look under “Job Descriptions”

## 17) **Awards**

- For individual events, medals will be awarded for first through eighth place and ribbons will be awarded for ninth through sixteenth place.
- For relay events, medals will be awarded for first place and ribbons will be awarded for second through eighth place.

## 18) Post Meet Events

- After the last event and the awards announcements, all swimmers, coaches, and participants will be asked to clear the pool area.
- Results and awards presentations will be conducted on the pool deck after each session. Final City Meet results and awards will be announced on the pool deck at the conclusion of the meet Saturday afternoon.
- Awards will be distributed after each team's area has been completely cleaned up.

## 19) Worker Sign-In Procedures

- Each team must have a City Meet Worker Coordinator.
- Responsibilities of City Meet Worker Coordinator:
  - Provide workers for City Meet following the instructions provided by the City Co-Chairs
  - Sign in all their workers at the worker sign-in table in the hallway
  - Provide replacement workers when worker doesn't show up

### Sign-In Procedures:

1. City Meet Worker Coordinator will sit at the sign-in table. There will be a section at the sign-in tables reserved for each team.
2. Worker badges will be provided by the Naperville Swim Conference
3. The City Meet Worker Coordinator will distribute badges for their team and take attendance.
4. If there is a no-show, the announcer will make an announcement prior to the beginning of the meet. If the job is not filled quickly, the Swim Conference Representative and City Worker Coordinator for the team are responsible for finding a replacement.

**\*Note** that team area monitors are additional jobs that must be staffed by each team. These are not part of the jobs assigned by the NSC City Committee.

## 20) Session Schedule

**\*NOTE to NSC Representatives: Set up is at 3:00 PM on Friday, July 26th. Each team must send two people, one being an NSC rep**

**FRIDAY, July 26<sup>th</sup>** (5:15 pm – 8:30 pm approximately)

**Session Friday** (Events: 1-16, Ages: 15-18)

5:00 pm	Swimmers begin to arrive
5:00 pm	City Meet worker coordinators arrive (worker sign-in table in hallway)
5:15 pm	Session workers begin to report (worker sign-in table in hallway)
5:15 pm	T-Shirt sellers report to work (in lobby)
5:15 pm	Marshals meeting (in lobby) and begin working
5:15 pm	Pool doors open
5:30 pm	Warm-up begins

5:35 pm	Scratch meeting (Room #N110)
5:55 pm	Timers meeting (on deck)
6:00 pm	Hospitality, runners & announcer report to work (on deck)
6:10 pm	Clear Pool
6:15 pm	National Anthem
6:20 pm	City Meet begins (events 1 – 16)
8:30 pm	Session Ends

**SATURDAY, July 27<sup>th</sup>** (6:30 am – 5:30 pm approximately)

**Session A** (Events: 17-28, Ages 8&U, 9-10)

6:15 am	Swimmers begin to arrive
6:15 am	City Meet worker coordinators arrive (worker sign-in table in hallway)
6:30 am	Session workers begin to report (worker sign-in table in hallway)
6:30 am	T-Shirt sellers report to work (in lobby)
6:30 am	Marshals meeting (in lobby) and begin working
6:30 am	Pool Doors Open
6:45 am	Warm-up begins
6:55 am	Bullpen workers report (in AUX Gym) and receive training session
7:25 am	Scratch meeting (Room #N110)
7:45 am	Timers Meeting (on deck)
7:50 am	Hospitality, runners & announcer report to work (on deck)
8:00 am	Awards workers report to work (Room #N114)
8:00 am	Clear Pool
8:05 am	National Anthem
8:10 am	Session A begins (event 17-28)

**Session B (Events 29-44, Ages 8&U, 9-10)**

Approx 9:40	Event 29-44 begin session
11:30 am	Session B ends (approximately)

**Session C (Events 45-56, Ages: 11-12, 13-14)**

11:30 am	Swimmers begin to arrive
11:30 am	City Meet worker coordinators report (worker sign-in table in the hallway)
11:45 am	Session workers begin to report (worker sign-in table in the hallway)
11:45 am	T-Shirt sellers report to work (in lobby)
11:45 am	Marshals meeting (in lobby) and begin working
12:00 pm	Warm-up begins
12:10 pm	Bullpen workers report (in AUX Gym) and receive training session
12:30 pm	Awards workers report to work (in Room #N110)
12:40 pm	Scratch Meeting (in Room #N114)
1:00 pm	Timers Meeting (on deck)
1:05 pm	Hospitality, runners & announcer report to work (on deck)
1:15 pm	Clear Pool
1:20 pm	National Anthem
1:25 pm	Session C begins (event 45-56)

**Session D (Events 57-72, Ages: 11-12, 13-14)**

Approx 3pm	Event 57-72 begin session D
5:30 pm	Session D Ends (approximately)

**Posting:** Several copies in Pool, Bullpen, Concessions, and Hallway.



## 21) **Worker Reporting Areas**

All workers should first report to the worker assignment table in the hallway by the aquatics entrance at Metea Valley High School. Then the workers should report at the appropriate time (see the Session Schedule in Section 21) to the area listed in the table below depending on the type of job they have.

<b>Job</b>	<b>Where to report after reporting to job assignment table</b>
Worker Coordinator	Job assignment tables in the main hallway
T-Shirt Sales	T-Shirt sales table in the main lobby
Bullpen	Bullpen area in the AUX Gym
Marshal	Lobby area
Awards	Room #N114
Scoring	Pool Deck, near the scorer's table
Announcer	Pool Deck, near the scorer's table
Deck Runner	Pool Deck, near the scorer's table
Award Runner	Pool Deck, near the scorer's table
Timer	Pool Deck, near the scorer's table
Hospitality	Pool Deck, near the scorer's table

## 22) **Event Order**

- Same as dual meets except 15-18 events will be Friday evening.

## 23) **Facility**

- The pool is a 25-yard, 8 lane facility. Timing system is Daktronics with button backup. The meet will be computerized using the TouchPad system (see section 12). The depth at the starting blocks is 13 feet and 9 feet at the turn end. The starting blocks conform to USA Swimming standards. There are 6 inch Gold Metal non-turbulent lane lines.

## 24) **Time Recording**

- All ages –2 timers per lane, one plunger, two stop watches and active touch pads. Primary: touch pad, Secondary: plunger, Tertiary: watches.

## **25) Meet Rules**

- All USA Swimming shall be in force except where NSC Officials Clinic Summer 2019 rules amend or supersede them. The following specific meet rules shall apply for this meet only.
- No more than seven (7) coaches per team shall be allowed on deck at any one time during the course of the meet. Coaches shall be NSC-certified. (Completed NSC swim coaches training program and DCFS background check on file with NSC)
- Any and all disputes from the moment entries are received and merged up until the scratch meeting prior to the meet shall be under the jurisdiction of the City Meet Entry Chair or the City Meet Co-Chair if the City Meet Entry Chair is unavailable. At the completion of the scratch meeting through the completion of the City meet, any and all disputes will be under the jurisdiction of the Meet Referee.
- Only personal audio devices with earphones will be allowed in the team areas. Boom-boxes, etc. will not be permitted.

## **26) Warm-Up Designation**

- Time and lane assignments will be made after entries are processed. The warm-up schedule will be released on Wednesday, July 24<sup>th</sup>.
- The City Co-Chairs reserve the right to alter warm-up lane assignments based on actual team entries.

## **27) Results**

- Final results will be emailed upon request of participating teams. PDF results will be posted on NSC website, [www.napervilleswim.org](http://www.napervilleswim.org) under the documents tab.

## **28) Admission and Heat Sheet**

- Admission is free.
- Heat sheets will **NOT** be sold (not available) at the City Meet.
- The heat sheet will be sent to each team prior to the meet. Each team is responsible for distributing (printing) the heat sheet amongst their team
- An app will also be available

## **29) Concessions**

- A wide variety of food concessions will be available in the Metea Valley commons area (cafeteria). Friday night concessions will be in the balcony ONLY. Saturday sessions will be in both the balcony and Common Area.

## **30) Safety Requirements**

- Swimmers will not be allowed in the water unless a coach from their team is on deck to supervise. All other NSC safety rules requirements shall be followed.

## **31) Miscellaneous**

### ***31.1 Marshaling***

At least one marshal, who reports to and receives instructions from the meet referee and/or the meet co-chairs, shall be on deck during the entire warm-up session. Marshals shall have

the authority to remove from the pool any swimmer whose coach is not supervising them and any person not authorized to be on the deck.

If a spectator or participant is unruly, the Marshal will report to one of the Meet Co-Chairs. One of the Meet Co-Chairs and Aquatics Director will decide how to deal with the situation. The Aquatics Director has the right to eject a spectator or participant from the facility.

### ***31.2 Meet Packet***

Each coaching staff shall be provided a meet packet via email on June 24, 2019.

### ***31.3 Warm-Up Designation Sheet***

Each team will receive their warm-up designation sheet on Wednesday, July 24th.

### ***31.4 Cool-Down Pool***

The cool-down pool can be used during the 15-18 session. For the Saturday morning session, the cool-down pool can be used for warm-ups, **not** for cool-downs. For the Saturday afternoon session, the cool-down pool can be used for **both** warm-ups and cool-downs. Any team using the cool-down pool is **required** to have a member of their coaching staff acting as a lifeguard while one or more of their swimmers are using the cool-down pool.

## **32) Team Areas**

- Each team is required to provide adult supervision of their designated team area at all times on Saturday.
- Each team area will be assigned a designated spot in the gym on Saturday.
- ABSOLUTELY NO FOOD OR DRINKS ALLOWED IN THE GYM. This will be strictly enforced. Water is allowed in the gym.
- Swimmers should eat in the cafeteria or the common area.
- Each team is responsible for leaving their team area clean after the meet. Awards will be given to each team only after their team area has been cleaned up.
- Team areas will be designated. NO USING TAPE, ROPE, BALLOONS, etc. TO MARK INDIVIDUAL TEAM AREAS.
- Parents and grandparents are permitted to sit in the common area (cafeteria) during the meet. This area will be air conditioned and may provide relief from the heat

## **33) General Notes**

- Only swimmers, meet officials, workers and NSC-approved coaches are allowed on deck.
- No running, playing catch, throwing objects, etc., is allowed in the school building.
- Hats are not allowed to be worn in the school building.
- Any swimmer found outside of designated meet areas of operation will be asked to leave the meet. (Team Area, Deck, Pool, Viewing Stands, Concession Area, Entryways to facility.)

## **34) Spectator Area**

- Spectators may not save seats.
- Spectators may not bring towels or swimmer paraphernalia in the spectator area.
- Swimmers may not stay in the spectator area.
- Spectators may bring or set up folding chairs (metal, cloth or otherwise) but along the back wall only where space permits