**Naperville Swim Conference**

**2018 City Championship**

**Pre-Meet**

**Information Packet**

Neuqua Valley High School

Friday, July 27, 2018 (Session Friday)

Saturday, July 28, 2018 (Sessions A, B, C, D)

# 1 Table of Contents

[1 Table of Contents 2](#_Toc328381958)

[2 Spectator Area Rules 3](#_Toc328381959)

[3 Warm-Up Lane Assignments (Friday) 3](#_Toc328381960)

[4 Warm-Up Lane Assignments (Saturday) 3](#_Toc328381961)

[5 Teams 4](#_Toc328381962)

[6 Meet Hosts 4](#_Toc328381963)

[7 Site 4](#_Toc328381964)

[8 Parking 4](#_Toc328381965)

[9 Dates 4](#_Toc328381966)

[10 Meet Referee 4](#_Toc328381967)

[11 Meet Director 5](#_Toc328381968)

[12 Method of Entry 5](#_Toc328381969)

[13 Scratch Procedure 5](#_Toc328381970)

[14 Entries Due 5](#_Toc328381971)

[15 Eligibility Rules 5](#_Toc328381972)

[16 Age-Up Date 5](#_Toc328381973)

[17 Meet Workers 6](#_Toc328381974)

[17.1 Guidelines 6](#_Toc328381975)

[17.2 NSC Rep Job Requirements 6](#_Toc328381976)

[18 Awards 6](#_Toc328381977)

[19 Post Meet Events 6](#_Toc328381978)

[20 Worker Sign-In Procedures 6](#_Toc328381979)

[21 Session Schedule 7](#_Toc328381980)

[22 Worker Reporting Areas 8](#_Toc328381981)

[23 Event Order 9](#_Toc328381982)

[24 Facility 9](#_Toc328381983)

[25 Time Recording 9](#_Toc328381984)

[26 Meet Rules 9](#_Toc328381985)

[27 Warm-Up Designation 9](#_Toc328381986)

[28 Results 10](#_Toc328381987)

[29 Admission and Heat Sheet 10](#_Toc328381988)

[30 Concessions 10](#_Toc328381989)

[31 Safety Requirements 10](#_Toc328381990)

[32 Miscellaneous 10](#_Toc328381991)

[*32.1 Marshalling* 10](#_Toc328381992)

[*32.2 Meet Packet* 10](#_Toc328381993)

[*32.3 Warm-Up Designation Sheet* 10](#_Toc328381994)

[*32.4 Cool-Down Pool* 10](#_Toc328381995)

[33 Team Areas 11](#_Toc328381996)

[34 General Notes 11](#_Toc328381997)

[35 Spectator Area 11](#_Toc328381998)

# 2 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

# Warm-Up Lane Assignments (Friday)

* **Friday** (July 27th)

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 25th 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

# Warm-Up Lane Assignments (Saturday)

* **Saturday** (July 28th)

(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 25th
* The Meet Director reserves 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\_\_\_\_\_\_\_\_\_\_**

**Session (8&U, 9-10)**

**6:45 AM-7:10 AM**

**7:10 AM-7:35 AM**

**7:35 AM-8:00 AM**

 **PM\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Session (11-12, 13-14)**

**12:00 PM-12:25 PM**

**12:25 PM-12:50 PM**

**12:50 PM-1:15 PM**

# Teams

* All Naperville Swim Conference members with eligible athletes

# Meet Hosts

* Neuqua Valley High School, aquatics director Chad Allen, the Naperville Swim Conference, and Indian Prairie School District 204.

# Site

Neuqua Valley High School

2360 95th Street

Naperville, IL 60564

630-428-6000

# Parking

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

# Dates

* Friday, July 27, 2018, 5:15 pm – 8:30 pm for 15-18 year olds
* Saturday, July 28, 2018, 6:30 am – 5:30 pm for 7-8’s, 9-10’s, 11-12’s and 13-14’s

# Meet Referee

* Dave Johnson

# Meet Director

* Dale Dionesotes

Cell: 630-306-5216

Email: dmdionesotes@gmail.com

* Assistant Meet Director:

Sherri Pipala

Cell: 630-235-5648

Email: sherripip@comcast.net

# 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 23, 2018**
* **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 23rd
* **Support availability**: **Noon – 6:00 pm on Monday, July 23, 2018**

# 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

# Entries Due

* All entries must be synced. See Section 12. **The due date/time is July 23, 2018 by noon.**

# 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

# Age-Up Date

* 5/31/2018 is the age-up date for the Naperville Swim Conference

# Meet Workers

## 17.1 Guidelines

* Meet worker names are due by Sunday, July 15, 2018 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.

## 17.2 NSC Rep Job Requirements

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

# 18 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.

# 19 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.

# 20 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 Meet director
* 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.

# 21 Session Schedule

**NOTE to NSC Representatives: Set up is at 3:00 PM on Friday, July 27th. Each team must send two people, one being an NSC rep**

**FRIDAY, July 27th** (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 lobby) |
| 5:15 pm | Session workers begin to report (worker sign-in table in lobby) |
| 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 (in Faculty Cafeteria, in back off commons area) |
| 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 28th**  (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 lobby) |
| 6:30 am | Session workers begin to report (worker sign-in table in lobby) |
| 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 gym) and receive training session |
| 7:25 am | Scratch meeting (in Faculty Cafeteria, in back off commons area) |
| 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 (in Faculty Cafeteria) |
| 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 B |
| 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 lobby) |
| 11:45 am | Session workers begin to report (worker sign-in table in the lobby) |
| 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 gym) and receive training session |
| 12:30 pm | Awards workers report to work (in Faculty Cafeteria) |
| 12:40 pm | Scratch Meeting (in room faculty cafeteria) |
| 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 3  | Event 57-72 begin session D |
| 5:30 pm | Session D Ends (approximately) |

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

# 22 Worker Reporting Areas

* All workers should first report to the worker assignment table in the hallway by the aquatics entrance at Neuqua 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.

|  |  |
| --- | --- |
| **Job** | **Where to report after reporting to job assignment table** |
| Worker Coordinator | Job assignment tables in the aquatics hallway |
| T-Shirt Sales | T-Shirt sales table in the aquatics hallway |
| Bullpen | Bullpen area in the gym |
| Marshal | Aquatics hallway |
| Awards | Faculty Cafeteria, in back off of commons area |
| 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 |

# 23 Event Order

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

# 24 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.

# 25 Time Recording

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

# 26 Meet Rules

* All USA Swimming shall be in force except where NSC Officials Clinic Summer 2018 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 Director 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.

# 27 Warm-Up Designation

* Time and lane assignments will be made after entries are processed. The warm-up schedule will be released on Wednesday, July 25th.
* The City Meet Director reserves the right to alter warm-up lane assignments based on actual team entries.

# 28 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

# 29 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

# 30 Concessions

* A wide variety of food concessions will be available in the Neuqua Valley commons area (cafeteria) but only at certain times (not throughout the meet)

# 31 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.

# 32 Miscellaneous

## *32.1 Marshalling*

At least one marshal, who reports to and receives instructions from the meet referee and/or the meet director, 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 Marshall will report to the Meet Director. The Meet Director 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.

## *32.2 Meet Packet*

Each coaching staff shall be provided a meet packet via email on June 25, 2018.

## *32.3 Warm-Up Designation Sheet*

Each team will receive their warm-up designation sheet on Wednesday, July 25th.

## *32.4 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.

# 33 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

# 34 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.)

# 35 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