



Welcome to the 2023 MSL CHAMPS meet. Novato Riptide is proud to be the meet host and are looking forward to an exciting day of swimming. Thank you for attending this meet and encouraging our young swimmers. This information package has been designed to provide you with the necessary information to help you maximize your understanding and enjoyment of the CHAMPS meet.

Changes this year and other key reminders:

- We are running this meet a little differently this year. We will run one session, two meets only. We have run a safe timeline and this should allow the meet to conclude no later than 2pm. As you know deck space is limited! Therefore with the bleachers in place, this year it will be a closed deck. Too many patrons on the pool deck creates a safety issue for our swimmers. Only swimmers and volunteers will be allowed on the pool deck. No team set up in the bleachers.

- **8 and under line up:**

Girls:

Girls will line up in the overhang, Brown Building.

Girls Swim close to the lap pool end.

Boys and 15-18yr girls

Line up in the Dive pool area, open space.

Swim on the dive pool end.

- The closest parking spots to the pool are at least a 5 minute walk. Give yourself enough time to park and walk to the pool. Swimmer drop-off zone on the day of the event will be the loop in parking lot 2.
- Warm-ups are from 7:00-8:15am, meet starting promptly at 8:30am.

- Drop off of equipment will be Thursday evening, June 22nd, from 3:30 pm – 7pm.
- Set up on Friday June 23 will begin at 1pm.

PARKING

- MSL has purchased IVC parking again this year so there's no need to purchase daily passes. Parking is first-come-first-serve. **Violators who park in a non-valid parking spot will receive a ticket and may be towed!**
- Champs 2023 is following the “self-park” method that was established a few years back. New this year: each team will be expected to contribute to a pool of parking volunteers between 6:30am-10am
- Any car parked in an illegal area (non-marked spot, red zone, motorcycle zone or handicapped parking) is subject to be ticketed and/or towed. IVC police will not grant a grace period and will issue a ticket immediately.
- Parking at IVC will be first come first serve in the visitor parking lots 2, 3, 4, & 5 (see diagram below). Parking is free in these designated lots. **You do not need to purchase a parking permit** from the kiosk on the day of Champs. If the parking is full at IVC, you will need to find parking in the neighborhoods near the entrance of IVC or at San Jose Elementary School lot.
- LOT 1 (near the front of the campus) will be reserved for College of Marin students and NO event parking is allowed. No Parking on INDIAN HILLS DRIVE as it is a narrow road and causes a fire hazard.
- The small lot at Jonas Center is reserved for coaches, vendors, snack bar coordination, and families with accessibility needs. Parking in this lot is by permit only.
- PLEASE ENCOURAGE CARPOOLING and/or the use of a bicycle. Drop off, park, walk or bike in. At the end of each meet, please remember you may NOT cross the bridge(s) in a car or other motorized vehicle to pick up your swimmers or belongings.
- Fire Road above Pool is closed to spectators. There is no “camping” on the Fire

Road. No tents, coolers, or chairs will be permitted.

NO POSTING of team signs and spirit messages

- Under no circumstances are we allowed to post signs or banners outside the pool area, especially along Ignacio Boulevard and 101 by order of the Novato Police Department. We can post banners on the chain link fence on the East Side of the pool. Banners should have grommets and be hung with zip ties, not tape. No signs on glass windows and no chalk spirit writings are allowed at IVC. Please be advised that there is to be no chalk or paint on the deck area or surrounding areas outside of the pool.

SPECTATORS

- **No Spectator's on deck.** All spectators have access to the bleachers.

PREPARATION FOR SWIMMING

- **All timers, waiting swimmers, and coaches will be required to be behind the blocks at the start of each race**, on the blocks side of the pool, so that the area between the blocks is clear. This is to minimize confusion (among swimmers and Starters) and to provide the fairest possible start environment.
- **Fly-over starts will not be used for this meet.** While they can be effective in some meet circumstances, the alternating East/West starts at Champs provide adequate time for swimmers to exit the pool.
- **8 & under disqualifications.** S&T Officials will be instructed to write up all the 8 & Under DQs (since they cannot accurately predict who will be among the 16 scoring swimmers). The respective Head Referee and Meet Desk will apply the DQs according to MSL dual meet rules.
- **Swimwear.** Meet Officials will enforce standing rules on legal swimwear (according to MSL rules, which follow established USA Swimming and FINA standards). Meet Officials will not be imposing restrictions on logos and insignia. There are no documented MSL rules on this, and USA Swimming rules (102.8) on this are rather permissive. Any protests will be handled via the existing MSL procedures. MSL follows USA Swimming rules on swimwear allowed for competition. In brief:-All swimsuits shall be made from textile materials (i.e. woven materials, water permeable). For boys, the swimsuit shall not extend above the navel nor below the knees. For girls, the swimsuit shall not cover the neck or extend past the shoulders or below the knee- Swimsuits must comply with FINA swimsuit specifications.

MEDICAL RESPONSE PLAN

- The first response to any significant emergency will be to call 911 and to report the incident to the Information Desk. The information Desk will dispatch appropriate authorities. We will have an EMT on site all day.

NATURE, PESTS, AND OUR TENTS

- **Rattlesnakes and poison oak** have been reported to IVC. Stay out of the creek and non-designated pathways.
- **Yellow jackets** are also known pests at IVC – BE CAREFUL

TEAM EQUIPMENT AND TENTS

- No team tent set-up on the lawn Thursday night. Tent set-up on Friday between 4-6pm or very early Saturday
- **Equipment check-in:** Each team will be required to bring equipment to help run this meet. A separate email was already mailed to each team with team equipment assignments. Drop off of equipment will be Thursday evening, June 23, from 3:30 pm – 7 pm. Please very clearly mark every piece of equipment to be sure your team will get back what belongs to you. At the end of the meet every team has a breakdown crew to assist with the overall take down, this is your responsibility to have people assigned to this who know your stuff and can be sure they get back what you brought. After the meet, equipment will be returned to each team's area on the grass. It is the responsibility of the team to arrange transportation of their equipment after the meet.

LOST & FOUND

- Lost & Found will be located at the Information desk in the atrium area near the pool. Contact information, pick-up instructions, and a deadline will be emailed to the teams following Champs. Items not picked up by the deadline are to be donated or tossed out.

10 YEAR SWIMMERS / GRADUATING SENIORS

- Each year, all 10 teams submit a list of their 10-year swimmers and also graduating swimmers for that season. The 10-year swimmer list is simply a list of those who have swum for 10 years with their MSL team. The graduating swimmers list includes a short paragraph for each of the swimmers who will be graduating out of the MSL, either because they are 18 or because they are leaving for college after the MSL season is over. It's a nice tradition to acknowledge the swimmers who stayed with their MSL teams throughout their swimming career.

SNACK BAR AND HYDRATION

- This year, the Lucas Valley Lightning will be hosting the snack bar. The snack bar will offer a variety of (mostly) healthy snacks and food throughout the day.
- You are encouraged to bring a personal refillable water bottle. Water filling stations will be provided near the snack bar. **No single use** plastic bottles are allowed on

campus.

MERCHANDISE

- This year we will be selling custom made Champs T-Shirts at the Merchandise Station. Teams with the names of their swimmers can be printed on the back of Champs T-Shirts.
- Vendors this year:
 - Sports Basement
 - Fine Designs
 - Boba Tea
 - Jamba Juic

Please create an email to send to your families which contains the important info above about parking and any other important info you think they will need from this doc: Below is helpful info you may want to send as well

GENERAL CHAMPS INFORMATION

The Championship Swim Meet is the biggest meet of the season where all the swimmers from all 10 Marin Swim League Swim Teams come to College of Marin Indian Valley Campus (IVC) Miwok Aquatic pool to compete. This is scheduled for Saturday, June 24, 2023. It is essentially two meets run in one day. Scores compiled from both meets = final results at the end of the day with an awards ceremony.

The Heats will progress from slowest to fastest seed times. Hence the fastest heat is the last heat in each age group. The same format will be followed as in dual meets:

1. Medley Relays
2. Freestyle
3. Backstroke
4. Breaststroke
5. Butterfly
6. Individual Medley
7. Free Relays

ATTENTION: ONLY swimmers and timers will be permitted behind the starting blocks. **NO EXCEPTIONS**

A PERSPECTIVE FOR THE UNINITIATED

It helps to know a little about championships if you've never attended:

- It can be confusing.
- It will be crowded. (1000 swimmers, 550 volunteers and lots of spectators)

- It's always fun.

TEAM LOCATION

- Each team will have a tent in the IVC field. Please keep the area outside your tent area clean and all trash picked up.

SPECTATORS

- There is very limited space on deck. **NO Spectators on the pool deck.**

Warm up lane assignments

Lane	Warm Up Pool	West End	East End
1	Tidalwaves	Sleepy Hollow	Swimarin
2	Tidalwaves	Sleepy Hollow	Swimarin
3	Tidalwaves	Sleepy Hollow	Lucas Valley
4	Marinwood	Scott Valley	Lucas Valley
5	Marinwood	Scott Valley	Rolling Hills
6	Marinwood	Terra Linda	Rolling Hills
7		Terra Linda	Strawberry
8		Novato	Strawberry
9		Novato	Strawberry

8 & UNDERS - A NEW EXPERIENCE FOR SWIMMERS AND PARENTS

- Especially for 8 & Under Parents:

8 & Under boys will swim on the dive side.

The staging (line-up) area for 8 and under boys will be behind the dive tower next to the grass hill.

8 & Under Girls will swim on the side closer to the warm up pool.

The 8-under girls will line up by the smaller 6 lane lap pool under the over hang.

- **IT IS YOUR RESPONSIBILITY TO GET YOUR CHILD TO THE LINE UP SPOT. EXPLAIN THE IMPORTANCE TO THEM OF LISTENING TO THE LANE MARSHALS SO THEY WILL MAKE THEIR RACE!**
- MARSHALS AT THE STAGING AREAS WILL BE LINING UP CHILDREN FROM ALL 10 TEAMS AND WILL NOT KNOW YOUR CHILD!
- Please help out by writing your child's name in bold black letters on his or her swim cap.

ALSO -WRITE YOUR CHILD'S RACE, LANE AND HEAT NUMBERS ON HIS/HER HAND. "L" for Lane and "H" for heat

Fr H4 L 2, B H7 L3, Br H1 L5, FL H8 L1, IM H6 L10

If this is your first Championships, you will see that an event this size cannot take place without the cooperation of every parent and swimmer from each of the ten teams in the MSL.

We want to thank all our fabulous parents for their help and support.... See you at Championships.

**Please remember that every swimmer and parent will be representing the Marin Swim League. Good sportsmanship is more important than a win any day!
College of Marin IVC POOL: Site Layout & Set Up**

Volunteer Information

The deadline to get all volunteer info entered into the spreadsheet is Wednesday, June 21st. The volunteer list has already been sent out to all team presidents and MSL team

reps. A separate email to each team was already mailed assigning volunteers to each team. Below is a description of the key jobs and their responsibilities.

Referees - Experience required

- **All Referees, Stroke and Turn Judges, Announcers and Starters are to attend a meeting with the Meet Directors at 8AM regardless of which shift you are working.**
- With the Meet Director(s), the Referee(s) presides over the meet with Stroke & Turn Judges, Announcers, Starters and all Head Coaches. Officiates the meet and arbitrates disputes. Experience required.
- The Head Referee focuses on officiating. Meet Directors will coordinate the operation of the meet, communicating directly with the Announcer, Starter, and officials on the other side of the pool to ensure smooth transitions between the East and West ends of the pool.

Starters - Experience Required

- Morning starters are to report to the meet director/head referee at the East end of the pool by 8AM - this is for both the first and second shift starters. Afternoon starters are to report to the meet director/head referee at the East end of the pool by - this is for both the first and second shift starters.
- The Starters attend the Referee meeting. Starters begin each race and call false starts. One starter system will be set up at each side of the pool on the blocks end. They are positioned 10 yards down so that swimmers and timers in the farthest lanes can see clearly.

Sequence	Example	Comments
Announce Next Heat	"Next up, Heat #4"	Announce as soon as previous heat touches

Call Heat to Blocks (into pool for backstroke)	<p>"Heat #4 swimmers please step up on the blocks"</p> <p>"Heat #4 swimmers in the water"</p>	<p>Call heat to the blocks (or in the water) as soon as possible – even as previous heat is getting out of the pool</p> <p>This keeps the meet moving, focuses the attention of the swimmers, and gives them sufficient time on the blocks. Many adjust goggles, caps etc. only after they are on the blocks.</p> <p>Look for indicator light on scoreboard, or sign from Desk that Colorado is set.</p>
--	---	--

Repeat call to swimmers and judges	“Heat #4 (50 yd. freestyle)” “Timers and Judges Ready”	Raised hand indicates that you are starting
Start	“Swimmers take your mark”	

- Develop your own pattern or style, but try to be consistent over the course of the meet. Swimmers quickly learn what to expect, and will anticipate the same instruction sequence for the next event
- Keep commands sharp and even-toned. Leave a break after the “marks” command to allow swimmers time to come down and hold. Don’t let the “marks” command blur into the actual start signal.
- Do not let one swimmer control the start by being too slow to come down and hold. If necessary, stand the swimmers up (e.g. “swimmers please stand up”). Give explicit instructions to the swimmer at issue (e.g. “lane #4, please come down on my command” or “lane 5, can you hear me?”)
 - How long to hold? Just long enough to ensure that all swimmers are still.
 - Soft focus, or focus at a distance to see all the lanes at once using peripheral vision. Don’t focus on individual lanes, or try to scan the lanes.
- False starts. This should be quick, otherwise the swimmers may not hear the false start signal. This will become instinctive to the point that you will be able to react even before the swimmers enter the water.
- First false start is called on an individual swimmer, and must be announced (e.g. “one false start on lane #7”) and verified with the referee. Second false start results in D.Q.
- Backstroke. Feet must be below the top of the gutter on the start. You may need to give explicit instructions to the swimmer at issue.

Stroke & Turn(S&T)- Experience Preferred

- Morning Stroke and Turn judges are to report to the meet director/head referee at the East end of the pool by 8AM - this is for both the first and second shift S&T judges.
- 2nd half Stroke and Turn judges are to report to the meet director/head referee at the East end of the pool by the start of 15-18 backstroke events.
- Four judges at each end of the pool (two per side per end) ensure that the rules for each stroke, turn and finish are observed. Signed DQ slips are sent by way of the Runners to the Computer Room. This should happen at a minimum at the end of each event. This is critical to keeping the flow of results in sync with the meet.
- Relays are swum at the East end of the Pool. Relay Exchange Judges are positioned next to lanes 1, 4, 5 and 8 on the diving block side. For eight and under races, Relay Judges are also positioned next to lanes 1 and 8 on the block and building sides. Two signed dual confirmation forms are necessary for a relay DQ.

Line-Up Leads for 8 and Under

- Leads report to the information desk by 8AM to get their lane assignments. • There are 3 leads for boys and 3 leads for Girls.
- The job of the line-up leads and crew is to get the under-8 swimmers lined up in the two waiting areas before their events—girls and boys will both line up on the West end behind

the diving platform. The leads have the master lists of swimmers and get the Lane Marshalls into the appropriate order in the holding area.

- The Leads and traffic monitors then clear the walkways of parental traffic so the lane marshals can walk the swimmers down to their lanes in groups, sending down more groups as necessary.
- Line-up leads need to come by the information desk to get lane sheets to distribute to the Lane Marshalls —one set of sheets for each lane marshal. so 18 sets for girls, 18 sets for boys.

Line-Up Marshals for 8 and Under

- Marshals report to the girls and boys line-up area by 8AM to get their lane assignments. • There are 2 lane marshals per lane for a total of 18 on the East side and 18 on the West side, or 36 total. The Marshalls lead the 8 and unders to their lanes in two groups. The Leads can help facilitate this.

LINING UP THE SWIMMERS

- o Once the announcers call for the 8 & unders to line up the fun begins. Relay swimmers will head to the pool for their relay, then will join the line-up. The line is arranged from slowest heat to fastest, (unlike the regular season in which heats are scheduled from fastest to slowest) so when the relay swimmers arrive, they head to the back of the line.
- o **Boys Line-Up:** The boys will line up behind the diving platform on the south facing side closest to the grass hill. The boys line up behind a lane marshal (LM) who is holding a number sign for their lane. All boys should be lined up before the event begins, except the relay swimmers as noted above. Each lane has 2 LMs for a total of 18 parent volunteers per side. LM #1 will walk the first group of boys down to the pool and stay down there to assist the swimmers getting ready to swim. LM #2 will walk small groups of boys down to the pool, and then return up to base camp for more boys as necessary. All LMs should have a list of boys who are in their lanes.
- o **Girls Line-Up:** The girls line up behind the warm up pool, under the overhang by the fitness center. The girls' line-up runs the same way as the girls',

GETTING THE FIRST ROUND OF SWIMMERS DOWN TO THE POOL

- o When the time comes to get the swimmers to the pool, each lane sends a group of 6-8 swimmers down at a time. Begin with lane 1, as they have the farthest walk to get to their lane.
- o The lane marshal must also get the parent traffic out of the way, so that kids can pass.

GETTING THE PARENT TRAFFIC OUT OF THE WAY

- o No spectators on deck, so this should not be a problem.

IM SWIMMERS

- o Since IM swimmers need to start on the blocks side of the pool where there are no

spectators, getting them to their starting position should be fairly easy.

Announcers - Experience Required

- Morning announcers are to report to the meet director/head referee at the East end of the pool by 8AM. Afternoon announcers are to report to the meet director/head referee at the East end of the pool at the start of the 15-18 backstroke events.
- **Morning shift Announcers are in position at the Announcer's table at 8AM. Afternoon Announcers are in position by the start of the 15-18 backstroke events** to direct arriving parents and children to volunteer meetings and warm-up lanes and to remind parents that information is posted at the field entrance and in programs. Announcers identify each event as requested by Meet Directors.
- The announcers will be positioned mid-pool on the BUILDING SIDE of the pool so they can have the best view of what's happening in the pool. Announcers will announce swimmers in each heat after the start of the heat.
- Swimmer announcements must be sharp, and brief, to avoid delaying the meet IE: "lane 4, John Doe" "lane 5, Mike Smith" Do not squeeze in team names and other extraneous information.

Timing (Head Timers and Lane Timers)

- **Morning Head Timers** are to meet with the Timer Director at 8AM at the East end of the pool. **Second half Head Timers** are to meet with the Timer Director at the start of the 15-18 backstroke events at the East end of the pool.
- Head Timers will work with the Timer Director to hand out equipment to the timers and during the meet start backup hand timers to be used when needed.
- **First half Timers** are to report to the head timer at the East end of the pool by 8:10AM - this is for both the first and second shift timers.
- **Second Half Timers** are to report to the head timer by the start of the 15-18 backstroke events - this is for both the first and second shift timers.
- 2nd shift morning and afternoon should report to their lanes as soon as Backstroke ends; listen for an announcement.
- Timers are expected to actively stand and watch the swimmers finish to accurately capture the swimmers finish. One timer will use a hand timer at the start and end of the race and others will record the hand time on to the heat sheet provided.

Ribbon Workers

- Please report to the Ribbons desk at the atrium information desk at the East end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for coordinating and issuing ribbons to each event and provide them in an orderly fashion to the participating team.

Desk Runners

- Please report to the computer desk at the appropriate end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for picking up heat sheets from the timer and giving them ones for upcoming races. Also posting results when available.

DQ Runners for Judges

- Please report to the head referee the appropriate end of the pool 5 - 10 min prior to the

start of your shift.

- You will be responsible for picking up the DQ slips from the S&T judges and getting them to the referees and to the computer room.

Drink and Snack Runner

- Please report to the snack bar host coordinator 5-10 minutes prior to the start of your shift.
- You will work with the snack bar team to get food and drinks to the officials during the meet as needed.

Gatekeeper

- Please check in with your team volunteer coordinator and report at the assigned time and the morning/afternoon First shift - report to the information desk at 8AM/11AM to get an Orange vest - 2nd shift please find 1st shift volunteer and take over.
- You are responsible for keeping parents from behind the blocks - making sure only swimmers and coaches enter the area.

Set up meet - FRIDAY

- Check in with Meet Director on Friday at 1PM. We will NOT need team tents on the pool deck. Riptide will take care of supplying the tents for the pool deck. This year we are asking all volunteers from all teams to work together to set up the main pool area and then help each other to set up team tents. We feel this is a more efficient process than having two groups working at the same time but not working together.

Take down meet

- Teams can begin by taking down their own team tents as the meet is winding down. There are 30 volunteers assigned to this role. Please have all your take down crew show up so we can make the process quick and efficient.

Red Green Paddle Workers

- Morning paddle workers report to the meet director/head referee at the East end of the pool by 8:30AM - this is for both the first and second shift volunteers.
- Afternoon paddle workers report to the meet director/head referee at the East end of the pool by 11AM -
- You are responsible for communicating with the starter and announcer when the current heat ends and when the next heat may begin.

Computer Desk Workers

- Morning - Please be at the appropriate desk by 8AM
- Afternoon - Please be at the appropriate desk by 11AM

Parking workers

- You will be stationed at the front gate and identified parking lots to manage the flow of traffic.

Pool Marshals

- Report to Station to ensure kids are not entering the dive pool or going into closed off areas the warm-up pool marshals are there to ensure kids are entering the pool properly and not horsing around. Also monitoring no spectators on deck.