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2024 ALL-STARS MEET PACKET

The following information is enclosed in this packet:

1. All-Stars One Pager
2. Meet Information
3. Volunteer Coordinator Information

SATURDAY, JUNE 15, 2024

Archie Williams High School

10:20-10:45 AM Warm Ups

11:00 AM Start Time

2:30 PM Estimated End Time

Please note: THERE WILL BE NO ONE PERMITTED ON THE POOL DECK PRIOR TO 10:10am (with the exception of Set Up Crew)

- "Q" TIMES are posted on the MSL website
[2024 "Q" Times](#)
- Swimmer Entry deadline is midnight on Tuesday, June 11th
Note that June 8th is the "Age Up" date for this meet. (The age cutoff is the date of the previous scheduled dual meet - the 8th, i.e whichever age group a swimmer swam in on June 8th)
- Medals awarded to 1st - 3rd place finishers, ribbons awarded to 4th - 8th place for all individual events
- Sleepy Hollow will host a Snack Area serving snacks and lunch

Meet Information

The Sleepy Hollow Swim Team (SHST) is excited to welcome the teams of the Marin Swim League to the 2024 MSL All-Stars meet.

- **MEET ENTRIES**

- Swimmer Entry deadline is midnight on Tuesday, June 11th. Qualifying swimmers may enter up to three (3) individual events. Each team is responsible for setting up their own All Star meet sign up in Team Unify. Remember to set the option to enforce qualifying times using dates from 4/27/2024, so that only swimmers who have achieved the 2024 age-group/event Q-Time during a 2024 dual meet will be allowed to enter.
- The age-up date is Saturday, June 8th (the previous dual meet) i.e. swimmers will swim in the same age-group as they swam at Saturday's (June 8th) dual meet.
- All teams will complete their entries through Team Unify, and then will submit those entry files via an sd3 file emailed to Bridget Ruud shsttech@gmail.com by 6:00pm on Wednesday, June 12th. Syncing athlete entries will NOT be used for this meet.
- A psych sheet will be quickly turned around to each team by John Nolan so that you can verify that all swimmers have been entered correctly. (Think 15 minute turn around from sd3 file submission, roughly).
- Note that the host team cannot see swimmer notes in individual MSL team systems. Any relevant notes must be sent to shsttech@gmail.com.
- If emergency changes are necessary, please resubmit the sd3 file by 8:00pm Wednesday, June 12.
- Finalized heat-sheets and meet backup file will be published by 8:00pm on Thursday, June 13th and sent to John Nolan, each team's Tech Lead, and President.
- An email with all of these details will be sent the week before All Stars to all teams' Tech Leads as a reminder.
- There will be NO deck seeding. All names must be submitted by the deadline above. This includes high school swimmers.

- Please communicate any known no-shows to Bridget Ruud at shsttech@gmail.com, if possible. This will help us to be prepared to combine heats if and when possible.

- **WARM-UPS**
 - 10:20-10:45 - Each team will be assigned to one lane for the team coach to warm up their swimmers. See pool configuration chart on the next page of this packet.

- **MEET TIMING**
 - 10:50 Introduction to the meet and singing of the National Anthem
 - 11:00 Meet starts
 - 2:30 Projected end time

- **PARKING**
 - There is a main parking lot at Archie Williams at 1327 Sir Francis Drake Blvd. There is overflow parking in the small lot earlier on Sir Francis Drake Blvd. or on Saunders Avenue.

- **POOL CONFIGURATION**
 - We will be running 8 Lanes for this meet.
 - Fly over starts will be used when appropriate.
 - 8 & Unders line up on and dive off of the non-block side of pool for all events.
 - Touch pads will NOT be utilized for this meet.

- **MEET FORMAT**
 - Swimmers will represent their own MSL team (no "dual meet"/ blue team/white team format this year).
 - There will not be medley or free relays.

- **AWARDS**
 - Medals will be awarded to the 1st through 3rd place individual events. Ribbons will be awarded for 4th through 8th place for individual events.
 - Coaches should go to the Awards table, near the Computer Desk at the end of the meet to pick up medals & ribbons for their MSL team swimmers.

- **TEAM SEATING AND TENT SET-UP**
 - All teams can set-up on the football field adjacent to the pool (see map below).
 - Tents with stakes are prohibited on the turf.
 - Swimmers and families should LISTEN CLOSELY for event numbers so they don't miss their races! This meet will move *very* quickly.

- **POOL DECK**
 - Spectators should not be behind the blocks or inside the roped off areas on the non-block side. Spectators can use the bleachers on the pool deck.
 - Absolutely NO DOGS should be brought to the swim meet. DOGS are not allowed at Archie Williams High School - even the cute, well behaved ones.
 - Please do not bring food onto the pool deck.
 - Restrooms are located inside the pool deck. Additional restrooms are located in the gym, near the parking lot.

- **SNACK BAR**
 - The Sleepy Hollow Swim Team will be hosting a snack shack with lunch food items from local vendors, in addition to popular swim meet snacks and drinks. The food court will be open from 10:30 am through the conclusion of the meet. We will have lunch items for sale, plus drinks and snacks throughout. Note: we will not be serving coffee, so make sure you stop at Peet's in Red Hill on your way ;)

- **ALL-STAR MERCHANDISE**
 - Customizable All-Star t-shirts, hoodies and more will be available for purchase. Be sure to select your favorites early in the meet as each item will be custom printed based on the swimmer's selections, and ready for pick up by the conclusion of the meet. The vendor will be up and running at approx. 10:30am.



See below map for Parking options



Team Warm-Ups Lane Assignments	
	Lane 10: Rolling Hills
	Lane 9: Swimirin
	Lane 8: Novato
	Lane 7: Marinwood
	Lane 6: Orcas
	Lane 5: Scott Valley
	Lane 4: Strawberry
	Lane 3: Sleepy Hollow
	Lane 2: Tidalwaves
	Lane 1: Lucas Valley

Volunteer Coordinator Info

2024 Marin Swim League All-Stars Meet

SATURDAY, JUNE 15, 2024

Archie Williams High School

10:20 am Warm Ups, 11:00 am Start

Dear All-Stars Volunteer Coordinator:

Thank you for volunteering to help with this year's MSL All-Stars Meet. Please make sure you assign parents who are experienced in the position they've been assigned. This will help the meet to run smoothly. On the day of the meet, you or your designated representative should be available to recruit last-minute volunteers from your team.

The All-Stars Volunteer Coordinator's responsibilities include:

- Each MSL team will be assigned volunteer shifts based upon their estimated number of qualified swimmers. These required volunteer shifts have already been provided as a google document to each team's President and MSL rep.
- Recruit all the volunteers assigned to your team and complete the shared Volunteer google document. Each volunteer coordinator should provide the full name, cell phone and email address for each volunteer in your tab, in the "Master Volunteer List". It is recommended that the volunteer coordinator copy this into their team specific worksheet as well.
- Please ensure all volunteer information is documented in the shared Google doc no later than Friday, June 7.
- Be the single point of contact between the All Star Volunteer Coordinator (Carol Williams, SHST) and your team. On the morning of the event, please check in by 10:00am at the table directly inside the front pool entrance. You will receive a team packet with coaches' heat sheets, snack bar vouchers for coach's meals, All Star swim caps and volunteer list and badges.
- Be available throughout the meet to fill in last minute needs (which always happens!).
- **Bring at least four (4) working stopwatches** labeled with your team name (in case of Timing System failure), and deliver first thing to the Timing Desk.

The 2024 All-Stars meet runs similarly to a large dual meet, meaning that we have the same jobs which are required for any dual meet with just a few exceptions. Teams are permitted to trade jobs with each other. It is your responsibility to coordinate any

trades and to update the shared document accordingly. Email Carol Williams @ meetchairshst@gmail.com to notify her of the change.

Our sincerest thanks for your efforts in making the 2024 MSL All-Stars meet a great success!

Erin Hill, 2024 All-Star Meet Director , presidentshst@gmail.com/ 949-923-8122

Joe Parente, SHST MSL Rep

Bridget Ruud, 2024 All Stars Meet Timing Desk Lead, shsttech@gmail.com

Carol Williams , 2024 All Stars Meet Volunteer Coordinator, meetchairshst@gmail.com

Day of the Meet Schedule

Meet and Volunteer Timeline		Meeting Location
8:00 AM	Meet set up will occur from (8:00-10:30) with set-up volunteers to check in with the SHST Set-up Lead Dan Wolf	Pool deck
10:00 AM	Timing desk and timing team set-ups	Timing desk
10:00 AM	Team Volunteer Coordinators to check in with All-Star Head Volunteer Coordinator to receive team supplies (heat sheets, coaches' meal vouchers, team swim caps and volunteer lists). Pass this info out to your teams and check-in volunteers. Report any missing volunteers to Carol Williams ASAP.	Volunteer Table at entrance to pool
10:15 AM	Timing desk volunteers arrive to desk	Timing Desk
10:20 AM	First half Head Timer checks in with Timers and Timer Runner	Blocks
10:20 AM	Swimmer Warm Ups (each MSL team is assigned one lane)	Pool
10:30 AM	First half snack bar volunteers report to the snack bar (10:30am- 12:30pm)	Snack Bar
10:30 AM	First Half Referee meets with other Officials: Stroke & Turn, DQ Runner, Starter	Diving Boards
10:45 AM	8 & Under Line Up Volunteers near assigned lanes (non block side)	Non-block side lanes
10:45 AM	Swimmer Warm up Ends	
10:45 AM	Snack Bar Opens	Snack Bar
10:55 AM	National Anthem	
11:00 AM	Swim meet starts promptly	
11:15-1:00	First half Ribbons volunteers	Ribbons Desk (next to

	report (11:15am-1pm)	Computer Desk)
11:45 AM	Second half snack bar volunteers (12:30pm-2:30pm)	Snack Bar
12:30 PM	Second Shift Timers arrive	Timing Desk
12:30 PM	Second half Head Timer checks in with Timers and Timer Runner	Blocks
12:45 PM	Second half Referee meets with second half Officials: Stroke & Turn, DQ Runner, Starter	Diving Boards
12:45	8 & Under Line Up near assigned lanes (non block side)	Non-block side lanes
12:45-1:00 PM	Break	
1:00-2:30 PM	Second half Ribbons volunteers report (1-2:45pm)	Ribbons Desk
1:00 PM	Swim meet second half begins	
2:00-2:30 PM	FREE SWIM!	Pool
2:00-4:30 PM	Tear down	Pool gate

Job Descriptions

Please review the following job descriptions. Every team does things a tad differently at each pool, so it is worth reviewing the below roles and responsibilities. Please ensure that your volunteers review their role as well.

Referee:

- U.S. Swimming rules apply to conduct of the meet and swimming the strokes, turns, finishes and lane disqualification.
- Ensures that the stroke and turn process was followed correctly by all judges.
- Signs off on all DQ slips. Oversees all calls and relay starts.
- Is called upon in a disputed call.

Announcer:

- Announce the upcoming heat and the swimmer's names and team affiliation while the prior heat is swimming. While swimmers are in the water, the announcer can also report the All-Star record for that event.
- Announce start times of meetings, reminding workers to show up on time.
- Make miscellaneous announcements as indicated by the Meet Director.

Starter:

- The starter will work with the Announcer and Head Referee to run each race and must be prepared to call illegal or false starts. A swimmer is allowed only one false start per event.

Stroke & Turn Judges:

- Will be stationed by the diving boards and opposite the block side to the left of the 8' staging area. Judges should travel while observing the swimmers in their respective quadrant of the pool. Lane assignments to be assigned at the pre-shift meeting.

DQ Runners:

- Take completed DQ's from their assigned S&T judge to the Referee for signature.
- Take the signed DQ from the Referee to the Lead Timing Desk at the desk.
- Try to get the signed DQ to the Touchpad Assistant at the Desk before the time cards have been processed for the given heat.

Timing Desk Personnel:

- Data will be transmitted directly from the Dolphin wireless timers to the computer. The swimmers will NOT be using touch pads.
- Hard copy times from the back-up watches will be brought to the desk and used in the event of an automatic timing failure. Desk workers should be prepared to use the manual procedure in the event of a timing system failure.

Lead Timing Coordinator:

- Responsible for seeding the meet one week prior and manages last-minute entries as required.
- Responsible for collecting and updating any post-meet wrap up and results.

Dolphin Laptop Operator:

- Working with the Head Computer Rep will oversee all aspects of the Timing System.
- Resets timing system after each race
- Confirms / sets the next event or heat.

Dolphin Timing Assistant:

- Marks off heat sheet and makes any adjustments on race printout.
- Writes the race number from Dolphin system on current event heat sheet.
- Marks any unexpected NS lanes or (less often) name changes.
- Confirms times on received timers on heat sheets.
- Hands off timing desk heat sheet for each event to Touchpad operator.

Touchpad Assistant:

- For each event: Gets race info heat sheets from Dolphin Operator, collates line sheets from the runner and preps the Event package (For each Event, Lane sheets + Timing Desk Heat Sheet with race numbers + Results and DQ slips).
- Grabs heat sheets from Dolphin assistant with race numbers
- Reviews any adjustments that need to be made for Touchpad Operator (lane changes, etc.)

Touchpad Operator:

- Moves swimmers to appropriate lanes/heats as noted on timing desk heat sheets from Dolphin operator
- Imports times into Touchpad, confirms times are accurate
- Prints two copies of results.
- Files Event Package in case needed later.

Label Printer:

- Prints ribbon labels at the end of each stroke.
- If needed, posts results

Timing Desk Runner:

- Should be posted near the announcer.
- Must be able to take the Sheets from the Lane Runner (coming after each event from the timers) to the Touchpad Assistant (one of the desk positions described above).
- Make sure that the timer sheets are collated Lanes 1-6.
- Post results as they are ready.
- Handle miscellaneous things for the Timing Desk, like communicating with announcer/starter and helping timer devices that are not responding.

Head Timers:

- Timers are often the biggest "late show" area and this is the LARGEST number of volunteers. Please remind all Timers, Recorders and Runners to report to their pre-shift meetings and to their lanes promptly.
- Each head timer is responsible for coordinating their team's volunteers.
- **Head Timer** shall run the pre-shift timers meeting and shall assure that all timers are equipped and informed as to positions, etc.
- If a timer should miss a start, he/she should alert the Head Timer on the closest side who should then capture that time. The appropriate Lane Recorder will then pick up that time from the Head Timer.

Timers:

- This is the LARGEST number of volunteers. Please remind all Timers, Recorders and Runners to report to their pre-shift meetings and to their lanes promptly - this is often the biggest "late show" area.
- The timing system is linked to the starting system. Timers will use the push button and press it ONLY as the swimmer finishes.
- The Lead Timer/Recorder will also use a stopwatch as a backup and will time the event as usual. The stopwatch time is the only time given to the recorder.
- If the Timer misses the time and doesn't alert the Head Timer, he/she should NEVER use the scoreboard time. Recording no time is preferred to duplicating the scoreboard time here. The Timer/Recorder in each lane will record the back-up time on hard copy (paper).
- Timers should be prepared to go back to stopwatches in the event of a Colorado system failure. Stopwatches will be provided by each individual team. **Each team is to bring 4 backup watches.**

Recorders:

- The job of recorder will be done by the first position timer in each lane (see Volunteer Lists).
- The recorder shall write very clearly; listen to the Announcer; check every sheet for the correct heat, correct swimmer's name; hand in every sheet to the Lane Runner; write "NS" on the sheet of paper if there is no swimmer; **and will always STAND UP and signal to the Starter if more time is needed.**
- If you think the swimmer's name is different than the name on the sheet, be sure to check with the swimmer when he or she is finished swimming and write in the correct name.

Timer Runners:

- Moves down all eight lanes at the end of each event to pick up the sheets from each Timer/Recorder.
- Checks to see that the Timer/Recorder has legibly put the times in the correct place on each sheet.
- Keeps the sheets in lane order, from lowest to highest and will correctly combine them before turning in to the Desk. When picking up the sheets, make sure you pick up a sheet from all of the lanes. As you pick them up, make sure they are from the same event.
- Keep an eye and ear on the Starter. Try not to be asking nor reaching for sheets from Recorders as the race is about to start. This distracts Timers and is a common reason for timers with a stopwatch to miss the start.

Ribbon Desk Personnel:

- Medals are awarded for the First through Third place in each individual and relay event. Ribbons are awarded for the Fourth through Eighth place in each individual and relay event.
- Ten bags with team names will be assembled near the ribbon desk (next to the computer desk).
- Following the meet, coaches will pick up awards bags for distribution to their team

Floater

- This is back up in case someone is a no show for their volunteer position.
- Check in with the All Star Lead Volunteer Coordinator, and stay close until all positions have been filled.
- Be ready at any time during the meet to help out if needed.