



CHAMPIONSHIP PROCEDURE MANUAL FOR YMCA

2023

(Revised July 23, 2023)

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JEFFERSON SWIM LEAGUE CHAMPIONSHIP PROCEDURE MANUAL

(Revised July 23, 2023)

This Manual Belongs to:

Name: _____

Address: _____

Phone: _____

Email: _____

Team _____

IMPORTANT !!! - PLEASE READ BEFORE STARTING

This Manual was originally written by Tom Muncaster in 1984 and has been revised and expanded annually since that time by Bob Garland, Jr. Beginning in 2023, the Championship Committee Chair became a member of the JSL Executive Committee and will serve as the liaison to the full JSL Board. If possible, the Team Representative to the Board should also serve on the Champs Committee. Because of the expanded size of the League, it is recommended that there be Co-Meet Directors from the Champs Committee to help with the various duties.

No volunteer should accept a position on the Championship Committee who does not have the time and organizational skills to significantly contribute to the success of this event. No one on the Championship Committee should accept another volunteer position at the Championship.

You will notice space available to record names of persons responsible for certain duties assigned by the Champs Committee Chair. You will also notice "check-off" blanks beside each numbered procedure to be checked when that task is completed. "Check-off" blanks containing the word "Info" require no action by the Committee and are for information only. Copies may be made of various pages to give to persons responsible for certain duties, but the Championship Committee should retain their original manuals intact.

For those who wish to print this manual, be aware that the full manual is 164 pages. It is designed to be used with any of the Avery 3-ring notebook, 5-Tab Dividers.

If you have a printed copy, PLEASE make all of the changes you feel are needed to improve the manual directly on the page of the manual in RED pen or pencil, then return everything to Bob Garland after the Championship Meet.

If you only have a digital copy, please send corrections to the email address below.

Bob Garland, Jr. bgarlandjr@gmail.com (434) 293-2045

CHAMPIONSHIP COMMITTEE INFORMATION

CHAMPS COMMITTEE CHAIR

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VOLUNTEER COORDINATOR

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Carrington Grossman
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HEAD OF AWARDS

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abby.binter@gmail.com

HEAD CLERK OF COURSE

Carrie Brubaker
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CHAMPS COMMITTEE HOST TEAM REPS

BHSC

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and

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CITY

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KWC

Claire Chantell
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PRE-MEET PREPARATIONS

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T-shirts
Heat Sheet Book
Ad Sales & Championship Sponsors
Awards
CTS & Computer
Food & Refreshments
Publicity
Insurance
Live Streaming of Events
Planning for Setup
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Timer/Button Pusher
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Computer Personnel
Volunteer Check-in
Awards
Announcers
Turn Over Champs
Head of Champs Sales and Assistants
CTS Operator
Head of Refreshments and Assistants
Marshals
Team Leader (6 & Under Session and 10 & Unders)
Safety Officer
Front Desk
Web-Cam Operator

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JSL Championship Timeline

It is assumed that the Championship Committee will meet at least once a month from March through July, with possible additional meetings as the Championship draws closer. Do NOT put off anything until the last minute. Time starts moving faster and faster as it gets closer to the Championship. The following timeline lists the latest any particular task that should be completed. It should be helpful in planning, but does NOT contain every duty to ensure a successful Championship. The YMCA pool should be reserved at the end of the previous season.

April

- ___ Manual handouts and organizational meeting
- ___ Initial Champs Committee meeting, organization, and division of responsibilities
- ___ Confirm that YMCA pool has been rented for the correct dates
- ___ Contact City to reserve softball fields, parking lots, shelters, and bathrooms
- ___ Make initial contacts for T-shirt suppliers & solicit bids if needed
- ___ Make initial contacts for Heat Sheet printers & solicit bids if needed
- ___ Make initial contacts to award & ribbon suppliers & solicit bids
- ___ Make initial contacts with food and drink donators and vendors
- ___ Make initial contacts for wrist band and purchase as needed
- ___ Make initial contact with RMC for security/crowd control
- ___ Make initial contact with CARS or Charlottesville Fire Department for EMT services
- ___ Finalize Ad heat sheet ad prices and order form

May

- ___ Select suppliers and place order for all awards and ribbons
- ___ Confirm that Referee(s) is available for Championship
- ___ Confirm that CTS operator(s) is available for Championship
- ___ Confirm that Computer Operator(s) is available for Championship
- ___ Request Ad Sales Rep's names from Reps at May meeting with a mid-May deadline
- ___ Organize Ad Sales Reps for teams (confirm Ad Sales Rep contact info for each team)
- ___ Conduct Ad Sales Rep orientation and send information for team ads to Ad Sales Reps
- ___ Request Volunteer Coordinator's names from Reps at May meeting with June 1 deadline
- ___ Select and contact printer, place order for heat sheets if being printed
- ___ Select final design for T-shirts
- ___ Select supplier and place order for T-shirts
- ___ Confirm that final contract signed for pool rental
- ___ Confirm that insurance is in place for Championship and provide copy to YMCA
- ___ Conduct a preliminary meeting with YMCA staff and full Champs Committee
- ___ Contact Audio Company, Spectrum Integrators, for supplying audio and speakers
- ___ Individual personal tents may be used at the YMCA
- ___ Set prices for T-shirts and Heat Sheets if selling
- ___ Start working on Parent/Swimmer memo

June

- ___ Start with previous year's list and gather names for Committee Appointed positions
- ___ Contact teams as appropriate for Committee Appointed positions
- ___ Rent a cargo van for moving supplies to and from the YMCA the week of Champs
- ___ Schedule meeting with team Volunteer Coordinators
- ___ Meet with team ad Sales Reps and email ad forms and information
- ___ Collect names of all graduating senior swimmers from head coaches
- ___ Start making initial publicity contacts (TV, newspapers, video, etc.)
- ___ Confirm availability of RMC for security
- ___ Confirm Charlottesville-Albemarle Rescue Squad or Fire Department for EMTs
- ___ Confirm that video and personnel to operate will be available
- ___ Confirm that video and internet connections are available
- ___ Confirm availability of audio system and speakers
- ___ Present final T-shirt design to JSL Board (not for approval, just for show)
- ___ Initiate and open JSL online T-shirt and Heat Sheet Sales

JSL Championship Timeline

(continued)

July 1st week

- ___ Start online sales of T-shirts, etc.
- ___ Place final Heat Sheet order with vendor if being printed
- ___ Confirm that someone is available to do seeding (usually Locke Boyer)
- ___ Confirm availability of insurance
- ___ Confirm that Volunteer Assignments are being done
- ___ Finalize any parent/swimmer memo handouts
- ___ Confirm availability of 1 extra CTS system from a member team (for backup)
- ___ Conduct meeting with team Volunteer Coordinators
- ___ Team ad deadlines should be at the end of this first week in July
- ___ Finalize Parent/Swimmer memo

July 2nd week

- ___ Confirm that Coaches Championship Memo and materials sent out (Bob helps)
- ___ Absolute deadline for all ads - collect from team ad Sales Reps
- ___ Set and arrange ad pages for printer if being printed
- ___ Meet with YMCA staff for final arrangements for Championship
- ___ Make firm contact with all major publicity sources
- ___ Make final arrangements for security officers and EMTs
- ___ Have YMCA provide passwords for access to YMCA network and internet if needed

July 3rd week

- ___ Have all advance pages for Heat Sheet submitted to printer if being printed
- ___ Confirm that seeding meeting will take place and all notified
- ___ Have Seeding Coordinator (Locke Boyer) provide total swimmers per session
- ___ Have Seeding Coordinator (Locke Boyer) provide names of swimmers by Team/Session with all events, heats, and lanes for each swimmer
- ___ Start moving supplies to convenient location
- ___ Collect final Volunteer Assignments and print volunteer spreadsheets
- ___ Send out Parent/Swimmer memo to Reps for distribution to their teams
- ___ Distribute wrist bands to teams the Sunday before Champs

July Championship week

- ___ Confirm that seeding is completed and initial sheets printed
- ___ Move supplies to YMCA
- ___ Do final inventory and replacement of needed supplies
- ___ Final arrangements for Championship
- ___ Notify YMCA Staff of Session Totals (# of swimmers)
- ___ Notify YMCA Staff of Final Schedule
- ___ Final run-thru of all equipment at YMCA
- ___ Final arrangements for printing of Heat Sheets for Officials
- ___ Final arrangements for all publicity contacts
- ___ T-shirts must be delivered
- ___ Plan for sale and distribution of T-shirts
- ___ Awards must be delivered
- ___ Awards must be counted and sorted

JSL Championship Timeline

(continued)

July Championship Day NO LATER THAN Friday 8AM

- ___ All T-shirts must be at the YMCA
- ___ On-site T-shirt printing is set up and ready to go
- ___ All Heat Sheets for officials must be at the YMCA
- ___ All Awards must be at the YMCA
- ___ All supplies must be at the YMCA
- ___ All food and drinks must be at the YMCA
- ___ Final setup of YMCA must be completed

July Championship Day Saturday 6PM

- ___ All JSL Stuff packed away in supply boxes
- ___ All lost and found collected - washed where needed
- ___ Final walk-thru with YMCA Staff
- ___ Final results sent to major media
- ___ Gather all supplies and next year's hosts properly return to storage

August

- ___ Store lost and found appropriately
- ___ Take a break !!!

September

- ___ Champs Chair or President to reserve pool rental for following year
- ___ Champs Chair to give Champs wrap-up report to JSL Board
- ___ Return Championship Manuals to Bob Garland with notes



**CHAMPIONSHIP
PROCEDURE
MANUAL
FOR YMCA**

(Revised July 23, 2023)

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PRE-MEET PREPARATIONS

PRE-MEET PREPARATIONS

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PRE-MEET PREPARATIONS

A. FACILITY Assigned to Champs Committee Chair (Also see ADVANCE SETUP Section II - A)

- ___ 1. Since 2023, the JSL Championship has been held at the Brooks Family YMCA.
- ___ 2. Historically, JSL Champs have been held on the last Friday and Saturday of July (last full weekend in July). No attempt has been made to avoid other outside swimming events, because most JSL swimmers only swim in JSL during the summer and only a few year-round swimmers would have a conflict. Start and end dates for local schools are probably the most important consideration for the Championship dates.
- ___ 3. The JSL Board must set the Championship dates for the following year at its September meeting. The YMCA should be contacted immediately after that meeting to reserve the YMCA for the Championship for the following year. The YMCA generally closes its facility for JSL Champs, so we rent the whole building and surrounding grounds. The contract should be carefully reviewed by the Champs Committee Chair and an attorney.
- ___ 4. Parking arrangements must be confirmed in advance with the YMCA and the CITY. Facing the YMCA, the lot to the immediate right, adjacent to the building, should be reserved for Volunteers who will be working both sessions on either day. The lot to the immediate left adjacent to the building should be reserved for single session volunteers. The two lots located away from the building (across McIntire Park Dr.) should be reserved for additional volunteer and coaches' parking, food trucks and with the food trucks located in the upper lot and the remaining parking available on a first-come, first-serve basis for volunteers. Additional parking for NON-volunteers is available at Charlottesville High School. No parking is allowed on the access roads or in the circle in front of the YMCA.
- ___ 5. The YMCA may request a swimmer flow chart for the building and a parking diagram for the parking lots.
- ___ 6. Contact Jessica Maslaney at jmaslaney@piedmontymca.org to reserve the YMCA.
- ___ 7. Contact Michelle Christian at CHRISTIANM@charlottesville.gov to get permission to use the field between the trees. There is an application required. She is the main contact for the City for questions, etc.
- ___ 8. A "Special Event Application Request" has to be filled out. The form is found at https://cvilleparksandrec.formstack.com/forms/special_event.
- ___ 9. Go to <https://www.charlottesville.gov/643/Picnic-Shelters> to reserve the picnic shelters down the road from the YMCA. There is a charge, but this is a necessary expense.
- ___ 10. Contact Shane Ferrara at ferraras@charlottesville.gov to reserve the softball fields if possible. He also makes sure the bathrooms are available.
- ___ 11. Contact the Assistant Superintendent of Charlottesville City Schools, Kim Powell at (434) 882-3550, to get permission for overflow parking at Charlottesville High School.

B. T-SHIRTS Assigned to Sherri Eubanks

(Also see ADVANCE SETUP Section II - A)

- ___ 1. If PREPRINTED shirts are used, a vendor should be contacted no later than April regarding design, colors, price, availability, etc. They will design the T-shirt or take ideas for the design. Care must be taken to deliver a high quality (Hanes Beefy T or equivalent), well designed shirt. T-shirts should be 100% cotton.
- ___ 2. Contact a T-shirt Company no later than May 1st to assist with design and sales of Champs T-shirts. On-site printing of T-shirts has been done in the past. Presales were encouraged and seemed to work well.
- ___ 3. A vertical design ratio equal to approximately 8 ½ x 11 is preferred over a horizontal or square design due to fitting onto smaller shirts and the front of the heat sheet. Because of price, two or three color artwork is preferred but again may depend on cost and design. (red, white, & blue may not sell well) Designs should NOT include various “clip art” figures, but should be custom drawn. Also, consideration should be given to white shirts with a multi-color design. T-shirt color should be chosen carefully as some colors have not sold well in the past. However, more recently there have been 3 color choices which seemed to work OK. An extra charge may be incurred to accommodate all sizes.
An attractive, exciting, outstanding design is vital to successful T-shirt Sales!
- ___ 4. In addition, a color copy of the design (coordinate with printer) must be requested to use on the cover of the heat sheet and forwarded to the heat sheet coordinator at least 2 weeks before the Championship. Coordinate with the T-shirt supplier and the printer as to what is required.
- ___ 5. Starting in 2022, T-shirt design and sales have been conducted by Swim and Tri. Contact Victoria Klouda at victoriak@swimandtri.com to submit designs for Champ Committee approval. She can also arrange for advanced online sales and onsite printing and sales. Confirm with her that she will take care of steps 6 – 10 below.
- ___ 6. Historical T-shirt and Heat Sheet sales data are now found in Appendix Q1. That data should be consulted to determine future orders most accurately. The object is to sell out, not have extras left unsold.
- ___ 7. A notebook or list of online purchase invoices must be available at the T-shirt sales table. Preorders are picked up by the swimmer or family by producing a copy (printed or smartphone) and signing their name to the invoice in the notebook. A checkmark is not adequate, we must have a signature.
- ___ 8. Deals should continue to be offered for combination purchases (heat sheet + T-shirt). There should ALWAYS be a profit margin allowed for the League.
- ___ 9. Signs should be made in advance listing the cost of T-shirts, Heat Sheets, and the combination. Signs should be posted on front of tables and in the sales area. ALL SIGNS MUST BE POSTED USING WRESTLING MAT TAPE for ease of removal.
- ___ 10. Swim and Tri takes care of all sales and reimburses JSL a month or so after Champs.
- ___ 11. A suitable location must be found within the YMCA for T-shirt and swim apparel and accessories sales. Try to locate in the lobby area for sales, but not in the traffic flow.
- ___ 12. A very limited number of T-shirts may be provided free to major sponsors, the YMCA staff, etc., but care must be taken that large numbers are not given out indiscriminately.

C. HEAT SHEET BOOK **Nicole to Edit** **Carrington Grossman & Kristen Roorbach**

(Also see ADVANCE SETUP Section II - A)

- Info 1. The last meet to be counted for Champs seedings is on Wednesday (9 days prior to Championship) and the teams' data Championship entries must be in no later than 9AM Saturday (6 days prior to Championship). Teams are required to submit entries via email attachment and data entry only takes several minutes if there are no problems. This is sufficient time, provided all computer programs are working well, all swimmers have been previously entered into the computer, and someone familiar with the programs is available for final data entry. This can be done with careful planning beforehand.
- ___ 2. A printer **MUST** be selected by July 1st and a preliminary meeting held at least two weeks before Champs. Several printers may be asked to bid on the previous year's heat sheet (to standardize the bids) and asked to provide a proposal which includes the total price, charge for additional pages (or credit for fewer), a slick-surfaced cover (always bright white), and any additional cost of processing half-tones (photos). In addition, the proposal must include a clear understanding of the date the printer will receive the advance copy (see below #3), the date when the seeding sheets will be provided, and the date (and time) when delivery of the completed heat sheet is expected (no later than Friday 7AM of the Championship). The SEEDING SHEETS only contain the event, heat, and lane order with the swimmers' name and seed times and are provided at no charge to coaches and officials working the meet. The completed HEAT SHEET BOOK contains the seeding sheets PLUS all of the ads and other information sheets all bound by the printer for sale at the Championship. Proper planning is essential. Care must be taken when changing printers (because of a lower bid) that there is a significant cost savings. It is easier to deal with an experienced printer who knows the League's expectations. Bailey printing (Bish Bailey, 434-293-6573) has been the printer for the last several years. Cy Weaver at Bailey has lots of experience in laying out the Heat Sheet Book and knows what is expected.
- ___ 3. The following pages must ALL be prepared and submitted to the printer by Friday the week before the Championship (earlier if possible). (Coordinate with Bob Garland). All Reps must be notified well in advance to provide a list of their graduating seniors. Those marked with an asterisk must be prepared by the Champs Committee:
- ___ *front and back covers (8" x 10" of T-shirt design for front and ad for back)
 - ___ *graduating senior swimmer congratulations
 - ___ *thank-you page for corporate sponsors (list of all corporate sponsors)
 - ___ *T-shirt design info, T-shirt design winner, & National Anthem musicians
 - ___ *various thank-you's
 - ___ *ALL ad pages
 - ___ *Twitter Instructions
 - ___ *volunteer thank-you's
 - ___ *lost-and-found instructions (name and contact info for person responsible)
 - ___ *Parent/swimmer Information Handout (4 page limit)
 - Bob *JSL Championship Opening "Welcome" page
 - Bob JSL Board, Coaches, Meet Directors, Computer Operators list
 - Bob list of team abbreviations
 - Bob meet records
 - Bob Bob Garland Award
 - Bob Hall of Fame Award
 - Bob extra filler pages
 - Bob Championship expense page
 - Bob session header pages
 - Bob regular season champions

Some pages have to be submitted the Monday morning before Champs when the seeding sheets are turned in:

- Bob FINAL meet schedule (added on Monday before Champs)
- Bob warm-up schedule and event list (added on Monday before Champs)

C. HEAT SHEET BOOK (continued)

- Info 5. The JSL History has gotten too large to print as part of the Heat Sheet. In 2016, on the 50th Anniversary of JSL, a separate History was printed and sold for \$3.00. Sales were disappointing and it is suggested that this not be done in the future. The History is available at [JSL HISTORY](#). It might be convenient to include a QR code in the heat sheet which will link directly to the JSL History.
6. The JSL web page address (www.jsl.org) or QR code should be included on as many pages as appropriate. Crossword puzzles or word-finds relating to swimming are useful to pass the time during the meet. If the artist for the T-shirts and heat sheets donated his/her time, it would be appropriate to thank and recognize him/her on a page in the heat sheet. The actual seeding sheets and late pages (above) may be submitted as late as Monday morning before the Championship if the printer has been warned and agrees to that deadline. One person and one or two assistants must be responsible for the heat sheet lay out, ads, revenue, and printing. Consult previous years' heat sheets for layout and contents. Due to the increased size of the Heat sheet, pastel color-coded sections should be considered if the cost is not prohibitive. If the heat sheet is printed it might be nice to have all information pages printed as white, parent information handout should be pastel blue, JSL History pastel green, ad pages pastel yellow, and other colors used as needed.
7. When the seeding sheets have been completed by computer (not the whole Heat Sheet Book), a pdf copy listing ALL sessions should be sent as an email attachment to all Head Coaches (coaches@jsl.org). These sheets are very useful to the coaches because they show the final seedings, order, etc. **These sheets MUST have a watermark saying "Coaches Only – Penalty for Distribution" on every page. Coaches should be warned in the email NOT to make copies for their teams as this will decrease heat sheet sales. Coaches must make copies for their Assistants to bring to the meet. JSL does not provide extras to coaches.**
8. Approximately 40 extra seeding sheets (only) should be printed (stapled separately by session) OF EACH SESSION for distribution at the Championship (see below). That is, 40 of session 1, 40 of session 2, 40 of session 3, and 40 of session 4. It has also been suggested that a printout should be made (if possible) in swimmer name order listing each event, heat, & lane the swimmer was to swim. This would be provided to the Clerk-of-Course in each session to aid in placing swimmers.
- 1 - Meet director
 - 1 - Referee
 - 1 - Starter
 - 12 - Stroke-and-Turn judges
 - 1 - Computer Operator
 - 1 - CTS Operator
 - 1 - Announcer
 - 6 - Clerk-of-Course
 - 4 - Table and Awards
 - 2 - Head Timers
 - 2 - Front Desk
- 40 Total (includes a few extras)

C. HEAT SHEET BOOK (continued)

- ___ 9. The price should reflect printing costs and a profit for the League. PROPER RECORD KEEPING IS ESSENTIAL TO RECORD THE NUMBER OF HEAT SHEETS ORDERED AND SOLD!! (see Appendix Q). Package deals (Heat Sheet & T-shirt together discounted) have always been offered and it is suggested that similar deals be continued in the future. If possible, prices should be in increments of \$5.00. A profit MUST be maintained for the League. Ad income should NOT be included to determine the selling price of the Heat Sheet. That is, the selling price must cover ALL printing costs (including the extra seeding sheets noted above in #4) plus a small profit for the League. Ad income is considered a separate fund raiser for the League and its teams. See also information under Section B. T-shirts. Please record the cost and selling prices for the current season below.

Year Heat Sheets Heat Sheet (cost) Heat Sheet (sell) Both H.S. Left

Historic Heat Sheet Sales are now found in Appendix Q1**Suggested order for 2023 based on League size of 2,800****500 Heat Sheets**

Actual Order _____

- ___ 10. In addition, approximately 20 complete heat sheet books (with ads) should be set aside before sales for including in JSL records and for reference in future years. Team representatives should be encouraged to properly thank the businesses buying ads for their team (see Appendix G5). One copy should be provided to each major corporate sponsor.
- Info 11. **Since 1992 the policy has been to NOT cut the price of heat sheet books at any time during the meet.** This policy has been continued since that time and has seemed to discourage people from waiting for a better price. Any leftover heat sheets may be sold by the Representatives at their home teams, given to sponsors or others who help, or returned for sale at the following year's Championship at a reduced price.
- Info 12. Highlighter pens were provided by Mutual of Omaha from 2002-2005 at no cost and were given out free with each heat sheet. (Contact Mike Wisinski 973-4371) If a sponsor cannot be found, highlighters would have to be purchased. In 2006 the highlighter pen was given free with the combo sale of a T-shirt & Heat Sheet Book.
- ___ 13. Laminated signs should be made in advance listing the cost of T-shirts, Heat Sheets, and the combination. Another sign should list sizes available and crossed out as sizes are sold. Signs should be posted on front of table, pillars, etc. in the sales area. YMCA REQUIRES THAT ALL SIGNS BE POSTED USING WRESTLING MAT TAPE.
- ___ 14. Heat sheets are sold with the T-shirts in the main hall to the left of the main desk. IT IS MANDATORY TO KEEP VERY GOOD RECORDS OF HOW MANY WERE BOUGHT AND SOLD AND AT WHAT PRICE (see appendix Q). As the size of the League stabilizes, these records will be very helpful in ordering for the following season. If T-shirts are printed on-site, this information must be provided by the vendor.
- ___ 15. In 1999 a survey form was placed at this table to solicit comments from parents. The form was simple and worked well. It stated, "The JSL Championship Committee would appreciate your comments on how the meet could be improved. Below, please tell us what you think - good or bad, and return the form to the T-shirt/Heat Sheet sales table." It was about 8 1/2" by 2" and had lined spaced for comments. A sign was made to announce the intent of the survey. A similar request for comments may be made on the JSL web page www.jsl.org.

C. HEAT SHEET BOOK (continued)

- Info 16. In 2012 an online Championship survey was conducted for the first time and received a great response. More recently, Facebook surveys have been posted and may provide some valuable input, but the response rate is fairly low and may be specific to Facebook users.
- ___ 17. Someone from the Championship Committee must be responsible for retrieving money at the end of each session and taking it to the Treasurer for depositing. At no time should the money, T-shirts, or Heat Sheets be left unattended. This must be coordinated with the Treasurer who may personally take care of this.
- ___ 18. Heat Sheets are offered for presale with the T-shirts through a web store which works very well.
- Info 19. In 2012 an attempt was made to print single session heat sheets and offer them for sale through the presale web store, but the response was very small and may have taken away sales of full heat sheets. It is recommended that this not be done in the future.
- Info 20. In 2021, due to Covid issues, Heat Sheets were uploaded online and were available at no charge. If this is considered in the future a way must be found to replace the lost revenue as Heat Sheet (and ad sales) represent a significant income for the League to offset Champs expenses.

D. ADS **Nicole to Edit** **Carrington Grossman & Kristen Roorbach**

1. For many years heat sheet ads have been sold as a fund-raiser for the League and teams. A Championship advertising coordinator must be appointed who will work closely with the Heat Sheet Coordinator or one person may hold both positions. A preseason ad meeting with ad Sales Reps from each team should be conducted in early June to convey ideas and procedures for best practices to maximize ad revenue. This has proven very successful for increasing ad revenues. Suggested talking points for this meeting are included as Appendix G6. Any changes to ad prices must be done prior to this meeting and all forms changed accordingly. The ad order form should also be posted on the JSL web page. All negotiations for Heat Sheet ads and prices must be approved by the Champs Committee. CHAMPS Sponsor ads and contacts are the responsibility of the Champs Sponsor Coordinator. CORPORATE ads are the sole responsibility of the Corporate Relations Advisor for JSL. Both should be an integral part of the Champs Committee and coordinate financial and in-kind donations, tracking the financial value and the logistics with the receipt of these donations and services. The Ad Coordinator will be working closely with these two volunteers to ensure that sponsor ads are placed correctly in the Heat Sheet book.
2. A Heat Sheet Ad Order form (Appendix G1) should be posted on www.jsl.org by May 1 and copies should be given to each team's ad Sales Rep, at the orientation meeting. The deadline for ads to be turned into the Team Ad Coordinators is 9PM, July 10th. Each team representative must designate an ad Sales Rep(s) for his/her team. Team Ad Sales Rep instructions can be found in Appendix G2. The TEAM ad Sales Rep's name MUST be filled out on the team's Ad Order Form prior to further copies being made by the team. Team ad Sales Rep(s) should be advised to retain one good original for additional copying. The team ad Sales Rep(s) will be responsible for selling ads and collecting checks and money for their own team. See Appendix G3 for the Ad Summary Sheet for each Team Ad Sales Rep. Due to the number of ads, ALL TEAMS MUST BE REQUIRED TO SUBMIT THEIR PAGES IN DIGITAL FORMAT. The Championship ad coordinator must make sure all teams are aware of the deadline and the name, address, and phone number of the Championship ad coordinator.
3. All teams should be encouraged to sell ads as income from sales is split (currently 40/60) between the League (40%) and the team making the sale (60%). This will be done in the form of a rebate check written at the end of the season back to the teams. All ads must be paid in full and in advance. This should NOT be done at the last minute as ad income is very important to the League and its individual teams. It may be necessary to get on the phone or visit past advertisers, new advertisers, coaches, etc., and remind ALL JSL representatives to do the same. An Ad Solicitation Letter (appendix G4) may be used also. Corporate sponsor revenue has not been split with the team, but has been paid 100% to the League. Corporate Sponsorship is a major source of League revenue. See Corporate Sponsorship info in Appendix H.
4. **INSIDE AND BACK COVERS ARE RESERVED FOR CORPORATE SPONSORS ON A ROTATING BASIS. FULL PAGE INDIVIDUAL ADS ARE RESTRICTED TO THE TEAM AD SECTION. ADS FOR TEAM PROMOTION ARE \$100** (see Appendix G2). Smaller ads cannot be combined to get the lower price for a larger ad. Ad prices for 2023 are as follows: Full page = \$150, Half page = \$100, quarter page = \$55, Business Card = \$35.00, and session sponsor = \$300. Session sponsor ad includes name on session page, & announced at start of session. A special (color card stock) divider page separating ads from seedings was added in 2004 at a cost of \$150 per side. Ads will be printed in color, so high resolution color photos are encouraged. All ads must be camera ready and provided in digital formats. In the past, ads have been provided free to major contributors of time or money to the League and should be continued to be used as bargaining chips. Other than as noted above, ads and locations are first come, first served - date all ads on receipt. Order of ads is at the discretion of the Champs Committee and Ad Coordinator.

D. ADS (continued)

- ___ 5. Although true typesetting is not needed, an attempt should be made to make all ads neat, legible, and professional in appearance. Some thought should be given as to layout, appearance, etc. Most businesses have logos and other artwork which can be used in an ad. Family sponsored ads should be printed as is. Ad layout may take a little time depending on the number of ads and how well individual teams prepared their ad sheets. **All ads are now expected to be submitted as camera ready digital files on 8½" x 11" pages (one side only), leaving approximately 1/2" borders all around, and lines drawn to separate the ads.** Ads are normally grouped in the heat sheet by teams. Consult previous years' heat sheets for ideas and format. Various filler pages (such as JSL logo, etc.) should be kept at a minimum, but may be needed to make the page count come out correctly.
- ___ 6. As stated on the ad order form, the Meet Director(s) or Championship ad coordinator may reject any ads not in good taste or sportsmanship and refund the money.
- ___ 7. No later than 9PM on the designated deadline day (Apx July 8th), all completed ads and a SINGLE CHECK PAYABLE TO THE JEFFERSON SWIM LEAGUE representing COMPLETE PAYMENT for all ads must be delivered to the Championship ad coordinator. TEAMS MUST NOT DEDUCT THEIR SHARE BEFORE WRITING CHECK!! A completed Ad Summary Sheet (appendix G3) listing each ad sold, price paid, and total amount paid to the League must be included with the ads from each team. In addition, the Championship ad coordinator must get a receipt book and provide each team with a signed and dated, written receipt for the ads and ad money paid to the League. Teams turning in ads after the deadline will NOT receive the Team Ad Rebate from JSL.
- ___ 8. Exact and careful records should be kept of the total amount of ads sold by each team. As noted above, the Championship Ad Coordinator will likely be responsible for more than \$15,000 in revenue from ads alone. These totals and corresponding check(s) should be forwarded to the Treasurer when the Heat sheet is printed. It is much easier, if one person from each team coordinates ad sales for that team and writes one check to the League.

E. CHAMPIONSHIP and CORPORATE SPONSORSHIP Assigned to Carrington Grossman

- ___ 1. Championship Sponsors for the Championship are a very important source of revenue and/or donations. Depending on level of contribution, the sponsor(s) names may appear on the T-shirts as well as getting other publicity. This arrangement has worked very well and helps defray some of the costs of the Championship. There is now a Corporate Relations Advisor who oversees year-round donations to the League. The Championship Sponsor on the Championship Committee and the Corporate Relations Advisor must communicate well to avoid any conflicts with potential sponsors.
- ___ 2. The Championship Sponsor solicits funds (\$500 and below) and donations (frequently food) for use at the Championship.
- ___ 3. The Corporate Sponsors solicit funds at the \$1,000 and above level.
- ___ 4. Corporate and Championship Sponsor funds are NOT split with any team even if someone on a team independently solicits and successfully signs the sponsor.
- ___ 5. Major Corporate Sponsors should be provided with name tags if they desire to attend the Championship.
- ___ 6. Obtain the link for the Google Corporate Sponsor Spreadsheet from the Champs Advisor. It should be carefully and completely updated each year.
- ___ 7. Further details on Corporate Sponsors can be found in Appendix H.

F. AWARDS Assigned to **Abby Binter** (abby.binter@gmail.com)

(also see Section II – A, Section II – F, Section IV – E, and Section IV - F)

- ___ 1. Requests for proposals (RFPs) (Appendix B for further information) are sent out every 2 to 3 years in February to make sure that the League is not paying too much for awards. Requests may be sent to various trophy companies listed in the directory. We have generally found that Bunkie Trinite Trophies (Chris.Bunkie@globalweb.net or 800-698-4077) provides very competitive prices and service on trophies, medals, & plaques and Contemporary Industries (michaelw@ci-north.com) (248) 478-8850 does the same on ribbons. If either is not the lowest bidder, they should be contacted to see if they will match the prices. Do not switch suppliers unless there is a clear price difference on a comparable product. A minimum of eight weeks lead time is required so price requests must be sent in March and a decision made no later than the April Meeting. Full contact info for both suppliers is found in Section V, appendix K.
- ___ 2. In 1996, all teams were given wooden trophies with space for brass plaques. The plaques were engraved with the JSL logo and the words "First Place Championship" and the "year" and "Championship Runner Up" and the "Year". Division winners and Runner ups and Sportsmanship Division Awards also receive similar plaques.
- ___ 3. To save money, two years' worth of medals can be ordered with the JSL logo as the medal and no date. Two years' worth of ribbons may be ordered with no date printed on them. Awards are as follows: first place is a trophy for 6 & Unders ONLY, first place for all others is a gold medal, second is a silver medal, third is a bronze medal, and 4th through 36th are ribbons (gold imprinted). However, only 12-and-unders receive 26th through 36th place ribbons; all others are awarded only through 25th.
DO NOT ORDER MEDALS OR RIBBONS WITH YEAR SPECIFIED. CHECK RIBBON AND MEDAL SUPPLY IN THE "AWARDS" BOX BEFORE RE-ORDERING (see Appendix B, B1, & B2 for suggested order quantities, etc.).
- ___ 3. A ribbon and award count must be completed by April 1st and forwarded to the person who will order these items. The highlighted ribbons below come from Contemporary Industries and the rest of the awards from Bunkie Trinite. The following MINIMUM quantities are required for the Championship (assuming no ties or waste):
 - 4 Unisex Relay 1st place trophies (6 & Under only)
 - 2 Male Individual 1st place trophies (6 & Under only)
 - 2 Female Individual 1st place trophies (6 & Under only)
 - 138 1st place gold medals
 - 146 2nd place silver medals
 - 146 3rd place bronze medals
 - 25 Record Breaker Medals
 - 146 of each ribbon 4th thru 17th
 - 62 of each ribbon 18th thru 25th
 - 38 of each ribbon 26th thru 36th
 - 500 Heat Winner Ribbons
- ___ 4. The previous year's ending inventory is entered into an available spreadsheet (see Bob Garland) and the spreadsheet will calculate order quantities. All ribbons have to be rounded up to the next full pack size. It is recommended that extras of all awards be available in case of errors. All orders should be counted on arrival to make sure there are sufficient quantities for Champs.
- ___ 5. The Meet Manager program will not print an award label for more than the allowed number of scoring finishers for each team and these same labels can be used for that purpose. However, those swimmers are awarded ribbons. (i.e., Each team is allowed to have four entries, but limited scoring places (see current JSL Rules & Regulations). The extra swimmer(s), if he/she places, gets a handwritten ribbon, but no points). Heat Winner labels are printed from Meet Manager.

G. COLORADO TIMING SYSTEM (CTS SYSTEM 6, INFINITY START SYSTEM)

Assigned to YMCA, BOB, JESSICA, LOCKE

(also see CTS SETUP Section II - C)

- ___ 1. CTS equipment & Hy-Tek software is used at the YMCA. The YMCA supplies and sets up all equipment EXCEPT a JSL computer operating Meet Manager. JSL personnel probably know the equipment, software, and the needs of JSL better. It is recommended that the League continue to provide trained CTS and Computer operators even if YMCA offers. The JSL Board should make every effort to line up an experienced CTS operator from within or outside of the League well in advance. This person(s) must be familiar with CTS System 6 and its connection to Hy-Tek Meet Manager software. Chip Grobmyer, David Strider, and others from within the League have provided this skill in recent years.
- ___ 2. A meeting with the YMCA may be needed a week or so before the Championship to go over last minute details and solving last minute problems.
- ___ 3. **It is strongly recommended that a CTS & computer practice check be conducted the day before the Championship.** If there is any question as to the operation or reliability of YMCA's equipment, contact Mindy Dodge and the JSL volunteers for assistance with this. Several JSL volunteers familiar with CTS, hookups, and the Hy-Tek software are always helpful (Chip Grobmyer, Jessica Simons, Locke Boyer, Bob Garland, etc.) The JSL Hy-tek software & Championship database should be loaded onto JSL's Meet Manager computer. ALL touchpads (and several back-ups), buttons, CTS Infinity start systems, CTS System 6, all cables, computers, & printers should be properly connected and a "run-through" conducted to make sure all components are present and operational. **DO NOT WAIT UNTIL IT IS TOO LATE TO CORRECT PROBLEMS!!**
- ___ 4. The CTS equipment must be set up and tested by JSL personnel again early Friday morning of the Championship. At least one CTS Start System and two speakers with extension cables from League teams should be available as back-up if needed. The start system may be brought to the meet, but left in a car close by. It may be wise to have FCC bring their CTS system-5 as a backup. The 3 buttons should be plugged into each lane and ten touchpads should be put in the water at the start end and all tested prior to warm-ups on Friday. They should not be left in the water overnight unless directed to do so by the YMCA. For the 8-&-Under Session, the YMCA's 10 lane prime cable is used on the turn end for 25 yard events. Two buttons and three watches are used to record times. It is important to route any on-deck wiring in such a manner as not to be a hazard to swimmers or workers. The YMCA should provide mats to cover all CTS wires which run from pool side to the CTS table near the wall. Good pre-meet preparation will avoid most last minute panic on Friday. The CTS and computers **MUST** be operated by someone familiar with the equipment and JSL rules and procedures.

H. COMPUTERS Assigned to JESSICA SIMONS Phone (434) 962-0443)

(also see COMPUTER SETUP Section II - D)

- ___ 1. JSL Hy-Tek software Meet Manager software and Champs database must be loaded on JSL's computer after the seeding is completed. Well trained computer operator(s) familiar with Hy-Tek software are essential for a smooth Championship. Host Team(s), with assistance from the JSL Board, must line up trained operators for all sessions in advance.
- ___ 2. Computers from JSL (Locke Boyer and Jessica Simons) are used, one for Meet Manager and one for printing labels. Additionally, a laser printer and an Epson printer must be available provided by YMCA or JSL (Chip Grobmyer).

I. FOOD TRUCKS and FOOD Assigned to Simon Davidson (GCC)

(also see ADVANCE SETUP Section II - A)

- ___ 1. With the move to the YMCA in 2023, JSL has arranged for several food trucks to SELL food to swimmers, parents, etc. during Champs. There should be several different offerings such as burgers/fries, pizza, vegetarian, Kona Ice, etc. CONFIRM THAT ALL ARE PROPERLY LICENSED!
- ___ 2. Be aware of the amount of space that the trucks require. They should all be parked in the grass in the open square in front of the YMCA or the parking lot furthest from the YMCA building, close to the softball fields.
- ___ 3. The various food trucks should be contacted and be well prepared for the crowds that the JSL Championship will generate. A revenue agreement (sponsorship) should be negotiated with all food vendors.
- ___ 4. They should have plans in place for extreme weather. It needs to be made very clear as to what will happen in the event of inclement weather. That is, the typical brief summer thunderstorm is not a reason for the food trucks to close up and go home
- ___ 5. It is expected that food trucks will be present for the entire length of the Championship unless otherwise arranged. There are a large number of people who expect food at Champs. The food trucks must agree to a schedule that covers all sessions.
- ___ 6. The YMCA has a coffee shop (snack bar?) that should be open during Champs and be prepared for large crowds.
- ___ 7. It should be determined well in advance whether food will be allowed in the building or not and signs making that clear. Because of concern for the facility, food will only be allowed in the areas designated by YMCA.
- ___ 8. Refreshments that are provided to all workers by JSL are not the responsibility of the Food Truck and Food position, but may be coordinated with the HEAD OF REFRESHMENTS AND ASSISTANTS (see below section J.) on both Friday and Saturday. For example, a food vendor may agree to supply lunch offerings at a discount or no charge in exchange for ad publicity.
- ___ 9. An attempt should be made to provide lunch for both days during the session break for workers who work both sessions. Coaches are not provided meals and should plan accordingly. Again, this is not the responsibility of the Food Truck position.
- ___ 10. In 2022, Raising Canes provided lunch on both Friday and Saturday which was much appreciated. This is the Responsibility of the Refreshments person and is held in the Hospitality Room available on the Entry Level of the YMCA.
- ___ 11. A list of all volunteers who are working both sessions on each day has to be made and checked at the lunch entry. It is absolutely necessary to have someone monitor entry and check off names, otherwise everyone shows up for food.

J. REFRESHMENTS HEAD AND ASSISTANTS

(Assigned to **Ann Tuzson and Sherri Eubanks**)

- ___ 1. Refreshments are the responsibility of the host team(s) to provide and set up (keep all receipts, as League will reimburse). THE HEAD OF REFRESHMENTS MUST BE FROM A HOST TEAM. These are refreshments provided FREE to volunteers and coaches. Lunch between sessions is provided to volunteers working both sessions.
- ___ 2. The YMCA should be asked about JSL setting up a "light" refreshment area on deck in the corner near the zero-depth entry pool. The main refreshment area for "heavy" snacks should be set up in Aerobics Room 8 on the lower level across from the gym.
- ___ 3. The Head of Refreshments must be responsible for obtaining all supplies and refreshments (see list below) and for setting up the refreshment area on deck and in the Aerobics Room on the lower level. Bagels, vegetables, hors d'oeuvres, sandwiches, wraps, etc. are suggested – this can be a very hungry crowd. Set-up of coffee pot, and extension cords and plugs should be determined beforehand. Coffee, bagels, and doughnuts go quickly in the mornings and soft drinks and bottled water go best in the afternoons. Food needs to be planned so that snacks are available throughout all sessions. Glass containers MUST be avoided.
- ___ 4. Homemade baked goods can be solicited from the teams or food may be donated as part of a sponsorship. Some food, utensils, and condiments may have to be purchased.
- ___ 5. It takes at least three people (including the Head) to distribute water to all workers and coaches on deck (trays are heavy). This should be done about every 30 to 60 minutes. The AM Head should check on the adequacy of supplies at the end of the AM shift to determine if more are needed for the afternoon. Ice and drinks can be critical later in the day. **ABSOLUTELY NO GLASS items are allowed on the deck. YMCA ONLY ALLOWS WATER IN PLASTIC OR PAPER CUPS ON DECK!! ALL FOOD OR SOFT DRINKS MUST BE CONSUMED IN THE AEROBICS ACROSS FROM THE GYM!!**
- ___ 6. The following arrangements for supplies, etc. have to be made well ahead of Meet Day and brought to the Meet (Check JSL Supplies first!!) Please correct suggested quantities if needed:
 - a. Refreshment supplies (CHECK STORAGE SPACE FIRST)
 - ☐ coffee pot (apx 25 cup capacity, must borrow, remember filters if needed)
 - ☐ small coffee pot
 - ☐ apx. 1000 napkins
 - ☐ box ("handful") of stirrers
 - ☐ sugar and cream & pint of fresh milk for Saturday AM
 - ☐ three 2-liter plastic bottles of cranapple (or similar) juice for Sat AM
 - ☐ apx. 100 foam cups for coffee
 - ☐ JSL owns three long ice chests (must locate w/ supplies)
 - ☐ "handful" of plastic knives for cream cheese
 - ☐ coffee (buy fresh) enough for about 50-100 cups (donated if possible)
 - ☐ plastic pitcher to fill coffee maker (bring from home)
 - ☐ borrow 2 large (5 Gal) and one (20qt) plastic cooler with spout for ice water
 - ☐ two 48qt (apx. size) coolers plus two 120qt cooler (borrow or check supplies)
 - b. Soft Drinks and cups have been provided by Pepsi for the past couple of years in exchange for a full-page heat sheet ad. **This should be coordinated with the Champs Sponsor Advisor and needs to be arranged months ahead of time with Pepsi (978-2140) and ask for John Sampson.** Pepsi is a Championship sponsor and this should be coordinated with the JSL Corporate Advisor. This has worked very well as they provide bottles or cans and plenty of cups (about 2500 are needed, check what they will bring and buy more if needed). They can also supply bottled water. Mr. Sampson can coordinate directly with the YMCA.

J. REFRESHMENTS HEAD AND ASSISTANTS (continued)

6. (continued)

- c. Get a large bag of PEANUT M & M's for Jessica Simons (Computer Operator)!
- d. A total of 9 x 40 pounds of ice in coolers is needed. Ice may be obtained from local stores, or possibly provided free by teams which have ice machines.
- e. Friday, need two JSL long & one 48qt chest of ice (min 200lbs)
- f. Saturday, need two JSL long & two 48qt chests of ice (min 240lbs)
- g. Need 4 dozen assorted doughnuts and 4 dozen bagels (order pre-sliced w/ 4 containers of assorted cream cheese) for Saturday morning. Arrangements must be made ahead of time with both businesses so there will be no problem with picking up fresh quantities early Saturday morning. Muffins and croissants have been bought from Sam's on Friday for Saturday.
- h. Three trays (JSL now has these) to carry drinks

- ___ 7. The Refreshment person is responsible arranging for a lunch break meal on both days for volunteers who work both sessions. Raising Canes should be contacted to provide lunch on both Friday and Saturday. This is set up in the "Hospitality" ("Private Lunch") Room on the entry level. It consists of soft drinks, burgers, veggie burgers, chicken, fries, etc. Don't forget food for YMCA staff and RMC personnel. The buffet works well and was appreciated by all who were WORKING THE WHOLE DAY.

Ordered in 2023:

200 Tailgate of Chicken Fingers w/ Sauces Sauce
 10 Add of Individual Chicken Fingers
 70 Servings of Fries
 70 Pieces of Toast
 1 Jug of Lemonade

ACCESS TO LUNCH MUST BE LIMITED TO ONLY JSL VOLUNTEER WORKERS ON DUTY FOR BOTH THE AM & PM SESSIONS. Someone from the Champs Committee MUST be at the door to monitor access either through tickets, a name list, or by checking deck passes. Otherwise, food will be gone before everyone gets to eat.

- ___ 8. The following are examples of businesses that previously donated refreshments in exchange for appropriate heat sheet ads. Obviously other businesses should be approached for the future. Ad size should approximate the COST value of the donated item(s). This must be coordinated through the Champs Sponsor Advisor.

Pepsi	- Soda, bottled water, and cups (2,000)
Standard Produce	2 cases of bananas (apples and oranges don't go)
Five Guys	Burgers and Fries for lunch (served 150 in 2008)
Take it Away	Sandwiches (served 50 in 2008)
Sam's Club	Nuts and M & M's
Donut Connection	Ten dozen doughnuts for Saturday AM
Shenandoah Joe	Coffee (contact Dave Fafar)

Other businesses may be solicited, but should be contacted no later than April because many donate money at the beginning of the year rather than June or July. Please list any new businesses below and what they contributed as well as marking off businesses above who no longer contribute.

_____	-	_____
_____	-	_____
_____	-	_____

- ___ 12. Make sure all donated items are acknowledged on the "thank-you" page in the heat sheet. Also, a free ad should be provided as per Corporate Sponsor Guidelines.

K. PUBLICITY (Assigned to **Claire Chantell**)

- ___ 1. Publicity is very important to the League and its swimmers. A person must be assigned to pre-meet and post-meet publicity. When the word gets out before the meet, it is much easier to get media coverage before, during, and after the meet. **The Champs Committee should coordinate publicity with the JSL Social Media Advisor.**
- ___ 2. The following media should be notified several weeks before the Championship and again several days prior to it (➤ = important local media; contact them personally):
 - **Daily Progress Sports Editor** (434)-978-7246 FAX (434)-975-7104
jshifflett2@dailyprogress.com
 - **C-ville Weekly** (434) 817-2749 FAX (434) 817-2758
editor@c-ville.com
 - **WVIR TV (NBC29)** (434)-220-2900
newsdesk@nbc29.com
 - **WVAW TV (ABC)** (434) 242-1919 FAX (434) 220-0490
griff.benner@newsplex.com
 - **WCAV TV (CBS19)** (434) 220-7522
pwillett@cbs19news.com
 - **Scrimmage Play** (Bart Isley 434-249-2032 (c) 434-202-0553 (o))
bart.isley@gmail.com
 - The Central Virginian (Louisa Newspaper) (800) 969-0368 & FAX (540) 967-3847
tcvnews@lcs.net
 - Fluvanna Review Newspaper (434) 591-1000
carlos@fluvannareview.com
 - Greene County Record (434)-985-2315
pfitzgerald@greene-news.com
 - Orange Review (540) 672-1266 FAX (540) 672-7481
jpoole@orangenews.com
 - WCHV Radio (434) 978-4408 (x618)
joe@wchv.com
 - WCNR Radio (434) 220-2300 FAX 220-2304
brad@1061thecorner.com
 - WCYK Radio (434) 978-4408 FAX 978-1109
jlopez@cvillestations.com
 - WINA Radio (434) 977-6397 FAX 220-2304
news@wina.com
 - WKAV Radio (434) 978-4408
sportsradio1400@wkav.com
 - WQMZ Radio (434) 220-2300 FAX 220-2304
mail@literockz951.com
 - WWWV Radio (434) 220-2300 FAX 220-2304
pstone@3wv.com

In addition, a pre-meet press release may be prepared and sent to all of the above. (Appendix L) Create (not fabricate) an interesting story, build excitement; provide personal quotes etc. to interest the news media in this event. Addresses may be found in the JSL Directory (Appendix K).
- ___ 3. **Simply sending a press release is not enough for the major media indicated with bullet arrow above.** It is imperative that the publicity persons actually visit or call the local TV stations (WVIR, WVAW, & WCAV) and the Daily Progress during the week before the Championship to confirm coverage. “Bug them to death.” Create HOT PINK PRESS PASSES for each specific reporter.
- ___ 4. Post meet results and publicity should also be the responsibility of the publicity person. See instructions under IV Post Meet duties, A. Results.

L. INSURANCE Assigned to Brain Craddock bac@fplegal.com

- ___ 1. The YMCA requires insurance as per their contract which must be consulted for amounts and coverages.
- ___ 2. General liability insurance is now purchased directly by the League for coverage during the season and Championship liability should be part of this policy.
- ___ 3. The Certificate of Insurance (from the insurance company) must be provided well in advance of the Championship so that it can be reviewed by the YMCA. The YMCA may determine the “additional insured” persons on the policy. The policy MUST provide liability coverage for participants and spectators as well as medical expenses resulting from accidents incurred at the Championship.

M. LIVE STREAMING OF EVENTS Assigned to **Joe Smith (tentative)**

- ___ 1. In 2022, JSL contracted an individual to provide a live video feed of the Championship via YouTube. It should be determined if the YMCA can provide a central viewing area for the live feed to take some pressure off of the spectator area.
- ___ 2. Contact the individual well in advance to do this. They must contact the YMCA in advance to arrange for setup.
- ___ 3. The YouTube channel for the video feed should be adequately publicized.

N. PLANNING FOR SETUP Assigned to **ALL Champs Committee**

- ___ 1. The Senior Aquatics Director (Mindy Dodge) and any other involved YMCA & JSL personnel should have a meeting well before the meet (April/May) to discuss the setup, times to open the building and pool area, emergency plans, and any other pertinent information. A second meeting (July) should be held to finalize all arrangements and understandings. Arrangements must be made for access to the YMCA by Wednesday or Thursday before the Championship for supply drop-off, computer & CTS setup, etc. as outlined previously in Section G.
- ___ 2. All YMCA managers should be given a tentative meet schedule (see appendix P) based on previous Championships. A final schedule should be given as soon as it becomes available after seeding. In addition, it is helpful to provide the YMCA staff with the actual number of swimmers in each session.
- ___ 3. The YMCA managers should also be given a copy of Appendix Z which contains instructions for proper setup by the YMCA. YMCA personnel will set up all equipment, tables, and chairs per those pre-arranged instructions. It must be emphasized that the YMCA's set-up must be COMPLETED NO LATER THAN THURSDAY EVENING so that a full test of equipment can be made before the first day of the Championship.
- ___ 4. Additional topics for discussion at this meeting could include, but not be limited to, the following:
 - a. confirmation of dates and times
 - b. facility setup & deadline for ten lane format
 - pool area setup including tables, chairs, bleachers start systems, pads, etc.
 - computers & printers
 - lobby area setup
 - video monitors (may need to have access prior to meet day)
 - t-shirt sales
 - sponsor locations and signs
 - awards area setup
 - c. JSL volunteer coordination
 - Nametags & t-shirts
 - Saturday lunch location and plans
 - T-shirt sales
 - EMTs
 - Security (RMC) service
 - d. YMCA support services
 - YMCA management staffing
 - lifeguards, pool tech, front desk, halls, etc.
 - lifeguards must also monitor warm-up pool
 - Security Personnel (JSL contracts with RMC Events)
 - Parking areas and restrictions
 - YMCA Coffee/Snack Bar (make sure they remain for entire meet)
 - e. Emergency contingencies (Rescue Squad, building evacuations)
 - f. Additional thoughts and comments
 - recommendations from last year
 - changes for this year
 - tentative meet time schedule
 - date and time of final meeting in July

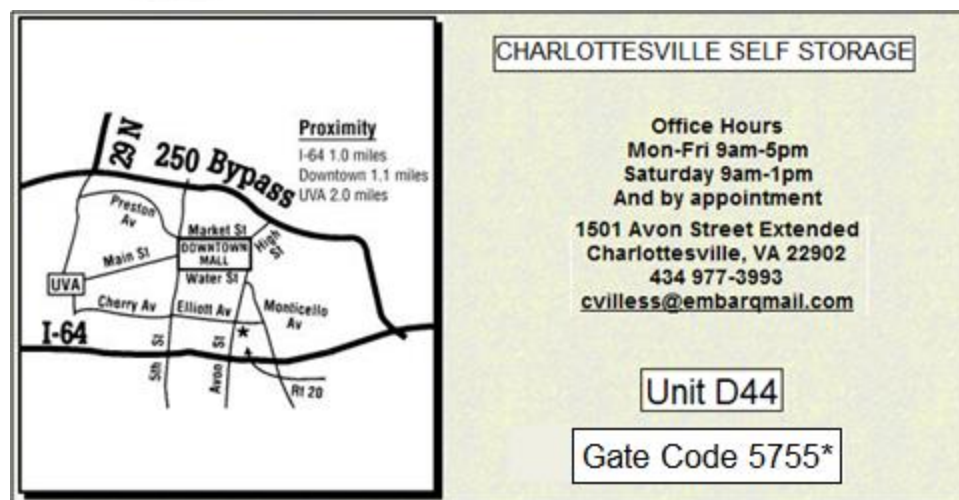
O. SUPPLIES Assigned to **Christina Meyer**

- ___ 1. The Champs Committee ensures that adequate supplies are available before the meet. All supplies should be found in multiple JSL Championship Supply Boxes. Needed supplies may be donated by one of the office supply businesses in return for ad space. Storage boxes are moved to the YMCA no later than Thursday, the week of Champs. CHECK ALL SUPPLY BOXES BEFORE THURSDAY AND BUY OR ADD SUPPLIES AS NEEDED. Be sure to check pens as they may have dried out.
- ___ 2. An inventory of awards is normally taken at the end of the meet before everything is packed away. This ending inventory is forwarded to whoever orders awards no later than April 1st so that ribbons, medals, and trophies may be ordered.
- ___ 3. A complete inventory of all supplies is normally taken no later than Wednesday, the week of Champs and compared to the lists below. Any missing items should be located or replenished. If there is a major item missing, check with others in JSL before replacing. A complete inventory of the ribbons, medals, trophies, and Jefferson Cups should also be completed at this time and the inventory given to the person who ordered awards to make sure there are sufficient quantities.

ALL SUPPLIES ARE NOW IN A SELF STORAGE LOCKER DURING THE WINTER. The Locker (D-44) is located in Charlottesville Self Storage at 1501 Avon St. Extended. The gate is normally open M-F 9AM-5PM and Sat 9AM-1PM. If closed, the gate keypad personal code (combination) is 5755 followed by the asterisk key.

The locker is secured with a coded lock. The four-digit lock code can be obtained from the Champs Committee Chair at cfmeyer1@gmail.com or bgarlandjr@gmail.com.

BE SURE TO SPIN THE CODE WHEELS WHEN YOU RELOCK THE UNIT



Supplies NOT IN BOX
(must have available)

- ☐ 1 CTS Start System, speakers, & microphone (leave in car for back-up)
 - ☐ 1 computer for CTS (YMCA normally supplies, make sure an extra cartridge is available)
 - ☐ 1 computer for MM Computer (Jessica Simons normally supplies)
 - ☐ 1 computer "AB" switch
 - ☐ 1 Custom JSL-made cable for connecting computer to CTS (Bob Garland made)
 - ☐ 60 JSL digital watches (leave in cars for back-up)
 - ☐ 40 extra seeding sheets (printed without ads, etc.) for each session (i.e., 40 of just session 1, 40 of just session 2, etc.)
 - ☐ 35 event sheets (order of events) for each session (i.e., 35 for session 1, 35 for #2, etc.)
 - ☐ 1 blackboard on rollers or two boards to post called events in front hall (check with YMCA)
 - ☐ dry erase board and markers for outside (or moving sign if possible)
 - ☐ current USAS Rule Book (Referee should have)
 - ☐ current JSL Procedure Manual including Championship Manual
 - ☐ 5 Completed Master assignment sheets (Appendix L) to post & carry
- THE FOLLOWING SHIRTS ARE NORMALLY STORED AT THE HOME OF ONE OF THE HOST TEAMS
- ☐ apx 100 Yellow/Gold shirts for timers, clerks, false start rope, runners
 - ☐ apx 50 Blue shirts for awards, computer, & refreshment workers (classroom)
 - ☐ apx 50 Red shirts for hall marshals
 - ☐ apx. 6 dayglo shirts for deck marshals, head marshal
 - ☐ apx ?? Green shirts for Clerk-of-Course workers
 - ☐ apx 75 Orange shirts for team leaders
 - ☐ Wrist bands for swimmers and coaches – Session 1 (11-12s) #300, Session 2 (13 & over) #500, Session 3 (8 & under), #500, Session 4 (9-10s) #400, Coaches #150. Check JSL supplies). These should have been previously given out, but may need extras.
 - ☐ Name tags for Officers & Board Members (pre-printed tags in plastic necklace holders seem to work best)
 - ☐ "Locker-room" passes for emergency parent access (use a name tag)
 - ☐ Suggestion forms (appendix O) attached to job descriptions
 - ☐ T-shirt and Heat Sheet Sales Summary (Appendix Q)
 - ☐ All trophies, medals, ribbons, and awards (double-checked prior to arrival)
 - ☐ Set of shelves for awards boxes
 - ☐ At least 20 empty cardboard boxes (labeled with team names) for team awards
 - ☐ EXTRA INK CARTRIDGES for all printers (make sure YMCA has for theirs if used)
 - ☐ Wrestling Tape 2 full rolls
 - ☐ Signs (8½ x 11) printed "No Noise makers" & "No Flash Pictures at Start"
 - ☐ Signs (8½ x 11) printed "Watch an Leave"

TABLE Supplies
(take to classroom)

- ☐ 3 boxes (apx. 1500 sheets) of 8½ " x 11" laser paper (find outside of box, may not fit)
- ☐ 2 boxes (apx. 6,000) of 1" x 2 5/8" laser labels
- ☐ 12 black ball point pens
- ☐ 48 sharpened pencils for table and extras for all officials
- ☐ 10 red pens
- ☐ 2 hand pencil sharpeners
- ☐ 1 electric pencil sharpener
- ☐ 8 boxes of paper clips (total at least 800)
- ☐ 1 box of rubber bands (apx. 600)
- ☐ several plastic cups for supplies on table
- ☐ 2 scissors
- ☐ 3 staplers and several boxes of staples
- ☐ 1 large marker for any last-minute signs

CTS AREA Supplies
(take to deck near CTS)

- ☐ 1 roll of wrestling mat tape
- ☐ 1 pair scissors
- ☐ 3 packs of printer paper (apx. 1500 sheets) for CTS Epson printer)
- ☐ 1 extra ink jet cartridge for printer
- ☐ 40 pencils (sharpened)
- ☐ 1500 DQ cards (see Bob)
- ☐ 4 extension cords (orange, grounded)
- ☐ 2 multi-socket outlet adapters (power strips)
- ☐ 2 extension cord (small, brown) (leave in bottom of box, will likely not need)
- ☐ Small personal fan to keep CTS System 6 cool (Bob has)

BINS
(take to classroom)

- ☐ All Ribbons needed (from previous years)
- ☐ All Medals needed (from previous years)
- ☐ One set of pre-printed ribbon labels (see Section I, C-4 and appendix Y) (MUST BE PRINTED, NOT IN BOX)
- ☐ 30 small judges' clipboards
- ☐ 14 medium judges' clipboards

MISC. Supplies
(take to classroom)

- ☐ 1 box Ziploc bags (for first-aid ice)
- ☐ 2 rolls of "Caution Tape" (200' each) to rope off restricted areas
- ☐ 6 "Sharpie" pens (check to see if working)
- ☐ 5 highlighter pens (check to see if working)
- ☐ 1 box of pushpins
- ☐ 1 pack of suggestion forms (Appendix O)
- ☐ Complete list of Assigned workers (AM and PM) printed from email lists
- ☐ Number signs #1 through #10 to label Clerk-of-Course (need at least 4 sets)
- ☐ 1 roll of "wrestling mat" tape for mounting signs, etc.
- ☐ 2 small locker-room door signs (Boys & Girls "Entrance to Deck")
- ☐ 2 small locker-room door signs (Boys & Girls "Watch out for Door Opening")
- ☐ 5 large "KEEP OUT - JSL Swim Meet Officials Only" signs (in bottom of box)
- ☐ 5 large "NO SAVING SEATS" signs for doors to bleachers
- ☐ 2 large "NO FOOD, DRINKS OR GUM" signs for front and bleacher entrances
- ☐ 1 large "TO POOL" sign for entrances to stairs
- ☐ 1 large "TO DECK-OF-COURSE" sign on gym door
- ☐ 2 large "NO COOLERS IN BUILDING" signs
- ☐ 6 worker T-shirt color-coded key signs
- ☐ 2 rolls Scotch tape
- ☐ 2 rolls mailing tape
- ☐ 1 roll duct tape
- ☐ 1 copy of Coaches Championship memo for front desk
- ☐ extra "AA" batteries
- ☐ 100 blank timing cards (of each color, total 200) [Get from Bob Garland]
- ☐ 500 Take-off Slips [Get from Bob Garland]
- ☐ 500 DQ Slips [Get from Bob Garland]

P. VOLUNTEER ASSIGNMENTS Assigned to **Tracy Betsworth & Stacy Fuller to Edit**

- ___ 1. Each team is expected to contribute EXPERIENCED workers to fulfill their assignments. Should problems arise, other teams should be contacted so responsibilities may be traded. WORKERS MUST BE AWARE OF THEIR RESPONSIBILITIES AND DO THEIR SHARE TO RUN THE MEET. A cover memo and team assignment sheets (Appendix D) must be handed out at the JUNE League meeting and returned completed by the deadline set by the Volunteer Coordinator. There is a brief description of each Champs Position in Section III of this manual along with links to the online courses for details. Due to the possibility of problems, swimmers or young people (18 or under) should NOT be allowed in key positions such as timers, judges, clerks, etc.
This is a significant job which requires time and organization. It would be wise to make a preliminary presentation at the June Board meeting. In the future, an attempt may be made by the JSL Webmaster to incorporate this labor-intensive process into the web page. Additionally, web-based tools such as "Signup Genius" may be considered.
- ___ 2. All assignments should be balanced out according to approximate team sizes (as of the third meet of the season) to encourage equal participation in the Championship. Bob Garland has a spreadsheet which will calculate this for you. Each team is provided a worker list which should roughly correspond to their team size. Slight adjustments may be needed to account for variances in team sizes. It is imperative that all teams provide EXPERIENCED people to fill their positions. ALL HEAD positions should be appointed by the Meet Directors with assistance from the Board, preferably prior to the July Board meeting. It has been recommended that special Official shirts be given to all Heads to set them apart from others. All Marshals' shifts are for the full session and should be an equal number of males and females. Hall Marshals will be monitoring activity in the halls, bathrooms, stair wells, and other areas as well as assisting younger swimmers to the pool deck from various areas in the building. (See Appendix D1)
- ___ 3. The Host Team(s) Meet Director(s) must make all suggestions for improving the assignments for the following year (e.g., more people needed, less people needed, additional assignments needed, etc.). It is only through these recommendations that constructive change can take place. A suggestion form has been used since 1991 (Appendix O) and has worked very well. It is to be handed out to the Head of each area along with each worker's job description prior to the beginning of the shift and collected at the end of the shift.
- ___ 4. All jobs are split into Friday morning, Friday afternoon, Saturday morning, and Saturday afternoon sessions with the exception of Referee and Starters (rotate as needed). It should be made clear that ONLY VOLUNTEERS WORKING BOTH MORNING AND AFTERNOON SESSIONS ARE PROVIDED FOOD. Positions should be rotated randomly according to team size so that teams will not provide the same workers year after year. The abbreviated master list of jobs in Section III assumes computerization of table and use of touchpads/back-up buttons on CTS.
- ___ 5. All volunteers from each team are the responsibility of each team's representative, but it is probably better if each team provides a team volunteer coordinator to meet with the Champs Volunteer Coordinator no later than early June. Problems with volunteers are expected to be solved by the team's representative or volunteer coordinator in conjunction with the Meet Director(s). ONLY ONE VOLUNTEER should fill any one position, there will be relief workers scheduled for rotations. The deadline for submitting each team's volunteer list is 12 Noon on the Friday one week prior to Champs. There is a 25 point Champs penalty assessed against teams for each unfilled position or for volunteers showing up more than 15 minutes late or leaving early.

P. VOLUNTEER ASSIGNMENTS (continued)

- ___ 6. Volunteers will be provided worker shirts at the beginning of their shift(s). Yellow/Gold shirts will be worn by deck workers, Blue shirts by the awards, computer, and refreshment workers, and Red shirts by hall monitors. Volunteers must be reminded not to tear or otherwise damage the shirts. The shirts must be returned at the end of each shift and are not to be taken from the building. Someone from the Championship committee must take responsibility for collecting shirts at the end of each session. A suggestion has been made to use color-coded wrist bans in lieu of special shirts to identify most works. However, Meet Marshals must have an identifying shirt.
- ___ 7. Large blown-up copies of the worker sheets should be posted in the main lobby if possible. Copy businesses may do this in exchange for a heat sheet ad.
- ___ 8. IT SHOULD BE EMPHASIZED THAT IT IS THE TEAM VOLUNTEER COORDINATOR OR REPRESENTATIVE'S RESPONSIBILITY TO RECRUIT QUALIFIED VOLUNTEERS AND MAKE SURE THEY KNOW WHAT THEIR JOB ENTAILS AND THE TIME THEY ARE TO REPORT. THE TEAM IS ALSO RESPONSIBLE FOR ROUNDING UP "NO-SHOWS".
- ___ 9. Copies of pertinent worker sheets should be given to all head positions (e.g., Head Timers should have list of all timers, Head Clerks should have a list of all clerks, etc.). Deck Marshals need a complete list of all workers for each session and what color shirts or wrist bands they should be wearing. (See Appendix D1)
- ___ 10. From 2000 to 2005, JSL swimmers sang the National Anthem prior to the beginning of each session, but the competition got too intense and this process was abandoned in favor of a recording of the National Anthem. If this is attempted again, a suggestion was made that the singers should only come from the host teams. Their names should be published in the heat sheet program. It may be wise to set an age limit so that parents of very young children will not push for an audition. With the terrible acoustics of the A & F Center, it requires a booming voice to be heard.
- ___ 11. Coaches' assignments (limits) should be set based on the amount of room available on deck. Since 2007, coaches have been limited to the following based on team size: teams up to 150 swimmers = 3 coaches; 151-200 swimmers = 4 coaches, and greater than 200 swimmers = 5 coaches. All Coaches on Deck must be fully certified. There is simply not enough room on deck for an unlimited number of coaches.
Head coaches of each team must check the list of certified coaches on JSL.org prior to the championship. This will prevent any last-minute misunderstandings as to who is allowed on deck. Coordinate with JSL Vice-President (Bob does this now).
Email and jsl.org should be used to determine the number of coaches and set limits not later than mid-July. All coaches must have all required certifications approved by JSL and have session specific color-coded name tags for admission to the deck.
- ___ 12. Coaches (and older swimmers) may serve in some volunteer positions (team leaders, clerk-of-course, etc.) and not be counted as a coach. However, it must be emphasized and enforced that a coach must function as a volunteer and not as a coach. Coaches violating this policy must be removed from the deck.
- ___ 13. Name badges are provided to all key volunteers. "All-access/all sessions" name tags should be provided to various key individuals.
- ___ 14. Photo passes may be given to one photographer per team for each session. Be sure to remind them that no photographs are allowed behind the blocks.

Q. SEEDING ENTRY (Assigned to Locke Boyer (434) 296-0645 (H) flb4j@comcast.net)

- ___ 1. Each Head Coach will enter his/her swimmers using Team Manager as per instructions for those programs and the Computerized Championship Meet Entries are emailed to the Seeding Advisor.
- ___ 2. Relay teams are also entered using Team Manager. Relay team seeding times canNOT be a combination of four separate OFFICIAL times for four separate swimmers swimming the stroke required, but must be an ACTUAL time swum during the season by the relay team, but not necessarily made up of the same swimmers who will be on the team at Champs. Names of swimmers are not entered at this time for relay teams, but changes may be made as late as the set deadlines during the meet. Relay swimmers' names should NOT be printed in the final Heat Sheet Book. See JSL Rules & Regulations and the Coaches Championship Memo for details.
- ___ 3. Alternates are entered as a separate meet and then added to the official meet as lanes become available after the Coaches proofread. Alternates must not be designated as Alternates or Exhibition, otherwise the alternates cannot be added properly to the final entries on a space available basis.
- ___ 4. Swimmers' times will be entered as Yard time (Y), short meter (S), or long meter (L) on the entry data. The times will be obtained directly from the official (current season) JSL meet results and NOT converted by the coaches. The computerized Meet Manager will convert all times to Yards during the seeding process. Swimmers with no current JSL recorded time in the event may be entered as "No Time" (NT) and will be seeded last.
- ___ 5. No later than 8AM Saturday, one week before the Championship, coaches are to submit their completed Championship Meet Entries via email attachment as instructed.
- ___ 6. This information will be loaded into the computer by someone experienced in the operation of the Meet Manager program. It is recommended that at least 2 people be involved with this portion and that the coach (or other responsible person) be available by phone until the team data has been successfully entered. A "Psych Sheet" by team can be run to determine if any team has entered more than 4 swimmers in any events.
- ___ 7. Once final seeding sheets have been printed, a Meet Time Estimate printout should be run (according to Meet Manager procedure) using the actual average times between heats. The intervals below were used for the first meet at the YMCA in 2023
The interval (+15 seconds for back) should be set as follows:

11-12 (Fri AM) = 22 seconds	8 & Under (Sat AM) = 30 seconds
13 & over (Fri PM) = 20 seconds	9-10 (Sat PM) = 22 seconds

These numbers assume no major equipment problems or delays.
Based on these intervals, the Session times in 2023 were as follows:

11-12 (Fri AM) =	8 & Under (Sat AM) =
13 & over (Fri PM) =	9-10 (Sat PM) =
- ___ 8. The estimated Session times should be sent to the person who is responsible for the Championship time schedule to develop the FINAL Champs Schedule.
- ___ 9. A "Warm-Up" report, by team, must be run Saturday to get preliminary team counts by session for distribution of ID bracelets and determination of warmup lanes. This is emailed ASAP to the Champs Advisor.
- ___ 10. A digital copy of the seeding sheets in event order (not by Session) is sent to the Head Coaches as soon as the preliminary seedings are completed. Head Coaches are responsible for proofreading this copy PRIOR to Sunday's meeting.
- ___ 11. A coaches' meeting shall be scheduled for no later than 5PM Sunday prior to the Championship. This meeting should consist of ALL coaches and/or their assistants and the purpose is to correct any errors and make last minute deletions.
- ___ 12. At this meeting, coaches will be given last minute Championship information and will review the seeding sheet and note any corrections or deletions. At the end of the meeting, all corrections and protests will be resolved.

Q. SEEDING ENTRY (continued)

- ___ 12. When it is felt that all errors have been corrected and any protests resolved all exhibition swimmers must be changed to official (including alternates filling partial heats).
- ___ 13. An "Entry List" by team per session is generated AFTER the corrections have been made for the teams to use in labeling the ID bracelets (if 17 teams x 4 sessions = 68 reports). The reports are emailed to the Head Coach or the individual from each team who submitted the entries.
- ___ 14. A final copy of each session in 3 column format (see Appendix S) will be saved as a pdf file and transmitted to Bailey Printing (bb@baileyprintinginc.com) no later than 9AM Monday prior to the Championship. Forty copies of each session are to be printed.
- ___ 15. A second pdf in the 3 column format must be sent to the person in charge of the Heat Sheet for inclusion in the Heat Sheet.
- ___ 16. **A Microsoft Word Edible (RTF) of the 4 session reports in 3 column format must be made with a watermark on all pages stating, "Coaches Only – Penalty for Distribution" and sent as a pdf to each head coach with strict instructions that they are for COACHES USE ONLY and are not to be distributed** other than to their Assistant Coaches. At this point, all errors (additions, deletions, etc.) will have to be corrected MANUALLY prior to meet day as any changes can cause the heats to be reseeded.
- ___ 17. The Meet Manager program will generate a sticker (for relays) with the swimmer's names, entry time, event heat, and lane number or a timer's sheet (for individual events) for each event. The relay entry stickers are being printed from Meet Manager and the stickers placed on timing cards. Lane timer's sheets (see Appendix T) for all individual events are printed on Wednesday after all errors in seeding have been corrected and any Exhibition late entries added. The timer's sheets for individual events must be given to the Head Timer for distribution to each lane timer prior to the start of each session. Relay stickers are printed in advance and attached to conventional JSL timing cards PRIOR TO MEET DAY and given to the Head Clerk.
- ___ 18. The Meet should be PRE-loaded into the YMCA CTS console prior to the meet and checked for accuracy PRIOR to meet day.

R. SWIMMER'S MEMOS (Assigned to **Ann Tuzson**)

- ___ 1. With the move to the YMCA in 2023, a new "Swimmer/Parent memo (see Appendix P1) has been written and digitally distributed to every swimmer in the League. However, it must be realized that every season there are many new swimmers and parents coming into the League who have never participated in the Championship. In 2004 a "Championship Do's and Don'ts" sheet (see Appendix P2) was added as a shortened version and seemed to be a welcomed addition.
- ___ 2. Review last season's "Parent/Swimmer's Memo" and "Do's & Don'ts" sheet and revise as needed. PLEASE TRY TO LIMIT THE LENGTH!
- ___ 3. Since 2007, the "Parent/Swimmer's Memo" and "Do's and Don'ts" have been sent to the coaches and team representatives via email attachment for distribution to the individual team members. It is important to emphasize that every family get at least one copy of each document via email, printed, or by download from www.jsl.org. It is the responsibility of the individual teams to distribute the documents to every member of their team, but this must be made clear to the coaches and representatives.
- ___ 4. The Swimmer/Parent Memo should go out no later than the weekend before Champs.
- ___ 5. In addition to printed instructions for distribution, it must be emphasized at the coach's championship seeding meeting and the Board's championship meeting that the memos must be distributed to all team members.

S. EMERGENCY PROCEDURES (Assigned to **AII** and Bob Garland)

- ___ 1. Arrangements must be made for two EMTs to be at the Meet at all times in the event of an emergency. This can be set up via email with the Charlottesville Albemarle Rescue Squad or the Charlottesville Fire Department. EMTs should be on duty during the times when there are swimmers in the building. Make sure someone tells them to bring Waterproof band aids.
- ___ 2. Arrangements should be made for 6 to 8 hired security personnel per session to serve as Safety Officers (MUST BE IN UNIFORM) to be at the Meet at all times. They will monitor the meet for unsafe conditions and assist in the event of an emergency. (see section II - E and section III, X - Safety Officer). They should be fed and have a parking pass at the appropriate YMCA parking lot.
They will be assigned as follows:
 - Two workers will manage the viewing area
 - Two workers will manage the lobby area
 - One at the intersection of McIntire Park Dr and the parking lot access roads
 - One at the crosswalk on the circle in front of the YMCARMC Events now has a local office (434-984-7622, Ext 404) & ask for Stacy Shippey and have worked well in the past. They are based in Richmond (804-358-2892 or 794-0074).
- ___ 3. The RMC personnel in the spectator area will ensure that spectators watch and leave so that everyone gets a chance to see their swimmer.
- ___ 4. A copy of the Swimmer/Parent Memo (Appendix P1) and Safety Officer Job Description (Section III, X) MUST be sent to RMC prior to the meet so that they can distribute them to those who will work the meet.
- ___ 5. A donation and thank-you note should be sent to any outside volunteer organizations after the Meet. A \$1,000 donation to the Rescue Squad or Fire Department is suggested based on the amount of time and effort which they give JSL.
- ___ 6. A representative from the YMCA and JSL (normally the Meet Director on duty for that session) must be selected to be responsible for communication and questions in the event of a true emergency (or severe inclement weather). ALL MEET DIRECTORS AND SECURITY PERSONNEL MUST BE AWARE OF WHICH YMCA PERSON IS IN CHARGE AND WHAT PROCEDURES ARE FOLLOWED.
- ___ 7. The YMCA person-in-charge must ALWAYS be available via cell phone or pager from the communications (announcer's) area.
- ___ 8. A thorough review of all YMCA Emergency Procedures related to this event must be conducted. The most important thing to remember is that, if an alarm sounds, the building MUST be evacuated immediately regardless of the source of the alarm. There are no exceptions, even obvious false alarms.
- ___ 9. All Meet Directors and security personnel must be familiar with JSL Emergency Procedures as outlined in Section II – E.
- ___ 10. It should be emphasized to all deck volunteers that they must assist in keeping swimmers on the deck organized in the event of an evacuation. They should report outdoors and keep swimmers together.

T. SWIMMER ID BRACELETS (wristbands)Assigned to **Claire Chantell**

- Info 1. Due to difficulties in assigning small children at the Clerk-of-Course Snap-On bracelets for 8 and under swimmers must contain the team abbreviation, swimmers first & last name and each event, heat, & lane in which they would swim. ALL swimmers must wear the appropriate session bracelet to be admitted to the deck.
- ___ 2. Normal order quantities are: Session 1 (11-12s) #300, Session 2 (13 & over) #500, Session 3 (8 & under), #500, Session 4 (9-10s) #400, Coaches #150. Colors can vary year-to year, but make sure the 8 and under session bands are a very light color. Coaches are issued session specific color-coded name tags on lanyards. The bracelets were ordered from Precision Dynamics Corporation (819) 897-1111 or sales@pdcorp.com. Sponsors should be approached to pay for these and be given the opportunity to have their logo on them if desired.
- ___ 3. Obtain sufficient permanent Sharpies (2 for each team) to give with bracelets.
- ___ 4. Obtain sufficient bracelets color-coded for each session. Once seeding has been done on the Saturday morning before Champs, Locke Boyer will be able to provide a preliminary breakdown for each team for each session. Be sure to contact him before Sunday night's Board meeting and request a "Warm-up Sheet" or "Entry List" by session to get the preliminary total numbers. Use this list to distribute enough bracelets, plus 2-5 extra depending on team size, and 2 permanent markers in each team's packet. The packets are given to the Team Reps at the Board meeting Sunday night prior to the Championship
- ___ 5. Once the final seeding has been completed (usually Sunday night), request that a "Meet Check-In Report" from the Seeding Coordinator be emailed to each Team Rep.
- ___ 6. The following information must be provided at the Board meeting (Sunday before Champs) and should be included with the wristband distribution to the teams.

INSTRUCTIONS FOR PREPARING WRISTBANDS FOR JSL CHAMPS

Wristbands will be provided to the Team Rep at Sunday's Board Championship meeting and are sorted by color/session. The color assignments may vary from year to year:

Session 1:	Color	ALL 11/12's
Session 2:	Color	ALL 13 and
Session 3:	Light Color	ALL 8 and unders
Session 4:	Color	ALL 9/10's

ALL 8-&-UNDERS MUST HAVE THEIR EVENT, HEAT, & LANE NUMBERS WRITTEN IN WATERPROOF INK ON THE WRISTBAND or on the back of their left hand if not enough room.

For example: Team ABC E22, H2, L4 E42, H1, L8
 Susie Swimmer BHSC E32, H5, L3 E72, H2, L5

Bracelets should be attached to swimmers' left wrists. All swimmers must wear their bracelets during their entire session in order to receive entry to the pool deck. Please be careful with your bracelets as there are only a limited number of replacement bracelets available.

- ___ 7. Parents must be instructed to have the bracelet attached to swimmer's left wrist during entire session. This is their "deck pass" to get to the pool.
- ___ 8. A reference must be made in the Championship Swimmers Memo and Coaches memo as to this procedure.
- ___ 9. Some problems and solutions have been noted with the bands:
- | | |
|--------------------------|--|
| Bands break | - cut off excess, do not tear |
| Labels, stickers unclear | - don't put stickers or labels on bands |
| Bands not labeled | - Teams must label event #, heat, & lane |
- (Locke can print out individual swimmer's event sheets for teams)

U. TENTS (JSL No Longer Arranges for Tents and Commercial Tents Not Allowed)

- ___ 1. With the move to the YMCA and sufficient indoor space for most sessions, Team Tents are no longer required by JSL. Teams who desire to have a central team tent may use a standard pop-up tent. Personal tents are allowed, but **ONLY ON THE GRASS FIELD BETWEEN THE TWO ROWS OF TREES IN FRONT OF THE YMCA**. No animals (except service animals) are allowed in tents or on the property.
- Info 2. Skyline Tents Rental Company prices from 2022 are listed below for reference if needed in the future, but those prices were based on a large number of tents being rented. The following tent sizes and quantities have been used and the **2022** prices include delivery fees and taxes:
 - 16' x 32' \$540.00 - #2
 - 20' x 20' \$540.00 - #5
 - 20' x 30' \$640.00 - #7
 - 20' x 40' \$760.00 - #1
 - 30' x 30' \$820.00 - #2
 - 30' x 60' \$3,500.00 #1 Clerk of Course Tent.
- ___ 3. Well-secured, moderate size personal tents are allowed.
- ___ 4. Tent guidelines should be added to the Parent/Swimmer memo.
- ___ 5. Text messaging and Twitter has worked very successfully in recent years to communicate to the parents and swimmers. A text/Twitter contact person needs to be designated for each team in each session. Announcements are then sent to that person by the Assistant Announcer. We also have a wireless sound system that announces events to the Clerk-of-Course.

W. ADULT RELAYS Assigned to **Abby Binter**

(Bob Garland will do Flyers ONLY Phone (434) 293-2045) Coordinate with him

Since 2007, the Championship days have ended with a series of relays that are used as a fund raiser for the Ben Hair – Just Swim for Life Foundation. The JSL Champs Committee organizes the relays and they follow the last events on Friday and Saturday to help occupy some dead time while the final scores are being tallied.

- ___ 1. The winning team will receive an appropriate award as determined by the Champs Committee. Previous awards have included small trophies or medals.
- ___ 2. Organization and solicitation of Adult Relay entries has now been assumed by the JSL Champs Committee. Generally speaking, entries are made up of the following:
 - a. Parents of current JSL swimmers
 - b. Other adult relatives of current JSL swimmers
 - c. Former adult JSL swimmers (who may not have children swimming)
 - d. Other volunteers, officials, corporate sponsors, etc.
 - e. Teams may be male, female, or mixed
 - f. NO current JSL swimmers may swim this event
 - g. Combined ages of the four team members must be 160 years or greater.
- ___ 3. The Adult Relay is normally a 200-yard (4 x 50yd) freestyle relay. For 2016, a 100 yard relay (4x 25yd) was added to give adults another option.
- ___ 4. A T-shirt, inner tube, or similar fun relay may also be held.
- ___ 5. A flyer (See Appendix P3 for example) or email must be sent to all JSL Teams EARLY stating the rules & advertising this event.
- ___ 6. Collect the money at Champs from the entry teams.
- ___ 7. Obtain enough timing (boys or girls, doesn't matter) and fill out with team name and names of swimmers.
- ___ 8. Direct swimmers to the pool at the appropriate time and allow for a brief warmup period.
- ___ 9. Determine first place only and give awards to each relay team member.
- ___ 10. See Appendix P4 for information and registration forms.

X. COACHES RELAY (Assigned to **Abby Binter**
(Bob Garland will do Flyers ONLY Phone (434) 293-2045) Coordinate with him

A coaches' relay has been held after the Adult Relay as another way to raise funds, build JSL spirit, and entertain the crowd.

- ___ 1. This has been organized at the last minute and should be limited to bona fide current coaches of JSL teams. However, it is recommended that advance registration and organization take place. Consideration may be given to JSL swimmers who also serve as coaches in order to make a full relay team.
- ___ 2. Since 2010, the coaches' relay has been used as a fund raiser for the Ben Hair – Just Swim for Life Foundation.
- ___ 3. The Coaches' Relay is normally a 100-yard (4 x 25yd) medley relay.
- ___ 4. See Appendix P4 for information and registration forms.



**CHAMPIONSHIP
PROCEDURE
MANUAL
FOR YMCA**

(Revised July 23, 2023)

Section II

MEET DAYS

MEET DAYS
(Section II)

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CHAMPIONSHIP MEET DAY(S)

A. ADVANCE SETUP Assigned to ALL Champs Committee

- ___ 1. As stated in Section I, N. PLANNING FOR SETUP, YMCA personnel should be met well before the meet to discuss the setup and times to open the building and pool area. **They must be given a copy of Appendix Z at this time.** The YMCA personnel will set up equipment, tables, and chairs per pre-arranged instructions found in Appendix Z. Hopefully, the YMCA will let JSL personnel start bringing items two or three days prior to the meet and place them in a secure area. **Several key JSL personnel (Jessica, Bob, Locke, etc.) should go to the YMCA on Thursday for a final “Walk Thru” with the YMCA Staff to ensure that CTS and ancillary equipment are ready.** Final arrangements must be made in advance for the following:
- ___ 2. Aerobics Room 8 on the lower level is used for awards and refreshments. This room must be a restricted area except for those YMCA and JSL personnel working the meet. Coaches may be allowed refreshments, but must NOT disrupt the operation of this room. Aerobics Room 9 is used for the Head of Table, Sorters, and the Meet Manager computer and printer. Traffic into this room must be restricted to workers only. (See diagrams and pictures in Appendix Z for both rooms)
- ___ 3. As many long tables as will fit and chairs (for T-shirts and heat sheets sales) should be set up in the main entrance hall to the left at the corner near the main desk. (See diagrams and pictures in Appendix Z for Front Hall) Heat sheets and T-shirts (arranged by size) should be in boxes behind the Swim and Tri display. When T-shirts are made onsite, T-shirt printers have to be placed in this area. Parents may write one check for multiple purchases. Swim and Tri is responsible for all purchases, money, checks, and charges. T-shirts must be secured to prevent theft. Locking them in a secure area overnight is encouraged.
- ___ 4. Volunteer check-in and Coaches check-in will be at the main desk in the front hall with additional table(s) added as needed. The Volunteer tables are arranged by Championship Host Groups along with the coach's sign-in table (See diagrams and pictures in Appendix Z)
- ___ 5. The Main Clerk-of-Course area is set up with chairs and benches in the gym on the lower level. (See diagrams and pictures in Appendix Z). The clerk will need a table, 2 chairs around the table, a dry-erase board, and a Speaker System with microphone. In addition, the swimmers will need 6 rows of 10 chairs each (YMCA will bring in) positioned near the door closest to the pool entry doors. Make (or check Misc. Supply box) 2 sets of waterproof signs ahead of time (numbers 1 through 10) to label the lanes on the front and rear rows of the chairs. Team baskets are set up in ???.
- ___ 6. The back stroke flags are positioned in their normal places. There are no backstroke flags for the warm-up pool. (See diagrams and pictures in Appendix Z)
- ___ 7. There are no built-in PA systems in the YMCA building so separate speakers, etc. have to be set up in the pool area, Clerk-of-Course location, the Lobby, and outside. The announcers will be in the pool area.

A. ADVANCE SETUP (continued)

- ___ 8. Cellphones, text messaging, and Twitter may be used to communicate among the announcer, clerk-of-course, and front desk. The YMCA person-in-charge must be reachable at all times from the announcer's area via walkie-talkie or other suitable communications.
- ___ 9. YMCA must determine the location of all restricted areas and mark with caution tape. JSL will assist YMCA personnel in monitoring these areas.
- ___ 10. There are no team tents allowed at the YMCA location, but individual Tents may be set up in the large grassy area under the trees in front of the "Y". "Lawn signs" should be made to mark individual team tent areas.
- ___ 11. The "Y" will set up several sets of bleachers under the viewing area and at least one set on the other side of the pool for coaches to use. No chairs should be allowed in front of the bleachers. (See diagrams and pictures in Appendix Z)
- ___ 12. An area must be designated for unobstructed wheelchair viewing in the Coaches area.
- ___ 13. Main (entrance level) floor diagram (See diagrams and pictures in Appendix Z)
- ___ 14. Pool area (lower level) diagram (See diagrams and pictures in Appendix Z)
- ___ 15. Main Level Front Hall detail diagram (See diagrams and pictures in Appendix Z)
- ___ 16. Lower Level Aerobics Classrooms (See diagrams and pictures in Appendix Z)
- ___ 17. Deck at Deep End detail diagram (See diagrams and pictures in Appendix Z)
(Note that CTS Table Platform is set back as far as possible)
- ___ 18. CTS Table Detail Diagram (See diagrams and pictures in Appendix Z)

B. MEET DAY SETUP Assigned to **ALL Champs Committee**

- ___ 1. THE MEET DIRECTOR(S) AND CHAMPS COMMITTEE MUST ARRIVE AHEAD OF BUILDING OPENING ON FRIDAY (do NOT be late) to supervise first day set-up and to make sure everything is positioned and working properly. Meet Directors should enlist the help of others to assist with setup on the first day. All sections of this manual for Supplies and Setup should be carefully consulted. THE MEET DIRECTOR(S) MUST ALSO ARRIVE ON SATURDAY MORNING WHEN THE BUILDING IS SCHEDULED TO BE OPENED (do NOT be late) to ensure that everything is opened and set up as specified. Because there is no large gathering area, team areas canNOT be designated within the building. The Clerk-of-Course area must be set up on deck with benches and numbered. The CTS, buttons, touchpads, and starting devices should already be set up and tested first thing Friday. All tables and chairs should be previously set up, but final positioning may be done at this time. Chairs should be properly arranged for timers. Lanes (and times) for each team's warm-ups should be posted and enforced. The completed master assignment sheet (Appendix D) should be posted on the wall in the entranceway to the deck to be consulted for no-shows.
- ___ 2. The Championship Meet Time Schedule (Appendix P) should be consulted and brought to the Meet as a guideline for scheduling
- ___ 3. The CHAMPS COMMITTEE (or designees) should bring all supplies as listed in the supply lists as soon as possible as allowed by the "Y" prior to Champs and set up in an area designated by them. A final careful check should be performed at that time so that last minute purchases may be made. Don't forget to clarify and have available the correct printer cartridges and extras for the computer and CTS printers.
- Info 4. Team Sign Areas are not allowed in the building.
YMCA will NOT allow the posting of any signs anywhere in the building.
- ___ 5. Computer as outlined in Section I - H (See section D below for connection details)
 - a. The League owns a computer to use for the Meet Manager Program and other League business. Locke Boyer has responsibility for its use. However, the JSL Computer Operator(s) normally provide a computer system for use as the Meet Manager Computer. This should be confirmed in advance and set up and tested no later than Thursday before the meet.
 - b. Check JSL Supply Box marked "Table Area" for computer paper and labels before buying.
 - c. Normally only one printer is used with the Meet Manager computer. If a second printer is used, an "AB" switch will be needed and appropriate cables so that one printer can be for labels and one printer for results. JSL has to supply both printers for this use.
 - d. League also has a UPS (uninterrupted power source) for the computer in case of power loss or surge. Check with YMCA to see if needed.
 - e. All other equipment can be connected to wall outlets.
- ___ 6. Communications
 - a. There is no communication source from the deck to the front desk.
 - b. Cellular phones or walkie-talkies can be handy. See under Section A - 7
 - c. A text message system or "Tweet" to assigned team leaders has worked well as a means of communicating with the tent area. The announcers send text messages and "Tweets" as needed.
 - d. The YMCA person-in-charge must be reachable at all times from the announcer's room via walkie-talkie or other suitable communications.

B. MEET DAY SETUP (continued)

- ___ 7 Twitter (see Appendix O1)
 - a. Twitter can send messages directly to cell phones and should be utilized as a means of communication between the announcer, team leaders, and anyone who wants to sign up to receive the messages. This has worked very well since 2009.
 - b. Those wishing to sign up should register with Twitter, then on the settings link near the upper right of the Twitter page (after logging in to Twitter), register their cell phone.
 - c. Those interested in receiving the events being called to the Clerk for the Championship, may register with Twitter and through <http://twitter.com/jslchamps> to receive the messages either directly on the Internet through Twitter, or on their cell phone by registering their cell phone with Twitter.
- ___ 8. Refreshments must be set up in the Aerobics Classroom 8. Consult Section I – J
- ___ 9. Final setup of CTS should be done as outlined below in Section C COLORADO TIMING SYSTEM (CTS). This must be done first thing on arrival Friday and again very early Saturday morning.
- ___ 10 The Meet Director(s) must know which YMCA person is in charge during all sessions.

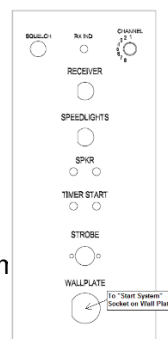
C. COLORADO TIMING SYSTEM (CTS SYSTEM 6 & START SYSTEMS) SETUP

(Set up by YMCA, Bob, Locke, Jessica, Chip, etc.)

- ___ 1. **For 50-yard starts**, the YMCA CTS Championship Start system (designated as CTS) is placed at the starting blocks end and connected to the CTS equipment via the wall plate. The proper cable (YMCA has) is connected from the CTS Championship Start System “Wall plate” plug to the “Start System” plug on the wall plate. The CTS Championship Start System does an adequate job of powering 10 speakers, one under each starting block. It may be necessary to UNPLUG the speaker on the Championship Start System if it causes feedback. There will be three buttons and a touchpad on each lane at the starting blocks end. All three Timers will hold a button and two of the timers will have watches. The third Timer will hold the clipboard and record times.
- ___ 2. **For 25-yard starts**, the YMCA’s 10-lane prime cable is positioned at the Turn End of the pool and equipped with 2 buttons. One button is plugged into the “Button A” plug and the other into the “Prime” plug on each lane. A JSL speaker with long cable can be connected to the CTS Start System via a special adapter with a female phono plug on one end and a male banana plug on the other. This speaker is mounted on the backstroke flagpole at the turn end of the pool pointed towards the turn end so the timers can hear the instructions. Using this arrangement, swimmers can be started with minimal delay from the starting blocks end for 25 yard events (as well as for 50 and 100 yard events). It is the timers who move back and forth depending on the length of the event. There will only be two buttons on each lane at the turn end. All three Timers will hold a watch and two of the timers will have buttons. The third Timer will hold the clipboard and record times.
- ___ 2. Picture and right panel details for CTS Championship Start System:

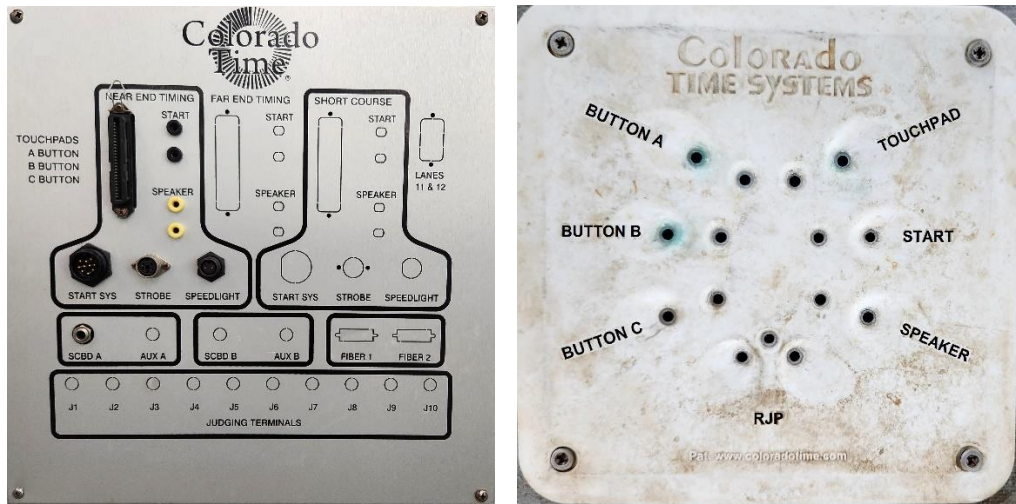


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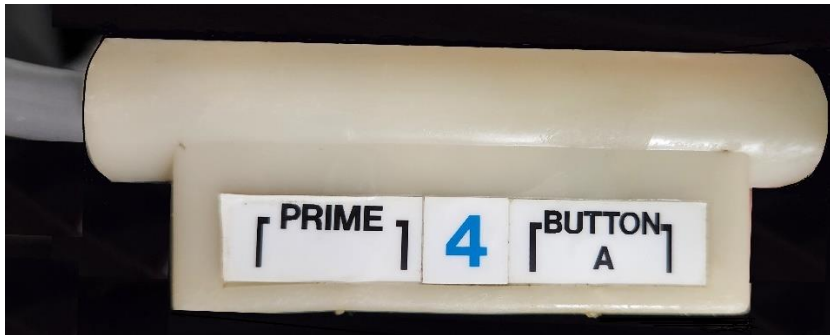
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___ 3. CTS Wall Panel and Starting Block Floor Panel



- ___ 4. Connection plates are located on the floor beneath the starting blocks.
- Touchpads and speakers are plugged into the appropriate plug
 - Timing buttons are each plugged into "Button A, B, and C plugs
 - Start plug and Speedlights plug are not used
 - Make sure all plugs are correctly positioned !!
- The YMCA will connect the wall plate and floor plates

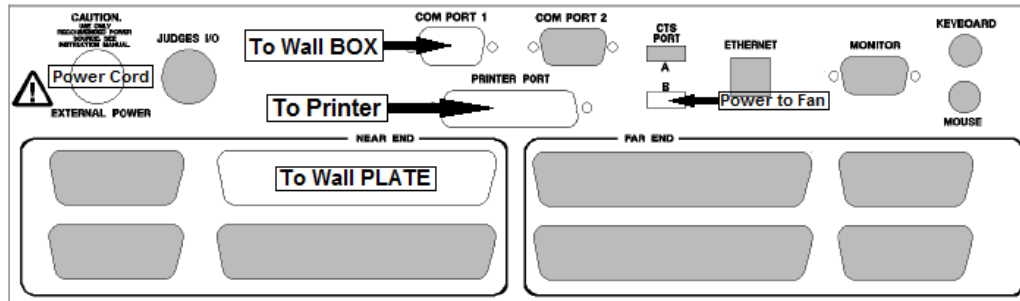
___ 5. CTS Prime Cable Plug on Turn End



- ___ 6. a. On Turn end, two buttons are plugged into both plugs on each lane of the prime cable.

C. COLORADO TIMING SYSTEM (continued)

- 7 The CTS System 6 back panel connections are as follows (see diagram below):
- A 9-pin Custom Ethernet cable is connected to "Com port 1" and to the computer in Aerobics Room #9. This cable is carefully positioned along the floor near the wall and taped down or covered with rugs as needed to prevent tripping.
 - The large Primary Input Cable is connected from the CTS wall plate.
 - A standard printer cable is connected to the "Printer Port" and then to a laser printer (YMCA will provide) on the CTS table.
 - NOTE - PRINTER MUST BE EPSON OR IBM OR EMULATE THESE (set laser printer options as Epson emulation & font size 12 CPI)
 - External Power Cord is connected to 110v wall outlet
 - Grey sockets are not used by JSL.
 - The CTS System 6 options must be set to give printouts as per examples (see appendices V, W, & X)



BACK OF CTS SYSTEM 6

8. It is recommended that JSL use the YMCA in-ground (or prime cable) system by placing three timers on each lane. At the starting blocks end, two of those timers will have buttons and watches and the third will have a button and the clipboard. As noted above at the turn end for 25 yard events, all three timers will have watches, two will have buttons, and the third will have the clipboard. If there are problems with the in-ground system, the 10-lane CTS PRIME CABLE could also be used at the starting blocks end. Extra touchpads need to be available on site as there are occasional problems with touch pads. ALL touchpads should be tested prior to Meet Day. Someone needs to confirm the location and availability of ALL CTS and related equipment prior to Meet Day.
9. Be sure the CTS Timing table is far enough away from the pool to protect all wiring from water.
10. A computer fan should be positioned under the CTS Sx 6 to cool it.
11. MAKE SURE SCOREBOARD IS TURNED ON.

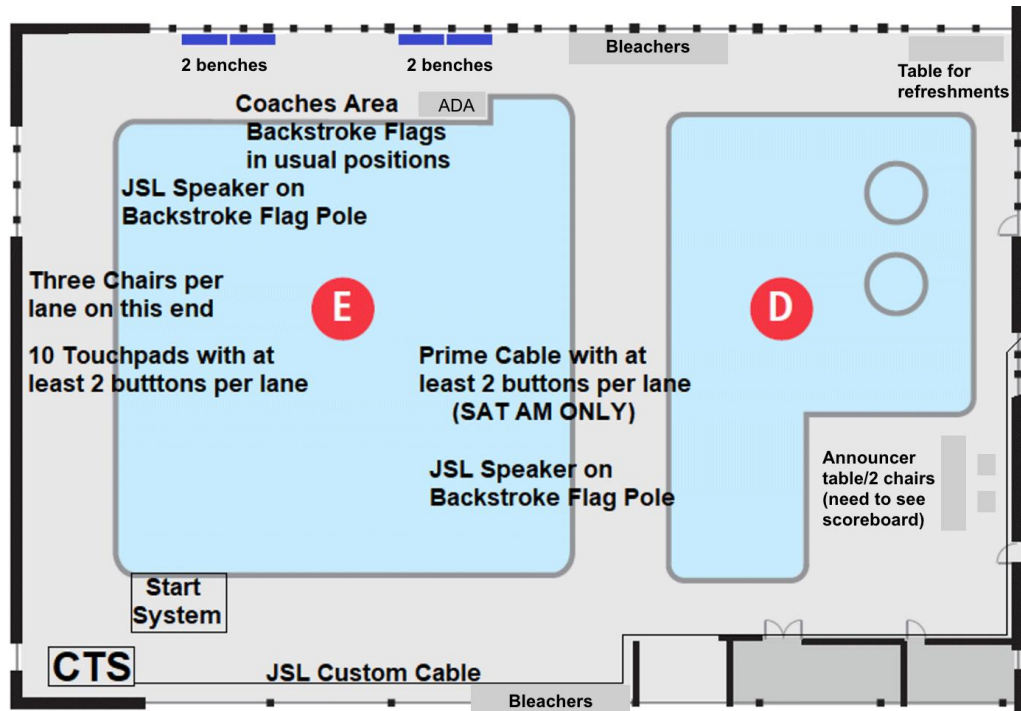
D. COMPUTER SETUP (HY-TEK MEET MANAGER (Set-up by YMCA, Jessica, Bob)

- Info 1. The computer system setup for the JSL Championship meet consists of the Colorado Timing System #6 (CTS-Sx6) and a computer for running the Hy-Tek Meet Manager program. The computer in Aerobics Room 9 electronically receives swimmer times from the CTS System 6 via a custom ethernet cable. This is the official scoring computer since the meet is setup to score each event with all competing swimmers grouped in a single division. If JSL ever returns to awarding Gold and Silver at champs, a second computer must be used to print event results and gold/silver ribbon labels. Other hardware, such as lane touch pads, CTS starter, and scoreboard, are set up by YMCA personnel and are ready for operation when the meet begins (See also section D, above).
- ___ 2. The custom ethernet cable must be carefully unwound from its reel and run from Aerobics Classroom 9 through the "Green Room" 10, onto the deck, and ending at the CTS System 6. Pay attention to which end is which. The end with a USB adapter is connected to the MM Computer in Aerobics Classroom 9 and the end with the 9-pin connector is connected to the CTS System 6 on deck. Handle this cable with care to avoid kinking and damaging the various connections on each end. The cable must be taped down by WRESTLING TAPE (no other!) or covered with rugs to prevent tripping. Pay particular attention to doorways by properly taping the cable down to make sure the cable is not pinched by the door or presents a tripping hazard. For the Aerobics Room 9 door, a wooden block must be positioned to prevent the door from closing all of the way and pinching the cable. For the door between the "Green" Room 10, the cable can be carefully taped to the floor provided the door(s) do not rub it.
- ___ 3. In Aerobics Room 9, the JSL Meet Manager computer connections are as follows:
- The USB plug is connected to the JSL computer
 - "Printer" port is connected to "AB" switch (if two printers are used)
 - "AB" switch ports are connected to 2 laser printers
 - Keyboard and power cords connected as usual
- ___ 4. The custom ethernet cable and reel:



D. COMPUTER SETUP (HY-TEK MEET MANAGER (continued))

- ___ 5. At least two packs of 500 sheets of laser printer paper are needed at the CTS System 6 printer on deck. At least 3 packs of 500 sheets of laser printer paper are needed in Aerobics Classroom 9 for the results printer and one box (apx. 3000) of laser 1" x 2 & 5/8" labels is needed for the label printer. Also make sure there are backup ink cartridges available for all printers being used. (see supplies before buying)
- ___ 6. Order of finish and official times when using CTS-Sx6 are determined by using USA Swimming guidelines (Appendix I). Order of finish and official times, when NOT using CTS-Sx6 (in event of total system failure), are determined by JSL guidelines in Sorter Job description.
- ___ 7. The scoreboard should be used as people like to see the times and finish. It should be made clear to the swimmers and all participants that the scoreboard is neither the official time nor official order of finish. (Timer errors are not resolved by the scoreboard.)
- ___ 8. Detail of Pool Area:



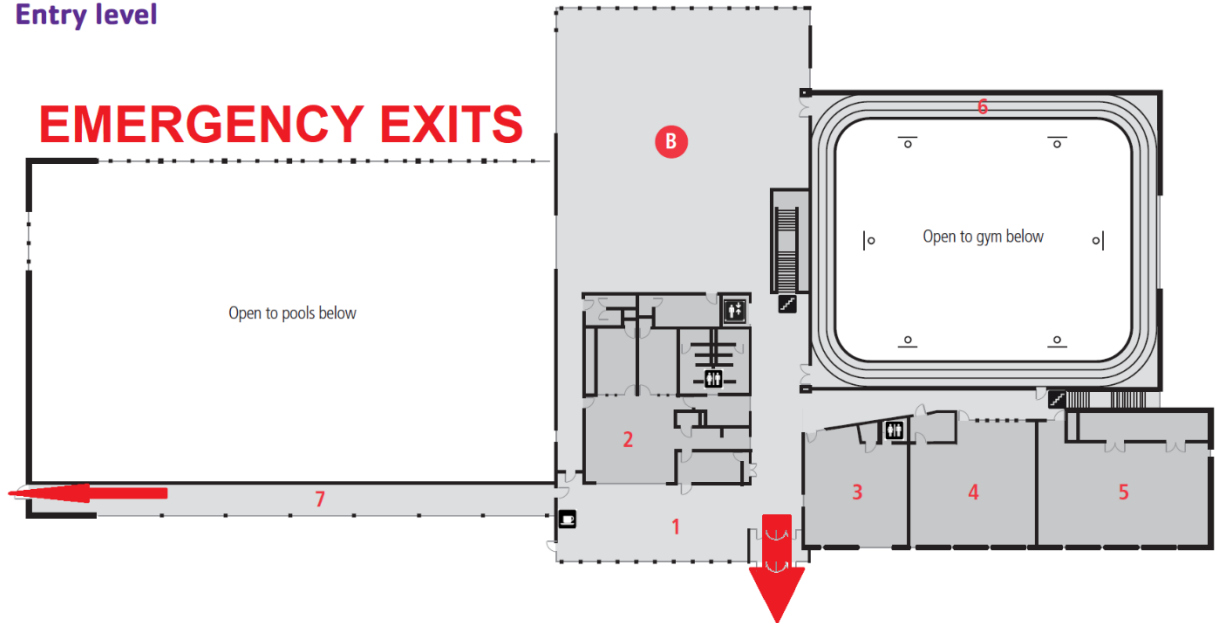
E. EMERGENCY PROCEDURES Assigned to ALL Champs Committee

During the 1998 & 2006 Championships there were building evacuations due to accidental alarm activation. This very quickly pointed to the need for an emergency procedure. While it must be recognized that the following procedure cannot cover all possible emergencies, some guidelines are needed. There should be designated Safety Officer(s) on duty throughout the meet. Ideally this would be a security person, firefighter or policeman in uniform. The duties for this person would include keeping doors unblocked, keeping aisles and halls clear, keeping stands and the area behind the stands orderly, and generally making sure that no unsafe condition exists. There also must be a designated representative from YMCA and the JSL who will be responsible for communication, questions, number of swimmers, location of swimmers, etc. in case of emergency. **ALL MEET DIRECTORS MUST KNOW WHICH YMCA PERSON IS ACTUALLY IN CHARGE FOR EACH SESSION.** All Board members and key meet personnel **MUST** be given copies of the emergency procedures. In a true emergency, a command center will be set up by the head officer in charge. This will normally be a red city of Charlottesville car with a green light on top. Each meet job description (Section III) now has emergency procedures added. The Meet Director(s) in conjunction with YMCA Staff must immediately evaluate all emergencies or alarms and decide on a definite course of action. The following procedure assumes the worst case scenario (fire, smoke, etc.):

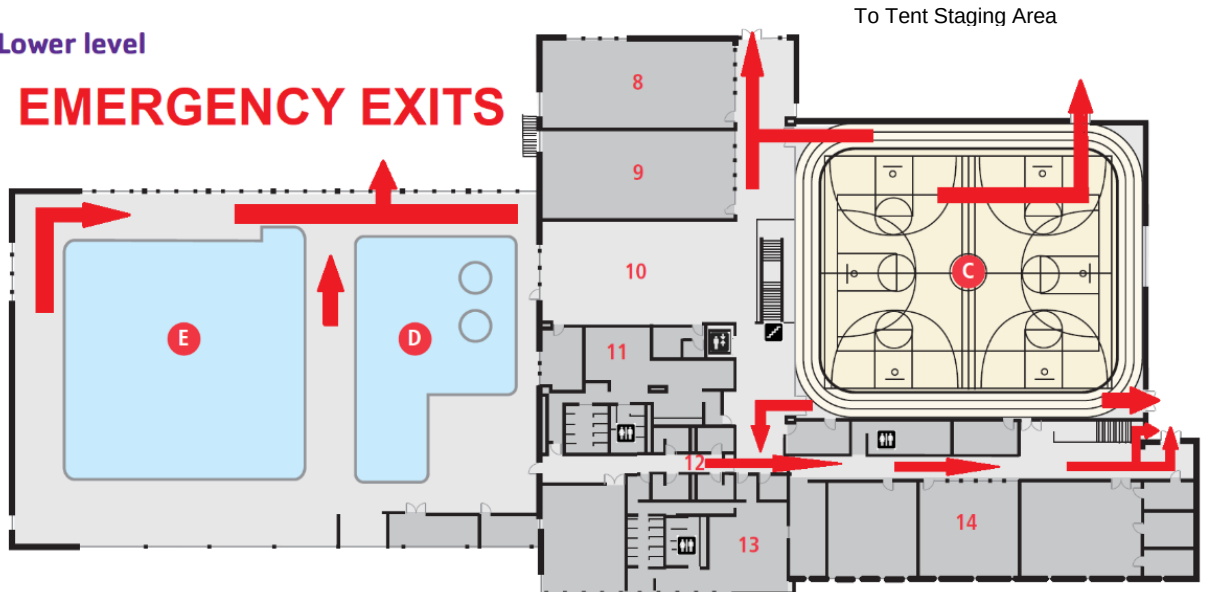
1. At the first sign of any emergency or alarm, the building **MUST** be evacuated in an orderly fashion. If the alarm sounds for any reason, the building must be evacuated - **NO EXCEPTIONS.**
2. The Pool Director or Meet Director must call "911" if needed. The fire alarm will automatically summon the fire department.
3. YMCA Staff are in charge during an emergency - follow their instructions.
4. Meet Director(s) should go to the following pre-designated areas to ensure that all swimmers, parents, workers, and other JSL people leave the building:
 - a. Main Hall & Bleacher Area
 - b. Pool Deck Area
 - c. Downstairs Hall & Locker Room Area
5. Using the drawings on the following page, ALL occupants should be directed to the **CLOSEST AND SAFEST EXIT** in the following manner:
 - a. Attempt to keep swimmers in heat/lane order
 - b. Direct swimmers and others to nearest exit
 - i. exits in the main hall are the main ground level exits from building
 - ii. exits in the pool deck area are on the far (narrow side of the pool)
 - iii. exits in the downstairs hall may be taking stairs up or exiting through locker rooms to pool deck
 - iv. exits from locker room are onto the pool deck
 - c. Direct swimmers to Designated Emergency Area
 - i. designated area for main level is tent area on Whitehead Road side
 - ii. designated area for pool level is parking lot and adjacent grass on that level
 - d. Instruct swimmers to stay in heat/lane order in the designated emergency area
 - e. Instruct swimmers to remain orderly
 - f. Do not allow swimmers to leave the designated area until released to parent(s)
 - g. Direct swimmers to return to building when instructed by YMCA staff
 - h. Assist in resuming meet and organizing swimmers as soon as possible

E. EMERGENCY PROCEDURE(continued)

Entry level



Lower level



F. AWARDS PROGRAM Assigned to **Abby Binter**

- ___ 1. Because of time constraints, only a limited number of awards are given out after the end of Saturday's session (see #6 below). All other awards should be done at team level. The Champs Committee will coordinate the best place for post-session awards, but are usually hosted in the Atrium at the AFC. YMCA should set up a small stage using 2 sets of risers between the pillars in the main lobby next to the balcony. This is all set up towards the end of the final session. A CTS start system and speaker (or similar device) is used to make the awards announcements. Alternatively, this awards could be done on deck at the end of the session.
- ___ 2. Final Scoring for the Team Championship Plaques can be printed from the computer.
- ___ 3. The REGULAR SEASON Division Championship Awards are determined prior to the Championship and are simply the teams with the best won-loss records within each Division during the regular season.
- ___ 4. The CHAMPIONSHIP Division Awards are determined by comparing team place finishes ONLY COMPETING AGAINST OTHER TEAMS IN THEIR DIVISION. That is, each regular season division is being compared to only teams within that division. Whichever team has the highest finish in the Championship relative to other teams in their Division receives the First Place award and the next highest receives the Second Place Award. The first and second place finishers in Division I are also likely to be the overall Championship winner and runner-up, so those plaques do not say "Division I".
- ___ 5. The CHAMPIONSHIP WINNER is the team with the highest score relative to ALL teams and the Runner-up is the team with the second highest score. These two teams do NOT get "Division I Championship" plaques since that would be a needless duplication.
- ___ 6. Starting in 2018 all individual awards (including High Point) were given to the teams to hand out at their awards banquets or picnics. After the FINAL session, the following awards and/or recognition should be given in this suggested order (See Appendix N1):
 - a. Any miscellaneous awards, recognitions, or "Thank-you's"
 - b. The various charity relay award winners
 - c. The top heat-sheet-ad-sales team recognition
 - d. The "Bob Garland" Award
 - e. New "Hall of Fame" inductees
 - e. Sportsmanship Awards
 - f. New JSL Records set
 - g. Regular season Championship Awards by Division starting with lowest
 - h. Championship scoring and awards starting with lowest
- ___ 7. At the end of each session the Awards Chair (or their designee) updates the JSL Website with any awards presented in the previous session. Final Awards for the Championship should be posted on the website no later than Monday, noon, following the event.

G. HIGH POINT AWARDS CALCULATIONS Abby Binter

(Bob, Christina Meyer, Megan Wood and Chip know how to)

- ___ 1. Calculations of High Point Award winners can be slightly complicated due to JSL rules allowing swimmers who swim 2 individual events and 2 relays to also count their relay individual points towards the High Point award. Each calculation for High Point Awards MUST be confirmed independently by a second reviewer to minimize errors. Consult JSL Rules & Regulations, Article VII, #16 - Scoring for rules and points allowed for each place. Swimmers who swim 3 individual events (and thus 1 relay) can only count their individual points towards High Point Award.
 - a. At the end of each session, have the computer operator generate a High Point printout (See Appendix N) for each age and sex group. This report only lists points scored in individual events.
 - b. Draw a line below the lowest scoring swimmer (in each age & sex group) who scored more than 38 points. All swimmers above this line had to swim 3 individual events to score this high. Those swimmers scores stand as printed and are NOT adjusted by relay scoring.
 - c. Subtract 19 points from the tentative runner-up (as determined in b above) and draw a second line below this score on the list.
 - d. Note the swimmers' names that fall between these two lines. Look up each swimmer in the computer and eliminate any who swam three individual events from further consideration.
 - e. Being very careful, consult the final relay team listings and results for the remaining swimmers and add the appropriate "Relay Individual" points (Article VII, #16), as scored on the two relays, to their individual point total on the computer printout. This is their new High Point Total.
 - f. Rank High Point Totals for each age and sex group from top to bottom, with the highest being High Point Award winner and the next is Runner-Up. NOTE THAT TIES ARE FULLY AWARDED. THAT IS, THERE CAN BE MULTIPLE WINNERS FOR HIGH POINT AND RUNNER-UP.
 - g. Record results on Awards List (Appendix N1)
- ___ 2. Using the example in Appendix N
 - a. The sections below correspond to the directions above
 - b. A line is drawn below the 14th swimmer (the swimmer who scored more than 38 points).
 - c. 19 points is subtracted from swimmer #2 (the tentative runner-up at 55 points) which yields 36 and a second line is drawn below swimmer #18.
 - d. The results are consulted for each swimmer and swimmers 16 and 17 swam 3 individual events and are eliminated from further consideration.
 - e. The final relay results are consulted, and the appropriate "Relay Individual" points (See Article VII #16) are awarded to swimmers #15 and #18. Swimmer #15 was on two relay teams that finished second and is awarded 9 + 9 "Relay Individual" points for a total of 55. This now makes Swimmer #15 tied for Runner-up at 55 points. Swimmer #18 was also on two relay teams, one finished sixth and the other finished 14th and is awarded 8 + 6 "Relay Individual" points for a total of 50. This is not enough for either High Point or Runner-up.
 - f. The final tally reveals Simmer #1 is the High Point Award winner and swimmers #2 and #15 tied for Runner-up.
 - g. Their names will be recorded on the awards list for their age and sex group.

DOUBLE AND TRIPLE CHECK EVERYTHING !!



**CHAMPIONSHIP
PROCEDURE
MANUAL
FOR YMCA**

(Revised July 23, 2023)

**Section III
ORGANIZATIONAL CHART
and
JOB DESCRIPTIONS**

ORGANIZATION CHART AND JOB DESCRIPTIONS
(Section III)

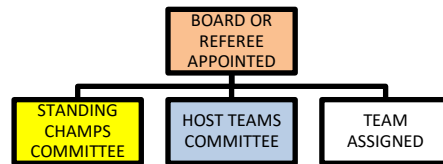
III	<u>Organizational Chart and Job Descriptions</u>	<u>Page</u>
	Organizational Chart.....	Preface
	Job Descriptions Alphabetically.....	Page..... 1 - 3

JSL CHAMPIONSHIP ORGANIZATIONAL CHART Revised, January, 2017

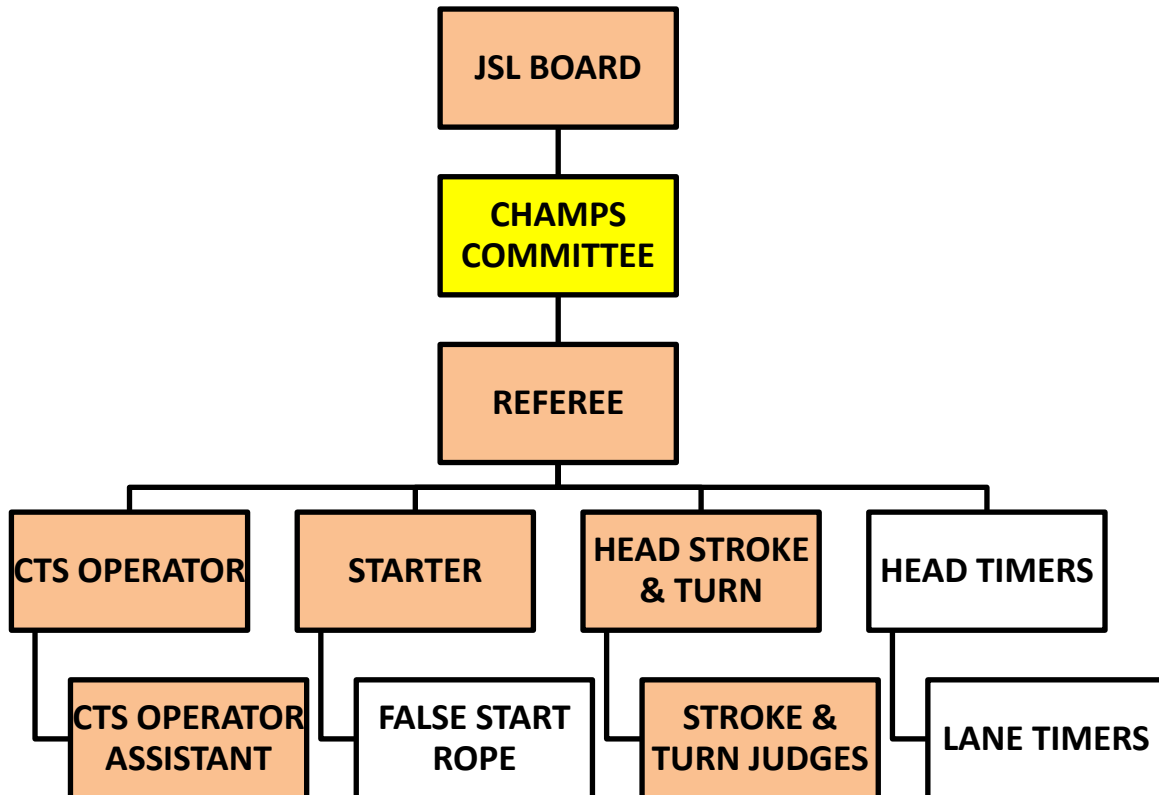
The organizational chart on this and the following page should be viewed as a general guideline of the organizational structure for the various duties and responsibilities at the JSL Championship. It is not meant to cover all situations nor is it meant to exclude any individual from the decision making process regarding any aspect of the Championship. It does however create a logical "chain of command" for the Championship and provides the various volunteers with a structured environment relative to their responsibilities. It must be realized that many decisions arising during the Championship require the input of various positions to reach the best outcome. Generally, the Referee has responsibility for ensuring that the meet is run according to the rules whereas the Meet Directors are more responsible for the overall operation of the Championship. Nothing in this chart should preclude any position seeking appropriate assistance from any other position.

The color-coded positions are appointed and the white positions are supplied by the teams.

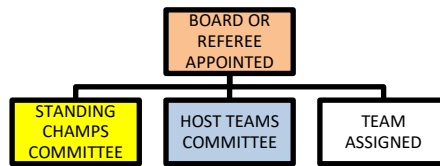
COLOR CODES



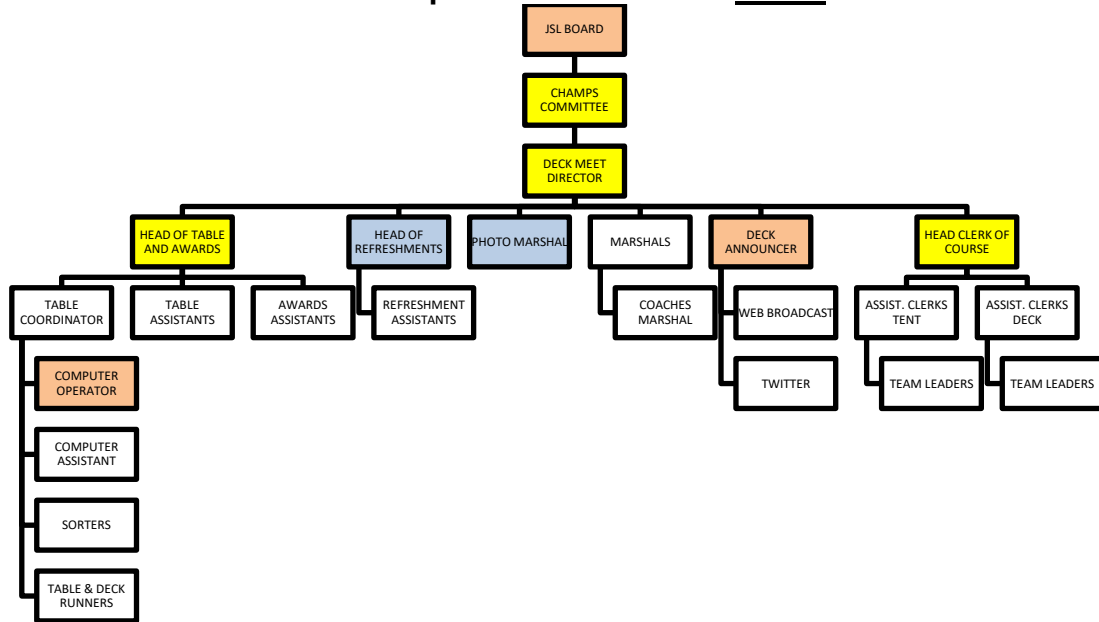
The Chart below shows the positions under the REFEREE.



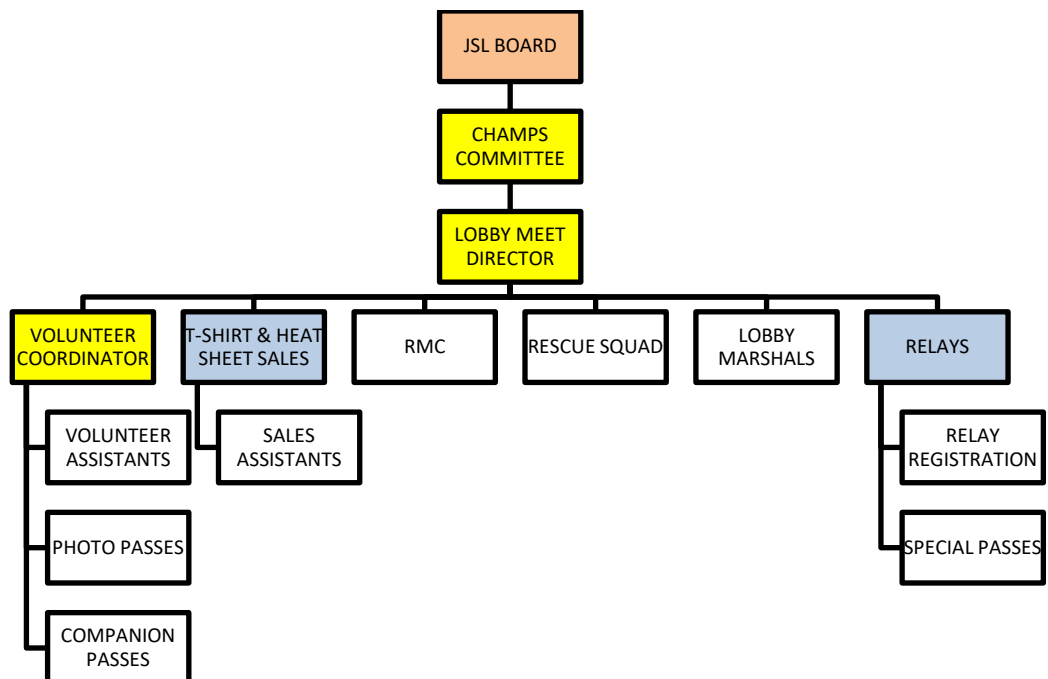
COLOR CODES



The Chart below shows the positions under the DECK MEET DIRECTOR.



The Chart below shows the positions under the LOBBY MEET DIRECTOR.



LINKS TO TRAINING AND DESCRIPTIONS Of Championship Volunteer Positions (ALL Positions are for a FULL session, except as noted.)

AD SALES ONLINE COURSE

The **Ad Sales Coordinator** for each team is selected by the individual teams. This position solicits ads and donations from their team to help offset the expenses of the Championship. All teams are expected to contribute to this fund-raising effort. The duties for this position are performed about 5 to 6 weeks before Champs.

ANNOUNCER ONLINE COURSE

The **Announcer** is an appointed position and must be someone comfortable with public speaking. S/he must also be aware of the guidelines and the importance of not contributing unnecessary noise and confusion to the meet. The Announcer is also responsible for "tweeting" meet information, including calling events to the Clerk of Course.

AWARDS ONLINE COURSE

The **Head of Awards** is an appointed position and is entrusted with the task of making sure awards are properly managed. The Head of Awards and the Awards Assistants are responsible for obtaining awards labels from the Computer Operator, sticking them on the proper awards, and placing the awards in the proper teams' award boxes.

CLERK-OF-COURSE ONLINE COURSE

The **Head Clerks** are appointed positions and MUST be well qualified and experienced. There will be one Head Clerk in the gym and one on the deck.

Clerk-of-Course Assistants assist the Head Clerk-of-Course in staging the swimmers for their lane assignments in their heats/events. Clerk-of-Course Assistants perform the same jobs as during a dual meet and must have experience in this position.

COMPUTER OPERATOR and ASSISTANT ONLINE COURSES

The **Computer Operator** is an appointed position who confirms and enters all times into the computer one heat at a time. Ideally the Assistant will have experience at this position, but can act as a "reader". Both should be familiar with the computer program and operation of the computer and printers. This position differs slightly from the dual meet position, but an experienced computer operator would catch on quickly.

CTS OPERATOR & ASSISTANT ONLINE COURSE

The **CTS Operator** is an appointed position and MUST be familiar with the operation of the current CTS System. The Assistant does not necessarily have to be familiar with the CTS System, but can merely be a helper.

DECK RUNNER ONLINE COURSE

The Deck Runner collects "DQ" cards, timers' cards, and CTS printouts after each heat and takes cards and printouts immediately (in heat and sex order) to appropriate boy or girl sorter at the table in Aerobics Room 9. The timer's sheets are collected after each event.

HEAD OF CHAMPS SALES AND ASSISTANTS ONLINE COURSE

This position is currently being filled by Swim and Tri.

HEAD OF REFRESHMENTS AND ASSISTANTS

The **Head of Refreshments** is from one of the Host Teams and must take care of all duties as listed in Section II #B in the Champs Manual. In addition, the following must be done throughout the entire meet: Monitors coffee, bagel, and doughnut usage during morning and continues to serve water (w/ ice) during the meet to all official workers and coaches about every 30 to 60 minutes. Assistants do not need experience at this position.

HEAD OF TABLE ONLINE COURSE

The Head-of-Table is an appointed position and MUST be familiar with all Scoring Table procedures and positions as well as how the Championship procedures may differ from dual meet procedures.

MARSHALS ONLINE COURSE

The Head Marshal is an appointed position and organizes, instructs, and supervises the All Marshals and the Safety Officers. All Marshals report to the Head Marshal on arrival.

DOOR MARSHALS

The two Door Marshals are in position before the YMCA doors open for volunteers, swimmers and parents to keep those, who are not reporting to volunteer positions, out of the YMCA until the building opens for parents/swimmers. Once the YMCA doors are open to parents/swimmers, these Marshals watch for swimmers or others trying to bring in coolers, chairs, or other prohibited items and generally keep order in this area.

HALL/LOCKER ROOM MARSHALS

Responsibilities include helping maintain order in the lower level halls, keeping trash under control, and, most importantly, controlling entry to all bathrooms. Both male and female Marshals are needed for this position.

LOBBY STAIRS MARSHAL

The Lobby Stairs Marshal(s) are at the top of the stairs and are the gate keepers to the deck. No one without a deck pass (wrist band, name tag, etc.) is allowed on the lower level. If clarification is needed, the Volunteer Check-in Head will be in the lobby to assist in determining whether or not a person is allowed on deck.

LOWER LEVEL EXIT DOOR MARSHAL

The Exit Door Marshal is on the lower level at the hall exit doors to prevent unauthorized entry at this door and to generally keep order at this location.

PHOTO MARSHAL

The Photo Marshal is responsible for making sure team photographers and the media do not interfere with the running of the meet.

RACING POOL DECK MARSHAL

The Racing Pool Deck Marshal is responsible for keeping order on the deck surrounding the Racing Pool.

WARM-UP POOL DECK MARSHAL

The Warm-Up Pool Deck Marshal is responsible for keeping order on the deck surrounding the Warm-up Pool and making sure the Warm-Up Pool is used correctly.

TENT CLEANUP AND LOST & FOUND

This position is responsible for the cleanup of their team tent area at the end of each day and for collecting "lost and found" items to take back to their team to be claimed.

MEET DIRECTOR ONLINE COURSE

The Meet Director is an appointed position and is normally the Chair of the Champs Committee. Ideally there should be 2 Meet Directors per session, one on the deck level and one on the lobby level. The Lobby Meet Director is in charge of the Lobby, Viewing Areas and Outside Areas. The Deck Meet Director is in charge of the Deck Area and Lower Level.

REFEREE ONLINE COURSE

The Referee is an appointed position and has full jurisdiction over the swim portion of the meet and makes sure all applicable rules are followed and enforced. S/he must decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. The Referee is appointed by the JSL Officials Advisor.

SAFETY OFFICERS ONLINE COURSE

RMC Events is hired by JSL to assist with crowd management and serve as the Safety Officers.

SORTER ONLINE COURSE

The Championship demands experienced Sorters. The sorter **MUST** be familiar with CTS printouts and should review procedures for reading these printouts well before the meet. This position is somewhat different from the dual meet sorter position, but an experienced sorter would have no difficulty mastering this position.

STARTER ONLINE COURSE

The starters are selected by the JSL Officials Advisor. This is probably the second most important meet official and therefore the most qualified starters in the League must be used. The starter must be well experienced and, if possible, USAS certified.

STROKE-AND-TURN-JUDGE ONLINE COURSE

Stroke-and-Turn Judges are selected by the JSL Officials Advisor to ensure that the most qualified Judges fill the positions. JSL requires Stroke-and-Turn judges to be either USAS, YMCA, or High School certified or have attended a USAS, YMCA, or JSL clinic for Stroke-and-Turn Judges within the current calendar year.

TABLE RUNNER ONLINE COURSE

The Table Runner position is responsible for removing results from the Meet Manager computer printer and posting them in the agreed upon locations. In addition, this person should assist the Computer Operator(s) with the printer and all printed materials. The Back-up Checker position is responsible for reviewing all printouts for obvious discrepancies such as misplaced decimals, etc. PRIOR to giving them to the Table Runner.

TEAM LEADER ONLINE COURSE

The Team Leaders are responsible for making sure all 5-6 year olds, 8 & Unders, 9-10 boys and 9-10 girls from their team are taken from their team tent area to the Clerk-of-Course in the gym and returned in an orderly fashion. Ideally, Team Leaders for the 8-&-under session should be 15-18 year old swimmers or junior coaches. Team Leaders can remain on deck while their swimmers are swimming and then escort them off the deck.

TIMER/BUTTON PUSHER ONLINE COURSE

The Head Timers are normally appointed positions, but all Timers **MUST** have previous timing experience including dive-over starts using two watches. The YMCA's CTS system and touch pads will be used, but back up must be provided in the form of three button pushers and two watch timers on each lane. This is a total of 3 timers, as individuals can operate 1 button and 1 watch each. This position is similar to the timer position for a dual meet, except the timers also use buttons to shut off the touch pads as the swimmer touches at the end. There are relief timers available for each session.

TURN OVER CHAMPS

A member from each of the teams hosting next year's Championship assists the current year's Host Teams to pack up the supplies and equipment used for Champs and return them to the storage unit. **This is only at the end of the 4th session, not a full session.**

VOLUNTEER CHECK-IN ONLINE COURSE

The Volunteer Check-In Head is an appointed position and, along with Assistants, is responsible for distributing volunteer name badges and worker pennies or wrist bands for each session. They are also responsible for distributing coaches' badges, media badges, and any other type of special badges. Additionally, they may be called upon to answer questions, give directions and generally keep order in this area. There will also be YMCA Employees in this area to assist.

WEB-CAM OPERATOR ONLINE COURSE

A volunteer with experience in videography is responsible for live-streaming the sessions to the web.



**CHAMPIONSHIP
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(Revised July 23, 2023)

Section IV

POST MEET DUTIES

POST MEET DUTIES
(Section IV)

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	Follow-up	Page 2	G.
	Forwarding of Supplies	Page 3	H.
	High Point Award Ties	Page 2	E.
	Lost-and-Found	Page 1	B.
	Missing Awards	Page 2	F.
	Other Honoraria (if needed)	Page 3	J.
	Publicity	Page 2	D.
	Referee Honorarium (if needed)	Page 3	I.
	Results	Page 1	C.

POST MEET DUTIES

A. CLEANUP Assigned to ALL Champs Committee

____ **THE CURRENT AND FOLLOWING YEAR'S CHAMPIONSHIP COMMITTEES MUST STAY IN THE BUILDING UNTIL ALL JSL SUPPLIES HAVE BEEN REMOVED, LOST-AND-FOUND HAS BEEN GATHERED, AND CLEANUP HAS BEEN STARTED.** It is important that ALL JSL supplies be packed up and removed from the building. One last walk-through of the building and adjacent grounds is helpful to prevent any problems with the YMCA. The YMCA has contracted for its own cleaning services and the League is not responsible for cleanup. The following areas should be thoroughly checked for JSL supplies and lost and found:

- a. Outside area including porches, tent area, sidewalks, outdoor bathrooms
- b. Entry Level lobby, bathrooms, and spectator area
- c. Stairwells and halls (remember to remove all JSL signs)
- d. Lower Level aerobics rooms, gym, bathrooms, and deck
- e. Anywhere JSL supplies might be found

____ A cargo van should be used to transport all supplies to and from the JSL storage locker. Try to get a rental company to waive the cost in exchange for a sponsorship.

B. LOST-AND-FOUND Assigned to _____)

____ 1. A full page should be included in the heat sheet with information on who will have all lost-and-found and how to get in touch with that person after the meet. Most lost-and-found consists of towels, clothing, etc., so it may be wise to bring laundry baskets from home. It should be gathered and usually taken home. All towels and clothing should be washed and dried to prevent mildew. Attempts should be made to notify anyone whose name is on anything of value. Otherwise, all lost-and-found should be kept past the League's September meeting, then donated to a favorite charity (Salvation Army, SPCA, etc.). Towels may also be kept with JSL supplies for use during future Championships. All teams must be responsible for the lost and found items under their team tents. An announcement and note in the Champs flyer would help with this. The Champs "Lost and Found" volunteer will take care of other lost and found.

During Champs, Lost & Found may be taken to and retrieved from the Volunteer Check-in Desk. Signs saying that should be placed in prominent areas of the YMCA. Don't forget to retrieve the items from the Check-in Desk at the end of the meet.

C. RESULTS (Assigned to _____ Jessica Simons or designee _____ Phone (434) 962-0443)

- ____ 1. The final results must be emailed to the Daily Progress and other media outlets no later than 8PM Saturday and transmitted to www.jsl.org for posting as soon as possible.
- ____ 2. A copy of all of the award winners should be sent to all major media and to www.jsl.org.
- ____ 3. One additional computerized copy (thumb drive or emailed) should be sent to each coach as soon as possible and the original retained by the League President for League records. Coaches are also sent a copy of the post-meet press release. In addition, a cover letter should be sent to the coaches stating that any question, error, or protest must be brought to the attention of the League Board at its September Meeting as all records (timing cards, etc.) of the Championship will be destroyed after that meeting. (see appendix R).
- ____ 4. It is helpful to email all teams the web links to any major publicity.
- ____ 5. All other records of the meet (timing cards, sweep judge cards, DQ cards, etc.) may be destroyed after the September League meeting following the Championship.

D. PUBLICITY Assigned to _____

- ___ 1. Media coverage is appreciated by everyone. A story, picture, and publication of place winners in the Daily Progress should be encouraged. Coverage by the local TV stations should also be attempted. However, post-meet press releases and results must get to the various media on Saturday night to get any coverage. None of the media is interested in day-old news. Also, the post-meet press release (appendix M) MUST be interesting.
- ___ 2. Final results must be emailed to the Daily Progress and other media outlets (no later than 8PM Saturday) along with a news release (Appendix M) giving final scores, regular season champion, meet records broken, and any other information to make an interesting story.
- ___ 3. The press release must be taken to the TV stations as soon as possible on Saturday after the meet and given to the Sports Director on duty that night.
- ___ 4. The Champs Publicity Coordinator must communicate with the JSL Media Advisor to make sure Championship publicity as posted on JSL social media

E. HIGH POINT AWARD TIES Assigned to **Abby Binter**

- ___ 1. The person in charge of awards must make sure that all High Point Award winners involved in ties receive their correctly engraved awards. See Section I under Awards F, #8.
- ___ 2. The easiest way to handle this is to get the swimmers' names and addresses involved in ties, contact the cup supplier, and have them mail a completely engraved cup directly to the swimmers.

F. MISSING AWARDS Assigned to **Abby Binter**

- ___ 1. The person in charge of awards must send an email to all Team Reps asking for a list of missing awards and award corrections and set a deadline of August 31st.
- ___ 2. Missing awards should be brought to the September JSL Board meeting for distribution. Requests filed after the deadline will be filled as soon as possible, recognizing that someone will have to go to the storage center to get them.

G. FOLLOW-UP Assigned to **ALL Champs Committee**

- ___ 1. Suggestions should be made to the Jefferson Swim League Board at its September meeting, as to how the Championship Meet and Manual might be improved. The Board should evaluate all suggestions and update the Manual as required. **EMAIL SUGGESTIONS FOR MANUAL CHANGES OR CORRECTIONS TO THE MANUAL, to Bob Garland at bgarlandjr@gmail.com (434-293-2045)** in August, as he has the complete digital copy of this manual. If you have major revisions, ask for a digital copy and make changes using the "track changes" function in Word.

H. FORWARDING OF SUPPLIES Assigned to **ALL & Incoming Champs Committee Teams**

- ___ 1. The supplies are found in at least FIVE blue plastic totes labeled as TABLE, RIBBONS/AWARDS, CTS AREA, and MISC. The list of contents for all boxes is found in this manual Section I, L-Supplies. All supplies, not depleted in the Championship, must be sorted into the correct box and stored in the JSL storage locker. Any wet items must be washed and dried before storing. It is VERY important that supplies not be lost, wasted, or "borrowed" as this will cost the League more money each year. **BOTH OUTGOING AND INCOMING CHAMPS COMMITTEES ARE RESPONSIBLE FOR AN ORDERLY REMOVAL AND STORAGE OF SUPPLIES.**
- ___ 2. **THE STORAGE LOCKER CODE MUST BE GIVEN TO THE INCOMING PRESIDENT, VICE PRESIDENT, OR CHAMPS COMMITTEE CHAIR, AND TO THE INCOMING CHAMPS COMMITTEE.**
- ___ 3. **A CARGO VAN WHICH IS LARGE ENOUGH TO ACCOMMODATE ALL OF THE SUPPLIES MUST BE RENTED.** It might be possible to borrow a van from a team parent or convince one of the rental companies to donate a van in exchange for a heat sheet ad. If this is not possible, JSL will pay to rent a van rather than trying to transfer supplies in a volunteer's vehicle.
- ___ 4. **ALL SUPPLIES ARE RETURNED TO A SELF STORAGE LOCKER IMMEDIATELY AFTER THE MEET.** Arrangements should be made with the incoming Championship Host Teams to assist with this as they will need to know where everything is for the following year. The Locker (D-44) is located in Charlottesville Self Storage at 1501 Avon St. Extended. The gate keypad personal code (combination) is 5755 followed by the "*" key, but the gate is open during normal business hours. There is a coded lock on the storage locker. Contact Champs Committee Chair or Bob Garland (434-293-2045) for the code to the lock on the JSL locker.

I. REFEREE HONORARIUM Assigned to **Christina Meyer**

- Info 1. Whenever a referee is used from outside of the League, the Board should authorize an honorarium (1996, 1997, & 1998 = \$250) at its September meeting. In addition, the referee should be offered an overnight stay if needed. A thank-you letter (see Appendix Z) should be sent along with the check as soon after that meeting as possible.

J. OTHER HONORARIA Assigned to **Christina Meyer**

- Info 1. Non-paid volunteers are an essential part of the success of the JSL and its Championship. However, the Meet Director and JSL Board must always attempt to recognize and/or reward Volunteers who no longer have swimmers in the League. Depending on the level of service, a simple "Thank You" note, flowers, other gifts, or money would be appropriate. The Meet Director(s) should make rewards with approval of the JSL Board.
- ___ 2. The Charlottesville-Albemarle Rescue Squad provides its services at no charge. They should be given a donation in recognition of their service to the League if they are present during the Championship. This amount must reflect the time and personnel involved, but a minimum of \$1,000 is recommended.



**CHAMPIONSHIP
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(Revised July 23, 2023)

Section V

APPENDICES

APPENDICES **(Section V)**

V Appendices

Ad Order Form for Heat Sheet
Ad Order Form for Teams
Ad Sales Team Rep Instructions
Ad Solicitation Letter
Ad Summary Sheet
Adult and Coaches Relay Info and Registration Form
Adult Relay Advertising Flyer
Awards Inventory Sheet
Awards Program Outline
Championship CTS System 6 Printout
Championship Do's & Don'ts
Championship Lane Timer's Sheet
Championship Meet Records (Meters)
Championship Meet Records (Yards)
Championship Meet Schedule, Order of Events, Warm-up Schedule
Championship Rotation
Championship Seeding (Heat) Sheet
Championship Suggestion Form
Coaches Memo for Championship
Coaches Post-Meet Memo
Corporate Sponsor Program
CTS Printout (Backup Times Flagged)
CTS Printout (Disqualified Swimmer)
CTS Printout (Touchpads Turned Off)
Directory
Extra Labels Printed (example)
High Point Award Calculations
JSL Rules & Regulations, Article VII, Championship Meet
JSL Rules for Watched-timed Events (Sorter only for system failure)
Parent/Swimmer's Championship Memo
Post Meet Press Release
Pre-Meet Press Release
Request for Awards
Request for Gold Ribbons
Request for YMCA
Suggested Talking Points for Ad Sales Meeting
Thank You Note for Business Advertisers
T-shirt and Heat Sheet Sales Summary BLANK
T-shirt Historical Sales Summaries
Twitter Instructions
USA Swimming Rules for CTS
Volunteer Assignments Spreadsheet
Volunteer Cover Memo and Team Volunteer Assignments
Wristband Directions
YMCA Setup

Appendix

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Appendix C1
Appendix Z

JSL Championship Rotation

With the increased size of the League, the Board approved Co-hosts for 1993 and the officer elections were no longer tied to this rotation. The Board subsequently approved a three host rotation beginning in 1994 as follows:

1993	FV & ELKS
1994	GHG, CGST, & HM
1995	FSBC, FLST, & LMST
1996	BHSC, KWC, & CITY
1997	FCC, ACAC, & GVG
1998	FV, ELKS, & GCC
1999	GHG, CGST, & HM
2000	FSBC, FLST, & LMST
2001	BHSC, KWC, & CITY
2002	FCC, ACAC, & GVG
2003	FV, ELKS, & GCC
2004	GHG, CGST, & HM
2005	FSBC, FLST, & LMST
2006	BHSC, KWC, FAST & CITY

In 2006, with the continued growth of the League, the Board approved a 4-5 team hosting schedule as follows:

2007	FCC, ACAC, GCC, & GVG
2008	ELKS, FV, GHG, & HM
2009	CGST, FLST, FSBC, & LMST
2010	BHSC, CITY, FAST, KWC
2011	ACAC, FCC, GCC, & LG (GVG changed name to LG in 2009)
2012	ELKS, FV, GHG, & HM
2013	CGST, FLST, FSBC, & LMST
2014	BHSC, CITY, FAST, KWC
2015	ACAC, FCC, GCC, GOST, & LG
2016	CCC, ELKS, FV, GHG, & HM
2017	CGST, FLST, FSBC, & LMST
2018	BHSC, CITY, FAST, KWC
2019	ACAC, FCC, GCC, & LG
2020	Champs Cancelled because of COVID-19 Pandemic (hosts moved forward 1 year)
2021	CCC, ELKS, FV, GHG, & HM
2022	CGST, FLST, FSBC, & LMST
2023	BHSC, CITY, FAST, KWC
2024	ACAC, FCC, GLEN, & LG
2025	CBST, ELKS, FV, GHG, & HM
2026	CGST, FLST, FSBC, & LMST
2027	BHSC, CITY, FAST, KWC
2028	ACAC, FCC, GLEN, & LG
2029	CBST, ELKS, FV, GHG, & HM
2030	CGST, FLST, FSBC, & LMST
2031	BHSC, CITY, FAST, KWC
2032	ACAC, FCC, GLEN, & LG

Rotation continues to repeat every 4 years

ARTICLE VII CHAMPIONSHIP MEET

1. All rules and regulations listed above shall apply except as listed below.
2. The meet will include all events as listed under the Championship Meet Format. Each team may have up to four official entries in each individual event and one entry into each relay event. Each individual swimmer may officially enter a maximum of four events - three individual events and one relay event or two individual events and two relay events. Swimmers entered in a 6-&-Under event will not be allowed to enter that same event as an 8-&-under. *(Revised, 2018)*
3. All swimmers NOT officially entered in any events (as outlined in #2 above) may be entered as exhibition (X), first in the unlimited heats of short free, then as exhibition (X) in one other event of either butterfly, backstroke, or breaststroke. Swimmers who are official in only one event (as outlined in #2 above) may be entered as exhibition (X) in one more event of either short free, butterfly, backstroke, or breaststroke. Swimmers who are official in two or more events (as outlined in #2 above) may not be entered as exhibition in further events. Entry as an alternate shall not eliminate the swimmer as an exhibition entry into short free or into the one other event. No team may enter an exhibition swimmer who has a faster seed time than any of the team's four official entries in an event. All exhibition swimmers will swim their individual events and be eligible for points and ribbons. *(Revised, 2004)*
4. As many alternates as the coach feels necessary are allowed. However, entry as an alternate shall count as an entry towards the limit of four entries for each swimmer for the meet. No team may enter an alternate who has a faster seed time than any of the team's four official entries in an event. Alternates will be allowed to fill (in order of seed times) open positions in individual events to complete a partial heat until final seedings have been printed. Alternates will also be allowed to fill (in order of overall seed times, not necessarily from team scratched) any lane vacancy created by a swimmer being "scratched" at the seeding meeting. All alternates will be eligible for points and ribbons. No alternates may be added to any individual event after final seeding. *(Revised, 2004)*
5. Each team will be allowed to enter only ONE relay team in each event. Alternates are allowed as substitutes. The entry (seed) time must be the best (fastest) official time actually swum by a relay team during the current season in the JSL. If a swimmer is moved up to an older group in a relay; he/she may not swim the SAME relay with his/her age group. He/she may, however, swim (for example) as an 11-12 in the Medley Relay and as a 13-14 in the Freestyle Relay.

All members of each relay team must report to the Clerk-of-Course as the event is called. Final names and swimming order for relay events will be listed on the relay timer's card prior to the end of the warm-up session for Medley Relay and by the end of the Butterfly events for Free Relay; otherwise, the team will swim as exhibition. Additionally, the Clerk will confirm the identity of each swimmer prior to the event being called to the starting blocks. *(Revised, 2013)*
6. All seeding entry times must be the best (fastest) official times swum by the swimmer in the event during the current season in the JSL. Seeding times will be entered as unconverted yard time (Y), short meter (S), or long meter (L) using the Team Manager Program. The Computerized Meet Manager will convert all times to be consistent with the Championship venue. Alternates will be entered in the same manner on a separate disc as a separate meet and will be chosen based on fastest time(s) and lane availability. *(Revised, 2013)*

7. After the final seedings, "no shows" (sickness, etc.) in individual events will NOT be replaced in the meet. That is, the lane will remain vacant. Coaches should report all "No shows" to the Clerk-of-Course at the start of the meet. If a swimmer present has to drop out of an event, the coach should report this to the Clerk-of-Course prior to the first heat of the event taking the blocks. *(Revised, 1997)*
8. The seeding is to be done by computer no later than the Saturday prior to the Championship Meet. At a deadline time determined by the Executive Committee, Coaches must submit a CommLink file via email attachment which contains all Championship entries to the Seeding Advisor. A coach (or designated person) must be available by phone until it is successfully entered into the JSL computer.

Any new swimmers added after the meet entry deadline shall swim as exhibition and will not be eligible for points or awards. If a swimmer has no recorded time in a given event, he/she should be listed as "No Time" and will be seeded last. If a swimmer is entered in more than the allowed number of events, he/she will be dropped from the last event(s) entered in error.

No later than Sunday prior to the Meet, all Coaches will be provided with a preliminary heat sheet to proofread during the JSL Board meeting. Errors will be noted and corrections made at the end of the Board meeting. No coach's errors may be corrected without the Seeding Advisor's approval. A final copy of the seeding sheet will be made and copies given to all coaches as soon as possible. At this point, changes must be approved by the Referee prior to the start of the Championship meet session. New entries shall be limited to those swimmers inadvertently left off of the original Championship entries and the swimmer entered as Exhibition on a space available basis. Timing sheets and cards will be printed by computer after the final proofread. *(Revised, 2017)*

9. Any team which fails to have Championship Entries in by the designated deadline time will be penalized 100 points for the Championship. *(Adopted, 1996)*
10. If a coach has a problem or complaint, he/she must take it to the Referee.
11. All officials, starters, announcers, table workers, etc. must report promptly as assigned. Absentees must be replaced by the team responsible for that position
Teams failing to fill their assigned Championship positions by 12 Noon on the Friday one week prior to Champs will incur a 25-point penalty per vacant position to be deducted from their final team score. Teams will also incur a 25-point penalty per absentee volunteer or substitute more than 15 minutes late at the Championship. *(Revised, 2020)*
12. Warm-ups will be held at the discretion of the Board with lane assignments, times, and length assigned by the Board. Meet start times and schedules are determined by the Board. *(Revised, 2004)*
13. Refreshments will be provided to officials. A break(s) to change officials will be scheduled at the discretion of the Board. *(Revised, 2004)*
14. FREE heat sheets will be provided as needed for officials and coaches. All other full programs will be sold. *(Revised, 2004)*

15. Awards for all events will follow the actual order of finish. Trophies will be awarded for first place in 6 and under events. Medals will be awarded for first, second and third places in all other events. Ribbons will be awarded from 4th through 36th place in 12-year-old and under events and from 4th through 25th place in all 13 year old and over events. Heat ribbons will be awarded. Jefferson cups will be awarded for each over-all age/sex group winner and runners up.

Team Plates will be awarded to team winner and runner-up in each division as determined by overall raw score. In addition, team plates will be awarded to the regular season champions and runners-up in each division. The JSL Sportsmanship Award will be awarded to the team in each Division with the highest sportsmanship rating. *(Revised, 2015)*

16. Scoring

		<u>Individual</u>	<u>Relay</u>	<u>Relay Individual*</u>
First	=	19.0 points	29.0 points	9.50 points
Second	=	18.0 points	28.0 points	9.00 points
Third	=	17.5 points	27.5 points	8.75 points
Fourth	=	17.0 points	27.0 points	8.50 points
Fifth	=	16.5 points	26.5 points	8.25 points
Sixth	=	16.0 points	26.0 points	8.00 points
Seventh	=	15.5 points	25.5 points	7.75 points
Eighth	=	15.0 points	25.0 points	7.50 points
Ninth	=	14.5 points	24.5 points	7.25 points
Tenth	=	14.0 points	24.0 points	7.00 points
Eleventh	=	13.5 points	23.5 points	6.75 points
Twelfth	=	13.0 points	23.0 points	6.50 points
Thirteenth	=	12.5 points	22.5 points	6.25 points
Fourteenth	=	12.0 points	22.0 points	6.00 points
Fifteenth	=	11.5 points	21.5 points	5.75 points
Sixteenth	=	11.0 points	21.0 points	5.50 points
Seventeenth	=	10.5 points	20.5 points	5.25 points
Eighteenth	=	10.0 points	20.0 points	5.00 points
Nineteenth	=	9.5 points	19.5 points	4.75 points
Twentieth	=	9.0 points	19.0 points	4.50 points
Twenty-first	=	8.5 points	18.5 points	4.25 points
Twenty-second	=	8.0 points	18.0 points	4.00 points
Twenty-third	=	7.5 points	17.5 points	3.75 points
Twenty-fourth	=	7.0 points	17.0 points	3.50 points
Twenty-fifth	=	6.5 points	16.5 points	3.25 points
Twenty-sixth	=	6.0 points	16.0 points	3.00 points
Twenty-seventh	=	5.5 points	15.5 points	2.75 points
Twenty-eighth	=	5.0 points	15.0 points	2.50 points
Twenty-ninth	=	4.5 points	14.5 points	2.25 points
Thirtieth	=	4.0 points	14.0 points	2.00 points
Thirty-first	=	3.5 points	13.5 points	1.75 points
Thirty-second	=	3.0 points	13.0 points	1.50 points
Thirty-third	=	2.5 points	12.5 points	1.25 points
Thirty-fourth	=	2.0 points	12.0 points	1.00 point
Thirty-fifth	=	1.5 points	11.5 points	0.75 point
Thirty-sixth	=	1.0 point	11.0 points	0.50 point

No team will be allowed to score more than TWO places in any individual event. *Relay Individual points will only be awarded to individual swimmers who swim less than three individual events. *(Revised, 2014)*

17. Protests against the judgment of decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final. *(Adopted, 1997)*
18. The order of finish shall be by integration of official times as determined by following procedures in the current USA Swimming Rules and Regulations, Section 102.24. *(Revised, 2012)*

2023 CHAMPIONSHIP Held at Brooks Family YMCA ORDER OF EVENTS (Note Changes from Previous Years)

FRIDAY MORNING (11-12 Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
5	11-12	100y IM	6
15	11-12	200y MR	16
25	11-12	50y Free	26
35	11-12	50y Breast	36
45	11-12	50y Back	46
55	11-12	50y FLY	56
65	11-12	100y Free	66
75	11-12	200y FR	76

FRIDAY AFTERNOON & EVENING (13 & over Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
7	13-14	100y IM	8
9	15-18	100y IM	10
17	13-14	200y MR	18
19	15-18	200y MR	20
27	13-14	50y Free	28
29	15-18	50y Free	30
37	13-14	50y Breast	38
39	15-18	50y Breast	40
47	13-14	50y Back	48
49	15-18	50y Back	50
57	13-14	50y FLY	58
59	15-18	50y FLY	60
67	13-14	100y Free	68
69	15-18	100y Free	70
77	13-14	200y FR	78
79	15-18	200y FR	80

SATURDAY MORNING (6 & Under and 8 & Under Boys and Girls)

** 100 (P1) 6&U 100yd Boys, Girls, &/or Mixed Free Relay **			
BOYS EVENTS		GIRLS EVENTS	
11	8&U	100y MR	12
** 210 (P21)	6&U	25y Free	(P22) 220 **
21	8&U	25y Free	22
31	8&U	25y Breast	32
** 410 (P41)	6&U	25y Back	(P42) 420 **
41	8&U	25y Back	42
51	8&U	25y FLY	52
61	8&U	50y Free	62
1	8&U	100y FR	2

** Ribbons only, no points, but records kept **

SATURDAY AFTERNOON (9-10 Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
3	9-10	100y IM	4
13	9-10	200y MR	14
23	9-10	50y Free	24
33	9-10	50y Breast	34
43	9-10	50y Back	44
53	9-10	50y FLY	54
63	9-10	100y Free	64
73	9-10	200y FR	74

** Ribbons only, no points, but records kept **

Request for Awards

(Copy available on computer)

June 25, 2016

Dear Chris,

I have been delegated the duty of obtaining awards for the Jefferson Swim League Championship to be held July 29th and 30th, 2016. We are ordering from you again because of your low bid and good service from previous years. However, I would like a copy of this letter returned as soon as possible with the prices filled in to aid in our budget calculations. If there will be any problem supplying these awards by July 19th, please let me know immediately. The order is as follows:

Trophies (5" swimmer, wood pedestal, marble base, engraved with "JSL Logo, First Place, Championship, 2016" as before)

2 Male Individual WITH BLUE COLUMN (about 10" overall)	\$ _____ . ____
2 Female Individual WITH PINK COLUMN (about 10" tall)	\$ _____ . ____
4 Unisex Relay WITH GOLD COLUMN (about 9" tall)	\$ _____ . ____

Medals (Custom JSL Logo as previously supplied)

0 Gold 2" first place (enough for 2 years)	\$ _____ . ____
0 Silver 2" second place (enough for 2 years)	\$ _____ . ____
0 Bronze 2" third place (enough for 2 years)	\$ _____ . ____
0 Record Holder Medals 2"	\$ _____ . ____

Plaques same as previous years, (same wording as last year).

(Engraved with the following plus JSL Logo at top of plate) Please, no abbreviations!

First Place Championship, 2016	\$ _____ . ____
Second Place Championship, 2016	\$ _____ . ____
First Place Championship Division II, 2016	\$ _____ . ____
Second Place Championship Division II, 2016	\$ _____ . ____
First Place Championship Division III, 2016	\$ _____ . ____
Second Place Championship Division III, 2016	\$ _____ . ____

Plaques, smaller than above (same wording as last year)

(Engraved with the following plus JSL Logo at top of plate) Please, no abbreviations!

First Place Division I Champion, 2016 Dual Meet Season	\$ _____ . ____
Second Place Division I Champion, 2016 Dual Meet Season	\$ _____ . ____
First Place Division II Champion, 2016 Dual Meet Season	\$ _____ . ____
Second Place Division II Champion, 2016 Dual Meet Season	\$ _____ . ____
First Place Division III Champion, 2016 Dual Meet Season	\$ _____ . ____
Second Place Division III Champion, 2016 Dual Meet Season	\$ _____ . ____
Division I Sportsmanship Award, 2016 Season	\$ _____ . ____
Division II Sportsmanship Award, 2016 Season	\$ _____ . ____
Division III Sportsmanship Award, 2016 Season	\$ _____ . ____

Jefferson Cups, as before

(Engraved with the following plus JSL Logo on one side) Please, no abbreviations!

15 Free Style High Point Award (NO YEAR)	\$ _____ . ____
15 Free Style High Point Runner-Up (NO YEAR)	\$ _____ . ____

One Wood Plaque (apx 7 x 9) with JSL logo on brass plate engraved:

"Bob Garland Volunteer Award"

For Outstanding Service to the League" \$ _____ . ____

"Presented to *Name Provided at Later Date*"

"2016"

TOTAL (Includes, shipping, engraving, etc.)	\$ _____ . ____
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Please return completed quote to me via email at

Request for GOLD Ribbons

In 1992, the League obtained better ribbon prices directly from VOLK which was our regular season ribbon supplier. In 1996, Volk sold its ribbon business to Ultra-Mark which became Contemporary Awards and is now named Contemporary Industries. It is very important to check ribbon supply before ordering as there are always ribbons left from previous years. Remember that GOLD ribbons for the Championship only start with fourth place. Approximately 150 of each place ribbon are needed for the Championship. Quantities below represent a four year's supply of each ribbon. Any re-order should take into account what is on hand and several years supply ordered. Contemporary Industries (248) 478-8850, FAX is (248) 478-1430, & email is michaelw@ci-north.com. Silver ribbons are no longer used, but Appendix B2 is still available for suggested SILVER ribbon Order.

(Copy available on computer)

Michael Wilczewski, President
Contemporary Industries
24037 Research Drive
Farmington Hills
MI 48335

Dear Michael,

Please email (bgarlandjr@gmail.com) or call me at (434) 293-2045 to confirm receipt of this order. **Because of the quantity ordered, I am requesting a bid price (per ribbon) to be emailed or phoned to me for final approval before proceeding with the order.** I am trusting that we will get your best price for this size ribbon taking into account the size of our total annual order and our desire to continue doing business with you in the coming years. You may notify me in the future at either of the phone numbers below or by email. As in the past, please ship and bill to my address above and I will make sure you get prompt payment.

We would like to order the following **R-50 (2-piece 2"x8")** ribbons in the **left column** and the following **R-10 (1-piece 2" x 8")** ribbons in the **right column** with jagged cut top and bottom with no Backup tags attached. A camera-ready 1&5/8" (wide) Jefferson Swim League logo should be on file with your company. **Please be sure that the logo is near the top of the ribbon with the text below.** You will note that this ribbon is printed in GOLD, says "Championship Meet" and starts with fourth place.

<u>R-50 (2-piece 2"x8")</u>	<u>Quantity</u>	<u>R-10 (1-piece 2"x8")</u>	<u>Quantity</u>
Yellow "Fourth Place"	600	Purple "Nineteenth Place"	600
Green "Fifth Place"	600	Orange "Twentieth Place"	600
Pink "Sixth Place"	600	Brown "Twenty First Place"	600
Purple "Seventh Place"	600	Lt. Blue "Twenty Second Place"	600
Orange "Eighth Place"	600	Black "Twenty Third Place"	600
Brown "Ninth Place"	600	Lt. Green "Twenty Fourth Place"	600
Lt. Blue "Tenth Place"	600	Gray "Twenty Fifth Place"	600
Black "Eleventh Place"	600	Old Gold "Twenty Sixth Place"	600
Lt. Green "Twelfth Place"	600	Gold "Twenty Seventh Place"	600
Gray "Thirteenth Place"	600	Lavender "Twenty Eighth Place"	600
Old Gold "Fourteenth Place"	600	Teal "Twenty Ninth Place"	600
Gold "Fifteenth Place"	600	Neon Pink "Thirtieth Place"	600
Lavender "Sixteenth Place"	600	Rainbow "Heat Winner"	600
Teal "Seventeenth Place"	600		
Neon Pink "Eighteenth Place"	600		

Thank you in advance for your usual prompt attention and please let me know if there are any problems in having these ribbons delivered by June15th or if you need additional artwork or information.

Champs Award Inventory and Order Form

PLACE	Award	Color	End Count	Need	1-yr Order	Two-Yr Order
High Point Award	Jefferson Cup	Pewter	each	10	10	order only 1 year
High Point Award (Runner-up)	Jefferson Cup	Pewter	each	10	10	order only 1 year
Record Holder Medal	2" Medal w/ribbon	Gold	each	25	25	100
First - Relay Unisex (sm)	3" Trophy	Gold	each	4	4	order only 1 year
First - Individual Male (lg)	4" Trophy	Gold	each	2	2	order only 1 year
First - Individual Female (lg)	4" Trophy	Gold	each	2	2	order only 1 year
First	2" Medal w/ribbon	Gold	each	138	138	276
Second	2" Medal w/ribbon	silver	each	146	146	292
Third	2" Medal w/ribbon	bronze	each	146	146	292
Fourth	2-piece 8" ribbon	yellow	each	146	146	292
Fifth	2-piece 8" ribbon	green	each	146	146	292
Sixth	2-piece 8" ribbon	pink	each	146	146	292
Seventh	2-piece 8" ribbon	purple	each	146	146	292
Eighth	2-piece 8" ribbon	orange	each	146	146	292
Ninth	2-piece 8" ribbon	brown	each	146	146	292
Tenth	2-piece 8" ribbon	light blue	each	146	146	292
Eleventh	2-piece 8" ribbon	black	each	146	146	292
Twelfth	2-piece 8" ribbon	light green	each	146	146	292
Thirteenth	2-piece 8" ribbon	grey	each	146	146	292
Fourteenth	2-piece 8" ribbon	maroon	each	146	146	292
Fifteenth	2-piece 8" ribbon	old gold	each	146	146	292
Sixteenth	2-piece 8" ribbon	gold	each	146	146	292
Seventeenth	2-piece 8" ribbon	lavender	each	146	146	292
Eighteenth	2-piece 8" ribbon	teal	each	62	62	124
Nineteenth	2-piece 8" ribbon	neon pink	each	62	62	124
Twentieth	1-piece 8" ribbon	yellow	each	62	62	124
Twenty-first	1-piece 8" ribbon	green	each	62	62	124
Twenty-second	1-piece 8" ribbon	pink	each	62	62	124
Twenty-third	1-piece 8" ribbon	purple	each	62	62	124
Twenty-fourth	1-piece 8" ribbon	orange	each	62	62	124
Twenty-fifth	1-piece 8" ribbon	brown	each	62	62	124
Twenty-sixth	1-piece 8" ribbon	light blue	each	38	38	76
Twenty-seventh	1-piece 8" ribbon	black	each	38	38	76
Twenty-eighth	1-piece 8" ribbon	light green	each	38	38	76
Twenty-ninth	1-piece 8" ribbon	grey	each	38	38	76
Thirtieth	1-piece 8" ribbon	maroon	each	38	38	76
Thirty-first	1-piece 8" ribbon	old gold	each	38	38	76
Thirty-second	1-piece 8" ribbon	gold	each	38	38	76
Thirty-third	1-piece 8" ribbon	lavender	each	38	38	76
Thirty-fourth	1-piece 8" ribbon	teal	each	38	38	76
Thirty-fifth	1-piece 8" ribbon	neon pink	each	38	38	76
Thirty-sixth	1-piece 8" ribbon	neon lime	each	38	38	76
Heat winner	1-piece 8" ribbon	rainbow	each	500	500	1000
Championship 1st Place	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Championship Runner Up	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division I First Place	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division I Runner Up	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division II First Place	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division II Runner Up	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division III First Place	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Division III Runner Up	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Sportsmanship Award Division I	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Sportsmanship Award Division II	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Sportsmanship Award Division III	Small Plaque	Brass	Should be 0	1	Order with year on plaque	
Bob Garland Award	Wooden Plaque	Wood	Should be 0	1	Order with year on plaque	
Hall of Fame Award	Wooden Plaque	Wood	Should be 0	1	Order with year on plaque	

(Needed and Order Quantities are minimums and do not include ties. Round UP ribbon order to next 100s)

2-piece ribbons come in rubberbanded packs of 50 apx. - 1/2" thick at center of stack

1-piece ribbons come in cellophane packs of 100 - apx. 1" thick at center of stack

COACHES MEMO FOR CHAMPIONSHIP

APPENDIX C

(Revised March 9, 2021)

TO: All JSL Coaches
FROM: Bob Garland, Jr., Advisor (434) 293-2045 bgarlandjr@gmail.com
Locke Boyer, Seeding Entry (434) 296-0645 FLB4J@comcast.net
[Championship Consult](#)
RE: Seeding and Championship Meet
Required Coaches Meeting Sunday, July 22nd, 2018 - 5:40PM at
[Jazzercise, 1239-C Allied St in Charlottesville](#) (at the back of McIntire Plaza)
Please be prompt, but do NOT enter the building early unless told to do so.
If you are late the meeting will start without you.
DATE: July 16, 2018

COACHES MEMO NOW INCLUDES ABBREVIATED INSTRUCTIONS ON PAGES 2 & 3.
YOU MAY FIND THOSE DIRECTIONS EASIER TO FOLLOW.
IF YOU ARE UNCLEAR OR HAVE QUESTIONS, CONSULT THE COMPLETE DIRECTIONS ON
PAGES 4-7

ALL LINKS IN THIS MEMO ARE ACTIVE AND SHOULD ACCESS THE DESIRED DOCUMENT.

A copy of the FINAL [Championship Meet Schedule](#), [Event Order List](#), and [Warm-Up Schedule](#) will be sent to you during the week prior to Champs and will be posted on jsl.org under [Championship General Information](#). It may be wise to distribute those to your team. A TENTATIVE [Championship Meet Schedule](#) (page 14 at the end) and [Event Order List](#) (p. 13) are currently posted on jsl.org. Swimmers are called to the Clerk-of Course via Twitter as well as being announced. A copy of [Twitter Instructions](#) is posted on jsl.org.

A copy of the **Champs Parent/Swimmer Information** and **Parking Info** will be sent to you as a separate document from the Champs Committee and will be distributed to every Champs swimmer on your team during the week prior to the Championship. You may choose to email it, print it, or do both. These will also be posted on jsl.org as soon as they are available.

JUST SO THERE IS NO MISUNDERSTANDING: TEAMS ARE RESPONSIBLE FOR COPYING AND DISTRIBUTING or EMAILING THE ABOVE MEMOS TO EACH CHAMPS SWIMMER ON THEIR TEAM. THIS INFORMATION IS VERY IMPORTANT.

REVISIT FOR CURRENT YEAR
DO NOT WAIT UNTIL THE LAST MINUTE TO REVIEW MATERIALS AND PROGRAMS!!!
READ ALL SHEETS BEFORE STARTING AND FOLLOW DIRECTIONS CAREFULLY!!!

MEET ENTRIES ARE DUE BY 9AM, SATURDAY, JULY 21st
and are EMAILED via Commlink file attachment to flb4j@comcast.net
Do NOT try to upload to jsl.org

JSL Seeding Questions should be directed to Locke Boyer
Data Entry Questions should be directed to Locke Boyer
Software Questions should be directed to Jessica Simons
(434-962-0443 or 295-1582)
or Hy-Tek (877-692-0111, option 3)

Championship Procedure Questions should be directed to Champs Committee Chair
Suggestions for improvement of this memo should be directed to
Bob Garland (434) 293-2045 or bgarlandjr@gmail.com

MEMO INDEX

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ABBREVIATED INSTRUCTIONS FOR CHAMPIONSHIP MEET ENTRY

This “Punch List” was developed to help coaches prepare for the Championship. It is a much abbreviated version of the complete instructions on pages 4-7. Please consult those pages for more details and questions. The numbers below correspond to the paragraph numbers on pages 4-7.

___ Distribute the “Champs Parent/Swimmer Information” and Parking Info to ALL swimmers.

- ___ 1. **Verify that ALL swimmers entered in Champs will be there to swim.** An empty lane means another swimmer didn’t get a chance to swim.
- ___ 2. **Verify that each swimmer has swum in at least two dual meets or 1 dual meet + 1 JSL time trial** during the season. There is a 25 point penalty for violation of this requirement.
- ___ 3. **Read ALL of Article VII – Championship Meet** before starting your entries (pages 10-13). See full instructions for definitions of “Official”, “Exhibition”, and “Alternate swimmers.”
- ___ 4. **Make all of your entries in this order:**

- ___ a. Enter up to 4 official swimmers in each individual event & up to 1 relay in relay events.
- ___ b. Each swimmer may be entered into a maximum of 4 events (3 individual & 1 relay or 2 individual and 2 relays)
- ___ c. Enter the fastest time swum in the current season as **UNCONVERTED** times as yard (Y), short (S) or long (L) course meter.
- ___ d. Verify that no swimmer is entered in more than 4 events.
(up to 3 individual + 1 relay or 2 individual + 2 relay – NOT 4 individual)
- ___ e. Swimmers not entered as “official” in any events may be entered as **EXHIBITION (X)** into short free plus one other event of either fly, back, or breast. Swimmers only entered as “official” into 1 event may be entered as **EXHIBITION (X)** into a second event of either short free, fly, back, or breast.
YOU MUST ENTER THESE SWIMMERS AS EXHIBITION (‘X’).
- ___ f. JSL will switch exhibition swimmers to official after the seeding meeting and they will be eligible for all points and awards up to the team maximums.
- ___ g. Swimmers not entered into the 4 event maximum may be entered as alternates. Alternate swimmers are not guaranteed a spot to swim.
- ___ h. Entry as an alternate counts towards the total events because the swimmer may get to swim.

- ___ 5. **Important notes on relay entries: FIRST, RUN A “TOP TIMES” REPORT FOR RELAYS FROM THIS YEAR’S MEET DATABASE.**

- ___ a. Submitted seed times must be the fastest time actually swum in the current season by a relay team during a JSL Dual Meet or Time Trial. “No time” is allowed only if the event was never swum.
- ___ b. The relay team setting the seed time in the regular season meet does not have to be the actual team to swim in the Championship.
- ___ c. Relay teams are entered via Team Manager WITHOUT individual names.
- ___ d. The actual names must be entered at the Clerk-of-Course prior to the end of the warm-up session for Medley Relay and prior to the end of butterfly for Free Relay otherwise the team will swim as exhibition and will not ribbon or score.

- ___ 6. **Enter “RELAY ONLY” swimmers as follows:**

- ___ a. This is for any swimmer who is not entered into the meet as an individual or relay swimmer, but who may be available to swim a relay (not sure).
- ___ b. In Team Manager, click on the **Entrd** check box next to the swimmer’s name.
- ___ c. Right mouse click and click **YES** to confirm and the swimmer will be stored.
- ___ d. The column to the left of the swimmer’s name should have an @ character.

COACHES PUNCH LIST (continued)

7. Enter Alternates as follows:

- ___ a. Enter alternates as a SEPARATE Commlink file (like a second meet), but **do NOT mark swimmers within the file as alternates**.
- ___ b. Enter as many alternates as desired up to the maximum of 4 events (3 individual per swimmer)
- ___ c. Follow above instructions #3, #4, #5, #6, and #7 for entering alternates and submit a separate Commlink file (**labeled with team name, "C file" name, and "alternates"**) and a Meet Entry Report (labeled "alternates")
- ___ d. Alternates will only be allowed to swim if there are open lanes in individual events to complete a partial heat and may replace scratched swimmers as outlined in Article VII, #4.
- ___ e. Alternates are not considered unless entered as above.

___ 8. **Follow Team Manager & Commlink instructions**, especially relating to meet entries.

___ 9. **The Team Manager program will assign ID numbers** to each swimmer.

___ 10. **Create 1 copy of the Meet Entry Report to retain in case of difficulty**. Confirm that all swimmers to be entered appear on this report prior to emailing the Commlink file.

___ 11. **The Commlink file is emailed to Locke Boyer flb4j@comcast.net**, NOT uploaded to jsl.org. As a precaution, do **NOT** email to registrar-seeding@jsl.org.

___ 12. **All 6 & under events will be completely awarded** but there are no points, thus there are no "High Point" awards for this age group.

___ 13. **Championship scoring goes through 36th place**.

- ___ a. Each team is only allowed to score up to TWO places in each individual event. The meet will be ribboned through 36th place for 12-&-unders and through 25th place for 13-&-overs.
- ___ b. High Point Awards will be awarded in all age & sex groups except 6-&-under.

___ 14. **ALL ENTRIES MUST BE EMAILED VIA COMMLINK FILE ATTACHMENT TO LOCKE BOYER BY 9AM SATURDAY, JULY 21st (earlier, if possible). YOU MUST SEND THE COMMLINK FILE VIA EMAIL TO flb4j@comcast.net BY THAT DEADLINE OR RISK 100 PENALTY POINTS.** Do NOT attempt to upload to the Meet Entries Upload page on jsl.org. A coach or other responsible person must be immediately available by phone until it is successfully entered into the JSL computer. Don't forget to provide a phone number in your email where you can be reached. You will receive a confirming email when your data is successfully entered. If you do not receive a confirming email by 10AM Saturday, you must contact Locke by phone (434-882-0340 or 296-0645).

___ 15. **You may send a correcting file**, if needed, PRIOR TO THE DEADLINE. Locke will use the last file sent.

___ 16. **You or your assistant must attend the Coaches' Meeting to be held SUNDAY, July 22nd at 5:40PM at Jazzercise, 1239-C Allied St in Charlottesville** (at the back of McIntire Plaza) and bring a copy of your meet entry report. This meeting is for Championship Question & Answers as well as correction of data entry errors and protesting any seedings.

___ 17. **Any seeding protest must be brought to the attention of the Seeding Advisor** immediately following the first proofread.

___ 18. **Coaches' copies of the seeding sheet will be available** via email Monday afternoon. THIS COPY IS FOR COACHES USE ONLY AND IS ABSOLUTELY NOT TO BE DISTRIBUTED. Teams found in violation are subject to sanctions by the JSL Board.

___ 19. **NO changes may be made after the coaches meeting** without the approval of the Championship Referee (Locke Boyer).

___ 20. **The Championship is held at [YMCA's 10-Lane Pool](#) at [151 McIntire Park Drive in Charlottesville](#).**

___ 21. **If you want a digital copy of Champs Meet results** give a flash drive to the Champs Computer Operator, Jessica Simons.

COMPLETE INSTRUCTIONS FOR CHAMPIONSHIP COMPUTER ENTRY

1. **MAKE SURE THAT EACH SWIMMER WILL BE AVAILABLE TO SWIM IN THE CHAMPIONSHIP PRIOR TO ENTERING THE SWIMMER. DO NOT ENTER A SWIMMER WHO IS NOT COMING AND DENY ANOTHER SWIMMER A CHANCE TO SWIM. "NO-SHOWS" TIE UP A LANE. GET A POSITIVE COMMITMENT FROM THE SWIMMER & PARENT(S).**
2. **VERIFY THAT EACH SWIMMER TO BE ENTERED HAS SWUM IN AT LEAST TWO DUAL MEETS or 1 dual meet plus 1 JSL Time Trial. There is a 25 point penalty for violation of this requirement.**
3. **READ ALL OF ARTICLE VII - CHAMPIONSHIP MEET (See pages 10-13 of this memo) BEFORE STARTING!!** Pay particular attention to Article VII #2, #3, #4, #5, & #6. **SWIMMERS NOT ENTERED AS ONE OF YOUR FOUR "OFFICIAL" ENTRIES IN ANY EVENT MAY BE ADDED AS "EXHIBITION (X)" TO THE UNLIMITED HEATS OF SHORT FREE AND ONE OTHER EVENT OF EITHER FLY, BACK, OR BREAST. NOTE THAT YOU MAY ONLY ENTER FOUR "OFFICIAL" ENTRIES IN SHORT FREE.** The terms "official" and "exhibition (X)" in these instructions can be confusing because they are slightly different from the terms as used in the regular season.

"Official Swimmers" – are the four fastest individual entries for each event from your team. All entries are finalized at the Champs entries meeting on the Sunday before Champs. No changes may be made at the Championship meet. Swimmers can swim up to 4 events (3 individual and 1 relay OR 2 individual and 2 relays) If a swimmer is entered as an official swimmer in two events, they are not eligible to be entered as an exhibition swimmer in any other events.

"Exhibition Swimmers" - Swimmers who have not been entered in at least two events as one of the top 4 official swimmers per event/team may be entered into the unlimited heats of short free and either fly, back, or breast up to a total of 2 events. All exhibition swimmers will be entered into the meet.

"Alternate Swimmers" - Swimmers who have not been entered in their maximum number of events. Please note that entry as an alternate does not guarantee that the swimmer will swim that event. Entry as an alternate, if approved, will count as part of the total number of events for that swimmer.

Important - All official and exhibition swimmers entered as above are eligible to have points and awards up to the team maximum.
4. **FOLLOW THIS PROCEDURE IN THIS ORDER FOR MAKING ENTRIES:**

- a. Go through the Meet (Championship Format) event-by-event and enter up to four "official" swimmers in each individual event and up to one relay team in each relay event.
- b. Each swimmer may be entered into a maximum of 4 events (3 individual & 1 relay or 2 individual and 2 relays) up to the team maximum of 4 in each individual event and 1 relay.
- c. Seeding times must be the fastest time swum in the current season in a JSL Dual Meet or Time Trial. The time is entered as **UNCONVERTED** yard (Y), short course meter (S), or long course meter (L) times using the Team Manager Program. The JSL Meet Manager program will convert all times to yards at the time the meet is seeded.
- d. Double check by going through your swimmers and **making sure no swimmer is entered "officially" in more than four events (3 individual & 1 relay or 2 individual & 2 relay).** Note that NO individual swimmer is allowed in more than 3 individual events.
- e. **After completing the above steps (a - d),** swimmers who have NOT been entered into ANY events may be entered as **"EXHIBITION (X)"** into short free plus one more event of either butterfly, backstroke, or breaststroke. Swimmers who have been entered as "official" into one event (a - d above) may be entered as **"EXHIBITION (X)"** into a second event of either short free, butterfly, backstroke, or breaststroke. **YOU MUST DESIGNATE THESE SWIMMERS AS EXHIBITION ("X").** Swimmers who have been entered as "official" in at least two events (a - d above) are NOT eligible to swim further events as "EXHIBITION (X)", but may be added to the team's "alternate" list (#7 below) and possibly get to swim.
- f. All "EXHIBITION (X)" swimmers will swim their events as "official" swimmers and be eligible for points and ribbons up to the allowed team maximums. **JSL will change their status to official after the seeding meeting and before the heat sheet is printed.**
- g. Any swimmer who has not been entered into the maximum allowed number of events may be entered as an "alternate" (#7 below) into any event. Entry as an alternate does not eliminate a

- swimmer as an "EXHIBITION (X)" entry into short free plus the one additional event (because entry as an alternate is no guarantee of swimming).
- h. However, entry as an alternate counts towards the total number of entries for that swimmer (because they potentially could get to swim all entered events).

5. IMPORTANT NOTE ON RELAY ENTRY: This is specially highlighted because common entry errors result from a failure to follow these directions. **FIRST, RUN A "TOP TIMES" REPORT FOR RELAYS FROM THIS YEAR'S MEET DATABASE.**

Relay teams are entered in the Championship Meet via the Team Manager Program without names. Submitted seeding times must be fastest time actually swum by a relay team during the current season at a JSL meet or Time Trial. ("No Time" is NOT a valid time unless the team has not been able to swim the relay event during the regular season) Article VII, #5 does NOT allow Relay team seeding times to be a combination of 4 separate times for 4 separate swimmers (in that sex and age group swimming the stroke required), who have not actually swum together on the relay. **Again, it must be the fastest time actually swum by a relay team during the current season.** This team may not be the actual swimmers who will swim on the relay in the Championship, but that time is the seed time. **To be clear, relays are entered via Team Manager, WITHOUT individual names, but with a VALID seeding time actually swum by a team during the current season (Article VII #5).** **THE ACTUAL SWIMMERS' NAMES MUST BE NEATLY PRINTED AND THE ORDER THAT THEY SWIM ON THE CORRECT TIMING CARD** prior to the end of the warm-up session for Medley Relay and by the end of the Butterfly events for Free Relay, otherwise the team will swim as exhibition and will not ribbon or score (Article VII, #5). This is done at the Clerk-of-Course area by the coach or authorized representative. **No further changes are allowed after those deadlines if the team is swimming as official.** The coach or authorized representative will only be allowed to see his/her own team's cards. Of course, all of the swimmers on the relay team must be eligible for the Championship (Article V, #8).

6. NOTE THE FOLLOWING FOR ENTERING "RELAY ONLY" SWIMMERS

ALL SWIMMERS WHO MAY SWIM MUST BE OFFICIALLY ENTERED including any "Relay Only" Swimmer. This is a swimmer who is not entered in any individual events and is NOT entered on a Relay Team. These swimmers are typically entered in the Meet by the coach to possibly use in a relay once the meet begins. To declare a swimmer as "Relay Only", click on the **Entrd** check box next to the swimmer's name and then **right click**. Team Manager will ask you to confirm that you wish to enter this swimmer as a "Relay Only" Swimmer. Click **Yes** and that "Relay Only" Swimmer entry will be stored in your Database and the column to the left of the swimmer's name will be listed with an @ character to indicate the "Relay Only" status. Relay Swimmers will be displayed in the Meet Entry Report sorted "by Name" with the "Individual and Relay" box checked.

7. **NOTE THE FOLLOWING PROCEDURES FOR ENTERING ALTERNATES.**

- a. Alternates MUST be entered as a separate Commlink file. (Think of alternate entry as a second meet) **Do NOT mark swimmers within the file as alternates.**
- b. You may enter as many alternates in as many individual events as desired keeping in mind that alternate entry counts towards the swimmer's maximum of four (3 individual) events entered.
- c. Follow above instructions in #3, for entering alternates and submit a separate Commlink file (labeled with team name, "C file" name, and "alternates") and a Meet Entry Report (labeled "alternates").
- d. As stated in Article VII #4, alternates will only be allowed to swim if there are open lanes in individual events to complete a partial heat. Alternates are also allowed to replace a scratched swimmer as outlined in Article VII #4.
- e. **Alternates will not be considered unless entered using this procedure.**

8. **Read Team Manager and CommLink instructions carefully** (especially sections covering Meet Entries)

9. **The Team Manager program will assign ID numbers to each swimmer**

10. **Create 1 copy of the Meet Entry Report to be retained by you in case of difficulty or questions. THIS IS SPECIALLY HIGHLIGHTED BECAUSE COMMON ENTRY OMISSIONS RESULT FROM A FAILURE TO FOLLOW THESE DIRECTIONS.**

This report will contain all Individual and Relay entries. PROOFREAD THIS REPORT CAREFULLY TO CONFIRM THAT ALL SWIMMERS TO BE ENTERED APPEAR ON THIS REPORT PRIOR TO EMAILING YOUR COMMLINK FILE. COMPARE IT TO YOUR FULL TEAM ROSTER TO MAKE SURE YOU DID NOT MISS ANYONE. SWIMMERS LEFT OFF MAY ONLY SWIM AS EXHIBITION IF SPACE PERMITS. USING THE "SEASONAL RESULTS SPREADSHEET" (SEE #2 ABOVE) CONFIRM THAT ALL SWIMMERS ENTERED HAVE SWUM AT LEAST 2 MEETS OR 1 MEET AND 1 JSL BOARD APPROVED TIME TRIAL.

11. **You must submit meet entries via Commlink file emailed to Locke Boyer (see #14 below). Championship Meet entries are NOT uploaded to jsl.org.**

12. **Note that ALL 6 & under events will be completely awarded**, records established, but no points awarded and thus no "High Point" awards for this age group.

13. **Championship scoring goes through 36th place.** Ribboning goes through 36th place for 12-&-unders and through 25th place for 13-&-unders.

- a. Each team is only allowed to score up to TWO places in each individual event and the meet will be scored by order of finish through 36th place.
 - b. High Point awards will be awarded in all age and sex groups except 6 and under.
- THERE WILL BE AN OVERALL TEAM CHAMPION AND RUNNER-UP (likely from Division I) AND TEAM CHAMPIONS AND RUNNER-UPS IN DIVISIONS II AND III.**

14. **ALL ENTRIES MUST BE EMAILED VIA COMMLINK FILE ATTACHMENT TO LOCKE BOYER BY 9AM SATURDAY, JULY 21st (earlier, if possible). YOU MUST SEND THE COMMLINK FILE VIA EMAIL TO FLB4J@comcast.net BY THAT DEADLINE OR RISK 100 PENALTY POINTS.** As a precaution, do **NOT** email to registrar-seeding@jsl.org. **Do NOT attempt to upload to the Meet Entries Upload Page on jsf.org.** A coach or other responsible person must be immediately available by phone until it is successfully entered into the JSL computer. Don't forget to provide a phone number in your email where you can be reached. You will receive a confirming email when your data is successfully entered. **IF YOU DO NOT RECEIVE THIS CONFIRMING EMAIL BY 10 AM SATURDAY, YOU MUST CONTACT LOCKE BY PHONE.** Any questions may be directed to him at 882-0340(C) or 296-0645(H). All coaches are encouraged not to wait until the deadline as there may be unforeseen problems. Do NOT jeopardize your team by being late! Again, there is a 100-point team penalty for late entry!
15. You may send a correcting file, if needed, PRIOR TO THE DEADLINE. Locke will use the last file sent.
16. **YOU OR YOUR ASSISTANT MUST BE PRESENT** at a Coach's meeting to be held **SUN., July 22nd, 2018 - 5:40PM** at **Jazzercise, 1239-C Allied St in Charlottesville** (at the back of McIntire Plaza) Please be prompt, but do NOT enter the building early unless directed to do so. If you are late, the meeting will start without you. The purpose of this meeting is to make final changes and corrections to the first copy of the seeding sheet and distribution of further information. You MUST BRING A COPY OF YOUR MEET ENTRY REPORT to this meeting and assist in the proofread of the seeding sheet by checking your swimmers against the final seeding sheets. No coach's errors may be corrected without permission of the Seeding Advisor (Locke Boyer). This meeting is for Championship Question & Answers as well as correction of data entry errors and protesting any seedings. IT MAY BE WISE TO DOWNLOAD, PRINTOUT, OR DIGITALLY SAVE AND BRING THIS A4 FIRE PACKET TO THAT MEETING.
17. Any seeding protest must be brought to the attention of the Seeding Advisor immediately following the first proofread.
18. A Coach's copy of the seeding sheet will be sent to the Head Coach's email address as soon as possible after this meeting (probably Monday). **This copy is for COACHES USE ONLY and is ABSOLUTELY NOT to be distributed. Teams found in violation will no longer receive a digital copy and may be subject to other sanctions by the JSL Board.**
19. **NO changes may be made after the coaches meeting** without the approval of the Championship Referee (Locke Boyer). Appropriate penalties will be assessed for violations.
20. The Championship is held at YMCA's **Aquatic and Fitness Center Pool** at **450 Whitehead Road in Charlottesville**. It is set up for JSL Champs as a 25 yard, 10 lane pool and has adequate seating for spectators. There are restricted areas and all swimmers should be instructed to respect the building and property. All teams are expected to clean up their team tent areas at the end of the last session.
21. If you would like a digital copy of the Championship Meet results, please bring a flash drive at the end of the meet to the Champs Computer Operator, Jessica Simons, located in the Lifeguard Administrative room.

GENERAL CHAMPIONSHIP INFORMATION

1. **Under Article V, #11, practice in the YMCA Aquatic & Fitness Center before meet day is not permitted by JSL. There is a 100 point penalty for violation.**
2. **All JSL Bylaws and Rules & Regulations apply plus those listed in Article VII Championship Meet** (see pages 10-13 of this memo). Please pay particular attention to Article V, #9, #10, & #11 regarding penalties for violations.
3. Consult the TENTATIVE [Champs Schedule](#) for approximate times. Consult Championship [Event Order List](#) for order of events. Swimmers may only warm-up in the session in which they are swimming (Final [Warm-Up Schedule](#) to be given out after the coaches meeting). **THERE IS NO DIVING ALLOWED IN THE WARMUP POOL.** This pool is for warm-up and warm-down only. Any swimmers "horsing around" at any time will be removed. **THE WARM-UP POOL WILL BE CLOSED AFTER WARMUPS ARE COMPLETED FOR SESSIONS 1, 3, and 4.**
4. **If a coach has a problem or complaint during the Championship Meet, he/she must take it to the Referee** (JSL Rules and Regulations VII, #10).
5. **The Clerk-of-Course area will be in a tent in the lower parking lot adjacent to the AFC.** Swimmers will be staged in this area, then led into the building through the rear loading dock door, and come out onto the deck at Clerk-of-Course area. Coaches' access to swimmers at the Clerk-of-Course will be restricted by the Head Clerk to a designated area. All swimmers will be accompanied by a Clerk throughout the process of getting to the blocks.
6. **Make sure your swimmers understand that they must report to the MAIN Clerk-of-the-Course IN THE LOWER LEVEL PARKING LOT.** Swimmers who serve as assistant coaches must also report personally to the Clerk. Teams wishing to have team "check-in" areas must designate areas (table and/or person) in their team tents. Please have KNOWLEDGEABLE team leaders, preferably junior coaches, available to help with seeding of the 6 & under swimmers. Team leaders can meet the swimmers after they complete their event. 6 & under relay teams need to report directly to the DECK Clerk of Course immediately after the conclusion of warmups. For swimmers who are in back to back events, please have them report directly to the Deck Head Clerk of Course—they will be seeded in the appropriate heats for their individual/relay events as appropriate.
7. The location for team tents is on Whitehead road as in the past. **NO PERSONAL TENTS ARE ALLOWED.** See your JSL Team Rep. for information.
8. **Make sure your swimmers are aware of JSL rules regarding approved swim suits, taping, etc.** found in [Appendix Z](#) in Section III of the Team Procedure Manual.
9. **Make sure your swimmers understand that we will NOT be using timing cards for INDIVIDUAL EVENTS** in the Championship but will be using a timing sheet given to each lane timer. Timing cards will be used for relay events. It will be very important for swimmers to pay attention and cooperate at all Clerk-of-Course areas. **ALL 8-&-UNDERS MUST HAVE THEIR EVENT, HEAT, & LANE NUMBERS WRITTEN IN WATERPROOF INK ON THE BACK OF THEIR LEFT HAND or on the wrist band.**
10. **All 25 yard events will start at the far side of the pool.** The touchpads are turned off for these events and these times will only be recorded by buttons and stopwatches.
11. **It may be wise to instruct your (particularly younger) swimmers in the proper technique for finishes which will shut off touch pads and review dive-over starts.**
12. **Cell Phone service within the building may be spotty.** You should consider having walkie-talkies to communicate among your coaches and team. **In addition to announcements, JSL calls swimmers to the Clerk-of-Course via Twitter** and there will be speakers near the team tents for all sessions. Instructions for receiving the JSL Twitter feed will be sent to you and are posted on jsl.org at [JSL Twitter Instructions](#)

13. **One coach from each team will be allowed to assist with the 8 and Under relay swimmers on the far side of the pool.** Please pay attention to the starter, but DO NOT LET YOUR SWIMMER ON THE BLOCKS UNTIL AFTER THE RACE HAS STARTED. One coach from each team will also be allowed to be behind the blocks during 5-6 and 8 & Under 25 yard individual events to keep them from jumping in early. Anxious youngsters tend to take off at the wrong time. PLEASE NOTE THAT THESE ARE THE ONLY TIMES ANY COACHES ARE ALLOWED BEHIND THE BLOCKS ON EITHER SIDE.
14. **Swimmers, who by choice, do not want to take off from the starting blocks, must take off from the gutter ledge, NOT from the deck.**
15. **ALL swimmers will be required to have an identifying wrist band (provided by JSL) for admittance to the deck/Clerk of Course area.** These wristbands will be handed out to the Team's JSL Representative on Sunday, July 22 to distribute to those swimmers entered in the Championship. The wristbands will be color-coded by session and must be on the swimmer's left wrist. A list of swimmers for wristbands will be emailed Monday evening to the person submitting the entries. More information will be provided at the Coaches meeting.
16. **Because of obvious space limitations, the maximum number of coaches allowed on deck per team per session is based on total team size as follows: up to 150 swimmers = 3 coaches; 151-200 Swimmers = 4 coaches; 201 and over = 5 coaches.** You must provide a list of your coaches for each session no later than 9PM Wednesday, July 25th, to the person designated by the Champs Committee.
17. **Coaches' Deck nametags will be handed out at the Meet at the Coaches Check-in Desk to bona fide coaches on the JSL Coaches List** per JSL policy and must be worn at all times when on deck. Persons violating this rule will be banned from the deck.
18. **COACHES MAY ONLY VIEW THE MEET FROM THE FOLLOWING AREAS:**
- **the Coaches area between the diving boards where the bleachers are located** Bleachers are available in this area, so no personal chairs are needed
 - **in front of the Announcer room beside the warm-up pool** - COACHES MUST NOT BLOCK OR INTERFERE WITH THE HANDICAPPED VIEWING AREA AT ANY TIME. If the area becomes congested, coaches will be asked to return to the Designated Coaching area
 - **One coach from each team is allowed in the Clerk-of-Course designated area** to give advice to swimmers, but is NOT to interfere with the Clerks or in any way impede the operation of this area
- COACHES MAY NOT BE IN THE FOLLOWING AREAS:**
- **STARTING BLOCKS END OF THE POOL ON EITHER SIDE** except as noted above in #13. The area between the white fences and the near side wall is only for walking.
 - **the low diving board platform**
 - **the area where swimmers enter the building from the Clerk area**
 - **the control room (Guard Room)**
 - **standing or sitting on the benches behind the starting blocks**
- Please note that swimmers cannot "Hang out" in the coaches' area**—if you need to talk with your swimmers, your conversations must be brief.
19. **DO NOT BRING FOOD OR DRINK (OTHER THAN WATER IN PLASTIC BOTTLES) ONTO THE DECK.** Anyone violating this rule will be asked to leave the deck !!
20. **LUNCH WILL ONLY BE PROVIDED TO COACHES WORKING ALL DAY (both sessions) on Saturday** - you must have a meal ticket.
21. REMEMBER THAT **NO POSTERS**, SIGNS, ETC. ARE ALLOWED ANYWHERE ON THE PREMISES !! THERE IS ALSO **NO BODY PAINT** ALLOWED IN THE BUILDING.
22. **Again, no changes can be made after the coaches meeting without the approval of referee.** Appropriate penalties will be assessed for violations.
23. **PLEASE NOTE THAT INDIVIDUAL SWIMMER AWARDS WILL BE GIVEN OUT AT THE TEAM LEVEL, NOT AT CHAMPS.** THE CHAMPIONSHIP TEAM AWARDS WILL BE GIVEN OUT AFTER THE FINAL SESSION ON SATURDAY.

INSTRUCTIONS FOR PREPARING WRISTBANDS FOR JSL CHAMPS

Wristbands will be provided at the Coaches Championship meeting and are sorted by color/session. A list of swimmers for wristbands will be emailed Monday evening to the person submitting the entries. The color assignments will be given then:

Session 1:	Color	ALL 11/12's
Session 2:	Color	ALL 13 and overs
Session 3:	Light Color	ALL 8 and unders
Session 4:	Color	ALL 9/10's

Mark each bracelet with team abbreviation, swimmer's first & last name, event number, heat and lane number (E21, H2, L4) in that order.

For example:	Team ABC	E22, H2, L4	E42, H1, L8
	Susie Swimmer	E32, H5, L3	E72, H2, L5

Bracelets should be attached to swimmers' left wrists. All swimmers must wear their bracelets during their entire session in order to receive entry to the pool deck.

Please be careful with your bracelets as there are only a limited number of replacement bracelets available.

Appendix D
(Revised June 2, 2022)

First week of June:

The following email should be sent by the Champs Volunteer Coordinator to all JSL Team Representatives.

The subject will be JSL Championship Team Volunteer Coordinators.

TO: JSL Team Representatives

Please let me know by June 15th if you are going to be your team's Volunteer Coordinator this season or who will be taking that position from your team.

If someone is taking your place, please let me know who it is and provide his/her email address and cell phone number.

Thank you!

Appendix D
(continued)**First Week of July:**

The following email will be sent from the Champs Volunteer Coordinator to all *current year* JSL Team Volunteer Coordinators.

The subject will be JSL Championship Volunteer Coordinators.

TO: All JSL Team Volunteer Coordinators

Thank you for volunteering to be your team's Championship Volunteer Coordinator this year. We look forward to working with you this season!

First, if you've been thrown into the "lions' den," and need help figuring out what is required from your team, don't worry! Please contact [], and s/he will answer any and all questions you have about your team's volunteer positions. Call [] (C) or email [].

JSL Champs will be held at the YMCA. Unlike some summer leagues, the Jefferson Swim League believes that every swimmer should be allowed to compete at the Championship Meet. The Jefferson Swim League can have over 1,500 swimmers participating in "Champs" each summer and now supports 4 sessions of swimmers over 2 days – Friday morning, Friday afternoon, Saturday Morning and Saturday Afternoon. And, to keep these sessions running smoothly, we need to fill almost 700 volunteer positions.

Each team, no matter the number of swimmers, will be asked to fill certain volunteer positions over the course of the 4 sessions. These positions include the following for each session:

Marshal Positions

Timer Positions

Team Leaders (not in Session 2)

Tent Cleanup and Lost & Found (at end of Sessions 2 and 4)

Team Leaders assist in helping the younger swimmers get to the Clerk of Course Area in the Gym. Teams are allowed to have more than the assigned Team Leaders to help their swimmers move from Tent area to the gym. However, ONLY THE ASSIGNED Team Leaders will be able to go into the pool area. The "Optional" Team Leader(s) may be male or female.

In addition to the positions above, each team has been given a number of positions to fill based on their team size (NOT the number of swimmers participating in Champs!) as of July 1. Head positions, along with assigned (such as Stroke & Turn Judges), have been taken into account and "count" towards the number of positions each team needs to fill.

Some Notes to follow when filling your volunteer positions:

- **ALL POSITIONS ARE FOR THE FULL SESSION OR UNTIL RELIEVED FOR THE NEXT SESSION.** There are no “second-half” positions at Champs.
- All teams are expected to provide **EXPERIENCED** volunteers for EVERY shift. Champs is NOT the place for a volunteer to learn a new position.
- PLEASE, ONLY ONE PERSON FOR THE ENTIRE SESSION! There are enough volunteers scheduled for each position to allow for breaks or to watch their swimmer’s event. There are “Relief” persons scheduled for all timers for this purpose. That person must be on duty during the entire shift to offer rotating relief to the timers.
- It is permissible for one person to fill more than one shift (provided the shifts do not overlap in any way). For example, a Timer may serve in more than one session.
- There are 4 sessions – See [Championship Schedule](#). ALL TIMES ARE APPROXIMATE!! Better time estimates will be available the week before Champs.
- Note that some shifts during each session have a different arrival time as noted. Make sure that the person filling the position is aware of the arrival time and can be present at that time. Again, ALL SHIFTS ARE FOR THE ENTIRE SESSION & WORKERS MUST STAY UNTIL END OF SHIFT OR UNTIL RELIEF ARRIVES!
- ALL Championship Job Descriptions can be found in [Section III of the Champs Manual](#). Make sure everyone filling each position UNDERSTANDS what the position is and has thoroughly reviewed the online training PRIOR to Meet Day(s).
- Make sure everyone understands that FOOD IS ONLY PROVIDED TO THOSE WHO WORK BOTH MORNING AND AFTERNOON SESSIONS.
- It is permissible to trade positions between teams provided it is made clear on the sheet and everyone agrees.

Now, some **VERY IMPORTANT THINGS** to remember this year:

- **Please make sure that your parents/volunteers understand they must plan to work their position for the entire session.** There are plenty of relief positions built in for breaks. We will not split any positions in a “first half/second half.” (We know we sound like broken records, mentioning this again and again, but there have been too many misunderstandings in the past!)
- **Coaches may only be coaches or team leaders.** They cannot serve in any other positions. If they are a Team Leader, they cannot coach during that shift.
- **Teenagers** can serve as Runners, Refreshments, Volunteer Check-In Assistants, Team Leaders, or Team Photographer. They cannot serve in any other positions except as a timer if 15 or over.

We look forward to another successful Champs! Thank you for your help in making it possible!

LINKS TO TRAINING AND DESCRIPTIONS Of Championship Volunteer Positions (ALL Positions are for a FULL session, except as noted.)

AD SALES ONLINE COURSE

The **Ad Sales Coordinator** for each team is selected by the individual teams. This position solicits ads and donations from their team to help offset the expenses of the Championship. All teams are expected to contribute to this fund-raising effort. The duties for this position are performed about 5 to 6 weeks before Champs.

ANNOUNCER ONLINE COURSE

The **Announcer** is an appointed position and must be someone comfortable with public speaking. S/he must also be aware of the guidelines and the importance of not contributing unnecessary noise and confusion to the meet. The Announcer is also responsible for "tweeting" meet information, including calling events to the Clerk of Course.

AWARDS ONLINE COURSE

The **Head of Awards** is an appointed position and is entrusted with the task of making sure awards are properly managed. The Head of Awards and the Awards Assistants are responsible for obtaining awards labels from the Computer Operator, sticking them on the proper awards, and placing the awards in the proper teams' award boxes.

CLERK-OF-COURSE ONLINE COURSE

The **Head Clerks** are appointed positions and MUST be well qualified and experienced. There will be one Head Clerk in the gym and one on the deck.

Clerk-of-Course Assistants assist the Head Clerk-of-Course in staging the swimmers for their lane assignments in their heats/events. Clerk-of-Course Assistants perform the same jobs as during a dual meet and must have experience in this position.

COMPUTER OPERATOR and ASSISTANT ONLINE COURSES

The **Computer Operator** is an appointed position who confirms and enters all times into the computer one heat at a time. Ideally the Assistant will have experience at this position, but can act as a "reader". Both should be familiar with the computer program and operation of the computer and printers. This position differs slightly from the dual meet position, but an experienced computer operator would catch on quickly.

CTS OPERATOR & ASSISTANT ONLINE COURSE

The **CTS Operator** is an appointed position and MUST be familiar with the operation of the current CTS System. The Assistant does not necessarily have to be familiar with the CTS System, but can merely be a helper.

DECK RUNNER ONLINE COURSE

The Deck Runner collects "DQ" cards, timers' cards, and CTS printouts after each heat and takes cards and printouts immediately (in heat and sex order) to appropriate boy or girl sorter at the table in Aerobics Room 9. The timer's sheets are collected after each event.

HEAD OF CHAMPS SALES AND ASSISTANTS ONLINE COURSE

This position is currently being filled by Swim and Tri.

HEAD OF REFRESHMENTS AND ASSISTANTS

The Head of Refreshments is from one of the Host Teams and must take care of all duties as listed in Section II #B in the Champs Manual. In addition, the following must be done throughout the entire meet: Monitors coffee, bagel, and doughnut usage during morning and continues to serve water (w/ ice) during the meet to all official workers and coaches about every 30 to 60 minutes. Assistants do not need experience at this position.

HEAD OF TABLE ONLINE COURSE

The Head-of-Table is an appointed position and MUST be familiar with all Scoring Table procedures and positions as well as how the Championship procedures may differ from dual meet procedures.

MARSHALS ONLINE COURSE

The Head Marshal is an appointed position and organizes, instructs, and supervises the All Marshals and the Safety Officers. All Marshals report to the Head Marshal on arrival.

DOOR MARSHALS

The two Door Marshals are in position before the YMCA doors open for volunteers, swimmers and parents to keep those, who are not reporting to volunteer positions, out of the YMCA until the building opens for parents/swimmers. Once the YMCA doors are open to parents/swimmers, these Marshals watch for swimmers or others trying to bring in coolers, chairs, or other prohibited items and generally keep order in this area.

HALL/LOCKER ROOM MARSHALS

Responsibilities include helping maintain order in the lower level halls, keeping trash under control, and, most importantly, controlling entry to all bathrooms. Both male and female Marshals are needed for this position.

LOBBY STAIRS MARSHAL

The Lobby Stairs Marshal(s) are at the top of the stairs and are the gate keepers to the deck. No one without a deck pass (wrist band, name tag, etc.) is allowed on the lower level. If clarification is needed, the Volunteer Check-in Head will be in the lobby to assist in determining whether or not a person is allowed on deck.

LOWER LEVEL EXIT DOOR MARSHAL

The Exit Door Marshal is on the lower level at the hall exit doors to prevent unauthorized entry at this door and to generally keep order at this location.

PHOTO MARSHAL

The Photo Marshal is responsible for making sure team photographers and the media do not interfere with the running of the meet.

RACING POOL DECK MARSHAL

The Racing Pool Deck Marshal is responsible for keeping order on the deck surrounding the Racing Pool.

WARM-UP POOL DECK MARSHAL

The Warm-Up Pool Deck Marshal is responsible for keeping order on the deck surrounding the Warm-up Pool and making sure the Warm-Up Pool is used correctly.

TENT CLEANUP AND LOST & FOUND

This position is responsible for the cleanup of their team tent area at the end of each day and for collecting "lost and found" items to take back to their team to be claimed.

MEET DIRECTOR ONLINE COURSE

The Meet Director is an appointed position and is normally the Chair of the Champs Committee. Ideally there should be 2 Meet Directors per session, one on the deck level and one on the lobby level. The Lobby Meet Director is in charge of the Lobby, Viewing Areas and Outside Areas. The Deck Meet Director is in charge of the Deck Area and Lower Level.

REFEREE ONLINE COURSE

The Referee is an appointed position and has full jurisdiction over the swim portion of the meet and makes sure all applicable rules are followed and enforced. S/he must decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. The Referee is appointed by the JSL Officials Advisor.

SAFETY OFFICERS ONLINE COURSE

RMC Events is hired by JSL to assist with crowd management and serve as the Safety Officers.

SORTER ONLINE COURSE

The Championship demands experienced Sorters. The sorter **MUST** be familiar with CTS printouts and should review procedures for reading these printouts well before the meet. This position is somewhat different from the dual meet sorter position, but an experienced sorter would have no difficulty mastering this position.

STARTER ONLINE COURSE

The starters are selected by the JSL Officials Advisor. This is probably the second most important meet official and therefore the most qualified starters in the League must be used. The starter must be well experienced and, if possible, USAS certified.

STROKE-AND-TURN-JUDGE ONLINE COURSE

Stroke-and-Turn Judges are selected by the JSL Officials Advisor to ensure that the most qualified Judges fill the positions. JSL requires Stroke-and-Turn judges to be either USAS, YMCA, or High School certified or have attended a USAS, YMCA, or JSL clinic for Stroke-and-Turn Judges within the current calendar year.

TABLE RUNNER ONLINE COURSE

The Table Runner position is responsible for removing results from the Meet Manager computer printer and posting them in the agreed upon locations. In addition, this person should assist the Computer Operator(s) with the printer and all printed materials. The Back-up Checker position is responsible for reviewing all printouts for obvious discrepancies such as misplaced decimals, etc. PRIOR to giving them to the Table Runner.

TEAM LEADER ONLINE COURSE

The Team Leaders are responsible for making sure all 5-6 year olds, 8 & Unders, 9-10 boys and 9-10 girls from their team are taken from their team tent area to the Clerk-of-Course in the gym and returned in an orderly fashion. Ideally, Team Leaders for the 8-&-under session should be 15-18 year old swimmers or junior coaches. Team Leaders can remain on deck while their swimmers are swimming and then escort them off the deck.

TIMER/BUTTON PUSHER ONLINE COURSE

The Head Timers are normally appointed positions, but all Timers **MUST** have previous timing experience including dive-over starts using two watches. The YMCA's CTS system and touch pads will be used, but back up must be provided in the form of three button pushers and two watch timers on each lane. This is a total of 3 timers, as individuals can operate 1 button and 1 watch each. This position is similar to the timer position for a dual meet, except the timers also use buttons to shut off the touch pads as the swimmer touches at the end. There are relief timers available for each session.

TURN OVER CHAMPS

A member from each of the teams hosting next year's Championship assists the current year's Host Teams to pack up the supplies and equipment used for Champs and return them to the storage unit. **This is only at the end of the 4th session, not a full session.**

VOLUNTEER CHECK-IN ONLINE COURSE

The Volunteer Check-In Head is an appointed position and, along with Assistants, is responsible for distributing volunteer name badges and worker pennies or wrist bands for each session. They are also responsible for distributing coaches' badges, media badges, and any other type of special badges. Additionally, they may be called upon to answer questions, give directions and generally keep order in this area. There will also be YMCA Employees in this area to assist.

WEB-CAM OPERATOR ONLINE COURSE

A volunteer with experience in videography is responsible for live-streaming the sessions to the web.

VOLUNTEER ASSIGNMENTS SPREADSHEET

(Written by Susan Turner)

As noted elsewhere in this Manual, the volunteer positions for the Championship are sorted out based on the relative sizes of the various JSL teams. As the teams change size either up or down, the number of positions assigned to the teams change similarly. Because of this, the spreadsheet changes from year to year, plus positions are often added or deleted from the total Championship list. If possible, “assigned positions” are moved around also.

The following is an outline of how this process works:

- Develop an “All Sessions” Excel spreadsheet, including all 4 sessions and positions. The previous year’s spreadsheet serves as a starting point and is set up for the current year. Clear all cells and add/delete positions as needed, etc.
- Assign Timer and Marshal positions to teams, along with Team Leader positions.
- Send the Board Assigned Positions to the teams to assign volunteers in June, if possible.
- Ask Bob Garland or designee to calculate the number of assigned positions for each team based on team sizes as of the third meet of the season. Assign all of the remaining positions to the teams based on the calculated number of positions for each team. Attempt to take into account which teams are providing Stroke & Turns, head positions, etc. Again, these numbers change each year with the teams’ sizes changing.
- Split the “All Sessions” spreadsheet into 4 separate spreadsheets, 1 for each session.
- Separate the 4 “Session” spreadsheets using the “Data” Function to create a separate spreadsheet of positions to fill for each team.
- At this point, there should be an “All Sessions” spreadsheet, 4 individual “Session” spreadsheets, and “Team Volunteer Positions” spreadsheets equal to the number of teams in the League.

In the past, when we were still working within Championship Host groups, the Group “Positions to Fill,” lists were sent out with the names of the teams listed and their positions to fill. This did not work well.

- Use the 4 individual “Session” spreadsheets to create the badges, volunteer lists for the Head people, etc.

- Depending on how the teams send back their filled positions, sometimes they can be “copied and pasted” into the main spreadsheet. Sometimes the names have to be manually reentered.
- Create the badges by using the 4 individual “Session” spreadsheets and a merge file. The actual badges are card stock that are printed beforehand and cut into badge size. The names/positions are printed on clear labels that are then stuck to the badges. This is the cheaper than using badge stock. It’s also easier if names, etc. have to be changed at Champs.
- It is thought that plain stick-on badges will not stay stuck on shirts given the humidity and sweaty conditions.

REVISE FOR CURRENT YEAR

Jefferson Swim League Championship YARD Records

(Revised July 31, 2022)

8&U Freestyle Relay

P1	6&U	M	100Yd	Free Relay (#100)	1:17.65	ACAC 6&U Mixed H. Smith, W. Easton, E. Wood, A. Meyer	ACAC	2016
1	8&U	B	100Yd	Free Relay	1:03.75	GHG 8&U Boys C. Taylor, Davis, Hawkins, Pumphrey	GHG	1979
2	8&U	G	100Yd	Free Relay	1:06.02	FAST 8&U Girls A. Searcy, A. Kuzemka, A. Owen, G. Tosi	FAST	2009

Individual Medley

3	9-10	B	100Yd	Ind. Medley	1:08.30	Lucas Smith	FV	2013
4	9-10	G	100Yd	Ind. Medley	1:05.07	Avery Huang	CITY	2015
5	11-12	B	100Yd	Ind. Medley	58.58	Leo Tutovani	ACAC	2016
6	11-12	G	100Yd	Ind. Medley	1:01.40	Avery Huang	CITY	2016
7	13-14	B	100Yd	Ind. Medley	52.75	Will Browne	FCC	2021
8	13-14	G	100Yd	Ind. Medley	59.74	Sofie Vanyo	ACAC	2022
9	15-18	B	100Yd	Ind. Medley	51.88	Noah Hargrove	BHSC	2019
10	15-18	G	100Yd	Ind. Medley	57.46	Grey Davis	FCC	2021

Medley Relay

11	8&U	B	100Yd	Med. Relay	1:12.58	FV 8&U Boys M. McHugh, B. Moyers, H. Harper, B. Trotter	FV	2006
12	8&U	G	100Yd	Med. Relay	1:13.90	FAST 8&U Girls B. Kuzemka, A. Harlow, A. Brown, A. Hudock	FAST	2011
13	9-10	B	200Yd	Med. Relay	2:18.77	ACAC 9-10 Boys B. Taylor, A. Ashby, C. Easton, B. Sawyer	ACAC	2018
14	9-10	G	200Yd	Med. Relay	2:17.41	FV 9-10 Girls L. Sikman, C. Smith, M. Wells, D. Higginbottom	FV	2015
15	11-12	B	200Yd	Med. Relay	1:54.51	ACAC 11-12 Boys A. Zhu, J. Hodges, L. Elmore, B. Sawyer	ACAC	2019
16	11-12	G	200Yd	Med. Relay	1:59.48	FV 11-12 Girls M. Paschina, C. Smith, R. Elhart, M. Alms	FV	2018
17	13-14	B	200Yd	Med. Relay	1:44.65	ACAC 13-14 Boys C. Easton, J. Hodges, L. Elmore, G. Dugas	ACAC	2021
18	13-14	G	200Yd	Med. Relay	1:52.67	FLST 13-14 Girls M. Woods, M. Jones, B. Coffindaffer, A. Eagleson	FLST	2013
19	15-18	B	200Yd	Med. Relay	1:35.20	CGST 15-18 Boys A. Garano, M. Heilman, R. Wang, S. Johnson	CGST	2022
20	15-18	G	200Yd	Med. Relay	1:50.60	FV 15-18 Girls N. Steven, A. Bendall, M. Alms, E. Weary	FV	2021

Short Freestyle

P21	6&U	B	25Yd	Free 6 & under (#210)	16.36	Matt McHugh	FV	2005
21	8&U	B	25Yd	Freestyle	13.74	Chris Taylor	GHG	1979
P22	6&U	G	25Yd	Free 6 & under (#220)	17.10	Vivian Vanyo	ACAC	2019
22	8&U	G	25Yd	Freestyle	14.30	Brittany Dickerson	GCC	2004
23	9-10	B	50Yd	Freestyle	27.20	Maxwell Moore	FCC	2016
24	9-10	G	50Yd	Freestyle	28.04	Athena Vanyo	ACAC	2014
25	11-12	B	50Yd	Freestyle	23.42	Leo Tutovani	ACAC	2016
26	11-12	G	50Yd	Freestyle	25.06	Athena Vanyo	ACAC	2016
27	13-14	B	50Yd	Freestyle	22.14	August Lamb	BHSC	2015
28	13-14	G	50Yd	Freestyle	24.01	Abby Fuller	ELKS	2018
29	15-18	B	50Yd	Freestyle	20.56	Matt Lockman	FV	2013
30	15-18	G	50Yd	Freestyle	23.70	Grey Davis	FCC	2022

Breaststroke

31	8&U	B	25Yd	Breaststroke	17.91	Lucas Smith	FV	2011
32	8&U	G	25Yd	Breaststroke	18.51	Meghan Ayres	CGST	2018
33	9-10	B	50Yd	Breaststroke	33.50	Maxwell Moore	FCC	2016
34	9-10	G	50Yd	Breaststroke	33.28	Avery Huang	CITY	2015
35	11-12	B	50Yd	Breaststroke	29.83	Victor Valovalo	FV	2016
36	11-12	G	50Yd	Breaststroke	31.14	Avery Huang	CITY	2016
37	13-14	B	50Yd	Breaststroke	26.75	Will Browne	FCC	2021
38	13-14	G	50Yd	Breaststroke	30.33	Abby Fuller	ELKS	2018
39	15-18	B	50Yd	Breaststroke	26.23	Nick Switzer	FV	2016
40	15-18	G	50Yd	Breaststroke	30.20	Laura Mosca	BHSC	1997

Jefferson Swim League Championship YARD Records (continued)

(Revised July 31, 2022)

Backstroke

P41	6&U	B	25Yd	Back 6 & Under (#410)	20.96	Colt Bloxsom	FV	2015
41	8&U	B	25Yd	Backstroke	16.40	Chris Taylor	GHG	1979
P42	6&U	G	25Yd	Back 6 & Under (#420)	20.57	Avery Huang	CITY	2011
42	8&U	G	25Yd	Backstroke	18.00	Avery Huang	CITY	2013
43	9-10	B	50Yd	Backstroke	32.55	Bryan Yasinsac	FV	1995
44	9-10	G	50Yd	Backstroke	32.13	Grey Davis	FCC	2016
45	11-12	B	50Yd	Backstroke	28.21	Lucas Smith	FV	2015
46	11-12	G	50Yd	Backstroke	28.75	Izzy Bradley	CITY	2016
47	13-14	B	50Yd	Backstroke	25.02	Will Browne	FCC	2021
48	13-14	G	50Yd	Backstroke	27.14	Grey Davis	FCC	2019
49	15-18	B	50Yd	Backstroke	22.94	Walker Davis	FCC	2021
50	15-18	G	50Yd	Backstroke	25.90	Grey Davis	FCC	2022

Butterfly

51	8&U	B	25Yd	Butterfly	14.86	Lucas Smith	FV	2011
					Tie 14.86	Thomas Heilman	CGST	2015
52	8&U	G	25Yd	Butterfly	15.24	Brittany Dickerson	GCC	2004
53	9-10	B	50Yd	Butterfly	29.09	Brian Hynes	HM	2009
54	9-10	G	50Yd	Butterfly	30.02	Mary Nash	FSBC	1993
55	11-12	B	50Yd	Butterfly	25.93	Jack Dofflemyer	FV	2018
56	11-12	G	50Yd	Butterfly	26.30	Athena Vanyo	ACAC	2016
57	13-14	B	50Yd	Butterfly	24.40	Victor Valovalo	FV	2018
58	13-14	G	50Yd	Butterfly	25.82	Abby Fuller	ELKS	2018
59	15-18	B	50Yd	Butterfly	21.81	Walker Davis	FCC	2021
60	15-18	G	50Yd	Butterfly	24.75	Grey Davis	FCC	2022

Long Freestyle

61	8&U	B	50Yd	Freestyle	31.25	Thomas Heilman	CGST	2015
62	8&U	G	50Yd	Freestyle	32.06	Mary Nash	FSBC	1991
63	9-10	B	100Yd	Freestyle	1:00.59	Leo Tutovani	FV	2014
64	9-10	G	100Yd	Freestyle	57.64	Avery Huang	CITY	2015
65	11-12	B	100Yd	Freestyle	50.35	Leo Tutovani	ACAC	2016
66	11-12	G	100Yd	Freestyle	55.18	Avery Huang	CITY	2016
67	13-14	B	100Yd	Freestyle	49.12	Chase Easton	HM	2022
68	13-14	G	100Yd	Freestyle	53.00	Rebecca Cronk	KWC	1993
69	15-18	B	100Yd	Freestyle	45.19	Luke Anderson	FCC	2000
70	15-18	G	100Yd	Freestyle	52.10	Annie Boone	CCC	2014

Freestyle Relay

73	9-10	B	200Yd	Free Relay	2:02.76	VAST 9-10 Boys A. Gustafson, B. Holsinger, C. Smith, W. Chapman	VAST	1991
74	9-10	G	200Yd	Free Relay	2:03.49	CITY 9-10 Girls W. Huang, E. Reed, A. Hudock, A. Huang	CITY	2014
75	11-12	B	200Yd	Free Relay	1:47.63	ACAC 11-12 Boys E. Brubaker, A. Meyer, H. Zhu, L. Tutovani	ACAC	2016
76	11-12	G	200Yd	Free Relay	1:47.87	CITY 11-12 Girls A. J. Hudock, E. Reed, A. Huang, I. Bradley	CITY	2016
77	13-14	B	200Yd	Free Relay	1:38.15	CGST 13-14 Boys A. Zhu, J. Zevgolits, B. King, R. Wang	CGST	2021
78	13-14	G	200Yd	Free Relay	1:44.38	FV 13-14 Girls M. Paschina, A. Wang, E. Weary, M. Alms	FV	2019
79	15-18	B	200Yd	Free Relay	1:24.05	BHSC 15-18 Boys V. Chhabra, R. Winter, N. Hargrove, A. Lamb	BHSC	2019
80	15-18	G	200Yd	Free Relay	1:39.00	ACAC 15-18 Girls S. Haise, Z. DeGuzman, A. Vanyo, A. Fuller	ACAC	2019

You may report any errors, misspellings, etc. to:
 Bob Garland, Jr. at advisor@jssl.org or (434) 293-2045.

APPENDIX E1

(Revised August 1, 2017)

Jefferson Swim League Championship METER Records

(Revised August 1, 2017)

8&U Freestyle Relay

P1	Mixed 6&U 100 Free Relay	01:27.77	CGST Mixed B Hunt, D Carter, W Phillips, K Heilman	CGST	2017
1	Boys 8&U 100 Free Relay	01:16.88	GLEN Boys D Weiss, R Hathaway, C Davidson, P Reuter	GLEN	2017
2	Girls 8&U 100 Free Relay	01:15.99	ACAC Girls Rose, Yu, Cannell, Vanyo	ACAC	2012

Individual Medley

3	Boys 9-10 100 IM	01:17.64	Will Browne	FCC	2017
4	Girls 9-10 100 IM	01:15.31	Alexa Owen	FAST	2012
5	Boys 11-12 100 IM	01:10.80	Maxwell Moore	FCC	2017
6	Girls 11-12 100 IM	01:08.38	Avery Huang	CITY	2017
7	Boys 13-14 100 IM	01:01.91	Victor Valovalo	FV	2017
8	Girls 13-14 100 IM	01:07.28	Athena Vanyo	ACAC	2017
9	Boys 15-18 100 IM	58.48	Zachary Greenhoe	FSBC	2017
10	Girls 15-18 100 IM	01:06.77	Natalie Cronk	CGST	2012

Medley Relay

11	Boys 8&U 100 Medley Relay	01:23.90	ACAC Boys I Thompson, B Taylor, C Easton, E Pariseau	ACAC	2017
12	Girls 8&U 100 Medley Relay	01:23.31	ACAC Girls K Steeper, S Nicholson, S Vanyo, A Zarzyski	ACAC	2017
13	Boys 9-10 200 Medley Relay	02:32.01	ACAC Boys A Zhu, J Nicholson, L Elmore, B Sawyer	ACAC	2017
14	Girls 9-10 200 Medley Relay	02:40.07	FAST Girls DiFazio, Harlow, Owen, Dixon	FAST	2012
15	Boys 11-12 200 Medley Relay	02:17.03	CGST Boys H Addison, J Burr, J Alexander, A Garono	CGST	2017
16	Girls 11-12 200 Medley Relay	02:15.30	FV Girls L Sikman, C Smith, M Wells, C Elhart	FV	2017
17	Boys 13-14 200 Medley Relay	01:57.47	FAST Boys Switzer, Paschina, Dixon, Billingsley	FAST	2012
18	Girls 13-14 200 Medley Relay	02:05.21	FV Girls A Kashatus, A Harlow, A Lounsbury, C Moody	FV	2017
19	Boys 15-18 200 Medley Relay	01:48.98	BHSC Boys N Hargrove, M Mandell, A Lamb, A Donovan	BHSC	2017
20	Girls 15-18 200 Medley Relay	02:05.68	FV Girls R Wang, G Tosi, B Coffindaffer, G Farmar	FV	2017

Short Freestyle

P21	Boys 6&U 25 Free	19.10	Walker Easton	ACAC	2017
21	Boys 8&U 25 Free	15.48	Chase Easton	ACAC	2017
P22	Girls 6&U 25 Free	20.83	Katherine Heilman	CGST	2017
22	Girls 8&U 25 Free	16.13	Miller Grimes	CGST	2017
23	Boys 9-10 50 Free	28.69	Thomas Heilman	CGST	2017
24	Girls 9-10 50 Free	32.25	Alexa Owen	FAST	2012
25	Boys 11-12 50 Free	28.42	Maxwell Moore	FCC	2017
26	Girls 11-12 50 Free	29.68	Haley Sheffield	CGST	2017
27	Boys 13-14 50 Free	24.94	Levani Tutovani	FSBC	2017
28	Girls 13-14 50 Free	27.38	Claire Moody	FV	2017
29	Boys 15-18 50 Free	23.85	Matt Lockman	FV	2012
30	Girls 15-18 50 Free	26.92	Holly Harper	FV	2012

Breaststroke

31	Boys 8&U 25 Breast	21.39	Matthew Heilman	CGST	2012
32	Girls 8&U 25 Breast	20.71	Sofie Vanyo	ACAC	2017
33	Boys 9-10 50 Breast	40.41	Will Browne	FCC	2017
34	Girls 9-10 50 Breast	40.04	Layla Welsch	FCC	2017
35	Boys 11-12 50 Breast	36.06	Jack Smith	ACAC	2017
36	Girls 11-12 50 Breast	37.04	Gabby Tosi	FAST	2012
37	Boys 13-14 50 Breast	32.46	Lucas Smith	FV	2017
38	Girls 13-14 50 Breast	34.06	Abby Harlow	FV	2017
39	Boys 15-18 50 Breast	29.50	Eli Holstege	GLEN	2012
40	Girls 15-18 50 Breast	34.03	Mack Lawson	FSBC	2017

(Revised August 1, 2017)

Jefferson Swim League Championship METER Records (continued)

(Revised August 1, 2017)

Backstroke

P41	Boys 6&U 25 Back	24.36	Walker Easton	ACAC	2017
41	Boys 8&U 25 Back	19.17	Colt Bloxsom	FV	2017
P42	Girls 6&U 25 Back	24.54	Grey Davis	FCC	2012
42	Girls 8&U 25 Back	18.44	Katie Steeper	ACAC	2017
43	Boys 9-10 50 Back	34.59	Thomas Heilman	CGST	2017
44	Girls 9-10 50 Back	37.59	Lucy Nicholson	ACAC	2017
45	Boys 11-12 50 Back	34.47	Harry Saunders	BHSC	2012
46	Girls 11-12 50 Back	32.41	Ashley Huang	CITY	2012
47	Boys 13-14 50 Back	28.79	Walker Davis	FCC	2017
48	Girls 13-14 50 Back	30.77	Izzy Bradley	CITY	2017
49	Boys 15-18 50 Back	27.63	Zachary Greenhoe	FSBC	2017
50	Girls 15-18 50 Back	29.78	Holly Harper	FV	2012

Butterfly

51	Boys 8&U 25 Fly	16.99	Chase Easton	ACAC	2017
52	Girls 8&U 25 Fly	17.07	Sofie Vanyo	ACAC	2017
53	Boys 9-10 50 Fly	32.86	Thomas Heilman	CGST	2017
54	Girls 9-10 50 Fly	35.44	Alexa Owen	FAST	2012
55	Boys 11-12 50 Fly	31.56	Jack Dofflemeyer	FV	2017
56	Girls 11-12 50 Fly	30.83	Ashley Huang	CITY	2012
57	Boys 13-14 50 Fly	27.94	Lucas Smith	FV	2017
58	Girls 13-14 50 Fly	29.42	Athena Vanyo	ACAC	2017
59	Boys 15-18 50 Fly	26.24	August Lamb	BHSC	2017
60	Girls 15-18 50 Fly	29.23	Hannah Harper	FV	2012

Long Freestyle

61	Boys 8&U 50 Free	35.81	Chase Easton	ACAC	2017
62	Girls 8&U 50 Free	35.18	Sofie Vanyo	ACAC	2017
63	Boys 9-10 100 Free	01:10.55	Travis Hitt	BHSC	2017
64	Girls 9-10 100 Free	01:12.63	Mariam Mithgal	ACAC	2017
65	Boys 11-12 100 Free	01:02.39	Maxwell Moore	FCC	2017
66	Girls 11-12 100 Free	01:01.30	Avery Huang	CITY	2017
67	Boys 13-14 100 Free	54.56	Levani Tutovani	FSBC	2017
68	Girls 13-14 100 Free	59.93	Claire Moody	FV	2017
69	Boys 15-18 100 Free	52.59	Cole McMahon-Gioeli	FSBC	2017
70	Girls 15-18 100 Free	58.49	Holly Harper	FV	2012

Freestyle Relay

73	Boys 9-10 200 Free Relay	02:22.59	ACAC Boys A Ashby, G Dugas, A Zhu, B Sawyer	ACAC	2017
74	Girls 9-10 200 Free Relay	02:27.43	FAST Girls Dixon, DiFazio, Brown, Kuzemka	FAST	2012
75	Boys 11-12 200 Free Relay	02:03.21	CGST Boys J Alexander, I Ratcliffe, J Davis, H Addison	CGST	2017
76	Girls 11-12 200 Free Relay	02:05.30	FV Girls M Malone, M Alms, C Elhart, A Wang	FV	2017
77	Boys 13-14 200 Free Relay	01:47.64	FSBC Boys J Inouye, H Greenhoe, K Bullard, L Tutovani	FSBC	2017
78	Girls 13-14 200 Free Relay	01:57.40	CITY Girls A Hudock, E Reed, A Huang, I Bradley	CITY	2017
79	Boys 15-18 200 Free Relay	01:41.16	FV Boys Sochor, Robison Echelberger, Hensien	FV	2012
80	Girls 15-18 200 Free Relay	01:51.31	FV Girls Yan, Morton, Harper, Harper	FV	2012

You may report any errors, misspellings, etc. to:

Bob Garland, Jr. at bgarlandjr@gmail.com or (434) 293-2045.

Request For YMCA

105 Woodhurst Ct
Charlottesville, VA 22901
February 24, 2007

Director
YMCA
Charlottesville, VA 22903

Dear Xxxxx,

I am writing on behalf of the Jefferson Swim League to again request the use of the indoor pool and other facilities at the YMCA for our annual Championship. For this coming year, we would like to use them on Friday, July < > (9AM to 10PM) and Saturday, July < > (7AM to 7PM). At your convenience, please send the usual contract to the above address for me to have signed and returned. As in the past, we would like to use the YMCA's electronic timing system, ancillary equipment, and display board. Please clarify all charges in the contract, including personnel and custodial fees. We understand that YMCA will assume clean-up of the building and the cost will be included as part of the contract.

In addition, I would like to request permission to allow the sales of heat sheets (programs), patches, and/or T-shirts in the Lobby area during this event. As you remember, the Jefferson Swim League is a local non-profit organization dedicated to promoting swimming in the Central Virginia area and in the past has expanded this support to include the Ben Hair Just Swim for Life Foundation. It is hoped that we will be able to continue this support in the future.

Sincerely,

Meet Director

REVISE FOR CURRENT YEAR

APPENDIX G

(Revised June 21, 2017)

Team Ad Sales Rep Instructions

Thank you for helping sell ads for your Team and the Jefferson Swim League. Ad revenue is split between your team (60%) for its own needs and the JSL (40%) to help cover Championship expenses. Your individual team receives its share of the funds collected in the form of a rebate check paid out at the end of the current season.

- **Copies of the Heat Sheet Ad Order Form and Team Ad Order Form may be downloaded** from www.jsl.org under “Championship” and “Forms”
- **Prior to making additional copies of the Ad Order Form, the Team Ad Sales Rep must fill out their personal contact information** at the bottom of the form.
- **The deadline on the form (apx. July 8) is the deadline for the ads to be to the Team Ad Sales Rep.** A later date will be set to give time to get the ads to the JSL Heat Sheet Ad Coordinator.
- **Parents may submit their own pictures**, but having a team photographer is very helpful for getting pictures of all of the swimmers.
- **Ads should be in color and photographs should be high resolution color.** The digital heat sheet is printed in color. If certain pages must face each other, that must be clearly indicated to the JSL Ad Coordinator
- **For full-page, half-page, quarter-page, business card, and session sponsor**, teams must compile their ads into digital 8½” x 11” pages.
- **The full page TEAM AD may not contain a business name or logo.**
- **Ads may not be combined into a larger one to get the larger size discount.** (for example, two ¼ page ads combined to make one ½ page ad)
- **Overall number of ads on a single page must not exceed 7½ inches wide and 10 inches high.** Ads should be fit against one another with minimal blank space separation.
- **Allow enough time to get all ads onto single 8½” x 11” digital pages** to be submitted to the JSL Championship Ad Coordinator by the JSL deadline. (Ads may be turned in earlier.)
- **Team Ad Sales Reps are STRONGLY encouraged to use the free source program at www.canva.com to design and lay out the individual ads.** Classes are provided by JSL and the “Champs Sales Online Course” is found on www.jsl.org under “Championship” & “Volunteer Information”.
- **Remember, ALL ads must be submitted as a jpeg or pdf file.**
- **Teams should make and retain a copy of the ad pages that they submit.**
- **The Team Ad Sales Rep must complete the attached Ad Summary Form** which documents the number and type of each ad sold and the total amount of money collected.
- **Submit a single check or money order for the entire amount made out to “Jefferson Swim League”.**
- **Teams are NOT allowed to subtract their share before writing the check to JSL.** As noted above, the League Treasurer, will refund the team’s share at the end of the season.
- **Ads turned into JSL after the deadline may not be accepted** and the money returned. If the ad is accepted there will be no team rebate on that ad.
- **Ads not in good taste or reflecting poor sportsmanship will not be accepted** and the money will be returned.
- **Sell lots of ads!** This is a great fund raiser for your team and also helps the JSL defray some of the costs of the championship. It is a great way to show team spirit plus it serves as a “yearbook” of the swimmers’ swim team season.

You may contact for questions or assistance.
--

Hot Tips from Nicole Weiss for Team Ad Sales Reps

Heat Sheet Ads are easy to sell as a fund raiser for your team and the JSL. Sell ads to local team businesses and parents of swimmers. Both are great revenue sources. Upgrade to a photo, name & quote, the larger the ad the better the return for the team.

PLEASE DO NOT CONTACT JSL CORPORATE SPONSORS (a list will be provided to you).

DEADLINES: July 10th, Individual ads to Team Ad Sales Rep

July 12th, TOTAL payment to JSL Treasurer

July 15th, ALL ads to JSL Ad Coordinator in proper format and include Ad Summary Sheet

Here are a few tips for making this job easier:

- **Use the program at www.canva.com!!** It is quick to learn and easy to use.
- *Enlist other volunteers to help; divide up by age groups; get a photographer to take all pictures.*
- *Have coaches or a volunteer help with the photos, take pictures of swimmers in action shots, use clerk of course to help identify swimmers.*
- *Have a PayPal account for the team, for ease of payment. No one has cash or check any longer.*
- *For teams with member accounts, get permission to charge to the member's account.*
- *Ad pages may be sent as one file of multiple pages or as individual pages.*
- *Submit ad pages in full page layout with no blank spaces (except possibly the last page).*
- *Be sure to include the completed ad summary form when the ads are submitted to JSL.*
- *Late ads may be accepted based if space is available, but team will not receive the 60% rebate.*

Here are a few tips for the full page **team ad(s)**:

- *Each team may purchase up to two full page ads at the deeply discounted rate of \$100 each.*
- *Team ads may NOT contain any business names or logos, nor be purchased as a family ad.*
- *Team ads are intended for team pictures, full lists of swimmers, "Thank You" to coaches, etc.*

Here are a few tips for selling lots of ads:

- *Over 5,000 people attend the JSL Championship meet and over 500 Heat Sheets are sold.*
- *Over 2,000 swimmers and their families read the heat sheet.*
- *This is a prime demographic for a variety of goods, services, sports, and recreation.*
- *Start selling ads early in the season.*
- *Sell ads at home meets, practices and other get togethers. Use email, gather email addresses and email the pic with the cost and deadline. Remember a \$50.00 ad gets your team \$30.*
- *Create the ads first including the swimmer's picture, then email copy to parent, and ask "What size do you want?" (Be sure to mark through the picture as "proof".)*
- *Take souvenir quality photos. You could even sell the swim team photo along with the individual photo to the parents for a fee, another revenue stream for the team.*
- *Swimmers, especially younger ones, love to see their faces in print. It's a bit like a school yearbook, but it's a summer swimming yearbook. Does your swimmer have a special friend or coach, take their pictures together?*
- *Have the team or club buy a "thank you" page for coaches*
- *Get coaches to sign swimmer's Champs Heat Sheets, kids never forget their swimming coaches.*
- *Remember all graduating seniors are mentioned on the senior page, another great chance to see your child's name in print.*
- *When submitting ads please have your name, swim team, and a phone # on each email.*

It is highly recommended that the Team Ad Sales Rep reviews all ads prior to submission. Once the deadline has passed JSL will not be responsible for errors and omissions.

Questions? Email or call

CHAMPIONSHIP HEAT SHEET AD ORDER FORM

Do NOT Copy from this page. Better copies of this form may be downloaded from
<https://www.jsl.org/information2020.php?section=forms&menu=champs&content=champadorder>

JEFFERSON SWIM LEAGUE CHAMPIONSHIP HEAT SHEET AD ORDER FORM - 2023
 (PLEASE PRINT NEATLY)

NAME _____

EMAIL Address _____

PHONE (____) _____

TEAM _____



The Heat Sheet will be digital, not printed.

AD DEADLINE is 9PM JULY 9th

AD RULES

- Full page ads are now available in the team ad section.
- Ads may be in color, use high resolution pictures for best results.
- No team is allowed to combine any quantity of smaller ads to form a single larger ad.
- All ad sizes listed below are available to individuals, families, or businesses.
- Ads must be submitted as a digital file in final page form ready for printing or copying.
- Championship Ad Coordinator may reject any ads not in good taste or sportsmanship and your money will be refunded.
- For ads submitted after deadline, there will be no team rebate and your ad may not be printed.

INSTRUCTIONS FOR PLACING AN AD

- Decide how much you want to spend. **Your team gets a 60% rebate on ad sales.**
- Design your ad paying particular attention to the size limits below.
- If you are submitting pictures as part of your ad, they should be high resolution and in color.
- Save your ad as a jpeg or pdf format (no other file types accepted).
- Submit your digital ad file to your team's ad coordinator no later than the deadline above.
- Submit this completed form along with your check made out to your team's ad coordinator.

COSTS (circle ad cost for the ad you are purchasing)

<u>AD DESCRIPTION</u>	<u>AD SIZE</u>	<u>AD COST</u>
Session Sponsor	5" high x 7½" wide	\$300.00
Only four available, first come, first served.		
Includes ad on session page in heat sheet and name announced at start of session.		
Full Page	10" high x 7½" wide	\$150.00
Half page	5" high x 7½" wide	\$100.00
Quarter Page (portrait)	5" high x 3½" wide	\$55.00
Quarter Page (landscape)	2½" high x 7½" wide	\$55.00
Business Card	2½" high x 3½" wide	\$35.00

SEND THIS COMPLETED FORM, DIGITAL AD, AND PAYMENT MADE OUT TO:

Team Ad Coordinator _____

Email Address _____

Home Address _____

_____, VA Zip _____

DELIVER COMPLETED FORM & PAYMENT TO YOUR TEAM COORDINATOR BY DEADLINE ABOVE

(This form is also available for download from www.jsl.org)

QUESTIONS ON ADS CONTACT Carrington Grossman at carrington.grossman@gmail.com © 2023 JSL

CHAMPIONSHIP HEAT SHEET TEAM AD ORDER FORM

Do NOT Copy from this page. Better copies of this form may be downloaded from
<https://www.jsl.org/information2020.php?section=forms&menu=champs&content=teamadorder>



**CHAMPIONSHIP HEAT SHEET
FULL-PAGE TEAM 2023 AD ORDER FORM**

The following form is to be used exclusively by JSL Teams in order to reserve a FULL-PAGE AD for the team itself. This form is NOT to be used for ads from businesses or individuals. Any business or individual wishing to purchase a FULL-PAGE AD must contact their Team Ad Coordinator.

Nicole Weiss at Heat-Sheet@jsl.org

JSL TEAM NAME: _____

CONTACT PERSON: _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

DEADLINE for TEAM ads is 9PM, July 9th.

COST OF THE AD--\$100.00 per full-page ad

(JSL Teams are allowed to purchase up to TWO full-page ads. However, these ads cannot be combined with any other ads for this discounted rate.)

INSTRUCTIONS

- **NO BUSINESS NAME MAY APPEAR ON THIS AD.**
- **Use a sheet of plain 8½" x 11" white paper.**
- **Actual ad size is 7.5" wide and 10.0" high centered on page.**
- **Compose ad exactly as it is to appear.**
- **You are allowed to include color pictures, but please use high resolution.**
- **All ads will be printed in color.**
- **Save your ad as a jpeg or pdf format (no other file types accepted).**
- **The JSL Board may reject any ads not in good taste or sportsmanship.**
- **Return this form and your ad to your team's Ad Coordinator with PAYMENT by 9PM July 9th.**

**Any questions, please contact the Champs Ad Coordinator
Carrington Grossman at carrington.grossman@gmail.com.**

© 2023 JSL

Ad Summary Sheet

<u>Size or Type Ad</u>	<u>Number</u>	<u>x Cost</u>	<u>= Total</u>
Full Page (Team Ad Only)	_____	x \$100.00	= \$____.____
Full Page (Individual or Business)	_____	x \$150.00	= \$____.____
Half Page	_____	x \$100.00	= \$____.____
Quarter Page	_____	x \$55.00	= \$____.____
Business Card	_____	x \$35.00	= \$____.____
Session Sponsor	_____	x \$300.00	= \$____.____
GRAND TOTAL			\$____.____

Submit all ads, this completed sheet, and one check payable to “Jefferson Swim League” for the Grand Total to the Championship Ad Coordinator. Be sure your check is identified by team in the lower left corner in the area provided for note. In addition, please complete the information below and **PRINT CLEARLY**.

Team Name _____

Team Ad Sales Rep _____

Email _____

Phone _____

Important Note: For all ads received after the deadline set by JSL, there will be no Team rebate – 100% of the fees for those ads will remain with JSL.

Ad Solicitation Letter

<Your Address>
<City, State zip>
<Date>

Dear **<Name of Advertiser>**,

Thanks for your interest in supporting the **<Name of your Swim Team>** and the Jefferson Swim League. Attached is an order form and some samples of past ads. The ads go into the "Championship Heat Sheet Book" that lists all of the swimmers and their events. The Heat Sheet Book has room for various size ads (see the order form).

There are over 2,200 swimmers in the JSL belonging to 17 teams spread from Greene County, Culpeper County, and Fluvanna County along with Albemarle County and Charlottesville. We will distribute Online Heat Sheet Books to the entire League and estimate they will be viewed by thousands of swimmers and their parents and friends.

The Championship Swim Meet will be held **<Date of Champs>** at the Brooks Family YMCA and the Championship Heat Sheet Books will be online starting that weekend. We are an all-volunteer 501(c)(3) charitable organization and the proceeds from the ads help cover the expenses of having the Championship Meet.

Please send your ad to me at by **<Deadline date>** or call me at **<Your Phone Number>** to arrange a time for me to pick it up. Thanks again for your support.

<Your Name>

<Signature>

Thank You Note to Business Advertisers

(Copy available on computer)

<Your Address>

<City, State zip>

<Date>

Dear **<Name of Advertiser>**,

The **<Name of Your Team>** and the Jefferson Swim League sincerely appreciate your support of our youth in purchasing an ad in the heat sheet program for our Championship Meet. The JSL is composed of 17 teams in the Central Virginia Area and serves over 2,200 youngsters. Without advertisers like your company, our summer swimming program would not have been nearly as successful.

Enclosed is your ad as it appeared in the Championship Heat Sheet Program, which we thought you would like to see.

Thanks again,

<Your Name>

<Signature>

Appendix G6

(Revised June 21, 2017)

Suggested Talking Points for Ad Sales Meeting

The Championship Ad Coordinator will find it helpful to conduct a meeting with all Team Ad Sales Reps early in the season to hand out Ad Order Forms and instructions. This meeting should cover the following discussion points, build enthusiasm, and offer a question and answer period relating to ad sales. Make sure the names and contact information are obtained for each Team Ad Sales Rep.

Develop a hand-out that consolidates all of the information including, but not necessarily limited to, copies of the Team Ad Sales Rep Instructions (appendix G), JSL Ad Form (Appendix G1), JSL Team Ad Form (G2), Ad Summary Sheet (appendix G3), Ad Solicitation Letter (G4), and Thank You Note (G5). It helps to have some previous heat sheets and examples of prior ads. Go over each of the pages in the handout and allow time for questions.

Additional points which may be covered in this meeting to help the team Sales Reps include:

- **Conduct a brief explanation of the program at www.canva.com.** Canva is a helpful program which allows formatting quarter and half page ads into full page formats. The “Champs Ad Sales Online Course” for using this program may be found on jsl.org under “Championship” and “Volunteer Information”.
- **Pull your talents together.** Recruit people with time available during the day to sell ads when businesses are open. Most important is to find the right one or two people to head up the process. Graphic arts and data processing skills are especially valuable. Someone with the desire for raising money for a worthwhile cause and who has creative ability with popular computer graphics programs would be ideal.
- **Set reasonable goals.** Decide how much you want to raise, then begin with a list of businesses and contacts to go after. Identify within your swim team someone who has a contact with the company. Use all resources you can think of: team member list and their employers, swim team parents (non-members of the team), local companies who could benefit from coverage, suppliers, work, etc. Review past ads — make sure they are all contacted. Can they be sold “up” to a larger ad this year? Generate a hit list with the help of other parents, what businesses are in your team’s area, who knows who??? Find the decision maker - who can write the check???
- **Coordinate with neighboring teams.** Make sure agreement is reached as to who will contact a business; don’t duplicate effort, but don’t miss anyone either.
- **Make sure everyone is aware of the current corporate sponsors** and are told NOT to contact them.
- **Have all facts before walking in the door to make the sale:** cost of ads (see order form), circulation (500+ heat sheets), total size of Championship (est. 5,000+ attending), number of swimmers participating (2,000+), and an example of last year’s heat sheet book. Make sure you know where the teams are located especially ones near their business. Does our group fit their targeted advertising? Use their business card if they don’t have the ability to do artwork or help make up ad. Sell the benefits of JSL to the kids, the community, and to their business.

Appendix G6 (continued)

- **While personal contact is better, an ad letter may be sent** if it is not practical to contact a business or individual (see appendix G4). This may be useful in contacting previous advertisers and including a copy of their previous ad. Also, some businesses may want a written request after being personally contacted
- **Some businesses may not want to buy an ad but will donate equivalent services for an ad.** Be reasonable with exchange and try to accurately estimate the value of the donated service. Examples from the past include free photo copying services and free food and drinks for refreshments. Coordinate with the Championship Committee before agreeing to barter to make sure what services are actually needed.
- **Review previous year's ad sales figures and ads** so that everyone has a feel for what is expected and how ads should look. Previous copies of each team's ads may be distributed to help if a business wants to see or run last year's ad.
- **Consider ways to make this fun for swimmers and parents.** A great method is to conduct a "team photo" day. Get individual pictures of all kids as well as photos of siblings, friend groups, relay teams etc. Using the program at www.canva.com, formulate the pictures into ads – send to parents for editing of wording, names etc. An online tutorial for the use of this program may be found at [JSL Heat Sheet Ads](#). Set goals, have contests, give out recognition, etc. Decide what your team might do with its share of the money raised.
- **Make sure everyone knows why we need the ad revenue.** Sixty percent of the money goes back to the team which sold the ad and many teams depend on this revenue to pay for swim team essentials. The portion which goes to the JSL is used to partially defray the expenses of the championship. The total of all JSL registration fees collected from each swimmer does not cover the expenses of the Championship. In addition, JSL supplies all teams with ribbons, supplies, and much equipment during the dual meet season.
- **Many parents may think they have paid enough for swim team,** but selling of ads also improves team spirit and individual swimmers are recognized by family ads. Every swimmer gets a kick out of seeing their name or picture in a heat sheet ad. Encourage the purchase of an ad as a memoir of the season. Encourage families who are not even participating in champs to buy an ad and a heat sheet!
- **Even though some teams are fully funded by their teams, they should be encouraged to sell ads in support of the League as a whole.** . Those teams may want to consider returning all of their revenue back to the League as a donation for betterment of the whole League. In addition, no team would want their swimmers left out of the recognition that many ads provide.
- **All ad Sales Reps should be encouraged to thank the business advertisers** with a thank-you note (see example in Appendix G5).



2023 CORPORATE SPONSOR PROGRAM

(Revised May 27, 2023)

Prospective JSL Corporate Sponsor:

The Jefferson Swim League (JSL) is a 501(c)(3) charitable organization and would like to request your company's support as an official Corporate Sponsor for the JSL Swimming Championship, which will be held on July 29th and 30th.

The Jefferson Swim League began hosting a swim championship for the youth of Central Virginia in 1966 and is centered in Charlottesville and Albemarle County. It is composed of seventeen area teams, including teams from Fluvanna, Louisa, Greene, and Culpeper Counties. Over 2,600 youth swimmers, ages 5 to 18, swam with the JSL in 2019, the last full season because of COVID restrictions. The expectation for 2023 is that JSL will resume its full dual meet schedule and Championship. The swim season begins in early June and ends with the culmination at the annual Championship competition in late July.

As an official Corporate Sponsor of the JSL, your business will have the opportunity to choose among a variety of levels, ranging from \$100 to \$10,000. The dollar amount donated (or in-kind donations thereof) designates the level of rewards for the sponsor. The more you provide to the JSL, the more publicity JSL will provide for your company (see the attached sheets). Your support of JSL will likely reach over 2,600 swimmers, their parents, and the wider community.

All funds received by the JSL are used exclusively towards the operation of the league and the cost of hosting the annual championship. All members of the JSL Board of Directors and all Advisors to the JSL Board are volunteers who receive no funding from the organization. Thus, 100% of the funds from our Corporate Sponsors are put back into the swimming community of Central Virginia.

We hope that you will find that the attached offerings meet within your requirements for sponsorship. I am the JSL Championship Committee Chair and would be glad to have someone on our Committee meet with you personally to further discuss your support of the JSL.

CHRISTINA MEYER – phone (434) 249-4884, email: cfmeyer1@gmail.com

For those who wish to provide a food/beverage in-kind donation for the Championship Meet scheduled for the last weekend in July, you may also contact me as above:

Thank you for your consideration and support of the Jefferson Swim League!

Additionally, our Sponsors may also want to support the Ben Hair–Just Swim for Life Foundation (BH-JSL) at www.bhjsl.org. BH-JSL is a 501(c)(3) charity, separate from JSL, but supported in part by JSL. The mission of BH-JSL is to raise awareness of the need, and provide the motivation, systems, and tools to waterproof our community so that all children have basic swimming skills and are safe around water. Donations to BH-JSL offer no further advertising benefits from JSL, but are tax deductible as allowed by law. Please contact Gordon Hair (434) 960-0849 or grhair919@aol.com



2023 CORPORATE SPONSOR PROGRAM

(Revised April 28, 2023)

Prospective JSL Corporate Sponsor:

The Jefferson Swim League (JSL) is a 501(c)(3) charitable organization and would like to request your company's support as an official Corporate Sponsor for the 2023 JSL Championship, which will be held on July 28th and 29th at the Brooks Family YMCA in Charlottesville.

The Jefferson Swim League began hosting a swim championship for the youth of Central Virginia in 1966. JSL is centered in Charlottesville and Albemarle County and is composed of seventeen area teams, including teams from Fluvanna, Louisa, Greene, and Culpeper Counties. Over 2,600 youth swimmers, ages 5 to 18, swam with the JSL in 2019, the last full season because of COVID restrictions. In 2022 the JSL resumed its full dual meet schedule and Championship. The swim season begins in early June and culminates at the annual Championship competition in late July.

As an official Corporate Sponsor of the JSL, your business will have the opportunity to choose from a variety of levels, ranging from \$100 to \$10,000. The dollar amount donated (or in-kind donations thereof) designates the level of rewards for the sponsor. The more you provide to JSL, the more publicity JSL will provide for your company (see the attached sheets). Your support of JSL will likely reach over 2,600 swimmers, their parents, and the wider community.

All funds received by the JSL are used exclusively towards the operation of the league and the cost of hosting the annual championship. All members of the JSL Board of Directors and all advisors to the JSL Board are volunteers who receive no funding from the organization. Thus, 100% of the funds from our Corporate Sponsors are put back into the swimming community of Central Virginia.

We hope that you will find that the attached offerings meet within your requirements for sponsorship. I am the JSL Championship Committee Corporate Sponsor Contact and would be glad to meet with you personally to further discuss your support of the JSL.

Carrington Grossman – (585) 259-0643 or carrington.grossman@gmail.com

For those who wish to provide a food/beverage in-kind donation for the Championship Meet scheduled for the last weekend in July, you may also contact me as above:

Thank you for your consideration and support of the Jefferson Swim League!

Additionally, our Sponsors may also want to support the Ben Hair–Just Swim for Life Foundation (BH-JSL) at www.bhjsl.org. BH-JSL is a 501(c)(3) charity, separate from JSL, but supported in part by JSL. The mission of BH-JSL is to raise awareness of the need, and provide the motivation, systems, and tools to waterproof our community so that all children have basic swimming skills and are safe around water. Donations to BH-JSL offer no further advertising benefits from JSL, but are tax deductible as allowed by law. Please contact Gordon Hair (434) 960-0849 or grhair311@gmail.com



2023 CORPORATE SPONSORSHIP LEVELS

CHAMPS PRESENTING SPONSOR—\$10,000

- Corporate Name &/or Logo listed as Presenting Sponsor in all correspondence, promotion, and broadcast referring to the 2023 JSL Championships
- Corporate logo with a Direct Link to your company webpage on the jsl.org Website for 1 year
- Corporate Table (apx 6') for display purposes only (no sales) on the premises of JSL Champs
- Four Full Page Ads in JSL Champs Heat Sheet — placement on outside back cover, and other placements as available and determined by JSL.
(Please provide four 8”w x 10”h VERTICAL ads)
- One Large Banner (5' X 7' maximum) to be hung during Champs (provided by Sponsor)
- Corporate Name and/or Logo on Champs T-Shirt if received prior to printing
- Corporate Name and/or Logo on Front Cover of Champs Heat Sheet
- Logo size to be larger than all other Sponsors
- Access to Digital Heat Sheet

OLYMPIC LEVEL—\$5,000

- Corporate logo with a Direct Link to your company webpage on the jsl.org Website for 1 year
- Corporate Table (apx 4') for display purposes only (no sales) on the premises of JSL Champs
- Two Full Page Ads in JSL Champs Heat Sheet — placement in accordance with rotation schedule one of which will be inside back cover or inside front cover. Options include: inside back cover, inside front cover, divider page between Heat Sheet and Ads, or other placement as available and determined by JSL. The outside back cover will be available if not taken by a Championship Presenting Sponsor (\$10,000 level).
(Please provide two 8”w x 10”h VERTICAL ads)
- One Large Banner (5' X 7' maximum) to be hung during Champs (provided by the Sponsor)
- Corporate Name and/or Logo on Champs T-Shirt if received prior to printing
- Corporate Name and/or Logo on Front Cover of Champs Heat Sheet
- Logo size to be larger than Platinum and lesser Sponsors
- Access to Digital Heat Sheet

PLATINUM LEVEL—\$2,500

- Corporate logo with a Direct Link to your company webpage on the jsl.org Website for 1 year
- Corporate Table (apx 4') for display purposes only (no sales) on the premises of JSL Champs
- One Full Page Ad in JSL Champs Heat Sheet — placement in accordance with rotation schedule. Options include: inside back cover, inside front cover, divider page between Heat Sheet and Ads, or other placement as available and determined by JSL.
(Please provide one 8”w x 10”h VERTICAL ad)
- One Small Banner (3' x 5' maximum) to be hung during Champs (provided by the Sponsor)
- Corporate Name and/or Logo on Champs T-Shirt if received prior to printing
- Corporate Name and/or Logo on Front Cover of Champs Heat Sheet
- Access to Digital Heat Sheet



2023 CORPORATE SPONSORSHIP LEVELS

GOLD LEVEL—\$1,000

- Corporate logo with a Direct Link to your company webpage on the jsl.org Website for 1 year
- Full Page Ad in the JSL Champs Heat Sheet (preferred location, determined by JSL).
(Please provide one 8"w x 10"h VERTICAL ad)
- One Small Banner (3' X 5' maximum) to be hung during Champs (provided by the Sponsor)
- Corporate Name and/or Logo on Champs T-Shirt if received prior to printing
- Corporate Name and/or Logo on Front Cover of Champs Heat Sheet
- Access to Digital Heat Sheet

2023 CHAMPS ONLY SPONSORSHIP LEVELS

CHAMPS ONLY SPONSOR - SILVER LEVEL—\$500

- Half-page Ad in the JSL Champs Heat Sheet (Location, determined by JSL).
(Please provide one 8"w x 5"h HORIZONTAL ad)

CHAMPS ONLY SPONSOR - BRONZE LEVEL—\$250

- Quarter-page Ad in the JSL Champs Heat Sheet (Location, determined by JSL).
(Please provide one 8"w x 2½"h HORIZONTAL ad OR a 4"w x 5"h VERTICAL ad)

CHAMPS ONLY ADVERTISER —\$100

- Business card size Ad in the JSL Champs Heat Sheet.
(Please provide one 3.5"w x 2.5"h HORIZONTAL ad)

Champs Only Sponsors must have all fees associated with their sponsorship paid in full by July 1, 2023, before being recognized as a JSL Championship Sponsor.

IN-KIND CHAMPS ONLY DONATIONS (e.g., food or beverages) will be matched to the Financial Levels stated above based on the COST BASIS. Donations must be coordinated directly with the Championship Committee via the sign-up form. A complete list of the items, quantities, and a reasonable, clearly stated, COST BASIS of each must be submitted. If non-tangible services are donated, the estimated COST BASIS value of the service must be provided. All in-kind donations must have a completed sign-up form.

JSL is a 501(c)(3) charitable organization. A copy of our IRS certification letter is available upon request. Persons or companies making in-kind donations should consult their tax advisor to determine how these donations should be treated on their own tax filing.



RULES REGARDING JSL CORPORATE SPONSOR DETAILS

The following pertains to how official Corporate Sponsors will be recognized by the Jefferson Swim League throughout the swim season and during the JSL Swim Championships (further acknowledged as “Champs”):

Corporate Sponsors must have all fees associated with their sponsorship paid in full by July 1, 2023, before being recognized as an official JSL Corporate Sponsor.

- Corporate Sponsors will be recognized for their past sponsorship based upon the level of sponsorship previously held by the sponsor and the length of time of said sponsorship level.
- A JSL Corporate Sponsor must have provided funding at the same specified level for TWO YEARS in order to become “vested” at that level of Corporate Sponsorship.
- Once the Corporate Sponsor is vested at that funding level, they are added to a rotation for preferences for specific benefits such as the placement of ads in heat Sheet, placement of corporate logo on tee shirts, location of banners hung during Champs, placement of display tables at the facilities during Champs, order of placement on the JSL.com website, etc.
- The rotation cycle for these preferred benefits is contingent upon the number of vested sponsors at that level and the continued support by each of those corresponding sponsors annually.
- All Corporate Sponsors will be recognized as such for the period of one calendar year beginning at the start of the swim season, continuing through Champs for that particular season, and concluding at the start of the following year’s swim season.
- Failure of a Corporate Sponsor to maintain this annual level of funding will remove them as a “vested” sponsor and requires a two-year funding cycle before being reinstated in the original rotation cycle.

JSL is a 501(c)(3) charitable organization. A copy of our IRS certification letter is available upon request. Persons or companies making donations should consult their tax advisor to determine how these donations should be treated on their own tax filing.

Any questions or concerns of an official Corporate Sponsor as to their sponsorship should be directed to Christina Meyer at cfmeyer1@gmail.com.



2023 SPONSOR PROGRAM OFFICIAL SIGN-UP

NAME OF COMPANY: _____

BILLING ADDRESS: _____

CONTACT PERSON: _____

CONTACT PHONE NUMBER(S) _____

EMAIL ADDRESS _____

LEVEL OF COMMITMENT: _____

FINANCIAL CONTRIBUTION: \$ _____

T-SHIRTS TOTAL: _____ YOUTH: XS____ S____ M____ L____ XL____

ADULT: S____ M____ L____ XL____ XXL____

ADDITIONAL COMMENTS: _____

A financial statement is available upon written request from the Virginia Office of Charitable and Regulatory Programs. By signing below, the above listed company agrees to support the Jefferson Swim League for the 2023 Season with the stated financial/in-kind contribution. Likewise, with the signature of the JSL President, the Jefferson Swim League agrees to provide compensation to the sponsoring company as detailed on the attached pages.

All financial contributions are due by July 1, 2023

Checks should be made payable to: JEFFERSON SWIM LEAGUE and mailed to:
Brian Craddock, JSL Treasurer
530 East Main St – PO Box 2057
Charlottesville, VA 22902

A copy of this completed form must be sent to the above address or emailed to:
bac@fplegal.com.

SIGNATURE OF SPONSOR: _____

PRINTED NAME OF SIGNEE: _____

DATE OF SIGNATURE: _____

SIGNATURES OF: JSL PRESIDENT _____

CORPORATE SPONSOR LIAISON _____

USA Swimming Rules & Regulations
Regarding Automatic Officiating Equipment

(Altered (*in Italics*) & Abridged, consult current Rule Book for full text)

ARTICLE 102.16. TIMING

- .2-A Primary System** - The primary system (*touchpads*) shall determine the official time (*and order of finish*) of each swimmer unless a comparison of the primary with the secondary and/or tertiary system times indicates a malfunction of the primary system.
- .2-B Secondary System** - *The secondary system shall be three backup buttons per lane.*
- .3-C Tertiary System** - *The tertiary system shall be at least one watch per lane.*
- .4-B Timing Resolution (Accuracy)** - *Timing is recorded to hundredths (0.01) of a second... Digits representing thousandths shall be dropped with no rounding.*
- .4-D Backup Timing System Requirement** - *...backup timing shall be provided for all competitors. No swimmer shall be required to reswim a race due to equipment failure...*
- .4-E Use of Secondary and Tertiary Times** - *Secondary (backup button) and tertiary (watch) times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results.*
- .5-A Automatic Timing** - When recorded by properly operating automatic timing equipment, the pad time shall be the official time.
- .5-B Semi-Automatic and Manual Timing** - Whenever semi-automatic (*backup buttons*) or manual (*watch*) timing is used, the times shall be determined as follows:
 - (1) If two of the three button or watch times agree, that shall be the time for that *lane(s)*.
 - (2) If all three buttons or watches disagree, the time of the intermediate button or watch shall be the time for that *lane(s)*.
 - (3) If only two button or watch times are available, the time shall be the average of those two button or watch times.
 - (4) If only one button or watch time is available, the time of that button or watch shall be the time for that *lane(s)*.
- .5-C Primary Timing System Malfunction** - May have occurred if:
 - (1) The difference between the time obtained by the primary system and the Backup system(s) is 0.30 seconds or more.
 - (2) A late or missed touch is reported by an official observing the finish.
- .6-A Place and Ranking** - *When automatic equipment is used (primary or secondary) , the place and ranking of the swimmers shall be by integration of official times. The decision of human judges shall not be used for placement.*
- .6-C Judging** - (*Sweep*) *Judging is no longer used by JSL at the Championship*

USA Swimming Rules & Regulations **Regarding Automatic Officiating Equipment**

(Altered *(in Italics)* & Abridged for JSL, consult current USAS Rule Book for full text)

102.24 TIMING RULES

- .1 **Requirements for Official Time**
 - B **Timing Resolution** — ...Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding.
 - C **System Requirements for Specific Purposes**
 - (2) A backup time adjusted for timing system differences as described in 102.24.4 may be used as an official time.
 - D **Backup Timing System Requirement** — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to reswim a race due to equipment failure which results in unrecorded or inaccurate time or place....
 - E **Use of Secondary and Tertiary Times** — Secondary and tertiary times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results.
- .2 **Timing Systems** — Every race in a swimming competition shall be timed with one or more of the following systems, listed in their preferred order of use:
 - A **Automatic** — A timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad.
 - B **Semi-Automatic** — A timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer.
 - C **Manual** — A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer as described in 102.17.3. Only hand-held, battery-powered, digital read-out type watches designed for timing purposes shall be used.
- .3 **Timing System Designation** — Timing systems shall be designated in the order in which results are used as follows:
 - A **Primary System** — The primary system shall determine the official time of each swimmer unless a comparison of the primary with secondary and/or tertiary system times indicates a malfunction of the primary system. A primary system shall always be in place and shall consist of one of the following, listed in their preferred order of use:
 - (1) Automatic Timing.
 - (2) Semi-Automatic, with three (3) or two (2) buttons per lane, each operated by a separate timer.
 - (3) Manual, with three (3) watches per lane, each operated by a separate timer.
 - B **Secondary System** — If manually operated watches are not the primary system, a secondary system of precedence equal to or lower than the primary system must be used. The secondary system may be:
 - (1) Stationary overhead video cameras recording 100 images per second. The cameras must be fully integrated with the primary timing system.
 - (2) Semi-Automatic with one (1), two (2), or three (3) buttons, each operated by a separate timer.
 - (3) Manual with one (1), two (2) or three (3) watches per lane, each operated by a separate timer
 - C **Tertiary System** — Unless the primary system consists of manual watches or the secondary system is a fully integrated video system or includes at least one (1) manual watch per lane, a tertiary system of at least one (1) manual watch per lane shall be provided.

.4 Determining Official Time

- A Automatic Timing** — When recorded by properly operating automatic timing equipment, the pad time shall be the official time.
- B Semi-Automatic and Manual Timing** — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:
 - (1) If two of the three button or watch times agree, that shall be the time for that timing system.
 - (2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
 - (3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.
 - (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system provided it is supported by other information.
- C Primary Timing System Malfunction** — A malfunction may have occurred if:
 - (1) The difference between the time obtained by the primary system and the back-up system(s) is more than .30 second; or
 - (2) It is reported the swimmer missed the pad or had a soft touch.
- D Adjustment for the Timing System Difference** — When the Referee determines that there is a malfunction of the primary timing system, the back-up time(s) shall be adjusted for the timing system difference prior to integrating them with accurate primary times in establishing the official times and determining the results. The adjustment for timing system difference may be incorporated into the automatic or semiautomatic system by design or may be determined by calculating the consistent average difference between the valid primary and backup systems used at that meet.
- E Adjustment for Malfunction on a Lane** — When a malfunction is confirmed on a lane, the back-up times for that lane shall be adjusted by calculating the average difference between valid primary and valid back-up times of the other lanes in that heat, or if necessary, using times from heats immediately preceding and/or following the heat. This shall be done by adding, or subtracting when appropriate, that average difference to the valid back-up time of the lane where the malfunction occurred. (See Appendix 1-A on page 42)
- F Adjustment for Malfunction Equally Affecting an Entire Heat** — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swimmers is accurate, the times of the primary system shall be adjusted by calculating the average difference between the primary times and the valid back-up times and adding, or subtracting when appropriate, that difference to the primary times of every lane in that heat. (See Appendix 1-B on page 43)

.5 Determining Results

- A Place and Ranking** — The results shall be by integration of official times including those times adjusted in accordance with 102.24.4.
- B Ties** — official times identical to the hundredths shall be ties,
- C Judging** — Judging shall only be used to change the results produced by ranking the Official Times if:
 - (1) The swimmers competed in the same heat,
 - (2) Times obtained from properly operating automatic timing equipment are not available, and
 - (3) The Place Judges both observed a different relative order of finish and made a written record of their observation immediately following the conclusion of that heat.

Note: A different relative order of finish means there is agreement that a different swimmer finished ahead of another swimmer; there need not be agreement on their exact placement within the heat.
- D Impact of Judging on Order of Finish** — If judging changes the results:
 - (1) In timed finals meets and the finals of preliminaries and finals meets, such placement by judges decision (JD) shall be indicated in the meet results.
 - (2) In the preliminaries of preliminaries and finals meets, in no case may a swimmer with a faster time displace a swimmer who was judged to have placed ahead of him within a heat according to 102.24.5C. If this should result in disputed qualifications all swimmers having times tied or within the disputed times shall swim-off for the disputed places in accordance with 102.5.2

JSL Rules and Regulations Regarding Official Times & Finishes

(Only Used during Complete Failure of Automatic Timing Equipment)

Pertinent Excerpts from Sorter Job Description

SORTER

The following outlines sorting as done at a JSL dual (or tri) meet. If there is a timing system and/or computer failure at the Championship, hand sorting will require more people and table modification of this procedure may have to be done to reflect which part of the systems have failed.

The sorter is one of the most important positions at the table. It requires a thorough knowledge of the procedures below and a cool head. A general knowledge of swimming and its terms is preferred. The sorter determines how swimmers actually placed in each event by "sorting" or determining the order of finish using the procedures below. (Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events and are scored and ribboned as such.)

1. Receives 2 sweep judge cards (white) from runner for each heat swum
2. Receives 1 timer's card (pink for girls or blue for boys) from runner for each swimmer in heat
3. Sorts (organizes) all cards into individual heats first, and groups heats into event order next
 - a. When swimming a "gold/silver" scored meet, separates "gold" swimmers from "silver" swimmers and treats the "gold" swimmers as a separate event.
4. Compares timers' cards to sweep judge cards to make sure all timers' cards are present in each heat (Note that empty lanes should be "X'ed" out at the top of the card.)
5. Separates all complete "DQ" (yellow) cards and matches with timers' cards, circles "DQ" at top of timer's card, staples together, and places at the bottom of the heat (i.e., does not determine place or compute times for DQ'd swimmers)
 - a. "DQ" cards must be complete with swimmer's name, Event #, Heat #, Lane #, Judge's initials, and infraction
 - b. Questionable "DQ" cards should be brought to the attention of the Meet Director for official ruling.
 - c. "DQ" cards, which have been voided by the Meet Director, should be marked "VOID", reason voided, and retained with valid "DQ" cards.
6. Pulls out unofficial timers' cards (see Appendix E-I & F-I) making sure that "UNO" is clearly marked and places at the bottom of each heat with "DQ" cards. (Unofficial swimmers receive no points or ribbons, but their official time is determined)
7. Compares both sweep judge cards in each heat for order of finish
 - a. Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events.
 - b. If both sweep judge cards agree, that is the order of finish for that heat (regardless of official time). If this results in an order of finish which conflicts with the official times, "JD" must be circled on all cards affected and brought to the attention of the Computer Assistant.
 - c. If both sweep judge cards do not agree, a "ballot" must be conducted (see #8 below)

APPENDIX J (continued)**L. SORTER (continued)**

8. Conducts Ballot within a heat if sweep judges do not agree (See Appendix J)
 - a. Awards 1 point for 1st place rank by sweep judge (2 points for 2nd, 3 points for 3rd, etc.)
 - b. Awards 1 point for best official time (2 points for 2nd, 3 points for 3rd, etc.)
 - c. Adds together total number of points obtained by each swimmer involved in balloting
 - d. Awards first place to swimmer with the lowest number of points (2nd place to the next lowest, etc.)
 - e. Awards ties if point totals are the same, omitting next place
 - i) Circles two cards first and skips second when there is a tie for first place (3rd and 4th are still awarded)
 - ii) Circles two cards second and skips third when there is a tie for second (1st and 4th are still awarded)
 - iii) Circles two cards third when there is a tie for third (1st and 2nd are still awarded)
 - iv) Circles two cards fourth when there is a tie for fourth 1st, 2nd, and 3rd are still awarded)
 - v) Awards any further ties in the manner described above
 - f. Circles "JD" on all cards involved in balloting
 - g. Circles "Tie" on all cards involved in ties
9. Computes and circles the official time on each swimmer's card (except DQ's) in red ink
 - a. Circles middle time when 3 different times are given (however, if 2 of those times agree, that is the official time)
 - b. Computes and circles average when 2 times are given (thousandths are dropped)
 - c. Puts cards in order by time (in each heat) with the lowest (i.e., fastest) time on top
10. Compares sweep judge cards (if they agree) with the timers' cards from each individual heat and puts timers' cards in finish order with first place in each heat on top. Determines heat winners (as in 7 above) and circles "HW" at the top rather than "1", "2", "3", etc.
 - a. Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events with heat winners in each event.
 - b. Awards multiple ribbons in case of heat ties (do not ballot)
 - c. Awards "HW" only to official, non-DQ'd swimmers who did not place in the event
 - d. Usually awards no heat ribbon in a heat in which any swimmer finishes 1st through 8th in the event (may award heat ribbon in this situation at discretion of table)
11. Compares sweep judge cards (if they agree) with the timers' cards from last (fastest) heat (regardless of times) and follows procedure in steps 7 & 8 above).
 - a. If this results in an order of finish which conflicts with the official times, "JD" must be circled on all cards affected and brought to the attention of the Computer Assistant.
 - b. Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events.
12. Passes timing cards for each event (in event, heat and lane number order) to Computer Assistant. e.g., heat 1 lane 3, 4, 5 / heat 2 lane 1, 2, 3, 4, 5, 6, etc. It is important to note that heats can be passed forward as completed without waiting for the entire event to be completed.

JSL DIRECTORY**YMCA - 151 McIntire Park Drive – Charlottesville, VA 22902 (434) 974-9622**

Jessica MaslaneyCEO.....	974-9622...	jmaslaney@piedmontymca.org
Chris CarrBranch Operations Director.	270-7540.....	ccarr@piedmontymca.org
Missy Corbin.....COO		mcornbin@piedmontymca.org
Mindy DodgeSr. Aquatics Director	924-4441.....	mdodge@piedmontymca.org
Gary Taylor.....Head Swim Coach.....	924-3916.....	gtaylor@piedmontymca.org

Albemarle Kids (ONLINE MAGAZINE) (434) 245-0129

4282 Ivy Rd
Charlottesville, VA 22903

Fax (434) 984-4813
<http://www.albemarlekids.com/>

Bailey Printing (Bish Bailey, contact for HEAT SHEET PRINTING)..... (434) 293-6573

914 Harris St
Charlottesville
VA 22901

or (434) 293-5434
bish@baileyprintinginc.com

Blue Ridge AV and Lighting (AUDIO VISUALS) (434) 975-3540 Ext 114

Richard Lesko
1011 Linden Ave
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VA 22902

richard@bravl.com

Boyer, F. Locke(SEEDING & OFFICIALS ADVISOR) H (434) 296-0645

2589 Kimbrough Cir
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VA 22901

C (434) 882-0340
flb4j@comcast.net

Bunkie Trinite Trophies (Chris Trinite, Contact for TROPHIES & MEDALS) (800) 698-4077

12 East Grace St.
Richmond
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C-ville Weekly (Local NEWSPAPER) (434) 295-3986

100 South St W
Charlottesville, VA 22901

editor@c-ville.com

CBS19 (Local TV)..... (434) 220-7522

874 Rio East Court
Charlottesville, VA 22901

Preston Willett, Sports Anchor at pwillett@cbs19news.com
Danielle Stein, Sports Reporter at dstein@cbs19news.com

CHARLOTTESVILLE CITY CONTACTS

FIRE DEPARTMENT (Joe Phillips).....	Cell (434) 242 3974
	phillipj@charlottesville.org
PARKS AND REC Acting Director (Anthony Riaan)	(434) 970-3260
	anthonyr@charlottesville.gov
PARKS AND REC Special Events (Michelle Christian)	(434) 970-3267
	CHRISTIANM@charlottesville.gov
RESCUE SQUAD	(434) 296-4825
Brooke Adams, Special Events Coordinator at	badams@rescue1.org
Charlottesville, VA 22902	Brooke's Cell (757) 620-0893
SOFTBALL FIELDS & BATHROOMS (Shane Ferrara)	(434)-970-3271
	ferraras@charlottesville.gov
SCHOOL SUPERINTENDENT, ASST (Kim Powell).....	(434) 882-3550

APPENDIX K

(cont.)

- Colorado Timing Systems (all CTS QUESTIONS, etc.)** (800) 287-0653
 1551 E 11th St. customerservice@coloradotime.com
 Loveland, CO 80537
- Contemporary Industries (Mike Wilczewski, contact for RIBBONS)** (248) 478-8850
 24037 Research Dr. FAX (248) 478-1430
 Farmington Hills, MI 48335 (V.P. Sales) michaelw@ci-north.com
joshp@ci-north.com
- Craddock, Brian (JSL TREASURER)** W (434) 817-7980
 530 E Main St. (work) bac@fplegal.com
 Charlottesville, VA 22902
- Daily Progress (Local NEWSPAPER)** (434) 978-7246
 685 West Rio Rd jharvey@dailyprogress.com
 Charlottesville, VA 22901 jshifflett2@dailyprogress.com
 Sports Dept. FAX # (434) 978-7252
- Ferrara, Shane (RESERVE SOFTBALL FIELDS NEAR YMCA)** (434)-970-3271
 Charlottesville ferraras@charlottesville.gov
- Garland, Bob (ADVISOR TO THE BOARD)** H (434) 293-2045
 105 Woodhurst Ct C (434) 906-6200
 Charlottesville bgarlandjr@gmail.com
 VA 22901
- Gibson Rentals (TENT RENTAL) Rachel** (540) 661-0001
 220 Byrd St gibson.rental@yahoo.com
 Orange
 VA 22960
- Greene County Record (NEWSPAPER)** (434) 985-2315
 P.O. Box 66
 Stanardsville
 VA 22973
- Grobmyer, Chip (CTS & COMPUTER EXPERTISE)** H (434) 978-3693
 1818 Hearthglow Ln cgrobmyer@gmail.com
 Charlottesville
 VA 22901
- Meyer, Christina (Champs Committee Chair)** (434) 249-4884
 1541 Surry Hill Ct cfmeyer1@gmail.com (H)
 Charlottesville cfm4n@virginia.edu (W)
 VA 22901
- Orange Review (Jeff Poole, Managing Editor)** (540) 672-1266
 146 Byrd St Fax (540) 672-3699
 Orange ipoole@orangenews.com
 VA 22960
- Pepsi (Contact for SOFT DRINKS)** (434) 978-2140
 1150 Pepsi Place
 Charlottesville
 VA 22901

APPENDIX K

(cont.)

Powell, Kim (Contact for C-VILLE HIGH SCHOOL PARKING LOT) (434) 882-3550
 Assistant Superintendent
 Charlottesville City Schools

Precision Dynamics Corp. (Contact for WRIST BANDS)..... (818) 897-1111 or (800) 255-1865
 13880 Del Sur St visaband@pdcorp.com or sales@pdcorp.com
 San Fernando www.visaband.com
 CA 91340-3490 FAX (818) 899-4045

Raising Canes (Contact for lunch)..... (434) 293-4331
 1805 Emmet St N. Denise Shaffer, Outreach dshafer3@raisingcanes.com
 Charlottesville Dewayne Durrett ddurrette@raisingcanes.com
 VA 22901 Courtney Brown, Area Leader for Marketing CBrown66@raisingcanes.com
 (703) 901-5960

RMC Events (Local Contact for SECURITY) (434) 984-7622, Ext 404
 Stacy Shippey (Local Manager) (sshippey@rmcevents.com)
 943 Glenwood Station Lane, Suite 104 FAX (434) 984-2689
 Charlottesville, VA 22901
 Dan Schmitt (Pres.) (804) 794-0074
 Richmond, VA dan@rmcevents.com

Scrimmage Play (SPORTS MAGAZINE) (434) 202-0553
 4408 Ivy Commons Bart Isley at Bart@scrimmageplay.com
 Charlottesville, VA 22903

Simons, Jessica (SOFTWARE ADVISOR) (434) 295-1582
 Colthurst Cell (434) 962-0443
 Charlottesville jrsimons@comcast.net
 VA 22901

Skyline Tent Rental (Lee French)..... (434) 977-8368
 1327 Carlton Ave Cell (434) 806-8207
 Charlottesville lee@skylinetentcompany.com
 VA 22902

Spectrum Integrators Audio Equipment (Jeff Urquhart) (434) 977-2797
 1135 Millmont St Cell (434) 989-6885
 Charlottesville jeffu@spectrumintegrators.com
 VA 22903

Swim and Tri (Victoria Klouda for CHAMPS T-SHIRTS and SALES)..... (865) 622-9457
 5921 Kingston Pike Toll Free (877) 794-6874
 Knoxville victoriak@swimandtri.com
 TN 37919 (website) <http://www.swimandtri.com/>

WCHV (RADIO)..... (434) 977-5566
 1140 Rose Hill Dr.
 Charlottesville
 VA 22901

WINA (RADIO) (434) 977-6397
 501 East Main St. Fax (434) 977-3775
 Charlottesville
 VA 22901

APPENDIX K
(cont.)

WKAV (RADIO).....(434) 977-1400

114 4th St. SE
Charlottesville
VA 22901

Woodberry Forest (alternate Champs site).....Main Number (540) 672-3900

898 Woodberry Forest Rd Kenny Dean (Best Contact) kenny_deane@woodberry.org
Woodberry Forest Elise Lloyd (Pool Manager) elise_lloyd@woodberry.org
VA 22989 John Rose (WiFi) john_rose@woodberry.org

WVIR (Local TV)(434) 977-7082

503 East Market St. Fax (434) 220-2904
Charlottesville newsdesk@nbc29.com
VA 22901

WWWV (RADIO)(434) 971-4057

1140 Rose Hill Dr.
Charlottesville
VA 22901

Pre-Meet Press Release

TO: All Local News Media Sports Departments
 FROM: Bob Garland, Jr. Meet Director
 293-2045(H) or 979-1750(W)
 RE: Jefferson Swim League Championship
 DATE: July, 1996

***** **FOR IMMEDIATE RELEASE** *****

1400 SWIMMERS TO COMPETE IN ANNUAL JEFFERSON SWIM LEAGUE
CHAMPIONSHIP

Approximately 1,400 area swimmers will compete in the first swim meet to be held in UVA's new Aquatic & Fitness Center on Friday July 26th and Saturday July 27th. The 1996 Jefferson Swim League Championship, believed to be the largest youth athletic event in the Charlottesville area, is the culmination of the summer swim season for 14 teams from the Central Virginia Region. This summer's season marks the 30th Anniversary of the Jefferson Swim League which started as five small teams in 1966 and has now grown to 14 teams and more than 1600 swimmers. This year's championship should provide lots of excitement for swimmers and spectators alike. The competition during the regular dual meet season was intense for all teams with many meets being decided by less than 50 points out of a possible total of over 1200 points. The teams competed in one of three divisions (based on team records) and swam 5 regular dual meets during the six week summer season. The regular season Division I winner was Fairview with ACAC second. In Division II, Boars Head Sports Club was first, followed by Forest Lakes Swim Team. Division III had a 3-way tie for first with Crozet Gators Swim Team, Holly Head Swim Team, and Key West Club all finishing with identical records and the City Swim Team finishing second. While Division I winner Fairview is the clear favorite to repeat as this year's League Champion, heavy competition is expected among ACAC, Farmington Country Club, Fry's Spring Beach Club, Boars Head Sports Club, and Forest Lakes Swim Team for a shot at second place. The Olympics may be in Atlanta, but the swimming excitement in Charlottesville this weekend.

The one-and-one-half day event (Friday evening and all day Saturday) is the only opportunity for all teams to compete against one another in one meet and for individual swimmers to compete with all other swimmers in their age group. In addition, competitive swimming offers a unique opportunity for swimmers to compete against themselves to improve their times as well as competing against all other swimmers who have ever swum a particular event in the past by attempting to establish a new record for that event. The oldest record in the Jefferson Swim League still standing today was set in 1972 by Jim Umdenstock in the 13-14 boys 50-yard butterfly. Swimmers will compete in one of 6 age groups starting with 6 year olds (and under), 7-8, 9-10, 11-12, 13-14, and 15-18 year olds. This type of organization provides each swimmer with the benefits of age appropriate competition, a broad base of team support, and the enjoyment of role modeling for other swimmers.

All sessions are opened to public spectators free of charge.

Catch the excitement of age group swimming!

JSL Championship Post Meet Press Release

TO: All Local News Media Sports Departments
 FROM: Bob Garland, Jr. Meet Director
 293-2045(H) or 979-1750(W)
 RE: Jefferson Swim League Championship
 DATE: July 27, 1996

***** **FOR IMMEDIATE RELEASE** *****

FAIRVIEW WINS LOCAL JEFFERSON SWIM LEAGUE CHAMPIONSHIP

Approximately 1,300 area swimmers competed in the first swim meet to be held in UVA's new Aquatic & Fitness Center on Friday July 26th and Saturday July 27th. The 1996 Jefferson Swim League Championship, believed to be the largest youth athletic event in the Charlottesville area, concludes the summer swim season for 14 teams from the Central Virginia Region. This summer's season marks the 30th Anniversary of the Jefferson Swim League which started as five small teams in 1966 and has now grown to 14 teams and more than 1600 swimmers.

This year's championship was won by pre-meet favorite Fairview with 1,964.5 points. They were followed by ACAC with 1,450, Boars Head Sports Club with 1,141, Fry's Spring Beach Club 1,098, Farmington Country Club 1,042.5, Forest Lakes Swim Team 952, Greene Hills Gators 772, Elks Swim Team 706, Crozet Gator Swim Team 505.5, Hollymead Swim Club 482.5, City of Charlottesville 478, Key West Club 439, Lake Monticello Swim Team 396, and the Gordonsville Gators 322.

Individual "Liberty Fabrics" High Point award winners included Jonathan Kibler (GHG) in the 7-8 mite boys with Douglas Jones (BHSC) as runner-up. In the 7-8 mite girls, there was a tie for High Point award between Mariel Tremblay (FV) and Claire Sullenberger (FCC) with Elizabeth Snook (FV) as runner-up. Eric Boyer (FCC) won the 9-10 midget boys award with Jack Wisman (FV) as runner-up. In the 9-10 midget girls, Katie McGraw (FCC) was High Point award winner and Meg McLean (FCC) was runner-up. Brian Craddock (FV) won High Point award in 11-12 junior boys with Bryan Yarnsac (FV) as runner-up. In the junior girls 11-12, Megan Rosenblatt (GHG) took the top award and Erin Patterson (FV) was runner-up. Derrick Mulder (FSBC) won the 13-14 intermediate boys High Point award and Jesse Garriss (FSBC) was runner-up. Laura Mosca (BHSC) and Jordan Simons (FSBC) tied for High Point in the 13-14 intermediate girls and Mary Nash (FSBC) was runner-up. In the senior events, Ricky Kovatch (ACAC) won the 15-18 boys High Point award with David Hoeller (HM) as runner-up. The 15-18 senior girls High Point was won by Rebecca Cronk (KWC) followed closely by Dawn Williams (FV) as runner-up.

Highlights of the meet included Ricky Kovatch breaking the 15-18 boys' 50 yard butterfly record at 23.55. This was the second oldest record in the League previously set in 1973, a full 5 years before Ricky was born. Other new records set during the one-and-one-half day meet were the 15-18 boys 50 yard freestyle (22.00) and the 50 yard backstroke (24.31) by Ricky Kovatch (ACAC), 13-14 girls 50 yard butterfly (26.91) and the 50 yard breaststroke (31.22) by Laura Mosca (BHSC), 15-18 girls 50 yard butterfly (26.68) and 50 yard breaststroke (31.16) by Rebecca Cronk (KWC), 11-12 girls 50 yard breaststroke (32.56) by Megan Rosenblatt (GHG), and the 11-12 girls 200 yard medley relay (2:07.58) by the Fairview relay team.

Ralph Law, who was instrumental in starting the League 30 years ago, was given a special recognition award during the closing ceremonies. The annual Bob Garland Volunteer award was given to League parents, Jeff North (GHG) and Stu Prather (ELKS), in recognition of their service to the League.

APPENDIX N
(Revised February 23, 2016)

Jefferson Swim League 1

HY-TEK's MEET MANAGER 5.0 - 12:21 PM 7/25/2015 Page 1

JSL Champs 2015 - 7/24/2015 to 7/25/2015**Individual Rankings - Through Event 62****7-8 Girls - Individual Scores - Region not Assigned**

Place	Name	Age	Team	Points
1	XXXXXXXX, XXXXXX	8	Farmington Country Club Frogs	57 <i>High Point</i>
2	XXXXXXXX, XXXXXX	8	Fairview Swim Club	55 <i>Runner-up Tie</i>
3	XXXXXXXX, XXXXXX	8	Farmington Country Club Frogs	54.50
4	XXXXXXXX, XXXXXX	8	Crozet Gators Swim Team-VA	51.50
5	XXXXXXXX, XXXXXX	8	Fry's Spring Swim Team-VA	50.50
6	XXXXXXXX, XXXXXX	8	Fry's Spring Swim Team-VA	50
7	XXXXXXXX, XXXXXX	8	Fairview Swim Club	47.50
8	XXXXXXXX, XXXXXX	8	Crozet Gators Swim Team-VA	46
8	XXXXXXXX, XXXXXX	8	Hollymead Swim Team-VA	46
10	XXXXXXXX, XXXXXX	8	Elks Swim Team-VA	45.50
11	XXXXXXXX, XXXXXX	8	Atlantic Coast Athletic Club-VA	43
12	XXXXXXXX, XXXXXX	8	Boars Head Swim Club-VA	40.50
12	XXXXXXXX, XXXXXX	7	Glenmore Country Club-VA	40.50
14	XXXXXXXX, XXXXXX	7	Boars Head Swim Club-VA	38.50
15	XXXXXXXX, XXXXXX	8	Lake Monticello Swim Team-VA	37 + 9 + 55 <i>Runner-up Tie</i>
16	XXXXXXXX, XXXXXX	8	Forest Lakes Swim Team-VA	36.50
17	XXXXXXXX, XXXXXX	8	Lake Monticello Swim Team-VA	36.50
18	XXXXXXXX, XXXXXX	8	Fry's Spring Swim Team-VA	36 + 8 + 6 = 50
19	XXXXXXXX, XXXXXX	7	Forest Lakes Swim Team-VA	29.50
19	XXXXXXXX, XXXXXX	8	Louisa Gators-VA	29.50
21	XXXXXXXX, XXXXXX	8	City Swordfish-VA	28.50
21	XXXXXXXX, XXXXXX	8	Farmington Country Club Frogs	28.50
23	XXXXXXXX, XXXXXX	8	Fairview Swim Club	27.75
24	XXXXXXXX, XXXXXX	8	City Swordfish-VA	27
25	XXXXXXXX, XXXXXX	8	Atlantic Coast Athletic Club-VA	26.50
25	XXXXXXXX, XXXXXX	8	Elks Swim Team-VA	26.50
27	XXXXXXXX, XXXXXX	8	Louisa Gators-VA	26
27	XXXXXXXX, XXXXXX	8	Atlantic Coast Athletic Club-VA	26
29	XXXXXXXX, XXXXXX	7	City Swordfish-VA	25.75
30	XXXXXXXX, XXXXXX	8	Glenmore Country Club-VA	23
31	XXXXXXXX, XXXXXX	8	Gordonsville Orca Swim Team-VA	22.50
32	XXXXXXXX, XXXXXX	7	Key West Club-VA	22
33	XXXXXXXX, XXXXXX	7	Boars Head Swim Club-VA	20.50
33	XXXXXXXX, XXXXXX	7	Ccc Barracudas-US	20.50
35	XXXXXXXX, XXXXXX	8	Elks Swim Team-VA	19.50
36	XXXXXXXX, XXXXXX	7	Fairview Swim Club	17.50
37	XXXXXXXX, XXXXXX	8	Key West Club-VA	17
37	XXXXXXXX, XXXXXX	8	Forest Lakes Swim Team-VA	17
39	XXXXXXXX, XXXXXX	8	Fairview Swim Club	16.50
39	XXXXXXXX, XXXXXX	7	Key West Club-VA	16.50
39	XXXXXXXX, XXXXXX	7	Key West Club-VA	16.50
39	XXXXXXXX, XXXXXX	7	Forest Lakes Swim Team-VA	16.50
43	XXXXXXXX, XXXXXX	8	Fry's Spring Swim Team-VA	16
44	XXXXXXXX, XXXXXX	8	Ccc Barracudas-US	15
44	XXXXXXXX, XXXXXX	8	Farmington Country Club Frogs	15

JSL 2019 AWARDS PROGRAM

(Following Session 4, Saturday Evening)

Please try to keep all remarks as brief as possible. Keep the program moving

Starting in 2018, all individual awards (including High Point) will be given to the Teams to be given out at Team Banquets or Picnics.

THANKS to Corporate Sponsors: (Must update for CURRENT YEAR)

Olympic Sponsors

Platinum Sponsors

Gold Sponsors

Silver Sponsors

Bronze Sponsors

Copper Sponsors

TEAMSELLING MOST ADS:

Division One	\$	
Division Two	\$	
Division Three	\$	

ADULT 100Y FREE RELAY — FUNDS TO **BH-JSL Foundation**

Total Raised By Teams \$ _____

Winning Team _____

Team Members _____

ADULT 200Y FREE RELAY — FUNDS TO **BH-JSL Foundation**

Total Raised By Teams \$ _____

Winning Team _____

Team Members _____

COACHES RELAY — FUNDS TO **BH-JSL Foundation**

Total Raised By Teams \$ _____

Winning Team _____

Team Members _____

THANK Champs Committee: Chair—Christina Meyer
BHSC— **Tiffany Barber**
CITY— **Rob Cook**
FAST—
KWC— **Claire Chantell**

Next Year's Champs Committee — **CGST, FLST, FSBC, & LMST**

Regular Season Division Champions:

Division III—Runner-Up
Division III—Champion
Division II—Runner-Up
Division II—Champion
Division I—Runner-Up
Division I—Champion

Championship Division Winners (competing against other teams in Division):
These should be read off as the final listing is read from 18th place

Division III—Second Place
Division III—First Place
Division II—Second Place
Division II—First Place
Division I—Second Place
Division I—First Place

Announce Scores in reverse finish order (last to first) from final score sheet.

Thank You to everyone who assisted with Champs and throughout the regular season!

Please be sure to pick up all of your stuff, especially your awards boxes

JSL Championship Suggestion Form

Please take a few minutes as you finish your shift at the JSL Championship to fill out this form. It is the only way we can make improvements for the future.

When completed, give it to _____ (MEET DIRECTOR) before leaving.
Thanks !!!!

Your Name _____ Phone _____

Position Worked _____ Shift _____

Were there enough people assigned to this area? Yes____ No____

If answer was NO, how many more people did you need? _____

Were there too many people assigned to this area? Yes____ No____

If answer was YES, how many people are really needed? _____

Did everyone show up on time? Yes____ No____

Do you have any suggestions for improving this job? Yes____ No____

If answer was YES, what are they?

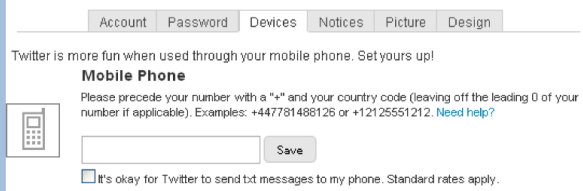
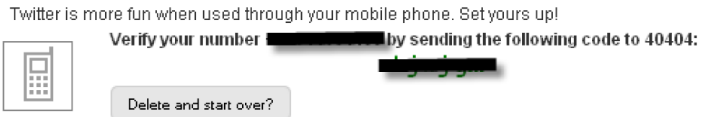
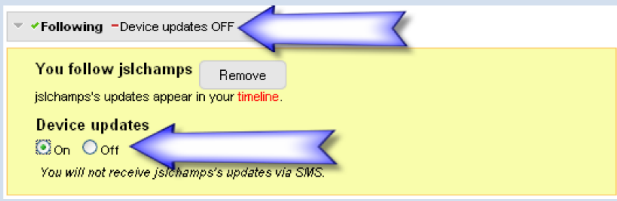
Was the job description written clearly for this position? Yes____ No____

If answer was NO, what needs to be changed, added, etc.?

Other comments, criticisms, and suggestions not covered above.

HOW TO USE TWITTER AT JSL CHAMPS

JSL uses Twitter at Champs to call swimmers to the Clerk-of-Course.

Follow JSL Champs on Twitter		 
1	Join Twitter for free. Go to Twitter.com and hit the "Get Started --Join" link. Follow Directions and setup an account.	
2	Go to the "Settings" link on the top of your profile page.	
3	Select the "Devices" link on this page, enter your mobile phone number and check the box next to it's ok for Twitter to send txt messages to my phone.	
4	Verify your phone number by texting your code	
5	Follow JSLchamps on twitter by going to the jsl champs profile http://twitter.com/jslchamps and clicking the follow button right under the JSL icon	
6	After clicking "Follow" you will see a grey box that says "Device Updates OFF" – click this box and change the radio button to on and you will receive updates on your mobile when events are called and other important information during champs.	

Charlie Hall (LMST) has been kind enough to create a video explaining how to sign up and use Twitter for those who have never used it or for those who already have a Twitter account. [Twitter Instructions Video](#)

Championship Meet Schedule**MUST REVISE FOR CURRENT SEASON****2023 - Championship Meet Schedule at YMCA********* FINAL *********FRIDAY MORNING 7/28/2023 (SESSION 1)**

(Swimmers on deck ONLY to swim assigned events - DIVE OVER STARTS WILL BE USED)

- 8:00AM.....Building and Deck open for WORKERS ONLY to finalize set up, etc.
 9:00AM.....Volunteers arrival – marshals, T-shirt sales, refreshments
 9:30AM.....Building opens for swimmers and teams
 T-shirts, etc. go on sale
 9:45AM – 10:45AM.....Friday Morning 11-12 warm-ups per schedule & lanes
 11:00AM.....Session 1 starts with the following:
 All 11-12 BOYS and GIRLS
 Events to run in following JSL order: (warm-up pool NOT open during events)
 5, 6, 15, 16, 25, 26, 35, 36, 45, 46, 55, 56, 65, 66, 75, and 76
 1:15PM.....APPROXIMATE end of Friday Morning Session
 (There are NO individual or team awards following this session)

FRIDAY AFTERNOON 7/28/2023 (SESSION 2)

(Swimmers on deck ONLY to swim assigned events - DIVE OVER STARTS WILL BE USED)

- 1:00PM.....APPROXIMATE Swimmers and volunteer arrival (ARRIVE EARLY to be sure!)
 1:45PM - 3:00PM.....APPROXIMATE Friday Afternoon 13 & over warm-ups per schedule & lanes
 3:15PM.....APPROXIMATE start of Session 2 with the following
 All 13-14 & 15-18 BOYS and GIRLS
 Events to run in following JSL order: (warm-up pool will be open during events)
 7, 8, 9, 10, 17, 18, 19, 20, 27, 28, 29, 30, 37, 38, 39, 40, etc. through 80
 6:30PM.....APPROXIMATE end of Friday Afternoon Session
 ADULT 100Y & 200Y FREESTYLE RELAYS TO FOLLOW
 COACHES 100Y MEDLEY RELAY TO FOLLOW
 (There are NO individual or team awards following this session)

SATURDAY MORNING 7/29/2023 (SESSION 3)(Swimmers on deck ONLY to swim assigned events - NO DIVE OVER STARTS)

- 7:15AM.....Building opens for WORKERS and VOLUNTEERS ONLY
 7:30AM.....Building opens for swimmers
 Refreshments set up and T-shirts, etc. go on sale
 7:45AM – 9:00AM.....Saturday Morning 8 & Under warm-ups ONLY as per schedule & lanes
 9:15AM.....Start of Session 3 with the following
 All 5-6 and 8 & Under BOYS and GIRLS
 Events to run in following JSL order: (warm-up pool NOT open during events)
 P1, 11, 12, P21, P22, 21, 22, 31, 32, P41, P42, 41, 42, 51, 52, 61, 62, 1, and 2
 ** Note that events 1 and 2 are swum last. **
 12 NOON.....APPROXIMATE end of Saturday Morning Session
 (There are NO individual or team awards following this session)

SATURDAY AFTERNOON 7/29/2023 (SESSION 4)

(Swimmers on deck ONLY to swim assigned events - DIVE OVER STARTS WILL BE USED)

- 11:45AM.....APPROXIMATE swimmer and volunteer arrival (ARRIVE EARLY to be sure!)
 12:30PM – 1:30PM.....APPROXIMATE Saturday Afternoon 9-10 warm-ups as per schedule & lanes
 1:45PM.....APPROXIMATE start of Session 4 with the following
 All 9-10 BOYS and GIRLS
 Events to run in following JSL order: (warm-up pool NOT open during events)
 3, 4, 13, 14, 23, 24, 33, 34, 43, 44, 53, 54, 63, 64, 73, and 74
 4:35PM.....APPROXIMATE end of Saturday Afternoon session
 5:00PM.....APPROXIMATE start of Awards Ceremony for TEAM AWARDS

[JSL Champs Meet Schedule - Revised July 22, 2023]

REVISE IF NEEDED FOR CURRENT SEASON

2023 CHAMPIONSHIP Held at Brooks Family YMCA

ORDER OF EVENTS (Note Changes from Previous Years)

FRIDAY MORNING (11-12 Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
5	11-12	100y IM.....	6
15	11-12	200y MR.....	16
25	11-12	50y Free.....	26
35	11-12	50y Breast.....	36
45	11-12	50y Back.....	46
55	11-12	50y FLY.....	56
65	11-12	100y Free.....	66
75	11-12	200y FR.....	76

FRIDAY AFTERNOON & EVENING (13 & over Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
7	13-14	100y IM.....	8
9	15-18	100y IM.....	10
17	13-14	200y MR.....	18
19	15-18	200y MR.....	20
27	13-14	50y Free.....	28
29	15-18	50y Free.....	30
37	13-14	50y Breast.....	38
39	15-18	50y Breast.....	40
47	13-14	50y Back.....	48
49	15-18	50y Back.....	50
57	13-14	50y FLY.....	58
59	15-18	50y FLY.....	60
67	13-14	100y Free.....	68
69	15-18	100y Free.....	70
77	13-14	200y FR.....	78
79	15-18	200y FR.....	80

SATURDAY MORNING (6 & Under and 8 & Under Boys and Girls)

** 100 (P1) 6&U 100yd Boys, Girls, &/or Mixed Free Relay **			
BOYS EVENTS		GIRLS EVENTS	
11	8&U	100y MR.....	12
** 210 (P21)	6&U	25y Free.....(P22)	220 **
21	8&U	25y Free.....	22
31	8&U	25y Breast.....	32
** 410 (P41)	6&U	25y Back.....(P42)	420 **
41	8&U	25y Back.....	42
51	8&U	25y FLY.....	52
61	8&U	50y Free.....	62
1	8&U	100y FR.....	2

** Ribbons only, no points, but records kept **

SATURDAY AFTERNOON (9-10 Boys and Girls)

BOYS EVENTS		GIRLS EVENTS	
3	9-10	100y IM.....	4
13	9-10	200y MR.....	14
23	9-10	50y Free.....	24
33	9-10	50y Breast.....	34
43	9-10	50y Back.....	44
53	9-10	50y FLY.....	54
63	9-10	100y Free.....	64
73	9-10	200y FR.....	74

MUST REVISE FOR CURRENT SEASON**FRIDAY MORNING**

CHAMPS SESSION 1						
Warm-ups to start at approximately 9:45AM						
	First 20 Minutes		Second 20 Minutes		Third 20 Minutes	
	Racing #	Warm-up #	Racing #	Warm-up #	Racing #	Warm-up #
ACAC	1, 2, 3	1, 2, 3, 4,				
BHSC	8, 9, 10	8, 9, 10				
CCC					1*	1
CGST			1, 2, 3	1, 2, 3		
CITY			5, 6	4, 5, 6		
ELKS					1*	
FAST			4			
FCC			7, 8	7, 8		
FLST	4, 5	5				
FSBC					2, 3, 4	2, 3
FV	6, 7	6, 7				
GCC					8	7, 8
GHG					9	9
HM					6, 7	6
KWC					5	4, 5
LG					10	10
LMST			9, 10	9, 10		
* = shared lane			* = shared lane		* = shared lane	

FRIDAY AFTERNOON

CHAMPS SESSION 2						
Warm-ups to start at approximately 2:15PM						
	First 20 Minutes		Second 20 Minutes		Third 20 Minutes	
	Racing #	Warm-up #	Racing #	Warm-up #	Racing #	Warm-up #
ACAC			1, 2	1, 2		
BHSC			7, 8, 9	7, 8, 9, 10		
CCC	1	1				
CGST	8, 9, 10	8, 9, 10				
CITY			3, 4, 5	3, 4		
ELKS			10			
FAST					1	1
FCC			6,	5, 6		
FLST					2	2, 3
FSBC	2, 3	2, 3, 4				
FV					3, 4, 5	4, 5
GCC	4					
GHG	5					
HM	6, 7	5, 6, 7				
KWC					6, 7	6, 7
LG					8	8
LMST					9, 10	9,10
* = shared lane			* = shared lane		* = shared lane	

IMPORTANT NOTES:

Coaches MUST be clear in assigning SPRINT LANES ONLY - dive in, swim to other end, get out

Coaches MUST be clear in assigning LAP LANES ONLY - 2-way swimming, no diving allowed

"Racing #" = pool with starting blocks "Warm-up #" = pool with no starting blocks

In both pools the lanes are numbered 1 to 10 from RIGHT to LEFT

MUST REVISE FOR CURRENT SEASON**SATURDAY MORNING**

CHAMPS SESSION 3						
Warm-ups to start at 7:45AM						
	First 20 Minutes		Second 20 Minutes		Third 20 Minutes	
	Racing #	Warm-up #	Racing #	Warm-up #	Racing #	Warm-up #
ACAC			1, 2, 3	1, 2, 3		
BHSC			4, 5, 6	4, 5, 6, 7		
CCC					5	
CGST					1, 2, 3	1, 2, 3, 4
CITY	1, 2	1, 2				
ELKS			7			
FAST					4	
FCC	5	4, 5				
FLST	6	6, 7				
FSBC	3, 4	3				
FV			8, 9	8, 9		
GCC			10	10		
GHG	10	10				
HM	7, 8, 9	8, 9				
KWC					9, 10	9, 10
LG					6	5, 6
LMST					7, 8	7, 8
* = shared lane			* = shared lane		* = shared lane	

SATURDAY AFTERNOON

CHAMPS SESSION 4						
Warm-ups to start at approximately 12:15PM						
	First 20 Minutes		Second 20 Minutes		Third 20 Minutes	
	Racing #	Warm-up #	Racing #	Warm-up #	Racing #	Warm-up #
ACAC					1, 2	1, 2
BHSC					3, 4, 5	3, 4
CCC	4	4				
CGST			1, 2, 3	1, 2		
CITY					8, 9	8, 9
ELKS					10	10
FAST	8	8				
FCC			8	8		
FLST			4, 5	3, 4, 5		
FSBC					6, 7	5, 6, 7
FV	1, 2, 3	1, 2, 3				
GCC			7			
GHG	5	5, 6				
HM	9, 10	9, 10				
KWC			9, 10	9, 10		
LG	6, 7	7				
LMST			6	6, 7		
* = shared lane			* = shared lane		* = shared lane	

IMPORTANT NOTES:Coaches **MUST** be clear in assigning SPRINT LANES ONLY - dive in, swim to other end, get outCoaches **MUST** be clear in assigning LAP LANES ONLY - 2-way swimming, no diving allowed

"Racing #" = pool with starting blocks "Warm-up #" = pool with no starting blocks

In both pools the lanes are numbered 1 to 10 from RIGHT to LEFT

MUST REVISE FOR CURRENT YEAR**JSL CHAMPS – PARENTS’****M E M O R A N D U M**

The 56th Annual Jefferson Swim League Championship (“JSL Champs”) meet is the culmination of the 2022 summer swim team season, bringing together thousands of swimmers and spectators from three divisions and 17 area teams. This Memo is divided into three sections: (I) Overview and Logistics, and (II) Day-of-Meet Procedures, and (III) Attachments (detailed schedule and tent locations). We invite you to review it carefully to find all the relevant information you need for a safe, spirited, and fun-filled JSL Champs competition!

Click on logo to go to jsl.org**I. OVERVIEW AND LOGISTICS****TIME/LOCATION**

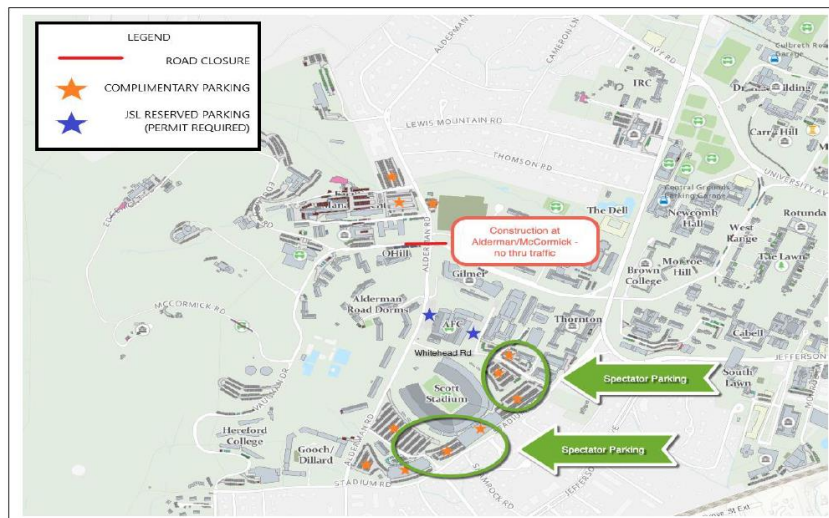
Champs will take place from July 29-30, 2022 at the University of Virginia’s [Aquatic and Fitness Center or AFC](#). The AFC is located at the intersection of Alderman Road and Whitehead Road, across the street from UVA’s Scott Stadium. Meet sessions are divided by age group as follows:

- Friday morning: 6 and under, 7-8
- Friday afternoon: 13-14, 15-18
- Saturday morning: 9-10
- Saturday afternoon: 11-12

For more information, see the *TENTATIVE “2022 Championship Meet Schedule”* at the end of this Memo.

PARKING

Complementary parking is available in the orange-starred lots on the map below; the closest and most convenient lots are located off Whitehead Road. The next closest, off Stadium Road, feature two levels of parking. The Alderman lots are the furthest and should be your last choice. The lots will be clearly marked with signage. Do not park in any restricted lot or zone; you will be towed! Friday parking will be especially tight; carpooling is encouraged! For an interactive campus map, [click here](#).

**Full Digital Copy Available**

MUST REVISE FOR CURRENT YEAR

Do's & Don'ts for the 2011 JSL CHAMPIONSHIP

The Jefferson Swim League Championship is held at UVA's indoor pool at the Aquatic & Fitness Center located on Whitehead Road next to Scott Stadium. Along with the excitement of this event comes a tremendous responsibility for all swimmers, parents, coaches, officials, and the JSL Board to make sure this meet goes as smoothly as possible.

MORE INFORMATION IS AVAILABLE ON THE WEB AT www.jsl.org

DO

Do wear your swim suit and bring goggles, cap, towel, sandals, & plastic water bottle.
 Do wear your JSL issued wristband on your left wrist.
 Do write your events, heat, and lane numbers on your wrist band or hand in waterproof ink.
 Do bring something to occupy your time (books, iPod, MP3, quiet games).
 Do bring your camera to take non-flash pictures and videos at anytime.
 Do bring small folding chairs for use outside of the building and under the tents.
 Do park in designated parking lots.
 Do bring food & drinks into the main lobby or to the tent area outside (no glass containers).
 Do check in with your coach or assistant when you arrive.
 Do buy a heat sheet and one of the great looking JSL Championship T-shirts and Towels.
 Do stay with your team in the tent area.
 Do sign up for "Twitter" & respond as your events are called & watch the messages on the scoreboard.
 Do report promptly to the Clerk-of-Course on deck as soon as your event is called.
 Do take your towel to the deck area when you are swimming.
 Do take a plastic water bottle to the deck if you want to drink something while on deck.
 Do remain seated in the viewing stands during the events so everyone can see.
 Do use your voice to cheer for your swimmer, but not while the swimmers are on the blocks.
 Do be quiet for the start.
 Do report to the main desk in the lobby on the main floor if you are lost or have questions.
 Do look for lost children at the main desk in the lobby on the main floor.
 Do ask for first aid in the Control Room on deck if you are injured.
 Do listen carefully if there is a thunderstorm.
 Do know where the emergency exits are and where you should go in an emergency.
 Do pick up all of your trash and belongings.

DON'T

Don't apply body paint or temporary tattoos & don't wear a coach's shirt or identification.
 Don't park illegally (handicap spaces, service spaces, fire hydrants, etc.) at any time.
 Don't park on Whitehead Road.
 Don't park in the lower lot beside the Aquatics & Fitness Center unless you have a JSL permit.
 Don't bring family tents (All tents require approval by the UVA Fire Marshal)
 Don't bring pets on the property
 Don't bring balls or other athletic play equipment into the building.
 Don't bring glass containers or alcoholic beverages onto the property.
 Don't bring large coolers into the building.
 Don't bring or chew gum in the building.
 Don't post any signs in the building.
 Don't bring food or drink into the viewing stands or downstairs.
 Don't smoke in the building or in any area where there are swimmers.
 Don't block the halls or doorways with your belongings, you will be asked to move.
 Don't block the stairs in the viewing stands, you will be removed.
 Don't bring folding chairs into the building (coaches may have small folding chairs at poolside).
 Don't try to get on deck as a spectator, you will be removed.
 Don't try to go on deck with your young swimmer; there are adults who will watch them.
 Don't go into any "Restricted" areas, you will be asked to leave.
 Don't use the elevator except for handicap access.
 Don't play in the showers and don't play with the phones or hit the alarm boxes on the walls.
 Don't save seats in the viewing stands or at the outside windows.
 Don't make noise or take flash pictures while swimmers are on the blocks.
 Don't use loud noisemakers inside or outside.
 Don't order any food for delivery to the Championship.
 Don't take anything to the deck other than your towel and a plastic water bottle.
 Don't litter any area.
 Don't leave the building if you are lost.

© JSL 2011

MUST REVISE FOR CURRENT YEAR

Register at CHAMPS information table the day of the event!

Register at the AFC Information Desk

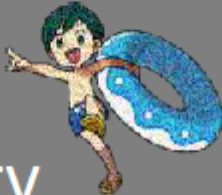
Friday, 7/29:
Adult 100 and 200 (Freestyle) Relays
COST \$100/team
Register by 5pm

Saturday, 7/30:
Coaches medley and
Register by 3pm

Make checks payable to:
Jefferson Swim League



2022



JSL Charity Adult Swim Events July 29 & 30

For The Ben Hair-Just Swim For Life (BH-JSL) : a drowning prevention program brought to 17 communities in our region!

Adult relays - 100 & 200 Freestyle Relay—Friday, July 29, 2022

Relay team members can be:

- parents of current JSL swimmers,
- other adult relatives of current JSL swimmers,
- former adult JSL swimmers (who may not have children swimming) , other volunteers, officials, corporate sponsors.
- Teams need to be 2 male and 2 female swimmers.
- NO current JSL swimmers may swim this event.

Coaches Medley Relay - Saturday, July 30, 2022

The coaches' medley relay is 100 yds and is open to ALL JSL coaches. There is no limit to the number of entries per team.

Benefitting the BH-JSL

4/15/2022


MUST REVISE FOR CURRENT YEAR

Friday, July 29, 2022 ADULT RELAYS

The Adult Relays are either a 100 yard or a 200 yard freestyle relay. These are Charity Relays with the monies going to a JSL determined charity. The cost is \$100/entry for either relay which may be made up of:

- a. Parents of current JSL swimmers
- b. Other adult relatives of current JSL swimmers
- c. Former adult JSL swimmers (who may not have children swimming)
- d. Other volunteers, officials, corporate sponsors, etc.
- e. Teams may be male, female, or mixed
- f. NO current JSL swimmers may swim this event

No advance registration is required. If your team is sponsoring an adult relay (s), please register at the AFC Information desk during Champs. Registration closes at 5 PM on Friday afternoon so that we can let the officials know how many entries there are for the event. There is no limit to the number of entries per team.

Payment: Two options for payment are:

- 1) Bring a check made payable to Jefferson Swim League
- 2) Identify the sponsoring team (on registration form) and cost will be deducted from any ad revenue from the Champs meet.

Saturday, July 30, 2022

COACHES RELAY

This relay is a 100 yard medley relay held following the final session of the JSL Champs meet. This relay is also a charity relay with funds going to the Ben Hair JSL Foundation. Cost: \$50 per entry Teams can register their coaches' relay at the AFC information desk during the meet. Deadline for entries is 3 PM on Saturday so that officials can be informed about the number of entries. All JSL Coaches are eligible for this event. Teams can enter multiple coach relay teams if desired.

Payment: Two options for payment are:

- 1) Bring a check made payable to Jefferson Swim League
- 2) Identify the sponsoring team (on registration form) and cost will be deducted from any ad revenue from the Champs meet.



MUST REVISE FOR CURRENT YEAR

Adult Charity Relay Registration Form

Friday, July 29, 2022, following final event of Session 2

Hosting Team _____

Length of Relay (circle) 100Yd Freestyle 200Yd Freestyle

Requirements for Adult Relay: Each entry must meet one of the following conditions

- a. Parents of current JSL swimmers
- b. Other adult relatives of current JSL swimmers
- c. Former adult JSL swimmers (who may not have children swimming)
- d. Other volunteers, officials, corporate sponsors, etc.
- e. Teams must be 2 male and 2 female
- f. NO current JSL swimmers may swim this event

Name of Relay Team Members

- 1. Name (female) _____
- 2. Name (female) _____
- 3. Name (male) _____
- 4. Name (male) _____

Method of Payment: \$100 entry fee

____ Check attached

Received by: _____



MUST REVISE FOR CURRENT YEAR

Coaches Charity Relay Entry Form

Saturday, July 30, 2022, following final event of Session 4

Hosting Team: _____

This relay is a 100 yard medley relay held following the final session of the JSL Champs meet. All JSL Coaches are eligible for this event. Deadline for entries is 3 PM on Saturday so that officials can be informed about the number of entries.

Coaches' Names:

1. Name (female) _____
2. Name (female) _____
3. Name (male) _____
4. Name (male) _____

Method of Payment: \$50 entry fee

____ Check attached

Received by: _____

APPENDIX Q
(Revised February 22, 2016)

Please help the League by taking a few minutes to record the following information HIGHLIGHTED IN YELLOW as the T-shirts and Heat Sheets are being sold. This will help us in the future to avoid over/under ordering, etc.							
Comments may be added to back of sheet.							
Make sure this completed sheet and MONEY is turned in to the Meet Director or Treasurer.							
T- Shirt PRE-Sale Price			T- Shirt MEET-Sale Price		YEAR		
Heat Sheet PRE-Sale Price			Heat Sheet MEET-Sale Price				
Joint PRE-Sale Price			Joint MEET-Sale Price				
T-SHIRTS							
	<u>COLOR</u>	<u>STARTING COUNT</u>	<u>ENDING COUNT</u>	<u>DAY & TIME SOLD OUT</u>	<u>PRE- SALES</u>	<u>ON-SITE SALES</u>	<u>TOTAL SALES</u>
YOUTH Extra Small						0	0
YOUTH Small						0	0
YOUTH Medium						0	0
YOUTH Large						0	0
YOUTH Extra Large						0	0
ADULT Small						0	0
ADULT Medium						0	0
ADULT Large						0	0
ADULT Extra Large						0	0
ADULT XX Large						0	0
TOTAL		0	0		0	0	0
# T-shirts given as comp to sponsors, etc							
HEAT SHEETS							
		<u>STARTING COUNT</u>	<u>ENDING COUNT</u>	<u>DAY & TIME SOLD OUT</u>	<u>PRE- SALES</u>	<u>ON-SITE SALES</u>	<u>TOTAL SALES</u>
Heat Sheets						0	0
# Heat sheets given as comp to sponsors, etc.							

T- Shirt MEET-Sale Price	\$17
Heat Sheet MEET-Sale Price	\$15

[illegible]

		STARTING COUNT	Sponsor & Other Give Away*	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL SALES
Heat Sheets		500	12	225	263	0		

JSL Championships T-Shirt and Heat Sheet Sales Summary - 2018

Please help the League by taking a few minutes to record the following information
HIGHLIGHTED IN YELLOW as the T-shirts and Heat Sheets are being sold. This will help us in the future
to avoid over/under ordering. Comments may be added to back of sheet.

Make sure this completed sheet and MONEY is turned in to the Meet Director or Treasurer.

T- Shirt PRE-Sale Price	\$15.00
Heat Sheet PRE-Sale Price	\$14.00

T- Shirt MEET-Sale Price	\$17
Heat Sheet MEET-Sale Price	\$15

T-Shirts

		STARTING COUNT	Sponsor & Other Give Away *	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL SALES
YOUTH Extra Small		6	0	4	2	0	7/28/2018 10:45	6
YOUTH Small		42	1	12	21	8		33
YOUTH Medium		65	0	27	38	0	7/28/2018 9:20	65
YOUTH Large		50	1	37	12	0	7/27/2018 11:50	49
		163	2	80	73	8		153
ADULT Small		100	3	52	45	0	7/28/2018 11:00	97
ADULT Medium		90	5	41	44	0	7/28/2018 8:52	85
ADULT Large		65	12	49	4	0	7/27/2018 13:52	53
ADULT Extra Large		35	10	21	4	0	7/27 2:30PM	25
ADULT XX Large		15	3	4	7	1		11
		305	33	167	104	1		271
TOTAL		468	35	247	177	9		424

HEAT SHEETS

		STARTING COUNT	Sponsor & Other Give Away*	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL SALES
Heat Sheets	500	19	211	247	23			458

* Sponsor items + other comp items + damaged items , if any

JSL Championships T-Shirt and Heat Sheet Sales Summary - 2017									
Please help the League by taking a few minutes to record the following information									
HIGHLIGHTED IN YELLOW as the T-shirts and Heat Sheets are being sold. This will help us in the future									
to avoid over/under ordering. Comments may be added to back of sheet.									
Make sure this completed sheet and MONEY is turned in to the Meet Director or Treasurer.									
T- Shirt PRE-Sale Price			\$15.00		T- Shirt MEET-Sale Price			\$17	
Heat Sheet PRE-Sale Price			\$14.00		Heat Sheet MEET-Sale Price			\$15	
					Combo MEET-Sale Price			Free History	
T-Shirts									
		STARTING COUNT	Sponsor & Other Give Away *	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL Consumed	
YOUTH Extra Small		12		1	2	9		3	
YOUTH Small		50		11	18	21		29	
YOUTH Medium		80	2	25	33	20		60	
YOUTH Large		80		18	14	48		32	
YOUTH Extra Large		0				0			
ADULT Small		130	8	28	45	49		81	
ADULT Medium		110	10	37	33	30		80	
ADULT Large		80	14	27	18	21		59	
ADULT Extra Large		35	11	8	11	5		30	
ADULT XX Large		15	1	5	5	4		11	
TOTAL		592	46	160	179	207		385	
HEAT SHEETS									
		STARTING COUNT	Sponsor & Other Give Away*	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL Consumed	
Heat Sheets		500	22	159	317	2	n/a	498	
* Sponsor items + other comp items + damaged items , if any									

JSL Championships T-Shirt and Heat Sheet Sales Summary - 2016								
Please help the League by taking a few minutes to record the following information								
HIGHLIGHTED IN YELLOW as the T-shirts and Heat Sheets are being sold. This will help us in the future to avoid over/under ordering. Comments may be added to back of sheet.								
Make sure this completed sheet and MONEY is turned in to the Meet Director or Treasurer.								
T- Shirt PRE-Sale Price				T- Shirt MEET-Sale Price			\$17	
Heat Sheet PRE-Sale Price				Heat Sheet MEET-Sale Price			\$15	
Combo PRE-Sale Price				Combo MEET-Sale Price			n/a	
T-Shirts								
		STARTING COUNT	Sponsor & Other Give Away *	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL SALES
YOUTH Extra Small		12	0	1	4	7	n/a	5
YOUTH Small		50	0	11	39	0	7/30.4 PM	50
YOUTH Medium		80	1	47	32	0	7/30.8:15 AM	79
YOUTH Large		80	0	38	42	0	7/30.1:30PM	80
YOUTH Extra Large		0	0	0	0	0	0	0
ADULT Small		130	5	55	70	0	7/30.4:15 PM	125
ADULT Medium		110	7	51	52	0	7/30.7:15AM	103
ADULT Large		75	16	28	31	0	7/29.6:55PM	59
ADULT Extra Large		30	10	20	0	0	7/29.10:00AM	20
ADULT XX Large		15	1	5	9	0	7/29.4:45PM	14
TOTAL		582	40	256	279	7	0	535
HEAT SHEETS								
		STARTING COUNT	Sponsor & Other Give Away*	Pre- Sold	ON-SITE SALES	ENDING COUNT	DAY & TIME SOLD OUT	TOTAL SALES
Heat Sheets		625	20	158	372	75		530
* Sponsor items + other comp items + damaged items , if any								

APPENDIX Q1d
(Revised February 22, 2016)

Please help the League by taking a few minutes to record the following information as the T-shirts and Heat Sheets are being sold. This will help us in the future to avoid over/under ordering, etc.
Comments may be added to back of sheet.

Make sure this completed sheet and MONEY is turned in to the Meet Director or Treasurer.

T- Shirt PRE-Sale Price	\$ 15.00	T- Shirt MEET-Sale Price	\$17.00	YEAR 2015
Heat Sheet PRE-Sale Price	\$ 12.00	Heat Sheet MEET-Sale Price	\$14.00	
Joint PRE-Sale Price	N/A	Joint MEET-Sale Price	\$30.00	

T-SHIRTS

	<u>COLOR</u>	<u>STARTING COUNT</u>	<u>ENDING COUNT</u>	<u>DAY & TIME SOLD OUT</u>	<u>PRE- SALES</u>	<u>ON-SITE SALES</u>	<u>TOTAL SALES</u>
YOUTH Extra Small	2015 were green	8	0	Friday 4:10PM	3	5	8
YOUTH Small	2015 were green	44	0	Saturday 11:30AM	19	25	44
YOUTH Medium	2015 were green	99	18		37	44	81
YOUTH Large	2015 were green	105	22		37	46	83
YOUTH Extra Large	2015 were green	55	25		16	14	30
ADULT Small	2015 were green	130	20		44	66	110
ADULT Medium	2015 were green	124	16		37	71	108
ADULT Large	2015 were green	54	0	Friday 2:50PM	28	26	54
ADULT Extra Large	2015 were green	19	0	Friday 2:00PM	12	7	19
ADULT XX Large	2015 were green	12	0	Saturday 9:30AM	4	8	12
TOTAL		650	101		237	312	549

12 T-shirts given as comp to sponsors, etc

HEAT SHEETS

	<u>STARTING COUNT</u>	<u>ENDING COUNT</u>	<u>DAY & TIME SOLD OUT</u>	<u>PRE- SALES</u>	<u>ON-SITE SALES</u>	<u>TOTAL SALES</u>
Heat Sheets	550	0	Saturday 12Noon	172	378	550

8 Heat sheets given as comp to sponsors, etc.

APPENDIX R

(Revised August, 1996)

To: All JSL Coaches
 From: Bob Garland, Jr. - Meet Director
 (434) 293-2045 (H)
 (434) 979-1750 (W)
 Re: Championship and Results
 Date:

I would like to thank all of you for your cooperation prior to and during this year's Championship. It was obvious to me that all teams had been given and had read the pre-meet handout. The problems with food, coolers, etc. were very minimal and the swimmers especially seemed well-behaved. You may not realize that we ran 1,301 swimmers through 406 heats in 12 hours and essentially stayed on schedule for all sessions. Those of us who take responsibility for this event have already made lists of suggestions for improvements to next year's Championship, but I would like to solicit your input. You may call me at either of the above numbers with positive suggestions for improvement. Telling us what we did wrong is not as helpful as telling us how to do it right.

Enclosed you should find:

1. JSL Championship Post Meet Press Release

The media coverage was very good this year, but I thought all of you may want to see what I sent out after the meet. Also, you should watch for this week's Charlotte Observer as they have said they will cover the results better than the Daily Progress.

2. Total List of Meet Results

This is the 25 page list of final results and times for all events.

3. Final Team Scoring

This is a one page list of final team scores. The teams had swimmers in more than the allowed number of events and, while it would change the team scores, it does not change the final ranking. Thus, I have let the scores stand as printed by the computer.

4. Improved Swim Times Meet Summary Report

This is a list of all the swimmers on your team who beat their Championship seeding time. According to total meet data, 68% of individual swimmers beat their seed times.

5. List of Record Breakers Meet Summary Report

You will receive this list only if anyone on your team broke a JSL Championship record. In one case, two swimmers broke an event record, but of course the first place finisher now holds the current record.

6. Computer Disks

All disks are being returned. You should find one disk with all Championship results recorded for your use.

Any protests, questions, etc. must be resolved by the Board's September meeting. All meet paperwork (cards, DQ slips, etc.) will be destroyed after that date.

Again, my thanks for your help and cooperation during the season and especially during the meet. Please join me and start thinking about how next year can be even better!

HEAT SHEET PAGE EXAMPLE

Jefferson Swim League 9				HY-TEK's MEET MANAGER 5.0 - 9:46 PM 7/24/2016 Page 1			
JSL CHAMPS 2016 - 7/29/2016 to 7/30/2016				Meet Program - JSL CHAMPIONSHIP 2016 SESSION #1			
#100 Mixed 6 & Under 100 Yard Freestyle Relay				Heat 4 of 10 Finals			
JSL CHAMPS: 1:22.78 2004 FV				1 Hansen, Alex R	5 ACAC-VA	36.52	
Lane Team Relay Seed Time				2 Blossom, Ty W	5 FV	36.12	
Heat 1 of 2 Finals				3 Pittman, Jack	6 LMST-VA	35.59	
3 LG-VA A 2:38.97				4 Uhlaut, Colin H	5 FV	35.28	
4 GHG-VA A 2:20.10				5 Imailov, Yusuf Y	5 FV	34.23	
5 LMST-VA A 2:00.59				6 Freitas, Kevin C	5 FV	34.51	
6 HMB-VA A 2:14.66				7 Mellott, Matthew W	6 GHG-VA	35.53	
7 ELKS-VA A 2:21.23				8 Edwards, Anderson v	5 BHSC-VA	35.81	
8 CCC-US A 2:52.51				9 Bouch, Tucker	6 KWC-VA	36.50	
Heat 2 of 2 Finals				10 Burkett, Levi	6 GOST-VA	36.83	
1 CITY-VA A 1:54.80				Heat 5 of 10 Finals			
2 KWC-VA A 1:49.94				1 Provencio, Ben	5 FSBC-VA	34.13	
3 FLST-VA A 1:40.48				2 Hubbard, Morin H	6 ACAC-VA	33.98	
4 FSBC-VA A 1:37.52				3 Freitas, Felipe C	6 FV	33.73	
5 ACAC-VA A 1:21.86				4 Keller, Matt R	6 LG-VA	33.44	
6 FCC A 1:30.88				5 Byrne, Jack K	5 GCC-VA	33.40	
7 FV A 1:38.62				6 Cromer, Cael C	6 CGST-VA	33.41	
8 BHSC-VA A 1:46.08				7 Flick, Ed E	6 GCC-VA	33.47	
9 GCC-VA A 1:51.85				8 Taylor, Owen D	6 FSBC-VA	33.93	
10 CGST-VA A 1:55.00				9 Lofton, Wade T	6 FV	33.98	
#210 Boys 6 & Under 25 Yard Freestyle				10 Kibler, Christian P	6 GHG-VA	34.16	
JSL CHAMPS: 16.36 2006 MATT MCHUGH				Heat 6 of 10 Finals			
Lane Name Age Team Seed Time				1 Blossom, Sam	6 FCC	32.79	
Heat 1 of 10 Finals				2 Goldberg, Nathan s	6 BHSC-VA	32.71	
3 Morrison, Wesley	5 GCC-VA	1:00.95		3 Devane, Jacob	6 LMST-VA	32.54	
4 Neu, Charlie A	6 CGST-VA	46.45		4 Mejias, Keegan S	5 ACAC-VA	32.18	
5 Ball, Greg R	6 LMST-VA	45.41		5 Patterson, Xander f	6 BHSC-VA	32.07	
6 Henry, Finn P	5 FV	46.37		6 Schomer, Charlie	6 ACAC-VA	32.13	
7 McNaul, Gavin	6 LMST-VA	48.68		7 Smith, Charlie C	6 GCC-VA	32.49	
8 Morris, Wyatt L	6 GHG-VA	1:01.91		8 Pinson, Grant E	6 ACAC-VA	32.55	
Heat 2 of 10 Finals				9 Ritter, Beckett D	6 BHSC-VA	32.77	
1 Freeman, Chase E	6 LG-VA	44.06		10 Tungate, Max L	6 CGST-VA	32.80	
2 Steven, Findley R	5 CGST-VA	42.94		Heat 7 of 10 Finals			
3 Nardone, Vince	6 KWC-VA	41.97		1 Cullaty, Gabe R	5 FV	31.33	
4 Schulz, Lucas T	5 LG-VA	41.05		2 Hall, Jackson D	5 FV	31.08	
5 Blanchette, Jack M	6 ACAC-VA	40.87		3 Ashbaugh, Ford I	6 CGST-VA	30.66	
6 Wilson, Clark C	6 LMST-VA	40.94		4 Norford, Brayden M	6 GHG-VA	29.78	
7 Agarwal, Nathan P	5 FLST-VA	41.16		5 Little, Liam E	6 BHSC-VA	29.01	
8 Bricker, Lucien	6 FSBC-VA	42.82		6 Barry, Jasper J	6 FCC	29.42	
9 Blemker, Daniel b	5 BHSC-VA	43.15		7 Reed, Owen	6 ELKS-VA	30.58	
10 Clarens, Drew	5 FSBC-VA	44.09		8 Weimer, Jacob M	6 LMST-VA	30.77	
Heat 3 of 10 Finals				9 Powell, Kenton W	6 GHG-VA	31.15	
1 Crawford, Christopher	6 GHG-VA	40.35		10 Weaver, Max	6 ELKS-VA	31.55	
2 Erickson, Tyr H	5 FSBC-VA	38.51		Heat 8 of 10 Finals			
3 Hyde, Zac A	6 GHG-VA	38.23		1 Skipper, Peyton c	6 BHSC-VA	28.86	
4 Gach, Luke	6 LMST-VA	38.13		2 Roberts, David	5 FV	27.93	
5 Fertile, Parker Boone	6 GCC-VA	37.08		3 Hunt, Bowen	5 CGST-VA	27.82	
6 Walker, Jones j	6 BHSC-VA	37.76		4 Pekary, Holden A	6 LG-VA	27.33	
7 Adae, Asher K	6 CCC-US	38.17		5 Smith, Finn	6 CGST-VA	26.46	
8 McClellan, Grvin L	5 LG-VA	38.46		6 Hamilton, Callum W	6 CGST-VA	26.72	
9 Jamison, Bodie c	5 BHSC-VA	38.59		7 O'Connor, Bo	6 FCC	27.68	
10 Bettsworth, Cam M	5 GCC-VA	40.48		8 Koch, Casper L	6 FSBC-VA	27.93	
				9 Haslam, Henry C	6 CGST-VA	27.98	
				10 Bowman, Henry E	6 CGST-VA	28.98	
				Heat 9 of 10 Finals			
				1 Lawson, Brody B	6 ACAC-VA	25.42	
				2 Rutherford, Eli J	5 CGST-VA	25.20	
				3 Britt, Garrett W	6 FV	24.71	
				4 Pate, Hart A	6 FSBC-VA	23.23	
				5 Hubbard, Jacob P	6 ACAC-VA	22.86	
				6 Kozower, Eli j	6 BHSC-VA	23.06	
				7 Beubaker, Everett C	6 ACAC-VA	24.14	
				8 Binter, Zachary W	6 FLST-VA	24.83	
				9 Escobar, Christophe A	6 FLST-VA	25.37	
				10 Johnston, Graham W	6 FCC	25.73	
				Heat 10 of 10 Finals			
				1 Rittenhouse, Keaton P	6 FSBC-VA	22.35	
				2 Alhusen, Maximilian K	6 CGST-VA	21.49	
				3 Adams, Henry W	6 FSBC-VA	20.39	
				4 Easton, Walker C	5 ACAC-VA	19.28	
				5 Davidson, Chase S	6 GCC-VA	18.92	
				6 Smith, Henry	6 ACAC-VA	19.05	
				7 Hathaway, Trey L	6 GCC-VA	19.73	
				8 Berry, Eli S	6 FLST-VA	20.77	
				9 Hall, Collin R	6 FV	21.68	
				10 Nolde, James f	6 BHSC-VA	22.79	
				#220 Girls 6 & Under 25 Yard Freestyle			
				JSL CHAMPS: 17.25 1999 KATHERINE NICHOL			
				Lane Name Age Team Seed Time			
				Heat 1 of 10 Finals			
				2 Kangas, Daisy M	5 KWC-VA	1:11.13	
				3 Duval, Claire	5 KWC-VA	1:08.72	
				4 Bennett, Samantha M	6 CCC-US	56.76	
				5 Smith, Ella	5 GCC-VA	56.31	
				6 Robertson, Rosie F	5 KWC-VA	56.53	
				7 Harris, Anne	5 ELKS-VA	59.14	
				8 Hockman, Lauren J	5 LMST-VA	1:09.93	
				9 Diemer, Addalee C	6 LMST-VA	1:13.32	
				10 Leback, Maude G	6 CITY-VA	1:28.23	
				Heat 2 of 10 Finals			
				1 O'Loughlin, Nuala M	5 ACAC-VA	51.72	
				2 Byrne, Ryan E	5 GCC-VA	50.65	
				3 Adcock, Parker	5 ELKS-VA	46.42	
				4 Stokes, Aggie W	5 FCC	44.46	
				5 Smith, Ryan	5 CCC-US	43.24	
				6 Wright, Katrina	6 LMST-VA	44.21	
				7 Anderson, Emma	5 GOST-VA	45.62	
				8 Moore, Emmajane G	6 ACAC-VA	47.94	
				9 Yensky, Emma J	5 ACAC-VA	50.68	
				10 Walker, Cece g	5 BHSC-VA	55.18	
				Heat 3 of 10 Finals			
				1 Kester, Sydney	6 LMST-VA	40.74	
				2 Smith, Peyton	6 GOST-VA	38.58	
				3 Whitehouse, Ceci	5 FSBC-VA	37.92	
				4 Richmond, Eliza	5 BHSC-VA	37.78	
				5 Katz-Melo, Emma	6 CITY-VA	37.39	
				6 Graves, Lofton V	5 FCC	37.42	
				7 Coleman, Monet G	5 ACAC-VA	37.78	
				8 Mitchell, Madison R	6 GHG-VA	38.54	
				9 Eck, Addison G	6 GCC-VA	39.39	
				10 Poncey, Taylor K	5 CITY-VA	42.94	

APPENDIX T
(Revised January 16, 2005)

Lane Timer's Sheet					
LANE 7	LANE 7	LANE 7	LANE 7	LANE 7	LANE 7
Event 62	Girls 8 & Under	50	Free		OFFICIAL TIME
Heat 1					
Heat 2	STOKELY, ANN X	8	CGST	Did not Show	G
Heat 3	PURNELL, KATIE ✓	7	LMST	1:13:10 1:13:06	G
Heat 4	NICHOLS-HAYES, SASHA ✓	8	CITY	1:01:50 1:01:58	G
Heat 5	WISMAN, LIZA ✓	7	FV	49.64 —	G
Heat 6	ROSE, RACHEL ✓	7	ACAC	46.83 46.80	G
Heat 7	PASCIUTI, MICHELLE ✓	8	KWC	40.13 40.04	G

LANE 7	LANE 7	LANE 7	LANE 7	LANE 7	LANE 7
Event 63	Boys 9-10	100	Free		OFFICIAL TIME
Heat 1	PARKER, JOHN ✓	9	BHSC	1:34.88 1:34.83	G
Heat 2	HELT, MARK ✓	9	CGST	1:45:02 1:45:02	G
Heat 3	GREENBAUM, SCOTT ✓	9	FCC	1:30.36 1:30.34	G
Heat 4	BOEHM, BRIAN ✓	10	HM	1:26.37 1:26.35	G
Heat 5	CARTA, JULIAN ✓	9	BHSC	1:33:46 1:33.43	G
Heat 6	HORTON, OLSEN ✓	9	FV	1:18:11 1:18.09	G

JSL Championship CTS Printout
(Description of 10 lane format printout)

The diagram illustrates a CTS printout for a 10-lane race. It includes sections for Race History, Race Summary, Order of Finish by Lane, Order of Finish by Place, and Backup Buttons by Lane. Numbered callouts 1 through 7 point to specific data points in the printout.

1 Race History

2 Event: 50 Girls 15-18 Breaststroke Final, Heat: 6

3 Race [0027], Friday 25-Jul-14 5:20:47 pm

Order of finish (by place):

5)	2	34.00	6)	2	34.58	4)	2	35.07	8)	2	35.33	7)	2	35.98	2)	2	36.50	3)	2	36.51
10)	2	36.63	1)	2	37.12	9)	2	37.39												

====> Sys6 v1.230 <====> Colorado Time System 6 <====>

4 RACE SUMMARY

50 Girls 15-18 Breaststroke Final, Event: 40, Heat: 6, Friday 25-Jul-14 5:20:47 pm

5 Order of Finish by Lane

Lane	Place	Time
1	9	37.12
2	6	36.50
3	7	36.51
4	3	35.07
5	1	34.00
6	2	34.58
7	5	35.98
8	4	35.33
9	10	37.39
10	8	36.63

6 Order of Finish by Place

Place	Lane	Time
1	5	34.00
2	6	34.58
3	4	35.07
4	8	35.33
5	7	35.98
6	2	36.50
7	3	36.51
8	10	36.63
9	1	37.12
10	9	37.39

7 Backup Buttons by Lane

Lane	Backup	Btn. A	Btn. B	Btn. C
1	37.09	37.09	37.05	37.17
2	36.45	36.40	36.45	36.47
3	36.43	36.43	36.29	36.44
4	35.01	35.02	34.97	35.01
5	33.95	33.98	33.92	33.95
6	34.54	34.62	34.54	34.48
7	35.95	35.95	36.03	35.80
8	35.39	35.39	35.32	35.40
9	37.23	37.32	37.23	37.18
10	36.61	36.52	36.63	36.61

React

====> Sys6 v1.230 <====> Colorado Time System 6 <====>

The CTS printout shown above illustrates a finish where no backup times were flagged. That is, all times were accurately recorded by the touchpads.

1. **Race History** section at top is for information only and is not normally used by the sorters.
2. **Event Name, Number, and Heat** identify the race by name.
3. **Race History Number** identifies the race by a sequential number (0027 in the example) to match at the Meet Manager computer. The date and time of this particular heat is also recorded. Below that is the order of finish, by place, listed horizontally across the page with the number of pool lengths (2 in the example) completed for this race.
4. **Race Summary** section contains the most important information and should be used by the sorters. The Race History number, date and time is repeated to the right on this line.
5. **Order of Finish by Lane** is listed in this section.
6. **Order of Finish by Place** is listed in this section.
7. **Backup Buttons are Listed by Lane** horizontally across the bottom. When three backup buttons are used the first time is the middle of the three buttons. If by chance only two buttons are recorded, the first line will be the average of those two buttons. In the lane 1 example above, "Backup 37.09" is the middle time of the three buttons, "Btn. A 37.09", "Btn. B 37.05", and "Btn. C 37.17".

In this example all touchpad times are the official times since none of the backup button middle times were more than 0.3 second off of the touchpad time. No further adjustments or calculations are needed.

JSL Championship CTS Printout (Swimmer Disqualified)

```

===== Race History <===== Race [0258] <=====
                                     Saturday 26-Jul-14 4:20:43 pm
                                     25 Yards
                                     Event: 54      Heat: 6

Lane Number
Lengths
Time

4) 1 36.46 3) 1 38.21 6) 1 39.93 7) 1 40.50 9) 1 41.17 1) 1 41.53 5) 1 42.05
8) 1 42.29 10) 1 42.48 2) 1 43.49

===== Sys6 v1.230 <===== Colorado Time System 6 <=====

===== RACE SUMMARY <===== Race [0258] <=====
                                     Saturday 26-Jul-14 4:20:43 pm
                                     25 Yards
                                     Event: 54      Heat: 6

----- BY LANE -----
Lane Place Time
1 6 41.53
2 10 43.49
3 2 38.21
4 1 36.46
5 7 42.05
6 3 39.93
7 4 40.50
8 8 42.29
9 5 41.17
10 9 42.48

----- BY PLACE -----
Place Lane Time
1 4 36.46
2 3 38.21
3 6 39.93
4 7 40.50
5 9 41.17
6 1 41.53
7 5 42.05
8 8 42.29
9 10 42.48
10 2 43.49

① → 10 9 42.48 DQ

Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Lane 7 Lane 8 Lane 9 Lane 10
Backup 41.50 43.52 38.19 36.43 42.04 39.94 40.47 42.23 41.22 42.48
Btn. A 41.50 43.51 38.26 36.47 42.13 39.88 40.47 42.22 41.22 42.48
Btn. B 41.49 43.60 38.19 36.42 42.03 39.94 40.49 42.32 41.22 42.45
Btn. C 41.54 43.52 38.19 36.43 42.04 40.00 40.46 42.23 41.20 42.50

React
===== Sys6 v1.230 <===== Colorado Time System 6 <=====

```

In the example above, the sorter has received a "DQ" slip on the swimmer in lane 10.

- Lane 10 Swimmer has been disqualified** by a Stroke and Turn Judge. The DQ slip comes to the sorter and is matched with the timing card for that swimmer in this event, heat, and lane. The swimmer's timing card (not shown) is marked "DQ" in red ink and the original copy of the "DQ" slip is stapled to the back of this CTS sheet. All times for that swimmer are marked through (not obliterated) in red ink or highlighter and "DQ" is written beside the time to make it clear for the Meet Manager computer operator.

Sorters must take particular care in all of these steps to ensure that the correct swimmer is listed as disqualified.

APPENDIX X

(Revised March 22, 2016)

JSL Championship CTS Printout (Touchpads Turned Off)

===== RACE SUMMARY =====									
Race [0151] <=====									
Saturday 30-Jul-16 11:14:29 am									
100 Girls 8 & Under Freestyle Relay Final									
Event: 2 Heat: 2									
----- BY LANE -----									
Lane Place Time									
1 7 1:23.50									
2 5 1:19.28									
3 2 1:15.03									
4 1 1:13.35									
5 3 1:17.64									
6 4 1:17.84									
7 6 1:20.83									
8 9 1:33.08									
9 8 1:29.11									
10 10 1:41.12									
----- BY PLACE -----									
Place Lane Time									
1 4 1:13.35									
2 3 1:15.03									
3 5 1:17.64									
4 6 1:17.84									
5 2 1:19.28									
6 7 1:20.83									
7 1 1:23.50									
8 9 1:29.11									
9 8 1:33.08									
10 10 1:41.12									
Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Lane 7 Lane 8 Lane 9 Lane 10									
Backup 1:23.50	1:19.28	1:15.03	1:13.35	1:17.64	1:17.84	1:20.83	1:33.08	1:29.11	1:41.12
Btn. A 1:23.53	1:19.26	1:14.97	1:13.25	1:17.67	1:17.85	1:20.83	1:33.03	1:29.10	1:41.07
Btn. B 1:23.50	1:19.31	1:15.04	1:13.46	1:17.64	1:17.84	1:20.91	1:33.08	1:29.11	1:38.07
Btn. C 1:23.44	1:19.28	1:15.03	1:13.46	1:17.62	1:17.81	1:20.77	1:33.12	1:29.12	1:41.18
Average Pad to Backup Delta time: .00									
React									
===== Sys6 v1.230 ===== Colorado Time System 6 =====									

In the example above the touchpads have been turned off.

For the 6&U Events and the 8-and-under events, the touchpads are turned OFF and Button (Btn.) C is plugged into the touchpad location. The CTS System 6 is set to recognize this as a "Button Finish". The reason for this is that younger children do not reliably hit the touchpads hard enough to shut off the pad to get a valid time. Three buttons are used on each lane and the official time is the middle time of those three buttons. If by chance only two buttons are recorded, the official time is the average of those two times. All buttons are automatically started by the CTS Start System when the start signal is given, thus eliminating human error at the start.

1. **Order of finish by lane** is used to determine the official time on the timing cards. There is NO need to average times as this is the official time as determined by the CTS.
2. **The Backup line is the official time.** Again, there is no need to average the times.
3. **A button time was not recorded.** This occasionally happens for various reasons, but if it continually happens in a lane, the Head of Table should be notified to alert the Referee. The official time (1:13.35) is the average of the remaining two times.
4. **A button time was discarded.** The Sorter may notice this and wonder what happened. The 1:38.07 was a full 3 seconds away from the other two times in that lane and the CTS automatically "kicked it out". The official time (1:41.12) is the average of the remaining two times. This time will be flagged by the Meet Manager software to bring it to the attention of the Computer Operator to see if further investigation is necessary.

APPENDIX Y
(Revised January 16, 2005)

APPENDIX Y (Revised August 1, 1996)		
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____
Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 67 - Int Boys 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 68 - Int Girls 100 yd Free Time _____	Name _____ JSL CHAMPS JULY 26 & 27, 1996 Event 69 - Senior Boys 100 yd Free Time _____

YMCA RESPONSIBILITIES

(Copy of this must be given to YMCA)

- ___ 1. As stated in Section I, N. PLANNING FOR SETUP, the facilities manager and any other YMCA personnel should be met well before the meet to discuss the setup and times to open the building and pool area. They must be given a copy of Appendix Z at this time. The YMCA personnel will set up equipment, tables, and chairs per pre-arranged instructions found in Appendix Z. YMCA will let JSL personnel start bringing items to the Aquatics & Fitness Center on Thursday the week of JSL Champs meet and place them in a secure area. Final arrangements must be made in advance for the following:

All Supplies as outlined in Section I - O SUPPLIES

Final arrangements must be made with YMCA in advance for the following:

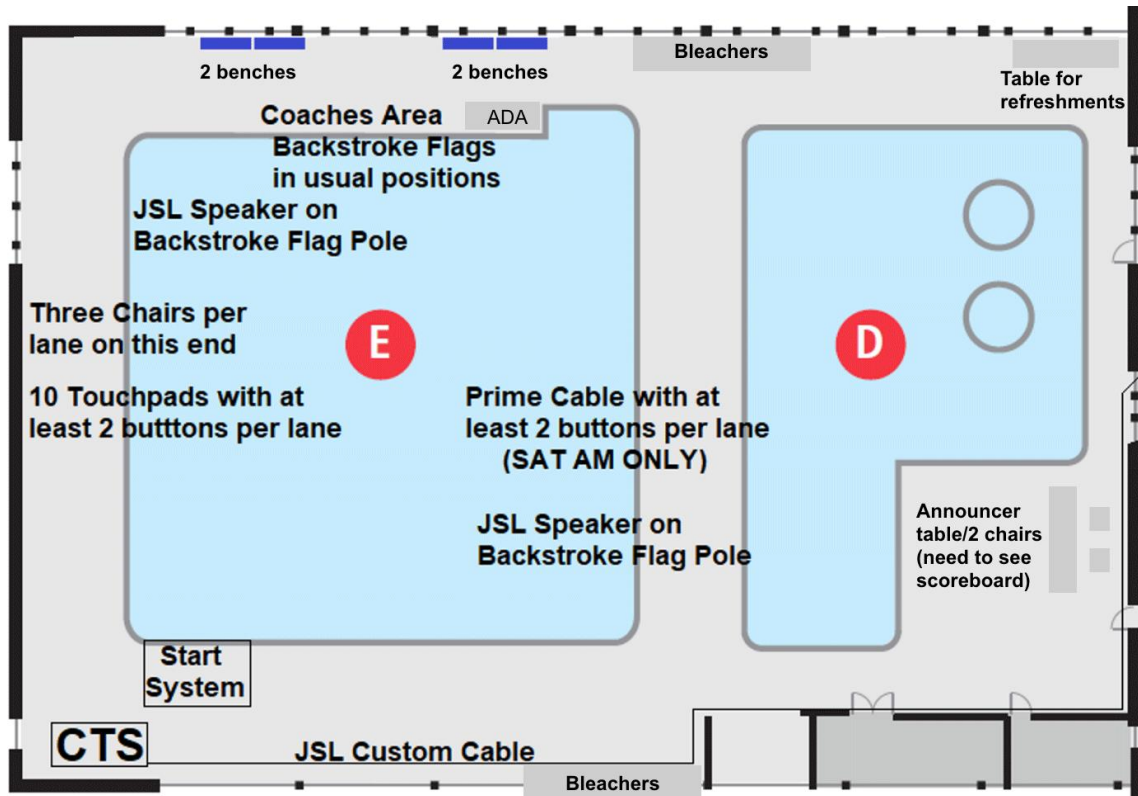
- ☐ 1 CTS System 6 (& printer) and set up
- ☐ 1 CTS Championship Start system availability and set up
- ☐ JSL to provide 1 CTS Infinity Start system & speaker as a backup
- ☐ 1 printer with extra print cartridge for CTS System 6
- ☐ JSL to provide 1 computer and printer for use with Meet Manager
- ☐ Touchpads, buttons (3/lane), speakers, and wiring sufficient for 10 lanes
- ☐ 10-lane prime cable at turn end for 8 and under events
- ☐ Back Stroke flags and poles properly positioned
- ☐ Plenty of safety rugs for walk-off areas and covering wiring as needed
- ☐ Plenty of Mops in all areas
- ☐ 2 - Large bulletin Boards or area in Main Hallway for posting scores
- ☐ 1 Dry erase Board for Clerk-of-Course
- ☐ Dry Erase Board with marker for calling events in Tent Area
- ☐ 10 Tables and 10 chairs as per diagrams below
- ☐ 30 chairs for timers (3 behind blocks in each lane at starting blocks end)
- ☐ One set of bleachers for Coaches area on each side of pool
- ☐ Trash cans needed (make sure there is a large one in Aerobics Classroom 8)
- ☐ "No Diving " signs for warm-up/warm-down pool
- ☐ JSL to provide PA system for pool area, Clerk of Course area, Lobby, and tent area
- ☐ Availability of electronic scoreboard
- ☐ 2 stanchions to rope off area for one coach in wheelchair near bulkhead
- ☐ Sufficient warning tape for all restricted areas

- ___ 2. The Aerobics Classroom 8 is used for awards table and refreshments. Coaches and other volunteers are allowed access to this room for refreshments, but must NOT disrupt the operation. The Aerobics Classroom 9 is used for the Meet Manager Computer and sorters. This room must be a restricted area except for those YMCA and JSL personnel working the meet. Traffic into this room needs to be restricted. (See diagrams below for both rooms)

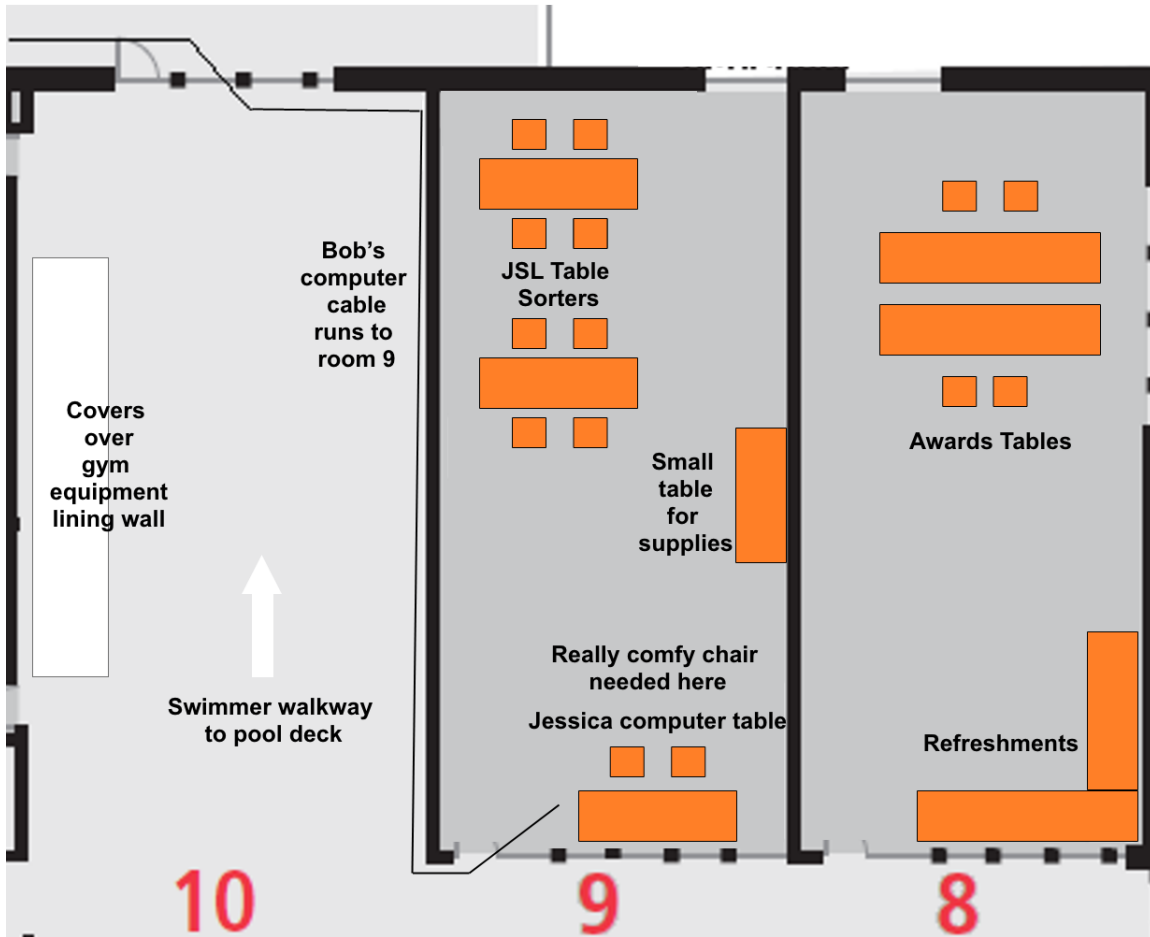
Appendix Z

(continued)

- ___ 3. Three long tables and 4 chairs (for T-shirts and heat sheets) should be set up in the main entrance hall to the left at the corner near the main desk. (See diagram below for Front Hall) A rug in front of the T-shirt area is also recommended. Heat sheets and T-shirts (arranged by size) should be in boxes on the floor next to the wall behind the tables which serve as a counter. An assortment of T-shirts and a stack of heat sheets should be placed on each table. When T-shirts are made onsite, T-shirt printers have to be placed in this area. Parents may write one check for multiple purchases. One cash box should be placed at each table, but never left unattended or unsecured. Heat sheets and T-shirts must be secured to prevent theft. Locking them in a secure area overnight is encouraged.
- ___ 4. Volunteer check-in and Coaches check-in is at the main desk in the lobby. Extra table(s) may be needed. The Volunteer tables are arranged by Championship Host Groups in order. The coach's sign-in should be identified with a sign. (See diagrams)
- ___ 5. The Main Clerk-of-Course area should be set up in the gym chairs rather than benches. If possible, eight rows of 10 chairs per row should be set up. A 6 ft table and 2 chairs should be available for the C-of-C staff. The Clerk will need a speaker with a microphone. All sessions are seeded in the gym. In addition, the swimmers will need sets of bleachers (YMCA will bring in) positioned up against the large window on deck. Make (or check Misc. Supply box) at least 2 sets of waterproof signs ahead of time (numbers 1 through 10) to label the Chairs in the gym and the benches on deck. Team baskets are set up outside in the staging area.
- ___ 6. There is no way to secure a False Start Rope. The back stroke flags are positioned in their normal places.
- ___ 7. Since there is not a PA system in the building, JSL is responsible for providing all audio equipment.
- ___ 8. Cellphones and text messaging may be used to communicate among the announcer, clerk-of-course, and front desk. The YMCA person-in-charge must be reachable at all times from the announcer's room via walkie-talkie or other suitable communications.
- ___ 9. YMCA must determine the location of all restricted areas and mark with caution tape. JSL will assist YMCA personnel in monitoring these areas.
- ___ 10. Personal tents are allowed, but only in the large grass area under the trees in front of the YMCA.
- ___ 11. **See all Diagrams and instructions on the following pages:**

YMCA POOL AREA SETUP**EQUIPMENT FOR THIS AREA**

- ☐ CTS System 6
- ☐ CTS System compatible printer with 1 extra ink cartridge
- ☐ CTS Infinity Start system & speaker
- ☐ JSL to provide on extra speaker and multiplug adapter for Start System
- ☐ Touchpads, buttons (3/lane if possible), speakers, and wires sufficient for 10 lanes
- ☐ Back Stroke flags and poles for competition pool in usual positions
- ☐ Safety rugs making a path on the "wet" side of pool deck (to hallway)
- ☐ Sufficient Mops in all areas expected to get wet
- ☐ 30 chairs for timers (3 behind each block on each lane)
- ☐ Sufficient trash cans as needed
- ☐ "No Diving" signs for small warm-up pool
- ☐ Availability of electronic scoreboard
- ☐ Small ADA section on Coaches side of pool
- ☐ Sufficient warning tape for all restricted areas in pool area

Lower Level ROOMS 8-9-10 SETUP**EQUIPMENT FOR THIS AREA****Room 10/Turf area**

- ☐ Covers/Caution tape blocking off all equipment as swimmers pass by

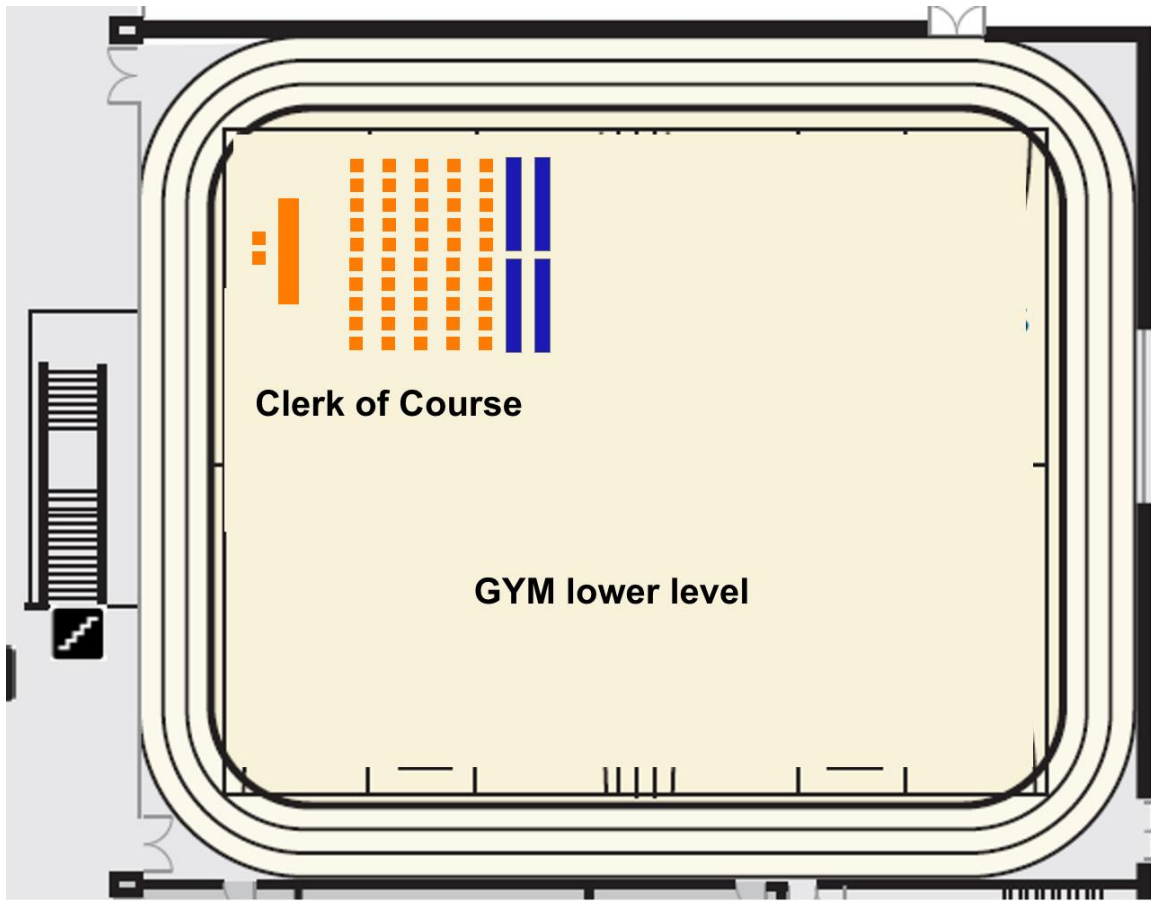
Room 9 (arrangement to be determined; shift as necessary)

- ☐ 4 tables total
- ☐ At least one very comfy chair at Jessica's computer table
- ☐ Sufficient chairs for other tables (9-10)

Room 8

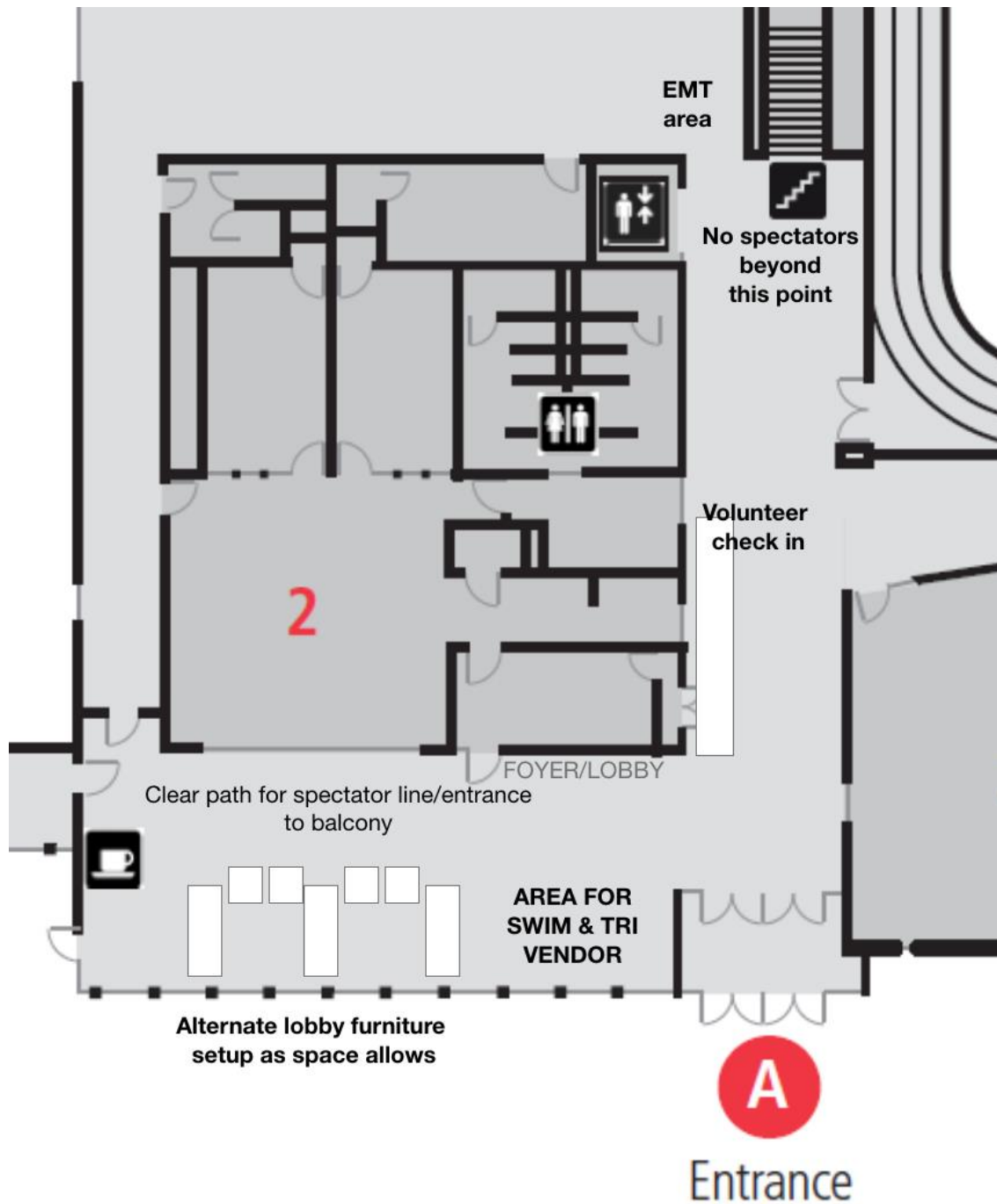
- ☐ 4 tables total, 4-6 chairs

YMCA GYM SETUP

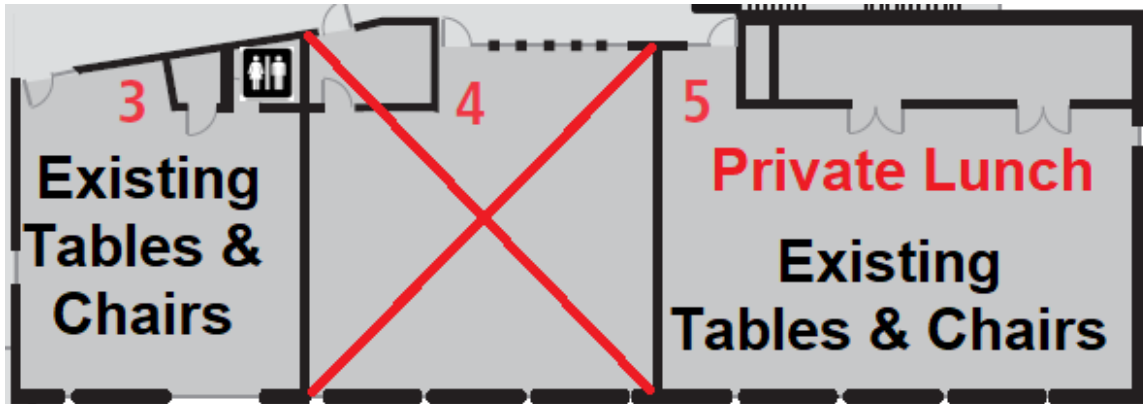


EQUIPMENT FOR THIS AREA

- ☐ 1 Table
- ☐ 2 Chairs
- ☐ Sufficient waterproof chairs and/or blue benches for 60 to 80 swimmers
- ☐ Gym divider in place to make space smaller on Clerk side

Upper-Level Lobby Setup

- This area will get crowded. Arrange furniture as best as possible to allow for spectator line to form for entrance to balcony, allowing adequate space for Swim & Tri Vendor setup.
- RMC & JSL volunteer staff will be at front doors, entrance to balcony, at top of stairs to prevent spectators from going down stairs
- Caution tape (JSL provides) at entrance to back stairs by Comm. Room to prevent spectators going down stairs
- **No bleachers or seating on balcony; Watch and Go only.**

YMCA Upper Level Rooms 3-4-5 SETUP**Room 3**

- ☐ No changes necessary

Room 5

- ☐ Existing Tables and chairs for eating
- ☐ Raising Cane's will deliver lunch to this room

Janitorial/Maintenance Requests for YMCA

- Keep all restrooms (up and downstairs) stocked with paper towels, toilet paper, and basic clean up throughout day on both Friday and Saturday;
- Locker room stocking will be timed with Martin/workers/volunteers so that **NO adults are in locker rooms with swimmers**. Likely around noon and 6pm (end of session)
- Empty trashcans in lobby and near gym as needed both days;
- dumpster might need to be emptied Friday evening?
- Downstairs hallway by locker rooms will need to be dry mopped if possible; same for hallways near gym.
- Gym near doorways might need to be dry mopped
- **Deactivate alarm on far balcony door if necessary.**
- **Deactivate alarm at bottom of back stairs, going outside**

EQUIPMENT & SUPPLIES (Plan for large crowds, all sessions)

- ☐ Sufficient Trash Cans and liners in all areas
- ☐ Sufficient walk-off mats in areas expected to be wet and/or slippery on lower level
- ☐ Sufficient mops for areas expected to be wet and/or slippery
- ☐ Sufficient paper towels
- ☐ Sufficient toilet paper

INDOOR SIGNAGE (JSL has most all)

- ☐ Signs for Directions, Restricted areas, etc. We use wrestling tape for no residue, easy removal.
- ☐ Sponsor Posters to be hung in Pool area by YMCA

OUTDOOR SIGNAGE (JSL will supply)

- ☐ Signs for Directions, Parking, Tents, etc.
- ☐ Cones for blocks entrances to parking – provided by RMC

RESTRICTED AREAS & EQUIPMENT (Determined by the Y)

- ☐ Doors to restricted areas must locked
- ☐ Areas not able to be secured should be marked off with caution tape (JSL will do)
- ☐ Equipment not able to be secured should be marked off with caution tape (JSL will do)