



Welcome to the 2024 Marin Swim League Championship Swim Meet – “Champs”! In the spirit of the Year of the Dragon, the Scott Valley Sea Serpents are thrilled to be this year’s hosts. Thank you for supporting and cheering on our young swimmers. This information package has everything you need to enjoy and understand this swim meet.

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## **GENERAL CHAMPS INFORMATION**

Champs is the biggest meet of the season where all the swimmers from all 10 Marin Swim League Swim Teams come to the College of Marin Indian Valley Campus (IVC) Miwok Aquatic pool to compete. If you have never attended Champs, it's helpful to know that it will be crowded -- 1000 swimmers, 400 volunteers and lots of spectators.

**Date & Time:** Champs is on Saturday, June 29. Warmups start at 7:00 am. Meet starts at 8:30 am.

**Location:** Indian Valley College of Marin Campus: 1800 Ignacio Blvd, Novato, CA 94949

**Heats:** The heats progress from slowest swimmers to fastest swimmers—the fastest heat is the last heat, in each age group.

**Event Order:** The event order is the same as in all meets:

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

### **Meet Logistics:**

- All 60 events will run in order.
- There is no split session as in some past years. All swimmers will compete in one session.
- Girls and boys will race simultaneously at opposite ends of the pool.
- Girls swim on the pool side closest to the warm-up pool.
- Boys swim on the pool side closest to the dive tank.
- There are 10 lanes per side.
- All relays are swum on the dive tank side of the pool.

**Schedule** (subject to change based on the number of swimmers):

- 7:00–8:00 am: Warm-Ups
- 8:00–8:30 am: Relay teams get ready and 8 & Under line up for Free
- 8:30 am: Champs begin!
- 8:30–11:30 am: Relays, Free, Back
- 11:30–11:45 am: 10-Year Swimmers, Graduating MSL Swimmers and change volunteers
- 11:45–2:30 pm: Breast, Butterfly, IM, Free Relay
- 2:45–3:30 pm: Awards Ceremony

**Team Tents & Spectators:**

- **Tents:** Each team will have a designated area on the field outside the pool. It's a busy day with many people. Your help keeping the area clean, with paths for walking is much appreciated.
- **Spectators:** Spectators can watch swimmers from the bleachers, as **no spectators are allowed on the pool deck**. Only staff and swimmers are permitted on the pool deck. Only swimmers and timers are permitted behind the starting blocks. No exceptions. To maximize enjoyment and viewing pleasure, no folding chairs, tents, coolers, etc., are allowed in the bleachers. Thank you!

**Awards:**

- At +/- 2:45 pm the high-point awards will be given to the boy and girl winners of each age group, and the top three Championship teams.
- Medals are awarded to places 1-8 and ribbons to places 9-16. These swimmers earn points for their team. These medals and ribbons are available to swimmers at the end of the meet.

**Attention 8 & Under Parents:**

- 8 & U boys swim at the west end of the pool, closest to the dive pool.
- 8 & U girls swim at the east end of the pool, closest to the warm-up pool.
- The line-up area 8 & Under boys is behind the diving platform on the west side. It's your responsibility to get your child to their line-up spot, which is the volunteer access gate on the dive side of the pool.
- The line-up area for 8 & Under girls is by the warm-up pool. It's your responsibility to get your child to their line-up spot, which is the volunteer access gate on the warm up side of the pool.

- You may not be on the pool deck, unless your volunteer job requires it. No exceptions.
- Please explain to your swimmer the importance of listening to lane marshals so they don't miss their race! Marshals will be lining up children from all 10 teams. They do not know your child personally.
- Please help by writing your child's name in bold black letters on their swim cap.
- Individual Medley relay and all 8 & Under swimmers should be in place by 8:15 am for an 8:30 am start.

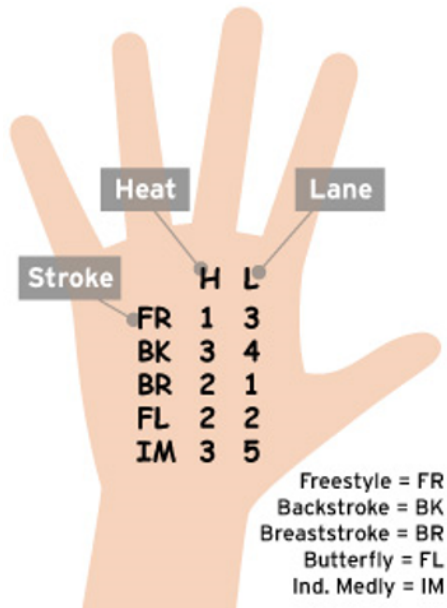
### **Important Rules:**

- Only coaches, volunteers, and swimmers are permitted on the pool deck.
- No spectators on deck. Spectators can view their swimmers from the bleachers behind the pool.
- No team set up in the bleachers.
- No shade structures in the bleachers.
- No saving places in the bleachers.
- Dogs are not allowed at the swim meet. They're not allowed at IVC at all, not even the cute well-behaved ones.

### **Sharpie your swimmer's hand:**

Please write your child's race, lane and heat numbers on his/her hand. "L" for Lane and "H" for heat. For example:

Fr H4L2, BH7L3, BrH1L5, FLH8L1, IMH6L10



### Warm up lane assignments:

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

### PARKING

- The closest parking spots to the pool are at least a 5-minute walk. Give yourself enough time to park and walk to the pool. On the event day, the swimmer drop-off zone will be the loop in parking lot 2.
- **General Parking:** No need for daily parking passes. Parking is first-come-first-serve. Violators in non-valid spots will be ticketed and may be towed.

- **Self-Park Method:** Champs 2024 follows the established self-park method. Each team must contribute to a pool of parking volunteers between 6:30 am and 2:30 pm.
- **Illegal Parking:** Cars parked in illegal areas (non-marked spots, red zones, motorcycle zones, or handicapped parking) will be ticketed or towed. IVC police will issue tickets immediately without a grace period.
- **Designated Lots:** Visitor parking lots 2, 3, 4, & 5 are first-come-first-serve and free. **No need to purchase a permit from the kiosk.** If these lots are full, park in nearby neighborhoods or at San Jose Elementary School.
- **Restricted Lots:** Lot 1 is reserved for College of Marin students—no event parking allowed. No parking on Indian Hills Drive due to its narrowness and fire hazard.
- **Reserved Parking:** The small lot at Jonas Center is for coaches, vendors, snack bar coordination, and families with accessibility needs—permit only.
- **Encouraged Transportation:** Please carpool or use a bicycle. Drop off, park, walk, or bike in. At the end of each meet, do not cross the bridges in a car or motorized vehicle to pick up swimmers or belongings.
- **Fire Road:** Closed to spectators. No tents, coolers, or chairs allowed. No “camping” permitted.
- **Posting Restrictions:** Do not post signs or banners outside the pool area, especially along Ignacio Boulevard and 101, as per Novato Police Department. Banners can be posted on the chain link fence on the East Side of the pool using grommets and zip ties—no tape. No signs on glass windows and no chalk spirit writings at IVC. No chalk or paint on the deck area or surrounding areas outside the pool.

## PREPARATION FOR SWIMMING

- **Timers and Swimmers:** All timers, waiting swimmers, and coaches must be behind the blocks at the start of each race, on the blocks’ side of the pool, to keep the area between the blocks clear. This minimizes confusion and provides a fair start environment.
- **Fly-Over Starts:** Fly-over starts will not be used for this meet. The alternating East/West starts at Champs provide adequate time for swimmers to exit the pool.
- **8 & Under Disqualifications:** S&T Officials will write up all 8 & Under DQs since it's difficult to predict who will be among the 16 scoring swimmers. The Head Referee and Meet Desk will apply the DQs according to MSL dual meet rules.

- **Swimwear:** Meet Officials will enforce legal swimwear rules according to MSL, USA Swimming, and FINA standards. Officials will not restrict logos and insignia. Swimwear must be made from textile materials and comply with FINA specifications. For boys, swimsuits shall not extend above the navel or below the knees. For girls, swimsuits shall not cover the neck, extend past the shoulders, or below the knees. Protests will be handled via existing MSL procedures.

## **MEDICAL RESPONSE PLAN**

- **Emergency Response:** In case of a significant emergency, call 911 and report to the Information Desk, which will dispatch appropriate authorities. Medically trained professionals will be on-site to offer assistance.

## **NATURE, PESTS, AND TENTS**

- **Safety:** Rattlesnakes and poison oak have been reported. Stay out of the creek and non-designated pathways. Beware of yellow jackets.

## **TEAM EQUIPMENT AND TENTS**

- **Meet Set-Up:** Set up on Friday, June 28th, will begin at 1:00 PM, Teams can set up their tents once the event has been set.
- **Tent Set-Up:** No team tent set-up on the lawn Thursday night. Tent set-up is on Friday between 3:00-6:00 pm (after event set up) or very early Saturday.
- **Equipment Check-In:** Each team must bring equipment to help run the meet. A separate email with assignments will be sent to each team. **Drop off equipment on Thursday, June 27th, from 3:30 pm – 7:00 pm.** Clearly mark every piece of equipment. Each team must have a breakdown crew to assist with takedown and ensure all equipment is returned. After the meet, equipment will be returned to each team's area on the grass. Teams are responsible for arranging the transportation of their equipment.

## **LOST & FOUND**

- Lost & Found will be at the Information desk in the atrium near the pool. Unclaimed items will be donated or discarded after the deadline.

## **10-YEAR SWIMMERS / GRADUATING SENIORS**

- Each team may submit a list of their 10-year swimmers and graduating seniors. The 10-year swimmer list includes those who have swum for 10 years with their MSL team. This tradition honors swimmers who have stayed with their MSL teams throughout their careers.
- Please include a short paragraph about each swimmer, which will be announced during the mid-meet break between Backstroke and Breast.

## **SNACK BAR AND HYDRATION**

- **Snack Bar:** Hosted by Novato Riptide, offering a variety of healthy snacks and food throughout the day.
- **Hydration:** Bring a personal refillable water bottle. Water filling stations will be near the snack bar. No single-use plastic bottles are allowed on campus.

## **MERCHANDISE**

- This year we will be selling custom-made Champs T-Shirts at the Merchandise Station. Teams with the names of their swimmers can be printed on the back of Champs T-shirts. We have also arranged for two booths to be set up to help alleviate wait times.
- Action Photography – We are working on inviting a photography vendor who will snap professional quality photos throughout the meet. You can buy these photos directly from this vendor following the meet. More info to come.

## **VOLUNTEER INFORMATION AND JOB DESCRIPTIONS**

**The deadline to get all volunteer info entered into the spreadsheet is Monday, June 24th. The volunteer list has been sent to all team presidents and MSL team reps. A separate email to each team was already mailed assigning volunteers to each team.**

**Below is a description of the key jobs and their responsibilities.**



## Referees - Experience required

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

## Starters - Experience preferred

- Morning & Afternoon starters are to report to the meet director/head referee at the East end of the pool by 8:00 AM.
- The Starters attend the Referee meeting. Starters begin each race and call false starts. One starter system will be set up at each side of the pool on the block's end. They are positioned 10 yards down so swimmers and timers in the farthest lanes can see clearly.

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

- Call Heat to Blocks (into pool for backstroke)

“Heat #4 swimmers please step up on the blocks”

“Heat #4 swimmers in the water”

- Call heat to the blocks (or in the water) as soon as possible – even as previous heat is getting out of the pool
- This keeps the meet moving, focuses the attention of the swimmers, and gives them sufficient time on the blocks. Many adjust goggles, caps etc. only after they are on the blocks.
- Look for an indicator light on the scoreboard or a sign from the Desk that Colorado is set.

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

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

### **Stroke & Turn(S&T)- Experience Preferred**

- Morning Stroke and Turn judges are to report to the meet director/head referee at the East end of the pool by 8:00 AM - this is for both the first and second-shift S&T judges.
- 2nd Half stroke and Turn judges are to report to the meet director/head referee at the East end of the pool by the start of 15-18 backstroke events.
- Four judges at each end of the pool (two per side per end) ensure that the rules for each stroke, turn, and finish are observed. Signed DQ slips are sent by the Runners to the Computer Room. This should happen at a minimum at the end of each event. This is critical to keeping the flow of results in sync with the meet.

- Relays are swum at the East end of the Pool. Relay Exchange Judges are positioned next to lanes 1, 4, 5 and 8 on the diving block side. For eight and under races, Relay Judges are also positioned next to lanes 1 and 8 on the block and building sides. Two signed dual confirmation forms are necessary for a relay DQ.

### **Line-Up Leads for 8 and Under**

- There are 2 Leads for boys and 2 Leads for girls, 1 during each half of the meet.
- There are also 2 Transition Leads, 1 for boys and 1 for girls.
- First-half Leads and Transition Leads report to the information desk by 8 AM to get their lane assignments; Second-half Leads report to the information desk as Backstroke is ending to get their lane assignments. Transition Leads stay until after Second-half is up and running. Your job is to transfer knowledge between First-half and Second-half.
- The job of the line-up Leads and crew is to get the under-8 swimmers lined up in the two waiting areas before their events—girls and boys will both line up on the West end behind the diving platform. The leads have the master lists of swimmers and get the Lane Marshalls into the appropriate order in the holding area.
- The Leads and traffic monitors then clear the walkways of parental traffic so the lane marshals can walk the swimmers down to their lanes in groups, sending down more groups as necessary.

### **8 and Under Line-Up Marshals**

- First-half 8U Marshals report to the girls and boys line-up area by 8AM to get their lane assignments; Second-half 8U Marshals report at the beginning of the break after Backstroke.
- There are 2 lane marshals per lane for a total of 20 on the East side and 20 on the West side, or 40 total. The Marshalls lead the 8 and under kids to their lanes in two groups. The Leads can help facilitate this.
- **Lining Up the Swimmers.** Once the announcers call for the 8 & unders to line up the fun begins. Relay swimmers will head to the pool for their relay, then will join the line-up. The line is arranged from slowest heat to fastest, (unlike the regular season in which heats are scheduled from fastest to slowest) so when the relay swimmers arrive, they head to the back of the line.

- **Boys Line-Up:** The boys will line up behind the diving platform on the south facing side closest to the grass hill. The boys line up behind a lane marshal (LM) who is holding a number sign for their lane. All boys should be lined up before the event begins, except the relay swimmers as noted above. Each lane has 2 LMs for a total of 18 parent volunteers per side. LM #1 will walk the first group of boys down to the pool and stay down there to assist the swimmers getting ready to swim. LM #2 will walk small groups of boys down to the pool, and then return up to base camp for more boys as necessary. All LMs should have a list of boys who are in their lanes.
- **Girls Line-Up:** The girls line up behind the warm up pool, under the overhang by the fitness center. The girls' line-up runs the same way as the girls'.
- **Getting the First Round of Swimmers Down to the Pool:** When the time comes to get the swimmers to the pool, each lane sends a group of 6-8 swimmers down at a time. Begin with lane 1, as they have the farthest walk to reach their lane. The lane marshal must also get the parent traffic out of the way, so that kids can pass.
- **Getting the Parent Traffic Out of the Way:** No spectators on deck, so this should not be a problem.
- **IM Swimmers:** Since IM swimmers need to start on the blocks side of the pool where there are no spectators, getting them to their starting position should be fairly easy.

### **Announcers - Experience Required**

- Morning announcers are to report to the meet director/head referee at the East end of the pool by 8AM. Afternoon announcers are to report to the meet director/head referee at the East end of the pool at the start of the 15-18 backstroke events.
- **Morning shift Announcers are in position at the Announcer's table at 8AM. Afternoon Announcers are in position by the start of the 15-18 backstroke events** to direct arriving parents and children to volunteer meetings and warm-up lanes and to remind parents that information is posted at the field entrance and in programs. Announcers identify each event as requested by Meet Directors.
- The announcers will be positioned mid-pool on the BUILDING SIDE of the pool so they can have the best view of what's happening in the pool. Announcers will announce swimmers in each heat after the start of the heat.

- Swimmer announcements must be sharp and brief to avoid delaying the meet. For example, “lane 4, John Doe” or “lane 5, Mike Smith.” Do not squeeze in team names and other extraneous information.

### **Timing (Head Timers and Lane Timers)**

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

### **Ribbon Workers**

- Please report to the Ribbons desk which will be inside this year in the dance studio, to the right from the lobby as you enter through the main entrance. Please note you will be required to have your Volunteer name tag to enter the building
- You will be responsible for coordinating and issuing ribbons to each event and providing them in an orderly fashion to the participating team.

### **Desk Runners**

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

## **DQ Runners for Judges**

- Please report to the head referee the appropriate end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for picking up the DQ slips from the S&T judges and getting them to the referees and to the computer room.

## **Drink and Snack Runner**

- Please report to Ribbons Room 5-10 minutes prior to the start of your shift. You will work with the Drink and Snack Runner Director to get food and drinks to the officials during the meet as needed.

## **Gatekeeper**

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

## **Pool Marshals**

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

## **Set Up Meet - FRIDAY**

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

## **Take Down Meet**

- **Meet takedown begins on the pool deck, not within the team's individual camp.** Teams can start by taking down their tents as the meet is winding down. However, it is important to note that the takedown is for the entire meet, not just for your individual team. There are 30 volunteers assigned to this role, so please ensure that all your takedown crew show up to help make the process quick and efficient. Thank you for your cooperation!

## **Red/Green Paddle Workers**

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

## **Computer Desk Workers**

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

## **Parking Workers**

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

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**We want to thank all our fabulous parents for their help and support.**

**Please remember that every swimmer and parent will be representing the Marin Swim League. Good sportsmanship is more important than a win any day!**

**See you at Champs!**

## Event Layout Including Tent Camp Assignments





# Event Parking Map & Drop Off Zone

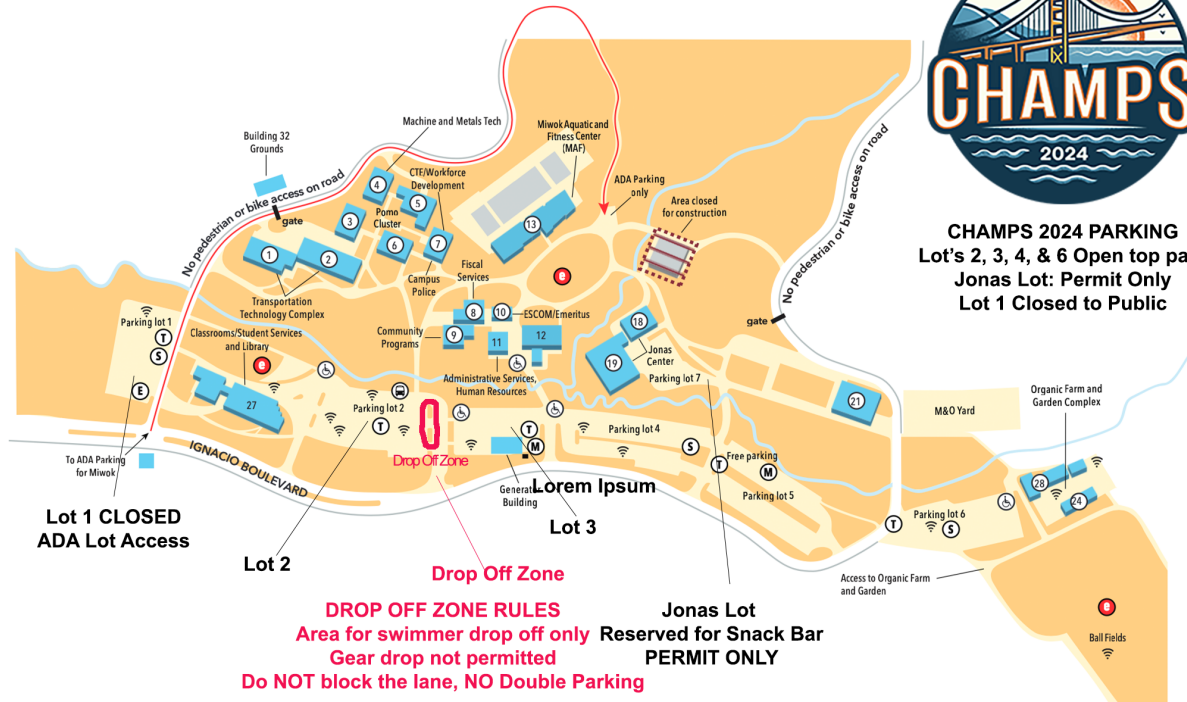
COLLEGE OF  
**MARIN**

## Indian Valley Campus Map

1800 Ignacio Blvd., Novato, CA 94949



**CHAMPS 2024 PARKING**  
Lot's 2, 3, 4, & 6 Open top park  
Jonas Lot: Permit Only  
Lot 1 Closed to Public



Ⓐ Accessible Parking
Ⓑ Bus Stop
Ⓔ Designated Smoking Area
Ⓔ Electric Charging Stations
Ⓔ Emergency Evacuation Areas
Ⓜ Motorcycle Parking
Ⓣ Ticket Dispensing Machine
📶 Wi-Fi Access

**Note:** Numbers on buildings refer to building numbers listed for class locations in the Class Schedule.

Revised November, 2023