



Dear Visiting Team:

The Ben Lomond Flying Ducks welcomes you to the swim meet at our home pool, located in the Splashdown WaterPark (7500 Ben Lomond Park Drive, Manassas, VA 20109).

Directions and Parking

- From Sudley Road (Bus 234), head east on Sudley Manor Drive
- Near the end of Sudley Manor Drive, turn LEFT onto Ben Lomond Park Drive
- Splashdown WaterPark is on the right hand side, across from Ben Lomond Park
- Continue on Ben Lomond Park Dr until you reach the main parking lot
- The meet entrance is at the end of the parking lot. Please do not try to enter through the main gate, as it will not be open
- Do not park in reserved parking spaces for concessions runs, equipment loading/unloading, and handicapped
- If a family on your team requires a handicapped parking space, please notify the PWSL Team Rep no later than Thursday night.

Warm-ups & Timeline

Team	Start	Stop
Ben Lomond warm up	6:10am	6:30am
Official's Meeting @ Gunbarrel Slide Well	6:30am	6:40am
Clerks of Course Setup	6:35am	
Visiting Team warm up	6:30am	6:50am
Timer/Recorder Meeting @ Blue Umbrella	6:45am	6:55am
Runners Check in	6:50am	
National Anthem	6:58am	
Meet	7:00am	11:30am
Scorers Meeting	7:05am	completion
Ribbons Start Time	7:45am	completion

Entries

There will be approximately 70 BLST swimmers in this meet.

- You may use coaches times or times from a previous season as entry times for balanced seeding of this meet.
- Each team may have up to three relays per event. It is recommended that the

'A' Relay Teams are assigned to lanes 3 and 4. Lane assignments are as follows:

- **Visiting Team:** Lanes 1, 3, and 5
- **Ben Lomond:** Lanes 2, 4 and 6
- All entry files and team record files are due to Gerry Peters by Thursday at **8 pm**.
- Submissions by email to **BOTH** gapeters60@gmail.com and blstfd@gmail.com using Team Manager or TeamUnify software files are required. Gerry can be reached via cell at 571-334-0695 for questions.
- Meet database and

Volunteers and Equipment

Visiting Team Personnel & Equipment Summary

Personnel		Equipment
1 Referee	2 Runners /shift	Stopwatches for visiting timers
1 Starter	2 Clerks of Course /shift (25M & 50M Events)	Canopy Tent for visiting Coaches
3-5 Stroke & Turn Officials	2 Scorers /shift	Computer & Printer (for backup)
1 Head Timer/shift	1 Computer Support/shift	Starting System (for backup)
9 Timers/shift	2 Ribbons /shift	
3 Recorders/shift		

Timers and Recorders

- **Head Timer:** One per team - Check in with Tracie Franklin.
- **Lane Timers:** We need one timer from the Visiting Team for each of lanes 1, 3, and 5. We need two timers from the Visiting Team for each of lanes 2, 4, and 6.
- **Recorders:** We need one recorder from the Visiting Team for each of lanes 1, 3, and 5.
- The **Timer and Recorder Meeting** will be held at 6:45am near the pool deck. First shift timers should come with watches, prepared to move directly to the starting end of the pool for the start of the meet at 7:00am.
- Please bring stopwatches for your timer's use during the meet.

Officials

- **Meet Coordinator:** The Official Coordinators for this meet are Aylline Zabalaga parapoder.az@gmail.com and Gerry Peters (gapeters60@gmail.com)

- **Stroke & Turn:** The Visiting Team is asked to provide three to five Stroke and Turn Officials, one Referee and one Starter for wet deck operations. Please bring your starting system as a back-up. Specific assignments will be made at the Officials Meeting at 6:30 am near the pool deck. Training of new officials is authorized/encouraged, so please have them attend the officials meeting for assignment.
- Meet participants are reminded that the deck officials are responsible for providing the conditions for a fair and equitable meet. The team head coaches should bring any questions concerning results, scores, disqualifications, times, records, awards or lane/heat assignments to the Head Referee. Matters will be resolved as quickly as possible with the officials concerned.
- **BLST may use fly-over starts at this meet.** The use of fly-over starts will be addressed at the Officials Meeting. If there are any concerns about the use of this protocol, please raise them at the Officials Meeting or in advance of the meet.
- The backstroke flags at each end of the pool have been corrected to the PWSL 5-meter standard.

Administrative Officials (Scoring, Computers, Runners, Clerk of Course, Awards)

- The **Operations Coordinator** for this meet is Aylline Zabalaga parapoder.az@gmail.com. The Operations Coordinator will be available throughout the meet if you have questions or concerns. Administrative Officials must be 18 years old to serve in these positions.
- **Runners:** Each team will provide two runners per shift throughout the meet. Runners should check in with the Operations Coordinator at 6:50 am for instructions and when changing shifts.
- **Clerks of Course:** We run two Clerks of Course. 8 & Under (and 9-10 25M Butterfly) are next to Big Slide Wells. The main Clerk of Course is under the pavilion at the top of the hill. Head Clerk of Course for our 8 and Unders is TBD. Head Clerk of Course for all other groups is Karen Peters. Volunteers should choose with which Clerk of Course they wish to work and check in at the appropriate one by 6:35am. The Visiting Team is asked to provide at least two volunteers (one for each Clerk of Course) throughout the meet to assist with organizing heats, identifying their team's swimmers, and moving heats to the starting blocks. Please notify the main Clerk of Course of any '**no show**' swimmers or scratches at your earliest opportunity.
- **Scoring Volunteers:** Scoring is located under the pavilion at the top of the hill. Our Head Scorer is Karen Barnhouse. Each team will provide two volunteers to assist with scoring throughout the meet. These volunteers will indicate initial times achieved and verify computer entries. A minimum of one person per team will be available at all times until meet results are finalized. A scoring meeting will take place at 7:05am in the scoring area for these volunteers.

- **Computer Operations:** The Computer Operator for this meet is Gerry Peters (gapeters60@gmail.com). Computers and printers will be located in the scoring area and must be set up by 6:30am. Team relay cards will be available at this time and will be handed out to the coaches. Each team should provide one person to assist with data entry and printing throughout the meet. Teams should bring their computer and a printer as backups for the meet. Computer personnel should meet at the computer center under the pavilion at the top of the hill just after the singing of the national anthem.
- **Awards/Ribbons:** Each team will be responsible for providing two ribbon volunteers starting at 7:45 am in the scoring area. Please bring containers to sort ribbons and entry cards for your team.

Other Meet Support

- The Splashdown pool contains several pool areas and slides, which are closed during the meet. Our meet will take place in the 6-lane event pool.
- Spectators are asked to stay behind the roped-off pool deck unless filling a volunteer position on the deck. This area is also off-limits to all tents and chairs.
- We must be out of the water by 11:30am and out of the park by 12:00pm.
- We have two volunteer shifts. The first shift runs from 7:00am to 9:00am. The second shift runs from 9:00am until the end of the meet, usually 11:00am.
- Concessions will be available from the beginning of the meet, providing a selection of foods and drinks for sale.
- Meet heat sheets *will not be sold* at concessions; however, they can be printed from a link on our home page (www.benlomondswimteam.com) after 12:00pm Friday (before the meet). We will provide meet psych sheets for Officials and Coaches only.
- We will have an announcer to inform participants and volunteers of reporting times for swimmers and volunteers as well as general announcements and results. If you would like to submit special event announcements or birthday information for announcement during the meet, please give that information to the meet announcer at the meet.
- We will strictly enforce the rule barring hair/body paint and sharpie use except for event numbers on their swimmer's hands. Any child not complying with this rule and unable to wash off the paint and/or markers adequately will not be allowed to compete in the meet.
- Lifeguards are provided for water and pool deck safety. The lifeguards will also provide first aid at the guard station located near the restrooms.
- Your team is invited to set up tents and shelters on the flat, grassy space that runs along the length of the pool. No tent stakes are permitted. A limited number of chairs are available. Your team may put up banners and posters on the fences surrounding the pool in their area. Please remove all banners and posters upon conclusion of the meet along with all trash.

- There is space for a canopy-tent to be set up for the Visiting Team Coaches on deck. We no longer have a tent available since moving the 25M Clerk of Course.
- A diagram of the [pool layout](#) is at our web site www.benlomondswimteam.com under the visiting info tab

If you need additional information please contact me or our President, Gerry Peters gapeters60@gmail.com

Lauren Mazingo, PWSL Representative from BLST
Mazingo.Lauren@gmail.com