

New England Swimming 12 & Under Championships

at the Upper Valley Aquatic Center, White River Junction, VT 05001

Information for Coaches – volume I

Scratches During the Meet

- Please see the last page of this document for the summary of **important deadlines**.
- **11 / 12 prelim scratches** are due by 6:00 PM the evening before the event.
- **11 / 12 finals scratches** are due within 30 minutes of the prelim results being announced.
- All 11/12 scratches – please use **official scratch cards** available at the Clerk of Course table.
- **10 & Under scratches** are not required but greatly appreciated. You can use the Entry Lists report to submit scratches. We will be seeding the 10 & Under sessions once the 11/12 prelims have started. This will allow us to have heat sheets available for coaches and parents at the start of the warm-ups. You can help avoid empty lanes by telling us of known scratches (including those events your over-entered swimmer will not swim) before we seed the session.
- All **distance events** (400 yards or longer) and the Thursday evening 11/12 400 Free Relay require positive check-in. Thursday events check in time is by 5:30 PM. Friday – Sunday 11/12 distance events check in is by 8:30 AM. Check in is at the Clerk of Course table.

Arriving at the Pool

- **Coaches Packets** will be available in the file boxes by the Clerk of Course. During the meet, if the referee cannot find you to give you a DQ slip, he will put the slip in your file folder.
- **Coaches Meetings** will be held Thursday evening at 5:45 PM, Friday morning at 8:15 AM, and Friday afternoon at 12:15 PM. The location of the meetings will be announced. Please attend one of these, preferably the first one when you are at the pool. The same content will be shared at each meeting. We will call an additional meeting if something comes up that we need to share with all coaches.
- **Wear your USA Swimming card when on deck.** Parents are not allowed on the deck of the competition pool. You cannot have non-credentialed helpers with you on deck. Help us keep your team's parents off the deck.

During the Meet

- **Breaks between events** will occur throughout the 11 & 12 Prelim (morning sessions) as well as after awards ceremonies during the other sessions. These breaks are required to allow swimmers to have sufficient rest between events.
- The **11/12 Finals** sessions will include ten swimmers in each of the Consolation Heats and Championship Heats. Swimmers in the championship heat should meet on the other side of the glass behind the computer table to march out to the blocks for their heat.
- **Time Trials** will be offered in the afternoons after the 10 & Under sessions if there is time. Time trials are open to any USA Swimming registered swimmer. Sign up for time trials at the Clerk of Course table (by 2:30 Friday, 3:00 Saturday and Sunday). Time trials are \$5 for individual events and \$20 for relays and proof of USA Swimming registration must be provided if the swimmer is not already entered in the meet. There is no specific schedule of events. Time trials count towards an 11/12 swimmer's limit of three individual events per day.
- The **warm-up/warm-down lanes** in the leisure pool will open to meet swimmers as soon as the meet session starts. Swimmers are not allowed to use those lanes during warm-ups.
- **Timing Assignments** and **Warm-up Assignments** will be posted on the NES website.
- Most teams have **timing assignments**. There are a lot of lanes and a lot of sessions so there are a lot of timing assignments. Timing is assigned based on number of swimmers, number of entries, and the number of officials from each team. We have given 11/12 Finals assignments to teams we think will have swimmers that evening. Even if no swimmer qualifies for the finals, the team is still responsible for staffing that timing assignment.

Awards and Scoring

- **Awards Ceremonies** will be held throughout the 10 & Under sessions and the 11&12 Finals sessions. The top eight swimmers and the top three relays will be presented awards during the ceremonies. The top eight instead of the top ten are included in the awards ceremonies because medals go through eighth place.
- The **schedule for awards presentations** is embedded in the meet timeline that will be posted on the NES website. Essentially we'll swim events 7, 8, 9, & 10 give awards for events 7 & 8, swim events 11 & 12, give awards for events 9 & 10, etc. This allows us to finalize results and put stickers on the awards before the ceremony. Thursday evening events will be awarded at the first awards ceremony for their age group on Friday.
- The **coach of the winning swimmer** is responsible for **handing out the awards** for that event.
- Swimmers may pick up **ribbons** for their events after the awards ceremony for that event. (9th-20th for individual events, 4-8th for relays). Mary Riddell will have those ribbons. Please check with Mary R before you leave at the end of the weekend to pick up any awards your swimmers have not taken.
- **Scoring** has been changed from what was listed in the Meet Information. New England Swimming was nice to provide ribbons through 20th place so we are scoring all events through 20th place.
- **Top 8 Swimmer and Team High Point** awards will be awarded at the end of the Sunday afternoon (10 & under individual high point) and evening (11/12 high point and meet team high point) sessions.

Using the Facilities

- This facility is **brand new** – it opened to the public February 9. We are all figuring out how to take advantage of the facility and allow both the meet and the public use the facility at the same time. Please follow the instructions of the facility and meet staff.
- Please **do not use duct tape**. **Do not use any tape on glass**. Let us keep the nice paint job and clean windows for at least the first month. We want to be invited back.
- There are limited locations where you can **hang a banner** (remember – no duct tape). You may want to leave the banner at home.
- You can bring chairs to use on the deck and leave them overnight. There is lots of deck space but limited benches. Lots of kids will be sitting on the cement deck.
- The rest of the **facility is open to the public** (and meet families for a fee) during the meet. Help stress with your swimmers that they can only use the warm down lanes on the leisure pool side. They cannot go on the play equipment or the slide. If your swimmers want to play after they are done, their parents will need to buy a day use pass. You may need to remind your swimmers that they are here to compete in a championship meet not to play on the fun looking equipment.
- **Please do not bring food to the facility**. It's a facility rule. There will be a concession stand in operation throughout the meet.
- **There is no smoking in or around the facility**. There is no smoking within 500 feet of the facility.
- **Parking** is free but limited. Carpooling or shuttling from the hotels is appreciated.

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Important Deadlines

All scratches (use scratch cards for 11/12), positive check-ins, and relay orders go to the Clerk of Course

Thursday Evening

- 5:30 PM Positive check-in for all Thursday evening events
- 5:45 PM Coaches meeting
- 6:00 PM Scratches due for Friday 11/12 Prelims
(can call in scratches to Mariella Allard at 508-633-8821)

Friday – Sunday Mornings: 11/12 Prelims

- 8:00 AM Initial relay cards for the 11/12 relay that day
- 8:15 AM Friday only Coaches meeting if couldn't go to Thursday meeting
- 8:30 AM Positive check in for 11/12 distance event that day
- 8:30 AM Scratches for 10 & Under events if known (no penalty for not scratching)
- Before the relay heat: any final changes to relay order
- Within 30 minutes of results being announced: Scratch finals

Friday – Sunday Afternoon: 10 & Under Timed Finals

- 12:15 PM Friday only Coaches meeting if couldn't go to an earlier meeting
- 1:00 PM Initial relay cards for the 10 & U relay that day
- Before the relay heat: any final changes to relay order
- Awards Ceremonies throughout each 10 & under session:
 - Top 8 swimmers (top 3 relays) presented medals at podium
 - Coach of winning swimmer presents the awards.
 - 9th-20th place swimmers (4-8th place relays) may pick up their ribbons from Mary Riddell after the awards ceremony for that event
- End of Session on Sunday: high point presentations
 - Top 8 10 & under high point winners report to the podium after the last event.

Friday – Sunday Evenings: 11/12 Finals

- 6:00 PM Scratches due for next day's 11/12 prelims
- Swimmers in consolation heat report to the blocks
- Swimmers in championship heat report on the other side of the glass wall behind the computer table
- Before the relay heat: any final changes to relay order
- Awards Ceremonies throughout each 11/12 Finals sessions:
 - Top 8 swimmers (top 3 relays) presented medals at podium
 - Coach of winning swimmer presents the awards.
 - 9th-20th place swimmers (4-8th place relays) may pick up their ribbons from Mary Riddell after the awards ceremony for that event
- End of Finals Session on Sunday: high point presentations
 - Top 8 11/12 individual high point winners
 - Top 8 Team high point winners

Over Entered Swimmers

- No swimmer may compete in more than 9 individual events during the meet. 11/12 swimmers may not compete in more than 3 individual events per day.

11/12 Scratch Rules

- 11/12 swimmers who miss an event in prelims for which they were not scratched are barred from further new competition that day.
- 11/12 swimmers who miss an event in Finals for which they were not scratched or excused by the referee are barred from all subsequent competition in the meet.
- Any team with a no-show swimmer in the Finals on Sunday evening will be fined \$100 per no show.