

URBANNA SWIM TEAM

Welcome Letter

Dear Ben Lomond and Veterans Park,

The Urbanna Otters and our coaches Maddy Bagnell and Katherine Parada would like to welcome you to the Purple Divisional meet which will be held at our home pool located at Urbanna Swim Club. We hope the following information will assist you and help the meet run smoothly.

Directions & Parking

- **Address:** Urbanna Swim Club is located at **8030 Urbanna Road in Manassas, VA 20109**. The club is directly across from Westgate Elementary School on the right hand side of Urbanna Road. Please use your favorite mapping tool to determine the best route for travel from your home. Our gates will open at 5:45 a.m.
- **Parking:** There is a parking lot at the pool which has handicapped parking; please notify us if you need additional parking accommodations. Once the pool lot fills up, additional parking can be found at the school across the street. If parking on the street, please respect the owner's driveways.

Warm-ups & Meet Time Line

Team	Start	Stop
Urbanna	5:50am	6:10am
Ben Lomond	6:10am	6:30am
Veterans Park	6:30am	6:50am
Meet	7:00am	11:30am

Entries

You may use only times from this season as entry times for this meet.

- All entries and team record files are due by Thursday at 8 pm.
- Submissions by email to Jerome Allen at **jbosco77@gmail.com** using Team Manager software files are required.
- Relays are authorized up to two relay teams per team per event. 'A' Relay Teams are assigned to lanes 2, 3, and 4. If all 3 teams have a B relay, we will have a 2nd heat. Otherwise, B relays will be assigned to lanes 1 and 5, as needed. Lane assignments are as follows:
 - Ben Lomond: Lane 3
 - Veterans Park: Lane 4
 - Urbanna: Lane 2

Volunteers

- **Shifts**
 - Urbanna uses the following shift schedule for Timers and Recorders as well as administrative officials. If the visiting team uses a different schedule, please notify the meet announcer.

Volunteer Shifts (does not include Officials)

Shift	Start	End
Shift 1	7am	9:30am

Shift 2	9:30am	End of meet
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- **Timers and Recorders**

- **Head Timer:** One per team - Check in with announcer.
- **Lane Timers:** We need one timer from each team for each lane.
- **Recorders:** We need one recorder from Veterans Park for lane 3, two recorders from Ben Lomond for lanes 2 and 5, and Urbanna will have 2 recorders for lanes 1 and 4
- The Timer and Recorder Meeting will be held at 6:45am on the pool deck near the baby pool.
- 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.

- **Officials**

- The Officials' coordinator for the meet is Kelsey Heller.
- Each visiting team is asked to provide 3 to 5 Stroke and Turn Officials, 1 Referee and 1 Starter.
- Specific assignments will be determined in the Official's meeting at 6:25 in the Club House.
- Coaches should bring any concerns on times, scores, DQ's to the Head Referee.
- Urbanna's Pool is 25 meters long and our back stroke flags are at 15'7" (5 meters is 16'5")
- Urbanna does **NOT** plan to use fly-over or dive-over starts at this meet.

- **Administrative Officials**

- The volunteer coordinator is available throughout the meet for questions and concerns. Please see the announcer and he can direct you to the right person. The positions below should check in with the volunteer coordinator from Urbanna or Visiting team prior to the start of the meet.
- **Runners:** Each team will provide 1 runner per shift throughout the meet.
- **Heat ribbons:** Urbanna will have 1st shift and Veterans Park will have 2nd shift.
- **Clerk of Course:** The visiting team should provide 2 volunteers per shift to assist in organizing heats, identifying swimmers and moving heats to the starting line.
- **Computer:** Each team should provide 2 people to assist with data entry and printing throughout the meet.
- **Ribbons:** Each team is responsible for providing 1 ribbon volunteer.

Meet Equipment

- **Equipment**

- Bring stopwatches for your timers' use during the meet.
- Bring your starting system as a back-up.
- Bring Computer and Printer as back up.
- Bring Ribbon Container and entry card sorter.

Visiting Team Personnel & Equipment Summary

Personnel		Equipment
1 Head Timer	1 Runner	Stopwatches for your timers
5 Timers	2 Clerk of Course	Starting System (for backup)
1 or 2 Recorders		Computer & Printer (for backup)
3-5 Stroke & Turn Officials	2 Computer	Ribbon Container
1 Referee	1 Ribbons	Entry Card Sorter
1 Starter	1 heat ribbons	

Locations:

- **Team Area:** Ben Lomond may set up in the grassy area inside the Club adjacent to the volleyball court. Veterans Park will set up next to Ben Lomond. Urbanna sets up in the grass inside the club in front of the basketball courts. **No tents should be set up behind the starting area.** See map for more details.
- **Visiting Coach Area:** Visiting team coaches have benches in front of the visiting team area on the side of the pool.
- **Clerk of Course:** is located in a sheltered area on deck to the right of the baby pool.
- **Computer:** inside the clubhouse
- **Ribbons:** inside the clubhouse
- **Announcer:** is located at entrance to pool at the guard desk.

Other Meet Support and Information:

- Please gather all belongings and pick up all trash before leaving. In the event of rain, soggy grounds set up occurs in the parking lot. The visiting team will be notified by an Urbanna Official.
- The announcer will call each event twice. Swimmers should report at first call. A “last call” will be made. Swimmers arriving after the event has been seeded may not be able to swim. Please advise your coaches and parents to listen for announcements for event reporting.
- As a private club, we have strict time constraints on turning the pool over to the membership, we cannot hold up progression of the meet to locate swimmers who fail to report.
- Per directives of the PWSL, swimmers will not be allowed to compete in PWSL meets if they have body paint, hair paint, and/or sharpie ink on their body beyond event information. The child will be given the opportunity to remove the paint.
- Urbanna requests that all swimmers keep their electronic devices secure in their belongings in their team area.
- No cell phones are ever permitted in the bathrooms.
- As per PWSL by-laws, no pictures may be taken from the starting end of the pool. Additionally, “meet officials, including timers, recorders, judges, starters, and referees, should not be using any device capable of photography or recording while on shift. Meet officials should ask for relief if a phone must be used, and use that device from the sides of the pool.”
- Bad Weather: Club phone: **703.361.3233**. Check for any changes, delays or cancellations for the meet.

If you need additional information or have questions, please contact our team president Catherine Konstanty at Urbannaotters@gmail.com.

Respectfully,
Urbanna Swim Team