



**Naperville Swim Conference
2025 City Championship Meet
Pre-Meet Information Packet**

**Naperville Central High School
Friday, July 25th & Saturday, July 26th, 2025**

V4 07/22/2024 KRK

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1) Dates, Times, Session Information

	FRIDAY PM MEET SESSION:	SATURDAY AM MEET SESSION:	SATURDAY PM MEET SESSION:
Warm-up start:	5:10 PM	6:45 AM	12:00 PM
Meet start:	6:00 PM	8:10 AM	1:25 PM
Approximate end:	8:30 PM	11:00 AM	4:30 - 5:30 PM
Participant Age Groups:	All 15-18	Eligible 8U & 9-10	Eligible 11-12, All 13-14
Worker sessions:	Friday session - workers work entirety of Friday session	Worker sessions divided into sessions A & B	Worker sessions divided into C & D

2) Meet Hosts & Meet Personnel

Meet Hosts Kelly Doyle, Aquatics Director kdoyle@naperville203.org Naperville Central High School Naperville Community Unit School District 203 The Naperville Swim Conference	Meet Referee Dave Johnson johnson_dmj@hotmail.com	Computer Lead Ellen Creaves Ashbury nsccomputers1@gmail.com
Meet Chair Betty Capps Breckenridge 630-210-1948 BettyDangCapps@gmail.com	Meet Directors Amy Vogel Maplebrook II richamyvogel@gmail.com Melissa Vanderlaan River Run melissa@vanderlaan.org	Volunteer Coordinator Jamie Porcelius Cress Creek Country Club jamie.m.porcelius@gmail.com

3) Pool Location

- Naperville Central High School
 - 440 E Aurora Ave
Naperville, IL 60540
Pool entrance is off Hillside Road
 - Aquatics Entrance Door #9

4) Facility Information

- The school is a non-smoking facility. Likewise, there is no smoking allowed on the grounds.
- The pool is a 25-yard, eight-lane pool with non-turbulent lane lines. The depth at the starting blocks is 6.5 feet, going down to 7 feet and is 4 feet deep at the turn end.
- Timing system is Daktronics Timing System and will be used with touch pads, button backup, and a readout board.
- 8 and under 25 yard events (except 25 back) will start off the blocks. The timers will move to the other side.
- 8 and under 25 back will start on the opposite end of the blocks and will finish with touch pads.

5) Parking

- **Do not block emergency vehicle routes. Be sure to park in legal spots.**
- Parking is available around the school as pictured below in yellow.
- Tailgating: Teams are not permitted to set up tailgate areas or to bring in large screen TVs, generators, or catering set-ups into the NCHS parking areas.



6) Admission and Heat Sheet

- Admission is free.
- Heat sheets will NOT be sold. No individual paper copies will be available to spectators at the City Meet.
- After positive check-in is completed, 5 copies of the heat sheet will be distributed to each team.
- Heat sheets will be available on the Meet Mobile application.
- Heat sheets will also be posted in the field house.

7) Spectator Area Information & Rules

Spectator Area Information:

- Spectator seating is at street level (first double doors)
- The seating area consists of bleachers.
- Seating capacity = 396 people.

Spectator Area Rules (Marshals will be strictly enforcing these rules):

- Please be respectful to all participants and spectators by returning to the team area following your swimmer's event.
- Spectators may not save seats.
- **No swimmers are allowed in the spectator area. This is for the safety of all & to prevent falls!**
- Spectators may not bring towels or swimmer paraphernalia in the spectator area.
- No wet suits in the spectator area.
- Spectators may not bring or set up folding chairs (metal, cloth, or otherwise), bleacher seats, seat pads, blankets, or towels. The aisles and walkways must stay clear.
- No strollers are allowed in the spectator area.
- Spectators may not stand in front of the bleachers to watch, take photos, or take videos of the events.
- Marshals/Meet Directors will move any unattended items left in the stands.
- Marshals/Meet Directors will have the authority to remove any spectators that do not comply with the rules.
- Spectators may bring coats, jackets, cameras, and video cameras. These items cannot be used to save seats.

- Marshalls/Meet Directors have the authority to shift areas as needed for spectators with disabilities.

8) Concessions

- Food concessions will be provided by South Pointe Swim Team/Scouting America Troop #57 and will be available in the NCHS concession stand on both Friday and Saturday. Cash and Zelle will be accepted. See concession flyer on page 19.

9) Locker Rooms & Bathrooms

- Bathrooms available to spectators are located on street level entrance, pass pool entrance, down the hall to the right.
- Due to limited bathroom capacity, swimmers are not permitted to change in the bathrooms. To help Marshals enforce this rule, we will not be allowing bags or towels in the bathrooms. **Swimmers should arrive at the meet dressed to swim.**
- The swimming pool locker rooms will be closed. The locker rooms will be used for the bullpen/swimmers to walk into/out of the pool. The girls locker room will be the entrance and boys locker room will be the exit.
- Swimmers may not use the spectator bathrooms for changing.

10) Event Apparel

- Fine Designs will be in the field house to sell customized event apparel made-to-order.
- A portion of the proceeds will be directed back to the Naperville Swim Conference (NSC).

11) Teams

- All NSC members with eligible athletes.

12) Eligibility Rules

- Published in by-laws and visible at www.napervilleswim.org.

13) Age-Up Date

- A swimmer's age group is determined by his or her age on May 31st in the calendar year of each season.

14) Method of Entry & Entry Due Date

- **Electronic entries:** Team Unify entry file emailed to Ellen Creaves
- **Email to:** Ellen Creaves @ nsccomputers1@gmail.com
- **Due Time:** Monday, July 21, 2025 @ noon
- **Support:** A coach or support person who is familiar with their team entries and that can make decisions on lineup changes must be available to answer questions on Monday, July 21st.
- **Support availability:** 2:00pm-6:00pm on Monday, July 21, 2025 - **text/call Ellen Creaves @ 630-699-7184 with any questions.**
- **Entry additions and changes:** **Any additions and changes (outside of scratches) after 12:00pm noon on Tuesday, July 22, 2025 will be assessed a \$100 fine per change/addition.**
- **Positive check-in:** No changes will be allowed after positive check in closes.

15) Positive Check-In Procedures

POSITIVE CHECK-IN PROCEDURE (FOR SWIMMERS):

- Swimmers should check-in directly with their coaches immediately when they arrive at the meet. Swimmers must check-in with their coach before the positive check-in due time listed below in the table.
- Any swimmer who does not check-in with their coaches prior to the deadline for positive check-in will be scratched from all events for that day.

POSITIVE CHECK-IN PROCEDURE (FOR COACHES):

- Highlight all swimmers who are here.
- If a swimmer is missing, do NOT cross off their name.
- If you would like to initial SCR next to their name to confirm that their coach knows that they are not there, that is fine, but we need to be able to read the name to scratch them.
- Scratches should be due to illness or injury. It's unfair to the swimmers to have empty lanes in a championship meet.

	FRIDAY PM:	SATURDAY AM:	SATURDAY PM:
POSITIVE CHECK-IN DUE TO COMPUTER TABLE BY:	5:15 PM	7:10 AM	12:20 PM
MEET START:	6:00 PM	8:10 AM	1:25 PM

POSITIVE CHECK-IN NOTES:

- We are NOT doing a scratch meeting.
- All events will be positive check-in, timed finals.
- Per the NSC Rules, Policies and Procedures, a swimmer may be entered in three individual events and two relay events at the time of meet entry, **as long as such swimmer actually competes in only four events.**

16) Warm-Ups

- Warm up group and lane assignments will be emailed out & posted to the NSC website on Wednesday, July 23rd . The general warm-up timeline will be as follows:

	FRIDAY PM	SATURDAY AM	SATURDAY PM
WARM-UP START:	5:10 PM	6:45 AM	12:00 PM
WARM-UP END:	5:50 PM	8:00 AM	1:15 PM

- Warm-up assignments will be based on team sizes, attempting to balance the total number of swimmers in the pool between warm up groups.
- During the last **10** minutes of each warm up session, Lanes #1-8 may be used as sprint lanes for racing starts from the blocks and backstroke starts. **A coach must be present at the blocks for starts.** All swimmers must begin at the starting end of the pool and swim 1 length only. Swimmers must exit the pool after a 25 yard sprint. One-way swimming only.
- To ensure adequate space for all please review and adhere to the team lane assignments.
- The City Co-Chairs/Meet Directors reserve the right to alter warm-up lane assignments and length of warm ups based on actual team entries.
- **Please be respectful to all teams!**

17) NSC Representatives

- Click on the above link to read all City Meet requirements for NSC Representatives.
- Additionally, please refer to the [2025 NSC CITY SET UP & TAKE DOWN ASSIGNMENT](#) document for your team's assignment. 2 members from each team must be present for your team's assignment (set up or take down). One person must be an NSC rep.
- 1 NSC Representative per team must be present for the entire duration of every session of the City meet.

18) Team Volunteer Coordinators (a.k.a. "Job coordinator")

- Each NSC team must have a team Volunteer Coordinator (VC) for the City meet.
- Each team's VC will be included in a group app (i.e. What's App or GroupMe) communication group that will be used on the day of the meet.
- Team VC will sit at their team's sign-in table during worker check-in.
 - City Meet Volunteer Coordinator, Jamie Porcelius, will distribute your team envelope to your team VC. Inside of the envelope will be a welcome letter, coach lanyards, NSC Representative lanyards, worker sticky name badges and a list of all of your team's workers.
 - The team VC will highlight their team's worker names and distribute their worker name badges as they check-in.
 - If there is a no-show, the team VC must find a new replacement worker and communicate the change to City VC, Krystel Marshall, who will be present supervising volunteer check-in.
 - Once the team VC has checked in all of their team's workers, please hand your team envelope back to Jamie Porcelius.

19) Meet Workers

- Meet worker names are due to the City Meet Volunteer Coordinator by Wednesday, July 16, 2025 by 6:00 pm.
- Meet workers are drawn from each team, proportionate to the number of entrants in the meet.
- Each worker shall work a minimum of a complete worker session (Friday PM, A, B, C, D). No worker session splitting shall be allowed.
- A team VC or NSC Representative from each NSC team shall be responsible for ensuring the availability of workers at each worker shift according to the worker assignment determined from final calculated worker estimates.

20) Meet Worker Sign-In Procedures

- Meet workers will check-in with their team volunteer coordinator (VC) at the volunteer check-in tables in the field house.
- Meet workers will receive their name tag from their VC.
- Meet workers should then report to their area of responsibility (i.e., timing, bullpen, marshaling, etc.) to check-in with that specific Area of Responsibility (AOR) lead.
- The AOR lead will then provide specific instructions for the worker's job.
- If a meet worker fails to show at their AOR at the correct time this will be communicated on the VC WhatsApp group. The team VC will need to locate the worker and direct them to their area of responsibility.
- The announcer may also make an announcement (prior to the beginning of the meet) in an effort to find the worker. If the worker is not found quickly, the NSC Representative and team VC for the team are responsible for finding and/or standing in as their replacement.

Note: team area monitors are additional jobs that must be staffed by each team. These are not part of the jobs assigned by the NSC City Committee.

21) Meet Worker Reporting Areas

JOB:	LOCATION TO REPORT TO (AFTER YOU HAVE SIGNED IN WITH YOUR TEAM VOLUNTEER COORDINATOR AT THE CHECK-IN TABLES):
Team Volunteer Coordinator	Volunteer check-in tables in the field house
Bullpen	Bullpen area of the Field house
Marshal	Outside in the grassy area near door 9 (main entrance)
Awards	Room 31
Scoreboard	Pool deck, at the computer table
Announcer	Pool deck, next to the computer table
Runner	First check-in with the lead timer, then meet with Ellen Creaves at the computer table
Timer	Pool Deck, just outside the doors near diving well (Door B6)
Hospitality	Pool Deck, in hospitality room
Officials	Pool Deck, outside the doors, opposite side of blocks (Door B7)

22) Meet Rules

- All USA Swimming rules shall be in force except where NSC Officials Clinic Summer 2025 rules amend or supersede them.
- The following specific meet rules shall apply for this meet:
 - Each team will receive a limited number of coach badges for access to the pool deck. Remaining coaches will need to stay in team areas (see section 30, “On-Deck Passes” for more information).
 - Coaches shall be NSC-certified (i.e., completed NSC Coach Training program and DCFS background check on file with NSC for coaches 18 years or older).
 - Only personal audio devices with earphones will be allowed in the team areas. Boom-boxes, large screen TVs, etc., will not be permitted.
 - No food will be allowed in the team areas except for water. Athletes/Spectators are to utilize the concession area in the NCHS Hallway for eating.
 - Coach costumes cannot be larger than regular clothing. Costumes will need to be removed if it's an issue.
 - No running, playing catch, throwing objects, etc., is allowed anywhere in the school building.
 - Any swimmer found outside of designated meet areas of operation (i.e., team area, deck, pool, viewing stands, concession area, entryways to facility) will be asked to leave the meet.
 - See section 24, “Swimmer Apparel,” for specific rules related to swimwear.

23) Marshals

- Marshals will be on-duty to enforce all meet rules and the NSC “Meet Safety and Equity Guidelines.”
- At least one Marshal, who reports to and receives instructions from the Meet Referee and/or the Meet Chairs, shall be on deck during the entire warm-up session.
- Marshals shall have the authority to remove any swimmer from the pool whose coach is not supervising them and any person not authorized to be on the deck.
- If a spectator or participant is unruly, the Marshal will report to one of the Meet Chairs, Meet Directors, Aquatics Director, Meet Referee, or NSC Executive Board. They will decide how to deal with the situation. The Aquatics Director has the right to eject a spectator or participant from the facility.

24) Swimmer Apparel

- No tie-back suits will be permitted.
- 13 and over swimmers: may wear tech suits.
- 12 and under swimmers: any taped or bonded fabric is considered a tech suit and not allowed in meets for 12 and under swimmers. 12 and under swimmers may wear a 12U eligible/compliant fast suit.

25) Safety Requirements

- Swimmers will not be allowed in the water unless a coach from their team is on deck to supervise.
- All other NSC safety rules requirements shall be followed.
- Locker rooms/Bathrooms:
 - The locker rooms will be closed. The locker rooms will be used for the bullpen/swimmers to walk into/out of the pool. The girls locker room will be the entrance and boys locker room will be the exit.
 - Swimmers may not use the spectator bathrooms for changing.
 - **Swimmers should arrive at the meet dressed to swim.**

26) Lifeguards

- Lifeguards will be hired by the NSC.

27) Time Recording

- All ages – 2 timers per lane, one plunger, two stop watches, and active touch pads.
 - Primary: touch pad
 - Secondary: plunger
 - Tertiary: watches

28) Event Order

- Event order will be the same as dual meets except 15-18 events will be Friday evening.

29) Scoring & Awards

- Points will be awarded for first through sixteenth place in each event as follows:

RELAY EVENTS:

PLACE:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
POINTS:	40	34	32	30	28	26	24	22	18	14	12	10	8	6	4	2

INDIVIDUAL EVENTS:

PLACE:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
POINTS:	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1

- Only (3) three swimmers from an NSC team will be eligible to receive points in each individual event.
- Points are awarded on a move-up basis, if the team takes more than three places in an individual event.
- For individual events, medals will be awarded for first through eighth place and ribbons will be awarded for ninth through sixteenth place.
- For relay events, medals will be awarded for first place and ribbons will be awarded for second through eighth place.
- There will not be awards or podium ceremonies.
- **To receive team awards:**
 - **1) All NSC Coach and NSC Representative lanyards must be turned in at the conclusion of the City Meet.**
 - **2) Your team area in the field house must be cleaned and checked by a Meet Chair, Meet Director, or Assistant Meet Director.**

30) Post-Meet Events

- After the last event, all swimmers, coaches, and participants will be asked to clear the pool area.
- There will be no celebrations at the end of the sessions (no jumping or pushing in the pool).
- All members and participants are expected to adhere to the Conference Code of Ethics, especially as it pertains to appropriate social and sportsmanlike conduct. Please refer to the [Rules, Policies and Procedures of The Naperville Swim Conference](#) document for further information.
- See section 29 for requirements to receive team awards.

31) Meet Results

- Final results will be available on Meet Mobile.
- Final results will be emailed upon request of participating teams.
- PDF results will be posted on the NSC website (www.napervilleswim.org) under the documents tab.

32) Team Areas

- Each team is required to provide adult supervision of their designated team area at all times on Saturday.
- Each team area will be assigned a designated spot in the field house for Saturday.
- ABSOLUTELY NO FOOD OR DRINKS ALLOWED IN THE FIELD HOUSE. This will be strictly enforced. Water is allowed in the field house.
- Swimmers should eat in the concession area only.
- Each team is responsible for leaving their team area clean after the meet. Awards will be given to each team only after their team area has been cleaned up.
- Team areas will be designated by the NSC City Committee. Teams are not permitted to use their own tape, rope, balloons, barriers, flags, etc., to mark individual team areas. The only defined team areas are those that have been mapped and marked by the NSC City Committee. If teams do not abide by this, they will be asked by the Aquatics Director, Meet Referee, City Chairs, Meet Directors, and/or NSC Executive Board to remove their items promptly.
- Teams are not permitted to bring in large screen TVs, generators, catering set-ups, etc., into the building.

33) On-Deck Passes

- **Only swimmers, meet officials, pool-deck meet workers, NSC-approved coaches, and NSC Representatives who are an Area of Responsibility lead are allowed on deck.**
- Each team will receive coach deck passes based on their actual number of City Meet swimmers. Numbers below include head coaches.
 - <59 City swimmers = 5 coach deck passes
 - 60-69 City swimmers = 6 coach deck passes
 - 70+ City swimmers = 7 coach deck passes
- No coaches will be allowed on deck without proper credentials.
- Credentials will be transferable to allow coaches to transition throughout the meet.
- Transferring of credentials must happen in the field house - not on-deck or at the pool door entrance.
- Coaches shall be NSC-certified. They must have a completed DCFS background check (18 and older) on file with the NSC and be at least 14 years old (incoming high schooler).
- **Penalties for teams with non-credentialed coaches or other personnel on deck:**
 - First Violation: Warning Issued by Meet Chair, Meet Director, Meet Referee or member of NSC Executive Board.
 - Second violation for any coach of the same club: one (1) coach on-deck pass will be suspended for the remainder of that City Meet session by the Meet Chair, Meet Director, Meet Referee, or member of NSC Executive Board.
 - Third Violation for same club: on-deck pass of that clubs' head coach will be suspended for the remainder of that City Meet session by the Meet Chair, Meet Director, Meet Referee, or member of NSC Executive Board.

34) Session Schedules*

FRIDAY PM SESSION, July 25**

(Events: 1-16, Ages: 15-18)

3:00 PM - 5:00 PM	City Meet set-up (no spectators or swimmers allowed into building at this time)
4:45 - 5:00 PM	Team Volunteer Coordinators arrive to check-in tables (in field house)
5:00 PM	Swimmers & session workers arrive
5:00 - 5:15 PM	Session workers check-in at volunteer check-in tables (in field house)
5:00 PM	Pool doors open Announcer begins Fine Designs to start selling event apparel (in field house)
5:10 PM	Warm-up begins
5:15 PM	Positive check-in due Marshal meeting (outside in grassy area next to door 9) Marshals to begin working immediately following Marshal Meeting Scoreboard workers report to work (on deck @ risers) Official Meeting (Pool Deck outside the doors, opposite side of blocks (Door B7)
5:30 PM	Timer & Runner Meeting (just outside the doors near diving well) Timers & runners to begin working following Timer & Runner meeting
5:30 PM	Hospitality report to work (on deck)
5:50 PM	Warm-up ends, clear pool
5:55 PM	National Anthem
6:00 PM	City Championship Meet begins (events 1-16)
8:30 PM	Approximate end time of Friday session

***Meet timeline subject to change**

**** HIGHLY recommended that swimmers and session workers plan to be at NCHS and parked before door entry opens at 5 PM.**

Warm ups begin promptly at 5:10 & positive check-in CONCLUDES at 5:15.

SATURDAY AM SESSION, July 26th

(Events: 17-44; Ages 8&U, 9-10)

6:10 AM	Team Volunteer Coordinators arrive to check-in tables (in field house)
6:15 AM	Swimmers & session meet workers arrive
6:15 - 6:30 AM	Session workers check-in at volunteer check-in tables (in field house)
6:30 AM	Pool doors open Announcer begins Session <u>A&B</u> Marshal Meeting (outside in grassy area next to door 9) Session A marshals to begin working immediately following Marshal Meeting Fine Designs to start selling event apparel (in field house)
6:45 AM	Warm-up begins Session <u>A&B</u> bullpen workers report (in field house) to receive training session
7:10 AM	Positive check-in due
7:25 AM	Scoreboard workers report to work (on deck @ risers) Official Meeting (Pool Deck, outside the doors, opposite side of blocks (Door B7)
7:40 AM	Session A bullpen workers begin lining up swimmers
7:45 AM	Session <u>A&B</u> Timer & Runner Meeting (just outside the doors near diving well) Session A timers & runners to begin working following Timer & Runner meeting
7:45 AM	Session A hospitality workers report to work (on deck)
8:00 AM	Warm-up ends, clear pool First two events to line up behind blocks Session A award workers report to work (Room 31)
8:05 AM	National Anthem
8:10 AM	Saturday AM session meet begins (event 17-28)
Event 27	Session B workers begin to gather near work area
Event 29 Approx 9:15-9:30 AM	Worker session B begins: session B workers start work, session A workers finished
11:00 AM	Approximate end time of Saturday AM session

SATURDAY PM SESSION, July 26th

(Events: 45-72; Ages 11-12, 13-14)

11:25 AM	Team Volunteer Coordinators arrive to check-in tables (in field house)
11:30 AM	Swimmers & session meet workers arrive
11:30 AM - 11:45 PM	Session workers check-in at volunteer check-in tables (in field house)
11:45 AM	Announcer begins Session C&D Marshal Meeting (outside in grassy area next to door 9) Session C marshals to begin working immediately following Marshal Meeting
12:00 PM	Warm-up begins Session C&D bullpen workers report (in field house) to receive training session
12:20 PM	Positive check-in due
12:40 PM	Scoreboard workers report to work (on deck @ risers) Official Meeting (Pool Deck, outside the doors, opposite side of blocks (Door B7)
12:55 PM	Session C&D Timer & Runner Meeting (just outside the doors near diving well) Session C timers & runners to begin working following Timer & Runner meeting
12:55 PM	Session C bullpen workers begin lining up swimmers
1:05 PM	Session C hospitality workers report to work (on deck)
1:15 PM	Warm-up ends, clear pool First two events to line up behind blocks Session C award workers report to work (Room 31)
1:20 PM	National Anthem
1:25 PM	Saturday PM session meet begins
Event 55	Session D workers begin to gather near work area
Event 57 Approx 2:40 - 2:50 PM	Worker session D begins: session D workers start work, session C workers finished
4:30 - 5:30 PM	Approximate end time of Saturday PM session

***Meet timeline subject to change**

CITY CONCESSIONS MENU

(Cash or Zelle accepted.)



ALL DAY

Fruit (Banana/Apple)	\$1.00
Lays	\$1.00
Doritos	\$1.00
Pringles	\$1.00
Gatorade	\$2.00
Water Bottle	\$1.00
Diet Coke/Coke/ Dr. Pepper	\$1.00
Izze	\$2.00
Lemonade	\$1.00
Airhead Extreme	\$3.00
Sour Patch Kids	\$3.00
Nerds Rope	\$2.00
Swedish Fish	\$3.00
Ring Pop	\$1.00
Push Pop	\$1.00

AFTERNOON/EVENING

Hot Dog	\$3.00
Jersey Mike's Sub (Turkey/Ham/Veggie)	\$7.00
Buttered Noodles	\$3.00
Nachos with Cheese	\$4.00

MORNING

Coffee	\$2.00
Donut	\$2.00
Bagel	\$1.00
Cream Cheese/ Peanut Butter	\$1.00
Breakfast Sandwich (Chick-fil-A Chicken Biscuit)	\$6.00



Concessions provided by Scouting
America Troop 57 in cooperation
with the South Pointe Sea Stars