



2025 JSSL Championship Meet

Coach's Packet

July 13, 2025

Independence High School – San Jose, CA



The 2025 Champs meet is coming! The information in this packet outlines your coaching responsibilities for your team competing at Champs.

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Venue maps, contact lists, and job descriptions are also available at <http://www.jssl.org>.

Meet results will be posted on Meet Mobile.

Twitter will once again be used to call events to the Clerk of the Course. Follow “@JSSLChamps.” Be sure to click the Twitter settings “gear” to turn on notifications so your phone will notify you with information.



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• Key Dates and Deadlines

Friday, June 6	Champs Team Meet Coordinator names due (to Saratoga Woods) Laila Fields laila@lailafields.com
Friday, June 13	Head Position names due to Saratoga Woods Laila Fields laila@lailafields.com
Saturday, June 21	Volunteer meet assignments delivered to all teams
Friday, June 27	Senior Bios due to Saratoga Woods
Friday, June 27	Champs ads and checks due to Greenmeadow
Saturday, June 28	Last dual meet
Friday, July 4	Final entry file due 10 am to Head MDM (Brookside) Ron Avnur ravnur@gmail.com & Glenn Fun glennfung@gmail.com
Saturday, July 5	Head MDM (Brookside) sends meet entry report to coaches by 6pm
Saturday, July 5	All volunteer names, emails, cell phones due (Saratoga Woods) Lisa Guyman lguymanpt@gmail.com
Sunday, July 6	Report errors by 6 pm to Brookside *No meet entry changes accepted after 6:00pm
Monday, July 7	Meet Coordinators and Head Position Meeting (7 pm in person at Saratoga Woods)
Tuesday, July 8	Entry fees due (to JSSL Treasurer)
Saturday, July 12	Facility walk through tour and Champs set-up Independence High – 6 pm
Sunday, July 13	Championship Swim Meet – 9 am
	Post mortem survey due to Cupertino Hills. Tom Odell tom.odell@sbcglobal.net
Tuesday, July 15	Last JSSL and Post mortem meeting (Zoom) Saratoga Woods/Cup Hills



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Coach Responsibilities

It is your responsibility to inform your swimmers about the meet, the times they are required to be at the pool, the warmup area rules and generally what to do.

Summary for Champs 2025:

- The lane assignment for warm ups is the same this year. We got feedback that bigger size clubs needed more lane space and especially diving blocks. We will be using all 10 diving blocks and 6 lanes. Take a look at the map on page 8 for your club's lanes.
- There will be no formal swimmer check in before the meet. Heat and lane sheets will be posted by the Main Gate and will be available in Champs programs.
- All races, including 25-yard swims, will start from the diving blocks. Timers/recorders will move ends.
- The non-backstroke legs of 10&U relays may dive off the blocks/sides of the pool.
- See below which stroke your club will help with False Start Rescue for 6-8 year old swimmers and give names to Laila Fields laila@lailafields.com.
- See below for team cheer assignments based on the warm up schedule.
- **Team Cheer:** *Cupertino Hills, Brookside, Laurelwood, Eichler, Saratoga Woods, Greenmeadow*

Relays

Each team can enter only one relay team per relay event. Relay teams including at most 8 eligible swimmers (four primary and up to four alternates) **must be submitted to the head table by 9:00 AM on the date of the meet.** Any changes to the primary swimmers or swim order must be declared to the head MDM *before the beginning of 6&up relays*. No changes will be permitted thereafter.

Each coach should submit two copies of relay cards to the Head Table. The swimmers' last and first name should be printed clearly on both relay cards. The Head Table will give one of the two copies to the Starting Block workers before the relays start to check that swimmers are in the correct lanes. The club serving as Head Data for Champs will email the relay cards to the meet director and or coaches the week of Champs.

Lunches

Coaches will be provided with lunch.

Only coaches with a deck pass can be on deck. We will not limit the number of coaches per team (to a reasonable extent and up to the meet coordinator to decide). Coach passes will be available for each club at the volunteer check in. Each team will have to let the Champs Coordinator how many coaches will have on deck.

Coaches are welcome to rotate their passes through their club's coaching staff. Coaches will be provided lunch and a table and chairs under the shade tents on the pool deck.



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Escalating Disputes

Only coaches have authority to submit a protest or inquiry to the Meet Referee. While parent volunteers are working to make the meet run smoothly, coaches are responsible for what is happening in the pool. Only coaches have authority to submit a protest or inquiry to the Meet Referee.

For a disputed DQ, the Meet Referee meets with the Stroke and Turn Judges and coach to render a final decision.

For a timing dispute, the Meet Referee reviews documentation from the Arbitration Team, discusses the circumstances with the Arbitration Team, and will render a final decision.

The Arbitration Team consists of the Meet Referee, Intermediary from Head Table, and the host club's MDM (like another club's MDM is a suitable substitute). **The Meet Referee has the final say in all protests.**

Meet Entries

The meet entry process is delivered electronically. Your team's meet data manager (MDM) will have information about this process. You will follow up to make sure the Meet Entry process is completed by the following deadlines:

Sat June 29	Last dual meet
Fri July 4, 10am	Send final meet entries file to Brookside (Ron Avnur ravnur@gmail.com)
Sat July 5, 6pm	Brookside sends coaches/MDM their entry report to check for errors.
Sun July 6, 6pm	Coaches/MDM submit errors to Brookside (Ron Avnur, ravnur@gmail.com)
Mon July 7, 6pm	No meet entry changes after 6pm. Brookside delivers the final file to FastLane Tek (data management) & Greenmeadow (for programs) after making final changes and generating reports for each team. Brookside sends relay cards to coaches.
Sun July 13, 9am	Relay teams must be submitted to head table (4 primary and 4 alternate swimmers for each relay event)

Coaches are ultimately responsible for team's meet entries, but many coaches work with their MDMs, who keep the personal best times and handle entries. Swimmers will not swim at Champs without submitting an entry by July 4; entries **will not be accepted the day of the meet**. Swimmers must have competed in at least two JSSL dual meets during 2025.

Be sure your 6 and under qualifying times are valid. Do not send DQ personal best times. If a child has been DQ'd all season in a particular stroke, you should either: 1.) consider not letting the child swim that event; or 2.) if the child is going to swim that event, enter a time of NT as the seed time.

Two teen swimmers or coaches from the clubs will act as the false start rescue team for 6-8 year old swimmers. Your Team Volunteer coordinator will know if your club has been assigned this job.



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Data management will return a file to you on the evening of Saturday, July 5. This file will list the swimmers entered in the meet and their seed times. Errors are to be reported by Sunday July 6, 6:00 PM. This is the final time to submit meet entries. (All seeding and heat/lane assignments will be prepared based on the times you submit.) Please work to make sure your meet entries are accurate.

Champs Head Coordinator	Laila Fields	laila@lailafields.com	408-605-8741
Champs Meet Director	Peter Thompson	pmthompson01@gmail.com	(408) 427-1401
Volunteer Coordinator/Deck Passes	Lisa Guyman	lguymanpt@gmail.com	(510) 673-8032
Senior Bios Coordinator	Lesley Kirkendall	lesibly@gmail.com	(408) 248-3122
Set-up/Tear-down Coordinator	Bernadette Keyser	bernadette.keyser@icloud.com	(408) 348-6582
Champs Team Coordinators			
Brookside	Sabrina Martire	s.panettamartire@gmail.com	925-786-1249
Cupertino Hills	Tom O'Dell	tom.odell@sbcglobal.net	408-839-9062
Laurelwood	Lizzy Smith	lizzyksmith@gmail.com	408-660-6268
Greenmeadow	Chris Thurman	cdudleyt@gmail.com	503-341-5266
Eichler	Shannon Beres	shannon.beres@gmail.com	415-680-8406
Saratoga Woods	Laila Fields	laila@lailafields.com	408-605-8741
Team Meet Coordinators			
Brookside	Dave Barnes	dbarnes325@gmail.com	408-666-5831
Cupertino Hills	Tom O'Dell	tom.odell@sbcglobal.net	408-839-9062
Laurelwood	Nate Burnside	nateburn@gmail.com	408-390-7126
Greenmeadow	Chris Thurman	cdudleyt@gmail.com	503-341-5266
Eichler	Aimee Woodruff	stcgators@eichlerclub.com	607-279-4776
Saratoga Woods	Peter Thompson	pmthompson01@gmail.com	408-427-1401
Volunteer Coordinators			
Brookside	Lisa Dettling	lisa_m_byerly@yahoo.com	408-821-2275
Cupertino Hills	Tom O'Dell	tom.odell@sbcglobal.net	(408)839-9062
Laurelwood	Ben MacAskill	ben@macaskill.com	650-224-2049
Greenmeadow	LeAnn Baum	leannjudd@me.com	(507) 469-3154



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Eichler	Kate Bellers	katydvm@gmail.com	408-373-8570
Saratoga Woods	Lisa Guyman	lguymanpt@gmail.com	(510) 673-8032
Meet Data Managers (MDM)			
Brookside	Ron Avnur	ravnur@gmail.com	
Cupertino Hills	Philip Lo	phlo.ibm@gmail.com	(408)203-4239
Laurelwood	Greg Fitch	gfitch@vt.edu	(540)320-7625
Greenmeadow	Brian Lynch	brianlynch@gmail.com	(415)449-1755
Eichler	Vik Varma	vikvarma1@gmail.com	(408)219-0290
Saratoga Woods	Deborah Levin	deborahalevin@gmail.com	(408)858-6954
Head Coaches			
Brookside	Cody Graef	aquatics@brooksideclub.com	(408)476-3234
Cupertino Hills	David Sakurai	sakuraidd@gmail.com	(408)806-9701
Laurelwood	Rich Cruzen	coachcruzen@gmail.com	(408)691-5372
Greenmeadow	Kent Stietzel	kent@greenmeadow.org	(408)306-9593
Eichler	Tom McRae	solotom@yahoo.com	650-851-9091
Saratoga Woods	Ellen Jewel	swcacoaches@gmail.com	(408)458-0712



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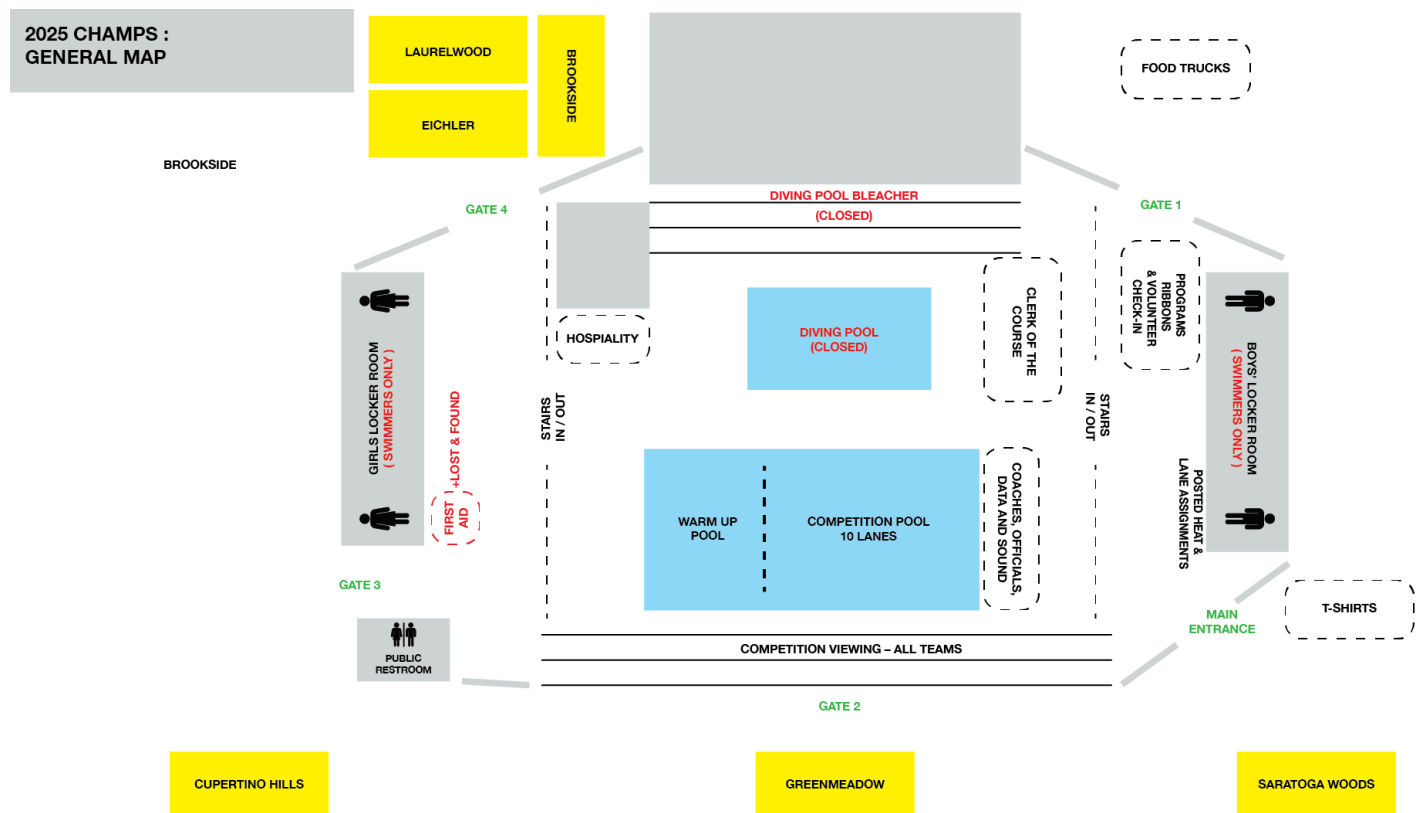
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Meet Sheet



Date/Time: Sunday, July 13, 2025. Meet begins at 9:00 am

Place: Independence High School. 617 N. Jackson Ave. San Jose, CA 95133

Course: Outdoor, 25-yard pool. 10 lanes short course (25 yard) will be used for competition. Automatic timing system buttons will be set at both ends of the pool. ALL races will start from the blocks. ALL relays will start and finish at the blocks.

Timing: Event timing system will be generated from timing buttons on both ends of the pool. There will be three timing buttons and one manual stopwatch per lane for backup.

Check-in: There is no formal swimmer check-in, and no adjustments will be made to heat/lane assignments the day of the meet. Meet day entries will not be allowed. Any swimmer who misses an event may be barred from swimming the next event.



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Warm-ups: Independence High School Competition Pool:

7:25-8:00

Greenmeadow
Saratoga Woods
Eichler

Dive Blocks

Lanes 1-4
Lanes 5-7
Lanes 8-10

3-point entry only

Lanes 11,12
Lanes 13,14
Lanes 15,16

8:00-8:35

Laurelwood
Brookside
Cupertino Hills

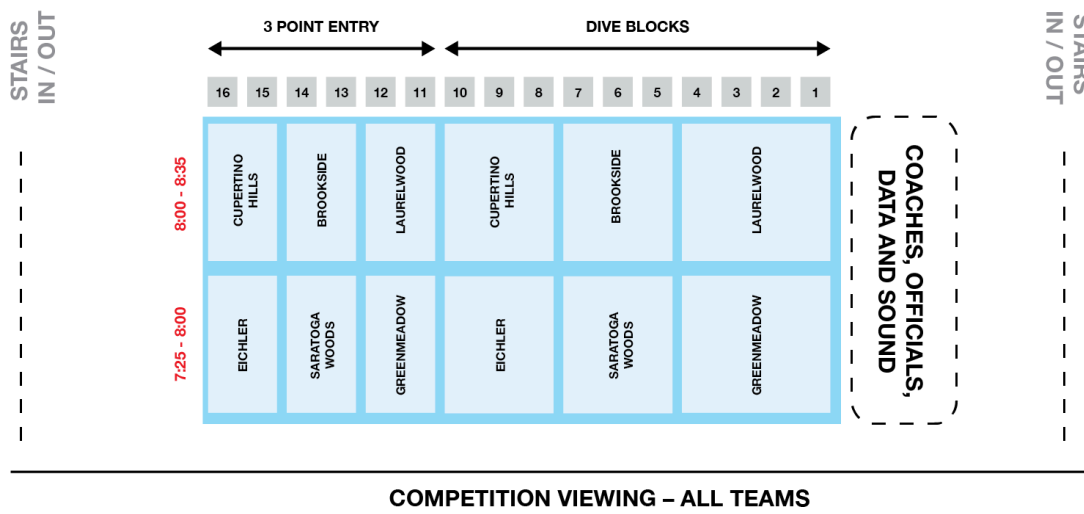
Dive Blocks

Lanes 1-4
Lanes 5-7
Lanes 8-10

3-point entry only

Lanes 11,12
Lanes 13,14
Lanes 15,16

2025 CHAMPS :
WARM UP LANES AND TIME



Dive Blocks (1-10) may be used during the 7:25-8:35 am warm-up hour. Otherwise, there is **no diving or jumping** in any warm-up area. A “three-point entry” (keeping your hand on the side of the pool) is required in warm-up areas. Please explain this rule to your swimmers.

There will be 5 lanes on the non-competitive side of the pool for warm-ups/warm-downs during the meet for **11 and older swimmers only**.

The diving pool and its bleachers will remain closed the entire day.

Events: The same 54 events as in dual meets.

Rules: Swimmers may compete in up to 3 individual events and each team can enter one relay team per relay event. Relay teams including at most 8 eligible swimmers (4 primary and up to 4 alternates) must be **submitted to the head table by 9 am** on the day of the meet. Any changes to the primary swimmers or



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swim order must be declared to the Head MDM before the beginning of 6U relays. No changes will be permitted thereafter.

- Eligibility:** Swimmers must have competed in at least two JSSL dual meets during 2025. The practice meet does not count as a dual meet. Meet entries must be submitted through the team representative by Sunday, July 8.
- Heat/Lanes:** Heat/lane assignments will be in the meet program and posted outside the boys locker room entrance.
- Scoring:** Individual and relay points awarded for 1st thru 6th: 9, 7, 5, 3, 2, and 1.
Team's points accumulated (individual and relay events) for team award.
Individual points for individual events only – awards given to top 2 per age group category. Ribbons are awarded for 1-12 places for individual events, 1-6 places for relay events.
- Concessions:** Food trucks will be available for breakfast and lunch outside gate 1. **Food is not allowed on the lower pool deck.** Alcohol and smoking are prohibited. **Glass and aluminum containers are not allowed anywhere in the facility.**
- Notice:** By participating in this meet, the athlete or his/her guardian consents to the publication, via electronic, print or other media, information and/or imagery related to their participation at this meet. Such information and imagery may include, but is not limited to, photographs, video, webcasting, television, psych sheets and live meet results.
- Audio/Visual:** **Photography and video recording from behind the blocks or starting areas is prohibited.**
Use of any audio or visual recording devices, including but not limited to film and digital cameras, cell phones and tablets, and smart eye glasses are not permitted in changing areas, rest rooms or locker rooms. Violation of this recording prohibition may result in ejection from the swimming pool facility by the Meet Director or his/her designee.
- Restrictions:** **For the protection of athletes, no photography or videography is allowed behind the blocks.**
Locker rooms are only available to swimmers and parents accompanying young swimmers. Public restrooms are marked on the map (by Gate 3)

Smoking and the use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating, on standing areas and in all areas used by athletes, during the meet and during warm-up periods.

Sale and use of alcoholic beverages is prohibited in all areas of the meet venue.

No glass containers are allowed in the meet venue.

No propane heater is permitted except for snack bar/meet operations.

All shelters must be properly secured.

Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.

Destructive devices, to include but not limited to, explosive devices and equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the Meet Referee or his/her designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers (LEO) are exempt per applicable laws. Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas and spectator areas) any time athletes, coaches, officials, and/or spectators are present.



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Meet Schedule

Saturday, July 12th:

6 pm **Walk through** for those families who are new to the venue; Stay to help set up!
6 pm **Set-up workers** arrange all chairs, tables, and EZ-ups at Independence High School.
Plan for 3 hours.

Sunday, July 13th (see **Morning Meetings Map** below for times and locations):

7:00 am	The facility will be unlocked at 7:00 AM to provide access to the pool area and electrical outlets.
7:00 am	Meet Coordinators meet at Volunteer Check-In ("A" on map). Bring volunteer assignment sheets and name tags. Lisa Dettling will distribute deck passes and vests.
7:15 am	"Volunteer check-in" volunteers report to their check-in table ("A" on map).
7:15-8:30 am	Volunteer check-in; pick up name tags and deck passes ("A" on map).
7:15 am	Pre-Meet Marshals meet the Head Marshal on the Pool Deck at the southeast pool deck stairs ("B" on map). Head Marshal will provide instructions and location assignments.
7:25 am	Warmups begin. See page 5 for map with lane assignments.
8:00 am	Head Data (MDM) delivers documents to Head Table: 1. Heat Sheets for Head Clerk of Course 2. Place Judge Sheets for Place Judges 3. Lane/Timer Recording Sheets for Head Timer
8:10 am	All Timers and Recorders meet with Head Timer . ("H" on map)
8:10 am	DQ runners and Event Sheet runners meet with Head Runner ("G" on map). When meeting is complete, DQ runners visit Stroke and Turn meeting briefly to introduce themselves to the stroke and turn judges.
8:10 am	Clerk of Course, Starting Block Runners/Workers/Shepherds meet with Head Starting Block and Head Clerk of Course at Clerk of Course ("C" on map).
8:10 am	First and second half Marshals and Bathroom/Locker Room Monitors meet the Head Marshal ("B" on map). Head Marshal will provide location assignments and rotation instructions.
8:15 am	Stroke & Turn, Referee, and Meet Director meet with Head Stroke & Turn Judge (location "D" on map, behind starting blocks).
8:20 am	Head Data, Intermediaries, DQ Readers, Data Room Runners and FastLane Tek meet. ("G" on map)
8:35 am	Warm-ups end in the Competition Pool. Pool is cleared.
8:40 am	Team Cheers will be in the bleachers of the competition viewing area and the order will be: Cupertino Hills, Brookside, Laurelwood, Eichler, Saratoga Woods, and Greenmeadow



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8:45 am	First announcement made for swimmers to start reporting for first events.
8:45 am	Head Referee and Head Coaches meet briefly. ("G" on map)
8:45 am	Announcement for all volunteers to report to positions.
9:00 am	Confirm all timers and recorders are in place and ready to go.
9:00 am	Meet Begins.
9:00 am	Ribbon Table workers meet with Ribbons Head at Ribbons ("A" on map)

Clean-up

Clean-up crews consist of 3 teams: Trash/Lost & Found, Tables & Chairs, and Teardown (EZ-ups, cones, buckets, etc). Each club is responsible for cleaning its assigned seating section in the bleachers and team area before leaving. All EZ-ups must be taken down and removed by teams that own them. Clean-up crews are to meet the **Head Teardown Volunteer** at the Clerk of Course following the relays. Clean-up must be complete before each team leaves. Any cleaning expenses will be allocated to a team whose area requires Independence to clean it. All trash bags should be hauled to the front entrance of the pool.

Lost and Found items can be reclaimed at the First Aid station. Remaining lost and found items need to be cleared from Independence High School (attempt to notify owners or donate items to charity). Deck passes should be returned to Lisa Dettling or the lanyard bin at the volunteer check-in.

If time permits, there will be a brief awards ceremony for individual and team awards. The announcer will announce plans for the awards ceremony towards the end of the meet. Otherwise, meet coordinators can pick up their team's awards following "clean-up" clearance.



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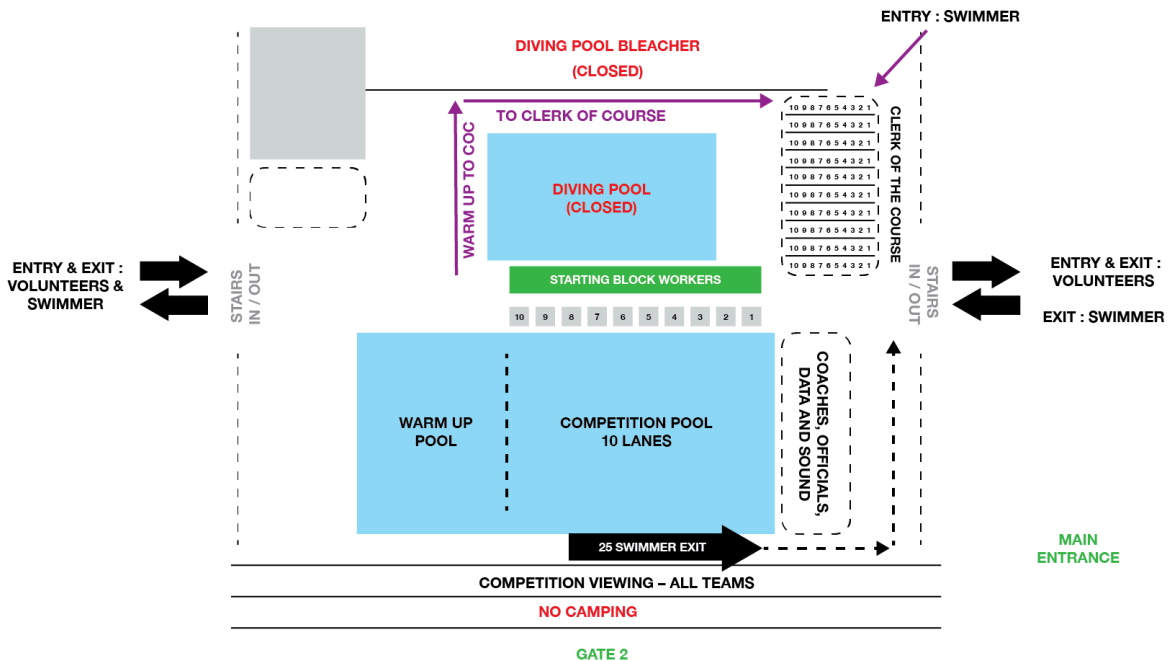
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2024 CHAMPS :
FLOW



Description of Meet Flow

Head volunteers will review processes with each volunteer group during morning meetings the day of Champs.

There is no designated area for swimmer check-in – each team can handle check-in on its own. Heat/lane assignments will be printed in the Program and posted outside the boys locker rooms, between the main gate and the volunteer check in table. Please write event, heat, and lane on swimmers' arms.

Parents should deliver their children to the Clerk of Course ramp by the volunteer check in area at the appropriate times. Clerks of Course will check for correct heat and lane assignments. Parents are **NOT** allowed on the pool deck area or in the Clerk of Course area. Starting block workers will be stationed behind the starting blocks for the entirety of the meet.

Flyover starts will be used for 9/10 freestyle and all 11 and up individual events (except backstroke). Dives from the blocks and pool edge will be used for all relays.

Two teen swimmers or coaches from the clubs below will act as the "False Start Rescue Team" for **6-8 year old swimmers**.

For each heat of each event:

1. Swimmers are called to the blocks. If a swimmer is missing, the starter will call the missing swimmer only once – to make sure they are not left behind the blocks – before proceeding.
2. Starter announces heat and starts race.
3. When the starting beep sounds, manual timers start watches; time automatically starts for the electronic buttons.
4. Next heat of swimmers prepares for their race.
5. When swimmers touch the wall, the electronic buttons and manual watch timers will push their buttons to record a



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time. **All buttons should be held behind the person, not over the water – this will prevent the buttons from being pulled out of the connection, causing system failure and meet delay.**

Timer 1: primary button

Timer 2: secondary button + manual stopwatch

Timer 3: third button + recorder

6. When swimmers touch the wall, the Place Judge will record the finish order, by lane. In the event of a close race, the top 1st, 2nd, 3rd spots are the most critical to document.
7. Electronic times are automatically sent to the printer on the pool deck. Printouts are given to Head Table Intermediary.
8. Event Sheet Runners pick up recorder sheets with manually recorded times from each lane and gives to the Head Table Intermediary.
9. DQ runners pick up DQ slips from six Stroke & Turn judges and give them to the DQ reader who will give it to the Head Table Intermediary.
10. Intermediary collates DQ slips (on the top), Place Judge reports (2nd), timing system printouts (3rd), and manual recorder slips (on the bottom).
11. Collated pile is taken to the data table by Data Runner #1. Ideally, these piles are taken often (once per event). It helps speed up the ribbon label printing process and keeps the data management smooth and even.
12. Data Runner #2 picks up ribbon labels and 9 copies of the results reports from the data table. Results reports are distributed to coaches (6), Head Table (1), Announcer (1), and (1) posted on the results wall. Ribbon labels are taken to the Ribbon Table Workers.

Safety Notice

Please remember that Independence High School was built with high school sports in mind. With large numbers of active and inquisitive kids accompanied by involved parents, we need to keep the following in mind:

- **No chairs, tents or shades will be allowed in the bleachers** (“Competition Viewing Area”) or upper deck walkways. No “camping out” for the meet in the competition viewing area.
- **Parents will not be allowed on deck once competition begins, unless they are working a volunteer job.** It becomes too hard for the timers and officials to do their jobs and too hard for the swimmers to get to the blocks with parents trying to watch or assist their kids on deck. The fewer people on deck, the more smoothly the meet will run. Parents should discuss this with their younger swimmers so it’s not a surprise. (Coaches could plan how to orient the younger swimmers to the pool area before the start of Champs.)
- **There is no playing allowed in the diving pool or the warm-up lanes.** All pool equipment and training apparatus are owned by Independence and should not be touched by JSSL. Children not following this critical rule can be barred from swimming in the meet.
- The railings on the spectator stands were not designed with children in mind. **No one should sit on, hang on, climb on, lean over, etc., the rails.** This also applies to the walls and stairwells in the complex.
- **During competition the only pool open to JSSL is the competition pool.** Once competition begins warm ups will be limited to swimmers 11 and older in designated lanes of the competition pool.



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- **There is absolutely no diving or jumping in this warm-up area.** A “three point entry” (keeping your hand on the side of the pool) is required in this warm-ups area. Please explain this rule to your swimmers in advance. Marshals may ask children to leave the Championship Meet if they are found playing on equipment or in pool areas that are not part of our meet.
- **Recreation locker rooms are only for JSSL swimmers.** Do not leave items unattended in the locker rooms.
- **Food is not allowed on the pool deck.** Eat only in the designated areas. No cans, bottles or glass containers are permitted at Independence High School.
- Parents may want to remind their kids not to leave the complex without permission. Multiple gates will remain open throughout the meet.
- No strollers or wagons are permitted and must be left at the team camping areas.