

Notes concerning 2017 Championships at Chabot:

1. *The entire pool deck will be closed from 4:00-5:30 PM on Friday for set-up. No equipment or people other than set-up will be allowed on the deck. The deck will reopen from 5:30pm-7pm for team set-up. Chabot College must be vacated by 7pm.*
2. No open flames are permitted on the Chabot campus per their security regulations. This includes BBQ's and propane/white gas stoves. Food should be pre-made and already cooked.
3. No camping out or permanently reserving bleacher seats. Bleachers are for sitting, watching your swimmer, and then going back to your team area so someone else can watch their swimmer. Please do not attach blankets, umbrellas, or other equipment to the bleachers.
4. Please be respectful of the Chabot College Campus and remember to clean up after yourself. Please stay off any new landscaping especially around the new Fitness Center.
5. Medley relay and 10U clerk of the course will be behind the stone tables.
6. 11U clerk of the course will be along the planter box on the side of the small gym.
7. The team staging areas will be on the grass and asphalt by the football field. The staging areas will be determined during set-up and clearly marked. You may not put cones in parking places to set up tents per Chabot Security. ***There is NO CAMPING in the Courtyard grass area by clerk of the course area or anywhere beyond the glass doors. Please make sure your staging area is cleaned up after the meet!***
8. Parking will be in the normal lots (B & J) next to the pool which is accessed from Hesperian Blvd. Parking is head in only. You will need to pay \$2.00 when you park in the lots Friday and Saturday. Citations will be given.
9. Everything inside the pool doors will be according to the attached map.
10. All bathrooms should be open. **There will be NO Porta-Potties this year.**
11. As always, things may happen which are not under our control, locations can change, and things can move so be aware and patient and let's work together to make it a great day for our swimmers. Remember this is all for the swimmers.
12. The entire pool deck must be cleared no later than 15 minutes after the end of the awards ceremony.

2017 Championship Information Sheet

Please read the entire sheet

It will answer many of your questions

The purpose of the East Bay Swim League is to provide young swimmers with the opportunity for summer recreational swimming competition, in an atmosphere which fosters sportsmanship, team spirit, cooperation and respect of other swimmers and the League. Each of our twelve teams have participated in seven dual meets this year, the Championships is the culmination of the season.

There will be 1,200 swimmers participating in up to four events each. Our League is governed by The EBSL Rules and Regulations, EBSL By-Laws, defaulting to High School swim rules.

TEAM SET-UPS ON THE DECK CANNOT BEGIN BEFORE 5:30 PM ON JULY 28th. THE DECK WILL BE CLOSED TO PEOPLE AND EQUIPMENT TO ALLOW THE SET-UP COMMITTEE UNOBSTRUCTED ACCESS TO THE UPPER DECK. POSTERS MAY BE PLACED ON WALLS DURING YOUR PRACTICE TIME. TEAM SET UP MUST BE COMPLETE BY 7PM AND THE FACILITY CLEARED. THANK YOU FOR YOUR COOPERATION.

- 1) **All medley relays will be held in the deep end. ALL 10 and under events after that will be held in the shallow end of the pool. All 11 and older events will be held in the deep end of the pool. 10 and under relays will start off the blocks and individual events will end at the blocks. There will be no breaks or gaps for either group. If your team is assigned a job towards the end of the meet and it is to be filled by 10 and under parents, the parents/team is responsible for filling that job even though the younger kids have finished swimming. The team is fined \$40 for each assignment not fulfilled.**
- 2) The Championship Meet will start promptly at 8:30am. Warm ups start at 6:45am and end promptly at 8:00am. The deck will be cleared by 8:05. 18 lanes will be used. Age groups 11-18 will be swimming in the “deep end” and 10 and under in the “shallow end” of the pool. There will be two starters and one Announcer (*no swimmer names will be announced*). We will be using the Colorado CTS5 System to time the meet. An electronic starting device will be used. The lower deck is closed to all spectators; please do not enter this area unless you have an appropriate deck pass.
- 3) Per East Bay Swim League rules, coaches are responsible for turning in all scratches and relay changes due to scratches to one of the meet directors by 7:45 am. No changes will be accepted after that time. Changes must be signed by a Meet Director.
- 4) There are two staging areas for the swim groups mentioned above. Designated team volunteers will be notified via “Group Me” Texting App what event is being seated. Additionally, a sign will be posted at the staging area providing additional staging information. You must be seated at the staging area prior to your event. No swimmer is allowed on deck without an “Escort” from the Clerk of the Course. This rule will be strictly enforced. **The 8 and Under Medley Relay will be seeded on the pool deck. It is the responsibility of the coaches and shepherds to have the swimmers lined up by 8:20am.**

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- 5) *Chabot College* has requested that we park in the athletic sections, lot B or lot J. We must pay \$2 on FRIDAY and SATURDAY. Please follow all posted parking rules. Tickets are \$40.
- 6) Championship Programs will be available for purchase at the meet as long as supplies last. In the past all programs have been sold within the first half-hour of the meet. If you want a program, please plan on purchasing it when you first arrive for the meet. Programs will be sold at the EBSL table on the Southeast corner of the deck. Raffle tickets will be sold by the 50/50 people roaming the deck. Raffle ticket winners will be announced at the end of 10 & U Free relays. ***You must be present to win***
- 7) **(A \$40 fine will be imposed on your team for every individual who does not report to assigned jobs)** Volunteers, please check in at the volunteer coordinator desk (check in at your team site to pick up your official job label, then proceed to league Volunteer Coordinator desk) 10 minutes before your assigned shift begins. The only exception is Timers and Recorders, Computer Assistants, Deck Runners who will check in on the deck and Security who check in at the Security Table. You must have an authorized deck pass/label for your job, there are no exceptions. Security will check all persons entering the deck. **DO NOT** leave your position until your replacement has arrived. The Volunteer Coordinator will assist in finding a replacement for you as quickly as possible. Please do not take advantage of the good will of others. If there are any maintenance, custodial or volunteer problems, contact Volunteer Desk and they will contact the appropriate people
- 8) **There will be a First Aid Station on the lower deck.** See map for location.
- 9) We will be awarding medals for 1st thru 3rd in individual and "A" relay events. Ribbons will be given for 4th thru 16th place in individual events. Certificates will be given for 17th thru 30th place in individual events. Relay teams will receive ribbons for 4th thru 12th place. Relays, other than "A" will receive ribbons for 1st thru 16th also. Trophies will be given for EBSL record breakers. A Spirit plaque, Heat Ribbon award, most improved team, and Team Championship plaques will be awarded. A 1st place banner will also be awarded. *Heat ribbons are given for individual events only.*
- 10) Set-up on the day before championships is up to the team responsible.
- 11) Championship day, the doors will open promptly at 6:30am.
- 12) No overnight camping in the parking lot.
- 13) Do not go near the handicap ramp in the shallow end of the pool
- 14) **No Parading** on either the upper or lower decks at any time. This is for the safety of all.
- 15) **Please clean up your Team area and staging area before leaving.** This is each individual team's responsibility. Announcement of awards may be delayed until the entire area is clean. (Announcements may also be delayed by computer.) This all takes careful attention. Please be patient.

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- 16) Lost & Found will be located at the Security desk. After the meet e-mail co-meet directors Patrick Ryken (Patrick@ebsl.org) and Siobhan Poole (Siobhan@ebsl.org) to locate items missing. Items that are labeled have a 99% chance of being returned to its owners. Items will be kept only for one week after Championships.
- 17) Each team has been assigned an area on the upper deck. Please take care to use only the area assigned to your team. **Please make certain you do not place anything, including chairs, blankets, sleeping bags or anything else outside your assigned area.** In the past, there have been many obstructions placed in the walkway area of the upper deck. For safety and to ensure a good time for all, please help keep the walkway areas clear. Please do not enter any area which has been marked as Off Limits or otherwise marked for restricted access unless you are authorized to enter the area. No umbrellas or blankets may be taped or fastened to the bleachers. **The North and South ends of the pool are designated standing room only. No chairs will be permitted along the fence in this area.** Please be considerate.
- 18) There are **no** tents allowed on the upper deck of the pool. You may set up tents outside the pool area in your team's assigned area. You may bring canopies or other similar shade providing items into the pool area. These may not be set up on the deck until 5:30 Friday night.
- 19) **There is no camping beyond the glass doors at the South End of the pool in the courtyard grass area by clerk of the course, it is used for team hospitality areas.**
- 20) **NO ONE IS ALLOWED ON THE LOWER DECK AREA WITHOUT A PASS AUTHORIZING ENTRY TO THAT AREA.**

EBSL Rules & Regulations Important, please review

There are no changes after the meet is seeded (July 19th). Please do not ask your coach if they can make changes. Please make sure you arrive early and check in with your team, this will ensure that you are not scratched from the meet. **If you do not swim in the event that you were seeded for, you *may be scratched* for the remainder of the meet.** (see rules below)

SECTION 5 ENTRIES BY INDIVIDUALS

Art. 1 -- A competitor shall be permitted to enter a maximum of 4 events, no more than 3 of which shall be individual events. Participation in an exhibition relay shall count as one of the 4 allowed events.

Art. 2 -- For any meet a competitor officially becomes a participant in an individual event when the official entry card or form bearing the name of the event, competitor's first and last name, team name, and submitted time, if one exists, is submitted at the seeding meeting at the specified time and place, after which there shall be no changes.

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Art. 3 -- A competitor must swim in their age group for all events, except for Rule 3, Section 5, Article 4

Art. 4 -- If a team has only 3 swimmers in an age group entered in the meet, a 4th swimmer may be moved up from a lower age group to form a complete relay.

- a) If a team has only 2 swimmers in an age group entered in the meet, 2 swimmers may be moved up.
- b) No more than 2 swimmers may be moved up to form a complete relay.

Art. 5 -- A swimmer moved up to form a complete relay in a higher age group may not compete in relays in their age group for that meet.

Art. 6 -- If an entered swimmer in Relay A has not swum in any of their entered individual events at the meet, then any otherwise eligible swimmer may replace that swimmer. For Championships, a swimmer may be scratched from an individual event to replace a relay swimmer.

- a) For the Medley Relay, changes must be made prior to the start of the meet.
- b) For the Free Relay, changes must be made prior to the start of the IM
- c) For Championships, a team may exchange members of their A and B relay teams, if desired, the day of the last dual meet. Changes are due to the computer director by 7PM that day.
- d) Except at Championships, changes are in writing and submitted for approval to the EBSL Meet Director prior to 7:45am.

Art. 7 -- All competitors, once they have competed in one of their entered events shall compete in all their entered events.

Art. 8 -- A swimmer must swim in at least three dual meets during the season to be eligible for Championships.

Art. 9 -- No changes in entries are permitted after the seeding meeting, except for Rule 3.5.6.

Art. 10 PENALTIES

- a) For submitting an entry card that is incomplete, inaccurate or delivered late, the competitor or relay team shall be disqualified from that event.*
- b) For a competitor entering/attempting to compete in more than the allowable number of events, the competitor is disqualified from event(s) beyond the allowable number.*
- c) For a competitor participating in more than the permissible number of events, the competitor is disqualified from that event and further competition.*
- d) For a competitor participating in an event for which they were not entered during the seeding meeting, the competitor is disqualified from that event.*
- e) For a competitor participating in a relay who is not on the original relay entry submitted at the seeding meeting, except for Rule 3.6.6, the relay team is disqualified from that event.*
- f) For a competitor entering an event in the wrong age group, except for Rule 3.5.4, the competitor is disqualified from that event.*
- g) For a coach failing to provide written notice of a Relay Change per Rule 3.5.6, the team's entries in that event are disqualified.*

Section 7 -- CONDUCT

Art. 1 -- No team personnel shall act in an unsportsman like manner. This includes any act the referee deems poor sportsmanship, such as:

- a) making insulting or derogatory remarks, gestures, or acts;
- b) trying to influence or showing disgust with officials' decisions;
- c) interfering with meet officials in the performance of their duties.

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Art. 2 -- No team personnel shall enter the water before a race without the referee's approval, nor enter the water during an event in which they are not participants. In the case of young swimmers, a "helper" may enter the pool to encourage the swimmer to finish, except for at Championships. The "helper" may not contact the swimmer while they are participating in an event. Any contact with the swimmer will result in a DQ.

Art. 3 -- Swimmers shall swim in their assigned lanes throughout the race, and shall not interfere with a swimmer in another lane.

Art. 4 -- No competitor shall contact the bottom of the pool for the purpose of gaining an advantage during a race.

Art. 5 -- No competitor shall reenter the water after completion of his/her race, without permission from the referee, after having left it upon completing the race.

Art. 6 -- Competitors shall leave the pool promptly when requested to do so by the referee.

Art. 7 -- After the meet starts, swimmers may not swim in any other pools, hot tubs, or other bodies of water during the meet. They may only swim in their events in the competition pool.

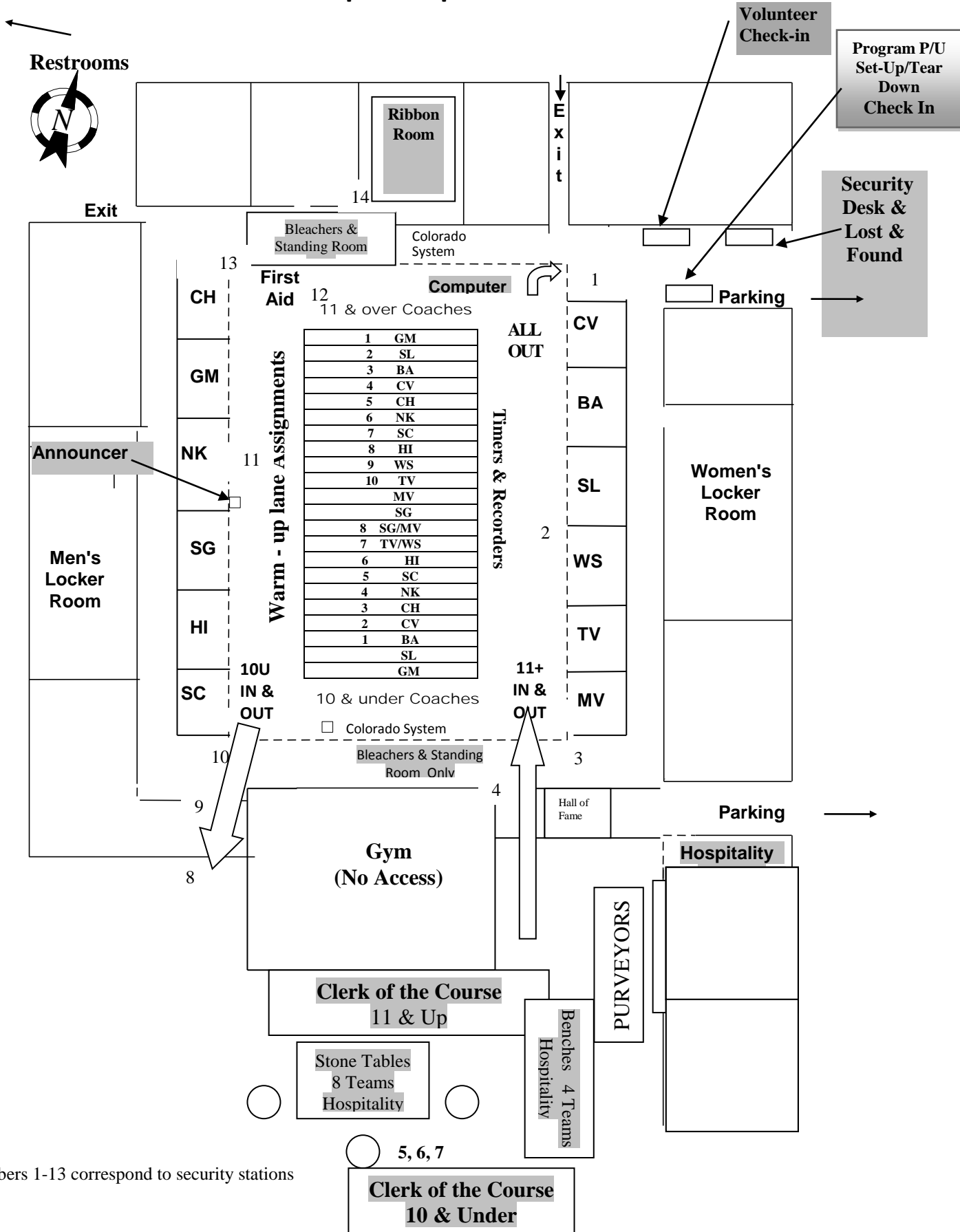
Art. 8 -- PENALTIES

- a) Team personnel shall be disqualified from further participation for un-sportsman like conduct. For excessive un-sportsman like conduct, team personnel may be ejected from the competitive area.
- b) All participants from a team shall be disqualified from that race when a nonparticipating team member enters the water during the race (and that person is disqualified from further competition).
- c) A relay team shall be disqualified from the event if an individual member of the relay team is disqualified during the event.
- d) A competitor shall be disqualified from the event for;
 - i. entering the water before the race without the referee's permission;
 - ii. not swimming in his/her assigned lane throughout the race;
 - iii. interfering with a swimmer in another lane;
 - iv. contacting the bottom of the pool for the purpose of gaining an advantage;
 - v. reentering the water during the race without the referee's approval.
- e) A competitor who does not leave the pool promptly when requested to do so by the referee shall be disqualified from that event or the next event in which he/she is entered, whichever is appropriate.
- f) When a spectator(s) becomes unruly or interferes with the orderly progress of the meet, the referee shall suspend the meet until meet management removes the individual(s) from the premises.

Please be advised that only coaches are allowed to approach an official about a discrepancy.

If you have any questions or concerns please see your Team President and they will bring these matters to the Meet Directors & President of EBSL

EBSL Pool Layout 2017 Championship at Chabot



Numbers 1-13 correspond to security stations

First Aid Station

*** On The Pool Deck ***

A “FIRST AID STATION” will be available for any emergencies that may arise. It is located on the pool deck. Feel free to stop by if you need some first aid!

We would like to remind you of some of the simple suggestions to help you avoid problems in the hot sun and to make the meet more enjoyable:

- 1. Wear a HAT when in the sun.**
- 2. Drink plenty of water all day.**
- 3. Keep out of the sunlight as much a possible.**
- 4. Use SUNBLOCK (*SPF 30 or greater). It helps reflect the heat away from your skin!**
- 5. REST, REST, REST between your events!**
- 6. Get to a First Aid Station if you have any of these signs of possible heat exhaustion:**

Nausea, dizziness

Hot, flushed dry skin

Weak, rapid and irregular pulse

Muscle cramping

Cessation of sweating

Headache and visual disturbances

EBSL 2017

Championship Meet Volunteer Job Descriptions

On Call: Person is available to fill in where needed if original person cannot be found.

Check In – Volunteer Desk just prior to shift and remain there through entire shift unless assigned to a job.

Security: Check in with Security Desk. Job varies somewhat from location to location. Each security job is numbered from 1-14. Each location/number is described below. **Check In – Security Table just prior to shift.**

Please find security volunteers that are proactive and not hesitate to speak up if people are not following rules referenced below. Security involves ensuring the safety of the swimmers and spectators by making sure people:

- ◆ without deck passes stay off the deck
- ◆ do not interfere with the swimmers as they enter & leave deck & staging areas
- ◆ do not enter computer area/ribbon room/hospitality areas without proper badges
- ◆ have adequate access to restrooms
- ◆ have no problems outside the pool/deck area- especially around the courtyard where swimmers tend to congregate while waiting to be seated in the clerk of the course staging area

#1: NE Corner Gate. On the northeast side at the top of the swimmers' exit ramp. This is the exit for 11 & Up swimmers. Responsible for ensuring swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck as this is the swimmers' exit. Also make sure only swimmers and other authorized people enter the pool deck.

#2: On the east side. Responsible for keeping unauthorized people off the deck. Also, responsible for ensuring the Women's Locker Room/Bathroom is not vandalized. A **female** should fill this job.

#3: SE CORNER GATE. On the southeast side at the top of the swimmers' exit ramp This is also the entrance for all relays and 11 & Up events. Responsible for ensuring that swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck, as this is the swimmers' exit. Also ensure that only swimmers and other authorized people enter the pool deck Responsible for ensuring that swimmers can easily enter the pool deck by working with security #4 creating pass through with the use of the "Caution Tape".

#4: Glass doors entrance to deck area for 10 & Under Swimmers. Responsible for ensuring swimmers can enter deck area smoothly and safely. Assist Security #3 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #3 creating pass through with the use of the "Caution Tape".

#5, 6 & 7: Clerk of the Course staging area. Responsible for ensuring swimmers can enter and exit easily. Responsible for keeping unauthorized people away from the area to keep clear for swimmers and that there is no camping in COC area. Responsible for assisting with keeping order at the Stone Tables and benches (where swimmers wait before entering the Clerk of the Course staging areas).

#8: At the 11 & Up hall entrance to the southwest of the Clerk of the Course staging area. Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area. Assist Security #9 as needed.

#9: At the 10 & Under deck entrance. Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area and onto the deck. Assist Security #8 & #10 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #10 creating pass through with the use of the "Caution Tape".

#10: SW CORNER GATE. On the southwest side at the top of the swimmers' exit ramp. This is also the entrance for the 10 & Under swimmers. Responsible for ensuring that swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck, as this is the swimmers' exit. Also ensure that only swimmers and other authorized people enter the pool deck. Assist Security #9 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #9 creating pass through with the use of the "Caution Tape".

#11: On deck located on the (west) timer side. Responsible for keeping unauthorized people off the deck. Also, responsible for ensuring the Men's Locker Room/Bathroom is not vandalized. A male should fill this job. Assist in clearing the area behind the timers/recorders of swimmers after their event is completed.

#12: On deck at the computer area. Responsible for keeping this area clear and that only authorized people are on deck and in coaches' area.

#13: NW Corner Gate. On the northwest side above the First Aid Area. Make sure only authorized people enter the pool deck.

#14: At the Awards Room entrance. Ensure only authorized people enter this area.

Announcer: Announce events & other information over PA system. **Check In:** Volunteer Desk, just prior to shift.

Program Sale: Responsible for selling Championship Programs at a specified location; responsible for collecting money and turning it over to designated person. **Check In: Volunteer Desk, just prior to shift.**

Volunteer Desk: Record all parents' names in the log-in form as they check in for their assignments; assist in locating those who are late or no-shows. **Check In: Volunteer Desk, just prior to shift.**

Computer Assistant (formerly Timing Desk Assistant): Assists our vendor at the Colorado timing desk in combining the cards with the printout, and taking it to the EBSL computer staff for verification of data. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

Hospitality: Involves working in hospitality room, setting up and cleaning food platters, placing water and soft drinks in ice, serving food to those who are eligible, delivering water and soft drinks via hand-pulled wagon to coaches, timers, recorders, officials, clerks of the course and others on deck. **Check In: Volunteer Desk, just prior to shift.**

Chief Timer: In charge of timers; check to see that timers are ready & uses backup stopwatches if a timer fails to properly get a swimmer's time. **This job is for experienced chief timers only. Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

Timer: Times the swimmer in Timer's assigned lane either with stopwatch or by pushing the button on the electronic timing system; should have timed **at least 3 shifts** at dual meets prior to Championships. One **EXPERIENCED** timer will use both a stopwatch and push button system. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

Recorder: Writes down the time shown on the stopwatch, onto the swimmer's card. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

Deck Runner: Takes the cards with swimmers' times to the computer area. One runner will take cards and computer printout from the 10 & Under area to the other computer area. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

Ribbon Coordinator: Each team supplies its own coordinator who is responsible for peeling and placing each swimmer's event results label onto the appropriate medal box or ribbon. **Check In – In the Ribbon Room just prior to your shift.**

Awards Runner: Takes labels generated at the computer desk to the Awards Distribution area located in Hospitality. **Check In – Volunteer Desk**

Awards Distribution: Assists in matching labels from computer to proper awards, distributing awards to proper team representatives, checks for league records, and tallies heat winners. **Check In – Volunteer Desk**

EBSL Clerk: Works in staging area ensuring all swimmers are seated in proper event and heat order. **This job is for experienced clerks/escorts ONLY. Check In – Volunteer Desk**

EBSL Escort: Guides swimmers from staging area to their respective lanes on deck, making sure to stay in heat order; if swimmers are 10 & Under, one escort must deliver all cards to the recorders. **This job is for experienced clerks/escorts ONLY. Check In – Clerk of the Course Area**

Set-up: Ensures facilities are ready for Championships by setting up canopies, moving tables, chairs, taping off deck areas, assisting computer director with stringing cable, etc. Most work is done Friday evening from 4:00-5:30 PM. This does not include team set-up, which cannot begin until after 5:30; teams cannot enter the pool area until this time. **Check In – Near pool area on Friday, the day before the meet**

Clean up: Ensures facilities are completely cleaned up and appears the same before EBSL teams arrived. **Check In - Volunteer Desk one hour prior to end of meet**