



**NOVA LC SPRING BREAK OUT**  
**Mini Meet**  
**April 14-15, 2018**  
**SANCTION NO. VS-18-97**

**Hosted by:**  
  
NOVA of Virginia Aquatics

<b>SANCTION:</b>	<ul style="list-style-type: none"><li>• Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: <b>VS-18-97</b>.</li><li>• USA Swimming, Inc., Virginia Swimming, Inc., NOVA and Collegiate School Aquatics Center shall be held free and harmless from any and all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.</li></ul>
<b>LOCATION:</b>	Collegiate School Aquatics Center, 5050 Ridgedale Parkway, Richmond, VA 23234
<b>FACILITY:</b>	<ul style="list-style-type: none"><li>• The Collegiate School Aquatic center provides 2 indoor pools and supporting amenities including hospitality, a swim shop, classroom and wireless internet.</li><li>• The 50-meter competition pool with bulkhead offers a total of eight 50-meter competition lanes with a depth of 7 feet and 7 inches at the sides and 8 feet and 2 inches in the center. Competition lanes are a minimum of 9 feet wide.</li><li>• Indoor 6 lane 25 yard pool for continuous warm-up, cool-down.</li><li>• Non-Turbulent Lane Markers in both pools</li><li>• Omega Starting Blocks, CTS6 with automatic and semi-automatic timing, backup Dolphin wireless stopwatches.</li><li>• Spectator seating for 700 plus</li><li>• The competition course has been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2C (4). The copy of such certification is on file with USA Swimming.</li></ul>
<b>MEET DIRECTOR:</b>	Name: Lori Hopewell Email: <a href="mailto:novaswim@novaswim.org">novaswim@novaswim.org</a> Phone: (804) 750-1183
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"><li>• Open to all Virginia Swimming athletes registered before the first day of the meet.</li><li>• No on deck Virginia Swimming athlete registration will be permitted.</li><li>• 2017-2020 NAG motivational time standards are in effect.</li><li>• Age on April 14, 2018 will determine age for the entire meet.</li></ul>
<b>DISABILITY SWIMMERS:</b>	<ul style="list-style-type: none"><li>• Athletes with a disability are welcomed and shall provide advance notice of desired accommodations to the Meet Director.</li><li>• The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition.</li></ul>
<b>FORMAT:</b>	<ul style="list-style-type: none"><li>• All 8 &amp; younger swimmers will swim in Saturday mid-day session. There will be a five minute break after each event in this session.</li><li>• All 9-12 year old swimmers will compete during Saturday and Sunday morning sessions.</li><li>• 13 &amp; O swimmers will swim on Saturday and Sunday afternoon sessions.</li><li>• All events will be timed finals</li><li>• Depending on the number of entries, chase starts may be used.</li></ul>
<b>WARM-UP:</b>	<ul style="list-style-type: none"><li>• Sat. and Sun. Morning session: Warm-ups at 7:00 am; competition starts at 8:00 am.</li><li>• 8 &amp; Under Saturday Mid-day session: Warm-ups not before 12:15 pm; competition starts not before 1:15 pm</li><li>• Sat. Afternoon session: Warm-ups not before 3:30 pm; competition starts not before 4:30 pm.</li><li>• Sun. Afternoon session: Warm-ups not before 12:15 pm; competition starts not before 1:15 pm</li><li>• Lane assignment and warm-up times for individual clubs will be posted on the NOVA website no later than Wednesday April 11, 2018 and will also be emailed to the contact person of the participating clubs.</li><li>• If a session runs late, subsequent session warm-ups will begin immediately after the previous session ends.</li></ul>
<b>ENTRIES:</b>	<b>DEADLINE FOR THE RECEIPT OF ENTRIES IS 9:00 PM, SUNDAY, APRIL 8, 2018.</b> <ul style="list-style-type: none"><li>• Entries must be submitted in long course meter times using Hy-Tek Team Manager and Commlink-2 software, or on a VSI master entry sheet.</li></ul>

	<ul style="list-style-type: none"> <li>• Teams must submit entries via e-mail</li> <li>• A Team Manager printout of entries must be included or the meet checklist/summary sheet with the name of the person to contact in case of questions must accompany the entries, regardless of how they are submitted.</li> <li>• “No Time” (NT) entries will be accepted for events in which a swimmer does not have a time of record. All entry times must have been achieved in USA Swimming sanctioned, approved, or observed competition.</li> <li>• Swimmers may enter a maximum of 3 individual events on both Saturday and Sunday.</li> <li>• Entries will be processed in the order received and <b>accepted to</b> the greatest extent possible without exceeding the 4-hour/session timeline limit.</li> <li>• The Meet Director reserves the right to limit entries in any events, if necessary, to prevent too lengthy a session. This may include combining heats and events, which actions may require reseeding.</li> <li>• Event #49-50 (9-12 400 Free) and #61-62 (13 &amp; O 400 Free) may be limited to 4 heats.</li> <li>• Email entries to: <a href="mailto:novaswim@novaswim.org">novaswim@novaswim.org</a></li> <li>• Deck entries will be accepted in the order received for swimmers already entered in the meet, to the extent that open lanes are available. Deck entries must be submitted to the Clerk-of-Course on the provided form.</li> </ul>
<b>FEES:</b>	<p>Individual events: \$6.50 Swimmer surcharge: \$2.50 per person (entered in the meet in any capacity)</p> <ul style="list-style-type: none"> <li>• Checks should be made payable to: NOVA OF VA AQUATICS.</li> <li>• Mail payment to: Lori Hopewell 12207 Gayton Road Richmond, VA 23238</li> <li>• Payment must be received by April 11, 2018 for all entries. Failure to pay entry fees by this deadline could result in teams being barred from the meet.</li> <li>• <b>IMPORTANT:</b> If payment is sent via Express Mail/FedEx/Airborne/UPS/etc., please ensure that a signature is NOT required for delivery as this will delay the receipt of your entries.</li> </ul>
<b>AWARDS:</b>	<ul style="list-style-type: none"> <li>• Individual events: Ribbons will be awarded for first through eighth place <ul style="list-style-type: none"> <li>○ 8 &amp; Under individual events will be given separate awards for 6 &amp; Under, 7 year olds and 8 year olds age groups.</li> <li>○ 9-12 individual events will be given separate awards 9-10 and 11-12</li> <li>○ 13-Over individual events will be given separate awards for 13-14 and 15-18 age groups</li> </ul> </li> </ul>
<b>SEEDING:</b>	<ul style="list-style-type: none"> <li>• All events will be pre-seeded, except #35-36 (13 &amp; O 400 IM), #49-50 (9-12 400 Free) and #61-62 (13 &amp; O 400 Free) which will be deck seeded.</li> <li>• Event #35-36 (13 &amp; O 400 IM), #49-50 (9-12 400 Free) and #61-62 (13 &amp; O 400 Free) require a positive check-in to swim.</li> <li>• Positive check-in will close 30 minutes prior to the start of the session.</li> <li>• <b>SWIMMERS FAILING TO POSITIVE CHECK-IN WILL NOT BE ALLOWED TO SWIM THE EVENT.</b></li> <li>• Swimmers should report directly to the block for their events.</li> </ul>
<b>PENALTIES:</b>	<p>Penalties for entries using fraudulent and/or non-verifiable entry times:</p> <ul style="list-style-type: none"> <li>• <b>Swimmer shall be marked as exhibition for the event entered illegally and the event shall be re-scored and awarded.</b></li> <li>• <b>Club may be fined \$100 for each offense, and a record of such offenses shall be kept and published as part of the official meet results.</b></li> <li>• <b>Clubs entering swimmers not legally registered with USA Swimming before the first day of the meet may be fined \$100 per swimmer in each event so entered.</b></li> <li>• If the swimmer is representing a club in competition, the fine will be levied on the Club. If the swimmer is unattached, the fine will be levied on the swimmer.</li> </ul>
<b>RULES:</b>	<ul style="list-style-type: none"> <li>• The current USA Swimming Rules and Regulations will apply.</li> <li>• Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present without written USA Swimming approval</li> </ul>

	<ul style="list-style-type: none"> <li>Any swimmer entered in the meet must be certified by a USAS member coach as proficient in performing a racing start or must start each race from within the water. When unaccompanied by a USAS member coach, the swimmer or the swimmer's legal guardian must ensure compliance with this requirement.</li> <li>The overhead start procedure will be used unless otherwise directed by the meet referee.</li> <li>Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms. In addition, photography behind the blocks is <u>not permitted</u>.</li> <li>Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.</li> <li>In accordance with VSI Best Practices, swimmers should shower before entering the pool.</li> <li>In accordance with VSI Policy, only those coaches who have current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet <ul style="list-style-type: none"> <li>Coaches with valid USA Swimming credentials but are unable to provide them upon request will be issued temporary credentials by the meet director</li> <li>Coaches with expired or non-current credentials will be required to leave the deck area.</li> </ul> </li> </ul>
<b>OFFICIALS:</b>	<p><b>Meet Referee: Glenn West</b>  <b>Email: glenn.west@verizon.net</b>  <b>Phone: 804-261-3671</b></p> <ul style="list-style-type: none"> <li>Officials will be needed for all positions and all sessions for this meet.</li> <li>Team Officials Chairpersons should submit the names and session availability of certified officials, as well as the names and session availability of trainees to Emily Fagan, Email: emilyfagan@comcast.net no later than Sunday, April 8, 2018.</li> <li>Officials meetings will be held in the hospitality area one hour prior to the start of the meet.</li> </ul>
<b>SAFETY:</b>	Virginia Swimming Meet Safety Procedures will be in effect.
<b>TIMERS:</b>	<ul style="list-style-type: none"> <li>Clubs may be required to provide timers.</li> <li>The head timer will assign specific lanes prior to each session.</li> </ul>
<b>GENERAL:</b>	<ul style="list-style-type: none"> <li>Hospitality will be available for coaches and officials.</li> <li><b>Meet Program:</b> A Meet book with time standards, team information, coupons and advertisements for local establishments will be available for \$10.00. The Meet book will also contain coupons for a copy of each Trials and Finals program.</li> <li><b>Photography:</b> In accordance with J.3 of VSI Policies and Procedures, photography will not be permitted behind the starting blocks without the express permission of the Meet Director. Individuals who violate the above photography restrictions may be asked by the Meet Director to leave the pool venue.</li> <li><b>Meet Event Apparel:</b> A vendor will be on site selling meet t-shirt and sweatshirts. There is a vendor on site for other swim equipment such as goggles and swim suits.</li> <li><b>Lost and Found:</b> Check with the front desk for lost and found items.</li> </ul>
<b>FACILITY RULES</b>	<ul style="list-style-type: none"> <li>Access to the deck is limited to coaches, athletes, meet officials, and event staff. Spectators will not be allowed on deck unless volunteering as timers; lap counters, or at other needed volunteer positions.</li> <li>All Air Flow in take Vents on deck are not to be blocked by chairs, benches, spectators or towels!</li> <li>CSAC strongly encourages Swimmers to take a shower before entering the swim pool.</li> <li>Toilets for swimmers are located in the locker-rooms off the main hallway to the pool.</li> <li>Spectators may not sit in the aisles and may not reserve blocks of seats.</li> <li>No glass containers of any kind are allowed in the facility.</li> <li>No lawn/deck chairs allowed in the grandstand.</li> <li>Objects are not to be passed over the grandstand railing.</li> <li>No smoking on the campus.</li> <li>Shoes are suggested to be worn in all areas outside the pool deck including locker rooms.</li> <li>Doors are not to be propped open (HVAC).</li> <li>The front door is the only entry/exit door for the facility.</li> <li>Young children must be supervised by an adult.</li> <li>No tape of any kind is to be used inside to hang signs, banners or decorations. PSDN must be consulted before hanging any Event specific signage.</li> <li>NOVA or VSI is not responsible for any lost or stolen items.</li> <li>No unauthorized persons are permitted to use the audio and video equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• All rules and regulations of CSAC shall remain in effect and be followed.</li> <li>• <b>Any individual or team member that fails to comply with any rule or regulation of CSAC or the terms and conditions of this agreement will not be permitted to participate in the Event and will be asked to leave the CSAC Premises.</b></li> <li>• Clubs are responsible for keeping their areas of the deck clean. Bags will be provided in which to gather trash.</li> <li>• No balloons!</li> <li>• The practice of deck changing is prohibited. Swimmers participating in deck changing would be violating the USA Swimming Sportsmanship policy.</li> <li>• Each club is responsible for supervising the conduct of their swimmers.</li> <li>• No shaving at the venue is permitted.</li> <li>• On deck bathrooms are reserved for coaches and officials.</li> </ul>
<b>DIRECTIONS:</b>	<p>Go to the following link on the Virginia swimming website:  <a href="http://viriniaswimming.org/Meets/Meet%20Directions/CSAC.htm">http://viriniaswimming.org/Meets/Meet%20Directions/CSAC.htm</a></p>
<b>PARKING:</b>	<ul style="list-style-type: none"> <li>• Parking at the facility is available to patrons of the pool associated with the meets, employees, coaches and officials.</li> <li>• There will be a drop off area designated.</li> <li>• Please follow the guidance of the parking attendants.</li> <li>• No parking on the grass around CSAC or in Ukrop Park.</li> <li>• Failure to adhere to the parking attendants' directions could result in your vehicle being towed.</li> <li>• Abusive language and inappropriate gestures by individuals directed at Ukrop parking attendants, CSAC employees or NOVA meet staff will not be tolerated and will be asked to leave the facility.</li> <li>• Overflow Parking is available directly behind the venue in the Martin's Grocery Store Lot.</li> </ul>

**Long Course Kick Off, April 14-15, 2018  
ORDER OF EVENTS**

<b>Session 1, Saturday AM</b> <b>Warm-up: 7:00 am; Start: 8:00 am</b>		
<u>Girls</u>	<u>Events</u>	<u>Boys</u>
1	9-12 50m Backstroke	2
3	9-12 100m Butterfly	4
5	11-12 200m Breaststroke	6
7	9-12 100m Freestyle	8
9	11-12 200m Backstroke	10
11	9-12 200m Freestyle	12
13	9-12 50m Breaststroke	14

<b>Session 4, Sunday Morning</b> <b>Warm-up: 7:00 am; start 8:00 am</b> (Times not earlier than)		
<u>Girls</u>	<u>Events</u>	<u>Boys</u>
37	9-12 50m Freestyle	38
39	9-12 100m Backstroke	40
41	11-12 200m Butterfly	42
43	9-12 100m Breaststroke	44
45	9-12 200m IM	46
47	9-12 50m Butterfly	48
49	9-12 400m Freestyle	50

<b>Session 2, Saturday Mid-day</b> <b>Warm-up: 12:15; Start 1:15 pm</b> (Times not earlier than)		
<u>Girls</u>	<u>Events</u>	<u>Boys</u>
15	8 & Under 100m Freestyle Break	16
17	8 & Under 50m Butterfly Break	18
19	8 & Under 50m Backstroke Break	20
21	8 & Under 50m Breaststroke Break	22
23	8 & Under 50m Freestyle	24

<b>Session 5, Sunday Afternoon</b> <b>Warm-up: 12:15 Start 1:15</b> (Times not earlier than)		
<u>Girls</u>	<u>Events</u>	<u>Boys</u>
51	13 & Over 50m Freestyle	52
53	13 & Over 200m Backstroke	54
55	13 & Over 200m Butterfly	56
57	13 & Over 100m Breaststroke	58
59	13 & Over 200m IM	60
61	13 & Over 400m Freestyle	62

<b>Session 3, Afternoon Session</b> <b>Warm-up: 3:30 pm; Start 4:30 pm</b> (Times not earlier than)		
<u>Girls</u>	<u>Events</u>	<u>Boys</u>
25	13 & Over 100m Freestyle	26
27	13 & Over 200m Breaststroke	28
29	13 & Over 100m Butterfly	30
31	13 & Over 200m Freestyle	32
33	13 & Over 100m Backstroke	34
35	13 & Over 400m IM	36

