

# GUIDELINES FOR DIVISION COORDINATORS

1. **General Actions:** Go to NVSL meeting for Division Coordinators scheduled in June 2022. Be present to prepare for and to run the Divisional meet. The latter duty is a prerequisite for accepting the position of Division Coordinator. Establish contact with team reps within your division early in the season and let them know what you expect them to do to support you and NVSL Diving activities. Convey helpful information to your team reps periodically during the season. Be prepared to adjudicate problems within your division. Seek advice from the the Rules Committee, if necessary. Become especially familiar with requirements of **rules 1.i, j, and k. and 10.a.(10)**. Notify the NVSL Diving Secretary and Handbook Coordinator if there are changes in Team Reps in your division during the season. Be mindful of the new insurance-related paperwork to be collected from Team Reps in your division.

## 2. **Weekly Activities:**

a. Remind home team reps to prepare and report meet results on the computer reporting system the night of the meet. The results should be provided to the email provided for your Division with an image of both pages of the meet sheets. The visiting team should send an email picture and the home team should scan a copy of the white sheet along with reporting the results to your Division Coordinator. The home team should proof their submission thoroughly for discrepancies, transcription errors, and correct all red areas in the system. The visiting team shall review the results and make sure everything is correct and matches their photocopy of the results and authorize it for posting by the deadline on the day following the meet. If there is a problem, the Division Coordinator can help resolve/correct any problems with meet results.

b. Ensure that the home team rep or designated person prepares the meet results on the computer reporting system as set forth in the instructions for that system provided by NVSL Diving Division Coordinator Administrator.

c. Also, remind host Team Reps in your division to send their original **WHITE COPY (BOTH PAGES)** of the meet sheets to you immediately after meets. You will need these sheets to resolve problems and questions about meets and verify meet and age eligibility for the Divisional Meet. See **rules 1.k. and 2.c.(1), (2), and (4)**.

d. Be prepared to assist teams in your division to reschedule meets that are stopped and resumed at a later date due to weather or unforeseen circumstances. See **rule 10.a.(10)** for guidance.

## 3. **End of Season Activities:**

a. Remind Team Reps to submit their electronic seeding questionnaires to the **Seeding Committee Chair, Jim Sweeder** ([jsweeder@verizon.net](mailto:jsweeder@verizon.net)) prior to the All-Star meet.

b. Bring all the white copy meet sheets to the **Seeding Committee Chairperson (Jim Sweeder)** at the All-Star meet or mail them to him. **Contact Jim Sweeder via email for home address.**

4. **The Wally Martin Memorial Meet:** This meet will be held on **Sunday, July 9 at Oak Marr RECenter pool**. Team Reps in your division should decide the names of the divers and their actual age groups (no diver can dive up in age group and **pass this information to Stacey Brooks, the meet manager, at [comtnclimr@gmail.com](mailto:comtnclimr@gmail.com) or (703-437-3453 or 571-641-5736), or as specified in the NVSL-supplied Wally Martin meet flyer, no later than Thursday July 6.** Also, remind team reps to read the Ruleset for the 3-meter meet and the Ruleset for the synchronized dive meet.

5. **The Crackerjack Meet:** This meet will be held on **Sunday, July 16 at Ravensworth Farm pool**. Please encourage each pool in your division to participate in this meet. Pls follow the instructions on the registration form and review the Ruleset for Cracker Jack meet, both found on the website.

## 6. **Divisional Meet Preparations:**

a. Work with the host team to set up this meet. Generally, the host team handles the activities inside the pool, such as food concessions, spectator and team area assignments, optimal location of the table and officials, preparation of facilities for cleanliness, safety, and parking arrangements. The Division Coordinator handles external activities, such as collecting and checking dive sheets for accuracy, preparing the meet line-up of divers, arranging for meet officials, inspecting the pool for readiness,

distribution of awards, and safety. The meet managers, usually the pool team reps and division coordinator, should meet at the pool site one or more times prior to the meet to coordinate on all meet plans. The *Division Coordinator* prepares the program for the Divisional meet and reports the results to the Division Coordinator Administrator per instructions from the June Division Coordinator meeting.

b. Notify Awards Chairman, **Mary Bowersox** at [mtbowersox@fcps.edu](mailto:mtbowersox@fcps.edu) or **703-913-5420**, if there is a tie in your division for Division Champion or for individual medal winners. Arrange a time to pick up the additional Divisional award(s) from Mary Bowersox. (See **rule 1.i.**).

c. Request team reps provide you a roster of their divers and volunteer workers for the Divisional Meet by the day following their final dual meet (July 20). Your request should indicate you are looking for experienced workers, judges, refs, and table administrators from each team. The Division Coordinator is responsible for organizing meet events, including selecting meet officials and workers and coordinating the meet schedule with the host pool. Officials should be assigned by competence level, not on a team equity representation basis. Your task is to assemble the best group of officials to administer the meet based on availability from each team.

d. Make sure you receive all diver meet sheets (white copies) from each team in your Division by the Friday before the Divisional meet. (See **rule 10.b.(5)**).

e. In reviewing each team's roster of divers, check "Divisional Diver Eligibility" in the NVSL Handbook (see **rules 1.j and k., 2.c.(2), and (4), and 10.b.(11) and (12)**). Review all dive sheets for accuracy and resolve any discrepancies prior to the day of the meet.

f. Before the meet starts, ensure divers' meet sheets for each event are blindly and randomly mixed. (See **rule 10.d.**).

g. It is traditional to recognize graduating senior divers who are competing in their final meet. Request team reps provide their names and short bios to publicize at the meet.

h. Award the trophy to the Division Champion (see Handbook, **rule 1.i.**). In case of ties, there can be more than one Champion team *receiving a trophy*. Notify Mary Bowersox (see para. 6.b above) to obtain extra trophy awards if necessary.

i. Present the Sportsmanship Award. Remember there is only one Sportsmanship Award per division. It is the responsibility of the Coordinator to find ways to resolve tie votes to arrive at a single team winner.

j.. Prepare and preserve a copy of the meet results by participant name, score, and age group (see **rule 1.k.**) and determine and identify the All-Star qualifiers on the meet results. (See **rule 10.b.(11) and (12)**). Provide copy of the meet results to the Chief Information Officer no later than the day after the meet.

**l. The All-Star meet will be held at Oakton pool on July 30. Pass the following information to Susan Mitchell at (808-754-7149) or ([susan.mitchell8894@gmail.com](mailto:susan.mitchell8894@gmail.com)) by 5 PM Monday July 24<sup>th</sup> or as specified in the NVSL-supplied All-Star meet flyer.**

- Win/Loss records for each team in your division
- Name, age group, and team of All Star qualifiers and alternates
- Name of the team winning the Sportsmanship Award
- Bios for graduating seniors (**All Star Qualifying Divers only**)
- Suggested names, emails, phone numbers of volunteer workers for the All-Star Meet

m. Inform team reps in your division that problems should be brought to your attention. If you are unable to resolve a problem brought to you by a Team Rep, contact Mike Schaeffer at [mikejudy@cox.net](mailto:mikejudy@cox.net) or 703-593-5075 for rule interpretation issues; Susan Mitchell at [susan.mitchell8894@gmail.com](mailto:susan.mitchell8894@gmail.com) or 808-754-7149 for meet scheduling issues; or Betsy Yarrison at [betsy.yarrison@gmail.com](mailto:betsy.yarrison@gmail.com) or 703-371-7183 for administrative issues.

**Information Validated May 2023**