

GUIDELINES FOR TEAM REPRESENTATIVES

1. Please read Rules for Diving Competition in the 2014 NVSL Handbook carefully, including the DD tables). You are the spokesperson for your team. Develop a good working relationship with your coach. Remember that any problems concerning rules or procedures are your responsibilities, not your coach's. If you cannot represent your team at an NVSL event, appoint another person to take your place. (It cannot be your coach). The ribbons and diver's sheet in your team packet are for official meets only. Lost or misused sheets are difficult to replace. You can reproduce your own sheets for practice meets or "B" meets. Insist on parent participation in all capacities - tableworkers, judges, etc. Urge attendance at the Officials, Judges, and Referee Clinics.
2. It is essential, but not mandatory that your coaches attend the NVSL Coaches Clinic. Encourage them to go as this is the only first-hand way they can be aware of current NVSL practices, i.e, standards of conduct, rule changes, safety reminders, etc.
3. It is your responsibility to keep an up-to-date team roster, including birth dates, verifying eligibility. Well before the first meet, you should verify "swimmer/diver eligibility" (see 2014 NVSL Handbook, Pool and Competitor eligibility (paragraph 1.a and pages **36, 43, and 44** of the 2014 Handbook) with your pool's membership chairman. You should prepare any necessary waivers for divers. For example, if you have a diver whose family is connected with two NVSL-affiliated pools, waiver approval by NVSL might be required before the diver can participate.
4. At all **Dual Meets/Tri Meets**, team reps should be sure that coaches/divers accurately/timely fill out their dive sheets and turn them on time according to NVSL Dive rules. Time needs to be allotted for the table workers to check sheets in preparation for the meet. Reps need to be available to help resolve problems or disputes. If there is a problem or dispute that cannot be resolved (**for example - see rule 10.a.(10)**), it should be brought to your Division Coordinator who can either resolve the issue or bring it to the Rules Committee, if necessary, for resolution.
5. ***When you are the host team, you should...***
 - a. Call the visiting Team Rep(s) the Thursday prior to the meet to set-up the starting time, time of arrival, length of practice time, and any other meet-related concerns.
 - b. Be available to welcome the visiting team(s) and show them to their team area.
 - c. Allow a sufficient amount of time (at least ½ hour) to the visiting team(s) to practice. Home team practice should be scheduled prior to the visiting team's arrival. Point out any irregularities at your pool that might affect the divers - pool depth, type of board, etc.
 - d. After double checking the spelling of the names, mail the two-page **WHITE SHEET COPY** of meet sheets to your Division Coordinator IMMEDIATELY FOLLOWING THE MEET. Division Coordinators need these sheets to resolve questions and problems about meets and to check a diver's eligibility for the divisional meets. These sheets are the official record of the meet, not the website posting.
 - e. **Email or fax meet results and a copy of the two-page meet sheets to the Division Coordinator, no later than the day following the meet. The Division Coordinator will validate the correctness of the meet results and forward to the Website Coordinator for posting. Use NVSL-issued formatted sheets for reporting meet results.**
6. **Wally Martin Memorial Meet** will be held **Sunday, July 13, at Oak Marr RECenter pool.** Inform your Division Coordinator by **Tuesday, July 8**, of the names of participating divers and their actual age group (divers cannot dive up in age group). The individual meet flyer and special instructions posted on the website should be carefully read and followed. During

scheduled practice times (to be announced), the coach must accompany and remain with divers at all times.

7. The Annual **Cracker Jack Invitational Meet** will be held at **Springfield Swim and Racquet on Sunday, July 20th**, beginning at **8 AM**. This is a developmental meet and intended to provide less experienced and less accomplished divers with the excitement and motivation that comes from participation in a “big meet” such as Divisionals or All Stars. Divers with a reasonable chance of winning a plaque (top 6) in the Divisional meet should be strongly encouraged to participate in Divisionals rather than in the Crackerjack. A diver who scores over the qualifying score - **listed in the Rules for the Operation and Administration of the Cracker Jack Meet** - in any dual/tri meet prior to Cracker Jack **is not** eligible to dive in Cracker Jack (**See Handbook rule 1.j.**). Divers competing in the Cracker Jack meet are ineligible to compete in Divisionals for that season.
8. **Divisional Meets** will be held on **Sunday, July 27th** at **locations specified in the 2014 NVSL Handbook**. On **July 23**, call your Division Coordinator and give the names, birthdates, and age group of your participating divers. Each team may enter up to 16 divers without regard to age group.
 - a. A diver is eligible to dive in the Divisional Meet if he/she dove in at least 2 dual/tri meets during the regular season. Diving “up” has no effect on eligibility, however the diver must dive in his/her official age group at Divisionals. (**See rules 1.k. and 2.c.(4)**)
 - b. If the diver who qualifies as an alternate in the Divisional Meet is unable to dive at the All Star Meet, there will be no substitution below that level. (**See rule 10.b.(11)**)
 - c. Please complete the electronic seeding questionnaire and email it to the **Chris Cafferky of the Seeding Committee** (ccaferky@yahoo.com) **prior to the All Star Meet**. This is important, as it is your input that gets taken into account for next year’s division seeding. Make sure your division coordinator received all of your team’s meet results (2 page White Copies).
 - d. If practice time is scheduled at the meet pool, the coach must accompany and remain with divers at all times.
9. The **All Star Meet** will be held on **Sunday, August 3 at Lee Graham Run pool**. A meet flyer posted on the website will contain further information. During scheduled practice times, the coach must accompany and remain with divers at all times. If you or any of your dive parents can work tables, please provide those names to your Division Coordinator. The individual meet flyer with special instructions should be carefully read and followed.
10. Attend the NVSL Dive Team Reps meeting in November 2014. Election of officers is held at this meeting.
11. Attend the NVSL Dive team reps meeting in February 2015. This is an important meeting where rule changes are discussed and voted on. Schedules and seeding lists for the 2015 season will be distributed.
12. Let the Corresponding Secretary know your plans for next summer. If you are not planning to continue as Team Rep, encourage your replacement to attend the February 2015 meeting so that your team is represented.

GOOD SPORTSMANSHIP BEGINS WITH YOU!
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