

GUIDELINES FOR DIVISION COORDINATORS

1. **General Actions:** Go to NVSL meeting for Division Coordinators scheduled in June 2013. 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 Rules Committee Chair if necessary. Become especially familiar with requirements of rules 1.i, j, and k. and 10.a.(10). Notify the NVSL Diving corresponding secretary if there is a change in Team Reps in your division during the season.
2. **Weekly Activities:**
 - a. Remind home team reps to prepare and report meet results to you by email or fax, **not the Web Coordinator**, no later than the next day following the meet's completion. The results should be provided to you with an image of both pages of the meet sheets. Division Coordinators shall review the meet results thoroughly for discrepancies, transcription errors, and math accuracy. Resolve/correct any problems with meet results. Verify meet results are accurate and transmit results to the Web Coordinator (Scott Friedman divenvsl@gmail.com) as soon as possible. Also, send all team reps in your division a copy of the verified meet results.
 - b. Ensure that the home team rep prepares the meet results in the format specified in NVSL-issued instructions posted on the Website.
 - 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) and (4).
 - d. Be prepared to assist teams in your division to reschedule meets that are stopped and continued at a later date. 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 Member, Chris Cafferky** (ccafferky@yahoo.com) prior to the All-Star meet.
 - b. Bring all the meet sheets to the All Star meet or mail them to the **Seeding Committee Chairperson** (Jim Sweeder) right after the All-Star meet.
4. **The Wally Martin Memorial Meet:** This meet will be held on **Sunday, July 13 Oak Marr RECenter pool**. Team Reps in your division should inform you by **Tuesday, July 8th** with names of the divers and their actual age groups (no diver can dive up in age group). **Pass this information to Kate Walter at** (ktwalter@cox.net) **or (703-560-0329 or 571-245-1380) no later than Thursday July 10th.**
5. **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 and 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 and safety. The meet managers, usually the pool team reps and division coordinator, should meet at the pool site one or more times to coordinate on all meet plans and arrangements. Inspection of the board(s) and stands should be conducted to make sure there are no slippery conditions and inoperable equipment. These are safety items and must be remedied before the conduct of the meet.

- b. Notify Awards Chairman, **Mary Bowersox (703-913-5420)**, if there is a tie in your division for Division Champion or for individual plaque 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. Your request should indicate you are looking for the 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 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 paragraphs 1.j and k., 2.c.(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. Present the trophy to the Division Champion (see Handbook, paragraph 1.i.). In case of ties, there can be more than one Champion team.
- 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 paragraph 1.k.) and determine and identify the All-Star qualifiers on the meet results. Provide copy of the meet results to the Website Coordinator no later than the day after the meet.
- k. **Pass the following information to Paul Rabe at (703-912-4869 or 703-919-2772) or (plbdmj_r@yahoo.com) by 5 PM Monday July 28th .**
 - Win/Loss records for each team in your division
 - Name, age group, and team of All Star qualifiers and alternates
 - Intent/availability of All Star qualifiers/alternates to compete in All Stars
 - Names and bios of only 2014 All Star Qualifying Divers who are graduating seniors
 - Names and phone numbers of volunteer workers for the All Star Meet
- l. Inform team reps in your division that problems should be brought to your attention, rather than bypassing you and going to the EXCOM level. If you are unable to resolve a problem brought to you by a Team Rep, contact the Rules Committee Chair for guidance.