

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central white area.

# NVSL Dive Team Rep Training

May 2025

# Audience

- New team reps
  - What did I get myself into and what do I do now?
- Returning team reps
  - I've done it before, but please remind me what I need to do
  - How do I make the season run more smoothly?
  - I made it work last year but I still have questions
- Potential future team reps
  - Is this a job I think I can handle in the future?

# Before the season starts

*(i.e. you should have already done these things)*

- **Attend November/March Team rep meetings**
  - Covers calendar events, rules changes, clinic info, voting, ordering ribbons
  - Encourage future leaders to attend
  - Get to know the team reps in your division and your Division Coordinator - ***exchange phone #s/emails***
  - **B meets** (optional) can be a great way to give meet experience to all of your divers. Reach out to other teams nearby (they don't have to be in your division. Close is good). Order B meet ribbons at the March meeting
- **Manage Administrative Tasks**
  - Pay NVSL dive dues
  - Submit participation/training voucher
- **Ensure Diving Board Safety** (info at [Diving Board Safety](#))
  - Remind your Pool Board to Inspect, repair, and maintain boards (clean them, tighten bolts, grease fulcrum)
  - Coordinate with pool managers for proper maintenance
  - ***NEVER use a power washer on your boards***
- **Complete Mandatory Training** (info at [Concussion and SafeSport Training](#))
  - Concussion & SafeSport training required for division coordinators, team reps and coaches
  - Keep certificates handy in case they are needed

# Immediately before the season starts

- **Prepare Coaches**
  - Make sure coaches plan to attend NVSL coaches' clinic on June 8, GF 12-1:30pm (being revamped for 2025)
  - Ensure coaches read the handbook - rules, code of conduct
  - Familiarize coaches and encourage participation in *Wally Martin 3M, Synchro & Crackerjack meets*
- **Attend May/June Team Rep Meeting**
  - Receive orientation briefing and supplies
  - Bring check made out to "NVSL Dive" to pay for ribbons that were ordered in March
  - Immediately count out your ribbons - it is not fun to get to a meet and realize you don't have enough
  - Ensure someone from your team attends if team rep is unavailable
- **Ensure Family & Volunteer Participation**
  - Each athlete needs a signed waiver *before* the first practice (include as part of registration)
  - Provide handbooks to parent volunteers and judges
- **Confirm that equipment works (it can take awhile to order parts/repair)**
  - Sound System, underwater lights, deck lights

# Once the season starts *(first practice and beyond)*

## Supporting Athletes & Parents

- **Share NVSL Scholarship Info** (info here: [NVSL Scholarship](#))
  - Inform graduating seniors early (application due in June)
- **Host a Parents' Meeting**
  - Cover rules, standards, calendar, and volunteer needs
  - Emphasize need for trained officials (judges and referees)
  - Encourage **ALL** parents to attend table worker/judge/referee training
  - \*\*\*\*\*Emphasize **GOOD SPORTSMANSHIP**\*\*\*\*\* (info here: [Standards of Conduct](#))
- **Secure Certified Referees**
  - Send judges to referee training; all meets require NVSL-certified referees
  - There are 3 referee clinics this year, including one after the first meet - perfect for those who are experienced judges (another league), divers or dive coaches. They may attend after judging 1 meet
  - Coordinate with division to share officials as needed
- **Get Volunteers for: Concessions, Team Banquet, Awards/Trophies etc.**
- **Additional training**
  - If you need additional training onsite after the clinics are over, please contact Training Committee (Lee Bowersox)



# What should you have in your dive box?

- 5 - 7 dive judging/scoring cards
- Paper copy of team roster with emergency contacts for parents
- A few NVSL Handbooks
- Laminated copies of instructions for use by meet volunteers: ([Meet Training Info](#))
  - Table workers
  - Judging handouts
  - **Enlarged copy** of World Aquatics DD Tables
- Extra blank meet sheets
- Ribbons and ribbon labels
- Pens, pencils, pencil sharpener, erasers, paperclips or stapler, tape
- Plastic folders for dive sheets (different colors for different age groups helps)
- Several pads of paper (keep the cardboard as you replace them so that they can be used to write on)
- 2 calculators (only for seats 3 and 4)
- Bug spray, sunscreen, hand sanitizer
- Extra microphone batteries
- A few rocks to use as paperweights

# Before the Meet - Home Team Rep

- Thursday before the next home meet, write an email to the Visiting Team Rep laying out the meet for the guests and welcoming them:
  - Discuss what makes your pool unique (1 diving board, cheese boards, shallower than some pools, etc.)
  - Explain environment (lights/no lights, pool open/pool closed, playground open/closed, etc.)
  - Provide timing of warm-ups for visitors (home team usually warms up before the visitors arrive)
  - Clarify volunteer assignments provided by home team/expected of visitors (you can ask visiting team for extras if you don't have enough)
  - Explain parking and entry, including handicap accessibility
  - Explain your concessions plan
  - Clarify whether visiting team will bring their own ribbon labels (usually saves time for each team to bring their own pre-filled)
- Make sure each meet is led by an NVSL certified Referee (if yours is not available, ask around)
- Know your availability for weather related postponement



# Before the Meet - Away Team Rep

- ▶ Communicate information from Home Team Rep to your team parents and coaches
- ▶ Make sure your coaches know that dive sheets are due at 5:30pm (unless agreed upon otherwise)
- ▶ Make sure you provide the necessary volunteers
- ▶ Bring your dive box, just in case
- ▶ Bring ribbon labels, if agreed upon
- ▶ Know your availability for weather related postponement

# Meet Timing

- Warmup Timing: 4:15-5pm home, 5-5:45 away. 5:45-5:55pm Freshmen
- Meet sheets due at table from both teams: 5:30pm, after which:
  - No additional divers can be added
  - Individual dive sheets may be changed with referee or meet manager approval
  - Coach may **NOT** change the **AGE GROUP** in which a diver was assigned
- Meet managers, referee should review dive sheets for accurate DD, as well as dive requirements
- Meet managers should decide which age groups/genders to combine, if any, to expedite meet
- Meet manager should fill out the white paper meet roster sheet with all divers competing **BEFORE** the meet begins. A line should be drawn under the final name. No one else can be added (unless the entire meet is postponed for weather)
- National Anthem 5:55pm
- Meet start 6PM

# Immediately After the Meet

- Each team should take home their own meet sheets and ribbons
- Both Team Reps should verify that Roster and Results paper copies are complete/correct, including: ***team names, date, names of judges/referee/table workers/meet secretary***
- Both Team Reps should scan or take a photo of both Roster and Results papers and email them to: NVSLDive#@gmail.com (note that # needs to be your division number) BEFORE YOU LEAVE THE MEET
- Home Team Rep (or designated data entry volunteer) must enter all meet data into the official online scoring system then change the status to “Home Team Approved”
- Visiting Team Rep uses paper copies of meet data to review all online official data entered by home team and changes the status to “Visiting Team Approved”
- If there are issues/discrepancies, team reps should fix them and let the Division Coordinator know
- Your Division Coordinator is there to help resolve any issues you may have

# Post Season and Special Meets

- ▶ In addition to dual meets there are two post season meets. Each diver may attend **ONLY ONE** of the two meets:
  - ▶ Crackerjack - Geared toward more developing divers with fewer dives required and more flexibility in dive choices. There is a **MAXIMUM** score cutoff in dual meets.
  - ▶ Divisionals - Each team may send up to 16 divers to Divisionals. They must have competed in two dual A meets to be eligible. These divers are competing to qualify for the All-Star meet
- ▶ There are also special meets in which divers may be interested in competing\*\*\*:
  - ▶ Wally Martin 3M meet
  - ▶ Synchro meet - synchronized diving pairs that can be across pools and age groups

\*\*\* Encourage your divers to go watch 3M and/or Synchro even if they don't want to participate. They will see divers from Team USA, international team divers, and overall inspiring and amazing diving at all ages!!!

# Rules and Conflict Resolution

## ➤ **Know & Follow NVSL Diving Rules**

- Read the NVSL Handbook before the start of every season (yes, really!)
- Bring NVSL Handbook to every meet
- Encourage your referee/judges/coaches to read and know the rules
- Only team reps (not coaches/parents) discuss rules with referees
- Collaborate to resolve conflicts respectfully
- Intervene if the parents, coaches, divers on your own team do not behave respectfully
- Encourage excellent sportsmanship

## ➤ **Escalation of Conflicts**

- The Division Coordinator is there to help you, have their contact info with you
- Contact the DC for questions/concerns/help with conflict resolution

# Post Season Responsibilities

## ➤ **Complete the Seeding Questionnaire**

- Submit electronic questionnaire to the Seeding Committee BEFORE the All-Star Meet
- Your input is considered for fall seeding decisions
- Your input on how many divers are also swimmers impacts your insurance costs (full vs. half cost)

## ➤ **Board Maintenance**

- Please inspect your diving boards and decide if they need to be resurfaced/replaced. If so, please send them out in September. If you wait you likely won't get it back in time.

## ➤ **Attend the NVSL Dive Team Reps Meeting (November)**

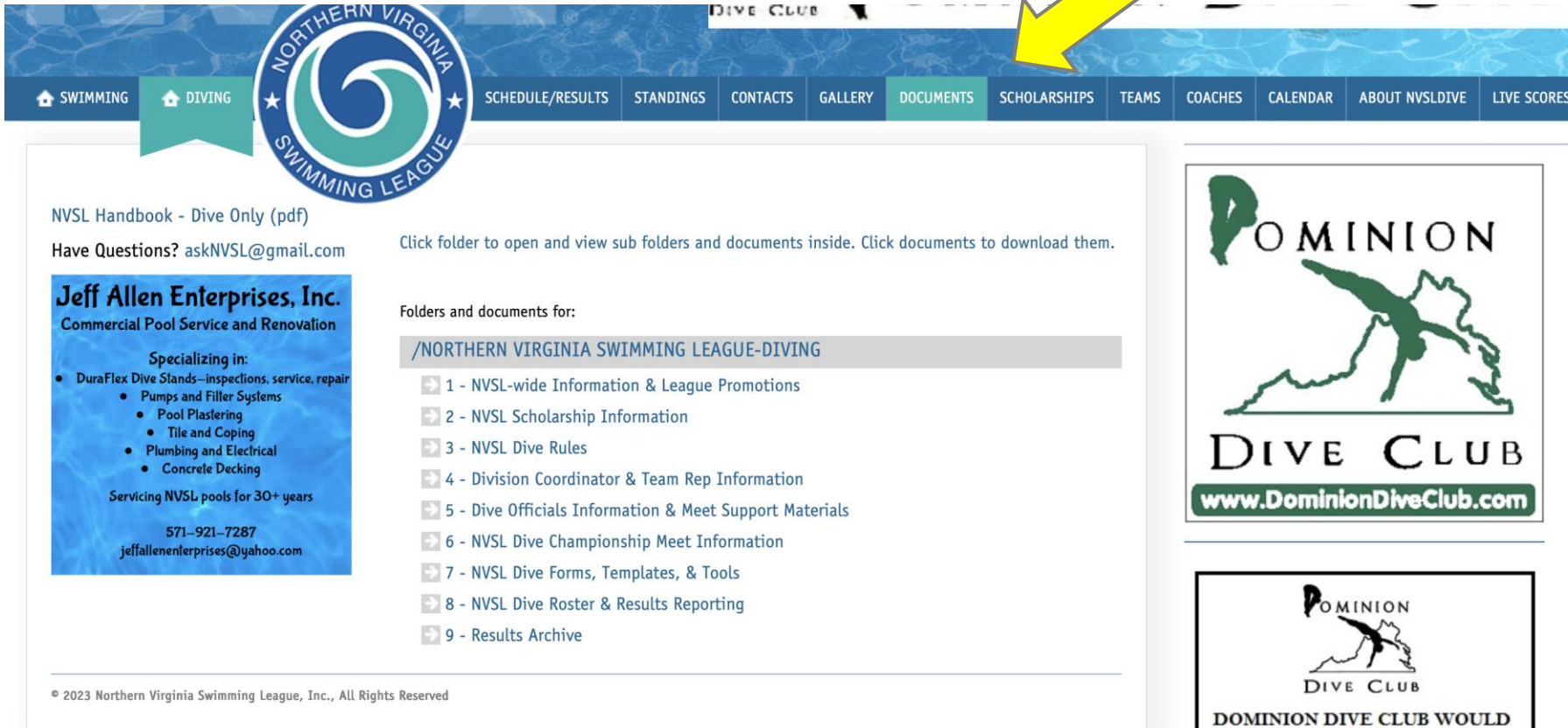
- Election of officers, seeding announcements, and rule change discussions
- Advocate for your pool to host divisional, Crackerjack, or All-Stars meets
  - League-wide events offer significant fundraising potential

## ➤ **Confirm Plans for Next Season**

- Notify the secretary of your continuation or departure
- If stepping down, encourage successor to attend the February/March meeting for early training

# Helpful links/Additional Training:

## ➤ NVSL Dive Website



The screenshot shows the Northern Virginia Swimming League (NVSL) Dive Club website. A yellow arrow points to the 'DOCUMENTS' link in the top navigation bar. The website features a blue header with the NVSL logo and a navigation menu including SWIMMING, DIVING, SCHEDULE/RESULTS, STANDINGS, CONTACTS, GALLERY, DOCUMENTS, SCHOLARSHIPS, TEAMS, COACHES, CALENDAR, ABOUT NVSLDIVE, and LIVE SCORES. The main content area includes a link to the NVSL Handbook - Dive Only (pdf), contact information for Jeff Allen Enterprises, Inc., and a list of folders and documents for diving. On the right, there are logos for the Dominion Dive Club and a message from them.

NVSL Handbook - Dive Only (pdf)

Have Questions? askNVSL@gmail.com

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Click folder to open and view sub folders and documents inside. Click documents to download them.

Folders and documents for:

/NORTHERN VIRGINIA SWIMMING LEAGUE-DIVING

- ➔ 1 - NVSL-wide Information & League Promotions
- ➔ 2 - NVSL Scholarship Information
- ➔ 3 - NVSL Dive Rules
- ➔ 4 - Division Coordinator & Team Rep Information
- ➔ 5 - Dive Officials Information & Meet Support Materials
- ➔ 6 - NVSL Dive Championship Meet Information
- ➔ 7 - NVSL Dive Forms, Templates, & Tools
- ➔ 8 - NVSL Dive Roster & Results Reporting
- ➔ 9 - Results Archive

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LIKE TO WISH ALL NVSL DIVERS  
A SUMMER FULL OF FUN AND

## ➤ Training Materials

Questions? Reach out to your  
Division Coordinator - they are  
there to help.