

Guidelines for Team Representatives

(Thank you for volunteering!)

Before the season starts:

1. Attend the February/March meeting for team representatives for a complete orientation to the upcoming season: calendar, rules changes, clinic information, and the like. This is the meeting at which rule changes are voted on. If you cannot come, make sure someone from your pool attends. (This cannot be your coach, as only team reps can vote although coaches are welcome to come and listen.) A team representative should always provide a backup to represent the team at meetings, clinics, training sessions, and meets to bring information back to the team. Encourage anyone to attend this meeting who is interested in moving into a leadership position on your team or in the league.
2. Pay your pool's NVSL dues. (You can do this at the February/March meeting.) Submit the combined participation/training voucher. You can do both at the team reps meeting or mail in the voucher with your check.)
3. Get your diving boards inspected and repaired/maintained as recommended: [https://dive.mynvsl.com/file/36851/2025_Diving_Board_Safety_and_Maintenance Memo to Team Reps pdf](https://dive.mynvsl.com/file/36851/2025_Diving_Board_Safety_and_Maintenance_Memo_to_Team_Reps.pdf). Work with pool managers to make sure they know how to care for the diving boards throughout the season.
4. Have your coaches complete the mandatory concussion and SafeSport training, which must happen before practices begin: https://dive.mynvsl.com/documents?folder_id=35113. Take the concussion and SafeSport training yourself; it is now mandatory for team reps as well as for coaches: [https://dive.mynvsl.com/file/31482/Concussion Information Sheet pdf](https://dive.mynvsl.com/file/31482/Concussion_Information_Sheet.pdf)
5. Send your coaches to the NVSL coaches' clinic to learn about current NVSL practices, standards of conduct, rule changes, and safety principles. (This clinic is very useful but is not mandatory.) Even experienced coaches should go, especially those who are not familiar with our special rules as a developmental league or our calendar with its three championship meets. Make sure your coaches are aware of Wally Martin and Crackerjack so they can plan for your team to participate. These meets have their own special rulesets and different eligibility requirements. Information about each of them can be found on the website: https://dive.mynvsl.com/documents?folder_id=26941. Make sure that you, your coaches, and your parents have these meets on their calendars.
6. Attend the May/June Team Rep meeting. (This is where you get your orientation briefing and your supplies for the season.) If you cannot go, make sure someone from your team goes to represent you. Familiarize yourself with our website: <https://dive.mynvsl.com/>.

7. Have families complete participation waivers so their divers can practice:
(https://dive.mynvsl.com/documents?folder_id=30084).
8. Make sure you have enough handbooks for your parent volunteers and hand them out to all your judges and potential judges. This gesture will help parents understand the culture and rules of the sport, the NVSL rules in particular, and the need for volunteer officiating and leadership throughout the entire sport, not just in the summer. Also, check your supply of competitor ribbons to see if you have enough to last through the season. (Everyone who dives in a dual meet should receive a competitor ribbon.) If you find that you have too many, let the awards chair know so the extras can be redistributed to pools that need them.

Once the season starts (with the first practice):

1. Use these directions to create and maintain an up-to-date electronic roster that includes each diver's name, gender, and date of birth. This information is needed to determine eligibility. Submit the name that the diver wants to be called by, especially if it is a middle name or a nickname, so that the dive sheet will match up with the database:
https://dive.mynvsl.com/file/36860/2025_Roster Upload Instructions pdf
https://dive.mynvsl.com/file/36861/2025_INSTRUCTIONS FOR REPORTING DIVE RESULTS pdf
You can check eligibility yourself here:
https://dive.mynvsl.com/file/36850/2025_Eligibility Requirements for Diver Participation on NVSL Teams pdf
Update this roster as new divers join the team and BEFORE every Tuesday meet so each diver will already be in the database the first time they compete.
2. Share NVSL scholarship information with your graduating seniors. The applications will be due in early June, and it takes time for them to write an essay and to collect letters of recommendation, especially from teachers:
https://dive.mynvsl.com/documents?folder_id=26937
3. Hold a parents' meeting very early on to brief divers' families about the rules and culture of the sport, the standards of conduct, the calendar (including meets like Wally Martin and Crackerjack) and the need for volunteers. Parents are often surprised that this sport does not use paid officials supplied by the league but depends on parents and other interested supporters all the way up through the NCAA. Since newcomers will not have planned to be anything but spectators, be sure you share training opportunities with them early and often. In particular, send them to the clinics provided at the May/June meeting and in the following two weeks.
4. Make sure you have lined up a certified referee for each home meet during the season. Send your experienced judges to the referee clinics; even if you cannot persuade them to try it this year, they can practice reffing a meet from a judges' chair. You may use only NVSL-certified referees for your meets. If you don't have someone, you may call anyone on

the certified referees list. Several are unattached and those associated with teams may not have a home meet on the date you need them. The latest list will always be posted here: https://dive.mynvsl.com/file/36846/2025_Certified_Referee_List_5_5_2025.pdf. Your division coordinator will help you share certified referees within your division. It is not imperative that the referee come from the home team; all officials should be neutral during the meet.

5. Make sure all your home meets are on your pool calendar. Coordinate with the swim team and make sure your Board (and your membership) knows when you are closing the pool both Monday and Tuesday or both Tuesday and Wednesday (e.g. relay carnivals/make-ups). Plan for concessions on Tuesday nights; parents from the visiting team will expect to be able to feed their families at the meet and support your team financially at the same time. Mobilize your dive parents to do this if they aren't ready to move into officiating. You may be able to share or coordinate with the swim side to minimize waste and maximize profit.
6. Reach out to the team reps from other pools in your division to open lines of communication. (This is a good time to let people know if you won't have food, for instance, or if you have only one board so practice will need to be longer). If your division coordinator schedules a get-acquainted meeting for their team reps—make every effort to attend or send someone. Knowing one another will make it easier for teams to share judges and referees.
7. Before meets begin, remind parents, coaches, and divers to review the NVSL Standards of Conduct: https://dive.mynvsl.com/file/36847/2025_Standards_of_Conduct_for_NVSL.pdf
8. At all Tuesday evening meets, team reps should ensure that coaches (even better—the divers themselves) have their dive sheets filled out accurately and turned in on time according to NVSL Dive rules. Referees and table workers need at least a half hour to check sheets in preparation for the meet. Reps need to be available to help answer questions or to resolve problems or disputes, especially since the referee will also need to give pre-meet instructions during this same time period. If they are to finish on time without being rushed, meets need to start on time.
9. When you are the host team, you should...
 - Call the visiting team rep(s) the Thursday prior to the meet to setup the starting time, time of arrival, length of practice time, and any other meet-related logistics such as weather or a potential shortage of officials. A backup plan can be devised much more easily if known complications are shared in advance rather than discovered only on the day of the meet. In this conversation, you should point out any irregularities at your pool that might affect the divers - pool depth, type of board, etc.

- Be available to welcome the visiting team(s) and show them to their team area.
 - Allow sufficient time (at least ½ hour per board) for the visiting team(s) to practice. Home team practice should be scheduled prior to the visiting team's arrival. Visiting teams should not practice until they have a coach on deck to supervise them.
10. Carefully read "Rules for Diving Competition" in the *NVSL Handbook* and bring a printed copy to every meet so you can consult it if needed. You are the spokesperson for your team—not the coach and not someone's parent. Develop a good working relationship with your coaches. Make sure they understand that, during meets, only you and the divers can talk to the referee during competition. Remember that any problems concerning rules or procedures are your responsibilities, not your coach's. Be prepared to advocate for your divers, your judges, and your coach if necessary but work collaboratively with other team reps to resolve conflicts in a positive and cooperative way. Stop to look things up in the written guidelines or call your division coordinator if problems arise during a meet. There is always time to do that before moving ahead with the competition because a rushed decision might be incorrect and may be irrevocable. In a developmental league, it is essential to get things right so incorrect decisions don't get perpetuated. We are all learning. (If there is a problem or dispute that cannot be resolved on deck, it should be brought as promptly as possible to the attention of the Rules Committee Chair for rules adjudication or interpretation, the VP for Diving for scheduling matters, or the Division Coordinator Administrator for administrative matters, as appropriate for resolution.)
11. After the meet has concluded, work with the meet secretary and the visiting team rep to check the accuracy of the meet results as recorded on the official Results sheet. Before leaving the meet, take a picture of the meet results and make sure the visiting team rep also takes a picture. As soon as possible, send those photographs or .pdfs to your division coordinator at nvsl Dive1@gmail.com, nvsl Dive2@gmail.com ... nvsl Dive8@gmail.com . Keep all the paper results from the meet, including the scores recorded on scratch paper. (You may not want to give the actual dive sheets to your coach to return to the diver until the meet results are verified electronically.)
12. Before noon on Wednesday, upload the meet results into the electronic scoreboard. <https://dive.mynvsl.com/file/34755/Scoring System Training pdf> so the visiting team rep can check them and corroborate. If there are discrepancies between the photographs of the white sheets and the electronic results, your division coordinator will contact you before Wednesday evening. Once all the discrepancies have been resolved and errors corrected and the division coordinator administrator has validated the results, the paper records may be discarded. The electronic results are the official results of the meet.
13. Send divers from your team to the Wally Martin 3-meter and synchronized diving meet, the Crackerjack Invitational, and your divisional meet. Information on all of these meets can be found on the website (https://dive.mynvsl.com/documents?folder_id=26941) or obtained from your division coordinator. Recruit labor for these meets from among your parents and schedule them well in advance with the meet director. Working a league-wide meet with a lot of experienced people is a good way for new parents to learn how to do the

various volunteer jobs. Familiarize yourself with the eligibility rules for All Stars and work with your coach to decide who goes where. Offer as many opportunities as you can for the divers to practice their skills in friendly competition.

After the season:

1. Complete the electronic seeding questionnaire (*need a link—cannot find*) and email it to the Chair of the Seeding Committee prior to the All-Star Meet. Submitting this questionnaire promptly after divisionals and before the season ends will ensure that your input is taken into consideration when the Seeding Committee meets in the fall.
2. Attend the NVSL Dive Team Reps meeting in November. Election of officers is held at this meeting, seeding is announced, and rule changes are discussed. Persuade your pool to take a turn hosting the divisional meet or perhaps Crackerjack or All-Stars. Division-wide and league-wide meets provide a significant fundraising opportunity because they can bring in significant profits from concessions and neighboring pools in the league can be counted on to give your members a place to swim if your pool is closed till midafternoon on a weekend for a leaguewide event.
3. Let the secretary know your plans for the following summer. If you are not planning to continue as team rep, encourage your replacement to attend the February/March meeting to begin to learn the job well in advance.

