

# Bench Boss Responsibilities

Make sure the swimmers are lined up properly prior to diving into pool and have fun with the kids!

**Timely** - Not too early – we don't want them so deep they are off the benches and crowding the area (watch opponent for this, too) or waiting too long in the hot sun.  
Not too late – If the group should be coming and isn't leaving their tent, go let them know.

**The right place** The Ready Bench Parents should have gotten the kids to the right place. You are checking it (using your heat sheet). Home Team has even lanes. Away Team has odd lanes. The heat sheets may have last minute changes due to sickness, etc. Get those changes from the Ready Bench Parents.

- Ages up through 9-10 swim 25 yds, (1 length) and start at the end opposite the timers (except for relays).
- Ages 11& up swim farther, and start at the timer end (except for relays).

**Relays** – swimmers 1&3 start at the Timer end of the pool. Swimmers 2&4 start at the opposite end. Familiarize yourself with the heat sheet prior to meet start. Each of the 2 bench bosses should be in charge of opposite ends of the pool during relays. Remind the kids that only the 4<sup>th</sup> swimmer goes to the ribbon station and gets the ribbons for the group of 4. All others meet back at the tent. The final set of events is the Medley Relay (for ages 7+up).

Stroke:           1) Back (backstroke)   2) Breast (breaststroke)  
                      3) Fly (butterfly)       4) Free (freestyle)

**Help the younger swimmers** - Assuming you are sure everyone is in the right place, remind them what stroke they are swimming, be encouraging, and if needed, help with goggles, caps, etc. Ready Bench Parents should also be there to help with that. When the kids exit the water, tell them 'Great Job!' and direct them where to go (usually ribbon station, unless it is a relay, then swimmers 1, 2, 3 to tent).

**Pushing up in heats** If the opponent has a lot fewer swimmers than us in a particular age/gender, then to condense the meet length, our coaches can 'push swimmers up' into opponent lanes. You can help let the coaches know.

(a) **Pushing up in heats** – for example, if we have 17 swimmers in 7-8 boys, our heat sheet will show 5 heats. But if the opponent only has 4 swimmers in 7-8 boys, then they will fill up 1 heat, and our boys can be slid (by the coach) into the empty lanes for heats 2, 3. (thereby avoiding having a heat 4 & 5). Count the numbers to make sure you are not leaving 1 kid swimming all by himself in the last heat. Let the coach nearby know that the opponent has empty lanes and point it out. Do not interrupt the coach during the takeoff, especially of heat 1. Try to facilitate getting these swimmers moved up (with coach approval) before the last second, so the swimmer can get focused, etc. Keep in mind the earlier heats are the faster kids. Do not put the most beginner kid in a really fast heat.

***Thanks again for your help! We couldn't do this without you!***

### **Detailed notes for Bench Boss**

1. See 'Sample Heat Sheets' and Sample Line Ups to familiarize yourself with it.
2. Of the 2 Bench Bosses, one will handle the Timer End of the pool (more congested), and one will handle the opposite end (easier). Determine which of you will do which end.
3. Lanes - the Home Team swims in the even lanes (2,4,6,8). The Away Team swims in the odd lanes (1,3,5,7).
4. Make sure our team's lanes have swimmers in place. If the group is missing, let that 'Ready Bench Parent' know to get them in place.
5. Verify the swimmers are in the proper place. The 6&Under group has many young kids, some of whom may not talk loudly enough to be heard in such a noisy place, and some of whom may not respond to their name.
6. Remind swimmer #1 they dive in first, and remind swimmer #2 to wait to dive in until swimmer #1 touches the wall (don't dive it at the beep, this is not the starting end).
7. Ribbons – for Relays, only the 4<sup>th</sup> swimmer should go to the ribbon station (to prevent congestion). The 4<sup>th</sup> swimmer obtains all 4 ribbons for his/her relay group. Identify the 4<sup>th</sup> swimmer and remind him/her.
8. For swimmers over age 6, there is a "Medley Relay" event as the last set of events for the meet. Each swimmer should know what they are swimming, but may need a reminder.
  1. Back
  2. Breast
  3. Fly (Butterfly)
  4. Free
9. For Individual Events, all swimmers go to the ribbon station right when they exit the water.
10. Find out during warm up what the 'last minute changes' are to the Heat Sheet, and make the handwritten corrections to your Heat Sheet.
11. While the swimmer is lined up next to the pool for the relay: Try to have a parent near the swimmer #2 kids (on the bench end, opposite of timers), to ensure the #2 swimmer doesn't dive in at the horn.
12. While the swimmer is lined up for any event, if there is an empty spot in that lane for an upcoming event, make sure the swimmer doesn't inadvertently move ahead to an earlier event. Maybe use a placeholder (towel/water bottle, some object) in front of him/her on the bench.

Thank you so much for your help!!!