

Ready Bench Parent Responsibilities

***Thank you so much for volunteering for this position.
This is an incredibly important job in order to
make the meet run smoothly!***

1. Check attendance for your age group at check-in and write the team initials and swimmer's number on his/her **right** hand. Example: SR31
2. While your age group is warming up, PLEASE tell the Head Coach if there are any swimmers that have not shown up so that the heat sheet can be adjusted accordingly. The Head Coach will make corrections to one heat sheet and you can pass the corrections on to the other Ready Bench Parents working with you and the Bench Boss.
3. You need to stay with your age group under the tents.
 - Please keep the swimmers under their tent.
 - Do not allow them to wander off. This makes it easier for you to line them up before their event!
 - If a swimmer needs to go somewhere, please have them tell you where they are going beforehand.
4. Your most important responsibility...getting the kids to the ready bench on time!
 - Please make sure that you are attentive to what event is swimming so that you can get your age group to the ready benches early (but not TOO early). For meets at SR, for swimmers lining up on the bench end – there is room for about 8 swimmers for each lane's bench. If there is not yet room on the bench for your group, please stay under your tent.
 - Please make sure that your swimmers are placed in the correct lanes.
 - Please stay with your age group while they are sitting at the ready benches to help out with any last minute lane changes or other things that might come up (broken goggles or caps).
 - It is great if the swimmers want to cheer for their teammates while they are waiting on the ready bench, but please help to keep your age group quiet at the start of each race so that the swimmers can hear the buzzer.
5. RELAYS
 - Swimmers 1 and 3 go on the side of the timers (finishing side)
 - Swimmers 2 and 4 go on the opposite side
6. Ribbon assistance:
 - For relays, only the 4th swimmer goes to the ribbon for his/her relay group. Swimmers 1,2,3 meet back at the tent where ribbons are passed out. Congratulate everyone and help everyone be positive and encouraging, regardless of ribbon place.
 - For non-relays (individual events), each swimmer goes to the ribbon station upon exiting the water.
 - For 10&under, have a ready bench parent attend the ribbon table to help with any confusion (be ready to take ribbons for kids who wandered off, to keep the ribbon station moving along). Assist with relay ribbon distribution.

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

Other notes:

7. For kids 10 and under, go with them to ribbon table to make sure swimmers are lined up properly (by heat and lane) it is moving along quickly. For unclaimed ribbons in your group, take them and write ID # on it.
8. While your 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.
9. While your 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.
10. Order upon arrival for swimmers:
Home team swimmers check in at tent with ready bench parent.
Home team warms up
Optional Home Team Cheer with Coaches

Starting slightly after home team:

Away team swimmers check in
Away team warms up
Optional Away Team Cheer with Coaches
National Anthem – Star Spangled Banner – remind younger kids to turn towards flag, and be respectful. 6&U relays should be in line during this.

Meet Event Order (everything is on the heat sheet)

1. Freestyle Relays, beginning with 6&U. This first event is the trickiest to set up. Get the kids to the proper end of pool, in correct lane.
2. Freestyle – everyone swims
3. Backstroke – everyone swims
4. I.M (Individual Medley, for age 9 and up), only 1 heat
5. Breaststroke – only 2 heats
6. Fly – only 2 heats
7. Medley Relay, order: Back, Breast, Fly, Free

Please make sure your swimmers pick up all trash and belongings so the mat is empty after their last event. Place any unclaimed items in the 'swim team lost and found' located in the team's Pool Office.

Thanks again for your help!!

6 & Unders – please see next page

6 & Under Ready Bench Parents

More notes

11. Get yourself to the meet early enough to get parked, get checked into the volunteer table, and get yourself situated under your tent PRIOR to the swimmer's check-in time (when you start writing numbers on them).
12. Review the Heat Sheet Event 1 – Relay. Identify the two sides of the pool, and label on your heat sheet the side that starts at the 'Timer End,' (swimmers 1 & 3, left column, label as Group A), and the side that starts at the 'Opposite End' (swimmers 2 & 4, right column, label as Group B).
13. You have 3 adults for the Girls 6&U, and 3 adults for the Boys 6&U, so 6 adults total working for this Mixed Relay Group. Identify amongst the 6 of you, which 4 will walk to the 'Timer End,' 4 lanes, and which 2 of you will walk to the 'Opposite End.'
14. Many of the young kids don't respond to their name when you are calling out names to line up. We have permission (for the 6&U ONLY) to label the swimmer's upper right shoulder/back with the following: Swimmer's Last Name (first 3 letters), ID#, A/B/-. Example (for last name Smith)
Smi
SR 128
A (the – dash would indicate the swimmer is not in the relay)
15. As the swimmers arrive, make sure they have goggles, towel, swim cap (if desired). It may be that both of the child's parents are off working as timers, and you become the parent for this very young child for now. If the parent is not working the meet, ask them to check back regularly on their kid (and solicit help from them for relay line up).
16. Try to keep the kids under the tent. Do not let them wander off or leave the tent without checking in with you first. When it's time to line up, you want them to be near you.
17. After the warmup, take swimmers (who need to go) to the restroom and escort them back to the tent.
18. For Home Meets, the team does a cheer. Have the swimmers grouped by A and B prior to the cheer. Check to see if the cheer can be done near the 6&U swimmer group.
19. After the cheer, escort the swimmers to their positions, so they are all in place prior to the National Anthem.
20. Any swimmer(s) not assigned to the relay – let them know they have a 'break' for this event. Give them the option of staying at the tent alone, if you think they'll be ok, or walking around with you. Or get an extra parent to watch over him/her.
21. After the National Anthem, the first event begins by the Starter's announcements. Make sure your Swimmer #1 is ready to dive in. Make sure Swimmer #2 knows to NOT dive in, but rather wait for swimmer #2 to touch the wall.
22. Help make sure the swimmers have goggles ready, etc.
23. For adults on the Timer End, help the exiting swimmer #4 get to the ribbon table, and stay near the ribbon station with your 6&U to assist as needed.
24. Be extra encouraging to the young swimmers.

**Any questions or suggestions for this sheet, please let us know.
Thanks so much for your help to make this a fun day for the kids!**