Fields Club Swim Team
Bull Pen Instructions

- Please check in with the Bullpen Chairperson no later than 6pm (1st half) & by Event #33 (2nd half)
- Pick up your age group nametag and clipboard. Clarify any procedures you don't understand.
- Review your heat sheet and mark each event your age group is swimming in and note each FLDS swimmer.

- **Greet children**. Instruct the kids and their parents to have children stay in bullpen area, especially little ones as it is very difficult to find them when time to line up. Have parents help label their children if possible.
- For Younger kids: write their names on their right back shoulder blade in sharpie and their events on their right forearm in sharpie:
  Event #/ Heat #/Lane # (i.e. 35/2/4) **This is optional but extremely helpful to volunteers. Sharpie comes off easily with sunscreen.

- **NOTE: STAGING** - Each event gets staged and lined up usually several events ahead
- Located next to the Meet Starter, there is usually a flip chart of numbers stating the *current* event.
- HOME Meets: Staging has a flip book to show which event is being staged. AWAY Meets: Some pools have visible flip numbers to show which event is being staged. Be sure you know where these signs are.

- When **Lining up** for an event, line children up in order of swim: Heat 1 first, then lane 1, 2, 6, 8 etc. (Lane assignments will be interspersed with opposing team swimmers)
- If children are missing or you don't know the missing child, first ask the kids, they do a good job of knowing who is sick, who is in the bathroom and who is on the playground. Either send your bullpen partner, a handy adult or a kid not swimming this event to track them down.
- Instruct the children to pay attention to who is in front and behind them.
- Ask little ones to hold hands forming a chain to walk over to the staging area. Remind swimmers what stroke they are swimming!
- Turn your line over to staging. Note next event for your age group.
- Away meets, be sure you turn them over to a FLDS Club volunteer!
- **NOTE:** IM = Individual Medley: 9-10s & 11-12s swim 100 IM; 13-14 & up swim 200 IMs. The order of IM is Butterfly, Back, Breast & Freestyle.

Over for Relay Instructions!

Fields Club Swim Team

Bull Pen Instructions ~ Relays

- Please check in with the Bullpen Chairperson upon arrival. Pick up your age group nametag and Relay clipboard. Clarify any procedures you don't understand.
- Review your heat sheet and mark each Relay your age group is swimming and note each FLDS swimmer.

- **Greet children.** Help Bull Pen Volunteer Mark Children with Sharpie. (See other side for details.) Note Staging Instructions on other side

- **NOTE:** Only 7-8s & up swim Relays. There are two types of relays, Freestyle Relay and the Medley Relay. There are two distances of relays. 7-8s & 9-10s swim 100 yard relays where each of 4 swimmers swim 25 yards each (1 length of the pool). The 11-12s & up swim 200 yard relays where each of 4 swimmers swims 50 yards each (2 lengths of the pool). ***It is only the 100 relays where the swimmers need to be placed on each end of the lanes as they are only swimming one lap! 200 relays start all swimmers from the blocks!

- **NOTE:** The order of swim for a Medley Relay is (1) BACK, (2) BREAST, (3) BUTTERFLY, (4) FREESTYLE. Remind younger children which stroke they are swimming. It is very confusing to them!

- **NOTE:** 100 Freestyle Relay: **Place Swimmer** 1 & 3 at starting Blocks. Place swimmer 2 & 4 at the opposite end of the pool. Same lane! Be sure to remind the kids to wait for their teammate to touch the side of the pool before they dive in!! All swim freestyle!

- **NOTE:** 100 Medley Relay: **Place Swimmer**, in order, 1 & 3 (BACK & BUTTERFLY) at starting Blocks. Place swimmer, in order, 2 & 4 (BREAST & FREESTYLE) at the opposite end of the pool. Same lane! Be sure to remind the kids to wait for their teammate to touch the side of the pool before they dive in!! Remind kids of the stroke they are swimming.

- **NOTE:** There are also multiple levels of relays, A, B, C, & D etc. A Relay has the fastest times.

- **NOTE:** Relays are assigned before the meet and unfortunately, often, kids are sick or leave or don't show for their relay which puts the entire team out of the event. There can be some moving around of relay teams to form new teams at the last minute. **CHECK the RELAY CARD and the RELAY BOARD for changes.** If you find children missing from your relay event as listed on your cards, and you can't locate them or the kids tell you they are AWOL, please send someone to check the relay board or consult one of the **team managers** immediately for recommendations. If children are missing or you don't know the missing child, first ask the kids, they do a good job of knowing who is sick, who is in the bathroom and who is on the playground. Either send your bullpen partner, a handy adult or a kid not swimming this event to track them down.

- Each relay team is assigned a **RELAY CARD** with the order & name of swimmers, heat, lane & level information. Line up your relay teams in order of the heats then lanes and then in order of individual swim. (Lane assignments will be interspersed with competing swimmers) If swimming 100 relays (7-8s & 9-10s) **CHECK PLACEMENT OF SWIMMERS IN NOTE ABOVE!!** All 200 relays are placed at starting blocks.
- Instruct 1st swimmer of each team to **KEEP the relay card**. They are to hand it to the timer in their lane before getting in the water or on the starting blocks. **Very Important!**
- Instruct kids to share a seat in staging for their lane and to note the order in which they swim. Remind them to wait for their teammate to touch the wall before they dive in!
- Instruct the children to pay attention to who is in front and behind them. Ask little ones to hold hands forming a chain to walk over to the staging area.
- Turn your line over to staging. If 100 relays, take half of kids to staging and turn over to a Fields Club Volunteer and walk the other half to the opposite side of the pool and line them up behind their lanes. Be sure to keep them out of the way of timers and other swimmers before them. Stay with them until they swim making sure they are in the proper lane/order. Note next event for your age group.