

Ready Bench Additional Information

The Ready Bench (RB) is the area where swimmers are gathered and organized into their heats and lanes, and are then taken to the blocks for the various events they will be swimming. These tasks are critical to keeping the meet on schedule and to ensuring a smooth and efficiently run meet. We thank you for volunteering for this important job!!!

----- RESPONSIBILITIES OF READY BENCH VOLUNTEERS -----

Head Ready Bench

- Lead the Ready Bench volunteers in performing their functions and ensure that the Ready Bench is running efficiently.
- Ensure all volunteers have an updated Heat Sheet.
- Mark absent swimmers on Heat Sheet.
- Notify Coach of any missing swimmers or issues.
- Perform all Bench Volunteer duties and assists with Runner duties as needed.

Bench

- Organize swimmers on the benches in order of event, heat and lane position according to the current Heat Sheet.
- Notify the Head Ready Bench volunteer of any missing swimmers.
- Help with any last minute changes or things that might come up like broken goggles or caps.
- Maintain order at the Ready Bench area.

Runner

- Walk the swimmers in the correct order from the Ready Bench to the staging area behind the Dive Blocks.

Blocks

- Work towards having 1 swimmer on blocks and 3 swimmers lined up behind them, preferably no more. (This may change during Individual Medleys/IM's.)
- Keep Runner informed as to when to bring the next heat(s).

Whiteboard

- Monitor open benches at RB and calls next events by walking with whiteboard through ML seating area and Home Base area.
- Strive to keep ready benches filled at all times.
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----- HELPFUL NOTES -----

MEETING: Meet at the Ready Bench during ML warm ups for a quick meeting before events start.

Heat Sheets: Make sure you are working off the most recent Heat Sheet. Check with Head RB for changes.

Warm Ups: Home team warms up 1st. Visiting team warms up 2nd. After warm-up, the team meeting and cheer will take place. **Immediately** after that, RB volunteers need to take 8U Medley Relay swimmers (girls and boys) to RB and prepare them for the 1st event.

Medley Relay: Order = BACK, BREAST, FLY, FREE; 1 & 3 - blocks, 2 & 4 - opposite end

IM (Individual Medley): Order = Butterfly, Backstroke, Breaststroke, Freestyle

Blocks: Claudia wants 1 swimmer on blocks and 3 swimmers lined up behind them, preferably no more.