

What to bring (LABEL EVERYTHING!):

****Heat sheets will be emailed to families the day before each dual meet. One copy of the heat sheet will be posted at dual meets. Please print and bring your heat sheet to the meet.**

Swimmers bring:

- Green swim cap, green suit, team t-shirt
- 2 pairs of Goggles (properly adjusted and previously worn swimming)
- Two or more towels (and a blanket to sit on if desired)
- Sunscreen, sunscreen (stick form) for face, sunglasses, hat (bug spray?)
- Books, cards, etc.... for entertainment between events
- Drinks: water, juice, Gatorade, Powerade
- Snacks (fruit, fiber bars, oranges, healthy snacks)

Parents bring:

- Highlighter & Permanent marker (Sharpie)
- Printed copy of the heat sheet (will be emailed the day before the meet)
- Money (for concession items - small bills please)
- Drinks and Snacks
- Folding camp chairs or blanket
- Canopy for shade (daytime meets)
- Camera – a flash isn't allowed at the start of a race

Day of the Meet:

- Apply sunscreen to your swimmer before leaving the house. DO NOT APPLY SUNSCREEN TO THE FACE (unless it is in "stick" form).
- Highlight your events on your heat sheet (printed at home)
- Mark your swimmer with a Sharpie! (First and Last name on the back of shoulder and event list - see below)
- **Be on time.** Warm-ups begin well before the meet start time.
- Check in at the check in table so coaches know you are here. Coaches have to submit relay changes 30 min before for the meet starts for an away meet and 45 min before the meet starts for a home meet. **If your swimmer is not checked in at this time, he/she will be removed and substituted with another swimmer for relay events.**
- Sit with your team
- Swimmers report to coaches
- Team will warm-up together
- Pay attention to which event number is swimming
- Have your swimmer at the ready bench 10 heats before they are swimming
- Have fun and cheer on your teammates!
- Do not leave pool without checking with Coach Claudia, regardless of whether your swimmer has finished their last posted event (changes in relays may not be printed on the heat sheet)
- PLEASE throw away all trash and gather belongings before leaving

**** If you are running late for a meet or your child is sick on the day of a meet, please text Kelly Hunt at **210-316-9086** with your swimmer's first & last name, age group, and the situation (running late, sick, etc.) as soon as you know.**

**** It is very important that you let us know if you are unable to attend a meet as it may affect a relay event and cause other swimmers on the team to miss out on swimming the relay.**

**** All swimmers are assumed attending a meet, unless you sign the orange NOT ATTENDING paper (at registration or at practice) or RSVP on the website as missing the meet.**

The Heat Sheet

Heat sheets list all the swim events in order, along with the participants in each event, what heat they are in, what lane each swimmer will occupy, and his/her previous best time in that event (if the swimmer has competed in that event before) or it will show "NT" for "No Time." To keep track of when your swimmer is swimming, it is a good idea to go through the heat sheet and highlight each of your swimmer's events/heats.

To help swimmers keep track of what events they are swimming in, each swimmer needs a grid/chart on their arm or leg showing the event number, the heat number, the lane number, and the stroke/distance...for every race they are going to swim. You get this information from the Heat Sheet.

Find your swimmer's name on the heat sheet. For example, find Tyler Wiley in the Sample Heat Sheet in the photo. Notice he is swimming in Event 14 in Heat 2. The numbers 1-8 correspond to the assigned lane. Tyler is in Lane 3. Next to the Event number is the distance and stroke – 50 meter Backstroke.

#14 Boys 11-12 50 LC Meter Backstroke				
Lane	Name	Age	Team	Seed Time
Heat 1 of 2 Finals				
3	Sanders, Tristan A	11	ATAC-FL	NT
4	Gallagher, Charlie T	12	ATAC-FL	NT
5	Corson, David T	12	ATAC-FL	NT
6	Hernandez, Diego S	11	ATAC-FL	NT
Heat 2 of 2 Finals				
1	Goin, Troy C	11	ATAC-FL	46.01
2	Lamar, Quin S	11	NOLE-FL	44.00
3	Wiley, Tyler T	12	AAAA-GA	40.35
4	Vandenberg, Trevor S	11	ATAC-FL	38.41
5	Yambor-Maul, John J	11	ATAC-FL	38.89
6	Hilyer, Chase C	11	UNAT	41.81
7	Stephens, Thomas W	12	ATAC-FL	45.87
8	Kemeny, Seth A	11	ATAC-FL	1:01.74
#15 Girls 200 LC Meter Breaststroke				
Lane	Name	Age	Team	Seed Time

Using a waterproof marker (Sharpie), write four column headings on your swimmer's arm

E, H, L, Stroke – for Event, Heat, Lane and Stroke respectively.

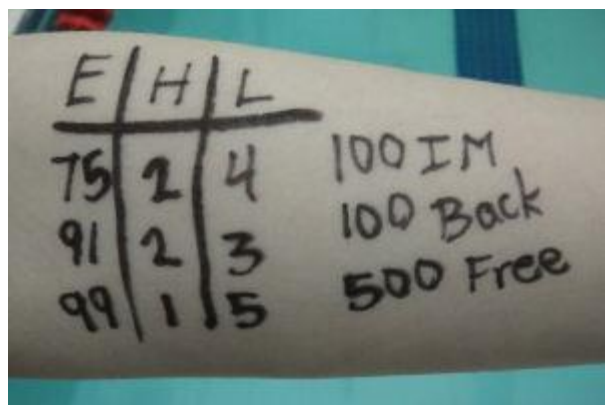
Continue filling in the grid until all of your swimmer's event information is on the arm.

For this Event, Tyler's arm would read:

E H L Stroke

14 2 3 50 Back (means event 14 - heat 2 - lane 3 in the 50 Backstroke)

Example of what the arm or leg of your swimmer may look like:



When to Line Up

Throughout meet, continually watch for what event/heat is currently being swum in the water. Look for a large flip sign posting the event number. At home meets this is usually located at far right corner near starting blocks and starter.

Roughly 15 heats before your swimmer's scheduled heat/event, begin preparing your swimmer. Get them in or near the designated swimmer seating area, gather his or her goggles and cap, and begin watching for the white board sign and ready bench volunteer "calling" your swimmer's event on the white board. **When you see your swimmer's event posted on the white board, send your swimmer over to the Mountain Lodge Ready Bench.** Ready Bench and other volunteers **WILL NOT** search for missing swimmers. We ask that parents assume the responsibility of preparing your child for being called to the Ready Bench.

Common Terms Used Around the Pool Deck

A **'heat sheet'** is the swim meet 'schedule' that identifies each event, and when and in which lane each swimmer will race. The home team sells these schedules prior to each swim meet. Parents generally bring a pen or highlighter so it's easier to keep track of your swimmers' events.

Event: A race or stroke over a given distance (e.g. 50 Meters Freestyle). An event usually involves kids of the same gender and age (e.g. 9-10 Girls) but it's not unusual to see the meet officials merging events together in order to save time

Heat: A division of an event when there are too many swimmers to compete at the same time. Usually swimmers are grouped together in a heat by their seed time.

Relay: A swimming event in which 4 swimmers participate as a team. Each one swims an equal distance of the race. There are two types of relays: Medley Relay involves all strokes (order is **backstroke, breaststroke, butterfly, and freestyle**) and Freestyle Relay where everyone swims freestyle.

Leg: Each swimmer in a relay swims a leg of the event.

Entry: The Individual and Relay event swimmers event list for a meet.

Warm-up: A planned session prior to a meet or practice. Usually swimmers must arrive at the pool one hour before the meet starts so they can warm-up.

Blocks: The starting platforms located behind each lane. Younger swimmers may not be prepared to start off the blocks initially, so they are allowed to start off the edge of the pool instead.

DQ, or Disqualified: A swimmer performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.

Stroke Judge: Official at the side of the pool, walking the length of the pool as the swimmers race. If the Stroke Judge sees something illegal, the swimmer may be disqualified.

False Start: a swimmer gets an unfair advantage by being in motion before the starting signal is given. Officials will disqualify a swimmer who executes a false start.

Individual Medley (IM): an event where the swimmer swims each stroke in this order: **butterfly, backstroke, breaststroke, and freestyle**

Volunteer Descriptions

NO EXPERIENCE NEEDED!!

Parents of new members are encouraged to sign up for these jobs. There are easy jobs to fit everyone's skills or abilities. Each job is important and can be fun!!

Set-Up Parents set up equipment, moves furniture, set up pop up tents, sets up ready benches, sponsor banners, etc. before meets

Clean up Parents put the pool back together after a meet (all chairs, tables, lounge chairs, etc.) and clean up of the pool area and parking lot after home meets.

Concession Workers aid in setting up the concession stand, selling refreshments, and cleaning up the concession stand at home meets.

Team Ready Bench Parents call swimmers to the ready area and help the coaches get swimmers lined up for the next events and maintains order in the ready area. SEE BELOW FOR MORE INFO ABOUT READY BENCH.

Home Base Parents monitor children at home base and guide them from home base to ready bench area. Most of the swimmers at home base have parents that are currently working the meet.

Events Counter keeps track of the event number and heat on board (either writes or flips chart)

Timers use digital stopwatches to time and record the time on the lane timer sheets. Each lane has three times – one is in charge of the clipboard and legibly writing down the watch times, a second timer watches to ensure the times are correctly transcribed, and the third timer asks the swimmer his or her name to be sure the correct swimmer is in their event, heat, and lane.

Head Timer uses a manual stopwatch to time each event and records the time of the slowest swimmer for each heat.

Hospitality/Runners collect lane timer sheets and disqualification slips from timers and judging officials and takes them to the scorekeeper's table. Also delivers water to people working the meet (timers, meet ref, ready bench moms for both teams, lifeguard, etc) at least once each half.

Ribbon Personnel attach a printed label with each swimmer's results (recording the swimmer's name, event, and time) to the appropriate place ribbon and sorts them into the family folders. Brings the family folders to practice no more than 2 days after the meet.

Volunteer Substitute will fill in for any position (except those requiring training) any time during the meet.

POSITIONS REQUIRING TRAINING At A Free, Annual MSSL Clinic

**Strongly recommended that you have swimming knowledge/background before signing up as a stroke and turn judge. Starters should have at least one year experience as a stroke and turn judge. Meet refs should have at least 2 years experience.

Meet Referee has complete responsibility for a speedy and impartial conduct of the competition, knows the MSSL and swim stroke rules, is familiar with the whistle start procedures, inspects the pool and equipment, and conducts an officials' meeting before the meet begins. The Meet Referee usually has worked as a Stroke & Turn Judge for at least two swim seasons and could be, but **DOES NOT** have to be a nationally certified official.

Starter's primary job is to ensure all swimmers have a fair and equitable start, knows the MSSL rules and how they are applied, and is familiar with the whistle start procedures.

Stroke and Turn Judge observes the swimmers in their assigned lanes, makes disqualifications when applicable, and understands the MSSL and swim stroke rules and how they are applied.

Scorekeeper takes the data from the lane timer sheets and inputs it into the Meet Manager software. Periodically through the meet, the scorekeeper will print the ribbon labels for swimmers who place 1st -6th. At the end of the meet, the scorekeeper asks the Referee and the 2 Head Coaches to sign the final score sheet.

Again, the Manta Ray Swim Team cannot continue to exist without the assistance of parent volunteers. ALL PARENTS MUST PARTICIPATE FOR CONTINUED SWIM TEAM SUCCESS at MOUNTAIN LODGE!

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.

----- HELPFUL NOTES -----

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

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

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

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