

READY BENCH

Ready Bench volunteers organize the swimmers into the proper heat and lane as they are ready to swim their event.

HOME AND AWAY MEETS:

1. Attend the Ready Bench (RB) meeting approximately 20 minutes prior to the start of the meet.
2. Obtain a final copy of the heat sheet (provided by the Head RB volunteer).
3. Report to the position assigned to you by the Head RB volunteer. See below for descriptions and procedures for each position.

The first groups of swimmers should start arriving at the first set of RBs at least 15 minutes prior to the start of the meet. If they are not there at that point, a RB volunteer should go to the tents to communicate urgency to the Tent Parents.

For each event, Heat 1 will arrive at the RB first, with the lowest lane number in that heat at the beginning of the line (i.e., Lane 1 is first, then Lane 2, then Lane 3, etc.). They are then followed by the remaining heats in that same event. NOTE: Not all lanes will necessarily be filled in a heat.

Relays and individual events are handled differently on the RB. Relays have groups of 4 swimmers who need to stay together. Each relay team will approach the RB in 2 by 2 formation, with swimmers 1 and 3 together and swimmers 2 and 4 together. Swimmer 1 of the relay team will hold an index card that lists the heat and lane number of the team, as well as the names and positions of all the swimmers on the relay team. NOTE: The first relays are always the most chaotic because they are the youngest swimmers. The job gets substantially easier with the older swimmer relays and the individual events.

For individual events, swimmers will simply be in a single line with the lowest lane number in the heat first and the highest lane number last. They will not hold an index card; their heat and lane number will be verified on the heat sheet by RB volunteers.

There are two groups of RBs: The first set of RBs is generally further away from the pool and is used to organize the swimmers into their positions. There are 6 rows of these RBs, with each row holding an entire heat of swimmers for individual events. These RBs will have a number painted on the bench to indicate the lane number of the heat.

The second set of RBs is on the pool deck, where the swimmers are ready and waiting to swim their event. These benches generally are just plastic chairs with a number by them indicating the lane number.

There are 5 RB jobs that need a volunteer: Loader, Crowd Control, Mover, On Deck and Escort.

LOADER

The responsibility of the Loader is to guide the swimmers to their correct positions on first set of RBs. The Loader should stand at the back of the first set of RBs to receive the swimmers.

FOR RELAYS:

1. Receive the index card from swimmer 1 of the relay team.
2. Ensure that the swimmers are in the correct event and heat number, with the lowest lane number in the heat first in the line.
3. Call the names of swimmers 1 and 3 of the relay team and verify that they are the correct swimmers.
4. Take swimmers 1 and 3 to their lane number position on the next available row of RBs. Have them sit on their number, back to back, with swimmer 1 facing forward and swimmer 3 facing backward.
5. Repeat steps 3 and 4 above with swimmers 2 and 4, except they will sit on the next available set of RBs directly behind swimmers 1 and 3, on the same lane number as swimmers 1 and 3. They will sit back to back as well, with swimmer 2 facing forward and swimmer 4 facing backward.
6. Give the index card back to swimmer 1 to hold.
7. Repeat for all remaining lane numbers and heats in the relay event.

FOR INDIVIDUAL EVENTS:

1. Ensure that the swimmers are in the correct event and heat number.
2. Use your heat sheet to call the names of the swimmers in the heat, with the lowest lane number first, and verify they are the correct swimmers.
3. Take each swimmer to the correct lane number position on the next available row of RBs. Have the swimmer sit facing forward on their painted lane number.
4. Repeat for all remaining lane numbers and heats in the event.

CROWD CONTROL

The Crowd Control volunteer is in charge of maintaining order at the first set of RBs. As swimmers are advanced to the on deck RBs, the responsibility of Crowd Control is to keep the swimmers on the first set of RBs organized in their proper heats and lane positions.

FOR RELAYS:

1. Relays teams will be released from the first set of RBs to the on deck RBs one row at a time, with swimmers 1 and 3 of each relay team leaving first. Do not allow the next row of swimmers, which will be swimmers 2 and 4 from each of the same relay teams that just left, to advance to

the vacant row of RBs. They need to remain where they are. They will be released in the same manner as the row of swimmers 1 and 3.

2. Once swimmers 2 and 4 are released, then instruct all of the remaining swimmers on the first set of RBs to stand up and advance TWO rows up.
3. Verify with the index cards that everyone made it to the correct row and position, especially the younger swimmers who can get confused.
4. Repeat for all remaining relay teams in the event.
5. Ensure that the swimmers remain seated unless they are instructed by a RB volunteer to move. Do not allow any horseplay.

FOR INDIVIDUAL EVENTS:

1. Individual swimmers will be released from the first set of RBs to the on deck RBs one row (heat) at a time, with the lowest lane number first in line and the highest lane number last in line.
2. Once a heat of swimmers has been released, then instruct all of the remaining swimmers on the first set of RBs to stand up and advance ONE row up.
3. Use your heat sheet to verify that everyone made it to the correct row and position, especially the younger swimmers who can get confused.
4. Ensure that the swimmers remain seated unless they are instructed by a RB volunteer to move. Do not allow any horseplay.

MOVER

The Mover will release swimmers from the first set of RBs to the on deck RBs. The Mover's responsibility is to guide the swimmers to the proper row and position at the on deck RBs.

FOR RELAYS:

1. The Mover is only responsible for swimmers 1 and 3 of a relay team. The Escort (see 'Escort' section below) is responsible for swimmers 2 and 4 of the relay team.
2. Go to the first set of RBs and tell the first row of swimmers to stand up. This row will consist of swimmers 1 and 3 from the same heat.
3. Put the lowest lane number first in line and the highest lane number last in line. For the younger swimmers, they should remain in 2 by 2 formation (swimmers 1 and 3 of the same relay team together), holding hands, to make the walk to the on deck RBs. The older swimmers (9/10s and up) can walk in a single file line while still maintaining their proper lane position.
4. Lead them to the on deck RBs and read the index card to put them in the proper lane number position on the first available row of RBs.
5. Swimmer 1 from each team should sit on the chair or bench; swimmer 3 should stand behind swimmer 1. Swimmer 1 should keep holding the index card.
6. Repeat for all remaining relay teams in the event. NOTE: The Escort will release swimmers 2 and 4 from the first set of RBs. Those swimmers will be positioned at the opposite end of the pool as

swimmers 1 and 3. Do not take the next heat of swimmers 1 and 3 until they have moved to the first row of the first set of RBs.

FOR INDIVIDUAL EVENTS:

1. Go to the first set of RBs and tell the first row of swimmers to stand up.
2. Put the lowest lane number first in line and the highest lane number last in line.
3. Lead them to the on deck RBs and use your heat sheet to put them in the proper lane number position on the first available row of RBs.
4. Repeat for all remaining swimmers in the event. NOTE: The on deck RBs should always be filled with swimmers for individual events. If all of the on deck RBs are filled, do not bring another group over from the first set of RBs until there is a vacant row for them.

ON DECK

The On Deck volunteer is in charge of the on deck RBs. After swimmers are advanced to the on deck RBs, the responsibility of On Deck is to keep those swimmers organized in their proper heats and lane positions.

FOR RELAYS:

1. Swimmers 1 and 3 from relays teams will be seated at the on deck RBs. Swimmer 1 from each team should sit on the bench or in the chair; swimmer 3 should stand behind swimmer 1.
2. As the swimmers are sitting at the on deck RBs, look at the index card of each swimmer 1 to ensure the swimmers on the team are correct, and they are in the proper heat and lane number.
3. When the starting blocks are clear of swimmers, instruct the relay teams on the first row of RBs (closest to the pool) to stand behind their starting block. Look at the index card from swimmer 1 and ensure each team is at the correct block number. When their event and heat number are announced, verify that each swimmer 1 is on the block to swim first, with swimmer 3 standing behind the block. WHO TAKES THE CARDS?
4. Instruct all of the remaining swimmers on the on deck RBs to stand up and advance ONE row up. Verify that everyone made it to the correct row and position, especially the younger swimmers who can get confused.
5. Repeat for all remaining relay teams in the event. Relay teams for the next heat should be standing behind their block, ready for their race, as soon as swimmer 3 from the previous heat has entered the water.
6. Guide swimmers from the previous heat off the pool deck.

FOR INDIVIDUAL EVENTS:

1. When the starting blocks are clear of swimmers, instruct the swimmers on the first row of RBs (closest to the pool) to stand behind their starting block. Ensure the swimmers go to the correct block number.
2. Instruct all of the remaining swimmers on the on deck RBs to stand up and advance ONE row up. Use your heat sheet to verify that everyone made it to the correct row and position, especially the younger swimmers who can get confused.
3. Repeat for all remaining swimmers in the event. Swimmers for the next heat should be standing behind their block, ready for their race, as soon as the swimmers from the previous heat have entered the water.

ESCORT

This job is usually reserved for the Head RB volunteer and is only applicable to relays. The Escort's responsibility is to guide swimmers 2 and 4 from relay teams to the proper row and position at the opposite end of the pool of the starting blocks.

1. After the row of swimmers 1 and 3 have been released to the Mover, go to the first set of RBs and tell the next row of swimmers to stand up. This row will consist of swimmers 2 and 4 from the same heat that just left the first set of RBs.
2. Put the lowest lane number first in line and the highest lane number last in line. For the younger swimmers, they should remain in 2 by 2 formation (swimmers 2 and 4 of the same relay team together), holding hands, to make the walk to the pool. The older swimmers (9/10s and up) can walk in a single file line while still maintaining their proper lane position.
3. Lead them to the opposite end of the pool of the starting blocks and use your heat sheet to put them in the proper lane number position at the edge of the pool.
4. Swimmer 2 from each team should stand closest to the edge of the pool, in front of swimmer 4.
5. Repeat for all remaining relay teams in the event. NOTE: Do not bring the next heat of swimmers 2 and 4 to the pool deck until swimmer 2 from the previous heat has entered the pool. Relay teams for the next heat should be standing on the pool deck, ready for their race, as soon as swimmer 4 from the previous heat has entered the water.
6. Guide swimmers from the previous heat off the pool deck.