

TENT PARENT

The Tent Parent is responsible for lining up swimmers for their events and escorting them to the Ready Bench; ensuring swimmers return to the tent after they swim their event; escorting swimmers to the bathroom; tracking swimmers as they leave and enter the tent; and ensuring swimmers' safety while in the tent.

PRIOR TO MEET:

Be sure to bring a flashlight with you to the meet. It will be dark, and you need to be able to see what you are doing.

HOME AND AWAY MEETS:

The main responsibility of the Tent Parent is to keep the swimmers in their tent organized, calm and ready to swim when their event is called.

Tent Parents will be instructed as to what time to arrive at the meet via an e-mail from the Volunteer Coordinator a day or two prior to the meet. It is imperative that you arrive on time.

PREPPING SWIMMERS FOR THE MEET

1. When you arrive at the meet, find your age group's tent (boys and girls in the same age group have separate tents, except for the 15- to 17-year-old swimmers who share a tent).
2. Locate the Volunteer Coordinators' table. There will be a Meet Prep bin near their table.
3. Find the box of supplies for your age group and swimmer gender. Included in the supply box will be the following:
 - Black markers
 - Pencils/pens
 - List of swimmers and their events (two copies: one for check in, one for check out)
 - An index card for each relay team, listing the event number, swimmers' names, swimmer positions, heat number and lane number
 - Clip boards
 - Medical form, indicating swimmers in your tent who may have allergies or special medical conditions
 - Trash bags
4. As swimmers arrive, have them form a line to check in. Check off their names on one of the swimmer lists from the supply box (this will be the "check-in list"). A Tent Parent will need to write each swimmer's last name and swim events on the swimmer's arm for identification. One Tent Parent should read aloud the swimmer's event information to another Tent Parent who will write them on the outside of the swimmer's upper right arm.
 - Using a black marker, first write the swimmer's last name in large letters.
 - Then underneath write the number of the swimmer's first individual event (no relays!), heat number and lane number. The format should be [event number] dash [heat number] dash

[lane number]. Continue with the rest of the swimmer's individual events, written one by one down the swimmer's arm. Note: Each swimmer can only swim a maximum of 3 individual events; therefore, there should never be more than 3 events listed on a swimmer's arm. For example:

SMITH

12-3-2 [event 12, heat 3, lane 2]

32-5-4 [event 32, heat 5, lane 4]

45-1-2 [event 45, heat 1, lane 2]

- Repeat for all swimmers in the tent.
- 5. Once you don't have any more swimmers waiting to check in, look at the list of swimmers and loudly call off to the swimmers in the tent the names of any who haven't checked in. Repeat step 4 above for swimmers who have not yet checked in.
- 6. A volunteer will come to the tent and pick up the list of checked-in swimmer names to take to the Computers table and the Head Coach to determine scratches, changes, etc.
- 7. A swim coach will come to the tent and take the swimmers to warm up. For the younger age groups (5/6 and 7/8), two Tent Parents should go with the swimmers to the pool in order to guide them back to the tent when they are finished warming up.
- 8. A volunteer will deliver an updated heat sheet and index cards (if applicable) to the tent after the Computers volunteers and Head Coach have made their changes based on swimmer availability. Familiarize yourself with all of the event numbers that are applicable to your age group and gender.

BASIC RESPONSIBILITIES

- Before the meet starts and throughout the meet, monitor the tent to ensure the swimmers are calm and remain in the tent. Absolutely no horseplay nor 'active' play (throwing a ball, throwing a frisbee, gymnastics, etc.) is allowed. Electronic games and devices are allowed, but if you see or hear any inappropriate content, take the device and return it to the swimmer when they are leaving the meet.
- 5/6 and 7/8 swimmers are not allowed to go to the restroom on their own. It is easiest to take them in groups. Make periodic announcements to the tent to line up if they need to use the restroom. One Tent Parent should then take the group to the restroom. Wait for all of the swimmers to exit the restroom before bringing them back to the tent as a group. If a swimmer has to use the restroom when a group is not going, then a Tent Parent needs to escort the swimmer to and from the restroom.
- Older swimmers are allowed to use the restroom, go to concessions, etc. on their own. They need to be instructed to immediately return to the tent when they're finished.
- The Stars strongly discourages the swimmers to sit with their parents outside of the tent. It is very easy to lose track of a swimmer's whereabouts if they are not in the tent, and then they may miss their event. If a parent is insistent that their child sits with them, remind the parent that they are responsible for returning the swimmer to the tent when their event is first-called.

- If a swimmer needs to leave the meet early, they must check out with a Tent Parent. Use the second swimmer list from your supply box as the “check-out list”. Check off their name on the list. Refer to the heat sheet to ensure the swimmer does not have any remaining events to swim.

LINING UP FOR RELAYS

There are two sets of relays: at the beginning of the meet and at the end of the meet. For the youngest swimmers (5/6 age group), start lining them up for their first relay event approximately 30 minutes prior to the start of the meet. For the older swimmers (7/8 and older), start lining up the swimmers approximately 15 minutes prior to the start of the meet.

For the relays at the end of the meet for the 7/8 age group and above (the 5/6 age group does not swim this relay), begin lining up swimmers as soon as you hear a first call for the event from the Announcer.

Sometimes the Announcer is difficult to hear due to proximity or noise in the tent, so be aware of the approximate start times for your events (as shown on the heat sheet) and periodically check the current event number at the display board near the pool.

1. Take all of the index cards for the same relay event.
2. Organize relay teams by heat number and lane number, with the lowest heat number first followed by the lowest lane number first in the same heat. The highest heat number with the highest lane number should be last. For example, Heat 1 Lane 1 is first, followed by Heat 1 Lane 2, Heat 1 Lane 3, etc. Then Heat 2 Lane 1, Heat 2 Lane 2, etc.
3. Call out the names of swimmers 1 and 3 from the first index card. They will stand side by side in line.
4. Then call out the names of swimmers 2 and 4 from the first index card. They will stand side by side behind swimmers 1 and 3. The 5/6 and 7/8 swimmers should hold hands with their partner while standing in line in order to remain in their positions. The older swimmers can stand in a single file line if they choose while still maintaining their proper positions.
5. Repeat for all remaining index cards in the same event.
6. Once all of the relays teams are in line, lead them to the first set of Ready Benches, which are generally in an area somewhat removed from the pool deck. One Tent Parent should lead the 5/6 and 7/8 swimmers to the Ready Bench while another Tent Parent walks behind the swimmers to ensure that all swimmers make it to the Ready Bench. The older swimmers only need one Tent Parent to lead them to the Ready Bench.
7. For the 5/6 and 7/8 swimmers: When the swimmers are ready to swim their relay event, a Tent Parent should stand at each end of the pool to help guide swimmers off the pool deck after they have completed their event. A Tent Parent should also be positioned between the pool deck and the tent to help guide the swimmers back to the tent. One Tent Parent should remain in the tent to receive swimmers after they have completed their event. Older swimmers will not need this kind of guidance and can return to the tent on their own.

LINING UP FOR INDIVIDUAL EVENTS

Begin lining up swimmers as soon as you hear a first call for the event from the Announcer.

Sometimes the Announcer is difficult to hear due to proximity or noise in the tent, so be aware of the approximate start times for your events (as shown on the heat sheet) and periodically check the current event number at the display board near the pool.

1. Using your heat sheet, call out the names of swimmers by heat number and lane number, with the lowest heat number first followed by the lowest lane number first in the same heat. The highest heat number with the highest lane number should be last. For example, Heat 1 Lane 1 is first, followed by Heat 1 Lane 2, Heat 1 Lane 3, etc. Then Heat 2 Lane 1, Heat 2 Lane 2, etc.
2. Repeat for all remaining swimmers in the same event.
3. Once all of the swimmers are in line, lead them to the first set of Ready Benches, which are generally in an area somewhat removed from the pool deck. One Tent Parent should lead the 5/6 and 7/8 swimmers to the Ready Bench while another Tent Parent walks behind the swimmers to ensure that all swimmers make it to the Ready Bench. The older swimmers only need one Tent Parent to lead them to the Ready Bench.
4. For the 5/6 and 7/8 swimmers: When the swimmers are ready to swim their event, a Tent Parent should stand at the end of the pool (opposite of the starting blocks) to help guide swimmers off the pool deck after they have completed their event. A Tent Parent should also be positioned between the pool deck and the tent to help guide the swimmers back to the tent. One Tent Parent should remain in the tent to receive swimmers after they have completed their event. Older swimmers will not need this kind of guidance and can return to the tent on their own.

PREPPING FOR THE END OF THE MEET

- Prior to their last event (for the 5/6 age group, the majority of the swimmers leave after their backstroke event; for all other age groups, swimmers stay until the freestyle relays at the end of the meet), have the swimmers clean up the tent and put all trash in the trash bag. Have the swimmers collect all of their personal belongings and fold up their chairs.
- Once the swimmers leave the tent for their final event, fold up the tarp as small as it will allow and leave it under the tent. DO NOT take down the tent! Another group of volunteers will do that at the end of the meet.
- When swimmers are leaving the meet for the day, they must check out with a Tent Parent. Use the second swimmer list from your supply box as the “check-out list”. Check off their name on the list. Refer to the heat sheet to ensure the swimmer does not have any remaining events to swim. You cannot leave the meet until all of your swimmers have been accounted for.
- Return your supply box to the Meet Prep bin.