

APPENDIX A
AGE GROUP COORDINATOR
PROCEDURES

Reviewed – 06/17/2011

1. Arrive early for the meet – 10-15 minutes before swimmers are expected to arrive is ideal.
2. Upon arriving at the meet, each Age Group Coordinator will receive items from their team’s Volunteer Coordinator with the applicable information, including a sharpie, a highlighter, a relay sheet, a heat sheet, and a list of the swimmers in that Age Group with their events (*i.e.*, a check-in sheet).
3. Compare the Check-In Sheet with the heat sheet to verify that the swimmer is in the event(s) he/she is supposed to be in.
4. As swimmers arrive, check their name off your Check-In Sheet.
5. As noted in the CHAMPS Meet Guide, **each** swimmer should have their name and events marked on the upper right hand shoulder as follows. Please remember—**neatness counts**.

<u>Last Name, First Initial</u>		
<u>E</u>	<u>H</u>	<u>L</u>
<u>12</u>	<u>2</u>	<u>2</u>
<u>22</u>	<u>4</u>	<u>3</u>
<u>36</u>	<u>3</u>	<u>5</u>
<u>42</u>	<u>6</u>	<u>1</u>

6. Relay Entry Sheets (provided by each team) – If a swimmer is not present, you or the coaches make the substitution and note it on the Relay Sheet. Please write the names of all the swimmers in the relay. Keep in mind that same-age or younger swimmers can be substituted onto a relay team, but not an older swimmer. If you or the coaches cannot find subs for the relay team, the team is scratched.
 - For the 10 & Unders session, #1 & #3 of the relay teams will start at the timers/block end of the pool.
 - For the 10 & Unders session, #2 & #4 of the relay teams will start on the bulkheads.
 - Ages 11 & Up swimmers swim 50 meters for relays, so they all start at the timers/block end of the pool.

7. Swimmers sit with their age groups as assigned in the CHAMPS meet guide (place assignments available on the League website). This is the area for towels, bags, etc. Please remind swimmers to put everything back in their bags to avoid losing their items. Encourage the little swimmers to ask you questions concerning their upcoming event to put them at ease.
8. Highlight each event that children in your age group will be swimming. Age Group Coordinators are responsible for getting swimmers to the Ready Bench at least 10 heats early. **10 & Under swimmers must go to the Ready Bench; 11 & Up swimmers are highly encouraged to use the Ready Bench.**
9. Volunteers for the Ready Bench will line up the swimmers according to the event and heat and place them in their appropriate starting block lane. Please inform the Ready Bench volunteers if you have a swimmer who has scratched so they will leave an open space in the appropriate lane.
10. When swimmers return to the seating area, praise them. Be sure to ask the little swimmers if they need to use the bathroom.
11. Please let the little swimmers know if they have time for a snack, but not until they have finished swimming their event. We do not want the swimmers getting a tummy ache, so you will need to monitor when it would be the appropriate time for them to have their snack.
12. The Age Group Coordinators are responsible for the swimmers assigned to their age group for the duration of the meet or until their swimming is complete. ***Swimmers must be dismissed from their Age Group Coordinators to their parents or another Meet or Team Official before leaving the age group and the pool deck.***
13. NOTE from the Ready Bench:

Dear Age Group Coordinators,

You are our greatest ally, best friends, and most trusted partners at any meet—especially CHAMPS. Your patience, diligence, assistance, and tireless devotion to getting these kids into their heats on time make our job so much easier. I know we will all work hard to minimize missed heats and lost kids this year.

Our goal for 2009 CHAMPS will be zero missed heats and smiling kids. In preparation for the meet, I made a few notes to share with you below, specifically concerning our joint task of getting the kids seated at ready bench in their correct heats in a timely manner.

Thanks!

- A. Please have all IMs and early Freestyle Relay heat to Ready Bench before the National Anthem (at 10:00 AM for 10 & Unders; at 3:30 PM for 11 & Ups).

- B. As noted in the CHAMPS Meet Guide, **each** swimmer should have their name and events marked on the upper right hand shoulder as follows:

Last Name, First Initial		
E	H	L
12	2	2
22	4	3
36	3	5
42	6	1

- C. If the swimmer is swimming in the relay, the marking for the relay should either indicate their position in the relay (*i.e.*, #1-4 for Freestyle Relay OR Free, Back, Breast or Fly for Medley Relay)
- D. Please report to Ready Bench at least 10 heats in advance. Do not expect to hear the announcement. Please watch placement for relays and help us get the little ones loaded quickly for the free-style heats.
- E. Try to bring your swimmers in an organized fashion for easy loading into their appropriate heats. Young ones should hold hands in order as they approach the Ready Bench.
- F. We strongly encourage and desire for ALL AGE GROUPS to use the Ready Bench in both CHAMPS sessions.
- G. Traffic flow to Ready Bench is in a circular pattern as noted in the traffic pattern diagrams posted on the League website. For example, AM Meet swimmers will approach the Ready Benches from the deck traveling behind the timers. PM Meet swimmers will approach the Ready Benches by crossing the bulkheads. For the PM Meet, please remember that traffic across the bulkheads is to travel to the Ready Benches, **not** to cross back to seating.
- H. RELAYS – ALL four (4) swimmers for relays report to Ready Bench. Please do not take any swimmers directly to the lanes. Please help us load the benches accurately since you know who is swimming in what position. We will seat the kids two to a bench (1-3 and 2-4) on adjacent benches. We will only be able to pre-load three relays max so help us keep the swimmers organized as we go through these most hectic heats.
- I. Please do not follow swimmers onto the deck or bulkheads. Once they are seated on a ready bench, please trust us to get them loaded into their respective lanes.

We will do the best we can and work to keep it fun!