

# **2017 Chesterfield Aquatic League CHAMPS Scheduler**

**Thursday - July 27**

**Session I 1:15 pm**

**Ages 9-10**

**Thursday - July 27**

**Session II 6:00 pm**

**Ages 11-12**

**Friday - July 28**

**Session III 9:00 am**

**Ages 6 & under and 7-8**

**Friday - July 28**

**Session IV 3:00 pm**

**Ages 13-14 and 15-18**

## **Introduction**

The purpose of this Scheduler is to help each team representative schedule his or her parent volunteers during the Championship Meet. Each team will be responsible for workers during each of the sessions of the Championship Meet. If a worker fails to show up from a team, the parent representative/director will be responsible for finding a replacement.

Each work area (e.g., Clerk of Course, Timers, etc.) will have a Head Worker who will work with the assigned team representatives. Head Workers will NOT be responsible for finding enough volunteers. Rather, Head Workers are responsible for overseeing the work in their specific area during their assigned time frame.

## **CHAMPS Committee**

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### **Jennifer Sweat, CAL Vice President**

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### **Laura Knappe, CAL Secretary**

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### **Steve Zabel, CAL Treasurer**

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## Timers

### Thursday Session I

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
SL	TST	WL	WMST	WPST	WWST	BGC	HST
BST	CRA	CW	FAST	FB	FCST	GPST	HHT

### Thursday Session II

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
BGC	BPST	BST	CRA	CW	FAST	FB	FCST
GPST	HHT	HPST	HST	MCC	MGAA	QM	SCC

### Friday Session III

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
WPST	WWST	FAST	QM	BGC	BPST	BST	CRA
CW	FAST	FB	FCST	GPST	HHT	HPST	HST
MCC	MGAA	QM	SCC	SL	TST	WL	WMST

### Friday Session IV

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
HPST	BPST	MCC	MGAA	QM	SCC	SL	TST
WL	WMST	WPST	WWST	BGC	BST	FB	HHT

**Each team is responsible for their timing position for each day** Relief of these timers is the responsibility of the teams and not the Head Timer. We suggest a schedule of your workers posted in a designated area.

#### Responsibilities of Individual Teams:

1. Provide timers at all times.
2. All timers should have experience from the regular season.
3. All timers are to report to head timer behind the blocks for instruction at the announced times, 30 minutes before the sessions start.

- Pencils, clipboards and stop watches will be provided by CAL.

## Head Timers

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
SCC	WMST	CRA	CW

#### Responsibilities of Head Timer:

1. Brief session timers.
2. Supervise timing and recording of times.
3. Ensure all timers are present in their assigned lanes.
4. Provide a back-up time for each heat.
5. Head timer is to report to Meet Director behind the blocks for instruction 45 minutes before start of meet Session I 12:30/Session II 5:15/ Session III 8:15/Session IV 2:15

## Deck Referees

(2 Referees needed on deck at all times)

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
	Jaeger	Jaeger	Sweat
Scanlon	Scanlon	Geiszler	Geiszler

The Meet Referee will meet with the Deck Referees to instruct them on how the meet will run for the day by reviewing the rules and the philosophy that will be applied for the day's events. The Meet Referee's duties are to coordinate with the teams supplying the Strokes and Turns judges prior to Champs making sure that all positions are filled in advance.

## Strokes and Turns

(8 Strokes and Turns judges on deck at all times)

**Each team will provide 1 Strokes and Turns judge for each session. A schedule will be created from this list and you will be notified by email on Tuesday, July 25.**

### Responsibilities of each Individual Team:

**All Strokes and Turns judges** are to report to Meet Referee on deck at for instructions 45 minutes prior to start of Session I 12:30/Session II 5:15/ Session III 8:15/Session IV 2:15

**Relief Strokes and Turns judges** will report to the Meet Referee, by the Starter location, 15 minutes prior to their shift.

All Strokes and Turns judges must wear **White shirts** while on deck during their shift.

## Clerk of Course

(A Head Worker and two Assistants are needed at the Clerk of Course at all times)

Thursday Session I	Thursday Session II	Friday III	Friday IV
HPST	BPST	WL	BPST
HPST	BPST	WL	BPST
HPST	BPST	WL	BPST

### Responsibilities of Head Worker:

1. Coordinate activities and seating of swimmers at Clerk of Course, including arrangement of pre-seeded heats and distribution of cards.
2. Arrange for shifts of individual workers; coordinate with Seaters who will be ushering the swimmers to the blocks.
3. Utilize Mite Parents to assist with Seating if additional help is needed during Session III.

## Seaters

Thursday – Session I	Team
1.	TST
2.	TST
3.	BGC
4.	BGC

Thursday – Session II	Team
1.	MGAA
2.	MGAA
3.	HST
4.	HST

Friday – Session III	Team
1.	SL
2.	SL
3.	HHT
4.	HHT
5.	SCC
6.	SCC

Friday – Session IV	Team
1.	FAST
2.	FAST

### Responsibilities of Seaters:

1. Seaters are to report to Clerk of Course for instructions 45 minutes prior to start each session.
2. The Seaters will assist at Clerk of Course and be responsible for escorting all swimmers to the chairs and blocks and any other duties as assigned by the Clerk of Course.

## Door Monitors

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
WPST	QM	FCST	CRA
WPST	QM	FCST	CRA

### Responsibilities of Door Monitors:

1. Door monitors are to report to the Meet Manager 1 hour prior to the start of each session.
2. The Door Monitors will keep people off the deck who should NOT be there. Only badged people or people with wristbands should be on the deck, besides the swimmers of the session that are swimming.
3. The Door Monitors will watch 1. MAIN DOUBLE DOORS ENTERING THE POOL DECK or 2. BACK STEPS THAT PROVIDE ACCESS FROM MEZZANINE TO POOL DECK.

## Mite Parents

Team	Friday Session III
1.	ALL TEAMS

Each team is responsible for getting their team Mites and Youths to the Clerk of Course. Mite Parents must stay with their Mites and Youths until their swimmers' been called by Clerk of Course.

### Responsibilities of Individual Teams:

1. Provide **Mite Parents or Junior Coaches** on Friday Session III to take swimmers to the Clerk of Course and remain with swimmers until their name is called by the Clerk.
2. Every team will have at least one mite parent. For every additional swimmer over 10 the team may have 1 additional Mite Parent on deck. (1 to 10 swimmers is 1 parent, 11 to 20 swimmers is 2 parents, etc.) This will be determined by the amount of swimmers entered in the meet for this session. If applicable, team will be notified by email on Tuesday, July 25<sup>th</sup>.

## Deck Parents

Team	Thursday Session I and II
1.	ALL TEAMS

### Responsibilities of Individual Teams

1. For SESSIONS I and II EACH TEAM WILL BE ALLOWED 1 PARENT TO SIT AT BLEACHERS WITH SWIMMERS AND LET THEM KNOW WHEN THEY NEED TO BE CALLED TO CLERK.
2. Every team will have at least 1 deck parent. For every swimmer over 20; 1 additional Parent will be allowed on deck. (1 to 20 swimmers is 1 parent, 21 to 40 swimmers is 2 parents, etc) This will be determined by the amount of swimmers entered in the meet for this session. If applicable, team will be notified by email on Tuesday, July 25.

## Announcer

(1 Announcer on deck at all times)

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
Langford	Langford	Langford	Langford

### Responsibilities of the Announcer:

Announcer is to report to Meet Director prior to beginning of warm-ups. Warm up times to be determined based on number of swimmers for each session. Schedule of warm-ups will be available on Tuesday, July 25th and posted to the website. This information will also be given to announcer on deck.

Announcers will also receive a copy of the meet time-line for announcements of special events and other important information that needs to be conveyed to the swimmers and spectators throughout the meet.

## Starter

(1 Starter on deck at all times)

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
Hall/Faherty	Hall/Faherty	Canada	Kemp

### Responsibilities of Starter:

1. Starter is to report to the Meet Referee Session I 12:45/ Session II 5:30/Session III 8:30/ Session IV 2:30pm

## Award Ribbons

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
CRA	WL	CRA	HST
MCC	FCST	TST	QM

### Responsibilities of Individual Teams:

1. Awards must be available for pick-up by Coaches/Parent Reps at the end of the session.
2. Report to Head Table Worker 45 minutes after start of meet sessions and throughout the day to coordinate receipt of award label printouts.

## Relay Verifiers

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
Farrar (Head)	Farrar (Head)	Farrar (Head)	Farrar (Head)
Knappe	Knappe	Knappe	Knappe
Sweat	Sweat	Sweat	Sweat

### Responsibilities of Head Worker:

1. Supervise and approve relay deck changes and submit to Head Clerk of Course
2. CAL will provide all supplies needed at table.
3. Coordinate procedure and timelines with Post Verifiers.

### Responsibilities of Relay Post Verifiers:

1. Report to Lead Post Verifier for instruction 15 minutes after start of meet sessions.
2. Post verify relay entries for legality after the event has been swum.

## Runners

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
MGAA	WPST	HPST	SCC
MGAA	WPST	HPST	SCC

1. Needed on deck at all times to pick up DQ cards from Strokes and Turns Judges and deliver them to the Referee, take DQ cards from the Referee and deliver to Computer Table.
2. Post results from the Computer Table.
3. Pick up timing sheets from lanes and bring to Computer Table.
4. Pick up relay cards and bring to Verifier Table.
5. Other duties as needed.
6. Report to Lead Post Verifier for instructions 15 minutes prior to start of each session.

## Heat Ribbons

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
QM	SL	HST	SL
FAST	TST	FB	WMST

### Responsibilities of Assigned Team:

1. Heat ribbons will be provided by CAL.
2. Heat Ribbon worker is to report to the starting blocks 15 minutes prior to start of each session.
3. Heat Ribbons will be given out to the winner of each heat for all Sessions. Please make sure all 4 swimmers in the relays are given a heat ribbon.

# Hospitality

(Serve beverages to all workers every 1-2 hours and monitor Hospitality Room)

4 workers needed for each session plus a Head Worker

\*\*\*\*Hospitality Room is for Coaches Use ONLY\*\*\*\*

Thursday Session I	Thursday Session II	Friday Session III	Friday Session IV
Fleming(head)	Fleming(head)	Fleming(head)	Fleming(head)
FB	WWST	WWST	FAST
FB	WWST	WWST	FAST
HHT	BGC	WMST	FCST
HHT	BGC	WMST	FCST

**Responsibilities of Hospitality Room Workers:**

1. Report to hospitality room when doors open for the session.
2. Set up the hospitality area in preparation to serve and distribute beverages.
3. Monitor supplies and report to Head Worker if supplies run low.
4. Monitor Hospitality Room for coaches use only and replenish food or beverage as needed

## Heat Sheet Sales & Distribution Information Booth

(2 workers needed for each session)

Thursday	Friday
GPST	GPST
GPST	GPST

**Responsibilities of Head Worker:**

1. Distribute team packets for each session to designated Team representative
2. Distribute coaches packets for each session.
3. Fulfill team heat sheet orders and sell extra copies as available
4. Provide information to spectators
5. Monitor the traffic going into the scoring section of the pool.



# General Information

## Volunteer Workers Guidelines

- All teams are responsible for supplying workers in the designated areas as specified in the Champs Scheduler.
- Rotation of workers during a session **is the responsibility of the assigned team**. CAL Parent Representatives are encouraged to assign a team volunteer to be “in-charge” of each work group to ensure relief workers report to their stations at a designated time provided by the team or as assigned in the Champs Scheduler. **All deck workers must enter the pool through the locker room hallway and must have a badge visible for the security worker at the entrance.**
- A transfer card will be provided in your team packets for each position that you are responsible for that session on deck. If your team is using a rotation schedule for a position the person coming on in relief will need the transfer card to be permitted on deck for their shift. **Please enter the pool through the locker room hallway.**
- If workers cannot be located for your team, the CAL Parent Representative/Director from each team will be called to supply an alternate worker. If during the course of the meet, a worker from your team needs to be relieved, it will be the responsibility of the CAL Parent Representative/Director from that team to find and supply the relief worker.
- **Only one person is to pick up the team packets and only a coach can pick up the coaches' packets.**
- **All teams** are responsible for organizing, supervising, and cleaning up their area during and at the end of each session. Trash receptacles are located throughout the venue.

## Mezzanine Seating

- In an effort to be fair and accommodate everyone we ask that you please do not reserve seats.

## Parking

Coaches, parents and spectators will use parking lot at Collegiate School Aquatics Center parking lot, overflow parking will be at Ukrop's Park or Martin's Parking lot. We encourage you to carpool.

**Parking is not allowed at Hening Elementary, Noble Daycare or on the grass. There will be police patrolling.**

## Swimmers

- **Swimmers will be called to the Clerk of Course by Event. It is the responsibility of each team to ensure their swimmers do not miss their events.**
- **All 8 & under participants must have Last name, First initial on right shoulder.**
- Individuals and/or relay teams will not be able to make up an event that was missed because they were not present at the Clerk of Course when the event was seated.
- All Championship events are pre-seeded. Event, Heat and Lane assignments for individual swimmers and/or relay teams can be followed by viewing the CAL Championship Heat Sheets.