

READY BENCH

VOLUNTEER POSITIONS AND RESPONSIBILITIES:

Runners – 2 Marlins Volunteers

- **Runner 1 – Flip Chart**
 - Maintain the event number flip chart, located outside near the swimmers
 - Communicate with DJ/Announcer as needed
 - Walkie Talkie needed
- **Runner 2 – Locker Room Entrance**
 - Work closely with callers located within the locker room
 - Communicate with Runner 1 when the next events are needed
 - Walkie Talkie needed

Callers – 2 Marlins Volunteers , 2 Visitor Volunteers

- **Callers 1 and 2 – Locker Room**
 - One caller per 4 row section
 - Organize swimmers by event, heat and lane assignment
 - Call out swimmer's name and indicate the row and seat per swimmer
- **Callers 3 and 4 – Pool Deck**
 - One caller per 4 row section
 - Organize swimmers by event, heat and lane assignment
 - Swimmers will be entering the pool deck in line from lane 8 to lane 1.
 - Call the swimmers to their assigned seat beginning with lane/seat 8 (the seat furthest from the locker room entrance) and work backwards to lane 1 swimmer.
 - Fill the right section of seats first, then the left.
 - As swimmers move from the green bench, have the back rows move down.

Seaters – 6 Marlins Volunteers, 2 Visitor Volunteers

- **Seater 1 - Locker Room Seater :**
 - Assist with moving swimmers ahead in the ready bench area
 - Lead the first row to pool deck entrance starting with lane 8 and in line down to lane 1.
 - Work with seater 2 at pool deck entrance to maintain the flow of swimmers.
- **Seater 2 - Pool Deck Entrance:**
 - Maintain flow of swimmers entering the pool deck based on the needs of the callers on deck.
 - Swimmers should be entering the pool deck starting with lane 8 and ending with lane 1.
 - Before releasing swimmers onto the pool deck, review the flow of traffic as swimmers move from the pool side ready bench to the starting blocks.
 - Work with seater 1 from the locker room to maintain the flow of swimmers.

READY BENCH

Seaters 3 – 6 – Chairs behind the Starting Blocks:

- Seater Location By Event and Age Group
 - Ages 10 and Under
 - Individual events will require seaters on the bulkhead
 - Relay events will require seaters at each end of the pool
 - Relay swimmers 1 and 3 will go to the pool side blocks
 - Relay swimmers 2 and 4 will go to the bulk head blocks
 - Ages 11 and Older
 - Individual events - All seaters will move to area behind the scribes and timers.
 - Relay events - All seaters will move to area behind the scribes and timers.
- Each seater will be responsible for:
 - two lanes during individual events
 - lanes as needed for relay events
- Confirm swimmer by event, heat and lane assignment and relay swim order as needed.
- Swimmer should sit in chair behind starting block
- If no swimmer in that heat, indicate by placing the orange cone on the chair (only needed on bulkhead)
- After the buzzer sounds and the swimmers are racing, quickly move the swimmers from the chairs forward to the side of the starting blocks in preparation for their race.
 - Orange cones should be moved up to the starting block as the heat moves up.
- Quickly repeat process with the next set of swimmers.

READY BENCH

- Seaters 7 and 8 – Transition from Pool Side Ready Bench to Appropriate Ends of Pool
 - Maintain that flow of events/ heats as they move forward to the seating behind the ready blocks
 - Ages 10 and Under –
 - Individual Events:
 - Place the next event/heat, in line from 1 to 8, on the pool deck next to the bulk head.
 - Relay Events:
 - Swimmers 1 and 3: walk in a line from 1 to 8, down to the pool side starting blocks and hand off to seaters.
 - Swimmers 2 and 4: place in line from 1 to 8, on the pool deck next to the bulk head.
 - Ages 11 thru 14
 - Individual Events:
 - Walk swimmers per event/heat in a line from 1 to 8, down to the pool side starting blocks and hand off to seaters working the lane assignments.
 - Relay Events:
 - Walk swimmers per event and team in a line from lane 1 to 8, down to the pool side starting blocks and hand off to seaters working the lane assignments.
 - Ages 15 and older
 - Release them from ready bench as needed to keep the meet moving and to open ready bench seating for the younger swimmers.