

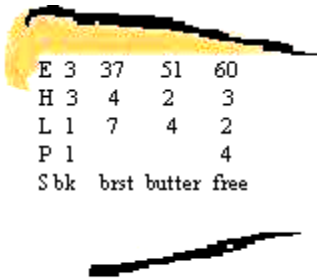
AGE GROUP PARENT PROCEDURES

1. Upon arriving at the meet, each age group parent will receive a clipboard containing: a sharpie, a highlighter, a relay sheet, a heat sheet, and a list of the swimmers in that Age Group with their events (an AG Events List, also known as a check in sheet).
2. Compare the AG Events List with the heat sheet to verify that the swimmer is in the event(s) he/she is supposed to be in.
3. As swimmers arrive, check their name off your AG Events List.
4. Write first initial and last name on back of swimmers right shoulder to help the ready bench and timers identify swimmers.
5. Write on the swimmer's arm the event#, heat#, lane#, position on the relay team, and stroke (E,H,L,P,S) from the heat sheet or AG Events List.

i. e.

E	3	37	51	60
H	3	4	2	3
L	1	7	4	2
P	1			4
S	Bk	Br	butter	Fr

fr=freestyle
bk=backstroke
Br = breast stroke
Bu = butterfly



6. On the Relay Entries Sheet, if a swimmer is not present then 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. See Example below:

George and Brad are not present for the following Boys 7-8 freestyle relay

Relay A team:	1)Little, Stuart 8	3)Clooney, George 7
	2)Howard, Ron 7	4)Pitt, Brad 7
Relay B team	1)Bond, James 7	3)Spitz, Mark 7
	2)Wayne, John 6	4)Elway, John 6
Subs – Team A:	1)Little, Stuart 8	3)Bond, James 7
	2)Howard, Ron 7	4)Wayne, John 6

If you or the Coaches cannot find subs for the relay team, the team is scratched.

7. Swimmers sit with their age group on the bleachers. This is the area for towels, bags, etc. 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 parents are responsible for getting swimmers to the ready bench 6 heats early. **10 and under swimmers must go to the ready bench - swimmers age 11 and up are only required to go to the ready bench for relays.**
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.
10. When swimmers return to age group area, praise them. Be sure to ask the little swimmers if they need to use the bathroom.
11. 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 Parent is responsible for the swimmers assigned to their age group for the duration of the meet or until their swimming is complete. ***Swimmers must be signed out from their age group parent by their parents or another swim team official before leaving the age group parent and the pool deck.***

Relays! – Swimmer Placement

First Swimmer

Second Swimmer

Third Swimmer

Fourth Swimmer

Relays! – Stroke order for IM

First Swimmer – Back

Second Swimmer – Breast

Third Swimmer – Fly

Fourth Swimmer – Free