



READY BENCH ASSISTANT

DESCRIPTION

- READY BENCH ASSISTANTS are responsible for organizing the Swimmers into Heats before the start of each Event Heat.
- ❖ Six (6) parents per Team, three (3) per each Team per half Meet, are required for each Meet, Home and Away.

REQUIREMENTS

- READY BENCH ASSISTANTS are not required to participate in Swim Circuit's Official Clinic training. It is the responsibility of each Team to train their READY BENCH ASSISTANTS.

DUTIES

- The READY BENCH ASSISTANTS are responsible for organizing the Swimmers into Heats before the start of each Event Heat. The READY BENCH ASSISTANTS from both Teams will arrange the Swimmers from both Teams into the individual Heats.
 - ❖ Swimmers must arrive at the Ready Bench area with an Event Card, where applicable, for that Event Heat.
 - ❖ READY BENCH ASSISTANTS ensure the initial staging of Swimmers into the Ready Bench area and the movement forward through the Ready Bench area to the "on deck area" behind the Starting Blocks so that other Swimmers can move into the Ready Bench area.
- The READY BENCH ASSISTANTS ensure the verification of each Swimmer's, individual and relay team, Event Card (Correct Swimmer's Name, Event, Heat and Lane), where applicable, for the Event Heat being staged.
 - ❖ The READY BENCH ASSISTANTS will check their copy of the official Meet Event Heat sheet to verify that all Swimmers that appear on the list are present.
 - ❖ The READY BENCH ASSISTANTS will notify the AGE GROUP PARENT or AGE GROUP PARENT ASSISTANT of any missing Swimmers so that they can be either located or scratched from the Heat.
 - ❖ The READY BENCH ASSISTANTS will notify the READY BENCH HEAD of any Swimmer(s) not on the official Heat sheet and of any Swimmer(s) that are scratched from the Heat.
- The READY BENCH HEAD may reassign a Swimmer(s) to an earlier or later Heat if there is/are opening(s) so that a Swimmer does not swim alone.
 - ❖ If there are very few Swimmers in two (2) Event Heats, the READY BENCH HEAD may combine the Swimmers into a Single Race. The READY BENCH ASSISTANTS are responsible for rearranging the Swimmers(s) in the same Event Heat to adjacent lanes, where possible.
 - ❖ When reassigning Swimmer(s) to different Heats and/or lanes, the READY BENCH ASSISTANTS are responsible for changing the Event Cards, where applicable, for those Swimmer(s) as follows:
 - Cross out the original Heat and/or lane number on the Event Card(s) such that the original numbers can still be read by the RUNNERS, TIMERS, RIBBON and SCORING groups.
 - Use a "Red" pencil/pen to write in the new Heat and/or lane numbers so that the RUNNERS, TIMERS, RIBBON and SCORING group can read the new information.



DURING MEET

- The READY BENCH ASSISTANTs ensure the organization and verification of all Swimmers for all Heats in order to flow the Swimmers through the Ready Bench area efficiently to keep the Meet moving in a timely function.