

Heating

See diagram for heating area set up.

Orange circles with numbers inside indicate people and their location.

1. This person has the microphone and calls events to get swimmers to the heating area, as well as missing swimmers. They also help organize the heating card in order from 1-6 per color.
2. This person calls out the names of swimmers once they are in the heating area and hands them their lane card and has them sit on the bench in order. Any swimmer not there they let person 5 or 1 know so they can be paged to the heating area. This person can also help facilitate when heats need to be combined.
3. This person verifies that no swimmers are missing, if so let person 1 know so they can be paged. Then get the kids from the front bench to the last chair behind the block. Also can help move the kids in the back rows forward towards the blocks.
4. This person moves the kids forward in the chairs and up onto the blocks. They collect the cards from the 1st row of chairs and helps organize them in numerical order on small table.
5. This person steps in and helps where necessary. Whether that is reporting missing swimmers, helping combine heats and getting the sticky notes on the cards (used when changes are made to the heating sheet to give timers a heads up), getting cards in order, taking 8 and under relay kids to the far side of the pool or whatever else pops up.

Notes:

- Cards are handed out in rainbow order (pink, orange, yellow, green blue). This helps so that everyone along the line can know which heat is next and where the kids belong. It also helps so 2 colors don't get given out too close together confusing what heat the kids are in.
- **Relays:** 8 and unders are tricky. When seating the kids on the large benches put the 1st and 3rd swimmers on the 1st and bench and the 2nd and 4th swimmers on the 2nd bench. You may need to use 2 sets of benches per heat. Then one person, usually person #5, takes the 2nd bench of kids to the other end of the pool while person 3 tries to get them out to the lanes.
 - o Leave lots of time to get these relays organized. The kids are often confused and unsure what to do.
 - o After the 8&under relays are gone, then just get the relays together in the same general area as no one needs to go to the other end so initially it doesn't matter where they sit.
- See "Adding late entries" card
- When heats are combined or a swimmer is added to a heat put a sticky note with their laminated lane number that alerts person and the timers that they need to verify the swimmer. Put something like combined heat or verify swimmer on a bunch of sticky notes so you can pass them out as necessary.
- When combining heats someone needs to tell the starter, so he can start the right event and give the timers a heads up as well.
- The number board is changed by having the person listen to the announcements and changing the numbers accordingly.
- Larger laminated numbers (the red ones, and the design ones) are used on the front and back of chairs so the kids can find the correct lanes as lane 6 in particular gets tricky.

