

2022 Chesterfield Aquatic League CHAMPS Scheduler

Sunday - July 24

Session 1 9:15am

Warm ups 8:20-9:00am

Ages 8 & under

Thursday - July 28

Session 2 9:15am

Warm ups 7:45-9:00am

Ages 9-12

Thursday - July 28

Session 3:45pm

Warm ups 2:30-3:30pm

Ages 13-18

****All start times are subject to change, please see CAL Champs website for final details****

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.

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Michael Hall, Meet Referee

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Deck Referees

(2 Referees needed on deck at all times)

Sunday Session I	Thursday Session II	Thursday Session III
Chris Jaeger - WL	Michael Hall - HMST	Dan Brown - MGAA
TBD	Dan Brown - MGAA	Michael Bryant - FCST

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 names for 1 Strokes and Turns judge for each session. A schedule will be created from this list and you will be notified by email on or before Thursday, July 21 for Session I and Tuesday 7/26 for Sessions II and III.

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.

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.

Announcer

(1 Announcer on deck at all times)

Sunday Session I	Thursday Session II	Thursday Session III
Roger Langford – MCC	Mike Striker – SM	Roger Langford – MCC

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 Sunday, July 18 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)

Sunday Session I	Thursday Session II	Thursday Session III
Ryan Criste - MGAA	Tim Faherty - BPST	Tim Faherty - BPST

Responsibilities of Starter:

1. Starter is to report to the Meet Referee 30 minutes prior to start of the session

Head Timer

Sunday Session I	Thursday Session II	Thursday Session III
FAST	TST	TST

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 30 minutes before start of meet

Timers

Sunday Session I (8&U)

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
HHT	MGAA	GPST	SM	SL	WMST	BPST	FAST
HST	TST	WL	WPST	HHT	CW	FB	HMST

Thursday Session II (9-12)

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
CRA	QM	CST	MGAA	SM	SL	WMST	WWST
FB	BPST	MCC	HHT	WL	SCC	HMST	GPST

Thursday Session III (13-18)

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
CW	MCC	GP	HMST	FB	WPST	WL	HST
FAST	SL	SM	QM	MGAA	CRA	BPST	SCC

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.

Clerk of Course

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

Sunday Session I	Thursday Session II	Thursday Session III
SCC	WPST	HPST
MGAA	WPST	HPST
MGAA	WPST	HPST

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 V.

Seaters

Sunday – Session I	Team
1.	HHT
2.	HHT
3.	HPST
4.	HPST

Thursday – Session II	Team
1.	CRA
2.	CRA
3.	FAST
4.	FAST

Thursday – Session III	Team
1.	QM
2.	SM

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.

Award Ribbons

Sunday Session I	Thursday Session II	Thursday Session III
WWST	WMST	CST
WWST	CW	CST

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

Sunday Session I	Thursday Session II	Thursday Session III
CRA	MGAA	BPST
QM	FB	WWST

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

Sunday Session I	Thursday Session II	Thursday Session III
QM	HHT	WPST
HST	SM	MGAA

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

Sunday Session I	Thursday Session II	Thursday Session III
CRA	WWST	HHT
TST	SL	HHT

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.

Door Monitors

Sunday Session I	Thursday Session II	Thursday Session III
CST	HHT	WMST
CST	HPST	WMST
WMST	HST	

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 primary responsibility of the door monitors is to keep people off the deck and out of the mezzanine who should not be there.
3. One door monitor should manage the pool deck. Only people with badges or wristbands are allowed on deck.

Mite Parents

Team	Session I and II
1	ALL TEAMS

Each team is responsible for getting their team **8 & unders and 9-12 swimmers** to the Clerk of Course. Mite Parents must stay with their swimmers until they are called to the Clerk of Course.

Responsibilities of Individual Teams:

1. Provide **Mite Parents or Junior Coaches** to take swimmers to the Clerk of Course and remain with swimmers until their name is called by the Clerk.
2. Every team may have at least two mite parents. For every additional swimmer over 10 the team may have 1 additional Mite Parent on deck. (1 to 10 swimmers is 2 parents, 11 to 20 swimmers is 3 parents, etc.) This will be determined by the number of swimmers entered in the meet for this session. If applicable, team will be notified by email on Sunday, July 18.

Deck Parents

Team	Session III
1	ALL TEAMS

Responsibilities of Individual Teams

1. For Session III each team will be allowed 1 parent to sit in the bleachers with the swimmers and let them know when they are being called to the clerk of course.
2. Every team may 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 number of swimmers entered in the meet for this session.

Hospitality

(Supply and monitor Hospitality Room, Serve beverages to all workers periodically)

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

Sunday Session I	Thursday Session II	Thursday Session II
FCST	FCST	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.

Team Credentials/Coaches Heat Sheets/ Information Booth

(2 workers needed for each session)

Sunday	Thursday
BST	BST
BST	BST

Responsibilities of Head Worker:

1. Distribute team packets for each session to designated Team representative.
2. Distribute coaches packets for each session.
3. Provide information to spectators.

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.

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.