

2024 Chesterfield Aquatic League CHAMPS Scheduler

Monday - July 22
Session 1 - 9:30am
Ages 8 & under

Monday – July 22
Session 2 – 2:30pm
Ages 9 - 10

Tuesday - July 23
Session 3 – 9:30am
Ages 11-12

Tuesday - July 23
Session 1:30pm
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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Margaret O'Shea, Past President

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Meet/Session Referees

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
Jonathan Fauth WL	Jonathan Fauth WL	Jonathan Fauth WL	Jonathan Fauth WL

Deck Referees

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
Chris York	TBD	Doug Twiddy BPST	Doug Twiddy, BPST Margaret O'Shea, TST

Strokes and Turns

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 Thursday, July 18th.

Responsibilities of each Individual Team:

All Strokes and Turns judges are to report to Meet Referee on deck at for instructions 1 hour prior to start of Session

All Strokes and Turns judges must wear **White shirts** and **preferably Blue shorts** while on deck during their shift.

Announcer

(1 Announcer on deck at all times)

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
Edward Broadhurst - HHT	Edward Broadhurst - HHT	Roger Langford – MCC	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 timeline 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)

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
Margaret O'Shea TST	Margaret O'Shea TST	Margaret O'Shea TST	Chris Jaeger Michael Bryant, FCST

Responsibilities of Starter:

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

Head Timer

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
FAST	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

Monday Session I (8&U)

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

Monday Session II (9-10)

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
CST	MGAA	BPST	SM	SL	WRST	GPST	FAST
HST	TST	WL	WPST	HHT	CWC	BPST	HMST

Tuesday Session III (11-12)

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

Tuesday Session IV (13-18)

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
CST	MCC	GPST	HMST	FB	WPST	WL	HST
FAST	SL	SM	QM	MGAA	HHT	HPST	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 Starter 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)

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
*SCC	*SCC	*SCC	*MGAA
HHT	WPST	WRST	QM
HHT	WPST	WRST	SL
MGAA			

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

Monday – Session I	Team
1.	WWST
2.	WWST
3.	WSWT
*Behind Blocks 4.	FCST
*Behind Blocks 5.	FCST
*Behind Blocks 6.	FCST

Monday – Session II	Team
1.	HPST
2.	HPST
3.	HPST
*Behind Blocks 4.	FCST
*Behind Blocks 5.	FCST
*Behind Blocks 6.	FCST

Tuesday – Session III	Team
1.	HMST
2.	HMST
3.	HMST

Tuesday – Session IV	Team
1.	SM
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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
WL	CST	WPST	CST
WL	WWST	WPST	WWST

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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
FAST	SL	HST	BPST
FAST	SL	HST	BPST

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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
HST	HHT	MGAA	HST
QM	HHT	MGAA	WRST

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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
SM	TST	SM	MGAA
QM	CST	SL	SL

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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
CST	QM	HHT	CWC
WRST	FB	HPST	CWC
WRST	FB	HPST	QM

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.
4. For the 12 and under sessions, the remaining door monitors will manage the spectator seating for the mezzanine, calling in one heat of spectators at a time, and making sure that the spectators who have just finished watching a heat leave the area.

Mite Parents

Team	Monday Session I Monday Session II
1	ALL TEAMS

Each team is responsible for getting their team 8 & unders and 9-10 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 amount of swimmers entered in the meet for this session. If applicable, team will be notified their # of deck parents by email on Friday, July 19 and additional wristbands will be placed in their team packet.

Deck Parents

Team	Tuesday Sessions III and IV
1	ALL TEAMS

Responsibilities of Individual Teams

1. For SESSIONS III (11-12) and IV (13-14) EACH TEAM WILL BE ALLOWED 1 PARENT TO SIT AT BLEACHERS WITH SWIMMERS AND LET THEM KNOW WHEN THEY NEED TO BE CALLED TO CLERK.
2. **Every team may have at least one 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 amount of swimmers entered in the meet for this session.

Hospitality

(Supply and monitor Hospitality Room, Serve beverages to all workers every 30-45 mins)

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

Monday Session I	Monday Session II	Tuesday Session III	Tuesday Session IV
FCST	FCST	FCST	FCST
FCST	FCST	FCST	FCST
FCST	FCST	FCST	FCST
FCST	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/officials use only and replenish food or beverage as needed.

Team Credentials/Coaches Packets/ Information Booth

(2 workers needed for each session)

Monday	Tuesday
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. Distribute CHAMPS t-shirt orders to designated Team representative.
4. 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 Park or vacant 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.