

GRAL 2023 CHAMPS

July 30 & 31

SwimRVA

5050 Ridgedale Parkway, Richmond, VA 23234

Welcome to another year of GRAL CHAMPS. Congratulations to all the swimmers who have worked hard and qualified for the Championship Meet. Please read this section thoroughly as it includes important information that will be helpful to your family during the weekend. If you have additional questions, please see your team's CHAMPS Coordinator.

FACILITY USE AND BUILDING ACCESS

- **Coaches, Vendors, and Team Contact Persons (CHAMPS Coordinators) may enter the building at 6:30 a.m. each day of the swim meet.**
- **Swimmer and Families may enter the building at 6:45 a.m. each day of the swim meet.**
- Swimmers will be on the deck or outside during the meet and parents and other adults will be in the mezzanine. Please be courteous and do not take up space in front of the competition pool but spread out in the other areas. When your child is swimming, move to the seating in front of the competition pool. **No saving seats for others.** Swimmers will be able to leave the deck, but only swimmers, coaches, deck officials, and designated workers will be allowed on deck.
- Only those with deck passes, or team assigned bleacher monitors and relay helpers, are permitted on the pool deck, and only coaches and officials with proper deck passes are permitted on the bulkhead during the meet.
- Please see the SwimRVA swimming pool rules on the pages following for facility information.
- Swim coaches and parents, as well as swimmers, are responsible for their team's behavior. Unsafe, unruly, or unsportsmanlike behavior will not be tolerated.
- No running is allowed within the facility.
- No glass containers of any kind are permitted in the facility.
- Swimmers are welcome to warm up in the non-competition pool throughout the sessions (including during the lunch hour), however no horseplay will be permitted. There shall be no diving in the non-competition pool except during morning warmups where teams are assigned.

CONCESSIONS/HEAT SHEETS/GRAL T-SHIRTS

- Concessions will be available in the concessions area as you enter the facility and will open for warm-ups and during competition each day. Rapids Café Menu has great food options for your family.
- A limited number of Heat Sheets & GRAL CHAMPS T-shirts will be sold at the meet, while supplies last at the volunteer table in the café. Cash or check only.

CLERK OF THE COURSE

- The Clerk of the Course will be located in the practice pool area right next to the competition pool. **ALL SWIMMERS MUST REPORT TO CLERK OF COURSE-regardless of age or experience.** Please advise your swimmers that this is a quiet zone. When swimmers enter this area, they are expected to be quiet and pay attention.
- Please make sure that all of your swimmers know their event numbers, heats, and lane assignments. The Clerk will be calling swimmers only by these numbers. **IT IS THE SWIMMER'S RESPONSIBILITY TO GET TO THE PROPER PLACE WHEN HIS OR HER EVENT/HEAT IS CALLED.** **You may write it on the back of children's hands.** To determine this information, use the heat sheet that you purchased, borrow someone else's, or see your coach. **The heat and lane will NOT be posted in Meet Mobile**, but the results, and scores will.
- For 8 & Under Relays, your team can provide the usual Parent Helpers to assist the children in getting to the proper ends of the pool. Only 2 Parent Helpers per relay team are allowed on the deck. For 9 - 10 Relays, 1 Parent Helper may be provided to assist the children. Parent Helpers are not mandatory.

DECK BLEACHERS

- Swimmers are assigned bleachers on the deck (by team). Teams are assigned spaces based on the number of daily registered swimmers. Some teams will need to share bleachers as there are more teams than bleachers. All teams are expected to honor the boundaries of their designated space. A diagram will be posted to help swimmers identify and locate their team spaces. If swimmers are not comfortable sitting inside with others, they are welcome to be outside. The facility has speakers outside so you will be able to hear the events being called.
- Extra chairs will not be allowed on deck.
- A limited number of snacks and drinks WILL be allowed on deck, but swimmers must clean up whatever they bring.
- **All teams are required to clean their spaces and remove all belongings at the end of each day. Neither SwimRVA nor GRAL will accept responsibility for any lost or stolen items. Failure to fully clean and remove belongings from one's space at the end of each day will result in a \$100 fine to the offending team.**

WORKERS, VOLUNTEERS AND OFFICIALS

- All teams are expected to honor their assignments and provide the workers necessary to run the meet.
- All workers, volunteers and officials must wear their nametags/identification badges when on the deck if provided. Badges will be available at the volunteer check-in table for volunteers, coaches and deck officials. No one will be admitted on the deck without proper identification. **Check in at the Volunteer table (in café) prior to heading to your assigned location.**
- Coaches are also required to wear their badges when on the deck. These nametags must be worn as designed so that they are readily visible and readable by all Meet Officials and Security personnel. Only coaches with badges will be permitted behind the blocks. Coaches without badges can be assigned on Day 1 as their team's Bleacher Monitor, but otherwise will not be allowed on deck.

HOSPITALITY AND MEDAL ROOM

- The Hospitality/Medals Room will be in the weight room under the mezzanine.
- Medals will not be available until at least 30 minutes after the results have been posted.
- GRAL will provide two medal boxes for each team. Team medals will be placed in the team's medal box. In order to remove the team's medals from the Medal Room, a designated COACH will replace the 1st medal box with the 2nd empty medal box. A medal box **MUST** remain on the table at all times. Medals may be picked up periodically (no swimmers or parents, please).

EVENT RESULTS AND SCOREBOARD DISPLAY

- The order of finish displayed on the scoreboard in the pool area is **not official**.
- Official results will be posted by the café on the first floor. Swimmers and Parents can also use Meet Mobile to keep track of results, however accuracy of Meet Mobile is not guaranteed.

TEAM BANNERS

- Team banners that have been turned in at registration prior to meet will be given to SwimRVA for display. Please do not hang banners yourself. No Advertising on Banners.
- **Each team is responsible for picking up team banners on the afternoon of Day 2.**

COACHES

- No chairs on the pool deck.
- Warm up times and lane assignments are printed in the heat sheet. Please honor your warm up time and lane assignments. No lane jumping allowed. Please be conscientious when sharing lanes. This year we will be using both sides of the pool so that lanes are less crowded. During the meet, the non-competition pool is also open for warmups. Also, please limit diving for safety reasons. No diving in the non-competition pool except during assign warmups in the morning.
- The Order of Events will be posted on the website as well as printed in the heat sheet.
- This year we are swimming all events in **METERS**.
- Remind your swimmers that there will be announcements for the events only. There will be no announcements for individual swimmers or relay teams to report to clerk. **It is the responsibility of the swimmer to report on time. ALL Swimmers must report to the clerk of course.**
- Please be respectful of all coaches, workers, officials, teams, swimmers, and volunteers. Do not speak to the Strokes & Turns Judges concerning calls during the meet, rather please address the referee.

PARENTS

- Cheer hard for your child and understand that they are trying their best. Remember that they are swimming against the best in the league and not just a few good swimmers from one team.
- Be respectful of our coaches, workers, officials, and other volunteers. Everyone has worked hard this season to make it a good one. Let's finish on a positive note. Be an example for your child and others. And, have some FUN!
- Thank you to everyone who has contributed their time and talents to make CHAMPS a success.

We hope your child swims his or her best and has a great meet.

CHAMPS VOLUNTEERS

VOLUNTEER REPORTING TIMES: *It is very important that workers report on time. This is especially critical in the transition from the morning to the afternoon sessions.*

Deck Security - Report to Volunteer Check-in Table

Shift 1: 6:45 a.m. – 10 a.m.; Shift 2: 9:45 a.m. – 1 p.m.; Shift 3: 12:45 p.m. – Session End (Day 1)

Shift 1: 6:45 a.m. – 9:30 a.m.; Shift 2: 9:15 a.m. – 12:00 p.m.; Shift 3: 11:45 a.m. – Session End (Day 2)

Clerk of Course Helpers - Report to Volunteer Check-in Table

Session 1 – 8:30 a.m. / Session 2 – 12:30 p.m. (Day 1)

Session 3 – 8:30 a.m. / Session 4 – 12:00 p.m. (Day 2)

Strokes & Turns Judges – Report to Medals Room

Session 1 – 8:00 a.m. / Session 2 – 12:15 p.m. (Day 1)

Session 3 – 8:00 a.m. / Session 4 – 11:45 a.m. (Day 2)

Deck Water - Report to Volunteer Check-in Table

Session 1– 8:30 a.m. / Session 2 – 12:30 p.m. (Day 1)

Session 3- 8:30 a.m. / Session 4 – 12:00 p.m. (Day 2)

**Distribute to volunteers and officials frequently. Stock water and ice in coolers.*

Head Timer - Report to Volunteer Check-in Table

Session 1 – 8:40 a.m. / Session 2 – 12:40 p.m. (Day 1)

Session 3 – 8:40 a.m. / Session 4 – 12:10 p.m. (Day 2)

Runner- Report to the Volunteer Check-in Table

Session 1 – 8:40 a.m. / Session 2 – 12:40 p.m. (Day 1)

Session 3 – 8:40 a.m. / Session 4 – 12:10 p.m. (Day 2)

Timers - Report to Volunteer Check-in Table

Session 1 – 8:40 a.m. / Session 2 – 12:40 p.m. (Day 1)

Session 3 – 8:40 a.m. / Session 4 – 12:10 p.m. (Day 2)

Medals – Report to Hospitality/Weight Room

Session 1 – 9:30 a.m. / Session 2 – 1:30 p.m. (Day 1)

Session 3 – 9:30 a.m. / Session 4 – 1:00 p.m. (Day 2)

VOLUNTEER DESCRIPTIONS:

ANNOUNCER

- Only needed for **DAY 1, 12 & Under** Sessions
- Announces each event and other important information
- Other duties as assigned

BLEACHER MONITOR

- Each team needs to provide the required number
- Only needed for **DAY 1, 12 & Under** Sessions
- Monitors the bleachers to make sure the swimmers are safe and not disruptive

CLERK OF COURSE

- The Head Clerk is pre-assigned; all others will assist
- Using meet programs, place swimmers in order and move them through clerk to the blocks
- Help assemble relays and make sure each 8&U and 9-10 relays have parent helper(s) if necessary
- Communicate with announcer as to what events to call
- Do NOT reseed anything
- If a child misses a heat, contact the Referee
- Every volunteer should have the chance to see his/her child swim
- Other duties as assigned by head clerk

DECK SECURITY

- Two will be placed at the doors, two will monitor the bulkhead, and two will roam around and replace others when it is time to see kids swim
- Walks the deck prior to and during each session to ensure safety of all swimmers, coaches and volunteer workers
- Enforces no diving rule and keeps everyone but coaches and officials off the bulkhead
- Ensures that everyone on deck is either a swimmer or an adult with a pink badge
- Ensures non-competition pool is used for warming up only, not horseplay
- Other duties as assigned

DECK WATER

- Ensures on-deck coolers are filled with ice and bottled water
- Periodically hands out bottled water to volunteer workers
- Other duties as assigned

HEAD TIMERS

- Attend pre-session timers meeting
- Gives an extra watch if a timer misses the start
- Communicates with Computer for missed starts
- Duties as determined

MEDALS

- Attaches labels to medals
- Places medals in each team's box
- Each team has two boxes (coaches must leave an empty box in order to take a full box)
- No one but coaches can take medals
- Other duties as assigned

RELAY HELPER

- Each team may provide 2 attendants for each 8 & U relay and 1 attendant for each 9-10 relay.
- This person can help with all relays in that age group as long as the team does not have multiple relays in a heat.
- Ensures that each relay gets to the correct heat/lane

RUNNER

- Takes DQ slips from Computer and puts them in correct medal box
- Transports labels from Computer to Medals
- Picks up paper results from Computer area and posts them across from the café/volunteer table
- Other duties as assigned

TIMERS

- Attend pre-session timers meeting
- Verify swimmer in each heat with heat verification sheet
- Time swimmers as they swim in lane as directed
- Other duties as assigned