

## 2009 Oakhurst Orca Bull-Pen Procedure

### Responsibilities of the Bull-Pen :

- Check in Swimmers as they arrive.
- Give coaches a list of no-shows.
- Post Race sheets
- Post "Heat Sheets" as soon as they arrive.
- Help swimmers and parents find information, answer questions and kids with races, lanes etc.
- Help gather swimmers for relays.

### Bull Pen volunteer:

- Bull Pen volunteers need to arrive at the pool by 5:30.
- The "Bull-Pen container", it has all the materials you will need for the night. Pens, extra sharpies to lend to kid who forgot to bring one, plastic sheet protectors, tape, clip boards, binder clips and misc. other stuff you may need.
- Post swimmer Event Sheets: The coaches will give you copies of the "Event Sheets" (these sheets list the swimmers name followed by all their races for the meet, example:

Jane Swimmer:

#1 Medley relay-back

#11D Free style

#41 B Back stroke

#61 Free relay - 3

These sheets **DO NOT** have the lane assignments. Instruct the swimmers that the lane assignments will be posted after warm-up and to check back.

- **HOME MEETS:** Post two copies of the Event sheets inside the clubhouse windows facing out (use the blue tape to keep the windows clean) one on each side of the doors. We do this to spread out the group to cut down on crowding. Let the swimmers know that both sets of sheets are the same.
- **AWAY MEETS:** Every pool is different, you need to find a good spot to set up the bull pen (get a table for your stuff, put up the Orca banner) someplace visible, if possible away from the speaker system so its not so loud.

Post the Event sheets. Use the plastic sheet protectors. Then find a spot where you can tape the sheets to a wall, table etc. or use the binder clips (clip the binder clips to the top of the sheet protectors then use either another clip or tape to attach to a fence).

- Because its harder to post the sheets at away meets we normally only post one copy. To help avoid crowding, we post the girls' sheets in one area and the boys sheets in another.

**TRY TO GET SET UP AND ALL THE SHEETS POSTED BEFORE THE SWIMMERS START TO ARRIVE, SO YOU WILL BE FREE TO CHECK-IN.**

**BULL-PEN VOLUNTEERS:** We should have at least 3 to 4 people working the bull-pen.

- Bull-pen area: Two people need to stay in the bull-pen area to:
  - Check in swimmers, answer questions, help the younger swimmers, post Event/heat sheets etc and set up relays.
- BLOCKS: Two people to work the blocks. These two are responsible get the right kids in the right lane, in the right order. This is most important for the younger swimmers and relays. The volunteers at the blocks need to work together to cover the three Orca lanes, for example: if we are swimming in lanes 1, 3, 5 one person will work lane one, the other lane 5 and then they share lane 3. Typically after we get past the first set of relays the bull-pen will be under control so one of the people from the bull-pen can help out at the blocks, if needed.

**SWIMMER CHECK IN:**

The coaches will give you a list of swimmers; they will be divided up into a list of boys and girls. There should be two people doing check-in; one for the boys and the other girls, again it helps thin out the crowd.

- *When the coaches call the swimmers for warm-ups, or at 6:15 make a list of all the missing swimmers and give it to Coach Steele.*

**POST HEAT SHEETS:** (Heat sheets are in Event order and will include the lane assignments).

The home team is responsible for printing the heat sheets. They should be printed and ready by 6:00 (sometime earlier, sometimes later). Make sure you have:

- One copy for everyone working the bull-pen.
- Two copies to post for the team.

***Strongly encourage the swimmers in the first 10 Events to go first.*** Tell the swimmers in the later Events they have plenty of time to find their lane assignments and to come back after Event 8 or 10.

After warm-ups is a very busy time for the bull-pen:

- Post the heat sheets,
- Help swimmers with lane assignments - try (I know it's almost impossible) to have anyone who is NOT in the first 10 Events wait for lane assignments, i.e. let the early Events go first.
- Start lining up the medley relay Events #1-4 (Event #5 starts the 11-12 year olds and up, typically they need very little help).

The Events have not started so the people who will be working the blocks can help with relays set up and lane assignments.

**RELAYS:**

The bull-pen is responsible for getting the 4 swimmers together, make sure they know the lane they are in and hand them off to the coaches who will get them in the correct order, correct end of the pool and make sure they know what stroke they are swimming. The bull-pen volunteers who are working the blocks will also help out with relays.

- Free Relays 1-4 will report to the bull-pen right after the coach's pep talk. It may be a little early at the home meets because, the home team warms up first. The away team will have 15 minutes of warm up and then there is another 15 minutes before the races start.
- Free Relays #61-64.
  - These Events will report to the bull-pen during race #50. At home meets ask the starter to make an announcement for swimmers in race #61 to 64 need to report to the bull pen between race 50 and 51. The butterfly races will go very fast it will give you about 10 minutes to find the kids and get them set up.

**Magic Numbers:**

All 10 and under swimmers and Parents are instructed to report to the block 5 races before their next race. We should have 5 kids lined up at the blocks at times.