

INFORMATION FOR CHAMPS PREPARATION

June 2011

Registration: PLEASE USE 1 CHECK FOR PAYMENT.

Name Tags: please provide some type of name tag for your parent volunteers indicating jobs (i.e. Pebble Creek: Timer – Saturday a.m. session)

Name Badges – on-deck officials and coaches need to pick up a name tag (sticky label type) at the Referee table each morning ~ this is their ‘pass’ for being on-deck

Heat Sheet Ads: note that payment will be 50% of the amount your team collects in ad sales

Heat Sheet Books: each team receives 1 free book for coaches; coach copies have NO ads (\$7.00 each); participants’ copies have ads (\$10.00 each)

T-Shirt Order Form: design posted via the web site; shirt manufacturer is same as past 3 years, so base sizes on previous shirts (100% cotton)

Lunch Order Form: order form on-line; this is optional and available only for **coaches** and **deck officials** from your team that are volunteering that day – no refunds after payment

Food Vendor: Kathleen Shafer Catering; breakfast and lunch items available

Registration of Swimmers: follow the information found in the GRAL Handbook for swimmer qualification guidelines; if you have questions during the season, please call or get them answered at the July 18 meeting (GRAL Handbook is online)

Team Responsibilities: each team will be responsible for some part of running the Champs’ meet; team jobs will be assigned for all participating teams based on REGISTERED swimmers each day (i.e. your team may have 40 kids Saturday = larger job assignment and only have 6 kids Sunday = smaller job assignment)

On Deck Officials: submit names for Referee and Stroke & Turn officials from your team at the June and July meetings; officials must have worked 3 seasons in their position or be certified by US Swimming and have no grievances filed against them in the past season – submit to VP of Clinics via web site – only part of team responsibilities

Champs’ Relays: time standards posted on the web site; all relays are based on time standards and NOT on swimmer classification

Medal Boxes: GRAL provides each team with 2 medal boxes at Champs; medals can be picked up in the farthest racquet ball court in the hallway *only if the entire box is picked up and the second replacement box is put in its’ space*; both boxes will be held by GRAL for storage to be used annually- **ONLY COACHES CAN PICK UP MEDALS.**

Coaches’ Space: the racquetball room closest to the end of the hallway is available for coaches to pick up ordered lunches; teams may place small coolers here for coaches to access during each day; Tootsie Roll pops available during each day

Directions to George Mason Freedom Aquatic Center: see GRAL or George Mason website

Team Banners – NO ADVERTISING ALLOWED ON TEAM BANNERS – drop off at heat sheet book pick-up site – Freedom Center staff hangs Friday night – pick up Sunday

Team Awards – Division trophies are awarded on Saturday morning prior to the start of the morning session (approximately 9:45 a.m.)

Len Everett Award – This will be presented Sunday morning prior to the session.

Coaches’ Award – This will be presented Sunday morning, following the Len Everett Award.

Coaches’ Relays – these occur on Saturday and Sunday at the end of the morning session – sign up due at 7/17 meeting - coaches may swim with coaches from other teams

CLERK OF COURSE - Parents write child’s Event, Heat, and Lane information on child’s hand.

(Saturday); Child needs shoes, towel, cap and goggles. Child will not be allowed to enter the pool without shoes and a towel (towels can be placed on the bench behind the blocks); have 2 parent helpers for Mite and 1 for Midget relays; details posted on GRAL site 1 week prior to meet