

Athlete Reps (AR) Area Plan (Subsection of Overall Meet Plan)

**Supervisor:** [Name]

**Assistant & Chaperone/Team Manager:** [Name]

**Director:** [Name]

**Objectives:**

- Athlete Rep Mentor: Help facilitate their success in doing their assigned job.
- Athlete Rep Mentor Assistant & Athlete Rep Chaperone/Team Manager: Ensure basic needs of athlete reps are provided for and they are safe during meet time.
- Athlete Reps:
  - Attend planning meetings and give input to ensure the needs of the athletes will be met—and that the meet will be fun!
    - Represent the needs of athletes on the Zone Meet Planning Committee and promote measures to ensure a good experience for all athletes
  - Fulfill responsibilities according to job description and as assigned
  - Attend meet. Function as a liaison between designated LSC youth team captains and meet leadership, facilitate various activities and assist as needed.
  - Provide leadership, support and assistance (as needed) to team captains. Help to facilitate their success as team leaders.

**Area Budget Amount:** \_\_\_\_\_ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

**Pertinent Meet Plan Information**

- Review carefully and thoroughly
  - Entire OVERVIEW section
  - APPENDIX C: Event Messaging
  - APPENDIX N: Athlete Reps
  - *Set-up/Clean-up & Equipment Checklist (LISTS & MISC)*
- Be familiar with
  - *Box Lunch Area Plan (AREA PLANS section)*
  - May be useful to be familiar with other area plans to answer questions from LSC's

**To Do's**

- **ALL:** See Task's & To Do's section in OVERVIEW: search on (AR) (include parenthesis)
- **ALL:** Area "Objectives" listed above
- **Mentor(s):** See table below
- **Athlete Reps:** ATHLETE REPS cells in table below & APPENDIX N: *Meet Host Athlete Representative Job Description*

<b>Athlete Rep MENTOR(S) Tasks</b> <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
<b>TEAM MANAGER:</b> Ensure Athlete Reps have adequate lodging during meet. Chaperon them from Tuesday Aug. 9 through Saturday night, August 13th. Provide transportation between lodging, pool and Athlete Celebration Saturday night. Ensure meals are provided. Support and encourage as needed. Help facilitate their success in doing their assigned job.	1	
<b>TEAM MANAGER:</b> Ensure all Utah and USA Swimming safety procedures are followed, including the preparation of and signing by parents, and athletes, of	1	ASAP

<b>Athlete Rep MENTOR(S) Tasks</b> (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
applicable forms and releases. (Use Utah Zone team forms as a model and modify as needed. Receive approval from meet director and Utah Swimming Safe Sport director (Josh Williamson--contact into on Roster in OVERVIEW section) before distributing)		
<b>AR MENTOR:</b> Ensure Athlete Rep assigned meet activities (Team Banner decorating, Social Media, Skits, Did You Know's about meet and/or LSC's?) are supplied and happen	1	
<b>AR MENTOR:</b> Ensure info available in Athlete Village is current (Audio of announcer & Scoreboard image in The Hub. May use meet marshals & The Hub adults to monitor)--don't want athlete's missing events because of this.		
<b>TEAM MANAGER:</b> Sign up for Athlete Celebration all Athlete Reps who can attend. Use form on page 17 of meet announcement. Write "Athlete Reps" on LSC: line and put the number attending in the "ATHLETES" box. Mark: "Not Applicable" on the fee line. Turn in as instructed by deadline. Ensure Athlete Reps receive tickets to attend Athlete Celebration on Saturday night.	1	Aug. 3, 2016
<b>ATHLETE REPS:</b> Integrate & promote event messaging (APPENDIX C) as much as possible		
<b>ATHLETE REPS:</b> Set up 8 foot Rocky and secure him so he doesn't blow away. Ensure he is put up each morning, and taken down (or at least secured) after every session.		
<b>ATHLETE REPS:</b> Assist Box Lunch/Dinner supervisors as requested. Help transport food from drop off point (Credentialed entrance in Athlete Village) to team tents.		
<b>ATHLETE REPS:</b> Assist in gathering and playing Championship Heat parade music as needed. Make plan with meet director. Idea: Use Spotify? (or another free or low-cost source of music)	:	
<b>ATHLETE REPS:</b> See also: APPENDIX N: <i>Meet Host Athlete Representative Job Description</i> following Athlete Rep Area Plan		
<b>ATHLETE REPS:</b> Encourage and assist teams in picking up their area throughout each session and when leaving each day. Also encourage and assist cleanliness in The Hub, throughout Athlete Village & venue.		

**Notes/Misc. Info:**

Idea: Give prompts, post-it notes and pens via Athlete Reps to teams (change each day or session?). Encourage all to write their answer to the prompt and post it on their team banner. They may also post it on social media if desired.