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| **2018 LC State Awards Sorting & Labeling Training List** | | |
|  | **Prelims** | **Finals** |
| **Trainer Name/Position**: | **Lorinne** |  |
| **Training Location:** | **Awards Area KYAT office** |  |

**Training Agenda:**

* Location of award labels: team box at Coach Check-in
* Final Events During Prelims: will be printed and put in the team box
* Label bags per team. Extra bags
* Seal all award bags.
* Check-off teams when they pick-up their bags: No exceptions.
* Ensure that sufficient places have been printed for each award (Individual awards are usually 16 places. Relays are usually 8 places--check meet information to be sure. Relays should have 4 labels (name) for each place per event.)
* Post Awards Information Chart in the awards preparation area
* Instruct award labeler(s) how to label awards. Show them the Awards Information Chart. Help then understand that the places that get medals vary between individual & relay events.
* After the labeling and distributing is done for that session, secure the area as best as possible before leaving. (Set team bags aside if awards preparation area is used by others, fold down tops on team bags, etc. Put unlabeled awards in an inconspicuous place, etc.)
*  NOTE: You will want to be sure that all award labeling and sorting is caught up going into the Saturday p.m. session
* Saturday p.m.: Follow the same process as before, except you will be getting labels for events happening during that session. Start labeling after the relays. (Don't forget to get labels for any timed final events swum during the morning)
* Saturday Finals: check w/Meet Director for displaying Team and High Point Awards
* Towards the end of the session, ask the announcer to remind coaches to pick up their team awards after the meet is over and tell where to pick up awards.
* After session is over (before & after individual & team high point awards are announced?) have announcer remind coaches to pick up awards and tell them where to get them.
* Clean up awards preparation area. Return any leftover, unlabeled awards to Meet Director
* Unclaimed awards: Give to Michelle Kiser or Lorinne