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| **SR State Clerk of Course Training List** | | |
|  | **Prelims** | **Finals** |
| **Trainer Name/Position**: | **Lorinne** | **Lorinne** |
| **Training Location:** | **Clerk of Course Table** | **Admin Office** |
| **Training Time:** | **Before warmups** | **Before warmups** |
| **Volunteer Check-in? Y/N**  **If yes, where & when?** | **No** | **NO** |

**Training Agenda:**

* Thursday session: receive athlete rep nominations till end of session. Give them to Mike Werner.
* End Friday Prelims, Friday Finals, and Saturday Prelims: Distribute Athlete Rep ballots
* Athlete Rep Ballots available End Friday Prelims, Friday Finals, and Saturday Prelims.
* Athlete Rep voting closes at the end Saturday Prelims.
* **IMPORTANT: Put only ballots in the ballot box after checking off the name of the athlete.**
* **Ballot Box cannot be unattended.**
* Scratch box closes during relay events!
* 5:00 PM Thursday: Positive Check-in for 1650 free closes.
* 6:00 PM (Th,F): Scratch box closes for Friday, Saturday prelims sessions on the evening prior to prelim session.
* Ongoing during Prelims: Receive scratches for prelims throughout day. Close at 6 pm.
* Final Session Scratches: Receive scratches for finals 30 minutes after the announcer opens the scratch boc.