|  |
| --- |
| **2020 AG State Computer Runner Training List** |

**Training Agenda**

* **Introduce to the Admin Official:** Let them know where you are and cooridinate breaks.
* **Deliver Meet Paperwork:** 
  + Make sure that Timing sheets on clipboards.
  + Put sharpened pencils on clipboards
  + Make sure clipboards are Timer Bins according to WEST and EAST ends.

**Heat Sheets**

* **Post heat sheets as soon as they ready**: (3) Heat Sheet Posting Locations:
  + West Hallway Entrance to Pool
  + Overflow Arena Hallway
  + Spectator Seating Hallway
* **Post Heat Sheets in Numerical Order**
* **Post Heat Sheets Left Side of Results**

**Results**

* **Post previous day results:**
  + Post Results in (3) locations
  + Post in numerical order: might not receive in order
  + Post right of Heat Sheets-give enough room to add more
  + Previous day’s results get stack together, stapled, and taped to wall.
  + Color order: Post Yellow & Blue results on top of white evetns.
  + White: Prelims results – post first
  + Yellow: prelim results after scratches – post second
  + Blue: Timed Finals Results – post third
  + No Yellow – post blue on top
  + Deliver award labels to award area
  + Check for loos papers.
* **Results of the meet.**
  + Post the results throughout the meet by heat sheets.
  + File PRELIMS Timed Final Events award labels in coach box in file folder

**Saturday Finals Only:**

* Check award labelers need help in getting labels to them directly or just final in team box.