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| **2019 SR State Timing Sheet Runner Training List** | | | |
|  | **Thursday** | **Prelims** | **Finals** |
| **Trainer Name/Position**: | **Lorinne** | **LTM/KR** | **KR** |
| **Training Location:** | **Volunteer Table** | **Volunteer Table** | **Volunteer Table** |
| **Training Time:** | **4:30pm** | **7:15am** | **5:00pm** |
| **Volunteer Check-in? Y/N**  **If yes, where & when?** | **Yes** | **Yes** | **Yes** |

**Training Agenda:**

**NOTE: LET ADMIN AND STARTER KNOW THE RUNNER IS GOING TO GET THE CLIPBOARDS OUT!**

**Thursday: Only one runner for the night**

1. **Prepare timing sheets:** Help meet admin get timing sheets ready to put on clipboards.
2. **Prepare timer’s clipboards:** Ensure timer clipboards have timing sheets and sharpened pencils.
3. **Get out timing clipboards:** 5 mins before meet start, put out timing sheet clipboards and watches. Don’t let timers do this. Keep them dry.
4. **Collect timing sheets:**
   * Keep sheets in order with lane 1 on top.
   * Collect sheets after each event except on relays.
   * When collecting, wait for timers to finish what they are doing before taking.
5. **Turn-in Timing Sheets:** Give timing sheets to meet admin in designated area of the meet office.
6. **Relays:**
   * Relays are both in prelims and finals.
   * During relays: gather relay declarations from the timers after each HEAT and give them to admin AND gather timer sheets after each EVENT.
7. **Break Needed:** Notify the meet admin that you will be taking a quick break and the expected return time. Do not leave without letting them know since they will think you have left the session.
8. **End of session:** gather timing clipboards and watches and place in bins.