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| **2019 LC State Volunteer Check-in Training List** |

**Purpose: To ensure that each meet worker is accounted for and has received instructions on how to get trained.**

**Basic Information:**

1. Review Meet areas: 1) coaches check-in (Credential Desk), 2) clerk of course, 4) program sales, 5) heat sheet locations, 5) timers and meet marshal training locations
2. Review closed deck and spectator seating availability; decks cleared in between sessions
3. Review: Bathrooms and locker room location
4. (3) Check-ins
   * **Preassigned Check-in:**  Some jobs such head timer, runner, and credential desk on a preassigned on session and the open session the other. Alphabetical order. If can’t find their name, go to Open. Preassigned: Officials and Meet office workers do not need to sign; all other volunteers need to sign.
   * **Open Check-in:**  Find by club. Team admin is the phone number.
   * **Extra Volunteer List & Check-in:** for clubs that did not sign-up on the website. (.

**Each Volunteer Must**

1. **Check-in:** 
   * Each Volunteer must sign-in on a check-in.
   1. Timers name on the HT’s Roll Call Sheet
   2. If volunteer is on the “Needs to Be Filled” or “Extra,” make sure they put their contact info.
2. **Reporting Instructions:** Give time and location where to report.
3. **Wristband:** Give each volunteer a wristband.
   1. If specified meet workers have lost wristband and need replacement, please record by their name they received additional wristbands.
   2. **FINALS: Give a wristband to the person singing the National Anthem. Direct them to the announcer**
4. **Badges:** Give Timers and Meet Marshals their badges. Give MMs their vests too. Tell them to bring back badges to volunteer table when job is completed.

**Splitting Shifts:**

1. **DO NOT** have volunteers that are splitting their shifts sign-in the second timer; the second timer needs to do this when they come for their shift. 2nd timer needs to receive their wristband and 1st need to to check-out and have their wristband cut off.
2. Access to closed deck ONLY: credentialed meet workers w/wristbands, swimmers, and coaches
3. Relief Timing when finished