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| **2019 SR State Volunteer Check-in Training List** | | | |
|  | **Thursday** | **Prelims** | **Finals** |
| **Trainer Name/Position**: | **LTM** | **LTM/KR** | **LTM** |
| **Training Location:** | **Volunteer Table** | **Volunteer Table** | **Volunteer Table** |
| **Training Time:** | **4:15 PM** | **6:45 AM** | **4:45 PM** |
| **Volunteer Check-in? Y/N** | **Yes** | **Yes** | **Yes** |

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

**Basic Information:**

1. Review each area:
   * Credential Desk (coach check-in)
   * clerk of course
   * program sales
   * heat sheets
   * timer training scoreboard
   * Review closed deck
   * spectator seating availability
   * Bathrooms and locker room.
2. (3) Check-ins Defined:
   * **Preassigned Check-in:**  Officials, Meet Admin, Meet Office Workers, Announcers and few other positions that were assigned by the Volunteer Coordinator.
     + Alphabetical order: If you can’t find their name, go to Open.
     + Officials, Meet Admin, 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:** 
   * Sign-in on a check-in.
   * Timers: Sign HT’s Roll Call Sheet
   * Have non-signed up volunteers sign-in on EXTRA
2. **Reporting instructions:** give volunteer time training time and location.
3. **Wristband:** Give each volunteer a wristband
   * If specified meet workers have lost their wristband and need replacement, please record by their name that received additional wristbands.
4. **Badges:** 
   * Give timers and Meet Marshals their badges.
   * Give MM their vests too.
   * Tell Timers and MM to bring back to the volunteer table their badges and vests.
5. **Splitting Shifts**
   * **2nd half Volunteers** SIGN-IN WHEN AT THE TIME THEY ARE RELIEVING THE FIRST Half Volunteer AND NOT BEFORE. **Second Half Volunteer** signs-in and receives their wristband. **First Half Volunteer** needs to check-out and have their wristband cut off. **\**
6. **Relief Timers:** 
   * Relief timers: go to timers meeting. Lorinne will train at 10 am & 7:30 PM volunteer table.
7. **After Volunteer Positions are Filled:**

* Stay at the desk to field questions of individuals about volunteering and the meet information.
* Access to closed deck ONLY: credentialed meet workers w/wristbands, swimmers, and coaches.
* PRELIMS: Handle Split shifts in middle of session and Relief Timers.
* FINALS: Help with awards

1. **Complaints**

* If someone wants to give a complaint, have them fill out a meet evaluation form. They will need to sign it before submitting it.