



Volunteer Job Description

Check In

- Check in will be located on the West gate of the pool. Picnic tables will be set up for check in with a wooden table top.
- You will receive paperwork listing all of the swimmers entered in the meet, listed alphabetically and separated by gender.
- Arrange these lists on the table alphabetically, then tape them in place.
 - Boys on one side Girls on the other
- The swimmer is to find his or her own name, circle the events they wish to compete in, then initial next to the name.
- Use the **ruler** to help line up the swimmer's name with the event numbers. Allow the swimmer to circle and initial their own events.
- Check in will close at 8:30am for event #1. The closing time for all events is 10:30am.
- After an event has closed, swimmers are no longer allowed to check in for that event.
- Swimmers can also **SCRATCH** (elect not to swim) one or more events. To scratch, the swimmer crosses out the event number and initials next to it.

HIGHLIGHTED NAMES

- **Green** highlighted names are for swimmers who need to pay for entries before checking-in.
- **Yellow** highlighted names are for swimmers who have entered more than the maximum number of events in the meet. When these swimmers check-in they may only circle the allowable number of events for that day.
- **Pink** highlighted names indicate swimmers who are not currently registered with USA Swimming. These swimmers must fill out the USA Swimming registration form and pay the registration fee plus a \$10 processing fee, for registering at the meet. Only after the form is completed and fee is paid may the swimmer check-in.

CLOSING OF EVENTS: the **admin official** will direct you on how to close events.

THANK YOU!!