

Instructions/Times for Volunteer Workers:

ALL volunteers MUST CHECK IN at the Check In table prior to the start of their shift or meeting. This is located in the “breezeway” entrance to the complex. The only exception to this is the Parking Lot Attendants who report directly to the island at the parking lot entrance.

ALL supplies will be provided including vests, stopwatches, writing utensils, etc.

ALL volunteers are required to attend any specific meetings. Please list those meeting times on your website so volunteers are aware.

ALL volunteers must be 18 years of age or older due to the fact that this is a championship meet.

Position	1st Shift	2nd Shift	Time Description	Instructions/Meetings
Awards	7 - 8:30	8:30 - 10:00	Driven by TIME	Report behind the starting blocks, outside the fence.
Timer & Head (Back Up) Timer	5:15 - 7:30	7:20 - 9:30	Driven by MEET -change after backstroke	Report behind the starting blocks, outside the fence. 1st half meeting - 5:30 2nd half meeting - 7:25 ish
Runner	5:15 - 7:30	7:20 - 9:30	Driven by MEET -change after backstroke	
Clerk of the Course	5:15 - 7:30	7:20 - 9:30	Driven by MEET - change after backstroke	Report to the Clerk of the Course entrance along the fence on the waterpark side. 1st half meeting - 5:20 2nd half - start of backstroke (shadow who you are replacing @ the Clerk)
Hospitality/ Water	5:30 - 7:30	7:30 - 9:30	Driven by MEET - change after backstroke	Report behind the starting blocks, outside of the fence by the pumphouse to get your cooler and instructions.
Safety Marshal	3 Shifts	3:50 - 6:00 5:45 - 8:00 7:45 - 10:00	Driven by TIME	Report behind the starting blocks, outside of the fence by the pumphouse 1st shift starts at 4:00 - Mtg. at 3:50 2nd shift starts at 6:00 - Mtg. at 5:45 3rd shift starts at 8:00 - Mtg at 7:45
Parking Lot Attendant	3:20 - 5	5 - 6:30	Driven by TIME	Meet at the entrance to the parking lot. There will be instructions located there.
Meet Set-Up	3:30 - 5:30 ish	none	Driven by TIME (may finish early)	Meet at the check in table.
Clean Up	none	9 - 10:30 ish	Driven by MEET	Meet at the check in table.
Volunteer Check In	3:20 - 5:30	5:30 - 7:45	Driven by TIME	Meet at the check in table