

Runner Job Description

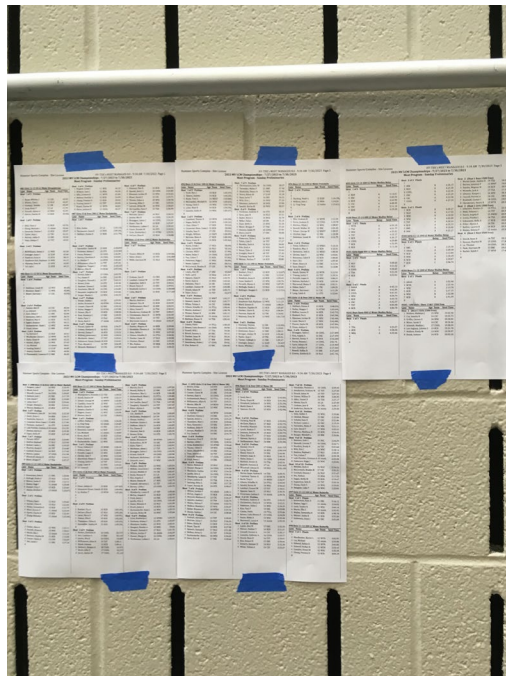
Hello! You've volunteered for being a Runner. Don't worry, you won't be running anywhere. A Runner takes the papers to and from the various locations and officials that need them to keep the swim meet running without any problems. Runners are some of the most important volunteers at the swim meet!

Here are the main tasks for a runner:

1. Hang Heat Sheets & Deliver Heat Sheets
2. Collect Lane Timer Sheets
3. Collect DQ Slips
4. Collect Event Results from the Console Table Printer
5. Transfer the Scratch Papers (Pre-lims / Finals Meets Only)
6. Post Results Papers
7. Deliver Awards Stickers to the Awards Table

1. Hang Heat Sheets & Deliver Heat Sheets

These are placed in the front lobby and on the south wall inside the pool near the crash area. You will see two green "Meet Info" signs. Hang them under those like the example below. Also deliver heat sheets to all of the coaches, the timing console operator, and the clerk of the course.



2. Collecting Lane Timer Sheets

For each swim lane, there is a paper that holds the name and times for each swimmer in an event called the Lane Timer Sheet. See the example below.

The image shows a sample Lane Timer Sheet for the 2023 MV LCM Championships, held from 7/27/2023 to 7/30/2023. The event is "Event 89 Girls 11-12 100 LC Meter Backstroke Prelims". The sheet is designed for three heats, each with three lanes (Lane 1, Heat 1; Lane 1, Heat 2; Lane 1, Heat 3). Each lane has a line for the swimmer's name and two lines for times. To the right of the time lines, there is a column labeled "Soft Touch ?" with a checkbox for each lane. The sheet is on a light-colored background with a faint watermark of a swimmer in the center.

		2023 MV LCM Championships - 7/27/2023 to 7/30/2023		Soft Touch ?	
Event 89 Girls 11-12 100 LC Meter Backstroke Prelims					
Lane 1	Heat 1	_____	_____	_____	☐
Lane 1	Heat 2	_____	_____	_____	☐
Lane 1	Heat 3	_____	_____	_____	☐

At the end of an event, the papers need to be picked up and delivered to the Administrative Official in the control room. Please try to keep the lanes in order when you collect them, whether that's lane 1 through lane 8 or vice versa. It makes the AO's job much easier, and it keeps the meet moving forward without any hitches. While collecting the papers, be mindful of what lanes have swimmers approaching the wall, and what lanes still need to write down the times that they have. This will allow you to collect the papers without the timers being unhappy with you or having to tell you "wait".

3. Collect DQ Slips

If a swimmer is disqualified from an event, an official will raise his/her hand. They will fill out a DQ (disqualification) slip explaining the reason for the meet referee, coach, and swimmer. After you have collected the lane timer sheets for each event, try to walk around the pool and see if any officials have DQ slips – especially if you have noticed one of them raise their hand. These slips need to be given to the deck referee, who is always located by the console table and starter at the end of the blocks. Once the deck referee signs the DQ Slips, they will need to be delivered to the AO, who is inside the control room at the computer.

4. Collect Event Results from the Console Table Printer

The meet event results will print from the timing console to the printer located on the console table. Pick up these results throughout the meet and deliver them to the Administrative Official in the control room. Make sure to keep them in order.

5. Transferring the Scratch Papers

If you volunteer at a Prelims-Finals meet, there will be an announcer informing the parents and swimmers as to who made it to the Finals. Once he/she has announced the Results, you will need to take the Result papers to the Scratch/Resolutions table for the swimmers to either scratch for that event or announce their intent to scratch. Here is an example of an open results sheets with scratches. Note the time in the lower right corner.

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2023 MV LCM Championships - 7/27/2023 to 7/30/2023
MEET MANAGER 6.0 - 10:15 AM 7/30/2023 Page 1

Results

Event 87 Girls 13-14 200 LC Meter Backstroke

Name	Age	Team	Seed Time	Prelim Time
Preliminaries				
1 Miner, Sarah E	14	Columbia Swim Club	2:25.71	2:31.61 a
2 Shryock, Madison G	13	Columbia Swim Club	2:37.00	2:35.01 a
3 Glennon, Neo R	14	Kansas City Blazers	2:36.53	2:36.13 a
4 Stoops, Sophia J	14	Columbia Swim Club	2:39.95	2:36.16 a
5 Huebner, Emma G	14	Empire Swim Club	2:40.59	2:38.47 a
6 Ross, Kameryn J	13	Empire Swim Club	2:39.59	2:40.40 a
7 Kobs, Piper C	13	Northland United Swim Team	2:39.82	2:42.60 a
8 Fry, Emma K	14	Empire Swim Club	2:43.38	2:44.44 a
9 Brown, Evika	14	Ozark Tiger Sharks Swim Team	2:40.48	2:44.53 a
10 Zenger, Madey G	13	Wichita Swim Club	2:44.33	2:45.19 a
11 Martin, Ellie M	14	Team Swim Academy	2:47.33	2:45.72 a
12 Farias, Roxana J	14	Cool Swim Team	2:46.89	2:45.95 a
13 Williamson, Aftyn R	14	Tsunami Swim Team of Kansas C	2:47.44	2:47.41 a
14 Daugherty, Hannah L	14	Tsunami Swim Team of Kansas C	2:42.25	2:47.45 a
15-Ly-Kaitlyn T	14	Wichita YMCA Neptunes	2:46.68	2:47.72 Announced
16-Hebert, Emma K	13	Kansas City Blazers	2:51.79	2:49.21 Announced
17 Vermeeren, Anna K	13	Wichita Swim Club	2:49.34	2:50.82 Announced
18 Kim, Hailey	13	Lawrence Aquahawks	2:55.13	2:54.57 Announced

Event 87 Girls 15 & Over 200 LC Meter Backstroke

Name	Age	Team	Seed Time	Prelim Time
Preliminaries				
1 Boyer, Tess M	16	Kansas City Blazers	2:25.67	2:26.79 a
2 Wilhite, Genevieve J	15	Wichita Swim Club	2:28.54	2:30.24 a
3 Brueggen, Sabra C	16	Cool Swim Team	2:32.42	2:32.09 a
4 Thome, Chloe A	18	Wichita Swim Club	2:30.70	2:32.66 a
5 Vorthmann, Laiken C	16	Lawrence Aquahawks	2:30.22	2:33.65 a
6 Barrett, Emmy P	16	Kansas City Blazers	2:33.32	2:33.81 a
7 Jacobs, Mia R	16	Cool Swim Team	2:34.29	2:34.27 a
8 Bailey, Maggie S	15	The Nitros	2:37.89	2:35.24 a
9 Workman, Alexa L	17	Tsunami Swim Team of Kansas C	2:32.01	2:35.33 a
10 Sanning, Abby G	15	Empire Swim Club	2:33.56	2:35.99 a
11 Guyer, Brooke W	16	Ozark Tiger Sharks Swim Team	2:33.52	2:36.66 a
12 Greene, Kimberly D	16	Northland United Swim Team	2:35.54	2:37.03 a
13 Del Castillo, Hara P	16	Northland United Swim Team	2:36.99	2:37.75 a
14 Grim, Kimberlyn J	15	Topeka Swim Association	2:35.91	2:38.38 a
15 Tran, Alynah A	15	The Nitros	2:36.49	2:38.78 a
16 Sponseller, Sophia M	16	Tsunami Swim Team of Kansas C	2:18.45 Y	2:39.24 a
17 Kleeman, Jordan M	15	Kansas City Blazers	2:32.62	2:40.00
18 Bailey, Bryanna N	15	Wichita Swim Club	2:39.62	2:40.35
19 Perdomo, Kelsey C	18	The Nitros	2:15.96 Y	2:40.49
20 Spacek, Avery L	15	Ozark Tiger Sharks Swim Team	2:34.85	2:41.07
21 McGraw, Jacey C	18	Cool Swim Team	2:36.53	2:41.30
22 Cooper, Claire M	16	Northland United Swim Team	2:39.18	2:41.76
23 Palmet, Ella H	15	Empire Swim Club	2:38.34	2:43.42
24 Larcom, Briley M	19	Kansas City Blazers	2:36.05	2:43.49
25 Perez, Ruth D	17	Wichita Swim Club	2:40.21	2:43.55
26 DeCaro, Elisa R	15	Ad Astra Area Aquatics	2:36.88	2:46.47

Announced 10:18
Qualifiers Announced 10:20
Closed Announced

There is a thirty-minute window of time between when the results are announced and when they close (no one else can scratch), so it's handy to either set a timer on your phone or watch. Once it's been closed, the paper will need to be brought back to the AO in the control room. They will give the paper to the announcer, so her or she can let everyone know that it is now closed with or without changes depending on whether or not anyone scratched. Here is an example of a closed results paper.

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 2023 MV LCM Championships - 7/27/2023 to 7/30/2023
 Results

Event	85	Girls 11-12	50 LC Meter Breaststroke			
Name	Age	Team	Seed Time	Prelim Time		
Preliminaries						
1 Nazdryn, Anna A	12	Kansas City Blazers	38.19	39.96	q	
2 Amphone-Suh, Kaylonie J	12	Wichita Swim Club	41.17	40.39	q	
3 Irminger, Anna C	12	Jefferson City Area YMCA	42.40	40.63	q	
4 Oyetunji, Teniola	11	Unattached	40.29	41.17	q	
5 Taylor, Ania L	12	Team Triumph	41.31	42.23	q	
6 Jiang, Ruby Y	12	Lawrence Aquahawks	41.94	42.91	q	
7 Murray, Addie R	12	Empire Swim Club	43.18	42.98	q	
8 Forsyth, Alyssa A	12	Wichita Swim Club	43.39	43.46	q	
9 Zhang, Melinda J	11	Ad Astra Area Aquatics	42.46	43.48	q	
10 Bazat, Whitley J	11	Columbia Swim Club	43.93	43.49	q	
11 Sol, Jada J	12	Kansas City Blazers	44.15	43.58	q	
12 Maloney, Evey M	12	Wichita Swim Club	43.05	43.65	q	
13 Wilson, Clara J	12	Northland United Swim Team	42.67	44.41	q	
14 Volpi, Adelyn Z	12	Tsunami Swim Team of Kansas C	44.92	44.55	q	
15 Skilji, Taisa A	12	Kansas City Blazers	43.76	46.23	q	
16 Harris, Charlie M	12	Kansas City Blazers	45.96	46.77	q	
17 McWilliams, Reese A	11	Wichita Swim Club	43.56	46.82		
--- Smerecki, Emilee C	12	Kansas City Blazers	39.97	DFS		

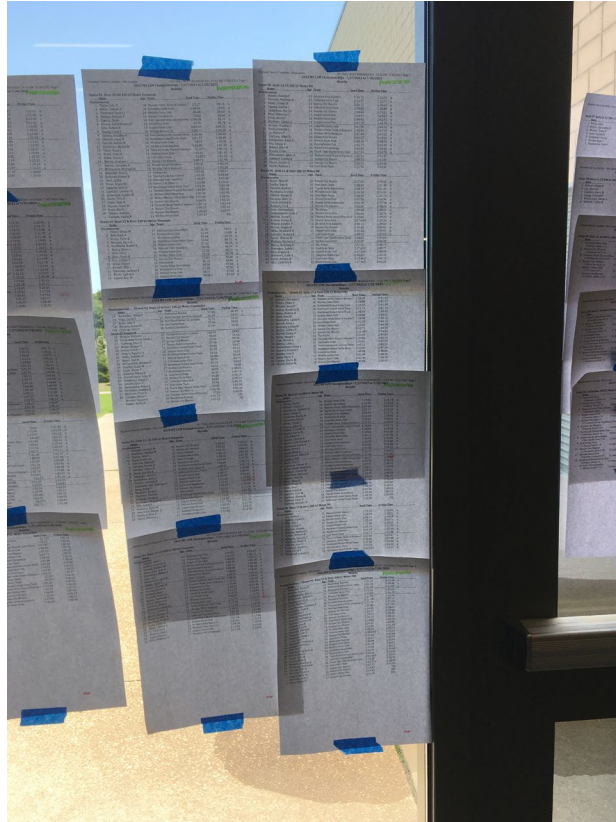
Announcer
 Qualifiers Announced 9:47
 Class Announced 10:21

6. Post Results Papers

Make sure to ask the meet director or whoever else is in charge (possibly one of the AOs) where they will place results that are ready to be posted and where to hang results. This will allow the announcer to inform the parents, coaches, and swimmers as to where they can find the papers, and it will help you keep all the

papers together when you hang them. Always use blue painter's tape to hang the papers. Check for results that are ready to be posted frequently.

When you hang them, try to keep them in event order and as close together as possible without covering over any pertinent information such as a swimmers' name or their times. This will enable parents, coaches, and swimmers to read the results without having to search very far. Here is an example of posted results.



7. Deliver Awards Stickers to the Awards Table

The Administrative Official will print labels for the awards throughout the meet. These need to be delivered to the Awards Table in the Hospitality Room so the awards can be labeled and divided by team. The coaches for each team like to pick their awards up after the meet as soon as possible, so keeping up with this task is important. Let the people working in the Hospitality room know you have delivered labels so they can work on the awards when they have time.

Tips for being a Runner

1. You will often be asked to deliver items to other people, and you will be asked many questions. It's OK if you don't know the answer, but try to direct the person to someone who might. Here is what to look for:
 - a. White Polos & Navy Shorts/Pants/Skirts are the Meet Officials which includes the Meet Referee (Head Official) and the AOs (Administrative Officials). The AO is generally on the computer by the console or in the control room. All of the officials will be wearing nametags and will often have clipboards.
 - b. Bright Yellow Vest is the Meet Director(s)
 - c. Bright Orange Vest are the Meet Marshals
 - d. Red Polos are the Medical Personnel
2. Try to keep up with what Event or Heat is in the water, since some swimmers and parents will ask you. It is always on the scoreboard as well.
3. Try not to get too far behind on posting papers since that can quickly become bothersome for you and the spectators. Heat sheets and results are posted on the Meet Mobile App, but it can get behind due to connectivity issues in the building.
4. Posting Results is a job that will have you on your feet constantly, so wearing well-padded shoes to protect your feet is highly recommended. The name "runner" is a misnomer, because we do NOT run. However, speed for posting is of the essence, so before the swim meet starts try to develop a stride that will allow you to cover as much ground while still walking.
5. Sometimes for a high-level swim meet, such as Districts, Champs, or Sectionals, or if there are two pools to run for, multiple runners will be assigned. Make sure that you meet and acquaint yourself with the other runners. If you are splitting responsibilities (e.g.: one person does the posting and collects DQ slips, one person collects timer sheets and transfers scratch papers), get together with the other runner(s) and agree on who is doing what responsibility. This will eradicate tension, and it will allow you to concentrate on the task(s) that you have instead of three or four.
6. Above all, BE POLITE. Whether that's navigating through the packed spectators on deck or in the stands, asking someone to move so you can post the papers, or just gathering Lane Timer Sheets, remember your manners and enjoy being a Runner!