



## Volunteer Job Description

# Runner

- Job details will be directed by the office manager volunteer according to the admin official and computer operators lead.
- Runners get heat and lane assignments and race results from the computer operator and post them in various locations around the pool.
- The computer operator location room is TBD
- Use blue masking tape for all postings. Supplies will be available for you in the computer room.
- Post heat and lane assignments after the meet is seeded, around 8:40am, available from the computer room.
- Heat and lane assignments are posted in two locations:
  - Portable classroom in front of the pool entrance
  - West side of the pool, outer wall
- Heat and lane assignment sheets are distributed to 4 areas:
  - Colorado Timing Administrator (Admin Desk)
  - Announcer (near the lifeguard's office)
  - Timers (separate sheet for each lane)
  - Marshal at the West side gate where swimmers are staged into heats
- Collect completed timesheets from Timers and take them to expeditor at the colorado timing system table
- Race Results are posted as they become available. Results are posted on the windows near the front entrance to the facility.
- Race Results and ribbon labels are taken to the Awards Desk near the front entrance to the facility.

THANK YOU!!