

Volunteer Table Check-in Training List		
	Prelims	Finals
Trainer Name/Position:	Volunteer Coordinator	Volunteer Coordinator
Training Location:	Volunteer Table	Volunteer Table
Training Time:	6:50 am	3:50 pm
Volunteer Check-in? Y/N	Yes	Yes

Training Agenda:

1. Each volunteer must sign-in on the check-in sheet. Ensure the volunteers signs the following:
 - Name
 - LSC
 - If Utah: Team Name
 - If Utah: SCPO (Swimmer, Coach, Parent, or Other)
2. Check if need a volunteer letter. If so give them a letter and check appropriate session.
3. Give volunteer their reporting instructions.
4. Give each timer his/her timer badge with instructions to replace the badge at the end of the session in the watch bin with their watches.
5. Stay at the desk to field questions of individuals about volunteering and the meet information.
6. Reporting locations: Volunteer Table, East End Timers Mtg SE corner by orange lockers, West End Timers Mtg NW corner of Competition Pool.
7. Give each volunteer the wristband of the day.
 - Color of the Day chart.
 - **Wristband plan:** all meet workers will need to have a wristband in order to be on the deck. These can be obtained at either the Credential Desk, upon showing proper credentials, or the Volunteer Check-in Table. There is a unique color for each day of competition, and a universal color (valid all days) for coaches and Specified Meet Workers. Meet marshals & hospitality workers will tell who is qualified for hospitality and specified deck/athlete village access based on wristbands worn.
 - If specified meet workers have lost wristband and need replacement, please record by their name they received additional wristbands.
8. No access to athlete village except Meet Marshals
9. Meet Information: heat sheets and results locations
10. Volunteer Thank-you t-shirts and pin distribution
 - Individual records name on colored sheet according to LSC
 - Individual marks off sessions worked (may need to verify in sign-up record)
 - Check-in person signs off that the volunteer received a t-shirt and/or meet pin.
 - Return sheets to Meet Director at Saturday Finals