**8. Neptune Meet Runner Guide**

10/7/2018

The responsibility of the running team is to prepare, distribute, post and collect paperwork in a timely manner to minimize delay of the meet and the posting of results.

**Runner tasks are to be managed by Head Runner, to be split among 2-3 runners. All tasks must be completed. Priority level indicated which tasks to complete first.**

**Priority 1: right after each event is seeded**

* 1. Prepare seeding paperwork:

Meet Programs

Stamp “Referee” in upper right corner; 2 copies if 25 yards (in 25 yard pool) or 50 meters (in a 50M pool), otherwise 1 copy

Stamp 1 “Starter”

Stamp 1 “Colorado”

Stamp 1 “Announcer”

Meet Check-In Sheets

Stamp “Post” and write event number with a circle around it with a thick pen in upper right corner; 2 copies for SRJC, otherwise 1 copy

* 1. Lane Timer Sheets; no stamping or writing requiredDeliver Meet Programs to referees, starter, Colorado and announcer
	2. Post Meet Check In sheets for athletes to find their heat and lane (Post by gender); use blue painter’s tape and post in event number order
	3. Deliver Lane Timer sheets to lane timers, not getting in the way of them timing

**Priority 2: right after each event has been swum**

* 1. Collect lane timer sheets right after an event is over, not getting in the way of them timing, and delivers them to the Colorado in lane number order
	2. Bring event packets from Admin to Computer Room to create preliminary results
	3. Bring event packet with approved results from Admin to computer room for final results

**Priority 3**

* 1. Bring clothes-pinned event packet from Admin to computer room for preliminary results
	2. Bring event packets with preliminary results from computer room for Admin approval
	3. Prepare final results paperwork:

On Results report:

Stamp “Post” on 1 copy

Stamps “Awards” on 1 copy, if giving awards for meet & age group

Awards labels; put underneath Awards results report, if applicable

* 1. Post final results report, for athletes to see their results; use blue painter’s tape and post in event number order by gender

**Priority 4**

* 1. Deliver 1 final results report and award labels to awards table, if applicable
	2. Remove Meet Check-In sheets once the events are completed

Each of the above tasks must be constantly monitored. No more than 2 event packets should be in admin out box.

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