

Volunteer Assignment Schedule

	Check-in	Check-out
Announcers	Beginning of warmups*	End of session
Awards	As needed	
Awards (pins)	Beginning of warmups*	End of session
Computer	Beginning of warmups*	When all results are completed
Hospitality	Beginning of warmups*	End of session/AFTER last relays
Marshall	15 minutes prior to warmups*	End of session/AFTER last relays
Office	Manager 15 minutes prior to warmups*; others beginning of warmups*	
Officials	Sign in at the beginning of warmups*; report to officials' meeting	Determined by Referee
Programs (Finals)	30 minutes prior to Finals warmups*	When sold out
Program sales	10minutes prior to beginning of warmups*	Depends on session**
Runner	Beginning of warmups*	End of session
Timer	Sign in at the beginning of warmups*; report to timers' meeting	AFTER last relays
Timer, backup	Sign in at the beginning of warmups*; report to timers' meeting	AFTER last relays
Timer, head	10 minutes prior to the beginning of warmups*	AFTER last relays
Timer, relief	Sign in at the beginning of warmups*; report to timers' meeting	AFTER last relays
Zones table	Beginning of warmups*	End of session

*** Beginning of Warmups:**

Thursday Evening- 4:30pm

Morning Sessions - 7:15am

Afternoon Sessions – 12:30 pm

Finals Sessions - 5:00pm

**** Program Sales**

Program sales can close shop midway through the session, or when clearly over for the session.

Please discuss with Meet Director at the beginning of assignment.