

RUNNER

The Runner is responsible for obtaining the completed event cards, sheets and disqualification (DQ) slips for each race from the Lane Timers and judges, and then delivering the cards, sheets and DQ slips to the Scoring volunteers for home meets only.

Runner is a fast-paced job and requires the volunteer to move quickly around the pool deck for several hours.

HOME MEETS ONLY:

Attend a brief meeting with the Head Runner. An announcement will be made prior to the meet starting to indicate the location of the meeting. The Head Runner will assign Runners to positions and give specific instructions.

RELAYS

1. At the end of each relay heat, wait for the Lane Timers to finish recording the times on the relay teams' index cards.
2. Walk by each lane and obtain the index card from each lane.
3. Ensure that all index cards are present and in order.
4. Deliver the index cards to the Scoring volunteers.

INDIVIDUAL EVENTS

1. At the end of each individual event (not heat) for an age group and gender (i.e., Event 12 – Girls 6 & Under Freestyle), wait for the Lane Timers to finish recording the times of their last heat in the event on the event sheet.
2. Walk by each lane and obtain the event sheet from each lane.
3. Ensure that all event sheets are present and in order.
4. Deliver the event sheets to the Scoring volunteers.

DQs

Stroke Judges and Exchange Judges are situated on both sides of the pool observing the swimmers. If there is a DQ, they will hold a slip of paper in the air.

1. If you see a Stroke Judge or Exchange Judge with a DQ slip in their hands, walk to them and obtain the slip.
2. Deliver the slip(s) to the Scoring volunteers.

OTHER RESPONSIBILITIES

- If an issue with swimmers, Lane Timers, swimmers' times, etc. is identified during the meet, stop the progress of the meet until it is resolved.

- Assist the younger swimmers at the beginning and end of their heat to get them to their proper place on/off the pool deck. They will often be confused and not know where to go. Especially at the end of their heat, they often don't know where they're supposed to go to get back to their tent. Guide them to the Tent Parent on deck who will take them to their tent.
- Ensure that anyone who is not a swimmer, coach or authorized volunteer is kept out of the roped-off zone.
- Work with the Ready Bench volunteers to ensure the swimmers transition to their blocks correctly and in a timely manner.
- Assist Lane Timers as necessary with correctly completing their event sheets and index cards.
- Assist the coaches with their needs (getting them water, answering questions, delivering messages, etc.).
- Cover for other Runners during bathroom breaks and while their children swim.