Timesheet Runner

Quick Reference

1. **Collect all timesheets and DQ slips for all lanes**

2. **Verify timer recorded all times** (even when DQ'ed)**, full times** (incl. milliseconds)**, and wrote <u>NS</u> for no-shows** in the time field

3. **Stack 1: E/H/L <u>timesheet</u> with <u>lowest heat and lane on top</u>**

4. **Stack 2: E/H/L <u>DQ slips</u> with <u>lowest heat and lane on top</u>**

5. **Place DQ slips top left corner of timesheets** (helps with data entry)

6. **Use binder or paper clip** to keep everything together

Place set <u>facing down</u> on stack at data entry table
7. **Convey any extraordinary information from timers to data entry**

Contacts

- **Timesheet Runners**, if multiple, for peer-related questions

- **Timers** for data-related questions

- **Data Entry** for any extraordinary information from timers

- **Team Managers** for general questions

Thank you, home and visiting team volunteers, for your time and efforts to make our events successful for all of our swimmers! We couldn't do this without you!