

Check-in

Contact Information

Role	Contact
Race Director	Terry Hooper – 306-529-6846
Captain	Nathan Blackstock

Equipment

- Schedule, maps and racer/volunteer lists
- Pens, paper
- T-shirts, volunteer kits (wristband, DQ coupon, schedule).
- Strips with area assigned, captain name, and captain location.
- Volunteer lists with name area, captain name, t-shirt size.
- Athlete lists by name and number – including timing chip number assignment, wristband colour, swim start info (wave, lane, start position), swim cap colour.
- Athlete packages not picked up the day before at Shoreline to be handed out.
 - Package includes 2 wristbands (one marked with number), bike number label, bib, race belt.
- Swim caps (black, light blue, yellow, and white) to be handed out.
- Timing chips on mounting roll to be handed out
- Extra swim caps, wristbands, felt pens
- Sanitizer

Personnel

- 3 Check-in volunteers: 2 for desk work, 1 to retrieve items needed (t-shirts for volunteers, morning-of race packages, timing chips, swim caps)
- Timing personnel will bring and set up timing chips rack.

Setup

- Gain access to ‘aquarium’ room. Move necessary tables and chairs into lobby.
- Set up boxes for swim caps, leftover racer kits from package pickup in racer number order, timing chips sheet, extra wristbands, felt pens, pencils/pens.
- Morning check-in:
 - 6:50: Check-in Volunteers to arrive to get oriented and set up.
 - Post schedule, maps and racer/volunteer lists on wall for everyone to reference.
 - 7:00 Captains check-in. Provide wristband, volunteer list, and area info sheet
 - 7:15 Volunteers arrive for check-in
 - Check volunteer sheet, pick t-shirt size, volunteer kit bat, provide captain name and area on slip
 - 8:00 Athlete Check-in
 - Check off on racer number list (cross-ref name list to racer number)

- Give racer package if not picked up day before.
 - Give proper coloured swim cap, and timing chip.
- Expect to be at station until last swimmers start – scheduled to be 10:20. There could be some participants checking in last-minute in a panic before their swim wave starts.
- Before leaving area, put away all materials for safe-keeping (i.e., lists, maps, swim caps, timing chips, athlete packages, etc.)
- After noon race check-in:
 - Volunteers to arrive at 11:15 am to get oriented and set up.
 - Expect to be at station until last swimmers start – expected to be 1:15. There could be some participants checking in last-minute in a panic before their swim wave starts.
 - Before leaving area, put away all materials for safe-keeping (e.g., lists, swim caps, timing chips, athlete packages, etc.)