

Doncaster Cross Country – Ruffey Lake Park – 28th May 2017 7.15-11.30am

HELPERS NEEDED PLEASE !

Jobs	Job Description	Name
Marshall/Announcer x1 or 2 9.00am	Call children to event 10mins prior to race time- Count the number of children racing to tell the Starter (see notes)	Olga Birchall and Brett Miller
Timer/finish Line x4 7.30am	Set up computer and timing system non gated - with generator	Simon Waldron / Paul Reynolds Kath Maher
Finish line control x1 9.10am	Hand out place cards to help scanner get 1-80 cards	Kim Beckwith Kerry Gilmour
Scanner and tickets x2- 9.10am	Scan barcodes and hand out tickets	Sera Basile Carolyn Drew
Early morning course set up 7.30am x4	Using course map, place poles and flags on course with car	Andrew Glover Brendan Matthews
4WD and Trailer to be brought to Course from Athletics track 7.15am x2	A 4WD with tow bar is needed to bring the gear across to Ruffey including starter gun and equipment.	Rob Parry
Trailer Packing and Radio pick up x3 on Wed night at training 4.30pm	Packing poles, tents x2, bunting, cones, vests for Hare and Tortoises, number cards. Table.	Andrew Glover
Hare and Tortoises x 6 – from 9.10am	Ensure all participants know where to go and finish course - Need fluoro tops	9.30- u13-15- Hare Chow Lui Tortoise - Duncan 9.45- u11-12- Duncan and Senior Athletes 10.00- U6 – Hare Jess NG, Harriet 10.15- U9-U10- Hare – Chow Tortoise Jess NG 10.30- U7-U8- Hare Jess Tortoise – Olivia P, RubyM ,Eve P
Starter -9.00am	Radio how many starters to finish line and start races on time	Sharon O’Connell
Event Coordinators	General inquiries , set up and pack up, First Aid Liaison.	Kim Beckwith Kath Maher
Pack up into trailer Crew x3 All U 7 - U 10 parents. Even if they are doing other duty.	After first event pull down 3km extension loop and then pack up course, continue packing through morning	Emily Collins Heather Marasco Rohan White
Trailer Return x2	Trailer returned to Aths Track – 4WD needed.	Rob Parry

<p>Check Points Marshalls ABCDE around Course x 5 (see check point notes)</p> <p>From 9am - 10.30</p> <p>Report to Kath or Andrew in morning to collect Walkie Talkie</p>	<p>Count athletes as the run past and radio back to announcer when all athletes have pasted their checkpoint. Radio back injuries / first aid / withdraws etc. numbers to finish line</p>	<p>A After the 1000m race Checkpoint E, D, B, C should pack up the flags and return them to check point A.</p> <p>B After the 2000m The Checkpoint marshals at C & B should bring the flags back to check point A</p> <p>C After the 3000m Check point C should collect the course flags and bring them back to check point A.</p> <p>D After the 1000m race Checkpoint E, D, B, C should pack up the flags and return them to check point A.</p> <p>E After the 1000m race Checkpoint E, D, B, C should pack up the flags and return them to check point A.</p>
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Set up - 3 X full course - 7.30 am 7.15 am -Trailer pick up from Track and Starter equipment from Club House.

Coffee Van booked by Bev and Graham – Collingwood

1-80 cards- Bev - Collingwood

Set up 4 X Start / Finish area - 7.30 am

Tents for 1st Aid / Computer / Marshalling if it is raining. – Microphone, Starter Gun, Spray Paint, Radios

Pack up Crew - 1 or 2 nominated parents to pack up the course as we go. The Checkpoint marshals to help as the become available.

Announcer / Assembly Marshall - 1 person / An extra person would be a bonus but not required.

Assemble athletes / place on start line / pre race count. Radio to course marshals prior to each race :

- What the race is
- Distance
- What check points the race will pass.
- Number of competitors.

Eg." The next race is the U9 1500, The race will pass by Checkpoints A , D , on the second lap Check point A is send athletes on the 500m loop"