

# DUTY INSTRUCTIONS

For all duty and roster enquiries contact Nicky Jenneke 96516565 or [mjellybeans@bigpond.com](mailto:mjellybeans@bigpond.com)

**TRACK DUTIES** - Members who have been rostered on a track duty, should sign in at the duty sign in table and collect an orange bib to wear before making their way to the finishing end of their allocated track. Please see the back cover of the "grey book" for track locations. Please be at your duty by 6.00pm so that the program can start on time.

The "Inner Track" is the 200m and 400m track, the "Outer Track" is the distance track, eg 800m. All tracks will need Timekeepers, a recorder, place judges, and a ticket writer (required in that order).

Those rostered on the Hurdles track on program One, whilst there is physically no hurdles run on program One, you are still required to time keep on that track which will be used for flat 100m races.

**FIELD OFFICIALS** – Members who have been rostered on as a Field Official eg High Jump should sign in at the Duty Sign in Table and collect an orange bib to wear before proceeding to their allocated field event. All officials should be at their event area to commence at 6.00pm. If you were unable to attend the officials training night and are not familiar with your duty area, please contact Nicky Jenneke to arrange some training. Competition rules and Nicky's contact details are available in the "Grey Book"

**STARTERS** – All members who have been allocated a starters duty and have not started at Cherrybrook Athletics before should contact Nicky Jenneke (Championships Officer) to receive starting instructions before their first rostered duty.

**COMPUTER INPUTTING** –Members who have been rostered on for this role are asked to bring along a lap top computer if possible, and meet Jill Ingram and Bruce Chamberlain in the Club Room at about 6.00pm.

**RESULTS RUNNER** – This duty involves collecting completed results sheets from the Track and Field events throughout the evening and delivering them to the computer in putters in the Club room. If you have been rostered on this duty, you should report to Jill Ingram and Bruce Chamberlain in the Club Room at about 6.15pm where you will be instructed which events to collect results sheets from.

**TOILET/ BIN DUTY** – This duty involves the following.

1. Putting out a big bin at the start of the evening (bins are located in the ladies toilet).
2. Checking that there is enough toilet paper at the start of the evening (spare toilet paper is kept in the canteen store room)

3. Putting a soap dispenser in each of the lower level toilets and returning them to the canteen store room at the end of the night.
4. Make sure that the toilet signs have been put up.

**CLUB ROOM SUPERVISION** – for this duty, please report to the club room at 6.00pm. Any athletes found without a parent present for the evening will be brought over to the club room to wait for their parents there. We will have videos available to keep the children occupied. If no athletes are brought across to the room by 6.30pm, the parent on duty is welcome to sit outside the amenities block to watch the athletics, but please stay close to the club room in case an athlete is brought across for supervision late in the program. Injured athletes or athletes who do not feel well may also come over to the club room to rest and should be supervised.

**CANTEEN and BBQ** – Members on these duties should receive instructions from the Canteen coordinator. Canteen helpers should report to the Canteen area by 6.00pm, BBQ helpers are not required until about 6.30pm. Canteen and BBQ helpers should report to Wendy Lovell or Debra Price in the Canteen.

**AGE GROUP HELPERS** – Any parent who does not have an allocated duty on any particular program is encouraged to join one of their child's age groups to help the group for the evening. All "Age Group Helpers" must approach the Age Manager at the start of the program to see if they require assistance. All Age Group Helpers must be identified by wearing a Yellow Bib. Age Group Helpers must assist the Age Manager at all events where needed. Parents who are not required to assist their child's age group are asked to spectate from either the hill or from behind the fence. No spectators are permitted in the competition area.

### **U6 PARENT HELPERS**

All U6 athletes must be accompanied by a parent or caregiver. All U6 Helpers must wear an U6 lanyard to identify themselves as part of the group. U6 Helpers should get involved with the group and help the age manager as much as possible. As the U6 helpers are a big group it is important to be mindful of activity around the track. If you are running along side your child in a circular race, please make sure you use the outside of the track rather than running within the competition area. If you are running along side your child in a straight track race, please make sure you are running on the opposite side to the starter so that you do not interfere with the visibility between the starter and timekeepers. Please keep the U6 athletes off the track at all times when not competing and encourage them to look before crossing the track and please keep them away from the main throws area.