

TWO JETTIES

FUNCTIONAL AREAS

1. Overall Organiser/Delegate to Bay Sports Festival Committee

Approx 10 meetings per year
Ensure flyers are available – paper and for the website
Ensure entry forms are available on the day and on the website
Ensure numbered certificates are available for the finish (for random draw prizes) or raffle tickets
Ensure Holdfast Bay Council equipment is ordered and parking permits
Ensure Risk Management Plan and Insurance details are supplied to Council (GHW)
Prepare final report

2. Race Director

Starter/race instructions
Finish line personnel
 Timekeepers - 4
 Recorders - 4
 Chute control - 2
Course marshals – 2
Collator placegetters etc

3. Logistic Support Director

Water – 12 of 10l
300 cups
Water table - 2
Prize envelopes – currently 6 run placegetters, 1 walk placegetter and 2 random, 26 run age groups (top age group is 70+)
Random prizes - 48 prizes – cleanskin wine and chocolates
Fruit - 30kg watermelon 15kg apples 15kg oranges 25kg bananas (2 boxes)
Finish line bags

4. Equipment Director

SAMA

2 large, 3 small Tables – start and turn water
6 Chairs
Start/Finish signs
Race number boxes
Race numbers
Safety pins
Pens/Pencils
Spike/Clips for entries
Cash box
Change
Prize envelopes with cash
Random draw prizes
Clipboards
Masking tape
Garbags
Sunscreen
Parking permits

Clocks - 2
Stopwatches - 4
Gun and caps
Phones for turn around marshals
Sports Trainer
SAMA Tent
Hammer
Finish chute
2 Cup trays
Carbon paper for results sheet
Finish line bags
Board for random prizes
Random prizes
Certificates with random draw nos. on
Fruit/serrated knives
Rock weights for paperwork
Rubbish bin for Brighton

Council

2 Large rubbish bins
10 star droppers
2 of 20m orange plastic safety fencing
8 cones
2 large umbrellas
8 cones

City Bay?

4 Flags for finish area

TIME –LINE

October

Re-do flyer and entry form

Send flyer and entry form for Bay Carnival website

Distribute flyer to:

All ASA Clubs

Joggers World, Sportspower etc

Caravan Parks

Universities

Others?

Contact Council to organise equipment delivery (October meeting)

Star droppers

Shade umbrellas

Organise 3 parking permits (For equipment person, Brighton Drinks and Sports Trainer)

Send Council Risk Management Plan and Insurance certificate

Organise Sports Trainer for the required time

November

Organise race bags

Contact is.....

Organise any other freebies

Contact is.....

December

Collect race bags/water bottles/other freebies

Order and arrange delivery of fruit (if possible from Glenelg Traders)

Pick-up water and cups

Distribute parking permits (esp. Sports Trainer)

Send invoice for funding (GHW)

Race Day

Change for cash box

Prizes

Equipment delivery by 7.30-8.00am

January

Complete email report to Bay Carnival

Review remaining numbers and re-order if necessary

Review water and cups use for next year

February

Send invoice for compliance funding (GHW)