

Duty

Please ensure you are aware of which duty group you belong to and at what time you need to report to duty.

Please note for safety reasons, no one other than under the direct instruction of the committee should enter the equipment storage room at anytime.

If you are not able to attend duty on your allocated day, it is your responsibility to first try to arrange a swap. If you are unable to do so please let us know at the duty table.

If you fail to attend an allocated duty session we will include you in our “emergency” list for the following weeks competitions until your duty is made up.

Please remember, duty is not designed to be a chore, but rather to make you feel involved and a part of our fantastic centre. We are all volunteers and without each and every one of you Caulfield Little Athletics would not be the successful Centre it is today.

Thankyou for your assistance.

Caulfield Committee Of Management.

An outline of what each duty entails is as follows;

Set up;

Arrive no later than 7:30am and assist with the setting up of equipment for the program.

Recorder;

Position, in the recording tent. Read timing gate tickets, record performances onto recording sheets and write event tickets. (10 mins prior to first track event until completion of last track event.)

Chief event Official;

Be responsible for ensuring the event station ie Long Jump is run in accordance to the correct VLAA guidelines. Remain at the event venue for the duration of the running of that event. Instruct general age group assistants on the basics of the running of the event and have the general age group assistants assist with ticket writing, raking, measuring, put and discus collection etc. Pack up equipment after the last age group and return it to the outside of the equipment room and the event folder to the duty table.

Canteen

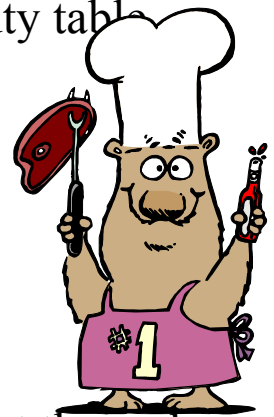
Assist in the canteen for the allocated time.

BBQ

Prepare, cook and sell BBQ items and clean BBQ and tools at the end.

Pack Up

Assist the chief event officials pack up and return the equipment to the outside of the equipment room. Assist with the general pack up of the venue including timing gates, tables, chairs, tents etc. Be available when you see the events winding up, until all the equipment is locked away.



Age Group Officials;

Thankyou for volunteering for duty each week. As an age group official you will be the most familiar face for your age groups which is really important to the younger children.

Your responsibilities will be-

Travel from event to event with your allocated age group for the duration of the program. Keeping the children together between events and ensuring the group listens to and follows the instruction of the different event officials .

At track events deliver the age group to the track marshals and collect them again at the end of their race to direct them to the recording table.

Age group officials must be available on the front straight when the children are participating in their warm up, ready to head off to the first event, and must remain with the age group for the entire program.



Being an age group official is a very rewarding job, have fun !

Event Officials

Under the direction of the event officails you will assist with raking, measuring, ticket writing etc as instructed.

Being an event official is a great way to learn how to run an event.