

Example Helpers List

EVENT HELPERS – SUN 2015

As at 20 May 15

Please liaise with your team leader (underlined) to decide when it is best for you to run
All helpers get discounted run.

Registration: 9.30 am to 12 o'clock

Starts: 10.00 am to 12.30 pm; punching start with 1 min interval. Courses close at 2.30 pm

Ser	Task	Names	Timings	Remarks
1.	Organiser	Chris Huthwaite		
2.	Controller & MOD contact	Liz Yeadon		
3.	Planner	Jan Belza		
4.	Map printing & Control Descriptions	to Nigel Benham		Planner to bring maps and control descriptions to event
5.	Putting Controls Out	Jan Belza Carolyn Dent (avail Sat)	To be arrange by Planner & agreed with Controller	Planner responsible for arranging controls and kites
6.	Signing to Event	Liz Yeadon John Hope	By no later than 0800 hrs Sunday	Liz to bring club Banner, windsock, first aid kit, small tents. Liz from Pewsey John from Everleigh / Tidworth road
7.	Car Parking	Jeff Butt Ian Peirce Adrian Dawson	Ready from 0830 hrs To collect £1 per car	High visibility jackets to be worn – provided by John Hope
8.	Establish tents and assembly, with chair, tables etc	John Hope Mark White	0800 hrs Sunday	Club tent brought by Peter Hambleton . Small tents brought by Charlotte Thornton
9.	EMIT	Brian Hart Mark White Rob Ashton	Ready from 0900 hrs	Brian providing pre entry EMIT bricks and MTR Extra bricks from Allan F if reqd?
10.	EOD Registration & Enquiries Distribution of Pre/Hired Emit bricks Check SARUM Emit bricks at the end of event	Pat Hart Denise Mullins Freda Peirce Megan Ashton		Cash float to be provided by Pat Hart Sarum club banners to be provided by Charlotte. Small tents – Charlotte Denise – “A” frame and key board.
11.	Starts	Dave Oxenham Jan Oxenham Adrian Dawson Barney Huthwaite	Ready from 0930 hrs	Start kit from Dave Oxenham Maps, control descriptions etc. from Jan Start & Finish Banners from Liz Yeadon MTR Box from Brian Hart
12.	Warning Signs prior to Crossing Points	Liz and Alan Yeadon	By NLT 0900 hrs	Liz Y to provide and place
13.	Cross Point (if reqd)	Paul Lane	Ready from 0945	Must wear Yellow vest

Ser	Task	Names	Timings	Remarks
		Alan Yeadon Dave Mullins	hrs	One marshalled required at each crossing point
14.	Crossing Point (if reqd)	Peter Hambleton Joan Hambleton Leon Thompson	Ready from 0945 hrs	Must wear Yellow vest One marshalled required at each crossing point
15.	Finish/squash/drinks	John Hope		Water and squash to be provided by John Hope
16.	String Course	Ciemon Dunville Sophie Huthwaite Toby Huthwaite		
17.	Toilets	Chris Huthwaite	To arrive Friday, removed Monday	Brandon Hire; booked To be confirmed
18.	First Aid	Ricky Thornton Charlotte Thornton	1000 hrs	Arrival time to cover on-site helpers. A copy of the Risk Assessment and a copy of each course map to be held.
19.	Search Party	Chris Huthwaite Jan Belza + First Aid team	As appropriate	Chris to coordinate action from Registration Tent
20.	Tent dismantling at the end of the event.	All available	At the end of the event	
21.	Collecting controls In after the event	Jan Belza Liz Yeadon Alan Yeadon Carolyn Dent	From 1430 hrs	Earlier if all competitors reported in and agreed by Controller
22.	Provisional Results	Brian Hart	By 2100 hrs Sunday evening	
23.	Results to BOF & Route Gadget		As appropriate	
24.	Levies	Liz Yeadon (Fixtures) Joan Hambleton (Treasurer)	As appropriate	To BOF & SWOA