

## Volunteers

Have fully charged mobile phone(s) available.

ONLY pack up on Gareth's okay. DO NOT take the initiative to remove anything off the course without specific instruction to do so.

| Time Required  | Name   | Lunch snack pack / Lunch Voucher | Duties  | Location   | Equipment/gear required <b>TO UPDATE</b> |
|--|--|----------------------------------|---|--|--|
| Tues, 24 <sup>th</sup> after 3pm   | Lesla Hansen                                       |                                  | Help pack bags, etc   | 17 Hudson Street, Whitfield  |  |
| Wed, 25 <sup>th</sup>  | Gareth Smith/Christine Bell                        |                                  | <b>Slice!</b>   |  |  |
| Wed, 25 <sup>th</sup>  | Alison Smith                                       |                                  | Shopping for Port and volunteer lunch packs<br>Organise lunch packs <b>CAKE!</b>  |  | List provided                            |
| Wed, 25 <sup>th</sup>  | Michelle Farkas                                    |                                  | Shopping for checkpoints  |  | List provided                            |
| Wed 25 <sup>th</sup> after 7pm;<br>Thur or Fri, 25 <sup>th</sup> or 26 <sup>th</sup> after 3pm | Groups 1, 2, 3, 4, 7, Brian Hewitt, Michael Rhodes |                                  | <b>Pick up gear from Lawsons</b>  | <b>17 Hudson Street Whitfield</b>  | Water, water table, food (if applicable) |
| Sat, 27 <sup>th</sup> 9.00am   |  |                                  | Pick up trailer from Lawsons  | 17 Hudson Street, Whitfield  |  |
| Sat, 27 <sup>th</sup> Leaving at 10am  | Lorraine and Larry Lawson;<br>Nathan Moore         |                                  | <b>Set Up – 27 August</b><br>Water stations, signs, etc Black Mountain Road   |  |  |
| <b>RACE DAY, 28<sup>th</sup></b>   |  |                                  |   |  |  |
| 5.00am   | Scott and Chrissy Radcliff                         | 2 x snack pack                   | Transport from Smithfield to Kuranda – Larry, Nathan and Emma   |  |  |
| 5.00am – 5.45am  | Lorraine Lawson                                    |                                  | Print/update competitor lists; hand updated lists to Alison and Sarah (group 1)   | Kennedy Highway/Black Mountain Road  |  |
| 5.00am – 5.45am  | Alison Smith, Sarah Griffiths                      | 2 x snack pack                   | <b>Registration 64k</b><br>Check mandatory equipment. Collect competitors' gear in drop boxes. Travel to Quaid Road.        | Kennedy Highway/Black Mountain Road  |  |
| 5.00am – late  | Trevor and Sandra Buckley                          | 2 x snack pack                   | Roving. Set up water station on Twin Bridges.   | Roving   |  |
| 5.45am   | Lorraine Lawson                                    |                                  | Race briefing, 64k  | Kennedy Highway/Black Mountain Road  |  |
| 6.00am   | Pam, Sue Loretta and Bernie (Peter English)        | 4 x snack pack                   | <b>Marshal</b>  | Kennedy Hwy/Black Mountain Rd;<br>Intersections on Black Mountain Road (first 1km of race) | Flouro vests                             |
| 6.30am – last competitor leaves Quaid Road Checkpoint  | Pam and Bryan Palmer                               | 2 x snack pack                   | <b>Quaid Road Checkpoint.</b> Collect drop box for Quaid Road. Set out signs. Set up checkpoint. Check mandatory Equipment. | Quaid/Black Mountain Road intersection   |  |
| 6.30am – last competitor leaves Top  | John Guthrie                                       | 1 x snack pack                   | <b>Top of the Bump Checkpoint.</b> Collect drop box for Top of the Bump. Set out  | Top of the Bump  |  |

|  |                                      |                   |  |   |                      |
|--|--------------------------------------|-------------------|--|---|----------------------|
| of the Bump  |                                      |                   | signs. Set up checkpoint.  |   |                      |
| 7.00am   | Lou Oliver                           |                   | <b>Set up water station</b> and signs at Bottom of the Bump. Hike up to Top of the Bump. | Bottom of the Bump                      |                      |
| 7.30am – 8.15am                                    | Alison Smith, Sarah Griffiths        |                   | <b>Registration 21k</b><br>Check mandatory equipment.                                    | Quaid/Black Mountain Road intersection  |                      |
| 8.15am   | Sarah Griffiths                      |                   | Race briefing, 21k   | Quaid/Black Mountain Road intersection  |                      |
| 8.30am - late                                      | Michael Rhodes and Neil Butler (TBC) |                   | Port Douglas Set up  |   |                      |
| 8.30am – finish                                    | Gareth Smith                         | 1 x snack pack    | <b>Sweep</b> from Kuranda to Port. Inform others to pick up gear.                        |   |                      |
| 8.30am - finish                                    | Christine Bell                       | 1 x snack pack    | <b>Sweep</b> – vehicle 1   |   |                      |
| 8.30am – finish                                    | Martin Ball                          | 1 x snack pack    | <b>Sweep</b> – vehicle 2   |   |                      |
| 8.30am – 9.15am                                    | Lou Oliver, Heather Rogers           | 2 x snack pack    | <b>Registration 16k</b>  | Top of the Bump                         |                      |
| 9.00am-Gareth comes through as sweep (app 12.00pm) | Rebecca Mulqueen                     | 1 x snack pack    | <b>Marshal</b><br>45km East into West Black Mountain Road                                | 45km East into West Black Mountain Road | Flouro vest          |
| 9.15am   | Lou Oliver                           |                   | Race briefing, 16k   | Top of the Bump                         |                      |
| 9.30am – last competitor in                        | Lou Oliver, Heather Rogers           |                   | <b>Timing and Recording 21k</b><br>Record times for 21k.                                 | Top of the Bump                         |                      |
| 9.30am-12.00am                                     | Sue Benny                            | 1 x snack pack    | <b>Marshal</b><br>Bottom of the Bump   | Bottom of the Bump                      |                      |
| 10.00am – 11.00am                                  | Bruno, Suzy Dowd, Helen Kinnane      | 3 x lunch voucher | <b>Registration 5k</b><br>Registration of 5k competitors. Start race.                    | Port Douglas Surf Life Saving Club      |                      |
| 10.45am  | Nick Carling                         | 1 x lunch voucher | Race briefing  | Port Douglas Surf Life Saving Club      |                      |
| 10.00am – late pm                                  | Sam Cullen, Suzy Dowd; Lesa Hansen   | 2 x lunch voucher | <b>Timing and Recording 64k, 16k, 5k</b><br>Record times for 64k, 16k, 5k                | Port Douglas Surf Life Saving Club      |                      |
| 11.00 – 2.00pm                                     | Kathy Kennedy, Katie Harlen          | 1 x lunch voucher | Ribbons/Prize-giving   | Port Douglas Surf Life Saving Club      |                      |
| 10.00am-2pm  | Brian Hewitt & wife                  | 2 x snack pack    | <b>Marshal</b> Set up water station.   | Under bridge at 56k mark                | Flouro vest          |
| 10am-12.30pm                                       | Pam, Sue (Peter English)             |                   | <b>Marshal</b>   | Nautilus/Reef                           | Flouro vests         |
| 10am-12.30pm                                       | Loretta and Bernie (Peter English)   |                   | <b>Marshal</b>   | Old Port Road                           | Flouro vests         |
| 12pm-finish (Gareth, sweep)                        | Mary-Ann Elkington                   | 1 x snack pack    | <b>Marshal</b>   | Bottom of the Bump                      | Flouro vest          |
| 12:30-3pm  | Nicole and Michael Martin            | 2 x snack pack    | <b>Marshal</b><br>Relieve Loretta and Bernie at Nautilus/Reef                            | Nautilus/Reef                           | Flouro vests         |
| 12.30-3pm  | Jim Cavill – needs lift to Port      | 1 x snack pack    | <b>Marshal</b><br>Relieve Loretta and Bernie on Old Port Road                            | Old Port Road                           | Traffic Control vest |
| 11.30  | Kathy Kennedy, Katie Harlen          | 2 x lunch voucher | <b>Collation of results, age category winners, overall winners</b>                       | Surf Club                               |                      |

|                            |                            |                |  |  |             |
|----------------------------|----------------------------|----------------|--|--|-------------|
| 12.30pm app.               | Sally Dixon, Kathy Kennedy |                | <b>Presentation of all events</b>  | Port Douglas Surf Life Saving Club – grassy area |             |
| 2-4pm                      | Tania & Connor Mitchell    | 2 x snack pack | <b>Marshal</b><br>Relieve Brian, Under highway   | Under bridge at 56k mark                         | Flouro vest |
| 3pm-finish (Gareth, sweep) | Michael Rhodes/Neil Butler | 2 x snack pack | <b>Marshal</b><br>Relieve Jim on Old Port Road   | Nautilus/Reef                                    | Flouro vest |
| 3pm-finish (Gareth, sweep) | Steven Francis + family?   | 1 x snack pack | <b>Marshal</b><br>Relieve Jim on Old Port Road   | Old Port Road                                    | Flouro vest |
| 4pm-finish (Gareth, sweep) | Mike Kennedy               | 1 x snack pack | <b>Marshal</b><br>Relieve Tanya, Under highway. Take water station home – on Gareth's okay | Under bridge at 56k mark                         | Flouro vest |
|                            |                            |                | <b>Port Douglas pull down – only on okay from Gareth</b>                                   |  |             |

Race: Kuranda to Port Douglas      Date: 28 August 2011  
Race Directors: Sarah Griffiths (Kuranda side); Sam Cullen (Port Side)

## Timeline

### Lorraine:

Appointed volunteers  
Shopping lists – checkpoints, lunch snack packs, port finish  
First aiders  
Communications  
Prize giving – who will do it?

Inform ambulance service / local businesses of race.  
Press announcements to local newspapers (11/8/11)  
Radio public service announcements  
Get plates made – sent email (9/8/11)  
Arrange transport

Volunteer contact details  
Blue Water Bistro – food/vouchers – Rang Dillon 4099 4335 (9/8/11)  
Follow up Blue Water menu  
Small maps of Port  
Paperwork- entry forms; recording sheets; results sheets (started 12/8/11)  
Discuss risk management; incident reporting; availability of first aid kits

Collect It's Extreme prizes & banner  
Collect water barrels from CSDE  
Sort out floats with Rosie – two for Kuranda side; one for Port side (sent email 9/8/11)

Ring photographers - Bill Oches (wife's (Jodie) mobile 0419 160 992); Rhonda and Chris Zeylmans 4057 9039

Buy stopwatches  
Paper cups for gatorade  
Buy money boxes  
Buy marker pens – four colours  
Make Money box covers  
Get Trophies  
Pick up key for Twin Bridges Track  
Pick up plates on Friday, 26 August

### Larry:

Tables/water pumps – what to do for water  
Organise someone to tow the trailer to Port  
Identify exactly where signs must go.  
Draw large MAPS - include water stops, some street names and distances.  
CHECK CLOCK IS FULLY CHARGED

## Shopping and Packing

Sort out trailer, water stations and checkpoints  
Shopping: for checkpoints Michelle Farkas  
Shopping for helpers/volunteers, for Port – Alison Smith  
Pack Food boxes – Quaid Checkpoint; Top of the Bump Checkpoint; Volunteers out on course – Alison Smith

## Sort out:

How to distribute lunches???

How to get paperwork to everyone – competitor list

Registration boxes for 64k/21k  
Timing box for 64k/21k  
Registration boxes for 16k  
Timing box for 16k

Registration boxes 5k  
Timing box for 5k

Competitor bags – Lesa Hansen  
Make money boxes – Lesa Hansen

Write out ribbons – Helen Kinnane

### **Volunteer Groups**

Mobile phones – take your phone. Program in the following numbers: ??

#### **Not Available:**

Sam O'Connor – getting married on 27<sup>th</sup> Aug  
Kev Morrissey – overseas 5 Aug – 5 Sept  
Pilats  
Adam Lukey  
Tanya (from Tablelands)

#### **Volunteers to check:**

Martin Ball  
Christine – make slice  
Helen Sac  
Rebecca Tucker

## Group 1: Kuranda Start – Alison Smith, Sarah Griffiths, Rosie Ball

### Set up at Kuranda:

Place arrows to direct people to the start

Set up one table with entry forms, membership forms, pens and paper weights

Set up a second table for Registration / Recording Crew

Set up water station at start

Collect float from Lorraine - CHECK MONEY.

Rego and start for 64k and 21k

Collect gear in drop boxes for Quaid and Top of Bump

Start 64k at 6am

Start 21k at Quaide Road 8.30am (set up as for 64k) – check mandator equipment of 21k runners

Collect water stations at 20k and 14k – on Gareth’s okay

Give money to Lorraine Lawson

Take competitor boxes from Quaid Checkpoint to finish

Give competitor list to Pam Palmer, John Guthrie, Trevor Buckley, Gareth Smith

### COURSE SETUP: as per maps provided

#### Registration 64k

| Name   | Time Required   | Duties  |
|--|-----------------|---|
| Lorraine Lawson                              | 5.00am – 5.45am | Print/update competitor lists; hand updated lists to groups 2,3,6,8   |
| Alison Smith, Sarah Griffiths and Rosie Ball | 5.00am – 5.45am | <b>Registration of 64k competitors.</b> Check mandatory equipment. Collect competitors’ gear in drop boxes. Travel to Quaid Road.<br>1 person to be cashier and deal with new race entries: check signatures, name, contact information and date. Signature (parent or guardian if under 18) acknowledging Waiver of Liability.<br>ENTRY FORMS – Must have all participant’s details – full name, DOB, address, medical information etc.<br>1 to record names on recording sheets.  |
| Sarah Griffiths                              | 5.45am          | <b>Race briefing</b><br><i>Use a checklist to ensure you don't forget to mention something!</i><br>Race Director does the Race Briefing - or appoints someone to do it. <ul style="list-style-type: none"><li>• Acknowledge sponsors for the race</li><li>• Course &amp; Map - explain course, if applicable</li><li>• Distances - make sure everyone knows where to turn, which way to go for which distance</li><li>• Safety on the road - roads are NOT closed, vehicles have right of way in all the races. Remind competitors that they need to run on LEFT side of road.</li><li>• Medical - mention a basic first aid kit is available.</li></ul> Line up, start race on time at 6.00am! |

## Registration 21k

| Name                           | Time Required   | Duties  |
|--------------------------------|-----------------|---|
| Alison Smith & Sarah Griffiths | 7.30am – 8.15am | <b>Registration of 21k competitors.</b> Travel to Quaid Road. Check mandatory equipment.<br>1 person to be cashier and deal with new race entries: check signatures, name, contact information and date. Signature (parent or guardian if under 18) acknowledging Waiver of Liability.<br>ENTRY FORMS – Must have all participant's details – full name, DOB, address, medical information etc.<br>1 to record names on recording sheets.<br>Update competitor lists; hand updated lists to groups 2,3,6,8  |
| Sarah Griffiths                | 8.15am          | Race briefing<br><i>Use a checklist to ensure you don't forget to mention something!</i><br>Race Director does the Race Briefing - or appoints someone to do it. <ul style="list-style-type: none"><li>• Acknowledge sponsors for the race</li><li>• Course &amp; Map - explain course, if applicable</li><li>• Distances - make sure everyone knows where to turn, which way to go for which distance</li><li>• Safety on the road - roads are NOT closed, vehicles have right of way in all the races. Remind competitors that they need to run on LEFT side of road.</li><li>• Medical - mention a basic first aid kit is available.</li></ul><br>Line up, start race on time! |

## Gear Required:

### In Race Director's Folder – 64k; 21k

Copy of Police permit  
Copy of DERM permit  
Membership list  
Membership forms  
Course maps  
Telephone numbers of volunteers  
Entry forms – 21km  
Timing sheets  
Registration sheets  
Future race flyers  
2011 event calendars

### Water Station at the start of the 64k

Table, rubbish bag  
Large barrel  
Lollies  
No gatorade; no food

### Registration – 64k; 21k

2 tables & chairs  
pens in box  
clipboards - 3  
Spikes for race forms x 2  
paper weights  
(rest of gear in Race director's folder)  
Collect in drop boxes

### Timing Box – 64k; 21k

Stopwatches – 3  
Timing sheets (from Race Director's Folder)  
Clip Board & pens  
Starting pistol x 1  
Strating pistol caps (1 box)

**Group 2: Quaid Road Checkpoint – Pam and Bryan Palmer**  
**7.30am at Quaid Road**

Collect drop bags, First aid kit, food box for the Quaid Road Checkpoint from Group 1 (Sarah and Alison)

Collect competitor list from Alison and Sarah

Set up water stations at 14k and 20k marks

Place arrows to direct people to the 21k start, 14k leg

Put arrows at Mona Mona turn off and Aboriginal station turn off

Set up and man checkpoint at Quaid Road

Check mandatory equipment of 64k runners

**Marshal: 29k – turn into Twin Bridges track Sally Dixon and Donna Lupson**

**COURSE SETUP: as per maps provided**

| Water Stations<br>Distance           | Equipment Required    |                 |          |  |                 |
|--------------------------------------|-----------------------|-----------------|----------|--|-----------------|
|                                      | Table/other           | Water           | Gatorade | Food                                   | Competitor gear |
| 14 (Leg 2 start)<br>Unmanned         | rubbish bag           | 15L             | Yes      | No                                     | No              |
| 20 Unmanned                          | rubbish bag           | 10L             | No       | No                                     | No              |
| 26 Quaid Rd (Leg 3 start, 21k start) | Table,<br>rubbish bag | Large<br>barrel | Yes      | Lollies, fruit,<br>cake,<br>sandwiches | YES             |

**Gear Required:**

First aid kit

**Shopping list**

1. Fruit (oranges, bananas, watermelon, etc)
2. Brumbys e.g. Sticky buns
3. Lollies
4. Cake for 64k runners
5. Packed lunches for volunteers

**"Food box" for Quaid Road Checkpoint**

- Containers for food
- Water
- Paper cups for water
- insect repellent
- rubbish bag
- paper towel
- hand sanitiser
- cake & sweet buns
- lollies
- fruit



### Group 3: Top of the Bump Checkpoint – John Guthrie

#### 7.30am

Collect drop bags, First aid kit for Top of the Bump Checkpoint from Group 1 (Sarah and Alison) at Quaid Road

Collect competitor list from Alison and Sarah

Set up water stations at 5k and 10k

Place arrows on either end of East Black Mountain Road

Place arrows at Bump Track Road

Place arrows at left turn top of hill after Bump Track Road

Set up water station at northern end of East Black Mountain Road, 45k

Set up and man checkpoint at Top of the Bump

Take competitor boxes to finish

#### COURSE SETUP: as per maps provided

**Remote water station set up:** These stations are unattended. Take the allocated table and a rubbish bag. Confirm on the map where the station is.

| Water Stations<br>Distance                                       | Equipment Required    |                 |          |  |                 |
|--|-----------------------|-----------------|----------|--|-----------------|
|  | Table/other           | Water           | Gatorade | Food                                   | Competitor gear |
| 5 Unmanned   | rubbish bag           | 10L             | No       | No                                     | No              |
| 10 Unmanned  | rubbish bag           | 10L             | No       | No                                     | No              |
| 45 Junction<br>East/West BM<br>Road Unmanned                     | rubbish bag           | 15L             | Yes      | No                                     | No              |
| 47 Top of the<br>Bump (Leg 4 start,<br>16k start, 21k<br>finish) | Table,<br>rubbish bag | Large<br>barrel | Yes      | Lollies, fruit,<br>cake,<br>sandwiches | YES             |

#### Gear Required

First aid kit

#### Shopping list

1. Fruit (oranges, bananas, watermelon, etc)
2. Brumbys e.g. Sticky buns
3. Lollies
4. Cake for 64k runners
5. Packed lunches for volunteers

#### "Food box" for Top of the Bump Checkpoint

- Containers for food
- Water
- Paper cups for water
- insect repellent
- rubbish bag
- paper towel
- hand sanitiser
- cake & sweet buns
- lollies
- fruit

**Group 4: Rego and start of 16k – Lou Oliver, Heather Rogers**

Place arrows to direct people to the 16k start  
 Start 16k at Top of the Bump 9.30am  
 Record finish times for 21k at Top of the Bump  
 Set up water station at bottom of the Bump  
 Collect water station at bottom of the bump  
 Give money to Lorraine Lawson

**COURSE SETUP: as per maps provided**

**Marshal: 45km – junction of East and West Black Mountain Road  
 Bec Mulqueen**

**Timing and Recording 21k**

| Name                          | Time Required               | Duties   |
|-------------------------------|-----------------------------|--|
| Lou Oliver and Heather Rogers | 9.30am – last competitor in | Record times for 21k.<br>1 person calls out times<br>1 person writes time and competitor's race. |

**Registration 16k**

| Name                          | Time Required   | Duties   |
|-------------------------------|-----------------|--|
| Lou Oliver and Heather Rogers | 8.30am – 9.15am | Registration of 16k competitors.<br>1 person to be cashier and deal with new race entries: check signatures, name, contact information and date. Signature (parent or guardian if under 18) acknowledging Waiver of Liability. ENTRY FORMS – Must have all participant's details – full name, DOB, address, medical information etc.<br>1 to record names on recording sheets.   |
| Lou Oliver                    | 9.15am          | Race briefing<br><i>Use a checklist to ensure you don't forget to mention something!</i><br>Race Director does the Race Briefing - or appoints someone to do it. <ul style="list-style-type: none"> <li>• Acknowledge sponsors for the race</li> <li>• Course &amp; Map - explain course, if applicable</li> <li>• Distances - make sure everyone knows where to turn, which way to go for which distance</li> <li>• Safety on the road - roads are NOT closed, vehicles have right of way in all the races. Remind competitors that they need to run on LEFT side of road.</li> <li>• Medical - mention a basic first aid kit is available.</li> </ul> Line up, start race on time! |

| Water Stations<br>Distance                      | Equipment Required |       |          |         |                 |
|---|--------------------|-------|----------|---------|-----------------|
|   | Table/other        | Water | Gatorade | Food    | Competitor gear |
| 53 Bottom of the Bump (Leg 5 start)<br>Unmanned | rubbish bag        | 20L   | Yes      | Lollies | No              |

**Collect float****In Race Director's Folder –  
Top of the Bump**

Copy of Police permit  
 Copy of DERM permit  
 Membership list  
 Membership forms  
 Course maps  
 Telephone numbers of volunteers  
 Entry forms – 16km  
 Timing sheets  
 Registration sheets

Future race flyers  
 2011 event calendars

**Timing Box – 16k**

Stopwatches – 2  
 Timing sheets (from Race Director's Folder)  
 Clip Board & pens  
 Finish tags – Red 1-50

**Group 5: Port Set up/pull down/marshals – Nick Carling, Michael Rhodes (tbc) and Neil Butler (tbc)**

Place arrows to direct people to the start

Set up signs and arrows for last 10k

Collect signs after event ????

Set up water station at start of beach run (60k mark) at end of Reef Road

**COURSE SETUP: as per maps provided**

**Marshal: Bottom of the Bump**

Sue Benny 9.30am-12.00am

Mary-Ann Elkington 12-finish (Gareth will come through as the sweep)

**Marshal: Mowbray River Road intersection**

To be appointed 10am-12.30pm

To be appointed 12.30-3pm

To be appointed 3pm-finish (Gareth will come through as the sweep)

**Marshal: Under bridge at 56k mark**

Brian Hewitt 10.00am-2pm - Set up water station

Tania Mitchell 2-4pm

Mike Kennedy 4pm-finish (Gareth will come through as the sweep)

|                                   | Equipment Required |       |          |         |                 |
|-----------------------------------|--------------------|-------|----------|---------|-----------------|
| <b>Water Stations</b><br>Distance | Table/other        | Water | Gatorade | Food    | Competitor gear |
| 56 Next to highway Manned         | rubbish bag        | 20L   | Yes      | Lollies |                 |

**Marshal: Old Port Road**

To be appointed 10am-12.30pm

To be appointed 12.30-3pm

To be appointed 3pm-finish (Gareth will come through as the sweep)

**Marshal: Old Port Road/Nautilus traffic circle**

Loretta and Bernie (Peter English) 10am-12.30pm

Jim Cavill 12.30-3pm

Steven Francis 3pm-finish (Gareth will come through as the sweep)

**Marshal: Nautilus/Reef**

Pam & Sue (Peter English) 10am-12.30pm

Nicole and Michael Martin 12:30-3pm

Michael Rhodes and Neil Butler 3pm-finish (Gareth will come through as the sweep)

|                                   | Equipment Required |       |          |      |                 |
|-----------------------------------|--------------------|-------|----------|------|-----------------|
| <b>Water Stations</b><br>Distance | Table/other        | Water | Gatorade | Food | Competitor gear |
| 60 Start of Beach Unmanned        | rubbish bag        | 20L   | No       | No   | No              |

**Group 6: Surf Club – Sam Cullen, Bruno Bennett, Suzy Dowd, Helen Kinnane, Kathy Kennedy, Katie Harlen**

Buy fruit & sweet buns – Alison Smith

Set up and start clock

Water station

2.5k turn around on beach

Rego and start 5k on Beach

Cut up fruit, etc.

Record finish time for 5k, 16k and 64k

Vouchers for volunteer lunches

Give money to Lorraine

First Aid kit

**COURSE SETUP: as per maps provided**

**Set up at Port Finish:**

- o tables & chairs for registration / recording
  - o set up a water station
  - o build the finish arch while you distribute cones and signs along the course.
- Float
  - Set up one table with entry forms, membership forms, pens and paper weights
  - Set up a second table for Registration / Recording Crew

**Registration 5k**

| Name                                    | Time Required     | Duties   |
|---|-------------------|--|
| Suzy Dowd, Kathy Kennedy, Helen Kinnane | 10.00am – 11.00am | Registration of 5k competitors. Start race. 1 person to be cashier and deal with new race entries: check signatures, name, contact information and date. Signature (parent or guardian if under 18) acknowledging Waiver of Liability. ENTRY FORMS – Must have all participant’s details – full name, DOB, address, medical information etc. 1 person records names on recording sheets.   |
| Nick Carling                            | 10.45am           | Race briefing<br><i>Use a checklist to ensure you don't forget to mention something!</i><br>Race Director does the Race Briefing - or appoints someone to do it. <ul style="list-style-type: none"> <li>• Acknowledge sponsors for the race</li> <li>• Course &amp; Map - explain course, if applicable</li> <li>• Distances - make sure everyone knows where to turn, which way to go for which distance</li> <li>• Safety on the road - roads are NOT closed, vehicles have right of way in all the races. Remind competitors that they need to run on LEFT side of road.</li> <li>• Medical - mention a basic first aid kit is available.</li> </ul> Line up, start race on time! |

**Timing and Recording 64k, 16k, 5k**

| Name                   | Time Required                     | Duties  |
|------------------------|-----------------------------------|---|
| Sam Cullen & Suzy Dowd | 10.00am – late pm                 | Record times for 64k, 16k, 5k<br>1 person calls out times<br>1 person writes time and competitor’s race number in order of finishing. |
| Lesha Hansen           | Take over from Suzy after 5k race |   |

|                       | Equipment Required |       |          |      |                 |
|-----------------------|--------------------|-------|----------|------|-----------------|
| <b>Water Stations</b> | Table/other        | Water | Gatorade | Food | Competitor gear |
| Distance              |                    |       |          |      |                 |

|           |                       |                 |     |                              |    |
|-----------|-----------------------|-----------------|-----|------------------------------|----|
| 64 Finish | Table,<br>rubbish bag | Large<br>barrel | Yes | Lollie, fruit,<br>sweet buns | No |
|-----------|-----------------------|-----------------|-----|------------------------------|----|

### **Preparation for presentation - Kathy Kennedy and Katie Harlen**

- Determine age category winners; overall winners
- Write out ribbons
- 

### **Presentation – Sally Dixon and Kathy Kennedy**

*Use a checklist to ensure you don't forget to mention something!*

- Thank sponsor again.
- Thank the runners and volunteers.
- Announce the next race/event.
- Remind everyone they can get the race results on website.
- If the sponsor is there get them to hand out the ribbons – hand out ribbons in reverse i.e. third place first, then second, then first. Arrange so that the best time is announced last.
- Do lucky draw for volunteers.
- Random draws.

### **Required Gear - Port**

#### **Float**

#### **In Race Director's Folder - Port**

Trailer keys  
 Police permit  
 DERM permit  
 Membership list  
 Membership forms  
 Course maps  
 Telephone numbers of volunteers  
 Entry forms – 5km  
 Timing sheets  
 Registration sheets  
 It's Extreme vouchers  
 Random draw prizes  
 Volunteer gift voucher  
 Future race flyers  
 2011 event calendars

**Marquees** - 3 or as required

**Tables** - 2 x long (1 for registration & 1 for registration entry form for racers)  
 - 1 for water stop/fruit/food

**Chairs** - 3

#### **Clock & Battery & Stand**

**Boxes** - Registrations, Timekeeping, Food prep

**Banners** – Road Runners Club banner

#### **Traffic cones and signs**

**Water Barrels:** 1 x Start/Finish, 2 x remote

#### **First Aid Kit**

Banners

### **Registration Box - Port**

ribbons for all events  
 pens in box  
 clipboards - 1  
 Box for keys  
 Spikes for race forms x 2  
 paper weights  
 (rest of gear in Race director's folder)

### **Timing Box – Port**

Stopwatches – 2  
 Timing sheets (from Race Director's Folder)  
 Clip Board & pens  
 Finish tags – Green 1-69; Green 70-120  
 Starting pistol x 1  
 Strating pistol caps (1 box)

### **Shopping list**

1. Fruit (oranges, bananas, watermelon, etc)
2. Brumbys e.g. Sticky buns
3. Lollies
4. Cake for 64k runners
5. Packed lunches for volunteers

#### **"Food box" for Port**

- Platters for food
- Water
- Paper cups for water
- insect repellent
- rubbish bag
- paper towel
- hand sanitiser
- sweet buns
- lollies
- fruit

### Group 7 – Roving – Trevor Buckley

Set up water station at 32k (on Twin Bridges Track)

Set up signs along Black Mountain Road as per map provided

First aid kit?

### COURSE SETUP: as per maps provided

**Remote water station set up:** These stations are unattended. Take the allocated table and a rubbish bag. Confirm on the map where the station is.

| Water Stations<br>Distance            | Equipment Required |       |          |      |                 |
|---------------------------------------|--------------------|-------|----------|------|-----------------|
|                                       | Table/other        | Water | Gatorade | Food | Competitor gear |
| 32 (5k into Twin Bridges)<br>Unmanned | rubbish bag        | 15L   | No       | No   | No              |

### Group 8 – Gareth Smith (bicycle), Christine Bell (vehicle) and Martin Ball (vehicle)

Sweeps

Gareth to instruct others when and what to pack up

### Post Race Procedure

CHECK EVERYONE IS BACK, **INCLUDING** THE REMOTE VOLUNTEERS – Sarah Griffiths, Sam Cullen and Gareth Smith.

Get helpers to start packing up as soon as the last runner is home.

Collect signs and cones along course.

Pack trailer.

Hand results, paperwork, and race director's folder to Lorraine

Hand money to Lorraine

Tow the trailer back to base.

### The day after

Type results on an Excel spread sheet, and write a brief race report.

Post race evaluation meeting

| Group   | Water Stations<br>Distance                                    | Equipment Required    |                 |          |  |                 |
|---------|---|-----------------------|-----------------|----------|--|-----------------|
|         |   | Table/other           | Water           | Gatorade | Food                                   | Competitor gear |
| 1       | 0 Start   | Table,<br>rubbish bag | Large<br>barrel |          | Lollies                                |                 |
| 3       | 5 Unmanned  | rubbish bag           | 10L             |          | No                                     |                 |
| 3       | 10 Unmanned   | rubbish bag           | 10L             |          | No                                     |                 |
| 2       | 14 (Leg 2 start)<br>Unmanned                                  | rubbish bag           | 15L             | Yes      | No                                     |                 |
| 2       | 20 Unmanned   | rubbish bag           | 10L             |          | No                                     |                 |
| 2       | 26 Quaid Rd (Leg 3<br>start, 21k start)                       | Table,<br>rubbish bag | Large<br>barrel | Yes      | Lollies, fruit,<br>cake,<br>sandwiches | YES             |
| 7       | 32 (5k into Twin<br>Bridges) Unmanned                         | rubbish bag           | 15L             |          | No                                     |                 |
| 3       | 45 Junction East/West<br>BM Road Unmanned                     | rubbish bag           | 15L             | Yes      | No                                     |                 |
| 3       | 47 Top of the Bump<br>(Leg 4 start, 16k start,<br>21k finish) | Table,<br>rubbish bag | Large<br>barrel | Yes      | Lollies, fruit,<br>cake,<br>sandwiches | YES             |
| 4       | 53 Bottom of the<br>Bump (Leg 5 start)<br>Unmanned            | rubbish bag           | 20L             | Yes      | Lollies                                |                 |
| Marshal | 56 Next to highway<br>Manned                                  | rubbish bag           | 20L             | Yes      | Lollies                                |                 |
| Marshal | 60 Start of Beach<br>Unmanned                                 | rubbish bag           | 20L             |          | No                                     |                 |
| 6       | 64 Finish   | Table,<br>rubbish bag | Large<br>barrel | Yes      | Lollie, fruit,<br>sweet buns           |                 |

| Competitor    |            | Distance | Transport to Start                        | Transport back to Cairns |
|---------------|------------|----------|---|--------------------------|
| Stephen       | English    | 64km     | Has own transport                         |                          |
| Neil          | Hawthorne  | 64km     |   |                          |
| Chloe         | Hawthorne  | 64km     |   |                          |
| Robert        | Scoines    | 64km     |   |                          |
| John          | Vaughan    | 64km     | Heather to drop off?                      |                          |
| Lorraine      | Lawson     | 64km     | Take Zebra to start?                      | Landrover                |
| Larry         | Lawson     | 64km     | Needs transport Go with Scott and Chrissy | Landrover                |
| David         | Elms       | 64km     |   |                          |
| Wayne         | Bowes      | 64km     |   |                          |
| Ben           | Carter     | 64km     |   |                          |
| Ryan          | Hoskins    | 21.1 km  |   |                          |
| Emma          | Mills      | 64km     | Needs transport Go with Scott and Chrissy |                          |
| Nathan        | Moore      | 64km     | Needs transport Go with Scott and Chrissy |                          |
| Kerrie        | Williamson | 64km     |   |                          |
| Arnstein      | Prytz      | 64km     |   |                          |
| Robbo         | Robinson   | 64km     | Go with Alison                            | Go with Alison           |
| Simon         | Nutley     | 64km     |   |                          |
| Keith         | Fearon     | 64km     |   |                          |
| Glenda        | Banaghan   | 64km     |   |                          |
| Robert        | Miller     | 64km     |   |                          |
| Roy           | Willetts   | 64km     |   |                          |
| Tess          | Watson     | 16 km    |   |                          |
| Bartsch       | Brad       | 64km     |   |                          |
| Briscoe       | Judith     | 64km     |   |                          |
| Cavin         | Ben        | 64km     |   |                          |
| Cross         | Peter      | 64km     |   |                          |
| Duncan        | Kevin      | 64km     |   |                          |
| Wojciechowski | Daniel     | 64km     |   |                          |
|               |            |          |   |                          |
|               |            |          |   |                          |