

Ancillary Roles and Responsibilities

Officials Registration (x2)

- To arrive early (8.30am) on each day and ask Officials to 'sign in' on prepared papers
- Issue packed lunch ticket/hand out packed lunch in a bag
- Point out tea/coffee & biscuits

Athlete Registration (x2)

- To arrive early and open Registration at 8.30am on each day.
- Tick athletes name for each event entered and aiming to compete for each day
- Event lists will be on separate sheets of paper
- Athletes have to report in person and retain their numbers from the previous day if appropriate
- Provide athletes with pins if necessary
- Close track event Registration 60 mins before start of event
- Pass Registration sheets to Seeding

Seeding (x2)

- To put athletes in appropriate Heats according to their previous best performances as indicated on their entry forms or, lanes in the event of a Final
- Fastest 4 in lanes 3,4,5,6 and slower athletes in lanes 1,2,7,8
- Complete the seeding sheets (manually or electronically)
- Print off the required number of seeding sheets
- Distribute seeding sheets to Track Referee, Chief Starter's Assistant, Chief Photo Finish, Chief Timekeeper, Announcer, Results team, Results Board,

Seeding Runners (x6) 2hr stints

- To take seeding sheets to the various Officials as quickly as possible
- Return to seeding to collect next batch of seeding sheets

Photography Register (x1)

- Maybe alongside Officials Registration
- Supervise the entering of names, etc on the printed Photography register
- Provide photographer with a luggage label to be worn on the camera/person each day

Results Runners (x 6)

- Take results from Track Steward to Timekeeper's Steward
- To take results from Photo Finish to results team in the caravan
- Take official results from results team to Presentation, Announcer and pin on Results board

Track Steward (x1)

- Based by the track stand
- Sit with the Track Referee & Chief Judge
- Be available for the team briefing by the Track Referee at least 30mins before the first race
- To work alongside the Track Referee

- Write the result as given by the Chief Judge
- Send the result sheet to Timekeeper's Steward
- To collate the seeding/start list, Judges' results & Photo Finish results for all track races in a file
- Keep Track Referee aware of any changes/reversals in PF result

Timekeepers Steward (x1)

- Sit with the Timekeepers
- Be available for the team briefing by the Chief before the first race
- To work alongside the Chief Timekeeper
- Collate times on to Result sheet as issued by Chief & send to Photo Finish (PF)
- Keep up to date record of seeding sheets, manual results & PF results

Hurdle movers (x5)

- Assist the Clerk of Course to place hurdles at the correct spacing, height and weight
- Remove hurdles from the track after the last heat/final

Programme Sales (x2)

- Arrive early each day (9.00a.m.)
- Collect programmes and 'change float' from Meeting Managers
- Encourage spectators to buy a programme at £3 each
- Return any unsold programmes plus the money to Meeting Managers
- Finish at about 11.00a.m.

Results (x2)

- Need to have computer skills, competence and confidence
- Receive the list of Derbys entrants giving name, club and allocated competition number
- Entered on results programme
- Receive results at the Championships
- Enter the results on to the results programme and print 3 copies for distribution to Presentation, Results Board and 1 spare
- Save the results ready to be emailed to the committee and club secretaries

Car Park Stewards (x3/4)

- Arrive early each day (07:30 am)
- Attend to car parking until (10:00 am)
- Check Officials parking permits and request officials to park in designated spaces
- Ensure Athletes / spectators Park on Grass pitches until 10:00 am

Presentation Assistant/s (x2)

- To assist the President and medal co-ordinator to ensure smooth running of presentation ceremonies
- To work with medal co-ordinator in reading medal result sheets and sorting medals accordingly
- Should a holding area for athletes be in use
 - to welcome athletes into the area.
 - to organise athletes into order of medal ceremonies