

| Duty & Overview | Time | Special Requirements |
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| <p>Set Up Crew Working to set out all activity stations/track equipment and check it is ready in preparation for the meet. Feel free to bring your athletes there are plenty of things they too can help with.</p> | <p>4:00 – 5:30 Report to: Setup Co-Ordinator at equipment shed or the buggy</p> | |
| <p>First Aider The First Aider on duty is responsible for assisting in the event of an athlete injury. Note: You can be with your athletes during the meet as we will call you over the speaker if required.</p> | <p>5:30 – 8:30 Report to Junior Chair (Tammy) or Committee member to obtain the 'First Aiders' Vest</p> | <p>Person must hold a current</p> <ul style="list-style-type: none"> - First Aid Qualification - Working With Children's Check |
| <p>First Timers Meet & Greet Welcoming newcomers to the Jets, showing them things they need to know (e.g Toilets) and organising Come and Try to ensure the correct process is followed</p> | <p>5:00 – 6:00 Report to a Committee member on the registration and/or uniform table in the Club Rooms</p> | |
| <p>Track Team Member This team will be responsible for working together to fulfil the following roles: <u>Race Starter x2</u>: Starting Races under the guidance of our Senior Starter <u>Start Line Marshal x2</u>: Working with Chaperones to line athletes up in race order to keep the track flowing <u>Timekeeper x2</u>: operating the Timing carts <u>Finish Line Marshal x1</u>: Undertaking tasks like handing out popsticks at the end of races etc.</p> | <p>5:30 – 8:30 Report to the Front Straight Finish Line @ 5:25</p> | |
| <p>Hurdles Setter This role is responsible for resetting hurdles if they are knocked down during a race as well as Moving and Resetting hurdle heights as the age groups change.</p> | <p>5:30 – 7:30 Report to the Front Straight Finish Line @ 5:25</p> | |
| <p>BBQ Crew Assisting the BBQ Co-Ordinator to cook and serve - In the event the BBQ is not in operation rostered families will assist during the meet as a general assistant</p> | <p>6:30 – 8:30 Report to the BBQ Co-Ordinator</p> | |
| <p>Photographer The photographer will be responsible for taking candid snaps at the meet that can be used on Social Media</p> | <p>5:30 – 8:30</p> | <p>Person must hold a current</p> <ul style="list-style-type: none"> - Working With Children's Check |
| <p>General Assistant Working with the Meet Director to assist the running of meets with adhoc tasks</p> | <p>5:30 – 8:30 Report to the Front Straight Finish Line @ 5:25</p> | |
| <p>Equipment Pack up Team Member Working with the Packup Co-Ordinators to clear the field of equipment incl placing items correctly in the shed so to help the other clubs who share the facilities</p> | <p>Meet Finish – Pickup Report to: Packup Co-Ordinator This process can be started as soon as groups start to finish with stations</p> | |