

**Race Office / Registration Volunteer – Apollo Bay & Lorne (Friday, Saturday & Sunday)**

<b>Location:</b>	<p><b>Apollo Bay Surf Life Saving Club (downstairs)</b></p> <p><b>Lorne Foreshore (North of SLSC carpark, white marquee)</b></p>						
<b>Report to:</b>	<p><b>Race Office Manager</b>                  Serena Brookes (Apollo Bay)                  Isobel Rose (Lorne)</p>						
<b>Briefing:</b>	<p><b>Apollo Bay Surf Life Saving Club (upstairs):</b>                  Thursday 16<sup>th</sup> May at 5:30pm</p> <p><b>Lorne Foreshore (North of SLSC carpark, white marquee):</b>                  Upon arrival for first shift (arrive at least 15 minutes prior)</p>						
<b>Sign In:</b>	<p><b>Apollo Bay Surf Life Saving Club (downstairs):</b>                  Upon arrival for shift (check role/shift specific start time)</p> <p><b>Lorne Foreshore (North of SLSC carpark, white marquee):</b>                  Upon arrival for shift (check role/shift specific start time)</p>						
<b>Notes:</b>	<p>To assist in the distribution of race packs to participants, general enquiries from public and participants.</p> <ul style="list-style-type: none"> <li>You will be the face of the event for many athletes and spectators, please ensure you provide friendly assistance and encouragement.</li> <li>Please familiarise yourself with the event through reading over the website <a href="http://www.greatoceanroadrunfest.com.au">www.greatoceanroadrunfest.com.au</a></li> <li>If you are unable to give an answer for any question, please direct them to your Area Manager.</li> <li>You will be required to work as part of a team throughout the event to ensure that the pack distribution and enquiries are handled in an efficient and timely manner.</li> <li>You will be required to use a simple smartphone scanning device to allocate race packs to entrants. Volunteers will be shown how to use this at the start of their shift, however if you have any questions about using the scanner at any point please do not hesitate to ask your Area Manager</li> <li>Please bring along warm clothing to wear as it does get cold in the Race Office area</li> </ul>						
<b>Opening Hours:</b>	<b>APOLLO BAY RACE OFFICE</b>				<b>LORNE RACE OFFICE</b>		
	<b>DAY</b>	<b>OPEN</b>	<b>CLOSE</b>		<b>DAY</b>	<b>OPEN</b>	<b>CLOSE</b>
	Friday 17 <sup>th</sup> May	9am	6pm		Friday 17 <sup>th</sup> May	3pm	8pm
	Saturday 18 <sup>th</sup> May	8am	6pm		Saturday 18 <sup>th</sup> May	9am	8pm
	Sunday 19 <sup>th</sup> May	6am	2.30pm		Sunday 19 <sup>th</sup> May	6am	8am