

Start / Finish Line Volunteer – Apollo Bay (Saturday)

Location:	Apollo Bay Main St (outside Apollo Bay Hotel)
Report to:	Area Manager Jason Stanton
Briefing:	Apollo Bay Surf Life Saving Club (upstairs): Thursday 16 th May at 5:30pm
Sign In:	Apollo Bay Surf Life Saving Club (downstairs) or direct to role location: Saturday 18 th May from 9:00am (check role specific start time)
Events:	1.5km Kids Gallop starts at 10:30am SriLankan Airlines 6km Run starts at 11:30am 14km Paradise Run starts at 1:00pm
Role:	<p>General Helpers:</p> <ul style="list-style-type: none"> • Meet the Area Manager at your designated start time and position as per the roster. • Familiarise yourself with the start/finish line area including locations for competitors refreshments, 14km warm clothing drop off, toilets and how to seek medical attention if required. • Assist with managing the flow of competitors through the start line once each race has been officially started & as competitors cross the finish line assist to keep them moving through the finish area & drink station to keep the area free from congestion • Your area manager will provide instructions to you on directing competitors into their specific holding zones prior to starting their specific event. Please familiarise yourself with these areas and the process • Crowd control barriers will be in place for a distance ahead of the finish line however in spaces further up the road where they are not in place spectators sometimes walk onto the track to cheer runners on. Please assist in keeping them off the track & out of competitors way as they make their way to the finish line • Be alert & look for any competitors that may need medical or general assistance as they finish their race. Work in groups of two & ask them if they are ok or if they need medical assistance. If safe to do so take them to the Medical Tent next to the Start / Finish area or request First Aid assistance for them, if required. Stay with the runner until First Aid arrives.. • Please make sure you are in your designated position by your allocated start time. • Assist with crowd management by directing competitors away from vehicles, keeping people moving through areas such as the drink station

- Provide encouragement to finishing athletes
- Assist with the pack up of equipment and disposal of rubbish.

Medal Distribution:

- Assist with medal distribution to all competitors as they cross the finish line according to which event they are competing in. The Area Manager will give you the allocation of medals & each competitor is to receive a medal as they cross the finish line.
- Regularly ensure plenty of medals are ready and on hand
- Once medals have been distributed, assist the team by encouraging competitors to continue moving through the Finish shoot to the Drink Station in the Festival Hub.
- Please take note of all tasks in the above General Helper description. In the down time between your medal distribution role please actively seek to help the General Volunteers above with general assistance in the area.

Start / Finish Tape Holders:

- Make yourself known to the Start Line Area Manager as soon as you arrive for your shift/s. Please don't leave the Start Area until your shift has finished.
- Your main role is to hold the Start & Finish tapes for each race. Please familiarise yourself with the start times for each event & ensure you are in position at the Start / Finish arch 20minutes before. Your Area Manager will brief you on the process.
- Please take note of all tasks in the above General Helper description. In the down time between your main role please actively seek to help the General Volunteers above with general assistance in the area.