

SPL Cross Country 2016 School Volunteer Worker Assignments

<u>Meet Job/Responsibility</u>	<u>School</u>	<u>Job Description</u>
Tag Prep - Girls	St. James	Prepare tags before meets. Bring tags to meets and sort into school folders
Tag Prep - Boys	St. John of the Cross	Prepare tags before meets. Bring tags to meets and sort into school folders
Awards – Order & Prep	St. Luke	Order Ribbons, Awards and T-shirts for meets. Sort and bring appropriate ribbons to each meet
Starting Line Maintenance	St. Joseph	Set up, move, take down and maintain starting line mats; segregate start line from spectators
Scorer's Tent Maintenance	Naperville Running Club	Set up the scorer's tent, take down and maintain
Meet Equipment Box Maintenance	St. Michael	Maintaining and transporting the "borrowed" meet equipment box
Starter / Asst Starter	SPL XC President	Ensure correct positioning of runners, check for spikes, count runners, start races
Assistant Starter	As assigned / designated	Assist starter
Finish Line Clocks	St. Leonard	Set up, operate, take down and maintain the two timing clocks at the finish line.
Official Timer - Boys	St. Scholastica	Time all boys races: be at start line for start; clock in runners at finish line & download
Back-Up Timer - Boys	Ascension School	Back up official timers: be at start line for start; clock in runners at finish line & download if needed.
Official Timer - Girls	Sacred Heart	Time all girls races: be at start line for start; clock in runners at finish line & download
Back-Up Timer – Girls	St. Raphael	Back up official timers: be at start line for start; clock in runners at finish line & download if needed.
Chute Manager	St. Mary of Gostyn	Manage all chute activities; instruct assign and position chute workers/volunteers.
Chute Control #1: 2 volunteers	Sts. Peter and Paul	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #2: 2 volunteers	St. Francis Xavier	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #3: 3 volunteers	St. Petronille	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #4: 3 volunteers	St. Isaac Jogues	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #5: 2 volunteers	St. Giles	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Tag Pullers – Boys	St. Cletus	Pull runner ID tags, keeping them in order and place on stringer and deliver to scorer's tent
Tag Pullers – Girls	Holy Trinity / Notre Dame	Pull runner ID tags, keeping them in order and place on stringer and deliver to scorer's tent
Ribbon Distribute. – Boys: 3 volunteers	St. Michael	Positioned @ end of the chute, hand out place ribbons after ID tag pulled
Ribbon Distribute. – Girls: 3 volunteers	Immaculate Conception	Positioned @ end of the chute, hand out place ribbons after ID tag pulled
Scorer #1	St. Joan of Arc	Assigned to scorer's tent, assist with timing downloads and coordinate with pulled ID tags
Scorer #2	Our Lady of Peace	Assigned to scorer's tent, assist with timing downloads and coordinate with pulled ID tags
Scorer #3	All Saints Academy	Assigned to scorer's tent, assist with timing downloads and coordinate with pulled ID tags
Scorer #4	Visitation	Assigned to scorer's tent, assist with timing downloads and coordinate with pulled ID tags

Equipment Storage	St. Irene	Store and inventory all SPL – CC equipment and ensure functionality
Awards Presentation	St. Matthew	(1) Place team award ribbons from previous meet in team folder;
		(2) Set up and assist with presentation of awards at Championship Meet Awards Ceremony

PLEASE MAKE SURE ALL VOLUNTEERS ARE TRAINED FOR THEIR RESPECTIVE JOB PRIOR TO THE MEET