

## SPL Cross Country - 2017 School Volunteer Worker Assignments

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

<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	St. Pius	Set up the scorer’s tent, take down and maintain
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 Immaculate	Manage all chute activities; instruct assign and position chute workers/volunteers.
Chute Control #1: 3 volunteers	Sts. Peter and Paul	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #2: 3 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: 2 volunteers	St. Isaac Jogues	Ensure runners maintain their order of finish in the chute; keep finishers moving forward
Chute Control #5: 1 volunteer	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

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