



## VOLUNTEER POSITION DESCRIPTION

### BIB ALLOCATION TEAM

**Date:** Sunday 10 November 2019  
**Time:** 6.45am – 9.30am  
**Location:** Rosebud Primary School, Point Nepean Rd, Rosebud - see map below  
Melways reference 158 F12

<b>ROLE</b>	<ul style="list-style-type: none"><li>• On arrival report to Information area and collect volunteer lanyard</li><li>• Report to Bib Allocation Team Leader in the Bibs Allocation area</li><li>• Receive brief given by Bib Allocation Team Leader</li><li>• A check list in bib number order will be on each table, listing bib number, name, team/family name, gender – highlight entries as they are collected<ul style="list-style-type: none"><li>• Any changes need to be recorded on the separate amendments sheet) – ie sometimes gender is recorded wrong in the entry - and given to Tomato Timing who will be set up in the hall</li></ul></li><li>• An alphabetical order listing will also be available to look up if the entrant does not have their bib number</li></ul>
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- Separate line for Early Bird Entrants
- Separate line for Teams and Families
  - Their bibs will be individually enveloped and placed in a box ready for one person to collect their box
  - Highlight team/family on the checklist when collected and record full name of person collecting the team/family entries
  - If they come to the regular line, they can still collect their entries
- Up to 5 lines for pre-registered entrants to collect their race packs (each line will have a bib number range – ie 1000 – 1100, 1101 to 1200)
  - If the entrant can't be found and they insist they have entered, it is likely they didn't complete the payment process (or it bounced), so Event Manager or Volunteer Coordinator can ask Tomato Timing to look them up
  - If an entrant hasn't registered online, send them to the Registration area for manual entry or they can enter online using their own device



	<ul style="list-style-type: none"><li>• Pre-registered entrants give their name to Bib Allocation volunteer, and they look up the bib number or advise the bib number to look up</li><li>• Locate the bib<ul style="list-style-type: none"><li>• If the bib is missing, get an unallocated bib from the Registration area and record the new number on the amendments list</li></ul></li><li>• Advise entrants to go straight across to the beach side of Jetty Rd to assemble while waiting for the race to commence<ul style="list-style-type: none"><li>- Cross using the traffic lights</li><li>- Line up with runners in the front, then walkers, then walkers with prams</li></ul></li><li>• The race must commence at 8.30am</li><li>• Pack down and clean up after the race commences</li></ul>
<b>GENERAL INFO</b>	<ul style="list-style-type: none"><li>• On street parking is available</li><li>• Dress according to the weather</li><li>• All volunteers are welcome to enjoy a free bbq at the finish at Seawinds Gardens</li></ul>



# ARTHURS SEAT CHALLENGE

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