



VOLUNTEER POSITION DESCRIPTION

REGISTRATION

Date: Sunday 10 November 2019

Time: 6.45am – 9.00am

Location: Rosebud Primary School, Point Nepean Rd, Rosebud - see map below

Melways reference 158 F12

ROLE	<ul style="list-style-type: none">• On arrival report to Information marquee and collect volunteer lanyard• Report to Registration Team Leader in the Registration area• Receive brief by Registration Team Leader• Help set up tables and chairs• Take manual entries from entrants who have not pre-registered• EFTPOS machines will be available for manual entries, or they can pay cash• Allocate a bib number and record the number very clearly on the manual entry form• Manual entries received on race day can not be included in teams entered
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	<ul style="list-style-type: none">• Tomato Timing staff will collect manual entries throughout the morning and will enter them into the spreadsheet and will pass the details to the finish line staff• Money will be collected by an allocated person throughout the morning, to lock away, and after entries have closed• Registrations must cease by 8.25am• The race must commence at 8.30am• No dogs are allowed at Seawinds Gardens, as it is a state park, so if anyone turns up with a dog please inform them their dog cannot participate• Advise entrants to go across to the beach side of Jetty Rd to assemble while waiting for the race to commence<ul style="list-style-type: none">– Cross using the lights- Line up with runners in the front, then walkers, then walkers with prams• Pack down and clean up after the race commences
GENERAL INFO	<ul style="list-style-type: none">• On street parking is available• Dress according to the weather



- All volunteers are welcome to enjoy a free BBQ at the finish at Seawinds Gardens
- All volunteers will receive a voucher from Arthurs Seat Eagle and Enchanted Adventure Gardens

