



---

## Lap the Lakes 2010 Wednesday 20<sup>th</sup> October Committee & Volunteer Roles & Responsibilities

- All volunteers to wear reflective vests – see Renee at registration table when you arrive.
- Please arrive 1 hour prior to 12.00pm session and 1 hour prior to 4.30pm session.
- All volunteers to receive a GFYL cap and water bottle from Brett at Registration table.

### Steering Committee

Tasks:

#### **Renee –**

- Coordinate Volunteer activities, including SES, CFA and Lions Club
- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Coordinate lunch for committee/GFYL Van staff
- Assist GFYL Van staff with any requirements
- Assist unloading events trailer after event
- Coordinate Photographer, (Dave Brennan)
- Coordinate Gippsland Mobile Water Fountain

#### **Henry –**

- Master of Ceremonies, including medal presentations
- Liaise with Win TV, radio stations/media.
- Pick up and return Council events trailer
- Coordinate PA system and music
- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Work with GFYL Van staff with any requirements

#### **Rachael –**

- Coordinate Registrations with relevant staff
- Assist with timing process with Claire Haines, including start and finish processes.
- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Work with GFYL Van staff with any requirements
- Assist unloading events trailer after event



**David –**

- Starting line duties including: Groups/individuals to leave at 30 second intervals, writing start times on T-shirt stickers.
- Assist with the coordination of timing with Claire Haines, including start and finish processes.
- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Coordinate Live Music with Kate Tetley or organise music CD for PA system
- Assist unloading events trailer after event
- Work with GFYL Van staff with any requirements

Marcus

Darren

The Rotary Club

---

**S.E.S**

Tasks:

- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Act as Marshall's around the lakes, supporting runners/walkers, 4X 4 vehicle if appropriate
- Provide directions to amenities, e.g. toilets, change rooms, water taps etc...
- Provide a demonstration or hand out S.E.S information
- Provide lighting if appropriate

---

**Lions Club**

Tasks:

- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Provide support at the finish line for timing of the runners/walkers
- Act as Marshall's around the lakes, supporting runners/walkers if required
- Provide directions to amenities, e.g. toilets, change rooms, water taps etc...
- Assist with Fruit bun and fruit distribution as required

---

**St John's Ambulance**

Tasks:

- First Aid Provider
- Provide a demonstration or hand out material on St John's e.g. first aid courses if appropriate

---

**C.F.A**

Tasks:

- Assist with set up/pull down of events trailer, including marquees, seating, signage etc...
- Provide support at the finish line for timing of the runners/walkers
- Act as Marshall's around the lakes, supporting runners/walkers if required





- Facilitate Smoke house activities for children

---

## Volunteers

### Tasks:

- Assist with registrations, others to assist as needed with registrations, showbags, t-shirts, timing etc...
- Evaluation forms
- Assist with timing as required – See Rachael or Patrick
- Events trailer set up/pull down
- Assistance with set up and pull down of signage/resources eg. Placing witches hats etc...
- Act as Marshall's/provide directions to amenities
- Hand out spot prizes and give-aways
- Hand out sunscreen
- Support participants in general
- Assist with handing out fruit buns and fruit

---

The 2010 Lap the Lakes committee would like to sincerely thank you for donating your time to support such a fantastic community event. It could not happen without your wonderful support.

**Thank you all!!!**