

# TWO JETTIES

## FUNCTIONAL AREAS

### 1. Overall Organiser/Delegate to Bay Sports Festival Committee

Approx 10 meetings per year  
Ensure flyers are available – paper and for the website  
Ensure entry forms are available on the day and on the website  
Ensure numbered certificates are available for the finish (for random draw prizes) or raffle tickets  
Ensure Holdfast Bay Council equipment is ordered and parking permits  
Ensure Risk Management Plan and Insurance details are supplied to Council (GHW)  
Prepare final report

### 2. Race Director

Starter/race instructions  
Finish line personnel  
Timekeepers - 4  
Recorders - 4  
Chute control - 2  
Course marshals – 2  
Collator placegetters etc

### 3. Logistic Support Director

Water – 12 of 10l  
300 cups  
Water table - 2  
Prize envelopes – currently 6 run placegetters, 1 walk placegetter and 2 random, 26 run age groups (top age group is 70+)  
Random prizes - 48 prizes – cleanskin wine and chocolates  
Fruit - 30kg watermelon 15kg apples 15kg oranges 25kg bananas (2 boxes)  
Finish line bags

### 4. Equipment Director

#### SAMA

2 large, 3 small Tables – start and turn water  
6 Chairs  
Start/Finish signs  
Race number boxes  
Race numbers  
Safety pins  
Pens/Pencils  
Spike/Clips for entries  
Cash box  
Change  
Prize envelopes with cash  
Random draw prizes  
Clipboards  
Masking tape  
Garbags  
Sunscreen  
Parking permits

Clocks - 2  
Stopwatches - 4  
Gun and caps  
Phones for turn around marshals  
Sports Trainer  
SAMA Tent  
Hammer  
Finish chute  
2 Cup trays  
Carbon paper for results sheet  
Finish line bags  
Board for random prizes  
Random prizes  
Certificates with random draw nos. on  
Fruit/serrated knives  
Rock weights for paperwork  
Rubbish bin for Brighton

#### Council

2 Large rubbish bins  
10 star droppers  
2 of 20m orange plastic safety fencing  
8 cones  
2 large umbrellas  
8 cones

#### City Bay?

4 Flags for finish area

