

BRANCH/INDIVIDUAL TASKS
WOR Tetrathlon – June 8 & June 14 2008

Task	Description of Duties	Suggested Branch/ Ind. Responsible
Chief Steward	<ul style="list-style-type: none"> - needs to be present through the competition to ensure all phases are conducted according to the rules and that the results produced from each phase are correct - in conjunction with the technical chair, inspect the courses before they are presented to the rider - note any required changes, and ensure they are corrected 	Del Zelmer
Organization	<ul style="list-style-type: none"> - book venues - coordinate activities 	S. Eagleson
Swimming	<ul style="list-style-type: none"> - organize volunteers (lane judges, timers, starter, etc) - ensure stop watches available - make up timing sheets - provide instructions to volunteers at event - organize kids - ensure stop watches and clipboards are taken to Old Orchard 	<p>All Clubs – volunteer lane judges</p> <p>G. McPhail – Swim heats, starter</p> <p>G. McPhail - Technical chair</p>
Shooting	<ul style="list-style-type: none"> - organize volunteers for setup of tables, back boards, boxes, etc - need enough tables for setup of 20 lines, ie, 2 or 3 eight foot tables, coordinate with George what exists - take setup down - organize kids (order is youngest to oldest) - have some parents available to help with guns - take targets to scorer - target preparation to go in registration package (4 targets x 5 shots plus 2 sighting targets), mark with bib # and name 	<p>London – Overall organization</p> <p>Jeff Moore - Technical Chair</p> <p>C. Peace – target scorer</p>
Running	<ul style="list-style-type: none"> - lay out, measure and mark course with cones in advance - get helpers to clear brush and grass on course couple of days prior to event - organize volunteers to act as timers, starter - provide instructions to parent volunteers at event - prepare time sheets - organize course walk 	<p>A Club – overall organization</p> <p>? - Technical Chair</p>

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	<ul style="list-style-type: none"> - arrange for people to be at points on course - ensure necessary equipment (ie, stop watches) is available - arrange for water and oranges post-race - ensure kids have bibs on - organize kids at event - get timing sheets to scorer 	<ul style="list-style-type: none"> – Preparation (with a Club to help with prep)
Cross-Country	<ul style="list-style-type: none"> - design courses – 4 (N, GJ, J, S) - prepare and mark courses - prepare course maps - organize course walk - arrange for qualified course inspector to inspect jumps pre-event - prepare scoring sheets - take down at end - arrange person for tack check - confirm vet check person - confirm technical delegate - arrange person to look after coolout - arrange jump judges and finish line judge (must be 16 or over) - educate jump judges on rules - arrange timers, starter - ensure stop watches are available 	<ul style="list-style-type: none"> S. Eagleson– Overall organization – Coordinator & Technical Chair – Vet check ? – Tack Check
Stadium	<ul style="list-style-type: none"> - design courses - find judge - set up jumps - set up practice jump - acquire gate person - arrange kids in order of go (by bib #) - prepare scoring sheet - help with take down 	<ul style="list-style-type: none"> S. Eagleson– Overall Organization All Clubs – Jump Judge ? - Technical Chair Kim Crawford– Designer
Finance	<ul style="list-style-type: none"> - prepare budget - acquire invoices 	<ul style="list-style-type: none"> S. Eagleson

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	<ul style="list-style-type: none"> - complete financial statement post event - arrange for cheques 	
Scoring	<ul style="list-style-type: none"> - complete scoring of events - post results as available - have computer and printer Old Orchard 	Mr. MacLennon – Mt. Nemo PC
Prizes/Ribbons	<ul style="list-style-type: none"> - determine # of ribbons and medals required - order and pick up - have medals engraved 	?
Registration	<ul style="list-style-type: none"> - prepare and distribute package for branch tet. reps - follow up to ensure club registrations received back by May 19 and send reminder notices - prepare packages for handout at event (final schedule, bib, targets) - hand out packages at Victoria Road Rec. Centre 	London– Hand out packages day of event S. Eagleson – Prepare packages
Food	<ul style="list-style-type: none"> - provide food booth at Highland Green 	
Medical	<ul style="list-style-type: none"> - arrange doctor to be on site 	Tack Two
Safety Officer	<ul style="list-style-type: none"> - prepare and implement a safety plan - coordinate emergency responses during a competition - record and document any incidents - not a medical officer and does not participate in providing emergency care; not assigned to any other duties pertaining to the competition 	?
Equipment	<ul style="list-style-type: none"> - pick up bibs, stop watches, clipboards (bibs, clipboards and stop watches with A. Peace, radios); radios (radios with Ralph Rainford) - collect and return equipment 	Colin Peace/ S. Eagleson
Announcer	<ul style="list-style-type: none"> - arrange speaker system - make all necessary announcements 	London PC