

**EXPLANATION OF PARENT ROSTER DUTIES**

**It is a requirement of LANSW that all helpers wear closed in shoes. Regardless of the duty - you must have closed shoes.**

All parent helpers must report to their respective centre team manager 15 minutes before the duty start time to collect a lanyard identifying you as a parent helper. You will not be permitted on the competition area without this lanyard.

At the conclusion of your duty please make sure you hand over to the incoming parent, and then return to your team manager to check out and return the lanyard ready for the next volunteer.

**FOR ALL PARENT DUTIES, YOU WILL REQUIRE A HAT AND A WATER BOTTLE – YOU WILL BE IN THE SUN FOR SOME OR ALL OF YOUR DUTY TIME.**

**Circular Track Umpire or Straight Track Umpire**

- Report to the Chief Umpire at the finish line of either the Circular Track or Straight Track.
- State the club you are from and the duty you have been allocated.
- You will be directed to the required position. You will most likely be replacing the previous parent on duty from your club, who will be wearing a lanyard identical to yours.
- Watch that children are not crossing over into other lanes and/or impeding other runners.
- For hurdles – watch that the lead leg is going over the hurdle and not around (in outside lanes)
- Watch that there is no pushing or interference from one athlete to another.
- Report any of the above to the Chief Umpire if it occurs.

**Timing Gates Assistant – Circular or Straight Track**

- Check with your Team Manager to determine whether you are rostered to assist with the Circular or Straight Track timing equipment
- Report to Timing Gate Manager (Danny Vaz) or Assistant (Adam Boyd) for instructions.

**Recording Assistant – Finish Line (both tracks)**

- Report to the Track Recording Manager (Leonie Simon) at the finish line and state which club you are from.
- You will most likely be given a job calling out the numbers of the finishing athletes, or writing these numbers down in finish order.

**Track Recording Runner**

- Report to the Track Recording Manager at the finish line and state which club you are from.
- You are responsible for taking the track results sheets from the finish line to the computer room (which is up the stairs next to the canteen).
- You have no other jobs in this role.
- Please take sheets for all heats from each event together immediately the age group/gender have finished. (for example, take all the 9 girls 100m heats - please do not wait for the boys!)
- Please place the results in the “Track In” tray and ring the bell to signal their arrival!

- Please return immediately to the finish line – please do not get diverted or distracted on the way as this holds up the recording of the results and delays their publication on the results boards

### **Marshalling Tent Assistant (Track or Field)**

Check with your Team Manager to see if you are to help in Track Marshalling or Field Marshalling. For Track Marshalling determine if it is straight or circular track events.

Go to the appropriate marshalling tent (refer to Barton Park map) and report to the person in charge.

You will probably be asked to do any or all of the following:

- Call out children's names and numbers to check them off the starting lists.
- Check uniforms in accordance with the Chief Marshall's requirements –
- Escort the marshalled athletes to their event.
- Return to the marshalling tent for the next group.

### **Clash Assistant**

Report to the Clash Manager who is located beside the Track Marshalling Tent. You will be sent to collect athletes from one event and deliver them to another, usually from a field event, to track marshalling or to the start line (depending on the time available). Make sure you know their name and club, as young athletes especially might get confused about which events they are in. Then return to the Clash Manager.

### **Data Entry Runner**

- Report to the Computer room UPSTAIRS (door between the canteen and the ladies toilet).
- Take result/starting sheets to the track marshalling tent and to the finish line, as instructed by the Data entry Manager.
- Post results sheets on notice board on wall at the bottom of the stairs as instructed by the Data entry Manager.
- Please return immediately to the Computer Room - please do not get diverted or distracted on the way as this holds up the distribution of the results and could delay the commencement of finals in some cases.

### **Information Tent Assistant**

Report to the Carnival Information Officer in the tent located just outside the fence line of the track, near the canteen.

You will be required to keep track of all event calls made, keep track of field event results sheets received and delivered to the recording room, and in general assist any enquiries received from parents or athletes.

You may be required to assist with U7 medal presentations.

### **Field Events**

If your own child is competing in the event, make this known to the Chief of the event.

Remember, you are not allowed to coach or comment on any athlete, particularly not your own child. Be vigilant on this as it could be cause for a protest against your child and a change in results!

For all field events you will be in the sun, please ensure you have a hat, sunscreen applied and a water bottle. You are required to stay for the duration of the field event, including the final regardless of whether your child is still competing. REMEMBER ENCLOSED FOOTWEAR IS COMPULSORY.

### **Discus, Javelin and Shot Put**

The Chief Judge will ask you to collect the implements, or indicate if the throw is out of sector, or possibly to spike where the implement has landed. Please make sure you are always facing the throwing zone for your own safety. Walk backwards away from the throwers so you always know what is happening.

### **Long Jump and Triple Jump**

The Chief Judge will ask you to rake the sand, spike the point where the athlete made a mark in the sand, nearest to the take-off mat, or to marshal the athletes calling out the next 3 in a row to have them ready. There is a small possibility that you would be asked to record.

### **High Jump**

The Chief Judge will ask you to either pick up the bar when it falls, or record the jumps according to instructions.