



# Gippsland Championships 2020

## Duties Roster

Saturday 7<sup>th</sup> – Monday 9<sup>th</sup> March

Heats start: 8:30am

Finals start: 3:00pm (2:00pm Monday)

**Pool will open for all clubs to set up their marquees from 3:00pm Friday.**

**Can we please have as many Warragul Families to help set-up as possible (in addition to those listed) – even for just an hour would help!**

FRIDAY 6 <sup>th</sup> - Set up from 2:30pm/3:00pm (or as soon as you can get there)		
<b>Recording (touchpads, cabling etc):</b>	Mark Spencer	Sean Halloran
<b>Marquees – Timekeeping &amp; Officials (Minimum 8 people):</b> <i>NB: Fill water bottles, ensure marquees are secured correctly (screwed down where possible) at both frame &amp; cover.</i> <i>Set up False start poles &amp; rope</i>  <i>Also: assist recording with placing matting over cables/ cords</i>	Simon Griffin Steph Dennis Tina Wells Sonia Cannon	Frank McKinley Kevin O'Sullivan Karen DiGrandi Liza Smorenburg
<b>Chairs / Tables &amp; Marshalling set up (Minimum 4 people):</b> <i>NB: Two chairs on each lane at both ends, blue tubs for swimmers gear behind chairs at start end. 2 or 3 chairs / 2 tables at announcing, chairs for officials include Judge of Strokes (both sides), Referee, Starter</i>	Julie Thomas Lee Spencer	Cheryl Cunico Caroline Graafsma
<b>Catering (Minimum 4 people):</b> <i>NB: Set up BBQ area and work spaces within club shed</i>	Bryan Francis Emily Reynolds	Angie Francis
<b>Warragul Team Area (Minimum 4 people):</b> <i>NB: set up marquees, put up club banners</i>	?	?

FRIDAY 6 <sup>th</sup> - 3:45pm – for 4:00pm start	
<b>Assist GSI with Passes / Program sales:</b>	Angie Francis Jo Griffin Dee Morris



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<b>Saturday 7<sup>th</sup> - Gates will open at 7:00am</b> <i>Swimmers to be at pool at this time for dry-land, pool warm up &amp; club chant (8:15am)</i>	
<b>Car parking attendants - 6:30am to 8:30am (2 required):</b> <i>NB: ensure only Officials park in Officials car park and direct Warragul club members to Baw Baw Skills car park</i>	Trevor Hammond Mark Buch
<b>Gate 1, Spring Street - 6:30am to 9:30am (4 required):</b> <i>NB: Separate line for swimmers – 1 checking passes. 2 checking and 'clipping' non-swimmer passes and 1 taking entry fees / selling programs.</i>  <i>Also: Set up &amp; sell raffle / lucky number at entrance showcasing prizes</i>	Brydie Joiner Fiona Hayden Sonia Cannon Laura Smith
<b>Gate 2 – Car Park Entry:- 6:45am to 8:30am (2 required):</b> <i>NB: Officials and only those with passes – passes to be 'clipped'</i>	Karen DeSisto Nash
<b>Gate 1, Spring Street 9:30am onwards:</b> <i>NB: Check and clip passes, taking entry fees / selling programs.</i>  <i>Also: Sell raffle tickets / lucky numbers</i>	9:30am – 10:30am      Silvia 10:30am – 11:30am    Carolyn Graafsma 11:30am – 12:30pm    Monson 2:00pm – 4:00pm        Fiona Hayden Mark/Laura Smith

<b>CLUB FOOD STALL</b>					
6:30am to 10:30am			10:30am to 2:00pm		
<b>Set up &amp; BBQ:</b>	Pat Dowty	Daniel Mills	<b>BBQ:</b>	Pat Dowty	Daniel Mills
<b>Set up/food prep:</b>	Bryan Francis Angie Francis	Tina Wells Amy Gibson	<b>Food Prep:</b>	Bryan Francis Kath Emmett	Suzanne Jose Annette Zurrer
<b>Counter:</b>	Steph Dennis from 7:30am <i>NB: Steph will pick up bakery items from Woolworths</i>		<b>Counter:</b>	Steph Dennis	<i>Walk around to assist if needed</i>

<b>OFFICIALS / TIMEKEEPERS CATERING</b>		
<b>Walk around food – HEATS 8:00am onwards (4 required):</b> <i>NB: Set up coffee / tea station for officials, food preparation, offer Officials water before heats start.</i>	Kellie Mills Emily Reynolds	Leanne McKinley Janet Barry
<b>Officials sit down lunch (2 or 3 required):</b> <i>Set-up from 10:30am, pack up when finished</i>  <i>NB: Angie will need to go and pick up platters</i>	Angie Francis Tina Wells	
<b>Walk around food – FINALS 2:45pm onwards (4 required):</b> <i>NB: Check coffee / tea station for officials, food preparation, offer Officials water before finals start.</i>  <i>Also look after food stall – only serving drinks, donuts etc during finals</i>	Kim Saunders Sam Millis Angie, Kellie, Emily will also be around if needed	Carmel Hammond Carter



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<b>Sunday 8<sup>th</sup> - Gates will open at 7:00am</b>	
<i>Swimmers to be at pool at this time for dry-land, pool warm up &amp; club chant (8:15am)</i>	
<b>Car parking attendants - 6:30am to 8:30am (2 required):</b> <i>NB: ensure only Officials park in Officials car park and direct Warragul club members to Baw Baw Skills car park</i>	Nicholson Carter
<b>Gate 1, Spring Street - 6:30am to 9:30am (3 required):</b> <i>NB: Separate line for swimmers – 1 checking passes. 2 checking and 'clipping' non-swimmer passes and taking entry fees / selling programs.</i>  <i>Also: Set up raffle / lucky number at entrance showcasing prizes</i>	Fiona Hayden Kellie Buch Janet Barry
<b>Gate 2 – Car Park Entry:- 6:45am to 8:30am (2 required)::</b> <i>NB: Officials and only those with passes – passes to be 'clipped'</i>	Cannon Joiner
<b>Gate 1, Spring Street 9:30am onwards:</b> <i>NB: Check and clip passes, taking entry fees / selling programs.</i>  <i>Also: Sell raffle tickets / lucky numbers</i>	9:30am – 10:30am Graafsma 10:30am – 11:30am Buhagiar 11:30am – 12:30pm Kylie Redenbach 2:00pm – 4:00pm Monson Jones

<b>CLUB FOOD STALL</b>					
<b>6:30am to 10:30am</b>			<b>10:30am to 2:00pm</b>		
<b>Set up &amp; BBQ:</b>	Pat Dowty	Daniel Mills	<b>BBQ:</b>	Pat Dowty	Daniel Mills
<b>Set up/food prep:</b>	Bryan Francis Angie Francis	Tina Wells Alex Pankhurst	<b>Food Prep:</b>	Bryan Francis Kath Emmett	Lisa Moreland Karen Digrandi
<b>Counter:</b>	Steph Dennis from 7:30am <i>NB: Steph will pick up bakery items from Woolworths</i>		<b>Counter:</b>	Steph Dennis	<i>Walk around to assist if needed</i>

<b>OFFICIALS / TIMEKEEPERS CATERING</b>		
<b>Walk around food – HEATS 8:00am onwards (4 required):</b> <i>NB: Set up coffee / tea station for officials, food preparation, offer Officials water before heats start.</i>	Kellie Mills Emily Reynolds	Kate Blake Chaplin
<b>Officials sit down lunch (2 or 3 required):</b> <i>Set-up from 10:30am, pack up when finished</i>  <i>NB: Angie will need to go and pick up platters</i>	Angie Francis Tina Wells	
<b>Walk around food – FINALS 2:45pm onwards (4 required):</b> <i>NB: Check coffee / tea station for officials, food preparation, offer Officials water before finals start.</i>  <i>Also look after food stall – only serving drinks, donuts etc during finals</i>	Sara Cogo Janet Barry Angie, Kellie, Emily will also be around if needed	Saffron Hay Leigh-Anne McKinley





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**Monday 9<sup>th</sup> - Pack up , straight after meet**

**NB: Some items will left up for Regional School Swimming on Thursday 12<sup>th</sup> – Marksy will advise**

<b>Recording (touchpads, cabling etc):</b>	Mark Spencer      Sean Halloran
<b>Marquees – Timekeeping &amp; Officials:</b> <i>NB: Ensure that plugs are put in concrete.</i>	<b>ALL FAMILIES ! –</b> <b>Please do not leave the pool without chipping in to help pack up.</b>
<b>Chairs / Tables &amp; Marshalling:</b> <i>NB: Stack chairs at car park entrance of club shed</i>	<b>ALL FAMILIES ! –</b> <b>Please do not leave the pool without chipping in to help pack up.</b>
<b>Catering:</b> <i>NB: Pack will commence during break</i>	Bryan Francis      Kellie Mills Pat Dowty      Emily Reynolds Angie Francis
<b>Warragul Team Area:</b> <i>NB: make sure kids tidy up all their belonging during the break!</i>	<b>ALL FAMILIES ! –</b> <b>Please do not leave the pool without chipping in to help pack up.</b>