

ESAA CE Finals 2023 Local Organiser Advance Preparations Checklist

1. Book Track – Fusion- email to John Watts 26.09.22, but will need confirming
2. First Aid- ask@bespokemedics.co.uk
3. Officials Packed Lunches: Jan Benedickter Benedicketers@gmail.com
4. Choice Rolls (Darryl) choicerolls123@gmail.com Check with Arran at track.
5. Coffee/sandwich man Booked by track
6. Water-in-a-box enquiry@waterinabox.co.uk (10 boxes will be sufficient)
7. Merchandising martin@eventapparel.uk 0796 178 0631
8. Equipment Liaise with Iain/track/David Brown/Peter Lee
9. Officials tea/coffee Check with Allen for supplies, buy biscuits, fill & turn on urn etc
10. Local Volunteers See attached schedule and job descriptions
11. Signage all in box in conservatory; wooden sign boards in garage
12. Result/wallet/dpins all in box in conservatory
13. Admin White ring binder in conservatory (later in office)
14. Admin On my computer under BLSAA/ESAA CE Finals 2022 and 2023
15. Beds sail flag In black case in loft
16. Gazebos In Allen's Garage
17. Float needed £200 in £5s and £20 in £2 and £20 in £1. Cash box in conservatory
18. ?????

Friday – need push pins, drawing pins, sellotape, strong tape/ blutac/small hammer, pincers/step stool.

1. Mark out High Jump uprights for staff to position beds. **Plan in ring binder (13. Above)**
2. Set up tables in Sports Hall
3. Set up results boards inside and out
4. Set up as much signage as possible (including timetables)
5. Move tables and chairs to gate
6. Put up Gazebos and sail flag
7. Make sure urn/coffee/tea/sugar/cups/ water in officials area (4 cartons LL Milk)
8. 3 x 4 pints fresh milk for each day – best get and put in staff fridge.

Sat and Sunday

1. Arrive before 7.15 am Sat/6.45 Sunday
2. Turn on full urn/Deliver milk/ lay out biscuits etc
3. Set up wooden signboards
4. Set up 2 x tables and chairs at gate
5. Give gatekeepers cashbox with £100 +£ 40 float when they arrive (take surplus/replenish as necessary), programmes & wrist bands.
6. Close down gate when no more are coming (Sat 12.30? Sun 11.15?)/ put tables inside gate.
7. Officials packed lunches to arrive probably 8.15 – will be taken upstairs by caterers

After end of play Sunday

1. Take down Gazebos and sail flag
2. Take down and store all signage and results
3. Clear up officials tea/coffee etc
4. Give all gate money minus float to Iain
5. Send thanks to all
6. Claim expenses

Dennis Johnson 26.09.22

ESAA CE Championships 2023

Sat/Sun 16/17 September

Bedford

<u>Requirement</u>	<u>Number</u>	<u>Sat 16.09.23</u>	<u>Sun 17.09.23</u>
Gate	2	08.00 – 12.30	07.30 – 10.30
Foyer *	1/2	08.00 – 12.30	07.30–12.30
Results Runners^	2 if possible	10.30 – 18.00	09.30-18.00

The above are essential; field event helpers highly desirable

Field Event Helpers 10 Various times 09.00-16.15 08.30-17.00

Usually a field event team stays together with the same age group throughout the competition on that day (or both days if they are able to do both.) The approximate times are as follows:

		Saturday	Sunday
IB	2	09.00 to 14.00	11.15 to 15.15
SG	2	10.45 to 15.00	08.30 to 12.30
IG	2	10.55 to 16.15	09.45 to 13.45
JB	2	10.55 to 16.15	
SB	2	10.45 to 16.15	09.30 to 17.00
JG	2		10.00 to 16.00

Note: field events are not continuous, there will be breaks between field events.

As I have allowed 30 mins warm-up time for each field event in above schedule. We could sit down to work this out.

* On Sunday could finish at 10.30

^ Two preferable, but one could manage

Dennis Johnson

26.09.22

ESAA CE Finals Volunteer Job Descriptions 2023

Gate: 2 persons for each of 2 shifts as per schedule.

It will be slow at first, then the bulk of people will arrive, after which it will slacken off until a point where everyone who is coming will have arrived. (With combined events all competitors have to be there in time for their first event. On Saturday, there are also walk athletes who will arrive later, and Sunday there will be wheelchair athletes who arrive later. Sunday is an earlier starting time for Senior Boys.

- a. All officials and volunteers should enter via main reception
- b. All competing athletes, team managers, coaches and spectators should enter via gate.
- c. All athletes and team managers should have an entry ticket – see example.
- d. Programme £1.00 **Check prices for 2023**
- e. Adult entry £2.00
- f. Concessions (Children & Over 60s) £1.00 (£1.00)
- g. Coaches with their coach accreditation Free Entry
- h. **ALL ENTRIES ARE FOR 2 DAYS**
- i. Give a raffle ticket to all who pay for their re-entry on same day or second day.

Reception: 1/2 persons for each of 2 shifts as per schedule

- a. Direct all officials into laned area of Sports Hall, probably via outside door.
- b. Direct all volunteers (see list) into near left hand corner of Sports Hall.
- c. Volunteers and their parents to have free entry.
- d. Direct all spectators, team managers, athletes and others to main gate.

Volunteer Organiser and lunches: 1 person, as per schedule.

- a. Check in volunteers, give them their packed lunch, and send off as appropriate.

Results Runner and Results Display: 1 person as per schedule (could be 2 for company)

Based in or near the commentary box

- a. Collect paper slips from judges and timekeepers; take to recorders.
- b. Display results in plastic wallets on outside results board (guillotine edge first)
- c. Display results on inside wall of Sports Hall (blu tack).
- d. **Do not display final results until after the results have been announced**
- e. **Place end of day results on table in Sports Hall. (see also d. above)**
- f. **Do not be delayed by people wanting to see the results before you put them up.**

Field Event Support: 2 per age group (one per each pool in age group)

- a. Report to your event/pool team at the start of the day and again before the start of each event. You will have breaks between events and may spectate or assist with something else at this time
- b. They will tell you how they would like you to help with each event.
- c. You will be out on the field and must have warm and, preferably waterproof clothing.

Thank you very much for your support. Without it we could not run this event.

Dennis Johnson

Saturday 16.09.23

Sunday 17.09.23

Job	Time	Volunteers	Time	Volunteers
Gate (2 persons)	From 7.30		7.00 - 9.00	
Gate (2 persons)	to 12.30		9.00 - 12.00	
Reception (1)	7.30 - 09.15		7.00 - 8.30	
Reception (1)	9.15 - 12.30		8.30 - 10.45	
Results Runners (2)	9.45 - 18.00		9.00 - 17.30	
Event Support		2 per age group if possible		2 per age group if possible
Inter Boys	9.00 - 14.15		11.15 - 15.15	
Senior Girls	10.00 - 14.30		9.45 - 13.45	
Inter Girls	10.55 - 15.00		8.30 - 12.15	
Junior Boy/Girl	10.45 - 16.45		10.15 - 16.30	
Senior Boys	10.15 - 16.30		9.30 - 16.30	
Qualified Officials	09.00 - 16.15			
Other	From 12.30			

Times need to be flexible to accommodate volunteers availability