

Galoppen Helpers and Officials

Official times: Registration **10:00 to 12:00**,

Start 10:30 to 12:30

Courses close 2:30pm

Job	Early Shift	Late Shift
<ul style="list-style-type: none"> • Car Parking and Car Park Fees • Please be ready for 9.30am • To avoid cars backing up on road, direct cars into the field before collecting fee (£1) and giving out pink cards & final details sheet. 	3 people	
<ul style="list-style-type: none"> • Registration • Please be ready for 9.45am • Collect entry fee £6/£3 (non BOF senior+ £2). • Take pink card. Ensure BOF number or address is filled in on pink card (insurance requirement) • If they are using a blue dibber put a big 'H' on the pink card to indicate they are using a hired dibber • Hand the control descriptions out in reverse order – they are numbered. If you start to run out of control descriptions for a particular course this means we will run out of maps too. Make sure Organiser knows. Have a run when registration closes at 12.00. 	2 people	Virtually no-one arrives after 12noon, by which time the first shift officials are already winding down and getting ready for their run. 1 person can hang on a bit for very late arrivals
<ul style="list-style-type: none"> • Dibber hire (£1) & return • Please be ready by 9.45am, have run when registration closes at 12.00 • Ensure pink card is labeled with an "H" for 'hired' for the computer people 	1 person	Return hired dibbers to box
<ul style="list-style-type: none"> • Start • Set up start and be ready for 10.00 • Distance to start is approx km from registration • Collect start banner, 6 map boxes, small coloured cones, clock and tape for start line from Organiser. Planner will place start kite, start box and two clear boxes • Last start - Please wait for helpers who need some time to get ready and start. 	2 people If start box doesn't beep, problem is almost certainly that dibber has not been cleared. The new SIAC dibbers MUST Check after Clearing and before starting	2 people Ensure ALL Helpers have started. Then dismantle start after last starter. Return start box to download tent – other stuff to Organiser
<ul style="list-style-type: none"> • Finishes • Courses close 2:30pm 	1 person (If possible) Planner to set up	Removal agreed when controls collection discussed
<ul style="list-style-type: none"> • Data Entry, Download and Results processing; • Please be there by 9.30. Ready by 10.00 • Set Up computer system • Tent provided by Organiser (up – hopefully) • If re-cycling of maps is needed then collect maps from willing finishers, roll up and give to late starters to take with them to Start. Make a note of their names/addresses 	2 people (+1 if available)	2 people
<ul style="list-style-type: none"> • Putting out Controls/Collecting controls in • Please bring a good sized rucsac for kites, dibber boxes and canes 	Planner before event	4 people if available. Courses close 2:30pm
<ul style="list-style-type: none"> • First Aid, Enquiries, Pink Cards • VISIBLE Rucsac at Download (or Registration) • Take pink cards from Registration to computer 	1 person	