

# SunSmart Busselton Jetty Swim 2019 - Volunteer Roles

*Every effort will be made to place volunteers as requested but volunteers may be reassigned if necessary. These times are a guide and may change nearer to the event.*

## Saturday 2 February 2019

### BAG PACKING

- Pack goodie bags for swimmers; swim information and instructions, promotional materials etc
- Group assembly line style
- Induction and supervision provided

When: **9:45am to 12:30pm**

Where: *Busselton Volunteer Marine Rescue Building, Geographe Bay Rd (Georgette Street boat ramp)*

Provisions:

- *Refreshments provided.*

## Saturday 9 February 2019

### SITE SET UP

- various manual tasks including:
- Erect signage, banners, shelters, structures and barrier fencing, unpacking supplies, set up tables and chairs
- Induction, supervision, job safety procedure and site plan provided

When: **9:30am to 2:30pm**

Where: *Busselton Jetty foreshore*

Provisions:

- *SunSmart long sleeve t-shirt to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; lunch, snacks, water, tea & coffee making facilities*
- *Carbo Dinner voucher for Saturday evening*

### FRUIT PREPARATION

- Cut up watermelon ready for swimmers exiting the swim.
- Group assembly line style

When: **11:00am to 12:00pm**

Where: *Grassed area adjacent to the Check-in tent, west of the Equinox & finish area*

Provisions

- *Busselton Jetty Swim 2019 t-shirt*
- *Refreshments provided.*

### SWIMMER CHECK-IN

- various tasks including:
- Checking swimmers have signed the waiver
- Check swimmer details on tablet, note any changes
- Hand out swimmer goodie bag, timing band and swim cap and race number tattoo
- Assist with marshalling
- Distribution of merchandise orders
- Merchandise sales and exchanges
- Induction, supervision and instruction sheet provided

When: **2:00pm to 6:15pm**

Where: *Check-in tent, grassed area, west of the Equinox & finish area*

Provisions:

- *Busselton Jetty Swim 2019 t-shirt*
- *Refreshments; snacks, water, tea & coffee making facilities*
- *Carbo Dinner voucher for Saturday evening*

# SunSmart Busselton Jetty Swim 2019 - Volunteer Roles

**Sunday 10 February 2019**

## **SWIMMER CHECK-IN**

- Various tasks including:
- Checking swimmers have signed the waiver
- Check swimmer details on tablet, note any changes
- Hand out swimmer goodie bag, timing band and swim cap and race number tattoo
- Assist with marshalling
- Distribution of merchandise orders
- Merchandise sales and exchanges
- Collect timing bands as swimmers exit
- Issue finisher's towel to team swimmers exiting finish chute OR issue swimmers finisher award
- Wash, sort and pack timing bands into numerical order for swimmer audit
- Induction, supervision and instruction sheet provided

When: **5:45am to 11:45am**

Where: *Check-in tent, grassed area, and finish area west of the Equinox*

Provisions:

- *Busselton Jetty Swim 2019 t-shirt*
- *Refreshments; muffins, lunch, snacks, water, tea & coffee making facilities*

## **SWIMMER NUMBERING**

- Assist swimmers with Race Number tattoo or use permanent marker to number swimmers if necessary
- Bending and kneeling required
- Supervision and instruction sheet provided

When: **5:45am to 8:00am**

Where: *Check-in tent, grassed area, west of the Equinox*

Provisions:

- *SunSmart long sleeve t-shirt to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; muffins, snacks, water, tea & coffee making facilities*

## **KIDS ACTIVITIES**

- Various tasks assisting with Kids Beach Games, Kids Carnival and the Kids Jetty Swim
- Supervision provided
- Working with Children Check required

When: **8:00am to 2:15pm**

Where: *Various beach locations*

Provisions:

- *SunSmart long sleeve t-shirt to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; muffins, snacks, water, tea & coffee making facilities*

## **FRUIT & WATER DISTRIBUTION**

- Distribute pre-prepared fruit and water to swimmers exiting the water.
- Supervision and instruction provided

When: **8:00am to 11:00am**

Where: *Check-in tent, grassed area, west of the Equinox*

Provisions:

- *Busselton Jetty Swim 2019 t-shirt*
- *Refreshments; muffins, snacks, water, tea & coffee making facilities*

# SunSmart Busselton Jetty Swim 2019 - Volunteer Roles

## RELAY MARSHALL

- Walk the equipment trolley to the landing
- Control the jump zones, exit ladders and congestion on the landing
- Call out race numbers and prompt swimmers into water
- Assistance from SES (marshalling) and SLS (water safety)
- Induction, Job safety procedure and transition plan provided

When: **7:00am to 11:00am**

Where: *Busselton Jetty landings*

Provisions:

- *SunSmart long sleeve t-shirt and hi-vis jacket to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; muffins, lunch, snacks, water, tea & coffee making facilities*

## JETTY ENTRY / EXIT MARSHALL

- Monitor entering and exiting swimmers for numbering, timing band, swim-cap
- Guide entering and exiting swimmers over the timing mat.
- Ask exiting swimmers to remove timing band and leave at the audit station.
- Issue finisher's towel to team swimmers exiting Jetty
- Direct finishing swimmers to the check-in area for fruit, water and to collect their finishers award.
- Carry timing bands to race check-in
- Induction, Job safety procedure provided

When: **7:00am to 11:00am**

Where: *Base of the jetty near the Interpretive Centre*

Provisions:

- *SunSmart long sleeve t-shirt and hi-vis jacket to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; muffins, lunch, snacks, water, tea & coffee making facilities*

## 1 Mile Swim

- Walk the equipment trolley to the landing
- Control the jump zone and congestion on the landing
- Assistance from SES (marshalling) and SLS (water safety)
- Guide entering swimmers over the timing mat.
- Induction, Job safety procedure provided
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When: **9:00am to 12:00pm**

Where: *Busselton Jetty disabled landing*

Provisions:

- *SunSmart long sleeve t-shirt and hi-vis jacket to be worn whilst volunteering*
- *Busselton Jetty Swim 2019 t-shirt to take home*
- *Refreshments; muffins, lunch, snacks, water, tea & coffee making facilities*

## SITE PACKUP

What: various tasks including:

- Take down signage, banners, shelters, structures and barrier fencing
- Re-pack supplies
- Stack tables and chairs
- Pick-up any litter
- Supervision, job safety procedure and site plan provided

When: **12:00pm to 3:30pm**

Where: *Busselton Jetty foreshore*

Provisions:

- *Busselton Jetty Swim 2019 t-shirt*
- *Refreshments; snacks, water, tea & coffee making facilities*