**ABBOTS WOOD REGIONAL – HELPERS – Saturday 21st May, 2022**

Below is a list of helpers required for the Abbots Wood Event as the first event of the Sunny Sussex Weekend, 2022.

*Tim Hulley is the organiser before event (not attending on the day) contact details: mobile 07546591741, home 01444 248923*

*Tim Bartlett is the organiser on the day of the event mobile: 07800 689275*

Starts from 12:00 to 13:30 all open starts; String course 12:00 to 1400. Courses close 15:00.

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| **TASK** | **EARLY** | **MIDDLE** | **LATE** | **VERY LATE** | **DESCRIPTION** |
| Parking | 1  2  3  (*1045 – 12:00)* | 1  2  3  *(12:00 – 13:15)* | 1  2  3  *(13:15 – 14:30)* |  | Tim B to brief helpers the first set of helpers 1 to 3 on the day, current plan is:  Helper 1 at entrance to the assembly forest clearing area  (welcome and check they are orienteers as gates will close)  Helper 2 directs cars to helper 3 from within the clearing  Helper 3 parks cars in the areas indicated by Tim B |
| Enquiries | 1  (*1115 – 1230)* | 1  (*1230 – 1315)* |  |  |  |
| Newcomers Help | 1  (*1115 – 1230)* | 1  (*1230 – 1315)* | 1  (1315-when quiet) |  | Help newcomers. Wear newcomer bib. |
| Registration -SI |  |  |  |  | SI team to organise. (Joe Barrett) |
| Start coordinator | 1 Einar Solgaard  (1000-1130) |  |  |  | Visit the location with Tim B and Chris H prior to the event. Set up the start area and then brief the first set of start officials on the day. |
| Start | 1  2  3  *(1115-1230)* | 1 Einar Solgaard  2  3  *(1230h – 1330)* | 1 Einar Solgaard  (1330-1345)  Clear up from 1330 |  | Open starts for all. Official start time 12:00, but helpers may start up to 30 mins early if planner is ready. Start is approx 300m from assembly. Set up start grid as designed by Chris H (? x ? grid), feather flag and clock. Cross off names of pre-entered competitors. Check Dibbers. Start runners. Give last minute instructions. Remind competitors it is a punching start and finish for ALL. Separate maps. Clear up all the Start when finished. |

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| **TASK** | **EARLY** | **MIDDLE** | **LATE** | **VERY LATE** | **DESCRIPTION** |
| **String course** | 1 Anna Chapman  2 Emma Chapman  3 Ben Chapman  (*1100-1200)* | 1  2  (*1200-1300)* | 1 Emma Chapman  2 Ben Chapman  *(1300-1430)*  *Clear up from 1400* |  | Set up String course ready for 12:00 start. Check dibbers out and back. Hand out certificate, sticker and prize. Clear up equipment. Close course down at 14:00. Collect controls first and pass controls, stakes and printer to Sovereign Harbour organiser. |
| **Control Collection and Search Team** |  |  |  | 1 Rob Leathley  2  3  4  5  (1500h-1545h) | Chris to coordinate on the day.  Ensure all collectors are prepared to form a search party if required and have the adequate provisions. |
| **Finish** |  | 1  *(1215h – 1315h)* | 1  *(1315 - 1415h)* | 1  *(1415h - 1515)* | Close to registration. Please ensure that you have your mobile phone with you and that Jan and Anna have your mobile number in case you are needed. |
| **Prizegiving** |  |  |  | 1 Announcer:  2 Presenter:  3 Photographer  4 Helper  5 Helper  (1515 – 1530) | Also set up prize giving area, including podiums. Anna is acquiring the prizes and will also work with the SI team and helpers on the day to ensure the right prizes go to the right winners. |

# SOVEREIGN HARBOUR URBAN – HELPERS - Saturday 21st May, 2022

Below is a list of helpers required for the Sovereign Harbour Urban Event as the Middle event of the Sunny Sussex Weekend, 2022.

*Darren Warner-Swann* *(Organiser).*

Starts from 18:30 to 20:00 all open starts; Courses close 20:30. Maze 18:30 to 20:00.

Einar offered to help

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| **TASK** | **EARLY** | **MIDDLE** | **LATE** | **DESCRIPTION** |
| Parking | 1  2  (17:30 – 18:30) | 1  2  (1830 – 1930) | 1  2  (1930 – 2000) |  |
| Enquiries |  | 1 | 1 |  |
| Newcomers help |  | 1  (1815-1930) | 1  (1930 – 2045) | 2nd helper run 1st. Help newcomers – wear newcomer bib. Next to registration in layby in front of the 4 Seasons Brasserie. Please ensure that you have your mobile phone with you and that Darren & Anna have your mobile number. |
| Marshall for mini roundabout/ car park entrance |  | 1 | 1 | To position yourself at the roundabout and warn junior competitors if cars are approaching. |
| Registration -SI |  |  |  | Joe Barrett/ Les Coles to organise |
| Start | 1 Einar Solgaard  2  *(1815h – 1900h)* | 1  2  *(1900-2000h)* |  | Start grid will be chalked on the pavement. Cross off names of pre-entered competitors. Separate the maps. Check Dibbers. Start runners – Give safety instructions (need to be reminded of OOB colour on map and to be aware of safety at road crossings and cars moving to properties and not to climb any barriers. Juniors reminded of stranger danger). Remind competitors it is a punching start. SIAC users may use a swiping finish but must punch an extra control just after the finish. Clear up Start when finished. |

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| **Maze** | 1 Anna Chapman  2 Ben Chapman  3 Emma Chapman  *(1700h – 1830h)* | 1 Di Turner  2  *(1830h-1930h)* | 1 Ben Chapman  2 Emma Chapman  (*1930h-2015h)* | Set up maze. Check dibbers out and back. Hand out certificate, sticker and prize. Clear up equipment. |
| **Finish** | 1  *(1800h-1915h)* | 1  *(1915h – 2030h)* |  | Welcome back! Ensure SIAC users punch the control. Remind to download. Have a mobile phone in case there are any urgent issues to deal with. |
| **Control Collection and Search Team** |  |  | 1  2  *(2030h – 2100h)* | Dave White to coordinate on the day. |
| **Prizegiving** |  |  | 1 Announcer:  2 Presenter:  3 Photographer  4 Helper  5 Helper  *(2030h-2045h)* |  |

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| **TASK** | **EARLY** | **MIDDLE** | **LATE** | **DESCRIPTION** |

# FRISTON LONG DISTANCE NATIONAL - HELPERS

**Sunday 21st May, 2022**

Below is a list of helpers required for the Friston Event as the Final event of the Sunny Sussex Weekend, 2022.

*Anna Chapman* *(Organiser):* 07729 729399

Starts from 10:00 to 12:00; Courses close 14:00. Maze course open from 10:00 to 13:00.

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| **TASK** | **EARLY** | **MIDDLE** | **LATE** | **DESCRIPTION** |
| Parking | 1  2  3  *(0900h – 1045h)* | 1  2  3  *(1045h – 1145h)* |  | One person at road entrance, checking for stacked traffic.  One person at junction directing one way or the other  One person parking everyone in field in a single parallel line. |
| Start coordinator | 1 Edward Lines  (0900h-1100h) |  | Edward Lines | To set up start grid and tapes and brief the first start team.  Also to dismantle the start at the end of the day. |
| Start 700m from assembly | 1 Clare Lines  2 Einar Solgaard  3  4  *(0930h – 1045h)* | 1  2  3  4  *(1045h – 1200h)* |  | It is recommended that everyone helps first, then runs. Take everything you need to run with you, as you don’t want to walk up and back to the start twice. Second shift can start at the end of the start window. Start grid will be set up and clock will be set up.  Timed start. Call names. Cross off names of pre-entered competitors. Check Dibbers.  Start runners – Give last minute instructions. Remind competitors it is a punching start and finish for ALL. Get each map out ready. |
| **Finish**  **800m from assembly** | 1  *(1015h – 1145h)* | 1  *(1145h – 1300h)* | 1  *(1300h – 1400h)* | Remote finish is 100m from start. Please ensure that you have your mobile phone with you and that you have Anna’s mobile number in case you need to call for help. Take everything you need to run with you, as you don’t want to walk up and back to the start twice. |
| Enquiries | 1  *(0915h – 1045h)* | 1  *(1045h – 1130h)* | 1 Anna Chapman *(1130h-1245h)* | It is recommended that you help first, then run.  Wear Ask me for help bib. |
| Newcomers help | 1  *(0945h – 1045h)* | 1  *(1045h-1145h)* |  | It is recommended that you help first, then run.  Wear Ask me for help bib. |
| Registration -SI |  |  |  | Joe Barrett to coordinate |
| **Maze Course** | 1 Peter Chapman  2 Ben Chapman  3 Emma Chapman  Set Up  *(0900h – 1030h)* | 1  2  *(1030h – 1130h)* | 1 Di Turner  2  *(1130h – 1300h*) | First two shifts help first, then run. Third shift runs first, then helps.  Check dibbers out and back. Hand out certificate & prize. Clear up equipment. |
| **Prize ceremony** |  |  | 1 Announcer:  2 Presenter:  3 Photographer  4 Helper  5 Helper  (1415-1430) | Podium, table for prizes will be provided. Remember to make a note of anyone who doesn’t collect prizes. |
| **Control Collection and Search Team** |  |  | 1 Rob Leathley  2  3  4  5  6  *(1400h – 1500h)* | Rob to coordinate on the day.  Ensure all collectors are prepared to form a search party if required and have the adequate provisions. |