



## VOLUNTEER ROLES

Registration for volunteers will be open from the 1<sup>st</sup> of January 2021.

### **SITE SET UP: SATURDAY 13<sup>TH</sup> FEB 8:00am to 2:00pm**

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

Where: Busselton Jetty foreshore

Provisions:

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

### **SWIMMER CHECK-IN: SATURDAY 13<sup>TH</sup> FEB**

#### **3 Shifts**

**9:30am to 12:00pm**

**12:00pm to 3.00pm**

**3:00pm to 6:15pm**

Various tasks including:

- Check swimmer details on tablet, note any changes
- Hand out swimmer registration envelopes and explain contents.
- Assist with marshalling

Induction and supervision provided

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

Provisions:

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



## **MERCHANDISE AREA: SATURDAY 13<sup>TH</sup> FEB**

### **3 Shifts**

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

**11:00am to 2:30pm**

**2:30pm to 6:15pm**

Merchandise sales

- Experience with retail sales including electronic payment methods would be an advantage.

Induction and supervision provided

Where: Merchandise tent on the foreshore

Provisions:

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

## **FRUIT PREPARATION: SATURDAY 13<sup>TH</sup> FEB 11:00am – 12:00pm**

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

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

Provisions:

- Refreshments provided.



### **SWIMMER CHECK-IN: SUNDAY 14<sup>TH</sup> FEB 5:45am to 8:00am**

Various tasks including:

- Check swimmer details on tablet, note any changes
- Hand out swimmer registration envelopes and explain contents.
- Assist with marshalling
- Pack up registration area.
- Re arrange furniture in registration area ready for recovery

Induction and supervision provided

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

Provisions:

- Refreshments; snacks, water, tea & coffee making facilities

### **MERCHANDISE AREA: SUNDAY 14<sup>TH</sup> FEB 7:00am to 11:00am**

Merchandise sales

- Experience with retail sales including electronic payment methods would be an advantage.

Induction and supervision provided

Where: Merchandise tent on the Busselton Jetty foreshore

Provisions:

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

### **START LINE MARSHALL: SUNDAY 14<sup>TH</sup> FEB 7:30am – 9:30am**

Assist with marshalling swimmers and spectators around the start line

Where: To the east of the jetty around the Goose, the grassed area and the beach.

Provisions:

- SunSmart long sleeve t-shirt and hi viz vest to be worn whilst volunteering
- Refreshments; muffins, snacks, water, tea & coffee making facilities



### **RECOVERY: SUNDAY 14<sup>TH</sup> FEB 8:00am to 12:00pm**

Various tasks including:

- Setting up tables for timing band audit
- Move finisher towels to finish line
- Take finisher towels to start of jetty
- Collect timing bands and return to registration tent
- Collect timing bands from start of jetty and return to registration tent.
- Issue finisher's towel to swimmers exiting finish chute
- Wash, sort and pack timing bands into numerical order for swimmer audit
- Live feed video capture of swimmers at the finish line

Induction and supervision provided

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

Provisions:

- SunSmart long sleeve t-shirt to be worn whilst volunteering
- Busselton Jetty Swim 2021 t-shirt to take home
- Refreshments; snacks, water, tea & coffee making facilities

### **RELAY MARSHALL & 1 MILE SWIM: SUNDAY 14<sup>TH</sup> FEB 6:45am to 11:30am**

- 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)
- Guide entering swimmers over the timing mat.

Induction, Job safety procedure and transition plan provided

Where: Busselton Jetty landings

Provisions:

- SunSmart long sleeve t-shirt and hi-vis jacket to be worn whilst volunteering
- Busselton Jetty Swim 2021 t-shirt to take home
- Refreshments; lunch, snacks, water, tea & coffee making facilities

### **JETTY ENTRY / EXIT MARSHALL: SUNDAY 14<sup>TH</sup> FEB 7:00am to 11:00am**

- 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 and water
- Carry timing bands to race check-in

Induction, Job safety procedure provided

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 2021 t-shirt to take home
- Refreshments; snacks, water, tea & coffee making facilities



### **FRUIT & WATER DISTRIBUTION: SUNDAY 14<sup>TH</sup> FEB 7:30am to 11:30am**

Various tasks including:

- Setting up tables ready for fruit and water distribution
- Setting out fruit and water for swimmers
- Keeping area clean
- Packing up tables and equipment

Supervision and instruction provided

Where: Busselton Jetty foreshore

Provisions:

- SunSmart long sleeve t-shirt to be worn whilst volunteering
- Busselton Jetty Swim 2021 t-shirt to take home
- Refreshments; snacks, water, tea & coffee making facilities

### **KIDS ACTIVITIES: SUNDAY 14<sup>TH</sup> FEB 9:30am to 12:00pm**

Various tasks assisting with Kids Beach Games, Kids Carnival and the Kids Jetty Swim

- Working with Children Check required

Supervision provided

Where: Various beach locations

Provisions:

- SunSmart long sleeve t-shirt to be worn whilst volunteering
- Busselton Jetty Swim 2021 t-shirt to take home
- Refreshments; snacks, water, tea & coffee making facilities

### **SITE PACKUP: SUNDAY 14<sup>TH</sup> FEB 12:00pm to 3:30pm**

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

Where: Busselton Jetty foreshore

Provisions:

- SunSmart long sleeve t-shirt to be worn whilst volunteering
- Busselton Jetty Swim 2021 t-shirt to take home

Refreshments; snacks, water, tea & coffee making facilities

*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.*