Championship Meet Responsibilities – Elementary

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| **Role** | **School** | **# of people required** | **Equipment needed** |
| Race Director | Serra | 1 |  |
| Starter | Lincoln | 2 | Megaphone and whistle (provided) |
| Course set-up | Pierpont | 6 | Flagging, cones and chalk/paint for start line |
| Clean up | Montalvo | 5 | Trash bags |
| Course Monitors | Portola | 5 | Safety vests (provided) and course maps |
| Course Monitors | ATLAS | 5 | Safety vests (provided) and course maps |
| Awards | Mound/Poinsettia | 3 | Team plaques and medals & megaphone (provided) table |
| Volunteer Table | Loma Vista | 2 | Table,  All information needed for volunteers |

**Race Director** – Oversees the entire meet (timing and logistics) and troubleshooting any issues.

**Starter –** Provide pre-race instructions (course, procedure for restarting a race due to fall etc.) and executing the start of each race.

**Course Set Up** – Marks course and starting line with a combination of flags, cones, spray paint/chalk for start line. Course needs to completely set up by 2:30pm – coordinate with the elementary set up team.

**Clean up** – Tie off trash bags in trashcans and replace with new bags. Make sure all Elementary teams have cleaned their areas at the conclusion of the meet.

**Course Monitors** – Stands at designated areas on the course to direct runners and keep course free of spectators. Receive and return all materials to the volunteer table.

**Awards** – Presents the top 25 individual and top team awards 15 minutes after the conclusion of boy’s race. Bring table to organize awards prior to the ceremony.

**Volunteer Table** – Responsible checking in/out all materials, assigning course monitors and providing them with maps and vests.