

**45TH ANNUAL ORANGE COUNTY CROSS COUNTRY CHAMPIONSHIPS (OC CHAMPS)
VOLUNTEER SIGN-UP SHEET**

Saturday, October 15, 2011
Irvine Regional Park
Hosted by Foothill High School

Please review the job descriptions and sign-up for one of the following jobs by filling out the bottom form and returning it to Bob Stechmann, OC Champs Volunteer Coordinator. When all sign-ups are complete, you will be sent a confirmation by email.

Course Set-up (8)	Stage Set-up (7)	Check-In/Results (2)	Tee-Shirts (4)	Water Table (4)
Team Food (4)	Timers (10)	Start Line (4)	Course Control (10)	Scoring Table (4)
Course Clocks (4)	Photo (2)	Copy/Post Results (4)	Finish Line (4)	Finish Chute (8)
Finish Tags (4)	Finish Medals (3)	Clean-up (8)	Overflow Parking (4)	Team Awards (4)

General arriving time is between 6:00 and 6:30am Saturday, except for the Friday course set-up crew which meets on Friday from 3:00 to 7:00pm and the stage set-up crew which meets at 5:30am Saturday. Remember it is very crowded; all the parking spots are used and then the cars overflow onto the streets and Rancho Santiago College. Please plan to arrive early or you will be walking a long way! All volunteers will meet at the stage area and then disburse to their various jobs. Parking is \$5.00 and the rangers require exact change. It takes over 100 volunteers to host this meet. We appreciate all the help and look forward to working with you at this huge event!

OC CHAMPS 2011 PARENT VOLUNTEER FORM

Name: _____

Email: _____

Phone: _____

Job(s) you wish to volunteer for:

We will make every attempt to assign you the job you asked for, but sometimes we need help in other areas. We will contact you if we need you to change to another area; otherwise the job you sign up for is the job you will have. If you do not know what you want to do, just state "where needed" on the line above and we will assign you a job. When all sign-ups are complete, we will send a confirmation e-mail. Thank you in advance for your help!

Please return to:

**Bob Stechmann
18752 Muriel Place
Santa Ana, CA 92705
714-838-7388
bob-sgi@att.net**

ORANGE COUNTY CROSS COUNTRY CHAMPIONSHIPS (OC CHAMPS)

JOB DESCRIPTIONS

Coaches Hospitality – 2 people Assist with complimentary food for coaches as they pick up their registration packets in the morning. All expenses will be reimbursed.

Stage Set-Up - 7 people Help set up tables, canopies, computers, sound system, trophies, t-shirts, results board, chairs, banner, etc. at the main stage. This job starts at 5:30 a.m.

Team Awards – 4 people Post race results, announce team places, and hand out trophies.

Course Set-Up – 8 people Assist with course set-up. Starts 3:00 pm on Friday.

Check-In/Results – 2 people Collect registration money and hand out team packets when fees are paid. Distribute receipts and plastic trash bags for bottle collection, if requested. Job starts at 6:30 am.

Tee Shirt Sales – 4 people Fold and arrange tee shirts for sale. Sell tee shirts throughout the day. We will be trying a mobile credit card payment system optimized for iPhones. iPhone users encouraged to sign up!

Water Table – 4 people Set up water table at the end of the finish chute. Hand out a water bottle to each runner as they pass.

Team Food – 4 people Assist in organizing and providing food for the team and the volunteers to eat at the end of the meet.

Timers – 10 people Time all races using Sprint8 timers. Start finish line clock. Work in pairs. Training will be provided please report to the stage at 7 am. Each pair will rotate every 4 races.

Start-Line – 4 people Assist to line up teams and start races on time. Report at 7:00 am at the stage for training.

Course Control – 10 people Make sure runners follow correct route and keep spectators and vehicles off course and from interfering with races..

Scoring Table – 4 people Score and run results of each race. Download timers and barcode racing bibs then produce team results and individual results for each race.

Course Clocks – 4 people Set the one mile and two mile clocks for each race after it starts.

Photographers – 2 people - Take photos throughout the day of each race. Make sure to include photos of the sweepstakes race and the winners of each varsity race.

Race Results – 4 people Copy all results from each race. Organize and distribute results in bin for coaches. Post results on the results board and give a copy to the team awards people to announce and hand out trophies.

Finish Line and Chute – 12 people Call out order of runners as they cross the finish line and enter the chute. Make sure runners stay in order. Help runners that are overcome by exhaustion, etc. Encourage runners to keep going to the end. Keep course clear of spectators.

Finish Tags – 4 people Collect finish tags from runners as they walk by at the end of the chute.

Finish Medals – 3 people Hand out finish medals to the top runners in each race.

Overflow Parking/Shuttle Buses at Santiago Canyon College and Irvine Park – 8 people Coordinate parking of cars in Santiago Canyon College and transport of spectators to and from Irvine Regional Park. Time slots are: 6:30-8:00 am and 8:00-9:30 am (at college).

Clean-Up/Tear-Down – 8 people Help take down equipment, tear down the course, and clean up the picnic area. Help return equipment to FHS after all is loaded.