

**HERSHEY VOLUNTEER DUTIES Meet on Saturday, April 16 Hickman High School Track.  
 Show at 8:30am (more specifics on times below)  
 Registration begins at 9:00am.  
 Meet begins at 10:00am**

<b>Duties (# Needed)</b>	<b>openings</b>	<b>Description of Duties</b>
Starter (1)	1. Filled	Will be in charge of lining children up in lanes according to their assignment on the heat sheets. The sheets will be provided by the Heat Runner. Will also be in charge of explaining the rules of each race to all participants before race starts. Will enforce all rules involving the start of the race (false starts, lines, etc). Will handle starting pistol & fire it start each race in a consistent manner. Can show around 9:15
Long Jump (3)	1. 2. 3.	One person will keep the athletes in line and in order for their jumps. After one person jumps, he/she gets back in the rotation to prepare for the next jump. This person will also be the one explaining how the jump goes and explain/enforce the rules of the jump. The second person will mark the jump in the sand and measure it along with the first staff person.
Lead Timer (1) Timers (6)	1. Filled 2. 3. 4. 5. 6. 7.	Will stand at the finish line and time participants. Each will have a stopwatch and be assigned to a lane before each race to time. Each person will announce their results to the time recorder. Should be present around 9:15
Sorter / Orderer (1)	1.	This person will be at the finish line and his/her sole responsibility is to watch the finishes of the races closely to determine who came in 1st, 2nd, 3rd, etc... Some races will have close finishes and this person judgment is final. This person will also make sure each child returns to his/her lane immediately after races so timers and recorder can get times & names correct on the finishing sheet. Needs to be present around 9:15
Recorder (1)	1.	Will record times reported to him/her by the timers after every race. This person will give finishing sheet to the Time Runner after all information has been recorded so he/she can get it to the announcer. Needs to be present around 9:15
Softball Throw (3)	1. 2. 3.	One staff member will stand at the foul line and be responsible for explaining the event and rules. Will keep the athletes in a specific order according to the order sheet provided. Will also be the one recording the distances thrown by each competitor. After each competition has completed, this person will relay the results sheet to the Time Runner so he/she can get it to the announcer. Needs to be present around 9:00
Time & Heat Sheet Runners (2)	1. 2.	These persons will be very active. They will run heat and time sheets to and from the starter, finish line and the announcer. Needs to be present around 9:15
Announcer (1)	Filled	Makes announcements in regards to the meet. Keeps the meet rolling at a good pace. Announces first, second and final calls for each event. Also announces results of each event. Needs to be present around 8:45
Registration Table (4)	1. 2. 3. 4.	In charge of checking in all participants and making sure each is in the correct event and within the age guidelines. Will also help with award ribbons distribution. Needs to be there around 8:15-8:30