**HELPERS, TP 2017, DAY 2**

**STARTS-10.30 -12.30, with helpers starting 15mins earlier as needed**

**1st shift**

3x McCanns, Heather Fellbaum and Vic Thornton. Dave should have received instructions from Andrew re layout. You can park at Spoon Hall Farm, Haws Bank Road, LA218AW and meet Margaret Gregory there to take kit to start. There will be a pop up tent to use if necessary.

Set up and run start, keep note of starters, allow to start when ready, but anyone there for their allocated slot gets precedence. Slot in EOD runners

Margaret to do final clothing/whistle check

Meet Margaret at 8.30am

**2nd shift**

Jillyan Dobby and Pete Ross, Steve and Ben Dempsey park at Spoon Hall-see above

Help set up, and go for run at 10.15 (or earlier if possible), take over when finished

Pack up and take kit back to Spoon Hall

I trust you to sort when 1st shift go for runs, when early runners return

Spoon Hall is about 2/3 along way to start from school

Margaret will and be there all day

I’ll not be providing chairs in view of climb to start, but please feel free to bring your own

**CAR PARKING from 8.30 until car park full**

Ian Gilliver, Steve Fellbaum, Chris Rostron-John Ruskin School

We are using hard standing only, not the grass-so limited spaces. Ask people to put £3-00 in the honesty boxes. Helpers free, club will reimburse school for helper’s cars

Report by 8.30 am, collect hi-vis jackets from me, entrance to assembly at back of school

Stop when car park full, place ‘car park full’ notice at gate, go for run

**FINISH from 10.45 until 2.30 or last runner known to be finished**

**1st shift**

Richard Blake-from 10.45, run when Dave takes over

**2nd shift**

Dave Mawdsley-run from 10.15, take over when finished

Dismantle when finished shift, transport back to Spoon Hall

There will be a pop up tent you can use if needed, but I gather the finish is fairly sheltered in woodland

Finish 150m from start

Tent at start to leave kit in. I’m not providing chairs in view of rough uphill walk, but feel free to bring your own

**MAZE 10.00 to 1.00**

**1ST shift 9.00-11.30**

David Wathey, Cecilia and Dominic

Set up and organise

**2nd shift**

Run till 1.00 and dismantle - Ian Watson, Kevin Watson

Rae Lomas or Jen Britton to help if needed to allow all Watheys to have runs, if early runners late back.

**COMPUTERS/DOWNLOAD 9.45 until close of play**

**1st shift 9.45-11.30**

From 9.45, in school classroom, entrance at back of school

Julie Brook, Eddie Speak, Chris Embrey, arrive by 9.15-set up, Julie, Chris, to go for runs, last starts 12.30

Rae or Jen to lend a hand if needed before early runners/late shift back

**2nd shift**

Eddie Speak, Laura and Trevor Hindle, Chris Kirkham

Hindles and Chris to run at 10.15, help asap when back

**REGISTRATION-9.45-11.30 (one shift)**

Report to me in school classroom, entrance at back of school, by 9.15 (Rae arriving a little later)

Trevor and Marie Roberts, Janet Venet, Rae Lomas

One to do ecard issue

Trevor, Marie, Janet all running, last starts 12.30-if not busy 2 of you may be able to leave earlier

Usual procedure, Seniors £12, Juniors and students £5, ecards £1/50p

Also issue maps to **all** entrants on yellow course

**ENQUIRIES-from 9.45 until close of play**

Sue Birkinshaw and Jen Britton

Hazel Hindle relief as needed (run first)

Sue to go for run later

Answer enquiries, keep key board

**WHISTLE AND CLOTHING CHECK-from 9.15**

**1st shift 9.30-11.00**

Elizabeth Embrey

At corner of A593 and Station Road, 5mins from school, report to me to collect hi-vis bib at 9.15

Make sure everyone has a cagoule and whistle

**2nd shift 10.30-12.00**

Pete Lomas-as above

**Early run/help later team**

Liz Hamer-Davies, Steve Martin, Carol Stynes-Martin, Steve Bingham-run first at 10.15, report to me at assembly asap after to help at enquiries, maze or anything else as needed, including help pack up, collect in signs, prize giving etc.

**Control collectors**

Tony Wagg-from Walna Scar Road crossing point

John Britton, Jim Trueman, John Williams, -meet Andrew at start at 2pm