

# Set up and Pack Down Assistants

## Purpose Statement

The Set up and Pack Down Assistants carry out the instructions of the Set up and Pack Down co-ordinator to ensure the safe set up of the beach for delivery of nipper activities.

## Roles and Responsibilities

The Set up and Pack Down Assistants will:

- Ensure they understand the club's Board policy.
- Carry out tasks as requested by the Set up and Pack Down Co-ordinator and the Board Supervisor.
- Assist with the set up and pack down of equipment used in the Nippers Program including:
  - Perform a sweep of the beach to ensure its clean from broken glass or trip hazards etc.
  - Set up Age Manager banners for Nipper registration.
  - Set up large buckets next to Age Manager banners for storing water bottles etc. for each Age Group
  - Put wax on boards before session starts
  - Place boards in each water safety area with type of boards being placed according to each Age Group
  - Set out red poles to mark start and finish of water safety areas
  - Set out red poles to mark start and finish of flags and sprint sections
  - Set out flags in flags section
  - Set out ropes for tug of war
  - Set out noodles by the pool
  - Pack down all equipment and store in its proper storage location