



2017 – 2018 Set Up

Action	Location	Notes
Open sheds	Mingara & Little A green shed	A committee member will be there to open up and assist with the alarms and locks
Set up shot put trolley	Wyong road end	Make sure there is measuring equipment on the trolley
Set up discus	Both ends of the track	There will be two trolleys for the discus make sure there is measuring equipment on the trolley
Set up long jump area	Mingara side	<ol style="list-style-type: none"> 1. Remove covers 2. Level the sand where possible 3. Water sand using the hose near the fence 4. Place the metal template at the end of the jump area
Assist with start finish set up	Start finish line on the grand stand side of the track	<ol style="list-style-type: none"> 1. 2 folding tables & chairs are needed 2. Wheel starting trolley to finish line 3. Carefully! Move the starting gate to the finish line (if they get dropped they will not work) 4. Wheel the pole weights to the finish line

High jump set up	Wyong road end of the track next	Use the Mingara buggy to tow the mats Children are not permitted on the buggy
Javelin area	Southern end	<ol style="list-style-type: none"> 1. Collect rope & spikes from the green shed 2. Space the spikes and rope 2-3metres from the throwing area 3. Thread the rope through the spokes 4. Set up the warning signs 5. Leave the javelins near the shed until the older age groups are ready 6. Make sure there is a measuring tape in the trolley
Set up inner track table	Area near the BBQ	<ol style="list-style-type: none"> 1. Collect a folding table & chair from the green shed 2. Make sure there is the numbers ready from the start finish trolley 3. Collect the multi timer from the start finish line 4. Collect the inner track folder from the finish line trolley
Hurdles (only hurdle programs)	Main track & bend when 200mhurdles	<ol style="list-style-type: none"> 1. Collect the key from the Mingara main set (small white key) 2. Wheel trolley out using the Mingara buggy 3. Set up the hurdles on the inner or outer track 4. Have enough hurdles for 6 lanes at each marker starting with lane 8 5. Leave lane 1 & 2 free until notified

Age managers buckets	Near the canteen	<p>Place the age managers buckets that are marked near the canteen ready for the names to be marked off</p> <p>Age managers will collect the folders from the finish line trolley.</p>
Starters trolley	Depends on the program	<p>Look at the program</p> <p>Wheel the trolley to the first point</p> <p>For example 200m or 70m</p>
Set up gazebo If rain or bad weather	Start finish line	<p>Ask the finish line committee if the gazebo will be needed</p> <p>Gazebos are located in the corner of the Little A shed</p>