



## Runner Solos

- Please report to the Contest Office at the time advised by the Volunteers Coordinator.
- The runner is the communication link between the Registration desk, the contest room and the contest office.
- Your role as a runner is to collect the run sheet (and music in Own Choice Music events) from the Registration desk and deliver this to the room supervisor. Collect the results from the room and deliver these to the office and return confirmed and processed results to the Room Supervisor for presentation.
- Make yourself familiar with the people with whom you will be working.
- On arrival and following check-in with the Contest Office, please make yourself familiar with the layout of the venue, including the location of the office, registration desks and your room.
- For safety reasons, make yourself familiar with any obstacles which you may need to be aware of in the carrying out of your duties and, if there is anything which will prevent you from completing these duties, please advise the Volunteers Coordinator immediately.
- 10 minutes before the start of your first event, collect the first run sheet and any completed run sheets and any music folders for your room from your rooms registrar and deliver these to the room supervisor.
- 10 minutes before the completion of the current event, repeat the previous step.
- On completion of an event, collect the completed run sheet and results from the Room Supervisor and deliver these to the results office.
- When you are delivering results from your room to the Contest Office, if there are completed results, medals, certificates and any trophies for your room, collect these and deliver these to the Room Supervisor.
- Repeat the above steps as necessary.
- You may be asked to locate missing competitors before they are deemed to be scratched.