

Cross Country 2019 Duty List (08 March 2019, Friday)

EXCO IC: Jaden How, P4-5 – (9627 7895)

OIC: Manaswi Mabo, J3-4 – (9131 9488)

AIC: Felise Leow, J3-3 – (8686 1853)

Meeting Point: Geylang Methodist School (Secondary)

Councillors on duty:

- Please **inform your form teachers that you have duty before hand** (inform by Thursday, 7th of March), otherwise you will be marked as absent.
- **Valuable items will be place in the middle of the scorer tent.** (diagram below)
- People doing **placards duty**, please see diagram below to know the seating arrangement.
- You are **NOT** supposed to run for cross country except for the people placing placards, belongings and ushering duty only.
- All to report in school at **6.10am** except for those that are doing **Placards, Belongings and ushering duty only.**
- For those that are doing Placards, Belongings and Ushering duty only, **meet @ Wawawa Bistro at 6.45am** to help unload logistics.
- Please be proactive when doing the duty. Take the initiative to approach the teacher and ask if he/she needs help/assistance.
- Councillors, please help to pack up before leaving. Those not on duty can help to pack up as well.
- Those with **duty**, please **stay back after the whole event**, we will have AAR back in school.
- Entire event will end after AAR is done.
- Report to school at **6.10am** on **Friday 8 March** to help out with the loading of logistics and attendance
- Transport will be provided from school to Bedok Reservoir and back

Attire

- Councillors who are doing **Placards, Belongings and Ushering duty**, you are **allowed to wear PE attire with your SC Tag**.
- This attire (**the one mentioned on top**) is **only for councillors that are running**.
- Attire for councillors **NOT running** are stated below:

SC :

- **SC Shirt** with **PE shorts** for boys, **skirts** for girls

Trainees:

- **PE Attire** with **PE shorts** and **tag** for upper secondary boys
- **PE Attire** with **shorts** and **tag** for lower secondary boys
- **PE Attire** with **skirts** and **tag** for girls

Placards

Level	In-Charge	
Sec 1	Loke Wing Chi, Tiffany	H2-2
Sec 2	M. Nivetha	H2-5
Sec 3	Ye Jia' En	J3-2
Sec 4/5	Erica Ong	J3-4

Instructions:

- Placards are to be **placed by 0700 latest**.
- **Be punctual** in placing the placards. Ensure each class has sufficient space to sit.
- Leave spaces in between each class for teachers to walk
- You are to take charge of the level you are assigned to.
- Assemble with your class after everything has been set up.
- Collect the placards after assembly and keep it with you.
- ***Reach Bedok Reservoir by 0645 (Meet @ Wawawa Bistro to help unload logistics)**
- ***Councillors to collect the placards from PE teachers (has Mr Xiao)**

- Arrange the placards before the 2nd assembly time (After all the House Cheers) and **REMEMBER to collect it back** after dismissal time.
- You are allowed to run.
- ***Pass the placards to Mr Xiao or Mrs Tong after assembly.**

Belongings

Overall In-Charge for belongings : Xander Chin (P4-5)

Level	In-Charge	
Sec 1	Yeo Jing Yun, Jana	P4-5
	Sng Ming En, Jannzel	H2-3
Sec 2	Nicole Emmanuelle Phuntsog	P4-7
	Shania Lee	H3-2
Sec 3	Layla Marilyn Smith	H2-7
	Clara Tan Yue	P4-4
Sec 4	Chester Chionh	H2-4
	Lim Natthida	J3-2
Sec 5	Xander Chin	P4-5
	Caleb Tan	H2-5

Instructions:

Pre Run:

- Assist in setting up of the scorers' tent/finishing point
- Take the plastic bag and distribute it to the form teachers of each class
- Collect back and place it at the **middle** of the **Announcers Pavillion** (diagram will be shown below)
- Councillors to put their bags at the corner and **not** on top of plastic bags if not very hard to find the plastic bags.

End of Cheer, During 2nd Assembly:

- **Collect the belongings bags and distribute it to the form teachers.**

- You are allowed to run if you only have Belongings duty.

Ushering

Chan Qi Ying Wong Swei Qi	J3-2 J3-5
Yong Gin Hwee Jillian Ong Yao Neng	H2-2 J3-1
Suzana Thapa Tayami Rai	J3-2 P4-6
Poh Jia Hui Effah Umairah	H2-1 J3-3
Phua Xing Yi Emelyne Bok	J3-3 P4-8

Instructions:

- Situate yourself on the pathway towards the meeting point.
- Hold up the sign boards and lead the students to the assemble venue.
- Spread yourselves out and guide the students to the meeting point.
- Offer help if students seem lost.
- Remember to smile and be patient with them!
- You are allowed to run if you only have Ushering duty.

Starting Point:

Teachers In-Charge : Mr Cyril Khoo and Mr Michael Koh

Division	In-Charge	
(C) Girls	Elfie, Yoon Cheer	J3-2
(C) Boys	Shane Lim	H2-1
(B) Girls	Chan Qi Ying	J3-2
(B) Boys	Erica Cheong	P4-4

Instructions:

Pre Run:

- Help teachers to set up finishing banner.
- **Councillors are to control the crowd and usher them to the gathering point.**

During Run:

- The councillors are to have one ipad each (for each division)
- Start the time on the ipad when the division you are in charge of has started running.
- Then walk to the finishing point and **pass it to the relevant teacher in charge of each division.**
- **Ipads are to be collected from Mr Xiao**
- **Please wear a watch and listen for announcements regarding flagging off for each division.**

100m before finishing line:

In-Charge	
Tan Li Ling	H2-1
Poon Heem Tuck	H2-3
Brooklyn Sunuwar	H2-3
Bernice Lin JiaXuan	J3-7

Instructions:

- To assist, stand 100m before the finishing line and **announce** the divisions and colour lanes.
- **(Traffic Control)** Councillors are required to clearly inform all runners where to go.
- Inform runners to slow down to collect the stickers at the finishing point.
- Ensure that the runners are at their **right** respective divisions and colour lanes as stated below:

- C Div Boys-Blue
- C Div Girls-Yellow
- B Div Boys-Red
- B Div Girls-Green

- **Use Loudhailer**

Finishing Point:

Teacher In-Charge : Mr Cheng Xin Jin

Division	In-Charge	
(C) Girls - Yellow Stickers	Elfie, Yoon Cheer	J3-2
	Caleb Tan	H2-5

Division	In-Charge	
(C) Boys - Blue Stickers	Shane Lim	H2-1
	Ye Jia' En	J3-2

Division	In-Charge	
(B) Girls - Green Stickers	M. Nivetha	H2-5
	Chan Qi Ying	J3-2

Division	In-Charge	
(B) Boys - Pink Stickers	Chester Chionh	H2-4
	Erica Cheong	P4-4

Instructions:

Pre Run:

- Set up the lanes according to the colour of the division.
- **You ARE NOT SUPPOSED to run**

During Run:

- Distribute position stickers to the top 120 at the finishing point, runners are to receive specific colours as mentioned above by divisions.
- **Inform Teachers In-Charge to return iPads to Mrs Tong or Mr Xiao.**

Scorers' Tent

Division	In-Charge	
(C) Girls - Yellow Stickers	Sng Ming En, Jannzel	H2-3
	James Bernice	P4-2
Teacher In-Charge : Ms Abelyn Quek		

Division	In-Charge	
(C) Boys - Blue Stickers	Lau Tse En	J3-2
	Shaun Ryan Tan	H2-3
Teacher In-Charge : Mdm Norhamidah		

Division	In-Charge	
(B) Girls - Green Stickers	Wong Suei Qi	J3-5
	Will Leong	J3-2
Teacher In-Charge : Ms Ng Sio Ying		

Division	In-Charge	
(B) Boys - Red Stickers	Clara Tan Yue	P4-5
	Lim Natthida	J3-2
Teacher In-Charge : Miss Sim Chen Yan		

Instructions:**Pre Run:**

- Help teachers to set up the tent and move the tables and chairs etc.

- **(Traffic Control) Before the event, please direct the students to the assembly area.**

During Run:

- Direct students to the teachers to register their names and collect their collar pins.
- Then, collect the position stickers from the runners and paste it on the respective division boards, according to their houses.
- Ensure that runners queue up in an orderly manner.
- **Take initiative** and help teachers when in need.

Prize Tables

Teachers In-Charge : Teresa Lee (IC), Zuraidah (2IC)

In-Charge	
Yeo Jing Yun, Jana	P4-5
Poon Heem Tuck	H2-3

Instructions:

Pre Run:

- Help teacher In-Charge to set up the prize table according to division and position.

During Run:

- **Help to usher runners from finishing line towards the scorers tent (Top 10 of each division)**
- Be **AWARE** of the time when you need to report at the prize table and be ready for prize giving.

End of Run:

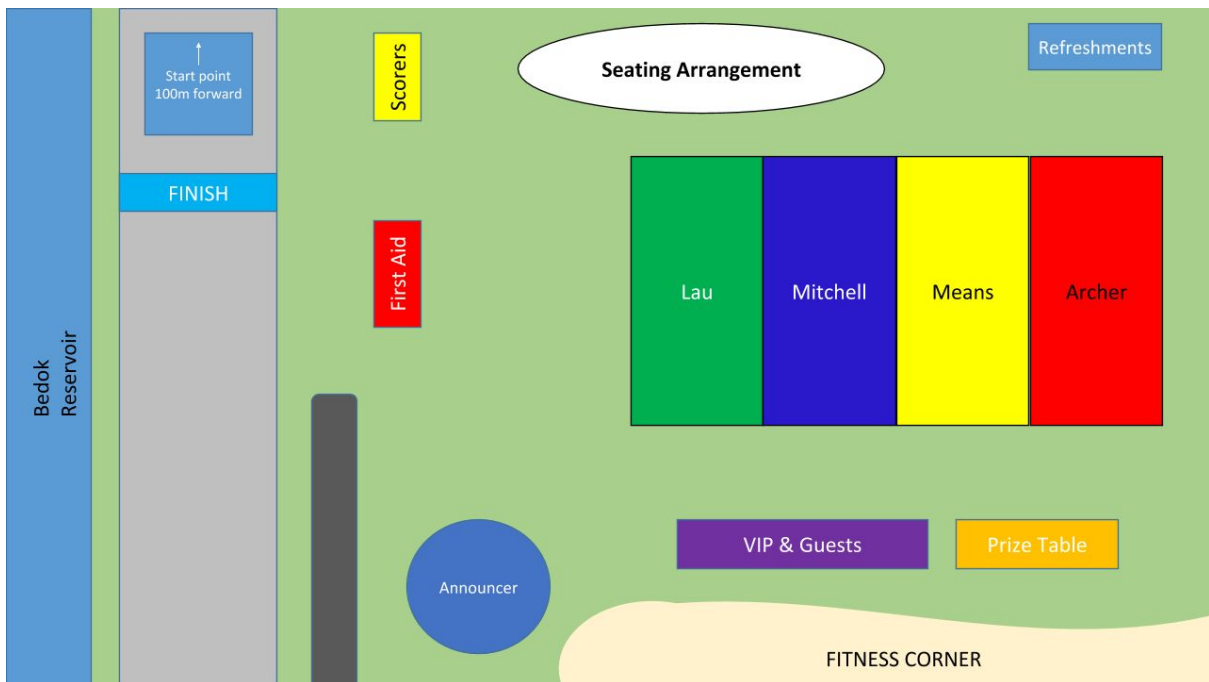
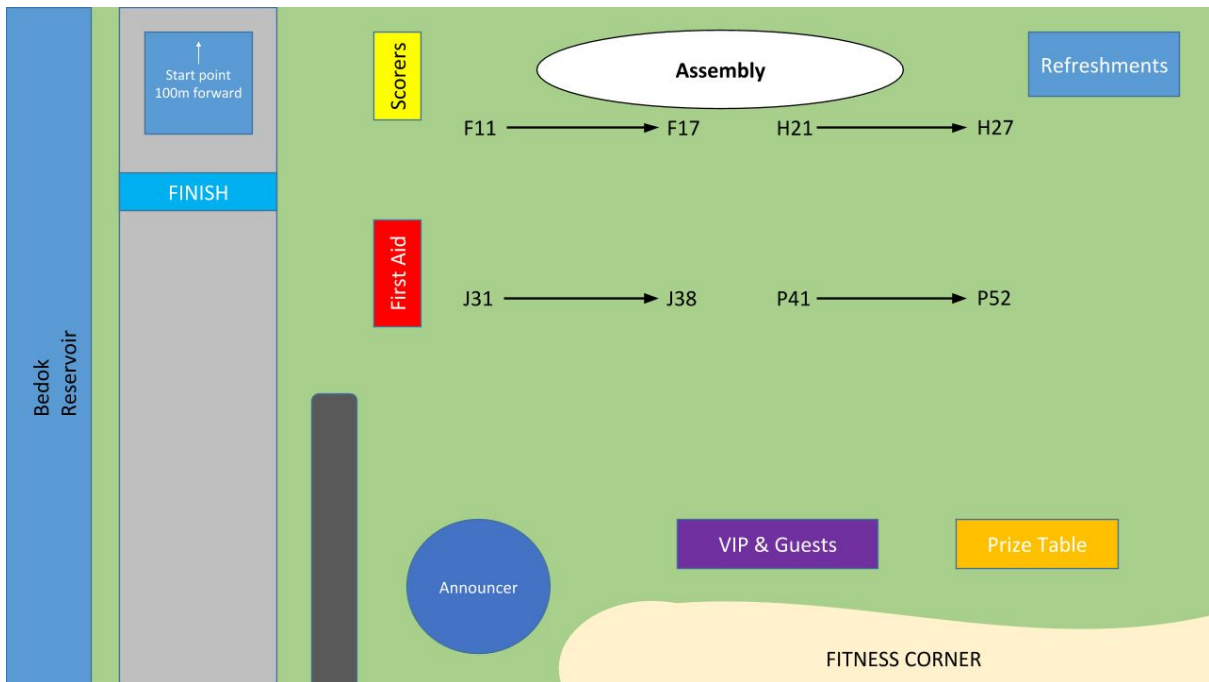
- Help to hand prizes to Guest of Honour.

Logistics List :

- 4 Ipads
- 2 Loudhailers
- Placards

Pictures for Placards and Belongings Duty

- Placards Duty -take note of the seating arrangement



- Belongings duty-after collecting all belongings inside plastic bags, place them in the middle of the scorers tent.
- Place your bags at the corner of the scorers tent (ST) and not on top of the plastic bags

