

2018 Saddleworld Melbourne International 3 Day Event

Position Title: Workforce/Set-up/Pack-up Assistant	
Coordinator: Workforce Manager	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Tuesday 5 th June	10am-4pm
Wednesday 6 th June	10am- 4pm
Thursday 7 th June	10am to 4pm
Friday 8 th June	9am to 4pm
Saturday 9 th June	9am to 4pm
Sunday 10 th June	6.30am to 5pm
Monday 11 th June	8am to 5.30pm
<p>Duties: Workforce Assistants are required to:</p> <ul style="list-style-type: none"> • Provide general assistance to the volunteer and discipline coordinators. • Assist in the event set-up and pack-up under the direction of relevant personnel. This includes assisting with signage, movement of plants, general cleaning, etc. • Fill in shifts in the volunteer roster when a volunteer is running late or no longer able to attend. • Assist in the distribution of meals if required. 	
<p>Skills Required: Good communication and customer service skills, easily adaptable, friendly attitude, and ability to take instructions from the Workforce Manager. This position may require walking and some aspect of manual labour.</p>	

Position Title: Hospitality assistant & Officials' Host	
Coordinator: Competition Manager	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Thursday 7 th June	8.30am to 5.00pm
Friday 8 th June	8.30am to 5.00pm
Saturday 9 th June	8.30am to 5.00pm
Sunday 10 th June	8.30am to 5.00pm
Monday 11 th June	8.30am to 5.00pm
<p>Duties: The Hospitality assistant and Officials' Host are required to:</p> <ul style="list-style-type: none"> • Maintain a neat & tidy Officials' Office. • Meet, greet and welcome officials and guests when required. • Ensure that guests have their relevant passes to access the Corporate Hospitality areas. • Provide guests with general information about the event. • Ensure all meals are served on time and drinks are replenished. • Ensure the food serving area is kept clean and tidy. 	
As it is a Front of House position, you will be required to be well presented.	
<p>Skills Required: Good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs. Ability to liaise with competitors and event officials in a polite but assertive manner as required.</p>	



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Position Title: Ticketing and Information Officer

Coordinator: Ticketing Co-ordinator

You must be 18 yrs of age or older to apply for this role.

Approximate Time Commitment:

Saturday 9th June

8.00am to 5.00pm

Sunday 10th June

7.00am to 4.00pm

Monday 11th June

8.00am to 4.00pm

Duties: Ticketing and Information officers are required to:

- Sell & process event ticket sales.
- Check tickets of incoming crowds.
- Manage ticket sales queues and processes.
- Meet, greet and provide spectators with general information about the event.
- Provide directions to spectators as required.
- Maintain a clear and safe track for pedestrians, cars and competitors.
- Ensure that spectators stay within designated areas.

Note: As this position may be based outside and require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

As it is a Front of House position, you will be required to be well presented.

Skills Required: Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience in a cash handling and customer service role is preferred.

Note: This role requires standing for long periods of time.

Position Title: Horse Inspections Assistant

Coordinator: Horse Inspections Co-ordinator

You must be 18 yrs of age or older to apply for this role.

Approximate Time Commitment:

Thursday 7th June

11.00am to 4.00pm

Monday 11th June

7.00am to 10.00am

Duties: Horse Inspections Assistants are required to:

- Assist in the set-up and pack-up of the trot up precinct.
- Maintain the trot up track and area during the proceedings.
- Ensure that competitors trot-up in correct order.
- Ensure that relevant Event officials are present.
- Co-ordinate holding box.

Skills Required: Good communication skills, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.

Note: This role requires standing for long periods of time.



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Position Title: Dressage Penciller	
Coordinator: Dressage Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Friday 8 th June	7.30am to 5.00pm
Saturday 9 th June	7.30am to 5.00pm
<p>Duties: Dressage Test Writers are required to:</p> <ul style="list-style-type: none"> • Ensure the test sheet has the correct horse and rider for the test being ridden noted on it. • Write judge's comments and scores for each Dressage test, in a clear and legible manner. • Ensure the judge's position on the arena is noted on the test sheet. • Ensure that each movement has obtained a score, test sheet contains all relevant rider information, errors have been marked on sheet and that judge has signed the test sheet. 	
<p>You will need to: Bring your own gloves to keep warm. As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions. As you are interacting directly with a judge, you will be required to be well presented.</p>	
<p>Skills Required: Good communication skills, friendly attitude, good listening skills, well developed and legible writing skills, ability to take instructions from judges and Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience as a Dressage Test Writer is preferred.</p>	

Position Title: Dressage Marshall	
Coordinator: Dressage Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Friday 8 th June	7.30am to 5.00pm
Saturday 9 th June	7.30am to 5.00pm
<p>Duties: Dressage Marshals are required to:</p> <ul style="list-style-type: none"> • Work with FEI Eventing Stewards to marshal horse and rider into the final warm up area before the competition arena. • Ensure competitors conduct their Dressage test at the correct time and place. • Be aware of the draw for the Dressage phase. • Advise competitors and officials of any changes to the draw or timetable. 	
<p>You will need to: Bring your own gloves to keep warm. As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>	
<p>Skills Required: Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs.</p>	
<p>Note: This role requires standing for long periods of time.</p>	



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Position Title: Dressage Gate Steward	
Coordinator: Dressage Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Friday 8 th June Saturday 9 th June	7.30am to 5.00pm 7.30am to 5.00pm
<p>Duties: Dressage Gate Stewards are required to:</p> <ul style="list-style-type: none"> • Open gate to Dressage arena for competitor, once bell has been rung. • Close gate to Dressage arena for competitor once they have entered and ensure that horse and rider are not disturbed. • Open gate for competitor after final halt and salute. 	
<p>You will need to: Bring your own gloves to keep warm. As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p> <p>As it is a Front of House position, you will be required to be well presented.</p>	
<p>Skills Required: Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs.</p> <p>Note: This role requires some standing for periods of time.</p>	

Position Title: Dressage Sheet Collector	
Coordinator: Dressage Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Friday 8 th June Saturday 9 th June	7.30am to 5.00pm 7.30am to 5.00pm
<p>Duties: Sheet Collectors are required to:</p> <ul style="list-style-type: none"> • Collect completed test sheets from Dressage Test Writer for all three judges as soon as practicable at the conclusion of the test. • Place completed test sheets in a weather proof satchel provided and deliver to the Official Scorer immediately. 	
<p>You will need to: Bring your own gloves to keep warm. As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>	
<p>Skills Required: Good communication skills, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience in this role if preferred, although not essential.</p> <p>Note: This role requires a large amount of walking and standing for periods of time.</p>	

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Position Title: Young Horse Challenge - Assistant (Pencil, Marshall, poles, and pack-up)	
Coordinator: Young Horse Challenge Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment: please note this is an evening event.	
Thursday 7 th June	4.00pm – 9.00pm
<p>Duties: Show Jumping assistants are required to:</p> <ul style="list-style-type: none"> • Assist Course Designer and Builders with setting up official courses. • Make adjustments to obstacles as required, eg. pick up poles, rebuild/re-position obstacles. • Build and set-up all practice arenas as per FEI guidelines. • Assist Stewards with marshalling of competitors. • Pack-up and clear arena at completion of competition. 	
<p>You will need to: This position is mostly based indoors and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing as it can get very cold in the indoor.</p> <p>Please note this is an evening event.</p>	
<p>Skills Required: Familiarity with EV and FEI Eventing rules, experience with Show Jumping course design and/or building, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</p> <p>Note: This role involves manual handling, walking and other manual labour.</p>	

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Position Title: Cross Country Jump Judge	
Coordinator: Cross Country Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Sunday 10 th June	6.30am to 5.30pm
<p>Duties: Cross Country Jump Judges are required to:</p> <ul style="list-style-type: none"> • Be familiar with Cross Country course maps as provided prior to the event. • Be familiar with EV and FEI Eventing rules as provided prior to the event. • Record relevant competitor information as they are approaching/departing Cross Country obstacle. • Record competitors' progression over obstacle. • Record any notes to an incident/possible query/rider at the obstacle. • Provide Cross Country score sheet to sheet collector. • Assist rider/officials if a fall occurs and notify relevant officials, depending on type of fall. • Remain on-course until all clear is given at the completion of the competition. 	
<p>You will need to: As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p> <p>Volunteers may bring their own chair/s and/or vehicle for use during the shift. Volunteers for this role will work in pairs.</p>	
<p>Skills Required: <i>Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator, good communication skills, and friendly attitude and have awareness and sensitivity towards competitors and event officials and their needs. Previous experience in this role is preferred.</i></p>	

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Position Title: Cross Country Spectator Management	
Coordinator: Cross Country Spectator Management Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Sunday 10 th June	6.30am to 5.30pm
<p>Duties: Cross Country Spectator Management are required to:</p> <ul style="list-style-type: none"> • Maintain a clear and safe track for pedestrians, cars and competitors. • Be aware of competitors movements whilst on the Cross Country phase or in other public areas. • Ensure that competitors have a clear path. • Ensure that spectators stay within designated areas. • Guide cars and spectators when and how to move around the Cross Country track. • Provide spectators with general information about the event. 	
<p>You will need to: As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p> <p>Volunteers may bring their own chair/s for use during the shift. Volunteers for this role work in groups of 2 to 3.</p>	
<p>Skills Required: <i>Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.</i></p> <p>Note: <i>This role requires walking and standing for long periods of time.</i></p>	

Position Title: Cross Country Marshall	
Coordinator: Cross Country Co-ordinator	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Sunday 10 th June	6.30am – 5.30pm
<p>Duties: Cross Country Marshals are required to:</p> <ul style="list-style-type: none"> • Work with FEI Eventing Stewards to marshal horse and rider into the final warm up area, and starting box. • Ensure competitors conduct their Cross Country phase at the correct time and place. • Be aware of the draw for the Cross Country phase. • Advise competitors and officials of any changes to the draw or timetable. 	
<p>You will need to: Bring your own gloves to keep warm. As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>	
<p>Skills Required: <i>Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs.</i></p> <p>Note: <i>This role requires standing for long periods of time.</i></p>	

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<p align="center">Position Title: Show Jumping Assistant (This includes SJ penciller, marshall and rail steward)</p>	
<p>Coordinator: Show Jumping Co-ordinator</p>	<p>You must be 16 yrs of age or older to apply for this role.</p>
<p>Approximate Time Commitment:</p>	
<p>Saturday 9th June Monday 11th June</p>	<p>11.00am – 6.00pm 8.00am – 6.00pm (staggered start/finish times)</p>
<p>Duties: Show Jumping assistants are required to:</p> <ul style="list-style-type: none"> • Assist Course Designer and Builders with setting up official courses. • Make adjustments to obstacles as required, eg. pick up poles, rebuild/re-position obstacles. • Build and set-up all practice arenas as per FEI guidelines. • Assist Stewards with marshalling of competitors. • Pack-up and clear arena at completion of competition. 	
<p>You will need to: As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>	
<p>Skills Required: Familiarity with EV and FEI Eventing rules, experience with Show Jumping course design and/or building, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</p> <p>Note: This role involves manual handling, walking and standing at times.</p>	

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SPECIALIST ROLES

Position Title: Riders Office Assistant	
Coordinator : Competition Manager	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Thursday 7 th June	10am to 3pm
Friday 8 th June	10am to 3pm
Saturday 9 th June	10am to 3pm
Sunday 10 th June	10am to 3pm
Monday 11 th June	10am to 3pm
Duties: Officials Assistants are required to: <ul style="list-style-type: none"> • Liaise with and assist Officials as required. • Run errands for Officials as required. • Greet competitors and check documentation. • Allocate accreditation to competitors. • Photocopying, notice board updates. 	
Skills Required: <i>Familiarity with EV and FEI Eventing rules, good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.</i>	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

Position Title: Cross Country Central Controller	
Coordinator: Cross Country Central Control Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment:	
Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Cross Country Central Controllers are required to: <ul style="list-style-type: none"> • Be familiar with Cross Country course map. • Be familiar with EV and FEI Eventing rules. • Liaise with Sector Controllers to ensure efficient and safe conduct of Cross Country phase. 	
Skills Required: <i>Familiarity with EV and FEI Eventing rules, experience with Cross Country course control, ability to take instructions from Co-ordinator and have awareness and sensitivity towards competitors and event officials and their needs.</i>	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

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SPECIALIST ROLES

Position Title: Cross Country Sector Controller	
Coordinator: Cross Country Central Control Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Cross Country Sector Controllers are required to: <ul style="list-style-type: none"> • Be familiar with Cross Country course. • Be familiar with EV and FEI Eventing rules. • Be familiar with "Yellow Warning Flag" procedures. • Be situated in allocated sector. • Liaise with Course Controllers to ensure efficient and safe conduct of Cross Country phase. 	
You will need to: Adhere to Parks Victoria Rules and Regulations. Bring your own registered 4WD vehicle if possible.	
Skills Required: Familiarity with EV and FEI Eventing rules, experience with Cross Country course control, ability to operate a registered 4WD vehicle, ability to take instructions from the Co-ordinator and have awareness and sensitivity towards competitors and event officials and their needs.	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

Position Title: Cross Country Co-ordination Support	
Coordinator: Cross Country Central Control Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Cross Country Co-ordination Support is required to: <ul style="list-style-type: none"> • Be familiar with Cross Country course. • Be familiar with EV and FEI Eventing rules. • Assist the Cross Country co-ordinators in their role. 	
You will need to: Adhere to Parks Victoria Rules and Regulations.	
Skills Required: Familiarity with EV and FEI Eventing rules, experience with Cross Country course control, ability to take instructions from the Co-ordinator and have awareness and sensitivity towards competitors and event officials and their needs.	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

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SPECIALIST ROLES

Position Title: Cross Country Time Keeper	
Coordinator: Cross Country Time Keeper Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Cross Country Time Keepers are required to: <ul style="list-style-type: none"> • Be familiar with Cross Country course • Be familiar with EV and FEI Eventing rules. • Record relevant competitor information. • Record competitors' time at commencement/conclusion of Cross Country Phase. 	
Skills Required: Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs. Note: This role requires standing for long periods of time. Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

Position Title: Fence Repair Crew	
Coordinator: Fence Repair Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Fence Repair Crews are required to: <ul style="list-style-type: none"> • Assist with preparation of Cross Country obstacles. • Be familiar with Cross Country course. • Circulate Cross Country course during competition. • Discreetly, and without disruption to competitors, repair obstacles as required. • Adhere to Parks Victoria Rules and Regulations at all times. 	
You will need to: Provide your own tools.	
Skills Required: Ability to operate quickly and efficiently, ability to use appropriate tools to repair obstacles, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs. Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

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SPECIALIST ROLES

Position Title: Horse Escort	
Coordinator: Chief Steward	You must be 16 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Horse Escorts are required to: <ul style="list-style-type: none"> • Escort horses and riders from the competition arenas to the Quarantine Areas. • Maintain a clear and safe track for pedestrians, cars and competitors. • Be aware of competitor's movements in public areas. • Ensure that spectators stay within designated areas. • Check accreditation passes in restricted access areas. 	
Note: As this position may be based outside and require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.	
Skills Required: Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.	
Note: This role requires walking and standing for long periods of time.	

Position Title: Horse	
Coordinator: Horse Ambulance Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Horse Ambulance volunteers are required to: <ul style="list-style-type: none"> • Conduct a reconnaissance of the Cross Country Course on Saturday 10th June. • Be familiar with Cross Country course. • Discreetly, and without disruption to competitors, operate the Horse Ambulance (if required) around vicinity of Cross Country course. • Adhere to Parks Victoria Rules and Regulations at all times. • Notify relevant officials if Horse Ambulance is required. • Ensure that screens are intact and packed in float. 	
You will need to: Provide a registered 4WD vehicle and/or horse float if possible (please note on reply form if you are able to supply).	
Skills Required: Understanding of circumstances when the Horse Ambulance would be required, ability to operate Horse Ambulance and sensitivity towards competitors and event officials and their needs.	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	

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SPECIALIST ROLES

Position Title: Cross Country Sheet Collector	
Coordinator: Official Scorer	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June, 2018, 6.30am to 4.00pm	
Duties: Cross Country Sheet Collectors are required to: <ul style="list-style-type: none"> • Be familiar with Cross Country course. • Discreetly, and without disruption to competitors, collect Cross Country score sheets from Jump Judges. • Deliver completed score sheets to Official Scorer in a timely manner. • Adhere to Parks Victoria Rules and Regulations at all times. 	
You will need to: Provide, or be able to source, if possible, your own registered quad bike suitable for use on Cross Country course. As this position is based outside, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.	
Skills Required: <i>Familiarity with EV and FEI Eventing rules, ability to operate a motorbike (helmets must be worn), ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs. Previous experience in this role is preferred.</i>	

Position Title: Flying Loo	
Coordinator: Flying Loo Co-ordinator	You must be 18 yrs of age or older to apply for this role.
Approximate Time Commitment: Cross Country Phase, Sunday 10 th June 2018, 6.30am to 5.30pm	
Duties: Flying Loo volunteers are required to: <ul style="list-style-type: none"> • Conduct a reconnaissance of the Cross Country Course on Saturday 10th June. • Be familiar with Cross Country course. • Discreetly, and without disruption to competitors, drive the portable toilet around vicinity of Cross Country course for use by volunteers. • Adhere to Parks Victoria Rules and Regulations at all times. • Provide volunteers with afternoon tea. 	
You will need to: Provide a registered 4WD vehicle with a tow bar that is able to pull a portable toilet.	
Skills Required: <i>Ability to tow, familiarity of Cross Country course, awareness and sensitivity towards competitors and event officials and their needs.</i>	
Note: You MUST have previous experience in this role or the MI3DE to apply for this position.	