

Logistics Schedule

SONC Fall Tournament

Rock Hill Criterium Course

Thu, 11/03/22

When? **Who?** **What?**

5:00PM Caoches meeting via webinar

Thu, 11/10/22

When? **Who?** **What?**

11:30AM Venue team arrives to prepare for setup

11:30AM Transportation puts out directional signage at major intersections to direct traffic (use provided h-stands, place signs 50 feet prior to intersection of right hand side of road)

11:30AM Power Team Delivers lunches to venue for volunteers/GMT

11:30AM Equipment delivered to the venue for set-up

12:00PM Power Team Power Team volunteers arrive to assist with venue set up

12:10PM Inventory and test equipment (use SONC checklist, confirm what facility is providing, any vendor deliveries)

12:15PM Sort equipment by event and place in proper competition area

12:30PM Place venue signage (put welcome flag by main entrance, place athlete check-in, lunch, competition signs, awards area, medical-please don't use tape that will damage walls, no tape on front of signs, put signs up high)

1:00PM Thomas Equipment & Par Delivers tables and chairs

1:00PM Carolina Golf Cars Delivers golf carts

1:15PM Mark off key areas with cones for vendor deliveries

1:30PM United Site Services, Inc - Delivers port-a-johns

5:00PM Set up ends

Fri, 11/11/22

When? **Who?** **What?**

6:45AM Facility opens

7:00AM Venue team arrives

7:00AM Start2Finish Racing Arrives to set-up timing system

7:05AM Venue manager distributes radios

7:10AM Finish setting up venue (venue signage, tech equipment)

7:45AM		Volunteer check-in/Venue Assistants arrive
8:00AM		Volunteer check-in begins
8:00AM		Medical Volunteer arrives
8:15AM		Bike check opens
8:15AM		Competition volunteer training begins
8:30AM		Head Coach Check-In opens
8:45AM		Put all awards materials in appropriate area for awards team
9:00AM		Competition begins
9:00AM		Qualifying races begin
10:00AM		Qualifying races end
10:15AM		Lunch group sets up lunch distribution area
11:00AM		Lunch is available
1:00PM		Lunch distribution ends
2:30PM		Power Team arrives to assist with teardown
3:00PM		Teardown begins with periphery items and directional signage - place tables/chair rentals under rental tent
3:00PM		Competition ends
3:10PM		Breakdown the venue and pack up all SONC equipment inventorying as you go
3:15PM	Start2Finish Racing	Begins to tear down timing system
4:00PM		Competition and awards end
4:15PM		All SONC equipment packed on designated vehicle
4:30PM		Tear down ends, Venue manager does final walk through to ensure all equipment is picked up/venue clean

Mon, 11/14/22

When?

Who?

What?

9:00AM	United Site Services, Inc -	Picks up port-a-johns
9:00AM	Thomas Equipment & Par	Picks-up tables and chairs
9:30AM	Carolina Golf Cars	Picks up golf carts