

Equipment Steward Responsibilities, Before the Test

Well in advance of the test (one to two months) make a list of equipment typically needed for the test. Visit the Armstrongs to inventory the number of the various items which can be counted on for the tests, including popper guns, live and blank ammo, ear protection, holding blinds, wingers, boats, radios, duck dryers, waders. Inventory and list the signs available. Arrange for the equipment trailer to be on site.

About a week before the test, confirm arrangements for the portapotties. Ordering the portapotties ahead of time can be the responsibility of the equipment steward or the Chairman -- just make certain you both agree on who is going to do it.

Equipment Steward Responsibilities, Day Before the Test

Confirm delivery of portapotties at test site.

If possible, be present at the test site as Judges set up the first series. Get the list of equipment requirements from the Chief Marshal/Stake Marshals for each stake. Know how much of each item is required at each location. Make certain the club has enough for all stakes. If not, advise Marshals so that they can adjust. For example, if there aren't enough holding blinds, one stake may have to use a car or truck in lieu of a blind.

Confirm that radios will be charged.

Equipment Steward Responsibilities, Day of the Test

Arrive at the test site at first light. Place signs directing handlers to the test site, and to the various stakes. Organize the equipment into sets for each stake, based on the requirements of the Chief Marshal/Stake Marshal from the test set up the prior day.

Allocate the radios, and have a written record of which number radio was issued to which stake/person.

Assist in equipment allocation to the Stake Marshals.

Throughout the day, coordinate with the Chairman and the Stake Marshals to assure required equipment is available as the series change in the various stakes. Have access to a vehicle and/or "runner" to get items from the equipment trailer to the various stakes as needed.

At the end of the first day, make certain that all equipment is returned to the test headquarters area. To the extent possible, arrange equipment to meet the requirements of the following day. Arrange for radios to be charged.

Coordinate with the Chairman/Chief Marshal of the WC/WCX/Pee Wee Hunter Stakes regarding the equipment required to support that event on Sunday. Make equipment available, or advise if there is a shortage, so that adjustments can be made.

At the conclusion of all the tests, insure that all equipment is collected, inventoried, and packed into the equipment trailer. Insure that all signs are collected and packed.

Equipment Steward's Responsibilities, After the Test

The following day, with the Chairman, insure that someone is on site to unlock grounds for pickup of portapotties.

Update this Job Description to add anything important that was missing or should be clarified.