



Volunteer Instructions updated Mar 31/19

Thank you for volunteering!

Please look through this entire document and print out the pages that relate to what you are doing and bring them with you for reference.

Check your assignments at <https://www.foolsrun.com/vol/> — any problems, email debbycarson4@gmail.com or call 604-741-4170 by Fri., April 5. After that call Randi at 236-888-8931.

VOLUNTEER TRAINING PARTY: 5-7pm Tuesday April 2nd at The 101 Brewhouse on Gibsons Way. Please attend!! Get info and maps, ask questions, meet your area captain. Prize draws, discount on food & drinks. Youth-friendly venue. **Mandatory for first-time volunteers.**

All volunteers MUST CHECK IN on Saturday or Sunday April 6 or 7 (same day as your 1st job):

- **SATURDAY – 2:00-4:30pm at PaceSetter Athletic (Holy Crap building), 622 Hough Rd.**
- **SUNDAY – check the “Sign in location” list for volunteers to see your location; OR:**
 - **For volunteer jobs in Gibsons and Roberts Creek, sign in at the Community Centre (Room 209) between 7:30 and 8:45am.**
 - **Volunteering first/only at the finish area or marshalling in Wilson Creek/Davis Bay: sign in at the Volunteer Tent at Mission Point Park, starting at 8:00am.**
 - **Water station 3 & 4 volunteers (only): check in with your water station captain on site – they will have your t-shirt (no pickup elsewhere).**

If your position needs a visi-vest and/or stop/slow paddle, these will be signed out to you. Do not switch with another volunteer. Each item has a number on it and we keep a record of who has what.

There is no parking inside Mission Point Park. Vehicle access is for drop off only, for sponsors, suppliers, media, crew. Please park at the beach parking lot or on side streets in Davis Bay.

Note: Mission Point House is not available to rent this year due to repairs. Volunteer HQ will be inside a 10 x 20 tent with 3 walls, in the park near the house.

Please familiarize yourself with the race information at foolsrun.com, especially as it relates to your area. Everything you need to know is on there or in this document. Study the maps.

Many of you will be given a lanyard with race day schedule and key phone #'s. Refer to it when needed. Bring a phone, fully charged – critical if you are a station captain or area manager.

We are aiming to be a ZERO WASTE EVENT as much as possible. Please make use of the recycling/composting bins at the finish area! Bring your own coffee mug and/or water bottle!

Dress appropriately for the weather. Layering is best.

Remember to SMILE and HAVE FUN! The participants are our “customers” and we want to give great customer service! Be pleasant and positive at all times.

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IMPORTANT PHONE NUMBERS ON RACE DAY

Most of these #'s will be on your lanyard/mini flyer, but you can print this also.

Race Day Event Director (Teresa).....	604-740-7161
Medical Coordinator (Kellei)	604-741-5009
Course Setup (Larry).....	604-741-8628
Finish Line Manager (Maurice).....	778-229-7602
Volunteer Coordinator (Randi).....	236-888-8931
Marshals Captain (Karl).....	604-886-7994
Course Sweep (John).....	604-741-5269
Traffic Control Officer (Jeremy)	778-873-2647
Water station 1 (Verna).....	604-813-1592
Water station 2 (Shaylene)	604-314-4578
Water station 3 (Ann & John)	604-741-7577
Water station 4 (Janice).....	604-741-8246
Finish Line Refreshments (Carole).....	604-212-0444
Kids' Run (Caroline)	604-740-1993
Gear Check (Alison)	604-740-6348
Green Team/Recycling (Odessa)	604-741-8377
Awards (Justine).....	1-613-558-0640
Park Manager at Mission Point (Perry Schmitt)	604-740-2460

PLEASE BRING A PHONE



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PACKAGE PICKUP

This is a straightforward job of handing out the prepared envelopes to pre-registered runners. The individual entrants are all sorted alphabetically by last name. Relays are separate. Have the runners form ONE line and the next in line moves to the appropriate section of the alphabet.

Let them know that everything they need is in the envelope: safety pins included. Baggage tag too. Remind them that the bib should be pinned to their chest and clearly visible at the finish line. The timing chip is on the bib so it must not be folded or crumpled. **NO BIB = NO TIME.**

BMO gloves can be picked up by the participants. Make them available in bins or boxes nearby.

If they paid for a shirt (\$18, not part of registration) it'll be included in the envelope. They CANNOT CHANGE SHIRT SIZES from another envelope. However, there may be some extra shirts for sale at the registration table. If they need to change sizes and the one they want is available for sale, they can trade. **We will not be ordering any more shirts.**

Relays:

The RELAY TEAM kits are in separate bins, sorted by team name.

Ask them to please read the RELAY INSTRUCTION SHEET in the kit (driving info, etc.).

Remind them that the **LAST RUNNER WEARS THE BIB WITH THE TIMING CHIP.** The other members wear the regular bibs. No early start for relay teams unless they got special permission.

LATE REGISTRATION

One volunteer handles the money and kit handout, the other takes care of the bib and data entry. Info: Make sure they've filled out the form completely and neatly. Can leave street address & postal code blank if rushed - but get their birthdate, gender, city, and email (legible!) and/or phone. Waiver must be signed. Get the next bib from the correct pile: individual (PaceSetter logo), relay2 (Running Room) or relay4 (Running Room). Write the bib # on their entry form in the box provided. **Record the entry info on the appropriate Registration Sheet.** Hand out bib. They can buy a t-shirt for \$18. Money handler: take payment, make change if needed. Give gloves & instruction sheet to registrant.

PACKING UP:

On Sunday morning the registration closes at 8:45am. Package pickup closes at 9:00. After this please pack up all unclaimed kits into as few bins as possible, collapse the rest, and put into my van (PaceSetter mini-van). (I'll be at the start line from 9:05 until just after 9:17, then back to pack up and drive to the finish.)

The tables and chairs in Room 209 will need to be folded/stacked and put back in the storage closet and the room completely cleared out, ready for other users. We don't come back later in the day.

All paper and cardboard gets recycled. Pack into one box and load into the PaceSetter van, or if possible, take with you to recycle later (thank you!).

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COURSE MARSHALS

Study the marshal maps (next pages) and make sure you understand where you'll be standing and where the runners and traffic will be coming and going.

Questions? ask the captain! Karl 604-886-7994.

Wear reflective vest and for most positions, carry a STOP/SLOW paddle (both signed out from us). Show up 10-15 minutes before the time shown on the next pages (the earliest the runners could arrive), unless you are moving from an earlier position, then 5 mins. is fine. The captain will drive the course and make sure everyone is in place ahead of the racers. Call Karl if you have problems.

Stop traffic for runners to proceed where the race route crosses an intersection or road, EXCEPT for emergency vehicles—then the runners must be stopped to let the emergency vehicles proceed. Regular traffic: direct to cross route only when there's a large enough gap in the runners, with time to spare. (earlier marshal spots will not have much of this!)

If a driver becomes rude and insists on "going anyway" — be firm and do not let them proceed! They could hit a runner! Explain that it will only be a short wait and say thank you for your patience. Record their license plate # if they give you trouble, and report to RCMP later.

Bring a cell phone. Borrow one if necessary. Dress warm, use layers.

Be encouraging to the runners, cheer them on! **Tell all of them loudly to STAY INSIDE THE CONES, STAY ON THE SHOULDER, DON'T CROSS THE WHITE LINE, go single file or max. 2 abreast**, especially on the highway. If you are at a turn in the course, point them the right way. Be visible to traffic and runners. If you are at a turn (non-crossing) - and have trouble standing for long periods, bring a lawn chair and take breaks when runners have thinned out.

Stay until all participants have gone by. We have an official Course Sweep on a bicycle. He will let you know you can leave.

Encourage traffic to PLEASE SLOW DOWN. Record license plate # of any unsafe/aggressive drivers.

If any participant needs medical attention, call the medical support # provided on your lanyard or 911 or find someone who can call! (or provide help if you're certified in First Aid).

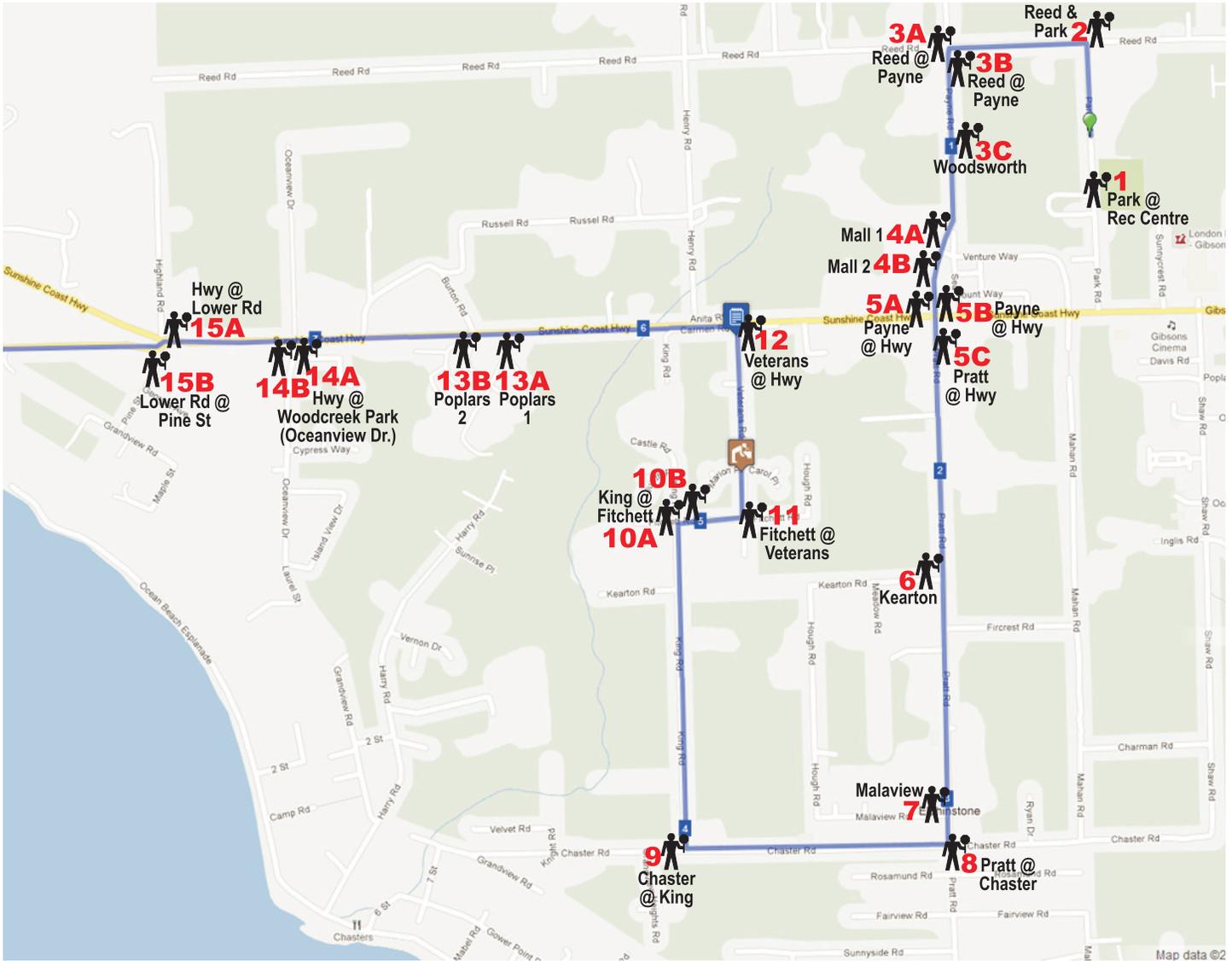
After your job is finished, bring the vest and paddle to Volunteer HQ in Mission Point Park at the finish in Davis Bay, and sign them in. Enjoy a hot drink and a snack there!

If you cannot get to the finish area by 1pm, return them to **PaceSetter Athletic**, open until 5pm Sunday, or Monday 10am-6pm. Located in the Holy Crap building, 622 Hough Road.

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Marshal Map 1: Gibsons - start to Lower Road/Hwy.



#	Runners go by	Description
1	9:07 to 9:19	Start: Park Rd rec centre
2	9:12 to 9:20	Park Rd at Reed
3a	9:20 to 9:26	Reed at Payne
3b	9:20 to 9:26	Reed at Payne
3c	9:21 to 9:27	Payne at Woodsworth
4a	9:22 to 9:29	Payne at Mall 1
4b	9:22 to 9:29	Payne at Mall 2
5a	9:22 to 9:29	Payne at Hwy
5b	9:22 to 9:29	Payne at Hwy
5c	9:22 to 9:29	Pratt at Hwy
6	9:23 to 9:30	Pratt at Kearton
7	9:25 to 9:37	Pratt at Malaview
8	9:26 to 9:38	Pratt at Chaster
9	9:29 to 9:54	Chaster at King

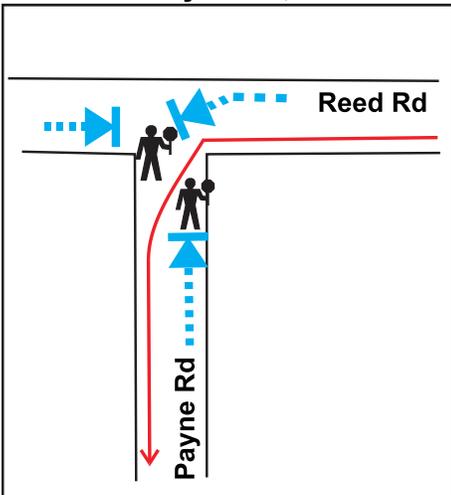
#	Runners go by	Description
10a	9:32 to 10:03	King at Fitchett
10b	9:32 to 10:03	King at Fitchett
11	9:33 to 10:07	Fitchett at Veterans
12	9:35 to 10:09	Veterans at Highway
13a	9:36 to 10:17	Hwy at Poplars 1
13b	9:36 to 10:17	Hwy at Poplars 2
14a	9:38 to 10:22	Hwy / Woodcreek Park
14b	9:38 to 10:22	Hwy / Woodcreek Park
15a	9:40 to 10:31	Highway at Lower Rd
15b	9:40 to 10:31	Lower Road at Pine



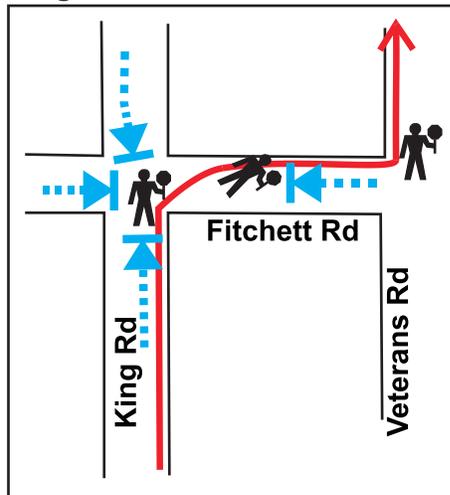
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Marshal Intersection Details for Payne/Reed, King/Fitchett/Veterans, RC Village, and Beach/Marlene.

Reed and Payne 3A, 3B



King/Fitchett/Veterans 10A, 10B, 11



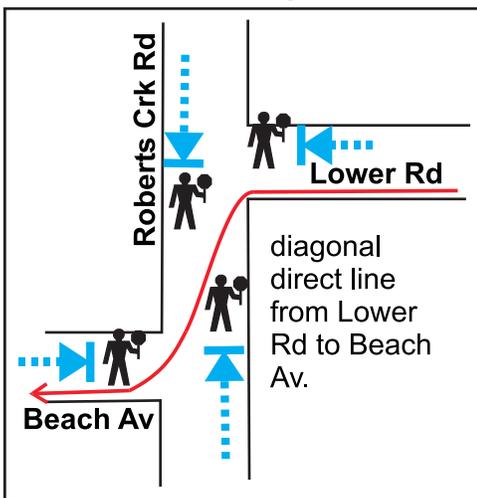
April Fool's Run
Gibsons to Sechelt Half-Marathon

Marshal details

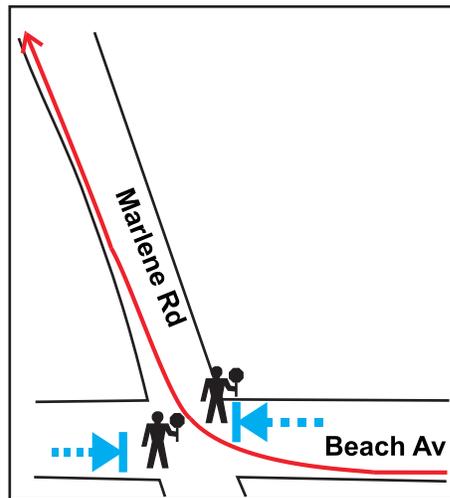
Traffic to be stopped

Runners' route

Roberts Creek Village 17A-D

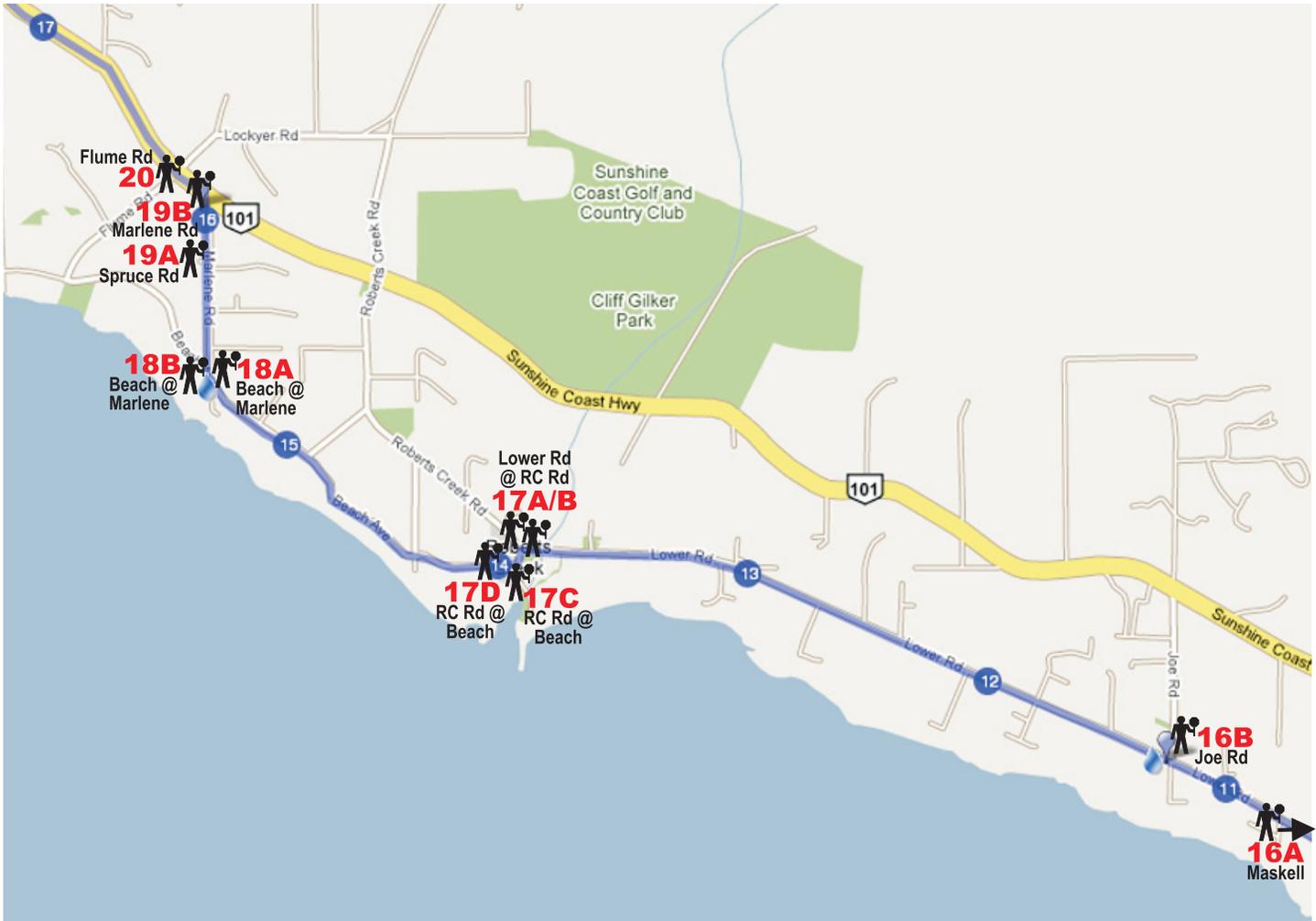


Beach at Marlene 18A, B



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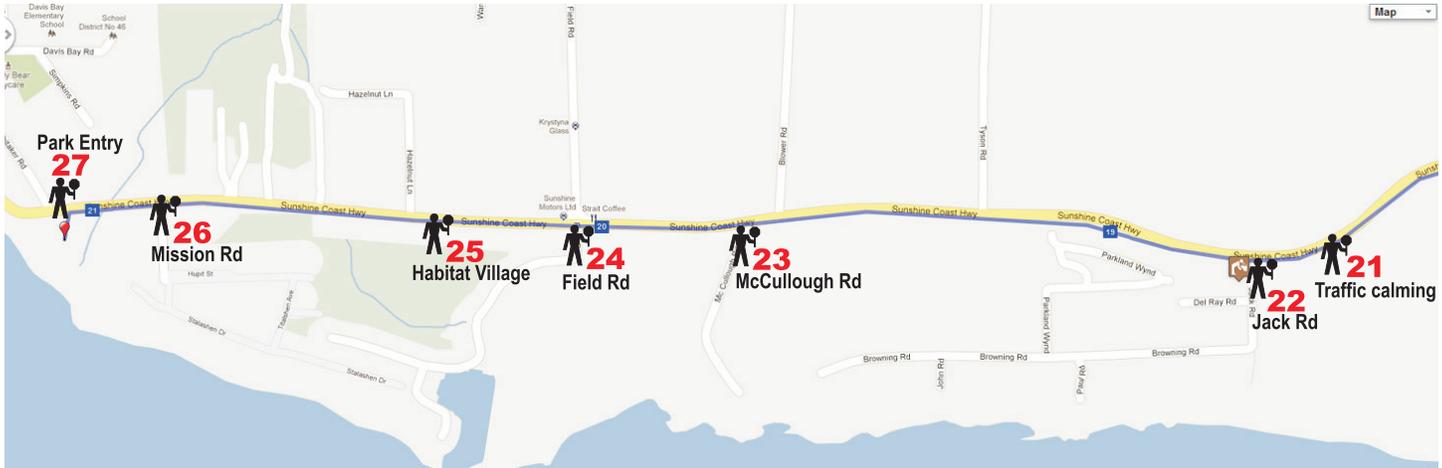
Marshal Map 2: Roberts Creek - Joe Rd to Flume Rd



#	Runners go by	Description
16a	9:50 to 11:00	Lower Road and Maskell - halfway timing - arrive 9:30am
16b	9:50 to 11:00	Lower Road and Joe - relay parking control, no cars onto Lower Rd
17a	9:57 to 11:20	Lower Road and RC Road
17b	9:57 to 11:20	Lower Road and RC Road
17c	9:57 to 11:20	RC Road and Beach
17d	10:20 to 11:20	RC Road and Beach
18a	10:02 to 11:36	Beach and Marlene
18b	10:02 to 11:36	Beach and Marlene
19a	10:03 to 11:38	Marlene and Spruce on West side
19b	10:04 to 11:40	Marlene and Highway
20	10:05 to 11:42	Highway and Flume

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Marshal Map 3: Davis Bay - Rat Portage Hill to Mission Point Park



#	Runners go by	Description
21	10:11 to 12:03	Ratt Portage Hill - traffic calming at bottom of hill, direct traffic to left lane
22	10:11 to 12:03	Highway and Jack Rd
23	10:13 to 12:20	Highway and McCullough
24	10:17 to 12:22	Highway and Field Road
25	10:18 to 12:25	Highway and Habitat For Humanity Village
26	10:21 to 12:32	Highway and Mission Road
27	10:21 to 12:33	Finish Line entrance off Hwy into Mission Pt Park

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BAGGAGE CHECK - Gibsons

Baggage check is FREE.

Use the numbered bib tearoff included in their kit to identify their bag - staple it around the bag handle or strap. This is done inside Room 209.

If they don't have their own bag to put their clothes in, they can use one of the plastic bags provided. Limited numbers. Most should have their own bag.

Runners must take their bag directly to the gear check van waiting outside. Inside the van (it's a 1-ton cube truck from Prime Rentals) the bags should be placed in groups or rows according to bib number, so they can be easily found later.

Gear Check Captain will drive the truck to the finish line after the race has started. See finish line map for proposed location of truck.

BAGGAGE CLAIM — Mission Point Park (Davis Bay)

This year the bags will be handed out directly from the cube truck – no need to unload the bags first.

Attach the GEAR PICKUP sign to the truck where it can be seen from the finish line.

When the truck arrives, spend some time making sure the bags are organized according to bib number and be ready for the runners to arrive starting at 10:25am. Never leave bags unattended. 2 people can work at the opening, calling out bib numbers to 2 bag retrievers, who hand them to the callers to give to the runners.

DO NOT GIVE OUT ANY BAGS UNLESS THEY SHOW YOU THE MATCHING BIB.

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FINISH LINE SETUP – RACE DAY 7:30 to 9:30

Note: There is no parking within Mission Point Park, except for certain vehicles (see below). Please park at the beach parking lot or across the highway at Brookman Park or on Whitaker Rd.

For what to do: see Finish Area Manager Maurice. He will have the master plan and let you know where help is needed and what goes where. View the site map (last page of this document) to get an idea of the layout beforehand. Work in small groups to set up each tent area. Keep track of all bags, tubes, etc. that tents and banners are taken out of. Make sure they don't get lost.

PARK ENTRANCE MARSHAL – RACE DAY 8:30 to 11:30

Station yourself at the west driveway/entrance to man the barricade there, and open it for sponsors and media and staff to DROP OFF supplies - no others allowed:

1. DJ Astrid with sound system, drop off and pickup only
2. StartLine Timing with timing equipment - will stay on site with vehicle
3. Eastlink/Coast TV van - will stay on site
4. Water station captains bringing supplies to the finish, drop off only
5. Subway - drop off only (volunteer food) - get someone to come help carry
6. Running Room truck with generator - can stay on site.
7. Coast FM Cruiser - can stay on site
8. Any other sponsors or volunteers bringing supplies e.g. soup - drop off only



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AID STATIONS

Arrive at least 30 minutes before the first runners are scheduled to arrive, so you have time to set up the table(s) and pre-fill cups and dispensers, and make sure everyone is ready for the runners.

Orange barrel coolers are for water. Blue coolers for Gatorade.

To mix Gatorade, fill the **BLUE barrel** dispenser with water and add 2 canisters of powder. Shake well or stir with wooden spoon (captain please bring your own). DO NOT put sports drink in Noah's Water bottles or the orange barrels. Use 3rd Gatorade can to make another half batch if needed.

Set up water and Gatorade dispensers, on separate tables. Place 2 tables about 30 feet apart, completely off the shoulder of the road. The shoulder needs to be clear for runners.

Gatorade first, then water (as runners come by). Refill the water barrels as needed, from the Noah's bottles (place barrel on ground first to make it easier to fill).

Pre-fill as many cups as you have room for – each cup 2/3 full.

Set up 2 garbage cans, about 30 ft and 50 ft past the last table, for runners to throw their cups into.

Everyone at the water stations must wear the vinyl gloves provided.

Volunteers should hold cups* shouting "GATORADE" or "WATER". Spread out along the verge, 6-8 ft between each volunteer, extra space between Gatorade & Water. **EVERYONE MUST BE ON THE SAME SIDE OF THE ROAD.** Do not cross the runners' path. Do not stand on the shoulder, leave that space for the runners to get by without crossing the white line or cones.

*Dangle cup by the rim between thumb and forefinger, and move arm with the runner a bit so it's a smoother grab. Have more ready in other hand. Be prepared to get wet!

HAVE FUN! and SMILE!!! Keep the runners spirits up!!

One person: Keep picking up used cups and putting them in the garbage cans. **Keep vinyl gloves and other garbage separate from the cups, do not put in same bag. Cups will be recycled.**

After last runner: Bring all supplies and used cups to the finish area food tents. The water station captain will be on a list of "allowed" vehicles into the park driveway at the side - for drop off only, can't stay parked there. Take the left branch of the driveway to get close to the food tents for drop off.

Let the green team volunteers dispose of everything. Unused 18L water bottles, cups and Gatorade go to the food tents. Bags of used cups (with no other garbage mixed in) should be given to the green team. Empty bottles (18L) should be put neatly at the back of the food tents, OR they can be brought to 7838 Redrooffs Road in HMB and left in the carport.



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ASK ME PERSONS

Common questions and answers (everyone working at the finish please bring this page!)

Q. Where do I pick up my gear/baggage?

A. From the big van just over there (point to cube van behind finish line with GEAR CHECK sign).

Q. I need water right now!

A. It's under the food tents with the other drinks. There's also a fountain behind the finish line.

Q. Where's the toilet/bathroom/changeroom?

A. Portapotty is behind the finish line (*to the left, point to it*). Indoor bathrooms and change rooms are in the Rotary beach building, follow the path down by the highway to your left and it'll take you right to it.

Q. Where's the food/water/coffee?

A. Under the IGA tents (*point to them*).

Q. Where's the kids activity tent? Where does the kids run start?

A. See the Running Room tents over there (point towards the highway, east side of the park). Please go around behind the finish line, **DO NOT CROSS THE CHUTE**.

Q. Can I sign my kid(s) up to run the kids run? When? Where?

A. Sorry, the kids run is full for this year, but you can wait to see if someone doesn't show up. If they're not here by 11:30 your child can take their spot if you're next in line.

Q. Where are the awards? Where are the results posted? Is there a draw prize list?

A. In the tent beside the stage (*point*).

Q. When's the awards ceremony? Do I get my age group award then?

A. The ceremony is just for the overall prizing. It will start at 11:20am. It's on the stage near the finish line. Age group, relay & team awards can be picked up in the tent beside the stage (*point*). Listen for announcements too. Costume contest will be on stage at 11:45am.

Q. Where do I bring my Food Bank donation?

A. Thanks for donating! We are taking CASH donations only. Please take it to the awards tent (*point*).

Q. Where are the buses to get back? When do they go?

A. Follow the path near the highway to your left and you'll get to the parking lot. That's where the buses load up. They go at approximately 11:30, 12:00, 12:15, 12:35, 12:50 and the last one no sooner than 1:20.

Q. I'm just here watching, can I have coffee/eat some of the food?

A. The food and drinks here are for the participants only. If you walk along the beach promenade in that direction (point towards Davis Bay), there are places to buy food and drinks. It's a nice walk.

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FINISHER MEDALS

Stand at the exit of the finisher chute and put the medals around their necks as they come to the exit.

Say Congratulations and keep smiling!

Every half marathon & relay finisher gets a medal. *****Kids' Jester Dash finishers possibly get race medals. Teresa will let you know on race day. Depends on late sign-ups in the half. *****

Relays will have 4-digit numbers (solid colour background). Give the appropriate # of medals (2 or 4)
- ask if they are a 2 or 4 person team.

Direct the runners to the food tents, mention Gear Pickup from the cube truck behind the finish line.

If runners ask about their "personalized" medal - explain that the tab with their name and time will be engraved and mailed to them separately, in about 3 weeks, to stick into the indentation on the back of the medal.

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VOLUNTEER HQ AT FINISH

****2019 note: we do not have access to the house inside the park. We will have a 10x20 tent with 3 walls to use instead.****

The volunteer headquarters is a place for volunteers to check in and sign out their supplies if they're working from the Davis Bay side of things, and bring their vest and paddle back later, and get a snack and coffee. Also to report any problems or find out if any job switching is required (to fill a more critical spot).

The HQ will be open from 8am to 1:30pm.

For those in charge of the Volunteer HQ:

Sign in / sign out volunteers as per the list provided by the coordinator (if you're on first shift, ask the coordinator for the list ahead of time and print it out). Record the ID's of the vest and paddle they take. Note the vests have letters as well as numbers (on the left chest), e.g. AFR8.

There will be specific food dropped off (likely Subway sandwiches again) for volunteers.

The coffee carafe labelled SCA is assigned specifically to the Volunteer HQ. Grab a milk/creamer and some coffee cups and stir sticks from the main food tents.

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FINISH LINE REFRESHMENTS

Wash hands with soap (at Rotary washroom or before you arrive). Wear gloves provided, at all times. Use plastic bins to store cut food, keep lids on until served. **Food prep will be under the food tents - we don't have access to the house this year.**

The Volunteer HQ people can have some of the coffee cups, milk and stir sticks.

Chop some bananas in half with peels intact and place in clear plastic bin. No oranges this year.

NO YOGOURT this year. We are avoiding single-use plastic where possible.

Bagels: slice in half horizontally, spread with jam or cream cheese, put into clear plastic bins.

Cookies: some as is, some halved. We are getting 30 dozen 'English Bay' chocolate chip cookies donated, and possibly a large batch of power cookies as well (TBC).

HAND OUT FOOD ITEMS to runners individually, 1 item per person so there's enough for all. They can't help themselves! After 12:00, people can come back for seconds if there's plenty.

*****DON'T PUT EVERYTHING OUT AT ONCE. Save enough so there's a bit of EACH ITEM for the last runners who will be coming in around 12:35 or just after.*****

Make correct use of recycling bins and compost bins and garbage bins - signs show what goes in and what doesn't go in. Do not mix garbage with recyclables/compostables, it's a lot of nasty work to separate them later. Green Team volunteers will help!

Soup: to be served in cups (no spoons needed) by volunteers, from the soup counter (3 warmers) - add HOT tap water to reservoirs underneath when setting up (from Rotary building at beach or Davis Bay B&B), then plug in and it'll heat up quickly. Tape the signs to front of soup counter to advertise our soup sponsors.

COFFEE from Wheatberries: Keep coffee area neat and clean, check regularly.

Keep an eye on how much is left (cups and coffee), be ready to call Wheatberries Davis Bay (604-741-0553) for back up if the supplies seem to be running a little low and there's still lots of time left before the last runners come in. Note, if milk is running low, IGA is very close by. Keep receipts.

WATER: Pour water from Noah's bottles into orange barrel coolers. Put out a limited # of cups - runners are being encouraged to bring their own drink bottles - but not FILL them. They should take only as much as they would fill a cup with. Note, there is also a water fountain behind finish line.



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BACK UP RESULTS AT THE FINISH LINE

This is the back up in case the odd timing chip doesn't get recorded when someone runs across the mat at the finish – we'll be able to still get a result from the back-up list.

Working as a pair, standing just past the finish line off to the side (inside the chute), one person will be calling out the bib numbers of the finishers in the order they cross the line, while the other writes them down in columns with the time beside, using a clipboard. You'll be under a giant inflatable tent.

Write the minutes at the start of each new minute and then you just have to jot down the seconds with the bib numbers. You'll be using a digital watch with the real time of day.

Example:

Time	sec	Bib
=====		
10:45	35	453
	37	254
	38	20
	41	112
	54	398
46	2	473
	9	2225
	25	198

etc.

There will be some times when you can't get everyone's time if they all come in a bunch - but do your best to get all the BIB NUMBERS down – that takes priority over times. (If someone's chip time is missing, at least we'll know within a few seconds where they finished, but if their bib # is not in the back up, we can't tell much).

Note for the person calling out the bibs: If you can't see their bib number, and you have a few seconds before the next runner arrives, shout at them "BIB NUMBER?" or "What's your bib number" and hopefully they can unzip their jacket to show it, or tell you, etc.

Give all the sheets and the watch back to the StartLine guys at the end.



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AWARDS & DRAW PRIZE PICK UP, FOOD BANK DONATIONS

You will be located under a tent beside the stage near the finish chute.

You will need to set out the awards on tables so you can find them easily.

DRAW PRIZES

There are some draw prizes that are to be given out based on a pre-drawn list of winners. Write the bib numbers on the provided poster boards & put up on the tent (attach to corner posts or put on table). *There may be extra names on the list – just use as many as there are prizes, starting from the top.*

The prizes will be numbered and printed on a list. People aren't going to be choosing, just give them the prize # that corresponds to their # on the winners' list. Only exception – if a gift certificate is marked "LOCALS ONLY" be sure that someone from the lower Sunshine Coast gets it.

As people come to see if they've won, and claim their prize, **be sure to check off their name from the winners' list** (but don't obliterate it). Ask to see runners bibs (to verify it's really them).

AGE GROUP, RELAY and GROUP CHALLENGE AWARDS

The awards for 1st, 2nd and 3rd in each age category (M & F) will also be given out here. StartLine Timing will give you lists of the top 3 in each age group as they are available.

This year, the top 3 age group winners each get a medal (gold, silver, bronze).

Relay awards: Running Room Gift Cards and prizes TBC. Top three 2-person relays in 2 categories (women's and mixed) and top two 4-person relays (2 categories, women's and mixed).

Group challenge awards: First group overall (no categories). Winning group gets up to 10 assorted items as provided (actual # of prizes based on team size, maximum 10).

StartLine Timing will give you full results pages to post up where runners can view them.

As the winners find out they've finished in the top 3 in their division, they will come to your table to pick up their award. Check their bib # against the one on the list, and give them the appropriate 1st, 2nd or 3rd place award and **CHECK THEIR NAME OFF as received**. (but don't obliterate the name)

If someone is picking up for a friend or teammate, make sure you write down their name, e.g. "picked up by xxxxx".

FOOD BANK DONATIONS & DRAW PRIZE

We are accepting donations of CASH for the food bank, on race day. There will be an envelope for this.

We'll be doing a draw among online donors ahead of time and the winner's name will be provided to you. The prize will be labelled FOOD BANK DRAW. The winner can pick it up after showing some ID.

Volunteer Instructions updated Mar 31/19



KIDS RACE

This is a free run for kids age 7 and under. They will be pre-registered and Home Healthcare Network will have the list. We only have 50 of everything so can't take any more than 50 kids.

The activity tent will be open from 11:00 and there the kids can sign in, get their t-shirt and decorate it / colour it, and pick up their goodie bag (toys).

The run is at 12:00. We will announce the kids run and everyone can watch them and cheer them on. Kids run course is marked on the finish line site map, see last page of this document. The course needs to be marked with a few cones at the corners (supplied by us).

At 11:30, someone needs to check that the path is clear all the way around. If any vehicles are blocking it, ask the race announcer to make a request that it be moved.

At 11:45 the kids should be led in a fun warmup. At 11:55 they should be taken to the start line and get ready to run! We will likely have a pacer to lead the kids.

Marshals for the kids run: As marked on the map. 1 marshal needs to open a space in the finish chute where the kids enter from the side path, then close it again after the last kid is through. Runners will still be coming in from the half marathon, so the kids need to be guided to stay on the RIGHT approaching the finish. A marshal must stand in the middle of the chute to do this.

Parents can run with the kids but if they ran in the half marathon **THEY MUST REMOVE THEIR BIB number first - VERY IMPORTANT** (has the timing chip on it)! **Announce this at the start.**

2 or 3 people needed behind the finish line to keep the kids from straying until the parents catch up.

People behind the finish line need to keep the area clear of spectators and parents. Ask them to move back behind the tent. Don't let it get congested. Official photographers and film crew can stay.

Afterwards, the kids can come back to the activity tents. Maybe do some more crafts. They are also welcome to go with their parents to the food tents and get a snack and some water. They must go around the back of the finish line, no crossing the chute in front.

Volunteer Instructions updated Mar 31/19



GREEN TEAM

There will be large bins in 3 locations at the finish area. Each location should have 1 recycling, 1 garbage and 1 compost bin. Place 1 set on each end of the food area, and another near the kids' tent.

At your station, you are responsible for helping people put their waste in the correct bins. Even with signage, people need help with so many options. Study the signs yourself so you know where things go and can direct people quickly and easily.

The captain and team should put the signs on the bins and then tape actual items to the signs or lids for a very visual clue - e.g. people see a paper cup on a bin, they know the cups go there.

Your captain will let you know what can be composted. The garbage is only for any items that cannot be composted or recycled - the "last resort".

Be cheerful and friendly to the runners and spectators!

Be pro-active - not passive. If you see someone hesitating, step forward and help them choose the right bin. Otherwise - you have to pull the wrong stuff out... not fun!

The water station supplies will end up at the finish. Mostly used cups.

At the end of the event, go around and look for any waste items and put them into the correct bins.

Don't forget the aid station supplies that will be arriving during clean-up.

Captain - please take a photo of the amount of garbage left at the very end (put into 1 bin). We aim for less than half a bin. Make sure only 1 garbage bin is used, the others should be empty or we have to pay for them all.

Volunteer Instructions updated Mar 31/19



FINISH LINE CLEANUP

Put all recyclables and compostables in the appropriate bins. I know at the end it's tempting to just start putting everything in the garbage... but please don't! It means hours of dirty work for us before we can pack up and go home. Don't forget the aid station bags of cups etc. that may be arriving during clean-up.

All actual garbage should be condensed into ONE garbage bin. Leave the other 2 empty.

Tables need clearing off and folding and stacked near the food tents OR near the gear check truck. All folding tables marked SCA belong to us.

Tents all come down unless manager specifies otherwise. Some have covers - make sure the correct covers go with the tents.

All leftover small supplies, awards, small signs, etc. packed up neatly and compactly and loaded into the PaceSetter van. Large items go in the Prime Rental trucks. Manager will organize the loading.

Please ask the finish area manager about correct way to roll up the pennant tape. Don't just roll it up like a power cord. It has to be done correctly.

Sponsor banners (vinyl type) must be rolled up, NEVER FOLDED (that damages them). If they came in a tube, put them back in their correct tube.

Look around the park for any litter or small items and clean up.

Please don't leave the site until EVERYTHING is loaded into vehicles and the site is clean.

With ALL of us working together we can get finished much faster and then go relax for the rest of the day! (at the pub?)



Volunteer Instructions updated Mar 31/19

A larger map is available separately on the volunteer page.

2019 note: we do not have access to the house inside the park. It's being repaired after a flood.

April Fool's Run Finish Line - Mission Point Park, Davis Bay

