



RACE DAY VOLUNTEER GUIDE

RACE DAY TIME LINE

5:00 am	Parking Lot Opens
5:30 am	Start/Finish Line setup begins (Lake Shore Athletics)
6:00 am	Volunteer Check-in
6:30 am	Registration Opens (Field House, West Room, 1st Floor)
7:00 am	Course Check begins: 1st Pace Car drives course to assure there are no parked cars, all barricades are in place, and to put up sponsor Mile Marker signs.
7:45 am	10K/ Youth Mile registration closes
7:50 am	10K Line up at Start/Finish Line
8:00 am	10K Race Starts
8:10 am	Youth Mile Starts
9:15 am	5K Registration Closes
9:20 am	5K Line up at Start/Finish Line
9:30 am	5K Race Starts
10:30 am	Tot Run begins in children's area
10:30 am	Memorial Day Parade Starts at 110 th and Longwood Drive
11:15 am	Memorial Day Program in the park
(estimated)	

VOLUNTEER JOB DESCRIPTIONS

Race Day Registration – RIDGE PARK WEST ROOM

10 Volunteers

- Arrive at 6 a.m. and check in. There will be a briefing in the West Room at 6 a.m. for all registration volunteers.
- Inform runners that applications must be complete and legible, or their run may not be timed.
- Things to look for are: race bib with name, age, gender, and signatures.
- Registration volunteers must assign a bib number and make sure the bib number is on the application.
- Accept fees and make change OR hand credit card to designated credit card processor.
- Give race number/bib and pins to participants.

- **The B-tag is on the bib.** The bib should not be folded; it must be pinned to the front of the shirt, not covered. Folding the b-tag, pinning it elsewhere on the body, or covering it with clothing will affect whether the tag is read properly for accurate timing.
- Give them relevant information about picking up their t-shirt, starting line, the course, awards postings, etc. Refer them to maps in the vicinity.
- Send problems to trouble desk

Packet Pick-up

- Arrive at 6 a.m. and report to Volunteer Check In.
- Registration takes place in the Ridge Park Field House, West Room.
- Distribute to runner/walkers race number/bib (Numbers are separated into either numeric or alpha batches) and T-shirt (make sure it is correct size; remove T-shirt tab from bib). Pins for bibs are in the goody bags.
- Ask runner/walker to verify information on race number/bib.
- **The B-tag is on the bib.** The bib should not be folded; it must be pinned to the front of the shirt, not covered. Folding the b-tag, pinning it elsewhere on the body, or covering it with clothing will affect whether the tag is read properly for accurate timing.
- Give them relevant information about starting line, the course, results postings, etc.
- Send problems to trouble desk.
- Direct runners who want to check their belongings to Gear Check tent.

Finish Line Water

10 to 15 Volunteers,

- Arrive at 6 a.m. Report to Volunteer Check-In
- Set up and stock water at the finish line. Set up tables for serving runners as they come in.
- Keep area clean.

Runner Refreshments

15 to 20 Volunteers

- Arrive at 6 a.m. Report to Volunteer Check-In
- Set up and stock food tables for serving to runners as they come in.
- Take the FOOD TAB from the bib. Only RUNNERS/WALKERS get refreshments.
- Keep areas clean.
- Distribute food and keep tables stocked.
- Only serve one of everything until everyone has been served.

Course Marshals

50 Volunteers

- Course marshals can pick up their volunteer t-shirt at any of the packet pick-up times at Running Excels or Ridge Park.
- Arrive at 7 a.m. at designated location on the course.
- Marshals are posted at all intersections and turns along the racecourse. Guide runners/walkers as to the course turns or directions.
- Prevent cars, bikes, and spectators from entering the course.
- Captains will check on the course marshals at 7 a.m.

Water Stations

10 to 15 Volunteers per water station with one captain

- Arrive at the water station by 7 a.m. T-shirts will be at the water station.
- Help setup water station tables.
- Keep the water tables stocked with filled cups of water.
- Hand cups of water to runners/walkers.
- Clean up the water station and surrounding area following the race.

Kids' Zone

5 Volunteers

10 a.m. to 1 p.m.

- Help set up and manage the tot run, and hand out bibs and ribbons.
- Supervise and manage the inflatables, limiting the number of children at one time, making sure age appropriate groups, etc.)
- Assist with other children's activities as needed.