

# **VOLUNTEER ROLES – Sunday, 15 November 2020**

## **Registration**

**Shift 1: 05:30am – 10:30am & Shift 2: 10:00am – 2:00pm**

You will be responsible for:

- 'Checking in' the participants
- Distributing the participant's race kits
- Ensuring that all participant's understand the event and timing processes

**We are seeking a minimum of 12 (and up to 20) volunteers for each of the two shifts**

## **Bag Compound**

**Shift 1: 06:00am – 10:30am & Shift 2: 10:00am – 2:00pm**

You will be responsible to check that:

- All participants handing in their personal bag to store will hand in a tag with their bag (tear off from their race bib).
- Participants will only be able to collect their bag(s) from the bag compound on presentation of their race bib.

**We are seeking a minimum of 4 (and up to 8) volunteers for each of the two shifts**

## **Start Line**

**Shift 1: 05:30am – 10:30am & Shift 2: 10:00am – 2:00pm**

Participants will be wearing a race bib, numbered sequentially according to their wave time. Wave times are in intervals of 15 minutes, within which participants are 'released' into the stairwells every 10 seconds.

You will be responsible to:

- Ensure all athletes run/walk up in their correct nominated wave
- All climbers are organised and marshalled when required
- Shift 2 will also help after the last wave, with pack up of the area

**We are seeking 6 – 10 volunteers for the Start Line Shift 1, and 3 – 6 volunteers for Shift 2**

## **Stairwell Marshals**

**Shift 1: 06:00am – 10:30am & Shift 2: 10:00am – 2:00pm**

As Stair Marshal, you are responsible for the safety of participants in the stairwells.

You will need to:

- Use two-way radios to call for assistance / first aid.
- Assist with the Water bottle replacement
- Clean-up any Water spillage with paper towel
- Place empty bottles in bins
- Assist in emergency situations, if required
- Encourage runners & walkers

**We are seeking 20 - 24 stair marshal volunteers for Shift 1, and 12 volunteers for Shift 2**

## **Finish line**

**Shift 1: 06:00am – 10:30am & Shift 2: 10:00am – 2:00pm**

Important tasks for these volunteers include:

- Directing competitors towards the finish line
- Giving medals to the finishing participants
- Assisting with guiding participants away – so the area is not over congested
- Assisting participants in the Recovery Zone at the water station

**We are seeking a minimum of 6 (and up to 12) volunteers for each shift**

**Other important Volunteer Roles necessary to make this event a success are:**

## **Thursday, 12 November 2020**

### **Race Kit Packing**

**Shift from 09:00am – 02:00pm**

Help us pack the race kits for the 2,700 participants. This could be a perfect opportunity for a corporate to involve their staff for a few hours, volunteering for The Fred Hollows Foundation.

**We are seeking up to 12 volunteers for this task**

### **Race Kit Distribution**

**Shift from 04:00pm – 07:00pm**

Assist us handing out the race kits to participants collecting their bibs prior event day.

**Seeking 2 volunteers**

## **Friday, 13 November 2020**

### **Race Kit Distribution**

**Shift from 11:00am – 02:00pm**

Assist us handing out the race kits to participants collecting their bibs prior event day.

**Seeking 2 volunteers**

### **Event Area Set-up Day**

**Shift from 10:00am – 01:00pm**

Assist us setting up the whole event, please note this volunteering task involves manual labour and requires heavy lifting. (Appropriate Work Health and Safety measures will be implemented.) Task on hand for set-up are:

- Move bottled water into designated stairwell locations
- Set-up signage in the stairwells

**Seeking 4-6 volunteers**