



**UNLEASHED AT STADIUM BOWL  
VOLUNTEER HANDBOOK**

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**Kindred Souls Foundation's Annual Fundraiser**

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Scan to access the  
Area Lead information & the  
most current volunteer updates

## Volunteer Expectations

**Always the 1<sup>st</sup> question:** Do I have to walk, run, bear crawl the stadium stairs to volunteer ?!

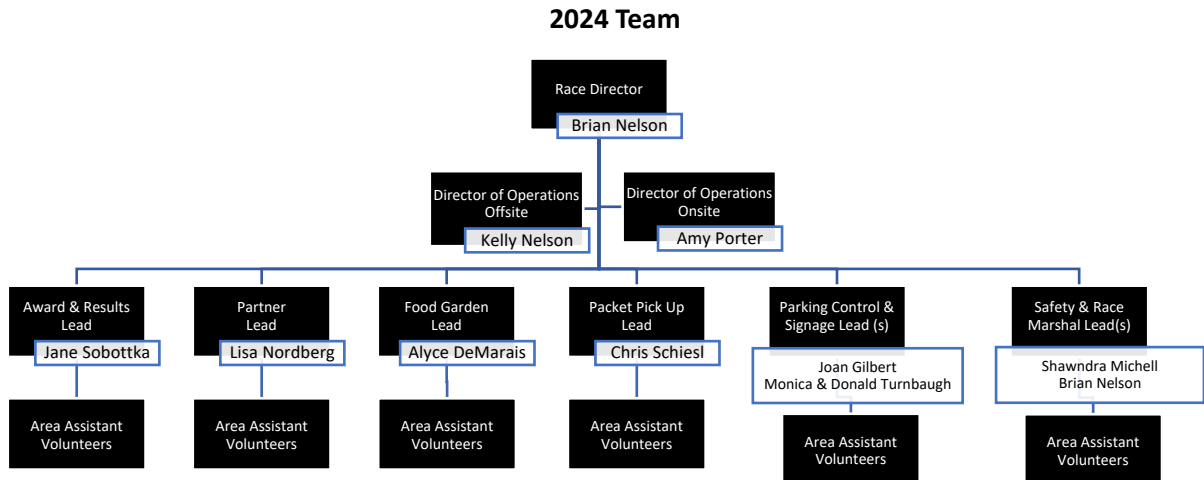
NO! We do have a few volunteer positions that require being on the stairs, but those will be identified below. If your main concern about supporting Unleashed at Stadium Bowl as a volunteer is a concern about running or walking the stairs, please put those concerns aside.

The primary task of all volunteers is to support the participants by creating a sense of professionalism, safety, and authentic desire to see them excel. We do this by:

- **Knowledge:** Every volunteer must know the FAQs, understand the intent of the race, know the layout, know the sequence of events, and know where everything is located.
- **Enthusiasm:** To witness another human being give extraordinary effort is the definition of inspiration. We guarantee you will be inspired (!) and we want you to demonstrate that in your interactions with everyone.
- **Selflessness:** Our job as volunteers is to create an environment in which our participants are enabled to give everything they have on the stairs. To leave nothing. To completely exhaust their reservoirs of strength and endurance. This is uncomfortable, scary, and unfamiliar to most people. The outcome for the participant is a renewed sense of self and a healthy sense of power. It changes how people view themselves everyday forward. We set the conditions for personal transformation.
- **Initiative:** Because our volunteers have been trained on Unleashed, participated in ‘check-on-knowledge’, and are mentored by previous volunteers—we trust your judgment on the field. You understand the mission. If you see a problem, fix it. If you cannot fix it, immediately elevate your concern to an Area Lead. The success of Unleashed at Stadium Bowl is because we have 50+ volunteers operating independently towards the same goal.
- **Desire for Successful Outcome – “want to win” spirit:** Every action and choice made in the set-up, execution, and tear-down of Unleashed at Stadium Bowl must be made with a desire for a successful outcome. Excellence in execution. Better than you found it.
- **Teamwork:** Unleashed would not be possible without all of you contributing your generous time. The success of Unleashed is based in a team approach to execution. We want you to feel as comfortable volunteering as we want the participants to feel racing. You will always have more than one person you can reach out to for help. Whether it is a Director, a Lead, or another volunteer – you will never be alone

## Area Lead Overview

Unleashed has a lot of moving parts and demands a high level of organization. It requires a solid team of volunteers to execute effectively and safely. Each year we identify Leads to oversee designated area logistics and volunteers.



Leads donate 20-40 extra hours prior to and/or after race day. They attend additional meetings, help refine/update area needs, conduct preparatory tasks, coordinate with each other, vendors, sponsors, wellness and community partners, medics, and Stadium personnel.

Leads direct and oversee their support team on race day. Each Lead will have a 2-way radio with designated channels. Your Lead is the first person you go to if there is an issue you cannot resolve on your own. If there is a medical emergency in your area, then you alert your Lead ASAP so that he/she can 2-way the medics. If you see a medical emergency or concern and cannot locate your Lead, then immediately alert a teammate you are leaving the area and go to the medic tent. Once the medics have been updated, please return immediately to your area.

If your Area Lead is unable to assist with a question or concern, he/she will alert:

- 1) Another Area Lead if relevant
- 2) The medics
- 3) The onsite Director of Operations

It is important to know that even with 2-way radios and cell phones it can be difficult to hear an incoming call. Depending on the circumstances, your Area Lead may designate you or another volunteer to physically leave the area to address the question or concern.

The Area Lead names, contact information, and important info for race day can be found by scanning the QR code on the table of contents page or here: <https://unleashedatstadiumbowl.org/2024-update/>

## Pre-Race Day Volunteer Overview

In addition to Race Day volunteering, each volunteer is asked to assist with one of the following tasks:

**RACE PACKET ASSEMBLY – THE WEDNESDAY BEFORE THE RACE:** Race bags include the race t-shirt and event program guide. T-shirts need to be sorted by size and folded with the tag at the top for visibility. The event program guide contains all the information racers need to make the most of their experience. It will include the timeline, rules, race route, important information such as lost & found, list of booths, overview of free perks offered on the field and other useful information.

Start time is usually between 5-6PM and goes until complete which depends on how many people are helping (~2 hours). Location will be determined as we get closer to the date but will be in the general Lakewood/Tacoma area.

**RACE BIB ASSEMBLY – THE WEDNESDAY BEFORE THE RACE:** When we need to identify specific participant group information we will use color-coded wristbands that will be affixed to the race bibs. The information is noted on the sticker that the chip timer places on the bib and you affix the corresponding wristband to the bib.

Start/finish time and location will be determined as we get closer to the date but will be in the general Lakewood/Tacoma area. (**NOTE:** we will not have wristbands for 2024)

**PRE-PACKET PICK UP – THE FRIDAY BEFORE THE RACE:** Participants can pick up their race packet and bib/race sticker on the Friday before the race at a specified date/time/location. Volunteers verify the participant's information and record it and/or make any necessary changes for the chip timer. This task is good for those who like to interact with people and are comfortable answering race questions. The Area Lead will be participating, so you will have support available.

Set up for volunteers starts at 3PM. Packet pick up runs from 4PM – 7PM. Location will be determined as we get closer to the date but will be in the general Lakewood/Tacoma area.

**FIELD SET UP – THE SATURDAY BEFORE THE RACE:** This is a physically demanding job in the August heat. We set up the race line stanchions, the food garden, position water points, assist partners/vendors with their set up, and set up our tents/tables/chairs. This task is just as important as those on race day. We provide food and bottled water to keep your energy up! Hydrate well before arriving.

Start/finish time is 3PM until complete (~7PM) on Stadium Bowl field.

**CHECK ON KNOWLEDGE – BETWEEN July 1-31:** Complete an online 'check-on-knowledge' form regarding the overall race. There is no 'pass/fail' just the ability to ensure you know what is needed.

## Race Day Volunteer Position Overview

**PARTNER SUPPORT:** This position involves checking in with our wellness partners, vendors, and sponsors to ensure they have what they need throughout the race and to answer their questions.

**FOOD GARDEN:** This is where most participants go after they are finished racing to enjoy shade tents and complimentary food and beverages. Volunteers assist our food vendors, ensure food and water is replenished, keep the area clean and presentable, and help transport water bottles in wagons to various water points on the field.

**PACKET PICK UP:** This position requires verifying information with the participants to ensure they are recorded correctly. This is a fast-paced position that requires attention to detail, clear communication, and being sociable.

**PARKING CONTROL:** Parking control requires keeping situationally aware of the parking available inside the parking garage, politely telling participants other options when the garage is full, directing participants along the pathway and into the Bowl, overseeing the gated volunteer parking area, and kindly reminding them of the Bowl Rules as necessary.

**RACE MARKERS & SIGNAGE POSITIONING:** Signs are posted from along Stadium Way down into the Bowl on the field. Our signage is akin to breadcrumbs, leading everyone to where they need to go/be. Signs are 2'x3' A-Frame style made of wood and weigh ~10lbs.

**RACE RESULTS & AWARDS:** The results table requires dedicated people to continually update the incoming results from the Timer and provide the results list to the Awards volunteer team. Volunteers will walk quickly/run multiple times from the Results tent on the field to the Timer on the field. Awards are given for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place by age group\* for men/women/non-binary. There are awards for individuals and teams. This task requires coordinating results and awards under the direction of the Area Lead. (\*All age groups must have a minimum of 3 competing to receive 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place awards)

**ROVING FIELD SAFETY & SUPPORT:** Volunteers keep situationally aware of safety all around and alert the medics of any concerns. This event has a metered start where participants are released in groups of three about every 10-20 seconds. The race line volunteers work closely with the Timer as well as ensuring those who finish early can safely cross the start lane without disturbing those who just started. They also work closely with the food garden for water and medics.

**RACE MARSHAL:** These volunteers must be able to climb and descend the stairs repeatedly throughout the race. The primary concern is safety, so these volunteers pay close attention to each racer. It requires having the presence of mind to act with decisiveness if/when there is an emergency. Race marshals coordinate with their Area Lead, Field Lead, and the Medics. Safety training is provided so that Marshals understand the additional safety protocols and expectations.

## Lead Position Duties & Responsibilities | AREA: FIELD PARTNERS

*The Field Partner Lead assists the organizers with booth setup and take-down and oversees the overall interactions of the race participants and partner, sponsor, and vendor booths during the event.*

### Pre-event activities

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase
- Create a list of printing/quantity needed with enough time to print
- Work with organizers to determine the set up/take down logistics for Sat/Sun
- Work with organizers to determine booth placement on the field
- Ensure 2-way radios are charged and distributed as needed to area Leads and teams on Saturday

### Saturday Prior to Event

- Direct area volunteers to outline the booth footprints
- Direct area volunteers to set up staging area
- Oversee along with the Parking Control Lead the volunteers directing vehicles on the drive
- Oversee volunteers assisting partners, sponsors and vendors moving to their booth location
- Greet and answer questions for partners, sponsors and vendors

### Event Sunday

- Serve as main POC for 2-way radio communication between your area and other areas including medics
- During the event:
  - Assist with area-specific related and general questions and requests
  - Periodically check in with partners, sponsors and vendors to see how they are doing and to explain takedown and exit strategy
  - Remind partners, sponsors and vendors to review their event program guides so they are aware of relevant race info
  - Engage racers, partners, sponsors and vendors to interact
  - Check in with Safety/Field Lead to see if temporary help is needed and alert team if someone leaves the area to assist Safety/Field Lead
  - At the designated time, direct volunteers to set up the staging area in preparation for take down

## Lead Position Duties & Responsibilities | AREA: FIELD PARTNERS (cont.)

- Post-event
  - Coordinate volunteer team for area take-down to include:
    - Assigning volunteers to oversee the staging area where they will assist loading partner, sponsor and vendor vehicles
    - Assign volunteers to assist partners, sponsors and vendors with moving their booth supplies from the field to the staging area and returning immediately back to assist others
    - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance



## Volunteer Position Duties & Responsibilities | AREA: FIELD PARTNERS

*Our Partners and Vendors are providing a complimentary service/product to the race participants, so we want to be sure they receive any assistance they may need. This is a service-oriented position best performed by volunteers with gregarious, outgoing personalities.*

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

*The booth footprints need to begin 1 ½ - 2 hours before partners, sponsors and vendors arrive*

- Outline the booth footprints under the direction of the Area Lead
- Man the bottom of the drive and direct vehicles to staging and back out once they are unloaded under the direction of the Parking Control & Field Partner Leads
- Assist partners, sponsors and vendors from the staging area to their booths

### Event Sunday

- During the event:
  - Greet partners, sponsors and vendors
  - Assist with area-specific related and general questions and requests
  - Periodically check in with partners, sponsors and vendors to see how they are doing and to explain takedown and exit strategy
  - Field Partner Lead may send some volunteers over to the Field & Safety Lead for support
- Post-event
  - Area take-down and exit under Lead direction
    - Set up the exit staging area
    - Assist partners, sponsors and vendors with moving their booth supplies from the field to the staging area and returning immediately back to assist others
    - Assist loading partner, sponsor and vendor vehicles at the staging area
    - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance

## Lead Position Duties & Responsibilities | AREA: FOOD GARDEN

*The Food Garden Lead assists the organizers with food garden vendor contact, food garden setup and take-down, and oversees the operation of the food garden during the event.*

### Pre-event activities:

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Reserve food garden participant tables (round cocktail tables)
- Contact food garden vendors and provide event logistics information
- Serve as information contact with food garden vendors
- Map layout of food garden to include water point areas
- Work with organizers to determine event day needs and create a list of supplies/quantity needed with enough time to purchase/secure (i.e., number of cases of water, ice/ice chest requirements)
- Work with organizers to procure recycling bins from venue for the event
- Plan/purchase food and drinks for Saturday setup volunteers
- Purchase water, as needed

### Saturday Prior to Event

- Pick up cocktail tables from rental facility
- Pick up food for Saturday setup volunteers
- Provide ice chest with ice for volunteer food/drinks
- Coordinate volunteer team for food garden setup to include:
  - Move field equipment, as needed
  - Lay out tarp if using
  - Fill and place fire hoses for tarp if using
  - Set up stanchions and flagging
  - Set up tents, tables (cocktail tables and vendor tables), and chairs

### Event Sunday

- Purchase ice
- Coordinate volunteer assistance for vendor arrival and setup
- Serve as liaison for food garden vendors
- Coordinate water delivery to field locations
- Serve as main POC for 2-way radio communication between your area and other areas including medics
- During the event:
  - Serve as liaison for food garden vendors, and field needs
  - Monitor food garden activity
  - Assist with area-specific related and general questions and requests

## Lead Position Duties & Responsibilities | AREA: FOOD GARDEN (cont.)

- Post-event
  - Coordinate volunteer team to assist food vendors with take-down
  - Coordinate volunteer team for food-garden take-down to include:
    - Take down tents, tables, and chairs
    - Dismantle stanchions/flagging
    - Empty and roll fire hoses if used
    - Clean and fold tarp if used
    - Return field equipment to original locations
    - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance
  - Prepare debrief (e.g., amount of water remaining)
  - Return tables to rental facility
  - Send thank you letters to food garden vendors

## Volunteer Position Duties & Responsibilities | AREA: FOOD GARDEN

*Help with food garden setup and take-down, and operation of the food garden during the event.*

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Assist with food garden setup to include:
  - Move field equipment, as needed
  - Lay out tarp if using
  - Fill and place fire hoses if using
  - Set up stanchions and flagging
  - Set up tents, tables (cocktail tables and vendor tables), and chairs

### Event Sunday

- Assist vendors with arrival and setup under the Area Lead direction
- Clean/dry tables and chairs
- Assist with water delivery to field locations
- During the event:
  - Assist vendors, as needed (i.e., participant token collection, wristband tabs if using)
  - Monitor food garden activity
  - Assist with area-specific related and general questions and requests
  - Keep situationally aware of safety concerns in and outside your area and report as needed (see Area Lead section)
- Post-event
  - Assist vendors with take-down
  - Assist with food-garden take-down by mindfully packing and labeling totes/boxes before loading onto the truck
  - Check with other Area Leads to see if they need assistance

## Lead Position Duties & Responsibilities | AREA: PACKET PICK UP

*The Packet Pick Up Lead is responsible for ensuring participants are registered correctly at time of packet pick up and that any changes needed are brought to the attention of the chip timer ASAP. The Lead is briefed by organizers on any specific notes/details regarding individual, partner/team, and heroes race kits prior to packet pick up dates and ensures that his/her team is aware of those notes/details before packet pick up starts each day. The Lead compiles the changes/revisions made by participants at time of packet pick up and emails the updates to the organizers and chip timer immediately after pre-packet pick up or immediately at the time of packet pick up on race day.*

### Pre-event activities:

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase
- Create a list of printing/quantity needed with enough time to print
- Check the quantity and condition of the T-shirt dividers and bins with enough time to replace if needed
- Ensure enough 1628/3256/Heroes stickers are available with enough time to purchase
- Pick up event guide from printer
- Oversee bib/wristband assembly if wristbands are used

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Stage the two tents/tables footprint under the direction of the Race Director and Leads

### Event Sunday

- Serve as main POC for 2-way radio communication between your area and other areas including medics
- During the event:
  - Assist with area-specific related and general questions and requests
  - Ensure any changes to registrations are immediately brought to the attention of the Timer
  - Explain that their bib placement needs to be on the front center of their shirt or the chip may not get picked up by the timer and they will not receive a chipped time
  - Remind participants to review their event guides so they are aware of the free services on the field and all relevant race info
  - Ensure area is manned until all supplies are secured after the race starts
- Post-event
  - Assist with take down as needed
  - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance

## Volunteer Position Duties & Responsibilities | AREA: PACKET PICK UP

### Friday 3PM – 7PM Prior to Event (if this is a pre-race volunteer position selected)

- Arrange tables in back for the t-shirt/event guide supply
- Place the Unleashed tablecloth on the table holding the bib bins
- Place bib chart in area for easy viewing
- Encourage people to read the event guide before Sunday so they can make the most of Race Day
- Volunteers manning the check-in table with bibs:
  - Ask participants for their bib number which they can find on the bib chart posted or by using the QR code link
  - Retrieve bib from bin. If there is a waiver attached, have the participant complete the form
  - Ask the participant to review the info on the bib sticker to verify all is correct
    - If there are any changes that affect their race placement (age, gender, lap) then this must be recorded on the clipboard form and given to the Lead at the end of the day
  - Provide the participant with the correct oval-shaped race sticker (1628/3256/Heroes) according to the race indicated on their bib sticker
  - Check off the name on the clipboard sheet, verify that the waiver has been signed and the size of t-shirt that is noted on the bib sticker. **Note:** *We cannot provide a different size shirt from the one requested on the registration. If a participant wants to see if there are leftover shirts to swap out it cannot be done until the week after the race when participants who could not make the race have had the opportunity to obtain their paid-for race kit.*
  - Request the race kit bag with the appropriate t-shirt size from volunteers manning the T-shirt/event guide bag supply
  - Hand the race kit bag, bib and oval race sticker to the participant
- Volunteers manning the race kit bags
  - The check-in volunteer will call out a T-shirt size and you will pull a bag with that size
  - Verify shirt size after pulling from bin and ensure an event guide is in the bag
  - Give the bag to the check-in volunteer requesting it
- If someone is picking up a packet for another person, they will need to provide the completed authorization form or a hand-signed note from that person. Permissions that cannot be verified as authentic (such as someone verbally telling you on the phone) ***cannot be used*** and please tell them that is for the protection of the participant. Participants will need to pick up on race day between 8-8:30am on the field
- **No packets can be picked up for others, even w/an authorization form or note, if a WAIVER still needs to be signed**
- Collect the signed authorization notes for our records and give to the Lead at the end of the day
- At 7PM volunteers will mindfully pack up all boxes of t-shirts, plastic bins with bibs, and all signage and load into vehicle of the Area Lead

## Volunteer Position Duties & Responsibilities | AREA: PACKET PICK UP (cont.)

### Event Sunday

- Tents and tables will have already been set-up by the Saturday volunteers
- Place all signage identifying area as Packet Pick-up and the bib charts around your area
- Wipe condensation off tables and place tablecloths on the tables, making sure nothing is hanging out from underneath tables that could be hazardous to people walking by
- Hang signs of the Bib number ranges on the tent canopy over each row. This is to identify which line runners should be in (there are usually 5 rows total but will depend on participant number)
- Place one of the prepped clipboards with participant info next to each bib bin
- Put bowls of safety pins and hand sanitizer on table for easy access to runners
- T-shirts boxes should be arranged by size behind the tables leaving enough room for volunteers to walk around
  
- During the event:
  - A volunteer will be assigned to walk line with a clipboard of names/bibs to ask if anyone needs their bib# before they get to the front of the line
  - The bib charts that include a QR code in addition to the person's name/bib# will also be accessible in the immediate packet pick up area
  - A volunteer runner will be assigned to take participant changes to the timer as directed by the Area Lead
  
- Volunteers manning the bibs:
  - Ask participants for their bib number
  - Retrieve bib from bin. If there is a waiver attached, have the participant complete the form.
  - Ask the participant to review the info on the bib sticker to verify all is correct.
    - If there are any changes that affect their race placement (age, gender, lap) then this must be recorded on the clipboard form and brought by the identified runner to Timer **ASAP** by the designated volunteer runner
  - Check off the name on the clipboard sheet and verify that the waiver has been signed or mark on the sheet that you have obtained the signed waiver on-site and place that waiver hard copy under the clipboard tab that says 'Waivers'
  - Request the race kit bag with the appropriate shirt size (as indicated on the bib sticker) from volunteers manning the supply. **Note:** *We cannot provide a different size shirt from the one requested on the registration. If a participant wants to see if there are leftover shirts to swap out it cannot be done until the week after the race when participants who could not make the race have had the opportunity to obtain their paid-for race kit.*
  - **No changes can be made regarding T-shirt size or lap choice**
  - If a participant says they signed up for a lap that is not reflective on the bib sticker, then ask them to step aside and pull up their registration online to verify. *If the laps do not match, then have the designated volunteer runner take the participant to the Timer ASAP*
  - Show them the 1628 or 3256 sticker (depending on the race they signed up for) and alert them you are placing it in the bag with their t-shirt and event guide.

## Volunteer Position Duties & Responsibilities | AREA: PACKET PICK UP (cont.)

- Volunteers manning the bibs (cont.):
  - Explain that the bib placement needs to be on the front center of their shirt, or the chip may not get picked up by the timer and they will not receive a chipped time
  - Ask them to not place their oval race sticker on their bib, or the chip may not get picked up by the timer and they will not receive a chipped time
  - Share with them that the event guide has all the details they need to make the most of the race
  - Direct them to the Timeline, Race Route, and Rules posters and in their event guide so they can see the order of events and extra activities
  - Ask if participant has any questions – thank them and wish them good luck and a good time
- Volunteers manning the T-shirt bags:
  - The check-in volunteer will call out a T-shirt size and you will pull a bag with that size
    - Verify shirt size after pulling from bin
    - Give the bag to check-in vol requesting it
- Post-event
  - Assist with take down as needed
  - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance



## Lead Position Duties & Responsibilities | AREA: PARKING CONTROL

*The Parking Control Lead is responsible for overseeing the locked parking area at the Historical Society and directing participants, volunteers, partners, vendors, and any other personnel from their parking location to the field.*

### Pre-event activities:

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Obtain key to the Historical Society parking lot from Race Director
- Obtain list of authorized people allowed to park in the Historical Society parking lot on Race Day
- Obtain list of authorized vehicles allowed to park on the drive Race Day
- Obtain list of authorized vehicles accessing the drive before 8AM, but who are not authorized to park on the drive Race Day
- Coordinate with Signage Lead(s) to ensure the signs relevant from the parking garage to the top of the hill that goes into the Bowl are placed
- Verify and obtain the locks for both gates along the race route that lead into the Bowl
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Coordinate incoming partners, sponsors and vendors on the drive with Field Partner & Safety Leads and Race Director as needed
- Ensure a garbage can is at the top of the drive

### Event Sunday

- Serve as main POC for 2-way radio communication between your area and other areas including medics
- Coordinate incoming partners, vendors and other support on the drive with Food Garden & Field Partner Leads, Race Director and Director of Operations (onsite) – all off drive by 8AM
- Verify the parking control assistant overseeing the Historical Society parking lot has secured/locked the gate and confirm the time he/she is to unlock it so vehicles can exit (~10:30am)
- Ensure the Historical Society gate key gets to the designated person who will unlock the gate for vehicles to exit (~10:30am) and that person confirms when they have returned it to the Race Director or Director of Operations (onsite)
- Assist with area-specific related and general questions and requests
- During the event
  - Assigned to a second area once parking duties are complete
- Post-event
  - Assist with take down of second area assigned and check in with other Area Leads

## Volunteer Position Duties & Responsibilities | AREA: PARKING CONTROL

*Help with directing participants, volunteers, sponsors, partners, vendors, and other personnel from their parking location to the field.*

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Coordinate incoming partners, sponsors, and vendors on the drive with Field Partner & Safety Leads and Race Director as needed
- Ensure a garbage can is at the top of the drive

### Event Sunday

- If you are assigned a 2-way radio ensure it is in your possession from the Lead by 7:15am
- Be on point by 7:30am
- Parking Control volunteers should be positioned by the parking garage at the top of the bowl, top of the road to the bowl entrance (Area Lead), and parking control in/out of the Historical Society parking lot
  - All positions
    - You are the first volunteers that everyone sees when they arrive
    - Be ready to greet everyone with enthusiasm and answer questions
    - Have general knowledge of location of packet pick up, field and race rules, parking assignments, etc.
    - Ensure people do not get lost on their way from parking to the Bowl
  - Historical Society parking lot volunteer
    - Monitor that only authorized vehicles are entering the lot
    - Lock the Historical Society parking gate at the time designated by the Lead
    - Communicate with Parking Control and Field Leads concerning special parking needs such as someone needing to leave the Historical Society parking lot early
    - Return to Historical Society parking lot and unlock the parking gate at time designated by the Lead
    - Get the Historical Society parking gate key to the Race Director or Director of Operations (onsite) once the gate has been unlocked post-race
  - Top of road to bowl entrance (Area Lead position)
    - Coordinate incoming partners, vendors and other support on the drive with Food Garden & Field Partner Leads, Race Director and Director of Operations (onsite) – all off drive by 8AM
- Assist with area-specific related and general questions and requests
- Exit your position and head to the field at the time designated by the Parking Control Lead
- During the event
  - Assigned to a second area once parking duties are complete
- Post-event
  - Assists take down of second area assigned and check in with other Area Leads

## Lead Position Duties & Responsibilities | AREA: RACE MARKERS & SIGNAGE POSITIONING

*The Signage Lead is responsible for confirming correct signage needed for the year, picking up and dropping off the signage at storage, and overseeing that the directional and field signage is placed where designated on race day.*

### Pre-event activities:

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Check the condition of the signs with enough time to print new copies if needed
- Ensure signs are adequately secured to the boards
- Obtain the list for all signs needed and match to the signs being loaded into the vehicle
- Obtain the map of all directional and field sign locations
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- If it is determined by the organizers that signage will be brought to the field on Saturday, then
  - Place field signage in the designated area so that it can be assembled and set up more deliberately on Sunday (protect from weather)
- Assigned to a second area

### Event Sunday

- Place directional signage (including along the parking and walking route) on the designated street locations by 6-6:30AM
- Place field signage in its correct area by 7AM so that field volunteers can assemble and set up more deliberately if the organizers have elected to not bring it on Saturday
- Serve as main POC for 2-way radio communication as needed
- Assist with area-specific related and general questions and requests
- During the event
  - Assigned to a second area once signage duties are complete
- Post-event
  - Assists take down of second area assigned and check in with other Area Leads
  - Picks up field and directional signage and returns to storage

**SIGNAGE VOLUNTEERS:** If this position is not being Co-Lead, then only one assistant is required to help. Responsibilities will be determined by the Lead and will include those listed under Event Sunday above.

## **Lead Position Duties & Responsibilities | AREA: RACE RESULTS & AWARDS**

*The race results and awards Lead assists the organizers with ordering medals and trophies, obtaining donated awards (i.e., gift certificates and product), providing the race director with a clear list of winners and the correct award(s) for the ceremony, race results and awards setup and take-down, securing the awards until time of presentation, and oversees the operation of the race results and awards booths during the event.*

### Pre-event activities:

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Order medals, trophies, and engraved plate
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase
- Bag medals by age groups and race (1628/3256)
- Pick up donations (i.e., gift cards and product, raffles if needed)
- Check the condition of the award ceremony wood podiums with enough time to repair if needed
- Check the quantity and condition of the raffle boxes with enough time to replace if needed
- Ensure black award tablecloth is clean and presentable
- Ensure the Awards and Race Results canopy signs are in good condition or request new ones made if needed

### Saturday Prior to Event

- Coordinate volunteer team for race results and awards setup to include:
  - Set up tents, tables, and chairs
  - Affix signage on front of both canopies for visibility
  - Pre-position ceremony podiums

### Event Sunday

- Keep awards secured, transport to Area after race begins, ensure awards are always monitored
- Serve as main POC for 2-way radio communication between your area and other areas including medics
- During the event – Race Results
  - Results table remains bare to tape down results pages OR a covered table can be used with corkboards placed flat down and result sheets secured with pushpins
  - Direct area volunteers to retrieve race results from Timer
  - Monitor race results activity
  - Assist with area-specific related and general questions and requests

## Lead Position Duties & Responsibilities | AREA: RACE RESULTS & AWARDS (cont.)

- During the event – Awards
  - Cover award table with black fitted tablecloth
  - Keep race awards and medals always secured during the race
    - Do not set out medals/gifts/prizes on the table for security purposes
  - Set out trophies on table
    - Place the engraved plate on the Largest Pack Team perpetual trophy closer to ceremony time so it is a surprise
  - Assist with race results-related questions and requests
  - Organizes the race results sheets on a clipboard for award presentation by the Race Director
    - Winners in each category will be highlighted for the Race Director to announce overall winners and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place\* in each category for presenting of trophies and medals (\*All age groups must have a minimum of 3 competing to receive 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place awards)
    - After each category of winners is announced, the Lead will cross out the prior winners and highlight the next group to make it easy and clear for Race Director to properly announce the next group of winners
  - Assist with group awards after the individual awards
- Post-event
  - Assist with take down as needed
  - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance

## Volunteer Position Duties & Responsibilities | AREA: RACE RESULTS & AWARDS

*Help with results and awards setup and take-down, and operation of the race results and awards booths during the event.*

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Assist with race results and awards setup to include:
  - Set up tents, tables, and chairs
  - Affix signage on front of both canopies for visibility
  - Pre-position ceremony podiums

### Event Sunday

- During the event:
  - Set up the remaining booth needs under the direction of the Area Lead
  - Race Results - serve as runner between Area Lead and Timer, ~9:30AM
  - Monitor race results activity, alert Lead if results set up needs altering
  - Assist with area-specific related and general questions and requests
    - If there is an issue the Lead is unable to fix, then walk the participant over to the Timer to address. 99% of the issues that arise from race results will need to be dealt with by the Timer
    - If an issue is not deemed a Timer issue and the Lead is unable to assist, then the Lead will 2-way the on-site director of operations
  - During the award ceremony, a designated volunteer will hand the appropriate trophies/medals to Race Director for presenting to the winners on the podium
- Post-event Race Results & Awards
  - Assist with take down as needed
  - Mindfully pack and label totes with extra medals and supplies
  - Check with other Area Leads to see if they need assistance

## Lead Position Duties & Responsibilities | AREA: ROVING SAFETY & FIELD SUPPORT

*The Safety & Field Lead is monitoring the overall pulse, flow, and feel of the event. Responsibilities include anticipating and intervening on issues before they erupt into crisis; alerting other Area Leads, Director of Operations, Timer, race marshals, and medics to emergencies; communicating safety issues along the race route with race marshals, water points, and medics; keeping clear, assertive, and effective communication always; and maintaining composure while under stress.*

### Pre-event activities

- Attend Lead meetings
- Be visible to volunteers during meetings to establish rapport before race day
- Obtain the 2-way radio, arm band, name tag
- Attend all race marshal and safety meetings
- Check the condition of the race line set up items, mile markers, and safety supplies with enough time to replace if needed
- Work with organizers to determine pre-event and event day supply needs
- Create a list of supplies/quantity needed with enough time to purchase

### Saturday Prior to Event

- Oversee and direct the area volunteers on setting up the race line
- Ensure Medic tent is set up and ready to go
- Oversee and direct area volunteers on setting up water points and designated field points
- Oversee and direct area volunteers to help other Area Leads if time permits

### Event Sunday

- Serve as main POC for 2-way radio communication between your area and other areas including medics
- Meet with medics that will be at water points and give radios
- During the event:
  - Assist with area-specific related and general questions and requests
  - Give mile marker paddles to volunteers, ensure they know their role
  - Identify safety issues and handle accordingly
  - Identify friction spots of AAR post event
  - Check in with Race Marshal Lead
  - Monitor overall pace/flow of the race and intervene as needed
  - Direct area volunteers as needed
- Post-event
  - Coordinate volunteer team for field and safety take-down to include:
    - Take down race line
    - Take down tents, tables, and chairs
    - Mindfully pack and label totes/boxes with remaining supplies
  - Check with other Area Leads to see if they need assistance

## **Volunteer Position Duties & Responsibilities | AREA: ROVING SAFETY & FIELD SUPPORT**

*Along with the Area Lead, you are monitoring the overall pulse, flow, and feel of the event. Volunteers must always be situationally aware, be able to maintain composure while under stress, communicate clearly, assertively, and effectively and be able to physically walk the field from any given point to the medic tent.*

### Saturday Prior to Event (if this is a pre-race volunteer position selected)

- Set up race line
  - Place stanchions according to map for participants to line up
  - Place stanchions according to map to direct racers to finish line
  - Hang flagging from stanchions
- Set up Medic tent
- Set up water points (water jugs, coolers, tables, cups)
- Ensure all tents are lowered and have sandbags attached to legs and wooden blocks under all legs (chairs, tents, tables)
- Assist any other areas needing help

### Event Sunday

- Make any needed adjustments to race line (stanchions, flags, etc.)
- Raise tent/canopies
- Ensure all sandbags are still secure, holding tents in place
- Assist medics with any needs
- Fill coolers with water bottles
- Assist Partners with any needs
- During the event
  - Diligently watch for safety issues, anyone in distress/need of help, alert Lead and medics when needed
  - Assist with area-specific related and general questions and requests
- Post-event
  - Under the direction of the Lead, begin a partial take down of the lineup stanchions
  - Assist with full race line and field take-down by mindfully packing and labeling totes/boxes before loading onto the truck
  - Assist other Area Leads and volunteers with their area take-down by mindfully packing and labeling totes/boxes before loading onto the truck



## Lead & Volunteer Position Duties & Responsibilities | AREA: RACE MARSHAL

*The Race Marshal Lead oversees all other Race Marshals. This position requires the ability to task-organize your team into the most effective deployment knowing their strengths and weaknesses. Other responsibilities include coordinating directly with the Safety Lead, Director of Operations, and Medics, and keeping situationally aware of all Race Marshals to ensure they remain hydrated and healthy.*

**The primary responsibility of all Race Marshals is safety.** The greatest risk for our participants and volunteers is to fall down the stairs. Race Marshals need to be:

- Action-oriented: able to quickly respond to situations
- Decisive: able to assess and respond to situations based on safety
- Clearheaded: able to be perceptive in emergency situations
- Fit: capable of standing and moving up and down stairs for 60-90 minutes
- Observant: able to assess when someone looks unstable/over-taxed on the stairs
- Confident: able to assertively tell people to stop and rest, and calling over medical experts
- Enthusiastic: willing to encourage all participants
- Communicative: able to communicate with other Race Marshals, Race Marshal Lead, other Area Leads, and Medics clearly and effectively

The following descriptions are based upon the position map attached. The first responsibilities are for all Race Marshals, then specific guidance for different positions. If position is not specifically stated below, follow 'All Race Marshal' guidance.

- Race Marshal Lead (position 1):
  - In addition to the standard uniform for Race Marshals, the Lead wears an orange safety armband
  - Oversees all Race Marshals. Must be able to task organize your team into the most effective deployment knowing their strengths and weaknesses
  - Coordinates directly with Safety & Field Lead, Director of Operations, and Medics
  - Keeps situationally aware of all Race Marshals to ensure they remain hydrated and healthy
    - If someone needs a break, the Lead assigns a pre-identified substitute
  - Responsible for pointing first racer onto stairs correctly and then able to move freely as needed
  - Mans a 2-way radio
  - Follows protocol listed under 'All Race Marshals'

## Lead & Volunteer Position Duties & Responsibilities | AREA: RACE MARSHAL (cont.)

- All Race Marshals 1-25:
  - Always have 2-3 bottles of water within 2 feet
  - Uniform is safety yellow Unleashed shirt (provided by us), shorts/athletic gear bottoms and running shoes as you must be able to move quickly in the heat
  - Must drink at least two bottles of water during race to stay hydrated
  - Complete a 'check-on-knowledge' regarding the race
  - Act with authority when deciding about safety
  - Tell unsafe racers or 'wobbly' racers to sit down. Unsafe acts can lead to disqualification
  - No 'high-fiving' or visually distracting racers – verbal encouragement only for safety
  
- Position 2:
  - Position is upper sidewalk on the visitors side
  - First Race Marshal on stairs, point racers to first 'down'
  - Periodically check behind snack bar building (past emergencies have been here)
  - Keeps a red safety flag OR mans a 2-way radio – this position is more critical as the 2-lappers begin their second lap
  
- Position 4:
  - Position is on upper sidewalk on visitors side
  - Point racers up the first entrance and onto the correct 'down' staircase
  - Keeps a red safety flag
  
- Position 5:
  - Mans a 2-way radio
  - Ensure all racers touch the top stair with at least one foot
  
- Position 8:
  - Point racers to 'Widow-maker' and appropriate 'down' stair after widow maker
  - Keeps a red safety flag
  
- Position 9:
  - Ensure racers climb to top of Widow Maker
  - Mans a 2-way radio
  
- Positions 13-16
  - Coordination among these race marshals is critical
  - Must ensure racers go up the last 'up' which is the western most staircase (10<sup>th</sup> up), and return down the same 'down' (10<sup>th</sup> down)
  - Point the right people onto track after completing the 10<sup>th</sup> up
  - Keeps a red safety flag
  - Mans a 2-way radio
  
- Position 17:
  - Responsible for safely helping runners cross the start line. About ¼ of the runners will complete race before everyone starts. Finishing runners may be oblivious and walk in front of racers just starting