



# VOLUNTEER INSTRUCTIONS



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## What Should I Do?

Please check in with the volunteer coordinator at the designated time (found in your volunteer email). We will have a very brief meeting prior to the start of the race. The volunteer coordinator will be specified for each race and will typically meet you near the registration trailer or near the finish line.

You will need to walk or drive to your course marshal or aid station assignment. If you are unable, please contact us and we will arrange for a driver to take you. Please leave for your assigned area no later than the time specified in your volunteer email.

## Course Marshals

Course marshals should assist runners with directions on the course and cheer them as they pass. Please use your outdoor voice to announce to runners any directions prior to the runner arriving at your location. For example, if you are on course directing 5K and 10K traffic, you can use language like: "5K runners left! 10K runners right!" Again, be loud so runners can hear you ahead of time. Please also take the course marshal map with you on course. The race may be led by a vehicle/bicycle, so watch for it approaching.

The roads are public roads and there may be cars on them. If there are runners crossing, please stop the vehicle until they have safely crossed.

## Aid Stations

### Setup

- Fill cups half-way with water or sports drink when you get to the aid station.
- Many of our events are self serve or cup free, so you will not need to fill a lot of cups when you get there.
- Cover 25% of the table with water cups and 10% with sports drink depending on instructions from the volunteer coordinator. Continue to fill cups as necessary.
- If using water bottles at an aid station, you will have a large cooler full of bottles of water and ice. Please only open water bottle cases and replace water in the cooler if needed (for example, there is no need to restock the cooler if most runners have passed the aid station and there is still cold water bottles available).
- At longer races (i.e., ½ marathons/marathons), there will often be additional nutrition at aid stations, like Gu Packets or other energy supplements. If available, these will be located in your aid station bin and should be placed out on the aid station table.
- Your aid station will have several trash cans for runners to dispose of their trash. One trash can should be placed next to the aid station and others should be placed several feet (maybe 150-200 ft) down course. This will allow runners to drink their aid on the course and still have a trash can to dispose of their trash. IF, the trash cans are not placed down course where they should be, please make sure to place them. Ultimately, if trash cans are placed in the correct locations, it saves lots of cleanup time and effort.



## Race Time



- Encourage athletes as they come through the water station by giving them a big cheer or loud applause. They will appreciate it.
- Call out “water” or “sports drink” to runners as they approach. Runners will tell you what they want.
- Keep the aid station area clean throughout the race. When there is some down time, please pick up cups and wrappers runners throw on the ground.
- Make sure you always have enough water (or water bottles) and sports drink filled. As the race nears its end, you can reduce the amount you pre-pour. If using water bottle, please do not fill the cooler beyond what is needed for the race.
- If you need any additional supplies, call the race director and we will bring them to you.
- If holding cups to hand to athletes, hold them from the **bottom**.

## Cleanup

- When the race is over, empty any remaining cups and place them in the garbage. For half used bottles of water, please empty the bottle before placing in the trash.
- Please pick up all cups/bottle and wrappers the runners leave behind.
- Do **NOT** empty any of the jugs (we may need it at the finish line).
- Remove the garbage bags from the trash containers and tie the garbage bag(s).
- Collapse the table, put the water jugs on top of the table. Place the garbage next to the table.
- Wrap all unused cups back in the bag.
- Any supplies not used (including nutrition) should be placed back in the aid station bin.

## What Else Do I Need to Know?

### Medical Emergencies

If there is a medical emergency, CALL 911 and follow their instructions. THEN, call the race director.

If an athlete needs basic medical care, call the race director. We will send out staff to assist. There is an automated external defibrillator (AED) and first aid kit located on the timing trailer.

Again, in the event of an emergency, call 911, NOT the race director.

### Important phone numbers

Race Director  
Event Coordinator  
Volunteer Coordinator  
Police  
EMS emergency

These Numbers are Specific to each race and will be included in your race instructions.

911

911

## What Should I Bring?

- Bug spray in the summer
- Hand warmers in the winter (and fall and spring, because it's Wisconsin...)
- Cell phone
- Music/speaker for your cell phone – why not rock out while you're helping out? (Runners will appreciate it, too!)
- Course map
- These instructions
- As Little Orphan Annie knew well, you're never fully dressed without a smile! (Festive headbands optional)



## What Do I Get out of It?

### Free Race Entry

THANK YOU for volunteering with Silver Circle Sports Events! All volunteers can run a future SCSE owned event at no charge. [Get your free code here!](#)

*The fine print...* only events **owned** by SCSE are eligible. On the bottom of all race websites, it will indicate if the race is owned or managed by SCSE. The Lake Country Tri, Run S'more 24, and DoLittle Marathon all require more than one volunteer event. Contact us for more details if interested in events requiring multiple volunteer sessions.

[Request Free Entry](#)