



Volunteer Instructions

WISCONSIN'S LEADER IN ENDURANCE EVENTS

SILVER CIRCLE SPORTS EVENTS

silvercirclesportsevents.com

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What Should I Do?

Please check in with the volunteer coordinator (Judi Mulkey ----->) at the designated time (found in your volunteer email) under the registration tent. We will have a very brief meeting prior to the start of the race.

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 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.
- Cover 75% of the table with water cups and 25% with sports drink depending on instructions from the volunteer coordinator.



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.
- Excusing our adorable model to the left, please hold the cups at the bottom and NOT at the rim of the cup when handing them to runners.
- 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 and sports drink filled. As the race nears its end, you can reduce the amount you pre-pour.
- If you need any additional supplies, call the race director and we will bring them to you.

Cleanup

- When the race is over, empty any remaining cups and place them in the garbage.

- Please pick up all cups and wrappers the runners leave behind.
- Do not empty any of the jugs (we may need it at the finish line).
- If there is water left in the 5-gallon jugs, put the caps back on.
- Empty the garbage and tie the garbage bag(s).
- Collapse the table, put the water jugs on top of the table, and place the garbage next to the table.
- Wrap all unused cups back in the bag.

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	Sean K. Osborne	262-327-4472
Event Coordinator	Katie Osborne	262-434-0447
Volunteer Coordinator	Judi Mulkey	414.303.7768
Police		911
EMS emergency		911

What Should I Bring?

- Bug spray in the summer
- Hand warmers in the winter (and fall and spring, because 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. All you have to do is select an event and [email us](#) for a code!

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.