

# Role Descriptions: Pre-Race

## Race Kit Volunteer

**Thursday, March 14th.2024**

**REPORT TO:** When you arrive, please wait in the lobby.

### **ROLE DESCRIPTION:**

In addition to their race bib and technical T-shirt, each participant receives a "race kit/swag bag" (contains product samples/literature from event sponsors). These require assembly.

If you select this assignment you will be helping stuff anywhere from 1,500 to 1,700 bags with said samples/print materials and grouping the bags into lots of 10.

You may also be asked to assist with preparing kits/T-shirts for teams.

- Prepare race kits to be distributed to volunteers with materials provided
- Ensure all race kits are prepared with equal materials.
- Assist with ensuring the distribution area is well maintained
- After the race kits have been prepared, assist breaking down boxes to prepare for recycling
- Some light lifting and standing is required.

## Pre-Registration Day Volunteer

Every participant who registers is requested to pick up their race bib, T-shirt and race kit over 2 scheduled days prior to race day. On race day, we also accommodate "latecomers" to pick up their bibs/kits and handle new registration, if space is available.

If you select this assignment, you may help check each runner/walker against the registration list and give them their assigned bib number or distribute their tech T-shirt and race kit or help with teams or help with new registration or explaining final details and answering questions.

Pre-Registration Day will take place on the following dates:

- March 15th and
- March 16th.

Pre-registration location will be confirmed.

**REPORT TO:** When you arrive, please remain in the lobby and ask for Brian Mclean.

LEAD: Brian Mclean.

## **JOB DESCRIPTION:**

- Ensure all participants' information is up to date.
  - Distribute race kits to participants following confirmation
  - Ensure all race kits are prepared with equal materials.
  - Assist with ensuring the distribution area is well maintained
  - All money collected is to be given to the Lead at the end of your shift.
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*Prior experience appreciated; recommended to do one pre-event pickup day if selecting race day; good communication skills; attention to detail extremely important; comfortable working with crowds; fast paced at times.*

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# Role Descriptions: Day of Race

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## Bag Check Volunteer

**ARRIVAL TIME: 8:00 am sharp, ending at 1:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue

LEAD: To be confirmed

### **JOB DESCRIPTION:**

- Collect supplies for your station - tape, markers, signs.
- Pull out signs directing participants to the bag check area.
- Put out signs indicating that the bag check closes at 12:30 pm.
- Set up a bag check area.
- Accept incoming bags and clothing.
- Tell participants that the bag check closes by 12:30pm.
- Label bags with tape - use markers to write bib number of the participants; upon returning, they show you their bib number and you will retrieve their bag.
- Arrange checked items in order of the bib numbers.
- Never leave the bag check area unattended! Always ensure that there are two volunteers at the station at all times for security reasons.

### **KEY REMINDERS:**

- Feel free to bring snacks and water along with you.
- If you have a cell phone, please bring it along.

# Beer & Brunch Volunteer

**ARRIVAL TIME: 9:00 am sharp, ending at 1:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue

LEAD: Shelley Lewis

## **JOB DESCRIPTION:**

- Set up tables and chairs.
- Set up crowd control items such as stanchions, tape, etc.
- Put up appropriate signs.
- Assist with food and drink preparation and distribution.
- As the participants finish the race, direct them into appropriate line ups.
- Direct flow of traffic to keep the line moving.
- Check off bibs and collect meal tickets in front of lines.
- Collect money from people who do not have race bib numbers, and give them a food/drink ticket - this is best done in the line up in advance to keep the line moving.
- Keep the food area clean!
- After the event, help pack all unused food items, take down all signage, tape, etc and do a final clean up of the food/drink area. All money is to be turned over to the Brunch Leader.

## **KEY REMINDERS:**

- Please dress for the weather, as you may be outside assisting with line control.

# Race Announcer Volunteer

**ARRIVAL TIME: 9:00 am sharp, ending at 1:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue

LEAD: Tony Fletcher

## **JOB DESCRIPTION:**

- Following a script, use of a megaphone to communicate announcements to the participants.
- Ensure communication is thorough and consistent.
- Assist with set up at the start line.
- Clean-up the area – no debris to be left behind.

## **KEY REMINDERS:**

- Please dress appropriately for the weather, as you will be outside all morning.
- Feel free to bring water and snacks along with you.

## **Greeters/Information Volunteer**

**ARRIVAL TIME: 8:00 am sharp, ending at 1:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue

### **JOB DESCRIPTION:**

- You will play a vital role in ensuring both athletes and their supporters are aware of where they need to be and when before the race begins:
  - Located at Evergreen Brick Works. you will provide general information to guests who need assistance. I.e. Location of restroom facilities, maps of the route...
  - You will encourage runners to head to the starting line and provide general assistance in a variety of areas as needed

# Medals Volunteer

**ARRIVAL TIME: 9:30 am sharp, ending at 12:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue

**LEAD:** Adriane Beaudry

## **JOB DESCRIPTION:**

- Collect supplies - medals, tables, etc.
- Load and transport medals to the Finish Line.
- Set up tables at the Finish Line.
- Unpack medals.
- Distribute medals to participants as they proceed through the finish line.
- Clean-up the area – no debris to be left behind.
- Load any supplies or garbage back into vans after race is over.

## **KEY REMINDERS:**

Please dress appropriately for the weather, as you will be outside all morning. Feel free to bring water and snacks along with you.



# Registration Day (on Race Day) Volunteer

**ARRIVAL TIME: 7:30 am sharp, ending at 12:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue.

## **JOB DESCRIPTION:**

- Ensure all participants' information is up to date.
- Distribute race kits to participants following confirmation
- Ensure all race kits are prepared with equal materials.
- Assist with ensuring the distribution area is well maintained
- All money collected is to be given to the Lead at the end of your shift.

**Note:** On race day, we also accommodate "latecomers" to pick up their bibs/kits and handle new registration, if space is available.

If you select this assignment, you may help check each runner/walker against the registration list and give them their assigned bib number or distribute their tech T-shirt and race kit or helping with teams or helping with new registration or explaining final details and answering questions.

**PRE-REQUISITES/NOTES:** prior experience appreciated; recommended to do one pre-event pickup day if selecting race day; good communication skills; attention to detail extremely important; comfortable working with crowds; fast paced at times.

# Route Marshal Volunteer

**ARRIVAL TIME:** 9:00 am sharp, ending at 12:00pm

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue.

## **JOB DESCRIPTION:**

- You will sign-out a reflective vest to be worn at all times during the race. The vest will indicate to police,
- volunteers, participants and the public that you are a Route Marshal of the event.
- You will be assigned a specific area along the race route. Some of you will receive maps and go on foot and some of you will be driven to your site.
- Please do a visual sweep of your area and look for any debris on the road that could cause an accident for the racers. Remove the debris or if it looks serious, please inform your Leader to bring a pylon to place on the spot.
- **Note:** *Electronic devices are to be used only for emergency purposes only while volunteering.*
- **VERY IMPORTANT:** Please watch for participants who are struggling or who have had an accident and require attention. Refer to your emergency contact card for whom to call in the event of a serious occurrence.
- **VERY IMPORTANT:** Watch for pedestrians crossing the route and only allow them to cross when you feel it safe for them to do so.
- **VERY IMPORTANT:** Watch out for vehicles that may be trying to gain access to the roads while the event is in progress. Inform the driver about the race and request that they leave the race route.
- If you are having difficulties with a pedestrian or vehicle, please ask the nearest police officer to assist you.
- A key component of your job is to cheer on all the racers as they go by. Support of our athletes makes our race fun and exciting for all and encourages them to do their best!
- After the race, it is important to clean up your specific area along the route of all debris such as cups, papers, etc. Once the road is cleared of all participants, you can return to the volunteer desk.
- At the volunteer desk you will be asked to debrief your experience of the race, return your reflective vest and receive your food and drink voucher. Please note that the reflective vests cost \$50.00 each and Achilles cannot afford the loss if you forget to return your vest. We appreciate your cooperation.
- If you have more time to give us, help with the tear down and final clean up would be most appreciated.

# Event Assistant Volunteer

**ARRIVAL TIME:** For set up, 7:00 am sharp, ending at 11:00am; for take down, 11:00 am sharp, ending at 1:00pm.

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue.

## **JOB DESCRIPTION:**

- Collect supplies - signage, tables and garbage bags.
- Set up tables at the Start Line.
- Unpack and stack materials as required.
- Assisting other Leads or volunteers during the event.
- Assisting with taking down materials at the conclusion of the event, as required.

## **KEY REMINDERS:**

- Please dress appropriately for the weather, as you will be outside all morning.
- Feel free to bring water and snacks along with you.

# Water Station Volunteer

**Arrival Time: 9:30am, ending at 12:00pm**

**REPORT TO:** When you arrive, please report to the Volunteer Desk at Evergreen Brick Works located at 550 Bayview Avenue.


**LEAD:** Duff McLaren

## **JOB DESCRIPTION:**

- Collect supplies - water cases, tables and garbage bags.
- Load and transport cases of water to the Finish Line.
- Set up water tables at the Finish Line.
- Unpack and stack water bottles.
- Distribute water to participants as they proceed through the finish line.
- Clean-up the area – no cups or bottles are to be left behind.
- Load supplies and garbage back into vans after the race is over.

## **KEY REMINDERS:**

- Please dress appropriately for the weather, as you will be outside all morning.
- Feel free to bring water and snacks along with you.



Below are links to the Ontarians with Disabilities videos. It is a requirement that all volunteers watch these videos prior to your volunteer shift. You can view these videos online at the links below. Once you have viewed the videos, please sign below and return this form to your Lead at the start of your shift.

Access Forward:

<http://www.accessforward.ca>

Videos to watch:

- [General Requirements and Training](#)
- [Information and Communications Standard Training](#)
- [Employment Standard Training](#)

**I have viewed the Ontarians with Disabilities Videos.**

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Volunteer Name (please print)

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Date

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Volunteer Signature

## Resources

**To volunteer:**

[http://achillesvolunteer.ivolunteer.com/achillespatricksdaysrunwalk\\_2018](http://achillesvolunteer.ivolunteer.com/achillespatricksdaysrunwalk_2018)

**AccessForward: Training for an Accessible Ontario:**

<http://www.accessforward.ca>

**For more information about the Achilles Canada 19<sup>th</sup> Annual 5K Run/Walk:**

[www.achillespatricksdays5k.ca](http://www.achillespatricksdays5k.ca)

***Connect on social media:***

**Twitter:** [www.twitter.com/achillesruns](http://www.twitter.com/achillesruns)

**Instagram:** Achillesruns

**Race Day hashtag:** #achilles5km

***Contact Information:***

Volunteer Engagement Committee

Achilles Canada

255 Bremner Boulevard

Toronto, Ontario

M5V 3M9

E: [volunteering\\_AchillesCanada@outlook.com](mailto:volunteering_AchillesCanada@outlook.com)

T: [@AchillesCanada](https://www.instagram.com/AchillesCanada)