

LMJS FOURTH SUNDAY VOLUNTEER DUTIES

Volunteer Assignments Sign-Up Sheet

March 2009 Revision

15K Version-Use on Even Numbered Months

Helper	Time Period	Jobs	Name of Volunteer
1	8:00-10:00	registration set-up; 5K registration; 5K tick sheets	
2	8:00-10:00	registration set-up; 5K registration; 5K timing	
3	8:00-10:00	registration set-up; 10K registration; 5K tags	
4	8:00-10:00	registration set-up; 15K registration; 5K ribbons & runner; 10K timing	
5	9:00-11:00	finishers sheets (results table); pack up	
6	9:00-11:00	place awards sheets (results table); pack up	
7	7:30-8:30; 9:30-10:30	race set-up; 10K tick sheets	
8	7:30-8:30; 9:30-10:30	race set-up; 10K tags & ribbons	
9	8:00-8:30; 9:45-11:00	race set-up; 15K tick sheets & timing; pack up	
10	8:00-8:30; 9:45-11:00	race set-up; 15K tags & ribbons; pack up	
11	8:30-9:00 am 9:00-9:45 9:45-11:00	5 K Registration 5 K Chute Management Pack-Up	

Volunteer Assignments Sign-Up Sheet

March 2009 Revision

5 & 10K Version-Use on Odd Numbered Months

Helper	Time Period	Jobs	Name of Volunteer
1	8:00-10:00	registration set-up; 5K registration; 5K tick sheets	
2	8:00-10:00	registration set-up; 5K registration; 5K timing	
3	8:00-10:00	registration set-up; 10K registration; 5K tags	
4	8:00-10:00	registration set-up; 15K registration; 5K ribbons & runner; 10K timing	
5	9:00-11:00	finishers sheets (results table); pack up	
6	9:00-11:00	place awards sheets (results table); pack up	
7	7:30-8:30; 9:30-10:30	race set-up; 10K tick sheets	
8	7:30-8:30; 9:30-10:30	race set-up; 10K tags & ribbons	
9	8:30-9:00 am 9:00-9:45 9:45-10:30	5 K Registration 5 K Chute Management Pack-Up	

LMJS Fourth Sunday Run: Instructions for Volunteers

RACE SET-UP (7:30-8:30 AM)

Move cones, signs, flagging tape, water table, water, and paper cups from the storage area, and set them up as instructed by the race directors. Set up the display clock. Also help with registration set-up as needed.

REGISTRATION SET-UP (8:00-8:15 AM)

Move tables, equipment, and supplies from the storage area, and set them up for registration.

REGISTRATION (8:15-9:00 AM): 2 or 3 volunteers at the 5K table; 2 volunteers at 10 & 15K table

Signing Up and Paying:

1. Ask runners to read the waiver form.
2. Ask runners to write their information on a registration sheet (5, 10, or 15K).
3. Collect \$3 from members, \$5 from non-members. NOTE: Children 13 and under run free of charge.

Tear-Off Tags:

1. Give each runner a bib or tear-off tag.
2. Remind runners to fill out their bibs or tags clearly and include **NAME**, **SEX (M/F)**, and **AGE**. Note: This information is essential for determining age division results.
3. They can also write their city of residence--to be posted with the results.
4. Persons who will walk the 5K should write "**WALKER**" on the bib or tag.
5. Remind runner to pin the tags in the section marked "**PIN HERE ONLY**" and not through the hole that is used to collect tags! Note: This is essential to avoid tags being collected out of order at the finish line.

Wrist Ribbons:

1. Give each runner a wrist ribbon: 5K yellow, 10K green, 15K blue.

FINISH LINES (for each of the 5, 10 and 15K lines)

Timing and Tick Sheets (2 volunteers):

1. Call-out only the times of runners who are competing in this race and completing this distance.
2. Write M or F (sex) for each runner. Include the person's name or initials if you know them.
3. Mark only for runners who are competing in this race and completing this distance.

Tear-off Tags & Finisher Ribbons (2 two volunteers a must for 5K):

1. **Make sure runners stay in order after they finish—chute management required!**
2. Get a tear-off tag from each runner (or use a blank tag if runner's tag is missing).
3. Place tags onto a stringer or onto the straight side of a spindle, face down (facing the label for the stringer or spindle).
4. Finisher Ribbons-Direct Runners toward Results Table for ribbons.

RESULTS TABLE (2 volunteers)

Finishers Sheets:

1. Number the runners' tags in chronological order. **Note: Do Not Remove Tags from Spindle Until Tags are Numbered.** Make sure tags are not stuck together.
2. Remove the tags from the spindle.
3. Affix the tags with scotch tape to the Finishers Sheets in chronological order.

Place Awards Sheets:

4. Begin identifying and writing results (by gender/age group) for the place awards as soon as the runners' tags start coming in. This helps us award ribbons before runners start leaving the race.

Pack Up- 9:45-10:30 AM

1. Pack up tables, equipment, and supplies, and take them back to the storage area as instructed by the race directors.
2. Retrieve cones, flags, water and LMJS banner and return them to the storage areas as instructed by race directors.
3. Race Clock- stop, disconnect from battery and follow race director instructions on where clock and storage battery should go (usually goes to Len Goldman's car).

Revised 3/14/09