

# Volunteer Assignments at LMJS Fourth Sunday Runs

August 2007 version

Helper	Time Period	Jobs
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

## Race Set-Up (7:30-8:30am)

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 (8:00-8:15am)

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

## Registration (8:15-9:00am)

1. Starting at 8:15am, ask runners to read the waiver, which is written on the registration sheets.
2. Have runners write their information on the correct registration sheet (5K, 10K, or 15K).
3. Collect \$3 from members, \$5 from non-members. NOTE: Children 13 and under run free of charge.
4. Give each runner a bib number or tear-off tag.

5. 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.
6. Runners can also note their **CITY** of residence, to be posted with the results.
7. Persons who walk the 5K should write "**WALKER**" on the bib or tag.
8. Remind runners to pin the bib or tag 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.
9. Give each runner a wrist ribbon: 5K yellow, 10K green, 15K blue

### **Tick Sheets (Finish Lines)**

1. At the top of a column on a tick sheet, write the number of minutes of a runner's finish time. (For example, if a runner's finish time is 25 minutes, 44 seconds, write "25" at the top of the column.)
2. In that column, mark a tick next to the number of seconds for the runner. (In the same example above, mark a tick next to "44.") Use the same column for other runners finishing with the same number of minutes.
3. Use new columns for runners finishing with a different number of minutes. (For example, if another runner's finish time is 26 minutes, 10 seconds, use a new column and write "26" at the top.)
4. Next to the tick mark, write the bib number or write M or F (sex) for each runner or the person's name (if you know it).
3. Important: Mark ticks only for runners who are completing the race and that you are working (5K, 10K, or 15K).

### **Timing (Finish Lines)**

1. Call out the times of runners who are completing the race that you are working (5K, 10K, or 15K).
2. If you call someone else's split time, make sure the tick sheet helper knows not to record it.

### **Tags (Finish Lines)**

1. Make sure runners stay in order after they finish.

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).

### **Ribbons (Finish Lines)**

Give each runner a finisher ribbon (colors vary).

### **Runner (Finish Lines)**

Periodically bring stringers or spindles containing tear-off tags from the finish line to the results table, and return empty stringers or spindles to the helper who is collecting the tags.

### **Finishers Sheets (Results Table)**

1. Number the runners' tags in chronological order. Make sure tags are not stuck together.  
Important: Do this before removing the tags from the spindle or stringer, to ensure that tags remain in the correct order.
2. Remove the tags from the spindle or stringer.
3. Affix the tags to the Finishers Sheets in chronological order.

### **Place Awards Sheets (Results Table)**

Begin writing results for the place awards as soon as the runners' tags start coming in. This helps in awarding ribbons before runners start leaving the site.

### **Pack Up**

Pack up tables, equipment, and supplies, and take them back to the storage area as instructed by the race directors.