

POSITION # 3 - COURSE DIRECTORS

- January Call the City of Red Deer (contact person) for a special event permit to close off 40th Avenue and 55th Street and 45th Avenue for the start.
42A Avenue closed for the Saturday and most of the Sunday
Confirm rental of Quads for entire weekends use.(Turple Bros.)
- February Check Marshalling signs and order replacements that are required. Signs include (order replacement from Carieyon Signs and Graphics)
all 42 km markers
½ way marker
Direction Arrows
Warning signs for River Bend at top of hill and leaving parking lot
Contact David Hames at the city re: signage and overtime
- March Write a letter to R.C.M.P. Traffic Section requesting an officer on top of 55th Street Hill and at the corner of 55th Street and 45th Avenue for the start of the marathon.
Weather permitting re-paint kilometer markings using stencils with red paint. Including start/finish
No need to recertify or measure the course unless it is changed.
- April Arrange for cones for McKenzie Trail out and back then cones moved to 55th Street hill from the guardrail to 45th Avenue to close off the right lane. Volunteer contact is Dan Smith (403- 343-0101).
- May Course Marshalls about 30 required (some repeats) (list available where required).
Call each one to notify about Marshall's meeting on the Thursday night. (or at Volunteer Appreciation event).
At the meeting direct each Marshall where they are required, and time to be there. At this time safety vests and volunteer shirts should be distributed as well.
- Pre-Race Day Move all required material from Doormasters to start/finish line area.
Organize kilometer markers in such a way on the quads that they will be in order required and sufficient directional arrows if time allowed assist other crews as required.
- Race Day Be at start/finish 02:30 hours to lay out course markers, trying to be back at the start before 8am.
One quad should leave ½ hour before the race to check that course markers have not been moved and the volunteers are in position and know their tasks.
After race collect markers from tear down crew, note any shortage and store back at Doormasters.
- General Arrange to update course map showing new route from Group 2.

POSITION #8 – RACE PACKAGE PICK-UP (INCLUDES ARCHIVES)

This position will manage race package pickup (stuffing), ordering bibs, identifying seeded runners, and race expo organization.

Order Bibs for race by April 1. Order pins if low on supply (get good ones, not too big).

Marathon date minus three weeks – confirm volunteers for race package are running or not (from the web site); phone and fill in times for race package pickup and for package stuffing night; make sure all materials are available.

Marathon date minus ten days – confirm with stuffers that they are still available.

Thursday before Marathon – Race Package Stuffing

Liaise with Jim Clampett for numbers and lists; provide names for seeded numbers.

Race Package Pickup coordination at Hotel. Install directional information signs in hotel. Race package pickup will be held on Friday, 4 pm to 8 pm and Saturday from 10am to 8 pm.

Be responsible for archiving race event related material including: Poster, Race Entry Form, Bibs, Newspaper Articles, Medals, Finisher Certificates, Shirts, and Photos.

POSITION # 16 - WATER/AID STATION AND PORTA POTI

November/December

Contact Guys Pure Water and Little Jons to confirm their commitment for our race. Guys Pure Water donates the water (200- 18.3 Liter Bottles) and the trucks to carry them in.

Little Jons supplies us with 30 portable toilets of which 20 are placed at the start finish area and 10 on course.

January-

Book 90 tables from Parkland Party and Equipment (347-7733) (5929 – 48 Avenue) for the May long weekend. They load and unload them and deliver with trailer to site.

Contact Coca Cola and confirm their donation of Power Aid sports drink mix and coolers if needed. They usually supply about 30 large packs. We mix 1 large pack to one large bottle of water.

Contact Power Bar to confirm their sponsorship of power gel.

End of Feb and into March

Start finding water station groups to man each station. (Provide list of groups)

Speak to one person who will be their coordinator and they find the number of people needed for their station depending on which station they are assigned.

You will need to get their best guess as to how many people they intend to have and their shirt sizes which are needed to order volunteer shirts.

April

Do an inventory check at our storage area to see what is needed for the race.

Cups will have to be ordered with some lead time. I have been getting cups from Great Canadian Wholesalers (67 St. and Tailor Drive).

See attached list of things generally needed.

April/May - From our storage area obtain the tubs, pitchers, mixing spoons. Wash and sterilize these. (I put them in large garbage bags to keep clean until race day).

Recontact your water station coordinators with final instructions and details etc they may need.

Obtain a cell phone number from each station so they may be reached in cases of emergency or other problems. Give them your cell phone number also.

Recontact Guys Water and Little Jons and Coca Cola to confirm final arrangements for their services. Mid May you should receive power gels.

Arrange with Set Up Coordinator for trucks, trailers etc needed to haul the “stuff” when you set up on race morning.

Friday of Race Weekend

Help coordinate what is loaded into Set Up trailer for your needs on race day. (meet at Door Masters)

Saturday of race weekend

Meet Little Jons at start area and coordinate placement of porta potties.

Arrange trailer with all the needed supplies so it is orderly and easily obtained when you set up next morning.

Bring Guys Water trucks down to the start field and leave overnight.

Set up sponsors banners if they give you some.

Have trailer with tables (delivered by Parkland Party) at start area and unload what is needed at finish area. Leave truck and trailer here overnight.

Need Keys for gates at Riverbend and Heritage Ranch.

Sunday of Race

Start at 5:00 a.m. sharp with water truck and truck and flatbed trailer. Employee from Rainmaster (phone 347-2141) will assist.

Lay out your stations and drop off all needed supplies at each station. Set up tables.

Leave Guys Water small van at the finish area with extra water in it for the finish tent .

Trouble shoot as needed for duration of race. I like to visit as many stations as possible during the race to see how they are doing.

Give the coordinators handouts in May and also leave them at each station with all needed info on the handout.

Coordinate with clean up crew (Service Club) the order of clean up of water stations and time (Provide route map). Start at 10 am. Employee from Rainmaster will supervise the take down of water stations.

Make sure empty water bottles are reloaded into Guys trucks. Return trucks to Guys.

Ensure all tables are loaded to flatbed trailer and accounted for.

Select the water station to receive the “best station” plaque award.

Week after race.

Check with sponsors and suppliers of any problems and suggestions to make things easier/better in future years.

Thank your water station captains.

Supplies needed for water stations.

Various amounts of large water jugs at each station depending on where they are located on the course.

Pitchers, (for filling cups) mixing pails for poweraid, spoons to mix with.

Cups for poweraid (donated by Coca Cola) and water cups.

Vaseline and rubber gloves or tongue depressors, Small first aid kits.

Garbage bags, large cardboard boxes to put the garbage bags in to hold the used cups

Spoons for mixing poweraid

Kleenex

Instruction sheet

Packages of Poweraid mix

Tables

Any applicable signage