



PRESENTED BY



First Citizens

VOLUNTEER HANDBOOK

GUIDELINES FOR VOLUNTEERS

Volunteers are asked to attend at least two training sessions at UWI SPEC prior to the event on Sunday 23rd October, 2016.

Water Stop Volunteers will be asked to attend an additional special meeting to deal with the unique requirements of their role.

The race begins at 5.30 a.m. Volunteers are asked to report to UWI SPEC no later than 3.30a.m.

Volunteers are expected to be courteous and polite at all times

VOLUNTEER DESCRIPTIONS

Volunteers are needed in several areas including:

I. CHIP CONFIRMATION AREA

A company is employed to distribute the race chips this will be done in advance of race day. Athlete are recommended to check in to confirm that their checks are functional. Volunteers in this area are asked to follow the Company's lead and to assist where possible. Main duties include, but are not limited to:

- ☐ directing athletes to the chip distribution area as soon as they enter the outdoor court

Please note that most runners are seasoned competitors and they are fully aware of how this is done, however, volunteers are important in this area as a lot happens here in a short period of time.

II. ATHLETES FOOD AREA

All athletes will receive a chit that will entitle them to eat and drink after the race. Main duties include, but are not limited to:

- ☐ directing athletes to the food area after the race to access their refreshments
- ☐ keeping unauthorised personnel out of this area

III. FINISH LINE RECORDER

These persons work directly with the Race Technical Director. Main duties include, but are not limited to:

- ☐ recording the bib numbers of persons as they arrive at the finish line noting
- ☐ during the execution process that this information is critical to cross reference the computer system when determining placement in the race

IV. MEDAL TENT

This area is located at the mouth of the tunnel that takes the athletes to their pavilion. Main duties include, but are not limited to:

- ☐ placing a medal around the athletes' necks
- ☐ giving each athlete a chit that they will present at their food area
- ☐ distributing water and rehydration drinks to the athletes as they finish the race

V. RUNNERS REST AREA

This area is located at the southern end of the athlete pavilion and is accessible to athletes only. Athletes rest here after they complete the course. They receive their snack here and are allowed to relax.

Main duties include, but are not limited to:

- ☐ assisting the runners and providing water and rehydration drinks

VOLUNTEER DESCRIPTIONS

VI. STRETCHER BEARERS

These volunteers will be located at the finish line and will be required to be present until the last runner finishes.

Main duties include, but are not limited to:

- ☐ monitoring the arrival of runners at the finish line
- ☐ taking athletes that require assistance to the medical area

VII. VOLUNTEER BREAKFAST

There are two stations set up to serve the Volunteers breakfast before they proceed to their stations to perform their duties: Cricket Pavilion for Water Route Volunteers only and the SPEC concessions area for all other volunteers and the SPEC staff. The stations will be set up by SPEC staff, but volunteers are needed to assist in this area from 4.30 a.m.

Main duties include, but are not limited to:

- ☐ serving the breakfast so that persons can go to their respective posts in a timely and efficient manner
- ☐ assisting staff in the clean-up of the breakfast areas when the race has begun

VIII. WATER STATIONS

The water station volunteers will assemble at the cricket pavilion to receive their breakfast. Transport to the water stations will arrive at SPEC's southern entrance and will return to pick up volunteers at the end of the race. A mid-race snack will be sent to the route for these volunteers.

Main duties include, but are not limited to:

- ☐ distributing water and other rehydration drinks to the runners
- ☐ clearing empty cups or bottles from the race route during and after the race
- ☐ calling for medical assistance for a fallen runner

IX. CHECK-IN

There will be a special desk at the entrance of the outdoor court/athlete pavilion for international and uncollected numbers on race day.

Main duties include, but are not limited to:

- ☐ ensuring that the international runners sign **waivers** – their numbers must be written on the waiver forms
- ☐ checking these athletes' names against the alphabetical listing and giving them their numbers and pins before they proceed to the area to get their computer chip
- ☐ ensuring that local runners who have not collected their packages **sign waivers**
- ☐ ensuring that the runner be given their number – after presenting their receipt from the bank
- ☐ ensuring that if receipt is not available that their names are checked against the **ALPHABETICAL START LIST** and that they are provided with the number and pins **only after** they have signed the waiver
- ☐ stapling a pre-packed bag to the athletes' belongings so that they will receive their paraphernalia at the end of the race

VOLUNTEER DESCRIPTIONS

All other INTERNATIONAL **RUNNERS** with numbers need only to collect their computer chips –These runners need only to go to the check in area manned by the Timing Company.

X. FINISH LINE

Crowd control is the main function of volunteers located at the Finish Line area. The crowd tends to get very thick and unruly here as they anticipate the arrival of their favorite runners.

Main duties include, but are not limited to:

- ☐ keeping the finish line free of human traffic to prevent runners from being bombarded by relatives, the media and well wishers
- ☐ guiding the runners from this point to the outdoor court/athlete pavilion

XI. MASSAGE AREA

This area is located in the outdoor court/athlete pavilion. There will be licensed massage therapists in this area attending to athletes after the race.

Main duties include, but are not limited to:

- ☐ assisting massage therapists as requested
- ☐ having water and rehydration drinks readily available in this area for athletes and the staff
- ☐ ensuring that staff receives something to eat and drink during this period

XII. MEDICAL AREA

This area will be located at the northern end of the outdoor court/athlete pavilion. There will be trained medical personnel in this area. Medical students or students with first aid training are preferred to assist as volunteers in this area.

Main duties include, but are not limited to:

- ☐ assisting the doctors and nurses to ensure that athletes in this area are kept comfortable until they are revived
- ☐ making sure that all patients/athletes are kept rehydrated as per the doctor's orders
- ☐ keeping records of the athletes' names and running numbers on the cards provided for this purpose and in the unlikely event that an athlete is to be taken to an offsite medical facility, assisting in ensuring that these records accompany the athlete
- ☐ assisting with the traffic flow if the ambulance is to be brought inside to remove an athlete

VOLUNTEER DESCRIPTIONS

XIII. PHOTO DISTRIBUTION

All photos will be posted on the race website runners can retrieve their pictures online.

Main duties include, but are not limited to:

- ☐ assisting the photographer and his crew with the distribution of the photos to the athletes

XIV. WATER REFILL MONITOR

Main duties include, but are not limited to:

- ☐ monitoring levels of water at all stations and replenishing as necessary
- ☐ ensuring that this important function is vigilantly monitored

XV. SAMPLE AREA

Corporate Companies continue to see the great benefit to them in sampling their products to large numbers of persons in a captive environment.

Main duties include, but are not limited to:

- ☐ controlling the distribution to ensure that everyone gets a sample of each product and that no one person goes away with armfuls of product
- ☐ ensuring that samplers are in their designated area and that their vehicles do not block the flow of pedestrian traffic

XVI. VIP

This is a very important area and particular care and attention must be paid here. Our sponsors, guests and University Senior Management are all hosted in this area. Main duties include, but are not limited to:

- ☐ ensuring that the guests are well taken care of and assisted with their meals
- ☐ ensuring that the public does not access this area
- ☐ assisting the SPEC staff with the prize giving ceremony

XVII. BAG AREA

Main duties include, but are not limited to:

- ☐ securing runners' belongings during the time of the race
- ☐ placing runners' items in large plastic bags
- ☐ following the number system in place for this purpose

Volunteers are asked to be flexible and to be prepared to assist in other areas when requested to do so.

MAP OF THE ROUTE



INFORMATION FORM

PERSONAL INFORMATION

LAST NAME: _____

FIRST NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____

PHONE NO. (HOME): _____ OFFICE: _____ CELL: _____

EMAIL ADDRESS: _____

GENDER: ☐ MALE ☐ FEMALE

REGISTRATION NO. _____ ID CARD NO. _____

UWI STUDENT _____ ID NO. (WHERE APPLICABLE) _____

T SHIRT SIZE

S M L XL XXL
☐ ☐ ☐ ☐ ☐

EMERGENCY CONTACT

IDENTIFY PERSONS TO BE CONTACTED IN CASE OF EMERGENCY. PRIMARY

CONTACT: _____

NAME (LAST, FIRST) _____

RELATIONSHIP: _____ PHONE NO: _____

SECONDARY

CONTACT:

NAME

(LAST,

FIRST)

RELATIONSHIP: _____ PHONE NO: _____

DISCLOSURE, LIABILITY WAIVER AND RACE VOLUNTEER AGREEMENT

Sunday, October 23rd 2016

UWI SPEC

4:30 a.m. – 10:00 a.m.

Your participation as a volunteer at the UWI SPEC INTERNATIONAL HALF MARATHON is critical to the success of the event. We therefore request that you read carefully and sign the following:

I and any person entitled to act on my behalf, do hereby release THE UNIVERSITY OF THE WEST INDIES, SPEC, all sponsors, volunteers and marathon staff, directors and officers, together with their subsidiaries, successors, heirs, contractors, directors, officers, agents, attorneys, representatives from all claims of liabilities of any kind and character whatsoever arising from my participation in the UWI SPEC INTERNATIONAL HALF MARATHON or any of its allied or accompanying events.

I consent to the use of my image in photos, video and audio recording, and film, of my participation in the Half Marathon events from all claims of liabilities of any kind or character arising from my volunteer participation in this event or any related activity.

SIGNATURE _____

DATE _____

SIGNATURE _____

DATE _____

PARENT/GUARDIAN MUST SIGN IF VOLUNTEER IS UNDER 18 YEARS OF AGE.



UWI

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TRINIDAD & TOBAGO



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