

2015 Williams Route 66 Marathon – Volunteer Instructions, Fleet Feet Tulsa Tasks

First! Thanks for volunteering to assist at this year's event! This document will answer some if not all of your questions about what you will be doing when you volunteer. If you have further questions, do not hesitate to email me, and I should be able to reply in fairly short order! tim@fleetfeettulsa.com

Note that not all of this will apply to you, so you can skip down to your particular task.

For all tasks, it is a good idea to look over the Participant Guide and print off the course maps:

<http://route66marathon.com/2015/11/2015-participant-guide-available-online/>

<http://route66marathon.com/participate/course-maps/>

Hard copies of the participant will be available at volunteer check-in and will be in your volunteer packet.

Volunteer Check-In

Here are the general instructions you should have already received.

Every Volunteer needs to stop by Packet Pickup at the Health, Fitness and Sustainability Expo on Friday or Saturday before the marathon. The Williams Route 66 Marathon Health, Fitness and Sustainability Expo presented by Saint Francis Health System hosts more than 80 exhibitors featuring running gear and shoes, as well as sports and fitness related items. The Expo is the home of Packet Pick-Up for all participants and volunteers. Held at the Tulsa Convention Center, the two-day Expo is free and open to the public. There is a parking garage at the Convention Center and a parking structure located at 3rd and just east of Houston, both are pay, I believe \$5. Do not park in the loading dock area behind the convention center or you will be towed.

<http://route66marathon.com/expopacket-group/health-and-fitness-expo/>

Hours

Friday November 20, 2015 – 11:00 a.m. to 8:00 p.m.

Saturday November 21, 2015 – 10:00 a.m. to 6:00 p.m.

Location

Cox Business Center

100 Civic Center

Tulsa, OK 74103-3822

When you check in, you will receive your Volunteer Shirt, Goodie Bag. Pick up a participant guide as well and read it over.

New for this year! – you will receive a very cool custom MEDAL for volunteering once you arrive at your job for the event. This medal is also the ticket for the volunteer thank you party on Tuesday, December 1, 2015 at Chapman Stadium at TU in the ONEOK Suite.

Radio Protocol

If you are issued a radio by your manager, a few notes:

We will all use CHANNEL 1.

The system has a repeater, so once you press the button to talk wait two seconds before you speak, or your first words will be cut off.

Radio Protocol: State your position then the position of the person you are calling (not names) (positions are on the radio card you will be issued):

Like if I wanted to call Amy at the Finish Line, I would say: "Race Director to Finish Line", or if I wanted to call Relay Exchange 1, I would say "Race Director to Relay 1" to start the exchange. Once you hear you are called, answer back "Finish Line, go ahead Race Director".

Finally don't use the radios for idle chatter 😊 Check your radio to make sure it is not "open" – we had a radio last year that was left open meaning the transmit button was pushed in for a good part of the day. It was a nightmare!

Saturday: 5km and Fun Run Start/Finish Line

You will be responsible for some basic set-up for the 5km on Saturday, and as runners/walkers finish the 5km and fun run you will hand out finisher medals, water, Gatorade, and basically control traffic in the finish area. Our volunteers will also stay through to the finish of the Fun Run. **Amy Wright and Kevin Shank are the Managers for this finish area and Tim Dreiling is the Manager for the start area.** They will be there on Saturday am to assign you your specific duties. **Please arrive no later than 7:00 am.** Please park at OSU Tulsa or anywhere close by (over by Fleet Feet is fine as well) and walk to Guthrie Green. Other parking might be available closer but I cannot guarantee it. Wear your race volunteer shirt that you will get when you pick up your packet. In the event it is cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off. Bring a rain poncho if you have one. Course/location maps are included later in this document. Wear appropriate clothing for the weather, including rain gear if forecast. You will be issued a FINISH LINE wristband to wear as the finish line is a restricted area. This wristband will be distributed by Amy/Kevin on race day when you arrive. Go first to the information tent to pick up your wrist band and ask for Kevin or Amy.

Saturday: Course Marshals 5km and Fun Run

Your job will be to serve as course marshals for the 5km run and the One Mile Fun Run on Saturday. Please refer to the maps later in this document. You will be stationed at various points along the course to make sure the runners go the right way, and to look for any trouble or issues. The Manager for this area is **Kari Culp**, who will be making sure you get to the right spot and will be roaming the course to offer any extra assistance. **Meet with Kari at 7:15 am** at Guthrie Green by the Information tent (see maps). Wear your race volunteer shirt that you will get when you pick up your packet. In the event it is

cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off. Wear appropriate clothing for the weather, including rain gear if forecast. You will be issued a course credential, and some marshals will be issued a radio.

Sunday: Marathon Start Line

You will be responsible for controlling access to the start corrals for the start of the marathon/half/relay. Course/location maps are included later in this document. **Arrive by 6:30 am.** Check in at the Start Line information tent near 7th and Main with Marilyn Feters who is the manager for this area. If you get lost or confused you can call Marilyn at (they will provide their cell numbers to you). Prior to the race we will send out the specific location you will be working and detailed start line instructions. Basically your job is to ensure the right people go into the right start corral. Wear your race volunteer shirt that you will get when you pick up your packet. In the event it is cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off. Wear appropriate clothing for the weather, including rain gear if forecast.

Sunday: Finish Line (both shifts)

We have two shifts to work the Finish Line on Sunday: your job will be to set up the finish chute on Sunday am early (Shift #1 only), then during the race provide finish area control, hand out heat sheets (those silver things we wrap around the runners when they finish), award finisher medals, and hand out water. This will be a controlled area and you will need a special wrist band to get into the area. The best way to distribute the wrist bands is to have you pick one up when you go to the expo to get your volunteer packet. At the volunteer check in table we will have envelopes that will contain the wrist bands and will have your name on the envelope. **Terry Rodgers, Brooklyn Brock, Jim Hooko and Jan Brockway** are the Managers for this area and when you arrive on race day (Sunday) you will check in with them and they will assign you a duty. Enter the finish line area at a secure opening in the fence just east of the finish line and on the south side of the finish line (directly east of Lucky's on the Green at Guthrie Green) – see Finish Area map. You will not be allowed into this area without the wrist band. Wear your race volunteer shirt that you will get when you pick up your packet. Layer as needed. In the event it is cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off. It will be cold! Please park at OSU Tulsa or over by Fleet Feet and walk to the finish line. See the participant guide for maps. Wear your race volunteer shirt that you will get when you pick up your packet. Wear appropriate clothing for the weather, including rain gear if forecast.

Sunday: Bike Marshall

You will be riding your bicycle during the race Sunday as assigned and will be leading wheelchair athletes along the course or riding with the male and female leaders proving roaming eyes along the course looking for trouble areas, and generally being the Race Directors eyes and ears out on the course. You will have a radio. Please also carry your cell phone and before the race provide your manager (Steve Rutherford) with your cell number. You must wear a helmet and safety vest during the race and will be

issued a course credential. Steve will make your assignment either on race day or before the race. He will also notify you of where to park and meet and at what time each day.

** Bike Marshals: additional details of bike marshal duties to be provided. Bike marshals will also be issued a vest to wear, course credentials, and a radio to wear. All stationary course marshals will also have a radio. **Steve Rutherford** manages this area and he will contact and coordinate all bike marshals directly.

Sunday: Relay Exchange Locations

We will staff the four relay exchange stations on the course for the marathon relay. Refer to the maps later in this document for the exact locations. Each station has a manager. They will be providing more detailed instructions, but basically your job is to control traffic in and around the relay exchange zones, answer runner questions, and work as a team to identify runner numbers of teams as they come into the exchange so we can call out the numbers to those waiting so they know their runner has arrived. We will also hand out medals to those who have finished their leg of the relay, and pass out bottled water and Gatorade. Basically you are the host and managers for each exchange location. Wear your race volunteer shirt that you will get when you pick up your packet. Wear appropriate clothing for the weather, including rain gear if forecast. In the likely event it is super cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off. One radio will be assigned to each relay exchange location. Each location will also have a set of walkie talkies for use in ID'ing the incoming runners and calling back to the exchange location. A bull horn will also be supplied.

Sunday: Course Marshals Marathon, Half Marathon and Marathon Relay

Your job will be to serve as course marshals for the Sunday races. Your managers will be providing you will exact locations that you will work and the specific times you are needed. You will be stationed at various points along the course to make sure the runners go the right way, and to look for any trouble or issues. The Managers for this area are **Kelly Fonkalsrud, Dave Nunn and Brian Maves** will be making sure you get to the right spot and will be roaming the course to offer any extra assistance. You will be issued a radio and course credential. Be sure to bring a chair if your shift is long as you might want to sit down some. Wear your race volunteer shirt that you will get when you pick up your packet. Wear appropriate clothing for the weather, including rain gear if forecast. In the likely event it is super cold, please dress warmly and do not worry so much about having the volunteer shirt on the outside unless you can layer and pull that off.

Sunday – Fleet Feet Gatorade Stop

More detailed instructions will be provided by your captain – **Amber Watson**. But basically you will set up the Gatorade stop, mix Gatorade, fill cups, and then hand out water and Gatorade during the race. The good news is the stop is at Fleet Feet so you can step inside from time to time to warm up! And we will have hot chocolate and coffee in the store 😊