

THE CHASE VOLUNTEER DETAIL

ALL PLEASE READ THIS PART

In the event of an emergency, please call 911. For all other concerns or questions, please call Courtney Newman @ 908-872-0217. (It's best to add this number to your contacts now)

This race is Cheetah themed, any addition to your volunteer apparel be it ears, tail or cheetah print would be greatly appreciated!

Please note volunteers will only be on the bypass when it is closed to traffic.

You do not need to check in on race day but instead report to your location and start volunteering. There are no volunteer shirts.

Volunteers should park at recommended parking location for race participants which can be found in our FAQ @ <https://www.racethechase.com/Race/HillsboroughChase/Page/FAQ>

All volunteers must register @ <https://www.racethechase.com/Race/Volunteer/NJ/Hillsborough/HillsboroughChase>

Should your plans change, it's okay, just let us know by texting Courtney.

After the race, please see Courtney with any documents you need signed to confirm volunteer hours.

Packet Pickup Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 2:30 to 5:15 PM

Details:

Packet pickup opens @ 3 PM and ends when the race starts @ 5 PM.

There are two roles in registration - checking participants in via dynamic bib assignment and supporting those who are checking participants in.

All volunteers who are comfortable using an app need to download the check-in app to their phone prior to arriving.

Apple: [RaceDay CheckIn on the App Store \(apple.com\)](#)

Android: [RaceDay CheckIn - Apps on Google Play](#)

Once the app is downloaded, search and load The Chase 5K and text Courtney for the password. Upon arrival, we will show you how to use the app. The process is simple, type in the participants name, assign the next bib in the pile, save. It's simple but critical that you assign the bib number correctly so please focus!

Please do not wait until race day to download the app. Inevitably volunteers get caught in circles of needing their apple ID, etc. (lol)

For those supporting registration check in, the volunteer checking participants call out the size of a shirt if the participant added a shirt on when registering. It will be your job to grab that so the line keeps moving quickly. We have unisex cut shirts and women's shirts.

If someone is picking up more than one bib, it is critical that you label the bib with the participants initials so they do not mix them up.

Victory Village Support Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 3:30 to 7 PM

Details:

You will be seated at a Customer Service table and given a lay of the land. You will answer questions such as where are the bathrooms, where is the start line, when are the awards? It will be your job to have a lay of the land and be able to answer most questions participants have. It would be a good idea to familiarize yourself with this questions @ <https://www.racethechase.com/Race/HillsboroughChase/Page/FAQ>

Water Station Volunteer: HHS GIRLS SOCCER

Location: Dropped off @ Service Road & 206 Bypass @ 4:30 / Pickup @ 5:50

Time of Shift: 4:30 to 6 PM

Details:

Two options for drop off:

1 - At the Race HQ, Hillsborough Firehouse, 375 Route 206 any time before 4:30 PM. When the bypass closes at 4:30, the team will need to hustle down to the water station on the North Bound side. The walk is about 1.3 miles and they will need to make sure they have time to set up the table.

2 - The bypass entrance at Amwell Road & Service Road will be closed by a police officer at 4:30. The police officer has been advised to let parents drop off volunteers through the closure. They will be stopped by another officer at the Bypass & Service Road intersection which is where they should be dropped off and walk (very quickly) south bound to the water stop. The distance is probably about a mile.

Upon arrival you will have gallon bottles of water and cups. Pour cups about 2/3 full and hand to runners. It's a good idea to prefill the table with cups of water before the participants arrive. Do not open everything and fill every cup as not every runner will take water especially if it's not super hot.

You will also be provided with garbage cans and bags. Please place them past the water tables (North Bound) to give the participants distance to drink before disposing of their cups. Remind participants that garbage cans are up ahead in hopes that they use them. Inevitably some will throw them to the side. When possible, please pick any dropped cups that could cause another participant to trip. This should be done only if you don't get in the way of the participants.

Please keep the area around your table neat. Put cups in garbage bags and crushed recyclable bottles in water boxes. After the race, be sure your area is clean of litter. You'll want to walk about 50 feet up the road and check both sides of the road for garbage.

When all participants have passed as indicated by the sweep walkers carrying balloons, break down your table and help stack everything on the side of the road. Once complete, please walk back to your pick up location before the bypass opens at 6 PM.

Lastly, don't forget to encourage and cheer for the participants. It helps a lot!

Participants run between 4:30 and 15-minute miles meaning your water stop will be active from 5:10 PM until 5:25 PM.

It is critical that you stay out of the way of the runners. Not everyone will want water and participants are racing for a \$1000 prize.

In the event of an emergency, please call 911. For all other concerns or questions, please call Courtney Newman @ 908-872-0217. (It's best to add this number to your contacts now)

This race is Cheetah themed, any addition to your volunteer apparel be it ears, tail or cheetah print would be greatly appreciated.

*** Kat and Pete Tummey (Race Staff) will be nearby to direct you on race day.

Start / Finish Volunteers: HHS BOYS SOCCER

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 4:30 to 6:30 PM

Details:

Upon arrival, you will report to the start / finish line area as the bypass will be closed as of 4:30 PM.

While participants are warming up, you will assist with making sure spectators find their way to the North Bound side of the bypass.

After the race goes off, you are going to have to get right to task as our first runner is expected back in 14 mins.

There will be people to direct you but your roles will include:

- Popping up the post race water tables and placing the bottles on top.
- Preparing the finish line so the top 50 men and top 50 women separate and pick up their pint glass awards.
- Clean up the area where participants may have dropped water bottles and trash.

As finishers come in, please direct them to keep running through the finish line to the post race water and ensure the crowd stays out of the way of approaching runners.

At 5:50 when all finishers should be over the line, you can assist with telling people to return to the race site at the firehouse as the bypass will need to be cleared to reopen and packing up all the left over supplies to leave on the side of the road.

After the race finishes, help sweep the area so we leave the bypass better than we found it.

*** Megan and Michael Pappalardo (Race Staff) will be nearby to direct you on race day.

Awards Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 5 to 7

Details:

At the start of the race, the packet pickup table will put everything away and become the awards table.

While we will have an awards ceremony at 6 PM for the overall winners and local legends, participants will be directed to your table to pick up their age group awards.

Medals will be awarded to the Top 3 Male & Female Finishers in each age group: 8 & under, 9–11, 12–14, 15–19, and every 5-year age group all the way to 90+

Medals will be marked for those for finishing first, second or third in an age group.

You will have a link to the results or participants can show you their phone which will show their place in the field. If they show 1st through 3rd in their age group, you can give them an award.

Sweeper Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 4:45 to 6:15

Details:

Upon arrival, you will report to the start / finish line area as the bypass will be closed as of 4:30 PM.

We will have balloons for you to carry so you are a visual sweeper.

Hang out and when the race goes off, start walking behind the last person.

You will indicate to our water station volunteers, course marshalls and finish line team when we can start cleaning up.

While the slowest participant should be going 15 minutes per mile, we need to know who is left out there so please follow the slowest person while gently reminding them they are behind pace if needed. Use your watch and the mile markers on the course to estimate pace.

Don't worry, we will not open the bypass with you or anyone still out there.

If anyone is seriously injured, please call 911. If a minor injury has someone stopping on the course, please report that to Courtney at 908-872-0217 and we will get out to help that person. It is not your job to determine if it's a minor or major injury so do not hesitate to call 911.

Victory Village Clean Up Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 7 to 8 PM

Details:

This is an all hands on deck approach to cleaning up the event. Help break down tables, tents, pick up garbage and pack up the race site. The entire race staff will be helping too.

Bag Check Volunteers

Location: 375 US-206, Hillsborough Township, NJ 08844

Time of Shift: 3 to 5 PM / 5 to 7 PM

Details:

While we don't anticipate a lot of need for bag check, due to the close proximity of parking, it's a nice offer at races.

Just past the packet pickup area, we will have a table and roped off area for people to leave their race bags.

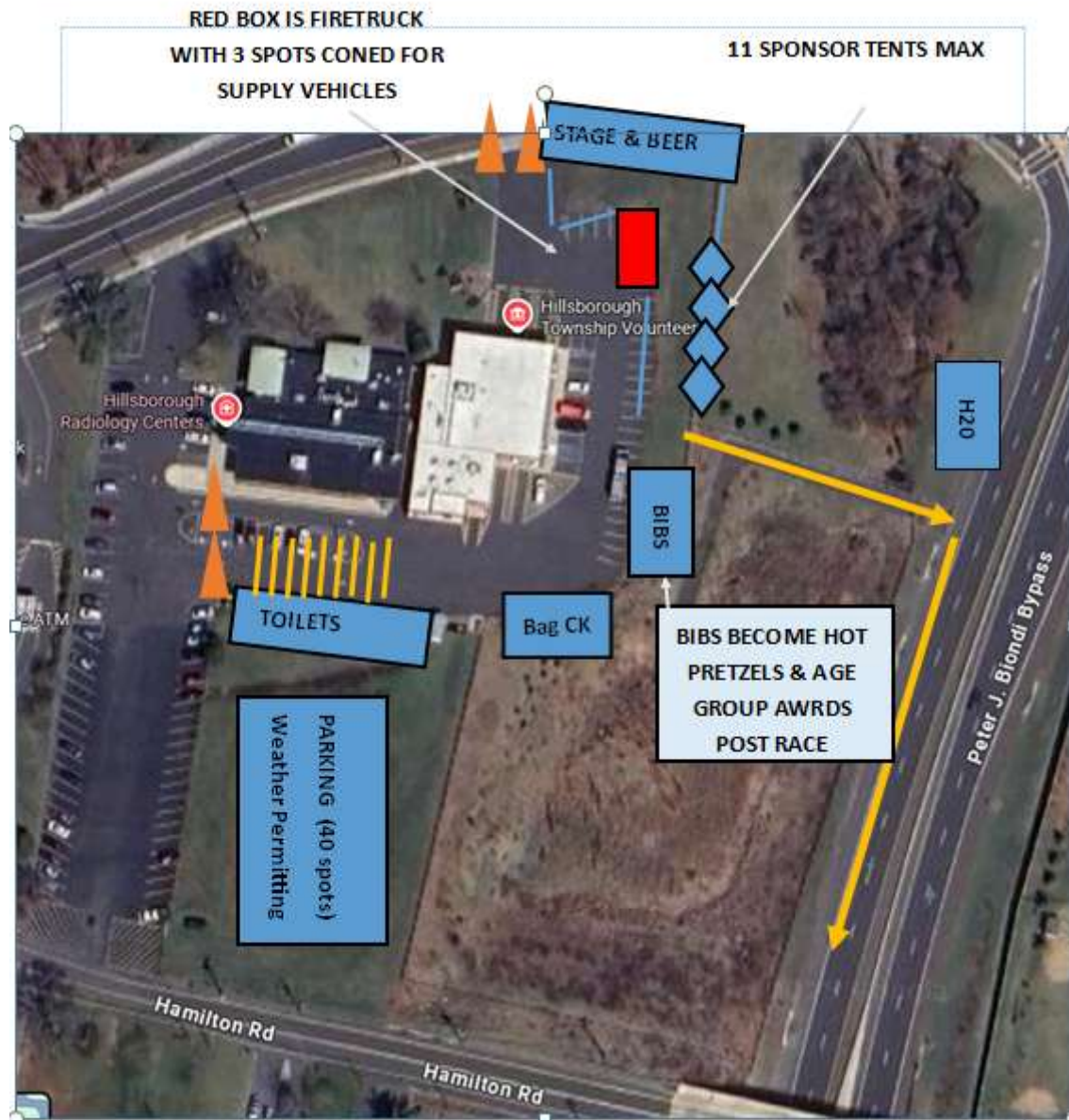
Each bib has a bag tag which they can pull off and pin to their belongings when checking them.

We will provide safety pins for you to attach this tag to their bag or hoodies.

Numbers range from 1 to 750 so it works best to keep them in numerical order and plan ahead by leaving space between bags.

This can be a high paced environment pre-race as people are trying to drop their bag and make it to the start line. Post-race it's pretty chill as they are not in a rush to get their bag. When returning bags, please make sure the bib the person is wearing matches the bag tag that you are giving them.

VICTORY VILLAGE / RACE HQ



FINISH AREA - PRE START OF RACE

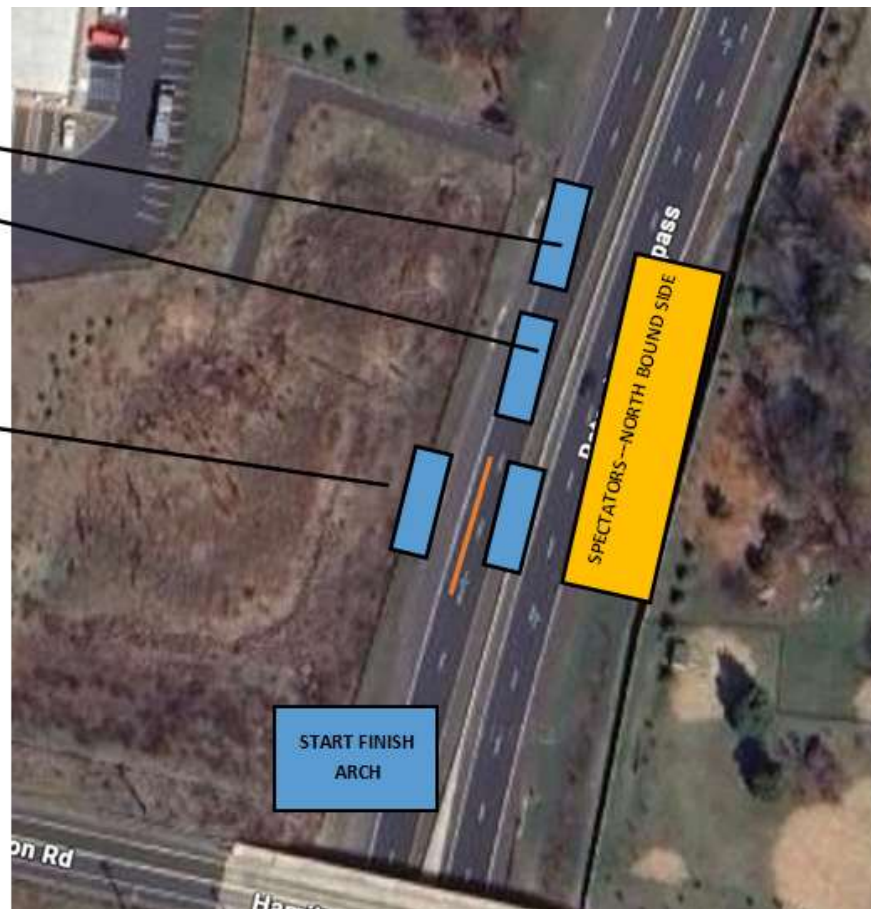


FINISH AREA - POST START OF RACE

WEGMANS WATER
ON TABLE, PEOPLE
CAN GRAB FROM
BOTH SIDES. THIS CAN
BE SELF SERVE.

50 PINT GLASSES
EACH SIDE / FORCE
MEN TO ONE SIDE
WOMEN TO OTHER
WHILE SUPPLIES LAST.
THIS NEEDS TO BE
MANAGED.

PLACE GARBAGE CANS
WHEREVER MAKES
SENSE



WATER STOP



Garbage cans setup out of the way of the runners.

2 Tables set up to be on the runner's right after they make the turn back.