

Volunteer Duties

Thank you so much for volunteering for Run Scared 5K/10K!

To get in touch with the race director during the race please call 206-330-5967

For any emergency situations please dial 911 We will have a first aid tent set up near the finish line, staffed with medical professionals

With everyone please smile and be encouraging! A lot of our participants are first-timers and need all the support we can give them!

**Pre-Race Packet Pickup – Saturday, October 24 at West Seattle Runner
2743 California Ave SW**

Please download a free app called Race Day Check In – green and white logo:



When someone arrives at packet pickup:

- Ask them their last name, look up the name on the tablet, or your phone. Their name should pop up on the screen. Grab any bib from the stack.
- Enter in the bib number, press check in
- Give them their choice of shirt
- Remind them to take safety pins and attach the bib to their front on race day
- Encourage people to take candy and shop around, they get 10% discount on anything in the store

If someone needs to sign up:

- Have them fill out a registration form on their phone (QR Code will be available on the table). Once they register, the system will update within a minute and you can continue with the process above.

**Race Day: Sunday, October 25
At Seward Park:**

**Volunteer Check In
7:30am-10:00am**

- You will have a list of all volunteers and volunteer leaders.
- As volunteers check in, make sure they grab a shirt, some food and drink and a nametag.
- Please send them to the appropriate area of the park to check in with their area leader who will give them further instruction.
- If they are a course monitor or sweeper please give them an orange safety vest

Registration

7:45am-10:00am

Please download a free app called Race Day Check In – green and white logo:



When someone arrives:

- Ask them their last name, look up the name on the tablet, or your phone. Their name should pop up on the screen. Notice their race distance. Grab any bib of that distance.
- Enter in the bib number, press check in
- Give them their choice of shirt
- Remind them to take safety pins and attach the bib to their front

If someone needs to sign up:

- Have them fill out a registration form on their phone (QR Code will be available on the table). Once they register, the system will update within a minute and you can continue with the process above.
- Thank them and point them to the bathrooms, the start line and the gear check area.
- Please remind them about the costume contest, scavenger hunt and kids dash. We want them to stick around for that!

Gear Check

8:00am-11:30am

- You will be in charge of storing everyone's gear, organizing it and re-distributing at the end of the race.
- When someone wants to check their stuff please hand them a paper bag that they can fill to their heart's content.
- Mark their bib number on the outside of the bag
- Organize it in whatever fashion makes sense to you
- When someone comes for their stuff just match their bib number with their bag.

Bike Lead

9:30am – 10:00am

- You will be on your bike leading the front runners around the 5K or 10K course.
- Race director will check in with you before race start to make sure you know the course
- Please visit the website to look at the course map in advance.

Course Monitor

9:00am-10:45am

- You will be directing runners and walkers to make sure they are going the right direction and cheering for them as they come through
- You will be taken to your position by the course manager and be given a course map and an orange safety vest. Please wear so you are visible to approaching runners.

- There will be chalk (if not raining) and directional signs as well.
- When runners and walkers come be enthusiastic and upbeat and point them in the right direction.
- There will be a sweeper that will come through with the last participants so you know when you can leave your station.
- Please collect all cones/signs in one pile when you leave your station
- This position requires some walking, up to half mile each direction

On Course Water Station

9:00am-10:45am

- You will be taken to the waterstation where all the supplies will be laid out but not set up.
- Please set up the tables and put out the garbage bins a short while after the station.
- Start filling water cups, there will be a huge rush of people as they come through and you will not have time to fill as you go
- We have water and candy corn
- Please fill the larger cups with water and the smaller sampler cups with a few candy corn each
- As runners come through please hand them water cups, do not just leave them on the table. Most of the fast people will probably not will take water, please do not be offended! You can leave the candy corn on the table for those that want it. Please let them know its available.
- You will see the 5K and 2 miler participants once and the 10K participants twice.
- There will be a sweeper that will come through with the last participant to let you know when you can start breaking down your station.
- Please collect all the trash and break down the tables and leave in one location. Please do not dump the water or candy corn, they will be used as backup at the finish line.
- Please cheer for people!

Grim Sweeper

9:30am or 10:00am

- You will be walking/jogging/crawling/skipping behind the last person in either the 5K or 10K through the entire course.
- Please encourage the last participant
- Let each of the course volunteers know that they are finished, noting that on the 10K course you will see most volunteers twice.
- Pick up any signage along the way and bring it to the waterstop or the finish line – all signs are light.
- Please note this position requires walking 3.1 miles for the 5K or 6.2 miles for the 10K.

Finish Line Water and SWAG Hander Outter

10:00am-11:30am

- Just after the finish line there will be stacks of water bottles
- Please cheer for them and congratulate them on a job well done and hand them a bottle of water, a finisher's magnet and a finisher's swag (a beanie for adults and gloves for kids).

- You can then direct them to the finish area where there is food, more drink

Candy Corn Tasting Bar

8:00am-11:30am

- There will be 8 different flavors of candy corn available
- Each flavor will have a sign
- Each cup should get 1-2 candy corns of that particular flavor
- Line up about 1 row of each flavor
- Let people know which flavor they are tasting
- Refill as you go.
- Please use gloves provided

Food Distribution

9:30am-11:30am

- You will be helping with food and beverage set up and passing out.
- We will have pumpkin cakes, crackers, gluten free cookies, candy and a hot apple cider.
- One of you will be in charge of the apple cider. We have camping stoves and big pots. Dump in the apple cider and turn it up so its hot but not boiling. As people request, ladle out cups of cider. Dump in more cider as you go so it always stays hot.
- Make sure items are stocked as they get low
- Please check in with the food manager, Lirit Maslan and she will instruct you on what is needed.

Kids Tent

8:00am-11:30am

- We will provide some fun Halloween activities for the kids as the adult race is happening. We have coloring, stickers, bubbles, activity books and games.
- Please help supervise (their parents should be there as well).
- Have fun!
- The kids dash happens just before the adult race. Please direct the kids over to the finish line when you hear the announcement over the PA.

Again, thank you so much for volunteering and making this event happen so we can raise a ton of money for Blood Cancer United!

Have fun!