

EXAMPLE

2012 WhistleStop Marathon & Half-Marathon Aid Station Instructions

Thank you for agreeing to be an aid station volunteer/captain for the 2012 CenturyLink WhistleStop Marathon & Half-Marathon. These instructions are designed to help you provide the best possible service to the runners and also to make your experience as fun as possible.

Things You Will Need:

- **Pick-up (full-size) to carry water buckets and tables - minivans will not work!**
- **Cell Phone** - If no one in your group has a cell phone let us know as soon as possible and we will provide one.
- **Standard Lawn Rake**
- **Garbage Cans (2)**
- **Lawn Chairs**
- **Toilet paper**
- **Clothing for inclement weather** (the races proceed rain or shine, warm or cold)
- Boom Box for entertainment
- Lunch and/or snacks

All other supplies will be provided to you in an aid station kit.

Responsibilities:

- **Study emergency communications plan attached and know very well.** (this will be attached when you pick up your supplies)
- Pick-up supplies at Bay Area Civic Center (BACC) We need the aide stations to pick up there supplies on Thursday, October 11th after the meeting or Friday, October 12th. Please let us know the time you plan on picking up your supplies so we will be prepared. **The pick-up point is on the east side of the BACC at the large overhead door immediately adjacent to the Depot.** Please bring at least two people to the pick-up point.
- Drive out to your assigned aid station. **Make sure you know for certain the location of your aid station! On race day call into the communications center to verify phone is working.** Pop lids on some of the buckets of fluids, both water and Powerade. **Set up ALL tables on the south side of corridor. Runners like all aid stations to offer water and Powerade in the same place at each station.** This helps them to know to stay to the left if they are not in need of fluids. When the tables are on both sides it slows down the runners. Please set up your station so that runners get to water tables first and Powerade second. This is important as it helps the runners to know that the water will always be first and PowerAde second. Separate water tables/area and Powerade tables/area by at least 50 feet. Runners will be running from west to east or Iron River to Ashland. Again have you tables on the south side of the corridor.
- PowerAde should be poured into red & blue "**PowerAde**" cups that will be provided; water should be poured into the generic cups. Please fill both water and Powerade cups about ½ full or a little less. Pre-pour as many cups of water and Powerade as you can fit on your tables. Assign yourself into pourers and those that will be handing the fluids to the runners. If your aid station has food, cut the bananas into thirds (do not peel!) and set out the cookies provided. Use one bucket of water for clean-up water. **Set that bucket aside so that it is not used for runners drinking.**

- As runners approach loosely hold the cups of fluid out to the runner by the lip of the cup. **All volunteers handing our water or PowerAde MUST be wearing rubber gloves.** Gloves will be provided. “Bark/Yell” out what kind of fluid you are holding. Water or Powerade. Please always refer to the energy drink as Powerade. Again, make sure you pour Powerade into the Powerade cups and water into the generic cups. Have your water be the first thing runners get to as they are heading west to east and Powerade second.
- If you start running low on water or Powerade, please call the emergency number and we will dispatch more to you. Make sure you identify which kind of fluid you need and your location.
- Those aid stations at road crossings will also serve as crossing guards. As best as possible stop traffic at the intersection if runners are approaching. Flags will be provided. **Also, this is very important, try to make sure that spectators do not impede the progress of the runners either by parking or standing on the course. Also make NO DOGS are near your station. Ask the spectators to leave their dog in their car! This is for the runner’s safety! With the amount of runners we have on the trail no one is sure how their pet will react.**
- As runners are going by and there are periodic gaps between them, use that opportunity to clean up discarded cups on the course.
- A sweep vehicle will be following the last runner. When that vehicle goes by you may begin tearing down your aid station. **Wait for the sweep vehicle.** There will be significant gaps between the slower runners. Thoroughly clean your entire area. Runners often carry their cups a significant distance down the course. Please do your best to retrieve all cups and garbage. Look for small foil energy gel wrappers that runners will drop. Bag all garbage in bags provided.
- Bring back all supplies to the drop off point at the BACC. We will be asking some stations to drop off your unused water, PowerAde, and cups to another station near the tail end of the course. If we do not have you dropping off at another aide station you may empty any unused water buckets but **DO NOT empty PowerAde buckets as we will likely use them at the finish line and bring them to the Bay Area Civic Center. The drop off point is on the west side of the BACC, kitchen area, near the Bretting Community Center.** Approach the drop off point from Vaughn Ave. Please bring at least two people to the drop off point.

Special Calls to Make:

1. **Call the Finish line Med tent once you are set up (you will receive this number when you get your aid station supplies).**
2. **Call the Finish line Med tent when the first runners pass through your area.**
3. **Call the Finish line Med tent when the sweep vehicle passes through your area.**

General Notes:

- Be enthusiastic! The runners really appreciate your cheering.
- Stay calm. It may get hectic at times. Do the best you can. You will find the runners to be very understanding. Be kind but firm with spectators. It is important they keep the course clear.
- If an emergency arises, stay calm and follow the instructions on the emergency sheet.
- **Have Fun! Bring music! Have a cookout!**
- **Make sure all your volunteers dress according to the weather! We need you no matter what the weather brings!**