



# Water Station Volunteer Guide

First and foremost, we would like to THANK YOU for volunteering for the Edmonton Marathon. Your time, energy and dedication are what make this event a success. We are very happy you have chosen to volunteer and we want you to have a great time while helping out the participants!

Below are some tips and information to help you be comfortable, have fun and enjoy the experience.

**IF YOU HAVE ANY QUESTIONS ABOUT YOUR VOLUNTEER DUTIES PLEASE ASK THE ZONE CAPTAIN OR MARSHAL AMBASSADOR OUT ON THE RACE COURSE.**

**WHAT TO WEAR? Race goes on rain or shine so please dress appropriately.**

The weather and temperatures can change drastically so please be prepared.

Dressing in layers and wearing comfortable shoes are some good tips to remember when preparing for race day.

**WHAT TO BRING? As little as possible.**

Try to bring what you need in a backpack that you can keep with you.

A hat and/or sunscreen are highly recommended.

All supplies necessary for your position will be supplied.

**SAFETY VESTS: Your safety is our priority. If provided with a safety vest, please wear it at all times.**

**START OF SHIFT: Know your assigned TIME and LOCATION in advance.**

Go directly to your specified Water Station location.

Roads in the vicinity of the race may be closed, so allow plenty of time to get to your water station.

**END OF SHIFT:**

It is important that volunteers remain in their position until notified by the Zone Captain, Marshal Ambassador or sweep vehicle.

**SNACKS & DRINKS:**

It is a good idea to bring a few snacks and drinks to keep you going through the day.

**TRANSPORTATION AND PARKING:**

Parking may be limited in the vicinity of your volunteer location so we encourage you to use public transportation, be dropped off, carpool, cycle or walk to your assigned location, if possible.

If you do park, please ensure you are parked legally and obey all traffic signs.

**PLEASE NO SMOKING ALONG THE RACE ROUTE.**

*“Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish”  
– John Quincy Adams*

**Thank you very much for being a valuable part of the Edmonton Marathon and assisting in making our runners' obstacles vanish!!**

## SHIFT START & END

All volunteers are to go directly to their assigned Water Station location on the race course where they will meet the Zone Captain or Marshal Ambassador and set up the Water Station. Volunteers can leave after they have been notified by the Zone Captain, Marshal Ambassador, sweep vehicle or when the Operations Crew picks up the equipment.

## EQUIPMENT DELIVERY & PICK UP

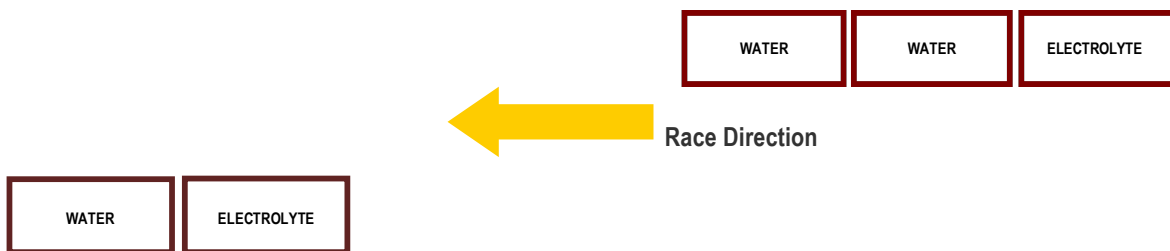
The Zone Captain, Marshal Ambassador and/or Operations Crew will deliver all equipment to you out on course. At the completion of the race, volunteers will assist in packing up equipment and supplies, as directed. The Operations Crew will be by to pick up and inventory equipment at the end of the race. **Do not leave any equipment unattended.**

## SET-UP: TENTS & SIGNS

The pop-up tents are quick lift and go and must be anchored with the weights provided. All signs should be ABOVE the table If possible and not on the ground. Volunteers may hold signs ahead of the tables or they may be attached to dowels or streetlight poles.

## SET-UP: TABLES

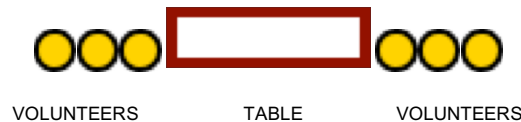
The Water Station should be set up according to the diagram below with products grouped together. Where possible, stations will have tables on both sides of the road (staggered). This orientation ensures that SLOWER participants move to the right and FASTER ones move to the left. It also allows those participants not wanting anything to move quickly around the groups slowing for the tables.



## DRINK & FOOD SERVING

Use plastic gloves when working with food products, water and garbage. Use the pitcher to fill cups HALF full and fill no earlier than 15 minutes before the estimated time of the first runners. If cups are too full, runners may spill them, leading to a shortage of water.

It is very important volunteers stand at either end and not in front of the tables so they do not block the runners. Volunteers lined up at the beginning and end of the station makes the station longer with more fluids readily available.



## ELECTROLYTE INSTRUCTIONS

The electrolyte will come in canisters. Two canisters of powder require a 10-gallon container. Use the plastic sealed bins for mixing; these will have been sanitized and sealed prior to race day. Do not use a bin with a broken seal.

- Pour the electrolyte powder into the container FIRST.
- Fill HALF of container with water and mix until the powder is completely dissolved. Add water to fill the container and mix with paddle.

## GEL INSTRUCTIONS

Place products on the tables for participants to grab freely. Have volunteers lined up on either side of the tables to distribute.

**NOTIFY ZONE CAPTAIN OR MARSHAL AMBASSADOR IF IT APPEARS YOU ARE RUNNING LOW ON DRINKS OR SUPPLIES**

## CLEAN UP

Pick up discarded clothing, cups, wrappers or other race garbage along the course and leave at designated location. Please follow any recycling instructions provided by the Zone Captain, Marshal Ambassador or Operations Crew.

## EMERGENCY MEDICAL SITUATION (Runner or Volunteer Injury)

Stay calm, remain with the patient and have someone notify the Zone Captain or Marshal Ambassador immediately. If you are certified in First Aid or CPR, proceed according to your level of training.