

## **30A 10K**

### **Volunteer Duty Descriptions**

#### **Race Course setup—5 volunteers needed**

Wednesday before Thanksgiving 9:00 a.m.-12:00 p.m. (Meet at Rosemary Beach W Long Green)

Coordinate with Karen Meadows (678) 596-8178 or Michael Overand (321) 217-5952 for duties

1. Pick up race-day food/beverage as requested (larger vehicle required)
2. Load and set up post-race area with tables/chairs, assist with pre-positioning start/finish equipment (cable covers), race course equipment, etc.
3. Set up post-race after party tables/tents: Food/drink distribution tables (6-8) under tents on far Western side near North sidewalk to allow as much greenspace as possible; DJ table (1) on far Eastern side
4. Set up Volunteer Central/Packet Pick-up/Race gear sales tables/tents: Race day packet pick-up tables (2), Race day T-shirt exchange table (1), Race day gear sales table (2), all under tents just East of food/drink tables/tents
5. Set up Race Director & DJ/emcee tables/tents: Race Director tent/tables (3) just East of Volunteer Central/Packet pick-up; DJ table (1) just East of Race Director
6. Start/Finish: Pre-position water pallets, Stanchions/blockades, signage
7. Race course: Assist with remaining course markings/signage, Drive the course with race signs and place them along the course

# **Packet pick-up (1st shift)—(16) packet pick-up, (2) race gear sales, (1) volunteer check-in, (1) Lucky the Turkey**

Wednesday before Thanksgiving 8:30 a.m.-12:00 p.m. (The Big Chill 30A stage)

1. Confirm Runner flow for Packet Pick-up & assign personnel to each station
  - a. Greeters
  - b. Bib pick-up locations (3) (Pre-registered runners)
  - c. T-shirt pick-up (All runners—priority for pre-registered)
  - d. T-shirt exchange
  - e. Runner Registration (Runner gets bib/proceeds to T-shirt pick-up)
  - f. Race gear sales
  - g. Volunteer check-in (near entries)
  - h. Race Day information
  - i. Turkey mascot
2. Greeter **(1-2 volunteers)**: Hang/place external signage/flutterbanners, Position on either side of The Big Chill, Direct runners to Bib Pick-up, Give general race information and directions for packet pick-up flow
3. **Bib** Pick-up (Pre-registered runners) **8 volunteers**: Set up work station, Organize timing bibs, safety pins, markers, pre-registered runner roster
  - a. **1-mile Fun Run**: 2 volunteers, 1 table
  - b. **5k**: 3 volunteers, 1 table
  - c. **10k**: 3 volunteers, 2 tables
4. **T-shirt** Pick-up (All runners with bibs/bags) **5 volunteers**: Set up work station inside stage (L-side) (3-5 tables), Sort shirts by size, Distribute shirts based on pre-registered size, Instruct Runners that shirt trade will be available on a limited basis today and Race Day AFTER the start, Prioritize Pre-registered Runners for their registered size, Mark bib (T) on back for T-shirt.

5. **T-shirt Exchange** (All runners with bibs/t-shirts) **2 volunteers**: Set up work station inside stage (L-side) (1-2 tables), Parcel out extra T-shirts from T-shirt Pick-up and exchange as necessary
6. **Runner registration** **1 volunteer**: Set up work station on stage, Maintain sign-up forms, Process credit card (Square on iPad/iPhone) & cash payments, Coordinate with timing chip company rep
7. **Race gear sales** **2 volunteers**: Set up work station (2 tables--location TBD), Set-up prior-year T-shirts & 30A 10k swag for purchase, Create price-list poster/signage, Process credit card (Square on iPad/iPhone), cash & venmo (@thirtyatenk).
8. **Volunteer check-in** **1 volunteer**: Set up work station (1 table—location TBD) Organize volunteer T-shirts by size, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions, Add volunteers to roster based on availability
9. **Turkey costume** **1 volunteer**: wear mascot costume/spread joy
10. **All volunteers**: Brief on-coming volunteers on all assigned duties and tasks.

## **Packet pick-up (2nd shift)—(15) packet pick-up, (2) race gear sales, (1) volunteer check-in, (1) Lucky the Turkey**

Wednesday before Thanksgiving 12:00-4:00 p.m. (The Big Chill 30A stage)

11. Confirm Runner flow for Packet Pick-up & assign personnel to each station
  - j. Greeters
  - k. Bib pick-up locations (3) (Pre-registered runners)
  - l. T-shirt pick-up (All runners—priority for pre-registered)
  - m. T-shirt exchange
  - n. Runner Registration (Runner gets bib/proceeds to T-shirt pick-up)
  - o. Race gear sales
  - p. Volunteer check-in (near entries)

- q. Race Day information
- r. Turkey mascot

12. **Greeter (1-2 volunteers):** Hang/place external signage/flutterbanners, Position on either side of HUB, Direct runners to Bib Pick-up, Give general race information and directions for packet pick-up flow
13. **Bib Pick-up (Pre-registered runners) 8 volunteers:** Set up work station, Organize timing bibs, safety pins, markers, pre-registered runner roster
  - a. **1-mile Fun Run:** 2 volunteers, 1 table
  - b. **5k:** 3 volunteers, 1 table
  - c. **10k:** 3 volunteers, 1 table
14. **T-shirt Pick-up (All runners with bibs/bags) 5 volunteers:** Set up work station inside stage (L-side) (3-5 tables), Sort shirts by size, Distribute shirts based on pre-registered size, Instruct Runners that shirt trade will be available on a limited basis today and Race Day AFTER the start, Prioritize Pre-registered Runners for their registered size, Mark bib (T) on back for T-shirt.
15. **T-shirt Exchange (All runners with bibs/t-shirts) 1-2 volunteers:** Set up work station inside stage (L-side) (1-2 tables), Parcel out extra T-shirts from T-shirt Pick-up and exchange as necessary
16. **Runner registration 1 volunteer:** Maintain sign-up forms, Process credit card (Square on iPad/iPhone) payments, Coordinate with timing chip company rep
17. **Race gear sales 2 volunteers:** Set up work station (2 tables--location TBD), Set-up prior-year T-shirts & 30A 10k swag for purchase, Create price-list poster/signage, Process credit card (Square on iPad/iPhone), cash & venmo (@thirtyatenk).
18. **Volunteer check-in 1 volunteer:** Set up work station (1 table—location TBD) Organize volunteer T-shirts by size, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions, Add volunteers to roster based on availability
19. **Turkey costume 1 volunteer:** wear mascot costume/spread joy
20. **All volunteers:** Brief on-coming volunteers on all assigned duties and tasks.

## **Packet pick-up (3rd shift)—(15) packet pick-up, (2) race gear sales, (1) volunteer check-in, (1) Lucky the Turkey**

Wednesday before Thanksgiving 4:00-7:30 p.m. (The Big Chill 30A stage)

21. Confirm Runner flow for Packet Pick-up, assign personnel to each station

- a. Greeters
- b. Bib pick-up locations (3) (Pre-registered runners)
- c. T-shirt pick-up (All runners—priority for pre-registered)
- d. T-shirt exchange
- e. Runner Registration (Runner gets bib/proceeds to T-shirt pick-up)
- f. Race gear sales
- g. Volunteer check-in (near entry)
- h. Race Day information
- i. Turkey mascot

22. Greeter **(1-2 volunteers)**: Position on either side of HUB, Direct runners to Bib Pick-up, Give general race information and directions for packet pick-up flow, Take down external signage, Load race gear/tables on truck, clean up

23. **Bib Pick-up (Pre-registered runners) 8 volunteers**: Set up work station, Organize timing bibs, safety pins, markers, pre-registered runner roster, Break down/clean-up work station, Pack up materials and load on truck LAST.

- a. **1-mile Fun Run**: 2 volunteers, 1 table
- b. **5k**: 3 volunteers, 1 table
- c. **10k**: 3 volunteers, 1 table

24. **T-shirt Pick-up (All runners with bibs/bags) 5 volunteers**: Work station inside stage (L-side) (3-5 tables), Sort shirts by size/consolidate, Distribute shirts based on pre-registered size, Instruct Runners that shirt trade will be available on a limited basis today and Race Day AFTER the start, Prioritize Pre-registered Runners for their registered size, Mark bib (T) on back for T-shirt, Break down/clean-up work station, Pack up materials and load on truck LAST.

25. **T-shirt Exchange** (All runners with bibs/bags/t-shirts) **1-2 volunteers:** Work station inside stage (L-side) (1-2 tables), Exchange as necessary, Break down/cleanup workstation, Load materials on truck LAST.
26. **Runner registration** **1 volunteer:** Maintain sign-up forms, Process credit card (Square on iPad/iPhone) & cash payments, Coordinate with timing chip company rep, Break down/clean-up work station, Load materials on truck.
27. **Race gear sales** **2 volunteers:** Maintain/organize prior-year T-shirts & 30A 10k swag for purchase, Process credit card (Square on iPad/iPhone), cash payments and venmo (@thirtyatenk), Break down/clean-up work station, Load materials on truck LAST.
28. **Volunteer check-in** **1 volunteer:** Organize volunteer T-shirts by size/consolidate, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions, Add volunteers to roster based on availability, Break down/clean-up work station, Load materials on truck LAST
29. **Turkey costume** **1 volunteer:** wear mascot costume/spread joy
30. **All volunteers:** clean up/remove trash to dumpsters, take down external signage/race gear and load in truck for race day.

## **Race Day packet pick-up—8 volunteers needed**

Thanksgiving Day 5:30-10:30 a.m. (Rosemary Beach, W Long Green)

(Follow on to Post-race Food/Drink, Finish Line or Awards table after 5k start)

1. Unload runner bibs from UHaul to tent/table area
2. Unload race T-shirts from UHaul to tent/table area
3. Unload race gear for sales to tent/table area
4. Unload volunteer T-shirts from UHaul to tent/table area
5. **Bib** Pick-up (Pre-registered runners) **3 volunteers**: Set up work station, Organize timing bibs, pre-registered runner roster, safety pins
6. **T-shirt** Pick-up (All runners with bibs/bags) **2-3 volunteers**: Set up work station, Sort shirts by size, Distribute available shirts to runners, Exchange T-shirts for runners, Mark bib (T) on back for T-shirt.
7. Race gear sales **1-2 volunteers**: Set up work station, Prior-year T-shirts and race swag will be available for purchase, Process credit card (Square on iPad/iPhone), cash and venmo (@thirtyatenk) payments.
8. Help set up awards table and awards near DJ booth
9. Volunteer check-in **1 volunteer (5:00-10:00 a.m.)**: Set up work station, Organize volunteer T-shirts by size, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions.
10. Pack up race gear after 9:30 5k Start. Pack up race gear sale items last. Load UHaul.

## **Start/Finish setup—10 volunteers needed**

**(check-in first at W Long Green in Rosemary Beach)**

Thanksgiving Day 5:00-7:30 a.m. (Rosemary Beach Barrett Sq, Start line)

1. Unload finisher medals/medal stand/water cans from UHaul to area East of finish line

2. Unload Start/Finish inflatable from UHaul to start line
3. Unload 30A10k signage/flutterbanners from UHaul to finish line
4. Unload pace corral signs from UHaul to start line
5. Unload trash bags & cans from UHaul to start line
6. Position stanchions/barricades on East side of Start/Finish to funnel finishers to the bottle/cup distribution and away from the finish line
7. Place pace signage on stanchions/in grass to corral runners at start
8. Unpack medals and place on wooden peg board by specific race
9. Assist in setting up the inflatable Start/Finish chute
10. Place signage/flutterbanners on stanchions along 30A finish (flutterbanners up to 50 yards from finish)
11. Place cable covers as directed by timekeeper, DJ, race director, etc.
12. Corral runners for the start by their expected race pace (10k) @7:15 using the provided race pace signs (1-mile Fun Run immediately follows @ 7:35)

## **Post-Race Food Set Up/Distribution—20 vols needed**

Thanksgiving Day 5:30-10:30 a.m. (Rosemary Beach, W Long Green)

Food/drink will be set up at Western tables/tent area on W Long Green.

Food/drink will be available to runners first: 10k start 7:30, 1-mile fun run start 7:35, 5k start 9:30

Tents/Tables will be positioned as far North as possible (parking lot side) in order to allow for more grass space for post-race.

**\*Grayton Beach Catering alcohol and Idyll Hounds beer tents will be at far Western end. Vegetarian chili and food/drink under tents.\***

1. Set up tables under tents (3) for food/drink distribution, donuts, coffee, chili



2. Unload food, drink, masks/gloves, supplies, trash bags/cans from vehicles to tents/table area
3. Prepare food/drink (cut donuts, bowls/spoons) to be available by **8:00**
4. Aluminum water can recycling station (near RMB tennis): direct and ensure all racers only deposit the aluminum cans in these containers **3 volunteers**
5. Beer tent: pull **Drink** tabs on runner bibs to afford all runners thru the 5k race (~10:30) to have post-race beer **1-2 volunteers (adults only)**
6. Drink tent: pull **Drink** tabs on runner bibs to afford all runners thru the 5k race (~10:30) to have post-race alcohol **1-2 volunteers (adults only)**
7. Food tent: pull **Food** tabs on runner bibs to afford all runners thru the 5k race (~10:30) to have post-race food/drink **6-7 volunteers**
8. Replenish food/drink/supplies on tables as appropriate
9. Goal is to have enough food for all racers but not have extra
10. Trash runners **4-5 volunteers**: Empty trash bags as they become full and place in u-haul pick-up truck behind food tents, Replace cans with trash bags, Try to separate trash bag handling and food handling

## **Alys Beach water station—12 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

Thanksgiving Day 6:15-10:30 a.m. (Race Course, SW butterfly in Alys Beach) 30A closed to vehicle traffic 7:00-10:30 a.m. Parking available in Alys Beach at amphitheater and on side streets.

Water, tables, cups, speaker & trash bags will be dropped off at water station on race day.

1. Bring a Bluetooth music source to stream music to the speaker
2. Set up tables for 3 gallon water bottles and cups of water
3. Attach pumps to water bottles and fill an appropriate amount of cups prior to runners reaching the water station

4. 10k race starts at 7:30, 5k race starts at 9:30; expect a steady stream of runners from 7:35 until finished
5. Position volunteers to hand out water cups on both sides of the road
6. Place trash cans on both sides of water station so runners can toss used cups
7. Place used cups in trash bags as time permits
8. Place all used cups in trash bags after all runners have passed water station on way back to finish
9. Leave all tables, water supplies & trash bags on side of road for later pick-up
10. Cheer and encourage runners as they pass by the water station
11. Let runners know that 5k turns Right up ahead

## **10K turnaround water station—10 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

Thanksgiving Day 6:30-10:00 a.m. (Race Course, East of **Camp Creek Lake**) 30A closed to vehicle traffic 7:00-10:30 a.m. Parking available at water station on side of road.

Water, tables, cups, speaker & trash bags will be dropped off at water station on race day

1. Bring a music source to plug into (3.5mm jack) the speaker
2. Set up tables for 3 gallon water bottles and cups of water
3. Attach pumps to water bottles and fill an appropriate amount of cups prior to runners reaching the water station
4. 10k race starts at 7:30, expect first runners no later than 7:50
5. Position volunteers to hand out water cups on both sides of the road
6. Place trash cans on both sides of water station so runners can toss used cups
7. Place used cups in trash bags as time permits

8. Place all used cups in trash bags after all runners have passed water station on way back to finish
9. Cheer and encourage runners as they pass by the water station
10. Load water bottles, tables, trash and speaker in a volunteer truck if able and drop off at 137 Camp Creek Point right down the road

## **10k Course Marshal—17 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

Thanksgiving Day 6:30 up to 9:30 a.m. (Race Course, multiple locations) Course marshals provide safety for runners by alerting local traffic already inside the race course that runners are approaching. 30A race course will be closed by WCSO from 7-10:30 a.m.

1. Rosemary Beach
  - a. W Water Street (S and N sides) **1 volunteer**
2. Seacrest Beach
  - a. Goeff Wilder Lane (S side) **1 volunteer**
  - b. Seacrest Village (N side, W entrance) **1 volunteer**
  - c. High Pointe (S side) **1 volunteer**
  - d. Seacrest Beach (N side) **1 volunteer**
  - e. Sunset Beach (S side) **1 volunteer**
  - f. 1-mile fun run turnaround (W of Sand Flea Dr) **1 volunteer**
3. Alys Beach
  - a. Somerset Street (N side) **1 volunteer**
4. Seacrest
  - a. Sand Cliffs/Watersound Pkwy (N/S sides) **2 volunteers**
  - b. Seacrest Dr (N side) **1 volunteer**
  - c. Clareon Dr (N side) **1 volunteer**
  - d. Seabreeze Trail (N side) **1 volunteer**
  - e. Pelican Cir/Seabreeze Ct (N/S sides) **1 volunteer**
  - f. Camp Creek Rd N/Gulf Bridge Ln (N side) **1 volunteer**
5. Watersound
  - a. 10k turnaround (W of Bridge Lane) **2 volunteers (6:45-9:00)**

## **5k Course Marshal—12 volunteers needed**

### **(check-in first at W Long Green in Rosemary Beach)**

Thanksgiving Day 9:00 up to 10:30 a.m. (Race Course, multiple locations) Course marshals provide safety for runners by alerting local traffic already inside the race course that runners are approaching. 30A race course will be closed by WCSO from 7-10:30 a.m.

1. Rosemary Beach
  - a. W Water Street (S and N sides) **1 volunteer**
2. Seacrest Beach
  - a. Goeff Wilder Lane (S side) **1 volunteer**
  - b. Seacrest Village (N side, W entrance) **1 volunteer**
  - c. High Pointe (S side) **1 volunteer**
  - d. Seacrest Beach (N side) **1 volunteer**
  - e. Sunset Beach (S side) **1 volunteer**
3. Alys Beach
  - a. Somerset Street (N side) **1 volunteer**
4. Seacrest
  - a. 30A/Watersound Pkwy **4 volunteers** to cover the intersection and set up 5k turn
  - b. 5k turnaround (Watersound Pkwy S of Fazio Dr) **1 volunteer**, cone in middle of street

\*For traffic incidents, call (Incident Commander), WCSO: (850) 699-7912\*

\*\*For all major incidents, call SWFD Fire Chief **Wesley Uscher** (Incident Commander): (850) 699-7912. If a major emergency (and can't reach Chief Uscher) call 911 and let them know dedicated Ambulance is parked at Watersound Pkwy\*\*