



Volunteer Guidelines and Information for the 2011 New York City Half Marathon Fluid Station Volunteers

Supervisors: Personnel from Eventage (outside vendor)

Date and Times of Shift:

Sunday March 20th 2011

Fluid Stations 1, 2, 3, 4- **5:00 am-10:00 am**

Fluid Stations 5, 6, 7, 8, 9, 10- **6:00 am-11 am**

Before You Start Your Volunteer Shift:

- Please dress in layers so that you can peel off and add layers depending on the progression of the weather over the course of the morning
- Once you check in you will receive:
 - A vest
 - A credential
 - A hat with your group name on it
- The station captain will give a brief orientation before you begin to set up the aid station

During Your Volunteer Shift:

- The first thing the captain will instruct you on is how to set up the tables on the road
- He will assign different teams to either one of the Poland Spring water tables or to one of the Gatorade tables
- The captain will then instruct you how they would like you to fill and stack the cups
- Personnel from Eventage will be at your Fluid Station to ensure that the Gatorade is mixed properly. Please do not mix the Gatorade until this person arrives.
- Gatorade cups should be filled only to the bottom of the Gatorade logo. Poland Spring cups should be filled halfway
- In most cases the cups will be stacked three levels high
- **Giving out water and Gatorade**
 - Once the fluid station is set up, the aid station captain will call a meeting of all volunteers at the station to make sure you know how to properly offer fluids to the runners. While it may seem like a simple sounding function, it is far more difficult than it appears. Please take the time to understand the following:
 - Each volunteer should stand in one spot and offer fluids; runners who want them will approach the volunteer and reach for the cup.
VOLUNTEERS SHOULD NOT THRUST CUPS AT RUNNERS OR FORCE THEM ON RUNNERS. If water spills on the runners it can affect their performance. If Gatorade spills on them, it will dry to a very uncomfortable, sticky consistency and make the runner uncomfortable.

- Volunteers need to be ***back off the road and behind the tables.*** If volunteers creep out into the street, it is very distracting for the runners and also narrows the width of the street for the runners.
- Volunteers should spread out along the entire length of the fluid station, covering all the tables, so the runners have plenty of opportunities to get fluids if they want them.
- Each volunteer should call out what fluid he or she is offering. They should say, "WATER" if water is in the cup, or "GATORADE" if Gatorade is in the cup.
- **Please remember: only Poland Spring water in the Poland Spring cups, Gatorade in the Gatorade cups. It makes a big difference to the runners.**
- **Cleaning Up**
 - After the bulk of runners have passed your fluid station and you no longer need to offer fluids, your station captain will instruct you to begin the cleanup process. Discarded cups should be picked up, emptied of any remaining fluids and placed in either a blue, black, or clear plastic bag
 - Blue bag for the cups
 - Clear bag for the cardboard
 - Black bag for all trash that is not recyclable

Things to Know:

- At some point during the race you may see a runner who needs medical assistance
 - If you are close enough to the medical tent please alert someone in the tent
 - If not close enough to a medical tent call the medical hotline. The number will be listed on your credential. **Give the following information:**
 - Location (use lightpole letters if in park, use cross streets if on streets)
 - Physical state (conscious, unconscious)
 - Description of injury
 - Runner bib number & name