

# VOLUNTEER RESPONSIBILITIES

## TIMERS

1. As a timer you will be required to operate a stopwatch for all heats of that particular event. You will be assigned a lane or location depending on the event. There will be another volunteer assigned to the same lane/location and both will time the event.
2. We go to great lengths to separate all volunteers so that two volunteers from the same company are not assigned to the same lane. However, substitutions are frequently encountered due to illness, etc. If you find yourself assigned to a lane/location with someone from your own company, please either change lanes with someone or report it to the Event Coordinator so that we can do our best to change it.
3. Each lane/location will be given a clipboard with heat sheets and both times obtained are to be written on the sheet. These will be picked up periodically by a "runner" and given to the Event Scorekeeper.
4. It is also very helpful for the timers to be familiar with the rules so that they know how many participants will be competing in that particular event and can stop their watches at the appropriate time.
5. Please remember, your job is to operate a stopwatch. We ask that you refrain from answering questions posed by the participants and instead, direct them to the Event Coordinator or a committee member. This assures that all the rules are explained in the same manner.

## JUDGES

1. Each Battle event is unique and therefore, judging for each event varies. If you have volunteered to judge an event, please become as familiar with the rules as you possibly can. Be prepared to walk/run (depending on the event) in order to see each exchange or course layout.
2. Generally, one judge is assigned to one lane/location and is responsible for judging all heats in that event. Any penalties seen are to be noted on the heat sheet, which the timers will be responsible for.
3. As with timers, please refrain from answering questions posed by the participants and instead, direct them to the Event Coordinator or a committee member. She/He has reviewed the rules with you prior to the event but it is best if you direct questions to her/him.
4. Judging can be one of the more difficult volunteer jobs and may involve disputes from time to time. Be knowledgeable of the rules and firm in your decision - that is your job. Our job is to keep coaches and participants from questioning you and your decision. Penalties are assigned if badgering occurs!

## **VOLUNTEER INSTRUCTIONS FOR RUN/WALK**

**Pre-Race** – a table will be set up in the Tent located in the outfield of diamonds 3 & 4 in Faurot Park, we will have yellow waivers available for those who are not team members or employees that have not already filled out a waiver and would like to walk. We must have a waiver filled out for these participants and their children. Collect these waivers and return to the Committee member assigned to that table. Once the race starts, you will have an hour or so to either participate in the race or cheer on your fellow employees.

**Start/Finish** - make sure that runners line up according to ability - faster sprinters in front and so on. Walkers line up middle and back. Anyone who does not have a number should line up behind those who do have a number. After the race has begun, you move to the finish line. As the runners/walkers cross the finish line, remind them to remove their tear tags, and stay in single file until their tag has been put on the stake. The volunteer working the stake will number each tag in the order it is received. Periodically, the committee member will take a stack to the result area. Make sure that every tag she/he takes is numbered, as this is our only way of knowing the place of the runner/walker. After the last walker has crossed the finish line, please help tear down the finish line and put in Run and Jog Club trailer. There will be a Run and Jog Club representative working the finish line with you.

**Course marshals** - report to your location no later than 6:00 pm. Move the barriers in place to close the road, if necessary, at 6:20 pm. You may have a ACERT official their with you depending on your location. If a car approaches during the first part of the race, they will have to wait or you may be able to redirect them depending on your location. Once the walkers begin to pass, you may use your discretion at letting cars pass. As the racers pass, obviously make sure they are going the right direction and it doesn't hurt to cheer them on! After the last walker has passed, please move the road barriers back off the road so that the city employees can pick them up. At this point, we will need you to help clean up and then you are finished unless you would like to help with results which will take place in the tent.

**Results** –will be done at the tent located in the out field of diamonds 3 & 4 in Faurot Park. You need to be there by 7:30 pm and plan to spend 1-2 hours.

**Fruit/Water** - you will either be assigned to a water stop, responsible for filling cups, handing out water, and picking up empty cups or at the finish area, cutting fruit.