

Aid Station Orientation

May 17, 2022

Agenda



- Aid Station Team
- Role of Aid Station
- Arrival and Set Up
- During the Race
- Clean Up
- Medical
- Elite Tables
- Covid-19 Safety
- What to Bring
- Volunteer Registration
- Communication
- Questions

Aid Station Team



- **Jon Bird:** Operations Director
- **Jill Petkau:** Volunteer Coordinator
- **Sari Waldman:** Aid Station Program Lead
- **Courtenay Smart:** Aid Station Program Support

Role of Aid Station



The 4 “E”s!

- **Energy**
- **Excitement**
- **Electrolytes**
- **Eats**

Arrival and Set Up



When do we need to be at the aid station?

- Arrival time and location is indicated on your **Aid Station sheet**
- Park near the Aid Station (no need to check in at Stampede Grounds)

What will we find in our kit when we arrive?

- Volunteer Attendance Sheet and extra registration/volunteer waiver forms
- Instructions
- Tables
- Equipment list
- Stereo
- T-shirts
- First aid kit

Set up must be fully completed at least
15 minutes before first runner.

How do we set up the aid station?

- Follow the instructions in your orientation document and box
- Run Calgary Tutorial on Aid Stations: <https://www.youtube.com/watch?v=PGnQdyrhG7I&t=3s>
[PLAY VIDEO](#)

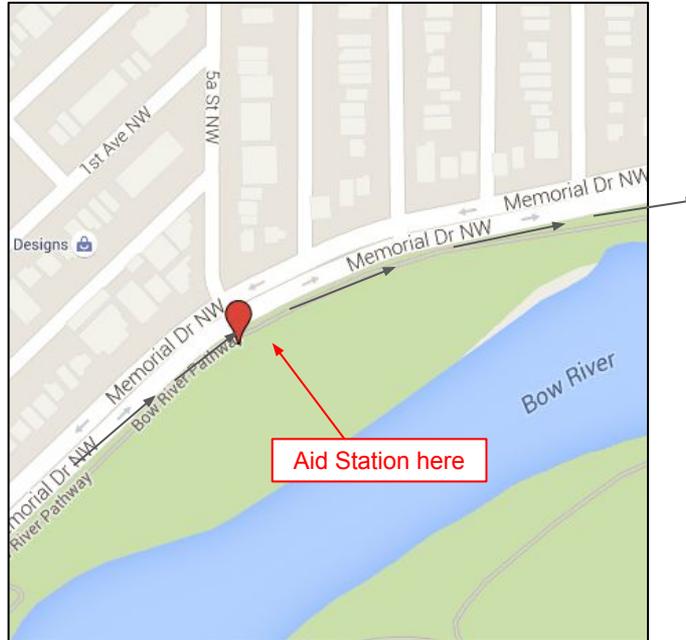
Aid Station #12 - Memorial Drive NW & 5A Street NW

17.5 km (Half), 37.5 km (Marathon), 45 km (50km) from Start

Located on the South side of Memorial Drive NW at 5A Street NW by the Bow River Pathway, west of the memorial sign “These native trees are living...”.

Runners are going east.

Aid Station is **set up on Memorial Drive NW, on the grass next to the road.**



Races: Half, Full & 50km

Set up Time: 7:00am

Runner Window: 7:50am - 1:31pm
[Heavy Flow: 8:30am - 10:45am]

Clean-Up Completed By: 1:55pm

Truck Pick-Up Time: 2:15pm

of Runners: 2700

Port-a-Potty: 100m past Aid Station



During the Race



Main goal: handing out nutrition/hydration and keeping it constantly replenished and tidy!

- Have some volunteers handing out drinks and some replenishing cups/Xact energy bars
- When there is a break in runners, clean up the cups on the ground
- Don't cross the street in front of runners!
- If you run low on supplies, captain to contact Courtenay in the Whats App channel

Second Goal: Cheer!

- Play music
- Share words of encouragement!
- Make noise

Elite Tables



Aid Stations 3, 6, 9, 12 only

Where do you put the table?

- Put this as the first table at your aid station; once the elites are through, you can put product on this table

Your aid station captains will be by when you are setting up to put the bottles on the tables

Elites will grab their own bottles as they will be labeled specifically for them with their own nutrition formula

Elites may choose to run with the bottle or discard at the aid station - please throw away bottle once it has been disposed

Elites may choose not to take their bottles when they pass by the aid station

Why do the elites get their own nutrition?

- Many elite races offer this service to attract the best runners - it is a small way for us to show some love to our elite runners

Clean Up



When do we clean up?

- Once runner flow is slowing down, start the clean-up process
- Finish clean-up and break down the Aid Station once the Tail Cyclist passes and advises last runner

How do we clean up?

- Dump out water
- Dispose Nuun down porta potty
- Pack up equipment in box and fold tables
- Leave everything as you found it
- **Put Volunteer Attendance Sheet and completed Volunteer registrations/waivers in Aid Station Kit Box**

Leaving the station

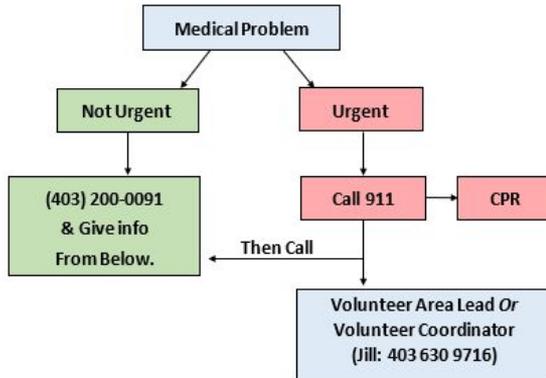
- Most volunteers can leave once station is packed up
- Aid Station Captain to stay until equipment is picked up

Medical - Emergency Response Process



EMERGENCY RESPONSE

If unsure, treat as Urgent and call 9-1-1 first.



Call Medical Dispatch at 403 200-0091 Or Radio Channel 2.

Location & or nearest Kilometer marker:

Bib Number:

Bib Colour:

Approximate Age:

Main Symptoms:

- Copies of Emergency Response Process document will be provided to each Aid Station
- Keep readily available (i.e., tape plastic sleeve containing documents to table or Aid Station Captain to keep on clipboard)
- Aid Station Captains: REVIEW PROCESS AND REQUIRED INFO WITH ALL AID STATION VOLUNTEERS - prior to first runner arriving (** Proper Preparation!)
- Unless there is a Race Official (Aid Station Lead, Course Captain) in the immediate vicinity with a radio, call Medical Dispatch at 403-200-0091

COVID-19 Safety



- Use hand sanitizer frequently - mandatory after eating and drinking
- Masks are not required, but welcome if you feel more comfortable
- Gloves to be worn at all times when handing out hydration
- Not feeling well morning of? Don't come!
 - Let Aid Station Captain know, and captain can let Courtenay know
 - Text Volunteer Coordinator (Jill Petkau) at 403-630-9716 to advise

What to Bring



- Banners
- Hat, sunscreen
- Rain gear (hopefully not needed!)
- Team T shirts if want (volunteer shirts will be provided)
- Snacks
 - Aid Station Captains can purchase coffee/snacks to bring to Aid Station on race day morning
 - Volunteer Coordinator will communicate pre-approved amount to each Aid Station Captain (based on original aid station number requirements)
 - Pre-approved amount to be reimbursed post-race by cheque to Aid Station Captain
 - To receive reimbursement, receipt(s) must be submitted via email to Jill Petkau, Volunteer Coordinator (volunteer@calgarymarathon.com)
 - Can drink water and nuun at the station
 - Pre-packaged snacks (granola bars or similar) will be included in Aid Station kit

Volunteer Registration



Has everyone registered in Volunteer Local?

- Captains, please have any remaining volunteers complete this as soon as possible

Should kids register?

- Kids who are actively participating in the aid station must be registered (minimum age to volunteer is 8 years old and children less than 14 years old should be accompanied by supervising adult at all times)
- Kids under 12 are not encouraged to help hand out nutrition/hydration

What if our aid station needs a few more volunteers?

- Individual volunteers will be added to aid station teams to top up numbers if needed
- These volunteers will be introduced to their aid station captain over email

Communication



How can I be in touch if there are questions?

- Volunteer handbook to be released one week before the race
- WhatsApp group for captains - to be used on race day for communication
- Courtenay will also provide phone number to be used on race day
- If questions until race, continue to use email:
aidstations@calgarymarathon.com



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Thank you!

Any questions?