2022 Volunteer Guidebook

www.RunSageCreek.com

Welcome to Run Sage Creek!

Thank you for joining us for Run Sage Creek. With our switch to June we are looking forward to better aligning with the school year, and of course, better weather (gosh we sure hope so!).

Events like ours could not come together without you, and we thank you for your contribution.

An enormous thank you from our entire team, who are also volunteers! Now, let's Run Sage Creek!

Timeline

Thursday (June 9) and Friday (June 10), 4-7pm at École Sage Creek School, 315 Sage Creek Blvd
- Race kit pickup for all runners/walkers in the in-person and virtual race options
- Volunteer kit pickup - drop in for 10 minutes of orientation between 4:00-6:45
  - If you can not make this time please plan to arrive early to your volunteer shift on Saturday June 11 for a brief orientation.

Saturday, June 11: Race day!
Volunteer shifts begin at various times depending on the role or position. The earliest jobs - course setup - have an early start, around 6:30 am, through to about 8:45 am.

Bag check and photo op volunteers must be on site by 8:00 am, and stay through to the end, no later than noon.

Course marshals and bike marshals need to be on site by 8:30 am, and stay through until the last runner/walker has completed the race, somewhere between 11:00 and noon.

Course teardown volunteers can start packing up the on-course equipment after the last runner/walker is through an area, and need to be on site by 11:00, finishing up around 1:00 (many helpers will make this go faster!).

Yes - you can absolutely help with set up, teardown, and a different job in between!

The races themselves are scheduled as follows, and are subject to a slight tweaking depending on numbers and our need to avoid congestion at the start line. All events will depart by 10am.
- 9:00 - 1K
- 9:30 - 5K
- 9:40 - 3K

About Run Sage Creek

Run Sage Creek began in 2018 as a project of the École Sage Creek School Parent Advisory Council (ÉSCS PAC), organized by caregivers in the community who were passionate about our neighbourhood, school, and family fitness. Our first year was a success, and then 2019 brought a freak snow storm that made things challenging...but still successful! 2020 was the thick of COVID restrictions and we cancelled, 2021 was just last October and one of only a handful of in-person events in the province. We pulled it off despite last minute changes to public health requirements.

And now we've moved to June, which put us on an accelerated schedule to make the change, but we are very pleased with how things have worked out. We can't wait for race day. Thank you so much for being part of our event.

COVID precautions

Run Sage Creek will adhere to all public health restrictions in place as of race weekend, even if they come up last minute. In general this includes the following protocols:
- All events are outdoors
- Sanitation stations will be available at the start/finish area
- An option for virtual participation if preferred by the runner/walker
- Race kit pickup will be outdoors
- Masking is encouraged in crowded areas.

Volunteer kit pickup

To minimize contact in advance, and to respect your time and effort, we are holding a drop-in volunteer kit pickup at the same time as the race kit pickup. A volunteer coordinator will meet with you and go over your duties. You will be provided with a map and we strongly recommend you find your assigned location that day so you are ready for race day.

If you are unable to make these times (Thursday and Friday 4:00-6:45pm) please plan to arrive early for your shift on Saturday June 11th to pick up your materials.

Volunteer code of conduct

Volunteers represent Run Sage Creek, and in turn, the École Sage Creek School PAC. By volunteering for Run Sage Creek it is important to remember that you are the face of this event, and that we are all about making a safe, supportive environment for everyone. We are inclusive, and welcome families of all types.

Regardless of your volunteer role/position please:
- Treat all participants, other volunteers, and spectators with respect and courtesy
- Make time to understand your role: where and when you are to be in position, and what you are to be doing during the event. Ask questions if you are not sure!
- Be on time, and stay for the duration of your shift
- Dress appropriately; Run Sage Creek will operate in rain, shine, snow, wind, and everything in between
- Use appropriately any tools or equipment assigned to you, and return them when finished.

Race day

All volunteers should report to the start/finish area at the assigned time and check in with a volunteer coordinator.

Course set-up:
- Check in at 6:15 am at the volunteer table on the basketball court

Course marshals, bag check, and photo ops:
- Check in at 8:15 am at the volunteer table on the basketball court

- Retrieve your assigned equipment and then proceed to your designated location
- If you are unable to attend your shift, please check in with a coordinator as soon as possible as your role is very important. We will need to work to replace you, which may be difficult on short notice.

Course tear-down
- Check in at <mark>10:15</mark> am at the volunteer table on the basketball court

What to wear and bring:
- Dress casually and comfortably, and for all weather
- Course marshals will be provided with a high visibility safety vest and flag; please return these at the end of your shift
- Bring water, snacks, and anything else you need to be comfortable
- Marshals who are NOT at a road crossing may wish to bring a chair
- If you drive to your designated location please give yourself time to find parking, respect all parking signs, and our neighbours' property
- Bathrooms will be available at the start/finish only, so please plan accordingly. If you need to leave your post, please contact the volunteer coordinator to have someone cover for you. Do not abandon your position - this could lead to unsafe conditions for participants, particularly crossing or along roads.
- Cellphone if you have one, to contact the volunteer coordinator if needed
- Leave valuables at home; Run Sage Creek is not responsible for lost, stolen, or damaged items

Incidents and emergencies

If you encounter anyone needing medical assistance, please:
1) Stay with the person
2) Call 911 if warranted
3) Call the volunteer coordinator for medical support

If you need any other support or assistance during the event please call the volunteer coordinator. **Your volunteer kit will include emergency contact numbers, and how to reach the volunteer coordinator.**