

# MANITOBA Marathon



## Volunteer Guide Book 2019



Manitoba Marathon is the site  
for the 2019 Canadian National  
Half Marathon Championships.

# Welcome to the Manitoba Marathon

## Message from the Executive Director



Thank you very much for joining us as a volunteer for the 41<sup>st</sup> running of the Manitoba Marathon on Sunday, June 16, 2019. We are thrilled to be hosting the Canadian Half Marathon Championships and to be bringing some of the country's fastest runners to Manitoba's biggest starting line.

Supporting both these national and everyday champions on race day takes a lot of work and effort. On race weekend our 1,500 volunteers pull it all together and make it happen.

From our legacy volunteers to our brand new faces, everyone and every job are important to making the weekend memorable for our participants and spectators: we could not create this experience without your dedication.

We welcome you as ambassadors for both the Manitoba Marathon Foundation and for the City of Winnipeg. We ask that as you prepare for your job by reviewing a little background on the event and some basic information about race weekend.

We are grateful for the work you do: your commitment not only helps 10,000 participants toe the line on race day but also helps the Manitoba Marathon Foundation support Manitobans living with developmental disabilities.



Rachel Munday

## Race Weekend Events

<b>Manitoba Marathon Fit Expo</b>	Friday, June 14, 11:00AM-7:00PM Saturday, June 15, 9:00AM-5:00PM
<b>Race Day:</b> Mini Mites Dash Full Marathon Half Marathon Relay 10 K Super Run	<b>Sunday, June 16, 2019</b> 6:50 AM First corral at 7:00 AM First corral at 7:00 AM 7:10 AM 7:15 AM wave 1 7:15 AM, wave 2 7:17 AM, wave 3 7:19 AM, wave 4 7:21 AM

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## Event History & Foundation Information

The Manitoba Marathon is a community driven event in celebration of:  
Fitness; Competition; and Fundraising for projects to  
support people who live with a developmental disability in Manitoba.

On Father's Day in 1979, the Manitoba Marathon took its first run through Winnipeg and Headingly. Since then, the route may have changed but the spirit remains the same. The Manitoba Marathon hosts approximately 10,000 participants over our six tiered events. We are also joined by 1,500 volunteers and an estimated 40,000 spectators both at the finish line and along the race route. This makes the Manitoba Marathon the largest annual mass participation sporting event in the province.

Since day one, funds raised have gone to support the Manitoba Marathon Foundation: millions of dollars have been granted to support projects for Manitobans living with developmental disabilities.



## Canadian Half Marathon Championships

In 2017 the Manitoba Marathon successfully applied to host of the Canadian Half Marathon Championships in association with Athletics Canada from 2019 to 2022. This event is one of three road races that are part of the Athletics Canada Canadian Championship Series, along with three indoor track events.

The top Canadian male and female athletes are awarded the national title as well as the right to compete at the IAAF World Half Marathon Championships. The Championship event in Winnipeg is expected to attract approximately 30-50 of Canada's highest level elite runners in the half marathon distance, as well as national media attention and live event coverage via Athletics Canada TV.

 <b>Volunteer Commitment</b>
<b>Arrive Prepared</b> <b>Respect Everyone</b> <b>Have fun</b>

### Volunteer Code of Conduct

Our volunteers represent the Manitoba Marathon and it is important to portray a positive image. Regardless of your role, we ask that you at all times:

- ✓ Treat participants, spectators, staff and fellow volunteers with respect and courtesy and be sensitive to the diverse populations involved with our event
- ✓ Ensure that you understand your job before you begin, and commit to asking questions if you need more information
- ✓ Show up on time, stay through your entire shift and be prepared to help when/where asked.
- ✓ Dress appropriately for the weather and wear your volunteer shirt and credentials (where applicable) at all times. Only bring necessary items with you to your scheduled shift; valuables should be left at home
- ✓ Respect the confidentiality of our participants, especially for volunteers participating on our medical care team

 <b>Commitment to Volunteers</b>
<b>Clear Expectations</b> <b>Predictable Experience</b> <b>Friendly Leadership</b>

### Volunteer rights & responsibilities

Just as we ask that you abide by the Code of Conduct at all times, we are committed to treating you with the utmost respect as we appreciate your time and effort. We promise to provide you with the following:

- ✓ Treating you with respect and courtesy at all times and as such providing you with a safe and enjoyable environment to volunteer
- ✓ Ensuring that we listen to your concerns and issues

- ✓ Providing you with all of the tools and information that you need to be successful at your volunteer position, as well as a volunteer t-shirt and credentials as required
- ✓ To keep you informed about changes and updates to the Manitoba Marathon that pertain to you

## Preparing and Volunteer Check In

**Please note that Volunteer Check In is a new process for 2019: ensure that you know where to meet your Team Lead prior to your shift.**

All non-course volunteers should report to volunteer check-in at least 15 minutes prior to the start of the scheduled shift. Check in for each job is located as follows:

Volunteers working inside Investors Group Field	Just inside Gate 1 at the south end of Investors Group Field
volunteers working at the start line/corral areas	Full Marathon start line arch on Chancellor Matheson
Fit Expo volunteers (Investors Group Athletic Centre)	Volunteer Booth, located just past the Kit Pickup area on the left
Course volunteers	Proceed directly to your location: hospitality station leaders will be responsible for their own crew, Course Marshals will be checked in by a roving Course Coordinator

If you are unable to attend your shift, contact your Volunteer Coordinator as soon as you possibly can so that they can work to fill your place as every role is important.



We will do our very best to inform you of any changes or new information; however we recommend that all volunteers download the Manitoba Marathon app to their mobile device. Remember to always check the app, namely the Volunteer Information tab, to ensure you are up to date. The Manitoba Marathon website and our Facebook page will also have current information.

## What to wear

T-shirts and credentials (where applicable) will be provided either in advance of race weekend or at volunteer check in. Please wear the credential and shirt during your volunteer shift so you are easily identified for participants and spectators. If your job requires you to gain access to restricted areas you MUST ensure that you bring your credentials on race day or you will not be able to access your volunteer area. Security will strictly enforce access and a volunteer t-shirt will not be enough.

Dress casually and comfortably: for outdoor volunteer positions layers are best so you can take them off if the temperature



increases. Check the weather before race day to get an idea of what you might need. Wearing sunscreen, a hat, a watch, and sunglasses are often a good idea; bring a jacket if the weather looks like it might require it.

## What to bring

We recommend you do not bring unnecessary personal items or valuables. At most volunteer positions, there will not be a secured location available for storing personal items and the Manitoba Marathon is not responsible for lost, damaged or stolen items. Please note that if you are volunteering at Investors Group Field any bags that you bring will be subject to inspection by security upon entering.

It is a strong asset to bring your mobile phone if you are able to, keeping it with you at all times. The ability to contact the Comm Centre if required and access the Manitoba Marathon app is a strong asset.



## Road Closures & Parking

If your volunteer job is on the University of Manitoba property on race day, ensure you have checked area road closures and know where you can gain access to the campus. Some jobs make limited amounts of parking available in Q Lot for volunteers; Team Leads will provide parking passes in advance of race day as you will need it to enter the campus. Please note arrival time restrictions on your pass: once the roads close completely before the race starts you will not be able to access the parking lot.

## Starting your shift

Please check in at the volunteer check in location 15 minutes before your scheduled start time; your Team Lead will then have time to provide you with instructions and any supplies.

During event hours, everyone's work is necessary and important. General job descriptions were noted in the registration process, but you may be reassigned to fill in as needed. If you do not know where to go, or what to do next, please check with your Team Lead. If you need a bathroom break or otherwise need to leave your post, please make sure your Team Lead is informed before you go.

## While on Shift



Manitoba Marathon will do its best to provide you with refreshments and breaks. Please appreciate that the pace of race day is quite steady, but we will do our very best to ensure that you receive adequate down time. Volunteers at IGF will have access to the Volunteer Hospitality tent at Gate 1 which has Starbucks coffee, World of Water water (please bring a water bottle to fill) and snacks. Your Team Lead will let you know when there is time available for breaks and

where you can get your complimentary lunch.

**If you come across any type of emergency, contact the Communications Centre directly at 204-272-1650: DO NOT CALL 911.** Our Comm Centre is connected to City of Winnipeg Emergency services and works with them to field our calls. Stay calm and remain with the participant. If you are certified in First Aid or CPR, proceed according to your level of training.

## Race Day Site FAQs & Maps



For course and site maps, refer to the Manitoba Marathon App or view on the website:  
Manitoba Liquor & Lotteries [Full Marathon](#)  
& Johnston Group Relay  
Intrepid Dezine [Half Marathon](#)  
Goodlife Fitness [10 K](#)  
Great West Life [Super Run](#)

### **Where is/are...?**

Please use the site map in the participant handbook or on the Marathon app to guide them.

### **Where can I pick up my race bib? I missed the Expo.**

There is no race day pick up. Please send them to the Information Table inside Gate 2 at IGF so our staff can provide them with a blank bib. They will not receive a finish time (as they do not have timing chips) but it will allow them on the course.

### **Where do I put my possessions during the race?**

Direct to Clothing bag check in the Pinnacle Room: only official clothing bags can be checked. Extra clothing bags are available at the Information table inside Gate 2 at IGF.

### **Where is my school? I am supposed to meet with my teacher.**

We have over 125 schools attending & unfortunately we don't know their meeting spots. Some schools will have a sign their meeting places so that students know where to meet.

### **How do I get back to my Park & Ride location?**

Direct to Park & Ride buses (refer to site map either in the handbook or on the Manitoba Marathon app): buses are signed with the location they will return to.

### **Relay Exchange Zones...How do I get there/ back?**

It is the runner's responsibility to get to their relay exchange zone – no transportation is available from the start line. Upon completing their relay leg, shuttles will run back to the previous relay exchange zone as well as to Investors Group Field.

### **When/where are awards handed out?**

In the infield of Investors Group Field at approximately the following times: *Half- 8:30 am, Full & Relay between 10:00 and 10:30 am*

***The participant I am looking for is in medical. How do I find them?***

Direct them to the information table just inside Gate 2 in IGF and they will escort them to the restricted medical area.

If anyone is looking for a lost child or item, send them to the Information Table set up just inside Gate 2 in Investors Group Field. Try not to leave your work to assist them as Marathon staff at the Information table are best equipped for it.

When your shift is complete, please check out with your Team Lead. Thank you so much for your time and dedication to the success of the event!

On Monday after the event, you should receive an email invitation to complete a survey on your experience as a volunteer. Please take the time to provide a thorough response: the more information you can provide helps to make the race better for everyone.

