



Manitoba Marathon Fit Expo
Volunteer Guidebook

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Fit Expo Location

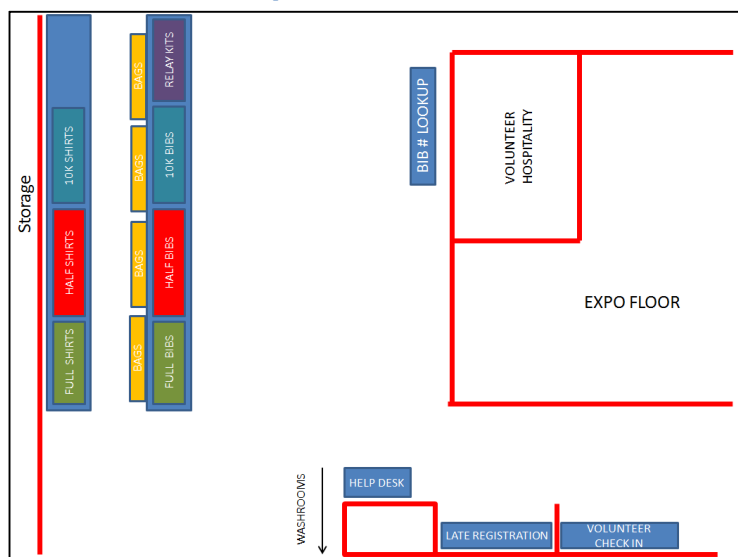
Investors Group Athletic Centre, 75 Sidney Smith, University of Manitoba

Shift Times

Below is a list of all four available shifts; you may have signed up for one or more:

Friday, June 14	10:45 AM – 3:00 PM
Friday, June 14	3:00 – 7:00 PM
Saturday, June 15	8:45 AM – 1:00 PM
Saturday, June 15	1:00 – 5:00 PM

Job Location Layout



Upon arrival please proceed to the volunteer booth located past the bib pick up and to your left where you will receive your Manitoba Marathon volunteer shirt and a name tag.

You will be directed to your designated work station and be further instructed on your duties.

Job Descriptions

Bib Number Lookup

Located just south of the entrance, bib number lookup is for participants who have not brought their bib number to the expo. Volunteers will assist by using an excel spreadsheet to look up their name and find their bib number. As the volunteers located closest to the entrance, you may also be asked other general questions so please ensure you have reviewed the FAQs.

Merchandise Assistant

These volunteers will assist with sales in the Manitoba Marathon merchandise area. Duties will involve assisting in monitoring the booth space, keeping merchandise organized and stocked and assisting Manitoba Marathon staff in preparing sales for processing. No handling of cash or working with debit/credit machines is required.

Bib Packet Pickup

For the majority of participants, Bib Packet Pickup volunteers are their first contact with Manitoba Marathon so your friendliness, patience and ability to provide information are really important to creating a great first impression. As 30% of our participants are from outside of Winnipeg, you are also an ambassador for the city of Winnipeg.

Bib pickup consists of providing participants with their numbered bib, a gear check bag, handbook and a shirt (where applicable).

Once you have checked in at the Volunteer booth, you will be directed to the Pickup Coordinator. Volunteers will be divided into sections for the Johnston Group Relay, Goodlife Fitness 10K, Intrepid Dezine Half Marathon and Manitoba Liquor & Lotteries Full Marathon.

Pickup for each of the events consists of the following:

Johnston Group Relay	<ul style="list-style-type: none">- Envelope with team relay bib and relay belt and five individual team member bibs- Five gear check bags- Five participant hand books- Safety pins for bibs
Goodlife Fitness 10K, Intrepid Dezine Half Marathon OR Manitoba Liquor & Lotteries Full Marathon	<ul style="list-style-type: none">- Bib with safety pins- T-shirt (participant size noted on the bib information)- Participant handbook- Gear check bag

NEW: Race Corrals

A new facet of registration for 2019 is colour coded race corrals. In an effort to control runner flow and minimize confusion at the start line, participants for the Full Marathon, Half Marathon, and 10K events were asked to choose a start corral based on their estimated finish time. The Great West Life Super Run and Johnston Group Relay will not change.

If a runner tells you that they need to change corrals, the following action is needed:

If the move is to a slower corral (they anticipate taking longer to finish than originally anticipated)	No change is needed; please let them know that they can simply choose a slower corral on race day.
If the move is to a faster corral (they anticipate taking less time to finish than originally anticipated)	They will require a new sticker to replace the colour corral currently marked on their bib. Please send them to the CJOB Info Desk for a new sticker. <u>If they do not change their sticker, they will not be admitted to the faster corral on race morning</u> so this is important.

Breaks and Washrooms

Manitoba Marathon staff and Team Leads will let you know when you can take breaks. The volunteer hospitality area is located right behind Bib Lookup and has plenty of seating space for staggered breaks. There will be beverages and snacks available as well as light refreshments around meal times. If you have specific dietary requirements or know you will need more substantial amounts of food, please plan to bring it with you. Washrooms are located behind the curtained wall on the south side of the gym in the athlete locker room area. There are also water fountains available should you wish to bring a water bottle.

Media Sessions and Runner's Lounge

Also new for 2019 is the Runner's Lounge area located on the east side of the expo floor. Media interviews with professional athletes competing in the Canadian Half Marathon Championship will take place there on Saturday afternoon.

Frequently Asked Questions

As many of our participants may be excited and nervous for their race, they will often have many questions. Your ability to answer them will make a huge difference to their experience on race day.

Can I exchange my shirt for a different size?

In an effort to minimize the number of shirt exchanges required, all events had shirt measurements listed in the registration process, so the onus is on the runner to choose the size that is suitable in advance. However, a few shirts will be available for shirt exchange at the Fit Expo in the form of a "take a shirt, leave a shirt" bin. If no size is available for exchange, they can contact the Manitoba Marathon office post-race weekend to see if there are any available for exchange, but it is not guaranteed.

I need to change my corral colour. Do I need to do anything?

Please see the *Race Corrals* section under *Bib Packet Pickup*. If the participant plans to be faster than the corral they are currently registered in they will require a new sticker for their bib.

I ordered a parking pass for race day – where do I pick it up?

A separate pickup table will be available near the CJOB Info table (located in front of the staff only area) to pick up parking passes.

I need to change my registration to a different event. How do I do that?

Direct the participant to the Late Registration booth located next to the Volunteer Check in. Race Roster staff will be available to complete the event change as long as space is still available.

How can I transfer my bib to another runner?

Direct the participant to the Late Registration booth located next to the Volunteer Check in. Race Roster staff will be available to complete the transfer. Please note that we are not able to change the shirt size of the original participant as stock does not allow. They are welcome to try to exchange it in the *take a shirt, leave a shirt* bin.

Where is Chip Check?

Race Roster's Chip Check station is located just before the exit of the Fit Expo.

Other questions?

If you have any other questions about your volunteer role or the race in general prior to race weekend, please contact Volunteer Coordinator Kirsten Parker at programs@manitobamarathon.mb.ca.