

# MANITOBA Marathon



## Volunteer Guide 2020



Manitoba Marathon  
is the site for the  
**2020 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 42<sup>nd</sup> running of the Manitoba Marathon on Sunday, June 21, 2020. We are thrilled to be entering our second year hosting the Canadian Half Marathon Championships and bringing some of the country's fastest runners to Manitoba's biggest starting line.

Taking care of our more than 10,000 participants on race day is an enormous job. On race weekend we count on our 1,500 volunteers to execute an amazing weekend and an unforgettable finish line. From the newest volunteers to those that have been with us for decades, every single job is important. You are an integral part of the team and we thank you for everything that you do.

Not only does your commitment benefit our participants, it helps to support Manitobans living with developmental disabilities via the United Way Winnipeg. This new partnership is going to help the dollars raised by our runners go even further and benefit even more communities.

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

Thank you for all you do to make the Manitoba Marathon race weekend such a great success.

Rachel Munday



## Race Weekend Events

<b>Manitoba Marathon Fit Expo</b>	Friday, June 19, 11:00AM-7:00PM Saturday, June 20, 9:00AM-5:00PM
<b>Family Fun Day</b> Family Fun Zone (tailgate area, east of IG Field) Mini Mites Dash Mighty Mites Dash	Saturday, June 20  11:00 AM-1:00 PM 12:00 PM 12:15 PM
<b>Race Day:</b> Full Marathon & Relay Half Marathon 10 K Super Run	<b>Sunday, June 21, 2020</b> 7:00 AM first corral at 7:00 AM, second corral 7:10 AM 7:15 AM 7:20 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 the United Way Winnipeg which assists Manitobans living with a developmental disability.



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 six tiered events. We are also joined by 1,500 volunteers and an estimated 40,000 spectators both at the start and 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. Beginning this year, funds raised will continue this mission of support via the United Way Winnipeg.

## 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 Athletics Canada's 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 attracts approximately 30-50 of Canada's highest level elite runners in the distance, as well as national media attention and 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.

No matter where you find yourself on race weekend, we ask that you at all times:

- ✓ Ensure that you understand your job before you begin, and commit to asking questions if you need more information
- ✓ Treat participants, spectators, staff and fellow volunteers with respect and courtesy and be sensitive to the diverse populations involved with our event
- ✓ 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

In 2019 we introduced a new volunteer check in process that allowed for a standard arrival location for all volunteers as well as an easier connection with Team Leads. Because of this success we will again be utilizing the same process.

**Please review the list below and 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 IG Field	Just inside Gate 1 at the south end of IG 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
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 IG Field any bags that you bring will be subject to inspection by stadium 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 helpful to completing your job.



## 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 and access on your pass: once the roads close completely before the race starts you will not be able to enter the parking lot.

## Starting your shift

Please arrive 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 are available 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 schedule 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 reusable 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 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 [click here](#)  
Intrepid Dezine [Half Marathon](#)  
Goodlife Fitness [10 K](#)  
Canada Life [Super Run](#)

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

Please use the site map in the participant handbook or on the Marathon app to guide them to the best of your ability, or refer them to the Information Desk located inside Gate 2 at IG Field on race day.

### **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 Desk inside Gate 2 at IG Field 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 IG Field.

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

We have over 100 schools attending and unfortunately we don't maintain a list of 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 are available back to the previous relay exchange zone as well as to IG Field.

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

In the infield of IG 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 Desk just inside Gate 2 in IG Field 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 Desk set up just inside Gate 2 in IG Field. Try not to leave your work to assist them as Marathon staff at the Information Desk are best equipped to do so.

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.

