

MANITOBA  
LIQUOR  
& LOTTERIES  
PRESENTS

# MANITOBA Marathon



Volunteer Guidebook 2021

# Welcome to the Manitoba Marathon

## Message from the Executive Director



Thank you very much for joining us as a volunteer for the 43rd running of the Manitoba Marathon on Labour Day weekend. We are excited and proud to bring Manitobans back to the start line and back to running together. This year will look quite different than all others: we will be taking all precautions possible to keep our volunteers and runners safe on and off the course. We have come far as a province and as a country over the past year and a half and we are looking forward to celebrating our progress and coming together for Manitoba's largest start line.

From our legacy volunteers to our brand-new faces, everyone and every job are important to making the weekend memorable for our participants: we could not create this experience without your dedication. We thank you from the bottom of our hearts for trusting our plan and helping us present this day for our province. We are grateful for the work you do: your commitment not only helps participants toe the line on race day but also helps the United Way Winnipeg support Manitobans living with developmental disabilities.

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

Rachel Munday

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## Race Weekend Events

<b>Kit Pick Up (location TBD based on current health orders)</b>	Wednesday, September 1, 4:00-8:00 PM Thursday, September 2, 12:00-7:00 PM Friday, September 3, 12:00-7:00 PM
<b>Races:</b> 10K 5K Marathon Half Marathon Relay	<b>Saturday, September 4</b> First corral 8:00 AM, last corral 10:30 AM First corral at 11:00 AM, last corral at 11:30 AM First corral at 8:00 AM, last corral at 8:30 AM First corral at 9:00 AM, last corral at 11:30 AM First corral at 9:00 AM, last corral at 9:30 AM

## 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.

## COVID Changes and Precautions

Amongst all the everyday precautions that we already are taking to avoid the spread of COVID-19, such as masks, frequent handwashing, and maintaining social distancing, the Manitoba Marathon has taken many additional precautions to increase the amount of space between participants and volunteers as well as to reduce the number of people on the race site overall. Here are a few of the changes we have made for this year to help keep everyone safe:

- Reduction of number of participants from 10,000 runners over one day to 4,000 over two days
- Start line broken into half hour corrals with a divided start line releasing runners singly to create the greatest separation on the course
- Full marathon and Relay participants will complete two loops of the half marathon course to reduce our impact on city streets and reduce volunteers required
- Number of water stations on course will be reduced and will be self-serve with no cups or gels available

- Participants will start and finish on Chancellor Matheson and not in IG Field; this will encourage people to collect their medal and finisher items and not congregate in the space

All provincial COVID-19 safety precautions will remain in place for all volunteers and participants. In addition, all participants and volunteers will be required to wear masks in high traffic areas regardless of whether they are required by the province at race time. The focus for this year's race is to have the safest event possible while bringing our community back together in person.

 <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 always ask that you:

- ✓ 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 always wear your volunteer shirt and credentials (where applicable). 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 always abide by the Code of Conduct, 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:

- ✓ Always Treating you with respect and courtesy 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 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 utilized a volunteer check in system: in order to reduce volunteer touch points we will just ask volunteers to report directly to their volunteer area and check in with their Team Lead. We plan to return to check in at the Volunteer Hospitality area in 2022.**

All non-course volunteers should report to their designated volunteer area at least 15 minutes prior to the start of the scheduled shift.

Volunteers working at the start line/corral areas	Report to info table at race area on Chancellor Matheson
Kit Pickup volunteers	Location for Kit Pickup will be determined closer to date based on current health regulations.
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.

## What to wear

T-shirts and credentials (where applicable) will be provided either in advance of race weekend or at point of 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 sufficient.

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.

It is a strong asset to bring your mobile phone if you can, always keeping it with you. 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 U Lot for volunteers, Team Leads will provide parking passes in advance of race day as you will need it to enter the campus.

## Starting your shift

Please check in at your 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. Please bring your own water bottle as disposable cups will not be available. If you have very specific dietary needs, bringing your own snack is also a good idea. Your Team Lead will let you know when there is time available for breaks.

**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:

[https://www.google.com/maps/d/u/0/viewer?utm\\_source=2017%2F18%2F19%20Registrants&utm\\_campaign=1db1dc415c-Nov\\_17\\_Participant\\_Newsletter\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_43527d2701-1db1dc415c-&mid=1QiDrSyFydWdBj8fG-PfAtuk2x27jFnK4&ll=49.8299779025035%2C-97.1347013&z=13](https://www.google.com/maps/d/u/0/viewer?utm_source=2017%2F18%2F19%20Registrants&utm_campaign=1db1dc415c-Nov_17_Participant_Newsletter_COPY_01&utm_medium=email&utm_term=0_43527d2701-1db1dc415c-&mid=1QiDrSyFydWdBj8fG-PfAtuk2x27jFnK4&ll=49.8299779025035%2C-97.1347013&z=13)

For a list of all changes to the 2021 participant experience, please see the Manitoba Marathon website: <https://manitobamarathon.mb.ca/in-person-race-experience/>

### **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 near the start line 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?**

*To reduce touch points, there will be no clothing check available. Participants are encouraged to leave their valuables either at home or locked in your car. Warm up clothes left at the start line will be donated to a thrift shop.*

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

There is NO Park & Ride available this year: all relay runners are responsible to get themselves to and from their locations.

### **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.

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

There will be no awards given this year at the finish line as we are encouraging participants to treat this as a non-competitive event.

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

Direct them to the information table near the start line 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 near the start line. 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.