

MANITOBA  
LIQUOR  
& LOTTERIES  
PRESENTS

MANITOBA  
*Marathon*



# Fit Expo Volunteer Guide 2024

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Thank you for volunteering at the Aquatech Fit Expo for the 2024 Manitoba Marathon. Fit Expo volunteers are the first face our participants see as they kick off race weekend. We are grateful that you have chosen to volunteer, and we hope you find it a valuable experience. This guide reviews information most valuable to a Fit Expo volunteer; for the complete Manitoba Marathon Volunteer guide, please [visit our website](#).

Everyone and every job is essential to making the weekend memorable for our participants and spectators, from our legacy volunteers to our brand-new faces. We could not create this experience without your dedication.

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 United Way Winnipeg support Manitobans living with developmental disabilities.

# Welcome

# Aquatech Fit Expo General Information

## LOCATION

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

## SHIFT TIMES

Friday, June 14:

10:45 AM – 3:00 PM

3:00 – 7:00 PM

Saturday, June 15:

8:45 AM – 1:00 PM

1:00 – 5:00 PM

## JOB LOCATION LAYOUT



# JOB DESCRIPTIONS

## BIB NUMBER LOOKUP

Located just south of the entrance, QR codes will be posted for participants who have not brought their bib numbers to the expo. Volunteers will direct runners to the QR codes provided to look up their names and find their bib numbers. As the volunteers are located closest to the entrance, you may also be asked other general questions, so please review 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

## BIB PACKET PICKUP

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

Bib pickup provides participants with their numbered bib, a clothing check bag, a handbook and a shirt (for applicable events).

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, ASICS Runkeeper Half Marathon, and Manitoba Liquor & Lotteries Full Marathon.



# BIB PACKET PICKUP (CON'T)

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- Participants will arrive at your station with their bib (or relay team) number
- Bibs are in crates in numerical order; locate the bib and verify that the participant information is correct
- Depending on the station you are assigned to, the following items will be handed out to participants:

Johnston Group RELAY	<ul style="list-style-type: none"><li>• Envelope with team relay bib, relay belt and five individual team member bibs</li><li>• Five gear check bags</li><li>• Five participant handbooks</li><li>• Safety pins for bibs</li></ul>
Goodlife Fitness 10 KM Asics RunKeeper HALF MARATHON OR Manitoba Liquor & Lotteries FULL MARATHON	<ul style="list-style-type: none"><li>• Bib with safety pins</li><li>• T-shirt (participant size noted on the bib information)</li><li>• Participant handbook</li><li>• Gear check bag</li></ul>
Manitoba Physiotherapy Association 5KM SUPER RUN	<ul style="list-style-type: none"><li>• Bib with safety pins</li><li>• Participant handbook</li><li>• Gear check bag</li></ul>

If there are any issues with the participant's bib, or if the participant hopes to switch to a different event, please direct them to the LATE REGISTRATION desk across from the kit pickup.



# RACE CORRALS

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Colour-coded race corrals will be used again this year 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 5KM Super Run and Johnston Group Relay will not have corrals indicated.

## **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 think they will take longer to finish than originally anticipated)	No change is needed; please let them know that they can choose a slower corral on race day.
If the move is to a faster corral (they think they will take 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. If they do not change their sticker, they will not be admitted to the faster corral on race morning so this is important. ***Only invited elite athletes may enter the black corral***

## **BREAKS & WASHROOMS**

Manitoba Marathon staff and Team Leads will tell you when you can take breaks. The volunteer hospitality area is right behind Bib Lookup and has plenty of seating space for staggered breaks.

Beverages and snacks will be available, and light refreshments around meal times. If you have specific dietary requirements or know you will need more substantial food, please plan to bring it with you.

Washrooms are behind the curtained partition on the south side of the gym (in the athlete locker room area). Water fountains are available to refill a water bottle, so please remember to bring one.

# FREQUENTLY ASKED QUESTIONS

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Many of our participants may be excited and nervous about their race, so they will often have many questions. Your ability to answer them will greatly impact their experience on race day.

**What are the hours of operation for the Fit Expo?**

Friday, June 14 from 11 a.m. to 7 p.m. and Saturday, June 15 from 9 a.m. to 5 p.m.

**Where are the restrooms?**

Restrooms are located behind the curtains on the south wall in the Athlete locker room area.

**Can I exchange my shirt for a different size?**

To minimize the number of shirt exchanges required, all events had shirt measurements listed in the registration process, so runners were responsible for choosing the size that was suitable in advance. The shirts are ordered very early in the year, and what is in the inventory at the expo is all of it. **We do not order additional shirts post-race: never tell a runner they can get a different size ordered for them as this is not the process and leads to frustration and disappointment for participants post-race.** IF EXTRA SHIRTS ARE AVAILABLE at the Fit Expo, a "take a shirt, leave a shirt" bin will be set up across from kit pickup for exchanges.

**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 registered for, they will require a new sticker for their bib.

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# FREQUENTLY ASKED QUESTIONS

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I ordered a parking pass for race day – where do I pick it up?  
Parking Passes will be available at the late registration/info table.

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

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

How can I transfer my bib to another runner?

You can direct the participant to the Late Registration booth next to the Volunteer Check-in. Race Roster staff will be available to complete the transfer. Please note that we cannot 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?

Sportstats Chip Check station is located just before the exit of the Fit Expo.

If you have any other questions about your volunteer role or the race in general before race weekend, please contact the Volunteer Coordinator at [volunteer@manitobamarathon.mb.ca](mailto:volunteer@manitobamarathon.mb.ca)

