



# **VOLUNTEER GUIDE**

**23-25 August 2024**



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## Thank you!

Welcome to the C2C 2024 volunteer team! This event couldn't run without volunteers - whether you're running yourself, supporting other runners, or just coming along to enjoy the event, thank you for your time and efforts to make this event happen.

This Guide includes information about what to expect before and during the event, as well as some key contacts. It should be read in conjunction with the official [Event Guide](#) which provides additional information about the event.

Thank you again for being part of the volunteer team,

Justin and Kerry

Co Race Directors



THIS DOCUMENT IS CURRENT AS OF 7 JULY 2024 VOLUNTEERS PLEASE CONTINUE TO MONITOR THE WEBSITE [www.capitalcoast.com.au](http://www.capitalcoast.com.au) AND SOCIAL MEDIA FOR UPDATES.



## BEFORE THE EVENT

This year we are using the very efficient iVolunteer website (link below) to manage volunteers. Please visit our special event link to allocate yourself roles at your preferred stages. You can manage your own volunteer shifts at anytime with iVolunteer should you need to change a time or stage.

[Canberra Runners Club \(ivolunteer.com\)](https://ivolunteer.com)

When volunteering be mindful of when you volunteer for a shift of when you are running. We discourage volunteering prior to a running a leg. It may take time to get off the course and to the next stage.

If you are unable to manage a previously allocated shift (s) on race weekend, please contact us by texting the Volunteer Manager/Stage Area Manager (Brian Jones) on 0413 131 303.

We know the logistics of the event can be tricky, especially if you're trying to juggle running, volunteering, and driving. To assist you, an event schedule and volunteer schedule are included at the end of this Guide, and on the Capital to Coast website ([www.capitaltocoast.com.au](http://www.capitaltocoast.com.au)). Driving instructions are also available.

If you have any questions about logistics and how best to manage the timing of your volunteer shift, we are very happy to help! Email [c2c@canberrarunners.org.au](mailto:c2c@canberrarunners.org.au).

### Volunteer cowbell

All volunteers will receive an exclusive Capital to Coast volunteer cow bell which can be collected at the beginning of the Prologue at Stromlo Forest Park, or at the beginning of your first shift. Ring it LOUD!

### Volunteer briefing

On Monday 19 August, (6:30 PM to be confirmed) we will hold a short briefing event for all volunteers. The briefing will be a virtual event and attendance is optional but encouraged. It's an opportunity to 'meet' the volunteer coordinators and your fellow volunteers, and have any questions answered. An invitation to the meeting will be emailed to you in early August.

## DURING THE EVENT

### What to do during your shift

A confirmation email sent prior to the event will include details about when and where you need to arrive for your shift. When you arrive look out for the stage area manager who will be wearing a high-visibility vest and a bright orange beanie



## Prior to starting your shift:

Sign in (or get ticked off) on the volunteer register (Volunteer Manager)

For each stage, there are volunteer roles. These include:

- Runner check-in (prologue and stage 1 only)
- Parking marshal (start and/or finish)
- Trail marshal
- Timing assistant
- Setup and pack down of the presentation area (late Sunday)

More information about each role, including start and finish times, is provided on the Capital to Coast website ([www.capitalto coast.com.au/volunteers](http://www.capitalto coast.com.au/volunteers)). Specific instructions for each trail marshal are provided

All equipment will be provided, but please bring your own food and drink you might need and any sun/weather protection you might need. We will supply limited snacks and drinks, hot water for tea and coffee etc so you don't starve if you didn't bring something to nibble on!

There may not be shade or other protection from the elements available. We suggest wearing closed-toed shoes as the ground at the start, finish, and on the courses is often uneven. Stages 3 and 4 will be conducted at altitudes where sleet or snow is possible if the weather turns

## Emergency procedures

Our volunteers are our eyes and ears out on the course, particularly if you are a marshal. While it is extremely unlikely that you will observe anything that may threaten the safety of our participants and volunteers, if you do, then let the **stage director** know immediately. If you can safely take action to resolve the situation, such as removing an obstacle or redirecting a vehicle off the course, do so. In the case of an emergency do not hesitate to **dial 000** first, and then let the **stage director** know. For medical emergencies, if the person is conscious, ascertain whether they would like an ambulance called or some other action, such as contacting a friend or relative to collect them. You may be required to complete an incident report after the event.





If you consider that a participant should be removed from the event because they are a danger to themselves (e.g. by attempting to continue running while seriously injured or distressed) or to other participants (e.g. through inappropriate behaviour), advise the **stage director** immediately.

In rare circumstances the race director, in conjunction with any committee members present, will decide to cancel or modify the event, for example due to extreme heat, electrical storms, or strong winds that could bring down trees or powerlines, or due to some interference with the course. If sufficient warning can be given, an email will be sent to all participants and volunteers and the event [website](#) and Facebook page will be updated. Otherwise, the race director will advise people as they arrive for the event. If you are volunteering, please do not assume the stage/event will be cancelled unless you have been formally advised of it. If in doubt, contact the **stage director**.

## COMMUNICATIONS AND KEY CONTACTS

Volunteers stationed on the course or clearing/sweeping the course will be provided with a two-way radio whenever mobile reception is unreliable. This radio can be used to communicate with the **stage director**. Mobile contact details for the stage director and other key contacts are below.

Please save these numbers into your phone ahead of your stage volunteer role:

Name	Email	Mobile	Role
Justin Jarvis	<a href="mailto:Justin.jarvis@canberrarunners.org.au">Justin.jarvis@canberrarunners.org.au</a>	0404 460 568	Race director
Kerry Smith	<a href="mailto:Kerry.smith@canberrarunners.org.au">Kerry.smith@canberrarunners.org.au</a> <a href="mailto:c2c@canberrarunners.org.au">c2c@canberrarunners.org.au</a>	0409 456 241	Race director
Nerida Dyne	<a href="mailto:Nerida.dyne@canberrarunners.org.au">Nerida.dyne@canberrarunners.org.au</a>	0417 657 927	Stage director
Jin Kato	<a href="mailto:Jin.kato@canberrarunners.org.au">Jin.kato@canberrarunners.org.au</a>	0425 300 540	Stage director
Andy Hindmarsh	<a href="mailto:Andy.hindmarsh@canberrarunners.org.au">Andy.hindmarsh@canberrarunners.org.au</a>	0438 375 155	Event coordinator
Brian Jones	<a href="mailto:Brian.jones@canberrarunners.org.au">Brian.jones@canberrarunners.org.au</a>	0413 131 303	Volunteer coordinator



## VOLUNTEER SCHEDULE

Stage	Name	Day	Role	Vol checkin	Vol finish
<b>Prologue</b>	<b>Capital Start</b>	<b>Fri</b>	Check in 1	2:30pm	5:00pm
			Check in 2	2:30pm	5:00pm
			Trail Marshal 1	3:15pm	5:15pm
			Trail Marshal 2	3:15pm	5:15pm
			Trail Marshal 3	3:15pm	5:15pm
			Trail Marshal 4	3:15pm	5:15pm
			Timing Assistant	3:15pm	5:15pm
<b>1</b>	<b>Molonglo Gorge</b>	<b>Sat</b>	Check in	6:00am	7:00am
			Parking Marshal 1	6:00am	7:30am
			Parking Marshal 2	6:00am	7:30am
			Trail Marshal 1	6:30am	7:00am
			Trail Marshal 2	6:30am	8:00am
			Timing Assistant	6:15am	8:15am
			Marking assistant	5:30am	5:00pm
<b>2</b>	<b>Glenburn</b>	<b>Sat</b>	Parking Marshal 1	8:30am	10:00am
			Parking Marshal 2	8:30am	10:00am
			Timing Assistant	9:00am	11:00am
			Trail Marshal 1	8:30am	10:30am
			Trail Marshal 2	8:30am	10:30am
<b>3</b>	<b>Tallaganda</b>	<b>Sat</b>	Parking Marshall 1	11:15am	1:15pm
			Parking Marshall 2	11:15am	1:15pm
			Parking Marshal 3	1:15pm	3:15pm
			Timing Assistant	12:15pm	2:30pm
<b>4</b>	<b>Tallaganda</b>	<b>Sat</b>	Parking Marshall 1	3:15pm	5:15pm
			Timing Assistant	3:15pm	5:15pm
<b>5</b>	<b>Mongarlowe River</b>	<b>Sun</b>	Parking Marshall 1	6:00am	7:45am
			Parking Marshall 2	6:00am	7:45am
			Timing Assistant	6:30am	8:45am
			Marking assistant	5:30am	5:00pm
<b>6</b>	<b>Clyde Canter</b>	<b>Sun</b>	Parking Marshall 1	8:45am	10:15am
			Parking Marshall 2	8:45am	10:15am
			Timing Assistant	9:15am	11:30am
<b>7</b>	<b>Old Nelligen</b>	<b>Sun</b>	Parking Marshall 1	11:15am	12:45pm
			Parking Marshall 2	11:15am	12:45pm
			Timing Assistant	12:00pm	2:00pm
<b>8</b>	<b>Coast Finish</b>	<b>Sun</b>	Parking Marshall 1	1:15pm	2:30pm
			Parking Marshall 2	1:15pm	2:30pm
			Timing Assistant	2:15pm	4:30pm
			Presentation set up and pack down	4:00pm	5:30pm



## EVENT SCHEDULE

Stage	Name	Day	🚩 Checkin	🏁 Start	🚩 Cutoff	Distance	Course
<b>Prologue</b>	Capital Start	Fri	<b>from 3:00pm</b>	3:45pm	5:00pm	10.0km	Loop
<b>Stage 1</b>	Molonglo Gorge	Sat	<b>6:30am</b>	6:45am	8:05am	9.9km	Loop
<b>Stage 2</b>	Glenburn Heritage	Sat	<b>9:00am</b>	9:15am	10:45am	12.7km	Loop
<b>Stage 3</b>	Boulder Dash	Sat	<b>12:15pm</b>	12:30pm	1:45pm	8.3km	Out and back
<b>Stage 4</b>	Mulloon Firetrail	Sat	<b>2:15pm</b>	2:30pm	4:15pm	15.1km	A to B
<b>Stage 5</b>	Mongarlowe River	Sun	<b>6:30am</b>	6:45am	8:40am	14.7km	Out and back
<b>Stage 6</b>	Clyde Canter	Sun	<b>9:30am</b>	9:45am	11:15am	9.2km	A to B
<b>Stage 7</b>	Old Nelligen	Sun	<b>12:15pm</b>	12:30pm	1:45pm	10.3km	A to B
<b>Stage 8</b>	Coast Finish	Sun	<b>2:15pm</b>	2:30pm	4:15pm	12.1km	A to B