

## Volunteer Descriptions

### Registration:

Assist pre-race day registrants with picking up his/her number and shirt:

- Find registrants name on pre-registered list,
- Check off picked up number
- Find the size shirt requested
- Show where pins are located
- Remind runners to leave pull tag attached to bib

Assist race day registrants with registering:

- Verify form is complete-must have name, age, and waived signed (those under 18 need parental/guardian signature also)
- Write number from bib on top of pile in upper right corner
- Write amount paid and form of payment below number
  - If paid for additional shirt and registration note it
- Show where pins are located
- Remind runners to leave pull tag attached to bib
- Make pile of race day registrants for timer to pick up

Runner: Miscellaneous duties as needed

### Finish Line:

Timing Assistants

- Plunger: Hit plunger every time a runner crosses finish line
- Select timer: Type in racer's bib number and hit enter when participant crosses finish line

Finish Chute

- Pull-tag Puller: Pull tag from runners bib and hand to spindler
- Spindler: Put tag on spindle number side down on spindle
- Chute Manager: Keep the runners moving through chute

### On Course:

- Split reader: Start stop watch when gun/air horn goes off and read time as runners pass
- Sweeper: Stay behind last participant so finish line knows when last participant has crossed
- Lead Biker: Lead race along course
- Course Marshall: Direct participants along course and keep motor vehicle traffic and spectators off course
- Traffic Control: Manage motor vehicle traffic: keep off course during race and assist with parking