



Volunteer Info Sheet

Included in this packet is all the necessary information you'll need for volunteering at the Canal Run. Thank you for taking time out of your busy schedule to ensure the success of our community event.

We couldn't do it without you!

Race Information

Race Start Times and Locations

10 Mile Walk	7:15 a.m.	McLain State Park
½ Marathon	7:30 a.m.	Koskela Rd
10 Mile Run	8:00 a.m.	McLain State Park
5 Mile Run	8:50 a.m.	High Point Aid Station
5 Mile Walk	8:55 a.m.	High Point Aid Station
2 Mile Fun Run/Walk	9:20 a.m.	Hancock Township Fire Fall
Kids Dash	10:30 a.m.	McLain State Park

All races finish at McLain State Park.

Water Stops

Water Stops are located every 2 miles along the course. Gatorade, water and Gu will be available at all water stops – with Gatorade and Gu being on the 1st table and water being on the 2nd table. Amateur radio operators and Medical Staff will be present at all water stops.

Parking

Parking will be available at the First Apostolic Lutheran Church, 23860 M-203, near Calumet Waterworks Rd. Buses will leave from here beginning at 6 a.m. to bring participants to the race starts. Finish Line volunteers are encouraged to take a bus to McLain State Park, as the finish line will be in the park making it difficult for vehicles to get in and out. Buses will leave McLain State Park regularly to take volunteers and racers back the church. For volunteers at water stops and the 2 and 5 mile race starts, please park on a side road or off M-203 as much as possible (preferably on the north/non-lake side of M-203). Consider carpooling to help with course congestion!

T-shirts

All volunteers will receive a Canal Run t-shirt – your choice of a red VOLUNTEER shirt or a maroon RACE shirt. Stop by the Finnish American Heritage Center on Friday from 3-8 p.m. or the t-shirt table at McLain State Park on Saturday until 11 a.m. Arrangements can be made with race committee members if you are unable to pick up your shirt at the times stated above.

Safety Information

Emergency Response

In the case of an emergency, please dial 911, tell them you are at the Canal Run and/or alert the nearest radio operator. During the race, water stations are manned with amateur radio operators and medical first responders will be present on the course and at the finish line. If you see someone in distress on the course, please alert the nearest water station and report:

1. Approximate location
2. Racer bib number/volunteer/spectator
3. Circumstances/condition of victim

Athletic trainers will be on scene at each water station. Each water station will have a first aid kit and AED.

If advanced medical assistance is required (or transport from the course), Mercy Ambulance will be contacted by the radio operator or phone and directed to the meeting location/water station.

For Non-emergency Medical Response

1. Alert the water station medical first responders and inform as above
2. Assist with caring for the person as directed by the medical staff and keeping them from further harm

Severe Weather response steps

In the event of severe weather (thunderstorms, tornado, high winds) the radio operators at each water station will be alerted and will have the volunteers at the water stations alert the race participants to seek cover away from open areas. Instructions will be given from the Race Director to the radio operators to let each water station know if the race will be delayed or canceled.

Violent Person response steps

In the event of a violent person on the course, the radio operator at the water station will alert the other aid stations via radio. All water station workers will immediately evacuate the stations closest to the incident and direct all racers to leave the area (this may include knocking on houses to find shelter, or hiding in the woods off the road).

If a violent person is at the finish line, immediately call 911 and then alert the radio operator at the finish line. All persons in the area will evacuate the area and seek shelter.

Communications

Event communications will be conducted using amateur radio operators and by phone.

Radio: One amateur radio operator will be stationed at each water station, race start and finish. One radio operator will shadow the Race Director and one will be with the supply truck.

Phone: Phone service is very limited on many parts of the course. The Net Control number is 906.226.1550. If something happens to your radio operator, or a radio operator doesn't show up, please call us.

The Race Director, Angela Luskin, can be reached at 906.281.3484.

As specified above, for emergencies, contact the nearest radio operator and/or call 911.

Event Alert System (EAS)

This system communicates the status of course conditions to participants. Flags indicating the level will be located at all race starts and at some water stops. Please make sure your water station has the flag visible to the racers.

ALERT LEVEL	EVENT CONDITIONS	RECOMMENDED ACTIONS
EXTREME	EVENT CANCELLED/EXTREME AND DANGEROUS CONDITIONS	PARTICIPATION STOPPED/FOLLOW EVENT OFFICIAL INSTRUCTIONS
HIGH	POTENTIALLY DANGEROUS CONDITIONS	SLOW DOWN/OBSERVE COURSE CHANGES/FOLLOW OFFICIAL INSTRUCTIONS/CONSIDER STOPPING
MODERATE	LESS THAN IDEAL CONDITIONS	SLOW DOWN/BE PREPARED FOR WORSENING CONDITIONS
LOW	GOOD CONDITIONS	ENJOY THE EVENT/BE ALERT

Runners and Walkers must stay on the left side of the road at all times (facing traffic) and not cross the center line. If you see participants that are not following the rule, instruct them to move to the other side of the road. This is to ensure their safety. Do not be afraid to be vocal about this point!

Volunteer Positions

Miscellaneous

Bus Director 5:45-9:30 a.m. First Apostolic Lutheran Church, 8:45-10:45 a.m. McLain State Park

Direct participants onto buses. Participants have been informed that the last bus for each race will leave the church at the following times:

10 Mile Walk – 6:45 a.m. ½ Marathon – 7 a.m. 10 Mile Run – 7:30 a.m.
5 Mile Walk – 8:25 a.m. 5 Mile Run – 8:20 a.m. 2 Mile Run/Walk – 8:30 a.m.

Angela will connect with both volunteers for specifics at start of shift.

Packet Stuffers Thursday 8am-12pm , UP Health System Portage

Stuff racer packets with bibs and shirts. Located at UP Health System Portage in Hancock, conference room #1.

Registration Friday 2:30-5:30 p.m. and 5:15-8:15 p.m. at the Finnish American Heritage Center

Saturday 5:45-8:15 a.m. at the First Apostolic Lutheran Church

Register new racers and check-in racers who have already registered. Further directions will be available at the start of your shift.

Finish Line Area – McLain State Park, near 1st pavilion inside of the park

Award Assistant 9:30-11 a.m.

Assist with award ceremony, crossing off recipients as they receive their award.

Backup Timers 8:15-11a.m.

Assist Superior Timing to record times as racers cross the finish line.

Bag Attendant 8:30-11 a.m.

Assist with racer clothing bags by sorting in numerical order (bib numbers will be written on bag tags tied to the racer bags). Have racers show you their bib number to retrieve their bag.

Clean-up Crew 10:30 a.m.-12:30 p.m.

Tear down finish line and clean up lawn area.

Half Marathon Awards 8:30-10:30 a.m.

Place finishing medals on all half-marathon participants as they cross the finish line -identified by half marathon written on their bib.

Finish Line Patrol 8:30-11a.m.

Stand at the finish line entrance and monitor flow, only letting race officials into chute. Help move racers on to lawn area.

Finish Line Set-up 6-8 a.m.

Assist with setting up the finish line. Position includes setting up cones, fencing and banners. Report to Jim or Roger Tervo.

Finish Line Tent 6:30-10:30 a.m.

Assist coordinators by cutting up fruit, stocking food/water and passing out to racers.

Finish Line Water 8:30-11 a.m.

Direct racers to move onto lawn area and not stop flow – prevent congestion in finish line area. Hand out bottled water to racers who need it – limit one per racer. Additional water, Gatorade and food are at the finish line tent on the lawn.

Result Printer 8:30-11 a.m.

Print individual results for racers based on bib number or last name. Further instruction will be provided at the beginning of shift by Superior Timing.

Tshirt Dispenser 8:30-11 a.m.

There will be a tshirt table located under a tent on the lawn. Exchange shirts as requested by racers and coordinate orders if additional shirts are needed.

Race Course

Start Coordinators

2 mile – 7:20-9:20 a.m. Hancock Township Fire Hall

10 mile - 6:15-8:15 a.m. McLains State Park

½ marathon - 6:30-7:45 a.m. Koskela Rd

Help coordinate participants as they arrive for the start of their race. Keep the crowd organized as best as possible. The race starter will be at each site shortly before start time. Amateur radio volunteers will be at each race start. If you have any questions, do not hesitate to radio to the race director. **After race has started, transport racer clothing bags back to Finish Line (McLain State Park) and drop off at bag drop off location indicated by sign. Angela will coordinate a spot to pick up a race start bag with necessary supplies**

5 Mile Volunteers – Start Coordinator, Gate Keeper, Traffic Controller, Mat Timing Guard

7:15 until race sweep goes by, across from High Point Aid Station

Report to Kendra Coppo, safety vests will be given to you when you check in

- Parking - if you are driving to the 5 mile start, park well beyond the High Point Aid Station on M-203. A safe place to park that would be out of the congested area would be the base of High Point Rd, about 0.2 miles past the Aid Station.
- Staging - a resident has graciously allowed us to use her driveway and lawn area to stage the 5 mile racers (house #52268 Paavala). **NO VEHICLES** are allowed up the driveway.
- Bussing – buses will stop on M-203 to drop participants off and continue driving south to turn around on High Point Rd or Brooks Rd. Volunteers will direct racers to continue walking up the hill, past the house to stage in the lawn area until the start of their race.
- Gate keepers - organize racers by waves (indicated on bib), 5 mile runners 1st, followed by 5 mile walkers. Keep organizing waves by lining up down the gravel road, so after 1 wave goes off the next wave can step forward toward the start line. The walkers would be at the end of this 'line'.
- Traffic Controller - assist law enforcement with traffic control on M203. Position yourself where traffic can see you and begin to slow down. Do not let ANY vehicles up the driveway.

Caboose Vehicle 8:30-11 a.m., Course Setup 4 a.m.

Specific details for these positions will be emailed to you prior to the race. Positions involve setting up course with water stops, signs and mile markers along with taking down equipment and putting it away.

Kids Dash 9-11 a.m., McLain State Park

Helping with registration and sorting participants by wave/age prior to race start. Registration will take place near the finish line – look for Kids Dash feather banner. Report to Susan Rosemurgy.

Race Leader 7:15-8:45 a.m., Koskela Rd

Lead ½ Marathon participants as they begin their race. Stay ahead of the 1st racer and help notify aid stations of their arrival. **Safety vest provided at start location.**

McLain Traffic Controller 8-11 a.m.

Assisting as racers come off of M-203 in to the park to head to Finish Line. Cheer on racers as they go by. **Pick up a safety vest at the Finish Line (McLain State Park).**

Waasa Rd Traffic Controller 7:30-10:30 a.m.

Assist racers as they pass through road closure sides on M-203 at the bottom of Waasa Rd. Shift is finished when sweep comes through. **Pick up a safety vest at the Finish Line (McLain State Park).**

Sweep Rider 7:30-11 a.m., Koskela Rd

Follow last participant and notify aid stations that they are finished. **Safety vest provided at start location.**

Water Supply Truck 7:30-10:30 a.m., McLain State Park

Check in with Angela Luskin at McLain State Park. She'll set you up to take the red Portage truck and HAM radio out on the course. Drive out to Koskela Rd, follow sweep riders on bicycles with hazards on. Pick up water/Gatorade coolers from first Aid Station between Koskela Rd and McLain State Park once all participants are past. Park near McLain entrance and wait to hear if anyone radio's for additional supply – if so, bring coolers/cups to their location. If no calls come in by 10:30 a.m., bring coolers back to Finish Line Dispensing area.

Water Stops

Adopt SSR 7:15-8:30 a.m.

Bear Lake 7:30-10:30 a.m.

Boston Creek 7:30-10:30 a.m.

High Point 7:45-9:45 a.m.

- Location - Miles are indicated from ½ marathon start at Koskela Rd. All aid stations are located on M-203.
 - Adopt SSR - Mile 2, ~ between Koskela Rd and McLains entrance, by Adopt-A-Hwy sign*
 - Bear Lake – Mile 4, Bear Lake Rd intersection*
 - Boston Creek – Mile 6, mowed grass spot just before Boston Creek*
 - High Point - Mile 8, about 0.2 miles before High Point Rd on your way to Hancock*
- Set-up - all supplies will be at the Water Stop prior to your arrival. You will know you are in the correct location if you see tables with water jugs and supplies – signs will be on the tables as well indicating Aid Station name. **Have your area ready to go by the times indicated above.** Organize your tables so your team will be able to work efficiently, placing Gatorade and Gu on the 1st table and water on the 2nd table. Fill cups to 2/3 full, and keep the table full at all times. Check your supply **regularly** – if you are running low, have the HAM radio volunteer contact the supply truck to bring additional supplies.
- Positioning - stand alongside the road with cups ready to pass along quickly to participants. It is helpful to have 1 volunteer designated to handing out Gu, calling and yelling to the racers to let them know. Please note – runners will be on the north (non-lake side) of M-203 for the half marathon and 10 mile until they reach the High Point Aid Station. We are asking volunteers to safely walk across M-203 to hand out aid on this side until the sweep goes by. You may have to service both sides of the road for a short period of time.

- Traffic - **Watch for traffic!** M-203 is not closed to traffic, so always be alert and cautious. Medical personnel will be on site to assist with participant injuries along with HAM radio operators for communication.
- Organizations - If you are part of an organization that is sponsoring a water stop, feel free to bring tents, banners, etc. to post on the table. Have fun with your position – dress in a costume, play music using Bluetooth/portable speakers, make signs, etc. Racers love to see and hear your support!
- Clean-up - pick up all trash and place in garbage bags. After the sweep has passed, please take down your table and arrange your supplies neatly for the caboose vehicle.