



VOLUNTEER GUIDE

25-27 August 2023



2023 VOLUNTEER GUIDE

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Thank you!

Welcome to the C2C 2023 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,

Doug,

Race Director



THIS DOCUMENT IS CURRENT AS OF 14 AUGUST 2023. VOLUNTEERS PLEASE CONTINUE TO MONITOR THE WEBSITE www.capitalto coast.com.au AND SOCIAL MEDIA FOR UPDATES.



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BEFORE THE EVENT

This year we are using the very efficient iVolunteer website 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)

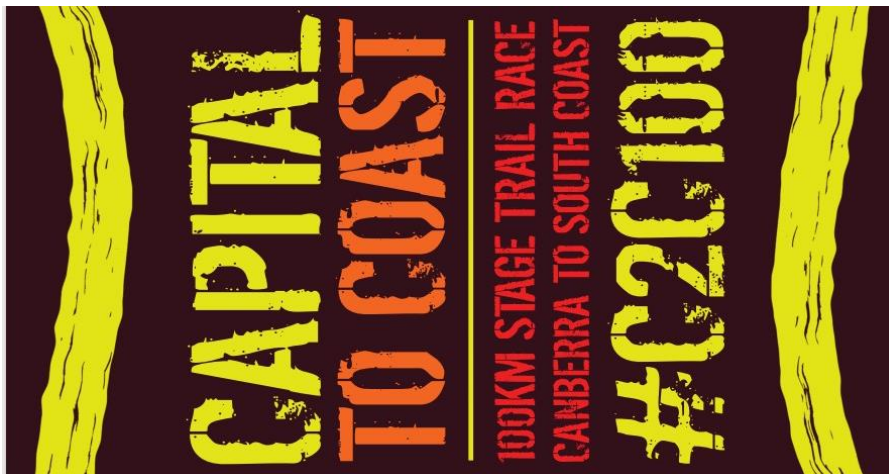
If you are unable to manage a previously allocated shift (s) on race weekend, please contact us by texting the Volunteer Manager (Alison Senti) on 0410 430 974 or the Stage Area Manager (race weekend – Brian Jones) on 0413 131 303.

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). 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.

Volunteer buff

All volunteers will receive an exclusive Capital to Coast volunteer buff, which can be collected at the beginning of the Prologue at Stromlo Forest Park, or at the beginning of your first shift. Wear this during your shift so that you're easily identifiable as a volunteer. We'll let you decide how to wear it - on your head, neck, wrist - be creative!



Volunteer briefing

On Monday 21 August, we will hold a 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.



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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:

- (1) Sign in on the volunteer register
- (2) Use the provided hand sanitiser.

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

- Runner check-in
- Parking marshal (start and/or finish)
- Trail marshal
- Drink station
- Timing assistant

More information about each role, including start and finish times, is provided on the Capital to Coast website (www.capitalto coast.com.au/volunteers).

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.

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



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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 behavior), 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**.

COVID-19 safety

We are committed to running a COVID-safe event. Use the hand sanitiser provided and maintain social distancing where you can. You are welcome to wear a mask if you feel you need to. Please wipe down your high-viz vest after use with the sanitising wipes provided.

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
Doug Richards	c2c@canberrarunners.org.au	0416 161 971	Race Director
Justin Jarvis	justin.jarvis@canberrarunners.org.au	0404 460 568	Stage Director
Nerida Dyne	Nerida.dyne@canberrarunners.org.au	0417 657 927	Stage Director
Ryan Deale	Get First Aid	1300 663 600	First Aid
Alison Senti	alimuz@yahoo.com	0410 430 974	Volunteer Coordinator
Brian Jones	brian.jones@netspeed.com.au	0413 131 303	Stage Area Manager



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VOLUNTEER SCHEDULE

Stage	Name	Day	Role	Vol checkin	Vol finish
Prologue	Capital Start	Fri	Trail marshal	2:30 PM	5:15 PM
			Drink station	2:30 PM	5:15 PM
			Check-in	2:30 PM	5:15 PM
			Timing assistant	2:30 PM	5:15 PM
Stage 1	Molonglo Gorge	Sat	Trail marshal	6:00 AM	8:45 AM
			Drink station	6:00 AM	8:45 AM
			Parking marshal	6:00 AM	8:45 AM
			Check-in	6:00 AM	8:45 AM
			Timing assistant	6:00 AM	8:45 AM
Stage 2	Glenburn Heritage	Sat	Trail marshal	8:30 AM	10:00 AM
			Drink station	8:30 AM	10:00 AM
			Parking marshal	8:30 AM	10:00 AM
			Check-in	8:30 AM	10:00 AM
			Timing assistant	8:30 AM	10:00 AM
Stage 3	Tallaganda	Sat	Drink station	11:45 AM	2:45 PM
			Parking marshal	11:45 AM	2:45 PM
			Check-in	11:45 AM	2:45 PM
			Timing assistant	11:45 AM	2:45 PM
			Trail marshal	11:45 AM	2:45 PM
Stage 4	Braidwood	Sat	Drink station	3:15 PM	5:15 PM
			Parking marshal (start)	3:15 PM	3:30 PM
			Parking marshal (finish)	3:15 PM	5:15 PM
			Check-in	3:15 PM	3:30 PM
			Timing assistant	3:15 PM	5:15 PM



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Stage 5	Mongarlowe River	Sun	Drink station	6:00 AM	9:00 AM
			Parking marshal	6:00 AM	7:00 AM
			Check-in	6:00 AM	7:00 AM
			Timing assistant	6:00 AM	9:00 AM
Stage 6	Old Nelligen	Sun	Drink station	9:45 AM	12:00 PM
			Parking marshal (start)	9:45 AM	10:45 AM
			Parking marshal (finish)	11:00 AM	12:00 PM
			Check-in	9:45 AM	10:45 AM
			Timing assistant	9:45 AM	12:00 PM
Stage 7	Deep Creek Dam	Sun	Drink station	12:30 PM	2:30 PM
			Parking marshal	12:30 PM	1:30 PM
			Check-in	12:30 PM	1:30 PM
			Timing assistant	12:30 PM	2:30 PM
			Trail marshal	12:30 PM	2:30 PM
Stage 8	Coast Finish	Sun	Trail marshal	2:45 PM	5:30 PM
			Drink station	2:45 PM	5:30 PM
			Parking marshal (start)	2:45 PM	3:45 PM
			Parking marshal (finish)	4:15 PM	5:30 PM
			Check-in	2:45 PM	3:45 PM
			Timing assistant	2:45 PM	5:30 PM



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EVENT SCHEDULE

Stage	Name	Check-in	Start	Cut-off	Distance	Course	Map
Prologue 25 th Aug	Capital Start	from 3:00pm	3:45pm	5:00pm	10km	Loop	Stromlo Forest Park, ACT
Stage 1 26 th Aug	Molonglo Gorge	6:30am	6:45am	8:05am	10km	Loop	Molonglo Gorge Nature Reserve, Kowen, ACT
Stage 2 26 th Aug	Glenburn Heritage	9:00am	9:15am	10:45am	12km	Loop	Glenburn Heritage Precinct, Kowen ACT
Stage 3 26 th Aug	Tallaganda	12:15pm	12:30pm	2:15pm	14km	Out and back	Forbes Creek Rd Forbes Creek, NSW
Stage 4 26 th Aug	Braidwood	3:45pm	4:00pm	5:15pm	10km	Loop	Kings Highway, Braidwood



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Stage	Name	Check-in	Start	Cut-off	Distance	Course	Map
Stage 5 27 th Aug	Mongarlowe River	6:30am	6:45am	8:40am	15km	Out and back	River Forest Road, Monga, NSW
Stage 6 27 th Aug	Old Nelligen	10:15am	10:30am	11:45am	10km	A to B	Start: Old Nelligen Road, Nelligen, NSW Finish: Lookout Road, Benandarah, NSW
Stage 7 27 th Aug	Deep Creek Dam	1:00pm	1:15pm	2:15pm	8km	Loop	Deep Creek Dam Road, Mogo, NSW
Stage 8 27 th Aug	Coast Finish	3:15pm	3:30pm	5:15pm	12km	A to B	Start off Maloneys Beach, and Finish on Mill Beach