

# The Bismarck Marathon 2023 Volunteer Training

## Notes and Script

*The full volunteer guide starts on page 2.*



Committee members are encouraged to attend at least one training.

### **SCHEDULE TRAINING:**

#### **September 6, 2023**

7 to 8 PM (Virtual) — will be recorded for use. Here is the link:

<https://us02web.zoom.us/j/88039972947?pwd=bnpldHdjME5hTzBENWRZS0pSNE5pdz09>

#### **September 7, 2023**

12 to 1 PM — in-person at SCHEELS

#### **September 12, 2023**

5:30 to 6:30 PM — in-person at SCHEELS

### **OVERVIEW:**

The volunteer training is vital for a safe and successful event. We will be reviewing traffic control areas, water stop stations, race routes, what to expect, and much more.

### **RACE GUIDE:**

Check out the full race guide with course maps, parking tips, and more here:

<https://thebismarckmarathon.com/raceguide>

### **COURSE INFO:**

The course starts and finishes at the North Dakota State Capitol grounds. The address is 600 E Boulevard Ave, Bismarck, ND 58505



## **Bismarck Marathon 2023 Volunteer Guide**

### **Welcome (Josh)**

As you prepare for the 42nd annual Bismarck Marathon, on behalf of the Marathon Board and Committee, thank you for helping us create an experience that promises to be unforgettable.

As we head toward the starting gun on race day, I'm thrilled to see our new and exciting route for this year's marathon. Our journey begins and ends at the historic North Dakota State Capitol grounds. The course will take runners through our picturesque city, showcasing the natural beauty of the Missouri River and the unwavering support of our community.

But beyond the scenic views and the cheering crowds, it's the sense of community that truly sets the Bismarck Marathon apart. You play a vital role in helping us carry out this race. You are there to keep our runners hydrated, you are there to keep them safe from traffic, and there to make sure they know the way. You are part of our Bismarck family, and we are here to support you every step of the way. To ensure safety and a fun race, it is vital that every volunteer shift is filled. If a problem arises, please reach out immediately to the identified contacts with your replacement identified so we can make sure your shift is covered.

So, as you head out along the 2023 Bismarck Marathon course, remember, you are a reflection of our race. Your smile, positive attitude, and energy will carry the participants and show the spirit of our community.

Thank you for being a part of this incredible event, and we can't wait to welcome you with open arms to the starting line at the State Capitol on race day. Let's make the 2023 Bismarck Marathon a day to remember!

Sincerely,

Josh Askvig  
2023 Bismarck Marathon Co-Director

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### **Important Contact Information (Josh)**

- Jacqueline Lilley, Volunteer Help: (321) 480-2088
- Jeremy Fettig, Volunteer Coordinator: (701) 226-4569
- Jordan Black, Volunteer Help: (360) 915-4252
- Josh Askvig, Co-race Director: (701) 390-3095

In the case of an emergency, please dial: 9-1-1

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## **Schedule of Events (Josh)**

Thursday, Sept. 14th

- 6-9 PM: Packet Pick Up at Scheels
- 5-6 PM: Check-in and registration
- 6-6:30 PM: Kids Mini Marathon races
- 6:30 PM: Dreams in Motion Adaptive Race
- 6:45 PM: H.A. Thompson & Sons Mascot Dash
- 6:55 PM: Awards
- 7:00 PM: Mandan Automotive BisBark 4K

Friday, Sept. 15th

- 10 AM-9 PM – Packet Pick Up at Scheels
- 6 PM – Event Kickoff and National Anthem
- 6:30 PM – Scheels 5K Starts
- 7:30 PM – Scheels 5K Award Ceremony

Saturday, Sept. 16th

- 7 AM – Announcements Begin
- 7:10 AM – Call for Runners
- 7:20 AM – Last Comments
- 7:25 AM – National Anthem
- 7:30 AM – Marathon, Half Marathon, Marathon Relay, 10K start
- 9:30 AM – 10K Awards
- 10:30 AM – Half Marathon Awards
- 1:30 PM – Marathon Awards
- 2 PM – Course Closes

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## **Water Stop Volunteers (Josh)**

**\*Water Stop volunteers will be sent additional instructions - please refer to those instructions for all of the information you will need.**

### **Responsibilities:**

- Arrive at your water station location at your scheduled time and be ready for runners 20 minutes before the time included on the water station schedule.
- Fill water and powerade cups to be ready for runners as they come.
- Clean up garbage and debris at water station location (let's leave it better than we found it please).

### **Requirements:**

- White cups should be used for water and Powerade cups for Powerade.
- The proper technique for offering fluids to runners is to hold the cup in the palm of your hand and yell out "water" or "Powerade". Runners will grab the middle/top of the cup from your hand. Runners will toss used cups on the ground around the aid station.

Remember that runners will likely be tired and not thinking clearly. Be concise with your language and be consistent.

- Cheer runners on as they pass by. Be happy and upbeat! Use the included cowbells to make some noise!
- Use provided rakes to clean up the cup debris on a regular basis. Place used cups into garbage bags, not directly into garbage cans.
- If your water station has gels, they should be distributed before runners reach the water. Have two volunteers walk 1-2 minutes down from the aid station, in the direction of oncoming runners. Yell “gel” and hold a gel out by the top toward runners.

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### **Traffic Control (Jeremy)**

#### **Responsibilities:**

- Volunteers at some intersections will have hand-held "STOP/SLOW" signs to control crossing traffic.
- Keep cars off the course when runners approach to maintain a safe environment.
- Be confident and assertive using the stop/slow sign to calmly step out into the intersection to stop the flow of traffic. Keep traffic moving through the intersection between breaks in runners.
- Major intersections will also have police present to assist with traffic control.

#### **Requirements:**

- Safety is our highest priority. All volunteer traffic control and directional-route guide volunteers are **required** to wear the provided safety vest at all times.
- This position involves standing for long periods of time.
- To ensure high visibility and alertness for both participants and traffic, we ask that you do not sit.
- Please be prepared for all types of weather.

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### **Directional-Route Guide Volunteers (Jeremy)**

#### **Responsibilities:**

- Make sure runners see you. **Be big and loud.**
- Direct runners using hand signals and voice commands to ensure they stay on course. If runners need to turn, gesture in the direction and voice out.
- Cheer runners on! Runner's World has some awesome tips and tricks for the best ways to support a runner as a spectator. Here's a link:  
<https://www.runnersworld.com/races-places/a39515599/dos-donts-marathon-spectating/>

### Requirements:

- Safety is our highest priority. All volunteers traffic control and directional-route guide volunteers are **required** to wear the provided safety vest at all times.
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### Relay Exchange (Josh)

### Responsibilities:

- Arrive on-time.
- Set up table, fill some cups with water in advance and/or make sure water/Powerade is easily accessible as runners may serve themselves too.
- Monitor water and Powerade.
- Ensure that spectators/runners do not obstruct the course; it is important that people are attentive and respectful to all runners (marathon, half-marathon, relay) that will be on the course.

### Requirements:

- Stay on-site until the last relay team's runner has gone through.
- Pick up and bag trash, break down table, dump out all water/Powerade, leave all items in a nice, neat pile.
- Head to the finish, cheer on runners, take part in seeing all the emotions exuded at the finish line and to see first-hand why it is so important to have volunteers like you helping, thank you!
- Finisher medals will ALL be at the finish line this year. This way we are not attempting to collect/determine what teams took theirs or not. All relay participants can get the relay medal at the finish line.

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### Volunteer Check-in and Check-out (Jacqueline)

**Start of Shift - Check-in:** Check-in at the Capitol grounds on the day of your shift is **not required**. Please go directly to your assigned location. Times will vary depending on what part of the course you are located on. Please be on time as your assistance is critical to the success of the race. It is essential for you, as the group leaders to communicate pertinent information to members of your group and pick up and then distribute necessary required items essential to complete your shift.

**End of Shift - Check-out:**

Volunteers are required to be checked out by a marathon committee member. An official marathon vehicle will be trailing the last runner and a race official will let you know when you can leave your assigned post. You will then need to clean up your area and return all materials (vests, signs, other materials to the Volunteer tent at the Capitol grounds, in front of the capitol building front steps)

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**Volunteer Shirts and Gear Pick Up (Jacqueline)****Virtual Training:**

Pick up materials Thursday or Friday at the Capitol Grounds 4-8 PM at the Volunteer Tent

**In-Person Training:**

Pick up shirts and gear this evening before you leave training

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**Social Media**

As volunteers you are more than just a helping hand; you're active participants in the Bismarck Marathon's legacy. Race day does not just capture the runners' journey, it also portrays the volunteers' own dedication and passion; showcasing their vital role in making the marathon such a memorable experience for everyone involved. We would love to see you in action throughout the week.

Tag us on social media with your teams, selfies, in-action photos, and more!

Facebook: [facebook.com/TheBismarckMarathon](https://facebook.com/TheBismarckMarathon) | Instagram: [instagram.com/bismarckmarathon](https://instagram.com/bismarckmarathon)

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**Event Alerts & Weather**

In the event of severe weather, official communication from The Bismarck Marathon will be broadcast via the official Bismarck Marathon Facebook page. Please monitor both for weather and event announcements concerning your volunteer slots.



## MILE MARKER PARTNERS



**ND**

**METRO AREA**



**AMBULANCE SERVICE**



## WATER STATION PARTNERS



**FAMILY FARE.**

