

# Volunteer Position Description



<b>Job Title:</b>	<b>Course Marshal</b>
<b>Event:</b>	<b>Herald Sun / CityLink Run for the Kids</b>
<b>Volunteer Period:</b>	<b>Sunday 14 March 2010 - 6:45am to 12:00pm</b>
	Arrival: 6:45am
	Volunteer Briefing: 7:00am – 7:15am
	Course Marshal Deployment 7:15am – 12:00pm
<b>Reporting To:</b>	<b>Sector Leader</b>
<b>Check In Location:</b>	<b>Tom's Block, King's Domain, Melbourne</b>

## Aims and Objectives

The purpose of this document is to assist in not only preparing you for your role as a **Course Marshal**, but to outline your tasks and responsibilities and the reporting procedures.

## Purpose of the Position

Course Marshals are assigned to designated areas along the run course to help ensure that the course is safe for participants to compete on. The course has been divided into 6 Sectors. Each Sector will have a Sector Leader and these Sector Leaders will be issued a radio and will brief and deploy individual marshals to the course.

## Responsibilities

■ You will need to report to the Workforce Check-In Tent, which will be situated on Tom's Block, Kings Domain at 6:45am to:

- Register your attendance
- Collect a meal voucher (these must be worn at all times)
- Redeem your meal voucher for a packed lunch
- Meet with your Sector Leader
- Collect a volunteer t-shirt & reflective safety vest (this must be worn at all times)

■ Assemble at the sector signs located outside the Workforce Tent. You will then be briefed by your Sector Leader. Ensure that you obtain mobile phone contact details for your Sector Leader in the case of an emergency.

■ You will be required to deploy to your designated Sector;

- If you are in Sector 2, 3, or 4 you will need to follow your Sector Leader across the road to the St Kilda Road Northbound Service Lane, where buses will be waiting for your deployment. The buses will depart at 7.15AM sharp.
  - Sector 2 = Bus 1
  - Sector 3 = Bus 3
  - Sector 4 = Bus 4
- If you are in Sector 1, 5 or 6 you will need to walk with your Sector Leader to your location.
- Your pick up point at the end of the day will be the point at which you were dropped

■ You will be required to marshal a point in your sector. This involves but is not limited to;

- Directing athletes on the course.
- Securing the course by monitoring barricade/tape and equipment placement.
- Restricting access to course to competitors and officials only. Spectators are to only cross at designated crossings.
- Providing directions to motorists to avoid the run course
- Assisting in obtaining transport and/or medical care for any athletes who withdraws from competition.
- Be alert to diffuse any situations that has the potential of causing interruptions to event

**Note: At no time must you direct traffic; qualified traffic marshals have been positioned to carry out this specialised task.**

■ You will be required to Sign Off. This involves;

- The Course Manager (Veeraja Uppal 0412 314 080) will travel at the rear of the field and will inform you when you can stand down from your position.
- You will need to head back to the point at which you were dropped off or walk back to workforce check in. Marshals in the Domain Tunnel, Westgate Fwy and Bolte Bridge will be required to catch the pick up bus.
- Marshals that do not have equipment to return can check out remotely, after reporting to your Sector Leader.

■ Report any incidents to your Sector leader

## Emergency / Medical Support

■ EMSA will be situated in the Village next to the Information Tent and at each drink station on course. First aid staff will also be roving the course on bikes and patrolling the Village site on foot. An ambulance will be located at the finish area.

■ If a competitor requires medical care please inform the EMSA or your Supervisor immediately

■ In the event of an urgent medical emergency, i.e. heart attack, call '000' immediately

## **Knowledge, Skills, Experience and Mandatory Requirements**

- Be friendly and approachable
- Possess a reasonable level of health and fitness
- Use initiative

## **Important Points to Remember**

You are a special team of people who are involved in a fantastic event that raises vital funds for the Royal Children's Hospital. Make sure that you soak up the atmosphere on the day and most importantly, HAVE FUN!

For more information contact the Workforce Manager on email [sarah@tlsports.com.au](mailto:sarah@tlsports.com.au)