

Job Title:	Drink Station Assistant (On Course)
Event:	Herald Sun / CityLink Run for the Kids
Volunteer Period:	Sunday 14 March 2010 - 6:45am to 12:00pm Arrival: 6:45am Volunteer Briefing: 7:00am Deployment: 7:15am On Course: 7:30am – 12:00pm
Reporting To:	Drink Station Supervisor
Check In Location:	Tom's Block, King's Domain, Melbourne

Aims and Objectives

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

Purpose of the Position

To ensure that runners are provided with drinks while on 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
- Redeem your meal voucher for a packed lunch
- Collect a volunteer t-shirt & reflective vest

Assemble at the Drink Station signs located outside the Workforce Tent. You will then be briefed by your Drink Station Supervisor.

If you are working on **Drink Station 1, 2, 3, 4 or 5** you will be led by your Drink Station Leader across the road to the St Kilda Rd Northbound Service Lane where buses will be waiting for your deployment. Buses will be labelled "Sector 2 Bus", "Sector 3 Bus" etc...

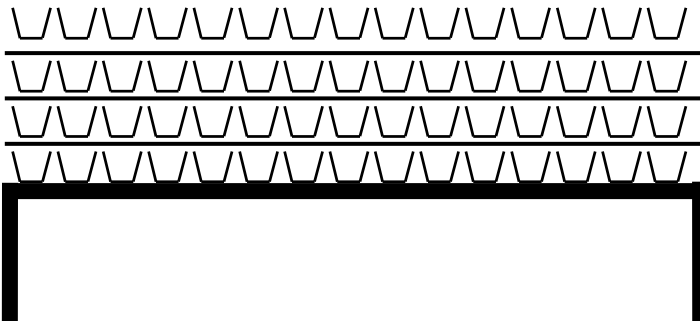
- Drink Station 1 – Domain Tunnel= Bus 1
- Drink Station 2 – Bolte Bridge = Bus 2 & 3 (half on each bus)
- Drink Station 3 – Pearl River Rd = Bus 3
- Drink Station 4 – Harbour Esplanade = Bus 3
- Drink Station 5 – Queensbridge St = Bus 4

If you are working on Drink **Station 6** you will need to **walk** with your team to the Drink Station on St Kilda Rd.

There are drink stations every 2.5kms on the course. At each drink station there will be 20 trestle tables and on these trestle tables you need to **build** a table of water as shown below.

Cover the table completely with the first layer of filled cups. Then place a sheet of corflute over the cups and build the next layer. Build to 4 layers high **BEFORE** the first runners arrive.

We need you to work quickly as there are hundreds of cups to fill. Fill the cups using the jugs provided, hand them to runners and to pick up cups off the road once the runners after.



Dismantle the station once the last runner has passed, leaving all equipment and rubbish neatly stacked on the side of the road ready for collection. Rakes are provided to collect the cups.

Please wear the disposable gloves provided when handling drinking water.

Sign Off - The course coordinator (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. The buses will up all drink station assistants from drinks stations 1-5 after the last runner pass your point and transport you back to the finish.

Drink station attendants at station 2 (Bolte Bridge) are required to take the bus back to the finish. Drink station attendants at the other stations stations 1 can sign off from the drink station location if they wish.

- Report any incidents to your team 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
- Use initiative
- Have mobility and stamina

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

