



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF EL PASO

40th ANNUAL TURKEY TROT

November 24, 2016

VOLUNTEER GUIDE



EL PASO, TX 11-24-16



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THE YMCA OF EL PASO

The YMCA of El Paso strengthens the foundations of our community through well-being and fitness, camps, family time, swim, sports and play, and other activities for people of all ages, incomes and abilities. We're more than just a place to work out. At the Y, we help build a healthy spirit, mind and body for all with the core values of caring, honesty, respect, responsibility and faith at the heart of everything we do.

With a commitment to nurturing youth development, promoting healthy living, and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.



**WATER SAFETY
EDUCATION**



**YMCA SUMMER DAY
CAMP**

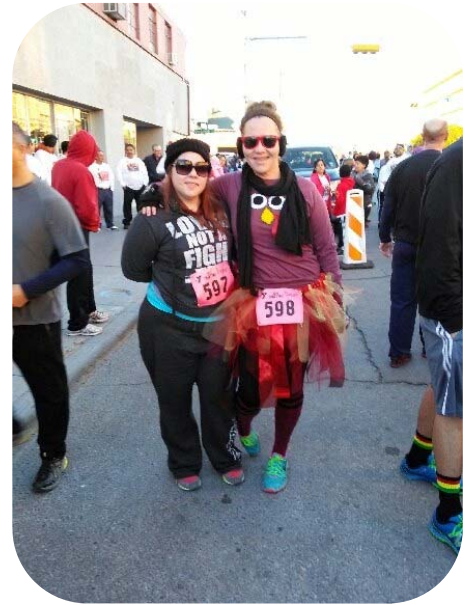


**LIVESTRONG AT THE YMCA CANCER
SURVIVOR PROGRAM**



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EVENT INFORMATION



WHEN: November 24, 2016
WHERE: 808 Montana
El Paso, TX 79902
Start Line is Montana and St. Vrain

SCHEDULE: 6:00 - 6:45 am
Registration/Packet Pick Up
7:15 am
Race Starts
8:00 am
Awards Ceremony

PARKING: Due to the Sun Bowl Parade after the Turkey Trot parking will be at a premium near the starting line. All parking will be street parking. Keep in mind that Montana Street will be closed from Mesa to Copia so plan your escape accordingly. Parking south of Montana will get you to I-10 quickly while parking north of Montana will allow you to go to all points north and west fairly easily. Or, you can stay and watch the parade and make a day of it.

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VOLUNTEERING

HOW TO VOLUNTEER

If you are interested in volunteering please go to www.elpasoymca.org, click on the Turkey Trot registration link and sign up as a volunteer. This will help us to communicate with our volunteers prior to the event.

If you register online before November 11, 2016 and indicate your shirt size you will be guaranteed a shirt and a race bag.

VOLUNTEER NEEDS

<u>Station</u>	<u>Volunteers Needed</u>	<u>Shift Times</u>
Registration	17	5:30 am-7:30 am
Start/Finish	16	5:30 am-9:00 am
Water Stations (2)	20 (10 per station)	5:30 am-9:00 am
Course Marshalls	14	5:30 am-9:00 am
Awards	6	7:45 am-8:30 am
Set Up & Clean Up	10	5:30 am-9:00 am

VOLUNTEER CHECK-IN

All volunteers will need to check in at 5:30 am at the volunteer check in station located at 808 Montana. At that time volunteers will receive their volunteer shirts and assignment.

VOLUNTEER GROUP PRE-RACE MEETINGS

All volunteers will meet with their designated group leaders at 5:45 am for a brief meeting. Following the meeting volunteer groups will proceed to their assignments.

COMMUNICATION

All volunteers should have a cell phone with them on Race Day for communication during the race. Each group leader will have direct contact with the Race Director but it doesn't hurt to be prepared for anything.

WHAT TO WEAR

Be prepared for a cool morning and maybe a slightly warmer later morning. Layered clothing is essential in case you need to peel off clothes as it gets warmer. Just remember to wear your volunteer shirt on over all under shirts.



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VOLUNTEER DUTIES

SET UP:

Work with Race Director to set up the race course including setting up starting/finish line, directional signs and cones.

REGISTRATION:

Runners - These individuals will run day of race registration forms from the registration table to the event timers so they can input the information into the computer.

Registration Table - Hand out T-shirts, race bibs, etc. to new registrants; give out race packets for those who have pre-registered. Other duties as needed.

START AND FINISH LINE:

Start Line - Assist event managers with duties as needed to ensure an on time start.

Shoot Watchers/Cheerleaders - These volunteers will stand in the shoot and be cheerleaders and remind runners to stay in the order they finishes as they go through the shoot. Guide runners to the refreshment area (Montana and Virginia) to ensure there is not a logjam at the finish line.

Refreshments - Hand out water and fruit to runners who are displaying a race bib.

WATER STATIONS:

Provide water to the participants and encourage them as they run/walk.

There are two water stations on the course: the turn-around of the 5K run and the turn-around of the 3K walk.

COURSE MARSHALLS:

Maintain safety on the course especially at the intersections of Montana & Williams and Rio Grande & Williams. Keep spectators off the course while the race is in progress.

POST RACE REFRESHMENTS:

Help direct runners to post-race refreshment area, provide post-race customer service.

AWARDS:

Work with event timers, assist in posting results, setting up awards area and handing out awards.

CLEAN UP:

Cleaning up race site and break down race. Make sure everything is returned to the appropriate places.

GENERAL FLOATERS:

Provide assistance as needed (such as assisting race director, timers, etc).



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EQUIPMENT CHECKLIST

COURSE SET-UP

Barricades
Pennant Flags
Start/Finish Line Cones
Street Paint
Race Directional Signs
Pop Up Tent

REGISTRATION TABLE

Three Tables
Signs
Blank Registration Forms
Pens
Pencils
Cash Box/Change
Pop Up Tent
Bibs
Pins

PACKET PICK UP TABLE

Three Tables
Printed Registration List
Registration Packets (bibs, bags & shirts)
Pins
Pop Up Tent

Awards

Two Tables
Awards
Microphone w/Speakers

WATER STATION

Two Tables
Igloo Type Coolers for the Water
Water
Cups (paper)
Pitchers
Garbage Bags
Latex Gloves

CLEAN UP

Garbage Bags

GROUP LEADERS

Walkie Talkies

COURSE MARSHALLS

Pennant Flags
Cones

POST RACE REFRESHMENTS

Three Tables
Bottled Water
Fruit
Garbage Bags



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THE COURSE

5K Run

The Turkey Trot starts at the intersection of Montana and St. Vrain then proceeds east on Montana to Williams where you will take a left. Go one block north on Williams and turn right on Rio Grande. Follow Rio Grande/Grant out to Rosewood. Turn around and follow the same course to the start.

3K Walk

The 3K Walk starts at Montana and St. Vrain then proceeds east on Montana until right before Cotton Street where you will turn around and come back to the start/finish line.

Water Stations

There will be water stations at the turn around of the 5K Run and the 3K Walk. Water and fruit will also be available at the finish line.

5K Course

