Strengthening Communities Through Innovative Fund-Raising Since 1974

Community Wellness, While Supporting Worthy Causes

Volunteer Guide

About Aztlan Athletics

Aztlan Athletics roots started in 1974. They develop and operated run/walk health & wellness community-based events. Aztlan Athletics is known for laying the foundation in competitive trail running (Aztlan Indian Run at Elysian Park- since 1981). Today, Aztlan Athletics offers 9 unique run/walk, community engagement experiences. It provides event management support to non-profit event management partners. Aztlan Athletics offers a "Grab Bag" of resources including food catering, IT and media, apparel and awards, registration and timing support, course management and consultation, to name a few.

Aztlan Athletics is in the business of widening the circle of support for non-profit agencies that align to our mission of social and environmental justice. We strive to incorporate socially responsible Green sponsors to help spread the word about the importance of conservation and preservation.

Volunteers are the most important asset to any successful production of a community engagement-fundraising event. Our events have experienced team leads that will make the role of the volunteer easier. We collectively help champion worthy causes while helping our runners/walkers have a unique experience.

To register and volunteer e-mail Hello@AztlanAthletics.org

Welcome!

2014-2015 Events

Downey, California, Help 2 Heal A Heart 2-Mile Run/Walk, Bike Tour and Wellness Fair. Proceeds benefiting Always A Mom Foundation (February 13, 2015) 8:00A.M. - 12:00P.M.
Projected participants: 450
www.help2healAheart.com

Highland Park California 5th Annual 4-Mile Hill Challenge Run/Walk, Clean Air Awareness and Wellness Expo. Proceeds benefiting the Audubon Center at Debs Park.
(March 21, 2015). Youth-Senior-Adult wellness programs. 8:00A.M. - 12:00P.M.
Projected participants: 960
www.4milehillchallenge.com

Culver City, California Los Angeles Mission Possible 5 Run/Walk, Health and Wellness Festival. Proceeds benefiting the Los Angeles Mission & the Anne Douglas Center. Serving all Los Angeles County May 3, 2014) 8:30A.M. - 12:00P.M.
Projected participants: 1000
www. MissionPossibleRun.Com

Oak Grove park, Pasadena, California Midnight Mission 5/10K Run/Walk and Empowering Recovery Expo (June 22, 2014). Proceeds benefiting The Midnight Mission Programs.
8:00A.M. - 12:00P.M.
Projected participants: 1,500
www.AztlanAthletics.org

South Pasadena California 5th Annual Greenest Fastest 1 Mile Run Elite Mile Run , Sustainability Community Wellness Festival. South Pasadena, California **(7/20/14).**
Proceeds benefiting South Pasadena Middle School Booster Club &
The Place of South Pasadena
Projected participants: 6000
www.greenestfastestmilerun.com

Long Beach, California, Aquarium of the Pacific 5K Run/Walk, Community Wellness Expo. Proceeds benefiting the Aquarium of the Pacific
(September 06, 2014) 8:00A.M. - 12:00P.M.
Projected participants: 1,200
www.AztlanAthletics.org

El Segundo, California, LAX Runway 5/10K Run/Walk, Health & Wellness Fair. Proceeds benefiting Los Angeles County Law Enforcement Cadet Programs.
(September 27, 2014) 8:00A.M. - 12:00P.M.
Projected participants: 700
www.AztlanAthletics.org/LAXRunwayRun

Monterey Park California 25th Annual Aztlan 5K Classic Run/Walk, Health & Wellness Festival (November 9, 2014). Benefiting East Los Angeles College Running programs & Charles R. Drew University of Medicine & Science. 8:00A.M. - 12:00P.M.
Projected participants: 2300
www.aztlanclassicrun.com

Mission Bay, California, Mission Bay's 5/10K Run/Walk, Health & Wellness Festival, & Toy Drive. Benefiting The Salvation Army, Kroc Community Center (December 13, 2014)

Generic Volunteer Time Slots

Day before the event **(8 Ideal), (6 Minimum)**

Same-Day **(55 Ideal), (50 Minimum)**

Note: you may be assigned to multiple tasks during your time slot.

A. The Day Before (2:00P.M.-12:00A.M.)

2:00P.M.- 6:00 P.M.

Unloading event equipment (3)

4:00 P.M. -8:00 P.M.

Course, Booth, and Signage Set-Up (2)

7:30 P.M.-12:00 A.M.

Security. Supervision of Booth area. (2)

B. Event Same-Day (5:00 A.M.-1:00 P.M.)

5:00 A.M.- 5:30 A.M.

<u>Directors Huddle:</u> Event director review day's logistics with team leads prior to opening final set-up and orientation of volunteers.

5:30 A.M.-9:00A.M.

Pre-Race Set-Up (4)

Registration (13)

Information Booth (1)

Parking (2)

T-Shirt Distribution (3)

Gear Drop-Off Booth (2)

7:00 A.M.-11:00 A.M.

Finish Line (6)

Product Distribution (6)

Course Supervision (18)

Finisher Medals & Division Winners (4)

9:30A.M.- 12:00 P.M.

Tear-down (3)

Clean-Up (2)

Kids Fun Run (3)

Loading (2)

Areas of Need

PRE-RACE SET-UP:
Put up tents, set-up barrier fencing, install signage, cones and any additional tasks.

REGISTRATION:

Coordinate pre-registration distribution of race materials and assist with late registration payment and information collection. Answer questions of runners, prepare goodie bags and assist Registration Coordinator with any additional tasks.

PARKING:

Organize parking areas and direct traffic, direct sponsors and volunteers to their designated areas.

COURSE:

Direct competitors at various points along course, man water station(s), assist fire/police with traffic control, removal of cones, course markers, etc. after completion of race(s) and assist Coordinator with any additional tasks.

FINISH LINE:

Direct competitors through the finish shoot either tearing bib tags or retrieving timing chips, assisting with the breakdown of timing area upon completion of race, compile Final Results for Awards and assist with any additional tasks.

AWARDS:

Utilize Race Results to organize awards prior to presentation ceremony in addition to goodie bags and Event T-Shirts for distribution. Assist Director with Awards Presentation and document runners not present for mailing purposes. Assist runners with any questions about time and/or overall placing.

MARKETING:

Put up posters at sponsor locations, be a part of the Twitter team, Facebook blasts, assist mailing of postcards, any additional tasks. Assist with securing sponsorship, funding, supporters and donations. This role is performed 4 months prior to the event, during the event, and after with a wrap-up social media posts.

Volunteer Workforce Information

Check-In: Volunteers are to check-in with Volunteer Director at the designated "Volunteer Check-In" booth. The Volunteer Director will sign you in and provide the initial orientation before giving you the assignment & report to the appropriate event Leads at least 30 minutes prior to the opening of registration for Day-Of Logistics, Assignments, briefing and Q&A session (starting at 5:30 A.M.) Volunteers will be provided t-shirts the day of event.

Personal Belongings: Please only bring belongings you can keep in your possession or a bag you will keep track of. As an option, you can leave items in the "Gear Check-In Area" where they will supervise those items, but not responsible for loss or theft.

Lost Property: Aztlan Athletics and all associated parties, vendors, facilities and staff are not responsible for lost or stolen property. We will designate a Lost and Found Area or Team Member at each event where all items and inquiries should be directed.

Personal Safety: Under no circumstances should you put yourself in jeopardy. If you feel unsafe or uncomfortable with the duties outlined, please contact the Event Director or Team Lead immediately. If a vehicle is involved in any incident, try to get a license plate number and description of the driver, passengers and/or vehicle for reporting and documentation.

First Aid: In the event of a medical emergency, please utilize the following to be of assistance in a critical or life-threatening situation:

☞ Assess the scene, but do not put yourself at risk

- Stay with the injured party and stay calm

- If you have a walkie-talkie or cellphone, contact your Team Lead, otherwise get someone else to contact them on your behalf

- Note the facts and location to provide to Team Lead or Medical Assistance or call 911

- Never move the injured party if you suspect broken bones or a neck/back injury

- Only provide First Aid if qualified and in a position to do so. Otherwise, wait for medical support.

- Assist medical personnel responding to the emergency, if possible.

- Advise traffic control and patrol on the course of situation

Registration

Materials:

Registration Lists, Writing Utensils, Scantrons/Late Registration Slips, Bibs or Timing Chips, Petty Cash, Safety Pins, Course Map Signage, Tables, and Chairs

Pre-Registration Responsibilities

1. Utilizing provided Registration Lists, Assist runners that have registered through the database with checking-in and picking up Bibs and Timing Mechanisms.

2. If using Chip Timing System, runners are required to attached the chip to their shoe with a Zip Tie BEFORE providing the Bib Number. If using Tear-Off, make sure you remind the registrants to remove the tear-off just-after crossing the finish line.

3. Stations will be set up in numerical order (1-99; 100-199, etc), and/or Alphabetically by Last Name (A-H, I-P, Q-Z). **Pre-registered participants need to first check their bib number assigned next to their name near the registration area before lining up in the designated lane to pick-up their bib.**

4. If a person has registered after the database deadline and their name is not on the list, they will be directed to Late Registration and be required to fill out a late registration slip or scantron for timing purposes and provide proof of payment.

5. Direct runners to warm-up areas; inform them of race start time(s), Finish Line, Course Information, T-Shirt pick-up, Goodie Bag retrieval and Awards Presentation, etc.

Late-Registration Responsibilities

1. Assist day-of runners with completing the registration slip or bubbling in the provided Scantron (if applicable): First and Last Name, Age, Gender, E-Mail address, Race Code and sign and date back

2. Pricing will be listed for day of registration as well who to make Checks Payable to. Petty Cash will be available but limited.

3. If using Chip Timing System, runners are required to attached the chip to their shoe with a Zip Tie BEFORE providing the Bib Number. If provided the bib, 4 pins need to be used to fasten the bib onto the participant t-shirt.

4. If a person has registered previously but is not on a Pre-Registration List, we will have a PayPal list and/or proof of payment sheet to verify payment but need to review Confirmation of Payment provided by runner

5. Direct runners to warm-up areas; inform them of race start time(s), Finish Line, Course Information, Goodie Bag retrieval and Awards Presentation, etc.

Finish Line

Materials:

Scissors & Wire Cutters (If applicable), String hook (for tear-off collection), Finisher Medals, Water & Snacks

All competitors will be directed through the finish line and/or chutes according to the number of competitors and time lapse between multiple race starts. Volunteers will be along the finish chute to assist competitors with the removal of the timing chip or race

pull tag and direct competitors out of the path of continuing runners. Volunteers will be passing out Finisher Medals (if applicable), water and light snacks in addition to assisting runners in the cool down area

Awards

Awards are generally given to the Top Male and Female Competitor Overall and to the Top 3 Finishers in Each Age Division for Men and Women. All Children receive an award at Events offering Kiddie Races

Frequently Asked Questions

If you cannot find the bib number, follow these steps to try and find it:

1. Check the stack provided again. The bib could be stuck to another bib, it could have slipped under other bibs, or it could be out of sequence within the provided.
2. Check the other bib stacks where the bib should be.
3. Ask the runner to confirm their information. It may have been entered incorrectly or assigned incorrectly in the database.
4. Ask the runner if someone else picked up his or her bib.

A runner is unable to attend the Awards Presentation but Placed in their Age Group or Overall
If a runner has had a chance to check the final results and have placed but will not be present:

1.Confirm with event director, awards presenter that they have placed and are to receive an award
2. Document their Full Name, Phone Number, Email Address and Address where results and award can be sent

A runner has lost their timing chip along the course (If Applicable)
If a runner loses or misplaces their timing chip prior to or after the race, they will be informed during registration they will incur a $10.00 replacement fee (If applicable).
1.Inform the timing director or Race Director of the incident and the bib or chip number
2. If your chip is found, it will automatically be matched to your information in the system
3. If your chip has been lost and is not recovered,
4. Ask the runner if someone else picked up his or her bib.