Volunteer Fact Sheet
Autumn Woods Classic
October 12, 2019

EVENT TIMELINE

6:15 AM  ➔ Volunteer check-in opens (Bluebird shelter)
6:45  ➔ Volunteers start: registration, greeters
7:00 AM  ➔ Registration opens
    ➔ Volunteers start: runner food
7:30 AM  ➔ Sunrise
    ➔ Road closed until noon. No access in/out of Bluebird lot.
    ➔ Park in main lot!
    ➔ Volunteers start: park patrol, kids area, zero waste
8:00 AM  ➔ Kids activity area opens
    ➔ Volunteers start: finish line
8:15 AM  ➔ Volunteers start: fires & s’mores
8:30 AM  ➔ 5K start (walkers 8:35 AM)
9:30 AM  ➔ Volunteers meet for kids 1K run (behind stage)
10 AM  ➔ 1K start, cheer on runners
10:30 AM  ➔ 10K start (runners)
Noon  ➔ Help with clean-up - all
    ➔ Kids activity area closes
    ➔ Post-event volunteer refreshments

Volunteer Check-in
▪ Location: Bluebird picnic shelter. (See map)
▪ Sign in and pick up your T-shirt & nametag
▪ Sign out at the end of your shift.
▪ Refreshments: Water, coffee, cocoa, tea and snacks provided during the event. Lunch will be served at noon.

How to Dress
▪ Wear event T-shirt over your warm clothes. T-shirts will be issued on race day at check-in. This shirt identifies event volunteers and is your ticket to volunteer refreshments. (Patrollers should wear red patrol clothing or bib provided.)
▪ Come prepared for the weather conditions. The race will go on rain, snow or shine. It can be very windy and no shelter is available. Dress in layers. Rain gear, hat and gloves may be needed. Wear waterproof footwear if possible when there has been rain. Average temperatures are a low of 42° and a high of 62°. Highs in the 80’s or lows in the 20’s are possible. Sunrise is approx. 7:30 AM.

What to Bring
Bring a refillable water bottle and/or coffee mug. To achieve our “zero waste” goal, there will not be any bottled water.

Directions to the Park (READ CAREFULLY)
The park entrance is located on Co Rd 81 NW of Osseo in Maple Grove. For a park map and directions go to www.threeriversparks.org/parks/elm-creek-park.aspx (12420 James Deane Pkwy, Maple Grove, MN 55369).
▪ From the East, take MN-610 or CR-81 west to Elm Creek Blvd., turn right, follow roundabout to park.
▪ From the West, take MN-610 or CR-81 east to Elm Creek Blvd., turn left, follow roundabout to park. Follow park entrance road past the chalet. Look for race parking signs.

Parking Locations:
▪ Ride a bike! (bike corral by Maple Grove Cycling)
▪ Carpool if possible:
  ▪ Main lot - Walk up the hill, turn left and walk through the picnic area to the Bluebird shelter.
  ▪ Bluebird lot - Must arrive before 7:30 AM. Cars cannot leave until races end at noon. Follow entrance road straight until the road ends and turn left.
  ▪ Handicap only parking in Acorn lot

This is a “Green” Event!
Help us make Autumn Woods Classic a more sustainable race. Learn about our “zero waste” goal, virtual race bags, and other efforts to green this event along with more event info below.

More event info: www.threeriversparks.org/page/autumn-woods-classic
Questions: Contact Rebecca Conser, Volunteer Coordinator at 763-694-2070 or volunteer@threeriversparks.org.
Volunteer Position Summaries
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Finish Line Duties
8 AM - Report to the finish line supervisor (finish line) for short meeting to go over assignments. Help as directed at finish of races. Congratulate and encourage each runner.
- Trail leading to finish: Direct runners from bike trail to finish as well as from the kids 1K to finish.
- Lane movers: Direct runners into the chute. Keep traffic moving through chutes. Control spectators to keep finish line clear for runners.
- Other duties: Read numbers to timer as requested, assist with timing, deflect runners away from timing booth and direct them to where results will be posted.

Greeter Duties
6:45 AM - Report to pre-registration supervisor (tent by Acorn shelter)
Before race:
- Anticipate racer and spectator needs. Point out location of registration, pre-registration, port-a-potties, water tables, start lines, first aid, kids activities and booths. Answer questions.
- As needed, help organize registration lines.
After race: Move to finish, direct runners to water, food and results.

Kids Activities Area Duties
7:30 AM - Report to kids area supervisor (staging area between volunteer area and finish line)
- Climbing Wall: Help organize waiting lines, direct participants to sign waivers, help put on harnesses.
- Face Painting: Paint basic nature related designs on children’s faces. Supplies provided. (You don’t need to be a pro, just good with kids and quick!)
  - Games/Activities: Encourage youth to participate and give instructions for activities/games.
  - Nature tent: Help participants explore nature.

Kids 1K Run Duties
9:30 AM - Report to the kids run supervisor (meet behind stage) Kids 1K Run starts at 10 AM.
- Help organize kids into waves according to age and keep them quiet so they can hear directions.
- Hand out ribbons/pumpkins and congratulate finishers, direct finishers to water and food areas.
- All volunteers finished with other duties:
  - Cheer on youth along course and at finish line.
  - Direct finishers to water and food.

Park Patrol/First Aid Duties
7:30 AM - Report to Bluebird shelter for patrol meeting. Help prevent accidents; provide first aid treatment as needed; report accidents, disruptions, hazards, missing persons, walkers still on race course or any unusual circumstances.
- 8 Patrollers on bike: ride 5K and 10K race courses (Staff will do final sweep of 10K course with vehicle.)
- 6 Patrollers on foot: finish, FA tent, 1K run, etc.

Pre-Registration Area Duties
6:45 AM - Report to pre-registration supervisor (tent next to the Acorn shelter)
- Direct runners to correct line/area. Help check runners off list, assign race number, hand out bibs, shirts, safety pins, etc. Replenish supplies.
- As needed, help day-of-registration area or greeters.

Registration Area Duties
6:45 AM - Report to day-of-race registration supervisor (Acorn shelter)
- Direct runners to correct line/area. Assign race bib numbers, hand out bibs, shirts, safety pins, etc. Replenish supplies. (Staff will collect money.)

Runner Food Distribution Duties
7:00 AM - Report to runner food supervisor (food tent)
Direct runners through food area, hand out/restock food, mix energy drinks, remind spectators that food is for runners.

Volunteer Check-in and Support Duties
Report to staff in the Bluebird shelter as assigned. Greet event volunteers and staff. Help check them in/out, find their work location, prepare and serve refreshments, and answer questions.

Fire and S’more Areas Duties
8:15 AM - Report to Bluebird shelter to meet fire supervisor then move to assigned fire station by 8:30 AM
Build fire, keep it going, watch people for safety. Help participants with roasting marshmallows, etc.

Event Take-Down - All Volunteers
Please help with take-down in your work location or as needed in any area.