Run By the Sea 2022 Volunteer Guide

Contents

Information for All Volunteers

Thank you for volunteering for the Run By the Sea! It really can't happen without you! This section has General Volunteer Information that applies to all volunteers. After that, you'll find detailed descriptions of the many volunteer tasks.

Safety: Your personal safety and the safety of all participants is the most important consideration. This should always be your priority!

In case of emergency: *(this information may be updated for 2022)*
1. Call 911
2. Call Ranger Josh Stone at (831) 212-7147 (or State Parks Dispatch at (916) 358-0333).
3. Please also inform event organizer Charles Koontz at (614) 208-0885 or Race Day Director Ron Goodman at (831) 272-4627.

In case of questions: If you have questions, ask Charles (614) 208-0885) or Ron (831-272-4627). If the question is about your volunteer task, you can also ask the volunteer coordinator.

Race Time Information:

The 12K race begins at 8:15AM. The 4K starts at 8:30AM. On the map below, orange numbers are kilometer markers. Fastest runners might be expected to run 1km in 4 minutes, walkers in 10 minutes. First & last runner "time estimates" are shown in the table to the right. For "on the course" volunteers, you may assume there are no more runners if a tail runner is certain they're the last participant, or if the time is past the "Last Runner" time for your km marker (be sure to use the later km marker if you're on the out/back trail!)

km marker	1st Runner	Last Runner
1	8:19 AM	8:25 AM
2	8:23 AM	8:35 AM
3	8:27 AM	8:45 AM
4	8:31 AM	8:55 AM
5	8:35 AM	9:05 AM
6	8:39 AM	9:15 AM
7	8:43 AM	9:25 AM
8	8:47 AM	9:35 AM
9	8:51 AM	9:45 AM
10	8:55 AM	9:55 AM
11	8:59 AM	10:05 AM

A - BEACH DESCENT/ASCENT
B - BEACH ASCENT/DESCENT
C - WATER STATION (2.8KM/7.4KM)
D - TURN AROUND POINT/BATHROOM
E - WATER STATION (9.3KM)
F(I)/G(J)/H(K) - DOUBLE-DUTY GUIDE POINTS

12K Turnaround Point Guide

Description: Stay at the turnaround point. Encourage runners, and make sure they turn around! If a runner is overtired or in distress, let them know that there is a shortcut back along the railroad tracks (ideally with another volunteer).

You can leave the turnaround at 9:30AM or when the last participant has passed (whichever comes first). Usually the last participant knows they are last, and they are typically walking, or jogging slowly.

Time Estimate: You should be at the turnaround point by 8:15AM, which means you need to arrive in plenty of time to get there. Check-in by 7:30AM (7:15 is ideal).

Getting There: To get to the turnaround point, walk west past the ranger station, down to the road that leads to the tracks. Turn right onto the tracks and follow the road that parallels the tracks west until you see the turnaround sign on your left (a little over a mile).

Ideally, you'd ride a bike out here, but jogging or walking works if you have sufficient time.

Water Station 1

Description: This station is **water stop 1 & 2**, (i.e. runners pass it on their way out and on their way back). Your job is to:

- Set up lots of water cups pre-filled with water (200-300 depending on how hot it is)
- Make sure there are a couple trash boxes ~75 ft. on either side of the water table (for runners to throw cups into). A rock will keep the box from getting blown away.
- Provide water to thirsty 12K runners on their way out, and again on their way back.
- Encourage and cheer on the runners as well!
- Carefully collect cups that don't end up in the box, and put them in the box.
- When done, leave everything at water station, and return to Wilder Parking Lot.

Time Estimate: Check-in by 7:15AM (earlier if you will be walking to water station). Be at the water station by 7:45AM. The last runner may be as late as 9:30AM.

Getting There: To get to the turnaround point, walk west past the ranger station, down to the road that leads to the tracks. Turn right onto the tracks and follow the road that parallels the tracks west about 6/10ths of a mile. Turn left at pump house and go towards beach.

Follow dashed yellow line. The left turn away from the tracks to the beach is the trickiest part. There is a pump house there (pictured on the left). You'll see water station as you approach bluff trail.

Ideally, you'd ride a bike out here, but jogging or walking works if you have sufficient time.

Water Station 3

Description: This station is **water stop 3** for 12K runners, and is the only water stop for 4K runners. Your job is to:

- Set up lots of water cups pre-filled with water (100-200 depending on how hot it is)
- Make sure there are a couple trash boxes ~75 ft. past the water table (for runners to throw cups into). A rock will keep the boxes from getting blown away.
- Provide water to thirsty 4K runners (starting around 8:25AM) and 12K runners (starting as soon as 8:50AM).
- Encourage and cheer on the runners as well!
- Carefully collect cups that don't end up in the box, and put them in the box.
- When done, leave everything at water station, and return to Wilder Parking Lot.

Time Estimate: Check-in by 7:15AM. Be at the water station by 7:45AM. The last runner may be as late as 9:45AM.

Getting There: To get to the water station, walk west past the ranger station, down to the road that leads to the tracks. Cross the tracks and head out to the ocean following the markers for the race course. When you get to the cliff, continue on the 4K course for ~100 feet until you arrive at the water table.

You can bike out here, but jogging or walking works if you have sufficient time.

Beach Crossing Aid

Description: Assist runners at the beach crossing at one of 4 locations. Place 1 or 2 people (as available) at the top and bottom of the trail on each side of the beach.

A. Top of left trail: Make sure runners know to make the sharp U-turn.
B. Bottom of left trail: Runners need to scramble up narrow slippery rocks, so position yourself stably so you can help runners ascend. Should be a strong adult.
C. Bottom of right trail: Direct runners to carefully cross the beach so as to avoid getting too much sand in their shoes. Can skip this spot if short on volunteers.
D. Top of right trail: Direct runners down easiest route. Remind them to be careful.

Time Estimate: Check-in by 7:15AM. Be at cliff by 7:45AM. Wait for last runner (~10AM).

Getting There: To get to the beach crossing, walk west past the ranger station, down to the road that leads to the tracks. Cross the tracks and head out to the ocean following the markers for the race course. When you get to the cliff, discuss with other volunteers who will take which positions.

4K Lead Cyclist

Description: Guides the lead 4K runners around their loop to insure they can focus on speed and not have to worry about where to go. A mountain bike is necessary, and you should be comfortable riding on sandy/bumpy trails. You must stay well in front of the runners, but still be visible to them. Wear bright, visible clothing.
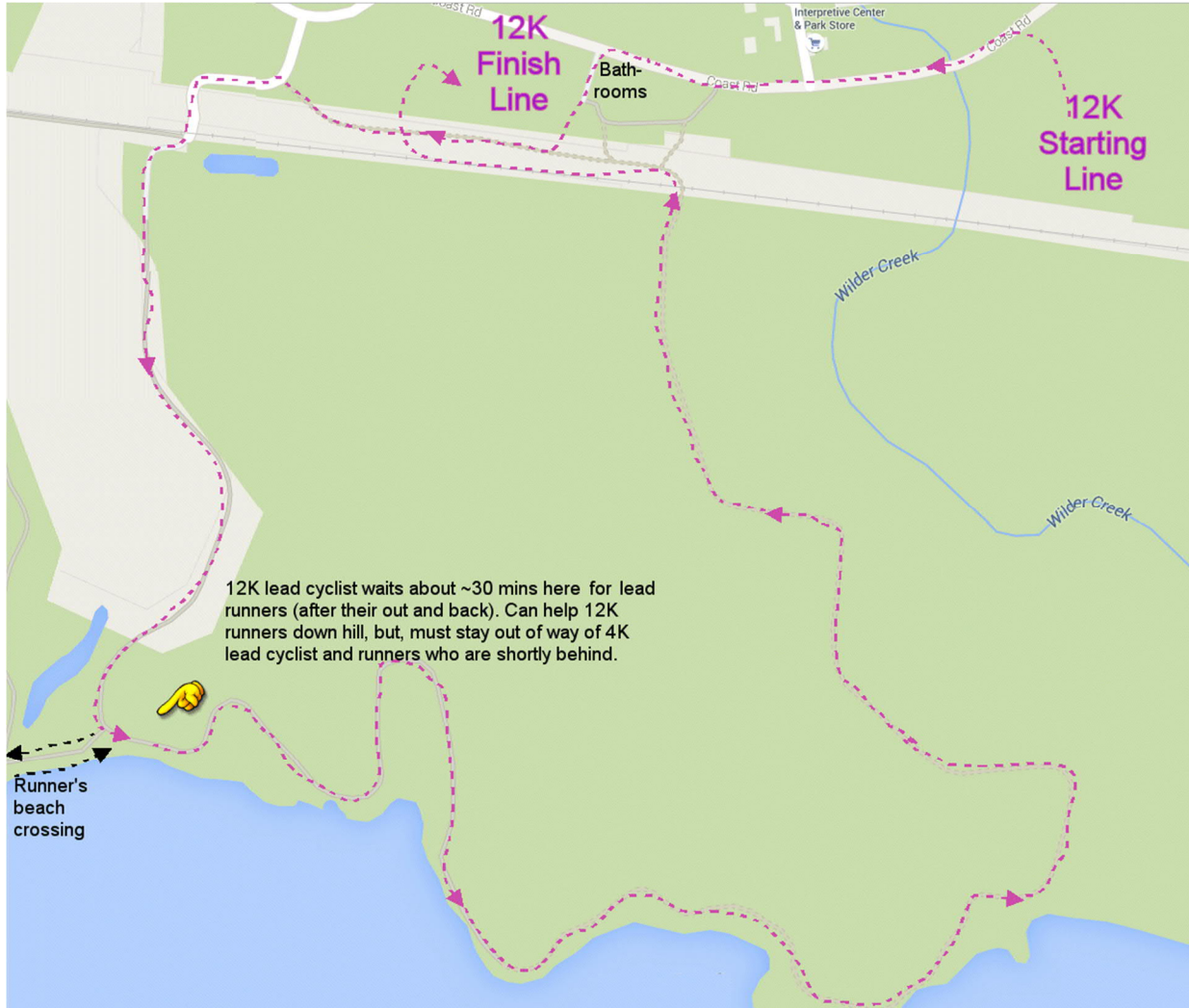
Ride the entire 4K course with the runners:

If you're not very familiar with the course, then if possible, ride the course once before the event (either early on race day, or on a day prior to the event).

Time Estimate: Arrive by 7:45AM (4K race starts at 8:30AM). Lead 4K runners will be done by 9AM, so you will be done by 9AM as well.

Getting There: To get to the 4K Starting Line, arrive at the main parking lot and follow the signs to the nearby 4K Starting Line.

12K Lead Cyclist

Description: Guides the lead 12K runners to the beach crossing, and then waits for the first 12K runners to cross back over to complete their final stretch to the finish. You essentially ride the same route as the 4K Lead Cyclist, but, you pause at the beach crossing for a little over 20 minutes. This insures runners can focus on speed and not worrying about where to go. A mountain bike is necessary, and you should be comfortable riding on sandy/bumpy trails. You must stay well in front of the runners, but still be visible to them. Wear bright, visible clothing. The 12K bicycle route is:

If you're not very familiar with the course, then if possible, ride the course once before the event (either early on race day, or on a day prior to the event).

Time Estimate: Arrive by 7:45AM (12K race starts at 8:15AM). Lead 12K runners will be done by about 9:10AM, so you will be done by 9:10AM.

Getting There: To get to the 12K Starting Line, arrive at the main parking lot and follow the signs to the 12K Starting Line about 1/3 mile away.

Photographer

Description: Take pictures of runners on the course that will be provided to runners after the race. If 1 photographer is available, photographer should take photos of 4K and 12K runners at kilometer 10 (see map below). If a second photographer is available, this photographer should take photos at kilometer 2 (of 12K runners) and by 8:47AM, move to point A (see map below) to photograph runners as they come up the cliff.

Time Estimate: Arrive by 7:30AM to give yourself time to get to your course position and set up. Depending on your location and your availability you can be done as early as 9:15 or as late as 10:30AM.

Getting There: A bicycle is convenient, but not necessary. It's difficult to cross the beach with a bike, so, plan to do that on foot.

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Photographer 1 stays at kilometer 10 until both 4K and 12K runners pass
Photographer 2 stays at kilometer 2 until 8:47AM and then moves to point A

Porta Potty Master

Description: This early morning volunteer is responsible to ensure proper placement of porta-potties. Come to main parking lot, wait for porta-potty delivery, guide placement, and ride with truck driver to turnaround point to place one more porta-potty.

Time Estimate: Be at Wilder Parking lot at the time specified by the event coordinator (usually about 5:30AM but this can vary). This job is typically complete within an hour, so if you wish, you can volunteer for an additional task that starts later.

Getting There: Come to main Wilder Ranch lot. Check in with volunteer coordinator.

Step 1: Wait for delivery truck by main bathrooms. When it arrives, guide them to place all but one porta potty in the area indicated in the photo to the right (facing the road).	All but one of the delivered porta-potties are to be placed here, across from the permanent bathrooms.
Step 2: Ride with driver to runner's turnaround point to place last potty as indicated in photo on right. To get there, exit Wilder, turn left (north) on Hwy 1. In roughly 1 mile, by Dimeo Ln, turn left into farm facility. Follow dotted line (shown on right) to turnaround. Have driver return you to Wilder main lot.	Turn left off Hwy 1 by Dimeo Ln. Runner's Turnaround Porta-potty goes here.

Course Guide

Description: Help guide runners where there are tricky turns or trail conditions, and also provide encouragement and inspiration! Course guides are assigned as available/needed.

Time Estimate: Arrive by 7:15AM to get a course assignment. Depending on course location, you will be done between 9:15AM and 10:30AM.

Getting There: It depends on your location. If you have a bicycle, the range of places you may get positioned is much more flexible – so a bicycle is nice, but not necessary.

You may be positioned near one of the mile markers or other landmarks shown above.

Home Base Coordinator

Description: Make sure everything in "home base area" is set up. Your job is not to actually set anything up – but rather to make sure nothing is overlooked. Being detail-oriented is key! If anything is not set up, let the Volunteer Coordinator know.

Time Estimate: Arrive by 7:10AM in order to get oriented. You will need to stay through the return of the first wave of runners (~10:00AM).

Follow this checklist:

❒ Make sure volunteers find Volunteer Coordinator as they arrive
❒ Make sure food/drink area is set up:
    ❒ Water table should be set up with 5-gallon water bottles
    ❒ Coffee tables should be present with coffee and coffee items (e.g. sugar, cream, stirrers)
    ❒ Food tables should be present. Food should be cut up into small pieces, and any supporting items should be present. Make sure all food has been placed (i.e. confirm there aren't boxes of food items that get left unopened).
    ❒ Periodically ask runners if they need anything
    ❒ Re-check food area after 4K racers pass by to make sure it's ready with food/drink for the first runners who return
❒ Make sure the Audio Meister has set up the PA system.
❒ Make sure registration tables are set up and that registration is happening smoothly
❒ Make sure wall by the bathrooms has signs that show:
    ❒ Course map
    ❒ Run By the Sea banner
    ❒ Day's schedule
❒ Make sure signs guiding runners to start of 4K/12K are in place
❒ Make sure raffle table is set up and working smoothly
❒ If you have spare time, assist Volunteer Coordinator as needed
❒ Check anything else that needs attention. Take notes of anything that needs to be added to this checklist to make next year's event even smoother.

Getting There: Come to main Wilder Ranch lot and check in with Volunteer Coordinator.

Raffle Coordinator

Description: Setup raffle table, assist runners with entering the raffle, and help present prizes during awards ceremony.

Setup: Set up a table near registration and place raffle prizes on the table with a cup next to each prize. Place slip of paper with prize name & sponsor on each cup (Volunteer Coordinator may have these pre-printed, otherwise create them, e.g. "Earbuds / Fleet Feet.") Get the roll of raffle tickets from Volunteer Coordinator and place about 10 tickets in an envelope to sell during the event for $5 each. Give the roll of tickets to bike parking and instruct them to give 1 raffle ticket to each runner who arrives by bike.

Assisting Runners: Each runner should have 1 raffle ticket in their race packet. Tickets have two parts: a name portion and a blank claim ticket. To enter the raffle, runners tear off and keep the blank claim ticket and then neatly write their first and last name on the name portion and place it in the cup that matches the prize they want. Additional raffle tickets may be purchased from you for $5. If you run out of tickets to sell, get more from the bike parking folks. Tell entrants that raffle prizes will be announced throughout the awards ceremony starting at approximately 10AM and that they must be present to win.

Awards Ceremony: During the awards ceremony you will help the Race Director award raffle prizes. Starting with the smaller prizes, select a prize and tell the Race Director what the prize is and who the sponsor is. Hold the cup for the Race Director to pick a raffle ticket from, and award the prize to the winner as they come forward. If the prize table isn't next to the presentation stage, move it closer beforehand.

Time Estimate: Arrive by 7:15AM in order to setup. You will need to stay through the end of the awards ceremony (~11:15AM) to assist the Race Director with awarding raffle prizes.

Helpful Tip: Wind may blow cups and prizes off the table. Tape down the cups and prizes or put a rock at the bottom of each cup.

Getting There: Come to main Wilder Ranch parking lot and check in with Volunteer Coordinator.

Course Preparation

Description: Help prepare the race course for the run. You can volunteer for any (or all) of the 3 course preparation phases.

1) **Week Before Race:** Work with Race Director to clear course. Sometime during the week preceding the race, help clear overgrown areas of the course with hand tools (e.g. clippers, weed whacker). The trail from the beach crossing up to Ohlone Bluff Trail also must be cleared of poison oak and bramble that could potentially impact runners. This work is all done on foot or bike.

2) **Saturday Before Race:** Do all final course prep that can be done in advance
   a. Measure course using accurate GPS tool and place mileage and km posts along with bright tape markers to make finding them easy (and also to be able to reset posts if they are removed by park visitors).
   b. Make sure no obstacles of problems exist on course.
   c. Place tables, water bottles, finishing arch, sound system, cones, etc. in locked room by bathrooms.
   d. At 7:15PM drive far course and place water table and water, turnaround sign, cones w/tape and flour markings. Stage marking at top of bluff trail.
   e. Drive on near course and place water table and water, cones w/tape and flour markings. Stage marking by finish line and first turn past bathroom.

3) **Morning of Race:** At about 6AM, head out in a truck to near course then far course with Race Director and:
   a. mark course with mileage and km signs
   b. place cups and trash boxes at water stations
   c. insure that all markings from Saturday are still in place
   d. set staged cone+tape markers (i.e. at top of beach crossing by Ohlone trail, by finish line, by first turn past bathrooms)
   e. confirm turnaround sign is in place and that porta-potty is properly placed just past the turnaround
   f. add any additional markings you find are needed

4) **After Race Starts:** After the last runner has past finish-line, switch marker by first turn after bathroom to guide runners to finish line and marker by finish line to guide runners to finish line.

Other Staging Area Volunteer Tasks

Description: One of the following tasks:

- **Volunteer Coordinator** – This critical person directs volunteers as they arrive to their task. This task starts at 6:30AM and involves meeting each arriving volunteer, providing them with necessary instructions. This volunteer should meet with the Race Coordinator prior to race day to get materials and discuss details.
- **Onsite Check-in Tables Helper** -- Help pre-registered people check in to get bib/shirt/goody bags (arrive at 7:00AM)
- **Onsite Registration** -- Help register people who want to run, but did not pre-register (arrive at 7:00AM).
- **Setup staff** -- Arrive early (6:30AM) to help do set up. This could be setting up tables, canopies, water, registration, signage, etc. You can also do another volunteer task after setup!
- **Timing Assistants** -- Experience preferred, but we can train you (1 main timer, 2 select timers, 2 tag collectors, 2 chute monitors) (arrive at 7:15AM)
- **Food Preparation** -- cut fruit, baked goods, setup drinks, etc. (arrive at 6:45AM)
- **Audio Meister** -- Set up the music system and start and monitor the music, help the warm up leader get her music going, and monitor sound during awards ceremony. (arrive at 6:45AM)
- **General Helper** -- There's always random tasks that need someone to accomplish... that would be you! (arrive 6:45 to 7:15).

Time Estimate: Arrival and completion time varies by task. If you have the time, you may move from one task to another as the needs arise.

Getting There: Come to the main Wilder Ranch parking lot and check in with the volunteer coordinator.

Other Volunteer Opportunities

There are other ways to help with the Run By the Sea:

- Pre-event Postering – In the 2 months prior to the event, help place posters promoting the event.
- Pre-event Tabling – In the 2 months prior to the event, help at tabling locations to promote the event.
- Packet pickup staffing – In the days prior to the run, help with packet pickup. Runners will come by various locations to get their bib and goodie bags before the event to avoid waiting in line to check-in on race day.