

Volunteer Guidelines For the Scotiabank Toronto Waterfront Marathon 2011



BAGGAGE CHECK



INFORMATION PACKAGE: BAGGAGE CHECK VOLUNTEERS

- **Sign in at the Volunteer Check-in**
- **Check-In your bag**
- **Meet with your manager**
- **Set up your area**
- **Keep your area clean and clutter free**
- **All volunteers at Baggage Check will receive lunch**
- **Sign out at the Volunteer Check-in
before you leave**



The 3 Volunteer Sections to Baggage Check:

- **Donations**

You will be responsible for taking the baggage check \$2 donation and placing it in the donation bins



BAGGAGE TAGS

Pinning baggage tags to bags

You will be responsible for pinning the participants baggage tag
tag
(found on the lower portion of their race bib) with a safety
pin to
their bags



**Tear off the
Baggage Tag**



Safety pin it to their bag

Bag Sorters and Collectors

- Sorting bags numerically in the baggage check area
- You will be responsible for taking the bag with the baggage tag pinned to it and sorting it numerically with the other bags
- You will be responsible for handing the bag back to the participant with the same bib number as the baggage tag
- You are not allowed to hand a bag to anyone without the bib that corresponds to their baggage tag!



Make sure your area is...

- **Clean**
- **Clutter Free**



CLOTHING CODE

- **Comfortable clothes**
- **Running shoes**
- **Wear your volunteer shirt**
- **Check the current temperature before leaving your house**



CODE OF CONDUCT

- **Be nice, considerate, understanding and polite with participants and fellow volunteers**
- **Keep calm in a stressful situation**
- **Report to your manager if you encounter a problem**



**THANK YOU FOR
VOLUNTEERING!**

Canada Running Series 2011