



# 2017 Waitomo Trail Run

## AID STATION GUIDE

### EACH AID STATION CREW NEEDS...

- A trailer or ute for picking up gear – and a place to store food and drink overnight.
- Transport to and from the site – Not a problem for Ruakuri, Airstrip or Kokokoroa. 4WD uses and farm vehicles required for Rollercoaster.
- A first aid experienced person.
- Music system (optional)
- Possibly a tent to get out of sun.

### WELCOME AND THANKS

Running an aid station is a very fun but also very important role, so thank you for taking on this exciting challenge!

An aid station is a really important pit stop for athletes – it is their chance to refuel; rehydrate; find out information; get gear from their drop bag (or support crew); seek medical assistance; and get some encouragement/support to lift their spirits! A smoothly-run aid station is a vital part of race day. So once again, THANKS!

### GEAR PICK UP

This will be delivered to Stubbs Farm Airstrip on Thursday afternoon at around 3pm. Please bring at least one trailer to collect the gear on Thursday.

### ROLES

At least six people are required per aid station. There are many roles to make sure an aid station works well.

Role	Tasks Involved
<b>Captain</b>	Responsible for knowing what goes where, aid station layout, aid station set-up, receiving the radio, assigning other roles, assigning t-shirts, packing down, briefing aid station volunteers
<b>Visual Identity</b>	Ensuring signage and banners are up, correct and food/drink laid out correctly
<b>Record Keeper</b>	Records incidents/emergencies and athletes that have dropped out
<b>Radio Person</b>	
<b>First Aid</b>	Provides minor first aid – note medical and safety professionals will be at each aid station, so this is a back-up role only. This First Aid person should either have a medical background, a current First Aid certificate.
<b>Drinks</b>	Ensuring drinks are supplied and are cool. Ices soft drinks
<b>Fruit</b>	Ensures fruit is chilled, cut up and always in supply
<b>Food/Drinks</b>	Hand out food/drink and keep supplies on table stocked.
<b>Injured Runner Transport</b>	Carrying tired or injured runners back to their vehicle/crew or start/finish line (usually at aid station pack down)

Your aid station captain will tell you when and where to pick up food, drinks, tables, chairs, medical supplies and other items.

Arrive at your aid station around 90 minutes before the first runner is due. It takes longer than you may think to set up everything correctly and on time for the first runner. Aid Station captains will get a guide time from race organisers about set up time for your aid station.



- Please either dress up in a theme (we had Mad Hatters, Wilderpeople, gourmet chefs, Santa Claus' bumble bees, Hawaiian, pink party palace in our events) or wear your volunteer t-shirts.
- Set up 4-5 tables in a row. No gaps between tables.
- Use masking tape to tape the banner to the front of your table.
- Put tablecloths on your tables – make sure they cover the entire surface. Tape them down if it's a windy day.
- Put in paper party plates and paper bowls provided.
- All food should be neatly laid out on the party plates and bowls provided, not kept in packets.
- Set up your rubbish bins – make up boxes (fold the bottom and tape the top). Place a leaf litter bag inside and fold over the top. Replace when two-thirds full. Rubbish bins should be around the aid station, 50 metres past the aid station and 100+ metres past the aid station.
- Set up the signs (bang them in the ground with a mallet)
  - [ AID STATION 200 METRES ] 200 metres before your aid station.
  - [ WELCOME TO .. AID STATION ] 30 metres before your aid station.

Note about drinks containers.

- Please do not write on the containers with a marker pen.
- The sports drink is called Tailwind. Please make it a little more diluted than the instructions on the packet.
- To reduce waste. There are NO CUPS at aid stations this year. All runners and walkers will need to bring their own. You will have jugs to quickly fill runners own cups and drink bottles.
- Some of the water containers will have the tap facing the runners – so they can fill their own water bottles. This will be near the final table (before the medical supplies).

If someone asks for “electrolyte” that means either the Tailwind sports drink in the red drum or the endurolyte capsules in the small white containers.

If an item says “use first” please use that stuff first. It is probably product leftover from the Ultramarathon. We need to use it up.

## EXTRA THINGS TO BRING

Refer to the Volunteer Guide for what else to bring.

## EVENT WILL SUPPLY TO YOU

Tables and Chairs

Food and drinks + containers to transport them.

Drink containers

A first aid box with scissors

A forestry radio

Tablecloths and table banners

Paper plates and bowls

Cutlery

Forms and clipboards + pens

A folder with instructions.

## LOOK AND FEEL

A well laid out aid station. NOTE: Drink containers all at one end, fruit nicely cut and presented on paper plates and bowls, cutting board etc. hidden behind drink containers. Stuff stored away from public view under the tables. Note how busy these places can get. You may have 20-30 people at your aid station at any one time – it will be all go!







An undesirable aid station layout is shown in the following photo. NOTE chips, jellybeans and pretzels left in packets, radio left on table, drink containers on opposite ends of the table, barricade tape creating trip hazard, gels not presented on a bowl or plate.



## MUSIC & ATMOSPHERE

- This year you must have a portable music system – crank some modern (or retro) upbeat tunes
- Please have a theme and costumes/props etc. Make a really fun and memorable vibe.

## CLEANING UP

- Please clean up your area when you pack up and remove everything
- Ask if other aid stations IF THEY NEED need left-over food and/or drink, cups etc. and take the supplies to them.
- Remove all rubbish – check for 300 to 400 metres around your site.
- Collect all aid station supplies and course marking and rubbish.
- Please do not dump course markings or unused supplies – these are expensive. Return everything to Stubbs Airstrip
- Lost Gear and Drop Bags go to the Finish Line.

# HOW

You will need 5 or 6 aid station tables laid out in the following order (note – we do not have drop bags in this event) and drinks are not in cups (we have no cups)...

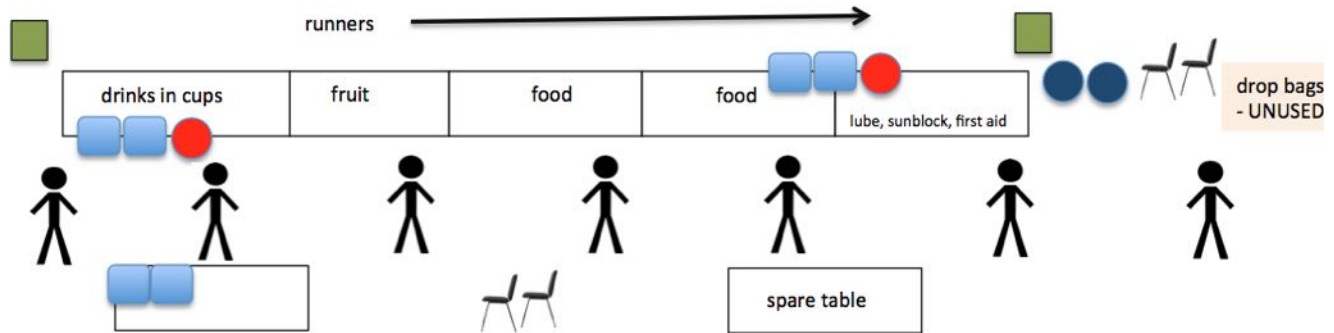








Table with drink containers to fill cups

-  Water containers
-  Hammer drink containers (red drums)
-  Rubber bins with sponge/microfibre cloths and ice
-  Rubbish boxes
-  Chairs for runners and for volunteers
-  Volunteers