



2016 Waitomo Trail Run AID STATION GUIDE

BRIEFING

If possible - volunteers should attend the volunteers briefing. This is your chance to make sure you know what is going on, procedures and resources available to you.

Waitomo – Curlys Bar – Wednesday 27 April. 5.30 pm.

GETTING STUFF & SETTING UP

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

- Please either dress up in a theme (we had gourmet chefs, Santa Claus' bumble bees, Hawaiian, pink party palace in our other events) or wear your volunteer t-shirts.
- Set up five or six tables in a row for your aid station. No gaps between tables. Use masking tape to tape the banner to the front of your table. Place the banners in order: >Sponsors > Race >Sponsors > Race. Please make sure the banners are not saggy.
- Put tablecloths on your tables – make sure they cover the entire surface. Tape them down if it's a windy day.
- Put food in paper party plates and paper bowls provided.
- Do NOT use ice cream containers to place food in and DO NOT place chip packets, lolly packets, food boxes etc. on the table. All food should be neatly laid out on the party plates and bowls provided.
- 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.
- Spraying the aid station stuff down with fly spray before you put any food and drink out should help deter wasps etc.
- 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] 20 metres before your aid station.
 - [DISTANCE TO .. AID STATION] 100 metres after your aid station.



- Note about drinks containers.
- Please do not write on the containers with a marker pen.
- Please make the Hammer Sports drink into the red containers **(1)**. Make it twice as weak as the instructions on the container (otherwise it is too sweet and expensive).
- Use the clear plastic containers **(2)** for water only.
 - o Some of the water containers will have the taps facing the back (i.e. the volunteers), so you can fill the cups. It might even be easier to have these water containers on a table behind you. This will be the first table the runners come to.
 - o 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).



Note – the lubricant this year is called Gurney Goo. We will not have Vaseline. If someone asks for Vaseline or a lubricant – please make sure they get the Gurney Goo.

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

If at item says “use first” please use that stuff first. It is probably product leftover from the 2016 Ultra. We need to use it up.

CLEANING UP

- Please clean up your aid station area when you pack up and remove everything from the location.
- Please ask if the next aid station down the line needs 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 the back of the Waitomo Homestead.***
- Lost Gear and Drop Bags go to the Finish Line at the Glowworm Caves Visitors Centre and then to Waitomo Homestead.

ROLES

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

- **Aid Station Captain.** Responsible for knowing what goes where, aid station layout, aid station set-up, receiving the radio, assigning other roles, assigning t-shirts, packing down.
- **Visual identity.** Makes sure signage and banners are up, correct, with food and drink laid out correctly on aid station tables
- **Record keeper.** Keeps a written record of everyone who has dropped (pulled out of the race) at the aid station. May note incidents and emergencies – together with the medical team.
- **First aid** – provides minor first aid (bandages, strapping, etc.) NOTE medical and outdoor safety professionals will be at each aid station – this is a backup role for minor fix-its.
- **Drink supplier.** Makes sure the drinks are constantly supplied on the table and are cool/cold. Makes sure soft drinks are iced.
- **Fruitmonger.** Makes sure fruit is chilled on ice, cut up and always in supply and fresh for runners.
- **Food and drinks** - The majority of volunteers will be handing out food and drink to runners and keeping supplies well stocked at aid station. Making sandwiches.
- **Drop bag coordinator.** Relevant aid stations only. Make sure the runners swap their drop bag from the un-used pile to the used pile.
- **Injured runner transport** – Carry injured runners back to their vehicle/crew or start/finish-line (usually at aid station pack down).

EXTRA THINGS TO BRING

There are a number of things you could bring that will help make life a LOT easier.

- A toolbox with everything in it. Hammer, nails, screwdriver, pliers, masking tape, scissors, Stanley knife, mallet (for banging signs into the ground)... You never

know what may need to be fixed in the bush (including cutting open a runners shoe if their feet have swollen).

- Large Chilly bins or large insulated fish boxes would be fantastic – we have lots of drinks to keep cold.
- A thermos with tea / coffee for yourselves.
- Your volunteers race shirt or the costume for your aid station theme.
- Extra clothing (including jackets) for yourself to keep warm.
- Extra outdoor chairs.
- A gazebo would be a great optional extra – this can keep your team and your food/drinks out of the sun (or rain!).
- You will have extra white corflute signs and marker pens. This is for you to create signs on the day if you need to.

SET UP – 60-90 MINUTES AHEAD OF TIME

Arrive at your aid station at least 60-90 minutes (depending on your particular aid station; your aid station captain will confirm this) before the first runner is due. It will take you at least 1 hour to set everything up, including: unloading your cars, setting up tables, chairs, drop bag zones, laying out drop bags, signs, banners, tablecloths, plates, cups, food and drinks, chilly bins, getting into your aid station theme costumes, parking cars away from the aid station and for a final briefing from your aid station captain.

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)...

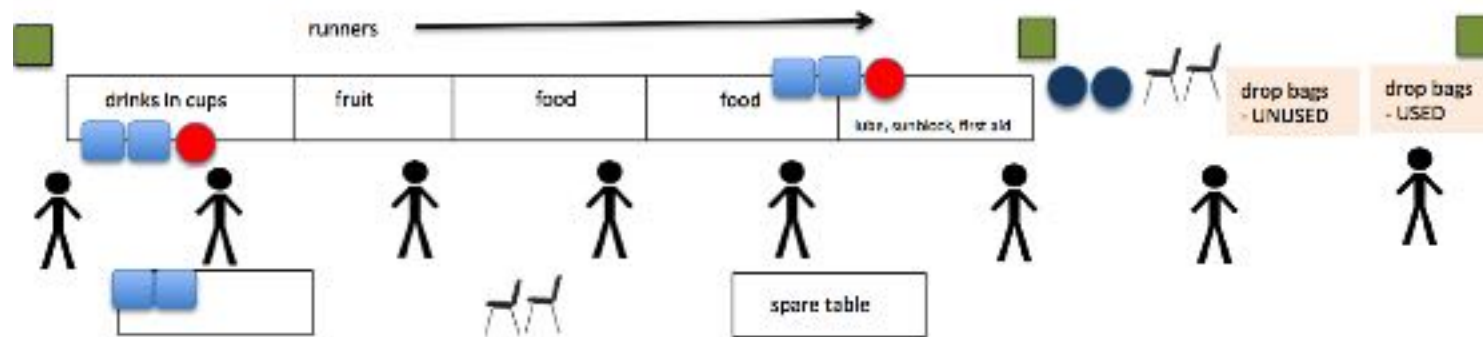








Table with drink containers to fill cups

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

WHAT YOU WILL HAVE

Tables

Chairs

Tablecloths and table banners

Food and drinks + containers to transport them.

Paper plates and bowls

Drink containers and paper cups

Cutlery

A first aid box with scissors

Forms and clipboards + pens

A folder with instructions.

LOOK AND FEEL

An undesirable aid station layout. 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.



The four photos below show excellent Aid Stations. Well presented food and drinks in the correct order, tablecloths and room for runners to access stuff. Nice work!!





A well laid out aid stations. 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 20-50 people at your aid station at any one time – it will be all go!

TIPS - INTERACTING WITH RUNNERS

The runners will be mostly really friendly and super excited to see you. They will often want to stop and talk and thank you. A very few will be having the most miserable days of their lives – they will be grumpy.

The fast runners are REALLY fast – they may just water handed to them in a cup or will fill up their bottles really quickly from the water dispenser.

Many will want to fill their own water bottle and hydration packs from the drink containers. Make sure water flows quickly. Loosen the tops of drink containers (with a screwdriver or something similar) to help the water flow freely.

Label the water containers to distinguish them from sports drink.

Many runners will love to stop and chat. Most likely, they will want to know:

- What distance am I at?
- How long to the next aid station?
- What is the terrain like to the next aid station?
- Do you have lubricant / sunblock?

- Do you have electrolytes?
- Do you have something for a blister?
- Who was the in the lead of the race?
- Can I have a hug?

Make sure runners do not sit down in the chair too long – it will be difficult to get them moving again.

Most of all they will want encouragement – tell them they look amazing – they look strong, they look beautiful ... anything to make them feel special – because many are taking on one of the biggest challenges of their lives.

Have fun – this is a fun day out.

