



San Antonio RoadRunners

PO Box 12474

San Antonio, TX 78212

SARR Policy 24-01
(Supersedes SARR Policy 22-04)

September 27, 2024

SARR Training Volunteer Expectations Policy

Thank you for your commitment to volunteer with the San Antonio RoadRunners!

While volunteering within the various training programs constitutes a great opportunity, SARR volunteers are expected to fully commit and be prepared for their roles.

The success of SARR's training programs is a result of the commitment of its volunteers toward responsible training and adhering to ethical principles and safety considerations.

As a volunteer for SARR training programs, you represent the organization and are expected to execute your duties in a professional manner.

A volunteer commitment to SARR also requires adherence to specific SARR rules of volunteering. They include:

MEMBERSHIP: You are required to have a SARR membership that is up to date and valid through the end of the training program you are participating in.

SAFETY: Be aware of your surroundings. Practice and enforce safety rules of the road/trails/parks at all times. Please view our safety tips from Coach David @:

<https://sarracelist.org/SARRChannel/VideoMaster.html?v=6ZqNhXkfy24>

ATTENDANCE: Attend at least 75% of WEEKEND group runs or as specified for the task you signed up to perform.

BE PUNCTUAL: Arrive approximately **30-45** minutes prior to the start of training, or as specified by the head coach.

SIGN-IN: You are required to sign in each week for the WEEKEND long run for accountability. Off Road volunteers are required to sign in AND sign out.

BE PREPARED: Read the Head Coach's weekly emails and review running routes in a timely manner.

HAVE IMPORTANT PHONE NUMBERS IN YOUR PHONE: ALWAYS carry your cell phone and ensure that you have all the coaches' numbers logged into your phone, as well as the Base Camp phone.

ABSENCES: Let your Overall and Head Coach (in the distance you are running) know in advance if you will be absent, help find a volunteer replacement for your position and give the name and contact information of the volunteer that will replace you to your Head Coach.

LEAD BY EXAMPLE: Remember, we are a TEAM. Be engaged, encouraging, helpful, and please put participants' training needs before your own. You are SARR ambassadors when you are on training runs and when you wear SARR logo gear. Please represent the club in the best light.

Specific Goals of Certain Volunteers

1) Registration/Sign-In Team

- a) Arrive 45 minutes prior to the start of weekend training.
- b) Ensure QR codes are available for training participants and volunteers.
- c) Assist as needed if there are issues signing in.
- d) Help distribute T-shirts at the weekend training sessions to attendees if needed.

2) Base Camp Water Support

- a) Arrive at least 30 minutes prior to your assignment and set up your water/Gatorade stations, both for the Tuesday and Saturday runs.
- b) Make sure all runners have returned to base before breaking down your water stations.
- c) Clean and sanitize equipment after each use before storing for next use.
- d) Report equipment malfunctions promptly to your coach (i.e.: leaking water containers, broken table legs).

3) Saturday Course Water/Sign Support

You will be under the direction of the Water & Signs Team Leader. This role requires lifting and transporting equipment.

- a) Communicate in a timely manner and be organized. Ask the Team Leader if something is unclear.
- b) Look at the running route (map) several days prior to the run and ensure you understand where you will be placing water stops and signs.
- c) Experienced volunteers will be paired with less experienced volunteers.
- d) Set up and take down teams will be designated for longer or complicated routes. The expectation is that the take down team will be the set-up team for the following week or will coordinate with the Water and Signs team lead regarding hand-off of supplies for next week's team.
- e) Complete your assignments in time to arrive at base camp prior to announcements. This may require starting 1-2 hours before the training run begins.
- f) Make sure all signs are accounted for prior to leaving the run venue.
- g) Clean and sanitize equipment after each use before storing for next use.
- h) Report missing/damaged signs/equipment malfunctions to your coach.

- i) For safety reasons, the intention is for volunteers to always work in pairs; however, for shorter routes or runs that have daylight during course set up, the volunteer may be alone. If you are not comfortable with this, notify the water and signs Team Leader or head coach as soon as possible so they can work on an alternate solution.
- j) For long or complicated routes, the route will be divided.
- k) Have the following items with you: a headlamp or light and your cell phone.

4) Pace Leader/Mentor Support

You will be under the direction of the Head Coach/Assistant Coach, unless otherwise stated.

- a) Arrive at least 30 minutes prior to the start of training.
- b) Be familiar with the training route and training plan of the day by reading the weekly coach emails. If something is unclear, ask the coach.
- c) Participate in warm up and cool down exercises for your team. Be the example.
- d) Remain with your assigned team throughout the run and account for any who fall behind your designated pace. Do NOT leave your group behind.
- e) Run as close to your assigned pace as an example of your pace leadership for your team.
- f) Let the coaching team know in advance if you will be absent for any given run and inform the other pace leaders in your group, as well.
- g) Always carry a cell phone during the run and have the base camp and coaches phone numbers programmed into your phone.
- h) If there are 2 or more pace leaders or 2 pace leaders and a coach, spread out through the group. Pace leaders and coaches should not be running together.

4) Base Camp

You will be under the direction of either the Base Camp Team Leader, Head Coach, or Coach-At-Large. This role requires lifting and transporting equipment.

- a) Arrive at least 30 minutes prior to the start of training.
- b) Stay at base camp during the run to watch over the equipment.
- c) Responsible for answering base camp phone in case of emergency.
- d) This is a stationary position; therefore, you cannot run with the group.

I, _____ have received a copy of the SARR Training Volunteer Expectations Policy for

_____ (add training program name and year).

Signed

Date



KEITH CLICK
President
San Antonio RoadRunners