

2016 Air Force Marathon



Volunteer Handbook

Presenting Sponsors:

NORTHROP GRUMMAN



No federal endorsement of sponsors intended

FREQUENTLY ASKED QUESTIONS

Is there a main command center or location?

Volunteer check-in is inside Gate 3 at the Nutter Center. Volunteers should check in to receive their shirt. Race day volunteers will also receive their parking pass. We encourage volunteers to check in on Wednesday, Sept. 16 from 12 p.m. to 5 p.m., and Thursday, Sept. 17 from 11am to 7pm. Check in is also available Friday, Sept. 18 from 10am to 8pm however, traffic is very heavy Friday so plan accordingly. Race day volunteer check in/information will be at the information booth near finish line at the train car.

When do I arrive? What do I do?

Expo volunteers should arrive 15 minutes prior to your volunteer shift. Volunteer Check-in is at Gate 3 at the Nutter Center. Race day volunteers should report to the information booth at the train car at the National Museum of the United States Air Force.

What do I wear?

We encourage volunteers to wear their official Air Force Marathon volunteer shirt that they receive when they check in. Please wear comfortable shoes because you will be busy! Volunteers who are working outside should wear sunscreen. Race day volunteers should dress in layers and are required to wear your official Marathon Volunteer shirt. In the morning, it will likely be cool and warmer during the day. Gloves and a hat are a good idea for the morning shift.

What if it's raining?

Our events happen regardless of the weather. Rain or shine - we still need your help. If you are preregistered, we are counting on you to fulfill your commitment.

What do I do in case of an emergency?

In an event of any emergency at the Nutter Center, call 911 first. On race day call 937-257-9111. To report suspicious activity call 937-257-EYES (3937).

Can I bring a family member or friend?

Children, family, friends and pets are not allowed to accompany the volunteer during any of their volunteer shifts. Only volunteers preregistered as a volunteer via our website are permitted to volunteer. Absolutely no kids in strollers at volunteer assignments.

Will there be food available?

Yes, there will be snacks in our Volunteer Lounge at the Nutter Center. We encourage you to eat before or after your shift because you will be very busy. Do not eat at your actual volunteer station. You may not drink alcohol or smoke during your volunteer shift. For race day volunteers, Sojin will host a Volunteer Hospitality Tent near volunteer check-ins for grab and go meals, snacks and beverages.

What if I lose personal items?

Do not bring backpacks, cameras, or other valuables with you to your assignments. We are not responsible for lost or stolen items. For security reasons, all bags are subject to search. If you find an item, please take it to the information booth.

What if I'm not relieved at the end of my shift?

Inform your lead volunteer coordinator and stay in your area until a replacement is confirmed.

What if I am volunteering at a hydration station?

Hydration station volunteers should check with the station captain on age requirements, exact location details, specific times and how to receive your volunteer shirt.

Who do I check in with at my volunteer station?

Check in with your station lead volunteer for an overview and training prior to your shift. Should you need a break please do not leave your station without informing them. For a list of lead volunteers, please refer to the next page.

What do I do in a Lost Child situation?

If a lost child or a parent of a lost child approaches you at the Expo, please take them to the Information Desk located on the Arena floor. On race day, take the lost child or parent to the Information Tent/Lost Child Tent located near the train car where you checked in and inform the lead volunteer.

2016 STAFF MEMBERS

Robert Aguiar

Race Director

Jeanette Monaghan

Volunteer Coordinator

Lisa Johnson

Expo Coordinator

Jordan West

Logistics Coordinator

Rachael McKinney

Office Automation Clerk

Rick Perron

Marketing Specialist

Danielle Daley

Sponsorship & Charity Partner
Coordinator

2016 LEAD VOLUNTEERS

Volunteer Lead	Position
Melissa Adams	Expo Info. Booth & Museum Info Coordinator
Rodger Chapin	Finish Line Heat Sheet Coordinator
Lisa Coen	Expo Merchandise Sales & Race Day Pro Package
Dave Crawford	Amateur Radio Operator Coordinator
Deanna Dennis	Expo Solution Center
Qianna Dixon	Expo Bib Pick Up & Race Day Refreshment Tent
Andrew Felix	Race Day Tear Down
Angela Freyberg	Expo Bib Pick Up & Race Day Refreshment Tent
Cynthia Jones	Pasta Dinner
Amy Elkins	5K Festival Coordinator
David McCoy	Warehouse Shirt Bagging
Letefa Meeks	Race Day Debris Disposal
Eric Hoehne	Expo Set-Up
Andrew Obih	Expo & Race Security/Traffic Flow
Dolly Parker	Expo and Race Day Information Booth
Diana Young Patton	Expo Vendor Check In & Race Day Volunteer Tent
Hilary Tebo	Expo Volunteer Headquarters
Mickey Powell	Expo Merchandise Sales
MSgt Antonio Ruiz	Race Day Baggage Claim
Tim & Mary Jane Rumpke	Medal Unwrapping and Expo Floaters
DiAnn Stephens	Expo Volunteer Check In and Information
Deborah Stueve	Expo Bib Look Up
Randy Wells	Expo Shirt Issue and Race Day Sector Boss

VOLUNTEER KEYS FOR SUCCESS

Our number one goal is to provide excellent customer service to our runners. All volunteers are ambassadors of the Air Force Marathon and should treat all runners, participants and other volunteers with courtesy.

Make eye contact and smile!

Greet every guest and introduce yourself.

Many of these runners will be excited and nervous! Make the experience enjoyable for them.

Be prepared to answer many types of questions.

Take pride in your role. Familiarize yourself with course maps and our schedule of events. You can also visit our website at www.usafmarathon.com or one of our social media accounts. You are encouraged to download the FREE Air Force Marathon mobile app for your smart phone as a reference.

Focus on timely service.

It is always better to be proactive instead of reactive. If you can't help someone, find someone who can help or speak to the lead volunteer in charge of your area.

Be Flexible

Reassignments may occur as needed. Please be flexible.

Teamwork

We're all in this together.

SAFETY AND SECURITY

We want to ensure a safe environment for the Air Force Marathon and the Sports & Fitness Expo. It is everyone's responsibility to be alert for hazards or unsafe conditions. Follow these simple security guidelines.

DO be aware of your surroundings and the people around you.

DO report incidents or unusual occurrences to a lead volunteer, staff member or security personnel.

DO familiarize yourself with the nearest exits and the lead volunteer in charge of your area.

DO NOT carry any type of weapon, regardless of the type of license you hold.

DO NOT attempt to address or resolve any demonstration or conflict. If you witness any such occurrence, contact a security office immediately.

DO report any suspicious packages or baggage to a security officer, lead volunteer or staffer. This includes items that do not belong to someone, and any package left behind and not immediately retrieved.

LOCAL PRESS AND MEDIA

What do you do if a member of the press approaches you? You have several options.

1. **DO NOT** speak on behalf of the Air Force Marathon staff or Wright-Patterson AFB.
2. **DO** speak positively about your volunteer experiences and what you enjoy about the marathon.
3. If there is an emergency, **DO NOT** speak to the media. Direct the person to a lead volunteer, staff member or public affairs official.
4. There **WILL BE** a public affairs tent at the Start/Finish line that you can direct media officials. At the Expo, direct media to the Media Booth located inside Gate 3.
5. **Smile!** Base photographers will be taking photos at the Sports & Fitness Expo and race day.



Come Join us at the
Volunteer Reception

Oct 19th 6:00 p.m.

Soin Medical Center, Beavercreek
(5th Floor, Kumar Conference Room)
Hors d'Oeuvres & Volunteer Awards



Sponsored by:



2016 Hydration Station Groups

- Junior Force Council
- Air Force Institute of Technology
- 88th Communications Group
- C-17 FMS Team
- NSBE/SHPE
- Wright State University School of Nursing
- Wright State University Spirit Unit
- 178th Fighter Wing
- Office Runway
- AFA and Bellbrook High School JROTC
- Fairborn JROTC
- NASIC
- NDTA
- Wright Patterson Pharmacy
- Civil Air Patrol
- 445th Airlift Wing
- DCMA Ohio River Valley
- AFLCMC/EN-EZ
- Blacks in Government, Greater Dayton Chapter
- WP TOP 3
- Lighthouse Church
- HQ Air Force Material Command A2/5 and A4
- Logistics Officers Association
- Team Fisher House
- Northrop Gruman and USO
- CACI
- AFRAT
- AFSA Chapter 751
- Dayton Children's Hospital

Race Day Parking Information

MUSEUM GATE

NO ENTRY WITHOUT PARKING PASS

PARKING LOT "A"
HONORED GUEST

PARKING LOT "B"
VOLUNTEERS
OTHER EVENT WORKERS

HANDICAPPED ATHLETES

MUSEUM GATE OPENS @ 4:30 A.M.

Map labels: TO DAYTON, WOODMAN GATE, WOODMAN RD., LOT B, LOT A, SPRINGFIELD PIKE, GATE 1 B, AIR FORCE MUSEUM, START LINE, GATE 22 B, SPINNING GATE, COL. GLENN HIGHWAY, To Nutter Center, To I-675, To Rt 35, Airway Rd.

AIR FORCE MARATHON HONORED GUEST, VOLUNTEER AND HANDICAP PARKING

TRAVELERS FROM THE EAST & SOUTH - From the east on I-70: exit onto 675 South (exit 44A). From the south on I-75: exit onto 675 North (exit 43). Travel to Exit 15 (Colonel Glenn Hwy.) As you exit, stay in the right hand lane. Continue to bear right; do not enter gate 22B. At the traffic light at the end of the exit ramp, turn right onto Col Glenn Hwy. Follow Col Glenn Hwy (which becomes Airway Rd.) to Woodman Dr.; turn right onto Woodman. Exit to the right onto Springfield Pike; turn right. The Museum Gate will be on your right.

TRAVELERS FROM THE NORTH & WEST (I-70 or I-75S) - From the west on I-70: merge onto I-75S (exit 33A) towards Dayton. Travel 8.5 miles and merge onto SR-35E (exit 52B) toward Xenia. Follow for 5 miles to the Woodman Dr. exit; turn left. Take Woodman approx. 1.5 miles, through 4 traffic lights. After you pass the Airway Rd. intersection, exit right onto Springfield Pike; turn right. The Museum Gate will be on your right.

TRAVELERS ON STATE ROUTE 35: From 35 East or West, take the Woodman Dr. exit. From the east, turn right; from the west turn left onto Woodman Dr. Take Woodman approx. 1.5 miles, through 4 traffic lights. After you pass the Airway Rd. intersection, exit right onto Springfield Pike; turn right. The Museum Gate will be on your right.

ATHLETES PLEASE ARRIVE 1 ½ TO 2 HOURS BEFORE YOUR START TIME

Marathon Start & 10K Start 7:30 am - Half Marathon Start 8:30 am.