## 2024 Seize the Day
### Volunteer Race Day Manual

Thank you for volunteering to help with the 3rd Annual Seize the Day: Amer's Epilepsy trail Run!
Sunday, July 21, 2024 at Mendon Ponds Park

### SCHEDULE

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>6:00 AM</td>
<td>Set Up</td>
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<tr>
<td></td>
<td>• Main Tent: Check-In &amp; Registration, T-Shirts, Refreshments, Parking &amp; Road Crossing</td>
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<td></td>
<td>• Timing Tent: Sound, Awards</td>
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<td></td>
<td>• One Mile: Flag course, Check-In, Water Station</td>
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<td></td>
<td>• Park Entrances: Directional Signage Placement</td>
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<tr>
<td>7:00 AM</td>
<td>Music Starts</td>
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<td></td>
<td>Awards Set Up</td>
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<td>8:00 AM</td>
<td>PA Begins</td>
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<td>Main Tent</td>
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<td></td>
<td>• Check-In &amp; Registration Open</td>
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<td></td>
<td>• T-Shirt Distribution Open</td>
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<td>• Refreshments &amp; Water Open</td>
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<tr>
<td></td>
<td>Set Up: 5K Water Station and 10K Water Station</td>
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<td></td>
<td>Course Marshals check in at Main Tent</td>
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<tr>
<td>8:45 AM</td>
<td>Course Marshals Set</td>
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<tr>
<td>9:00 AM</td>
<td>10K &amp; 5K Races Start</td>
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<tr>
<td>9:30 AM</td>
<td>One Mile Fun Run Starts</td>
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<td>~ 10:30 AM</td>
<td>Awards for all races</td>
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<td></td>
<td>Breakdown Water Stations</td>
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<td>One Mile Clean Up</td>
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<td></td>
<td>Directional Signage Collection</td>
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<td>Course Sweeping</td>
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<td>11:00 AM</td>
<td>Breakdown &amp; Clean Up Main Tent</td>
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<tr>
<td></td>
<td>• Check In &amp; Registration</td>
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<td>• T-Shirts</td>
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<td>• Refreshments &amp; Water</td>
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<td></td>
<td>Breakdown &amp; Clean Up Timing Tent</td>
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<td>• Sound</td>
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<td>• Awards</td>
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Seize the Day: Amer’s Epilepsy Trail Run
Water Stations & Course Marshals/Sweepers

MARSHAL #2 stationed at 5K/10K course split. After last runner, proceed along 5K course towards water tower, collecting flags.

MARSHAL #3 stationed at 5K/10K split. After last runner, proceed along 10K course, collecting flags.

MARSHAL #1 stationed here at start. Follow last participants, pick up flags and walk to Jeff’s location.

MARSHAL #4 stationed at water station. Follow last participants to water tower and then to finish, collecting flags.

Water Stations: Report to the Main Tent area to collect supplies. Drive to and hike into your water station area. Course Marshals may be available to assist with water station break down and may need a ride back to the Main Tent area.

Course Marshals: These are suggested Course Marshal Stations only. EPI will defer to the expertise of the Course Marshal group to determine the best way to guide runners and sweep both courses. Marshals may complete the entire course or get a ride back to the Main Tent area with the water station volunteers.
STATIONS & RESPONSIBILITIES

Main Tent Set Up
- **Volunteers: Amanda Cates, Jill Johnson**
- Report to the Main Tent (see map).
- Unload vans and help set up tables, chairs, check-in & registration items, t-shirts, refreshments, water, banners and other signage.
- See set up diagram on page 6.

Main Tent Stations
- **Check-In & Registration**
  - **Volunteers: Melissa Kamens, Heather Stuber**
  - Work with the timing company to check in and register racers on laptops/tablets.
  - EPI will provide laptops/tablets.
  - Assist with item breakdown and move to van/staging area.
- **T-Shirts**
  - **Volunteers: Nancy Reynolds, Julie St. Germaine**
  - Distribute t-shirts to participants.
  - Consolidate T-shirts, breakdown boxes for recycling and move to van/staging area.
- **Refreshments & Water**
  - **Volunteers: Makenzie Morrill, Amy Klausner**
  - Fill cooler with ice and water bottles.
  - Fill baskets and trays with snacks.
  - Replenish both as necessary.
  - Participants and volunteers are welcome to take both before and after the race.
  - Consolidate items, empty cooler, breakdown boxes for recycling and move to van/staging area.

Parking & Road Crossing Set Up
- **Volunteers: Joe Gattellero, Bonnie Hockborn**
- Use stakes, cones and flagging tape to block off several yards in front of the Main Tent so people do not park there.
- Set up cones for road crossing between the Main Tent and the One Mile course area.
- Place “CAUTION” signs on Canfield Road, approximately 50 yards from the road crossing.
- Collect all items and move to the van/staging area.
- See set up diagram on page 6.

Other Items Set Up
- **Volunteers: Jeff Sinsebox, Jill Johnson**
- Sponsor signage
- EPI banners
- Trash and recycling bins
- Restroom and other signage
- Collect all items and move to the van/staging area
Timing Tent & Awards
- **Volunteers: Jeff Sinsebox, Abby Rose Esposito, Paul Guglielmo**
- Work with timing company to set up near start/finish line.
- Set up speaker and microphone.
- Pair phone/tablet for music.
- Set up and monitor Awards Table.
- Assist with awards distribution.
- Breakdown Awards Table and Timing Tent and move to van/staging area.

One Mile Set Up & Manage
- **Volunteers: Maureen Sinsebox, Chantal Smith, Julie Murawski**
- Report to the One Mile course, across from the Main Tent area.
- Walk the course to place flags.
- Set up table, awards (medals and museum passes), cooler and water.
- Mark the starting line.
- Start race (untimed).
- String up finish line ribbon.
- Distribute awards to all participants under 14.
- Get names of first male and female finishers and direct them to Timing Tent for Awards Ceremony at approximately 10:30 am.
- Sweep the course to collect flags.
- Breakdown table and other items and move to the van/staging area.
- See set up diagram on page 6.

Directional Signage Placement & Collection
- **Volunteers: Cate Concannon & David Matthews; Kinnick Cates & Kayla Struss**
- Report to the Main Tent to collect signs and map.
- Place signs at entrances to the park as well as major intersections.
- Collect signs and bring back to the Main Tent to move to the van/staging area.
- See park diagram on page 7.

Water Stations
- **10K Volunteers: Jean Company, Sharon Kraynik**
- **5K Volunteers: Taryn Rozen, Eric Rozen**
- Report to the Main Tent to collect items: Water, cups, table, trash bag, basic first-aid kit.
- Drive to your station area and set up.
- Distribute water until a Course Marshal/Sweeper indicates that the last participant has gone by.
- Break down the station and return items to Main Tent to move to van/staging area.

Course Marshals & Sweepers
- **Volunteers: Christy Post, Jake Chard**
- Check in with Christy or Jake for course assignment and directions.
- Recommendation: Backpack for flag collection as well as a trash bag.
- Be at designated location by 8:45 am.
• Collect course flags (and any trash) and bring items to Main Tent area.

Clean Up
• **Volunteers: Everyone**
  • Pick up and dispose of any trash/recycling.
  • Make sure all course flags have been collected from all courses.
  • Make sure all directional signage has been collected from park entrances and intersections.
  • Make sure water stations are completely broken down and cleaned up.
  • Collect banners and signage.
  • Help load items into vans.

ABOUT EPI

• EPI (Pronounced E-P-I… not “epi” like an “epi-pen”), Empowering People’s Independence, is a health and human services agency that supports children and adults with epilepsy, traumatic brain injury, and other intellectual and developmental disabilities.
• EPI offers services in 22 counties with offices in Rochester, Syracuse, and Binghamton.
• Proceeds from this event help fund EPI and its epilepsy programs.
• More information can be found at epiny.org.
• Attending Staff/Leadership:
  o Jeff Sinsebox, CEO
  o Jill Johnson, Associate Director of Advancement
  o Abby Rose Esposito, Associate Board of Directors

CANCELLATION

• If you need to cancel, please contact Jill Johnson as soon as possible at (310) 995-6810.

FIRST AID

• An ambulance and two paramedics will be stationed at the Main Tent from 9:00 – 11:00 am.
• The Water Station supplies include basic first aid items.
• If a serious situation arises, do not hesitate to call 911.

FRIENDS & FAMILY

• Yes, please bring them! We can also use more helping hands or moral support on the sidelines… these are tough courses!
PARKING

- Please park along Canfield Rd., near (but not in front of) the Main Tent area.

SET UP DIAGRAM

WEATHER

- All races will run rain or shine unless thunder and lightning develops.
- Please note, even in the event of thunder and lightning, we may simply DELAY the races if the forecast indicates rapid clearing.

WHAT TO BRING?

- Water & snack if desired, unblock, bug spray, weather applicable gear (umbrella, sweatshirt/jacket, ball cap, sunglasses, etc.), camp chair, phone charger.