



THE 28<sup>TH</sup> ANNUAL  
**TC10K**

RUN • WALK • APRIL 30<sup>TH</sup>, 2017

## 2017 TC10K Volunteer Package

*Thank you for volunteering for the 28th Annual TC10K.*

# YOU ARE INVITED

Please join us at the Race Expo, April 28 & 29<sup>th</sup> 2016 at Crystal Garden Conference Centre!

The Expo is FREE and open to the public! Visit over 40 exhibitors featuring sponsors, other events, suppliers, and chance to win great draw prizes.

### Expo Hours of Operation:

- Friday, April 28, 11:00 am 7:00 pm
- Saturday, April 29, 10:00 am 6:00 pm

### RACE DAY SCHEDULE – SUNDAY, APRIL 30

7:55 am TC10K - Wheelchair & Visually Impaired Start
8:00 am TC10K – Main Start
8:30 am TC10K – Approximate time of first finisher
9:00 am TC10K – Peak finishing time
10:00 am TC10K Awards
11:00 am Thrifty Foods Family Run Start
11:15 am Thrifty Foods Family Run – Peak finishing times
12:00 pm Finish Line Closes

# FREQUENTLY ASKED QUESTIONS FOR VOLUNTEERS

## FINISH LINE

The 10K and the Family Run all finish on Belleville in front of the BC Legislative Buildings. The 10K and the Family Run start at the corner of Belleville and Government.

## GEAR CHECK

The Gear Check tent is located on the driveway in front of the Legislative Buildings, adjacent to the stage and Awards Tent. Open at 6:30 am and closes at 11:30 am.

**Note:** Bags are subject to search as random security checks could be done. All unclaimed, unmarked bags and miscellaneous items of clothing will be given to charity. Participants are encouraged to collect their bags as soon as possible after they finish their race.

## ISLAND RETURN IT GREEN TEAM

The Island Return It Green Team will be working in various sites to ensure all refuse, recyclables and refundables are off the ground and placed in proper receptacles. The team will be in charge of directing the runners toward the recycling stations. All products collected will be disposed and/or recycled in a responsible way.

## PACKAGE PICK UP – DAY OF RACE (Out of Town, Preregistered Participants ONLY)

### 6:00 – 7:45 am – Race Package Pickup

Beside the Gear Check Tent on the driveway in front of the Legislative Buildings on Belleville.

## PORTABLE TOILETS

They are located:

- **Government Street:**
  - Along the sidewalk on Government across from Gear Check and up the street from Gear Check closer to Superior Street.
- **Menzies Street:**
- **Centennial Square**
- **Moss & Fairfield (2)**
- **Dallas & Memorial (3)**
- **Dallas & Beacon Hill Park (5)**
- **Dallas & Niagara (5)**

Public washrooms are also available at Dallas & Memorial and Dallas & Cook.

## **PARKING**

There is limited parking for participants and volunteers in the Q Lot at 481 Kingston Street (bounded by Superior, Menzies, and Kingston) between 5:30 a.m. and 5:00 p.m. on Race Day. Otherwise, try the streets around/near Beacon Hill Park. Meter and City of Victoria Parkade parking is free on Sundays. No parking on the race route or on streets with tow away signs.

## **LOST AND FOUND**

On Race Day, Lost and Found will be at the Lost Kids and Information Tent on the Festival grounds – lawn in front of the Legislative Buildings. This does not apply to clothing that is dropped at the start of the race or along the race route. See Charity Clothing Bins below.

## **CHARITY CLOTHING BINS/DISCARDED CLOTHING**

Charity Clothing Bins will be positioned along Government. Clothing discarded by runners before the race and on the course will be donated to charity.

## **RECYCLING STATIONS**

Each recycling station has four receptacles for different products. The Green can is for compost (fruit, cookies), black for landfill (cigarettes, diapers), blue for recyclable (water cups, milk container, plastic container, coffee cups) and the white mega bag (drink boxes, water bottles).

Please if you see anything on the ground, be diligent, pick it up and place it in the right receptacle.

## **RECYCLING/COMPOST**

With Island Return It recycling system, The TC10K will be able to recycle over 50,000 water cups instead of sending them to landfill.

## **THRIFTY FOODS RECOVERY ZONE (POST RACE FOOD) – For Participants ONLY**

- 10K: On Belleville Street, across Government Street from the back of finish line. This area is for participants only and is sponsored by Thrifty Foods, Island Farms and Old Victoria Water.
- Thrifty Foods Family Run: Located on the driveway in front of the BC Legislative Buildings, near the finish line.

Race numbers must be shown to gain admittance to the Recovery Zone refreshment areas. Clear the area as soon as possible and leave food and drink for late finishers.

## **MEDICAL**

Medical crews/teams will be on the course and in the finish line compound just past the finish line.

Medical personnel (on bikes) and ambulances will be on the course during the event. Competitors unable to finish should walk to the next aid station and seek help. See Medical Information at the end of this document.

## **VOLUNTEER TENT**

Located in the back of the Finish Line compound, near the Belleville/Government street intersection.

Coffee and snacks will be available for volunteers to take back to their volunteer post.

## **SECURITY – FINISH LINE**

No one will be allowed in the finish line unless they have accreditation as a volunteer, sponsor, VIP or member of the organizing committee.

## **TIMING DEVICES**

Chronotrack 'B' Tags will be the timing devices used this year. After crossing the line, participants do not need to have their Bib Tag removed by volunteers; the Bib Tag will be affixed to the back of the race number.

If a participant loses or forgets their race number before the race there are **no** extra Race Numbers/Bib Tags for exchange or replacement on race morning.

## **WATER STATIONS**

Water Stations for the TC10K are located at:

- Moss & Fairfield (3.5K) – Help Fill A Dream
- Dallas & Moss (5.3K) – BC Cancer Foundation
- Dallas & Pilot (8.0K) – Cystic Fibrosis Canada

## **TIME LIMIT FINISH**

### **LINE SHUTDOWN**

The finish line will be closed promptly at 12 noon. All 10K walkers must be finished in four hours.

### **FINISH CHUTE**

On Belleville Street in front of the BC Legislative Buildings.

### **Race Start First Finisher Peak Finishing Times**

<b>10K Road Race</b>
8:00 am
8:30 am
8:45 am to 9:15 am

<b>Family Run</b>
11:00 am
11:10 am
11:10 am to 11:20 am

## **RACE RESULTS**

Unofficial results will be available at the Awards Ceremony at 10 a.m. for the TC10K. Stage and awards are located by the stairs of the Legislative Buildings. Results will be listed on the website [www.tc10k.ca](http://www.tc10k.ca) the afternoon of the race. An event feature will be published in the Times Colonist newspaper on Tuesday, May 2.

## **RACE PHOTOGRAPHS**

We have chosen to not have a professional photographer at the event but we will have photographers positioned at key locations to capture as many photos as possible which will be posted on the website for download.

## **STREAMING VIDEO**

CHEK NEWS will be broadcasting live streaming video of the finish line. This will be posted on their site during the race and for one month after the race.

## **POST RACE MESSAGE**

Available postrace in the tent on the lawns of the Legislative Buildings.

## **WHAT ABOUT BABY JOGGERS AND NORDIC POLES?**

### **DOGS AND BICYCLES ON THE ROUTE?**

For safety purposes, participants with strollers, baby joggers, Nordic poles or recreational wheelchairs **MUST** start in the Walkers Zone. Helmets are encouraged.

There are risks of participating in a race with up to 10,000 entrants. Baby Joggers must keep to the right of the road along the course. Those in front have the right away. Only runners, walkers, wheelchairs and Nordic poles are permitted. Dogs, skateboards, wagons, inline skates, scooters, roller skis, bicycles and vehicles are not permitted. Participants with these items will be removed from the course and will be disqualified.

## **ROUTE ENFORCEMENT**

Access to the route will be enforced by Victoria Police Department, certified Traffic Control Personnel and Volunteer Marshals. Medical teams will also patrol the race route and radio operators will be stationed at key intersections and aid stations.

<b>ENTERTAINMENT - TBA</b>
<b>Wharf &amp; Johnson, by Salvation Army</b>
<b>Memorial &amp; Dallas</b>
<b>Dallas &amp; Wellington</b>
<b>Dallas &amp; Government</b> KiSS 103.1 FM
<b>Dallas &amp; Pilot</b>
<b>Fisherman's Wharf</b>
<b>Main Stage – Legislative Buildings</b>

## ROAD CLOSURES AND PARTICIPANT FLOW

Please note that times for the last runner can vary year to year and that Marshals/volunteers out on the course are not permitted to leave until the sweep has notified them that the last runner has passed. This is particularly important on **DALLAS ROAD**, where there may be a gap between the last 10K runner and walkers.

### TC10K

Road closures in the downtown core will start at 7:50 a.m. and will open immediately following the last runner. Police will assist traffic across the flow of runners where possible. Due to the loop nature of the course the downtown core will be encircled for a short period of time.

All intersections along the race route will also be closed. Roads inside of the race route will remain open, **but motorists will be able to cross the route at intervals at the direction of the police until roads reopen.**

Pedestrians will still be able to cross the race course, though there may be some delays

### Location Approximate Opening

Location	Approximate Opening
Government at Humboldt	8:30 am
Johnson at Douglas	8:45 am
Johnson at Quadra	8:45 am
Vancouver at Richardson	9:00 am
Richardson at Moss	9:30 am
Dallas at Memorial	10:00 am
Dallas at Cook	10:30 am
Dallas at Douglas	10:45 am
Belleville at Oswego	11:30 am

## CHARITY PLEDGES

Pledges for any of our charities can be taken to their Race Expo booth on Friday and Saturday, NO pledges are accepted on Sunday and must be mailed to the appropriate charity.

# TIMES COLONIST 10K ROAD RACE



This year's route is the same as the previous five years, a 10K loop around downtown and Dallas Road. TC10K start time is 8 am



# THRIFTY FOODS FAMILY RUN



The Thrifty Foods Family Run is a 1.5K road race that's fun for little runners in your household! Parents are welcome to participate as well.

## THE ROUTE

The 1.5K route circles around the roads circling the Legislative Building Grounds.



## PARTICIPANTS

Each participant receives a t-shirt and a participant ribbon! The Thrifty Foods Family Run is a participation run – there are no first or second (etc.) placers. Everyone's a winner!

## AGE DIVISIONS

There is no age restriction.

## THRIFTY FOODS FAMILY RUN START TIME – 11:00 am

The start line is on Government Street, just south of Government/Belleville intersection.



## **THRIFTY FOODS FAMILY RUN FINISH**

Through the Finish Line on Belleville and up the driveway on the east side of the Legislative lawn to the Festival area.

### **MEDICAL INFORMATION**

My name is Martin Wong and I am the Medical Coordinator for this year's TC 10K. I have a couple of messages for the volunteers.

First: Dress for the weather conditions, as it is still cool in the morning and warm around lunchtime.

Bring a hat and your sunscreen, water bottle. I am hoping for a sunny day, but if it is going to be damp, bring your rain gear.

Second: "What do I do on the course" if there is someone who does not look so good or just needs a ride back to the finish area.

***If they are in a Medical Emergency situation you can call 911. Please have the following handy: Your exact location (address), patient gender, patient age, what the problem is, is the patient conscious and are they breathing. These are the basic questions the 911 operator will be asking.***

When you call 911, you may get a layered response. In the response may be St. John Ambulance, BC Ambulance, and Fire. The BC Ambulance Dispatch Operation Centre is a separate room with BCAs personnel, St. John Ambulance and an Amateur Radio Operator. When any medical calls come in, they will determine if a St. John Ambulance or BC Ambulance crew is the closest to respond. Some of you will have the luxury of having an Amateur Radio Operator at your water station. Please get to know these folks, as they can make the medical call for you. These radio operators can make the call for a ride for walking wounded as well.

If you do not have a radio operator near you (you may be at an intersection), please call (250) 217- 9314 for the walking wounded. Please take note of the runner's bib number prior to calling. Keep the participant at your station until assistance arrives. For tired runners, the call will be routed through the dispatch center, and before the runner gets picked up by the transport, they will be checked out by the Medical team on the course.

### **On the course**

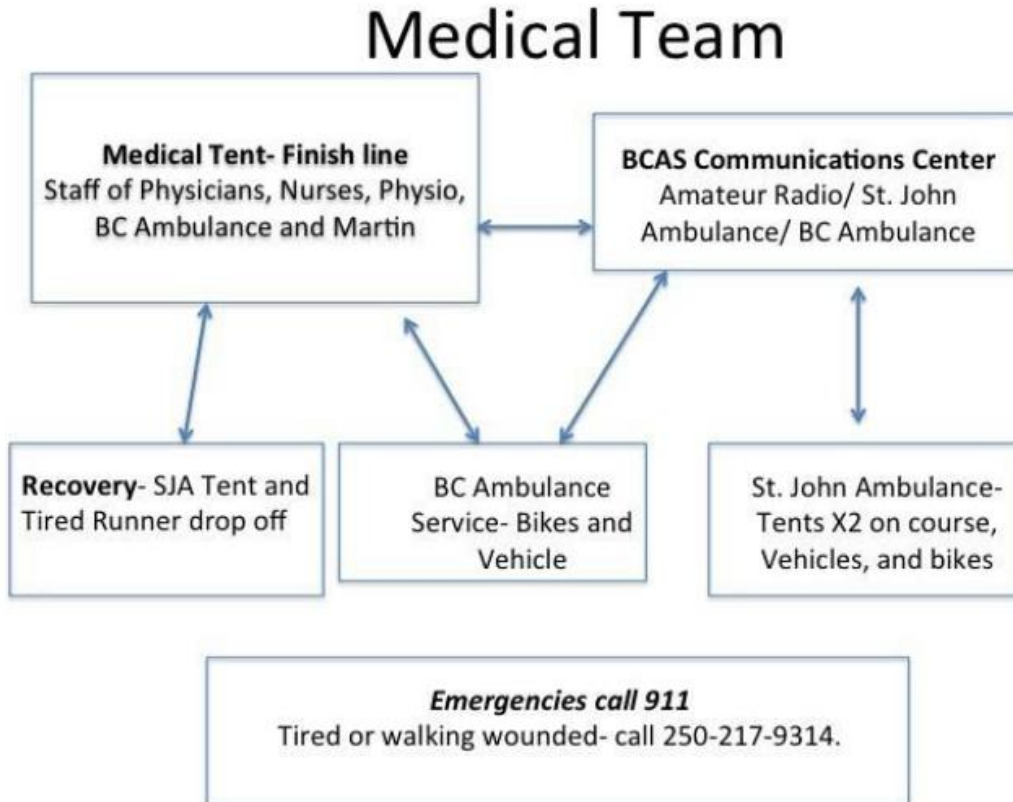
There will be two BC Ambulance Bike Squads and two St. John Ambulance Bike Squads, one fixed first aid post at Dallas and Memorial Crescent and three mobile St. John Ambulance mobile vehicles moving through the course at various points in time.

### **In the finish area**

Next to the finish line will be the main medical tent staffed by Physicians, Nurses, BC Ambulance, Physiotherapist, Student Athletic Therapists and First Aid. For those of you at the finish area, you may also be asked the location of the Massage tent. It is on the Legislature lawn at the corner of Menzies and Belleville.

### In the recovery (food) area

There is a secondary tent staffed by St. John Ambulance on the east end of the Recovery (Food) zone for the walking wounded and to deal with participants who may run into trouble in the recovery area.



**Lastly Security:** Do not leave valuables unattended and do not let people store bags/ packs with you. Let them know that when they return it may not be there.

If you see suspicious unattended bags/ packs around please let your team leader/ police know, so that it can be dealt with appropriately.

# ***Times Colonist 10k • Thrifty Foods Family Run***

## **LOST CHILD / LOST PERSON POLICY AND PROCEDURES**

**SCOPE OF DOCUMENT:** To provide **race volunteers** and **officials** with procedures to ensure the effective and consistent handling of lost children and missing person incidents. The top priority is consideration for the safety of children and reuniting children and family.

**ALL MISSING OR FOUND CHILDREN must be reported to the Police by:**

1. Direct contact with nearest Police Officer if available
2. Victoria Police (250) 995-7654 or Emergency 911
3. Race Communications Command Post (250) 217-9314

**Other missing person incidents should be reported to the Communications Command Post or to the Police if urgent, such as:**

1. Individuals (either participants or spectators) where there may be some concern for their health or condition
2. Overdue runners or family members separated in the crowd

### **PROCEDURES FOR REPORTING AN INCIDENT:**

- **On the Race Route**, make the call yourself, OR if you are near a radio operator or first aid post, have them assist you

- **In the Finish Zone**, advise the nearest Police Officer, Race Official or the Communications Van

- **Provide the following information:**

1. Name of lost or found person, gender, age, description including clothing, height, weight, health issues, location last seen or where found (precise as possible)
2. Name of the parent or guardian
3. Call back number if one is available
4. Runner bib number if available

- **STAY WHERE YOU ARE** once you have made a report, so we can find you. **A missing child will likely be found in the vicinity where the report was made. Keep the reporting person or found person with you. Don't lose them too.**

- Do not announce a lost child's name on a public address system
- Do NOT send the found person, especially children, anywhere alone.
- If the individual is distraught or upset, try to calm them and reassure them.
- You may be asked to escort the person to another location such as one of the Meeting Places.

- Keep your phone (or radio) on so you can be contacted.
- **IMPORTANT:** To ensure the safety of the children, it is essential the lost children officials are convinced that the right adult is matched with the right child.

**THE CHILD RENDEZVOUS POINT FOR THE KIDS' RUN** is the Kids Lost and Found Information

Tent in the Kids Zone on the Legislative grounds.

- Parents and children will be reminded to check the at the Tent first if they become separated.
- Kids' Run race marshals will ensure that all stragglers are directed to the Kids' finish line and Kid Lost and Found tent if necessary.

**THE MEETING PLACE FOR THE MAIN 10K EVENT** is the Volunteer Tent in the Finish Zone.

- If you are requested, have a volunteer take the lost/found person to the Belleville Street Race finish zone (near the Communications Van). The lost/found person will be taken to the volunteer tent. A race marshal or radio operator will wait with the individual.
- If you cannot leave your area or spare a suitable volunteer escort, indicate this to the

**Communications Command Post** when you call in and they will send a helper.

#### **INSTRUCTIONS FOR PARTICIPANTS**

- If you or your child get separated or have any difficulties during the run, **PLEASE STAY ON THE RACE ROUTE.** Most often, the separated person is nearby. Also, if there is a follow-up by Police or Race Officials, they need to be able to find you.
- Volunteers and Police will be on the route, at the finish line and on the grounds of the Legislative Buildings. They can help you get the assistance you need.
- The finish area can be very congested if you become separated from your parent, guardian, family or child, you can make a report to any Race Official, the Communications Van in the Finish Zone, or nearby Police Officers.

**Thank you for volunteering and we hope that you have a great experience on race weekend!**

