



## 2018 REXALL ONE WALK TO CONQUER CANCER NIGHT EVENT

Friday September 7<sup>th</sup> 2018

### Volunteer Teams

#### Advance Teams

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**Route Marking:** Works on Friday in teams of two to mark the route with directional signage, pick up signage after route has closed, and repair signage as necessary. Great opportunity to see the whole route. Ideal for former Walkers. ***Must be available Friday, September 7th (daytime) and able to drive a vehicle. Valid G License required. Please provide scanned and printed copy to the on-event Vehicle Coordinator.***

#### Operation Teams

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**Packet Distribution Team:** Assisting the Walkers with finding their registration packets at Packet pick-up and directs them forward.

**Express Donations Team:** Assisting the Walkers who have completed their Online Check-In process but wish to turn in additional donations. Donations training in advance will be arranged.

**Donations Processing Team:** Assists the Walkers who have not completed Online Check-In including providing them with an opportunity to turn in additional donations, ensuring their fundraising minimum is met, providing their packet of information and informing them of what to do with their Credential. Donations training in advance will be arranged.

#### Production Teams

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**Ceremonies Team:** This is an opportunity to work at our Finish & Venue site location helping with setup and teardown. Setting up various activations, manning and cheering on our walkers are all part of the job! You can choose from either being part of our Event Flow Team or the Welcome Team. More specifics on either groups are described below:

**Ceremonies Welcome Team** – Groups of two equipped with cheering supplies and your biggest smile, help answer questions and direct participants, to their next station. (check in)

**Ceremonies Event Flow Team** - The event flow team is set up at various “busy” locations at the opening Ceremonies in order to keep people moving and avoid crowding. Besides crowd control, volunteers will need to keep an eye on waste management, aiding at water stations, helping with setting up tables/chairs/activations etc.

**Traffic & Safety:** Responsible for managing vehicular and pedestrian traffic into and out of Opening Rally, and finish line. Directs people to appropriate parking areas and allows only Event vehicles into designated parking areas. Enforces parking plans established by the Logistics Team. This team will also help radiate positivity throughout the event with cheering and encouragement. Ideal opportunity to see the Walkers. *Low impact.*

## Road Teams

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**OneStops & Refresh Stations:** Essential functions include the daily set-up of snacks and hydration areas. Also required to help with traffic control at each rest stop location. Inventory supplies at the end of each day. Pit Stops offer snacks, hydration and medical services. *Some lifting required.* This is a great job for Volunteers who want a lot of contact with the Walkers! *Drivers for the trucks are needed (15' truck).*

**One Stop Closure Assistants:** Assist Pit Stop Crew along route and assigned closure locations. Ensuring leftover snacks are picked up, ensure site is clean on our departure and other closing duties. Work with Pit Stop Crew teams to close Pit Stops on schedule.

**Route Marshalls:** Volunteers will be spread throughout the course to provide participants with directions and will be the primary on route cheerleaders and motivators. You will also help with difficult intersections and other locations as requested.

**Sweep:** This team drives the route in vans or SUVs patrolling sections of the route for Walkers who need to be picked up. This team is a group of event support vehicles who will help Walkers if needed as they go. Also encouraging the Walkers the whole way with music and decorations. *Some lifting required. Encouraged to provide own SUV or Mini-Van, must have driver's license and proof of insurance.*

**Bus Liason:** Works closely with staff, participants and the bus driver. Acts as a navigator and communications assistant to transport Crew and tired Walkers to specified locations. Communicates often with the Dispatch Team. Sitting for long periods of time while riding on the bus.

**Caboose:** This team follows the first and last Walkers on a bicycle to ensure that Walkers stay on the established route and receive assistance as needed from the Sweep and Medical Teams. Maintains constant communication with the Dispatch team. *Each individual must provide their own bicycle and be willing to ride for the duration of the day.*

**Traffic & Safety:** Responsible for managing vehicular and pedestrian traffic into and out of Opening Ceremonies, Camp and Closing Ceremonies. Directs people to appropriate parking areas and allows only Event vehicles into designated parking areas. Enforces parking plans established by the Logistics Team. Also this team will help radiate positivity throughout the event with cheering and encouragement. Ideal opportunity to see the Walkers. *Low impact.*

**Participant Experience Team:** Responsible for enhancing Participant experiences by handing out goodies, chatting with Participants, manning cheering stations, dropping off supplies, adding spice to the route! Must be people oriented, very outgoing and active! *Some lifting may be required.*

**Taxi:** This team works closely with staff to transport Participants and supplies as needed. Duties could include a trip to the hospital, a trip to WalMart or transporting specialty meals to route stops. **Required** to provide own vehicle, copy of driver's license and proof of insurance.

## Specialty Teams

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**Medical:** Comprised of a variety of medical professionals, this team provides all first-aid medical services to participants at Opening Rally , One Stops, and will provide emergency service where necessary until local EMS/Paramedics arrive on scene. Medical Team will be screened as necessary for appropriate experience and training. *All Medical Team members must provide proof of their Medical License and Insurance.*

**Route Medical:** This group is a part of the Medical Team and they provide first aid and medical support at each of the Stops along the route. Will manage any emergency situations that arise, until local emergency medical services arrive on the scene. *All Medical Team members must provide proof of their Medical License and Insurance.*

## YOUR NEXT STEPS

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1. Call your Volunteer Coach at 1-877- 699 -2453 for clarification or more detail on any team.
2. Complete and return your assignment form OR email your choices to [ontariowalkcrew@conquercancer.ca](mailto:ontariowalkcrew@conquercancer.ca)
3. Challenge yourself to fundraise and start reaching your goals!