



SCHEDULE

CHECK YOUR SHIFT DETAILS FOR INDIVIDUAL SHIFT TIMES, KIT COLLECTION REQUIREMENTS, AND SHIFT LOCATION.

Shift details can be found in your shift confirmation email. Or access your shift details any time on your Volunteer Portal.

[Go to Volunteer Portal](#)

[VOLUNTEER GOOGLE MAP](#)

[FAQs](#)

[VOLUNTEER BRIEFING](#)

[VILLAGE & START MAP](#)

[COURSE MARSHAL DETAILS](#)

Sunday 13 September	Friday 18 September	Saturday 19 September	Sunday 20 September	Wednesday 23 September
11am-12pm Volunteer Briefing Session	8am - 7pm Runner Expo & bib collection open Volunteer Kit Collection at the info desk.	8am - 6pm Runner Expo & bib collection open Volunteer Kit Collection at the info desk.	4am First Road Closures in place 4:30am Start first volunteer shifts 5am-6:30am Final bib collection 6:55am Events Start 7:45am First Finishers 1:55pm Last Finishers 2:30pm Volunteer Kit Return Closes at village 3:30pm Last Roads Reopen	6pm-8pm Post-Event Celebration
 Blackman's Brewery, Grovedale, or join online	 Nyaal Banyul Geelong Convention and Event Centre	 Nyaal Banyul Geelong Convention and Event Centre Start Line: Steampacket Gardens	 Volunteer Map Check your shift details for your shift start time & start location. Bib collection & volunteer check-in (if applicable, see shift details): Royal Geelong Yacht Club Event Village & Finish Line: Steampacket Gardens Start Line: Nyaal Banyul Convention and Event Centre Volunteer Kit Return: Info marquee at Event Village	 Blackman's Brewery, Grovedale
Attend/Review here		Race Day Events: 8am Kids 800m 8:10am Kids 1-Mile 9am All Abilities 1-Mile	Race Day Events: 6:55am Wheelchair Half Marathon Start 7:00am Half & Full Marathon Start 7:25am 6.5km Community Run Start	RSVP here



CHECKLIST

PRE-SHIFT



ATTEND THE VOLUNTEER BRIEFING

RSVP [HERE](#) and attend the volunteer briefing session on **Sunday 13 September, 11am** at Blackman's Brewery. Or join online (meeting link to be shared).

If you're unavailable for the briefing session, ensure to review the recording that will be shared with you afterwards.



KNOW YOUR SHIFT DETAILS

Check your shift details via email or on your [Volunteer Portal](#). Know your kit collection requirements, and when to be where.



KIT-COLLECTION

Volunteer kits can be collected at the Runner Expo info desk on Friday & Saturday 8am-7pm.

All self-deploying marshals must collect their kit prior to their shift. So you have all items ready to go directly to your marshal location on course.

Other volunteers are welcome to collect their kit pre-event to support a smoother start of event morning, or collect your kit at your meeting point on event day (check shift details).

Your volunteer kit includes:

- Hi-vis vest (to be returned)
- Lanyard (to be returned)
- Shirt & Hat
- Snack pack



PLAN YOUR COMMUTE

Road closures are in place from 4am on event day. [Review all road closures](#) and plan your commute ahead of time. You may need to allow extra time to park outside the closures and walk to your shift location. Contact workforce@o2events.com.au for location/shift specific questions or recommendations.

STARTING ON EVENT DAY



CHECK-IN ON ARRIVAL

Please don't be late. Arrive ~10 minutes early if you're collecting your kit at check-in (if not pre-collected). Check-in/collect your kit at your meeting point. Depending on your shift, you'll either:

- Check-in at the **Royal Geelong Yacht Club** and continue to your shift position.
- Check-in with a **team leader at your meeting point**.
- **Self check-in at your marshal position** via phone (volunteer kit pre-collected).
 - Check-in link sent to you via SMS, or TEXT the workforce phone when you're in position.

What to bring/wear:

- Fully charged phone
- Water bottle
- Supplementary food
(advised in case of dietary requirements)
- Closed toed shoes
- Weather appropriate clothes
(layer up, it can be cold in the morning)
- Your volunteer kit
(if pre-collected)



GET INTO POSITION

Visibly wear your event hi-vis vest, hat and lanyard to commence your role.

If your check-in location isn't the same as your shift location, you'll receive further instructions to get into position:

- **Event village/start line:** walk to your allocated shift area in the village, make yourself known to your team leader.
- **Bus deployed volunteers/marshals:** promptly board your allocated bus, don't hold up a whole team. You may receive a marshal position card with a map link & details to your course position (if your position is nearby, you may walk).

In position? Use your shift check-in link via SMS, or TEXT the workforce phone (state your marshal position number & name)



STAY IN TOUCH & REALLOCATE WHEN NEEDED

Follow instructions from your team leader or sector leader. Don't be afraid to ask questions, if your team leader/sector leader isn't near - **we're only a phone call away**. Report any hazards, incidents, or emergencies to the Event Control Centre. Your shift may cover multiple roles/areas, as stated in your shift details. Reposition to your next area in a timely manner, or let the workforce phone know when you're available and unsure where to go next.



CHECKLIST

CONCLUDING YOUR SHIFT



SIGNING OFF

On course:

Self-deployed marshals: Remain in position until the end of your road closure duration / shift end time. Notify the workforce phone via TEXT when you're leaving your position (state your marshal position number & name).

Bus-deployed marshals: remain visibly in position. At the end of the road closure duration or after the last participants a shuttle bus will pick you up to return you to the meeting point.

If you return to the Royal Geelong Yacht Club before the end time of your shift, you're likely scheduled to support in the event village or at the finish line. Please notify the workforce coordinators if you're unsure about your reallocation.

In event village / drink station:

Your team leader will sign you off at the end of your shift. Always notify your team leader before leaving your position.



KIT RETURN

Please return your **Hi-vis Vest & Lanyard**, we will re-use these for the next events. The event hat and shirt are for you to keep. You can return these items:

- With your team leader (e.g. at drink stations).
- On the marshal bus, leave it with your bus driver.
- At the info marquee in the event village (until 2:30pm on event day, Steampacket gardens).
- At the volunteer 'Thank You' party on Wednesday 23 September (Blackman's Brewery Grovedale).

MARSHAL REMINDERS



ROAD CLOSURE DETAILS

Know the road closure details at your position, there may be a crossing point (managed by Traffic Controllers) in the area. If you're unsure or need support with traffic conditions contact the Event Control Centre or your Sector Leader.

[VIEW ROAD CLOSURES](#)



KEEP THE COURSE CLEAR

Make sure signage/barriers are in correct position. Help us keep the course clear. Roads remain closed even if there are no runners in-sight, the course is still occupied by event crew, event infrastructure, and event vehicles. Inform other road users of the closures, only allow pedestrians/cyclists to cross when there is ample space between runners. Be our eyes & ears on course, report any hazards or incidents to the Event Control Centre.



BE IN THE KNOW

Understand the event distances and course directions, know where the drink stations are with nearest toilets and first aid. Runners can come past the same position multiple times, review the [volunteer map](#) for course details. Support runners throughout. You may receive specific role details for your location.

[DETAILED ROLE BRIEF](#)



REMAIN IN POSITION & HAVE FUN!

Enjoy the event & cheer on runners as they come past. We will give you indicative timings of the first & last participants. You're welcome to BYO chair for more comfort. You're not alone, there will be plenty of other marshals, traffic controllers, and event crew in (close) proximity. There will be designated sector leaders roaming, who will check-in on you as well.



FAQS

BEFORE THE EVENT

HOW DO I REGISTER?

Fill out the registration form on <https://o2events.rosterfy.co/invite/GeelongRunningFestival> and select your shift. Or contact us on workforce@o2events.com.au / 0400 902 118 for questions and support.

CAN I CHANGE MY DETAILS?

Head to your [Volunteer Profile](#) to add or change any personal details. Note that there are multiple tabs on your profile (e.g. General, Event Day Details, etc).

WHAT DO I DO IF I CAN'T VOLUNTEER ANYMORE?

We trust your commitment when you sign up to volunteer, but understand unforeseen circumstances can arise.

Please let us know as soon as possible if you can't make it anymore. You can [withdraw from your shift on your volunteer portal](#), or email us on workforce@o2events.com.au. To withdraw within 48 hours of your shift, you must let us know via phone: 0400 902 118.

GETTING TO AND FROM THE EVENT

I'M COMMUTING BY CAR, WHERE CAN I PARK ON EVENT DAY?

There is no designated volunteer parking, so please arrive on time to find your car park. [Familiarise yourself with the road closures](#), and do not park on the course. There is ample street parking around shift locations.

For parking near the event village, note the restricted car park access for:

- Ritchie Boulevard Car Parking (next to the Royal Geelong Yacht Club):
 - Access using Bellarine St. only.
 - Access before 7am and after 1:30pm only. Car park entry/exit is closed between 7am-1:30pm.
- Hearne Parade Car Park (Eastern Park, 15 minute walk to Royal Geelong Yacht Club):
 - Access via Eastern Park Circuit only.
 - Access before 7am and after 11am only. Car park entry/exit is closed between 7am-11am.



HOW ABOUT PUBLIC TRANSPORT?

Plan your commute ahead via transport.vic.gov.au. If traveling from outside Geelong, note that the first V/Line train arrives after most shifts start. In case of disruptions, contact workforce@o2events.com.au for alternative shift options.



VOLUNTEERS | KEY INFORMATION SHEET

workforce phone: 0400 902 118
workforce@o2events.com.au
Event Control Centre (event day only): 0456 479 606



FAQS

SHIFT DETAILS

WHAT ARE THE VOLUNTEER ROLES?

See the volunteer role overview. Review your shift details, you'll also receive a location specific briefing on the day.

WHEN CAN I TAKE A BREAK?

Discuss with your team / team leader to stagger breaks throughout the shift. If you're on course, each drink station will have toilets and additional event toilets will be marked on the volunteer map (also check for public toilets in your area). Marshals: it might be a short walk to the nearest toilet, please notify your sector leader before leaving your position.

CAN I VOLUNTEER TOGETHER?

Yes, you can easily select the same shift to volunteer together with a friend/family. Additionally, you can make mention of this on your volunteer profile. We strive to position you together, or you'll be in close proximity to each other. Let us know if you're under 18 volunteering with an adult, to be positioned together throughout the shift.

VOLUNTEER INCENTIVES

HOW DOES THE COMMUNITY GROUP/CHARITY FUNDRAISING WORK?

If you're volunteering to support your local sporting club, community group, or charity - all you have to do is make sure you have your group listed on your Volunteer Profile. Go to the "Geelong Running Festival" tab, select fundraising for your group as your incentive, and let us know the name of your group. Attend a shift on Sunday 20 September to make it count towards the group fundraising.

We will liaise with key contacts of fundraising groups post-event, to report on the attended shifts by their fundraising volunteers and their total donation amount. Donations are made via invoicing only.

HOW DOES THE DISCOUNTED ENTRY TO NEXT YEAR WORK?

You may opt to receive a Free Entry to the Community Run or a 50% discount to the Half Marathon / Marathon next year. Select this incentive on your Volunteer Profile, this is not in conjunction with the group fundraising incentive. Attend your volunteer shift this event, and you'll receive your personalised discount code once registrations open for next year.

WHAT OTHER VOLUNTEER INCENTIVES ARE THERE?

We appreciate your time and support, and it's an incredible effort to be rolling up your sleeves in the early hours of the morning. We want the support you give to the event, to be a great experience for you! It's a team effort, where communities come together, have fun, and support each other. Meet people, support runners on their journey, celebrate achievements, and keep your **event shirt & hat** as a souvenir. To celebrate community, connect, and share experiences - you're invited to the **Volunteer Thank You Party** on Wednesday evening 23 September at Blackman's Brewery Grovedale. Save the date and let us know that you're coming on your Volunteer Profile.

CAN I GET A CONFIRMATION OF MY VOLUNTEERING EFFORTS?

You will receive a digital volunteering certificate via email after the event. If you need further support to sign-off your volunteering hours as part of your studies, please contact Lucille van Baalen on workforce@o2events.com.au



EVENT VILLAGE & START LINE MAPS

Event Village & Start Line



Royal Geelong Yacht Club:
Volunteer Meeting point (selected shifts only, check your shift details)

Event Village - Steampacket Gardens

