

Volunteer Briefing

Thank you for volunteering for the 6th Annual Sole Train 5K! This is our largest community event and a great way to get to know staff, mentors, participants, and supporters of Sole Train: Boston Runs Together, a program of Trinity Boston Connects. The most important aspect of this event is that everyone has fun!

Race hashtag **#soletrain5k**

Key Contacts (text/call): Available at any time for questions, best contacte Emily & Jenn.

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About the 6th Annual Sole Train 5K

Sole Train's annual 5K is our largest community event, bringing together hundreds to run, jog, and stroll around Franklin Park. The 5K raises funds to support Sole Train's year-round programming.

About Sole Train: Boston Runs Together

Who we are ...

- Sole Train is the restorative running community where youth cross the finish line and realize their potential for greatness.

What we do ...

- Sole Train connects Boston's youth of color [Young Soles] with volunteer trainers [Old Soles] to train for and run a 5-mile race or half marathon.

Why it's important ...

- Sole Train increases access in historically underserved communities to opportunities for the physical and emotional wellbeing benefits to the mind, body and soul that come from running.

Why it's better ...

- The moment a Young Sole crosses the finish line alongside their fellow Old Sole trainers, it forever changes how they view life's obstacles by realizing anything is possible when approached with the same resilience and belief in themselves they learned through running.

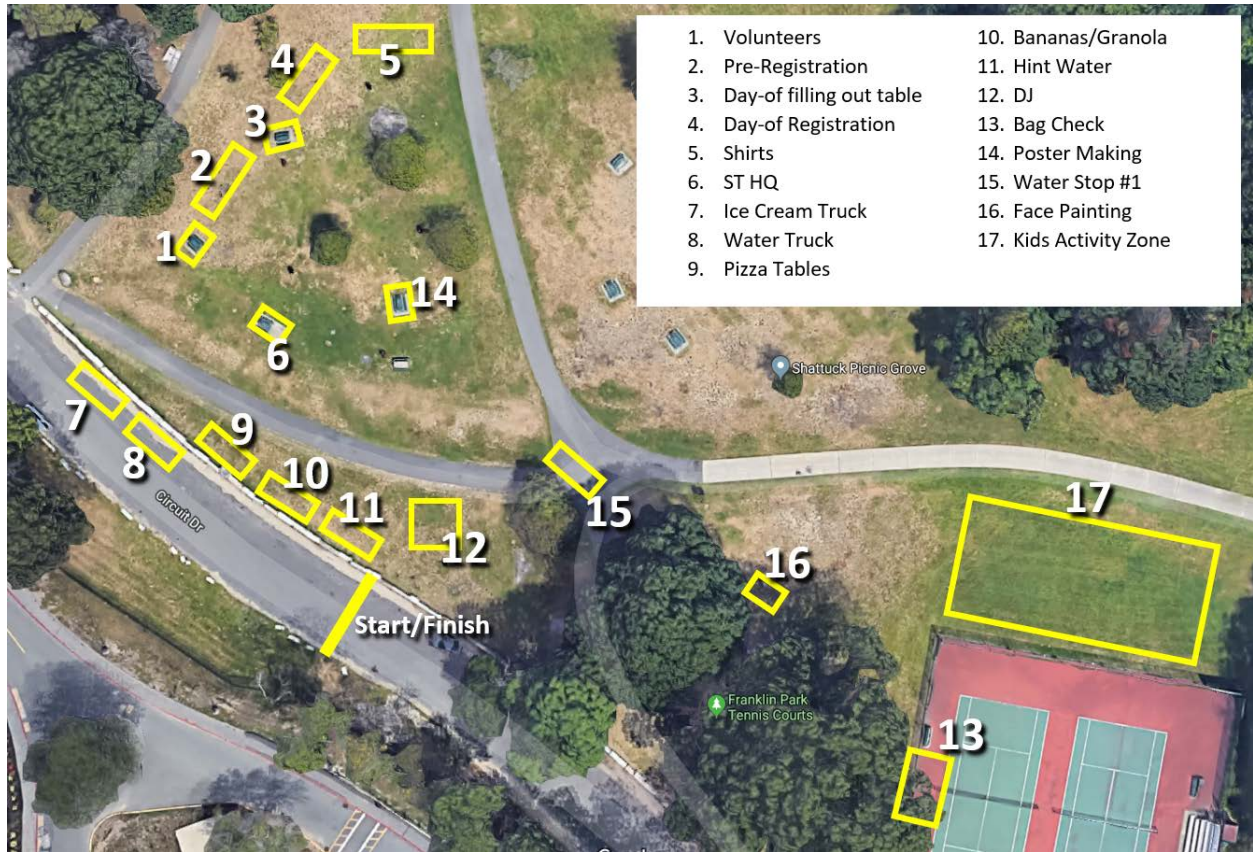
About Trinity Boston Connects

Our mission is to unlock opportunities and change the odds for youth of color in Boston. Our goal is to help them succeed by increasing available resources that lower systemic barriers to their achievement and wellbeing. This is vital and unique work for youth of color who are subject to the pervasive trauma of systemic racism. The heartbeat of Trinity Boston Connects is in the nourishing connection between youth of color and adults who champion their success

Instructions for All Volunteer Roles

- When you arrive, please go to the Volunteer Table to pick up your orange volunteer t-shirt. Please wear this during the event.
- You will receive a race bib to allow you to bag check your belongings and to be entered into a raffle. Visit the shirts table for more info on the raffle. We suggest you wear your bib for safe keeping.

- Please be friendly and helpful throughout the event.
- If your role ends and the race is still going, please go to the finish line to cheer!
- If you don't know where to find something, please check the master map below.



Instructions for Individual Volunteer Roles

Poster Making/ Chalk Crew

- Please get and return chalk at poster station
- Write encouraging messages/images (e.g., “You got this”, “Way to go!”) around Mile 1 loop

Greeters

- Where Circuit Drive hits the main road and where Arborway turns into Franklin Park, please stand near the Sole Train balloons and help direct people toward the Shattuck Picnic Grove.
- Please be welcoming and friendly!

Crowd Control

- Don't stand in just one spot! Walk around!
- Direct participants to the registration tables at Shattuck Picnic Grove.
- Be familiar with our layout so you can help get participants to where they need to be.
- At 1:25pm transition to Water Stop #2

Food Station

- Please set up the following items: bananas, oranges, and granola
- Allow folks to take whatever they want

Face Painting

- Set up station on picnic table by tennis courts by noon
- Start shutting down when announcements start (1:30pm)

Pre-Registration

- Registrations are organized alphabetically by last name.
- We need two volunteers staffing each subset of the alphabet: A-F, G-L, M-R, S-Z
- Instructions:
 - Find the person's name on list
 - If you can't find their name, first determine whether the issue could be: nicknames, misspellings, first and last names switched, multiple last names, etc.
 - Assign them a bib number (meaning just give them a bib)
 - Ask EVERYONE to wear their Sole Train shirt for the race and to put it on their Sole Train shirt on BEFORE the race starts, with their bib below the ST logo so the logo is visible
- For Volunteers to Know (in case registrants ask):
 - Pins are available here and at t-shirt tables
 - Bib numbers will be needed for bag check
 - Course maps will be available for runners at this table
- At end of shift, make sure that the two day-of volunteers are there to take over
- Iliana move to CM Spot 7 at 1:50pm

Day-Of Registration

- Note: There will be clipboards with the paper forms on them. Please tie pens to clipboards with ribbon (if this hasn't already happened).
- Assignments:
 - Ipad and Card Reader: Ami
 - Cash and checks: Sheila
 - Other volunteers will be helping folks register
 - *PLEASE NOTE: at around 2pm, pre-registration volunteers will be leaving, and the Jalalis will move to pre-registration.
 - *PLEASE NOTE: at 2:20 the Jalalis take pre-registration materials to Day-Of, then move their pre-reg table to the Pizza station where they will then volunteer
- Instructions:
 - Ask people: "Are you with the Sole Train program?"
 - IF they ARE with Sole Train:
 - Let adults know they can register for free but that if they'd like to pay, as a Sole Train contribution, they can do that as well.
 - If they are NOT PAYING, please check off the "Fee Waiver - Sole Train Affiliate" box at the bottom of the form and give them the form to finish filling out.
 - IF they ARE NOT with Sole Train, please ask them how they'd like to pay. The options are cash, check, or credit card. Please check off whichever option they select, send them to Ami if they're paying with card and to

Sheila if they're paying with cash or check, and give them the form to finish filling out.

- Once they have finished filling in the forms (and paid, if applicable), assign them a bib number (meaning just give them a bib, no need to write the number on the form)
- Ask EVERYONE to wear their Sole Train shirt for the race and to put it on their Sole Train shirt on BEFORE the race starts, with their bib below the ST logo so the logo is visible
- For Volunteers to Know (in case registrants ask):
 - Pins are available here and at t-shirt tables
 - Bib numbers will be needed for bag check
 - Course maps will be available for runners at this table
- Katherine move to CM Spot 7 at 1:50pm

T-shirts

- BE ENERGETIC AND FRIENDLY: You're the last volunteers participants will interact with before the race
- Initial Set Up:
 - Create three stations: men, women, youth and have one ST drawstring raffle bag at each station
 - At each station, sort shirts by sizes
 - At youth station, please create a sign: "Youth T-Shirts"
 - At each station, there should be two volunteers behind the table handing out shirts/ripping bibs.
 - As the other two volunteers are available (Kareema and Karon), they should stand float/be in front of the tables with shirt samples, to help people assess if they want men's, women's, or youth sizes (as the sizing can be odd--women's sizes in particular run VERY small).
- Distribution Instructions:
 - Have participants show their bib and rip off the bottom of the bib and place in Sole Train drawstring raffle bags (there will be one at each station: men's/women's/youth)
 - Tell them there will be a raffle for various prizes (e.g., gifts to various stores) during the awards ceremony at 3:15
 - Hand them their requested shirt size
 - ONLY one t-shirt per person WITH bib number - don't hand out shirt if bottom portion is missing.
 - Any race volunteer with an Orange shirt can get 1 maroon shirt of their liking
 - Ask EVERYONE to put on ST shirt BEFORE the race starts and put bib BELOW logo so it's visible
 - Inform participants that bib number is necessary for bag check
- Special distribution instructions:
 - If someone approaches the table and says they're sponsor or says they have been told they can get extra shirts, just give them what they want
 - If they want a t-shirt and do not have a bib number, ask them to wait until after race has started to make sure all participants get t-shirt
 - Once all participants have received a shirt, feel free to let other folks take a shirt (or a couple if they say they're grabbing one for a sibling, etc.)
- For Volunteers to Know (in case registrants ask):
 - Pins are available here and at registration
 - Bib numbers will be needed for bag check

- Emma and Alex move to CM Spot at 1:45

Bag Check

- Pick up materials at volunteer table: Marathon Sports bags, sharpies, trash bags, sign
- Remind them that we are not responsible for any lost or stolen items, and they will need to show their bib number to pick up their bag
- Write bib number on bag
- If someone without a bib number comes up, write their name on the bag
- Organize bags by bib number, so they're easier to find at pick up (with ones with names put together as well)
- Do not let people pick up bags unless they have bib number with them
- Any bags not picked up by 3:30pm/when cleanup starts, bring to volunteer table

Water stop #2

- At 1:30pm, verify with Emily that materials are in her car and that you understand where to set up/location of water stop (in front of golf club house, just before mile 2). Then head to location.
- Upon arrival, immediately fill water cups from gallons in Emily's car and refill gallons from water fountain at golf club house (please wear gloves)
- Rake up cups left on ground and put all in trash bag
- Volunteer with car brings back ALL things from water stop #2 to Shattuck Picnic Grove once all runners have passed (by 3:15pm)

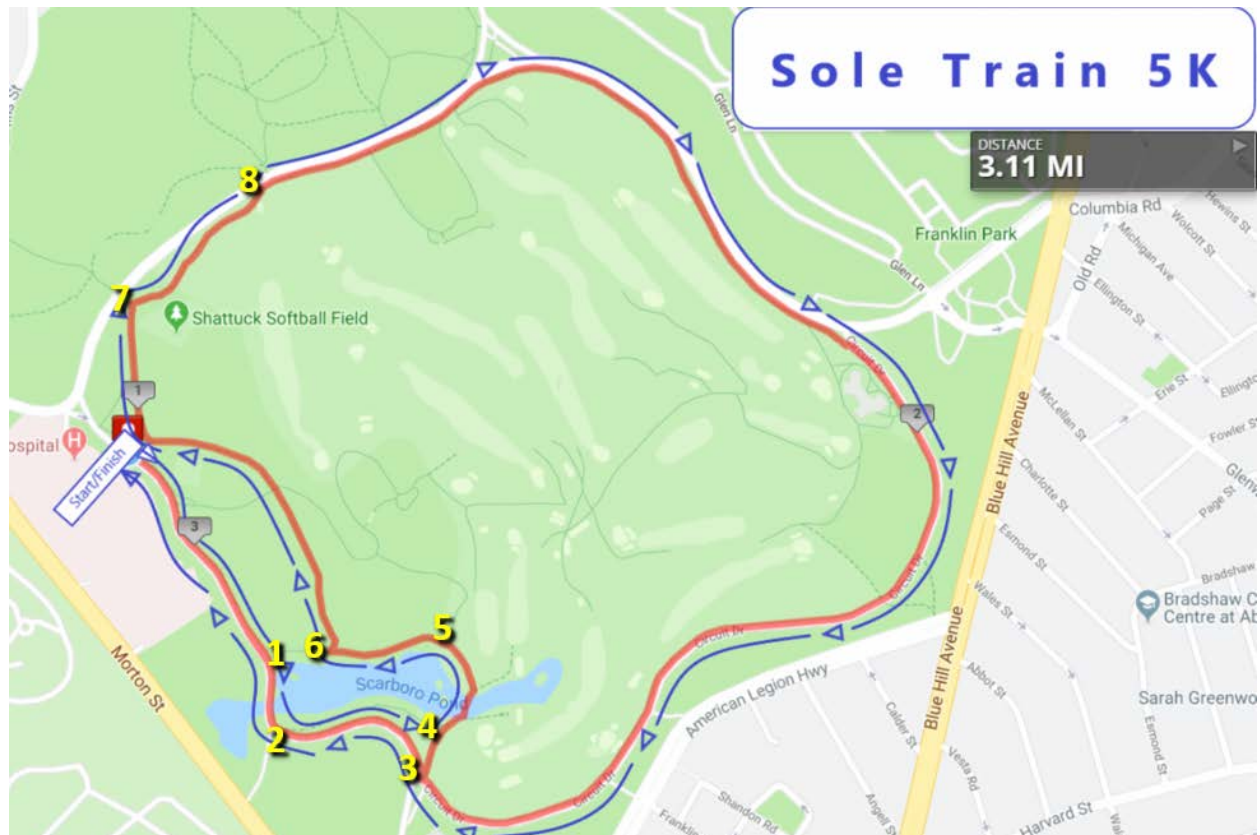
Water stop #1

- Pick up materials at volunteer table: folding table, 3 gallons of water, cups, gloves, 1 rake, paper towels
- Connect with Emily or Jenn to make sure you understand where to set up table
- Set up table (location 15) once runners move over to the starting line
- As soon the race starts (2pm), fill water cups and refill gallons from water truck (please wear gloves)
- Rake up cups left on ground and put all in trash can
- When most runners/walkers have passed (2:20pm), break down the table and bring it and all other materials to pizza station and then volunteer there

Pizza Station

- At 2:25pm, please set up table from water stop #1 next to the water truck
- Organize napkins and plates
- First batch of pizza will arrive at 2:30--please set pizza out for the taking (more batches will be coming)
- Please serve the pizza to people while wearing gloves--each person can have two slices at a time (they can then come back for more)
- Remind folks to please use trash cans
- Please save 5 pizzas for volunteers who might not be free to grab pizza until race is over

Course Marshals/Woo Crew



- Pre-Race Instructions
 - All course marshals will be in pairs; find your pair at the volunteer table.
 - Emily will explain where each station is located and where those course marshals should be standing. It is the course marshals' responsibility to be clear about where they should be located.
 - Each pair should take one supportive poster from the poster table to bring to your station (if you'd prefer to make your own poster, go for it!), as well as a piece of chalk.
 - Course marshals at station 3: Take black speaker from volunteer table to bring to your station (please return to volunteer table after race). Begin playing music from a fun/upbeat/school-appropriate playlist (make it yourselves, play the radio--whatever you'd prefer).
 - 1:30pm: Head to your respective stations.
 - While you're waiting for the race to begin, write additional fun/funny/inspirational messages on the course near your station.
- During the Race Instructions:
 - Guide runners to stay on the course/path.
 - Be an enthusiastic and supportive presence in the following ways:
 - Give high fives
 - Clap
 - Smiles – always!
 - Give a shout and say cheering words like “looking good”, “keep it up”, “you can do it”, “almost there”

Course Marshall Stations	Volunteers	Instructions
CM1	Kammy Nesmith, Shayne Williams, Jazmine Castillo	Poster, Cheer until 3:30pm
CM2	Maliyah Stewart, Jordan Wu	Cheer until 3:30pm
CM3	Deleo O'Garro, Tristan Montiero	Responsible: Take/bring back black speaker at 3:30pm
CM4	Eniyah Nieves-Henderson, Destiny Gomes Ross	Pick up arrows after last runner
CM5	Derrick Samuels III, Sebastian Patino	Pick up arrows after last runner
CM6	Ralph Cole, Adrienne Benton	After last runner cheer at finish line
CM7	Katherine Hepinstall, Iliana Figueroa	Walk over at 1:50pm
CM8	Emma Harti, Alex Lysakowski	Walk over at 1:45pm

- Post-Race Instructions:
 - If you're a course marshal at stations 1-3, return to the main area at 3:30 for the awards ceremony.
 - If you're a course marshal at stations 4-8, return to the main area at 2:45 to cheer people on at the finish line.

Clean Up

- Beginning around 3:30/3:45pm (right after awards ceremony)
- Please help collect and break down all items (e.g., tents, tables, other materials) and place in a pile in designated area
- Please help load cars with materials
- Please help collect and throw away all trash