



2021 Volunteer Policies

We strive to ensure our volunteers have a meaningful experience! Please take a moment to review the following volunteer policies and guidelines. As race weekend approaches, your volunteer area captain will contact you and provide you with any additional instructions you may need.

Volunteer policies

To help make this year's race a successful and positive experience for everyone, we expect volunteers to abide by the following volunteer policies:

1. **Volunteers must register online.** All volunteers must register by Wednesday, November 10, 2021 at 11:59 p.m. CST or they will not be allowed to volunteer for the event. Walk ups will not be allowed.
2. **No cell phones while on shift.** The use of cell phones during the shift is prohibited (except in case of an emergency). Volunteers are asked to turn off their phones, leave it at home, or keep it in a securing place before you volunteer.
3. **The volunteer age minimum is 16 years old and accompanying children are not permitted.** We require that all volunteers be 16 years of age or older on the day they are volunteering. A Parent/Guardian must agree to the volunteer waiver for volunteers between the ages of 16 and 18 years of age. Children and young adults under the age of 16 are not permitted to accompany registered volunteers who meet the age requirement when they are volunteering. Race staff has the right to set different age minimums for designated positions.
4. **Chaperones are required for volunteer groups with minors.** One adult chaperone is required for every 10 volunteers under the age of 18 to ensure sufficient supervision. Chaperones must, without exception, be 21 years of age or older, and they must register online with their group.
5. **Adhere to public health guidelines and event protocols.** Volunteers must follow the Event Code of Conduct Guidelines and adhere to city, state and other public health guidelines and orders. Volunteers who are sick should not attend the Event. This includes volunteers who:
 - a. Have a suspected or diagnosed/confirmed case of COVID-19.
 - b. Are exhibiting symptoms of COVID-19, such as: cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, or new loss of taste or smell.
 - c. Are not fully vaccinated and have had exposure to a suspected or confirmed case of COVID-19 within 14 days of performing contracted onsite event site work. Volunteers may be subjected to health checks prior to participating in the Event including but not limited to providing proof of vaccination and/or negative COVID test, symptom questionnaires and other health inquiries as required by state, local or other health authorities. Rules related to COVID safety and event procedures will be published in the months prior to the event and all volunteers will be expected to review and comply.
6. **Physical restrictions.** Many volunteer areas require standing the entire shift or are subject to extreme weather condition. Volunteers unable do so, please note this in the "comments" section of your application.
7. Finish line setup and tear down requires that you are able to lift up to 20 lbs.
8. **Volunteers are not allowed to speak to the media on behalf of the event.** If you are approached by a member of the media please reply, 'I am not an official spokesperson of the event,' and direct them to the media phone number on the back of your credential.

9. **Wear your event volunteer uniform.** You are expected to dress in clothing appropriate for the work duties you have been assigned to perform. When required, you must have visible appropriate and current event issued credentials and/or ID vests and wristbands to be on the premises. Dress appropriately for the weather. Always wear closed toe shoes and the current event attire logo hat, shirt, or jacket, if provided. Volunteers should be prepared to wear an approved facial covering throughout their volunteer shift. Facial coverings will be provided to all volunteers who do not bring their personal facial covering to their volunteer shift.
10. **Pets are not permitted.** Only Service and Emotional Support Animals will be permitted in certain areas. Please see the ADA's guidelines https://www.ada.gov/service_animals_2010.htm
11. **Drugs and alcohol are prohibited.** We value our volunteers and participants and recognize the need for a safe, productive, and healthy event environment. Volunteers may not consume, distribute or sell (or attempt to distribute or sell), be under the influence of, or be impaired by alcohol or illegal drugs (including marijuana) or bring drug paraphernalia, while working on event related projects, assignments or during event production hours. As used in this policy, "Drug" means a controlled substance, as defined in Schedules I – V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812, including, but not limited to, cocaine, marijuana, heroin, morphine, amphetamines, barbiturates, phencyclidine (PCP), or hallucinogens (or metabolites of any such drugs). The term "illegal drug" does not include the use of a drug that is legal under federal, state, and local law and is obtained and taken under supervision by and in accordance with a prescription or other instructions issued by a licensed health care professional, nor does it include adult use cannabis or medical cannabis used by a cardholder (subject to all other terms and conditions of this Code of Conduct), provided that such use does not impair an individual's ability to perform job duties or otherwise jeopardize the health and safety of our event staff, vendors, volunteers, and participants. Violation of this policy may lead to discipline, up to and including immediate termination of responsibilities, and is subject to any limitations imposed by applicable law.
12. **Smoke-free event.** Volunteers are prohibited from smoking while performing their volunteer duties and in general participant areas on race weekend. Please be considerate in your disposal of smoking related materials.
13. **Possession of dangerous or unauthorized materials, such as explosives or firearms, is prohibited.**
14. **Treat all spectators, volunteers and race participants with courtesy and respect.** Never block the path of race participants, throw items, yell or argue with participants, spectators, event staff or other volunteers. We are committed to building a culture that supports and celebrates diversity, equity, and inclusion throughout our workforce and within our industry. Discrimination or harassment on the basis of race, color, religion, age, sex, gender (including gender identity, gender transition, and transgender status), sexual orientation, national origin, ancestry, military or veteran status, disability, pregnancy, childbirth, common conditions related to pregnancy or childbirth, marital status, genetic information, or any other classification or characteristic protected by applicable law, and verbal abuse (including display of discriminatory, harassing, or hateful symbols) of any sort are not tolerated. Sexual or other unlawful or unwelcome harassment, and any inappropriate conduct are not tolerated.
15. **Listen to the instructions given by event staff, key volunteers and/or your group leader and be alert when performing your role.** Event staff and key volunteers have received specific training on their area's respective volunteer positions. Please listen carefully to their instructions and comply with what they ask of you. Volunteer and participant safety is our first priority, so we need you to be prepared and aware of your surroundings at all times. If you have any questions or need assistance, contact the nearest event staff, key volunteer, or your group leader. Event staff and key volunteers are outfitted in colored safety vests and/or event branded gear so they are easily identified.

Violations of these policies may lead to disciplinary action. Event Staff have the right to refuse or dismiss a volunteer in the event these policies have been violated.

Please direct questions to lrmarathonvolunteer@gmail.com

Volunteer guidelines

Additionally, being aware of these volunteer guidelines will ensure a productive and enjoyable volunteer experience:

1. **Enjoy your time as a volunteer – have fun!** You are one of the reasons that race participants love coming back every year. We value your kindness and commitment to the event.
2. **Do not bring personal belongings.** Volunteers are strongly discouraged from bringing personal belongings to the event. Gear check will be required for belongings that cannot be carried in a volunteer's pockets, including personal bags, purses, backpacks or similar items.
3. **Bring an ID.** Volunteers will be required to provide photo identification at Volunteer Check-In in order to volunteer. School IDs are accepted.
4. **Bring required documentation.** Volunteers may be asked to provide proof of a negative coronavirus (COVID-19) PCR test result and/or a complete vaccination series prior to the event.
5. **Check the weather and dress appropriately.** It is important to prepare for the weather if you are volunteering outside, so bring enough layers/options of clothing to ensure that you will be comfortable for the duration of your scheduled shift.
6. **Arrive on time.** Scheduled shift times are unique to each volunteer position and can be found in your volunteer confirmation.
7. **Follow best practices when working with food and/or liquids.** Volunteers must wear gloves, pull long hair back in a secured ponytail and sanitize their hands before working and after visits to the restroom when working with food and/or liquid.
8. **Follow best practices with regards to participant and personal safety.** Use provided hand sanitizer before and after interacting with participants. Use the appropriate provided personal protective equipment (PPE), including but not limited to a face mask and gloves, as directed by CDC and event guidelines.
9. **Adhere to social media etiquette.** Volunteers are encouraged to like and follow the Little Rock Marathon on social media. During your volunteer shift, we ask that you focus on your role and discourage you from posting to your social media accounts. Additionally, volunteers are prohibited from posting sensitive event information on social media. If you do reference the event in social media, be sure to define your association with the event (i.e., volunteer).

Little Rock Marathon social media:

Facebook <https://www.facebook.com/LRMarathon>
Instagram <https://www.instagram.com/lrmarathon/>
Twitter <https://twitter.com/LRMarathon>

10. **Familiarize yourself with the Event Alert System.** The Event Alert System is a color-coded system used to communicate the status of course conditions to participants leading up to and on race day. The levels range from Low (green) to Moderate (yellow) to High (red) to Extreme (black) based primarily on the weather, as well as other conditions.