**CARMEL MARATHON WATER STATION GUIDELINES ON RACE DAY:**

The set-up time is the time crews should be on location at the water stop to set up tables, open boxes of supplies, fill containers and set-up cups. The process will take roughly 1 hour with a full 10 person crew

1. Set up tables on the sidewalk or curb at the edge of the street, no tables should be on the road surface.

2. When runners/walkers come up to the aid station they are to encounter water first, then PowerAde. Leave space between each of these table sections within each water station.

3. Have each table covered with at least one layer of cups to accommodate the rush of runners passing by. The first 3 stops will have extra cardboard to stack layers of cups – stack the entire table of water/PowerAde, place cardboard on top of the water cups and then begin filling the new top level of cardboard space with cups.

4. Volunteers should do their best to remain on the sidewalk and not get into the roadway for safety.

5. Plug in your hose to the appropriate water spout. Take your two trash cans and place one behind your water tables, and then another behind the PowerAde tables. Take a trash bag liner and line each of the trash can with a bag. Fill one trash can with water from the hose attached to the fire hydrant or nearby building/house. Fill the second trash can with the PowerAde mix and water at the same time. Grab your plastic pitchers after each are filled and mixed to fill each cup. **Fill each cup only ½ way.** Re-fill the trash cans as the water level runs low, do not try and fill the cups with the water hose, they will spill and it’s not a good idea! When mixing PowerAde, add the PowerAde and then the water to help ensure thorough mixing.

6. Volunteers should hold the cups either from the top when offering or placing flat on the hand so that the runner/walker can grab the cup without a great deal of spillage.

7. Before the supply of cups on the table is depleted down to half of the original supply, have half of your volunteers resume filling cups.

8. Trash boxes will be delivered in the port-o-lets. The boxes are to be assembled and lined with plastic bags and are to be placed about 100 yards after the water stop. Please use a rake to keep the area clean of cups and other trash so that you may close your station without delay. However, please refrain from cleaning while runners/walkers are in the area.

*9. The support and enthusiasm volunteers have will be vital to the morale of the runners! Extra words of encouragement are very helpful! We want all runners and volunteers to have FUN!!!!*

10. Your water station is not considered closed until the police car closing the course has passed. At that time, the tables should be stacked, materials and unused products stacked and trash picked up and bagged for pick-up. There may be more than one trash pick up during the race so it's a good idea to bag trash during breaks in the flow of runners.

11. Emergency Procedures:

 A. PLEASE CALL 911 FOR ANY MAJOR EMERGENCY

 B. FOR MEDICAL EMERGENCY CONSULT THE MEDICAL UNIT IMMEDIATELY

 C. For more course materials, please call the Course Operations Team @ 317-294-9306

D. For non-medical emergencies, please see the HAM Radio Operator located in the medical

 tent to assist in contacting Police or Fire
 **THANK YOU FOR ALL OF YOUR HELP!**