



Parkinson's Victoria Unity Walk 2010 Briefing Sheet for Volunteers



Event Date: August 29, 2010
Event Location: Federation Square, Volunteers should report to the registration tables located onsite.

Event Supervisor: Judith Mooney **Volunteer Coordinator:** Heather Good
Mobile:

Volunteering roles include: Event Ambassadors, Registration Support, Course Marshalling, and Merchandise Support

ROLE: Course Marshal

Your role will include:

- Marshalling the course and providing directional support for walkers
- Ensuring the course is clear and safe for participants at all times
- Reporting any issues on the course i.e. medical incidents, bottle necking, spectator invasion, etc. to your supervisor
- Adding atmosphere and encouraging walkers on the course
- Be a point of information for all participants

LOCATION:

You will be allocated a marshal point, please stay in close proximity to this point. Monitor the area around you.

STAFF COMMUNICATIONS:

Your Supervisor will regularly patrol your area during the event, please direct any communication through them. You may be allocated with a two-way radio for communication with your Supervisor who will provide instruction on how to use it and procedures for use. You will also be informed how to attract attention quickly should an incident occur during the event. We suggest you also swap mobile numbers with your Supervisor during the event for emergencies.

MEDICAL & SECURITY:

Medics and security staff will be placed strategically around the event, please familiarise yourself with their nearest location in relation to yourself.

GENERAL INFO:

Hours of Work: 9.30am - 3.00pm
Sign in: Parkinson's Victoria Marquee
Briefing: 9.00am



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When you sign in at staff registration you will be provided with your volunteer identification, your food pack, your equipment and you will be allocated to a Supervisor who will brief you and supervise your area. You are responsible to sign in with AND return equipment to your Supervisor along with your volunteer vest.

Toilets are situated inside Federation Square and there are a limited number on the course - please make a note of the toilets nearby once you are in position on course. If you need to move from your position on course, please notify your supervisor before doing so.