

Registration Duties for Ultra Trail Running Marathon

Overview: Thank you for joining our team to create an exhilarating ultra trail running marathon by welcoming solo and relay runners. Your role will ensure a seamless registration process, setting the tone for an unforgettable race day experience.

Key Responsibilities:

Efficient Registration Management:

- Facilitate smooth registration processes for solo and relay runners, ensuring accuracy and timeliness.

Participant Support:

- Provide friendly and informative assistance to participants regarding participant check in including accurate distribution of race bibs and swag bags, checking waivers, answering registration inquiries, event details, and logistics.

Sign In Process:

- Check in solo and relay team members. Check off their bib number once you have handed them their racer bag and if they have not filled out a waiver now is the time to do so. This is vital for us to cross reference the participants on the trail during the day.

Problem Resolution:

- Address and resolve registration issues promptly, maintaining a positive participant experience. Please see the attached registration rules.

Collaborative Teamwork:

- Work closely with event organizers and volunteers to coordinate pre-event logistics and on-site registration activities.

Pre-Race Preparation:

- Set up the registration area, including racer bags, participants lists or any other necessary equipment.
- Attend any pre-race briefings to understand the specific procedures and emergency protocols for your assigned area.

Post-Race Duties:

- Assist with the breakdown and cleanup of the road crossing area after the race is completed.

- Help ensure that all equipment is returned and the area is left in good condition.

Additional Responsibilities:

- Be prepared to adapt to changing conditions or unforeseen circumstances during the event.
- Provide feedback on your experience to help improve future events.

Commitment:

- Required to work during specified hours, including pre-race setup and post-race cleanup.
- Flexibility to adapt to changing schedules or duties as needed.

Race Committee Responsibilities

- **Provide Runner Registration lists with Bib numbers** : Each racer will have a racer bag with their race bib numbers and race gifts.
- **Registration Support:** Volunteers will have access to one or multiple race committee members at all times.