

Walk Support Crew Position Description

Most support crew roles require a meeting time from 6.45-7.15am, time to be confirmed

- Route Marshal
 - Bike Marshal
 - Checkpoint Marshal
- Course Sweep
 - Van Driver
 - Van Navigator
- Walking Marshal (optional)

Role	Time Required (TBC)	Duties
Route Marshal	7.00am – 4.00pm	<p>You will be positioned, in pairs (where possible) at various points along the route. When walkers approach, you are to direct them along, and explain any specific directions relative to your position.</p> <p>Your role is not to instruct Walkers when to cross roads but to advise them to exercise caution when they do and encourage them to adhere to normal pedestrian rules such as crossing at pedestrian crossings, on walk signs etc.</p> <p>You need to be enthusiastic and encouraging to the walkers. It is recommended to bring a portable blue-tooth speaker to create atmosphere for Walkers as they pass by your course point.</p> <p>You will be transported around the course to your designated points via a route marshal van. When the Course Sweep has passed by your marshal point and identified themselves to you, you can contact the Van Navigator to arrange your pick up. You will then be picked up and transferred to a different marshal point further along the course.</p> <p>A lunch schedule will be arranged and you will be advised of whether you will be transported to the lunch venue, or whether lunch will be brought to you out on course.</p>

Bike Marshal	7.00am – 4.00pm	<p><i>For this role, you must be of a reasonable fitness level to ride a bike for approximately 30km, be a competent bike rider, and have your own bike and helmet. We recommend mountain bikes for their versatility, however, road and hybrid commuter bikes are also fine.</i></p> <p>You will be required to cycle along the course, to set positional marshal points to provide directions and safety instructions to the walkers, specific to that marshal point. In between those marshal points, you'll be circulating amongst the walkers and building atmosphere.</p> <p>As with the role of route marshal (stationary) your role is not to instruct Walkers when to crossroads but to advise them to exercise caution when they do and encourage them to adhere to normal pedestrian rules such as crossing at pedestrian crossings, on walk signs etc.</p> <p>You need to be enthusiastic and encouraging to the walkers. It is recommended to bring a portable blue-tooth speaker to create atmosphere for Walkers as they pass by your course point.</p> <p>This bluetooth speaker can also be used to communicate hands-free route navigation to you as you ride.</p> <p>A lunch schedule will be arranged and you will be advised of where and when you can pick up your lunch pack.</p> <p>You may be provided with a two-way radio to be able to communicate your position and provide status updates to Event Control as to movement along the Course.</p> <p>You may also be assigned the role of Lead Bike, where you will be required to stay just ahead of the lead walkers so you can report back to Event Control on where the lead walkers are at any time on the Course.</p> <p>You must follow road rules at all times and use hands-free navigation.</p>
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Checkpoint Marshal	7.00am – 4.00pm	<p>Checkpoints are generally located at the Walk Start, Morning tea, Lunch and the Finale.</p> <p>Start</p> <ul style="list-style-type: none"> - Assist with some event set-up i.e. info marquee, feather banners, check-in tables/QR codes - Assist with checking in walk participants - Distribution of support crew/walker kit - Providing event information - Assist in marshalling walkers to start area - Assist in breakdown of Walk Start Site - Direct/assist in marshalling towards transport options if applicable <p>Morning Tea</p> <ul style="list-style-type: none"> - Assist with the set up of morning tea area i.e. feather banners, trestle tables, check-in tables/QR codes, catering stations, sunscreen and sanitiser - Direct Walkers to check in on arrival - Distribute morning tea to walkers as they pass through - Replenish morning tea catering and water as required - Monitor walkers for any first aid requirements and direct to First Aid if applicable - Direct walkers to additional water and/or toilet facilities - Direct walkers to continue along route - Assist in breakdown/pack up of morning tea checkpoint when all Walkers have been through <p>Lunch</p> <ul style="list-style-type: none"> - Assist with the set up of lunch venue i.e. feather banners, check-in tables/QR codes, sunscreen, sanitiser - Direct walkers to check in on arrival and to lunch pick-up - Monitor lunch distribution/bottlenecks/lengthy lines and report to supervisor if required
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Course Sweep	7.00am – 4.00pm	<p><i>For this role, you must be physically fit to walk the 21km route.</i></p> <p>This is a key role, which assists Event Control in monitoring where the last walkers are on the Course.</p> <p>You will be the last walker/s to depart the Walk Start area and are required to walk the entire route at the “back of the pack”, identifying yourself to Course Marshals/and or Event Control as you pass Marshal Points.</p> <p>You will pass through each Checkpoint as per a Walker and identify yourself to each Checkpoint Supervisor so they know when that Checkpoint can be packed up.</p> <p>You will have your catering breaks at these Checkpoints, but must ensure you depart after the last Walker/s.</p>

Van Driver	7.00am – 4.00pm	<p><i>For this role, you must be confident driving a 12-seater mini-van</i></p> <p>You will be required to supervise the deployment of equipment and course marshals to various locations along the route. You may also be required as a logistics vehicle i.e. assisting in the transportation of fatigued or injured walkers, and/or picking up morning tea supplies.</p> <p>The Van Driver and the Van Navigator are the supervisors of a specific team of course marshals. It's your role to make sure the route marshals understand:</p> <ul style="list-style-type: none"> a) the marshal location they will operate in, b) and what job they are performing at the designated marshal point. <p>You will be provided with an Event Run Sheet, Course Map and Support Crew Matrix that details the information above.</p>
Van Navigator	7.00am – 4.00pm	<p><i>For this role, you must be confident reading maps and providing directional advice to the Van Driver</i></p> <p>You will be required to provide navigation assistance to the Van Driver throughout the day, while you transfer equipment and course marshals to various locations along the route.</p> <p>The Van Driver and the Van Navigator are the supervisors of a specific team of course marshals. You are one of the main communicators with the marshals for transportation movements, or, for any on course logistics requirements.</p> <p>It's also your role to make sure the route marshals understand:</p> <ul style="list-style-type: none"> a) the marshal location they will operate in, b) and what job they are performing at the designated marshal point. <p>You will be provided with an Event Run Sheet, Course Map and Support Crew Matrix that details the information above</p>

Walking Marshal (OPTIONAL)	7.00am - 4.00pm	<p><i>For this role, you must be of a reasonable fitness level to walk the 21km route.</i></p> <p>You will be required to walk the entire route leading or sweeping groups of walking teams. The purpose of this role is to keep the teams together and on the correct course, providing directional assistance if and when required.</p> <p>You will pass through the same checkpoints as per the Walkers and have catering breaks at these checkpoints.</p>
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Remember to bring:

- Sunscreen
- Hat
- Sunglasses
- Water bottle
- Bluetooth speaker if you have one with an upbeat playlist of tunes
- Power bank to recharge your phone and charger cable
- Waterproof jacket if it might rain
- Sense of humour and loud voice to cheer on the walkers!