



VOLUNTEER INSTRUCTIONS 2015

DUTIES OF BOOKING IN DESK (PM CHECK-IN) VOLUNTEERS

From 12 noon onwards.

Volunteers: TBA

1 person (Volunteer Supervisor) to oversee smooth running of procedure. There will be separate desks for each route. Platinum, Gold, Silver and Bronze. For the Gold route it will be necessary to have 2-3 desks. Try to ensure that queues are kept to a minimum.

Also, for missing walkers, Volunteer Supervisor to liaise from Event Supervisor and Comms desk.

Duties:

- Congratulate and take checkpoint card from walker;
- Sign certificate and hand to walker;
- Remove relevant registration card from box and place in "completed walkers" box;
- Volunteer Supervisor to liaise continuously with comms desk as to location of walkers.
- Where a walker has changed route during the day, eg Gold to Bronze, validate the change of route by checking the Checkpoint card and give the appropriate certificate.

Equipment: Pen, stapler

Health & Safety Issues:

In the event of a walker failing to return to the hall, follow the Missing Walker Protocol.
First Aid – if a walker is distressed advise LMRT First Aider based in LMRT vehicle outside hall and inform the Comms Desk.