

## **Crew Activity List**

### **The Crew**

The TBBCF Walk Across Southeastern Connecticut would not be possible without the Crew. They are essential in helping to create a positive walking experience and are committed to its success. The Crew consists of caring, diligent, understanding, and many times funny volunteers with a great deal of team spirit. Does this sound like a group you would like to be involved with?

### **Crew Assignments**

Crew teams are filled on a first-come, first-served basis and availability is limited. We will assign you to a crew team based on the needs of the event first, taking into consideration your skills and capabilities. We will make every effort to assign you to the crew team of your choice. Each crew member is required to register and select their choice of team. Functions and physical requirements vary from team to team. All of the teams have some lifting involved, so please let us know in advance if you have any physical limitations by completing the Health Issues section of the Registration Form. Crew does not have to fund raise but are encouraged to do so.

### **All-Crew Training**

All-Crew Training will take place a few weeks prior to the event. In order to accommodate the crew we will have two half-day sessions, it is essential that you attend one of them. This is your training for the event and your attendance is necessary to ensure that you are fully aware of your assignment and can carry out all tasks associated with your position. Since Crew Captains will be assisting in the training of the crew, you will have the opportunity to meet your Crew Captain(s) at one of these sessions. You will get to meet other crew members and learn how to operate various equipment and other functions specific to your crew duties.

### **All-Crew Check-In**

The All-Crew Check-In is mandatory and will take place the Friday evening prior to the event. This is an important meeting for final preparations and last-minute details. Team Captains will be available to answer any questions and to distribute any changes regarding the walk event. Crew shirts and hats will be distributed at this time. This is your final chance to prepare for the event before the action begins early the next morning.

## **Descriptions of Walk Crew Teams**

### Procurement & Base Camp

The Procurement & Base Camp Crew are expected to liaison with all team captains and will serve as the go to person for all equipment, food, and drink. The procurement team is responsible for maintaining a log for tracking all equipment and rentals and retrieving from all teams at the end of the event. They are responsible for ensuring all equipment, snacks and drinks are delivered to base camp before the start of the event and ensuring coordination for pickup and delivery of food and drink to lunch location and Opening and Closing Ceremonies locations. They will ensure all rental equipment is delivered to or picked up by vendor at the end of the event. They are responsible for inventory of all TBBCF owned supplies and returning to storage after the event. Procurement is located at Base Camp and available via phone or radio throughout the event to provide assistance.

### Pit Stops

The Pit Stops Crew set up and operate rest areas at designated intervals along the route, providing hydration and snacks. They ensure that each pit stop is removed of all trash/recycled containers and breaks down and closes stop. Pit stops are generally larger and provide a variety of snacks and fruit as well as both water and sports drink. Grab & Go areas are smaller and generally provide snacks or fruit and either water or sports drink.

### Opening Closing Ceremonies – Set-up/Breakdown

The Set up/break down crew will assist in setting up and breaking down the Opening and Closing Ceremony Sites. This will include stages, stairs, banners, PA systems, chairs, lighting, roping, decorations, etc. Once Opening Ceremonies have concluded this crew will break it down and move on to assist in set up the Closing Ceremonies. Heavy lifting may be required.

### Hydration

Hydration coordinates with and assures hydration supplies on the day of event for all Pit Stops, Medical Tent, Opening and Closing Ceremonies. They collaborate with Pit Stops to assure all trash is cleared of areas. Heavy lifting may be required.

### Cyclists

The Cyclists crew assists walkers along the route by patrolling the route to ensure walker's safety during the event. In addition, cyclists are needed to identify to all crew the lead walker and the last walker. This ensures that all walkers are safe and accounted for. Cyclists are to also watch for signs of fatigue and/or injury that may require a walker to be picked up by a Sweep van.

### Traffic Control & Safety

The Traffic Control & Safety team controls both vehicular and pedestrian traffic for registration, Opening and Closing ceremonies, and traffic control and safety along the route as needed. This crew will maintain safe traffic flow, manage parking lots and staging areas, and keep an eye out for participants needing guidance, and provide an open access for emergency vehicles.

**Route Marking** – The route marking crew are responsible for marking the entire walker's route with directional signs, safety cones, repairing/replacing signs as needed, and clearing the signs/cones after the walkers have passed and the route is closed.

**Sweep** – Sweep consists of several vehicles, each with a driver and navigator that patrol a section of the route between the Pit Stops and lends a hand to injured/disabled participants.

Registration

Registration – Check-in/Check-out – This crew will set-up, manage, and break down the registration, check-in and checkout areas. This includes pre-event registrations for Walkers and Crew, as well as the check in and check out areas on the walk.

Transportation

This team will coordinate transportation for both walkers and crew. They will be at the parking area prior to and after the walk to coordinate services.

Medical Services/Massage Therapy

Medical providers must be licensed/certified in the state of Connecticut. All members of this crew are expected to be capable of performing basic first aid. Other duties include triage duties, basic history taking, sports medicine (overuse syndrome, sprains), and in some instances, basic and advanced life support duties, depending on the crew member's level of training and expertise.

Medical problems that may be encountered include, but are not limited to, sprains, sunburn, allergic reactions, abrasions, lacerations, mild to moderate dehydration, hyponatremia, asthma, some respiratory problems, hypo- and hyperthermia, and blisters.

Massage Therapists must be licensed and provide their own table or chair for use at the Closing Ceremonies site.

**Crew Assignment Form**

**Please number your choices 1-3.**

Walker & Crew Services

Procurement/Base Camp

Pit Stop

Hydration (heavy lifting may be required)

Opening Closing Ceremonies – Set-up/Breakdown (heavy lifting may be required 35 lbs & higher)

Registration – Check-in/Check-out

Traffic Control & Safety

Cyclists

Transportation

Medical Services/Massage Therapy (please indicate your degree/certificate)

Doctor  RN  LPN  Paramedic  EMT  Massage Therapy

Certificate #: \_\_\_\_\_

License #: \_\_\_\_\_