

Race Course Marshal

The Race Course Marshall is responsible for official certification of the race course, race course maps, proper signs/markings along the race course, water stations, lead and tail vehicles, and overseeing volunteers that assist on the race course.

Direct Responsibilities

- Pre-Race Responsibilities
 - Ensures the race is certified by USATF
 - Checks with the Village of Oak Park and Public Works in regards to any potential road construction issues that may affect the race course
 - Communicates & coordinates necessary equipment and personnel needed for race with Public Works Streets Dept & Police Dept. Includes setting up meeting with VOP Public Works & Police
 - Communicates with B&G regarding supplies for water aid stations
 - Ensures the course map is accurate and mile markers are clearly located
 - Ensures the race course is clearly marked
 - Creates written material for course security and water station volunteers
 - Ensures that the “No Parking” signs are created and displayed in an appropriate time frame before the event. Includes acquiring staff and/or volunteers to hang signs.
- Saturday (Pre-race) Responsibilities
 - Assist with OPRF setup
 - Check course and “No Parking” signs are distributed properly
 - Assist with creation of goody bags as needed
- Race Day Responsibilities
 - Ensures the trail and lead vehicles are properly labeled, trained in the Emergency Action Plan, and know the exact race courses (5K, 10K & Youth Mile)
 - Ensures the water tables are placed accurately on the race course, staffed with the enough volunteers, and volunteers are trained properly on the EAP, proper water distribution, and runner encouragement techniques/phrases
 - Supervises course security volunteer assignment and distribution of materials
 - Assigns course security volunteers at intersections along the course
 - Communicates with Buildings & Grounds race course representative regarding intersection coverage
- Post Race
 - Assist with Final Report
 - Assist with wrap up evaluation and compilation of information

Qualifications: Must be extremely detail orientated, work well with the public and volunteers, and have good decision making skills