Medical Group Leader requirements and guidelines

Group Leaders are vital team members of the Medical Program. They are ambassadors of our event to participants, the community and the running industry at large. They embody the spirit of our event, helping ensure our participants and volunteers have a positive, fun and inspiring experience. To help achieve these goals, we ask all Group Leaders to abide by the following guidelines and share applicable information with their volunteers. We value your leadership and look forward to working with you and your team at another successful event!

Before race weekend guidelines

- **Volunteer guidelines** – To make the event a positive experience for everyone, we ask that all volunteers abide by the event's medical volunteer guidelines. Please share these guidelines with your volunteers.
- **Volunteers who are minors** – A Parent or Legal Guardian must complete registration for volunteers between 16 and 18 years of age.
- **Volunteer communication** – It is your responsibility to make sure your volunteers are aware of specific information regarding your group's volunteer role. The Medical Program Volunteer Team will work with you to make sure you have all the necessary details.
- **View your group's volunteers** – Group Leaders will have access to their volunteers' registration information through a link provided when your volunteer group receives its assignment.
- **Fulfilling your group's recruitment commitment** – Group Leaders and the Medical Program Volunteer Team will work together to make sure that registration and recruitment are going smoothly. We ask that you provide updates on the status of your volunteer recruitment. If you are unable to recruit the number of volunteers you indicated in your application, notify your Volunteer Program contact as soon as possible so that additional volunteers can be recruited. Sufficient staffing is critical to the success of the event, so please keep your contact up to date on your recruitment and registration efforts.
- **Volunteer groups with minors** – One adult chaperone is required for every 10 volunteers between the ages of 16 to 18 to ensure sufficient supervision and behavioral management. Chaperones must take an active role in monitoring and, as needed, correcting the behavior of their volunteers. Chaperones must, without exception, be 21 years of age or older, and they must register online with their group.

Race weekend guidelines

- **Bring identification** – All volunteers will be required to provide photo identification at Medical Volunteer Check-In. School IDs are accepted.
- **Allot extra time –** There will be enhanced security and bag screening throughout the event. Please allot extra time to access the Grant Park and the race course on the day you are volunteering.
- **Volunteer uniforms** – All volunteers will receive a complimentary uniform and credential to be worn while volunteering at the event. **Volunteers are required to wear their uniform and credential to identify them as volunteers of the event.** Volunteer groups are not allowed to wear apparel promoting their group or any other organization.
- **Role reassignment/group division** – Volunteer groups may be divided and/or reassigned to a different volunteer role as needed by the event. However, volunteers will not be placed in a role where the demands exceed their capabilities. Be aware there is always the potential that your group may be divided and reassigned.
- **Accompanying children** – We realize that the opportunity and experience of volunteering for an event can have a positive impact on individuals of all ages; however, for safety reasons, children and young

adults under the age of 16 are **not permitted** to accompany registered volunteers who meet the age requirement. Please communicate this to your volunteers.

- **Role fulfillment** – Volunteers are asked to stay until their volunteer assignment is complete. Volunteers that cannot commit to the full shift time are asked not to sign up to volunteer. Check-in and check-out times will be communicated to Group Leaders with role assignment information.

After race weekend guidelines

- **Feedback** – Feedback is essential for us to continue to improve and grow as an event. The Volunteer Team will contact you to collect your thoughts and suggestions post-event. We look forward to hearing your feedback!

We are excited to have you and your group volunteer with us at Chicago Event Management.
Thank you for your support!