



NIGHT OWL 5KM

Volunteer Handbook

NIGHT OWL

(HALIFAX INTERNATIONAL MARATHON SOCIETY)

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Welcome to Night Owl

Dear Volunteer,

Welcome to the Night Owl team! We are thrilled to have you join us in making our iconic events a resounding success. Your dedication and enthusiasm are the heart and soul of our race, and we simply couldn't do it without you.

As a volunteer, you'll be playing a crucial role in creating a positive and memorable experience for thousands of participants and spectators. Your friendly smile, helpful attitude, and commitment to excellence will leave a lasting impression on everyone involved.

We understand that volunteering is a commitment of your valuable time, and we sincerely appreciate your willingness to contribute to our community. We are confident that you will find your volunteer experience rewarding and fulfilling.

Thank you again for your dedication.

Sincerely,



Sherri Robbins

Executive Director

Land Acknowledgements

We acknowledge that the Halifax International Marathon Society takes place on the traditional and unceded territory of the Mi'kmaq people. We recognize and respect the ongoing presence and contributions of Indigenous peoples, both past and present, on this land. We are grateful for the opportunity to gather and run on this territory and commit to fostering a deeper understanding and respect for the rich history and culture of the Mi'kmaq Nation.

African Nova Scotian Acknowledgement

We also recognize that African Nova Scotians, and their descendants from the over 50 land-based communities across Nova Scotia, are a distinct people whose histories, legacies and contributions have enriched Nova Scotia for over 400 years.

Purpose of Handbook

This handbook is your starting point for a rewarding volunteer experience. Inside, you'll find essential information to guide you. We encourage you to explore it thoroughly and keep it handy as a reference throughout your time with us.

While we've packed this handbook with helpful details, we know questions will arise. Consider it a foundation, a way to connect you with our mission and make you feel confident as you contribute. We're excited to have you join our team!

Office Location

Office

Blue Nose Marathon
192 Wyse Rd. - Suite 4

Dartmouth, NS B3A 1M9

Office hours: 9AM - 4PM Monday through Friday

Contact Us

Phone 902.496.1889

Email: admin@bluenosemarathon.com

About us

The Night Owl 5KM is owned and operated by the Blue Nose Marathon, a registered non-profit in Nova Scotia. In response to the challenges posed by the global pandemic, this unique event took flight in 2021, with COVID-19 safety protocols in place, as a way to safely keep the community active and engaged.

This family-friendly running and walking event kicks off the racing season each March with an exhilarating nocturnal experience through Halifax's beautiful Point Pleasant Park at dark. Light up the park with the flock this spring at the 5th Annual Night Owl 5KM.



Vision

A diverse community celebrating active living and movement across Nova Scotia where all feel welcomed and included.

Mission

To inspire active living for Nova Scotians while creating memorable experiences and celebrating achievements.

Core Values

Health. We serve as a catalyst to promote health, fitness and active lifestyles.

Inclusion. We encourage and support the participation of all people of all abilities, ages, genders, and backgrounds.

Youth. We make a difference in youth attitudes toward health and fitness.

Charity. We serve as a vehicle for raising significant funds to support the well-being of our communities.

Community. We showcase Nova Scotia's beauty, attractions and sense of community while involving the whole community through participation, volunteering, sponsoring, spectating and fund raising.

Experience. We treat everyone as elite performers – participants, volunteers, spectators, sponsors, suppliers, fundraisers or general public while delivering an 'extraordinary experience' for everyone.

Sustainability. We honour the land (*which is within Mi'kma'ki*) on which we operate and will respect the resources that we use to ensure we are responsible to leave the community better than we found it.

Who We Are

Board of Directors

Jane Elise Bates, Chair	Mary Navas	Patrick Sullivan
Genaya Cameron, Vice Chair	Jarvis Googoo	Dere Akindoju
Christine Pound, Past Chair	Allan Ferguson	
Glenda Barrett, Treasurer	Janine Pelham	

Staff

Owned by the community and driven by volunteers the Blue Nose Marathon has six full time staff.

Sherri Robbins	Executive Director
Rochelle Locke	Sponsorship & Expo
Kelly Hudson	Director, Development
Jessica Theriault	Manager, Volunteers
Sapir Gadilov	Marketing & Communications Coordinator
MacKenzie LeBlanc	Senior Participant Services Coordinator

Contacts

If you have questions or inquiries about volunteering please contact Jessica, Volunteer Manager at volunteer@bluenosemarathon.com or call 902-496-1889.

Volunteers

Night Owl relies heavily on the dedication of its volunteers, who are essential to the success of our events. As a volunteer, you contribute in numerous ways, from providing support at water stations and guiding participants along the course, to assisting with race kit pick up and post-race activities.

Your contributions create a positive and supportive atmosphere, reflecting the strong sense of community that the Night Owl event embodies. The event organizers recognize the vital role you play and strive to provide a rewarding experience for those who give their time.

As a volunteer you will:

- Share your knowledge and experience with others;
- Enjoy the satisfaction that comes with helping those in need;
- Remain an active and vital member of the community;
- Meet new people, develop new skills, and discover new experiences;
- Receive recognition for your services to the community.



Recognition

The Night Owl Society honours our active volunteers and leadership volunteers across all events during annual recognition events or with branded swag items. This is a special time for the organization to show its appreciation and support for your time and services.

Volunteers are also recognized on an ongoing basis through emails, social media, annual reports and other promotional resources.



Expectation

What you can expect from the Night Owl event

- **Respect for your time and confidentiality:** We understand and appreciate the time you dedicate, and we will handle any personal information with care.
- **A sense of belonging:** You'll be a valued member of our team, working alongside passionate individuals.
- **Consistent support:** Our staff will be readily available to assist you throughout your volunteer experience.
- **An inclusive and welcoming environment:** We celebrate diversity and strive to create a space where everyone feels comfortable and respected.
- **Sincere recognition and appreciation:** Your efforts will be acknowledged and valued.
- **The freedom to decline:** You have the right to say no to tasks that don't align with your comfort level.
- **Open communication channels:** We provide safe and accessible ways for you to share feedback about your volunteer role.
- **The tools and information you need:** We'll ensure you have the resources and guidance to perform your duties effectively.

What the Night Owl event expects from you

- **Fulfill your volunteer commitment:** We rely on your dedication to the program.
- **Work collaboratively:** Cooperate with staff and fellow volunteers to achieve our shared goals.
- **Be punctual and reliable:** Show up on time and prepared for your assigned tasks.
- **Communicate any changes:** Notify us promptly if your availability changes.
- **Adhere to our policies:** Follow the guidelines and procedures set by the Halifax International Marathon Society.
- **Communicate proactively:** Inform your contact person about any difficulties or concerns.
- **Treat everyone with respect:** Demonstrate patience and courtesy towards all individuals.
- **Report safety concerns:** Immediately notify your contact person about any injuries, accidents, or incidents.
- **Disclose limitations:** Inform us of any physical limitations that may affect your ability to perform certain tasks.

Opportunities

We warmly encourage community volunteers to explore the many ways they can contribute across our five exciting events.

Kit Pick Up (KPU)	Race Operations
Kit Pick Up	Course Marshals Site Support

Orientation and Training

Volunteer orientation and training are crucial for a successful event. Prior to the event, all volunteers will be asked to review the volunteer instructions. These instructions will cover essential information, including event logistics, assigned roles and responsibilities. Role-specific training will follow, providing detailed instructions and practical guidance for your assigned task. This ensures you are well-prepared, confident, and equipped to contribute to a positive and safe experience for all participants.



Guidelines

Equity, Access and Inclusion Policy

Night Owl recognizes that every choice we make comes with the opportunity to benefit our community by creating a safe and welcoming event for all interested participants, including accommodations and assistance to address any potential participation barriers. We strive to ensure that facilities and programs are accessible to all participants, with and without disabilities.

Statement of Accessibility

In accordance with the [Accessibility Act](#) of Nova Scotia, the Halifax International Marathon Society is committed to following the guidelines set out for organizations pertaining to accessibility for our participants, volunteers and employees involved with the event.

Privacy policy

The Halifax International Marathon Society is committed to respecting the privacy and confidentiality of information provided by users of our web site, race registrants, volunteers, sponsors, suppliers and subscribers to our electronic newsletter and any other means that provide the Society with personal information.

Drug free workplace policy

The Halifax International Marathon Society is committed to providing a safe and healthy environment for all participants, volunteers, staff, and spectators. This policy aims to ensure that volunteers are not impaired by drugs or alcohol while performing their duties.

Personal belongings

Volunteers are cautioned not to bring valuables onsite unless necessary. The Halifax International Marathon Society cannot be responsible for loss of personal property.

Safety & security

It is the intent of the Halifax International Marathon Society to provide a safe and secure workplace for volunteers. Everyone within the Halifax International Marathon Society shares responsibility to identify and alleviate safety concerns and threatening or violent behaviours.

Incident reporting

If a volunteer or participant is injured during volunteer service, it is important that the volunteer notify their Night Owl point of contact immediately.

Code of Conduct and Ethics

As a volunteer for the Night Owl event, you are a vital part of creating a successful and positive experience for all participants. We expect you to uphold the following principles:

1. Professionalism and Representation:

- Act as a positive ambassador for our events
- Be punctual, reliable, and prepared for your assigned duties.
- Wear your volunteer shirt and volunteer bib visibly (see image below).



- Always maintain a professional demeanor.

2. Respect and Inclusivity:

- Treat all participants, fellow volunteers, and spectators with respect and dignity, regardless of their background or abilities.
- Create a welcoming and inclusive environment for everyone.
- Refrain from any form of discrimination, harassment, or offensive language.

3. Safety and Responsibility:

- Prioritize the safety of participants, volunteers and yourself.
- Follow all safety guidelines and instructions from race officials.
- Be aware of your surroundings and report any safety hazards or concerns immediately.
- If you are assigned to a medical or aid station, follow all provided protocols.
- If you see someone in distress, help and notify medical personnel.

4. Confidentiality and Privacy:

- Respect the privacy of participants and volunteers and maintain confidentiality of any personal information you may encounter.
- Do not share participant information with unauthorized individuals.

5. Adherence to Instructions:

- Follow the instructions of your volunteer manager and race officials.
- Carry out your assigned duties diligently and efficiently.
- If you are unsure about a task, ask for clarification.

6. Helpful and Supportive Attitude:

- Provide accurate and helpful information to participants and volunteers.
- Offer assistance and support to participants as needed.
- Maintain a positive and enthusiastic attitude.

7. No Impairment:

- Volunteers must not be under the influence of drugs or alcohol while volunteering.

Consequences:

Failure to adhere to this Code of Conduct may result in dismissal from your volunteer role.

By volunteering for the Night Owl event, you agree to uphold these principles and contribute to a safe, positive, and successful event.

Release and waiver of liability

NIGHT OWL VOLUNTEER WAIVER FORM

ADULT (19 and OVER) WAIVER and RELEASE for VOLUNTEERS

WARNING: This document will affect your legal rights. Please read carefully before signing.

I recognize, understand, assume and accept all risks, dangers and hazards associated with volunteering to assist with the Night Owl 5KM (the "Races") and/or any of the Pre or Post-Race events. I recognize that the Race is being conducted under the auspices of the Halifax International Marathon Society, a registered not-for-profit entity in the Province of Nova Scotia. I hereby waive and release any and all claims for any injuries, losses or damages that I may have against the Halifax International Marathon Society and its directors, officers, employees and/or agents, all Race volunteers and organizers, all sponsors and/or their agents or representatives, Halifax Regional Municipality, the Province of Nova Scotia, employees and/or agents, which claims in any way arise out of my volunteering with respect to the Race, including pre and post Race events. I hereby agree that any photographs, video or images taken of me by the employees, representatives or agents of the Halifax International Marathon Society during the Races or at any pre or post Race events are and shall remain the property of the Halifax International Marathon Society and may be used for any purpose without my permission and I grant the Halifax International Marathon Society and its sponsors and licensees the exclusive right to the free use of my name, my voice, and/or my picture in any broadcast, telecast, advertising, promotion, or other account of this event.

I further attest that to the best of my knowledge, I am not suffering from any condition, which would prevent and/or render me unfit to work as a volunteer for this event.

I have read, fully understood and agree with the terms and conditions of this document.

Appendix 1



Communication Chart

