



Official volunteer role sheets

TRAIL DU PLAN-DE-LA-TOUR · 1ST EDITION · SUNDAY 4 OCTOBER 2026

This booklet gathers the official role sheets of the Trail. Each sheet sets out the mission, the instructions before / during / after the race, the equipment and the points of vigilance, as well as the emergency numbers. Please read carefully before the event.

Thank you to all volunteers: your welcome, your availability and your vigilance directly contribute to the success and safety of the Trail.

Course marshal — roads & trails

OFFICIAL ROLE SHEET · Trail du Plan-de-la-Tour · Sunday 4 October 2026

Mission

Ensure the safety of participants and other road users on the road sections, trails or junctions of the course.

Before the race

- Know your exact location precisely.
- Identify the course and the direction the runners come from.
- Check that the signage equipment is in place.
- Take note of the instructions from the safety manager.
- Keep your phone charged and accessible.

During the race

- Position yourself visibly and safely according to the plan provided.
- Direct runners the right way and clearly signal changes of direction.
- Slow vehicles down if necessary, without putting yourself in danger.
- Immediately notify the manager in case of accident, a runner in difficulty or any problem.
- Stay alert and do not leave your post until the sweeper has passed.

Points of vigilance

- Safety comes before the race.
- Never stand in the middle of traffic.
- Never physically stop a vehicle.
- Never leave your post without a relief.
- If there is a problem: secure the area, notify, wait for instructions.

Equipment

- High-visibility vest.
- Charged phone and walkie-talkie.
- Sign / signage if provided.
- Marking tape if needed.

Emergency numbers

Organiser — Adil: 06 52 21 34 42

Organiser — Maxence: 06 48 16 47 02

On-site first-aider: to be confirmed on the day

Fire brigade: 18 · Police: 17

Aid station — 5 km

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Mission

Welcome runners at the aid station at kilometre 5 and let them refuel quickly and safely.

Before the runners arrive

- Set up the tables and the bins.
- Prepare the cups and lay out the drinks.
- Prepare the food provided by the organisation.
- Clearly identify drinks and food.
- Provide a waste area.
- Check that the area does not obstruct the course.

During the race

- Serve runners quickly and clearly announce the products.
- Encourage the participants.
- Keep the tables stocked.
- Regularly pick up waste.
- Immediately report any runner needing assistance.

After the runners pass

- Wait for the sweeper to pass.
- Pick up cups and waste, clean the area.
- Put the equipment away.

Equipment

- Tables; cups, water, drinks; food provided.
- Bin bags, gloves, paper / kitchen roll.
- Cleaning products if provided.
- Charged Bluetooth speaker; gazebo depending on the weather.
- Walkie-talkie; equipment vehicle (pick-up, 4x4).

Emergency numbers

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On-site first-aider: to be confirmed on the day

Fire brigade: 18 · Police: 17

Aid station — finish

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Mission

Provide refreshments and welcome runners as they arrive.

Before the race

- Set up the tables and prepare drinks and food.
- Organise the products clearly.
- Clear a sufficient area beyond the finish line.
- Check access for emergency services and the organisation.

As the runners arrive

- Welcome and congratulate participants.
- Offer drinks and food, serve those who need them.
- Be attentive to very tired runners or those in difficulty.
- Immediately notify the manager or first-aiders in case of illness.
- Prevent runners from stopping in the middle of the finish area.

After the race

- Wait for the last runner to pass.
- Clean and clear the area.
- Sort and remove waste, put the equipment away.

Equipment

- Tables; cups, water, drinks; food.
- Bin bags, gloves, paper / kitchen roll.

Emergency numbers

Organiser — Adil: 06 52 21 34 42

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On-site first-aider: to be confirmed on the day

Fire brigade: 18 · Police: 17

Bib collection

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Mission

Welcome participants, check their registration and hand them their bib and the items provided by the organisation.

Before opening

- Set up the tables and organise the bibs in the planned order.
- Prepare the registration lists.
- Prepare the envelopes / runner packs.
- Check the IT equipment if used.
- Clearly identify the queues.

Welcoming the participant

- Ask for the name or registration number and check the registration.
- Check the required information according to the organisation's instructions.
- Hand over the corresponding bib.
- Hand over the items provided: chip/timing, pins, gift, race information.
- Give essential start / course information if needed.

Points of vigilance

- Never hand over a bib without checking the registration per the procedure.
- In case of a registration problem: refer to the manager.
- Do not change a registration on your own initiative.
- Keep documents with personal data out of public reach.

Equipment

- Participant list; bibs, envelopes, pins.
- Runner documents; IT equipment if provided; pens.

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Announcer / MC

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Mission

Create the atmosphere, inform participants and the public, and make the official race announcements.

Before the race

- Familiarise yourself with the programme.
- Gather the key information: schedules, distances, number of participants, safety instructions, partners, starts, podiums.
- Test the microphone and the sound system.
- Identify the people to announce.

During the race

- Welcome participants and the public; announce the starts.
- Give practical information and repeat the safety instructions.
- Present the partners according to the organisation's instructions.
- Encourage the runners and announce important finishes.
- Host the podiums and prize-givings.

Instructions

- Do not announce unverified information.
- For any safety information, follow the race director / manager.
- Avoid announcements likely to cause confusion.
- Respect participants, volunteers and partners.

Equipment

- Microphone, sound system.
- Programme list and important information.
- Timeline of starts and podiums.

Emergency numbers

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Sweeper / Course markings

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Mission

Close the race, follow the last participant and progressively collect the temporary course markings.

Before the start

- Familiarise yourself with the course and the types of marking.
- Check the instructions for collecting the marking tape.
- Identify particular or dangerous areas.
- Make contact with the course manager.

During the race

- Follow the last participant on foot, never overtaking them.
- Check that all participants have left the sections concerned.
- Report any runner in difficulty or withdrawing.
- Remove the tape and markers only after the last participant has passed.
- Check junctions and changes of direction.

Points of vigilance

- The sweeper is the last element of the race: it must not be overtaken by the dismantling of the markings.
- Never remove a marking before the last participant has passed.
- If in doubt about a participant or a sector, notify the manager.
- Respect private property, crops, fences and installations.

Equipment

- High-visibility vest; charged phone; walkie-talkie.
- Bag to collect the marking tape; cutting tool if needed.
- Course map; means of transport provided by the organisation.

Emergency numbers

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Medals / Finishers — finish

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Mission

Welcome runners as they arrive, congratulate them and hand them their finisher medal in a warm and positive atmosphere.

Before the race

- Set up the medal point and prepare enough medals.
- Organise the medals to make distribution easier.
- Identify the runners' exit area.
- Check that the area does not obstruct the flow.
- Coordinate with the finish manager and the aid station.

As the runners arrive

- Welcome each finisher with a smile and congratulate them.
- Hand a medal to each finisher per the instructions (around the neck if wished).
- Encourage them to continue towards the aid station / recovery.
- Be attentive to very tired or unwell runners; notify the manager or first-aiders.
- Facilitate finishers' photos without blocking the flow.

Points of vigilance

- Do not hand a medal to a person who did not take part without the manager's approval.
- Do not let runners pile up in the finish area.
- Keep access clear for emergency services.
- A medal is an important keepsake: warm and personal welcome.

Equipment

- Medals; tables or display stands.

Emergency numbers

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Runners' parking — before the race

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Mission

Welcome runners on site, organise parking and ensure smooth, safe traffic flow before the start.

Before participants arrive

- Familiarise yourself with the parking plan.
- Identify the reserved areas: runners, organisation, volunteers, emergency services, disabled access.
- Set up the signage and put barriers / tape in place.
- Check that access and emergency routes stay clear.
- Coordinate with the parking manager.

On arrival / as the start approaches

- Welcome vehicles and direct them to available spaces.
- Clearly indicate the areas; avoid chaotic parking.
- Move vehicles forward to optimise spaces.
- Show the way: bib collection, start, toilets, changing rooms.
- Clear priority accesses and keep emergency routes free.

Essential rule

- The parking volunteer guides vehicles but never takes a risk to make a vehicle move.

Equipment

- High-visibility vest; parking and site plans; charged phone.
- Parking signage, directional signs.
- Barriers / cones / tape; walkie-talkie.

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