

# TRAILWALKER 2013

## VOLUNTEERING OPPORTUNITIES

South Downs National Park  
Friday 26 July – Sunday 28 July

### ABOUT TRAILWALKER

Trailwalker is Oxfam's largest fundraising event, taking place in the South Downs this July. The challenge is for teams of 4 to walk 100km within 30 hours to raise money for Oxfam. Originally created as a Gurkha training exercise, the Gurkhas still deliver the event logistics, and there will also be 300 staff and volunteers supporting over 2000 walkers throughout the event. As a volunteer you will be part of a great team, make a real difference to the walkers and experience the stunning South Downs National Park in Sussex.



### ROLES REQUIRED

**Checkpoint volunteers** – providing invaluable support to the walkers at all stages of the event – helping set up each location, registering walkers, giving directions, helping with car parking, making drinks, and above all clapping and cheering the walkers. We need 160 checkpoint volunteers at the event.

**Co-ordinators and deputy co-ordinators** - we need experienced event volunteers to co-ordinate each of the locations to make sure they are working smoothly, that walkers and their support crews are being looked after and that any issues are flagged up to the organising staff or event control. This may involve managing a team of volunteers.

## CHECKPOINT TAKEOVER

**Can you put a team together?** If so, you may be perfect to organise a Checkpoint takeover! This would mean that you and your team are in charge of one of the 9 Checkpoints along the Trailwalker route.



### What a takeover involves:

**Design the walker welcome** – Be creative! What do you think would really pick someone up after they have been walking for hours, and they've worked hard to raise around £1500? Previous takeovers have involved African drums, fairy lights, singing, and fancy dress.

**Organise and distribute the walker goodies** – We'll have delivered a number of goodies for walkers at your checkpoint, which always includes tea, coffee, and soft drinks, and may include more exciting bits too. It will be your responsibility to arrange this and make sure that walkers and their support crews can access it easily.

**Liaise with medical teams and the Gurkhas** – This is a challenging endurance event, and therefore we have medical staff on hand. Make sure that you communicate well with these teams at all times.

**Keep in touch with Event Control** – Event Control is based at Trailwalker HQ and will be tracking all walkers through the course, and taking emergency calls to ensure the safety and wellbeing of all participants. You'll need to escalate any problems through Event Control.

**Organise your team** – Most of our checkpoints run overnight and for more than 12 hours, so you'll need to **organise your team into two shifts**, and make sure that you've covered all the essential jobs, such as making sure that the electronic check-in process happens smoothly.

## WHEN AND WHERE

Location	What	Date	Time
Queen Elizabeth Country Park (Petersfield)	Registration	Friday 26 July	3pm – 11pm
Queen Elizabeth Country Park (Petersfield)	Start line	Saturday 27 July	5am - 11am
Harting Down	Checkpoint 1	Saturday 27 July	6.30am – Midday
Hilltop Farm	Checkpoint 2	Saturday 27 July	8am - 2pm
Littleton Farm	Checkpoint 3	Saturday 27 July	9am - 4pm
Houghton	Checkpoint 4	Saturday 27 July	Midday – 8pm
Washington	Checkpoint 5	Saturday 27 July	1pm -11pm
Botolphs	Checkpoint 6	Saturday 27 July - Sunday 28 July	4pm – 2am
Devil's Dyke	Checkpoint 7	Saturday 27 July - Sunday 28 July	7pm – 4am
Jack and Jill Hill	Checkpoint 8	Saturday 27 July - Sunday 28 July	8pm – 7am
Kingston Hollow	Checkpoint 9	Saturday 27 July - Sunday 28 July	11pm – 11am
Brighton Racecourse	Finish Line	Saturday 27 July - Sunday 28 July	11pm – 5pm

To see the available shift times at each location, please visit this web page:  
<https://www.oxfam.org.uk/trailwalker/trailwalker-volunteer-signup>

## EXPENSES

Oxfam will reimburse up to a maximum of £60 for reasonable travel expenses to and from the event, but this is to include meals for those working at locations where there is no on site catering.

If travelling by public transport you will need to produce a train or bus ticket or receipt. If you are travelling by car, you will be reimbursed at 40p per mile, up to a maximum of 150 miles; and ask that you provide a fuel receipt where possible. Hire car costs will not be covered. Most volunteers will need to provide their own pack lunches for which Oxfam will reimburse up to £6 per 5 hour shift completed.

Please use the most cost-effective means possible, so that we can spend Oxfam's resources in our humanitarian, development or campaigning work. Claims will be paid via BACs after the event, subject to a valid expense claim form being completed.

**All other expenses incurred, such as Bed & Breakfast costs, must be borne by the volunteer.**



## GETTING THERE

All volunteers are responsible for their own travel arrangements. Unfortunately we are unable to organise any car sharing between volunteers, but you could try messaging the facebook group to arrange this: Oxfam Event Volunteers. The start and finish point are easily accessible by public transport, and certain Checkpoints along the route can be reached by train, followed by a short taxi journey. Closest train stations to the route:

Location	Nearest station	Regular trains from
Start line – Queen Elizabeth Country Park	Petersfield	Waterloo
Checkpoint 4	Amberley	Victoria
Checkpoint 7 or 8	Hassocks	London Bridge
Checkpoint 9	Lewes	Victoria
Finish Line – Brighton Race Course	Brighton	London Bridge

Please note that if you are volunteering at Checkpoints you will need to organise your own transport. We strongly recommend that volunteers look into public transport options when planning their journey, as some of the shift times may start too early or finish too late to travel this way, and travelling by car may be the best option.

### Car

Queen Elizabeth Country Park is four miles south of Petersfield on the A3. Grid ref SU719182. Brighton Racecourse is located at Freshfield Road, Brighton, East Sussex, BN2 9XZ. Please note that the Support Crew guide has directions to all Checkpoints. The guide is hosted online here - [https://www.oxfam.org.uk/~media/Files/OGB/Events/Trailwalker/TW\\_2012\\_support\\_crew\\_guide.a.shx](https://www.oxfam.org.uk/~media/Files/OGB/Events/Trailwalker/TW_2012_support_crew_guide.a.shx)

### Parking

Parking will be available for volunteers at Queen Elizabeth Country Park, however all cars will need to be moved from this site by midday on Saturday 27. Limited parking will be available nearby or at each of the route checkpoints. There is also ample parking available at Brighton Racecourse, and all cars must be collected from Brighton Racecourse by 5pm on Sunday 28 July..

## FOOD AND DRINK

Hot and cold drinks will be available for all volunteers at all locations.

Those working at the start and finish point, and at Checkpoint 7 (Devil's Dyke) will be able to get food from the on-site caterers. Vegetarian options are available, but unfortunately we cannot provide for other dietary requirements. Volunteers at all other locations will have to bring their own packed lunch, costs of meals can be reclaimed up to the value of £6 per meal, please request an expense claim form from your checkpoint coordinators. Please come prepared with your own supplies/snacks – especially important over a night-shift!

## ACCOMMODATION

Camping is available for volunteers at all Trailwalker checkpoints , from Friday 26 July. If you are camping please bear in mind this is a beautiful part of the country and take all your litter away with you. All camping equipment, including tents, must be provided by volunteers. **No campfires are allowed at any location.**



## **WHAT TO BRING**

Hopefully the weather will be kind to us this year, but keep in mind that conditions can change quickly, and the nights in particular can be quite chilly. It's worth making sure you have plenty of warm clothes with you. Be prepared for both cold and wet conditions and check the local forecast before setting out for the event.

As you will be on your feet for long periods, comfortable shoes are essential. The following items should all be in your kit bag:

### ***For when it's hot***

Sun hat  
Sunglasses  
Water bottle  
Also bring a change of clothes and plenty of sun-screen.

### ***For when it's cold or wet***

Warm jumper or fleece  
Waterproof coat and trousers  
Woolly hat and gloves

## WHAT YOU'LL GET FROM VOLUNTEERING

- It's great fun and a brilliant event to be part of – and is a great way to meet new people, or way of spending time with friends
- It gives you an insight into Oxfam Events and how big charity challenges are organised and what needs to happen at them
- It's a great experience that holds responsibility so it's perfect to put on your CV
- It's a nice thing to do! It will make you feel you have made a real difference – you will have been a key part in making Trailwalker a success, and also helped to further Oxfam's mission to end poverty and suffering
- You get a free Oxfam volunteer t-shirt which you wear on the day and get to take home with you



## SIGN UP TO VOLUNTEER

Keen to get on board? Well we're excited to meet you! Sign up to volunteer at Trailwalker here:

<https://www.oxfam.org.uk/trailwalker/trailwalker-volunteer-signup>

If you have any questions at all, please get in touch. You can reach us by email at [eventvolunteer@oxfam.org.uk](mailto:eventvolunteer@oxfam.org.uk), or by phone on 0300 200 1244

**WE HOPE TO SEE YOU AT TRAILWALKER THIS JULY!**