



Volunteer Handbook

NOT SINCE MOSES
(HALIFAX INTERNATIONAL MARATHON SOCIETY)

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Welcome to Not Since Moses

Dear Volunteer,

Welcome to the Not Since Moses 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,

A handwritten signature in blue ink, appearing to read "Sherri Robbins". The signature is fluid and cursive, with a large initial "S" and "R".

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

Legend has it, the Five Islands were created when **Glooscap** tried to drive away the Giant Beaver that inhabited the Bay by throwing five great sods of mud into the water, forming the beautiful islands we see today: Moose, Diamond, Long, Egg, and Pinnacle.

The special land, located on the north shore of the Minas Basin, is home of some of the highest tides in the world. At nearly 15 meters, it may be hard to believe that a few days each month, the Bay empties completely, exposing the entire ocean floor. Each summer, when this occurs, we get to run along the seabed, an opportunity that hasn't happened since Moses!

Not Since Moses, founded in 2007 by Dick Lemon, began as a vision to share the raw beauty of running along the ocean floor during extreme low tide with the whole community. Today, Not Since Moses is a signature event in Five Islands, welcoming participants of all ages, abilities, and fitness levels to soak up the breathtaking seaside and Bay mud in a race like no other.

Not Since Moses is now owned and managed by the Blue Nose Marathon, a registered non-profit in Nova Scotia.

"If you haven't joined in yet, give yourself the freedom and power to run in a glory you can't imagine. If you have run it, do it again, because each time I've ran the course, by myself and especially with others, it was different. I saw and felt life new to me."

Dick Lemon

Founder, Not Since Moses



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

Not Since Moses relies heavily on the dedication of its volunteers, who are essential to the success of our event. As a volunteer, you contribute in numerous ways, from providing support at the post race nutrition station 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 Not Since Moses 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

Not Since Moses honours our active 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.

 **Not Since Moses**
April 28 · 🌐

National Volunteer Week: Carissa Atkinson & Tammy Slauenwhite! 🌟

These two incredible women have become cornerstones of our Not Since Moses Mud Crew, and we're so lucky to have them!

Carissa has been volunteering with us for 6 years, and her passion for helping others, promoting her small but mighty community of Five Islands, and giving back for the good of her mental and spiritual health is unmatched. Her favourite part? Watching the participants who didn't think they could finish coming back covered in mud with huge smiles!

Tammy is a proud Five Islands local and a true MVP. From course marshaling to Kit Pick Up to keeping things running smoother than the Bay of Fundy mud, she brings local knowledge and enthusiastic energy that inspires everyone around her.

Thank you, Carissa and Tammy, for your kindness, dedication, and spirit. We're lucky to have you in the Mud Crew!

[#VolunteerAppreciation](#) [#NationalVolunteerWeek](#)



Expectation

What you can expect from the Not Since Moses

- **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 Not Since Moses 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)	Five Islands Baseball Field	Five Islands Lighthouse Park	Soley Cove
Kit Pick Up (Aerobics First) Kit Pick Up (Five Islands Lighthouse Park)	10KM Bag Check Kit Pick Up Parking Lot Support	Bag Check Parking Lot Support Site Support Moses Mascot Support Course Marshal Start/Finish Support	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

The Halifax International Marathon Society 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. To view our Privacy Policy [click here](#).

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 Not Since Moses point of contact immediately.

Code of Conduct and Ethics

As a volunteer for the Halifax International Marathon Society, 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 (Blue Nose Marathon, Valley Harvest Marathon, Night Owl, Not Since Moses, & Beat Beethoven).
- 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 to contact found in **Appendix 1**.
- 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 Halifax International Marathon Society, you agree to uphold these principles and contribute to a safe, positive, and successful event.

Release and waiver of liability

WAIVER, RELEASE, CONSENT, INDEMNITY, and ACCEPTANCE of RISKS for all HALIFAX INTERNATIONAL MARATHON SOCIETY RACES (Not Since Moses)

This document waiver must be signed by a parent or legal guardian of any participant in any race who is less than 19 years of age.

WARNING: This document will affect the legal rights of you and your child (if applicable). Please read carefully before signing.

I recognize, understand, assume, and accept all risks, dangers, and hazards associated with participating in Not Since Moses (the “Race”).

I hereby affirm I and/or my child (“said minor”) has trained for and is physically capable of fully participating in and completing the Race.

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 consent to receiving any and all medical treatment that the organizers may deem advisable in the event of illness or injury suffered by myself and/or said minor during the Race.

Both I and said minor agree to comply with the rules, regulations, and instructions for the Race. In consideration of being allowed to participate in the Race, I hereby, on my own behalf and on behalf of said minor, waive and release any and all claims for any injuries, losses, or damages that I or said minor may have against the Halifax International Marathon Society and its directors, officers, employees, and agents; all race volunteers and organizers; all sponsors and/or their agents or representatives; any and all municipalities associated with this race including Colchester County, the Province of Nova Scotia, their employees, representatives, and/or agents (hereinafter referred to collectively as the “Releases”); which claims in any way arise out of said minor's participation in the Race, including participation in pre- and post-Race events. In addition, I personally agree to fully Indemnify and Hold Harmless the Releases with respect to any claims that I and/or said minor may have arising from participation in the Race or pre- and post-Race events.

“I hereby agree that any photographs, video, or other recordings taken (of me and/or my child, the said minor, etc. as appropriate) by the employees, representatives, or agents of the Halifax International Marathon Society during a race or at any pre- or post-race events are and shall remain the property of the Halifax International Marathon Society respectively. In addition, I hereby grant to the Halifax International Marathon Society the

right to use in any form and in any manner of media, such photographs, videos, and recordings without remuneration, compensation, or other obligation, at any time and from time to time for the purpose of marketing related to the race.”

The Halifax International Marathon Society and the race operation partners have permission to send me details on event-specific items (race-day details, race photos, bib numbers, race results, official race hotels, etc.). I understand that if I select to donate to, or fundraise for, the Race's charity partner, the charity and operation partners may contact me as well.

Both I and said minor have read the terms and conditions of this document, and I fully understand and agree to the same.

Appendix 1



Communication Chart

