



## New Crew Training

Everything you need to know  
about being a  
Susan G. Komen 3-Day®  
crew member.

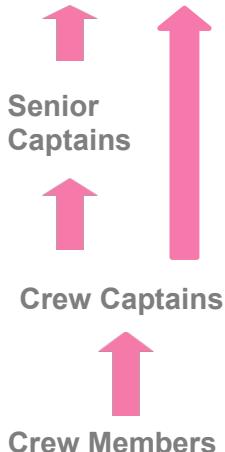
### WELCOME

It's almost time for your Komen 3-Day experience! But before you arrive, bag packed and ready to work, there's some important information we would like to share.

### CHAIN OF COMMAND

Crew communication is key! And the key to crew communication is the chain of command. Crew members report to their crew captains. Crew captains report to senior captains and event staff. Senior captains report to the Crew & Volunteer Coordinator and members of the staff.

Crew & Volunteer Coordinator and On-Event Staff



### COMMUNICATION

Each crew team has a member of the staff who serves as that team's primary contact for event timeline, guidelines and requirements. Staff members arrive early in the week to prepare for the event. They are briefed with site-specific information and jurisdiction requirements like health codes and police protocols. Your staff member will brief your crew captain on event updates and your captain will brief your crew team on important updates and information.

If a crew member has a question or need, he or she should go to his or her crew captain.

If a crew captain has a question or need, he or she should go to the senior captain or the staff member assigned to his or her crew team.

If you see a safety concern, bring it to your captain or staff member immediately. They will run it up the chain of command to remedy the situation in a timely manner. If you have suggestion for a change for future events, tell your captain or staff member. However, remember that they are being given a lot of information during the event. The best way to make sure that your suggestion is given the attention it deserves, is to include your ideas in your post-event survey. This is the absolute best way to make sure that your ideas are heard.

As a mighty crew, we are in this together, and communicating effectively will ensure a successful and fun event.

## COMMUNICATION

On the 3-Day®, we will be using our personal phones. If you cannot or prefer not to use a personal phone for event use, please let your captain know as soon as possible. Your cell phone number will be shared with staff and crew. If you are not comfortable sharing your personal cell phone number, you may get a Google Voice number and have it forwarded to your cell.

- Do NOT forget your phone chargers. Please bring your wall charger, a portable charger and if you will be spending a lot of time in an event vehicle, bring your car charger too.
- Cell service can vary depending on service provider and location. Check your voicemails often. You don't want to miss any important messages as they might contain information that may make your job easier.
- Turn your ringer up! With music playing, cheering and the general excitement of being on-event, you want to make sure that you can hear your phone if you receive a text message or a phone call.



## EVENT POLICIES AND PROTOCOL

Our biggest priority is your safety and security on the 3-Day. Before you arrive at the event, we would like to make you aware of some of our policies that will help keep you and those around you safe.

## EMERGENCY PROTOCOL

In an emergency (a participant is having trouble breathing or is unconscious, for example), call 911 first! The 3-Day Command Center is not your first call in an emergency. However, after dialing 911, please inform the Command Center of the emergency.

## ALCOHOL/DRUG POLICY — CAMP AND ROUTE

Participants on the 3-Day are never to be under the influence of alcohol or drugs while on the event, nor be in possession of them. Neither alcohol nor drugs are permitted along the route (except for prescription medications approved by a doctor or pharmacist).

## CREW UNIFORM

We will give each crew member two crew t-shirts to serve as your crew uniform. Feel free to decorate and customize your crew t-shirts to make them fun and festive. However, keep in mind that your shirt must remain intact so that 3-Day logo and your crew designation is visible. Also, all crew members must wear closed-toe shoes when performing crew responsibilities at all sites and on the route.



## VEHICLES

Personal vehicles are not allowed at any of our route sites or at camp. You will either be assigned to drive an event vehicle for the weekend or will be transported with the rest of your crew team in a van or in a box truck. Can you imagine all of the parking we would need if we had everyone's personal vehicle on event? We ask you to respect this policy and leave the driving to event vehicles only.



## SENSITIVITY AND DIVERSITY

The spirit of the 3-Day is unique and is what sets us apart from other events. Our event wouldn't be the same without the wonderful themes, decorations and costumes that you display during the event. We never want to compromise that spirit, but please be mindful that your themes and costumes are not offensive to the community, including children.

Many of our route sites are donated and some of them may be religious institutions and schools. Please respect these locations by avoiding any potentially offensive signs or decorations.



Lastly, it is important for us to recognize and celebrate the diversity amongst our 3-Day crew and walker community. This diversity is what makes the 3-Day so powerful. Although we may have varying backgrounds, it will take ALL of us to help end breast cancer.

## HEALTH AND SAFETY



We are counting on you to stay healthy and safe during the event. Just as you are looking out for the well-being of the walkers, it's imperative that you are taking care of yourself!

Make sure to drink adequate amounts of both water and sports drink to replace the fluid and sodium lost through sweating. By the time that you feel thirsty, your fluid levels have already dropped.

Make friends with the portable toilets. After all those liquids, you should be giving them a high five at least every hour. Make sure you are eating regular meals and snacks to keep up your energy level.

## SUNSCREEN

Many of you will be in the sun for extended periods of time. Reapply sunscreen frequently and wear your favorite hat. Red is a great color for medical t-shirts, but not for skin!

## NEXT STEPS



Arrival times and locations on Thursday for Crew Training vary based on your crew assignment. Please make sure to check with your Crew Captain for final details. Your captain will have already picked up your crew shirts and will meet up with your teammates for your team meeting.

Your Crew Captain will let you know what time to arrive on Friday morning and where you should meet up with the rest of the crew. Make sure you have eaten a good breakfast as there will not be any snacks at the Opening Ceremony, and your next opportunity to eat may not be until lunch.

Friday morning is the start of your big weekend! We need you, the crew, to help make this event truly awesome, so please plan on arriving a little early to get yourself situated before starting your duties.

## THANK YOU!

We cannot thank you enough for making a commitment to be part of our amazing 3-Day crew. Since this will be your first experience crewing, we guarantee you will walk away with a renewed spirit and a different view of what our 3-Day community can accomplish in the fight against breast cancer.



**WE LOOK FORWARD TO SEEING  
YOU AT THE 3-DAY!**