



Photo Credit: Ed Smith



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Dear Volunteer,

Thank you for volunteering to help at The 2017 *Artemis Great Kindrochit Quadrathlon*. The Quad is an incredible challenge for participants, and a great weekend where people come together to work with one another and support the incredible work of Mary's Meals and Mercy Corps.

We are so grateful that you are donating your time to support The 2017 Quad. An event like this really can't happen without the input of enthusiastic volunteers: it is you who defines the atmosphere of the entire event and encourages the participants at their weakest moments!

We're sure that you have a lot of questions about the weekend; the following information is designed to answer these as far as possible. However, please be assured that the volunteer coordinator and staff at The Quad are always available to help you throughout the weekend.

We look forward to meeting you on July 7th and hope we can exceed the success of The 2016 Quad. On behalf of The Quad, Mercy Corps and Mary's Meals - thanks again!

Morag and Lucy

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What is the The Quad?



One of the toughest one day challenges in the UK, The Artemis Great Kindrochit Quadrathlon is an exhilarating test of stamina, strength and fitness through the spectacular Scottish Highlands. The Quad is not only an opportunity to challenge and push participants, but also to raise money for Mercy Corps and Mary's Meals. A substantial contribution from The Artemis Charitable Foundation helps to facilitate the event and enables all funds raised to be donated directly to the charities.



With its European Head Quarters in Edinburgh, Mercy Corps is a leading global organisation powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, Mercy Corps partners to bold solutions into action - helping people triumph over adversity and build stronger communities from within. Now, and for the future. In 2016, Mercy Corps impacted the lives of over 30 million people.

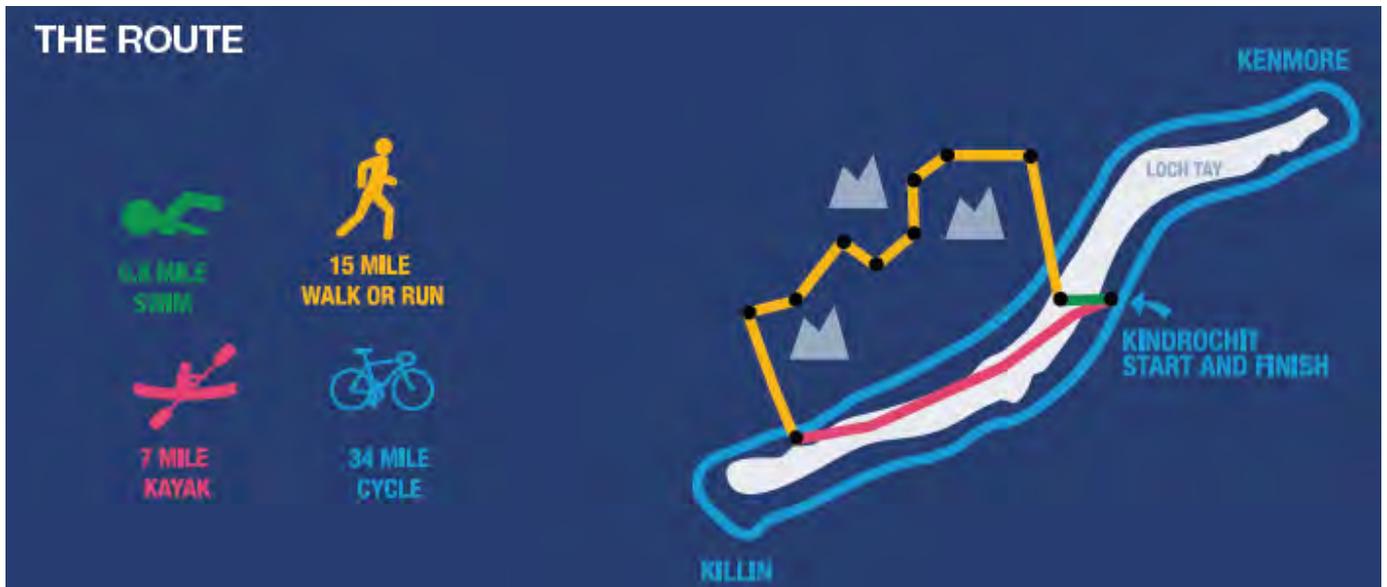


Mary's Meals is an international movement that sets up school feeding projects in communities where poverty and hunger prevent children from gaining an education. From Malawi to South Sudan to Lebanon, Mary's Meals now feeds 1,187,104 children every school day.



WildFox Events is the UK's original adventure challenge company who deliver demanding and highly rewarding endurance events in a variety of stunning locations.

The Quadrathlon Circuit



- The Quadrathlon kicks off with an early morning swim from Kindrochit.
- Once across, they head up and over seven Munros. Between mountain 6 and 7 is the reservoir stop where we have volunteers to cheer everyone on.
- The quadrathletes then kayak along the banks of the loch back to Kindrochit.
- Their last leg is to cycle the full perimeter of Loch Tay. They reach Killin (our fish and chip stop), and then head onwards to Kenmore for a last pit-stop before the final stretch to the finishing line.



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Volunteering at The Quad

Why do we need volunteers?

Volunteers are an essential part of The Quad team, and without them The Quad simply would not happen. To ensure the success of the event, we are reliant on a team of 70 volunteers to ensure participants are safe, fed, watered and on the right path.

Why volunteer?

By volunteering at The Quad you can have fun, make friends and help us raise tens of thousands of pounds for Mercy Corps and Mary's Meals.

What do volunteers do?

Volunteers undertake a number of roles and responsibilities. All volunteers will be divided into groups who will be assigned a role at a certain point around the loch. You will be given your role prior to the event; nevertheless, please be aware that we need you to remain flexible to be as helpful as possible to the participants. Detailed information on each role will be provided nearer the time; however, here are a few examples of what volunteers have helped with in the past:

REGISTRATION: Registering all participants, ensuring that they have correctly filled out all registration documents; helping participants get set up; and answering any participant questions.

SWIM START: Directing participants to the Loch start; clocking in participants to start their time; encouragement and cheering; and any other assistance needed.

SWIM FINISH: Helping participants once they finish the swim; providing food and hot drinks; and helping organise their kit.

WATERSTOPS: Setting up; handing out refreshments; encouragement; and other general assistance needed.

FISH AND CHIP STOP: Handing out refreshments and food from the fish and chip shop.

FINISH LINE: Assisting at the finish line; handing out medals; and lots of cheering!

On the day, you will be given a '**Constant Companion**' - a handy guide to your role. In this waterproof document, you will find information about timings and support staff, as well as top tips and details of your role. Important phone numbers will be on this document so keep it with you for any questions that may arise! But don't worry - your site leader will direct you in what needs done.



The Schedule

FRIDAY 7 JULY 2017

Friday afternoon and evening is when volunteers and participants arrive and set up camp!

Please arrive on site at **11am on Friday** so that you have time to set up your tent before the **Volunteer Brief at 1pm**.

We need 15 volunteers to help us with registration from 2pm. If you are not required for registration, then take Friday afternoon to set up your camp and enjoy the Loch Tay countryside!

If you are arriving late on Friday and miss the volunteer brief, it is vital that you arrive at Loch Tay in time for the compulsory **Safety Briefing at 8pm**.

Please ensure you have an early night on the Friday evening. This is important as Saturday is a very early start. You'll thank us for that advice at 5am!

SATURDAY 8 JULY 2017

On Saturday, you will take up your assigned role (allocated shortly before the event). It will be a long day - participants can take up to 16 hours to complete the course.

Competitors start the swim at 6am and some may not finish the event until 10pm. Volunteers may have one or two shifts through the day or be 'on shift' all day with long breaks over quiet spells.

It is important to remember that as the participants move round the disciplines, there will be peak times when you will be very busy, and troughs when you will have time to take a break and relax. We recommend making the most of the rest breaks (perhaps bring a book, games or some music), as when you are engaging with participants they want high energy and bags of enthusiasm to encourage them around the course!

After all competitors are finished on the Saturday, there will be a feast followed by a fantastic loch side firework display and a ceilidh. It'll be a nice opportunity to relax and unwind after all your hard work!

SUNDAY 9 JULY

It is completely optional whether you stay until the Sunday; however, we do recommend staying as Saturday is a very tiring day! You can maximise your weekend experience by enjoying the loch-side activities, eating and catching up with the participants on Sunday morning.

Travel

Two minibuses will leave from the Mercy Corps office in Edinburgh (Marchmont) at 9am on the Friday morning, returning Sunday afternoon. Spaces are limited, so please do let us know if you would like to travel with us.

If you require transport to Loch Tay, but cannot make the minibuses, please get in contact and we will help you to arrange this. If you will be driving to Loch Tay in your own car, and would be willing to take other volunteers with you, this would be greatly appreciated. We will help coordinate this and match volunteers for greatest convenience. *(Please be aware that Mercy Corps Insurance does not cover volunteers for driving. If you are driving yourself and other volunteers you must have your own cover).*

The event hub is located at Milton of Ardtalnaig which lies on the south side of Loch Tay, 6.6 miles from Kenmore and 10 miles from Killin. Postcode: **PH15 2HX** or grid reference: **NN6986 3928**.

There are **NO** petrol stations around Loch Tay, so please ensure you fill your car prior to arriving at the event. If travelling from Edinburgh, there is a petrol station at Aberfeldy. If travelling from Glasgow, the last petrol station before you reach Loch Tay is Lix Toll Garage on the A85 at the junction with A827.

Driving from Edinburgh or Glasgow will take about 2 hours.

Reasonable mileage costs will be reimbursed if discussed and arranged with the volunteer coordinator prior to the event.



Photo Credit: Ed Smith

Food



Photo Credit: Ed Smith

FRIDAY 7 JULY 2017

A hot dinner will be provided to all volunteers on Friday evening.

If arriving early Friday afternoon, please bring lunch with you, as no food will be available for purchase on site at that time.

SATURDAY 8 JULY 2017

A continental breakfast will be served early for all volunteers.

Packed lunches will be provided to all volunteers which they are responsible for taking to their designated work site.

In the evening, there will be a feast provided for all participants and volunteers. This will be from 5pm onwards. There will be a bar where you can purchase alcoholic and soft drinks. This will be a **cash only** bar. Please bring cash with you, as there are no cash machines closeby.

SUNDAY 9 JULY 2017

A continental breakfast will be available on Sunday morning.

We strongly encourage you to **bring any additional snacks and water** you may wish to have for the weekend with you. Saturday is a long day - so bring whatever you need to keep you going! There are not many food stores nearby, so stock up before you arrive.

Kit List

ESSENTIAL:

- **Volunteer T-shirt** (provided on arrival)
- **Tent**
- **Sleeping Bag**
- **Blanket**
- **Roll Mat**
- **Waterproof jacket**
- **Walking boots or sturdy shoes**
- **Change of shoes/trainers**
- **Change of socks**
- **Wellington Boots** - *especially if working on swim start/finish*
- **At least one full change of clothes**
- **Warm clothing** - *we recommend bringing layers*
- **Cool clothes** - *volunteering can be warm work in the heat so best to bring both types of attire.*
- **Hat, gloves and scarf**
- **Sun cream and sun hat**
- **Pyjamas**
- **Towel**
- **Watch**
- **Torch**
- **Water bottle**
- **Alarm clock**
- **Extra snacks and water**
- **Fully charged mobile phone** - *there are no electricity points on site*
- **Day bag**
- **Cash**
- **Midge Repellent**

OPTIONAL:

- **Mattress/camp bed**
- **Umbrella**
- **Chair**
- **Swimsuit** - *in case you want to swim in the Loch (weather dependent)*
- **Binoculars**
- **Waterproof trousers**
- **Plastic bag to sit on!**
- **Camera**
- **Games/cards/books** - *there will be down time so please bring along something to help entertain yourself and the other volunteers*



Photo Credit: Ed Smith

If there's anything on the list above that you don't have (e.g. sleeping bag, tent) then please let the volunteer coordinator know as soon as possible. We will do our best to help you source equipment.

Other Useful Information

INDUCTION

Most of the information you need to know about the event will be in this pack. Once we have given you your role, we will give you a call to check that you understand everything.

On the Friday we will run a volunteer briefing to go through the logistics of the weekend.

If you have any questions before the event, then please do not hesitate to give us a call on 0131 662 5176.

CONTACT

Before the event **Morag** at Mercy Corps will be your point of contact. Please direct any questions to her.

During the weekend, you will have a site leader. A mobile number to reach them will be provided closer to the event.

It is imperative that you bring your mobile phone to the event so that we can contact you at any point. As there are no charging facilities at all during the weekend, **please ensure that your phone is fully charged before arriving.**

SHOWERS

There are showers on site, but priority use will go to event participants. Be prepared for a shower free weekend, although the loch is nearby if you fancy a dip!

ACCOMMODATION

Volunteers will all camp, so please bring your own tent and sleeping bag. If you don't have this equipment, please let the volunteer coordinator know before the event so we can help you source equipment.



TEAMWORK

As a volunteer, you are part of the team. Please contribute to the smooth running of the event by doing your part.

If you are finding anything challenging, please speak to your site manager or the volunteer coordinator. We will do our best to resolve issues on the day!

ILLNESS

We understand that you may be ill on the weekend of the event.

If this is the case before the event, send an email to Morag. If unwell during the weekend, please text and try to find your site manager to inform them.

HEALTH AND SAFETY

We are committed to ensuring volunteer well-being and safety, and expect volunteers to contribute to and maintain a safe working environment. Volunteers will be adequately briefed on all health and safety implications relating to their role.



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SOCIAL MEDIA

We recognise that many of you wish to share your experience across personal social media platforms. We ask your opinions are expressed as your own and that any posts you share protects the reputation of Artemis, The Quad, WildFox Mercy Corps and Mary's Meals and do not conflict with their brands, guidelines or policies.

ON THE DAY SUPPORT

You are not alone! Volunteers will always be working alongside WildFox events staff. You do not need to know all the ins and outs of the event as there will be plenty of people around to keep you on track. Please ask if you are unsure.

INSURANCE

Volunteers are covered by Mercy Corps' Employers Liability and Public Liability Insurance.

Mercy Corps does not provide vehicle insurance for volunteers.

AFTER THE EVENT

We welcome the contribution made by volunteers and value their opinion and feedback. To help us improve future events, please feel free to provide any feedback about your experience volunteering at The 2017 Quad.

Expectations

We want you to enjoy volunteering with us and we take our responsibilities towards you very seriously. As a Quad volunteer, you'll also be a representative of the Artemis Great Kindrochit Quadrathlon, Mercy Corps Europe (MCE) and Mary's Meals, and, as such, we ask that you act appropriately at all times.

OUR COMMITMENT TO VOLUNTEERS

We will:

- provide you with a main point of contact so you know who to get in touch with for queries and general support
- ensure you fully understand your role and receive any necessary support
- reimburse **agreed** out of pocket expenses in line with MCE's policy and guidance
- make necessary arrangements to ensure your health, safety and welfare as a volunteer
- cover volunteers under our company insurance policy
- ensure that all volunteers are dealt with in accordance with our equal opportunities policy
- encourage a positive atmosphere to enable you to have the best volunteering experience possible
- try to resolve any problems, complaints or difficulties you may encounter while volunteering with us

OUR EXPECTATIONS OF VOLUNTEERS

We ask you to:

- perform your volunteering role to the best of your ability and with reliability and integrity
- follow MCE's policies, procedures and code of conduct, including health and safety, equal opportunities, social media and confidentiality
- develop and maintain good relationships with other volunteers and staff
- be accountable for your behaviour and actions and be open to receiving feedback
- let your point of contact know if you have any problems so that we can find a solution together

ARTEMIS GREAT KINDROCHIT QUADRATHLON

More details about the event schedule will be provided nearer the time, as will the details of your role. However, if you have any further questions do not hesitate to contact us – we are here to help!

We're excited to have you as part of our team and are looking forward to meeting you and working together to support our brave Quadrathletes!

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