



FIT For Charity Run 2024
Participants & Volunteers Manual
V3 September 12

Please read this manual before the event day and bring it with you on the event day.

Access online version



Official SNS   

Facebook: <https://www.facebook.com/fitforcharityrun/>

Instagram: <https://www.instagram.com/fitforcharityrun/>

LinkedIn: <https://www.linkedin.com/company/fitforcharity/>

Greetings from the Executive Committee

On the occasion of the 20th Anniversary

The FIT for Charity Run is now celebrating its 20th event this year. We are very pleased to be able to hold this commemorative event at the National Stadium with you. Once again, we would like to express our heartfelt gratitude to the sponsoring companies who have supported and built FIT together over these 20 years long years; the volunteers who have supported its operation, and the donor companies and individuals who have supported us in various ways.

This year, the FIT will be held in the summer for the second time since it first started, with more than 4,000 participants from 103 companies (11 more than last year) including 58 sponsoring companies (6 more than last year). This year will be another record-breaking hot summer, and the temperature is expected to be high on the day of the event. We would like to ask that each individual take sufficient measures against heatstroke and put safety first.

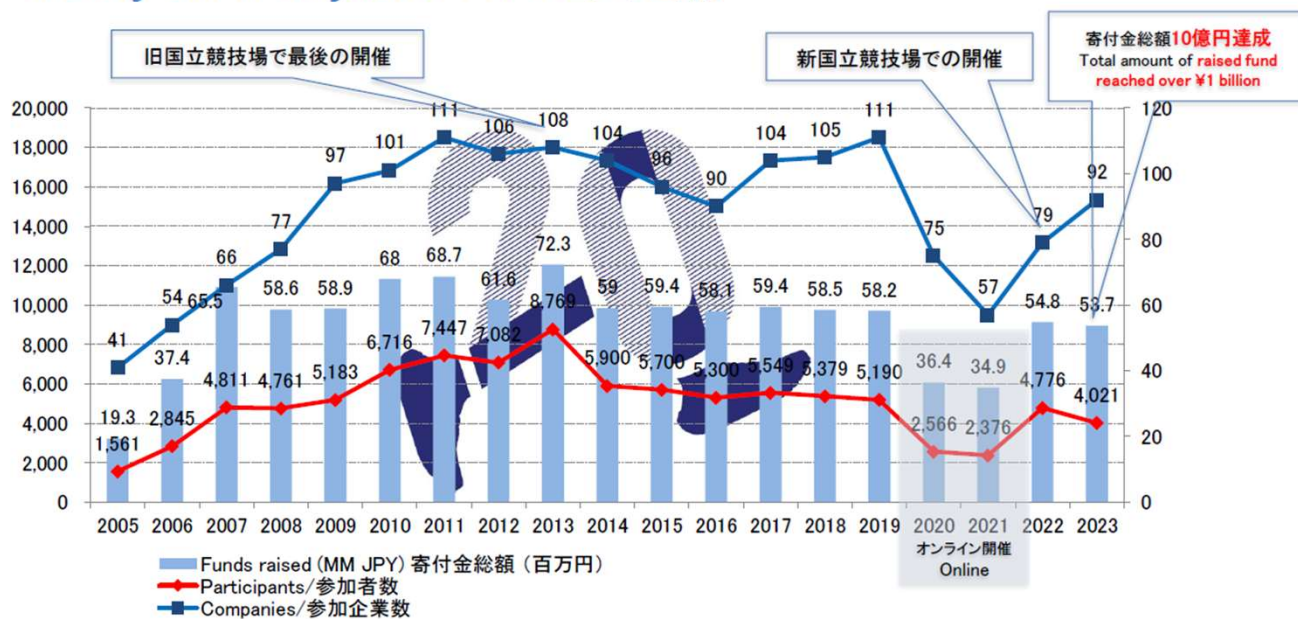
Since the FIT is held in the summer, there were various challenges in terms of operation. The preparation period was shorter than usual and we appreciate all the participants for their understanding and cooperation.

FIT are also supported by donors who provides free supplies, such as water and snacks. Companies involved not only provide volunteer members but also offers various kinds of support such as food and drink, prizes for the raffle and kids run, meeting rooms, and storage of goods. The past six months of preparation make us us realize once again that FIT For Charity Run is something we have created together.

The cumulative donations for the FIT Charity Run reached 1 billion yen last year, and over the past 20 years, we have supported more than 140 organizations. We ask for your continued support in contributing to society through the FIT Charity Run in the next 20 years. We hope that this event will be enjoyable for all participants including volunteers.

FIT2024 Organising Committee

History of FIT 20 years / FIT 20年の基軸



- Total amount of raised funds: JPY1,043,136,974
- Charities supported (cumulative total*): 144
- Pass through ratio (average): 89%
- Total number of participants: 95,822 ppl

* Supported the same organisations in 2005-06

- 寄付金総額 : 1,043,136,974円
- 支援先団体数 (延べ*) : 144団体
- パススルーレート (平均) : 89%
- 参加者総数 : 95,822人

* 2005年および2006年は、同じ団体を二年連続で支援

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Event Overview

- **Date:** September 16, 2024 (Public Holiday, Monday)
*Please refer to the cancellation policy page about the cancellation due to stormy weather and heat index.
- **Venue:** National Stadium
- **Access:** Use **Gate A Sendagaya Gate** to enter and exit throughout the day.
***All other gates are closed throughout the day.**
***Parking is not available. Please use public transportation.**
- **Number of participants (as of September 2)**
Runs and walks: 3,517 people
Kids runs: 623 people
Relays: 36 companies
- **Awards:** First to third place in men's and women's 5 km and 2.5 km runs, and first to third place in relays
- **Schedule**
Check-in is not required for each event (other than relay). Please move to the start line or the waiting area by the start time.

Item	Move to Start Line	Start Time	Location
Open	9:00		All day only Gate A, Sendagaya Gate, is open
Opening Ceremony		9:30	In the field
5 K run *1	9:15 Assemble at Start Line	9:45 Close 10: 30 *2	2 laps of the course
2.5 K run *1	10:15 Assemble in the Waiting Area before the Start Line (in front of Gate A)	10:45 Close 11: 15 *2	1 lap of the course
Kids Run	10:30	11:00 Sequential Start	In the Field in front of the Back Stand (Opposite side of the 5k and 2.5k start line)
Intercompany Relay Heat	11:20	11:50	1 lap of track 100 m x 4 people
Walk	12:00	12:30	1 lap of track
Intercompany Relay Final	12:30	12:50	1 lap of track 100 m x 4 people
Closing Cleaning	13:00		Each company must clean its seat area and take garbage home.
Clear venue	14:00		

*1 Distance is approximate. *2 After the course is closed, runners must stop running and go up to the sidewalk and walk back to their seats. Please follow the volunteer's instructions.

Venue Map

*The floor where the concourse you entered is on the first floor, the truck is on the second basement floor,



B2 floor field

- | | |
|--------------------------------|-----------------------|
| ラン中の給水所/Runner's Water station | 本部/Headquarters |
| ボランティアデスク/Volunteer desk | 司会台/MC |
| ブラインドサッカー/Blind soccer | 表彰台/Podium |
| 車椅子バスケット/Wheelchair basketball | 救護室/First Aid Station |

LUUP 試乗会/LUUP ride experience ※各イベントは黒矢印に向かって降りてください。

*Follow the black arrow and go down to join each activities.

- Food and drinks are prohibited on the field lever (B2F) . Only water is allowed.
- To enter and leave the field, only use the stairs shown on the map.
- Please use the stairs to go to the wheelchair basketball, soccer, and Luup venues.
- You cannot stop and watch the game in the field(B2F). Please go to audience seats or move to each event venue immediately.
- Elevators are not available. Elevators at Gate A and E or more are available for volunteers and wheelchairs.
- There are no drink vending machines in the stadium. Drink stands around Gate D could be open (under negotiation.)

Area Guidance

*Free of charge for items with no price listed.



Information

If you have any questions about lost items, lost children, or anything else, please come to the general information desk.



First Aid Stations

There are two first aid stations, one on the field floor of the stadium (B2 field floor), the other on the course. If you are injured or not feeling well, please do not hesitate to visit the station. Please ask medical volunteer staff wearing red bibs nearby. They will guide you to the station.



Volunteer Desk

This is for volunteers on the day of the event.



Stretch area

The Polar Bear Trainer's Team, a team of trainers specializing in outdoor sports, will provide free stretching before and after the run.



Changing room

Makeshift changing room divided by partitions, is available. There is no shower or cloakroom.



Water supply and food service (after run)

Drinks and light snacks (bananas) sponsored by Donor Companies are available.

*These are for runners after the run.



Charity Desk

This section introduces the eight charity organizations that FIT supports this year. The desk is located where you enter the stadium. Please stop by and find out more about the organizations. [Answer sheets for the quiz rally are also distributed here.](#)

"Origami Hall" Meeting place for CEO Session

If you are registered for the CEO Session (Registration required in advance of the event), please meet at 10:15 at the first floor concourse Origami Hall (near Gate Block 108). Everyone will then move to the press conference room on the B2 floor.

Restricted areas

Please refrain from stepping onto the grass and walking in the corridor on the B2 floor (where trucks are located).

Free seats area

(Area for participating companies)

Participating companies can use this area. We ask that all of you share the space.

Please refrain from displaying corporate logos on banners and towels, etc., as it is one of the benefits for the sponsoring companies. You can wear logo T-shirts.



Activity Guide

*Free of charge for items with no price.



Wheelchair Basketball Experience (Sponsored by PwC Japan Group)

Available to adults & children

Why not play basketball in a wheelchair? We offer a hands-on experience. Please take the stairs to the B2 field floor and come to Gate 3.



You can win a prize! Quiz Rally 9:30-12:30

You can win a prize if you answer the quiz at three or more of the four places in the hall. Please get an answer sheet at the Charity Desk to start.



Blind Soccer Experience (Sponsored by KPMG Japan)

Available to adults & children

This is soccer played blindfolded and relying on sound. Please give it a try!

Please take the stairs to the B2 field floor and enter inside from Gate 4 or Gate 5. Enjoy in a cool, air-conditioned environment.



Amazing Giveaways! Charity Raffle

500 yen/ticket, unlimited number of tickets per person

All proceeds will be donated to Charity Organisation.
Sales hours: 9:00-13:00
All cashless payments are available.

By 17:00 on the day of the event, the winning numbers will be announced on the "Raffle Results" page of the online version of the Participation Manual (QR code below). Winners are requested to submit a picture of the winning ticket and the prize shipping address by Wednesday, September 18. The second raffle will be held for those who submit their entries, and the prize will be decided for those who win in the second raffle. Prizes will be sent out to the winners of the second raffle.



Kickboarding Workshop

(Sponsored by Luup) For adults only

Electric kickboards are becoming more common in the city. Why don't you try them out? Please take the stairs to the B2 field floor and come to Gate 2. We'll be waiting for you.



Official FIT T-shirts for sale

Time: 9:00-12:00
2024 T-shirt @1,000 yen, previous year's @500 yen
Various cashless payments are available.

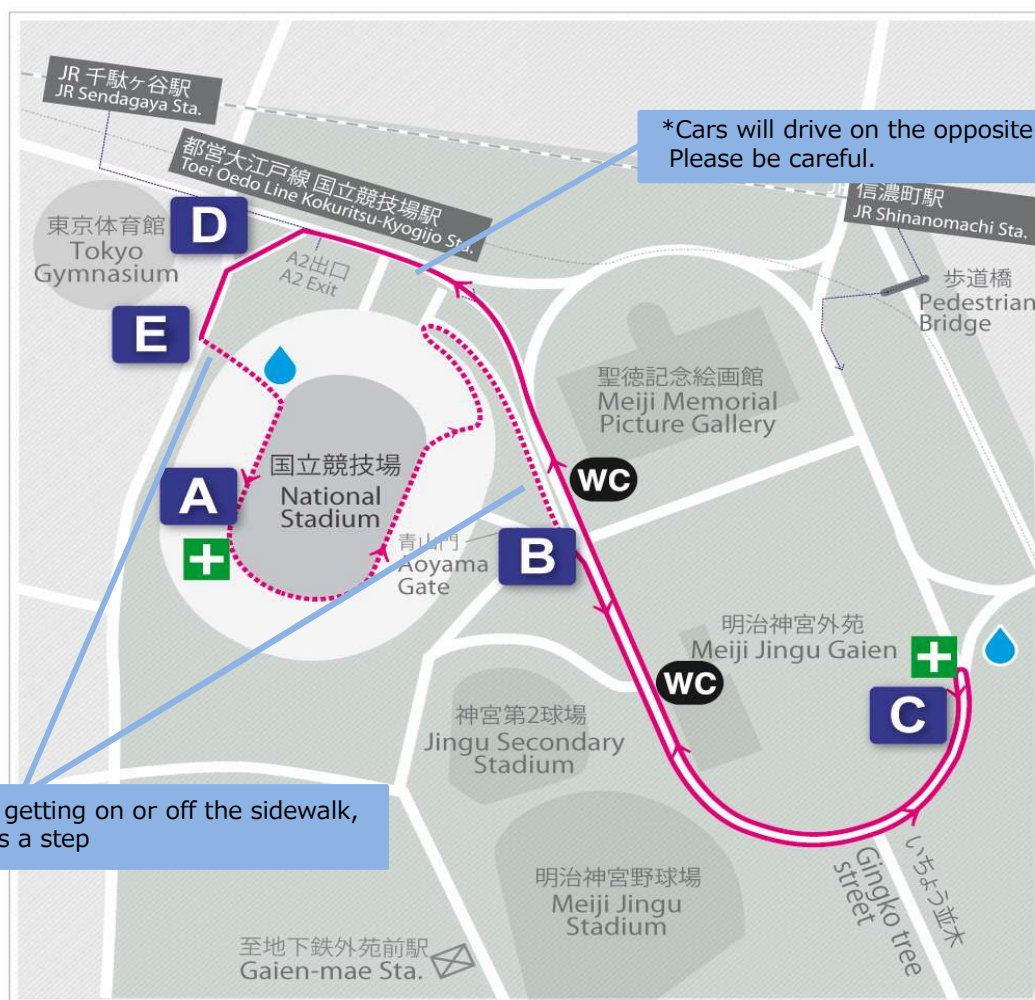
If you missed the deadline to obtain this year's official FIT T-shirt, you can buy one here. Sizes and quantities are limited. All proceeds go to Charity Organisation.



Course

2 laps for 5 km and 1 lap for 2.5 km * These are approximate distance measured on a map.

コース距離 1周：約2,500m (A→B→C→D→E→A)



- ◆ Run on the left and pass from the right. **Fast runners should run on the far right of the course.**
- ◆ Volunteers will guide you on the course. The cyclists accompanying the front group will ask you to step aside when they overtake. So please follow their instructions. **Please refrain from running with earphones**, as you will not be able to hear them.
- ◆ **Buggies and wheelchairs are welcome to join the walk.** To ensure the safety of all participants, buggies and wheelchairs are **prohibited for the 5 km and 2.5 km runs.**
- ◆ On the day of the event, vehicles will pass through part of the roadway that will be the course and venue. Please watch out for cars.
- ◆ For the 5 km and 2.5 km runs, there will be a **course closing time** to secure the venue for subsequent events. At the closing time, **we may ask you to run the shortened course or to stop running and move up to the sidewalk.** Please follow the volunteer's guidance. The course will close in 45 minutes for the 5 km run and 30 minutes for the 2.5 km run.
- ◆ The course will use public roads. The **course may be stopped for the pedestrians to cross the course. We appreciate your cooperation and understanding. Please follow the directions of the volunteers.**
- ◆ There are volunteers on the course. If you feel unwell, please let them know.

Seating Area

Important Notice

- You are allowed to bring your own food and drink, but **please take your own garbage home. Each company is responsible for cleaning up its seat area. Please bring cleaning equipment such as a rag.**
- There are no trash bins in the stadium. Please bring your own garbage bags and take them home.**
- Drinking alcohol inside the stadium is prohibited.
- Food and drinks are prohibited on the field level (B2F) . Only water is allowed.
- Setting up flags, tents and tables, and taking photos while blocking the sidewalks or aisles are prohibited. Simple folding chairs and floor mats are allowed to use in your seating area, but please be considerate of other teams and do not disturb the general public.

To Sponsor Companies

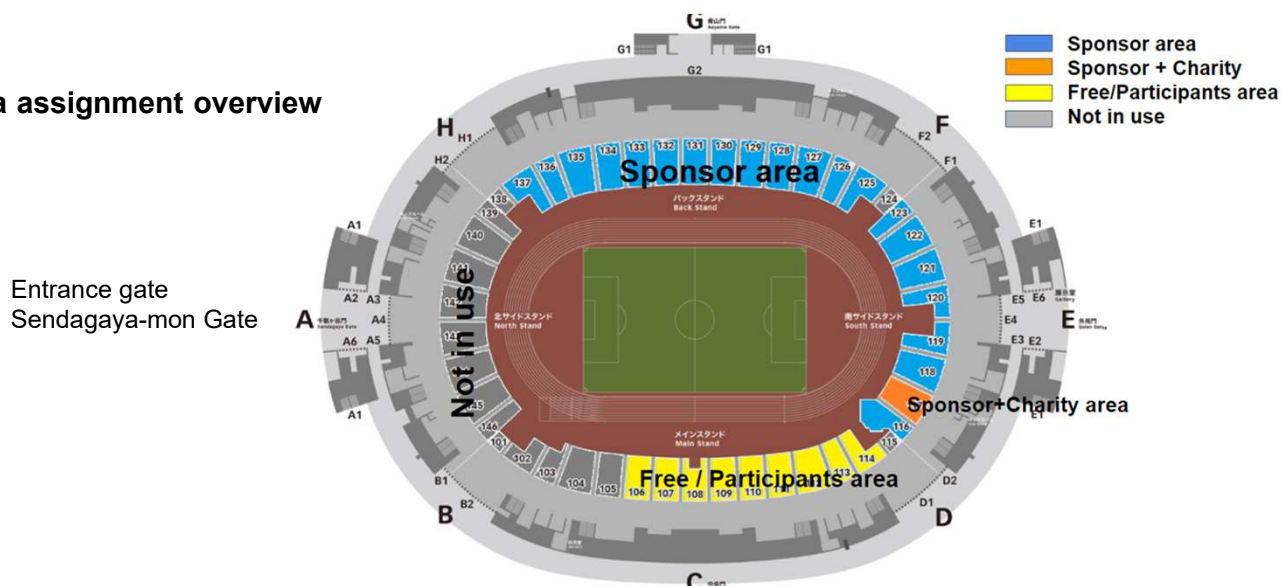
- Each company has its own seating area for your convenience. Please refer to this online manual for your seating area or contact your company representative.
- On the day of the event, one company logo banner that is registered in advance can be displayed in the sponsor area. It is not allowed to display a banner that you have not registered.
- Please attach the logo banner to your designated seat or to the nearest handrail in the front row. Each company must bring a string for the display. Use of tape is prohibited.
- It is one of the sponsor benefit to post article about your participation in and supporting the FIT Charity Run, including photos of the day, on the company's official website and SNS.
- Please refer to the checklist before leaving the venue. the Company Representatives should access and fill out the Google Form via QR code below.**



To the participating companies

- Please use the Free Area. Please kindly share.
- Please refrain from displaying any corporate logos. Please use you company name in text instead of the logo. However, you may wear T-shirts with the logo.
- Participating companies are not allowed to post FIT participating on their official social networking services and website.

Area assignment overview



Intercompany Relay

[Schedule]

9/13 (Fri) Deadline for submitting the list of runners

9/16 (Mon)

Heats

11:20 Check in starts at Gate 1
 11:40 Check in ends, assemble*
 11:45 Each runner stands by at their starting point
 11:50 Qualifying Heats

Final

12:35 Check in starts at Gate 1
 12:40 Check in ends, assemble*
 12:45 Each runner stands by at their starting point
 12:50 Final
 13:00 Awards (1st to 3rd place)

*Teams that have not yet checked in will be disqualified.

[Overview]

- 4x100m mixed relay (At least one female in both heats and final)
- All runners must be employees of the Sponsor company
- 36 teams registered, 4 qualifying heats (9 teams each)
- Final will be held with 8 teams from the top 2 teams from each qualifying heats

[Notice]

Check in is held at Gate 1. There is a staff holding a [Relay Reception] sign near the headquarters on the B2 field floor. Please check in once all the 4 runners gather.

[Course]

We will use the 400m track at the National Stadium. Please see below for disqualification rules for passing the baton. There **will be 4 qualifying heats (9 teams each) and the top 2 teams from each heat will advance to the final. The teams that advance to the final will be able to change their runners**, but they must meet the above conditions.

[Award]

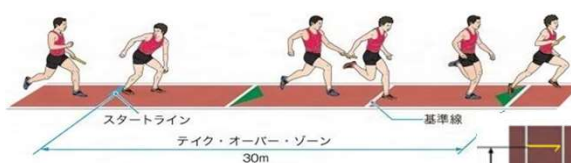
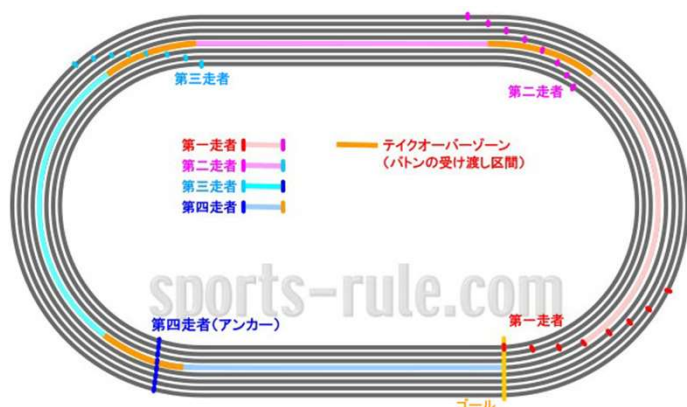
After the final, the top 3 teams will be presented. **Please gather together around the podium.** There will be no time measurement for the 4th place and below.

Rules and notes

- Batons should be provided by each team. Rental batons are available on the day, but the number is limited.
- **Use of spikes is prohibited.** Teams using them will be disqualified.
- Starting blocks will be used.
- Runner lists must be **submitted by Friday, 9/13**. A Google Form has been sent to Company Representative via email. **Please note that failure to submit a form by the deadline will be considered an abstention.**
- If you wish to change the members of the final, substitute members should wait in the sponsor area of each company.
- The first place finalists of each heat will decide the 3/4/5/6 lane of the final, and the second places will decide the 1/2/7/8 lane using rock-paper-scissors.
- No entry is allowed before 11:20. Those participating in the 2.5 km run should join other members at Gate 1 after the finish line.

Disqualification Criteria

- Missing any members at assembly time
- Illegal start: In qualifying and final (combined), the same team false starts twice (before the start line before the pistol is fired)
- If a runner continuously runs out of their lane
- Passing the baton outside the take-over zone



Above: Image of the 30 meter take-over zone

Left: Runner start positions in each lane and the take-over zone

Right: National Stadium take-over zone "in" and "out" reference lines. Receivers must wait and start within the zone and complete the pass or be disqualified.



Kids Run

[Schedule]

- 10:30 Start gathering at waiting area
- 11:00 Start after a brief explanation
- 11:30 Registration close



Distance by age group

- 3~5 years old 20 m
- Lower elementary school (6 to 8 years old) 50 m
- Upper elementary school (9 to 12 years old) 100 m

Notes

- Registration closes at 11:30 and no runners will be accepted after that. You can participate in the kids run even after participating in the 2.5k run if you can before check in before this time. Please be mindful of your condition.
- Accompanions are not allowed to run with their kids. Please wait in the designated parent waiting area.
- Please follow instructions of the volunteers.
- Selfie sticks and tripods are prohibited.
- **After the run, please pick up participation prizes and return to the audience seats immediately with your child in order to prevent congestion.**
- **Please note that you cannot choose the prizes.**

Cancellation policy

In addition to stormy weather, the following criteria will be established for cancellation based on the heat index. Thank you for your understanding in order to ensure the safety of participants.

■ Cancellation policy based on the heat index provided by the Ministry of the Environment

1. If forecasts for 9:00 and 12:00 on the day of the event are **both 31 (dangerous) or higher, the event will be cancelled.**
2. If the forecasts for 9:00 is less than 31 and **for 12:00 31 or higher, the event after 12:00 (Corporate Relay Final, Walk) will be cancelled.**
3. **If the forecasts for 9:00 and 12:00 on the day of the event are both less than 31, the event will be held.** If the forecasts at 9:00 are 28 or higher and less than 31 (extreme caution), those who are not confident in their physical condition will be encouraged to participate in the walk instead of the 5k and 2.5k run.

■ **The decision will be made and announced on the website and SNS in the morning of September 15 (Sun).**

(Reference) Heat index forecast the Ministry of the Environment's heatstroke prevention information website
<https://www.wbgt.env.go.jp/>

Let's Ask a Running Coach How to Avoid Heat Stroke

- Make sure to check the basic precautions you can take before and on the day of the race -

If you are usually indoors with air conditioning and do not exercise outside, your body is not used to the heat. Be sure to take precautions against the heat before and on the day of the race so you can safely cross the finish line.

< An example of basic precautions, how to prepare for the heat >

- ✓ Train beforehand, sweat, and get used to the heat
- ✓ Drink water/fluids regularly
- ✓ Drink sports drinks for exercise
- ✓ Avoid alcohol the day before and sleep well
- ✓ Wear light-colored clothing and caps that do not absorb heat

It is important to drink fluids before you feel thirsty. Darker urine is a sign that you are not hydrated enough. Check before you run and when you go to the bathroom.

Be aware of any physical changes, such as numbness in your hands, a fuzzy head, or white eyes.

If you experience any of these symptoms on the day of the race, it's important to stop immediately, hydrate, and cool down.

*If you experience any of these symptoms, please notify volunteer staff nearby.

Running Coach
Osumi Shigeto



Graduated from Waseda University, became a professional running coach and physical coach after serving as the Starts Track and Field Coach and SWAC Head Coach. Rbody R-conditioning Coach and sleep improvement instructor. Mr. Osumi holds wide-range of experiences teaching elite athletes, citizen runners, and entertainers who participate in urban competitions, as well as classes for children. He also provides running events for companies, individual training menus and personal trainings.

< Main athletic achievements >

1995 and 1996 All Japan High School Ekiden. 2000 All Japan University Ekiden (7 stages)
2001 Hakone Ekiden 6 stage

Instagram <https://www.instagram.com/sgtism>

Facebook <https://www.facebook.com/shigeto.osumi>

Youtube <https://www.youtube.com/channel/UC6hamWHteop5XM1CRDUG8OQ>

Important Notice to Participants 1/2

- Rain or shine
 - In principle, the event will be held rain or shine. The National Stadium has a roof, but the seating area may also get wet in case of rain.
 - Please refer to cancellation criteria page for the details of cancellation based on the heat index.
 - If the event is cancelled, it will be **announced on the FIT official website and Facebook** by the morning of the previous day.

- Getting Started
 - There is no parking or bicycle parking. Please use public transportation.
 - **Doors open at 9:00 and completely close at 14:00.** Participants are not allowed to enter the stadium before 9:00.
 - Entry to and exit from the National Stadium is through Sendagaya Gate (Gate A) only.
 - There will be no check in for participants on the day. Please gather at the meeting place by the start time of each program.

- Garbage to Take Home and Cleaning Request
 - **There are no trash bins in the stadium. Please bring your own and take garbage home.**
 - **Each company is asked to clean its seating area that it uses. Please bring your own cleaning supplies, such as a rag to wipe off spilled food and drinks.**

- Getting Started
 - In order to run safely, please follow the instructions of the volunteers.
 - Runners may be asked to stop for pedestrians and emergency vehicles.
 - Please refrain from dangerous activities such as running on the sidewalk.
 - This event is a charity event to enjoy running. The course also uses public roads. In the past, there have been cases where an actual accident almost occurred. Runners who do not follow instructions may be refused participation in the future.

- Request for consideration of volunteers and management staff
 - This event is mostly run by volunteers. There have been reports of cases where people do not follow instructions or use inconsiderate language. **We ask for your understanding and consideration so that volunteers can also participate safely, happily and comfortably.**
 - Volunteer staff wear bibs. Please be sure to follow the volunteer's instructions and cooperate to ensure a smooth event.
 - Blue bibs: Organising committee members, event staff
 - Orange bibs: Volunteers from participating companies
 - Red bibs: Medical staff



Important Notice to Participants 2/2

- Water Supply Stations and Food and Drink Corners
 - For the 5 km and 2.5 km runs, there will be 2 water supply stations in the National Stadium and at the turn-around point of Gaïen (refer to the course map). To avoid the risk of heatstroke and dehydration, please drink plenty of water/fluids.
 - Please do not throw away your used paper cups on the road. Please dispose of them in the boxes beside the water supply stations or give them to volunteers carrying plastic bags along the route.
 - For runners after the run, there will be a food and drink corner on the first floor concourse.
 - **There are no drink vending machines in the stadium.** Drink and snack stands around Gate D could be open (under negotiation). Please bring your own food and drink and take your own garbage home.
 - Food and drinks are prohibited on the field level (B2F) . Only water is allowed.
- Changing room, cloakroom (baggage storage)
 - Movable partitions provide a simple changing area. If possible, please dress appropriately for the Run / Walk. It is expected to be crowded as it is not very large.
 - **There is no cloakroom.** Please store your belongings in your seat and take care of your valuables. The FIT Charity Run 2024 Organising Committee is not responsible for theft, loss or damage of any personal belongings.
- First Aid Station
 - If you get injured or feel sick while running or walking, please take a break or stop exercising. In case of emergency, please do not hesitate to ask a volunteer staff member and visit first aid station.
- Others
 - It is strictly prohibited to leave personal items such as clothes on the course, on the street, on the sidewalk, or areas other than in the designated audience seats.
 - Staying on the sidewalks around the course is prohibited. It is strictly prohibited to block public roads by taking pictures.
 - **Watching runners on the B2 field floor is prohibited.** Please move to each event venue/starting area immediately.
 - **Drinking and smoking are prohibited. According to the regulations of the National Stadium, smoking is prohibited inside and outside the stadium.**
 - Drinking alcohol within the stadium is prohibited. Drinking too much alcohol the day before increases the risk of dehydration. Please adjust your condition before participating.
 - Please refrain from bringing pets to the event.
 - Please be careful not to obstruct the passage when taking a group photo. Taking a photo with a selfie stick or a stepladder is prohibited.
 - Lost items will be kept at the **information desk** on the field floor on the day of the event. Volunteer staff cannot keep them. Please come to the general reception. After the event, please contact **communications@fitforcharity.org**.
 - If you see any suspicious objects in the venue or on the course, please contact volunteer staff immediately.
 - If you are injured during the event and receive outpatient treatment, you can make a claim against the insurance company. Application forms are available at event headquarters. If you need them after the event for any reason, please contact **communications@fitforcharity.org** immediately.

103 Companies Participating in 2024 (+11 v.s. 2023)

58 Sponsors as per below

* in alphabetical order



78 Donors in 2024 (+15 vs 2023)

Akira Fukunaga (Photographer)	Manduka
Alive	Masahiro Murakoshi (Photographer)
AllianceBernstein	MHD Moët Hennessy Diageo K.K.
ANA Intercontinental Tokyo	Mitsubishi HC Capital Inc.
Andaz Tokyo Toranomom Hills	Mitsui Fudosan Building Management Co.,Ltd.
Arrival	Munich Re
Art Collaboration Kyoto (ACK)	NIJI Inc.
AXA JAPAN	Nippon Sigmax Co., Ltd.
Barrier Free Co., Ltd.	NOMURA HOLDINGS, INC.
Benefit One Inc.	Norinaka Jeffery Matsuya
Blue Note Tokyo	Novotel Okinawa Naha
Canadian Springs Water Company Japan Ltd.	OSTTRA Japan
Cine Focus Corp.	OTSUKA CORPORATION
Colt Data Centre Services	Palace Hotel Tokyo
Cotton Club	Park Hotel Tokyo
CRYPTOMERIA.inc	Peatix Japan K.K.
DIGITALSTAGE INC.	Polar Bear Trainer's Team
DNS	PwC Japan Group
FSX, Inc.	Rakuten Payment, Inc.
Hitomi Wakui (Photographer)	RCF
Hotel New Otani	Roots Sports Japan Co. Ltd.
Hyatt Centric Kanazawa	Shangri-La Hotel Tokyo
Hyatt Regency Kyoto	Shiba Park Hotel
Ichigo Asset Management, Ltd.	Shota Fumoto
Ichikiro Co., Ltd.	SMBC Trust Bank
IG Securities Limited	SOKEN INC.
Imperial Hotel, Ltd.	Sumitomo Mitsui Banking Corporation
Institute of Foreign Exchange and Trade Research	Sunrise Capital
IPG (Iino Personal Gym)	Takeyuki Fukuoka
ITOKI CORPORATION	teal
Kabaya Foods Corporation	The Capitol Hotel Tokyu
Kotora Co.,Ltd.	The Ethical Spirits
Kreab K.K	The Peninsula Tokyo
La Posada Co., Ltd.	The Prince Gallery Tokyo Kioicho
LANIGIRO	The Prince Park Tower Tokyo
Leona Aoki	The Royal Park Hotel Iconic Tokyo
Luup, Inc.	Shiodome
Mandarin Oriental, Tokyo	TOMS Co., Ltd.
	UBS Group
	Unifrutti Japan Corporation

Notes to Volunteers

Thank you for your participation in the volunteer program. The Organising Committee would like to express its sincere appreciation for your cooperation.

Preparations for the day before and on the day of the event

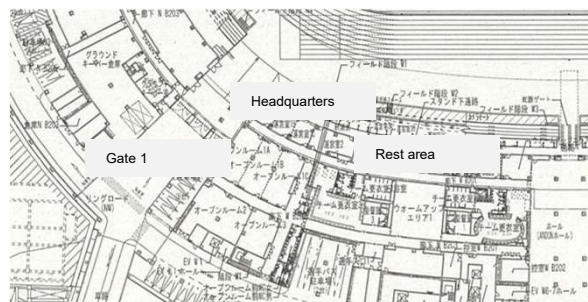
- Preparations for the day before will be held from 13:00 to 18:00. If you could participate, please contact the volunteer captain in advance.
- Please enter through P 3 Gate, the Gaien Gate and **present your entry and passage permit provided separately. Please bring its print out or screenshot.**
- On the day of the event, you can enter through Gate A, Sendagaya Gate from 7:15 in the morning.
- Volunteer meeting times vary depending on the task. Please check the volunteer manual and follow the instructions of the volunteer captain of each company and gather at the designated place at the meeting time. If you are unavoidably late or absent, please contact the volunteer captain of each company immediately to fill the vacancy.

About volunteer work

- Please bring this manual and the volunteer manual for each task with you on the day of the event.
- Please refer to the separate volunteer list and manual for each volunteer task.
- Please thoroughly read the volunteer manual for each task and fully understand the contents of the task before participating.
- **Please wear bibs on the day of the event. Please make sure to return the bibs to the volunteer captain, and not anyone nor anywhere else.**
- To ensure a smooth event, please bring your own watch, etc., and observe all meeting times and designated timelines.
- If you do not know what to answer questions from participants, please do not give a vague answer and **contact the event office staff wearing blue bibs.** If you cannot find the staff wearing blue bibs, please visit the volunteer desk.
- If you find an accident, injury or illness on the course, please direct them to the side of the road and contact the event office staff wearing blue bibs or take them to the headquarters or first aid station set up in the stadium. **In case of emergency, please contact the headquarters at 080-9520-7381.**
- It is expected to be hot on the day. **Please take measures against heat and heatstroke such as bringing sports drinks and wearing a hat.** Also, please sleep and have a good breakfast, and participate cheerfully, happily and loudly ☺
- There is an air-conditioned rest area for volunteer staff next to the headquarters. Please use it for a rest.

Miscellaneous

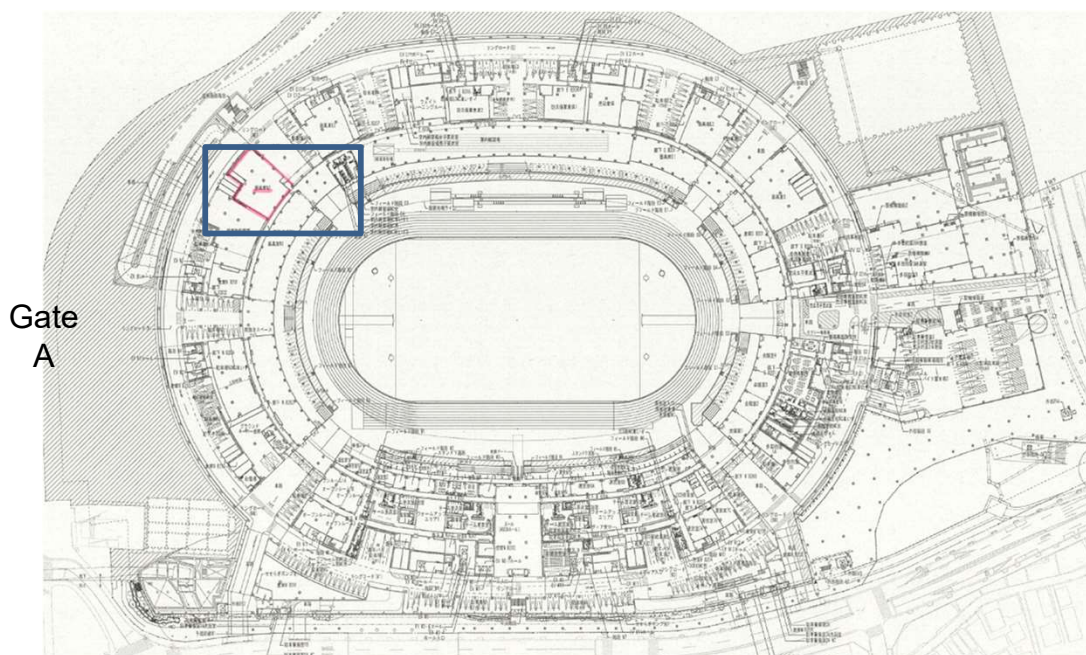
- There is no parking or bicycle parking. Please use public transportation.
- Food and drinks are prohibited on the field level (B2F). Only water is allowed.
- There is a changing room, but please wear clothes that do not require changing.
- There is no cloakroom for volunteer staff. Please keep your belongings in your seat and take care of your valuables. The Organizing Committee is not responsible for any theft, loss, or damage to your belongings.
- If you are injured while volunteering and you receive medical treatment, you can make a claim against the insurance company. Application forms are available at headquarters. If you need them after the event for any reason, please contact **communications@fitforcharity.org** immediately.
- If you see any suspicious objects, please contact the event office staff wearing blue bibs.
- Please do not keep the lost items handed to you by the participants. Please instruct them to bring them to the information desk by themselves.



[Questions about volunteer tasks] Contact the volunteer captain of each company or [logi-core@fitforcharity.org] in advance.

Notes to Volunteer Captains

- Please inform all volunteers of the meeting time and place in advance. If anyone is absent on the day of the event, please cooperate with organising committee staff wearing blue bibs as necessary.
- Please pick up orange volunteer bibs, equipment, walkie-talkies and OS1 at the volunteer desk before the meeting time for each task. Please distribute the bibs to each volunteer. OS 1 is for your team members in case that they feel unwell. Please take it home with you if you don't use it.
- **Equipment delivered in advance is stored in the equipment storage.**

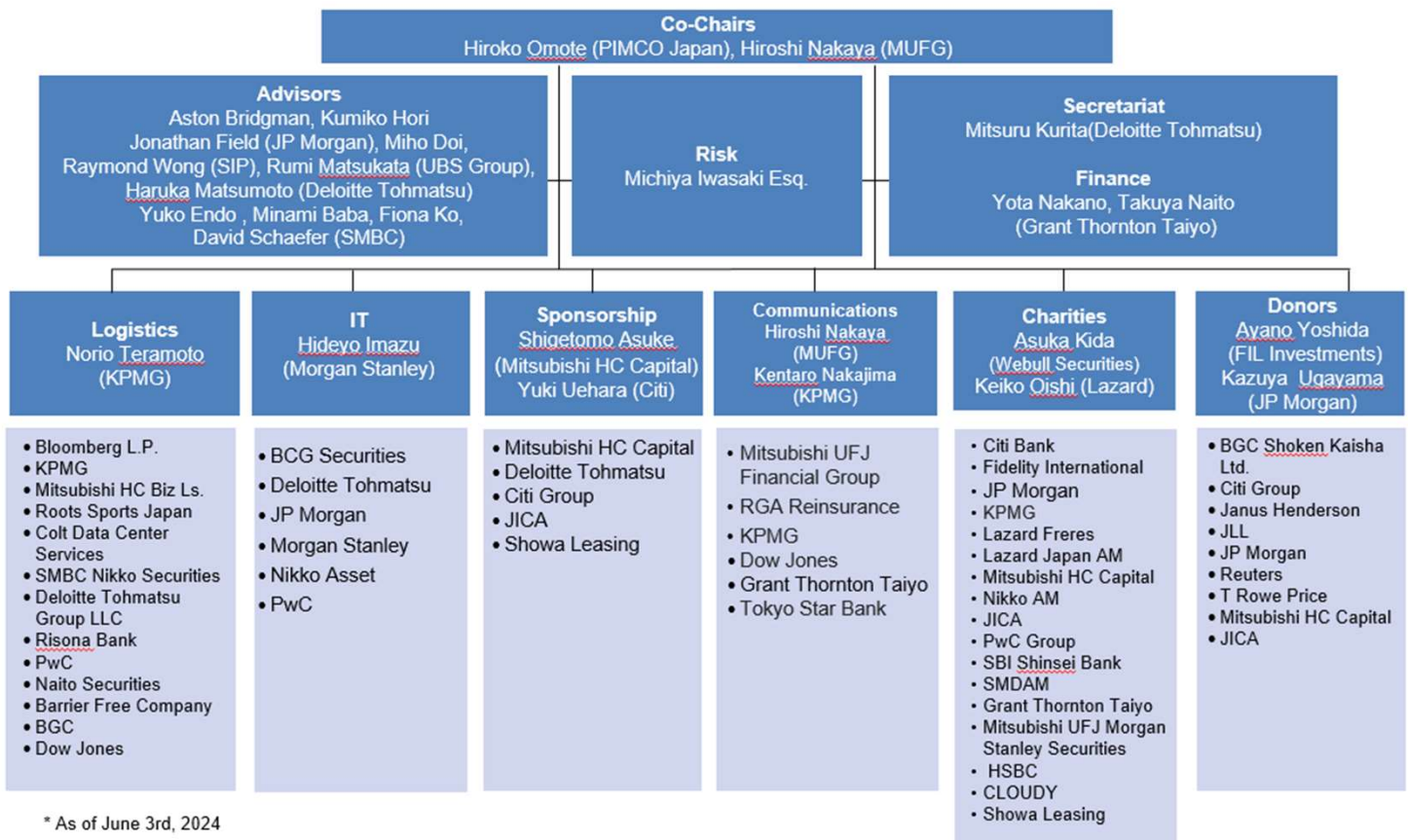


- **Equipment to be rented from the National Stadium is to be moved from each equipment storage and returned after event is over.**
- Elevators near Gates A and E can be used the day before and the day of the event.
- **Please consult the Logistics Team at logi-core@fitforcharity.org** in advance for delivery on the day and the afternoon of the day before.
- After completing each task, the Volunteer Captain of each company should report the completion of the task to the Volunteer Desk and **return all Volunteer Bibs that was distributed** in the morning. **Assigned companies will wash them to reuse them the next year. Please do not take them home.**
- **Please save the manual for each station in a shared folder.** Save it in ¥FIT¥2024¥FIT Logistics 2024 ¥each task manual in Google Drive or email it to the [Logistics Team at logi-core@fitforcharity.org](mailto:logi-core@fitforcharity.org).

Finally

The FIT Charity Run is a charity event. We ask for your consideration and cooperation so that not only runners but also all volunteers can participate safely and happily.

FIT2024 Organising committee



* As of June 3rd, 2024

We look forward to continuing the online event.

Period: September 30 – October 27