

CSC Barel to Keg Relay Volunteer Instructions 2018

GENERAL INFORMATION

- 1) Teams with three or more members are required to provide one volunteer to serve as a race official. Team captains will be informed of their volunteer's assignment by June 30th. We try to place people "close to home" (e.g. a team from Newport would get an assignment at the finish), but email the race director if you have a specific request. If a designated volunteer becomes unavailable, the team is required to find a replacement and inform the race director.
- 2) If a team is unable to provide a volunteer they are expected to make a \$100.00 donation to CSC. CSC will pass on the donations to support local youth teams and groups that provide volunteers.
- 3) No Show Policy: Volunteers are essential for the safety of participants. A race official will be checking to be sure volunteers have reported to their assignments, and answer any questions. Each volunteer should know the name of the team that they are representing. If a volunteer fails to show up for their assignment, the team will be expected to make a \$100.00 donation to CSC. Failure to provide a volunteer or make a donation will result in a team not being permitted to register for next year's relay.
- 4) Volunteers must be 18 years or older and physically able to carry out their assigned duties.
- 5) Each volunteer works about a 4 hour shift; most will work as course marshals at exchanges or direct traffic/runners.
- 6) Volunteers are expected to arrive at their assignments on time and work their entire shift. Maps and detailed instructions for each assignment (including how to get there) are available on this web site. Note that there are two sets of maps. One set are maps of the legs. The other set, found on the volunteer web page, contains detailed maps of the exchanges (intended for the volunteers). For example, if you are assigned as a Course Marshall (CM) at Exchange Zone 6 (EZ6), you will work at the end of Leg 6. You will be assigned a specific position (e.g. Spotter), may be given a different job at that same location. If you have ANY questions, please contact the race director.
- 7) There are Volunteer Training Videos on YouTube. See the Volunteer tab.
- 8) Volunteers are expected to wear a Race Official T-shirt or a reflective vest. (However, volunteers will still be accepted for their assignment without these.) These will be provided in the "drop bag" left at each location. Be sure to give us your shirt size.
- 9) Because of seeded start times, it is impossible to predict exactly when the first runner will arrive and when the last runner will pass by. The shift times for volunteers are estimates, so may be a bit longer (or shorter). Get to your assignment a bit early and expect a race official to check that all volunteers are in place and understand their assignment. (You should know the name of the team that you are representing.) Some positions have two shifts, and if so, fill in your

- replacement on the duties when they arrive, and be on your way. Stay until a replacement arrives or until the sweeper tells you that the last runner has passed.
- 10) If your assignment is at an exchange, be sure to check the drop bag for supplies, including yellow tape to put between the orange delineators for the ten yard exchange area. When you are done, pack everything up for the sweeper to pick up.
 - 11) Volunteers should bring: food, water, clothes appropriate for the weather, cell phone, and map/instructions for their assignment. They should NOT bring alcohol, young children or pets.
 - 12) We suggest reading the Course Manual (found on the Info and Course page) so that you know what the runners know.
 - 13) The course is not closed to traffic, so there are potential hazards including (but not limited to) traffic, road surface conditions, weather and wildlife. Please take appropriate precautions to insure a safe and fun event for all participants, volunteers and the public. Obey all traffic laws. Park in designated areas and on the legal side of the fog line only.
 - 14) Do not defile public or private property. Use the portapotties and trash boxes at the exchange zones. Follow “no parking” directions and keep off private property. Treat others as you’d like to be treated. You wouldn’t want people leaving trash or urinating on your property. Pack it in; pack it out.
 - 15) Drive carefully on the back roads; keep your speed 25-30mph. The gravel roads are dusty; be considerate of runners.
 - 16) Runners should wear bibs on the front, so race officials can record which teams have passed each exchange and which teams have finished.
 - 17) Handoffs should occur inside the designated exchange zones. There are no batons; touching hands is sufficient.
 - 18) **Special Instructions for Exchanges 4 & 10:** Walking teams walk Legs 1 through 4 and Legs 11 through 14. (Walking teams drive the distance between Leg 4 and Leg 11.) Walkers must report their stopping time at the end of Leg 4 and their restart time at the beginning of Leg 11 (i.e. at Exchange 10 which is the end of Leg 10 and the start of Leg 11). A volunteer at these exchanges should write down these times and deliver them to the race director at the finish.
 - 19) If you encounter a dangerous situation (e.g. loose dog or angry resident) or have a medical emergency, your first priority is to keep yourself safe. Once in a safe situation, please report the incident to race officials ASAP. Give specific details and information so we can follow up with EMS and law enforcement as is appropriate.
 - 20) Smoking is prohibited on the course. This is fire season, so be cautious and aware of any sparks/smoke/fire that you see. Report any fires to race officials immediately. Some exchanges will be provided with a fire extinguisher.
 - 21) Cell phone coverage is spotty. For minor emergencies, a first aid kit is provided. For serious emergencies, call 911 or talk to a ham radio operator at any exchange zone; they will contact the race director or EMS. Lincoln County Sheriff—541-265-4277, Benton County Sheriff—541-766-6858, Toledo Police Department—541-336-5555, Newport Police Department-- 541-574-3348.
 - 22) Volunteers are welcome at the post race party at the Rogue!

DESCRIPTION OF VOLUNTEER DUTIES

Course Marshall

Course Marshalls are on the course to direct runners and vehicles along the course. When you arrive at your assignment you will be provided with a reflective vest and possibly a stop/slow paddle. Make sure that runners are safe and that all traffic drives safely. Remember that you are a volunteer and not a traffic official. You may not order anyone to stop, but a little friendliness goes a long way in getting drivers to cooperate. The sweeper will tell you when the last runner has passed.

Parking Marshall

Parking Marshalls ensure that vehicles park in designated areas only and that traffic flows smoothly through the exchange. When you arrive at your assignment you will be provided with a reflective vest and possibly a stop/slow paddle. Make sure that runners are safe and that all traffic drives safely. Remember that you are a volunteer and not a traffic official. You may not order anyone to stop, but a little friendliness goes a long way in getting drivers to cooperate. The sweeper will tell you when the last runner has passed.

Exchange Monitor

Exchange Monitors keep the exchange area clear and safe for the runners. There should be an “X” on the ground for the exchange, and two delineators (orange “candlesticks”) on either side of the “X”. Place the delineators 10 yards apart and tie yellow caution tape to both. Exchanges should occur inside this ten yard area, so keep spectators and teammates away from the runners making the exchange. There are no batons; touching hands is sufficient. Remember that you are a volunteer and not a traffic official. You may not order anyone to stop, but a little friendliness goes a long way in getting people to cooperate. The sweeper will tell you when the last runner has passed.

Exchange Leader

Exchange Leaders are responsible for knowing the layout of the exchange and making sure that all volunteers are in the right spot and know what they’re supposed to do. They fill in if a volunteer doesn’t show up or if extra help is needed.

Ham Radio Operator

Ham radio operators are responsible for communication—recording which teams have passed, medical emergencies, etc.

Spotter

Spotters assist the ham radio operators to spot and record which teams have passed.

Course Set-up #1

Drive the course with the race director (and the potty truck) on the day before the race, marking the course and dropping larger items. Place ODOT signs (leave the sign folded), directional signs and One Mile to Go signs. Drop delineators at each exchange. Note any changes in road conditions to modify the course as needed.

Course Set-up #2

Report to the race director at the start at 6am on race day. As you drive the course, unfold the ODOT signs. At each exchange, drop off cones, fire extinguishers, and a drop bag. Make sure that equipment and volunteers are in place. Check-in volunteers and record no-shows. Reassign volunteers as needed to adequately staff the exchange. Be aware of the volunteer schedule and stay ahead of the runners. Contact the race director with any questions or problems.

Sweeper #1

Report to the race director at the start at 9am on race day. Follow the last runner and let volunteers go as the last runners passes. Pick up drop bags and fire extinguishers. Check in with the race director regularly on your progress.

Sweeper #2

Report to the start at 10am and begin driving the course, picking up all signs and equipment for the race, along the road and at the exchanges. Make note of any missing equipment and where it should have been. Check in with the race director regularly on your progress.

Questions?

Contact Mark Barrett, Race Director, at Mbarretts@aol.com or 503-821-9577 or contact info@barreltokeg.com

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