

Communications Coordinators

The Communications Coordinator is responsible for:

1. setting up and maintaining the communications network
2. restoring network in the event of system failure
3. ensuring volunteer radios are accounted for at the end of the race
4. coordinate resources with Crowsnest Pass Rescue and provincial EMS where necessary

Most of the Communications Coordinator's work is done before the race so they will be reassigned to staff CPs/TAs as required. In the event of a communications failure, their first job is to restore the network.

Communications

- When communicating on the radio, do not ask for multiple people such as, "Andrew or Brian". Always specify whom you want to talk with.
- Use the recipient's call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, "HQ from TA1". Please see our communications protocol for more information on using the radio.
- Keep all communications brief and politely remind other users if necessary.
- We will try and follow the following protocol, although the Race Directors are the ultimate authority in directing the event.

Protocol

All coordinators report directly to the Race Directors. Coordinators are expected to give guidance both volunteers and racers in the absence of a race director. Note that judgment calls are based on race rules only and should be discussed with a Race Director. Only Race directors can disqualify a runner.

Issue	1st Contact	2nd Contact
Course problem	Andrew	Brian
Emergency (non-medical)	Andrew	Brian
Racer / public complaint	Brian	Andrew
Racer withdraws	HQ	Brian
Volunteer directions/directives	HQ	Brian
Supplies needed at TA/CP	Logistics 1	Logistics 2
Immediate medical emergency	Medic 1	Medic 2
Media / PR	Erin	Brian

SAR Coordinator

The SAR Coordinator is responsible for:

1. working with the contracted medical team
2. locating injured racers in the field
3. assisting medics in reaching injured racers in the field or organizing an extraction if the racer cannot be easily reached by the medical team

Most of the SAR Coordinator's work is done in the field. A background in emergency management pertaining to injuries is critical. A strong working knowledge of the trails in the area is also key.

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Immediate medical emergency	Medic 1	Medic 2
Media / PR	Erin	Brian

Logistics Coordinators

The Logistics Coordinators are to:

1. ensure that supplies at all TAs and CPs are kept at an adequate level
2. transport supplies of water and food as necessary – at no time should an aid station be without supplies and this is the first priority
3. place directional and traffic signs on the course as required
4. help assemble TA/CP bins on the Thursday prior to the race
5. give direction to course sweepers as to when they can remove flagging

Logistics Coordinators are typically on the move throughout the race. All coordinators report directly to the Race Directors. Coordinators are expected to give guidance both volunteers and racers in the absence of a race director. Note that judgment calls are based on race rules only and should be discussed with a Race Director. Only Race directors can disqualify a runner.

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Road Signs

Road signs should be put out well in advance of the first runner starting each leg. After all runners have completed a leg, signs should be removed immediately. Note that there are not enough signs to cover the entire course at once so signs must be moved forward. See the attached document for the placement of road signs

Glow Sticks

Starting at approximately 19:00hrs the night sections of the race need to have glow sticks. These must be put out using ATVs. Focus primarily on trail junctions. Glow sticks and flagging must be removed immediately after the race. See the attached drawing for a route description.

Removing Signs and Flagging

Signs and flagging can be removed immediately after all runners have cleared a stage of the race. This is typically done by ATV Sweepers.

Note: It is critical that the flagging and signs on the overlapping section of Leg 3 and Leg 4 are not removed too early. Have ATV Sweepers wait until all racers have reached Star Creek (CP4-B) before removing the signs between the Albert Stella Arena and York Creek Road.

See attachments for glow stick and sign placement.

Registration Coordinators

Registration Coordinators are to:

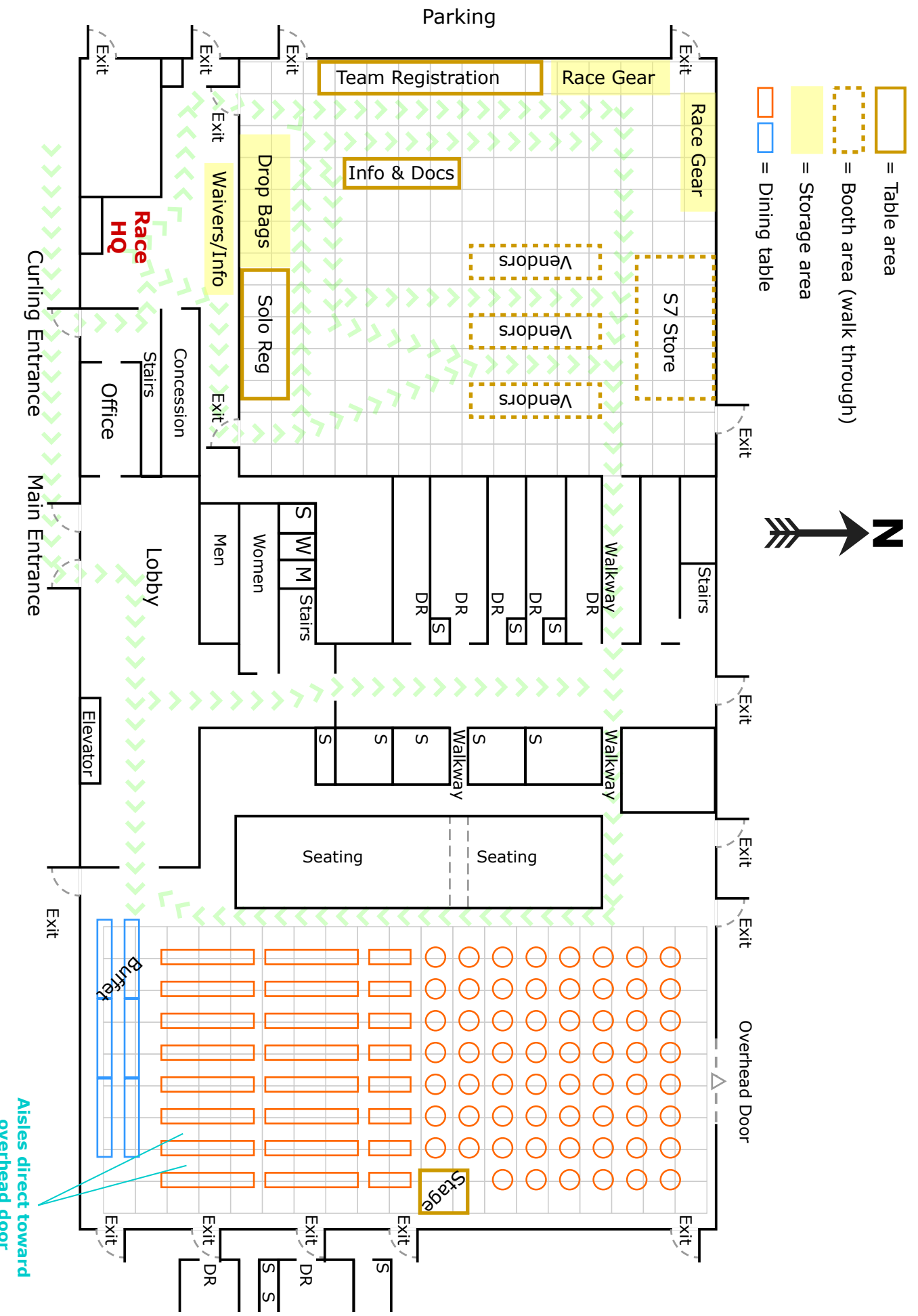
1. assist with registration set-up on Thursday prior to the race
2. ensure that registration runs smoothly – volunteers working registration have the proper information, teams are moving through quickly, and that all volunteers are rotated out on a fair schedule so they have a chance to rest
3. document any issues with payment or racer complaints and raise them with a Race Director
4. collect and store timing chip deposit money from the cash boxes on the tables
5. record the final number of racers present after registration closes
6. act as the Volunteer Coordinator and ensure that volunteers are proceeding to their assignments on schedule with the proper documentation and equipment during registration

At registration the racers will leave \$40 cash as collateral for their timing chip. This will be placed immediately in a small cash box with on the table. The Registration Coordinator will collect the money from the boxes on a regular basis, note the box the money came from using a note and paper clip or elastic, and place it in the safe. The Registration Coordinator is responsible for keeping this box safe and having it available for when racers are ready to depart at the end of the race. The box will be taken out to the admin tent near the finish once the finish line is open.

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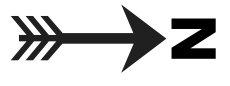


[Yellow outline] = Table area

[Dashed yellow outline] = Booth area (walk through)

[Yellow fill] = Storage area

[Blue outline] = Dining table



Aisles direct toward overhead door

HQ Coordinators

HQ Coordinators are to:

1. act as a command post to ensure the smooth running of the race and keep tabs on a variety of occurrences that happen on the course
2. record any racers that have dropped out – time, location, bib number,
3. coordinate food and equipment needs between stations and the Logistics Coordinators
4. maintain a list of volunteers and their predetermined locations
5. ensure that volunteers are proceeding to their assignments on schedule with the proper documentation and equipment
6. keep tabs on volunteers so we can ensure their comfort and safety
7. act as a communications hub for CPs and TAs that need general information
8. collect timing chips from racers that withdraw and return their collateral

HQ is situated in the front lobby of the curling rink in the SportsPlex. One coordinator will work on the radio, recording information and acting as a liaison between stations in the field, Logistics Coordinators, and the Race Directors. The second coordinator will meet incoming volunteers, coordinators, and racers who need information or direction.

A large part of the HQ role will be tracking racers who have withdrawn from the event. This information will be communicated from the field and it is critical that it is recorded. The time, location, and circumstances (if any) should be noted.

Racer Withdrawal Procedure:

1. Always communicate information using the racers bib number, not name.
2. The attending volunteer/coordinator should always offer to have a medic attend and check the runner's condition
3. Find out the racer's bib number
4. Find out if they are a team runner or a solo
5. Find out how they will return to HQ or if they will remain in the area
 - a. If they do not have a ride to HQ, we must arrange transport through HQ
6. Attending volunteer/Coordinator will radio HQ and give them the racer number and whether solo or team
 - a. Specify that the individual is out of the race
 - b. Tell HQ the racer's next destination (preferably HQ)
 - c. Tell HQ how the individual to travel to their destination
 - d. If this is a team runner, you must discuss with the team if the rest of the team is to carry on unranked - forced start option available – consult RD
7. Attending volunteer/Coordinator should remind the runner to return to HQ to get their deposit and return the timing chip

Communications

- When communicating on the radio, do not ask for multiple people such as, “Andrew or Brian”. Always specify whom you want to talk with.
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Media / PR	Erin	Brian

Media and Sponsorship Coordinator

General

The Media and Sponsorship Coordinator is to:

1. ensure that sponsors are properly represented at the race in accordance with the Sponsorship Package agreement
2. assist with set-up of banners at the host site
3. be the first contact with the media
4. transport media to desirable locations on the course to assist with their coverage (within reason)
5. forward any sponsor complaints to the Race Directors

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Start Coordinator

General

Site Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the staging area
3. work with the Logistics Coordinators to get supplies brought to the location
4. ensure that HQ is informed of which volunteers are on site and if they have to leave
5. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available
 - a. Collect recyclable bottles and take them to the Boys & Girls Club at race HQ
6. ensure that drop bags have made it from HQ to the TA
7. report to HQ if a racer withdraws from the race and direct the racer to go back to HQ so that they can return their timing chip and retrieve their deposit

Communications

- The Coordinator, or designate, must report when the first runner arrives at the TA and when the last runner departs.
- When communicating on the radio, do not ask for multiple people such as, “Andrew or Brian”. Always specify whom you want to talk with.
- Use the recipient’s call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, “HQ from TA1”. Please see our communications protocol for more information on using the radio.
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Start Area

Staff:

- 2 Site Coordinators
- 2 Traffic Control
- 2 Registration
- 1 (or more) Marshal (bike)

On Site Times:

- Race directors on site at 05:30 hrs Saturday
- Registration volunteers must be on site at 06:00 hrs Saturday
- Coordinators must be on route by 06:00 hrs Saturday
- Set-up must be completed by 06:30 hrs Saturday
- On site until 07:15 hrs Saturday

Approximate Distances:

- Leg 1 total: 15.5km
 - Leg 1 water station: 9km

Start / Finish Structure:

- Set up the Start/Finish structure using the instructions in the storage bag
- Plug in the fan under the awning of Stone's Throw Café using the extension cord provided in the bag
- Moor the structure at its base using the provided sand bags
- Tether structure to provided weights to keep it from tipping forward or back

Timing Duties

- Signs will be provided that say "Chip Registration" and chip registration stations
- Direct racers to register their chip on one of the stations – this will record their presence at the start line

Traffic Control:

- No parking is allowed between 130th and 131st street and on the south side from 129th to 130th street
 - Only a race director and one vehicle with a sound system will park in this area
 - Busses will park along the south side of the street
- Set up barricades on 20th Ave at the corners of 129th and 131st streets
- One barricade should be ready to go at the each corner of 130th, 131st, 132nd, 133rd (north), and 133rd (south)
 - The barricades will be place to stop traffic from entering 20th Ave at 06:55 hrs – this will be announced on the radio
 - All other traffic must be directed south towards the Albert Stella Arena
 - Only our hired shuttle busses are allowed to park on the south side of 20th Ave
- All barricades and No Parking signs must be moved off the roadway and into Gazebo Park prior to leaving the site

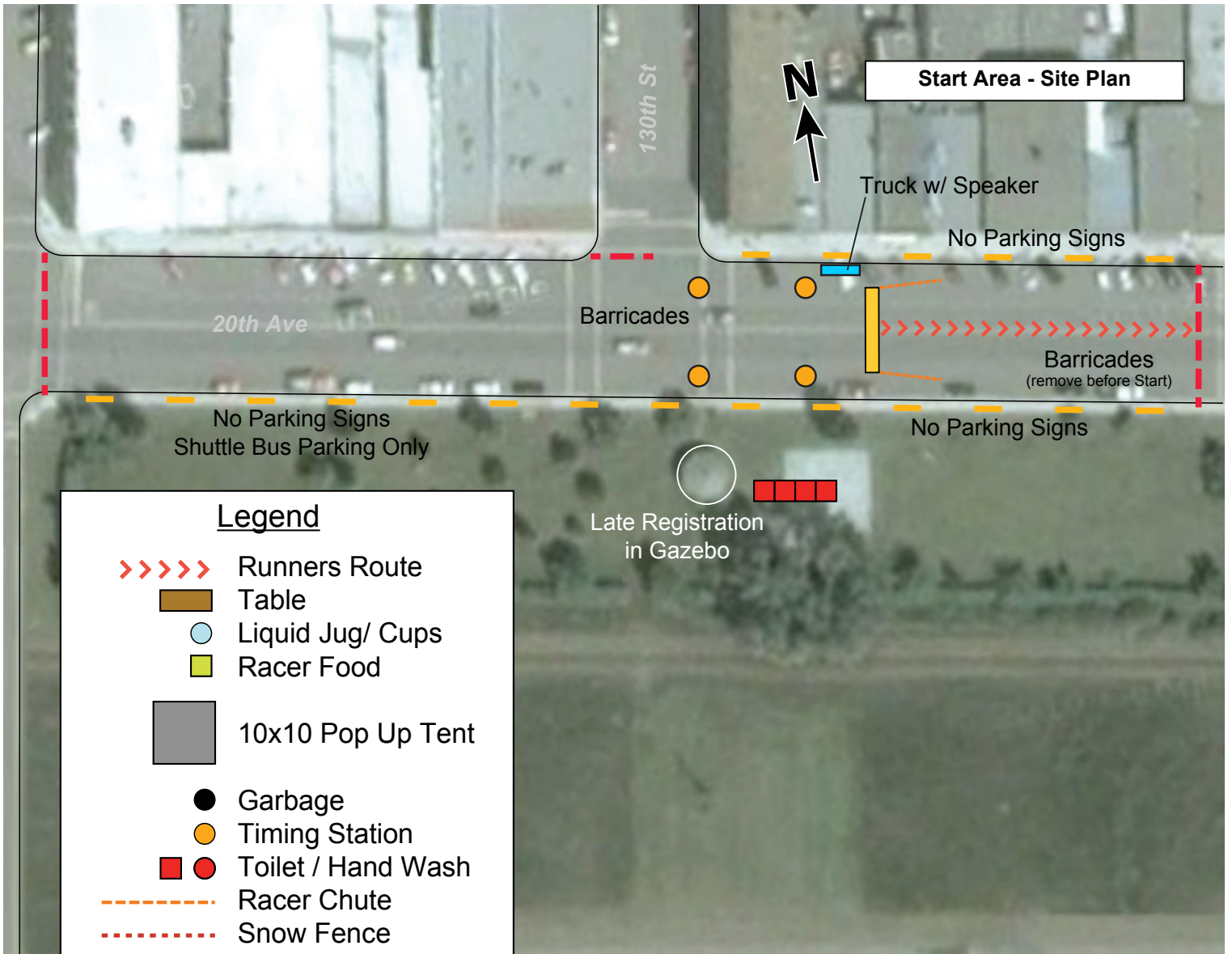
Start Area

Food and Equipment:

Food:	Qty:
Water	
Electrolyte Drink	
Soft Candy (kg)	
Oranges (case)	
Bananas (case)	
Chips	
Gels	
Energy/Granola Bars	
Choc. Bars	
Flat pop (bottle)	
Watermelon (case)	
Broth	
Noodles	
Squares	
Salt Snack	
Meatball/sauce (10lbs)	
Potatoes (carton)	
Trail mix	
Instant coffee	
Bagels	
Peanut Butter (pk)	
Hot chocolate	

Signs:	Qty:
Timing Chip Sign-In	3
No Parking (supplied)	n/a
Barricade (supplied)	n/a

Equipment:	Qty:
10x10 Tent	
Base Radio	
Hand Held Radio	2
Laptop Computer	
Timing Station	
Timing Sheet-Back Up	
Water Jug	10
Electrolyte	2
Collapsible Table	2
Paper Cups	
Styro Cups	
Garbage Can	4
Garbage Bags	20
First Aid Kit	1
Space Blankets	
Coleman Stove	
Propane Tanks	
Cook Pot	
Lantern/Lights	
Toilet Paper	20
Traffic vest	2
Tool Kit	1
Rebar/Fencing	
Generator	
Post Pounder	
Megaphone	1
Coolers	



Legend

- >>>> Runners Route
- Table
- Liquid Jug/ Cups
- Racer Food
- 10x10 Pop Up Tent
- Garbage
- Timing Station
- Toilet / Hand Wash
- - - - - Racer Chute
- ⋯⋯⋯ Snow Fence
- Road or Trail Border
- ⊕ Medical Tent / Area



TA1 Coordinator

General

Site Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the staging area
3. work with the Logistics Coordinators to get supplies brought to the location
4. ensure that HQ is informed of which volunteers are on site and if they have to leave
5. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available
 - a. Collect recyclable bottles and take them to the Boys & Girls Club at race HQ
6. ensure that drop bags have made it from HQ to the TA
7. remind runners to carry their mandatory gear and report if they do not
8. report to HQ if a racer withdraws from the race and direct the racer to go back to HQ so that they can return their timing chip and retrieve their deposit

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Media / PR	Erin	Brian

TA1 (End Leg 1) – Adanac Road

Staff:

- 1 Site Coordinator
- 2 Food Preparation
- 2 Timing
- 2 Traffic Control

On Site Times:

- Must be on route by 6:30 hrs Saturday
- Set-up must be completed by 7:30 hrs Saturday
- On site until 10:00 hrs Saturday

Approximate Distances:

- Leg 2 total: 16km
 - Leg 2 water station: 10km

Timing Duties:

Timing will be done electronically using the SPORTident system. The race director(s) will help set up the equipment. There will be one electronic punch. As runners approach, have volunteers direct them to the timing chute to punch in. Record bib numbers on the list provided as a backup. Accuracy is critical so timers are not to leave their posts until instructed to do so.

Cutoff Time:

- 10:00 hrs Saturday to start Leg 2
- Any solo racers not on Leg 2 by this time will not be allowed to continue – team racers have a forced start option
 - Only race directors can disqualify a runner

Racer Withdrawal Procedure:

1. Always communicate information using the racers bib number, not name.
2. Always offer to have a medic attend and check the runner's condition
3. Find out the racer's bib number
4. Find out if they are a team runner or a solo
5. Find out how they will return to HQ or if they will remain in the area
 - a. If they do not have a ride to HQ, we must arrange transport through HQ
6. Radio HQ and give them the racer number and whether solo or team
 - a. Specify that the individual is out of the race
 - b. Tell HQ the racer's next destination (preferably HQ)
 - c. Tell HQ how the individual to travel to their destination
 - d. If this is a team runner, you must discuss with the team if the rest of the team is to carry on unranked - forced start option available – consult RD
7. Remind the runner to return to HQ to get their deposit and return the timing chip

TA1 (End Leg 1) – Adanac Road

Food and Equipment:

Volunteers will ensure that food is put out and supplies are stocked up:

- Cut up fruit and cut chocolate bars in half
- Ensure water is out
- Mix sport drink

Food:	Qty:	Equipment:	Qty:
Water	10	10x10 Tent	4
Electrolyte Drink	2	Base Radio	
Soft Candy (kg)	3	Hand Held Radio	1
Oranges (case)	1	Laptop Computer	
Bananas (case)	1	Timing Station	1
Chips		Timing Sheet-Back Up	1
Gels		Water Jug	10
Energy/Granola Bars	78	Electrolyte	2
Choc. Bars	78	Collapsible Table	4
Flat pop (bottle)		Paper Cups	300
Watermelon (case)		Styro Cups	
Broth		Garbage Can	2
Noodles		Garbage Bags	6
Squares		First Aid Kit	1
Salt Snack	65	Space Blankets	
Meatball/sauce (10lbs)		Coleman Stove	
Potatoes (carton)		Propane Tanks	
Trail mix		Cook Pot	
Instant coffee		Lantern/Lights	
Bagels		Toilet Paper	15
Peanut Butter (pk)		Traffic vest	
Hot chocolate		Tool Kit	1
		Rebar/Fencing	4
		Generator	
		Post Pounder	1
		Megaphone	1
		Coolers	

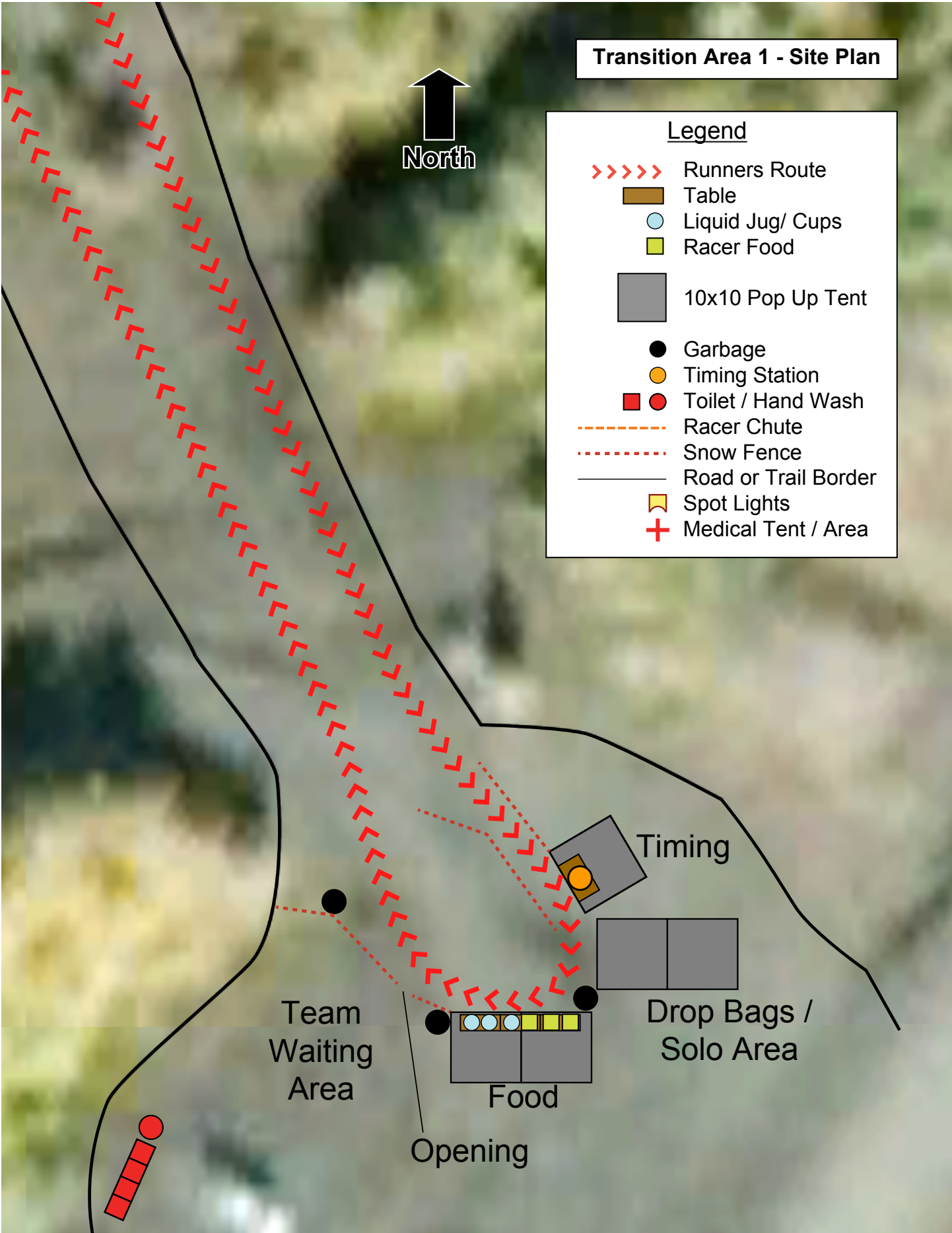
Signs:	Qty:
Distance Sign	1
Timing Chip	1
Solo Area	1
No Parking on East Side of road	4
End Leg 1	1
Start Leg 2	
No Parking on road South of Here	2

Transition Area 1 - Site Plan



Legend

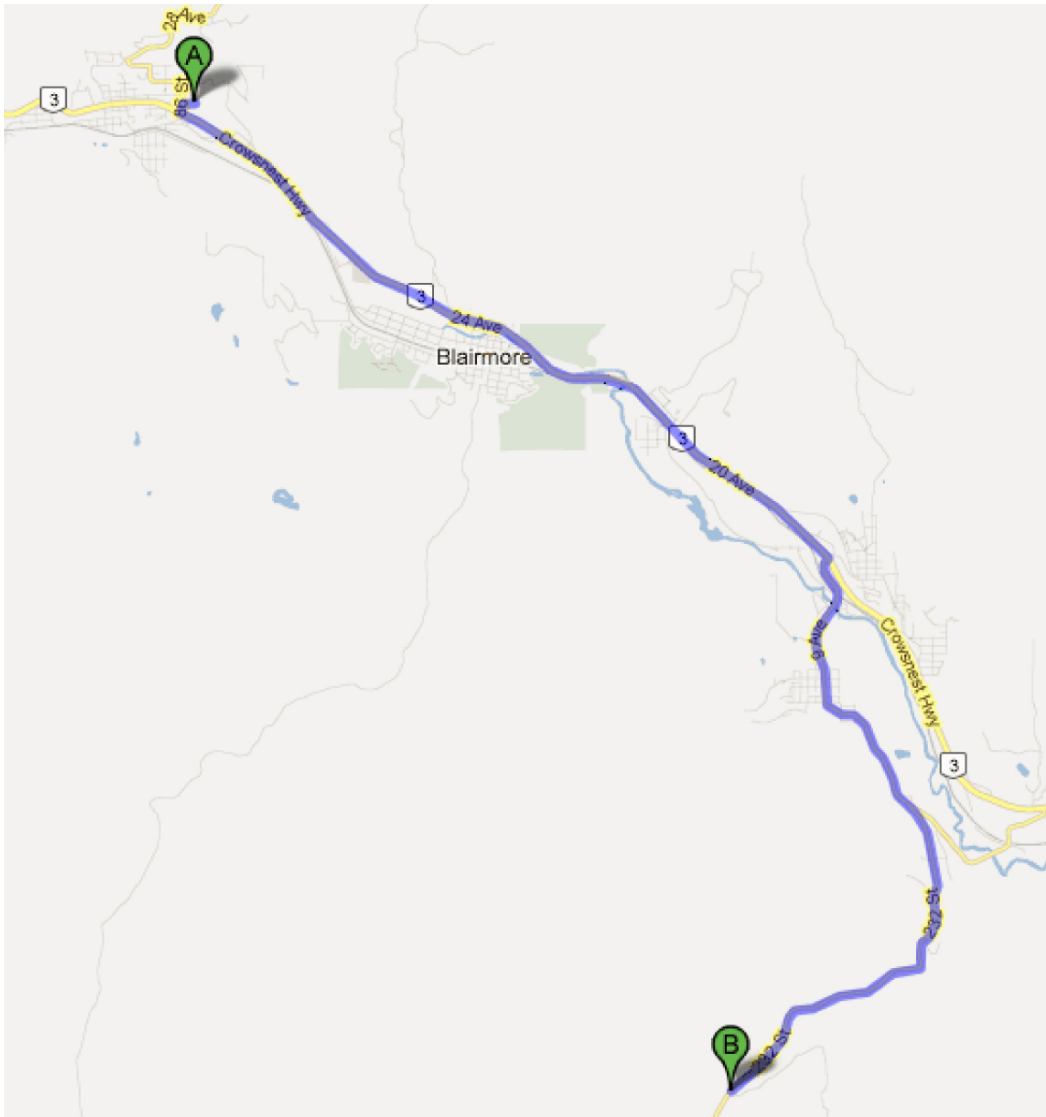
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- Table
- Liquid Jug/ Cups
- Racer Food
- 10x10 Pop Up Tent
- Garbage
- Timing Station
- Toilet / Hand Wash
- - - Racer Chute
- - - Snow Fence
- Road or Trail Border
- 🏠 Spot Lights
- ⊕ Medical Tent / Area



TA1 (End Leg 1) – Adanac Road

Driving Directions:

- Leave the host site (Sports Complex) and drive to Hwy 3
- Turn left (east) onto Hwy 3 and drive approximately 10.2km to the right-hand exit for Hillcrest Mines
- Turn right towards Hillcrest Mines (9 avenue) and drive 1.3 km to the Y in the road
- Take the left fork and continue 0.75 km to the corner of 9 Ave and 230 St
- Reset odometer and continue south through the intersection, now driving on 232 street Hillcrest
- 232 street leaves town- drive out of town for a total of 1.8 km from the intersection
- Drive 1.8km to the fork in the road and turn right onto the gravel road (Adanac Road)
- Drive 5.6 km south to the TA and park in the designated area along the side of the road or in the clearing to the far south; parking is very limited in this area



TA2/TA3 Coordinator

General

Site Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the staging area
3. work with the Logistics Coordinators to get supplies brought to the location
4. ensure that HQ is informed of which volunteers are on site and if they have to leave
5. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available
 - a. Collect recyclable bottles and take them to the Boys & Girls Club at race HQ
6. remind runners to carry their mandatory gear and report if they do not
7. ensure that drop bags have made it from HQ to the TA
8. report to HQ if a racer withdraws from the race and direct the racer to go back to HQ so that they can return their timing chip and retrieve their deposit

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- The Coordinator, or designate, must report when the first runner arrives at the TA and when the last runner departs.
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Media / PR	Erin	Brian

TA2/TA3 – Albert Stella Memorial Arena

Staff:

- 2 Site Coordinators
- 1 Timing (TA2 + TA3)
- 1 Floater
- 4 Food preparation

On Site Times:

- 7:15 hrs to 17:00 hrs Saturday

Approximate Distances:

- Leg 3: 35km
 - Distance to first Leg 3 water Station: 6.5km
- Leg 4: 32km
 - Distance to first Leg 4 water station: 5km

Timing Duties:

Timing will be done electronically using the SPORTident system. The race director(s) will help set up the equipment. There will be one electronic punch per TA (one for TA2, one for TA3). As runners approach, have volunteers direct them to the timing chute to punch in. Record bib numbers on the list provided as a backup. Accuracy is critical so timers are not to leave their posts until instructed to do so.

Cutoff Time:

- TA2 = 13:00 hrs Saturday to start Leg 3
- TA3 = 19:00 hrs Saturday to start Leg 4
- Any solo racers not on Leg 2 by this time will not be allowed to continue – team racers have a forced start option
 - Only race directors can disqualify a runner

Racer Withdrawal Procedure:

1. Always communicate information using the racers bib number, not name.
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3. Find out the racer's bib number
4. Find out if they are a team runner or a solo
5. Find out how they will return to HQ or if they will remain in the area
 - a. If they do not have a ride to HQ, we must arrange transport through HQ
6. Radio HQ and give them the racer number and whether solo or team
 - a. Specify that the individual is out of the race
 - b. Tell HQ the racer's next destination (preferably HQ)
 - c. Tell HQ how the individual to travel to their destination
 - d. If this is a team runner, you must discuss with the team if the rest of the team is to carry on unranked - forced start option available – consult RD
7. Remind the runner to return to HQ to get their deposit and return the timing chip

TA2/TA3 – Albert Stella Memorial Arena

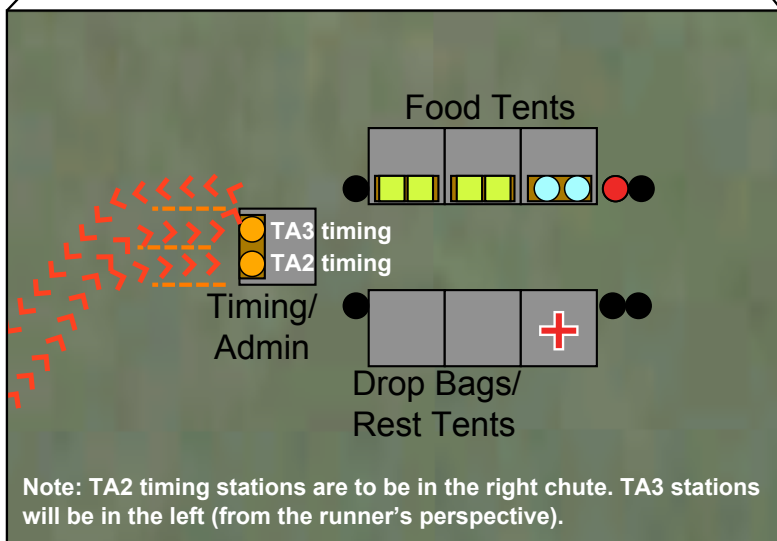
Food and Equipment:

Volunteers will ensure that food is put out and supplies are stocked up:

- Cut up fruit and cut chocolate bars in half
- Remove caps from Cola to let it go flat
- Ensure water is out
- Mix sport drink

Food:	Qty:	Equipment:	Qty:
Water	10	10x10 Tent	6
Electrolyte Drink	2	Base Radio	
Soft Candy (kg)	7	Hand Held Radio	2
Oranges (case)	3	Laptop Computer	
Bananas (case)	3	Timing Station	2
Chips	98	Timing Sheet-Back Up	3
Gels		Water Jug	0
Energy/Granola Bars	98	Electrolyte	0
Choc. Bars		Collapsible Table	7
Flat pop (bottle)	16	Paper Cups	760
Watermelon (case)	5	Styro Cups	300
Broth		Garbage Can	8
Noodles		Garbage Bags	20
Squares	130	First Aid Kit	1
Salt Snack		Space Blankets	10
Meatball/sauce (10lbs)		Coleman Stove	
Potatoes (carton)		Propane Tanks	
Trail mix		Cook Pot	
Instant coffee		Lantern/Lights	
Bagels	156	Toilet Paper	40
Peanut Butter (pk)	78	Traffic vest	
Hot chocolate		Tool Kit	1
		Rebar/Fencing	3
		Generator	
		Post Pounder	
		Megaphone	1
		Coolers	

Signs:	Qty:
Distance Sign	1
Timing Chip Sign	1
Solo Area Sign	1
No Parking Sign	4
1st Aid Sign	1
No Camping Sign	1
Washroom Sign	4
End Leg 2	1
End Leg 3	1



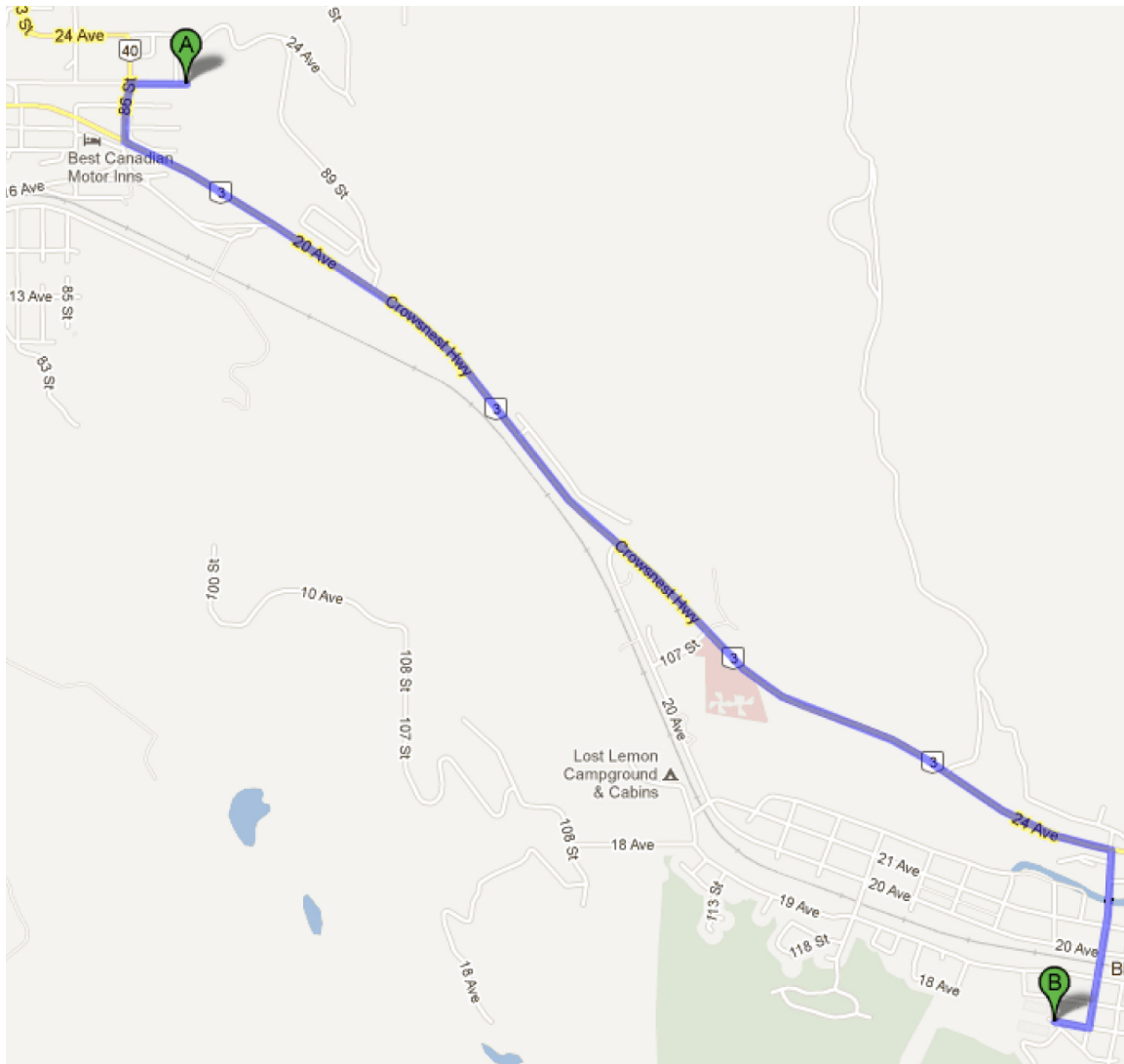
Legend

- >>>>> Runners Route
- Table
- Liquid Jug/ Cups
- Racer Food
- 10x10 Pop Up Tent
- Garbage
- Timing Station
- ● Toilet / Hand Wash
- - - - - Racer Chute
- ⋯⋯⋯ Snow Fence
- Road or Trail Border
- Spot Lights
- ⊕ Medical Tent / Area

TA2/TA3 – Albert Stella Memorial Arena

Driving Directions:

- Leave the host site (Sports Complex) and drive to Hwy 3
- Turn left (east) onto Hwy 3 and drive approximately 4.6km to the center exit for Blairmore (129 Street)
- Turn right (south) onto 129 Street and continue to 17 Ave
- Turn right (west) onto 17 Ave and continue to the arena at the end of the street
- Park in the designated areas



TA4/6 Coordinators

General

Site Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the staging area
3. work with the Logistics Coordinators to get supplies brought to the location
4. ensure that HQ is informed of which volunteers are on site and if they have to leave
5. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available
 - a. Collect recyclable bottles and take them to the Boys & Girls Club at race HQ
6. remind runners to carry their mandatory gear and report if they do not
7. ensure that drop bags have made it from HQ to the TA
8. report to HQ if a racer withdraws from the race and direct the racer to go back to HQ so that they can return their timing chip and retrieve their deposit

Communications

- The Coordinator, or designate, must report when the first runner arrives at the TA and when the last runner departs.
- When communicating on the radio, do not ask for multiple people such as, “Andrew or Brian”. Always specify whom you want to talk with.
- Use the recipient’s call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, “HQ from TA1”. Please see our communications protocol for more information on using the radio.
- Keep all communications brief and politely remind other users if necessary.
- We will try and follow the following protocol, although the Race Directors are the ultimate authority in directing the event.

Protocol

All coordinators report directly to the Race Directors. Coordinators are expected to give guidance both volunteers and racers in the absence of a race director. Note that judgment calls are based on race rules only and should be discussed with a Race Director. Only Race directors can disqualify a runner.

Issue	1st Contact	2nd Contact
Course problem	Andrew	Brian
Emergency (non-medical)	Andrew	Brian
Racer / public complaint	Brian	Andrew
Racer withdraws	HQ	Brian
Volunteer directions/directives	HQ	Brian
Supplies needed at TA/CP	Logistics 1	Logistics 2
Immediate medical emergency	Medic 1	Medic 2
Media / PR	Erin	Brian

TA4/6 – McGillivray Staging Area

Staff:

- 4 Site Coordinators
- 1 Timing
- 1 Floater
- 4 Food Preparation / Site maintenance

Approximate Distances:

- Leg 5: 22.7km
- From your location to Leg 5 water station: 12km
- Leg 7: 12.8km
- From your location to Leg 7 water station: 6km

On Site Times:

- Must be on route by 10:30 hrs Saturday
- Set-up must be completed by 12:00 hrs Saturday
- On site until 10:00 hrs Sunday

Timing Duties:

Timing will be done electronically using the SPORTident system. The race director(s) will help set up the equipment. There will be one electronic punch per TA (one for TA4, one for TA6). As runners approach, have volunteers direct them to the timing chute to punch in. Record bib numbers on the list provided as a backup. Accuracy is critical so timers are not to leave their posts until instructed to do so.

Cutoff Time:

- TA4 = 01:00 hrs Sunday to start Leg 5
- TA6 = 08:00 hrs Sunday to start Leg 7
- Any solo racers not on Leg 2 by this time will not be allowed to continue – team racers have a forced start option
 - Only race directors can disqualify a runner

Racer Withdrawal Procedure:

1. Always communicate information using the racers bib number, not name.
2. Always offer to have a medic attend and check the runner's condition
3. Find out the racer's bib number
4. Find out if they are a team runner or a solo
5. Find out how they will return to HQ or if they will remain in the area
 - a. If they do not have a ride to HQ, we must arrange transport through HQ
6. Radio HQ and give them the racer number and whether solo or team
 - a. Specify that the individual is out of the race
 - b. Tell HQ the racer's next destination (preferably HQ)
 - c. Tell HQ how the individual to travel to their destination
 - d. If this is a team runner, you must discuss with the team if the rest of the team is to carry on unranked - forced start option available – consult RD
7. Remind the runner to return to HQ to get their deposit and return the timing chip

TA4/6 – McGillivray Staging Area

Food and Equipment:

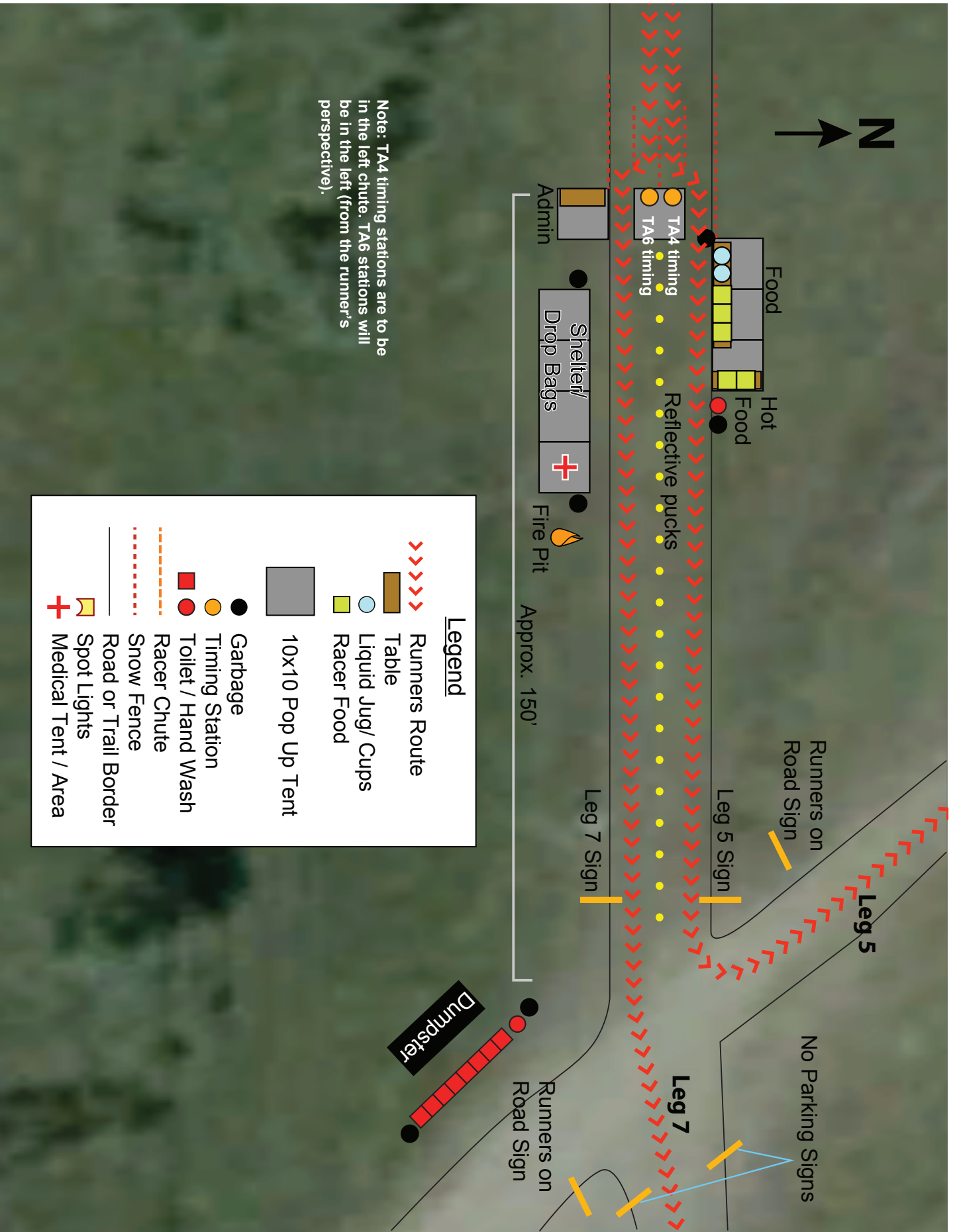
Volunteers will ensure that food is put out and supplies are stocked up:

- Cut up fruit and cut chocolate bars in half
- Remove caps from Cola to let it go flat
- Use one pot to heat water for coffee, broth, potatoes, etc.
- Use one double boiler pots to heat tomato sauce and add meatballs
- Use second double boiler to prepare potatoes
- Ensure water is out
- Mix sport drink

Food:	Qty:	Equipment:	Qty:
Water	25	10x10 Tent	7
Electrolyte Drink	10	Base Radio	
Soft Candy (kg)	5	Hand Held Radio	2
Oranges (case)	3	Laptop Computer	
Bananas (case)	3	Timing Station	2
Chips	98	Timing Sheet-Back Up	2
Gels		Water Jug	25
Energy/Granola Bars	195	Electrolyte	10
Choc. Bars		Collapsible Table	5
Flat pop (bottle)	16	Paper Cups	760
Watermelon (case)	6	Styro Cups	760
Broth	260	Garbage Can	4
Noodles		Garbage Bags	20
Squares	195	First Aid Kit	1
Salt Snack		Space Blankets	12
Meatball/sauce (10lbs)	5	Coleman Stove	2
Potatoes (carton)	4	Propane Tanks	1
Trail mix		Cook Pot	4
Instant coffee	130	Lantern/Lights	8
Bagels	156	Toilet Paper	30
Peanut Butter (pk)	117	Traffic vest	
Hot chocolate	390	Tool Kit	1
		Rebar/Fencing	4
		Generator	1
		Post Pounder	1
		Megaphone	1
		Coolers	2

Food and Equipment (continued):

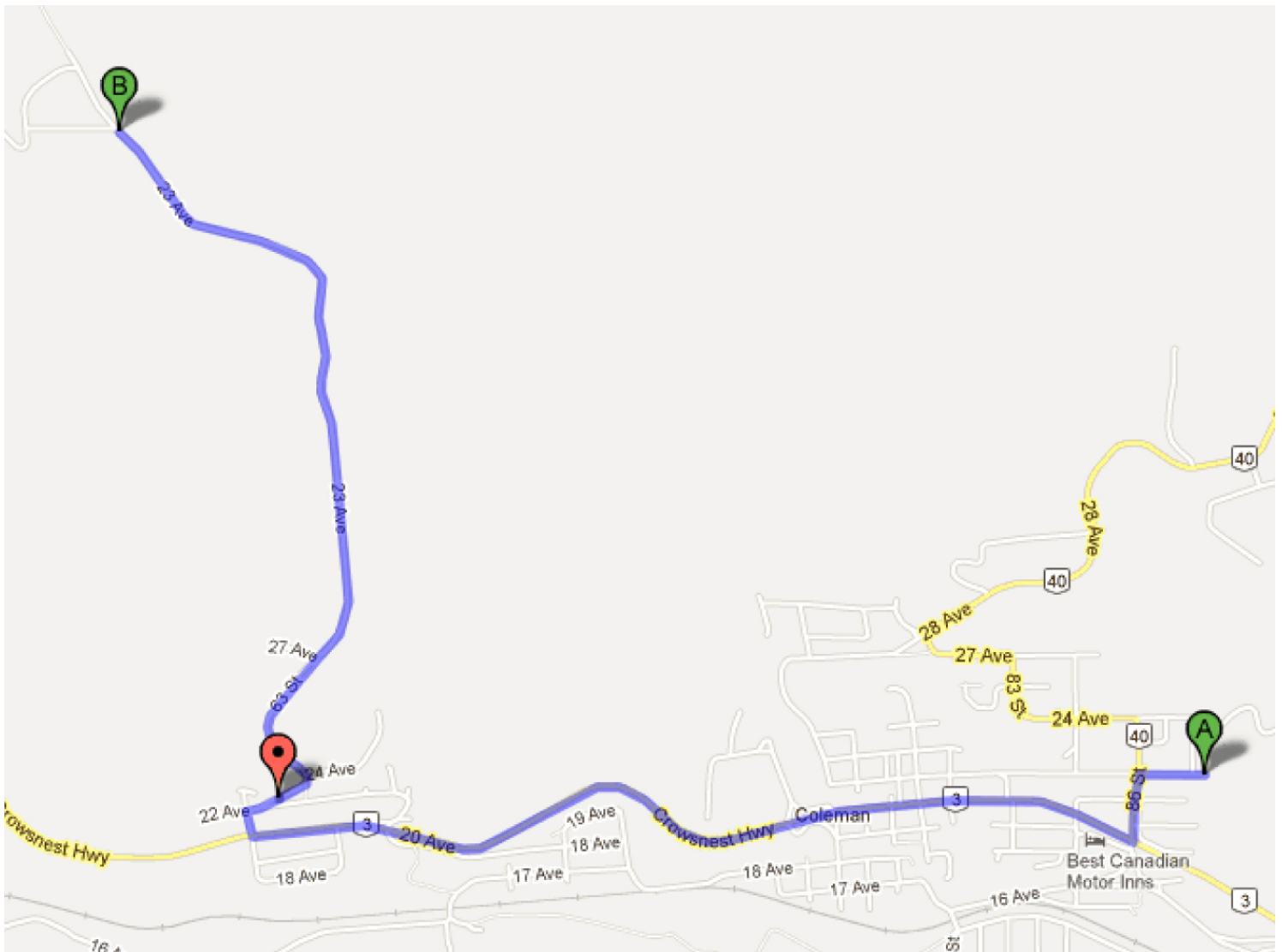
Signs:	Qty:
Distance Sign	1
Timing Chip Sign	1
Solo Area Sign	1
No Parking Sign	4
1st Aid Sign	1
End Leg 4	1
End Leg 6	1
Pedestrian X-ing	4
ATV X-ing	4
Runners on Road	3
Leg 5 Direction	1
Leg 7 Direction	1
Mini pylons	50



TA4/6 – McGillivray Staging Area

Driving Directions:

- Leave the host site (Sports Complex) and drive to Hwy 3
- Turn right (west) onto Hwy 3 and drive approximately 3km to 61 Street; look for a right-hand (north) turn and signs for the Gun Club and McGillivray Snowmobile Staging Area
- Follow the main route (take no side roads) for 2.5km where you will enter the Forest Reserve and reach a large clearing under a huge power line
- Look for the transition area and park on the southwest corner of the clearing, under the power transmission lines
- This is TA4 / TA6



TA5 Coordinator

General

Site Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the staging area
3. work with the Logistics Coordinators to get supplies brought to the location
4. ensure that HQ is informed of which volunteers are on site and if they have to leave
5. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available
 - a. Collect recyclable bottles and take them to the Boys & Girls Club at race HQ
6. remind runners to carry their mandatory gear and report if they do not
7. ensure that drop bags have made it from HQ to the TA
8. report to HQ if a racer withdraws from the race and direct the racer to go back to HQ so that they can return their timing chip and retrieve their deposit

Communications

- The Coordinator, or designate, must report when the first runner arrives at the TA and when the last runner departs.
- When communicating on the radio, do not ask for multiple people such as, “Andrew or Brian”. Always specify whom you want to talk with.
- Use the recipient’s call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, “HQ from TA1”. Please see our communications protocol for more information on using the radio.
- Keep all communications brief and politely remind other users if necessary.
- We will try and follow the following protocol, although the Race Directors are the ultimate authority in directing the event.

Protocol

All coordinators report directly to the Race Directors. Coordinators are expected to give guidance both volunteers and racers in the absence of a race director. Note that judgment calls are based on race rules only and should be discussed with a Race Director. Only Race directors can disqualify a runner.

Issue	1st Contact	2nd Contact
Course problem	Andrew	Brian
Emergency (non-medical)	Andrew	Brian
Racer / public complaint	Brian	Andrew
Racer withdraws	HQ	Brian
Volunteer directions/directives	HQ	Brian
Supplies needed at TA/CP	Logistics 1	Logistics 2
Immediate medical emergency	Medic 1	Medic 2
Media / PR	Erin	Brian

TA5 – Atlas Road

Staff:

- 2 Site Coordinators
- 1 Timing
- 4 Food Preparation / Site maintenance

Approximate Distances:

- Leg 6: 13.8km
- From your location to water station: 9km

On Site Times:

- Must be on route by 11:00 hrs Saturday
- Set-up must be completed by 14:00 hrs Saturday
- On site until 09:00 hrs Sunday

Timing Duties:

Timing will be done electronically using the SPORTident system. The race director(s) will help set up the equipment. There will be one electronic punch. As runners approach, have volunteers direct them to the timing chute to punch in. Record bib numbers on the list provided as a backup. Accuracy is critical so timers are not to leave their posts until instructed to do so.

Cutoff Time:

- 06:00 hrs Sunday to start Leg 6
- Any racers not on the next stage by this time will not be allowed to continue
- Make sure to discuss this with the Race Director prior to telling the racer or team

Racer Withdrawal Procedure:

1. Always communicate information using the racers bib number, not name.
2. Always offer to have a medic attend and check the runner's condition
3. Find out the racer's bib number
4. Find out if they are a team runner or a solo
5. Find out how they will return to HQ or if they will remain in the area
 - a. If they do not have a ride to HQ, we must arrange transport through HQ
6. Radio HQ and give them the racer number and whether solo or team
 - a. Specify that the individual is out of the race
 - b. Tell HQ the racer's next destination (preferably HQ)
 - c. Tell HQ how the individual to travel to their destination
 - d. If this is a team runner, you must discuss with the team if the rest of the team is to carry on unranked - forced start option available – consult RD
7. Remind the runner to return to HQ to get their deposit and return the timing chip

TA5 – Atlas Road

Food and Equipment:

Volunteers will ensure that food is put out and supplies are stocked up:

- Cut up fruit and cut chocolate bars in half
- Remove caps from Cola to let it go flat
- Use one pot to heat water for coffee, broth, potatoes, etc.
- Use one double boiler pots to heat tomato sauce and add meatballs
- Use second double boiler to prepare potatoes
- Ensure water is out
- Mix sport drink

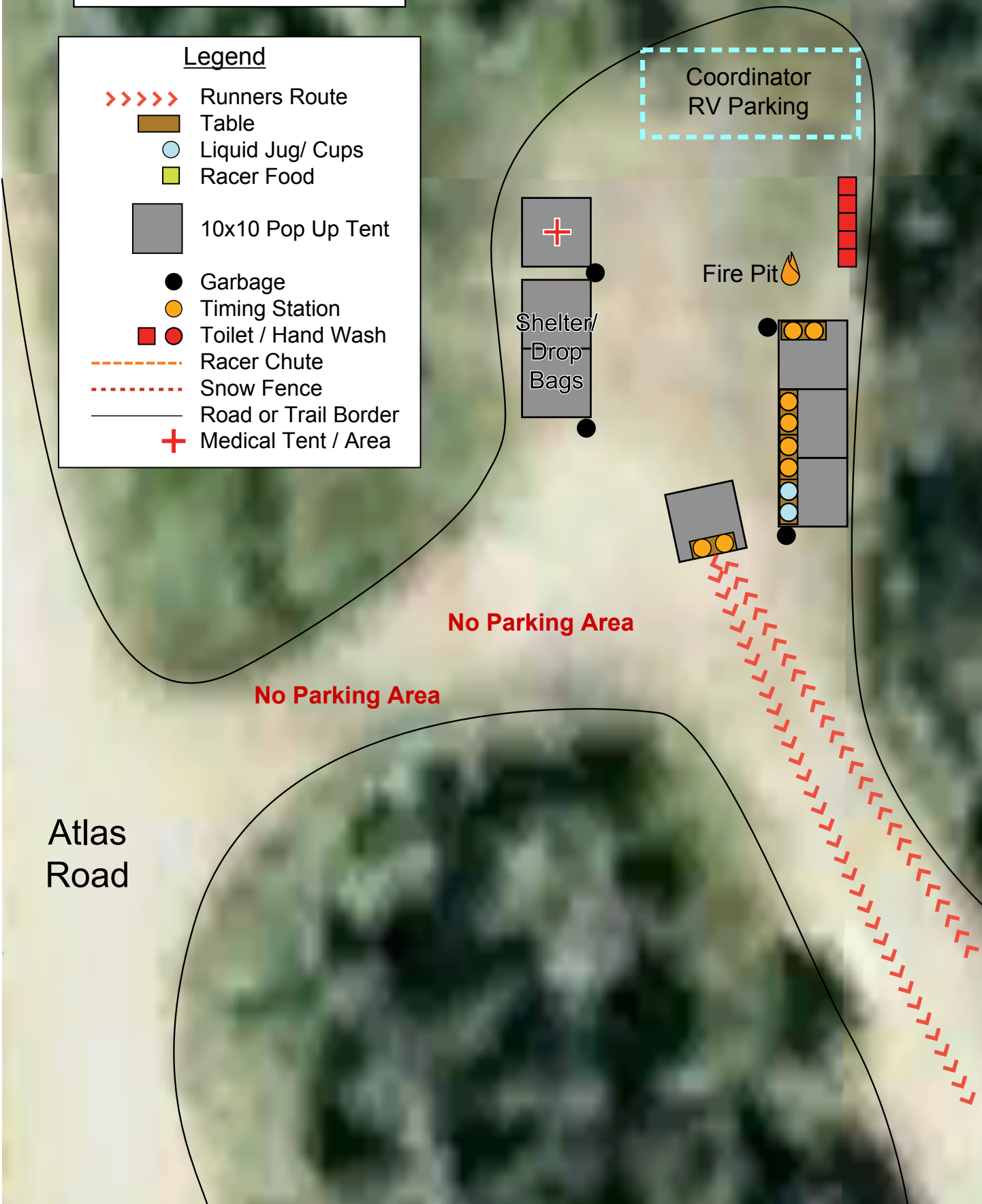
Food:	Qty:	Equipment:	Qty:
Water	12	10x10 Tent	6
Electrolyte Drink	5	Base Radio	
Soft Candy (kg)	5	Hand Held Radio	1
Oranges (case)	1	Laptop Computer	
Bananas (case)	1	Timing Station	1
Chips	98	Timing Sheet-Back Up	1
Gels		Water Jug	12
Energy/Granola Bars	130	Electrolyte	5
Choc. Bars		Collapsible Table	3
Flat pop (bottle)	16	Paper Cups	380
Watermelon (case)		Styro Cups	380
Broth	195	Garbage Can	2
Noodles	195	Garbage Bags	12
Squares	195	First Aid Kit	1
Salt Snack		Space Blankets	12
Meatball/sauce (10lbs)	3	Coleman Stove	2
Potatoes (carton)	3	Propane Tanks	1
Trail mix	98	Cook Pot	4
Instant coffee	195	Lantern/Lights	8
Bagels	195	Toilet Paper	20
Peanut Butter (pk)	195	Traffic vest	
Hot chocolate	390	Tool Kit	1
		Rebar/Fencing	2
		Generator	1
		Post Pounder	
		Megaphone	1
		Coolers	2

Signs:	Qty:
Distance Sign	1
Timing Chip Sign	1
Solo Area Sign	1
No Parking Sign	2
1st Aid Sign	1
Runners on Road	1

Transition Area 5 - Site Plan

Legend

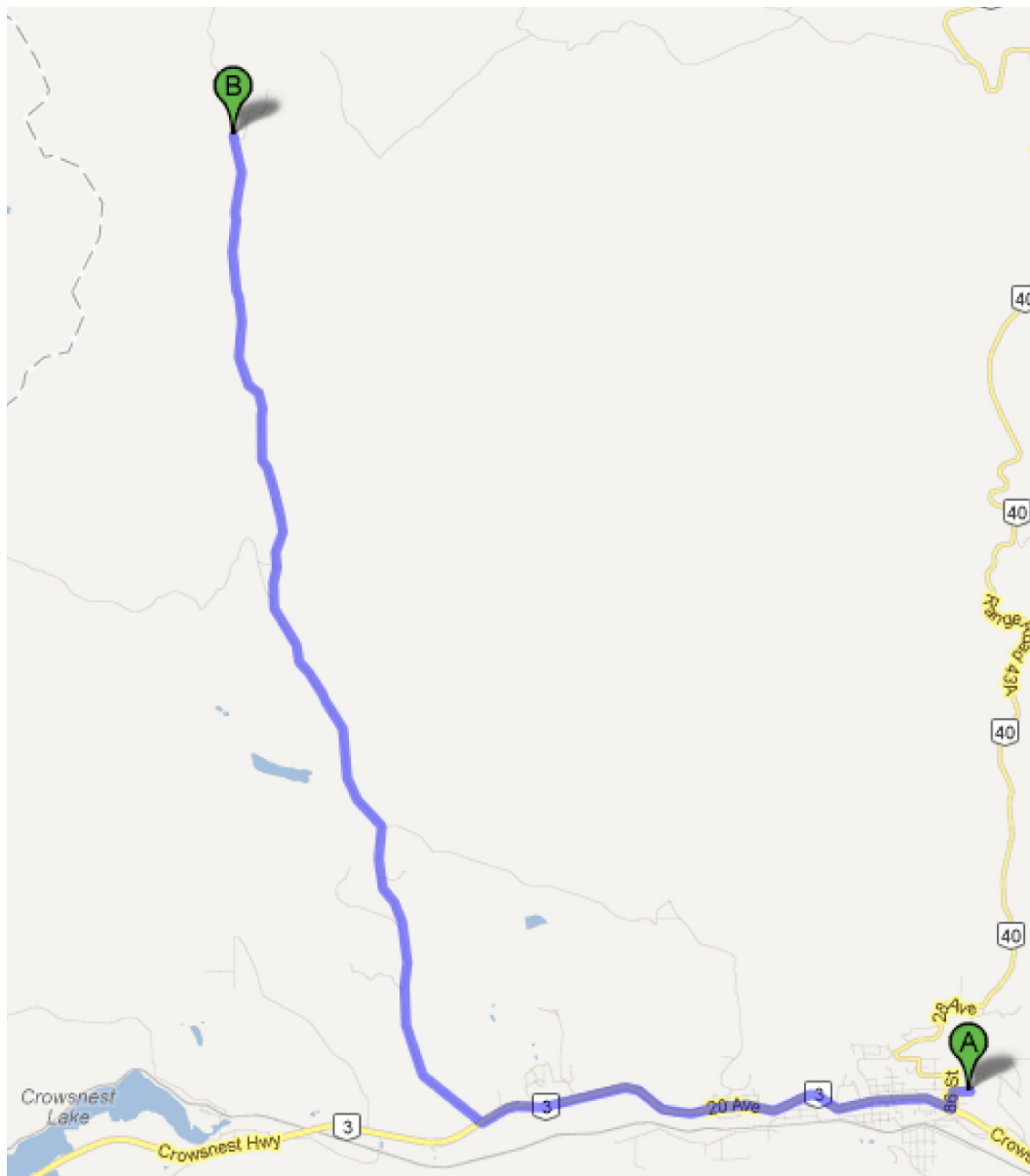
- >>>> Runners Route
- Table
- Liquid Jug/ Cups
- Racer Food
- 10x10 Pop Up Tent
- Garbage
- Timing Station
- ● Toilet / Hand Wash
- - - Racer Chute
- - - Snow Fence
- Road or Trail Border
- + Medical Tent / Area



TA5 – Atlas Road

Driving Directions:

- Leave the host site (Sports Complex) and drive to Hwy 3
- Turn right (west) onto Hwy 3 and drive approximately 6.1km to the right-hand junction of Allison Creek Road
- Drive north on Allison Creek Road for approximately 13.2km – NOTE: you will come to a Y intersection as the pavement ends – stay RIGHT
- At approximately KM 13.2 (from the Highway) you will see a large trail junction on your right side
- This is TA5
- This area is very tight so please park accordingly



Finish Coordinators

The Finish Coordinators are to:

1. help with site setup
2. direct volunteers and ensure the smooth running of the finish area
3. assist with event timing at the finish line
4. assist with the presentation of awards to the finishers
5. ensure that racers collect their deposit and return their timing chips at the admin booth near the finish
6. ensure that HQ is informed of which volunteers are on site and if they have to leave
7. ensure that the area is kept clean; please help bag refuse and ask the Logistics Coordinator to haul it away from the site if a bin is not available

Communications

- The Coordinator, or designate, will be in constant contact with CP7b to get updates on approaching racers.
- When communicating on the radio, do not ask for multiple people such as, “Andrew or Brian”. Always specify whom you want to talk with.
- Use the recipient’s call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, “HQ from TA1”. Please see our communications protocol for more information on using the radio.
- Keep all communications brief and politely remind other users if necessary.
- We will try and follow the following protocol, although the Race Directors are the ultimate authority in directing the event.

Protocol

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Issue	1st Contact	2nd Contact
Course problem	Andrew	Brian
Emergency (non-medical)	Andrew	Brian
Racer / public complaint	Brian	Andrew
Racer withdraws	HQ	Brian
Volunteer directions/directives	HQ	Brian
Supplies needed at TA/CP	Logistics 1	Logistics 2
Immediate medical emergency	Medic 1	Medic 2
Media / PR	Erin	Brian

Finish – Sports Complex

Staff:

- 2 Site Coordinators
- 1 Timing
- 1 Admin Assistant
- 2 Racer awards
- 2 Food Preparation / Site maintenance

On Site Times:

- 07:00 hrs Saturday to 11:00 hrs Sunday

Timing Duties:

Timing will be done electronically using the SPORTident system. The race director(s) will help set up the equipment. There will be one electronic punch. As runners approach, have volunteers direct them to the timing chute to punch in. Record bib numbers on the list provided as a backup. Accuracy is critical so timers are not to leave their posts until instructed to do so.

After the racer punches in, direct them to return their chip to the Admin booth where they will return their chip and receive their deposit. The time will be downloaded from the chip into the laptop and recorded in the master results.

Racer Medals:

Solos – Solos receive a bottle of wine with custom label and a custom bracelet.

1. When a solo passes CP7b, you, or an alternate, should find the label based on racer number and have it ready
2. When the solo runner finishes, be sure the chip is punched in the finish station and then download the timing chip to get a finish time
3. Use the stamp provided to imprint the minute and seconds time on the label
4. Adhere the label to the bottle over the existing label
5. Slip the bracelet over the neck of the bottle
6. Place the wine in a clear wine bag
7. Present the award to the finisher
8. Remind the solo to return the timing chip and give them back their deposit

Teams – Teams receive hanging medals, one for each teammate.

1. Assemble the team and place a medal around each teammates neck
2. Remind the team to return the timing chip and give them back their deposit

Finish – Sports Complex

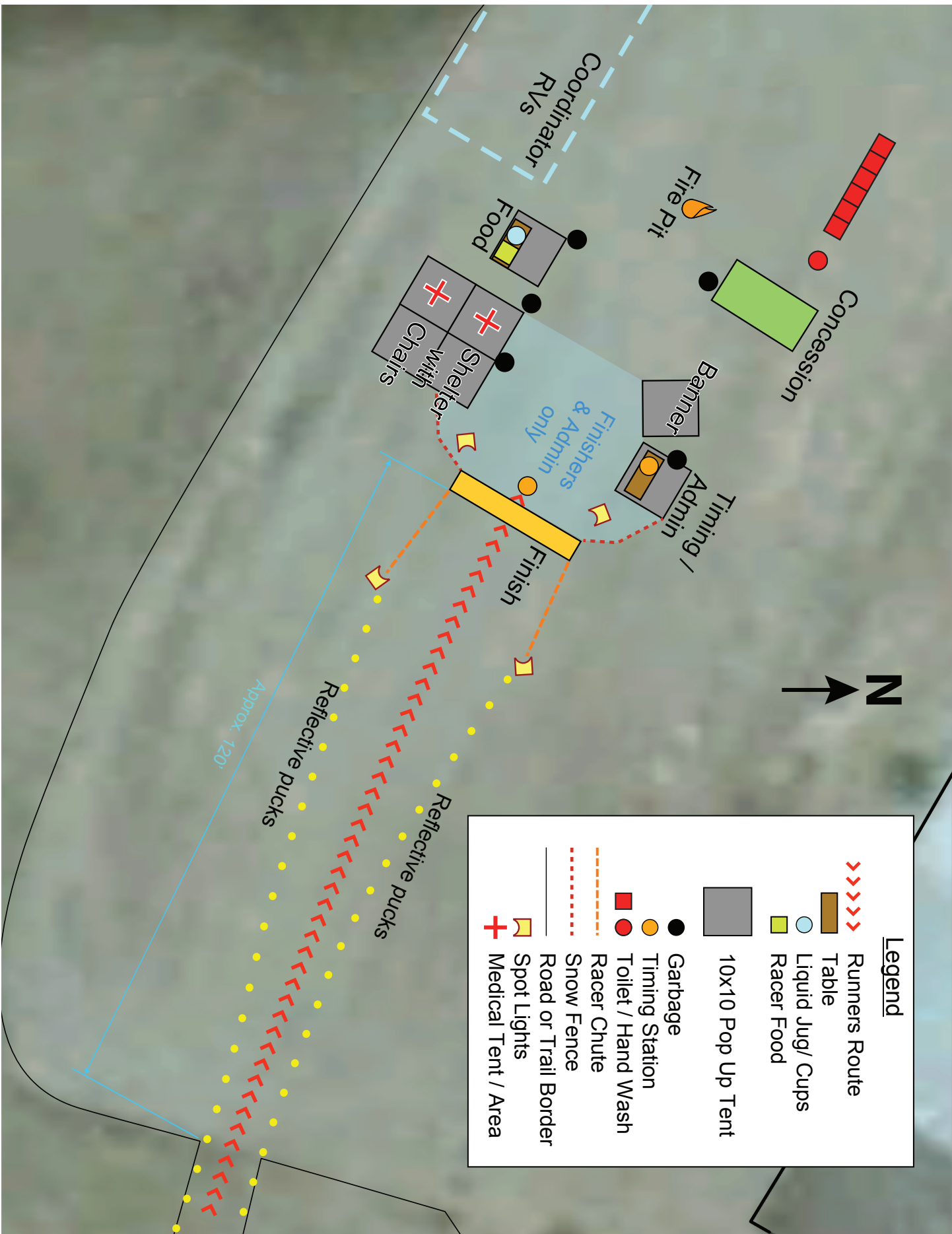
Food and Equipment:

Volunteers will ensure that food is put out and supplies are stocked up:

- Cut up fruit and cut chocolate bars in half
- Remove caps from Cola to let it go flat
- Use one pot to heat water for coffee, broth
- Ensure water is available
- Mix sport drink

Food:	Qty:	Equipment:	Qty:
Water	6	10x10 Tent	4
Electrolyte Drink	2	Base Radio	1
Soft Candy (kg)		Hand Held Radio	2
Oranges (case)		Laptop Computer	1
Bananas (case)		Timing Station	1
Chips		Timing Sheet-Back Up	1
Gels		Water Jug	6
Energy/Granola Bars		Electrolyte	2
Choc. Bars		Collapsible Table	6
Flat pop (bottle)		Paper Cups	380
Watermelon (case)		Styro Cups	380
Broth	98	Garbage Can	4
Noodles	98	Garbage Bags	20
Squares		First Aid Kit	1
Salt Snack		Space Blankets	10
Meatball/sauce (10lbs)		Coleman Stove	
Potatoes (carton)		Propane Tanks	
Trail mix		Cook Pot	1 ta
Instant coffee	98	Lantern/Lights	8
Bagels		Toilet Paper	20
Peanut Butter (pk)		Traffic vest	
Hot chocolate	98	Tool Kit	1
		Rebar/Fencing	2
		Generator	
		Post Pounder	
		Megaphone	
		Coolers	

Signs:	Qty:
Solo Area Sign	1
No Parking Sign	2
1st Aid Sign	1
Mini pylon	50



Legend

- Runners Route
- Table
- Liquid Jug/ Cups
- Racer Food
- 10x10 Pop Up Tent
- Garbage
- Timing Station
- Toilet / Hand Wash
- Racer Chute
- Snow Fence
- Road or Trail Border
- Spot Lights
- Medical Tent / Area