

# CP4-C –Visitor Info Centre

## **Staff:**

- 2 Volunteers

## **On Site Times:**

- Must be on route by 12:30pm Saturday
- Set-up must be completed by 1:00pm Saturday
- On site until 2:00am Sunday

## **Approximate Distances:**

- From TA3 to your location: 17.5km
- From your location to TA4: 14.5km

## **General Instructions**

Your primary responsibility is to ensure the safety of the competitors. We do this by monitoring their progress through the course. We must be diligent in our duties and respond to situations quickly and calmly. In the event of an emergency, remain calm, assess the situation, and contact a Race Director or HQ (see Event Protocol). We will never ask you to put yourself into a compromising situation in order to help others. We want you to take care of yourself out there as well so ask for help if you need it.

SAFETY COMES FIRST. Assisting a racer in need will not necessarily disqualify them. It doesn't even matter – racers do not have the right to make unsafe choices or proceed when they are not fit to do so. Notify HQ immediately if you have any concerns.

## **Volunteer Duties:**

Place water and snack foods on the table. Alert HQ if you begin to run low on any supplies (less than half).

**Radio HQ when you receive your first runner. As a racer passes your location, write their bib number on the timing sheet so we know they have passed.**

Tell racers to stay on the narrow track along the south side of the highway and follow signs.

## **Communications**

- Radios are for communicating race progress and safety related issues.
- Try to keep the social talk off the radios as we all use the same channel and this ties up our communication line
- Do not hold the radio too close to your mouth
- Be polite and do not cut other people off while they're talking
- The radios cost \$800 each - keep them dry and don't leave them sitting around.

## **Event Protocol:**

You will have a radio to report when the first and last runners clear the area. You will also report any emergencies, general concerns or racers that drop out. If a racer drops out at your location, it is critical that you contact HQ right away.

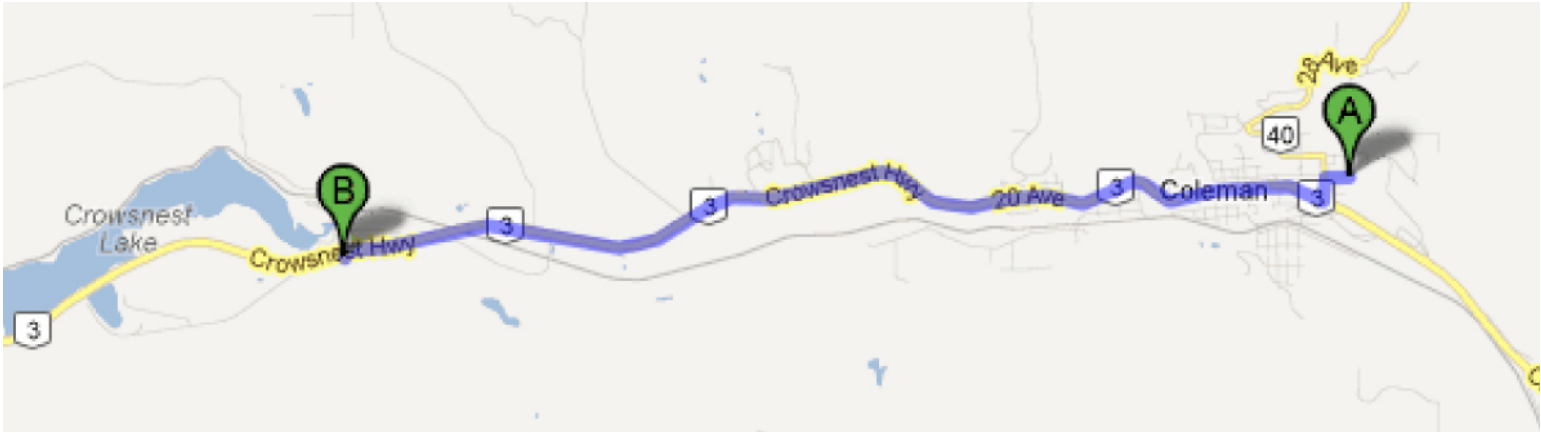
<b>Issue</b>	<b>1st Contact</b>	<b>2nd Contact</b>
Course problem	Andrew	Brian
Emergency (non-medical)	Andrew	Brian
Racer / public complaint	Brian	Andrew
Racer withdraws	HQ	Brian
Volunteer directions/directives	HQ	Brian
Supplies needed at TA/CP	Logistics 1	Logistics 2
Immediate medical emergency	Medic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

## **Food and Equipment:**

<b>Food:</b>	<b>Qty:</b>	<b>Equipment:</b>	<b>Qty:</b>	<b>Signs:</b>	<b>Qty:</b>
Chips	130	10x10 Tent	1	Distance Sign	1
Energy Bars	98	Collapsible Table	1		
Soft Candy (kg)	3	Garbage Bags	4		
Water	9	Garbage Can	1		
		Hand Held Radio	1		
		Lantern/Lights	1		
		Space Blankets	6		
		Timing Sheet	1		
		Traffic vest	2		
		Water Jug	9		

**Driving Directions:**

- Leave the host site (Sports Complex) and drive to Hwy 3
- Drive through Coleman staying on HWY 3 – heading west for approximately 9.2km to the Visitor Information Centre
- Turn left onto the service road for the Visitor Information Centre
- Instead of turning left into the Visitor Centre, take a right hand turn and park your vehicle along side the road just after this junction
- Runners will be approaching from the southwest along this old highway.



Visitor Info Water Station - Aerial View



Sinister 7 Site Plans