

# 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

## **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.

## **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.

## **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

**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

**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:**

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

<b>Food:</b>	<b>Qty:</b>	<b>Equipment:</b>	<b>Qty:</b>	<b>Signs:</b>	<b>Qty:</b>
Water	6	10x10 Tent	4	Solo Area Sign	1
Electrolyte Drink	2	Base Radio	1	No Parking Sign	2
Broth	98	Hand Held Radio	2	1st Aid Sign	1
Noodles	98	Laptop Computer	1	Mini pylon	50
Instant coffee	98	Timing Station	1		
Hot chocolate	98	Timing Sheet	1		
		Water Jug	6		
		Electrolyte	2		
		Collapsible Table	6		
		Paper Cups	380		
		Styro Cups	380		
		Garbage Can	4		
		Garbage Bags	20		
		First Aid Kit	1		
		Space Blankets	10		
		Coleman Stove	1		
		Cook Pot	1		
		Lantern/Lights	8		
		Toilet Paper	20		
		Tool Kit	1		
		Rebar/Fencing	2		
		Post Pounder	1		
		Speaker	1		

