

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

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.

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

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.

Food and Equipment:

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

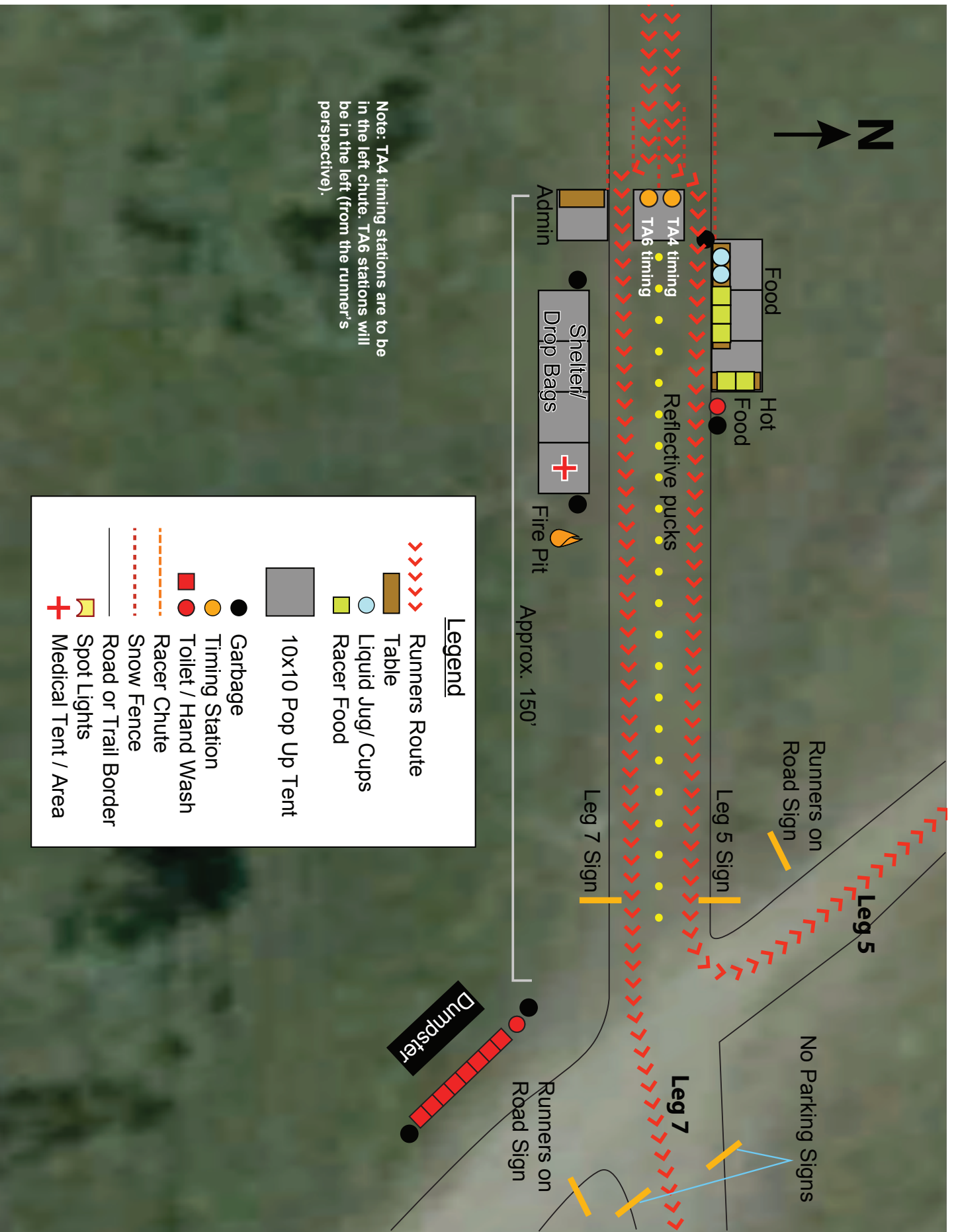
- Cut up fruit and cut chocolate bars in half
- Remove caps from Cola to let it go flat
- Use one pot to heat water for coffee, broth, potatoes, etc.
- Use one double boiler pots to heat tomato sauce and add meatballs
- Use second double boiler to prepare potatoes
- Ensure water is out
- Mix sport drink

| Food: | Qty: | Equipment: | Qty: | Signs: | Qty: |
|---------------------|-------------|-------------------|-------------|------------------|-------------|
| Water | 25 | 10x10 Tent | 7 | Distance Sign | 1 |
| Electrolyte Drink | 10 | Hand Held Radio | 2 | Timing Chip Sign | 1 |
| Soft Candy (kg) | 5 | Timing Station | 2 | Solo Area Sign | 1 |
| Oranges (case) | 3 | Timing Sheet | 2 | No Parking Sign | 4 |
| Bananas (case) | 3 | Water Jug | 25 | 1st Aid Sign | 1 |
| Chips | 98 | Electrolyte | 10 | End Leg 4 | 1 |
| Energy/Granola Bars | 195 | Collapsible Table | 5 | End Leg 6 | 1 |
| Flat pop (bottle) | 16 | Paper Cups | 760 | Pedestrian X-ing | 4 |
| Watermelon (case) | 6 | Styro Cups | 760 | ATV X-ing | 4 |
| Broth | 260 | Garbage Can | 4 | Runners on Road | 3 |
| Squares | 195 | Garbage Bags | 20 | Leg 5 Direction | 1 |
| Meatball/sauce | 5 | First Aid Kit | 1 | Leg 7 Direction | 1 |
| Potatoes (carton) | 4 | Space Blankets | 12 | Mini pylons | 50 |
| Instant coffee | 130 | Coleman Stove | 2 | | |
| Bagels | 156 | Propane Tanks | 1 | | |
| Peanut Butter (pk) | 117 | Cook Pot | 4 | | |
| Hot chocolate | 390 | Lantern/Lights | 8 | | |
| | | Toilet Paper | 30 | | |
| | | Tool Kit | 1 | | |
| | | Rebar/Fencing | 4 | | |
| | | Generator | 1 | | |
| | | Post Pounder | 1 | | |
| | | Megaphone | 1 | | |
| | | Coolers | 2 | | |

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.

| 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 |



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

