

Exchange 00 Start - Cambridge Elementary School; Jeffersonville

Directions:

From Bennington / Rutland/Rutland: take US 7 north to Burlington. Then:

From Burlington: from I-89, go northeast on RT 15 through Cambridge to Jeffersonville and intersection of RT 108 (26 miles), turn right on RT 108. Then go one block to Main St and turn right; go one block to School St and turn left.

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North to RT 15 (20 miles). Turn left on RT 15 to intersection with RT 108 (15.4 miles). Turn left on RT 108 then go one block to Main St and turn right; go one block to School St and turn left.

Volunteer Parking: Volunteer Parking: the relay start area is in the back of the school; park in the parking lot

Unique to this Exchange:

Volunteers on the first shift arrive early to help set up the start. Must be able to lift 35 lbs.

Exchange Notes:

This is the start area for the Green Mountain Relay. Teams will be coming and going from 5:30 AM until 1:00 PM.

Volunteers will assist the staff with the set-up and take-down of the start area, checking in the teams as they show up, directing the relay vans to parking, and keeping the area clean.

There are three different tasks unique to the start, plus a parking monitor(s), that will be needed:

1. Collecting Waivers, Substitution Forms, and Substitution payment (1-2 people) - you will be provided with a notebook that has each team on a separate page. On the page will be a list of all the runners AND volunteers for their team as they entered it into the GMR database before it closed. Your responsibility will be check off each individual waiver received with the team list. If a name is different, a Substitution Form is required to be filled out as well as to collect payment (cash/check) for \$10. If there is Substitution Form is needed, there is a \$10 fee, no exceptions!!! The check MUST be made out to "Timberline Events LLC." Staple the cash/checks to the substitution form and place in the Substitution Form folder. If any waivers are missing, the team can not start. Some teams may have an invoice paper clipped to their fold. ALL invoices must be paid before the team is checked in. Again, staple the team's check to the invoice and place it in the Substitution Form folder. Place all signed waivers in the team's folder.

2. Safety Check (1-2 people) - your responsibility is to make sure that each team has ALL the required equipment:

2 flashlights or headlamps

2 reflective vests

2 flashing red LED lights

One sign per van: "CAUTION-RUNNER ON ROAD" (minimum 17 x 22 inches) to be attached to the rear of each teams two vehicles. These can be hand made but they must be legible - one sign for Ultra Teams; be careful, some teams try to get by with signs that are smaller than required. Also, some teams

will tell you that the sign is already on the back of their van. Please go take a look at it if you have time. If you stand 30 feet from the sign and can not read it, the team must come up with a replacement.

- 1 First Aid kits per vehicle - one kit for Ultra Teams
- 1 copy of the Relay Handbook and Map book per vehicle
- 1 Trash bag per vehicle

3. Distribute Team T-Shirts (1-2 people) - You will have a notebook with a sheet listing of each team member's name and the tech shirt size they ordered.

- a. Find the bag that corresponds to the team.
- b. Open the bag with the captain and check each shirt. You need to make sure there is the correct number of each style and size. The volunteers might be listed on this sheet, but they will get their shirts at their volunteer location.
- c. Pull any shirts of people that are no longer on their team (ex: they have made a substitution) and place in the extra shirts box (please keep shirts clean).
- d. Once you have checked all the shirts, please have the captain sign the sheet. This is them confirming that no shirts are missing and are correct. There is also a copy of the size sheet in the bag so the captain can distribute the right shirt to each member of his or her team. If they are missing any shirts, fill out a missing shirt form and have them take it to the merchandise tent. **
- e. Send them to Packet Pickup.

**If there are team additions, their substitution form is their shirt order their shirt will be mailed to them after the relay.

**If there are people wanting to switch tech shirt sizes they will need to do so at the merchandise table. There will be a very limited quantity of extra shirts that can be exchanged out.

4. Parking (1-2 person(s)) - proactively direct relay vehicles to specific parking spaces utilizing the red flags provided. Relay vans should be directed to park behind the school in the large parking lot. The start and the Relay registration tables, etc. will be set up next to the parking lot between the school and the field.

At the end of your shift, walk around the parking lot to police the area and collect any trash.

Exchange 01 - VTrans District 8 Cambridge Unit in-between Jeffersonville and Johnstown

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: from I-89, go northeast on RT 15 through Cambridge and Jeffersonville 33.5 miles to the VTrans yard on your left - look for the sign by the entrance.

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North to RT 15 (20 miles). Turn left on RT 15 12.0 miles the Vtrans yard on your right - look for the sign by the entrance.

Volunteer Parking: Volunteer Parking: as the Exchange and Relay Van parking will be close to the entrance, park at the far end of the lot but please do not block any of the garages (see map of exchange).

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: EXCHANGE 1 is in the parking lot of the VTrans Maintenance Facility. It will be important to keep vehicles clear of the garages so as not to impede any workers that may be there. Direct relay vans to park in the obvious parking area next to the garage on the RT 15 side of the parking lot. Runner Exchange Zone - locate off Hwy 15 by where the entrance turns towards the parking area. See Exchange Map for details.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 02 - Johnson Elementary School, Johnson

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: from I-89, go northeast on RT 15 through Cambridge and Jeffersonville to Johnstown and Pearl St (35.2 miles), then turn right on Pearl St. Then go one block to School St and turn right. School is on the left. Look for lower parking lot just east of the school building.

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North to RT 15 (20 miles). Turn left on RT 15 to Johnstown and Pearl St (6.5 miles), turn right on Pearl St. Then go one block to School St and turn right. School is on the left. Look for lower parking lot just east of the school building.

Volunteer Parking: Volunteer Parking: Park in the lower parking lot to the right of the school building away from the entrance to save room for the relay vans.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the school parking lot as noted on the exchange map.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with an new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 03 - Morristown General Store; intersection of Stagecoach Rd and Walton Rd, Morristown

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North to just north of Stowe to the intersection with Stagecoach Rd (11.3 miles) - take the left fork on to Stagecoach Rd. Go north on Stagecoach Rd 5.6 miles to the Morristown General Store.

Volunteer Parking: Parking is at a premium here; please park behind the store in the small parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Van parking is tight here. Direct relay vans to park in the parking lot as noted on the exchange map. First direct relay vans to park in the small parking area behind the store. Once that is full, have vans park on the right side of the road as far off the road as possible. Prevent vans from taking up the parking spaces in front of the store.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 04 - Adam's Farm next to Shaws Grocery Market north of downtown Stowe

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North to just north of Stowe 10.4 miles to the intersection with West Hill Rd. You'll see the Shaws Market on your left. Turn left here into the Shaws parking lot.

Volunteer Parking: Volunteer Parking: park in the Shaws parking area on the side of the store opposite the entrance to the Adam's Farm.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the parking lot as noted on the exchange map. Van parking is in the Shaws Market parking lot. The first area to be used is the area on the side of the store opposite the runner exchange. Then encourage vans to park at the far end of the store's parking lot away from the front of the store.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

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The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

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REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 05 - Waterbury Center Town Green

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: head north on RT 100 North for just 2.7 miles to Howard St (it will be on your right). Turn right on to Howard St and go .3 miles and you'll run into the Waterbury Town Green.

Volunteer Parking: Volunteer Parking: park on the side of the Grange building across the street from the Green.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the parking lot as noted on the exchange map. Van parking is along the edge of the green. There is no parking in front of the restaurant - that is for their customers.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 06 - Parking lot behind Green Mountain Coffee Roasters Café (Railroad Station)

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for a half mile to the "T" intersection with US 2. Turn left on US 2/RT 100 for .6 miles to Park Row (next to the town green). Turn left on Park Row for a block or so to the Railroad Station. Cross the railroad tracks and the parking lot is across the tracks behind the Railroad Station/GMCR Cafe.

Volunteer Parking: Volunteer Parking: park away from the entrance but not in front of any of the businesses.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: This is a VAN EXCHANGE so both team vans will be stopping here. Thus it will be important to manage the van parking so ample space is maintained. The first shift will arrive well before any of the runners arrive, but team's inactive vans will be showing well before their runner as they are prepositioning themselves. Thus your primary responsibility at first will be managing the parking and having a good time talking with the runners. Direct relay vans to park in the parking lot as noted on the exchange map.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 07 - Middlesex Town Clerk and Volunteer Fire Department parking lot

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for a half mile to the "T" intersection with US 2. Turn left on US 2 for 7.3 miles to Middlesex. The white Town Clerk building with the Volunteer Fire Department garage behind it are on the right.

Volunteer Parking: Volunteer Parking: park behind the Town Clerk building keeping clear of the Volunteer Fire Department building.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Van parking is behind the Town Clerk building, BUT KEEP THE AREA IN FRONT OF VOLUNTEER FIRE DEPARTMENT CLEAR.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 08 - Moretown Community Recreation Field & Elementary School parking lot

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 7.2 miles to the intersection of RT 100B. Turn left (north) on RT 100B for 1.0 mile. The entrance to the Moretown Community Recreation Field parking lot will be on your right and is to the right of the Town Clerk Office.

Volunteer Parking: Volunteer Parking: park in the large lot away from the entrance and the Runner Exchange area.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the spacious parking lot but not near the entrance or the runner exchange

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 09 - Couples Field Parking area, Waitsfield

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 11.7 miles to Waitsfield. The entrance to Couples Field is on your left. Look for a white sign. The entrance is opposite a Pizza restaurant.

Volunteer Parking: Volunteer Parking: park in the parking area away from the entrance road and the Runner Exchange area.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: exchange is set up down the hill from RT 100 in the area around the ball fields.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 10 - Warren Elementary School

Directions:

From Bennington / Rutland: take US 7 north to Burlington. Then:

From Burlington: take I-89 South to Waterbury. Then:

From Brattleboro: take I-91 North to I-89 West to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 17.2 miles to the left turn on Main St in to Warren. Go .3 miles and turn left on Brook Rd. Go another .2 miles and turn left on School Rd. Follow School Rd to the Warren Elementary School parking lot.

Volunteer Parking: Volunteer Parking: park in the lower parking lot to keep the upper lot for the runner vans.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the parking lot as noted on the exchange map.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Leg 11 Pullout - Pullout area by waterfall in Granville Gulch in Granville Reservation State Park

Directions:

Volunteers from for this location must stop off at Exchange 11 first to pick up your equipment.

From Burlington: take I-89 South to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 26.8 miles to Exchange 11 - a pullout on the left side of the road. Then:

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 to RT 100. Turn right (north) for 35.3 miles (just past Granville) where there is a pullout on the right hand side of the road. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100, for 29.0 miles (just past Granville) where there is a pullout on the right hand side of the road. Then:

From Exchange 11: continue north on RT from Exchange 11 for 1.4 miles to the scenic pullout by the waterfall that will be on your left

Volunteer Parking: Volunteer Parking: at the edges of the pullout so as to keep as much room for the relay vans and other vehicles (tourists) as possible.

Unique to this Exchange:

YOUR ROLE is unique to the relay. Due to the limited size and parking space available at Exchange 11, ALL TEAMS were instructed to stop at this pullout and to wait until their runner passes this location. They were also instructed to check in with you, so please mark off each team on the exchange time sheet to make sure these instructions were followed.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

VAN EXCHANGE MONITOR:

- * Your primary responsibility is to record that each team's van stopped to wait for their runner.
- * Make sure van parking is orderly as this area is not exclusively for our use and is open to the public. It is a popular spot for tourists to stop.
- * Note any negative incidents on this sheet.

SPOTTER:

- * Position themselves so that they can see the approaching runner.
- * Calls out team number on the bib of incoming runners so the team van can then continue on to Exchange 11.

ALL volunteers assist in keeping Exchanges clean. We are not supplying a garbage can for this location, so make sure teams are not littering. If you need to use the facilities, go down to Exchange 11.

Exchange 11 - Pullout area in Granville Gulch in Granville Reservation State Park

Directions:

From Burlington: take I-89 South to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 26.8 miles to a pullout on the left side of the road.

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 to RT 100. Turn right (north) for 35.3 miles (just past Granville) where there is a pullout on the right hand side of the road.

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100, for 29.0 miles (just past Granville) where there is a pullout on the right hand side of the road.

Volunteer Parking: Volunteer Parking: park along the dirt road off to the left side

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: This has a challenging parking situation. The Exchange is located on a dirt road that passes through a forested bend in the road on RT 100 in Granville Gulf. So parked vans, the portable toilet, and the Runner Exchange Zone all have to fit here. Parking monitor needs to be very proactive in having the vans park on the left side of the dirt road close together to save space. So assist each van with parking.

SUNSET IS AT 8:41 PM - THEREFORE, ANY RUNNER WHO WILL NOT ARRIVE AT THE NEXT EXCHANGE BEFORE THAT TIME, NEEDS TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 12 - Hancock Mill

Directions:

From Burlington: take I-89 South to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 32.7 miles. The old Hancock Mill is on the right .4 miles south of the intersection with RT 125.

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. In Killington, follow RT 100 North when it forks off to the right. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100. Then:

Follow RT 100 North for 23.1 miles. The old Hancock Mill is on the left. If you reach the intersection of RT 125, you've past it.

Volunteer Parking: Volunteer Parking: in the back corner of the lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: This is a VAN EXCHANGE so both team vans will be stopping here. Thus it will be important to manage the van parking so ample space is maintained. Direct relay vans to park in the parking lot as noted on the exchange map. The first shift will arrive well before any of the runners arrive, but team's inactive vans will be showing well before their runner as they are prepositioning themselves. Thus your primary responsibility at first will be managing the parking and having a good time talking with the runners. If the parking lot fills up, direct vans to park in the overflow parking area of the restaurant at the intersection of RT 100 and RT 125 (a very short distance away). Discourage parking in front of the residences on RT 100.

SUNSET IS AT 8:41 PM - THEREFORE, ANY RUNNER WHO WILL NOT ARRIVE AT THE NEXT EXCHANGE BEFORE THAT TIME, NEEDS TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic,

aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.

2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map

3. Enforcing the following rules:

a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod.

If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet

b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet

c. Runners should be using the portable toilets and not relieving themselves on private property

4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.

5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.

6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 13 - Rochester Town Green

Directions:

From Burlington: take I-89 South to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 36.9 miles. The Town Green in Rochester is on the left.

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. In Killington, follow RT 100 North when it forks off to the right. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100. Then:

Follow RT 100 North for 19.1 miles to the town of Rochester. The Town Green will be on your right.

Volunteer Parking: Volunteer Parking: park along the perimeter of the town green but towards the RT 100 end but not on RT 100

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct vans to turn on the side road before the town green and to park along the side of the green. No vans should be parking on RT 100.

SUNSET IS AT 8:41 PM - THEREFORE, ANY RUNNER WHO WILL NOT ARRIVE AT THE NEXT EXCHANGE BEFORE THAT TIME, NEEDS TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 14 - White River Golf Club parking lot, Rochester

Directions:

From Burlington: take I-89 South to Waterbury. Then:

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 40.5 miles. The entrance to the Golf Club is on your right.

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. In Killington, follow RT 100 North when it forks off to the right. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100. Then:

Follow RT 100 north for 15.5 miles. The entrance to the Golf Club will be on your left.

Volunteer Parking: Volunteer Parking: park in the back corner of the parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE! The upstairs of the Golf Course Clubhouse is a residence, so it is the responsibility of the volunteers to make sure the runners respect the rules of a QUIET ZONE.

SUNSET IS AT 8:41 PM - THEREFORE, ANY RUNNER WHO WILL NOT ARRIVE AT THE NEXT EXCHANGE BEFORE THAT TIME, NEEDS TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 15 - Stockbridge Town Clerk Office and Post Office parking lot

Directions:

From Burlington: take US 7 south to Rutland. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100. Then:

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. In Killington, follow RT 100 North when it forks off to the right. Then:

Follow RT 100 North for 10.4 miles. The Town Clerk/PO parking lot will be on your right just before you get to the intersection with RT 107.

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 45.6 miles. The Town Clerk/PO parking lot will be on your left and is just after RT 107 merges with RT 100.

Volunteer Parking: Volunteer Parking: park in the back corner of the parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: ALL RUNNERS NEED TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA. No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 16 - Pittsfield Town Maintenance Yard

Directions:

From Burlington: take US 7 south to Rutland. Then:

From Rutland: go east on US 4 to RT 100. Turn left (north) on RT 100. Then:

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. In Killington, follow RT 100 North when it forks off to the right. Then:

Follow RT 100 North for 6.5 miles. The Pittsfield Maintenance Yard will be on your left before you reach the town of Pittsfield.

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 49.5 miles. The Pittsfield Maintenance Yard is south of the town of Pittsfield and will be on your right.

Volunteer Parking: Volunteer Parking: park in the back of the maintenance yard

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE! Direct cars so that they don't block the entrance or the exit.

ALL RUNNERS NEED TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 17 - Base Camp Outfitters parking lot, Killington

Directions:

From Burlington: take US 7 south to Rutland. Then:

From Rutland: go east on US 4 to RT 100. Then:

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. Then:

Base Camp Outfitters is on the right just before Bill's Country Store and the intersection where RT 100 North separates from US 4.

From Waterbury I-89 / RT 100 exit: turn south on to RT 100 South for several blocks to the "T" intersection with US 2. Turn left on US 2 for 1.3 miles to RT 100 South. Turn right going south on RT 100 59.9 miles to the intersection with US 4. Turn left on US 4/RT 100 S and just past Bill's Country Store on your left is Base Camp Outfitters.

Volunteer Parking: Volunteer Parking: park in the back of the parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: ALL RUNNERS NEED TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 18 - Killington Ski Area Skyeship Lift parking lot

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 4 east to just past where RT 100 merges with US 4. Continue east on US 4 5.2 miles to the Skyeship parking lot that will be on your left.

From Brattleboro: take I-91 North to the intersection with US 4. Then:

From I-91 / US 4 Intersection: Go west on US 4 where it will join up with RT 100 North. Turn right going north on RT 100/US 4 towards Killington. Then:

The Skyeship Lot is on the right 1.1 miles after joining RT 100 North.

Volunteer Parking: Volunteer Parking: huge parking area so just park away from the entrance and Runner Exchange area.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: This is a VAN EXCHANGE so both team vans will be stopping here. Thus it will be important to manage the van parking so ample space is maintained. Direct relay vans to park in the parking lot as noted on the exchange map. The first shift will arrive well before any of the runners arrive, but team's inactive vans will be showing well before their runner as they are prepositioning themselves. Thus your primary responsibility at first will be managing the parking and having a good time talking with the runners. Direct people wanting to camp/sleep to the opposite end of the parking lot so they have some quiet.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 19 - Long Trail Brewing Company parking lot, Bridgewater Corners

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 4 east to just past where RT 100 merges with US 4. Continue east on US 4 11.7 miles to the Long Trail Brewery parking lot that will be on your left just before the intersection with RT 100A South.

From Brattleboro: take I-91 North to the intersection with US 4. Turn left (west) on US 4 through Woodstock. The Long Trail Brewery is located on US 4 2 miles past the intersection of US 4 and RT 100A South on the left.

Volunteer Parking: Volunteer Parking: park in the back corner of the parking area to the right of the main brewery building.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: ALL RUNNERS NEED TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 20 - Spike's Place/Killington Snowmobile Tours parking lot in-between Bridgewater and Plymouth

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 4 east to Killington where it merges with RT 100. Continue south on US 4/RT 100. Continue south on RT 100 when US 4 breaks off to the east. Turn left on RT 100A in Plymouth. Then:

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 past Ludlow to the intersection with RT 100 North in Plymouth. Then:

Continue on RT 100A 3.2 miles - Spike's Place will be on your left.

Volunteer Parking: Volunteer Parking: park in the back corner of the level lot to the right of the building.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE due to near by residences.

ALL RUNNERS NEED TO BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK BEFORE LEAVING THIS EXCHANGE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA. No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 21 - River Tavern Restaurant parking lot (part of Hawk Resort)

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 4 east to Killington where it merges with RT 100. Continue south on US 4/RT 100. Continue south on RT 100 when US 4 breaks off to the east. Go 7.1 miles south on RT 100 the River Tavern Restaurant. The River Tavern Restaurant will be on your left.

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 past Ludlow to the intersection with RT 100 North. Turn right (north) on RT 100. Go 6.2 miles to the River Tavern Restaurant. The River Tavern Restaurant will be on your right.

Volunteer Parking: Volunteer Parking: park at the side of the lot away from the entrance and the runner exchange area.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE due to near by hotel.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 22 - Okemo Ice House lower parking lot at the Okemo Ski Area, Ludlow

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 7 south then turn east on RT 103 to RT 100. Turn right (west) on RT 103. Then:

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 past Ludlow to the intersection with RT 100 North.. Then:

In .3 miles, turn left on Okemo Ridge Rd - follow up towards the hotels. The Ice House will be on your right - turn into the lot and go towards the right to the lower end of the parking lot.

Volunteer Parking: Volunteer Parking: large parking area; park away from entrance and Runner Exchange area.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE due to near by hotel.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 23 - Pullout on right side off road w/wide shoulders both sides in between Ludlow and Weston

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 7 south then turn east on RT 103 to RT 100. Follow RT 103/RT 100 south until RT 100 separates from RT 103 in Ludlow. Then:

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 to the intersection with RT 100 North in Ludlow. Then:

Turn south on RT 100 for 4.5 miles to a pullout that is on the right side of the road.

Volunteer Parking: Volunteer Parking: park closely together in the pullout next to the portable toilet.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: The PARKING AREA is private property even though it doesn't look like it. The owner is nice enough to let us use it but is very picky, so make absolutely sure that NO TRASH is left at this location before leaving. Also make sure runners are conscious of any traffic as they cross back and forth.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA. No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 24 - Weston Recreation Area

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 7 south then turn east on RT 103 to RT 100. Follow RT 103/RT 100 south until RT 100 separates from RT 103 in Ludlow. Then:

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 to the intersection with RT 100 North in Ludlow. Then:

Turn south RT 100. From the intersection with RT 155 north of Weston, continue south on RT 100 1.5 miles and turn right on Greendale Rd. Go .1 mile and turn left on Lawrence Hill Rd. Go another .1 mile and turn right into the Weston Recreation Area.

Volunteer Parking: Volunteer Parking: park to the right by the tennis courts.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE due to nearby residences. This is a VAN EXCHANGE so both team vans will be stopping here. Thus it will be important to manage the van parking so ample space is maintained. Direct relay vans to park in the parking lot as noted on the exchange map. The first shift will arrive well before any of the runners arrive, but team's inactive vans will be showing well before their runner as they are prepositioning themselves. Thus your primary responsibility at first will be managing the parking and having a good time talking with the runners. Direct people wanting to camp/sleep to the opposite the entrance towards the tennis courts. MAKE SURE RUNNERS ARE QUIET AND TRASH IS PICKED UP. If we lose permission to use this area, there will be no Green Mountain Relay.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 25 - Vermont Country Store - Weston

Directions:

From Burlington: US 7 south to Rutland. Then:

From Rutland: Take US 7 south then turn east on RT 103 to RT 100. Follow RT 103/RT 100 south until RT 100 separates from RT 103 in Ludlow. Then:

From Brattleboro: take I-91 North to the intersection with RT 103. Turn left (west) on RT 103 to the intersection with RT 100 North in Ludlow. Then:

Turn south RT 100. From the intersection with RT 155 north of Weston, continue south on RT 100 to the town of Weston. The Vermont Country Store is on the left; the parking lot entrance is on the south side of the store.

Volunteer Parking: Volunteer Parking: park in the upper section of the lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE! Even though this is a commercial parking lot, there are residences near by, so keep it quiet! Direct vans to exit out the back to minimize congestion at the runner exchange zone.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA. No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 26 - Mill Tavern parking lot, Londonderry

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 towards Bromley Mountain. Continue east to Londonderry and the intersection with RT 100. Then:

From Brattleboro: take I-91 North to the intersection with RT 121. Turn left (west) on RT 121 to the intersection with RT 100 North in Londonderry. Then:

Turn left (north) on RT 100 for 400 ft. The parking lot to the Mill Tavern is on the right

Volunteer Parking: Volunteer Parking: park in the back corner of the lot

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: QUIET ZONE! Even though this is a commercial parking lot, there are residences near by, so keep it quiet!

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

VAN EXCHANGE

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.

- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 27 - Brown Enterprises parking lot, South Londonderry

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 to Londonderry and the intersection with RT 100 South. Then:

From Brattleboro: take I-91 North to the intersection with RT 121. Turn left (west) on RT 121 to the intersection with RT 100 South in Londonderry. Then:

Turn south on RT 100 and go 3.9 miles to the Brown Enterprises parking lot that will be on your left.

Volunteer Parking: Volunteer Parking: park in the lot close to the store building

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: It is critically important that the road to the left of the store front is kept clear. It is not obvious it is a road, but it leads to residences behind the store. Make sure all vans park in the area in front of the store and not in the field to the right where all their equipment is.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.

- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Call out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 28 - Equipe Sport parking lot, Rawsonville

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 to Londonderry and the intersection with RT 100. Turn right (south) on RT 100 to the intersection with RT 30. Turn left (south) on RT 100 for 300 feet to the Equipe Sport parking lot on your right.

From Brattleboro: take RT 30 North past Jamaica (RT 30 joins RT 30 prior to Jamaica) to the intersection where RT 100 turns north off RT 30. The Equipe Sport parking lot is 300 feet before this intersection on your left.

Volunteer Parking: Volunteer Parking: park in the back corner of the lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct vans to exit at the far entrance to minimize congestion at the Runner Exchange Zone. See Exchange Map for details.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.

- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 29 - Winhall Highway Maintenance Yard, Winhall

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 the intersection with RT 30. Turn right (south) on RT 30. Go 3.5 miles and turn left on Old Town Rd. Go another .7 miles to the Maintenance yard on the right.

From Brattleboro: take RT 30 North (RT 100 joins RT 30 prior to Jamaica) to the intersection where RT 100 turns north off RT 30. Continue north on RT 30 for 1.9 miles and turn right on to Winhall Hollow Rd. In 1.7 miles, turn left on to Old Town Rd. The Maintenance yard is another .7 miles and is on your left.

Volunteer Parking: Volunteer Parking: park in the area across the street from the Maintenance yard

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 30 - Mt Bromley Ski Area parking lot

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 towards Bromley Mountain Ski Area and the intersection with RT 30. Then:

From Brattleboro: take RT 30 North to RT 11. Turn right (east) on RT 11. Then:

.9 miles east of the intersection with RT 30, turn right down a dirt road that leads you to a large dirt parking area across RT 11 from the Bromley Mountain Ski Lodge.

Volunteer Parking: Volunteer Parking: park to the right on entering the large parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: This is a VAN EXCHANGE so both team vans will be stopping here. Thus it will be important to manage the van parking so ample space is maintained. Direct relay vans to park in the parking lot as noted on the exchange map. The first shift will arrive well before any of the runners arrive, but team's inactive vans will be showing well before their runner as they are prepositioning themselves. Thus your primary responsibility at first will be managing the parking and having a good time talking with the runners. Direct people wanting to camp/sleep away from the Runner Exchange Zone where it will be quieter. MAKE SURE ANY TRASH IS PICKED UP. If we lose permission to use this area, there will be no Green Mountain Relay.

SUNRISE IS AT 5:08 AM - THEREFORE, ALL RUNNERS MUST BE WEARING A REFLECTIVE VEST, CARRY A HEADLAMP OR FLASHLIGHT, AND BE WEARING A BLINKING RED LIGHT ON THEIR BACK IF THEY DEPART BEFORE SUNRISE.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the

Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart

- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 31 - Fraternal Order of Eagles parking lot, Manchester Center

Directions:

From Burlington: US 7 south to Manchester. Then:

From US 7 Manchester exit: go east on RT 11 for .7 miles. The Fraternal Order of Eagles building and lot will be on your right.

From Brattleboro: take RT 30 North to RT 11. Turn left (west) on RT 11 for 4.1 miles. The Fraternal Order of Eagles building and lot will be on your left just before RT 11 bends to the right and intersects with US 7.

Volunteer Parking: Volunteer Parking: park in either back corner of the parking lot

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Plenty of parking. See Exchange Map for details.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor

- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 32 - Casella Waste Management Recycle area parking lot, Sunderland

Directions:

From Burlington: US 7 south to Manchester. Then:

From Brattleboro: take RT 30 North to RT 11 to the US 7 Manchester exit. Then:.

From US 7 Manchester exit: go west on RT 11 to RT 7A. Turn left (south) on RT 7A 1.6 miles, turn left on River Rd. Follow River Rd for 6.3 miles to the entrance to Casella Waste Management Recycle area on your right.

Volunteer Parking: Volunteer Parking: park in the upper lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct relay vans to park in the obvious parking area next to the garage on the RT 15 side of the parking lot.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor

- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 33 - Fisher Elementary School parking lot, East Arlington

Directions:

From Burlington: US 7 south to Manchester. Then:

From Brattleboro: take RT 30 North to RT 11 to the US 7 Manchester exit. Then:.

From US 7 Manchester exit: go west on RT 11 to RT 7A. Turn left (south) on RT 7A 9.4 miles (through intersection with RT 313) to E Arlington Rd. Turn left onto E Arlington Rd for .5 miles to entrance to Fisher Elementary School on your right.

Volunteer Parking: Volunteer Parking: park to the left area closest to the library

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Plenty of parking. See Exchange Map for details.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor

- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 34 - Green Mountain Polo Club - White Heather Field in between Arlington and Shaftsbury

Directions:

From Burlington: US 7 south to Manchester. Then:

From Brattleboro: take RT 30 North to RT 11 to the US 7 Manchester exit. Then:

From US 7 Manchester exit: go west on RT 11 to RT 7A. Turn left (south) on RT 7A 9.4 miles (through intersection with RT 313 and past the entrance to Lake Shaftsbury State Park. Look for a sign on the left for White Heather Field.

Volunteer Parking: Volunteer Parking: park to the left behind the portable toilet

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct the relay vans to park in the grass area near the entrance but keep the entrance and Runner Exchange area clear. **DO NOT ALLOW VANS TO DRIVE ON OR PARK ON THE POLO FIELD.** See Exchange Map for details.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. **ALL VOLUNTEERS** should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are can be residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 35 - Shaftsbury Elementary School parking lot

Directions:

From Burlington: US 7 south to Manchester. Then:

From Brattleboro: take RT 30 North to RT 11 to the US 7 Manchester exit. Then:.

From US 7 Manchester exit: go west on RT 11 to RT 7A. Turn left (south) on RT 7A 19.1 miles (through intersection with RT 313 and past the entrance to Lake Shaftsbury State Park), to Buck Hill Rd . Turn left on to Buck Hill Rd, go .1 mile to Shaftsbury Elementary School, located on your right.

Volunteer Parking: Volunteer Parking: park in the area behind the firehouse

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: Direct the relay vans to follow the traffic pattern and to not interfere with the Fire Department parking/entrance as shown on the Exchange Map.

Exchange Notes:

WHEN YOU FIRST ARRIVE:

The First Shift of Volunteers is scheduled to arrive 30 minutes BEFORE the first team is PROJECTED to arrive. The closer to the start your exchange is located, the more likely this projection will be accurate. The further into the relay route, this projected time is dependent on numerous factors include how accurate team's projected pace is, as well as weather conditions, etc. A team could arrive early or could it could be a while.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented.

The exchange equipment is stored in one of the portable toilets - if there is a lock, the combination is "195". In the portable toilet, you will find two orange looper tubes with a yellow ribbon and a trash can. Many exchanges will also have a folding X-Sided Hamper Stand - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

All the equipment is in the trash can. You will find: a reflective safety vest for each volunteer - these must be worn by each volunteer. You will also find garbage bags for the trash can, extra toilet paper, either red flags or red batons (these are for the parking monitors to use to direct traffic), a clipboard and pen, and a notebook. Remove all the equipment and set up the trash can with a garbage bag by the Portable Toilet. Tie all the extra garbage bags to the trash can handles so they are easily available when the bags fill up.

All important paperwork is in the notebook: exchange time sheet, staff contact phone numbers, Volunteer Responsibilities, and a map of the exchange. ALL VOLUNTEERS should review the map and volunteer responsibilities

The looper tubes are to designate the Runner Exchange Zone. Look at the Exchange map to learn where the runner exchange zone is and spread the tubes apart there with the yellow ribbon tied to each end.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Setting up the exchange (placement of runner exchange area, directing relay vans to park ONLY in designated areas) as detailed in instructions and the exchange map
3. Enforcing the following rules:
 - a. No active runner should be permitted to leave the exchange if wearing earbuds/headphones/iPod. If a runner departs anyway, you must note their Team number (bib number) on the Time Sheet
 - b. Any active runner that comes into the Runner Exchange Zone wearing earbuds/headphones/iPod should be noted on the Time Sheet
 - c. Runners should be using the portable toilets and not relieving themselves on private property
4. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
5. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.
6. Keep participant noise to a manageable level - during the night, keep runners quiet as there are residences close to the exchange area; this includes the shouting/cheering/loud talking of the runners, music/radios in the vans, slamming of van doors.

The first thing to do is to set up the Exchange EXACTLY as shown in the exchange map. Take the two looper tubes, make sure each end of the yellow ribbon is tied to a tube, and then place them spread apart in the location identified by the map. This is where the departing runner waits and the incoming runner must come to for the hand off. **DO NOT LET THE RUNNERS DO THEIR EXCHANGE ANYWHERE BUT IN THE RUNNER EXCHANGE AREA.** No changes can be made to the layout of the exchange without the approval of the race director or the zone coordinator. The map also designates general areas where each of the volunteers should be positioning themselves.

If it is not already in place, take the Exchange Sign (stored by the portable toilet) and place it near the entrance to Runner Exchange as shown in the Exchange Map.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

RUNNER EXCHANGE AREA MONITOR:

- * Your primary responsibility is to record each team's Runner Exchange time on the time sheet. Teams on the sheet are listed in order of their bib number.
- * Do not let any runners who are wearing headphones to depart
- * If after sunset (approximately 8:30 PM) or before sunrise (approximately 5:10 AM), runners should not be permitted to depart without wearing the required safety gear: reflective vest, flashing red LED light on their backside, and a headlamp/flashlight.
- * Note any negative incidents or Time on the Time sheet.
- * Ensure that only outgoing runners wait near Runner Exchange Areas and that people are not obstructing the path of the incoming and outgoing runner.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

SPOTTER:

- * Position yourself 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor

- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ACTIVE VAN/PARKING MONITOR

- * Actively direct vans to park ONLY in designated areas utilizing either the red flag or lighted red baton included in with the exchange equipment.
- * Does not allow vans to block or force runners onto the road by obstructing the shoulder.
- * Vans may not park for 500 feet BEFORE Exchanges so incoming runners may view outgoing runners.
- * Allows only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

Our SWEEP TRUCK will be following the last runner on the course and should arrive at the Runner Exchange just before or just after the last runner. You can start collecting all the gear and trash bags and pile it all together near the runner exchange zone to load onto the truck.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!!

Exchange 36 Finish - Mount Anthony Union Middle School; Bennington

Directions:

From Burlington: US 7 south to Manchester. Then:

From Brattleboro: take RT 30 North to RT 11 to the US 7 Manchester exit. Then:

From US 7 Manchester exit: go west on RT 11 to RT 7A. Turn left (south) on RT 7A to RT 67A. Turn left on RT 67A, go 1.1 miles (pass underneath US 7) and turn left on East Rd. Go .8 miles to the entrance of the Mount Anthony Middle School on the right.

Volunteer Parking: Volunteer Parking: anywhere as the parking lot.

Unique to this Exchange:

UNIQUE TO THIS EXCHANGE: You will be working with GMR staff to set up the Finish Line. Runners will be hanging out most of the day. Also, a meal will be served to the participants. Must be able to lift 35 lbs.

Exchange Notes:

FINISH LINE

WHEN YOU FIRST ARRIVE:

You will be arriving a while before the first runners are projected to arrive to help the GMR staff set up the finish line.

If there is a second shift of volunteers, they are scheduled to arrive 15 minutes before the first shift's departure time. This will give them time to get oriented. The second shift will be responsible for helping the GMR staff take down and load the Finish Line equipment into the trucks.

The GMR staff will have the finish line equipment. Among the equipment will be folding X-Sided Hamper Stands - this is for recycling only (glass, plastic, aluminum). If you have one of these, open it up and place it in a visible area in front of the portable toilets.

There will also be trash cans.

REMEMBER - if you are a volunteer associated with a team, if you don't show up, the team you are representing will be disqualified. If you are late, your team will be penalized the amount of time you are late.

ALL VOLUNTEERS ARE RESPONSIBLE FOR:

1. Reading and following the volunteer's responsibilities and duties to ensure a safe and smooth running exchange that respects the private property we have permission to use.
2. Keeping the trash and recycle bin under control. When the trash can becomes full, tie off the garbage bag and set it next to the portable toilets. Then put a new garbage bag in the can. Same with the recycle bin - there will be light blue trash bags for recycling only.
3. Policing the area, picking up any trash so that the area is as clean when we leave as when we arrived so we can use the area in following years.

VOLUNTEER DUTIES - you can decide amongst yourselves who will do which task:

SPOTTER:

- * Positions themselves 20 - 30 yards BEFORE the Runner Exchange Zone, not next to the Exchange monitor
- * Calls out team number on the bib of incoming runners so the correct outgoing runner will know their teammate is approaching and can enter the Runner Exchange Areas.
- * Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- * Request quiet at night near residential areas.
- * Pick up any trash you might see

As there are other things to do at the Finish Line, you may be assigned a task by the GMR staff.

ALL volunteers assist in keeping Exchanges clean. If the garbage can becomes full, tie off the bag and replace with a new garbage bag. Store full bags next to the portable toilet. It is also your responsibility to police the area before you leave and place any trash/litter in the trash bag. Tie up all the garbage bags and stack near the portable toilet.

THANK YOU FOR VOLUNTEERING AND HELPING TO MAKE THE GREEN MOUNTAIN RELAY A SUCCESS!!