



Jeffersonville to Bennington

VERMONT

2010

GMR Volunteer Handbook



Green Mountain Relay 2009 Volunteer Handbook



WELCOME.....	2
DEFINITIONS	3
VOLUNTEER INFORMATION.....	3
REQUIREMENTS:	3
VOLUNTEER DUTIES	4
EXCHANGES	4
ZONES	4
SAFETY AND COURTESY	4
YOU ARE IN CHARGE!.....	4
PLEASE BE ON TIME TO YOUR VOLUNTEER POST.....	4
WHAT VOLUNTEERS DO	5
Volunteer 1 - Timer And Runner Exchange Area Monitor (at all Exchanges).....	5
Volunteer 2 – Spotter (at all Exchanges).....	5
Volunteer 3 - Van Parking Monitor (if assigned).....	5
Relay Rules for All Volunteers to know.....	6
What Volunteers Should Not Do.....	6
VOLUNTEER RACE DAY	7
Where To Go.....	7
What To Bring:.....	7
At Night Also Bring:	7
Please Do Not Bring:	7
The Relay Will Provide:	7
Exchange Closure.....	7



Green Mountain Relay 2009 Volunteer Handbook



Dear Volunteers,

Welcome and thank you so much for taking the time to be involved with the *Fifth Annual Green Mountain Relay!*

A 200-mile relay event is a wonderful puzzle of logistics in planning the route and then getting the necessary permission from town and state government agencies, large and small businesses, and private landowners. It is also a challenge to find a way to staff the 35 exchanges the runners will be passing through over the two days of the race. This becomes difficult when the race is designed to be rural in nature. The only way to do this is to involve the teams. Therefore, one of the requirements for a team to participate is to assist in providing volunteers to staff the exchanges.

Teams have two options to choose from. The first option is to recruit friends or family to be their volunteers. The second option, is to choose to participate in the program we created called *Volunteers With A Purpose*.

One of the goals for our relay events was to create an opportunity to give something back to the communities the relay passes through. This led to the creation of a non-profit organization, *Volunteers With A Purpose, Inc.*

We have recruited local non-profit organizations who supply volunteers for the relay as a fund-raising opportunity. The funds that teams have donated in lieu of supplying volunteers are then distributed to these participating non-profits.

Between our events, through 2009, *Volunteers With A Purpose* has raised and distributed over \$124,000 to local non-profit organizations in Colorado and Vermont. We are on pace to raise and distribute another \$25,000 - \$30,000 this year.

I have three simple requests of you as volunteers. First is to have fun with the route, the runners, and to enjoy the scenery. The second is to be safe out there. Third, it is important to remember that it is only with the cooperation of multiple agencies, businesses, and private landowners that the *Green Mountain Relay* can exist. Please make sure the participants show respect and common sense during your time with them. Volunteers, like you, are the only way we can keep racers safe and ensure that we are able to continue doing the race year after year.

Again, thank you very much for being involved. The relay will only be better because of your involvement. I look forward to hearing any feedback or suggestions you may have after your *GMR* experience.

Sincerely,

Paul Vanderheiden
Race Director
paul@timberlineevents.com



Green Mountain Relay 2009 Volunteer Handbook



DEFINITIONS

Active Van transports runners (usually five) to the next Exchange while one team member is running. Vehicles may NOT trail runners, but must drive ahead to the Exchange. To reduce congestion, only Active Vans may park in a Runner Exchange unless it is also a Van Exchange (see below). Vehicles may NOT park within 500 feet BEFORE the Exchange; park beyond Exchanges or in the designated parking areas before exiting vans. Do not force runners onto the road by obstructing the shoulder.

Baton (Wristband) must be worn while running. Wristbands are transferred to the next runner in Runner Exchange Areas. Wristbands will be given to captains at the Start after fulfilling check-in requirements.

Exchange Zone is the marked area of Exchange where the incoming runner hands the baton to the next runner. Only outgoing runners are allowed in this area. Spectators must stay off the road and away from Runner Exchange Areas.

Leg is one of 36 segments of the 200-mile course.

Inactive Van transports team members (usually six) with no active runners on the course to Van

Exchanges (6, 12, 18, 24, 30) in time for outgoing runners to receive the baton. Inactive Vans may not stop in Runner Exchanges, except at 6, 12, 18, 24 and 30.

Inactive Van Route is the route Inactive Vans must travel to the next Van Exchange. Inactive Van Routes reduce vehicle congestion and may differ from the course traveled by runners.

Runner Exchange is one of 35 locations where incoming runners hand batons to the outgoing runners. Volunteers record the time of the hand off (Exchange Time).

Team Time Sheet is used to record runner leg times and team cumulative times. Teams must transfer their Team Time Sheet to Active Vans Van Exchanges to ensure completion. Team Time Sheets must be turned in at the Finish to receive finisher awards.

Van Exchange is one of five Runner Exchanges (6, 12, 18, 24, 30) where runners in Active Vans hand batons to runners in Inactive Vans. Active Vans then become Inactive Vans and vice versa. Active and Inactive Vans may park in Van Exchanges.

VOLUNTEER INFORMATION

Your participation as race marshals in this event should be an enjoyable experience. This event will only be successful because of the various duties that you, the volunteer, perform.

REQUIREMENTS:

- Volunteers must be over the age of 14. If under the age of 16, the volunteers MUST be accompanied by their parent or guardian.
- A waiver must be signed by all volunteers.

- Time requirement - volunteers will work one shift that is between 4 - 6 hours, but not to exceed 6 hours.
- **Volunteers must actively be performing their responsibilities; sitting around in a group and not being in their areas of responsibilities may affect the status of the team they are representing or the non-profit they are representing.**
- **Any volunteers failing to show up for their assigned duties will cause their team to be disqualified or the payout**



Green Mountain Relay 2009 Volunteer Handbook



to their non-profit organization to be reduced.

- **Non-profits – you are welcome to have a concession stand to sell food/drinks to the participants, but you need to staff your stand with additional folks, not the people assigned to perform race marshal duties.**

VOLUNTEER DUTIES

Volunteers are stationed at Exchanges to act as **Race Marshals**, and to perform the following duties:

- Note which team, and the time of day, every time a team passes through your exchange on the Exchange Time Sheet
- Super Ultra and 6x1 Ultra teams will not be stopping at each exchange; however, please note that the team has passed through your exchange
- Ensure a safe, fair race by monitoring for rule violations
- Assist drivers into Exchanges to reduce vehicle congestion
- Spotting and announcing an approaching runner so the next runner for their team is ready and waiting in the Exchange Zone
- Monitoring the traffic on busy roads to direct when it is safe for the runner to cross if applicable
- Pointing out the approved camping areas when applicable

EXCHANGES

The starting time of teams is staggered though out the morning to spread out the runners. Keep team members from congregating near Runner Exchange Zones so runners can enter and exit easily. Only outgoing runners and the Team Timer are allowed near Runner Exchange Zones.

ZONES

The 35 Exchanges are grouped in to **Zones**. A Zone Coordinator is scheduled to meet volunteers at each exchange and help set up and answer any questions.

SAFETY AND COURTESY

Since there will not be any road closures, traffic control or aid stations, participants must obey the Vermont State Traffic Laws. Volunteers may not direct traffic.

YOU ARE IN CHARGE!

You are the race marshals. Participants are instructed to follow your directions and to treat you with respect. If any runner does not follow your instructions or gives you any verbal abuse, be sure to note their bib # or team name and report them immediately to the Race Director.

PLEASE BE ON TIME TO YOUR VOLUNTEER POST.

We ask that all volunteers plan to be at their assigned exchange at least 10 minutes prior to their reporting time. As the race comes into full swing, traffic congestion from runners, team vans, and other volunteers, could slow your pace. If available, a **Zone Coordinator** or **GMR** staff person will either meet you or one will be along before the first runner arrives to assist you in the set-up of your Exchange.

The reporting time for the first shift at each Exchange is based on volunteers arriving 30 minutes before the first team is expected. The departure time for the last shift is based on 30 minutes after the last runner is expected. We appreciate your cooperation and understanding the unpredictability of the runners.

As volunteers, your job is critical to the running of this race. Without you, the relay would not be possible. Therefore we appreciate your promptness and full commitment to your exchange point. **Have fun with your Exchange. Costumes, decorations, etc. are encouraged!**



Green Mountain Relay 2009 Volunteer Handbook



WHAT VOLUNTEERS DO

Volunteers are encouraged to take ownership of their exchange. Each exchange is different so you may run your exchange as you see fit. You are also encouraged to look over the **Volunteer Positions** with your partner(s) and divide them up amongst yourselves. If you feel a job has been left out of the description, please feel free to improvise in any way you find suitable.

- Your most important responsibility is to ensure the safety of yourself and the runners.
- Be aware of all traffic that could be potential hazards to the runner.
- Please direct the runners to where they need to go, and help them be cautious of the traffic.
- Your job is **not** to direct traffic, but it **is** to direct runners and their vehicles!
- Each Exchange is set up differently and therefore there is no one "right" way they should be run. Please read and follow the map and instructions that are in the notebook for your exchange. But use your heads and take control of the situation if conditions change. You are encouraged to do any thing helpful that you see fit to assist the runners.
- **You MUST remain at your exchange until you are dismissed either by the next shift of volunteers, or by the Zone Coordinator or Sweep Vehicle.** The Zone Coordinator/Sweep Vehicle will come through after the last runner has come through. You **need to stay at** your post at all times except in the case of an emergency.

It is very important that you as a volunteer are present for each runner, fast or slow!

Volunteer 1 - Timer And Runner Exchange Area Monitor (at all Exchanges)

- Mark the Runner Exchange Area with two cones
- Record Runner Exchange Times and incidents on **Exchange Time Sheet**.

- Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- Ensure that the next and only the next outgoing runners are in the Runner Exchange Area.
- Identify each runner by their team number, which is on the bib they **must** be wearing.
- Make sure the runner passes the wristband (if it has broken, they will high five each other) to his or her next runner.
- Note the arrival time of day of each team's exchange on the Exchange Time Sheet.
- After sunset and before sunrise, **ALL RUNNERS** must be wearing a reflective vest, carrying a flashlight or headlamp, and have a blinking red light that is visible attached to their backs. This applies if they will be leaving before sunset but won't arrive at the next exchange before sunset. If the runner does not have all of the above, they should not be permitted to leave the exchange until they do. If they do leave, their entire team is immediately disqualified.
- Please do not use Military time; use the standard hour time

Volunteer 2 – Spotter (at all Exchanges)

- Call out team numbers from bibs of incoming runners from 50 yards before Exchange so the correct outgoing runner can enter the Runner Exchange Areas.
- At exchanges with only two volunteers, the Spotter will do double duty assisting vans with parking.

Volunteer 3 - Van Parking Monitor (if assigned)

- Your first and foremost responsibility is to ensure that the vans and other cars are aware and cautious of the runners



Green Mountain Relay 2009 Volunteer Handbook



that are coming through the exchange point.

- You will be supplied with either a bright red flag (daytime) or a red-lighted baton (night) to direct traffic.
- Remember that this is a **race**, and people can become very frantic if they are in a hurry. Your job is to keep everybody safe and happy.
- Each van exchange is set up differently, but when you arrive at the exchange point you will be directed as to where the vans are to be parking. **You need to keep the vans parking in the same general area.** Some of the van exchange areas are very small and need to be managed very closely. If your exchange is one of the very small exchanges, keep traffic moving the best you can. As soon as the van has made the runner exchange, please **DO NOT** allow the vans to sit at the van exchange point. Due to the limited space in many of the exchange points, it is essential to keep the flow of traffic moving, keep everybody safe, all while not blocking the road.
- Do not allow vans to block or force runners onto the road by obstructing the shoulder. Vans may not park for 500 feet **BEFORE** Exchanges (unless directed to do so in that Exchanges notes) so incoming runners may view outgoing runners.
- Allow only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 12, 18, 24, 30).

Relay Rules for All Volunteers to know

- **After sunset and before sunrise, ALL participants, after exiting their van MUST be wearing a reflective vest. The exception is at van exchanges where they will be handed off from one van to the other.**
- His or her team number should note any runner found littering or answering the call of nature on private property. That team is immediately disqualified.

- Report any runner/team that is abusive or uncooperative.
- Between sunset and sunrise, all runners must be wearing a reflective vest, be carrying a flashlight or headlamp, and be wearing a flashing red light. If the runner does not meet all of these equipment requirements, they must not be allowed to start.
- Enforces quiet at Exchanges designated as **QUIET ZONES**.
- **Due to our insurance provider's policies, runners are not permitted to run with headphones or earbuds (iPods). If a runner is getting ready to run with headphones on, tell them if they leave the exchange, they and their team will be disqualified.**
- Keep Exchanges clean.

What Volunteers Should Not Do

Volunteers are expected to focus on the safety of the runners and vans during their shift. Failure to perform the volunteer duties during your shift could cause your team to be disqualified, or for non-profits, the contribution to your organization to be sharply adjusted. Some of the activities that would cause this are:

- Sitting in a chair and reading when runners/vans are in the exchange
- Congregating and talking with the other volunteers rather than being in your position and attending to your responsibilities when runners/vans are in the exchange
- The drinking of alcoholic beverages during your shift or showing up intoxicated.
- Leaving before your replacement has come or before you have been dismissed.



Green Mountain Relay 2009 Volunteer Handbook



VOLUNTEER RACE DAY

Where To Go

Check your assignment, arrive on time and sign in with the Zone Coordinator. The location and directions along with a map of how the exchange should be set up are in a separate packet.

What To Bring:

- Watch – to coordinate time with the Zone Coordinator
- Clothing - Please be prepared for all temperatures and for rain.
- Hat, sunscreen, sunglasses
- Jacket/ Rain Gear
- Water, food (not all exchanges will have water)
- Optional - chair, camera, binoculars, two-way radios, umbrella or pop-up canopy – please make yourself comfortable and feel free to give your Exchange area a personality.

At Night Also Bring:

- Headlamps/ flashlights/ or Coleman lantern or big battery light. **NO FIRES ALLOWED!**
- Warm clothing (It could get very cool!)
- Hat or visor (useful to reduce glare of vehicle headlights)

Please Do Not Bring:

- Alcohol
- Children
- Headphones
- Pets

The Relay Will Provide:

- Volunteer T-shirt
- Exchange markings

- Safety Vests – required to be worn by volunteers
- **Notebook with a Map of how the exchange should be set up as well as instructions for that exchange. All volunteers should review this notebook.**
- Two cones to mark the Baton Exchange Area
- Rules
- Exchange Time Sheet, clipboard and pen
- Garbage can and bags
- Portable toilets (if bathrooms are not available)
- Protest Forms, used to report a rule violation

Exchange Closure

- Do not leave the Exchange until your shift is over or Zone Coordinator/Sweep Truck confirms that the last runner has passed. **There are instances where the first shift is not over when the second shift arrives as this provides extra personal when more teams are passing through the Exchange.** Please adhere to your scheduled time so all Exchanges are staffed appropriately.
- Clean the Exchange (bag the trash) so that we will be allowed to use the site in future years.
- Return legible and completed Exchange Time Record, clipboard, and cones to your Zone Coordinator or sweep vehicle.