



Jeffersonville to Bennington

VERMONT

2009

GMR Volunteer Handbook



Green Mountain Relay 2009 Volunteer Handbook



Dear Volunteers,

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

This is the fourth year of the *Green Mountain Relay* and is one of the two relay events organized by *Timberline Events LLC*. Our other event is the *Wild West Relay* in Colorado.

Team relays are a type of adventure race. The 200-mile route from Jeffersonville to Bennington is divided up into 36 sections, or *legs*. Teams, ranging in size from a 2-person Super-Ultra to 12-person teams, will run the route, each runner taking turns. Teams will start Saturday morning in Jeffersonville and will run all night, finishing in Bennington sometime Sunday.

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. In addition, it is necessary 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. 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 call *Volunteers With A Purpose*.

One of the goals for our relay events is to create an opportunity to give something back to the communities the relay passes through. This led to the option of a team being able to choose to have volunteers recruited for them. Teams make a tax-deductible donation to *Volunteers With A Purpose, Inc.* in addition to their registration fee. This pool of funds is then distributed to the local community non-profit groups that participate in the relay as volunteers. In exchange for their time, a donation is made to their organization – *Volunteers With A Purpose*.

Between our two events, *Volunteers With A Purpose* has raised and distributed over \$86,000 to local non-profit organizations in Colorado and Vermont.

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.

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



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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.

Blinking Lights – during the sections of the relay that route teams will be covering at night, directional arrows will be marked with blinking Red lights, approximately 1-mile to go points will be marked with Yellow blinking lights, and Exchanges will be marked with Green blinking lights.

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.



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VOLUNTEER INFORMATION

The 200-mile course is a rural route, which offers scenic views of lush forests, covered bridges, small, quaint towns, and Vermonter's wonderful hospitality. 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.
- The included waiver must be signed.
- Time requirement - volunteers will work one shift that is between 4 - 6 hours, but not to exceed 6 hours.
- **Any volunteers failing to show up for their assigned duties will cause their team to be disqualified or the payout to their non-profit organization to be reduced.**

INFORMATION TO BE FAMILIAR WITH:

The 200-mile course is divided into 36 segments called **Legs**. Each leg ends at an **Exchange**. After completing each leg, the incoming runners hand a baton to the outgoing runners in **Runner Exchange Zones**.

Most relay teams have six or twelve runners per team, but there is also a Super-Ultra category where each team consists of one to three runners. Each team member on the 12-person and 6x6 Ultra teams runs one leg at a time from one exchange to the next. 6x1 Ultra Teams, and Super-Ultra Teams may run several legs at one time so they will not be stopping and handing off their baton at each exchange.

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**. Zone Captains will help set up and manage the Exchanges with the volunteers.

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.

Please follow requests from property owners.

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



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their reporting time. Plan on extra drive time, especially for later exchange points. 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!**



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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 use your heads and take control of the situation when you arrive. You are encouraged to do any thing helpful that you see fit to assist the runners.
- You **MUST** remain at your exchange point 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 bid they **must** be wearing.
- Make sure the runner passes the wristband (if available) to his or her next runner.
- Note the arrival time of each team's exchange.
- 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. 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.

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 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



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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

- 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.



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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 – coordinate time with the Zone Coordinator
- Clothing - Please be prepared for all temperatures and for rain.
- Hat, sunscreen, sunglasses
- Jacket/ Rain Gear
- Water, food
- 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
- 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
- Map of assigned Exchange and Map of the next leg for the outgoing runner to review
- 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.



TIMBERLINE EVENTS

Running Event Management
A Limited Liability Company

TIMBERLINE EVENTS, LLC ACKNOWLEDGEMENT AND ASSUMPTION OF RISK and RELEASE AND INDEMNITY AGREEMENT Our lawyer made us say this... PLEASE READ CAREFULLY

I know that running or volunteering for a road race, regardless of the distance, is a potentially hazardous activity. I should not enter, participate, or volunteer unless I am medically able and properly trained. I accept all the risks of participating in and volunteering for the 2009 Green Mountain Relay Race (hereafter "the EVENT") even if they are created by the negligence of a Released Party or any one else.

I agree to abide by any decision of a race official relative to my ability to safely complete this road race or conduct volunteer activities and I further agree that race officials may authorize necessary emergency treatment for me and may alter the course for the safety of the participants/volunteers. I also understand that police protection will not be provided, parts of the event will take place at night, sometimes in remote areas and often several hours from medical facilities and both vehicle traffic and spectators will be present along the course and I assume the risk of running under such conditions. I grant my permission to *Timberline Events LLC* to utilize any photographs, motion pictures, videotapes, recordings, and any other references or records the EVENT may depict for any purpose, including commercial use by *Timberline Events LLC*.

I further assume any and all other risks associated with participating/volunteering in the EVENT including but not limited to: physical exertion, authorized and unauthorized vehicles on the race course, illness, fatigue, altitude sickness, dehydration, traveling to and from the event on paved and unpaved trails, roads and highways at elevations between 4500 and 10,500 feet, slips, trips, falls, contact with spectators or other participants, bicyclists, the effects of the weather (including but not limited to temperature extremes, humidity, lightning, high altitude exposure and thunderstorms) and the surface condition of the roads (including but not limited to natural hazards such as rocks, dirt, water and debris and man made hazards such as cattle guards, pot-holes, fences, mile markers and delineator posts), and risks directly associated with volunteering for a race such as lifting, directing runners and their vans, weather, and interacting with runners and the spectators all such risks being known and appreciated by me.

USE OF ELECTRONIC DEVICES, HEADPHONES OR EAR BUDS WHILE RUNNING IS STRICTLY PROHIBITED. ANY RUNNER OBSERVED BY RACE OFFICIALS OR REPORTED FOR USE OF THESE DEVICES WHILE RUNNING WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE RUNNER AND HIS OR HER TEAM. *Initial here* _____

Having read this waiver and knowing these facts, and in consideration of the acceptance of my entry, I hereby for myself, my heirs, my executors, administrator, or anyone else who might claim on my behalf, covenant not to sue, and waive, release and discharge Race Director Paul Vanderheiden, *Timberline Events LLC*, any and all cities, municipalities, government agencies, private land owners, or any other race officials, volunteers, and any and all other sponsors, suppliers, agents, independent contractors, contract-employees, and any other personnel in any way assisting or connected with this event from any and all claims or liability of any kind or nature whatsoever arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons or parties named in this waiver.

I have carefully read, understand and voluntarily sign this document.

The minimum age of participants is fourteen years old. Participants between the ages of fourteen and eighteen, as well as their parent or guardian, will need to sign this waiver.

PRINT NAME

SIGNATURE (if under 18, signature of parent or guardian is required)

DATE

PO Box 2213

SIGNATURE (parent or guardian if required)

DATE

TEAM/ORGANIZATION NAME

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