

CP1a – Paradise Valley



Crew:

- 3 Volunteers

On Site Times:

- Must be on route by 08:00 hrs Saturday
- Set-up must be completed by 09:00 hrs Saturday
- Volunteers on site until 12:30 hrs Saturday

Approximate Distances:

- Distance to next CP: **2.5km**
- Distance to TA: **5km**

General Instructions

Our primary responsibility is to ensure the safety of the competitors. We do this by monitoring their progress through the course. We must be observant and respond to situations quickly and calmly. In the event of an emergency, remain calm, assess the situation, and contact HQ. We will never ask you to put yourself into a compromising situation in order to help others. We want you to take care of yourself out there as well so ask for help if you need it.

SAFETY COMES FIRST. Assisting a racer in need is encouraged with non-medical issues. In the event of medical distress notify HQ immediately, or if you have any concerns about the condition of any runners. We do not expect volunteers to treat injuries.

If a runner wants to withdraw at your station:

1. Determine if they need transport, or if they have someone to take them out
2. Radio HQ with the bib number (not name), and await instructions
3. Take their coin and timing chip and place them in the tub that is supplied

Radio HQ when you receive your first runner.

What to Bring

Make sure you also have enough gear to keep yourself comfortable during the race. You will be camping in the mountains and it can get pretty cold at night. There can also be high heat during the day. Here are a few items to consider bringing:

- Warm clothes (jacket, gloves, toque)
- Rain gear
- A blanket and camp pad
- Toiletries
- Sunscreen, bug repellent
- A folding chair
- Sunhat
- Battery-powered charger and charge cord for your phone
- Headlamp (CP/TA will have lighting for the tents)
- Whistle - In case you need someone to find you or to scare away animals

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Check-in and Gear

Check in at HQ before going to your site. If you are the first at your station, take the volunteer binder, radio, and timing station. The last person out should bring these back to HQ when the station closes.

Your other gear will be delivered to your site by Logistics and picked up at the end of the day.

Site Etiquette

We want you to be safe and comfortable while you are volunteering while considering the needs of the racers. **Please avoid idling your vehicle**; we are working around athletes who are very cognizant of their health, and this will help keep the exhaust in the area to a minimum.

All sites come equipped with toilet paper, garbage bags and hand sanitizer. If you have to walk away from the site, please let someone else know. Bring back any toilet paper and dispose of it properly and use water and hand sanitizer before handling the food. Keep the checkpoint area clean, tidy and easy for the racers to get through without any tripping hazards.

The food we provide is for the racers although volunteers are welcome to partake. However, we do recommend you bring any substantial food you need, particularly if you have specific dietary requirements or have an extended shift to cover.

Timing Duties

As a racer passes your location, enter their bib number in the timing app (see tablet instructions in your binder). It is critical that you record their number so stop them if you have to! Only use the paper sheets in your binder if there is a system failure, and you are instructed to do so.

Position yourself inside or in front of the tent so that you can easily see the runner and record the bib number.

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Communications Overview

See “*Radio Protocol for Sinister Sports Events*” for more information on using 2-way radios.

Radios

- Ensure your radio:
 - **Is always on**, is on the **correct channel** listed in your binder
 - Has the **volume** turned up
 - Is being **monitored at all times**.
- When trying to reach someone on the radio give the name of the location you are trying to reach first and then your location. For example “HQ from CP2, over”.
- When contacting someone only use **one** contact name - **do not** ask for multiple people such as, “HQ or Medic”.
- We share one radio channel so when you are talking, nobody else can talk and **everyone** with a radio can hear you.
- If you have not been in contact with HQ for an extended period of time, or you suspect your radio is not working, do a radio check to ensure the radio is functioning.
 - If it is not, check that it is turned on, is on the channel listed in your binder, and the volume is turned up.
 - If you are still unable to contact HQ after multiple attempts see “**Protocol if Designated Contacts Cannot Be Reached**”
- HQ may also communicate via alternate methods or radio channels to keep emergency communications private and free up radio air space.

InReach

See “*Communicating with an InReach Device*” if you are assigned an inReach.

Event Protocol

All coordinators report directly to the Race Directors. Coordinators are expected to give guidance both volunteers and racers in the absence of a race director. Note that judgment calls are based on race rules only and should be discussed with a Race Director. Only Race Directors can disqualify a runner.

Issue	1st Contact	2nd Contact
Course problem	HQ/Operations Chief	Race Director
Emergency (non-medical)	HQ/Operations Chief	Race Director
Racer / public complaint	HQ/Operations Chief	Race Director
Racer withdraws	HQ/Operations Chief	Race Director
Volunteer directions/directives	HQ/Operations Chief	Race Director
Supplies needed at TA/CP	Logistics Chief	HQ/Operations Chief
Immediate medical emergency	HQ/Safety Director	HQ/Operations Chief
Media / PR	Race Director	HQ/Operations Chief

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Emergency Protocol

- **Remain calm**
 - If there is a **threat to your safety** seek shelter or evacuate the area and notify HQ
 - Use the **Checkpoint Incident Report** in your binder to record details
 - **Emergency contact numbers** are in your binder if you have cell coverage
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1. **In the event of a non-medical emergency** (missing or off-route racer, aggressive wildlife, storm, trail issue)
 - a) Immediately **contact HQ**. If HQ cannot be reached, contact the Race Director. HQ or the Race Director will assign personnel or contact the appropriate resource (i.e, 911, Fish and Wildlife)
 - b) If neither HQ nor the Race Director are available follow “**4. Protocol if designated contacts are NOT available**”

 2. **In the event of a medical emergency** (i.e., injured racer)
 - a) Contact the **on-site medic** at your location
 - b) If no medics are at your location, **contact HQ**. If HQ cannot be reached, contact the Race Director. HQ or the Race Director will assign the appropriate resources personnel and notify the Race Director..
 - i. If outside resources are required, HQ or the Chief Medic will contact the appropriate resource (i.e., 911, Fish and Wildlife)
 - ii. Potentially fatal incidents will be referred to as a “CODE RED”; once a Code Red is established, standby and wait for instructions
 - c) If neither HQ nor the Race Director are available follow step “**4. Protocol if designated contacts are NOT available**”.

 3. **In the event of a minor medical request** (i.e., minor cuts, blisters and strains that require medical attention or prevent the runner from continuing)
 - a) Minor injuries at Transition Areas will be attended to by the on-site medics
 - b) Refer to HQ if there are no medics at your location

 4. **Protocol if designated contacts are NOT available**
 - a) Try reaching an alternate contact listed in “**Event Protocol**” in your binder .
 - b) Attempt to relay your message through another TA/Checkpoint.
 - c) If realistic, send a message with a racer to be relayed at the next CP.
 - d) Only contact emergency services (EMS) if you have made **multiple attempts** to reach the listed contacts with no response.
 - i) Be prepared to give your location, access route, nature of emergency and any subject details.

Note that if HQ has not heard from you after multiple attempts they will send a resource to your location.

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Food and Equipment Setup:

Set up your station as shown in the attached drawing. Let Race HQ know if you are down to 50% of any item that you start with.

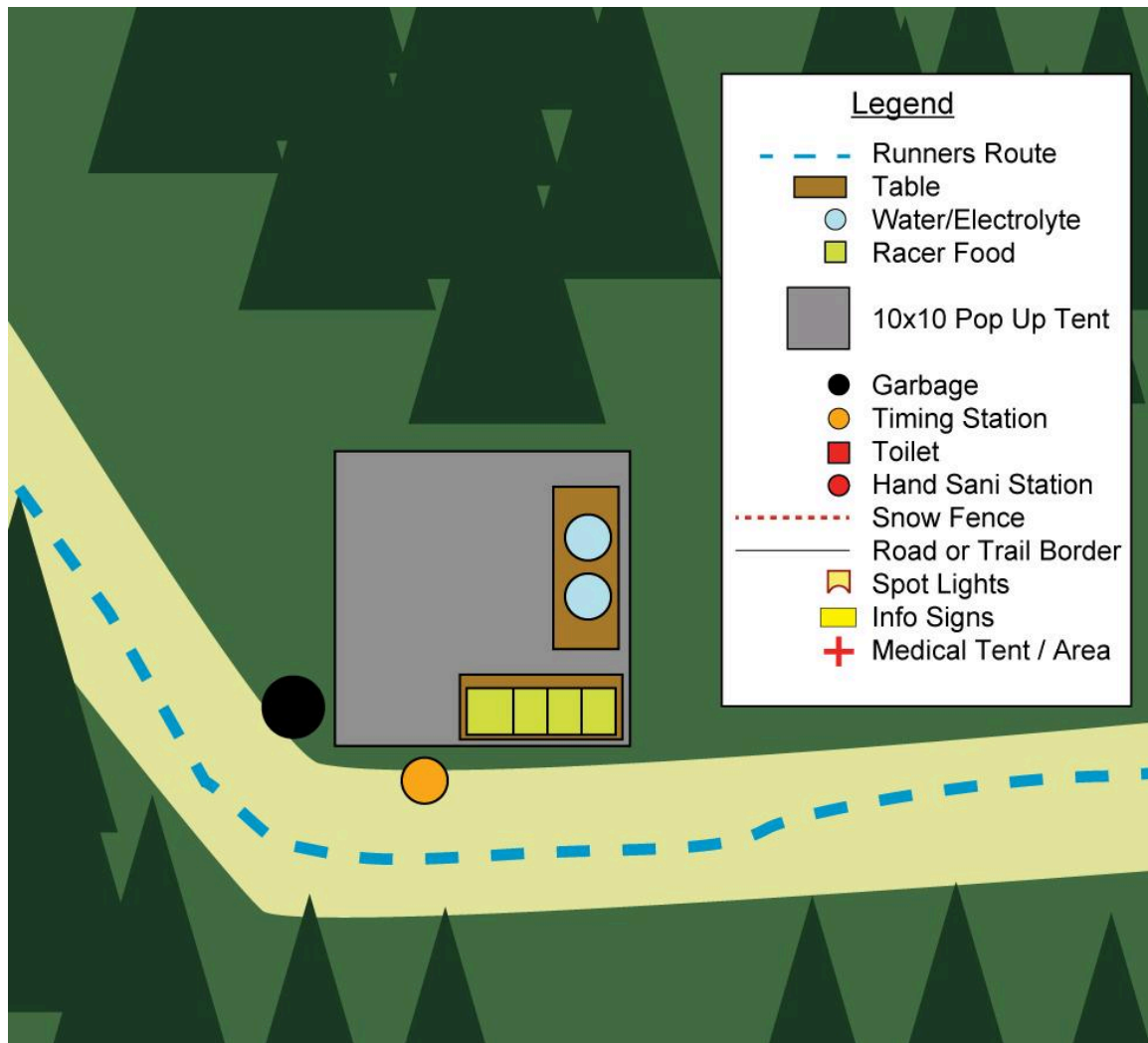
- Volunteers will ensure that food is put out and supplies are stocked up (make sure to wear gloves if handling fresh food):
 - Put out sufficient snack food
 - Set out water jugs
 - Mix sport drink in the 2L or thermal jug provided - do not mix drinks in blue water jugs
- Set up any signs as shown in diagram
- Place tents and tables as shown
 - Tents should be erected by two people minimum
 - Use small pegs only through the feet
 - Use rope and longer pegs to secure tents to a wider area
 - See “Tent Setup Instructions” for a visual description

Food and Equipment List:

Food	Qty	Gear	Qty	Signs	Qty
Candy (kg)	3	Bear Kit	1	Distance	1
Cookies (box)	3	First Aid Kit	1		
Electrolyte Powder	3	Garbage Bags	2		
Fruit Puree (pouch)	20	Jug (2L)	1		
Gels (bag)	5	PPE Kit	1		
Ginger Chews (bag)	1	Space Blankets	10		
Hand sanitizer	1	Toilet Paper	2		
Handi-wipes (box)	1	Utensil Kit, Small	1		
Water Jug	6	10x10 Tent	1		
		Chairs, camp folding	3		
		Garbage Can, folding	1		
		Jug (15L)	1		
		Table, Plastic	2		
		Tool Kit, CP	1		
		Radio Battery	1		
		Radio, Handheld	1		
		Tablet / Computer	1		

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CP1a Site Plan

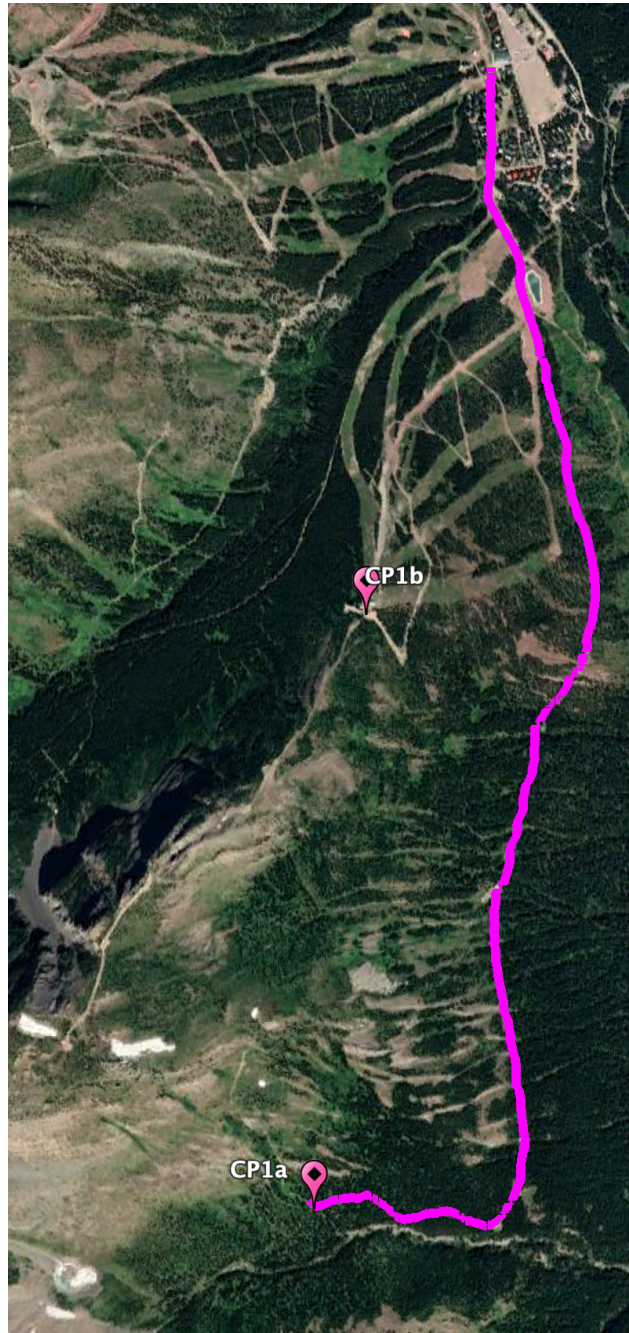


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Driving Directions:

You will be driven to your checkpoint by a Race Marshal. If you prefer to hike, see the following map and instructions:

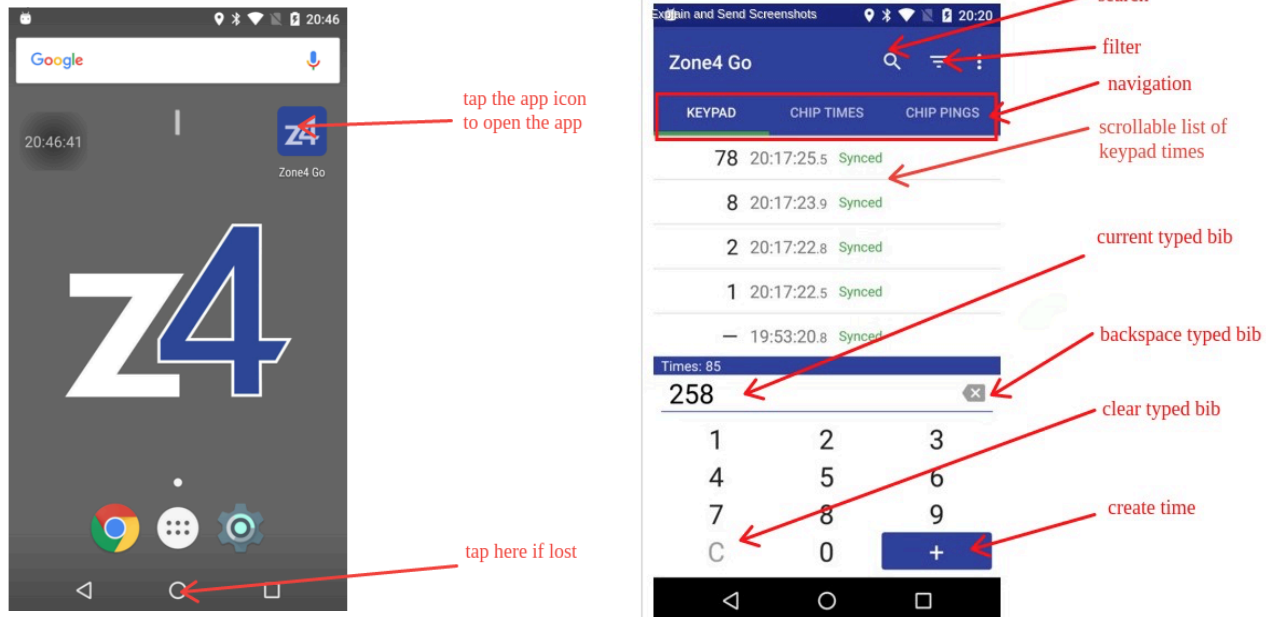
- From the resort, follow the race flagging for Leg 1 - give yourself approximately one hour on foot
 - Resort signs will indicate “Paradise Lake”
- Follow the race markers for approximately 3.9km to the location where the race route diverges from the Paradise Lake trail
- Set up your CP according to the instructions in the Site Plan



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Timing Instructions

1. Turn on the device - Power button is near the top on the right side of the phone and labelled PWR; push and hold for a couple seconds until the screen turns on.
2. Use this device for recording times only! Excessive use will kill the battery.
3. Open the Zone 4 App as shown in the image below.



4. To ENTER a new time for a bib:
 - a. Click on KEYPAD (top left navigation bar)
 - b. Type bib number on keypad
 - c. Click blue plus (+) button - the time is automatically recorded

5. To SEARCH for a bib number:
 - a. Click on search icon (magnifying glass - top of screen)
 - b. Type bib number on keypad
 - c. Click magnifying glass icon on the bottom right of screen
 - d. A list is displayed of recorded times for that bib

6. To BROWSE all recorded bib numbers:
 - a. Click on CHIP TIMES
 - b. All recorded numbers from the device are shown
 - c. If device is synced online, all times for the bibs will be shown

7. Only use paper backup in your binder in the event of system failure or for temporary notes in case of high traffic

