Start Area

Crew

- 2 Site Coordinator
- 2 Traffic Control
- 2 Site Setup
- 1 (or more) Marshal (on bike)

On Site Times

- Race directors on site at 05:30 hrs Saturday
- Volunteers on site at 06:00 hrs Saturday
- Set-up must be completed by 06:30 hrs Saturday
- On site until 07:15 hrs Saturday

Approximate Distances

- Leg 1 total: 16.5 km
    - Leg 1 water station: 10 km

General Instructions

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

SAFETY COMES FIRST. Assisting a racer in need is encouraged with non-medical issues. In the event of medical distress, racers do not have the right to make unsafe choices or proceed when they are not fit to do so. Notify HQ immediately if you have any concerns about the condition of any runners. We do not expect volunteers to treat injuries, so it is important to keep the administration informed.

Timing

There are no timing duties at the Start

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Communications

- The Coordinator, or designate, must report when the first runner arrives at the TA and when the last runner departs.
- When communicating on the radio, do not ask for multiple people such as, “HQ or Medic”. Always use one specific contact name.
- One Race Director will be assigned as the primary contact during each period of the race.
- Use the recipient’s call sign and then your call sign (ie: your location) when trying to reach someone on the radio. For instance, if you are at TA1 and trying to reach HQ the proper call is, “HQ from TA1”. Please see our Radio Protocol document for more information on using the radio.
- To reach a medic, use the sequence Medic – Location (eg: Medic TA4 from HQ).
- Keep all communications brief, and politely remind other users if necessary.

Event Protocol

Check Point Volunteers receive their assignments at HQ, which is located at the Sports Complex in Coleman. All Volunteers report to HQ/Operations Chief. Volunteers should NOT make judgment with regards to racer complaints or concerns, and anything of this nature should be discussed with a HQ. Only Race Directors can disqualify a runner.

Issue	1st Contact	2nd Contact
Emergency (medical)	HQ (Operations Chief)	Race Director
Emergency (non-medical)	HQ (Operations Chief)	Race Director
Course problem	HQ (Operations Chief)	Race Director
Racer or public complaint	Race Director	HQ (Operations Chief)
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)
Media / Public Relations	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

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

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Traffic Control

- No parking is allowed between 130th and 131st street and on the south side from 129th to 130th street
    - Only a race director and one vehicle with a sound system will park in this area
    - Busses will park along the south side of the street
- Set up barricades on 20th Ave at the corners of 129th and 131st streets
- One barricade should be ready to go at the each corner of 130th, 131st, 132nd, 133rd (north), and 133rd (south)
    - The barricades will be place to stop traffic from entering 20th Ave at 06:55 hrs – this will be announced on the radio
    - All other traffic must be directed south towards the Albert Stella Arena
    - Only our hired shuttle busses are allowed to park on the south side of 20th Ave
- All barricades and No Parking signs must be moved off the roadway and into Gazebo Park prior to leaving the site

Site Setup

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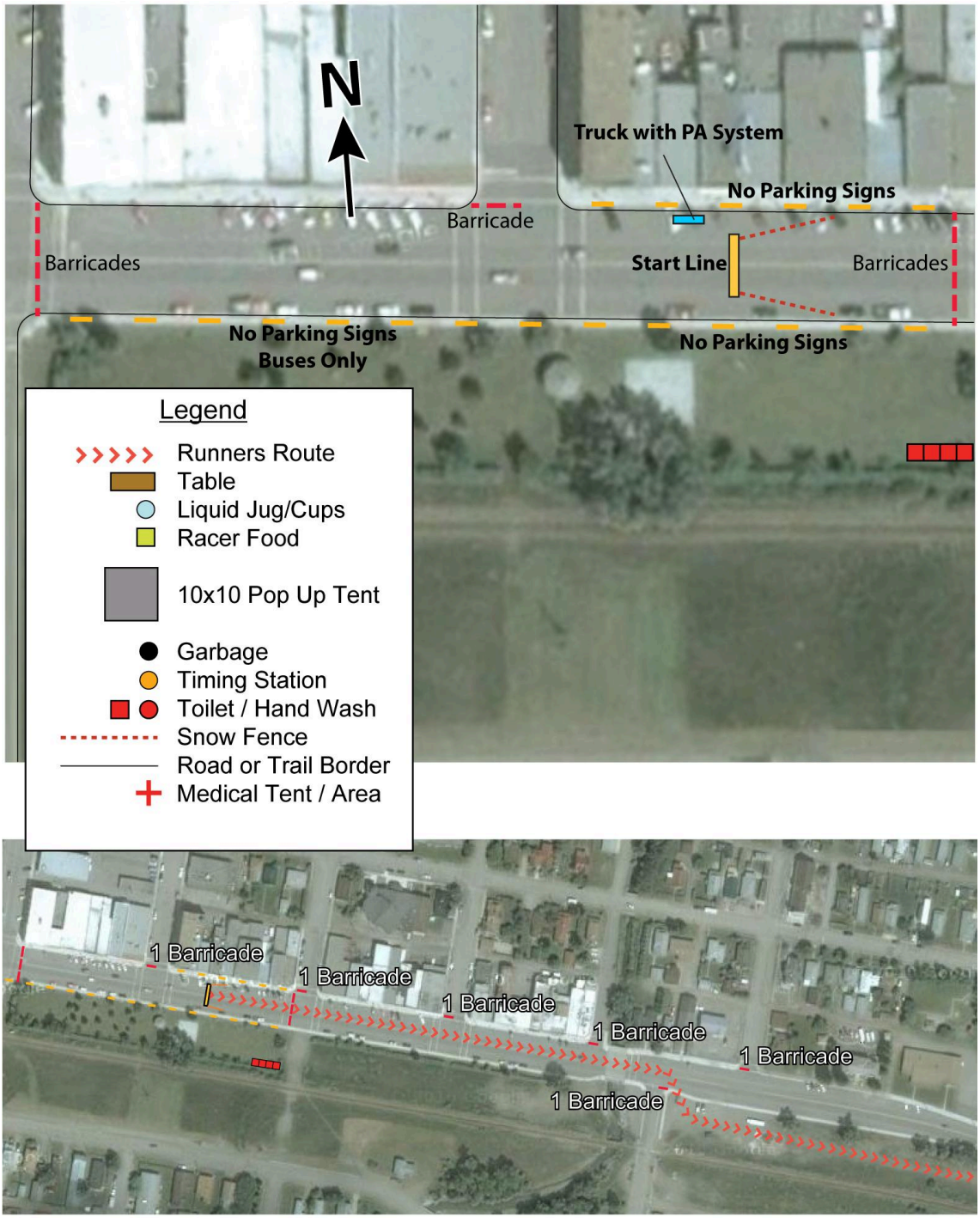

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Food and Equipment List

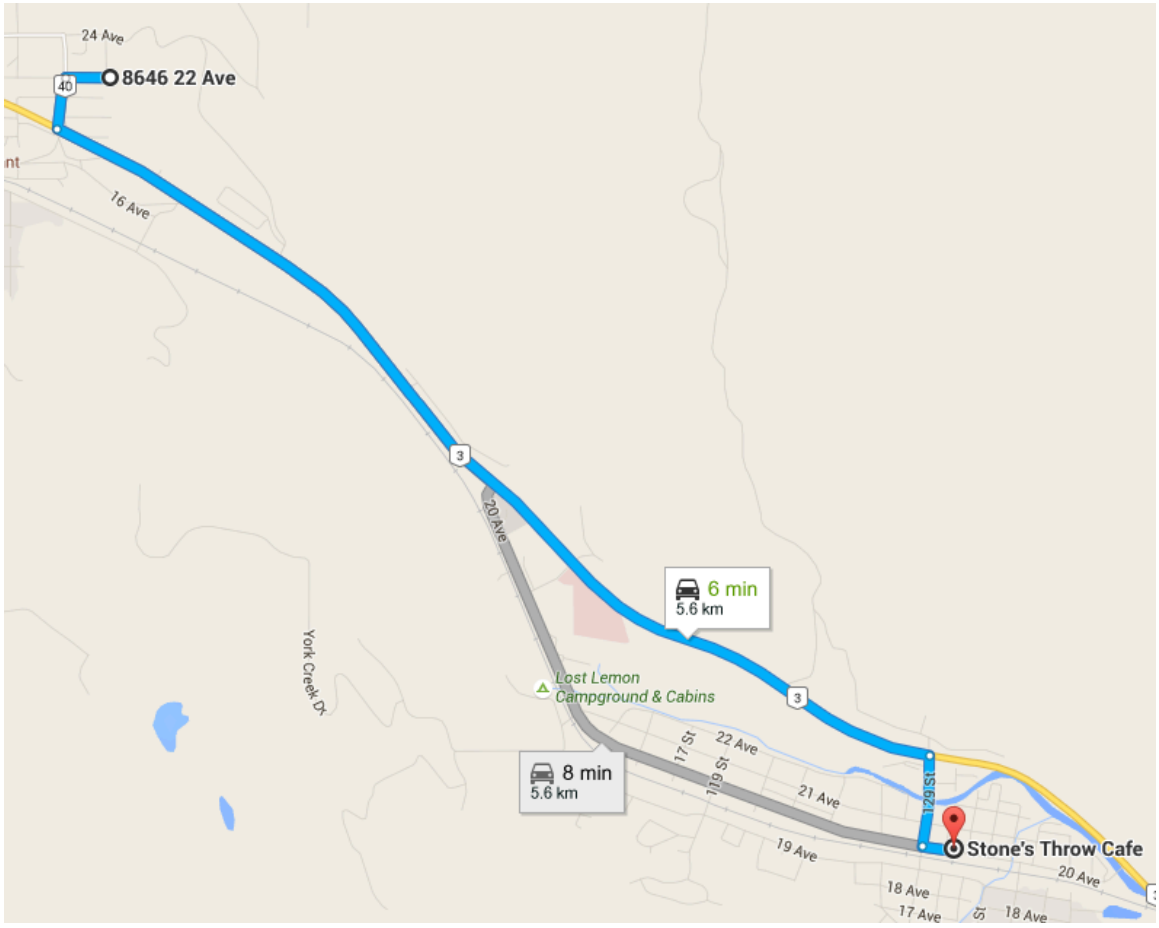
Food	Qty
#N/A	

Gear	Qty
Gantry Kit	1
Garbage Bags	10
Megaphone	1
Radio, Handheld	1
Sandbags/Weights	3
Traffic vest	4
Traffic wand	2

Signs	Qty
Caution 4'	1
No Parking Sat - Sun	2
Weights:	3

Driving Directions (Google Maps: https://goo.gl/maps/u4feq3eqnWP2)

- Leave the host site (Sports Complex) and drive to Hwy 3
- Turn left (east) onto Hwy 3 and drive approximately 4.6km to the center exit for Blairmore (129 Street)
- Turn right (south) onto 129 Street and continue to 20 Ave



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