

## CP7b – SportsPlex Entrance



### Crew

- 2 Volunteers

### On Site Times

- Must be on route by 3:30 pm Saturday
- Set-up must be completed by 3:45 pm Saturday
- On site until 1:00 pm Sunday

### Approximate Distances

- From your location to the Finish: 300 m

### 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.

Your role is to direct racers to the finish line and to provide basic traffic control. The runners must cross the entrance to the parking lot so you must direct vehicles to stop in order to prevent any collisions.

### 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 blistering heat during the day.

### **Some items to consider bringing:**

- Warm jacket & rain gear
- Sleeping bag & pad
- Tent or shelter
- Cookstove & cooking gear
- Food & water for two days
- Toilet paper, toothpaste, toothbrush, and other personal needs
- Sunscreen, bug repellent
- A folding chair
- A book or magazine

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- Blanket
- Warm socks
- Gloves
- Toque
- Sunhat
- Battery-powered charger and charge cord for your phone (don't expect service in remote CPs)
- Flashlight and spare batteries (CP/TA will have lighting for the tents)
- Whistle - In case you need someone to find you or to scare away animals

## **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**

There are no timing duties at this location.

## **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.

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## **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 calls with regard 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)

## **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)

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- 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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## Site Setup

Set up your site according to the drawing provided

- Volunteers will ensure that food is put out and supplies are stocked up (make sure to wear gloves when handling fresh food):
  - Put out sufficient snack food
  - Set out water jugs
  - Mix sport drink in the 2L jug provided
- 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



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### **Food and Equipment List**

Food	Qty	Gear	Qty	Signs	Qty
#N/A		10x10 Tent	1	Runners on Road	2
		Chairs, camp folding	3	Stop Sign, Ground	1
		Garbage Bags	5		
		Garbage Can	1		
		Radio, Handheld	1		
		Traffic vest	3		
		Traffic wand	2		

### **Driving Directions**

- CP7b is located at the entrance of the Sportsplex parking lot
- Station yourself here but do not block access