

# **PEAK TO BREW RELAY: VOLUNTEER POSITION OVERVIEWS**

## **VOLUNTEER POSITION OVERVIEWS:**

The following will provide a detailed overview of the different Volunteer Positions for the different Volunteer Tasks (ex: Exchange Volunteer, Major Exchange Volunteer, etc.).

Reference the below outline of the different Volunteer Positions for each Volunteer Task and refer to the detailed position overviews in this document for the specific Volunteer Task you have registered for.

If you have registered for one of the following: Packet Pickup, Start Line, Major Exchange, or Finish Line then your Captain will assign you one of the outlined positions on Race Day. If you have a position preference please communicate this with the Captain when you arrive on race day.

## **COURSE SUPPORT TEAM VOLUNTEER POSITIONS:**

- COURSE SETUP TEAM
- COURSE MARSHALLS
- ADVANCED PARTY

## **PACKET PICKUP VOLUNTEER POSITIONS:**

- PACKET PICKUP / TEAM CHECK-IN

## **START LINE VOLUNTEER POSITIONS:**

- START LINE
- PARKING/TRAFFIC GUIDE

## **EXCHANGE VOLUNTEER POSITIONS:**

- TIME KEEPER
- PARKING/TRAFFIC GUIDE

## **MAJOR EXCHANGE VOLUNTEER POSITIONS:**

- TIME KEEPER & TEAM ANNOUNCER
- PARKING/TRAFFIC GUIDE
- FORWARD OBSERVER
- MAJOR EXCHANGE FLOATER

## **MEDICAL SUPPORT VOLUNTEER POSITIONS:**

- MEDICAL SUPPORT

## **TRAIL SUPPORT VOLUNTEER POSITIONS:**

- TRAIL SUPPORT

## **FINISH LINE EXCHANGE VOLUNTEER POSITIONS:**

- FINISH LINE
- TIME KEEPER & TEAM ANNOUNCER
- PARKING/TRAFFIC GUIDE
- FORWARD OBSERVER

## **COURSE MARSHALL'S:**

As a Course Marshall, it will be your job to move along the course with the last trailing teams on the course and make sure that they are not falling too far behind. You will also give the minor exchanges the ok to close down after the last team has passed through. You will be in direct contact with race command keeping us updated on the last team's progress throughout the course. When you inform a minor exchange that they can close down they will give you their exchange box with the time sheets in them. We will let you know where to drop these off at the end of your shift (It will depend on your location at the time). We will contact you directly for shift times and locations.

If any teams begin to fall behind you will be able to give them multiple strategies to help them advance faster along the course. Please inform teams that they must inform you, an Exchange Captain or Race Command of any strategy they will be using to advance faster on the course.

- ❖ **NOTE: This position requires you to use your own personal vehicle. Volunteers need to be at least 21 years old and you must also have a valid driver's license and your vehicle must be insured. \***

### **Other Job Duties:**

- Assist teams in searching for a lost runner (Rare, but it has been known to happen on occasion)
- Helping Exchange Volunteers pick up the Exchange and take any equipment from the Minor Exchange to the next Major Exchange
- Picking up Course Signs after the last team has gone through each leg

### **Safety Protocol:**

- Any time you are outside of the vehicle near the road make sure of the following:
  - Wearing Reflective Safety Vest at all times
  - Night Time Hours (7pm-7am) also wearing:
    - Flashing LED Tail Light
    - Headlamp or flashlight
  - Turn on your Vehicles 4-way hazard lights and pull safely off to the shoulder of the road or in a pull off area
  - Make sure you have a spotter outside of the vehicle with you to watch for traffic when performing tasks near the road (ex: picking up signs, assisting runners, etc.)

## **ADVANCED PARTY:**

As an Advanced Party Volunteer, it will be your job to move along the course ahead of the first teams and make sure that each exchange is open and the volunteers are trained and prepared for the runners to come through. We will contact you directly for shift times and locations.

- ❖ **NOTE: This position requires you to use your own personal vehicle. Volunteers need to be at least 21 years old and you must also have a valid driver's license and your vehicle must be insured. \***

### **Other Job Duties:**

- Assist teams in searching for a lost runner (Rare, but it has been known to happen on occasion)
- Training Exchange Volunteers and providing them with any equipment needed for the Minor Exchange as well as their volunteer shirts
- Inform Race Command of any minor exchanges that do not have volunteers and advise of any volunteer no shows

### **Safety Protocol:**

- Any time you are outside of the vehicle near the road make sure of the following:
  - Wearing Reflective Safety Vest at all times
  - Night Time Hours (7pm-7am) also wearing:
    - Flashing LED Tail Light
    - Headlamp or flashlight
  - Turn on your Vehicles 4-way hazard lights and pull safely off to the shoulder of the road or in a pull off area
  - Make sure you have a spotter outside of the vehicle with you to watch for traffic when performing tasks near the road (ex: picking up signs, assisting runners, etc.)

## **PACKET PICKUP / TEAM CHECK-IN:**

As a Team Check-In Volunteer, you will be working with a Team of other Volunteers to ensure that all Teams complete the Team check in process and safety briefing in an efficient and orderly fashion. Teams will arrive at the Team check in area 1-1.5 hours before their start time. Upon arrival Teams will go through a series of stations as follows (You will be assigned one of the following stations by the Team Check-In Captain. If you have any specific requests please indicate that during the Volunteer registration process.):

- Initial Check-In
- Safety Gear Check
- Safety Briefing
- Team Bag Pickup
- T-Shirt Pickup

**Peak to Brew Will Provide All Equipment Needed for Team Check-in Volunteers**

**Optional Equipment You Bring That Will Be Nice To Have:**

- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Camera
- Fully Charged Phone

## **START LINE:**

A unique relay style race like the Peak to Brew Relay starts Teams in wave of 10-20 runners at a time, staggered throughout the day. This helps to cut down on course congestion and make it possible for all Teams to finish in the allotted time window. As a Start Line Volunteer, it will be your job to directly coordinate with the Start Line Captain to ensure each wave of runners starts promptly at their scheduled time. Your duties will include but not be limited to the following:

- Helping coordinate and direct parking at start line area
- Directing runners to the start line and checking them in
- Calling out Team names to start line
- Communicating with Team Check-In Crew and Race Command via 2 way radio, phone or text
- Checking team vans in at the Whiteface Mt. Veterans Memorial Highway tole house

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in at Whiteface Ski Center)
- Safety Vest
- Parking Light
- Megaphone
- 2 Way Radio
- Clipboard with Team start time list
- Pen

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths
- Raincoat / Pants (Please be prepared for possible high wind and rain, Remember you will be on top of a high peak in the Adirondack Mountains)
- Headlamp or Flashlight

## **TIME KEEPER (ALL EXCHANGES AND FINISH LINE)**

As the Time Keeper, it will be your job to notate the time that each Team successfully Exchanges runners at the designated Exchange point. As a runner approaches notate the runners bib number (Team number) and the time that they Exchanged the baton (slap bracelet) with the next runner. There will be a clipboard and time sheets in your Exchange box that you will be able to use to do this. After the last Team has passed through your Exchange please place the clipboard and all of the time sheets back into the Exchange box and give the Exchange box to the Volunteer that gives you notification that the last Team has past by your location.

The Exchange Captain assigned to your Exchange will meet you at the beginning of your shift for a brief training session and to drop off our Volunteer shirt and Exchange box. You will also be able to find your position location on the Exchange layout map located in your Exchange binder. If you have any questions or concerns during your shift please contact your Exchange Captain at the number provided your Exchange binder.

It is important to remember not to stand directly in the road and to always wear your safety vest during your shift as Time Keeper. Please try to get to your Exchange location 15-20 minutes early for training and set up.

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Volunteer Exchange Captain will deliver to your Exchange location)
- Safety Vest
- Clip Board
- Time Sheets
- Pen

### **Equipment That You Will Need to Provide:**

- Watch or Cell Phone (needed to take Teams Exchange times)

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths (Especially helpful during night shifts)
- Raincoat
- Headlamp or Flashlight For Night Time Shifts

## **PARKING/TRAFFIC GUIDE (ALL EXCHANGES AND FINISH LINE)**

Some of our Exchanges have an intersection where vans must take a different route into the Exchange than the runner will. Although there will be separate van and runner directional signs we want to avoid any traffic congestion or confusion at the Exchange points. Your job as the Parking/Traffic Guide is to guide runners and vans into the Exchange on the appropriate routes. The van and runner routes will be indicated on the map provided to you. You will be provided glow sticks in the Exchange box to help direct traffic during nighttime hours of 7:00 pm – 7:00 am. As vans or runners approach your location direct them in the appropriate route into the Exchange.

The Exchange Captain assigned to your Exchange will meet you at the beginning of your shift for a brief training session and to drop off our Volunteer shirt and Exchange box. You will also be able to find your position location on the Exchange layout map located in your Exchange binder. If you have any questions or concerns during your shift please contact your Exchange Captain at the number provided your Exchange binder.

It is important to remember not to stand directly in the road and to always wear your safety vest during your shift as Traffic Director. Please try to get to your Exchange location 15-20 minutes early for training and set up.

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in)
- Safety Vest
- Glow Sticks

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths (Especially helpful during night shifts)
- Raincoat
- Headlamp or Flashlight For Night Time Shifts

## **TEAM ANNOUNCER (MAJOR EXCHANGES AND FINISH LINE)**

As the Team Announcer, it will be your job to announce the next Team that is coming into the Major Exchange. This will alert a Team's next runner that they should get ready to make the Exchange and begin their leg. If the next runner for the incoming team is not ready to exchange you will announce the team number of the incoming runner and notify the team that their runner is coming into the exchange.

The Exchange Captain assigned to your Exchange will meet you at the beginning of your shift for a brief training session and to drop off our Volunteer shirt and Exchange box. You will also be able to find your position location on the Exchange layout map located in your Exchange binder. If you have any questions or concerns during your shift please contact your Exchange Captain at the number provided your Exchange binder.

It is important to remember not to stand directly in the road and to always wear your safety vest during your shift as Team Announcer. Please try to get to your Exchange location 15-20 minutes early for training and set up.

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in)
- Safety Vest
- Two Way Radio
- Megaphone

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, There will be plenty at the Peak to Brew Fest )
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths (Especially helpful during night shifts)
- Raincoat
- Headlamp or Flashlight For Night Time Shifts



## **FORWARD OBSERVER (MAJOR EXCHANGES AND FINISH LINE)**

As the Forward Observer, your job will be to let the Exchange Volunteers know which Teams runner is on their way into the Major Exchange. You will be located 400-800 meters out from the Exchange transition area. As a runner passes by, you will need to notate the runner's Team number and call it ahead via two way radio to the Team Announcer at the Exchange point. The announcer can then call out the Team number so the next runner can prepare to make the Exchange.

The Exchange Captain assigned to your Exchange will meet you at the beginning of your shift for a brief training session and to drop off our Volunteer shirt and Exchange box. You will also be able to find your position location on the Exchange layout map located in your Exchange binder. If you have any questions or concerns during your shift please contact your Exchange Captain at the number provided your Exchange binder.

It is important to remember not to stand directly in the road and to always wear your safety vest during your shift as Forward Observer. Please try to get to your Exchange location 15-20 minutes early for training and set up.

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt
- Safety Vest
- Two Way Radio

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths (Especially helpful during night shifts)
- Raincoat
- Headlamp or Flashlight for Night Time Shifts

## **MAJOR EXCHANGE FLOATER (MAJOR EXCHANGES AND FINISH LINE)**

As the Major Exchange Floater, you will essentially be the right-hand person for the Exchange Captain and Co-Captain. You will work closely with them to ensure that the Exchange is clean and running smoothly. Your responsibilities will include but not be limited to:

- Covering other Exchange Volunteer positions for breaks
- Train other Exchange Volunteers
- Relaying messages to Volunteers
- Making sure garbage's are changed and the Exchange area is kept tidy and free of trash
- Making sure water jugs are full

Please report directly to the Exchange Captain assigned to your Exchange at the beginning of your shift for a brief training session and to get your Volunteer shirt. If you have any questions or concerns during your shift please contact your Exchange Captain at the number provided your Exchange binder. It is important to remember not to stand directly in the road and to always wear your safety vest while filling in for other Volunteer positions. Please try to get to your Exchange location 15-20 minutes early for training and set up.

## **MEDICAL SUPPORT:**

As a Medical Volunteer, it will be your job to administer basic first aid to runners and help determine if distressed runners need more advanced medical support. Your duties will include but not be limited to the following:

- Administering basic first aid (scope of care protocols will be provided)
- Notify Local EMS if More Advanced Care is Required

\* **PLEASE NOTE** \* You will be required to provide proof of medical qualification to our Medical Volunteer Coordinator as well as have an interview. (phone or in person) We will contact you to coordinate this.

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in at Whiteface Ski Center)
- Safety Vest
- Medical Support Bag
- 2 Way Radio
- Incident/Injury Reports
- Cot
- Clipboard with Team start time list
- Pen

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths
- Raincoat / Pants
- Headlamp or Flashlight

## **TRAIL SUPPORT:**

As a Trail Support Volunteer, it will be your job to ensure that runners are accounted of as they enter and leave non-van supported trail sections of the course. Duties as a trail volunteer could include one the following.

- Make sure each runner is accounted of as the enter your assigned trail section
- Make sure each runner is accounted of as they exit your assigned trail section
- Patrolling your section of trail for distressed runners

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in)
- Safety Vest
- Clip Board
- 2 Way Radio

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Bug Spray
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths (Especially helpful during night shifts)
- Raincoat
- Headlamp or Flashlight For Night Time Shifts

## **FINISH LINE:**

As a Finish Line Volunteer, it will be your job to directly coordinate with the Start Line Captain to ensure Teams of runners safely cross the finish line and receive their finisher medals. Your duties will include but not be limited to the following:

- Finish Line Setup / Teardown
- Handing out Team medals
- Helping Teams take a Team photo with their own cameras
- Directing Teams to the Peak to Brew Fest
- Runner Shirt Exchange
- Distributing “Free Beer” Cups to Runners and Volunteers

### **Equipment Provided by Peak to Brew:**

- Awesome Volunteer T-Shirt (Pick up at Volunteer check-in at Whiteface Ski Center)
- Safety Vest
- Megaphone
- 2 Way Radio

### **Optional Equipment You Bring That Will Be Nice To Have:**

- Folding Chair or Stool
- Snack/Drink (Please no alcohol during your shift, there will be plenty at the Peak to Brew Fest)
- Umbrella to protect you from rain or sun
- Sun Block
- Hat
- Sunglasses
- Camera
- Fully Charged Phone
- Warm Layer of Cloths
- Raincoat