

# **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.

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.

## **PROVIDED EQUIPMENT OVERVIEW:**

The P2B Relay Crew will provide each Volunteer position/location with the needed equipment for the location. This equipment will vary depending on position type and location.

## **STANDARD EQUIPMENT PROVIDED (EXAMPLES):**

- Volunteer T-Shirts
- Exchange Boxes
  - Reflective Safety Vests
  - Flash Light
  - Basic First Aid Kit
  - Clipboard & Pens
  - Caution Lights (if Traveling on Course)
- Major Exchanges:
  - SEE MAJOR EXCHANGE EQUIPMENT LIST

## **Items that are not provided by P2B that we recommend you bring yourself include, but limited too:**

- 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
- Fully Charged Phone
- Warm Layer of Cloths
- Raincoat / Pants
- Headlamp or Flashlight

# **VOLUNTEER POSITIONS:**

## **DIRECTOR/CAPTAIN VOLUNTEER POSITIONS:**

- RACE DIRECTOR
- COMMUNICATION DIRECTOR – RACE COMMAND
- CAPTAINS (PACKET PICKUP, START, MAJOR EXCHANGE, FINISH)
- MEDICAL LEADS

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

- COURSE SETUP
- COURSE MARSHALL
- 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

## **TRAIL SUPPORT VOLUNTEER POSITIONS:**

- TRAIL SUPPORT

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

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

## **CAPTAIN OVERVIEW:**

As a Captain you are the main Point of Contact and Lead for your designated Captain Location (Packet Pickup, Start Line, Major Exchanges, Finish Line). You will be responsible for coordinating with all the Volunteers at your location and ensure each Volunteer knows where to be located and what their responsibility is.

- It is up to the Captain to position the volunteers in each position at the Exchanges
- Ensure all Major Exchange volunteers are properly trained and at their appropriate posts by the time the first teams come through
- Ensure all volunteers are checked in and receive a volunteer T-Shirt. You will have a list of all volunteers and their shirt sizes for your exchange box

### **Ensure Major Exchange area is set up per the exchange lay out map to include the following:**

- Setup Pop Up Tents and position Weight Bags on legs of Tents
- Setup Tables
- Fill Water Coolers (make sure and locate water refill area)
- Setup Peak to Brew Razor/Feather Banners
- Setup Exchange Signage (ex: Sleeping Area, etc.)
- Ensure Exchange Runner Transition Area is setup with Exchange Sign (will be set up ahead of time)
- Position Garbage/Recycling Containers
- Make sure bathroom facilities are open and unlocked or portable toilets are positioned properly
- Keep an eye on the restrooms to make sure toilet paper is available in the restrooms

**IMPORTANT:** Ensure no teams leave the exchange before the Exchange Runner Time Window and instill a team hold and time penalty if necessary. You will need to communicate with race command if any teams have to be held. In other words if teams are too fast and moving along the course at a pace faster than their reported team pace they will need to be held in order to allow time for the setup of exchanges further down the course.

### **OTHER RESPONSIBILITIES:**

- Assist teams in searching for a lost runner (Rare, but it has been known to happen on occasion)
- Manage volunteer breaks and rotations on an as needed basis o Some Major Exchange will have two Volunteer shifts. Make sure the Volunteers coming in on the second shift are rotating out in each position with the first shift.
- Replace stolen or damaged signs that get reported to you
- Ensure the exchange garbage and recycling containers are changed out when needed
- Ensure water coolers are filled when needed
- When given the ok to close the exchange ensure that all race equipment is packed up and either stored or transported to the predetermined area and the exchange area is left as or better than we found it

**IMPORTANT:** Please make sure the venue and area being used has been completely cleaned up and there is NO trash left behind. We want to ensure the locations used for the P2B Relay are as clean if not cleaner than when we arrived. It is the Captain's responsibility to ensure the locations are cleaned prior to leaving.

## **MEDICAL LEAD:**

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.

Each Major Exchange will have a Medical Gear box, included you will find a basic BLS med bag typically found on ambulances and rescues. Items not included are the Oxygen Cylinder, and medications. You will also find a reflective vest and a marker to designate the Medical Area.

For this event, scope of care will be limited to what we can treat for with supplies out of the provided medical bags. Providing basic level skills; the typical injuries are going to be contusions, abrasions, lacerations, and heat related illnesses. Treat according to regional EMS guidelines. Splinting, bandaging, wrapping, POC, instructing the patient to hydrate, and or moving into the shade. If injuries are more substantial use of common sense and erring on the side of caution through calling 911 for the local FD rescue/Ambulance Service.

In the instance of any patient contact please fill out the incident report that will be provided in this binder. When possible, at earliest convenience please advise the Command Center of any incident report/patient contact. If in the case of having to call 911, immediately contact the command center yourself or call for the nearest volunteer from the Main Exchange to contact us. This is to begin tracking the incident and beginning to reach out to the patients emergency contact(s) and the respective team captain.

## **EQUIPMENT PROVIDED BY P2B:**

- Safety Vest
- Medical Support Bag
- Cot
- Cooler with Ice
- 2 Way Radio
- Incident/Injury Reports

## **COURSE MARSHALL:**

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.

**IMPORTANT: This position requires you to use your own personal vehicle. Volunteers need to be at least 18 years old and you must also have a valid driver's license and your vehicle must be insured.**

### **OTHER RESPONSIBILITIES:**

- Assist teams in searching for a lost runner (Rare, but it has been known to happen on occasion)
- Advise posted law enforcement supporting the race that the last runner has passed (Times and locations of law enforcement posts are listed below)
- Helping Exchange Volunteers pick up the Exchange and take any equipment from the Minor Exchange to the next Major Exchange
- When you follow the last team to a trail section, check the trail volunteers clipboard to ensure all teams runners have been checked onto the trail. When confirmed relieve the trail enter volunteer and drive ahead to the trail exit and await the runners exit. Upon the last runners exit of the trail check to make sure all teams runners have been checked off of the trail section and the trail exit volunteer is free to go.

**SAFETY PROTOCOL: Any time you are outside of the vehicle near the road make sure of the following:**

- **AT ALL TIMES:**
  - Wearing Reflective Safety Vest (*Provided in Exchange Box*)
  - Vehicle Caution Safety Light on roof and on at all times (*Provided in Exchange Box*)
  - Turn on vehicle 4-way hazard lights & pull safely off to shoulder of 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
- **Night Time Hours (7pm-7am) also wearing:**
  - Flashing LED Tail Light (*Provided in Exchange Box*)
  - Headlamp or flashlight (*Provided in Exchange Box*)

### **EQUIPMENT PROVIDED BY P2B:**

- Course Marshall Volunteer Box
  - Course Marshall Binder
  - P2B Map Book
  - Reflective Vests, LED Tail Light, Head Lamp/Flashlight
  - Vehicle Caution Safety Light

## **ADVANCED PARTY:**

As an Advanced Party Volunteer it will be your job to move along the course ahead of the first team to ensure that each Minor Exchange and designated Trail entrance and exits are open and ready for the first runners to come through. You will also be responsible for greeting Volunteers and making sure they are prepared and trained. You will be in direct contact with race command keeping us updated on the condition of each minor exchange and trail location and if there are any volunteer no-shows.

**IMPORTANT: This position requires you to use your own personal vehicle. Volunteers need to be at least 18 years old and you must also have a valid driver's license and your vehicle must be insured.**

**NOTE:** There are some minor exchanges that will not have any volunteers assigned to them. Exchanges that do not have volunteers will be highlighted on the volunteer list. You do not need to greet any Volunteers or leave Exchange Boxes at these No Volunteer Exchange locations.

If you come to an exchange that is supposed to have volunteers and they do not show up, please notify race command and ensure that the Exchange sign is up and intact and Exchange Box is left next to the Exchange sign. You can then move to the next Exchange.

### **RESPONSIBILITIES:**

- Greet volunteers and thank them for their help
- Check off volunteers in attendance
- Distribute volunteer T-Shirts, located in exchange box
- Train volunteers on how to take down team times on the Exchange Timing Sheet
- Notify race command of any volunteer no-shows or missing signs

**IMPORTANT: Any time you are outside of the vehicle near the road make sure of the following:**

- **AT ALL TIMES:**
  - Wearing Reflective Safety Vest (*Provided in Exchange Box*)
  - Vehicle Caution Safety Light on roof and on at all times (*Provided in Exchange Box*)
  - Turn on vehicle 4-way hazard lights & pull safely off to shoulder of 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
- **Night Time Hours (7pm-7am) also wearing:**
  - Flashing LED Tail Light (*Provided in Exchange Box*)
  - Headlamp or flashlight (*Provided in Exchange Box*)

### **EQUIPMENT PROVIDED BY P2B:**

- Advanced Party Volunteer Box
  - Advanced Party Binder
  - P2B Map Book
  - Reflective Vests, LED Tail Light, Head Lamp/Flashlight
  - Vehicle Caution Safety Light
- Clipboard with Volunteer List to include shirt sizes
- Exchange Boxes (for which have Volunteers)
  - Volunteer Shirts (in Exchange Boxes)

## **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**

## **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 P2B:**

- Safety Vest
- Parking Light
- Megaphone
- 2 Way Radio
- Clipboard with Team start time list
- Pen

## **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 P2B:**

- Safety Vest
- Clip Board
- Time Sheets
- Pen

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

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

## **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 P2B:**

- Safety Vest
- Parking Batons (Lighted if Night Time Exchange)



## **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 P2B:**

- Safety Vest
- Two Way Radio
- Megaphone

## **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 P2B:**

- Safety Vest
- Two Way Radio

## **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.

## **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 P2B:**

- Safety Vest
- Clip Board
- 2 Way Radio

## **FINISH LINE:**

As a Finish Line Volunteer, it will be your job to directly coordinate with the Finish 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:

### **TIME KEEPER (LOCATED AT FINISH SHARED TENT WITH MEDAL RACK)**

Notate the time that each team successfully crosses the finish line. As a runner approaches notate the runners bib number (team number) and the time that they cross the finish line. There will be a clipboard and time sheets in your exchange box that you will be able to use to do this.

\*Equipment-Clipboard, Pen, Team List, 2 Way Radio

### **MC/TEAM ANNOUNCER (CORNER OF VARICK AND COURT)**

Announce the next team that is coming into the major exchange. This will alert a teams next runner that they should get ready to make the exchange and begin their leg.

You will be in direct contact with the forward observer who will be located on the course ~400-800 meters out from the exchange point. As a runner passes The Forward Observer the Forward Observer will communicate the team number(s) to you and you will then call out the team number at the major exchange with a megaphone.

\*Equipment-Mic/Sound System, Clipboard, Team with w/Team# and Names, Sponsor List, Sheet With Key Announcements and Thank Yous, 2 Way Radio/Headset, Pen, Highlighter

### **FORWARD OBSERVER (CORNER OF VARICK AND HUNTINGTON)**

Located 400-800 meters out from the exchange location.

As a runner passes by, notate the runners team number and call it ahead via two way radio to the team announcer/MC at the finish line. The announcer can then call out the team number so the team can prepare to cross the finish line with their runner.

\*Equipment-2 Way Radio

### **PARTY CUP DISTRIBUTION (DOWN STAIRS OF BREWERY SHOP)**

In order to get free beer at the finish line each runner and volunteer must have an official Peak to Brew Party cup. In order for a runner to receive their cup they must show their race bib. In order for a volunteer to receive a cup they must show their post race party volunteer wristband.

\*Equipment-2 way radio, clipboard, pen, Runner List, Volunteer List, Party Cups

### **INFORMATION /SHIRT EXHCNAGE (INSIDE BREWERY COURTYARD)**

Provide information to runners on an as need basis and exchange shirts for runners. In order for a runner to exchange their shirt they must provide you with a clean and unused shirt. Familiarize yourself with the layout of the finish venue and relevant information. (We will give you a cheat sheet)

- Gift shop and party cup pickup location
- Brewery deals
- Team gathering location
- Registration dates and prices for 2018 race

### **MEDAL HANDOUT (FINISH LINE SHARED TENT WITH TIMEKEEPER)**

Hand a medal to each runner that comes across the finish line. Work closely with timekeeper to ensure each team gets checked off that they have received their finisher medals.

### **PHOTOGRAPHER (AT TEAM PHOTO BANNER)**

Be available to take team pictures with Peak to Brew photo banner in the background. Work closely with medal handout to back them up if needed.

## **FINISH LINE FLOATER**

Work closely with Finish Line Captain to ensure that the finish line 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
- Back up other volunteer locations if needed