

Volunteer Handbook

*Epic Oregon Relay
Portland to Eugene, OR
June 17-18, 2016*

First off, THANK YOU from the bottom of our hearts for being a volunteer. We would not be able to put on successful events year after year if not for the hard work of dedicated volunteers like you.

We have the BEST volunteers and we are so appreciative of all of you!

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What IS an Epic Relay?

So, you've signed up to be a Volunteer at a running race, right? Wrong (sort of)! You signed up to be a part of the most EPIC running adventure in the country! Here is a little overview on the event and how it works:

By now you probably know that the Course is 187 miles long. It begins in Beaverton, OR on the morning of Friday June 17th, 2016 and finishes in Eugene, OR on the afternoon of Saturday, June 18th, 2016. On average, the course takes 24-30 hours to complete.

Our runners are organized into teams of 12. For each team, there are two vans, with six runners per van. When Runner 1 takes off from the Start, Van 1 also heads down the course to Exchange 1, stopping along the way to cheer on their runner, take pictures, etc. When Runner 1 gets to the first Exchange, he/she hands off the baton to Runner 2 who heads down the course to Exchange 2. Runner 1 hops back in the van, which heads to Exchange 2. This process continues until the Runner 6 completes Leg 6. At this time, Van 2 meets Van 1 and Runner 7 takes over. Now Van 1's runners have several hours off while Van 2 repeats the process outlined above. This continues until everyone has run three times.

Where do the volunteers come in?

Volunteers are stationed at every Exchange along the course, as well as at the Start and Finish lines. The biggest job of the Volunteers on the course is to record the time of day that each team passes through the Exchange. They are also responsible for directing cars and managing both vehicular and runner traffic at the Exchanges.

Volunteers are integral to the success of the event. Due to the sheer magnitude of a 200 mile, 24+ hour race, it's not possible for Epic staff to be everywhere at once! We rely on our Volunteers to help us create a safe and fun event that we can put on for years to come!

What Volunteers Do:

Volunteers stationed at the Exchanges will function as Race Marshalls- YOU are in charge and will perform the following duties:

- Note the team number and time of day that each team passes through your Exchange in your Exchange Log
- Direct and assist drivers into the Exchange to reduce traffic and congestion
- Monitor vehicular (race related and non-race related) traffic on busier roads and assist runners with crossing roads if necessary. NOTE: you do NOT have permission to stop or hinder traffic flow in any way; you simply assist runners in crossing the road when it is clear
- Spot and call out the team number of any runner approaching the Exchange so their teammates will be ready for the handoff
- Take an active role in telling vans where to park. Park vehicles close together to save space. This is especially important at Vehicle Exchanges and Sleeping Zones
- Point out (if applicable) sleeping zones, showers, fundraisers, etc.
- **Have fun with your Exchange. Feel free to wear costumes, put up decorations, etc. But remember, we still need you to do your job!**

What Volunteers Do NOT Do:

- Volunteers are expected to concentrate on the duty at hand. This will ensure the safety and enjoyment of all participants. Please do not congregate with the other volunteers rather than perform your duties when there are runners and vans in the Exchanges.
- Alcohol is not allowed on the course. Drinking alcoholic beverages during your shift or showing up to your shift intoxicated is strictly prohibited
- Do NOT leave your post for any reason (except for an emergency) during your shift. Remain at your post until every team has passed through the Exchange

Race Safety Rules for Volunteers to Know:

- Between the hours of approximately 8pm and 6am (sunset to sunrise), EVERY RUNNER that leaves the Exchange must be wearing a reflective safety vest, a headlamp, and a blinking LED light. Do not let any runner leave an Exchange without these items
- Teams must dispose of trash ONLY in the bags provided at the Exchanges. Littering is not allowed and we do not have permission to use private dumpsters or bins that may be located on the property
- Report any team or runner that is acting abusive or uncooperative

Adverse Weather Emergency Instructions:

- Should you observe lightning during your assignment, hold teams at your Exchange upon arrival. Do Not let them move on until a period of 20 minutes has passed without a lightning sighting
- Whatever time teams spend waiting out a storm (up to 45 minutes) will be deducted from their overall time at the Finish line. For example, if a team is waiting for 30 minutes, they will tell the timer at the Finish to subtract 30 minutes from their final time. After the stoppage, team will continue down the course as normal
- **If a team has to wait at an Exchange for longer than 45 min, they will need to drive ahead on the course in order to make up the time. For example, if the runner who is supposed to be running runs 8 min/mile and has to wait out a storm for an hour, the team must drive that runner about 7.5 miles down the course so the team isn't too far behind**
- All team members are required to stay inside the vehicles during any adverse weather conditions
- In the event of a tornado, teams and volunteers are to drive to the nearest major exchange to seek shelter.

It's Race Day!

Where To Go:

Prior to race day, each Volunteer will be emailed a detailed PDF. This sheet will contain instructions specific to your assigned Exchange as well as the location of the Exchange and the time of your shift. On race day, go straight to this Exchange.

Prior to race day, make sure you know EXACTLY how to get to your Exchange. If necessary, you may want to scope out the area beforehand. We expect all Volunteers to be ON TIME to check-in at their location. During the race, the Directors, Coordinators and Rovers have a lot to do and will simply not be able to sit on the phone directing you to your Exchange. It is YOUR responsibility to know where your Exchange is, and how to get there

When you arrive at your Exchange, you will be greeted by a Volunteer Coordinator. They will get you signed in, and give you instructions on how to set up your Exchange. You will be provided with:

- A Volunteer T-shirt
- An Exchange bag which will include:
 - A clipboard with your Exchange Log Time Sheet
 - A pen
 - Safety Vests- MUST be worn
 - Walkie Talkies (only for night shifts)
 - A lantern (only for night shifts)
 - Light up traffic wand (only for night shifts)
 - A trash bag
- Exchange markings
- Portable toilets

Exchange Take-Down

When the last team passes through your Exchange, you are free to leave. But first you must:

- Gather up any remaining trash items and put the bags near the portable toilets.
- Move the Exchange sign next to the portable toilet.
- Put the vests and clipboard (with the Time Sheet) back into the Exchange bag and leave the bag near the portable toilet. The Clean-Up Crew will deliver these items to the Finish line.
- Follow the “leave no trace” mantra. We count on being able to use the Exchange locations year after year. It is therefore important that we clean up after ourselves and respect the property

What to Wear/ What to Bring

- Since you will be working outside, wear comfortable clothing
- Bring sunglasses, a raincoat and an umbrella.
- The temperature will drop overnight. Bring layers/a blanket if you are working a night shift.
- Bring sunscreen and a hat
- Want to wear a funny costume? Go for it! Our runners dress up in all sorts of crazy clothes...plus if you're REALLY awesome, you might get voted Most Spirited Volunteer by our runners!
- This is a big one: BRING A CHAIR! There will be downtime between teams and you will want to sit down. Trust us. Bring a chair, bring a shade tent, bring a book. Bring whatever you think you will need to be comfortable during your shift
- Camera. If you are voted Most Spirited Volunteer, we'll want to see why!
- Snacks: Your shift will last for a few hours. You will probably get hungry and thirsty. Stock up on food/water before arriving at your Exchange...you might not be near any supermarkets!

Welcome to the Epic family!

Once again, thank you so much for being a Volunteer for the 2016 Epic Oregon Relay. Putting on an event of such magnitude is a virtual Rubik's Cube of logistics and planning and we would not be able to pull it off without the dedicated support of our volunteers!

As you are making preparations for race day, keep these three things in mind:

1. Know the location of your Exchange ahead of time and be there ON TIME.
2. Bring a chair. If you are on a day shift you may also want to bring an umbrella, shade tent, hat, etc. If you are on a night shift you may want to bring extra layers and extra lights.
3. HAVE FUN! Create a theme for your Exchange. Wear costumes, play music (quietly if near private residences or at night). Our runners are on a remote course for over 24 hours...they will be happy to see you, trust me! They will be even happier if you are wearing a Superman costume.

On behalf of myself and the entire Epic team; we hope you have a great time out there this year. We have several volunteers who come back year after year because they have so much fun participating in the event! The runners are highly appreciative of the volunteers and they will let you know it!

Thanks again for taking time out to volunteer,

Sincerely,

Michael Papworth
Event Director
m.papworth@epicrelays.com