



200K RELAY RACE

VOLUNTEER HANDBOOK
7.28.2010



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Dear Volunteers,

Welcome and thank you for taking the time to be involved with the inaugural *JRunners 200K Relay Race!*

JRunners is an organization designed by a group of runners determined to demonstrate their support for a friend diagnosed with ALS, also referred to as Lou Gehrig's disease. *JRunners* and this summer's 200K Relay Race is an inspiring show of support and honor to those who are fighting the real fight.

Team relays are a type of adventure race. The 200K route from Prospect Park (Brooklyn, NY) to Loch Sheldrake (Loch Sheldrake, NY) is divided up into 30 sections, or *legs*. The relay will include 10 runners per team, who will begin their initial run on the eve of July 28th, 2010 (Wednesday), and continue throughout the next day of July 29th, 2010 (Thursday), finishing with a tremendous celebratory event in the evening.

A 200K relay event is a wonderful puzzle of logistics in planning the route and then getting the necessary permission from town and state government agencies, large and small businesses, and private landowners. In addition, it is necessary to find a way to staff the 30 exchanges the runners will be passing through over the 22 hours of the race.

We have three simple requests of you as volunteers. First is to have fun with the route, the runners, and to enjoy the scenery. The second is to be safe out there. Third, it is important to remember that it is only with the cooperation of multiple agencies, businesses, and private landowners that the *JRunners Relay* can exist. Please make sure the participants show respect and common sense during your time with them. *JRunners* is very much on board with making this an annual tradition and we recognize and promote the importance of good neighboring and citizenry to further gain the continued welcome of each community along the course.

Thank you very much for being involved. The Volunteer Director and all *Jrunners* staff look forward to hearing any feedback or suggestions you may have after your experience.

The *JRunners* Team



BE A VOLUNTEER

WHEN:

July 28st 8:00pm – July 29nd 9 pm.

WHERE:

Along the race

TIME COMMITMENT:

Shifts are 4-7 hours (subject to change)

THE RACE:

The JRunner 200K Relay Race is the first *ever Jewish relay race*. The course is 200 Kilometers (125 Miles) in distance, and will take teams approximately 22 hours to complete. There will be 10 runners per a team and teams will be running nonstop until they reach the finish line. The course will be split into 30 legs. At the end of each leg is a *runner exchange area*, where one runner ends and the next runner begins. Runners will carry a team wristband that they will pass to the next runner at the exchange points. The wristband takes the place of a baton. Each runner will complete 3 legs of the course, and run a total of 12 miles.

Your participation as race marshals in this event should be an enjoyable experience. This event will only be successful because of the various duties that you, the **volunteer**, perform.

COURSE START LOCATION:

Prospect Park; Brooklyn, NY

COURSE FINISH LOCATION:

Loch Sheldrake; Loch Sheldrake, NY

PERKS:

- Race Official T-shirt
- Race Packet
- Access to all events

THE CAUSE:

The 200K Relay Race is the brainchild of a group of Jewish runners determined to demonstrate their support for a friend diagnosed with ALS, also referred to as Lou Gehrig's disease. Touched by his difficult situation, they created this relay race as a means of raising money for his family during their time of need. Each of the runners will be raising a minimum of \$1,000 for the cause. The cause is very dear to us, and we encourage everyone to get involved, and share in the rewards of this selfless but extremely satisfying act of kindness. In this merit, may



you and your loved ones be blessed with health and happiness and never know of such difficulties

Amyotrophic Lateral Sclerosis (ALS), often referred to as "Lou Gehrig's Disease," is a progressive degenerative disease that affects nerve cells in the brain and the spinal cord, and eventually leads to death. People with ALS have a loss of muscle strength and coordination and makes one unable to do routine tasks such as going up steps, getting out of a chair, or swallowing. It causes muscle weakening, twitching, and an inability to move the arms, legs, and body. The condition slowly gets worse. When the muscles in the chest area stop working, it becomes hard or impossible to breathe on one's own. However, ALS does not affect the senses (sight, smell, taste, hearing, and touch), bladder or bowel function, or a person's ability to think or reason. So they are physically trapped and unable to help themselves with their most simple needs, and yet are fully aware of their condition and predicament. There is no known cure for ALS. In addition, there is no Jewish organization for helping victims of ALS and no support infrastructure for the families that are grappling with this disease.

PREREQUISITES

Volunteers **MUST**:

- Be at least 18 years old and have a valid driver's license.
- Provide their own transportation to and from their assigned location.
- Be physically able to perform their assigned duties.
- Be willing to fulfill any assigned volunteer time.
- Be willing to fulfill their entire shift at any assigned locations.
- **Sign** a **waiver** of liability.
- Wear their official volunteer T-shirt while at their assigned location.
- **Are** responsible for own food and drink during the event.
- May be asked to attend a pre-event informational meeting or participate on a conference call.

INFORMATION TO BE FAMILIAR WITH:

The 200K course is divided into **30** segments called **Legs**. At the end of each leg is a **runner exchange area**, where one runner ends and the next runner begins.

Runners carry a team wristband that they will **pass** to the next runner at the exchange points. The wristband takes the place of a baton. Runners should run on the designated side of the road. Signs will mark the course. The course descriptions highlight the side of the road to run on. Due to blind turns and guard rails- on portions of this event we will be running *with* traffic rather than the typical *against* traffic. We are making our best judgment call based upon all circumstances in these sections. At especially busy intersections, we have hired local police to support the event. **Volunteers** will be assisting in other locations and low- traffic areas may not have any crossing guard assistance.



EXCHANGES:

Our goal is for all of the teams to share the fantastic experience by designing the race that best allows for all the teams to be close to each other throughout. Accordingly, the actual team-exchange period should be fairly small, but will vary. Keep team members from congregating near Runner Exchange Zones so runners can enter and exit easily. Only outgoing runners and the Team Timer are allowed near Runner Exchange Zones.

SAFETY AND COURTESY

Since there will not be any road closures, traffic control or aid stations, participants must obey the State Traffic Laws. Volunteers may not direct traffic.

PLEASE **BE ON TIME** TO YOUR VOLUNTEER POST:

We ask that all volunteers plan to be at their assigned exchange at least 30 minutes prior to their reporting time. Please plan on extra drive time, especially for later exchange points. As the race comes into full swing, traffic congestion from runners, team vans and other volunteers could slow your pace. The reporting time for the first shift at each Exchange is based on volunteers arriving 30 minutes before the first team is expected. The departure time is immediately after the last runner has arrived, the station is disassembled and the area is free of litter and directed so by the Volunteer Director or the Race Director. We appreciate your cooperation and understanding the unpredictability of the runners. As volunteers, your job is critical to the successful running of this race. Without you, the relay would not be possible. Therefore we appreciate your promptness and full commitment to your exchange point. **Have fun with your Exchange.**

Volunteers Should **NOT**:

- Be sitting in a chair and reading when runners or vans are in the exchange.
- Be congregating and talking with the other volunteers rather than being in your position and attending to your responsibilities.
- Be drinking any alcoholic beverages during your shift or showing up intoxicated.
- Volunteers **are expected** to focus on the safety of the runners and vans during their shift.

RACE DAY

Where to Go:

Check your assignment, arrive on time and sign in with the Volunteer Director. The location and directions along with a map of how the exchange should be set up are in a separate packet.



What to Bring:

- Cell Phone
- Watch – coordinate time with the Volunteer Director.
- Clothing - Please be prepared for all temperatures and for rain. Hat, sunscreen, sunglasses Jacket/ Rain Gear.
- Water, food.
- Optional - chair, camera, binoculars, umbrella.
- Please make yourself comfortable and feel free to give your Exchange Area a personality.

At Night Also Bring:

- Headlamps, flashlights, or big battery light **NO FIRES ALLOWED!**
- Warm clothing
- Cell Phone

Please Do **Not** Bring:

- Alcohol
- Children
- Headphones
- Pets

The Relay Will Provide:

- Volunteer T-shirt
- Exchange markings Safety Vests – required to be worn by **all** volunteers.
- Map of assigned Exchange and Map of the next leg for the outgoing runner to review.
- Four cones to mark the Baton Exchange.
- Exchange Time Sheet, clipboard and pen.
- Garbage can and bags.
- Portable toilets (if bathrooms are not available).

PRE RACE

PARKING COORDINATOR:

- Directing and assisting team vehicles, RV's and Mini Vans, for parking.
- Know where the RVs and Mini Vans are parked and how they're laid out.
- Know the **order/timing** in which the RV's and Minivan's leave.
- Know where everyone else, whoever is at the start line, is going to be parked.
- You will be supplied with either a bright red flag (daytime) or a red-lighted baton (night) to direct traffic.
- Remember that this is a **race** and people can become very frantic if they are in a hurry.
- Your **job is** to keep everybody safe and happy.



CHECKLIST:

- Flags for directing.
- Cell Phones for communicating
- Map of Course (displayed at packet pickup or in packets)

CROWD CONTROL:

- Directing and assisting spectators behind the designated areas.
- Help keep crowd back behind lines.

CHECKLIST:

- Map of the course (displayed at packet pickup or in packets).

STARTING LINE

START LINE PERSONNEL:

- Determine start line needs and establish/direct layout.
- Communicate with the Race Director.
- Setup table with food, water, and cups.
- Assist and/or direct runners to food, water, or restrooms.
- Assist in lining up the runners at the start line.
- Assist in placing banners, clock, and timers.
- Collect, pick-up, and return all equipment, after the start.

CHECKLIST:

- Map of the course.
- Banners, clock, timers.
- Tables with food, water and cups.

CHUTE MONITOR (Start/Finish Line):

- Position yourself inside chute ropes in general areas designated by chute coordinator.
- Stay out of the way of the runners.
- Encourage runners in chute to keep moving. If necessary, help them physically.
- Keep runners in order of finish as they come over the finish line.
- Be alert to any runner leaving the chute. If they leave we must get in their position to get the finish card at the end of the chute.
- Continue to give instructions until everyone has finished.



FLUID STATIONS (start/finish line, and at all exchanges):

- You will need to take 1-2 tables to your aid station.
- You will have 2 or more water containers, which will need to be filled with water immediately.
- You will have 7-9 oz. cups.
- You will have 2 trash cans
- You will get several plastic trash bags to pick up the discarded cups.
- Set up table(s) on the side of the street.
- Place the 2 trash cans 20' & 30' past the water station so runners can attempt to drop their cups into the cans.
- Fill as many cups as possible about 2/3 full, and place them on the edge of the table, but not too close to be knocked over.
- Set water containers on the side of the table away from the runners.
- **Do not** place cups too close to each other, as they will be knocked **over by** passing runners trying to grab one.
- **Stand at the end of the table** so as not to obstruct the runners from **getting to the tables for cups**.
- Clean up--pick up all paper cups and place them in the plastic bag.
- Break down the tables, set them off to the side of the road, and place the trash cans with the tables and coolers.
- Please make sure that the entire area is clean. The residents will appreciate and welcome us back!

TRANSITION AREAS

EXCHANGE POINT PERSONNEL:

- Volunteers are stationed at Exchanges to act as **Race Marshals**, and to perform the following duties:
- Directing runners to the correct hand-off or relay exchange zone.
- **Spotting** and **announcing** an approaching runner so the next runner for their team is ready and waiting in the Exchange Zone.
- **Spotters** call out team numbers from bibs of incoming runners from 50 yards before the Exchange so the correct outgoing runner can enter the Exchange Areas.
- As racers enter the relay exchange area, record team numbers (bib numbers) and **clock** times of incoming runners and outgoing runners.
- Note which team, and the time of day, every time a team passes through your exchange on the Exchange Time Sheet.
- Record time of wrist strap exchange between runners.
- Encourage runners to keep moving and if necessary, help them physically.
- Your **most important** responsibility is to ensure the safety of yourself and the runners.
- **Monitor the traffic** on busy roads to direct when it is safe for the runner to cross if applicable.
- Please direct the runners to where they need to go, and help them be cautious of the traffic.



- Your job is **not** to direct traffic, but it **is** to direct runners and their vehicles!
- Please use your heads and take control of the situation when you arrive.
- You are encouraged to do anything helpful that you see fit to assist the runners.
- You **MUST** remain at your exchange point until the last runner has passed, and directed by the Race Volunteer Director or the Race Director..
- You **need to stay at** your post at all times except in the case of an emergency.
- Request Emergency Medical Service if needed.
- **Monitor for rule violations.** (Ruling on violations is the responsibility of the Race Director and Relay Committee).
- After sunset and before sunrise, **All Runners** must be wearing a reflective **vests**, carrying a **flashlight** or **headlamp**, and have a blinking **red light** that is visible attached to their **backs**.
- If the runner does not have all of the above, they should not be permitted to leave the exchange until they do.
- If they do leave, contact the Race Director, their entire team is immediately disqualified.
- Runners are **not permitted** to run with headphones or ear buds (iPods). If a runner is getting ready to run with headphones on, tell them if they leave the exchange, they and their team will be disqualified.
- Make sure to stay out of the way of the runners.
- Keep runners in order of finish as they come through.
- Continue to give instructions until everyone has finished.
- Place Tables with liquids of water, and Gatorade.
- Place trash cans and bags, manage clean-up of stations.
- Keep Exchanges clean.

CHECKLIST:

- Paper cups
- Ice, Water, and Gatorade.
- Map of the course.
- Cell phones for communicating.

COURSE DIRECTION (Spotters):

- Direct and Assist runners along the course.
- As runners approach, take up a position easily in view for some distance by the runners.
- Signal the direction they are to follow some distance before they reach your point so there is no doubt when they approach.
- If necessary, also try to control any vehicles that may appear to get in the way if it is safe to do so.
- Remember you are not a policeman and should not try to physically restrain anyone.
- Try to encourage drivers to be careful of runners.
- Stay at your point until the last runner has passed.
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PARKING ASSISTANCE (at all exchanges areas):

- Directing and assisting team vehicles, RV's and Mini Vans, as well as any spectators, for parking in order to reduce vehicle congestion.
- Your first and foremost responsibility is to ensure that the vans and other cars are aware and cautious of the runners that are coming through the exchange point.
- Know where the RVs and Mini Vans are parked and how they're laid out.
- Know the **order** and **timing** in which the RV's and Minivan's leave.
- You will be supplied with either a bright red flag (daytime) or a red-lighted baton (night) to direct traffic.
- Remember that this is a **race**, and people can become very frantic if they are in a hurry. Your job is to keep everybody safe and happy.

TIME KEEPING (start/finish line, exchange areas):

- Mark the Runner Exchange Area with four cones.
- Record Runner Exchange Times and incidents on **Exchange Time Sheet**.
- Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- Ensure that the next and only the next outgoing runners are in the Runner Exchange Area.
- Identify each runner by their team number, which is on the bib they **must** be wearing.
- Make sure the runner passes the wristband to his next runner.
- Produce **neat, accurate** results for awards ceremony.
- You will be given a watch unless you have a wristwatch stopwatch.
- You **must** be at the starting line, finish line, or exchange sites to set your watch with an appropriate mile sign and prepare to call times.
- You may wish to follow the course set up vehicle to drop off your car at your designated mile marker.
- Start reading the time as the runners approach your station and are within shouting distance.
- Read as loudly as you can or as necessary for the runners to hear you. You should read as follows: (5:01, :02, :03, 5:04, :05, :06, 5:07, :08 etc..)
- Read the minutes off every few seconds so that all runners passing will have reference to the minute and know exactly the seconds. Minutes with seconds are important.
- When the last runner passes, congratulations! You have done an excellent Job, and may turn in your watch and signs.



VEHICLES

VAN DRIVER'S— 10:

- Transport 5 runners to minor and major exchange points in time for outgoing runners to receive the baton.

RV DRIVER'S-10:

- You will be transporting runners (5) to the major exchange areas, and bringing out the fresh runners, in time for outgoing runners to receive the baton.

ROADWAY PATROL BIKER'S:

- You will be following the runners (without shadowing) at night for their safety.

LEAD VEHICLE:

- You will drive ahead and check to make sure signs, markings, cones etc.. are at all points along the course.

VEHICLE PICKUP:

- Pickup all signs and equipment along the course.

FINISH LINE

FINISH LINE PERSONNEL:

- Determine finish line needs and establish/direct layout.
- Communicate with Race Director and/or Fast Finishes, the Official Race Timer.
- Assist in placing Chutes, banners, clock, and cones.
- Assist in Recording team numbers and clock times as racers enter the finish line.
- Produce **neat, accurate** results for awards ceremony
- Set up **table(s)** where designated and place containers with ice, water, and Gatorade.
- Assist in set up of a Finish Table with clipboards/timesheets.
- Assist in set up of Fluid Station—water, Gatorade.
- Provide backup in all necessary functions.
- When the race is over and before the awards ceremony begins, pick up the cups and place in plastic bags, break down tables and the finish line, and return all of the borrowed or rented gear and equipment.



CHECKLIST:

- Digital clock,
- Finish Table with fluids—Water, Gatorade
- Clipboards, time sheets.
- Pencils, pens.
- Results sheet
- Finish cards
- Order race numbers.
- Design, execute scoring system.
- Result boxes
- Rubber bands, Paper clips, Yellow pad, Tape.
- Posting of results.

CLEAN UP CREW:

- Collect/tear down all site requirements at every exchange point—cones, banners etc.
- Clean up/return all equipment.

POST-RACE REFRESHMENTS:

- Assist in the set up of tables with food and water.

FINISH LINE EVENT

ONSITE / AWARDS COORDINATOR:

- Directs, assist in the **After Party Event** at the Sullivan County Community College.
- Assist announcer in awards presentation.
- Provide backup in all necessary functions.



DEFINITIONS

Baton (Wristband) must be worn while running. Wristbands are transferred to the next runner in Exchange Areas.

Blinking Lights during the sections of the relay that route teams will be covering at night, directional arrows will be marked with blinking Red lights.

Exchange Zone is the marked area of Exchange where the incoming runner hands the baton to the next runner. Only outgoing runners are allowed in this area. Spectators must stay off the road and away from Runner Exchange Areas.

Leg is one of 30 segments of the 125-mile course.

RV's will be transporting runners (5) to the major exchange areas, and bringing out the fresh runners, in time for outgoing runners to receive the baton.

Exchange Area is one of 30 locations where incoming runners hand wristband to the outgoing runners. Volunteers record the time of the handoff on timesheets.

Team Time Sheet is used to record runner leg times and team cumulative times. Teams must transfer their Team Time Sheet to their RV/ Van to ensure completion. Team Time Sheets must be turned in at the Finish to receive finisher awards.

Mini-Van's transports 5 runners to minor and major exchange points in time for outgoing runners to receive the baton.