



OFFICIAL VOLUNTEER PACKET

Ragnar Relay Washington D.C.

In this volunteer packet you will find information on the following items. Please take a moment to read it carefully. Approximately 1-2 weeks prior to race day, a course manager will contact you and confirm dates, times, and locations with you as well as update you on any necessary details.

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THE BASICS

First and foremost THANK YOU for volunteering to be a part of the Ragnar Relay. Volunteers are an integral part of the race and we sincerely appreciate the time you will be dedicating to this awesome event. We cannot say it enough – Thank You! Thank You!

PLEASE READ through this packet and be familiar with it before arriving at your exchange.

You will be trained at the exchange when you arrive, but you should be familiar with the material in this packet. Approximately one week before the race you will be contacted by your exchange manager. They will be able to supply you with any additional details you will need to know. If you have any questions between now and race day please contact the volunteer coordinator at volunteers@ragnarrelay.com or the Race Director at tian@ragnarrelay.com.

We want the volunteers to have just as much fun as the runners! We encourage you to dress up, decorate your exchange, and make it really fun for passing runners.

We continually receive compliments about the quality of volunteers. Thanks for being part of Ragnar!

If there is a chance you will not be able to make it to your shift please let your team captain know because the team you are representing will be disqualified and pulled from all results if you do not show up for your shift.

FINDING YOUR EXCHANGE LOCATION

The address of your exchange is listed on the website. To locate your exchange you can also view the online course maps.

You can find a link to all the course maps [here](#). Select your exchange to view an individual map of your location.

CONTACT INFORMATION

If you have any questions about your volunteer shift please first contact your volunteer manager. If they are unavailable, contact the Volunteer Coordinator listed below.

Kyla Hillam – volunteers@ragnarrelay.com

ON RACE DAY

If you are the FIRST SHIFT please arrive at your shift ON TIME. Please allow for traffic and shoot to be there 10 minutes early to ensure you won't be late. You will be met by your manager. They will spend about 20 minutes training you. Runners could begin arriving immediately but it may be as long as 2 hours before the first team arrives. Your manager should be able to let you know approximately how long it will be before the first team arrives. The SECOND SHIFT (your



replacement) should begin arriving about 30 minutes before your shift ends. It is the responsibility of the FIRST SHIFT to train the SECOND SHIFT. Take some time to train them on what you've been doing. Once the second shift has been trained you can leave.

If you are the SECOND SHIFT the FIRST SHIFT will be there when you arrive. Please don't arrive late as the first shift will probably be ready to go home. Once the last team has come through your exchange, call the volunteer manager and ask them if you can take down. Because your manager will be watching over 20 – 40 miles of course, you may not see them right away. If you need to get in touch with them, make sure and give them a call.

WHAT TO BRING

Because you will be working outside for your entire shift, we suggest that you bring items such as: folding chairs, umbrellas for shade/rain, snacks/food/drink, appropriate clothing for rain/heat/cold, sunscreen, bug spray, cell phone, and extra flashlight. Check local weather and plan ahead for rain and for extreme temperatures. Keep in mind that it may be cool during the night. Lighting and portable toilets will be provided at each exchange.

AT THE EXCHANGE

When you arrive at your exchange you will find the following items in a large plastic box:

- EXCHANGE BINDER including:
 - Important contact numbers – Manager, Ragnar Staff, etc
 - List of volunteers scheduled for your exchange
 - Important rules
 - Checklist of teams
- Two-way radios
- Lights and reflective vests
- T-shirts for each volunteer
- Other supplies – extra batteries, flashlights, lanterns, etc

It is required that volunteers wear their volunteer t-shirt and **reflective vest at all times**. This is for safety reasons and will also allow participants and others to clearly identify you.

EXCHANGE SETUP

Exchanges should be set-up before you arrive, if they are not, contact your volunteer manager. After 6:30pm set-up the provided lanterns so as to illuminate the exchange as much as possible.



EXCHANGE RESPONSIBILITIES

There are various responsibilities that you may be asked to perform at an exchange point. We encourage you to work with the other volunteers and rotate through each of the roles throughout your shift.

CHECKING IN TEAMS

- Station one volunteer at or near the entrance of the exchange point.
- Station another volunteer approximately 200 yards up the road prior to the exchange. At night time or if volunteers are nervous about being too far ahead they may move within about 200 feet of the exchange so they are within view of the other volunteer.
- Both volunteers will be given two-way radios. The volunteer stationed up the road will radio in the numbers of incoming runners. The volunteer at the entrance of the exchange will announce the number for the incoming runner. The team with the corresponding number will then be allowed to enter the chute. You are also welcome to announce the team name and make a big deal out of the funny names; have fun with it!
- Once teams have exchanged runners, check the team off the list.
- If teams lose their slap bracelet baton, write down their team name, instruct them to slap hands in the exchange chute and allow them to continue. Notify the manager, they will have extra slap bracelets and they may be able to catch the team later to give them a new slap bracelet.
- *****At night check to make sure the runners arriving and leaving the exchange chute have the appropriate reflective vest and lighting required. See rules below.**

TRAFFIC CONTROL

*****Any volunteers directing traffic MUST wear a reflective vest. After 6:30 pm volunteers must also hold a flashlight.**

- Direct cars not to impede racers in anyway.
- **Keep teams and vans moving!** Encourage teams to move on as soon as they have picked up their runner.
- Have teams park in designated parking areas to keep from obstructing traffic.
- Be assertive but respectful. We need your help to keep the runners safe!

CHANGE TRASH BAGS

- You should have at least 3 trash bags at your exchange. If the trash box gets too full, take out the trash bag, tie it up, and put a new bag in the box. Place the full bags by the portable toilets.



MANAGE TOILETS

- Make sure each toilet has adequate toilet paper. Extra toilet paper is in your exchange box.

EXCHANGE TEAR-DOWN

Once all the teams have come through the exchange, call the exchange manager and ask for their permission to take down. Please make sure to follow these steps:

- Walk the entire exchange (all areas, including parking) pick up ALL trash
- Gather ALL trash and put in trash bags that are provided
- Place tied garbage bags by toilets
- Take down and stack cones next to toilets
- Inventory exchange equipment and place in plastic bin (radios, binders, flashlights, etc)
- Put bin behind toilets if manager has not arrived
- Do another garbage sweep of the exchange area
- Call Manager to tell them you are done

It is absolutely imperative that we leave each exchange better than when we arrived. We want to make sure that our exchange points will allow us to come back year after year. Treating their property with great respect will allow us to do that. Thank you!

IN CASE OF EMERGENCY

If it is an emergency, call 911.

Every exchange will have a few instant cold packs and first aid items. Cold packs are only to be used for those experiencing heat exhaustion. If you have a medical emergency please call 911 FIRST then text Race Command 661-Ragnar1, they will call you back. While you're waiting for the ambulance make the person as comfortable as possible and ensure that they are in a safe place away from traffic. Ask their name and their team number. For minor injuries, let them know that there is a first aid station at all of the major exchanges 6, 12, 18, 24, 30, and Finish Line.

HAVE FUN! BE SAFE!

Safe runners – Safe support – Safe Race

Safety is our number one priority. There are many potential hazards in a race of this type including, but not limited to: automobile traffic, road and trail conditions, and weather. We ask that all teams and volunteers please take appropriate precautions to insure a fun and safe event. Please help us keep the race safe by focusing on being safe runners, safe support crews, and by



helping us keep the race as a whole safe. Below are some basic guidelines and rules to help us all have a safe race.

Safe Runner – When you are the “on” runner abiding by the following rules and guidelines will help keep you safe.

R1 (“R1” is the safety code R is for runner 1 if for rule 1)

Run Against Traffic and on proper surfaces

Runners are to run on the left shoulder of all roads (against traffic), using sidewalks or trails when available, unless signs or maps direct otherwise.

R2 Be aware of traffic and obey traffic laws

Runners are to understand that they do not have exclusive use of the roadway and are required to obey all traffic laws. This includes stopping at traffic lights.

R3 Running at Night

The following nighttime rules and suggestions have been developed to help insure the safety of all participants.

- Runners starting their legs after **6:30pm** and before **7:00am** must wear one reflective vest, wear one headlamp (or carry a flashlight), AND one blinking LED on their backside.
- Pacers may be used but ONLY during nighttime hours. Pacers DO NOT have to be a member of the team. Running pacers can ONLY run during night legs and MUST run in single file. Bike pacers may ONLY be used at night on trails (bike pacers are not allowed on sidewalks or road shoulders). Pacers MUST wear the same night safety gear as the runner (reflective vest, headlamp, and LED).

Safe Support – When you are part of the support crew abiding by the following rules and guidelines will help keep you safe

S1 Safety Officer/Navigator

Each van will be required to have a safety officer/navigator that is awake at all times. The safety officer is responsible for helping the team behave safely during the race. The safety officer must be seated in the front passenger seat and must have the safety guidelines and rules within reach at all times. The safety officer responsibilities may be rotated between team members. The safety officer must be someone other than the driver.

S2 Exiting and being outside the vehicle

Remember that these are open roads. Adhere to following rules and guidelines



- Everyone that is out of the vehicle on the course at night must wear a reflective vest. This includes minor exchanges, shoulders, roadways, and parking lots adjacent to the course. They must also wear reflective vests at major exchanges if they are within 20 yards of the exchange chute or course. Vests must be worn between the hours of **6:30pm and 7:00am**. We also highly encourage you to wear vests at all times.
- Other than the driver, everyone must exit the vehicle on the passenger side

S3 Road Crossing

Any team member crossing the road must do so with an orange flag, day or night (This applies to the support crew – not the “on” runner) Teams will be given flags at the start line. Teams may take between 3 flags with a \$15 deposit per flag (credit card only). Cards will only be charged if flags are not returned at the finish line.

- Obey all traffic/pedestrian and j-walking laws
- Cross at crosswalk if there is a crosswalk within sight
- No crossing if there is a median
- No crossing roads with more than two lanes. (One lane in each direction)
 - Roads with a total 3 lanes or more may be crossed at cross walks.

S4 Vans

Teams’ vehicles are to obey all traffic laws, which include but are not limited to:

- Obeying speed limits (both minimum and maximum speed limits)
- Not Stopping in the roadway
- No Illegal U-turns
- Pulling off the road completely when stopping/parking
- No parking in non-legal parking areas
- No following runners to illuminate the road for them, or to pace them

When parked, please turn off headlights so as not to blind oncoming traffic

- Leave parking lights on so that the vehicle is visible to regular traffic
- Please do not stop or slow down in places that will impede traffic or runners and do not turn your hazard lights on

S5 Non-Support Leg Rules

If a leg along the course is labeled as a “no van support” leg (legs are labeled in the RagMag), team participants need to obey the following rules:

- Teams are not allowed to provide water or food to their runner during these legs
- Team members are not allowed out of their vehicle on the roadway
- Teams vehicles may pull over where it is legal, to cheer and monitor runners but must obey all traffic laws and not impede traffic in anyway, and be out of the lane of traffic



- If a runner is in distress and there is a safety concern, teams may assist their runner or a runner from any other team, but must obey all traffic and pedestrian laws in doing so

Special Note: On no van supported legs runners need to make sure they are well hydrated before starting their leg and should carry water with them to insure proper hydration throughout their run. All “non-support” legs are labeled as such in the RagMag. All legs over 4 miles long will have at least one water station. Legs over 8 miles long will have at least two water stations.

Safe Race – Help us keep the race safe by abiding by the following safety rules and by helping teams to behave safely

C1 Prohibited Items on the Course

The following items are not allowed on the race course: rollerblades, unauthorized bicycles, dogs or other animals, baby joggers/strollers, scooters, skateboards, and any other device that may endanger others or put a runner at an advantage over the other participants.

C2 Alcohol

While participating in the race, the consumption of alcohol is not allowed at any point along the course. Alcohol may be responsibly consumed at the finish line when city ordinances and permits allow.

C3 Van safety items

During safety meetings teams will be given a Safety Guideline Hanger to hang from their rear view mirror and a Safety Guideline Window Cling to hang on rear passenger door window. These items must be properly hung in the support vehicle for the duration of the event.

C4 Sleep in designated sleeping areas

Sleeping/resting must be done inside the support vehicle or inside designated sleeping areas. Major exchanges 12, 18, 24, and 30 will have designated sleeping areas. No one is allowed to sleep on the ground in any parking lot. If anyone refuses to move, if asked, this could result in their team’s disqualification. Participants are allowed to sleep in their vans in parking lots.

Headphones

The use of personal music devices with headphones while running is highly discouraged. In an overnight relay, roads are not closed during the race and participants are running through the night. This format requires that all runners be alert and aware of their surroundings at all times.



Wearing personal music devices causes distractions and the inability to hear what is going on around the runner.

Mandatory Safety Training Meeting at Start Line and Major Exchange 6

There will be a mandatory Safety Training meeting at the race Start Line for van 1 and at Major Exchange Six for van 2. Each team is required to have all team members, who are present, attend the safety briefing. The Safety Training will last approximately 10-15 minutes. Each van will receive a safety packet at the training. The safety packet will include items that will need to be displayed in the vehicle along with the safety rules. Please arrive at least 1 hour early to the Start Line and Exchange Six to give yourself adequate time to attend Safety Training.

Safety Training Certificate Needed to Check-in and Start Running

Each van representative will receive a card indicating they have completed the Safety Training. Van 1 will need to present the card in order to check-in at the Start, van 2 will need to have runner 7 (runner 4 for ultra teams) present the card to the volunteer at Major Exchange 6 in order to start running.

Help keep the race safe by reporting teams that are endangering themselves and others

We will have twelve Course Marshals out on the course monitoring teams for safety and adherence to all rules. However, with the size of the course we cannot be everywhere at once. We are asking volunteers to help us keep the course safe by reporting teams that are violating any of the above rules. Violations reported by volunteers will be taken under consideration when determining if a team will be disqualified (teams will not be automatically disqualified for violations reported by volunteers). To report violations:

Send a text message to 661-RAGNAR1 that's 661-724-6271

Use the following protocol to report violation

- **Who:** text the team name or number of offending team
- **What:** text what the violation was (running on the wrong side of the road)
- **Where:** text the Location then the leg number that you observed the violation
- **When:** text the Time then the time it occurred
- **From:** text From and your team number (we will not divulge your team number to offenders or anyone other participant).



ENFORCEMENT

RULE AND SAFETY ENFORCEMENT

Rules are enforced based on a “three strike you’re out” policy. There will be 12 race officials monitoring the course to enforce rules. Teams will be notified via text message each time they violate a rule. (cell phone numbers will be collected at the start line) If a team receives three strikes they must check in at the next major exchange. A course marshal will meet them to review the validity of each violation. If the course marshal deems that the violations are valid the team’s baton will be confiscated and the team must leave the course. If a team that has receive three text messages fails to check in at a major exchange they will be automatically disqualified.

Course marshals may also disqualify teams on the spot without prior warning for what they deem to be serious rule violations.

Lightning, Wildlife/Open Range, Flooding Rules

LIGHTNING RULES

If there is lightning at the start of the race, we reserve the right to delay starts until the lightning clears. If you see lightning on the course during the race, get your runner off the road and into your support vehicle and make a note of the time and location. If the lightning clears within one hour, put your runner back on the course where he or she left off and make a note of the time. If the lightning persists longer than an hour, move ahead to the next exchange. For every hour of lightning, you may move ahead one exchange. Keep track of where and when you left the course and where and when you returned to the course. A form will be available at the finish line for reporting these locations and times. We will then calculate your average pace and apply it to the segment of the course you missed.

WILDLIFE/OPEN RANGE RULES

If a runner encounters any wildlife that is aggressive on the course, get your runner off the road and into your support vehicle. The vehicle should drive ahead and let the runner out at a safe and reasonable distance ahead of the wildlife to continue his or her leg. Keep track of how far your van drives ahead by .10 of miles and report the mileage and speed traveled at the finish line (reporting forms will be available). We will take your team’s overall average pace, the mileage and speed driven and adjust your team’s time accordingly.



FLOODING RULES

If a runner encounters flooded areas that cannot be ran through, have your runner get into the support vehicle, drive the runner ahead where the road is no longer flooded to continue running his or her leg. Keep track of how far your van drives ahead by .10 of miles and report the mileage and speed traveled at the finish line (reporting forms will be available). We will take your team's overall average pace, the mileage and speed driven and adjust your team's time accordingly.